



STUDENT UNION BOARD OF DIRECTORS
Finance Committee Meeting Minutes

December 2, 2014 at 3:00pm in the Student Union Faculty & Staff Dining Room

Members Present: Josee Larochelle, Adriane Bates, Kristin Kelly, Kim Hagens, Cathy Busalacchi

Members Absent: None

Guests: Amy Guerra-Smith, Terry Gregory

CALL TO ORDER

Josee Larochelle called the December 2, 2014 Student Union Board of Directors Finance Committee Meeting to order at 3:09pm in the Faculty and Staff Dining Room in the Student Union building.

ROLL CALL

Josee Larochelle asked Amy Guerra-Smith to do a visual roll call. Amy Guerra-Smith noted that she completed a visual roll call.

APPROVAL OF AGENDA FOR DECEMBER 2, 2014

Josee Larochelle asked for any changes needed to the December 2, 2014 Finance Committee Meeting Agenda. Seeing no changes needed, Josee Larochelle asked for any objections to approve the December 2, 2014 Finance Committee Meeting Agenda as presented. Seeing no objections, Josee Larochelle noted that the **December 2, 2014 Finance Committee Meeting Agenda was approved as presented by unanimous consensus**.

APPROVAL OF MAY 12, 2014 MEETING MINUTES

Josee Larochelle asked for any changes needed to the May 12, 2014 Finance Committee Meeting Minutes. Seeing no changes needed, Josee Larochelle asked for any objections to approve the May 12, 2014 Finance Committee Meeting Minutes as presented. Seeing no objections, Josee Larochelle noted that the **May 12, 2014 Finance Committee Meeting Minutes were approved as presented by unanimous consensus**.

INFORMATION ITEMS:

1. Presentation of 1st Quarter Financials

Ms. Kristin Kelly commented that the Student Union on target for expenses at approximately 27%. Ms. Kelly noted that the that event expenses are more than what is anticipated due to the new building. Ms. Kelly also indicated that events in the Event Center are doing well. Ms. Kelly indicated that expenses are increased due to the new Student Union building.

2. Presentation of Advent – Architectural Finishing

Cathy Busalacchi presented to the Finance Committee the portfolio from Advent who are architectural finishers. Cathy Busalacchi noted that Advent's fee is really expensive. Ms. Busalacchi noted that Athletics is using Advent as well as Stanford and Santa Clara. Ms. Busalacchi noted the initial cost is around \$3 million. Josee Larochelle suggested to have a procurement team come in to create a scope of work, find additional companies, and collect bids. Cathy Busalacchi and Josee Larochelle are to meet to discuss creating a team to work on the scope of work.

AGENDA ITEMS:

1. Nominations & Approval for Finance Chair and Vice Chair

Josee Larochelle asked for any nominations for the Finance Committee Chair and Vice Chair. Josee Larochelle was nominated for the Finance Committee Chair. Josee Larochelle accepted the nomination. Adriane Bates was nominated as Finance Committee Vice Chair. Adriane Bates accepted the nomination.

Josee Larochelle asked for any objections to approve Josee Larochelle as Chair and Adriane Bates as Vice Chair for the Finance Committee for the 2014-2015 academic year. Seeing no objections, Josee Larochelle noted that the **Finance Committee unanimously approved a recommendation of Josee Larochelle as chair and Adriane Bates as vice chair for the Finance Committee for the 2014-2015 academic year.**

2. Approval of Student Union Bowling Center Pinsetter and Score Keeping System Updated Quote

Terry Gregory addressed the Finance Committee with the background history of the previously approved amount of \$400,000 to remove the old pinsetters and install a new score keeping system. Since the Board has already approved the \$400,000, the quote has increased by \$74,078. The Board will need to approve the updated quote at the December 9th meeting so that work can begin in January 2015. Mr. Gregory indicated that the \$74,078 come from Local Reserves. Josee Larochelle asked if there was any contingency buffer included in this figure. Terry Gregory replied no.

Josee Larochelle moved to approved additional funds needed for pinsetters from Local Reserves and any additional expenditure should be noted as information items.

Adriane Bates seconded the motion.

VOTE ON THE MOTION:

UNANIMOUS

MOTION PASSED.

MEETING ADJOURNMENT

Josee Larochelle asked for any other business to discuss. Seeing no other business to discuss, Josee Larochelle noted that the **December 2, 2014 Finance Committee Meeting was adjourned at 3:48pm by unanimous consensus.**