

**ASSOCIATED STUDENTS UCLA  
BOARD OF DIRECTORS  
Finance Committee  
August 17, 2018  
9:00 a.m.  
Kerckhoff Hall 152**

**PRESENT:** Pouria Abbassi, Paul Abramson, Donna Baker, Navi Sidhu, and Lawrence Traylor Jr.

**ABSENT:** Erika Brickly and Frank Wada

**MANAGEMENT:** Roy Champawat, Student Union Director  
Sandi Gillespie, Association Affairs & External Affairs Manager  
Michelle Moyer, Director of Business & Compliance

**GUESTS:** Teni Adewumi-Gunn, ASUCLA Board Member  
Michelle Goodman, ASUCLA Board Member

**CALL TO ORDER**

Due to a lack of quorum the meeting could not be called to order until another member arrived.

Mr. Sidhu called the meeting to order at 9:45 a.m.

**APPROVAL OF AGENDA**

Mr. Sidhu called for consent to approve the Associated Students UCLA Board of Directors' Finance Committee, August 17, 2018 Agenda. There being no objections, the motion was approved by unanimous consent.

**ASUCLA TRADEMARKS & LICENSING DRAFT AUDIT REPORT**

Ms. Moyer explained that based on the results of the work performed within the scope of the audit, Trademarks and Licensing has established adequate internal controls and business practices to help ensure that ASUCLA's business objectives are met. The audit identified the following area where internal controls could be further strengthened:

- Access should be reviewed annually to verify that the shared folder is limited to authorized individuals and is set up at the appropriate levels based on their job duties. To maintain accountability, generic accounts should not be used. Also, management should consider implementing Box to manage the shared files so that all changes are tracked and files can be restricted to read-only, when necessary.

Box will enable management to identify personnel that make changes to the files and when, thus increasing accountability.

### **EXECUTIVE SESSION**

Mr. Sidhu called for consent for the Associated Students UCLA Board of Directors' Finance Committee to enter into Executive Session. There being no objections, the motion was approved by unanimous consent.

The Committee entered into Executive Session at 9:56 a.m.

Mr. Sidhu called for consent to exit the Associated Students UCLA Board of Directors' Finance Committee Executive Session. There being no objections, the motion was approved by unanimous consent.

The Committee exited Executive Session at 10:13 a.m.

Mr. Sidhu made a motion, seconded by Mr. Abramson that the Associated Students UCLA Board of Directors' Finance Committee approve all actions taken in Executive Session. Mr. Sidhu called for a vote. The motion was approved by a vote of 3 yeas and 0 nays.

### **ADJOURNMENT**

Mr. Sidhu called for consent for the Associated Students UCLA Board of Directors' Finance Committee to adjourn the August 17, 2018 Meeting. There being no objections, the meeting was adjourned at 10:14 a.m.