Associated Students of Claremont McKenna College

Executive Board Meeting
October 25th, 2015

Highlights: (Find the matching color within the minutes for more information)
- SOURCE Room Discussion
- Budget

Members Present: Kris Brackmann, Kathryn Chakmak, Ben Turner, Makari Krause, Melissa Muller, Timmy Song, Griffin Ferre, Angel Zhou, Mica Laber, Cole Mora, Will Su, Eliana Keinan, Caroline Peck, Nicky Blumm, Michael Irvine, Iris Liu, Christine Horne, Cristina Lee

Members Absent: Sharan Seth, Russell Salazar


Call to Order: 7:00pm

1. Welcome & Minutes
   A. Previous minutes approved
2. Introductions & Board Updates
   A. Kris – haven't done a class event since Monte Carlo, having Halloween party on Thursday
   B. Kathryn – 200 days in the event debrief
   C. Ben – no update
   D. Makari – no update
   E. Melissa – chartered blank pages club and CMCers of Color.
   F. Timmy – class t-shirt
   G. Griffin – bartender training to keep people safe
   H. Angel – solved all the reimbursement problems from last semester, have total amount of liabilities. Will check everything for the reconciliation at the end of this month
   I. Mica – calendar for office reservations, LA times roll-out
   J. Cole – event debrief
   K. Will – 5C presidents and I are reviving the 5C senate that will negotiate various topics, first meeting November 15th and we will be the host campus. Mental health task force met, will be soliciting applications for this semester. Met with student engagement senators, first newsletter coming out soon.
   L. Eliana – working on Sexual Assault action week, meeting to talk through everything we want to do and the It's On Us campaign.
   M. Caroline – event debrief
   N. Nicky – dorms are doing events, not super well-publicized but will be sending out newsletters. Discussing alcohol policy.
   O. Michael – sent Constitution update proposal to you all, making it shorter. Pushing to next week, but talk to me if you have thoughts. Budget committee met today and with their
approval want to implement zero tolerance policy for using ASCMC funds for personal use.

P. Iris – Had another D&I meeting last week, following a DL to the student body. Got about 20 people, the list is about 75 people, 50 active, new faces. Broke out sub-committee for people interested in drafting job description and application. 10-15 people. Applied to Changemaker fund for diversity & inclusion training and conference.

Q. Christine – Halloween on Saturday; I went to Mudd, talking to other schools about funding. Working with Scripps. Thursday there will be no event. The event heads all met, agreed that it wasn't fair for us to have to throw Thursday and Saturday event. Friday is Trick or Drink at Mudd, Thursday Pomona was going to host. We were working with them to reduce cost. Their administration told them the event would have to cap at 400 people for a Thursday Halloween party. With funds required, the Pomona event head decided to cancel. In the time it took them to communicate to us and for me to try and put something together, campus safety is unavailable so I cannot host anything. TAP in Doms lounge. Encouraging people to register things. Not much we can do without campus safety. We're not hosting a Saturday party in November. Upcoming: Reggaefest, Scamfest, Eurobash, Wild Wild West.

3. Event Debrief

A. Thursday
i. Cole – set up, make sure we have enough event staff, will be more coordinated in future. Next few events are already staffed. Collaboration with BSA.
ii. Cristina – successful toward the end, after the pizza came. Nice to work with them, very cooperative. Fall break communication challenging.

B. Symphony
i. Caroline – went really well, wish we could have had more tickets because of high interest. Next time I would do a $5 deposit ahead of time, and we had 7 people not show up and not let us know so 7 tickets were unused, only 50 tickets but over 130 sign-ups. Off-campus events should have deposit. People want another one to happen. Looking at doing a Broadway show in LA or a ballet or something.
ii. Will – did we use parent board subsidy?
iii. Caroline – talked to someone last week, they said if we did 2 more symphony-style events she would pay for buses, talked about things to send to parent board email to have name dropped.

C. 200 Days
i. Kathryn – went well for the majority of the time. Found a good bus company, DOS uses them. Good band, we've used them in the past. Fox is really strict, Abby warned me about it but they're really strict. Pizza was popular.

