Associated Students of Claremont McKenna College

Executive Board Meeting

November 1st, 2015

Highlights: (Find the matching color within the minutes for more information)

- Finance Restructure Discussion
- General Fund Requests

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

Call to Order: 7:02pm

1. Welcome & Minutes
2. Introductions & Board Updates
   A. Michael – spoke to AAA committee about the constitution updates and some of the financial reforms. We have a vacancy for an event commissioner spot, so we will be opening up applications for that over the next week
   B. Sharan – no update
   C. Iris – there was a subcommittee to draft language for D&I chair, they met this weekend, will be in touch about moving forward. I have a line item about the 5C demonstration policy. I'll be attending the national student leaders diversity conference happening in LA. Originally we were planning on me and Will, were going to have the D&I chair go but it doesn't look like we will have someone in time. Could open applications, not a senior so they retain the info, don't want to bias future D&I chair options. Could have someone from the committee. If you have thoughts, let me know what you think about a selection process. We applied for Changemaker funding. If it doesn't work out, then we will go to development fund.
   D. Makari – no update
   E. Kathryn – thesis tanks, preorders this week, might have found a 100 days location
   F. Nicky – restarting the dorm presidents' part of the AOD funding, looking at a more constructive solution, dorm events going well, hoping to increase publicity with RA's.
   G. Ben – the RA of Berger is planning a Day of Dialogue at the Athenaeum, should be really cool initiative.
   H. Timmy – had applications for freshman council, reviewing those apps this week. Going to start planning events, maybe a tailgating party. There will be a facebook group for voting and polls, also in contact with a few people for t-shirts, trying to create competition to drive down the price. Contacted freshmen PSR chairs.
   I. Mica – worked with student staff today on cleaning out the offices, space under stairs officially cleared. Creating an inventory of all supplies. Sent out LA Times dl, waiting to receive list of students that signed up to confirm that they are actually CMCers
   J. Kris – Halloween party on Thursday with crepes.
   K. Caroline – no update
   L. Melissa – meetings going well, update on apparel. Sifting through discretionary fund
requests. Met with Women's Forum, looks like they're going to keep some books and sell some
M. Will – please fill out the organizational survey so we can analyze it compared to last year's results. Call with Joe Biden about It's On Us. 25 students. If you are not registered on the college payroll, you need to do so to get your stipend. First ASCMC newsletter coming out November 13th, Iris and I met with Athenaeum advisory committee, talking about publicizing Athenaeum cancellation policy, they're looking at new technology registration.
N. Eliana – working on It's On Us week of action plan. Will be creating Facebook event. Ordered 300 shirts to give out for free.
   i. Kathryn – Not On My Campus, program working on other campuses that could be cool
O. Russell – currently running an online Halloween costume competition. Awards going out to best individual/group costumes. Want to come up with next sophomore event, want to talk to Timmy about an underclassmen one.
P. Christine – Dave Saxon, figuring out McKenna Palooza. No matter when we put Wedding Party some sports team will be upset.
Q. Griffin – talked to Devon about training
R. Angel – no update
3. Event Debrief
   A. Halloween
      i. Christine – DJ's board broke, we might have to pay for that, need to barricade the stage because people were knocking things over. Pizza gone pretty quickly, but lots of leftover water. Huge issue with North Quad, camp sec was effective at moving people. A lot of broken glass around campus this morning. Since we didn't have alcohol in the event a lot of people were upset and then they left and pregamed which caused some issues
      ii. Ben – glass was a really big issue this weekend, might just be because of Halloween. Huge debacle to clean up. Problem if people are in sandals or bare feet. Tell an RA because we have to clean up. Thursday was tough for those on duty because there was nowhere to send people. In the future, we need to have some contingency.
      iii. Christine – it's not our fault, Pomona gave me a three day lapse and it's frustrating when they said they'll take care of it and then they cancel and they know the problems with hiring campus security
      iv. Ben – Chodosh was impressed. Got through Thursday.
      v. Christine – only one more Saturday party!
4. 5C Demonstration Policy
   A. Iris – read this policy, and the SAS response. I want our board to send a response as well. It would be helpful if you can all read them and come next meeting with comments. Essentially, the other campuses have brought up what matters about this policy in action. In recent memory, CMC students don't choose to protest as much as other campuses. This is still something to consider. Think of student organizations. Our response doesn't need to look like the other colleges; we have a distinct student body. CMC students care about incorporating student feedback. We get upset when students aren't in the loop. Want to take a stance for students to be involved in these discussions. ASPC's had a lot of language that I'm not sure CMC students would agree with. Felipe in Consortium Affairs committee is putting together senate sub-committee to look at this. An ASCMC response and where we stand on it doesn't need to be a resolution.
5. Finance Restructure Discussion
A. Will – I sent out the language with the changes from last meeting as requested. Consensus last meeting was that we were in favor of some change, now need to look at details about how many of these accounts payable positions do we need, are they voting/nonvoting members. How many treasurers do you think is appropriate?

