

Student Activities Association  
Budget Committee/Board of Directors Meeting  
**SAA Budget Committee Minutes – Thursday, April 27, 2017:**

**Presiding Chair:** Grace Theresa Agalo-os

**Recording Secretary:** Rachel Brown

**Members Present:**

Lynette Cook-Francis  
Steven Titan  
Roman Gressier  
Jahvar Duffus  
Izabela Qafa  
Jeanne-Marie Col

**Guests/Non-voting Members Present:** Vivian Febus-Cabrera.

**Order:** SAA Budget Committee Meeting was called to order at 1:53PM by Grace Theresa Agalo-os. Quorum was achieved.

**Motion #1:** Motion to approve Budget Committee Agenda items – Jahvar Duffus

**Second:** Izabela Qafa

**Vote:** Favor [7] Opposed [0] Abstained [0]

**Action:** Motion passed

**Motion #2:** Motion to approve March 28, 2017 meeting minutes– Izabela Qafa

**Second:** Roman Gressier

**Vote:** Favor [7] Opposed [0] Abstained [0]

**Action:** Motion passed

**Motion #3:** Motion to approve amended agenda – Jahvar Duffus

**Second:** Izabela Qafa

**Vote:** Favor [7] Opposed [0] Abstained [0]

**Action:** Motion passed

**Discussion:** Agenda amended to remove item C, "Approve Community Outreach and Service Learning revised budget." The materials submitted by COSL were not correct, so they requested the Budget Committee not review or vote on the budget.

**Motion #:** Motion to adjourn Budget Committee meeting – Jahvar Duffus

**Second:** Lynette Cook-Francis

**Vote:** Favor [7] Opposed [0] Abstained [0]

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**SAA Budget Committee Minutes – Thursday, April 27, 2017:**

**Presiding Chair:** Grace Theresa Agalo-os

**Recording Secretary:** Rachel Brown

**Members Present:**

Lynette Cook-Francis  
Steven Titan  
Jahvar Duffus  
Kadeem Robinson  
Izabela Qafa  
Jeanne-Marie Col

**Guests/Non-voting Members Present:** Vivian Febus-Cabrera.

**Order:** SAA Budget Committee Meeting was reconvened at 2:36PM by Grace Theresa Agalo-os. Quorum was achieved.

**Motion #1:** Motion to approve the four categories recommended by the SAA Business office for a reserve of contingency funds as recommended by the auditors (Toski & Co. P.C. Certified Public Accountants) on October 13, 2016. The contingency funds are not to exceed 10% or \$150,000 of the student activity fee surplus. The four categories are Student Accident Insurance, Workers Compensation, Reserve for employee benefits accrual liability, and Reserve for Encumbrances– Jahvar Duffus

**Second:** Grace Theresa Agalo-os

**Vote:** Favor [7] Opposed [0] Abstained [0]

**Action:** Motion passed

**Motion #:** Motion to adjourn Budget Committee meeting – Jahvar Duffus

**Second:** Izabela Qafa

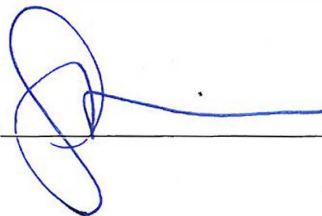
**Vote:** Favor [7] Opposed [0] Abstained [0]

**Action:** Motion passed

**Meeting adjourned at 2:42PM.**

Approval:

Grace Theresa Agalo-os, Chair, Budget Committee



Student Activities Association  
Budget Committee/Board of Directors Meeting  
**SAA Board of Directors Minutes – Date:**

**Presiding Chair:** Lynette Cook-Francis

**Presiding SAA Secretary:**

**Recording Secretary:** Rachel Brown

**Members Present:**

Steven Titan  
Grace Theresa Agalo-os  
Roman Gressier  
Jahvar Duffus  
Kadeem Robinson  
Izabela Qafa  
Toy-Fung Tung  
Jeanne Marie Col

**Guests/Non-voting Members Present:**

**Order:** SAA Board of Directors Meeting was called to order at 1:57PM. Quorum was achieved.

**Motion #1:** Motion to approve Board of Directors Agenda items – Grace Theresa Agalo-os

**Second:** Roman Gressier

**Vote:** Favor [8] Opposed [o] Abstained [o]

**Action:** Motion passed

**Motion #2:** Motion to accept Budget Committee report – Roman Gressier

**Second:** Steven Titan

**Vote:** Favor [8] Opposed [o] Abstained [o]

**Action:** Motion passed

Kadeem Robinson arrives.

**Motion #3:** Motion to adjourn Board of Directors meeting – Grace Theresa Agalo-os

**Second:** Toy-Fung Tung

**Vote:** Favor [9] Opposed [o] Abstained [o]

**Action:** Motion passed

**Discussion:** The SAA Business Manager, Vivan Febus-Cabrera, gave a presentation to the Board on the end-of-the-year financial report. She made recommendations as to the establishment of contingency reserves, which resulted in the reconvening of the Budget Committee to accept her recommendations.

**Meeting adjourned at 2:36PM**

Approval:

V.P. Lynette Cook-Francis, Chair, Board of Directors



Student Activities Association  
Budget Committee/Board of Directors Meeting  
**SAA Board of Directors Minutes – Date:**

**Presiding Chair:** Lynette Cook-Francis

**Presiding SAA Secretary:**

**Recording Secretary:** Rachel Brown

**Members Present:**

Steven Titan  
Grace Theresa Agalo-os  
Jahvar Duffus  
Kadeem Robinson  
Izabela Qafa  
Toy-Fung Tung  
Jeanne Marie Col

**Guests/Non-voting Members Present:**

**Order:** SAA Board of Directors Meeting was called to order at 2:42PM. Quorum was achieved.

**Motion #1:** Motion to accept Budget Committee report – Grace Theresa Agalo-os

**Second:** Toy-Fung Tung

**Vote:** Favor [8] Opposed [0] Abstained [0]

**Action:** Motion passed

**Motion #2:** Motion to adjourn Board of Directors meeting – Izabela Qafa

**Second:** Jahvar Duffus

**Vote:** Favor [8] Opposed [0] Abstained [0]

**Action:** Motion passed

**Meeting adjourned at 2:44PM**

Approval:

V.P. Lynette Cook-Francis, Chair, Board of Directors