D. Presentation on Transportation to LA
i. Josh (guest) – Chodosh is interested in expanding CMC beyond our campus, and we're reaching out to you to help institute a transit subsidy for students – mainly the metrolink, but some others.
ii. Quincy (guest) – we don't have great access to LA because it's 45 minutes by car. The metrolink gets you to the middle of the city, and as a freshman without a car it's hard to get out of the bubble. Uber and Zipcar are pretty expensive
iii. Josh (guest) – the Gold Line extension is coming to Azusa and it's a new light-rail type of system. 15 minutes away. Public transportation in LA is not the best, and LA is looking at fixing that, expanding the Gold Line is something they're looking at, and they're
looking on extending it to Montclair and near our campus so by implementing this now we can help students in the future. It's only $1.75 for the Gold Line, $15 round trip for the Metrolink (which is slower). There are people with cars on campus, but there are students without the financial resources, freshmen don't have a car (1/4th of the campus!). ZipCar causes almost $50, Uber is upwards of $100. Looking for coordination and subsidy to make transportation more accessible for students. Can reach out to DOS and Metrolink about reducing prices. Metrolink already has student price, but with your permission, would like to negotiate contract at lower price that we can buy from ASCMC. TAP pass rentals at DOS that you can rent out.

iv. Caroline – a Metrolink ticket works at the metro in LA from Union Station
v. Josh (guest) – there are places that are easier or more difficult to use
vi. Quincy (guest) – there are schools in the area that have transit subsidy programs. Redlands, Pomona, Occidental.

vii. Josh (guest) – the idea is to approach the necessary players. Can negotiate contract with Metrolink, talk to DOS about funding, have TAP passes. Our proposal to you is to partner in this and talk to the necessary players so we can start turning over these tickets to CMC students. Obviously there are logistics, but it's a pretty simple idea. ASCMC is here to provide students with opportunities, and you do cool trips, but the Sarah (guest)idea is also to give students the idea to explore on their own, and a great way to do that is opening up transportation to students.

viii. Kathryn – do you know how many students use Pomona's?
ix. Josh (guest) – they have it on their website, when I called, they said they didn't have it anymore. Their contract expired and they didn't put in effort to renew it.
x. Iris – was it Pomona or ASPC?
xii. Josh (guest) – it looked like ASPC
xiii. Kathryn – did you reach out to DOS?
xiv. Quincy (guest) – we initially reached out to them, and they told us to come to you.
xv. Cole – are you representing a student group at all?
xvi. Josh (guest) – it's mostly our personal experience. I've only been to LA once.

E. **SOURCE Room Discussion**

i. Sarah (guest) – senior, one of 2 student managers
ii. Janice (guest) – student lead

iii. Sarah (guest) – a lot of the conversation so far has felt binary, like Source OR something else. I want to make this an AND conversation. There are space constraints on campus and other organizations need space, but that space is really critical for Source. We are a 30 person organization, the nature of our group is teams, each team meets every week, meet with clients every other week, other internal committees that meet. One of our big focuses has been making Source at CMC the hub for nonprofit collaboration. Had a summit last year. Source provides resources for nonprofits. We're getting CMC's name out in the community in a huge ways. Every other week meeting with potential new nonprofits. Fundraising, work with development office, using CMC as a vehicle for increasing donations. All of this happens in the Source space, and it creates a really legitimizing space for us. Use it as an administration space, wages, reimbursements. Resource hub for students. $6500 investment in the space. My freshman year we didn't have a space, having a space legitimizes the professionalism. It's an on-campus job. I used to meet with clients at the Hub which isn't a great place to have sensitive
conversations. Having a space that we know is clean and effective is important,
legitimizes Source to nonprofits especially since we're students. It's also had a huge
impact on our culture. I didn't know people outside of my team. I didn't know other
people on Source. Having a space for students to relax and do homework together has
had a positive impact on the culture of the organization. Wanted to educate on that.
There is something to be said about having security in the space from year to year.
Having that office as our permanent space has never been the goal, we've been in talks
with administration and KLI about having a space when the new “student hub” opens
up which won't be for a while. Open to answering questions. More than happy to find
ways to work with other organizations.

