

**CONTROLLER'S OFFICE MINUTES**



Associated Students  
04/23/20, 4:00 pm  
Zoom

**CALL TO ORDER at 4:00 pm by Shelby Myrman**

**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)
Shelby Myrman		Emily Lou	
James Wakabayashi		Irene Chen	
Rachel Kohansammad		Tomislav Medan	
Anya Yang		Sarah Khoumsi	
Sam Sheridan		Mikaela Soqui	
Christina Song	Absent	Michelle Vazquez	

**B. DISCUSSION ITEMS**

**B-1. Roll Over Requests**

- Due by the end of next week
- Need to pass all the funds to roll over in our minutes (done at next meeting)
- Work on detailed explanation for how everything should be used/who to get into contact with for next quarter

**B-2. Staffing 2020-2021**

- How to recruit people/get the message out?
  - Michelle to work on flyer to post
  - Go through department channels/different clubs
- Once we've staffed, we'll have 1-2 meetings with the new staff to pass along what we've learned/answer questions

**B-3. AS Ticket Office Team Update**

- Any funds leftover they can get for iClickers is a win

**B-4. AS Publications Team Update**

- Rollover for paper folder to cost \$3509.10 (will accept any money we can offer)

**B-5. AS Department of Public Worms Team Update**

- Want funding this quarter to buy 12 yards of stones for \$100/yard (total of \$1200)
  - Will roll over be acceptable if we can't get the requisition in remotely?

**B-6. AS Food Bank Team Update**

- Utensil Program
  - Asked for \$1937.50 for 250 units to around \$1000 for 100 units
  - Want funding for this quarter
    - Will roll over be acceptable if we can't get the requisition in remotely?

**C. MISC**

**C-1. Questions**

**C-2. Next Steps**

- Immediate
  - Pass funding for this quarter or roll over funding next Thursday 4/30
    - Each team to reach out to contacts to see if they will still use the funding next year
- After next week
  - Start sending out job postings/planning interviews

**ADJOURNMENT**

*MOTION/SECOND: Shelby Myrman/Tomislav Medan*

*Consent*

*Time 4:26pm*