B. Michael – I think one is appropriate

C. Cristina – I think the problem with one is that they would be the next CFO

D. Angel – I think one is okay

E. Sharan – so the reimbursements would be handled by the treasurer?

F. Will – they'd be like an accounts payable clerk

G. Iris – unless there's a specific reason to split into 2, it's easier with one because there could be a lot of miscommunication with splitting the role.

H. Nicky – because it is an administrative role, I don't think it merits voting power. More like an advisory board member.

I. Will – so on the table: one treasurer, with an advisory role.

J. Michael – if the person's sole responsibility is cutting checks 7-10 hours a week (“bitch work”) and can't vote, we have to be creative with keeping them interested

K. Christine – I would give them voting power on budget committee because they see the money being spent

L. Ben – it's more administrative than policy

M. Will – during high season there's like 100 reimbursements a week

N. Christine – Halloween we have upwards of 15 receipts

O. Will – with 2, at a max they would have 5 hours a week with time to help CFO

P. Ben – it would be great to have more of a team working on it, but concern is that you get one person more committed than the other. What's the added benefit of having another person? Important role, not sure if they need a group. Benefit of 2 seems marginal

Q. Will – ideally the CFO would hold them accountable in splitting work, collecting W-9 form.

R. Mica – what about a stipend?

S. Will – proposal for $600, CFO move from $1000→$800, and Controller from $200→$800. So integral to checking each other.

T. Kathryn – I would propose making treasurer $400/$500.

U. Will – let's not debate stipend amounts right now. If we change the budget committee then we have to change it by 2 because even number of votes.

V. Michael – chair can break a vote

W. Will – the idea is that the chair would never vote if there's no tie

X. Nicky – why have we chosen to make them a voting member of budget committee?

Y. Will – still debating.

Z. Michael – controller doesn't have a vote on budget committee. Have to talk about if it makes sense to give them a vote but not the controller. Rationale: the controller should be removed from the process so they can act as a check.

AA. Iris – seems like giving the controller power is a better check. I would argue the treasurer should have a vote, because I would argue that people on budget committee who vote don't necessarily have experience with budgeting and finances. Controller will have had the experience.

BB. Will – it's almost as if we've made a mini-CFO. Now they have both responsibilities of CFO. Not so much budgeting, but cutting checks. CFO still has to approve the checks.

CC. Iris – would we have people to do this work?
Kathryn – we don't have enough people to fill 2 financial roles.

Iris – the idea was to reduce the role to make it more interesting. What's the point of being treasurer if you can't impact the organization beyond it just functioning.

Nicky – what if we made it an hourly position?

Will – we could, it would be very expensive

Michael – could look at getting funding for work-study.

Will – if we're taking on hourly position, we need to assume we're paying for it.

Controller – what about including senators to help

Will – blurs some lines, they're not in charge of administrative board duties. One argument is that to make this position valuable they need to feel like they're contributing

Michael – they're not supposed to be the one actively coming up with the budgeting.

Kathryn – if they're not voting on budget committee, why do they need to be there

Nicky – they've just been cutting checks, but that doesn't mean they understand the money

Michael – voting on budget committee isn't a big deal, most decisions are pretty unanimous in my experience. We'd be shifting the voting power more toward executive board and away from senate, we would need to add senator to make it even.

Will – more people voted that it should not be voting

Caroline – I like Michael's point, getting the committee bogged down.

Michael – I think we should make the Controller a voting member and not the treasurer.

Controller needs to have a vote, whether or not the treasurer has a vote. Definitely start with controller and then talk about whether or not we need the treasurer to vote.

Will – are they voting on board?

Michael – if we want to make the Controller and CFO equal, then both vote on board, and treasurer doesn't.

