

MINUTES
DASB BUDGET AND FINANCE COMMITTEE MEETING
Monday, June 13, 2005
4:00 pm
Santa Cruz Room

Call to Order

The meeting was called to order at 4:09 PM by Henna Khan.

Roll Call

<u>Name</u>	<u>Present</u>	<u>Absent</u>	<u>Late</u>	<u>Left Early</u>
Stephanie Bellini	X			
Nadine Foster	X			
Amine Hambaba	X			
Henna Khan	X			
Lilya Mitelman	X			
Jane Qi		X		
Kazuma Seto	X			

On Leave

Guests: Rob Mieso, Dennis Shannakian

Ex-Officio: John Cognitiona, Advisor

Lisa Kirk, Accountant

Public Comments**Consent Calendar**

1. Line Item Transfer for account 41-57110 (Band) in the amount of \$100.00 from object code 5214 (Technical and Professional Services) to object code 4015 (Food) in order to have enough to pay for lunch for the Band at the June 25, 2005 Commencement performance.
2. Line Item Transfer for account 41-57130 (Jazz Ensemble Performance and Recording) in the amount of \$300.00 from object code 4010 (Supplies) to object code 5214 (Technical and Professional Services) to consolidate all remaining funds into 5214 in order to carry-forward funds for this year's CD.
3. Line Item Transfer for account 41-57130 (Jazz Ensemble Performance and Recording) in the amount of \$500.00 from object code 5510 (Domestic Conference and Travel) to object code 5214 (Technical and Professional Services) to consolidate all remaining funds into 5214 in order to carry-forward funds for this year's CD.
4. Line Item Transfer for account 41-51163 (DASB New Senate Orientation) in the amount of \$95.00 from object code 4015 (Food) to object code 4010 (Supplies) to cover the purchase of gift cards for prizes instead of refreshments for the Parliamentary Procedure workshop held on June 8, 2005.
5. Line Item Transfer for account 41-57155 (Women's Chorus) in the amount of \$150.00 from object code 4010 (Supplies) to object code 5214 (Technical and Professional Services) due to additional funds being needed in 5214 for June 19, 2005 concert expenses (orchestra, soloist, organist, section leaders, etc.).
6. Line Item Transfer for account 41-57155 (Women's Chorus) in the amount of \$750.00 from object code 5340 (Facilities Rental) to object code 5214 (Technical and Professional Services) due to additional funds being needed in 5214 for June 19, 2005 concert expenses (orchestra, soloist, organist, section leaders, etc.). Extra funds in 5340 are available due to free use of Sanctuary for Winter Concert.
7. Line Item Transfer for account 41-51162 (DASB Leadership Training) in the amount of \$138.11 from object code 4015 (Food) to object code 4010 (Supplies) in order to cover

the cost of gift cards and movies that were purchased as prizes for the DASB Retreat on June 3, 2005 as they do not qualify for the 4015 object code.

8. Line Item Transfer for account 41-56780 (Student Computer Donation Program) in the amount of \$14.67 from object code 5340 (Facilities Rental) to object code 6420 (Capital) to cover sales tax that is due to the Board of Equalization.
9. Line Item Transfer for account 41-57140 (Spring Musical) in the amount of \$300.00 from object code 4010 (Supplies) to object code 4015 (Food) in order to have refreshments for the outdoor performance and food for the reception after "Rites of Spring" on June 16, 2005.
10. Line Item Transfer for account 41-56650 (Outreach) in the amount of \$300.00 from object code 5510 (Conference and Travel) to object code 2310 (Student Payroll) to cover a budget shortfall in Student Payroll.
11. Line Item Transfer for account 41-56650 (Outreach) in the amount of \$167.00 from object code 4010 (Supplies) to object code 2310 (Student Payroll) to cover a budget shortfall in Student Payroll.
12. Line Item Transfer for account 41-57150 (Vocal Jazz Performance and Recording) in the amount of \$687.80 from object code 5214 (Technical and Professional Services) to object code 2350 (Casual Payroll) because May 2005 payroll charges (labor and benefits) are more than the budget available in these object codes.
13. Line Item Transfer for account 41-57150 (Vocal Jazz Performance and Recording) in the amount of \$96.61 from object code 5214 (Technical and Professional Services) to object code 3200 (Benefits) because May 2005 payroll charges (labor and benefits) are more than the budget available in these object codes.

Nadine Foster moved to approve the Consent Calendar.

Stephanie Bellini seconded the motion.

The motion to approve the Consent Calendar passed by consensus.

Business

14. Usage Transfer

Usage Transfer for Account 41-56650 (Outreach) within object code 4013 (Promotional Items) to authorize the use of funds for the following instead of banners as originally approved: De Anza Pens, Pencils, T-shirts, Mugs, Lanyards, Caps, Sweats and Jackets for Outreach activities and functions.

Presenter: Rob Mieso

Rob Mieso presented the request.

Nadine Foster moved to approve the Usage Transfer for Account 41-56650 (Outreach) within object code 4013 (Promotional Items) to authorize the use of funds for the following instead of banners as originally approved: De Anza Pens, Pencils, T-shirts, Mugs, Lanyards, Caps, Sweats and Jackets for Outreach activities and functions.

Stephanie Bellini seconded the motion.

Stephanie Bellini moved to end discussion

Nadine Foster seconded the motion.

The motion to end discussion passed by consensus.

The motion to approve the Usage Transfer passed by consensus.

15. Additional Funding

This item is to approve funding for an additional twelve (12) locks for the new DASB Senate computers at \$50 each for a total of \$600.

Presenter: Nadine Foster.

Nadine Foster presented the request.

Stephanie Bellini moved to approve funding for an additional twelve (12) locks for the new DASB Senate computers at \$50 each for a total of \$600 with \$39 coming from

Approved Monday, September 19, 2005

Account 41-52002 (Summer/Fall Special Allocations) and \$561 from Account 41-52102 (Winter/Spring Special Allocations) as an Urgent Action Item.

Nadine Foster seconded the motion.

Stephanie Bellini moved to end discussion.

Amine Hambaba seconded the motion.

The motion to end discussion passed by consensus.

The motion to approve additional funding passed unanimously with six (6) yes votes.

16. Additional Funding

This item is to discuss and approve additional funding to pay off all or part of the computer lease.

Presenter: Nadine Foster

Nadine Foster presented the request.

Discussion occurred.

No action was taken on this item.

Approval of Minutes

June 6, 2005

Stephanie Bellini moved to approve the minutes of Monday, June 6, 2005.

Nadine Foster seconded the motion.

The motion to approve the minutes passed by consensus.

Burning Issues

- Lisa Kirk brought up the issue of whether or not there should be a limit on how many movie tickets individuals can purchase at one time. Discussion occurred and the consensus was to not have a limit.
- Lisa Kirk stated that an official organization's name and address are required to process the donation from the Tsunami Relief Fundraiser Banquet.

Announcements/Informational Reports

- Henna Khan reminded the committee of the end of the year dinner after Wednesday's Senate meeting.

Adjournment

The meeting was adjourned at 4:40 PM by Henna Khan.

Submitted by

Dennis Armen Shannakian
Student Activities Administrative Assistant
Approved Monday, September 19, 2005