

**Services and Activities Fee Committee  
Minutes  
October 11, 2017**

**Called to order:**

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

**Attendance:**

Eric Bennett, Hailey Bergren, Joseph Bryant, Maddie Crowell, Gary Epp, Julia Felici, Shelby Hamblen, Alex Horning, Lacy Lampkins, Stephanie Treichel, Vene' Skyles, and JJ Webster.

Excused: Patrick Stanton

Absent: Martin Kennedy

**Agenda:**

**MOTION: Alex Horning made a motion to approve the agenda. Stephanie Treichel seconded. Motion carried.**

**Reports:** None.

**Public Comment:** None.

**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: Gary Epp

By a show of hands Gary Epp was elected

### **Election of the Vice Chair:**

Nominations: Alex Horning

By a show of hands Alex Horning was elected.

### **Election of the Parliamentarian:**

Nominations: Eric Bennett and Hailey Bergren

By a show of hands Eric Bennett was elected.

**Old Business:** None.

**Other Business:** None.

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

### **Adjournment:**

**MOTION:** Alex Horning made a motion to adjourn the meeting. JJ Webster seconded. Motion carried. Meeting adjourned at 7:18 pm.

### **Schedule of Next Meeting:**

The next meeting is scheduled for Wednesday, October 18, 2017, in SURC 301 starting at 5:30 P.M.