

**Services and Activities Fee Committee
Minutes
October 19, 2016**

Called to order:

Gary Epp called the meeting to order at 5:33 p.m.

Attendance:

Luke Aguilar, Kathleen Barlow, Joseph Bryant, Gary Epp, Sarah Feeney, Trey Justin, Martin Kennedy, Brittany Kinsella, Vene' Skyles, Brittany Stammes, Andrew Sullivan, Dora Van Epps, and Thanh Vo-Tran.

Absent: Spencer Sutton

Excused: Patrick Stanton

Agenda:

MOTION: Kathleen Barlow made a motion to approve the agenda as presented. Trey Justin seconded. Motion carried.

Approval of Minutes:

MOTION: Sarah Feeney made a motion to approve the Minutes of October 12, 2016. Trey Justin seconded. Motion carried with one abstaining.

Reports:

A. CHAIR - None.

B. ADVISORS – Joseph Bryant reported that Richard Miller resigned his appointment and will not be on the committee this year. Joseph introduced a new member Thanh Vo-Tran and asked her to tell us a little about herself.

Public Comment: None

Old Business: None

New Business:

A. Training:

Dora Van Epps presented to the committee the following topics:

- 1) Funding Overview / Base vs. Supplemental Funding
- 2) Process used for funds request
- 3) Appropriate use of funds: Killian Outline / Ethics
- 4) Guidelines / Priorities for disbursement of funds

- 5) Communication with funding groups
- 6) Miscellaneous Funding/ Budgeting Items

Handouts were provided with the FY17 Base Allocation amounts and Guidelines for Permissible Use of Services and Activity Fees.

B. Supplemental Budget for FY 17 – Voting:

MOTION: Luke Aguilar made a motion to allocate \$150,000 for the FY 17 Supplemental Budget. Brittany Kinsella seconded. Motion carried.

C. Training – Supplemental Request Example

Andrew Sullivan and Joseph Bryant presented a supplemental request from last year and guided the committee through the questioning and voting aspects. The committee had a chance to ask clarifying questions, make a motion and vote.

Other Business-Communication Received: Joseph Bryant let the committee know that our next meeting will be in SURC 137. We still have 2 student vacancies on the committee and there are multiple committees that need students.

Public Comment: None

Adjournment:

MOTION: Trey Justin made a motion to adjourn the meeting. Brittany Kinsella seconded. Motion carried. Meeting adjourned at 6:48 PM.

Schedule of Next Meeting:

The next meeting is scheduled for Wednesday, October 26, 2016, in SURC 137 starting at 5:30 P.M.