

**Services and Activities Committee**  
**Meeting Minutes**  
**January 18, 2024**

**Called to order:**

Xander called the meeting to order at 5:10pm.

**Attendance:**

Erin Sargent, Mia Young, Joey Bryant, Jake Robinson, Alice Williams, Xander Johnson, Nicholas Villa, Jared Osborne

Absent: Spencer Winters

Guests: Lola Gallagher

**Agenda:**

**MOTION: Nick made a motion to approve the agenda. Alice seconded. Motion Carried. 3 (yes), 0 (no), 0 (abstentions)**

- After this vote Jared joined the meeting

**Minutes:**

**MOTION: Jake made a motion to approve the updated minutes from 1/11/24. Jared seconded. Motion Carried. 4 (yes), 0 (no), 0 (abstentions)**

**Reports**

I. Chair:

- a. None.

II. Advisors:

- a. Joey and Erin have a meeting with all the base funded units next Friday (1/29). They will discuss future planning for base funding and the next cycle, which will be due December 1<sup>st</sup>.
- b. There are a couple of supplemental requests. Joey will be reaching out to the groups, and they will present at the next meeting or the meeting after that.

III. ASCWU:

- a. ASCWU Meet your Reps is on January 24<sup>th</sup>. There will be refreshments and treats.
- b. ESC Night Market is on January 26<sup>th</sup>.
  - i. There will be various ESC organizations selling food from 6-8PM.
- c. Lobby Day is February 8<sup>th</sup> and 9<sup>th</sup>.
  - i. ASCWU brings students to Olympia to discuss a few bills with Legislators. This is an opportunity for the community to give testimonies to legislators.

- ii. If you are interested in attending, email Nick ([ascwu.executivevicepresident@cwu.edu](mailto:ascwu.executivevicepresident@cwu.edu)) or the ASCWU Office ([ascwu@cwu.edu](mailto:ascwu@cwu.edu)).

### **Communications Received**

Joel Klucking (SR VP for Finance & Administration) approved the previous supplemental funding request, which was approved by the committee on January 4<sup>th</sup>.

### **Public Comment**

- A. If any students are interested in serving in the ASCWU election commission, please reach out to Nick ([ascwu.executivevicepresident@cwu.edu](mailto:ascwu.executivevicepresident@cwu.edu)) or Joey ([joseph.bryant@cwu.edu](mailto:joseph.bryant@cwu.edu)). Although there were some students that were recently appointed, we are still interested in recruiting those that are interesting in serving or volunteering. Spread the word!

### **New Business:**

- A. Review Process for Annual Financial Reports & Program Reviews
  - a. Central News Watch
    - 1. Operates in conjunction with Wildcat Films. Provides video news that gets posted on social media and the website. Focuses on the student media side, which covers live coverage, interviews, etc.
  - ii. Annual Report – Looks at funding from last year
    - 1. They did not spend any of their funds last year.
    - 2. Xander noted that \$26,000 transfer out and inquired what that meant.
      - a. Erin explained that the transfer out is the sweeping back of any unused funds. In this case because it is the first year in this cycle, the transfer out is more than what the allocation was because it rarely represents. They did not spend anything last year, so it's the entire allocation from last year as well as what was unspent the year prior. This represents 2 years of unspent funds.
        - i. Rollback of the unused fund.
      - b. Joey added that the reductions they got were just a little over \$17,000 in fiscal 22 and just under \$17,000 last year. In fiscal 22 they spent over \$4,500 and left \$13,000 on the table then left the entire \$16,000 last year.
    - 3. Alice commented that this looks great and makes a lot of sense and is very well written.
  - iii. Program Review – Asks questions about this year and their assessment
    - 1. Central News Watch is not up and operating this year.
- b. KCWU

