

STUDENT UNION BOARD OF DIRECTORS

Finance Committee

Meeting Minutes

October 22, 2019

At 4:00 pm in SU Meeting Room 6

Voting Members Present: Cynthia Fernandez-Rios, Yissel Reyna, Saw Yan Naung, Sonja Daniels

Voting Members Absent: Charlie Faas

Guests Present: Tamsen Burke, David Alves, Terry Gregory, Amy Guerra-Smith

I. CALL TO ORDER

Saw Yan Naung facilitated the October 22, 2019 Finance Committee meeting. Saw Yan Naung called the October 22, 2019 Finance Committee meeting to order at 4:06 pm in the Student Union Meeting Room 6.

II. ROLL CALL

Saw Yan Naung asked Amy Guerra-Smith to do a roll call. Amy Guerra-Smith noted that she completed a visual roll call.

III. APPROVAL OF AGENDA FOR OCTOBER 22, 2019

Saw Yan Naung asked for any changes needed to the October 22, 2019 Finance Committee Meeting agenda. Ms. Burke requested to add a closed session informational item, titled 'Budget Discovery'.

Cynthia Fernandez-Rios moved to approve the October 22, 2019 Finance Committee Meeting agenda with the requested changes.

Yissel Reyna seconded the motion.

VOTE ON THE MOTION: 4-0-0 MOTION PASSED.

Dr. Daniels suggested moving agenda item b. Audit Representation Letter Update and item d. Presentation of Fourth Quarter Financials to the closed session.

Saw Yan Naung asked for a motion to approve the suggestion of moving agenda item b. Audit Representation Letter Update and agenda item d. Presentation of Fourth Quarter Financials to closed session.

Sonja Daniels moved to approve moving agenda item b. Audit Representation Letter Update and agenda item d. Presentation of Fourth Quarter Financials to closed session.

Cynthia Fernandez-Rios seconded the motion.

VOTE ON THE MOTION: 4-0-0 MOTION PASSED.

IV. APPROVAL OF THE APRIL 30, 2019 MEETING MINUTES

Saw Yan Naung asked for any changes needed to the April 30, 2019 Finance Committee Meeting minutes. Seeing no changes needed, Mr. Naung asked for a motion to approve the April 30, 2019 Finance Meeting minutes as presented.

Sonja Daniels moved to approve the April 30, 2019 Finance Committee Meeting minutes as presented.

Cynthia Fernandez-Rios seconded the motion.

VOTE ON THE MOTION: 1-0-3 MOTION FAILED.

V. AGENDA ITEMS:

a. Selection and approval of Finance Committee Chair and Vice-Chair for AY 2019-2020

Saw Yan Naung asked for any nominations or self-nominations for the Finance Chair for AY 2019-2020. Yissel Reyna nominated herself for the Finance Committee Chair for AY 2019-2020. Saw Yan Naung asked for a motion to approve the recommendation of Yissel Reyna as Finance Committee Chair for AY 2019-2020.

Cynthia Fernandez-Rios moved to approve herself for Chair for Finance Committee for AY 2019-2020.

Sonja Daniels seconded the motion.

VOTE ON THE MOTION: 3-0-1 MOTION PASSED.

Cynthia Fernandez-Rios nominated Saw Yan Naung for Finance Committee Vice-Chair for AY 2019-2020. Mr. Naung accepted the nomination.

Cynthia Fernandez-Rios moved to approve the recommendation of Saw Yan Naung for Finance Committee Vice-Chair for AY 2019-2020.

Sonja Daniels seconded the motion.

VOTE ON THE MOTION: 3-0-1 MOTION PASSED.

b. Audit Representation Letter Update

This item was moved to the closed session.

c. Review and Approval of \$25,000 from Local Reserves for the Student Union's 50th Anniversary Event

Terry Gregory presented the details of the Student Union's 50th Anniversary event to the Finance Committee members. Mr. Gregory noted that the Student Union would like to host an event to celebrate the Student Union's 50 years of providing the students of San Jose State University quality services. Mr. Gregory noted that the two-hour event will have various activities, like a tie-dyed activity on the SU Patio, a trivia and name that tune game in the Ballroom as well as a 1960s costume contest with opportunities for students to win prizes for the best costume for the best hippy, best 1960s famous celebrity, and best tie-dyed outfit. Mr. Gregory indicated that the Student Union would like to invite some of the Board members to be judges of the costume contest. Also, during the event students can get a free commemorative 50th Anniversary t shirt and a cupcake. Mr. Gregory noted that the majority of the event will be inside the Ballroom.

The Finance Committee members discussed the various activities and suggested to have staff and maybe Student Union tenants dress up instead of having students dress up because students will not have the time to plan out a costume. Another suggestion made was to include a way to display old pictures or articles from archives. Finance committee members discussed the possibility of increasing the funding request to \$25,500 to help support picture display or additional shirts for students to participate in the tie-dye activity.

Saw Yan Naung asked for a motion to approve \$25,500 from Local Reserves for the Student Union's 50th Anniversary Event.

Cynthia Fernandez-Rios moved to approve the \$25,500 from Local Reserves for the Student Union's 50th Anniversary Event.

Saw Yan Naung seconded the motion.

VOTE ON THE MOTION: 4-0-0 MOTION PASSED.

d. Presentation of Fourth Quarter Financials

This item was moved to closed session.

e. Updates

Tamsen Burke gave the Finance Committee members updates on the SRAC Construction Project, noting that the team is working on completing the punch list items which include the Mondo flooring issue, fixing the elevator, as well as the upgrading the security camera system storage.

Ms. Burke also noted that the Lane 15 Bowling Center project is moving along and on target for completion for late fall semester.

Ms. Burke also indicated that the Provident Event Center team is working with Provident and campus to get the Provident signage up by the early December basketball games that are being televised. Also noting that the priorities for this year are to upgrade the fire alarm systems and to work with the Accessible Education Center to correct the ADA code violations.

Saw Yan Naung asked for a motion to move the meeting to closed session.

Cynthia Fernandez-Rios made a motion to move the meeting to closed session.

Yissel Reyna seconded the motion.

VOTE ON THE MOTION: 4-0-0 MOTION PASSED.

Saw Yan Naung asked all non-voting members and guests to exit the room as the meeting was now in closed session.

VI. CLOSED SESSION

a. Budget Discovery

b. Audit Representation Letter Update

c. Presentation of Fourth Quarter Financials

Tamsen Burke reported to Amy Guerra-Smith that during closed session, Operational Business items that were discovered were disclosed to SUBOD in closed session for understanding and action plan for resolution.

VII. MEETING ADJOURNMENT

Saw Yan Naung asked for any other business to discuss. Seeing no other business to discuss, Mr. Naung asked for a motion to adjourn the meeting at 5:11pm.

Cynthia Fernandez-Rios moved to approve to adjourn the meeting at 5:11pm.

Yissel Reyna seconded the motion.

VOTE ON THE MOTION: 4-0-0 MOTION PASSED.