

## CONTROLLER'S OFFICE MINUTES



Associated Students

1/12/21, 5:00 pm

Zoom Conference Call

CALL TO ORDER at 5:03 pm by Samantha Zhang

### A. MEETING BUSINESS

#### **A-1. Roll Call (Pre-entered Names)**

<b>Name</b>	<b>Note:</b> absent (excused/not excused) arrived late (time) departed early (time) proxy (full name)	<b>Name</b>	<b>Note:</b> absent (excused/not excused) arrived late (time) departed early (time) proxy (full name)
Samantha Zhang	<b>Present</b>	Evan Whitlock	<b>present</b>
Tomislav Medan	<b>Present</b>	Tejal Kolte	<b>excused</b>
Bernie Nguyen	<b>Present</b>		
Michael Zargari	<b>present</b>	Nhung Tran	<b>Present</b>
Angeline Zhang	<b>present</b>	Anne Lin	<b>present</b>
Shivani Awasthi	<b>excused</b>	Ahmed	<b>Present</b>

#### **A-2. Acceptance of Excused Absences**

*Accepted by Sam and seconded by Tomislav 5:06*

### B. PUBLIC FORUM \*Tomislav we're going to do general school-related updates here and Shivani's updates\*

#### **B-1. Presentation from Shivani (moved to next week)**

### C. DISCUSSION ITEMS FROM SAM

**C-1. Retroactive honoraria for those who did not get it last quarter (bernie, evan, michael, who else?)**

**C-2. Applications for BA position are doing well - tag people if you haven't already**  
**-14 applicants so far!**

**C-3. Budget increase?**  
**-that will be due in february**

**C-3. Trello and Potential for SCRUM**  
**-All analysts will bookmark the page**

- C-4. Presentations from SBAs on accomplishments and goals for winter quarter**  
-nhung's team goals and progress  
-LRC: completed summary and projection of yearly expenses  
-Access to the AS entity wide slack channel with groups for each group, **CAN WE GET ACCESS?**

**C-5:** Should all AS entities create continuity documents for future boards and students within groups. This should be a formalized process for all entities.

**C-5. Breakout Rooms**

**D. SBA/BA Updates**

**D-1. Presentation from SBAs**

**D-1.1 Update from Shivani:**

Flyer sent out to all list serves we have on Wednesday Jan 6th

Flyer posted on various FB groups

o

Panhellenic Free & For Sale

o

Job Application Group

Officers tagged interested parties in FB post

Submitted bulk mailing request so all undergrads will receive email w/  
flyer

No response/ request from any other departments, so working under  
the assumption that they will be sending it out to their list serv

o

If anyone is in the departments we have in our list serv, have you  
received an email from your department w/ the flyer? Let me  
know if not and I will follow up.

**Update from Anne:**

Weekly Update

Last week me and Michael arranged a meeting with CFF chair to see how they are doing with  
their funds and if there is anything Office of the Controller can help. Here is the sum up for the  
meeting:

1.CFF reduced the fund on each student from \$305 to \$200, and so they are able to fund  
more students last quarter.

2.They tried to start a level 2 grant, and host more speaker workshops

a.Got 350 students at the workshop (history highest)

3.Their money are mostly spent on inviting speakers to the workshop

a.\$500 to speaker each 2 weeks

4.The current problem with CFF is that the staff is changing annually, and they don't keep a good track of each year's goals and achievements. Therefore, for each new year, new staffs start their new projects without any references from the previous group.

However, Celest is trying to improve the situation by noting down important decisions and outcomes happening right now.

## **D-2. Breakout Rooms**

### **D. ADJOURNMENT**

*MOTION/SECOND: Sam Zhang/Tomislav Medan*

*Consent*

*6:03 PM*