1. This is the student run, and lead, radio station that is broadcasted. This provides multiple opportunities for music, podcasts, interviews, etc.
- ii. Annual Report
  1. Alice likes how detailed this is and thinks that it is awesome.
  2. Erin noted that she might have sent them the wrong financial review file, so they got more than \$8,000 in this financial statement. She acknowledged this and anticipated sharing the correct results to the committee.
  3. Erin pulled open the correct financial review for the committee.
    - a. Their revenue displays their sales, services, and self-support as well as other revenue.
    - b. Their allocation was decoupled for the current year, but the revenue includes both S&A and the sub fee.
  4. Xander appreciates all these programs providing detailed explanations.
- iii. Program Review
  1. Joey noted that their funding is kind of split. Last year 57% of their funds came from S&A, 40% came from sub fee, which has been detangled so 97% comes from S&A fee. The numbers are showing 3% from self-generated revenue
    - a. Erin confirmed that Joey's other statements are correct. She noted that the self-generated revenue is what they call club travel.
  2. Joey pointed out that in Question 6 and 7, which talks about the number of individuals and unique students that use their services. This is hard to determine on a large scale, but they did conduct a listener survey last spring and will do another this spring. This data will show the trends from year 1 to year 2 with that listener survey. He appreciates that they are collecting data as he is as a data person.
- c. Observer
  1. CWU's student run and lead newspaper, which is distributed on a weekly basis throughout the academic year. Students are the ones writing the articles, editing, and doing all the pieces on the Observer.
- ii. Annual Report
  1. Xander inquired about their answer to the last question regarding positive or negative ending balances. They projected a \$12,000 negative balance, which was covered by a S&A supplemental

funding request. They had projected ending fiscal year 22 with \$45,000, so he is not sure how the math checks out.

- a. Joey noted that they left \$5,000 on the table in 2022. They spent the majority of their funding, which carried forward. Then last year they overspent by about \$12,000. Knowing that they would overspend they requested supplemental funding. Last year's total expenses were \$68,000 and \$56,000 in revenue. The supplemental was to keep them from going into the red by covering those costs. They caught it part way through the year and asked the committee to assist with that.
  - i. There was \$33,000 that rolled back because the committee used their carry forward to cover that. It still meant that from the previous years they had \$33,000, which was sitting in their fund balance and rolled back.

iii. Program Review

1. None.

d. PULSE

1. Similar to the Observer, this is CWU's student run and lead magazine. Student articles come out on a roughly quarterly basis. All their past issues are on their website. Operates like any other magazine in the media field, but this is specifically student led.

ii. Annual Report

1. Alice inquired about how last fiscal year 2022, they ended with negative \$1,700 and now it is \$8,700. Is this because they increased their cost of goods or purchase of goods?
  - a. Erin stated that is correct. They mentioned printing costs which is probably where the goods went out.
  - b. Alice then inquired about this being impacted by minimum wage increases.
  - c. Erin explained that minimum wage increases would be reflected in the student temporary overtime, the salary lines. They don't pay any staff salaries; this is all student salaries.
  - d. Joey referred to their program review, which mention the increase in printing costs. This led to them cutting down printing to offset the cost. It still resulted in them spending into the deficit.
    - i. Alice noted that this was a solid response.

iii. Program Review

1. Joey noted that there were 2 years where they were spending into the deficit. There was new staffing that oversee the budgets within the department. Those staffing inherited some of this and they have been adjusting because they started the year in the negative. This eats into their funding for this year and question 9 (program reviews) touches on those reductions.
  - a. They reduced the physical copies printed (number of magazines produced) and decreased the number of students employed. Students who take this as an academic class do that up to a certain point. Although they pay students to do the editing and other pieces, they reduced the number of positions to offset that negative balance they started with.
- e. Wildcat Sports Radio Network
  1. Partnership through KCWU. This was requested 2 funding cycles ago. This provides coverage for play-by-play coverage for CWU athletic events. They covered home and away games in the past, but this moved to KCWU specifically covering the play-by-play coverage for home basketball games and select baseball and softball games. All air on KCWU and their streaming platform.
  - ii. Program Review
    1. Alice inquired about their answer to question 11. Do they not have any concessions?
      - a. Alice then realized that solely produce coverage.
      - b. Joey noted that this is just for the broadcasting part of it. Concessions go directly to athletics.
  - iii. Annual Report
    1. Xander inquired about the financial reports. Last year they received \$8,500 then \$8,100 this year. There were \$8,200 transferred out. Did they only use \$300 last year?
      - a. Erin stated that they had a carry forward of 37 and 34 which came forward. They know they aren't supposed to be spending into that, but this added to the \$8,100 which would get them to about \$12,000. They did spend \$3,508 mostly on student wages. That balance that came back was a portion of both theaters.
      - b. It looks like they are spending just over half the last couple of years.
    2. Joey noted that their answer explains the fund transfer. Last year, and the year before, there was construction in Nicholson Pavilion, which limited the number of basketball games that they could cover since they couldn't be in the Pavilion. This impacted the

funding of the two student positions, which cover the play-by-play. They indicated in fiscal 24 that they are planning on covering all home football games and the full season of men and women's basketball. Joey anticipates seeing a higher amount in the cost for those student positions once they are able to cover more games.

