



DASB FINANCE COMMITTEE MINUTES

Monday, November 27th, 2017

3:30 pm

Student Council Chambers

Chair: Amanda Le

Contact: nt.amandale@gmail.com

Call to Order

Amanda called to order at 3:31pm

Roll Call

	Present	Absent	Late	Left Early	Comments
Amanda L	X				
Kalani H	X				
Boris F	X				
Ruby K	X				Gone between 4:03-4:28pm during Budget training presentation
Indu K			X(3:48pm)		
Theresa T	X				
Harris G (Senator)	X				
Elizabeth B (Intern)	X				
Eoin B (Intern)	X				
Rex Z (Senator)				X(3:57pm)	
Khaled H (Senator)			X(3:32pm)		

Approval of Minutes

- November 20th, 2017
- **Kalani moved to approve the minutes from November 20th, 2017.**
 - **Seconded by Theresa**
 - **No objections**

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.

- Lisa Kirk informed there will be a town hall budget meeting on Tuesday December 5th between 3-4pm in Conference Room A.

Business Items

1. INFORMATION/DISCUSSION/ACTION

Title: Eco Fund

This item is to discuss and approve funding up to \$4,440.00 from the Eco Fund for the Expansion of the Butterfly Garden.

Presenter: Desiree Humphers, Alicia De Toro, Vanna Viera

Time: 15 minutes

- Amanda moved to table this item to next meeting

2. 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

- Lisa and Dennis presented drafts from the 2018-2018 DASB Budget Revenue Funds and the estimated available money to allocate for the 2018-2019 budget.
 - Discussion occurred. Lisa and Dennis explained how the budget deliberation process works as they experienced there has been confusion regarding the different columns previous years.
 - Dennis made changes in the document to clarify the “Remaining” column – he changed the name of the “Remaining” column to “Unspent”
 - Binders have been compiled and given to Senators, the committee will meet in January to start the budget deliberations.

3. INFORMATION/DISCUSSION/ACTION

Title: Budget Deliberation Planning/Preparation

This item is to plan the 2018-2019 DASB Budget Deliberations.

Presenter: Amanda Le

Time: 15 minutes

- Amanda encouraged the Senators to start preparing for the Budget Deliberations which will be on January 19-20th. Her advice to Senators is to use the following month to prepare as there will be no Finance meetings.
 - What everyone needs to do before the deliberation starts is to look through their given Budget Deliberation binders to ensure they understand the content as well as to start preparing questions.

4. INFORMATION/DISCUSSION/ACTION

Title: Travel Code

This item is to discuss adding a travel section to the Finance Code or creating a separate Travel Code.

Presenter: Amanda Le

Time: 30 minutes

- Amanda presented an example of a requisition and said they will start working on a Travel Code after the Budget Deliberations are over. She presented examples of travel costs and for the future she wants to have more details in the requisitions.
 - Dennis says a new Travel Code might not have to be created and he suggested the Senators to add an article for travel in the current travel section in the Finance Code.
 - Amanda mentioned it could be a good idea to see how other local community colleges are doing as some colleges' only fund for airfare, bus and train.

Burning Issues

There were no Burning Issues.

Announcements/Informational Reports

- Lisa K mentions if there is a training you need to have an agenda attached.

Adjournment

Amanda adjourned the meeting at 5:17pm.