



**DASB FINANCE COMMITTEE MINUTES  
SPECIAL MEETING**

Wednesday, December 6<sup>th</sup>, 2017

3:30 pm

Student Council Chambers

**Chair:** Amanda Le

**Contact:** nt.amandale@gmail.com

Call to Order

Amanda called to order 3:30pm.

Roll Call

	Present	Absent	Late	Left Early	Excused
Amanda L	X				
Kalani H	X				
Boris F	X				
Ruby K		X			
Indu K			X(4:24pm)		
Theresa T	X				
Ahmad A	X				
Khaled H (Senator)			X(3:44pm)		
Harris G (Senator)			X(3:40pm)		
Ignatius D (Intern)			X(3:42pm)		
Elizabeth B (Intern)	X				
Gia N (Intern)	X				
Ian R (Intern)	X				

Approval of Minutes

No minutes to approve.

Public Announcements

*Please note: Members of the public are limited to two minutes. The Committee cannot take action or respond to items during public announcements.*

No public announcements.

## Business Items

### 1. INFORMATION/DISCUSSION/ACTION

Title: Budget Training

*This item is to conduct a DASB budget training for the Finance Committee.*

Presenter: Lisa Kirk, Dennis Shannakian

Time: 30 minutes

- Hyon Chu presented the purpose of the budget training: It is to prepare the Finance Committee for the budget deliberations in January. She also wants the Finance Committee to reflect over this quarter with what went well and enhancements for the future.
  - *What went well:*
    - Time of the meetings
    - Structured meetings
    - Google spreadsheet
    - The leadership
  - *Enhancements and what it requires:*
    - More engagement during meetings:
      - More participation
      - Attendance and being on time (notify Amanda before meeting if you will be late)
      - Knowledge
    - More participations:
      - Be more vocal – ask questions.
    - Accountability:
      - Checking
    - Bonding:
      - Positive working relationships
- Budget deliberations will be held the following dates:
  - Friday, January 19<sup>th</sup> from 12-5pm in the Don Batista room
  - Saturday, January 20<sup>th</sup> from 9-5pm in the Student Council Chambers.
- For the budget deliberations binders have been provided to the Finance Committee. A pencil case containing high lighters, post it's and pencils were given to the committee during the meeting.
  - Dennis asked to have the binders and pencil cases returned when the budget deliberations are over.

- Some of the insecurities within the committee were discussed and cleared out.
  - Will there be a vote on each budget request?
    - Dennis explained when voting will be held.
  - What does an intern do during the budget deliberations?
    - Amanda informed interns cannot vote. However, they can provide useful information about the programs they have talked to. They can also ask questions and add comments.
  - Hyon Chu informed that if members of the Finance Committee are currently working or planning to work/be involved in other departments that will take part of the budget deliberation the Finance Committee member(s) is required to disclose that information as the Finance Committee member will not be able to participate in the voting for that department.
- Prior to the start of the budget deliberations it is expected that all Finance Committee members have read through all of the budget requests.
  - Use the Christmas break to read, take notes, highlight things and prepare questions. Do not wait until the last minute.
    - Amanda informed that during the budget deliberation they will go page by page, budget request to budget request.
- The Finance Committee went over and discussed the spreadsheet.
  - Dennis suggested everyone to use the spreadsheet as it is more accurate compared to the budget requests. There have been mistakes made in the budget request previous years.
- Hyon Chu encouraged the Finance Committee to use critical thinking for the budget deliberations.
  - Examples of what to think of/consider: Is there enough information provided in the budget request? Has there been time spent on the budget request from the requesting programs side?
- **Hyon Chu will create rubrics.**
  - **That way there will be a better way to score the applications.**

#### Burning Issues

No burning issues.

#### Announcements/Informational Reports

No announcements.

#### Adjournment

Amanda adjourned the meeting at 4:50pm.