

**ASSOCIATED STUDENTS OF CALIFORNIA STATE UNIVERSITY, CHICO
ASSOCIATED STUDENTS BUSINESSES COMMITTEE
MEETING MINUTES**

Monday, January 28, 2019

10 a.m.

BMU 205

Members Present: Alex Williams, Dan Herbert, Stacie Corona, Michelle Korte, James Ryan, Chris Taverite, Ashish Sahota

Members Absent: Megan Odom

Others present: David Buckley, Karen Bang, (recording), Jamie Clyde, Susan Jennings, Steve Novo, Tom Rider, Elaine Kramer

- I. **CALL TO ORDER** – The Chair, Williams, called the meeting to order at 10 a.m.
- II. **AGENDA** – Williams added the 12/31/18 Wildcat Store Financials to Item. V. A. **Motion to approve the revised 1/28/19 agenda (Taverite/Ryan) 5-0-0 MSC.**
- III. **APPROVAL OF MINUTES** – Minutes of the 12/3/18 Special meeting and 12/10/18 regular meeting. **Motion to approve the minutes of the 12/3/18 Special meeting and 12/10/18 regular meeting, as presented (Taverite/Ryan) 5-0-0 MSC.**
- IV. **ANNOUNCEMENTS** – None
- V. **BUSINESS**
 - A. **Information Item: 11/30/18 and 12/31/18 Wildcat Store Financials** – Jennings first reviewed the November financials. She said the store was closed for 11 days in November due to the Camp Fire, and the financials reflect results of the closure. She said an insurance claim is in progress due to this event. Total income was \$50,872, and the AS received approximately \$15,000 less commission income due to the fire. Overall net increase YTD of \$18,949 (Herbert joined the meeting at 10:04 a.m.). Jennings next reviewed the December financials, noting income of \$89,262, and net increase YTD of \$13,787 (Sahota joined the meeting at 10:05 a.m.)
 - B. **Information Item: 11/30/18 and 12/31/18 Follett Wildcat Store Financials** – Novo provided an overview of the November financials, noting the effects of the Camp Fire closure. He said general merchandise was the largest department affected by the closure, down 44%. Overall, the store was down 32% for November. Current YTD sales are at -13% to last year. Novo said December was much better and they made up approximately \$100,000 during finals week, with the extra week helping sales. He said textbook spring adoption sales are down. Overall, the store was up \$77,000 for the month and now sits at -9.9% YTD. Textbook adoptions were discussed.
 - C. **Information Item: 11/30/18 and 12/31/18 Dining Services Financials** – Rider distributed information for November, noting Dining Services was also effected by the Camp Fire closure. For Dining Overall, income was down 17.93%. He said that most of their perishable products were donated to various locations in need and had to be restocked before reopening. All career, casual and students on the schedule were paid for their full schedule of work during the closure. Non-exempt employees that had to work during the closure were paid time and a half. Net income for the month was down 33.70% for the month but still up YTD 123.60%. He provided an overview of each of the Dining Services areas. Rider next reviewed December financials noting that for Dining Overall, net income was down (227.72%), net income YTD up 67.50%. He also reviewed the other areas. Jennings said a claim has been filed with the insurance company regarding their loss in sales. Rider said he would be meeting with six new marketing students to try and get their customer base back. Discussion was held regarding income for the various areas for both November and December. Rider said a Vendor Event will be held at 10 a.m. tomorrow morning in the BMU atrium area.
 - D. **Information Item: Housing Agreement** – Buckley said they are starting the process with University Housing to extend the contract and hope to get back to a three-year contract, instead of year-to-year.

- VI. DINING SERVICES DIRECTOR'S REPORT** – Rider reported that a number of positions have been filled, or are about to be filled. He said the Leanpath scale installation was delayed due to the Camp Fire. He said they were operational as of Friday and he would provide data in the future to the committee.
- VII. CHICO STATE WILDCAT STORE DIRECTOR'S REPORT** – Novo said the 1,000 Wildcats Rise t-shirts were sold and 100% of all sales (\$10,000) were donated to the Wildcats Rise fund. He said Customer Appreciation Day was held on December 7 and reviewed the various events of the day. Novo advised of an email fraud alert. He said on Friday an email was sent to faculty members regarding adopted books with a link for students to purchase books. He said when clicking on the link it directs recipients to facultybookshelf.org. He said this email was sent to a number of CSU's and requested faculty go to this website to order all their books, and to forward to students. Novo said if you try to go to the website, it does not exist. He said Follett contacted them that this is not OK because it made it look like Follett sent it out.
- VIII. EXECUTIVE DIRECTOR'S REPORT** – Buckley reported that the Board approved to extend the Follett contract from July 1, 2019 through June 30, 2020 to see if sales pick up in the fall with the Follett Discovery program. • Buckley said he and Jennings met with the insurance adjuster last Friday and they will focus on the margin of what we lost between sales and cost of sales during the Camp Fire closure. He said this will be a lengthy process, including a forensic auditing firm tracking the data. Additional information needs to be provided to the insurance company. • Buckley said there is a 10 year Operating & Lease Agreement with the University, commonly used within the CSU. In addition, there is a five-year agreement on more specifics related to our campus such as recycling, the bike cart, etc. He said the five-year agreement expires 6/30/19. He and Alisha Sharma will be meeting with Dr. Lang and Ann Sherman to discuss renewal of the agreement. • Buckley said that in addition to contributing funds from the Wildcats Rise t-shirt sales, Follett also contributed \$10,000 to the fire relief fund. Corona asked about Panera and Clyde said they haven't communicated with her at all. She said she spoke with one of their representatives at the AOA Conference; however, they're still not responding. She said it will definitely not happen this summer and noted that Panera has a new \$500 million deal, so we're very low on their list at this point.
- IX. VP APPOINTEE'S REPORT** – Sahota, the new joint appointment to ASBC and BMUC introduced himself, said he is a Sophomore majoring in economics, and happy to be on the committees.
- X. CHAIR'S REPORT** – Williams said the Women's Symposium will be held February 15 in the BMU auditorium and explained funding for the event. She said the scholarship funds allocated for the student Camp Fire victims were allocated through January.
- XI. ANNOUNCEMENTS** – Kramer said there will be various sampling tables at tomorrow's event in the BMU atrium, starting at 10 a.m. In addition, the winner of the contest to name the new Grab and Go Coffee Cart will be there to unveil the name of the cart.
- XII. PUBLIC OPINION** – Limited to three minutes per speaker, five minutes for entire topic – None
- XIII. ADJOURNMENT** – The Chair, Williams, adjourned the meeting at 10:56 a.m.