Robby Perkins-High called the Meeting to order at 11:34AM.

**Overview**

Robby gave each member an agenda and a package of training files, and quickly introduced that the purpose of the meeting perform a mock-presentation, as well as answer remaining questions about the policies of the Finance & Budget Committee and clarify the responsibilities of the committee.

1. Call to Order
   
   a. Approval of Minutes
      
      Alex motions to approve. Zhiyun seconds. Robby approves 10/26/2018 meeting minutes.

   b. Approval of Agenda
      
      Varun motions to approve. Alex seconds. Robby approves 11/2/2018 meeting agenda.

2. Introductions

   No new members from last week. No introductions needed.

3. Old Business

   a. Training Material Distribution and Discussion
      
      No new members at this meeting. Robby provided a Quick Guide to F&B Funding.
Jasmine will add this to the training documents.

There are two Special Allocations Funding request presentations next week. Jasmine will be distributing their application packets with the Minutes on 11/2.

Zhiyun asked the funding approach in the case that an organization is hosting multiple events, does F&B need to fund subsequent events? Robby responded that F&B can decide to fund subsequent events at its discretion.

Varun asked what happens in the case that an RSO initially is planning only to host one large event that we fund to $750, and then later in the year that RSO applies for another event? Rene noted that F&B has power to decide what to do in this case.

Alex asked if an application exceeds the maximum amount whether the request is automatically rejected. Robby responds that F&B can exceed the $750 limit, and that a report to the Executive Senate Committee would be required. Jasmine adds that we can award less than what is requested, funding zero, partial, or full amount.

Zhiyun asked if there are different weights that must be assigned according to a rubric. Robby clarifies that all funding decisions are at the Committee’s discretion.

b. Questions Regarding the Committee
   No questions asked.

Robby gave an overview of the Fall Quarter for the Committee:
   11/9: 2 Special Allocations Funding presentations; Initial discussion of Special Projects Funding proposals
   11/16: Decide Special Projects Funding allocation
   11/30: 1 Special Allocations Funding presentations; Budget line adjustments
   12/7: TBD

4. New Business

a. Special Allocations Mock Presentation
   Format of Presentations: Usually at most 2 presentations in one meeting, one at the start of the meeting and one at the middle of the meeting; ask questions to the presenters; debate/deliberate and air concerns now; ask for a motion of funding, ask for objections; vote!

   Robby performed the mock presentation

b. Special Projects Fund Application Process & Criteria
   New budget line item for this FY: Special Projects Fund ($10,000) for new GPSS initiatives

   Robby wrote and passed a memo at Exec on 10/31 regarding the funding process for Special Projects Funds
Any member of Exec may complete the application

The application includes questions on topics such as: expected impact, one-time or recurring event, budget, funding requirement (full or partial), timeline, etc.

Applications are due at 5pm on 11/8.

Robby will send applications to Committee members as he receives them

The Committee will review applications and develop questions on 11/9 with a decision for allocation on 11/16. Robby is to relay questions regarding applications to the relevant members of Exec.

5. Action Items and Adjourn

Jasmine to compile information on Special Allocations funding distribution from FY18

Robby to send out RSO applicant information to Committee Members

Jasmine to add the Quick Guide to F&B Funding to training documents

Robby thanked each member again for joining the Committee and attending the meeting.

Robby moved to adjourn the meeting. The committee seconded.

The Meeting was adjourned at 12:15PM.