

Services and Activities Fee Committee
Minutes
October 7, 2015

Called to order:

Joseph Bryant, Executive Director of Student Rights, Responsibilities, and Health Promotion, called the meeting to order at 5:32 p.m.

Attendance:

Kathleen Barlow, Mat Brown, Joseph Bryant, John Dehan, Gary Epp, Jessica Evenson, Sarah Feeney, Robert Lane, Richard Miller, Nick Shuey, Vene' Skyles, Patrick Stanton, Andrew Sullivan, and Brittany Wold.

Excused: Todd Shiver

Agenda:

MOTION: Nick Shuey made a motion to approve the agenda as presented. Robert Lane seconded. Motion carried.

Approval of Minutes: None

Reports: As correspondence or reports are received by the Chair, they will be reported to the committee during this part of the meeting. There were none to report at this time.

Public Comment: None

(This is when the public has an opportunity to make comments to the S&A Committee.)

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:

MOTION: Robert Lane nominated and moved to approve Nick Shuey as Chair of the S&A Fee Committee. John DeHan seconded. Motion carried.

Nick Shuey took over as chair of the meeting.

Election of the Vice Chair:

MOTION: Jessica Evenson nominated and moved to approve John DeHan as Vice Chair of the S&A Fee Committee. Brittany Wold seconded. Motion carried.

Election of the Parliamentarian:

MOTION: Robert Lane nominated and moved to approve Jessica Evenson as Parliamentarian of the S&A Fee Committee. Gary Epp seconded. Motion carried.

Old Business: None

Other Business-Communication Received: None.

Public Comment: None

Adjournment:

MOTION: Robert Lane made a motion to adjourn the meeting. Gary Epp seconded. Motion carried.

Schedule of Next Meeting:

The next meeting is scheduled for Wednesday, October 14, 2015, in SURC 301 starting at 5:30 P.M.