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May 22, 2013
7pm – 9pm
EngCom

Agenda – Finance Committee Meeting #1

1. **Introductions**
2. **Overview of finance committee responsibilities and timeline (upcoming weeks)**
    a. **See "Finance Committee Introduction Updated.pdf"**
    b. **Director Interviews to be completed the week of June 2nd**
    c. **Finance Committee Meeting #2 to occur the week of June 10th**
3. **Collection of committee member availability**
    a. **Needed for scheduling of interviews (specifically the week of June 2nd), Committee meetings (specifically the week of June 10th)**
4. **Discussion – Out of date finance policy**
    a. **See "Policy_2006-01-02_Finances.pdf"**
    b. **Review policy and prepare comments**
5. **Preparation for Director Interviews**
    a. **Director budgets due May 31st; goal to interview all directors the following week**
    b. **Prepare a short list of questions that can be used for interviews**
6. **Discussion – Orientation Budget**
    a. **See "Orientation Budget-autoupload-Gordon May 18.xlsx"**
    b. **Review budget and prepare comments**
7. **Discussion – Club Funding Document**
    a. **See "ClubFundingApplicationGuide-Draft.pdf"**
    b. **Review document and prepare comments**
8. **Preparation for Club Funding Interviews**
    a. **See "Club Funding Questions.docx"**

   b. **Review document and prepare suggestions for new questions**

9. **Discussion – Miscellaneous Conference Funding Document**
   a. **See "Miscellaneous Conference Funding.docx"**
   b. **Review document and prepare comments**

Meeting Minutes – Finance Committee Meeting #1

1. **Time line: Discussed schedule for the upcoming meetings and interviews**
   a. **Follow ups**
      i. **Schedule interviews with directors (Week of June 2nd)**
      ii. **Schedule finance committee meeting # 2 to discuss director interviews and their budgets (Week of June 10th)**
2. **Collected finance committee members availability and contact information**
   a. **Follow ups**
      i. **Contact information to be uploaded to Google docs in a shared folder**
3. **Held brief discussion on the out of date finance policy; likely to remove bursaries section and make other minor changes**
   a. **Follow ups**
      i. **Convert finance policy document to a Google doc; finance committee members to make comments suggesting changes (spelling and grammar changes can be done directly)**
4. **Discussed director interview questions, and did not formulate a standard question sheet. Decided to ask questions specific to the budgets they provide, and the position they hold.**
   a. **Follow ups**
      i. **Director budgets will be received by May 31st 2013; Review them as preparation before the interviews and for discussion at the next finance committee meeting (week of June 10th)**
5. **Reviewed orientation budget, most numbers look reasonable, however the revenues put down for frosh night (at guvernment) seemed to be a bit optimistic. Generally thought the addition of the buses to and from the club event was a good idea (added**

safety, and may increase attendance since students would not need to arrange transportation on their own).

6. **Discussed the outline for the club funding application package. General acceptance for the items that were asked for. It was suggested (by Stephanie) and supported (by Alex) that some sort of rubric be created to help us determine how much a club should be receiving. It could be based off of metrics like size of club, influence, sustainability etc.**
    a. **Follow ups**
        i. **Funding document to be converted to Google document so that committee members can make comments (spelling and grammar errors can be changed directly**
        ii. **Brainstorm what metrics we should use in club funding allocation process (how should we evaluate clubs fairly?)**
7. **Reviewed questions for club interviews. Decided to reuse those already on the list and supplement with others as necessary. These interviews will be held in July.**
    a. **Follow ups**
        i. **Question document will be converted to Google document so committee members can add any additional ones they think should be asked to all clubs**
8. **Reviewed the miscellaneous conference funding document. Generally thought that it was a good idea to provide some financial assistance to students who want to participate in conferences for professional development. However, there was consensus that the process should require some added effort to be sure the student has good intentions and that the conference has some real value (i.e., file report with committee detailing conference experience).**
    a. **Follow ups**
        i. **Funding document will be converted to Google docs so that committee members can make comments or edit as necessary**