**ASCMC Board of Directors**

Sunday, 25 January 2015

**Members Present:** Ben Tillotson, Will Su, Christine Horne, Mohammad Abdul-Rahim, Zachariah Oquenda, Anna Zimmeran, Chloe Zagrodzky, Abby Michaelsen, Ben Turner, Cole Mora, Reid Dickerson, Jessie Thomas, Michael Irvine, Josh Mittler, Tooba Karim, Sophie Galant, Josh Mittler

**Members Absent:** Elaine Sohng

**Call to Order: 7:03PM**

1. **Introduce Guests**
	1. **Aman**
	2. **Iris**
	3. **Shirley – Forum Writer**
	4. **Sean - audit**
	5. **Professor Magilke**
	6. **Tyler – audit**
	7. **Trinity – audit**
	8. **Khadija – audit**
	9. **Sophie - audit**
2. **Approval of Past Minutes:** Motion to approve, seconded. Approved: 7:05 PM
3. **Board Announcements**
4. **President—Ben Tillotson**
	1. No Update
5. **Vice President—Will Su**
	1. Senate tomorrow at 9, audit committee will present there
6. **Senate President Pro Tempore—Michael Irvine**
	1. Aviv resigned, we are looking for a new CFO
	2. Sent out a DL today
	3. We will hopefully select them by the end of the week
7. **CO Chair—Anna Zimmerman**
	1. No Update
8. **Executive Secretary – Christine Horne**
	1. No Update
9. **Presidential Advisor— Moe Abdul-Rahim**
	1. No Update
10. **Presidential Advisor—Sophie Galant**
	1. No Update
11. **Student Security Director—Zachariah Oquenda**
	1. Want to push for moving payroll to DOS – will update later with more information
12. **SAC—Jessie Thomas**
	1. No Update
13. **SLC—Chloe Zagrodzky**
	1. No Update

1. **DAC—Elaine Sohng**
	1. TNC is Ibiza themed – Green Beach
	2. s/o to Merriel
	3. Will email Josh about Dorm Presidents
	4. Absent
2. **’15 President—Abby Michaelsen**
	1. Senior Vegas trip is in 2 weeks
	2. More people signed up than expected
	3. Graduation speaker was announced
3. **’16 President—Ben Turner**
	1. In-n-out snack
	2. Want to plan a junior welcome back party
4. **’17 President—Cole Mora**
	1. Tuesday Sophomore kick off dinner
	2. Partnership with SLE
5. **’18 President – Reid Dickerson**
	1. Superbowl Party – will talk to Chloe

