

**UNIVERSITY STUDENT UNION
CALIFORNIA STATE UNIVERSITY, NORTHRIDGE
FINANCE COMMITTEE MEETING
JANUARY 15, 2016
MINUTES**

I. Call to Order

The meeting was called to order by Committee Chair, Sara Yousuf at 11:35 a.m.

II. Roll Call

Present	Absent	Staff/Guests
Sharon Eichten, University Representative (voting)	Ferny Arana, Student Representative (voting)	Tina Jensen Kronqvist, Student Assistant
Natalie Esparza, Student Board Representative (voting)	Khusbeen Dhillon, Student Representative (voting)	
J. Illuminate, Executive Secretary (non-voting)	Debra Hammond, Executive Director (non-voting)	
Michael Odinlo, Student Representative (voting)	Shahtaj Khan, Board Chair (non-voting)	
Dr. Shelley Ruelas-Bischoff, Student Affairs Representative (voting)		
Lele Situ, Student Representative (voting)		
Sara Yousuf, Committee Chair (voting)		

III. Approval of Agenda

M/S/P (M. Odinlo/N. Esparza) Motion to approve the agenda for January 15, 2016.

Motion to amend the agenda to remove Discussion Item B: Reallocation of Reserves.

M/S/P (S. Eichten/M. Odinlo)

Discussion Item B was removed because the analysis needed to present the item was not available by the meeting date.

Main motion, as amended, passes by general consensus

IV. Approval of Minutes

M/S/P (N. Esparza/L. Situ) Motion to approve the minutes for November 20, 2015.

Main motion passes 5-0-1

V. Chair's Report

S. Yousuf welcomed the members back from winter break. She informed the members that the spring 2016 Meeting Schedule would be discussed during today's meeting.

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VI. Action Items

A. Hospitality Policy & Procedure

M/S/P (M. Odinlo/N. Esparza) Motion to recommend approval of the Hospitality Policy as presented.

The committee has diligently analyzed, reviewed, and updated the hospitality policy and procedure throughout the fall 2015 semester. As a result, the policy is now ready to be recommended to the Board of Directors for approval.

The lack of a policy resulted in a finding during the last internal compliance audit which took place in the summer of 2015. Recommendation for approval of policy by the committee and approval by the Board will satisfy the finding.

S. Eichten suggested that it should be stated clearly on the Hospitality Approval Form that the Attendee List is only necessary *for events with 12 attendees or less*.

Main motion passes 6-0-0

VII. Discussion Items

A. Spring 2016 Meeting Schedule

The committee members discussed the times and dates to meet. Fridays at 11:00 a.m. emerged as the time that most members would be able to attend.

VIII. Announcements

S. Yousuf informed the committee members that today is Executive Director Debra Hammond's birthday. She also reminded everyone that there is a Board of Directors meeting on January 25, 2016 and invited the members to attend.

IX. Adjournment

The meeting was adjourned by Committee Chair, Sara Yousuf at 11:51 a.m.

Respectfully submitted by,

Joseph Illuminate
Associate Director, Finance & Business Services