Iris – is this person going to come to board meetings? Sitting in on these meetings can be tiring if they don't have a say, people won't want to be all hands-on at events and having to come to these meetings when all they're doing is administrative.

Michael – if they're not a real board member, shouldn't be on budget committee.

Nicky – isn't the controller equally administrative? When written, it looks the same.

Michael – there's also an important role in controller being proactive in coming up with new systems put in place to make our finances run more smoothly.

Kathryn – could we require that they be a senator, or is that too much grey area? It's more appealing to say advisory on budget, not executive, cutting checks, than to say just cutting checks.

Will – agree with Michael that shouldn't be on budget committee if not executive board member.

Iris – even in an advisory capacity?

Michael – need to treat as employee or officer. If treating as employee, then need to treat them as administrative. I'm hearing that we want to empower them more to understand how budgeting and such works in ASCMC. That falls more into the role of a board member. Main problem with employee who sits on budget committee, don't care about your opinion, don't invite you to board meetings, you won't care much about the organization and won't want to come to budget committee and give input

Angel – if this job is just to cut checks, it's not necessary for them to come to meetings. But if want to give them more power, they should attend both. Depends on what you want
for his job.

EEE. Will – do we want to treat as employee or as board member?

FFF. Sharan – are we afraid we won't get applications for employee part of the role?

GGG. Will – it's not fair to do a stipend for cutting checks all year, we would have to make it hourly

HHH. Caroline – I actually really like the idea of them being more of an employee because it creates a better consistency of making sure that those submitting receipts are doing exactly what they're supposed to be doing. In terms of audit.

III. Will – right now, we pay through college's payroll (Pendleton account). Every year we'd have to set aside certain amount to compensate.

JJJ. Russell – in terms of making them effective worker, supportive of employee model.

KKK. Iris – is this a critical aspect of how our organization runs? Is it worth us budgeting for it? We clearly have a surplus, and that might not be every single year, but budgeting is important and if we find things that are integral to the functioning of our organization. We pay student security because we need it.

LLL. Will - $10/hour. We can find the money because it's a necessary component of our functioning, we need to get checks out to our students.

MMM. Michael – what are the advantages of employee roles?

NNN. Will – will definitely fill it

OOO. Cristina – less overlap with CFO

PPP. Iris – get paid for the time they're working. Need to make sure only charging for actual work being done. If you want to get paid this week, you're in the office doing your work.

QQQ. Caroline – advantage of having outside person checking receipts. Not on board.

RRR. Michael – feels weird to just have one staff member for ASCMC. I guess we have event staff, but this is just one professional staff member who their bosses are other students. Sort of true of event security, but they're removed enough of administrative stuff.

SSS. Caroline – look at event staff more like employees

TTT. Iris – what purpose do we want this individual to serve? Do we want them on board? There are obviously clear advantages, but would it have been helpful to have them sitting in that chair and contributing to this conversation?

UUU. Straw poll leaning toward employee side

VVV. Will – now the number is more flexible because hours the same. Would having more staff members be good? So we have one employee that would just be a staff member cutting checks

WWW. Iris – we can investigate the work-study

XXX. Angel – how do we decide how they work

YYY. Will – tell them it needs to be submitted in two weeks and they can do it whenever. I'm not worried about scheduling. Setting a cap right now is too arbitrary

ZZZ. Kathryn – RTA's can't log overtime, they have a cap of how many hours.

AAAA. Will – we can establish cap when we see this person abusing hours

BBBB. Cristina – MTA also can't do overtime

CCCC. Will – be very difficult for this position to get paid overtime

DDDD. Iris – say you cannot bill overtime

EEEE. Kathryn – a lot of jobs on campus, you work out time to do the work.

FFFF. Will – are we comfortable with stipend realignment?

