

THE ASSOCIATED STUDENTS OF THE UNIVERSITY OF HAWAII  
2465 Campus Road, Campus Center Room 211A  
Honolulu, Hawaii 96822

Executive Meeting #1 of the 103<sup>rd</sup> Senate  
Tuesday, May 13, 2015

**OPENING**

**Call to Order**

President Zakimi called the meeting to order at 6:00PM in HEM204

**Roll Call**

Present:	President Zakimi, Vice President Kamoshida, Secretary Tagaban, Treasurer Takara, Secretary Tagaban, Senator-at-Larges, Callihan, Dela Cruz, Mitsui, Nishihara, Senators Shon [10]
Excused Absent:	Senators Baxa, Bui Pham, Lawi-an [3]
Unexcused Absent:	[0]
Excused Late:	[0]
Unexcused Late:	[0]
Excused Early Departure:	[0]
Unexcused Early Departure	[0]
On Leave:	[0]
Advisor:	Advisor Manini [1]
Guests:	[0]

**Reading and Approval of Minutes**

a. EM#22 – May 5, 2015, 102 <sup>nd</sup> Senate	
<i>Senator Shon</i>	Motion to fix typographical and grammatical errors.
<i>Senator-at- Large Mitsui</i>	Second
	Motion carries
<i>Senator-at- Large Callihan</i>	Motion to add my name as guest.
<i>Senator Shon</i>	Second
	Motion carries.
<i>Senator Shon</i>	Motion add Senator Shon as guest
<i>SAL Callihan</i>	Second
	Motion carries.
	Motion carries

**These minutes have been approved by the 103<sup>rd</sup> Senate on June 3, 2015**

**Official Correspondence**

**REPORTS**

**Executive  
President**

- a. New Deadline for Agenda Items: Fridays at 5:00PM

*President Zakimi* The new deadline for items to be added on the agenda is Fridays at 5:00pm. So this gives me time to look over the item, for office staff to put the meeting packets together and put it on our website.

- b. Leadership Kick- Off

*President Zakimi* The Leadership Kick-off will be sometime next week. This help with will bringing the chairs and vice chairs together. We will be going over the strategic planning process, to identify issues we want to focus as an organization. But, something we can also use and bring it back to the committee. This will help committees figure out what you all would like to do this semester. We will also be doing minute's workshop with Senator Tagaban and Vice President Kamoshida will be telling you more about the roles about Chairs and Vice Chairs. I will be sending a doodle tonight to see how I can accommodate everyone's time.

*SAL Callihan* When will you require for the doodle to be due and announce the date of the kick-off?

*President Zakimi* I would like to finalize the doodle by Friday and will get the date sent to everyone by Friday evening.

- c. Meetings with Chairs & Vice-Chairs

*President Zakimi* Vice President Kamoshida would also like to meet with all the chairs and vice chair's to talk about the goals they would like to set for their committee and bring up any concerns they have. We will be emailing individual the chairs and vice chairs individually to set up a time.

- d. Committee Meeting Reminders

*President Zakimi* SAL Mitsui reminded me that any meetings next week meetings is unofficial because there is no summer school and ASUH is not in session. So if you have meetings it will be counted as unofficial. Committee members on leave do not count against your quorum. Are there any questions?

*SAL Mitsui* So if you have an unofficial meeting and they do not show it up does it get counted for their attendance?

*President Zakimi* No. Unofficial meetings you do not do meetings or anything. So it does not count against for your attendance for your stipend.

*SAL Mitsui* Okay, just making sure.

*Senator Shon* When can committees have official meetings?

*President Zakimi* Committees can start having meetings on Tuesday May 26 this is when summer school starts.

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*Senator Shon* Is it requirement to have a meeting this month?

*President Zakimi* No, but it is really up to you.

e. Next General Senate Guest: Athletic Director David Matlin

*President Zakimi* Next senate meeting we will be having the director of athletics David Matlin to talk about his goals. So if you have questions please have them ready. I will be sending out an email to let the other senators know as well.

