

El Camino College
Associated Students Organization
Finance Committee Agenda
Tuesday September 6, 2022
Zoom

<https://elcamino-edu.zoom.us/j/99611317246>

1:00-2:00 p.m.

Public Participation: Members of the public are invited to speak concerning any item of business on this agenda prior to or during the Committee's discussion of the item, and always prior to the Committee taking action on the item. For matters not listed on the agenda that is under the Committee's jurisdiction, members of the public are invited to address the Committee during Public Comment. A limit of two (2) minutes per speaker shall be observed, with a maximum of four (4) minutes per topic. No discussion is allotted on public comment. The Committee may briefly respond to statements made for questions posed, however, for further information, please contact the Chair for the item of discussion to be placed on a future agenda. Brown Act §54954

I. Call to Order

The meeting was called to order by Uzair Pasta at 1:05 p.m.

II. Roll Call

Voting Members of the Finance Committee(6)

X Uzair Pasta (chair) _X_ Jana Abulaban _X_ Patrick Hahn _A_ Sheriff Abdruhman
X Greg Toya _X_ Jeff Hinshaw _X_ Student at Large

Alternates:

E Debbie Allison _E_ Chris Dela Cruz _X_ Luisa Paredes _X_ Danny Villanueva _X_ Kristell Villacorta

Support/Guests: _X_ Alondra Alvarado _X_ Sidney Lee _X_ Jaime Ulloa

III. Approval of the Minutes

3.1  **Finance Minutes 8/15/22**

Motion to approve by Patrick Hahn

Second by Jana Abulaban

IV. Approval of the Agenda

Motion to approve by Jana Abulaban

Second by Patrick Hahn

V. Reports

5.1 PBC Reports

The next PBC Meeting will be on the third Thursday of this month.

5.2 ASO Shadow Budget

The ASO Shadow Budget hasn't yet been created, but it will be ready by the next Finance meeting.

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Kristell shared her screen and showed the activity that happened so far in terms of the ASO Budget.

VI. Old Business

6.1 22-23 ASO Budget

The ASO Finance Committee will review the 22-23 ASO Budget

Motion to open discussion by Patrick Hahn

Second by Jana Abulaban

Uzair shared his screen and presented the ASO 2022-2023 Budget.

By Friday of this week, 9/9, we should have the specific allocations for each program, including ASO.

6.2 Specialist & Accounting Assistant Salaries

The ASO Finance Committee will discuss the Specialist & Accounting Assistant Salary

Motion to open discussion by Patrick Hahn

Second by Jana Abulaban

The committee discussed how these salaries are currently paid for using ASO reserves, and how we can go about finding another revenue for these salaries.

VII. New Business

7.1 CCCSAA

The ASO Finance Committee will discuss and approve \$6500 for CCCSAA from the AS Leadership Training account 71-55229-00-836190-7670 and AS Conference and Travel account 72-55229-00-836115-7670

Motion to open discussion by Patrick Hahn

Second by Greg Toya

The California Community College Student Affairs Association focuses on networking, student and professional development, advocacy, and student leadership within the California Community College system. This is an in-person conference occurring from Oct. 21st through Oct. 23rd in San Diego. So, this amount would fund travel, hotel, and food expenses for 5-7 students.

Motion to approve by Jana Abulaban

Second by Patrick Hahn

7.2 Journalism (Humanities) budget

The ASO Finance Committee will discuss the Journalism operating Budget

Motion to open discussion by Patrick Hahn

Second by Jana Abulaban

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The Finance committee will be working with Journalism to find a different source for their funding.

7.3 Slack Pro Account

The ASO Finance committee will discuss and approve \$300 from the AS Supplies account 71-54550-00-836101-7670 for a premium slack plan for the 2022-2023 Academic year

Motion to open discussion by Patrick Hahn

Second by Jana Abulaban

Jana talked about ASO's usage of the Slack App. For 40 people to use Slack for a year, that will amount to around \$270, so the amount of \$300 will go to cover the Slack Pro Account.

Motion to approve by Patrick Hahn

Second by Jana Abulaban

7.4 Canva Pro Account

The ASO Finance Committee will discuss and approve \$300 from AS Public Relations account 71-54550-00-836412-7670 for the renewal of the ASO Canva premium one-year subscription plan for the 2022-2023 Academic year.

Motion to open discussion by Patrick Hahn

Second by Jana Abulaban

Jana talked about ASO's usage of Canva, which will amount to \$119.99 a year, which is what this amount would cover.

Motion to approve by Greg Toya

Second by Jana Abulaban

7.5 FloWater repairs

The ASO Finance Committee will discuss and approve \$5000 from Flo-Water Repairs account 71-55660-00-836406-7670 for Flo-Water maintenance and repairs.

Motion to open discussion by Patrick Hahn

Second by Jana Abulaban

ASO sponsors the FlowWaters on campus, and they need repairing every once in a while, so that's what the budget will be approved for, and it should cover a year.

Motion to approve by Patrick Hahn

Second by Jana Abulaban

7.6 Copy Center Blanket Purchase Order

The ASO Finance Committee will consider and approve \$500 from the Public Relations account 71-54550-00-836412-7670 for BPO (Blanket

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Purchase Order) for print materials.

Motion to open discussion by Jana Abulaban

Second by Greg Toya

This amount will go for printing posters and flyers through the copy center for ASO events.

Motion to approve by Patrick Hahn

Second by Jana Abulaban

7.7 Supplies

The ASO Finance Committee will consider and approve up to \$200.00 from AS Supplies account 71-55001-00-836101-7670 for both Executive and Senate of supplies (pens, ink, clipboards, etc.)

Motion to open discussion by Greg Toya

Second by Patrick Hahn

This amount will go into purchasing any office supplies needed, including pens, ink, notebooks, papers, etc.

Motion to approve by Greg Toya

Second by Jana Abulaban

7.8 Webpage

The ASO Finance Committee will discuss the ASO Finance webpage

Motion to open discussion by Patrick Hahn

Second by Greg Toya

The ASO Finance Webpage needs to have contact info added as well as specific forms, such as finance agenda requests, finance handbook, etc. Uzair and Kennedy will work with Kristell to update the webpage.

7.9 Fundraisers

The ASO Finance Committee will discuss Fundraising ideas in partnership with Activities

Motion to open discussion by Patrick Hahn

Second by Greg Toya

Uzair discussed fundraising ideas.

Sidney talked about the fundraiser last year with FireBird and brought up that someone from that company reached out for a partnership this year.

Greg discussed the potential of contacting restaurants that provide us with discounts through the benefits pass for fundraising opportunities.

VIII. Public Comment on Non-Agenda Items

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IX. Adjournment

Motion to adjourn by Patrick Hahn

Second by Jana Abulaban

The meeting was adjourned by Uzair Pasta at 1:52 p.m.

A handwritten signature in black ink, appearing to read "Uzair", written in a cursive style.

Signed September 7, 2022