iv. Makari – how many hours do you use it for official Source business, not homework?
v. Sarah (guest) – 17 hours. I can pull up a calendar for when people are reserving the
room. It's hard to make reservations for regular meetings.
vi. Iris – what are those 17 hours?
vii. Sarah (guest) – team meetings, biweekly's, client meetings, idea jams
viii. Michael – do you have a concrete idea in mind for what you might be thinking as an
“and” solution?
ix. Sarah (guest) – see what the demand is and figure it out. If there are organizations that
are interested, let's have an open conversation about it and figure out what works for
us. Important to manage it because we have confidential information of clients and
such.
x. Michael – would it be out of the question for you guys to use KLI facilities?
xi. Sarah (guest) – don't think that would be feasible for how much we use it, they don't
have enough space in their offices. The school wants Source to operate in a separate
space from KLI. Our advisor is now through CCE. Source isn't supported by ASCMC
besides the space, really cool for ASCMC to support us through offices, we impact CMC
students with cool resources and opportunities.

F. Budget

i. Will – surplus because dorms and campus organizations were not spending as we
would have liked, Mock Trial and MUN did have revenues (we don't use that money,
we're just holding it for them. Not factored into annual budget). Rainy Day rollover:
achieved mark and will roll over in secure savings account. Have good estimate of
liabilities. Exact amount of student fees $305,035 (up from increased capacity at CMC).
Our annual budget is $380,613.93. Modified administrative expenses to break down
fixed costs (i.e. Quickbooks, elections). General fund increase. New development fund
to allow for the advancement of board members in terms of attending conferences (Iris
is going to Diversity conference, for example); this will be regulated by Senate as a
check. Stipends went up due to increased board positions. Compensation expense for
photography/videography at events. Will have final Monte Carlo numbers at end of
October reconciliation.

ii. Makari – was the revenue from Monte Carlo accurate or estimate?

iii. Will – actual. CO discretionary went up, 5C clubs went down. Broke down dorm
expenses, $15 per head per year. Broken down for each dorm. Created VP fund. Senate
fund constitutionally required. Dormitory affairs reduced to take out TNC. Board of
director's retreat fund (not for alcohol) to use for food and lodging. Mental health
initiative fund administered by president.
iv. Michael – problem with allocating extra money is that if we’re just going to throw 20k into clubs or dorms, they’re going to expect it next year and what if we don’t have that money next year? Want to keep it around for spring re-budgeting for programs.

v. Nicky – through what means do we access the surplus?

vi. Michael – constitutionally, that amount can be accessed like general fund (which is basically money left over that isn’t anywhere else). The idea is to hold ourselves to what we’ve budgeted in general fund, but if we need more money we can use it or look at in spring re-budgeting.

vii. Ben – we need profit. Can we make profit with investment?

viii. Michael – we can invest Rainy Day funds, but on principle I’d be against it because we need some money that’s not subject to market forces. Senate last year they had concerns about investing money.

ix. Motion to approve budget passes, will be voted on at Senate tomorrow night.

G. Open Forum

i. Melissa – the idea is that we’d have pre-sales for apparel. Also have idea of opening up to student body to submit designs, students can vote on it.

ii. Cristina – 2 freshmen showed interest in designing it. The other schools have clothes besides the Huntley and they approached me at snack. I’ll be reaching out to them.

iii. Caroline – can we also do our tank sales for events through this system to make it more official?

iv. Melissa – action item to work with Mica about sending out email to student body. We would request from general fund to front money as investment and then return profit.

v. Iris – like idea of student designs for event tanks.

vi. Kris – art council wants to paint beer pong tables. Devon said that we can’t use art council money to buy it, but if ASCMC buys plywood and art council buys the paint, then we can paint beer pong tables and we can use them for any ASCMC events. Keep them in storage unit in party zone.

vii. Will – bring us a formal proposal and we can discuss it further.

viii. Iris – I’d like to talk about the demonstration policy as a board. Don’t have to do it right now, but just so you’re familiar, a few weeks ago the college presidents put out an anti-demonstration policy and saying that you could be expelled if you’re disruptive, as far as I’m aware, this policy is what is in place and it’s a reminder to the students.

ix. Caroline – there were changes made

x. Christine – Scripps wrote a statement, well-written, I’ll forward to board.

xi. Ben – to what extent do other institutions have policies like this? Usually protests are meant to be inherently disruptive, and it makes sense for schools to not want you to disrupt everything. To what extent can we institutionally allow people to be disruptive?

