

**Services and Activities Fee Committee**  
**Minutes**  
**October 17, 2018**

**Called to order:**

Joseph Bryant, Executive Director of Student Rights, Responsibilities, and Health Promotion, called the meeting to order at 5:31 p.m.

**Attendance:**

Eric Bennett, Joseph Bryant, Dane Gillin, Shelby Hamblen, Alex Harrington, Lacy Lampkins, Kane Lemasters, Demetria Martinez, Gregg Schlanger, Vene' Skyles, and Brandon Wear Grimm.

Excused: Patrick Stanton and Martin Kennedy

**New Business:**

**A. Training:**

- 1) Introductions
- 2) Communication Exercise: The members participated in a team building exercise and discussed the meaning of the exercise.
- 3) Review Committee Charge: A reminder to the members of the importance to communicate with your constituents and maximize the student funds to benefit all students.
- 4) Review Policies and Procedures: (handout provided) The policies and procedures are located on the Services and Activities website under the Dean of Student Success. They are also located on the "About" page on the CWU web page -- Resources & Reports -- 8-40-040 S&A Guidelines.
- 5) Review RCW impacting S&A Processes: (handout provided) Joseph Bryant reviewed the pertinent Washington State RCWs that guide the S&A committee.
- 6) Review of Open Public Meeting Act: (handout provided) Joseph Bryant discussed the Open Public Meetings Act from the Washington State Chapter 42.30 RCW, which the S&A Committee follows.
- 7) Parliamentary Procedures: Joseph Bryant shared the chart suggesting the process for making motions, amending motions, ending debate, voting by consent, requesting information, requesting clarification, adjourning, taking a recess, demanding a hand vote, or extending debate/discussion. The parliamentarian will be responsible for making sure parliamentary procedures are followed.
- 8) Resources: The web page for the S&A committee has many resources available, including the Guidelines, Killian outlines, Spending your S&A dollars, announcements, agendas and minutes, and information regarding supplemental spending, forms to request S&A supplemental funds, and also the quadrennial (4-year) base funding requests, presentations and awards.

**B. Elections:**

**Election of the Chair:**

Nominations: Kane Lemasters and Shelby Hamblen  
By a show of hands Shelby Hamblen was elected

**Election of the Vice Chair:**

Nominations: Kane Lemasters and Eric Bennett  
By a show of hands Kane Lemasters was elected.

**Election of the Parliamentarian:**

Nominations: Eric Bennett  
By a show of hands Eric Bennett was elected.

**Shelby Hamblen took over as Chair of the meeting.**

**Old Business:** None.

**Other Business:** Communications:

Joseph reported that we have received several supplemental funding requests.

**Public Comment:** The members of the committee stated they are all looking forward to working with each other this year.

Kane reported that he is working on getting 2 more students for the committee. Lacy suggested reaching out to the VP's for suggestions.

**Adjournment:**

**MOTION: Eric Bennett made a motion to adjourn the meeting. Kane Lemasters seconded. Motion carried. Meeting adjourned at 7:05 pm.**

**Schedule of Next Meeting:**

The next meeting is scheduled for Wednesday, October 24, 2018, in SURC 301 starting at 5:30 P.M.