1. **RA Liaison—Josh Mittler**
	1. RA application out and due tomorrow for upcoming class
2. **Controller – Tooba Karim**
	1. No Update
3. **Presentation of ASCMC’s First Internal Audit – See Report**
	1. Khadija – includes up until Aug 31,2014
	2. We evaluated the current controls and processes
	3. Includes student fees, revenue, and reimbursements
	4. Evaluated the methods of payment, Venmo and Cash – made sure that people could be traced
	5. We looked at the delegation aspects
	6. Looked at revenue and alcohol control – because alcohol consumption cannot be reimbursed from Student Fees and must be from revenue
	7. Good Aspects – division of responsibility, limited Quickbooks access, alcohol reimbursements not funded through student funds. Two of the bigger events cover the alcohol funds (Monte Carlo and Wedding Party). Cash is safely locked
	8. Weak – division of authority between handlers of revenue and expenses, possible conflicts of interests, no inventory controls, very week Venmo controls (understandable because it is a new process)
	9. Action Plan
		1. Inventory tracking, we want to better track who is buying things (ie T-Shirts). Using a Google form would be good for inventory tracking. There would be limited access and we want this to be implemented for all T-Shirt sales
		2. Venmo: it is a new way to transfer cash and it is harder to track specific payments. Our recommendation here is to have a clear delineation between covering expenses and revenues (ie. Controller and CFO). If we wanted to use Venmo for expenses, we would need to use a separate Venmo account.
		3. Reimbursements: We should have tighter controls of itemized expenses. We need stricter controls on who is able to approve them if they aren’t itemized
		4. We need more clear language on CFO and Controller
		5. Delegate another individual to handle the ASCMC side of revenue/expenses. To make sure that someone is not on the same side of the expenses. Eliminate conflicts of interest.
		6. Definitions of revenue: needs to be cleaned up in the constitution. In order to more strictly be defined in the constitution. Revenues from an event doesn’t count as the protected revenues.
		7. Tilly: What are next steps?
		8. Tooba: We will be working with the next CFO and making sure these are all implemented
		9. Sean: in addition to having the language of revenue/profit. This is for accountability in DOS. The idea is that we have more specific ideas and controls on where money is coming from and where it is going to. There is a theoretical account that tracks where the alcohol goes.
		10. Tilly: We had another idea about different ways that we could make these distinctions are clear and that only revenues are going to alcohol expenses. We can just create another account and have the profit go towards there. We will put all those into a separate account.
4. **Event Debrief**
	1. **TNC:**
		1. Very hard to get people there
		2. Without Elaine being there, we need another point person to be communicated
		3. The speakers were there all night. In the future, we need to make sure someone is there overnight.
		4. Keg is missing
		5. Reid: It is somewhere in Crown
		6. We just want it back no questions asked
	2. **Club Claremont:**
		1. Went really well
		2. We need to buy water bottles for next time
		3. Issues with people jumping on stage
		4. All and all it went really well
		5. Lighting went really well – Ravi and Mixed Reactions
		6. Moe lost his phone – Find Bobby
	3. **Rough draft of event calendar**
		1. Next weekend: Rubix Cube – Bauer Steps
		2. Not sure what the next weekend is – Vegas party on campus? Maybe
		3. Feb 14 – No party
		4. Feb 21 – Wedding Party
		5. Feb 28 – Unknown currently – talked to Pomona about doing a joint thing
		6. March 7 – Daisy Dukes
		7. Spring Party is April 4th
5. **Wedding Party**
	1. Three Potential locations, Parents, Pritz, or Gann
	2. Trying to expand on the number of tables
	3. Trying to add our own twist on Wedding Party
	4. We need to see the stage piece – and we want to replace the missing piece
	5. BOT wants us to use the space more for events
	6. Jessie: there is a new ticketing service, she would waive the $.99 per ticket service fee and then there would just be a 2% service fee and 3% credit card feed
	7. Ben Turner: This place would maybe integrate to Facebook and create it more cohesive
6. **Special Committees**
	1. There are 3 big projects that I want to get done before spring break, we are forming special committees with fellows, exec, and then senators
	2. Parents weekend event – we want a place that we can have parents and students mingle – will be maybe a Winston Churchill type event
	3. Redo the party space – make it a place that people would actually like to hangout and go. DOS indicated support for this
	4. Starting a program where you can get 55 people on a bus/trip to LA senate will subsidize half of it
		1. Take advantage of the LA area
7. **General Fund Requests (Cole and Michael)**
	1. Social Pledge funding request - $49.05
		1. Approved 7:55pm
	2. Cole: SpaceX last year – his speaker was borrowed and never returned - $89
		1. Approved 7:55pm
8. **CO Discretionary Fund Requests**
	1. TEDx conference to be approved
	2. Ben: Will tickets be expensive?
	3. Anna: Around $20
	4. The fund right now hasn’t been used very much. If we make sure they advertise at CMC I would be comfortable approving the full $1,500 because it could be something that our students would benefit.
	5. Moe: Last year we gave them less than they asked for
	6. Anna: I think we should approve in full contingent on them advertising
	7. Approved – 8:00pm
9. **Open Forum**
	1. **Aman: I read the thing in TSL about how Wedding Party is not Indian themed**.
		1. We are bummed, but would like to see this potentially in the future

**Adjourn: 8:03 PM**

Respectfully submitted,

Christine Horne

ASCMC Executive Secretary