

MINUTES
DASB BUDGET AND FINANCE MEETING
Friday, October 8, 2004
10:00 am
Santa Cruz Room

Call to order

Henna Khan called the meeting to order at 10:00 am.

Roll Call

<u>Name</u>	<u>Present</u>	<u>Absent</u>	<u>Late</u>	<u>Left Early</u>
1. Bellini, Stephanie	X			
2. Deschene, Queena	X			
3. Foster-Mahar, Nadine			10:17 am	
4. Hambaba, Amine	X			
5. Khan, Henna	X			
6. Qi, Jane	X			

Approval of Minutes

There were no minutes to approve.

Public Comments

There were no public comments.

Consent Calendar

There were no items on the consent calendar.

Business**DISCUSSION/ACTION**

1. Budget Transfer

This item is to discuss and approve a \$6,305 budget transfer from account 41-51337-5914 (Bad Debt Expense – Student Body Card) to account 41-52002-7320 (Summer/Fall Special Allocations) due to the District estimate for the Bad Debt Expense coming in lower than the amount budget for 2004-2005.

Presenter: Lisa Kirk

Lisa Kirk presented the budget transfer items.

Jane Qi moved to approve the budget transfer of \$6,305 from account 41-51337-5914 to account 41-52002-7320.

Amine Hambaba seconded the motion.

With 4 votes to 0, motion passes unanimously.

DISCUSSION/ACTION

2. New funding

This item is to pay the 3 top clubs who receive the most voter registrations in an ICC Club competition through October 18, 2004. Funds in the amount of \$200 to go to account 41-54600-7320 (ICC Events Awards).

Presenter: Nadine Foster-Mahar

Henna Khan presented the funding for the ICC Club Competition.

Jane Qi moved to approve funding of \$200 to go to account 41-54600-7320.

Stephanie Bellini seconded the motion.

Motion passes unanimously.

Burning Issues

Henna stated she would like to establish quarterly goals for the finance committee, as the budget forms are due in November. Also, she would like to become thoroughly familiar with the Finance code and communicate responsibilities of the finance committee through a meeting. Dennis Shannakian stated information about special allocations and the budget process could be spread through the use of a voicemail “phone tree”, or memos going out to all of the mailboxes.

Nadine Foster-Mahar suggested a cell phone drive for domestic violence. Refurbished cell phones would be donated to those in domestic violence programs. This project requires DASB send out an “RFP” to cell phone providers, which contains stipulations and qualifications of the donee’s phone contract: % bill paid by DASB, cancellation terms. Then the companies would reply with counter-proposals or revisions to the contract for DASB to approve.

Announcements/Informational Reports

Future Budget and Finance meetings will be held Fridays at 10:00 am in the Santa Cruz room.

Adjournment

Henna Khan adjourned the meeting at 10:25 am.

Submitted by

Queena Deschene
DASB Secretary
Approved Friday, October 15th, 2004