



**Internal Operations Committee Minutes 18-1**  
**September 8th, 2017 2:30PM**  
**USU 3700**

Agenda Posted: Tuesday, September 5, 2016 at 1:00pm

**Internal Operations  
 Committee  
 2017-2018**

**Members**

**Vacant**

*Executive Vice President  
 Chair*

**Louis Adamsel**  
*President and CEO  
 Vice Chair*

**Josh Foronda**  
*Board of Directors Representative*

**Savana Doudar**  
*Board of Directors Representative*

**Noah Henwood**  
*Board of Directors Representative*

**Aj Vega**  
*Board of Directors Representative*

**Dawn Myers**  
*ASI Student Employee*

**Wesley Dayhoff**  
*ASI Student Employee*

**Claudia Lacher**  
*ASI Student Employee*

**Jacqueline Catechis**  
*ASI Student Employee*

**Sierra Contreras**  
*ASI Student Employee*

**Advisors**

**Katy Rees**  
*University CFO designee*

**Annie Macias**  
*Associate Executive Director*

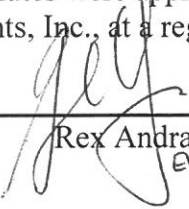
**Ashley Fennell**  
*Assistant Director  
 Government Affairs & Initiatives*

ITEM	SUBJECT	PRESENTER
1	<b>Call to Order</b> The meeting was called to order at 2:30pm	Louis Adamsel Vice Chair
2	<b>Roll Call</b> Present: Louis, Josh, Savana, Noah, AJ, Claudia, Jacqueline, Sierra, Dawn, Annie, Ashley Absent: Wesley, Katy	Louis Adamsel Vice Chair
3	<b>Recognition of Guests</b> Fernandez Hernandez	Louis Adamsel Vice Chair
4 Action	<b>Approval of Agenda</b> At the will of the chair, item 8 will be changed to an information item instead of action Aj motioned to approve the agenda with amended changes Noah-2 <sup>nd</sup> Motion Carries	Louis Adamsel Vice Chair
5 Action	<b>Approval of Minutes</b> Ashley apologized that the minutes were not sent out in advance. She said committee can review at next meeting. Noah motioned to table the review of minutes until next meeting. Josh-2 <sup>nd</sup> Motion Carries	Louis Adamsel Vice Chair
6 Information	<b>Open Forum</b> None	Louis Adamsel Vice Chair
7 Information	<b>Overview of Internal Operations Committee</b> <b>Description:</b> Vice Chair Louis Adamsel will review duties and responsibilities of Internal Operations Committee <b>Fiscal Impact:</b> None Chair reviewed Internal Operations Code with committee. Ashley noted that the code needs to be updated to reflect current practices in regards to who the committee advisors are Louis wanted to make sure the committee members are aware what they will and should be reviewing this year as well as what that timeline looks like. He also mentioned that this is a recommending body to the Board of Directors so anything that is approved by this committee needs final Board approval.	Louis Adamsel Vice Chair
8 Information	<b>Overview of ASI Budget</b> <b>Description:</b> Annie will review the 17 – 18 approved ASI budget with the Internal Operations Committee <b>Fiscal Impact:</b> None Annie went over the ASI budget as well as timeline for reviews and approvals. She mentioned that they will review a mid-year financial budget check in December. This will give the group a good idea as to where the ASI overall budget is at. Then in the spring the different ASI entities will present their requested allocation to this committee, with guidelines supplied by the members.	Annie Macias Associate Executive Director

	<p>Annie went further into the ASI budget and review student activities since that is such a broad subject as well as fixed costs such as copy machines, water, computers, etc. She also reviewed ASI insurance costs and external audit fees, both of which are required and mandatory costs. She also mentioned that students at large might not understand the ASI budget at a glance. So, ASI needs to be able to tell the story of the numbers. ASI will work on a way to create a new display for showing numbers that our ASI members can use as a communicate tool for sharing our story. She also mentioned that the University does not do census until October so we do not have “official” numbers until that time. ASI build the budget off “recommend” numbers, or totals that the campus expects.</p> <p>Josh wondered about the mid-year review. Annie mentioned that this is a time just to see where totals are at and to see if ASI folks are spending according to what they were allocated.</p>	
<p><b>9 Action</b></p>	<p><b>Status of Meghan Aparri</b>  <b>Description:</b> Due to Article 11, Section 5 and Article 22, Section 8 of the ASI Bylaws, IO must consider the proper next steps in the continued membership of any individual who missed the ASI retreat.  <b>Fiscal Impact:</b> None</p> <p>Meghan was invited to meeting but was unable to attend. Ashley reviewed the ASI Bylaws sections that indicated mandatory attendance at the ASI retreat as well as the removal process for ASI BOD members. She mentioned that Meghan received the mandatory dates in her elections packet in February. She let Ashley know in May (after she assumed office) that she would be unable to attend the retreat. Meghan was unable to attend due to a previously scheduled family vacation. Meghan did attend the ASI BOD trainings the previous week.</p> <p>Committee wondered about exact dates that Meghan received the mandatory date information and when she let Ashley know about her missing the dates.</p> <p>Sierra thought it was helpful that Meghan told Ashley about this as soon as she assumed the office. AJ echoed this and believed she was transparent about missing retreat.</p> <p>Noah and Jackie mentioned that retreat is mainly for ASI members to get to know one another and since Meghan was a returning member, they thought it was okay she missed retreat. Claudia wondered about her fulfilling all of the rest of her duties. Ashley mentioned that retreat is the only thing she has missed since taking this role.</p> <p>AJ motioned to keep Meghan on as a member of the ASI Board of Directors  Jackie-2<sup>nd</sup>  Motion Carries</p>	<p><b>Louis Adamsel</b> Vice Chair</p> <p><b>Ashley Fennell</b> Assistant Director Government Affairs &amp; Initiatives</p>
<p><b>10 Information</b></p>	<p><b>Announcements</b>  Fernanda mentioned a health disparities discussion in the Pride Center from 2:30-3:30pm  Aj mentioned Cougars and Cubs in the GEC  Josh mentioned that Joe-Joe McManus will be at the BOD meeting next Friday  Jackie mentioned an event in Temecula as well as Roller Funk. She also mentioned working on infographics for ASI and how to present the budget information.  Claudia mentioned RAINN Day on 9/21 and Feminist 101 on 9/18  Ashley mentioned the DACA discussion going on now in Arts 240 if anyone wants to run over there since this meeting ended early.</p>	<p><b>Louis Adamsel</b> Vice Chair</p>

<p><b>11</b> <b>Action</b></p>	<p><b>Adjournment</b> Noah motioned to adjourn the meeting Josh-2<sup>nd</sup> The meeting was adjourned at 3:09pm</p>	<p><b>Louis Adamsel</b> Vice Chair</p>
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I, Rex Andrade, 17/18 Chair of Internal Operations Committee, hereby certify that the above minutes were approved by the Internal Operations Committee of Associated Students, Inc., at a regularly scheduled meeting held on February 9, 2018

  
 Rex Andrade  
 Exp, Asl...

14 FEB 2018  
 Date