xii. Iris – we as a board should talk about that. Other student governments are talking about it. Although we’re CMC students and often don’t protest so it’s not at the front of the line, it’s still important and it’s important to discuss what’s at stake for students who might be involved.

xiii. Christine – Mudd just gave us $600 for Halloween.

xiv. Will – proposal to begin restructuring finance department. Similar to social chair reform, it's become aware that CFO is spread too thin. CFO is the financial visionary, and also being accounts payable. The accounts payable side is taking so much time that they can't do the visionary aspect of their role. This proposal adds more board/staff
members to reflect the division of those responsibilities. Escalates role of controller so there are more internal controls. Provision for double signatures, every time you get cash/check from ASCMC must be deposited in a week, etc. Michael and I got these ideas from a CMC alum telling us what his company does. 4 people can sign the check. CFO, President, EVP, VPSA.

xv. Iris – I'd be concerned about expanding the jobs of president and VP's in that way. It's a huge addition to the job, need to understand the implications of that. Wouldn't it be the responsibility of the person signing to make sure it was processed in the right way? I wouldn't feel comfortable signing a check if I didn't go back and reconcile myself. You're suggesting a blind signature, and that's not really a check.

xvi. Michael – We're still going to have a fund officer (accounts payable) and CFO signing off, the only addition is that we also need another person to sign the check so it's not just the CFO. The idea is that someone can't write a check that just goes to themselves for nothing.

xvii. Iris – so the purpose is to isolate potential issues with the CFO writing a check to themselves

xviii. Will – you wouldn't be checking the internal process, just make sure that it doesn't look unreasonable or suspicious.

xix. Iris – then we need to be clear in the job description, or making an auxiliary document because at face value it doesn't seem to be doing it's purpose but the discussion clarifies.

xx. Cole – Who would be the new accounts payable person?

xxi. Will – 2 more students. Subject to change. Right now it's 2 treasurers, responsible for dispersing checks. They work under CFO and Controller.

xxii. Cole – would they be appointed?

xxiii. Will – yes, probably in a similar way that the CFO and Controller do. The controller runs reconciliations at the end of the month, compares to what CFO has been cutting in terms of checks. Check the CFO/whoever is dispersing checks. Trying to up the role in terms of its significance.

xxiv. Makari – it seems like the CFO does more than the controller.

xxv. Michael – the idea is that the controller is exclusively handling the revenue side of things and CFO exclusively handling expenses. The expenses side is almost certainly too much for one person. The idea is to split it up rather than shifting.

xxvi. Makari – wouldn't splitting the CFO's role in half be plenty? Not sure we need 2 more.

xxvii. Will – treasurer would process Quickbooks, go into Fluidreview, cut the checks. CFO will then do budgeting, financial planning, audits, etc

xxviii. Kathryn – we had trouble filling roles in the past, how would we be able to find people for this?

xxix. Will – people shied away from CFO because it's responsibility were daunting. Lower level positions for finance are appealing to underclassmen. I think there will be demand for such a role.

xxx. Kathryn – would they have voting power?

xxxi. Will – that's up for discussion

xxi. Melissa – how many hours a week do you spend with this accounts payable thing
xxxiii. Angel – one hour a day
xxxiv. Melissa – anecdotal I heard it takes more on bad weeks
xxxv. Michael – Aviv did them all on one day
xxxvi. Cole – vision for how you want to go forward in drafting approval of positions
xxxvii. Will – this is a proposal, is this the direction we want to be going in?
xxxviii. Nicky – can you send this to us and let's table until we read it and know more
xxxix. Will – keep in mind how role responsibilities should be split, how many of them, should they be voting?
xl. Eric (guest) – when clubs are submitting checks, does it just say submitted or check written?
xli. Will – there's an update when it's been processed
xlii. Ben – Iris and I talked about doing a series of panels/forums about issues/concerns on campus. Melissa from campus grounds had to talk to a bunch of individual students. Have leaders from admin or clubs/groups doing talks, like environment/sustainability. A lot of little information that isn't fully fleshed out. Record and report out to student body.
xliii. Iris – something like that could also be useful in the case of a PSR committee. It might be useful to have something like a Facebook event about an environmental forum that people can attend if they'd like to.

H. Executive Session: Censure, Finance, and Spring Event

Adjourn: 8:22pm

Respectfully Submitted,

Mica Laber
Executive Secretary