GGGG. Timmy – that's a $600 jump.
HHHH. Melissa – explain the increase of responsibilities
III. Will – it's not an increase, it's treating them as equal of CFO, monthly reconciliation.
JJJJ. Iris – what about the CFO's job description gone down
KKKK. Christine – I feel like me and the EC's put in a lot more hours, they're not the same as VP's.
LLLL. Melissa – I think we need to budget for how much work, not how it looks.
MMMMM. Will – they should be doing equal amounts of work.
NNNNN. Melissa – what about taxes
OOOO. Will – treasurer should be helping
PPPP. Iris – it's not $800 of work.
QQQQ. Michael – I'm hearing $600ish.
RRRRR. Iris – that brings us from 400 and 1000 to splitting it evenly.
SSSS. Angel – I think we should be working with all of the board members with financial concerns, we should be here for all of you and do more.
TTTTT. Melissa – what percentage of work is reimbursements
UUUUU. Mica – the whole point of this is that they haven't been able to do anything else besides reimbursements so we can't ask that
VVVVV. Sharan – understand concern of making stipends equals with VP
WWWWW. Iris – CFO was paid so much before due to the sheer amount of hours because of reimbursements. We're all aware none of us are paid enough. I think $600 is good.
XXXXX. Michael – is $600 too low to get people interested for next year.
YYYYY. Iris – if you're trying to make money, you're not looking to ASCMC. Yet, for the work that's required, need to be compensated. Accountability aspect. But no one gets paid enough for the actual work that they do.
ZZZZZ. Will – I think $700 is a good amount in their newly defined roles. Pegged with CO Chair. So we have new employee, giving Controller vote on board and budget committee. Upped responsibility of Controller, lowered CFO to split with accounts payable. New double signature policy of president and CFO.
AAAAA. Christine – is that every single check?
BBBBB. Will – a check is a check
CCCCC. Iris – does that really hinder how quickly we can get checks out?
DDDDD. Will – even if it does, I think accountability portion is what we're going for. Safer policy.
EEEEEE. Iris – does this now require each of the signing officers review entire process? I'm not comfortable signing something that I haven't looked over myself. If my signature is on something, that opens a huge can of worms. I'm talking about next year, who's in the president position.
FFFFF. Kathryn – giving people signature power is potentially problematic if they're not being diligent reviewing
GGGGG. Mica – do you have time to review every single reimbursement?
HHHHHH. Will – I need be a feduciary
IIIIII. Iris – does it make sense to require the president to do that? We've just decided that it was an undue burden on the CFO
JJJJJ. Christine – it's going to slow down reimbursements
KKKKKK. Will – this was a recommendation given to us by a professional accountant.
LLLLLL. Michael – in theory it's a good idea, but how much of our financial problems exist
because we don't have 2 signatures?

Will – what about contingent, if it's over a certain amount of money. Like a $5000 check going out should be looked at by a few eyes.

Iris – let's say an alcohol purchase, equipment or above a certain amount.

Caroline – how about $500.

Will – so over $500, equipment, and alcohol purchases require double signature.

Iris – the times that we've needed a check right away for a vendor will a double signature take too long

Michael – usually someone is in town.

Will – representative from DOS has to be on our accounts. Whoever Mary appoints.

Kris – did you look into having officers able to access the logs?

Will – yes, that's a technical issue we need to work out with fluidreview.

6. **General Fund Requests**

A. Christine - $1500 for bike barricades for future parties where we won't have to rent.
   - Splitting cost with DOS, plenty of storage room.
     i. Kris – does this include a carrier?
     ii. Iris – are they $100 each?
     iii. Christine – these are the lightest, easiest for us to use
     iv. Iris – is there a way to price it down
     v. Christine – our pirate party fencing rental was expensive, and most of it was bike barricades. This doesn't bother me at all, because fence rentals alone were almost $1000 for Pirate Party. Reduces need for green fencing.
     vi. Griffin – we have 7 bike fences
     vii. Christine – it's ridiculously low and we can't do anything with them. I feel like it's a good investment of the entire operations of ASCMC.
     viii. Iris – does it saves you enough cost in your budget that you can budget for it
     ix. Christine – I can budget for it, but considering we had a huge surplus with general fund it's an investment and I don't see the need to go into my budget. They have more purpose than student activity events. Used so often.
     x. Michael – I'm not suggesting that you shoulder the entire cost, just thinking that in what was given to the student activity fund we included fencing.
     xi. Christine – security costs gone up and I've been budgeting for it. If you disapprove it we will still use ASCMC funds to pay for this and it'll be used all the time for years.
     xii. Mica – it's equipment
     xiii. Iris – we want to make sure that using bike barricades in the future is a viable option.
       - It's been a recent transition, push that somehow we make sure this continues
     xiv. Christine – Devon and Chodosh are behind it
     xv. Iris – it might be a good idea to get it in writing. The more stuff that we have, the more stuff we have to keep track of
     xvi. Christine – no one steals bike barricades
     xvii. Caroline – it's becoming more of a thing that we're using the bike barricades, always use them for entrances, used for Toga, entire pirate party was bike barricades. 6:01 was bike barricades on the side as well.
     xviii. Michael – did you rent 30 barricades for 6:01?
     xix. Christine – something like that, even more for Pirate Party.
     xx. Funding request passes.
B. Eliana – for It's On Us, Nyree has agreed to fund all of the t-shirts. In addition, looking to order stickers and a banner of It's On Us at CMC to publicize better. ASCMC can show support with funding. $90 for banner, $65 for stickers plus tax.
   i. Iris – what are the details of the banner?
   ii. Will – just a printing vendor that other groups use. It'll be at all events
   iii. Eliana – having something every day for a week at lunch or afternoon, will have banner there
   iv. Iris – college prints through somewhere, see if there's a discount
   v. Kathryn – is it a banner that can be re-used from year to year
   vi. Funding request passes.

