

## ASSOCIATED STUDENTS BUSINESSES COMMITTEE

*This meeting was facilitated both in-person and via an online Zoom format.*

**Friday, November 15, 2024**

**11:00 a.m.**

**BMU 205**

**Members Present:** Rishika Tyagi, Kareena Sigantoria, Stacie Corona, Jon Timko, Tom Rider, Steve Novo, Jack Flynn

**Members Absent:** Josh Whittinghill, Megan Odom

**Others Present:** Eliza Miller, Kendra Wright, Corinne Knapp, Emily Berry (recording) Kyle Alsberry, Jon Simmons, Dev Kachiwala, Windy Van Dam, Chris Sullivan, Keith Crawford, Ishika Chhetri,

- I. **CALL TO ORDER** – The Chair, Tyagi, called the meeting to order at 11:10am
- II. **MECHOOPDA LAND RECOGNITION:** The meeting began with the reading of the Mechoopda Land Recognition Statement.
- III. **AGENDA** – Approval of the 11/15/24 regular meeting agenda. **Action Requested: Motion to approve the 11/15/24 regular meeting agenda, as presented. (Corona/Sigantoria) 5-0-0 MSC.**
- IV. **APPROVAL OF MINUTES** – Minutes of the regular meeting of 5/3/24. **Action Requested: Motion to approve the minutes of the regular meeting of 5/3/24, as presented (Corona/Sigantoria) 5-0-0. MSC.**
- V. **ANNOUNCEMENTS** – All members and staff made introductions.
- VI. **PUBLIC OPINION** – Limited to items on the agenda, three minutes per speaker, five minutes for the entire topic – Chris Sullivan took time to introduce himself and congratulate Tyagi on her committee.
- VII. **BUSINESS**
  - A. Action Item: Approval of Revised Resolution for Establishing Time and Location for Associated Students Businesses Committee Meetings for the academic year 2024-25. **Action Requested: Motion to approve Revised Resolution for Establishing Time and Location for Associated Students Businesses Committee Meetings for the academic year 2024-25, as presented (attached, page 5). (Corona/Sigantoria) 5-0-0. MSC.**
  - B. Discussion Item: Local Agency Investment Fund and Money Market for quarters ending 3/31/24, 6/30/24, 9/30/24 (attached, page 6-8). Three quarters were reviewed in total, looking at the auxiliary business fund. Leach went over the quarters ending in March, June, and September, as well as the money market account information. Rider asked about an amount on the report difference between the first and second quarter, which Leach clarified that they transferred money to the account to get interest and move it as they have a business need.
  - C. Discussion Item: Capital Expenditure Reports for quarters ending 3/31/24 and 6/30/24. (attached, page 9-10) Leach reviewed the capital expenditure reports. Capital expenditures are for anything over \$5,000 for anything used more than a year. An example of this was a refrigerator. Leach mentioned the funds were used for a freezer failure and a dish machine install. Corona asked if certain items needed to be included on the report to which Rider clarified he'd like to change those

items and have been working on a potential update to the merchandiser fridge area for years. Corona questioned whether it would be put on the budget report and Leach stated it wouldn't be put on yet until revisions. If it was approved last year, it wouldn't move forward on the next years' budget, there would just be a note and revision. Tyagi asked about the deficit of 53,000 for the capital expenditure. Leach confirmed the budget numbers and where the dollars were deducted from, as well as it not yet being an overspent amount.

- D. Discussion Item: Dining Services Financials April, May, June, July, August (attached, page 11-15) Rider stated he wouldn't report each month individually and instead would look at an overview.
- E. Discussion Item: ASDS Retail Summary June, September (attached, page 16-31) This overview is what Rider wanted to go over. The biggest expenses in dining services are labor, corporate overhead, cost to sales, and things of that nature. Food is included in this as well. September and October tend to be more expensive months as there's no breaks. Rider then went over the numbers in his report. They pay 2.25% on gross sales or top line sales. Corona asked for context, and Rider also specified that dining services also tend to struggle on other campuses as well. Rider then moved on to the September report and reviewed it. Tyagi offered feedback that common grounds and etc seem to do better, to which Rider confirmed.
- F. Discussion Item: AS Wildcat Store Summary May, June, July, August (attached, page 32-38) Rider said Novo would report on book and clothing sales etc, whereas he reports on the commission, how much was spent in rent, and so on. He then reviewed June and July. Tyagi asked if the contributions are paid by Follett or separately, and Leach confirmed it's paid separately that it's 2.25% on total commission sales. Rider then reviewed the month of August.
- G. Discussion Item: Follett Wildcat Store Financials April, May, June, July, August, September (attached, page 39-45) Novo said that they have an agreement with the AS to pay on commissionable sales brought in. Computer hardware doesn't count, but everything else is included for the commission. Follett has been around for over a hundred years and is the biggest company that runs bookstores nationwide. He then reviewed April and May. He clarified that May had clearance items as Follett was trying to remove aging items. He then reviewed June. Rider asked about new text and wanted to know what happened two years ago in June. Novo stated digital took off, and there's more used text in there which is why they weren't down as much. Novo then reviewed July, August, and September.

- VIII. AUXILIARY BUSINESSES DIRECTOR REPORT** – Rider stated the RFP for the bookstore is underway, which is a request for proposal. The Follett contract was up in June, and they will likely bid. He passed out a document about meal plan sales as well, then expanded on it. He says the numbers for meal plans are substantial. He also passed out another document that showed outside vendor numbers. They also started the process to apply for 2 beer and wine licenses. They also need to allow a license in lieu of the board itself, and he has proposed himself as the individual to sign in place of the board. Webb Design consultants are now on campus and will provide a document after the 1<sup>st</sup> of the year. Also, the Orion published an article about the Marketplace.

Corona departed the meeting at 12:37PM.

- IX. CHICO STATE WILDCAT STORE DIRECTOR REPORT** –
- X. INTERIM EXECUTIVE DIRECTOR REPORT** –
- XI. VP APPOINTEES' REPORT** –
- XII. CHAIR REPORT** –

**XIII. ANNOUNCEMENTS –**

**XIV. PUBLIC OPINION –**

**XV. ADJOURNMENT –** The Chair, Tyagi, adjourned the meeting at 12:37PM.