**Vice President**

*Vice President Kamoshida* No Report.

**Treasurer**

*Treasurer Takara* Sometime in June we will be working on the budget for the 103<sup>rd</sup> Senate. We have two main form of revenues the stadium stock portfolio and ASUH dues. We won't know our revenue until late June.

**Secretary**

*Secretary Tagaban* No Report.

**Advisor**

*Advisor Manini* I did send out an email regarding our portfolio being moved from Merrill Lynch to Graystone, which was approved by the BOR. In move forward with Graystone we need to get through the contract approval process. So what we are doing right now is we are working with Bank of Hawaii and created an account to hold your portfolio. We have five investment accounts totaling \$8.3 million dollars. Those accounts are going be closed with Merrill Lynch and that money will be moved in to the Bank of Hawaii account. Through the negotiations and approved then the money will go from Bank of Hawaii to Graystone. Graystone will assess your investments, tell you which one's you'll keep and sell. All of this will be talked about in the investments committee. During this process, the document I have emailed you in front. This is a document who approves and will sign, so Merrill Lynch will know when to release the money. The person who will be signing is Susan Lin she's the Director of Financial Management and Controller for the University of Hawaii System. She is also the person who have been approving your withdraws during the pass year. This document simply authorizes she is the one giving them the authorization. Usually we have more then one name on the form, but you are not staying with Merrill Lynch you are just closing the account with them. I ask that you make a motion to approve Susan Lin to be allowed to be the signer. If approved tonight your secretary will certify the document and give it to Susan to sign and will be given to Merrill Lynch.

*SAL Mitsui* How long will the account be held in Bank of Hawaii?

*Advisor Manini* They would like it to be around sixty days. Sixty days is conservative. We do not do any withdraws until fall. After your budget get through and approved,

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you start to appropriate money for your bills. It is coming out cash in your account.

*SAL Mitsui* Will it be making any returns?

*Advisor Manini* No, it just sitting there. It is not an investments account, but a holding account.

*Senator Shon* Why are we moving it to Bank of Hawaii?

*Advisor Manini* This is the bank the university already has accounts with them and just added one another account.

### **Standing Committees**

#### **1. Campus Life**

*President Zakimi* Chair Bui Pham Meeting will be meeting with former Chair Kendyl Oshiro, just to touch basis on Homecoming and plan for campus life.

#### **2. Elections**

*Chairperson Shon* No report.

#### **3. External Affairs**

*Chairperson Callihan* I sent out a google doc of my goals for the committee I presented to President Zakimi and Vice President Kamoshida to my committee members. I am also going to be emailing Ka Leo about the bi weekly column for senate.

#### **4. Finance**

No report

#### **5. Internal Affairs**

*Chairperson Nishihara* I will be sending out a doodle for a meeting in two weeks.

#### **6. Investments and Long Range Planning**

*Chairperson Mitsui* I will be having an unofficial week next week on either May 19 or 20<sup>th</sup>. Merrill Lynch report wants to go over our quarterly report. I sent out a doodle and I just need one more person to attend the meeting. I will be contacting that one person, so we can schedule a meeting time.

*Chairperson Mitsui* Motion to approve Susan Lin, Director of Financial Management and Controller of the University of Hawaii System as the signer of ASUH's Merrill Lynch account.

*Senator Shon* Second.  
Motion carries.

#### **7. Student Affairs**

No Report.

#### **8. Undergraduate Affair Academic**

*Chairperson Dela Cruz* No Report.

### **SPECIAL ORDERS**

### **NEW BUSINESS**

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**UNFINISHED BUSINESS**

**OPEN FORUM**

*President Zakimi* Can all the chairs see me after the meeting to set up a meeting with me.

**CLOSING**

**Adjournment**

*Vice President Kamoshida* Motion to adjourn  
*Senator-at-Large Mitsui* Second  
Meeting adjourned at 6:18pm

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Lauren A. Tagaban".

Lauren Tagaban  
Secretary, 103<sup>rd</sup> Senate