C. Kris – ping-pong tables; getting plywood from Home Depot. I think we could get 16. How many would you need for pirate party?
   i. Christine – I feel like that's really small
   ii. Kathryn – last year we got larger ones for snappa and such
   iii. Christine – would like to leave some large
   iv. Kris – those pieces are $15 and there's no fee to cut them in half.
   v. Iris – can we get them sanded on both sides? Worried about splinters on both sides
   vi. Kris – going to put some sort of paint on both sides to minimize that.
   vii. Iris – it's easier to paint sanded wood. If they can do it for free, let's do that. Splinters!
   viii. Kris – how many do we want?
   ix. Christine – we rented a lot. How about 5 big ones and 10 small ones.
   x. Kathryn – so 10 pieces
   xi. Kris - $150 to buy plywood for ping pong tournaments
   xii. Funding request passes

D. Will – talked to IT to get cheapest desktop option that's also compatible with the CMC network. For administrative and record-keeping purposes.
   i. Kathryn – different log-ins for different people?
   ii. Iris – is it just for CFO?
   iii. Will – primarily for financial services. Saving on the monitors because we have some from two years ago
   iv. Funding request passes

E. Will – there are yearbooks in the offices from 3 ish years ago that we need to ship and fulfill those orders because people paid a lot of money for it.

7. Open Forum
   A. Melissa – The space under the stairs are now clean thanks to Mica, and there's a part of it that we don't have to keep open for fire hazard, it'd be cool if we moved the hoze/tarps to some overhead storage and then we could have some bins for clubs. It would involve some club leaders getting access to the offices, but just under the stairs.
   B. Nicky – We have a food donation system for extra meal swipes. If you know you have extra meal swipes, you go through and choose which meals to donate. Should publicize in informs.
   C. Melissa – Discretionary Fund Request from the Skate Initiative of Claremont (SIC). Need place to store equipment.
      i. Aaron – we have about over 70 students who signed up, 60-70% active each month.
         Right now going off of my inventory of skateboards. This is my first attempt at having more available for those interested in learning but aren't ready to make an investment
in a board. Request for safety equipment. Hope to expand in future years. The two boards on there are representative of boards I don't have. Kit for cleaning boards. We have meetings every week, some know how to skate, some don't, we walk through basic safety procedures and riding, “learning together”, have to send out waivers. We haven't had any incidents so far.

ii. Iris – have you run into any problems with your inventory being damaged or going missing? Is there a policy in place if and when that happens?

iii. Aaron – no. The lifespan of a board is usually 10 years. My board have lasted me longer. They're designed to take a beating and continue to roll on.

iv. Melissa – he's using his own board at his own risk.

v. Iris – I would motion to approve in full and add in that last board. There needs to be something in place in case a board goes missing in your posession. Especially if it gets stolen, we don't want people to not have to do this because they're afraid of it being stolen.

vi. Michael – do you have a plan for storing these long-term or passing these on?

vii. Aaron – I know there's storage space in the new Claremont hall, will we have access to that?

viii. Melissa – I have recurring conversations with Kari about how they walk through campus and there's no storage

ix. Motion to approve, last board to be funded through general fund.

x. Iris – when he graduates, there will be 2 boards in posession of this club

xi. Melissa – the idea is that each year they'll add some boards

xii. Iris – he shouldn't have to lend out his personal boards

xiii. Funding approved

8. Executive Session: Censure

Adjourn: 8:43pm

Respectfully Submitted,

Mica Laber
Executive Secretary