3. Nick inquired if this was allocated within or outside of the 4 year cycle?
  - a. Joey stated that this is the second 4 year cycle that included wildcats sports radio network. They had the previous 4 years and now this current 4 year cycle of coming in.

**Old Business**

- A. Base Funding Adjustment & Reallocation Request: Central News Watch funding to Observer & PULSE – Deliberation & Voting
  - i. Erin shared Observer/Pulse's Supplemental Funds Request at a Glance, which is based on their latest budget report. This is the same as the last request that they did.

	Observer	PULSE
FY24 Beginning Balance	-	(8,734)
YTD FY 24 Funding	51,802	18,648
YTD Expenses (as of November closing)	18,536	2,466
Projected Ending Balance	-	(9,000)

- ii. Joey noted that this is what the projections would look like if this did not get approved.
  - iii. Erin explained that this is a way to show where they are at and where we expect them to end. PULSE does not have any room within their budget to provide this opportunity for people, there is no additional funding. The Observer looks like they will spend their allocation and break even.
- b. Joey noted that this request is asking to reallocate Central News Watch funds to the Observer and PULSE. They can deny the request, partially provide this, provide enough to cover the negative balance for PULSE, or anything in between.
- c. Xander asked if Central News Watch is going to be active next year or within the rest of the funding cycle?
  - i. Jared noted they mentioned that Central News Watch is done for this year. Next fiscal year they may consider bringing it back if they find staff and funding for it. As of this year it is dead.
  - ii. Joey added that it is their hope to get the faculty positions hired to provide Central News Watch services next year. If the position does not get filled, Central News Watch would not operate again next year.

**MOTION: Jared made a motion to approve the supplemental fund request to transfer Central News Watch funds to the Observer and PULSE in full. Nick seconded. Motion Carried. 4 (yes), 0 (no), 0 (abstentions)**

- d. Alice commented that they need this money to survive. These are great organizations that support CWU students. She reads these publications and thinks that they are awesome.

- e. Jared noted that they are moving money between their different publications to try to shore up the financial issues which is dire for everyone. They are taking steps to mitigate the financial crisis for the. Rather than try to spend everything everywhere and request money for all 3, they are shifting the money to 2 and prioritizing.

### **Public Comment – Second Call**

- A. Joey encouraged everyone to take the time to take out the time to fill out and nominate the [University Diversity Awards](#). There are awards for students, faculty, staff, and community members. He believes that the committee members are all active and engaged, so their voices would be great in submitting some nominations.
- B. Lola noted that there is a Martin Luther King Jr celebration at 6PM in the SURC theatre. There will be music, a keynote address, and some refreshments. This is being hosted by the DEC (Diversity and Equity Center). Additionally, tomorrow is national popcorn day, so Hype and Recreation will be handing out free popcorn in the SURC pit from 11:30 – 1PM. Lastly, there will be geek out game out tomorrow night from 8-10PM in Holmes dining.
- C. Joey shared that Thursday, February 1st at 6:30PM, Raymond Santana will be speaking about the Central Park 5 in McIntyre (doors open at 6PM). Raymond Santana is one of the Exonerated 5. This is free and there will be a Q&A portion following this. Joey will try to make sure we end on time that week so we can attend. This is not in the Student Union.
  - a. Lola added that they are going to be in the concert hall.
- D. Lola added that there is a general assembly on Monday for ASCWU.
  - a. Nick added that this when the ASCWU board, ASCWU senate, and ESC all gather in one big meeting.
- E. Lola shared that on Tuesday January 30<sup>th</sup>, Law and Justice and DEC will host the Central Park 5 documentary in the SURC theatre. If you are unfamiliar with the story, this is a great opportunity to view the documentary and discuss prior to listening to Raymond Santana.

### **Adjournment:**

**MOTION: Jared made a motion to adjourn the meeting at 5:59PM. 4 (yes), 0 (no), 0 (abstentions)**

**Our next meeting will be January 25, 2024 (online) at 5:00pm.**

Check out our website at [www.cwu.edu/services-activities](http://www.cwu.edu/services-activities)