

**Services and Activities Fee Committee
Minutes
October 12, 2016**

Called to order:

Joseph Bryant, Executive Director of Student Rights, Responsibilities, and Health Promotion, called the meeting to order at 5:30 p.m.

Attendance:

Luke Aguilar, Kathleen Barlow, Joseph Bryant, Gary Epp, Sarah Feeney, Trey Justin, Martin Kennedy, Brittany Kinsella, Vene' Skyles, Brittany Stammes, Patrick Stanton, Andrew Sullivan, Spencer Sutton, and Dora Van Epps.

Joseph Bryant introduced Sarah Swager the Dean of Student Success to the committee. She welcomed members of the committee and thanked them in advance for their service on the committee. This year is a base funding year and long hours are expected. Dean Swager stated that she is confident that the committee will meet her expectations and will do an excellent job managing this resource for the student body.

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: Brittany Kinsella and Gary Epp
Voting: Gary Epp 10 Brittany Kinsella 0

Election of the Vice Chair:

Nominations: Brittany Kinsella
Voting: Brittany Kinsella 10

Election of the Parliamentarian:

Nominations: Trey Justin
Voting: Trey Justin 10

Adjournment:

MOTION: Gary Epp made a motion to adjourn the meeting. Luke Aguilar seconded. Motion carried. Meeting adjourned at 6:55 pm.

Schedule of Next Meeting:

The next meeting is scheduled for Wednesday, October 19, 2016, in SURC 301 starting at 5:30 P.M.