

**Services and Activities Committee**  
**Meeting Minutes**  
**October 26, 2022**

**Called to order:**

Joey called the meeting to order at 5:05pm.

**Attendance:**

Alice Williams, Evelyn Roehn, Brady Smith, Luis Reyes, Judy Brewer, Joey Bryant, Lacy Lampkins, Jessica Kitto

Guests: none

Absent: Sean Dahlin, Bjorn Pellmyr

**Agenda:**

**MOTION: Luis made a motion to approve the agenda. Alice seconded. Motion carried. 4**  
(yes), 0 (no), 0 (abstentions)

**Minutes:**

None

**Reports:**

I. Chair: none

II. Advisors:

a. Joey: No reports. Appreciate everyone for being here. This will be a training meeting.

b. Lacy: Welcome everyone.

III. ASCWU: Student Government Executive Vice President position is posted online, and they are looking for applicants. Please refer anyone you know who is interested. Joey mentioned that that position plays a large role on Board of Directors.

**Other Business:**

I. Communications Received: none

**Public Comment:**

None

**New Business:**

I. Training: The first two meetings will be trainings. This week we will review procedures and next week we cover financials.

a. Get to Know Your Members

i. Members introduced themselves.

b. Review Committee Charge

- i. Hears proposals for programs and budgets for organizations funded by S&A committee
  - ii. Makes sure students have a strong voice in recommendations made to the Board of Trustees in how S&A money is allocated and spent
  - iii. Joey, Lacy, or other individuals will bring questions to the committee
    - 1. Our role is to listen to requests made, gather information by asking questions, and vote on requests.
    - 2. Meetings are recorded and can be viewed online.
    - 3. Joey and Lacy may ask questions but have no vote and won't weigh in during the deliberation unless it's something that we can't do.
  - iv. Did an activity called "One Question Interview" to practice asking pertinent questions.
- c. Review Policies and Procedures
  - i. Committee has up to 13 students as the voting body (1-year terms). Faculty will serve as non-voting members for 4-year terms and help answer university questions.
  - ii. Committee members must remain in good academic standing.
  - iii. There are 3 officers: Chair, Vice Chair, Parliamentarian
    - 1. Chair: Runs meetings, signs documents, doesn't vote on items unless there is a tie, and they try to be neutral when adding to discussions.
    - 2. Vice Chair: Assumes the duties of the chair when the chair isn't present, chairs any subcommittees that may be formed by the committee.
    - 3. Parliamentarian: Back up to vice chair and assists in making sure the committee is following parliamentary procedure and Robert's Rules of Order.
    - 4. Co-advisors: Lacy and Joey are appointed, and they provide perspective, guidance, feedback, precedent, and history with no vote, avoid influencing.
    - 5. Secretary: Jessica has no vote, provides neutral support for the committee.
  - iv. Did an activity called "What pet should we get?" to practice discussing and making decisions as a group.
- d. Review RCW and WAC impacting S&A Processes (see Addendum 2)
  - i. RCW governs the definition of S&A fees, what is allowable/not allowable usage, and requires student voice of input.
- e. Review Open Public Meetings Act (see Addendum 3)
  - i. Prior notification and announcement of meeting with an agenda published 24hrs in advance.
  - ii. Open meeting to anyone in the community.

- iii. Advisors can ask people who are being disruptive to leave or to remove them from the virtual room.
- iv. Meetings are recorded and published online along with minutes and agendas.
- v. Attendance is important.
- f. Parliamentary Procedure (see Addendum 4)
  - i. Cheat sheet has explanations of motions, seconds, making an amendment, and table items.
  - ii. Agenda reflects the flow of the meeting.
- g. Review Web Page
  - i. Meeting link
  - ii. Recordings of meeting, agendas, and minutes
  - iii. Guideline procedures
  - iv. Base funding request forms
  - v. Funding reports
  - vi. Base funding program reviews
- h. Election of the officers
  - i. Since 2 student members are not here, we will vote next week.
  - ii. Will be on agenda for next week.

### **Public Comment – Second Call**

A request was made to see if we could change meeting times. After the trainings, we will discuss meeting times and frequency.

### **Adjournment:**

**MOTION: Judy made a motion to adjourn. Alice seconded. Motion carried. Meeting adjourned at 6:12pm. 5 (yes), 0 (no), 0 (abstentions)**

**Our next meeting will be November 2, 2022 (online) at 5:00pm.**

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