

# Services and Activities | Minutes

## Services and Activities Fee Committee

Minutes October 1, 2008

### **Meeting called to order:**

Jack Baker called the meeting to order at 5:30 p.m. and attendance was taken.

### **Attendance:**

Jack Baker, Julia Cain, Ed Day, Megan Hammond, Kay Kenison, Kevin Kimball, Riley LaMie, Caitlin Morrison, Stephanie Oberlander, Scott Robinson, Brook Rutledge, and Brent Weisel.

### **Excused:**

Teri Willard and Wendy Williams

### **Introductions:**

Welcome to the new members of the S&A Committee. Each member introduced themselves and shared their interests and the reasons they wanted to serve on the S&A committee.

### **Election of Student Chair:**

Julia Cain is interested in being chair, being no other nominations. Julia Cain was voted as the S & A Chair for 2008-2009. Motion carried unanimously.

### **Review of the Open Meetings Act:**

Jack Baker reminded the committee that this meeting is governed by the Open Public Meetings Act (Chapter 42.30 RCW). Anyone can attend these meetings and the agenda will be posted on the website 24 hours in advance of the scheduled meeting and only items on the agenda can be discussed. Minutes are published on the website after approval.

### **General Guidelines and Procedures for Use of Services and Activities Fees:**

Jack Baker reviewed the revised Guidelines and Procedures for the S & A Committee. Last year the S&A Committee worked all year reviewing and updating the new

guidelines, which introduces the new 4-year funding cycle. The guidelines were approved at the Board of Trustees meeting on June 5-6, 2008. Jack Baker reviewed some of the changes to the guidelines and he asked the committee to review the guidelines and procedures and bring any questions to the next meeting.

Jack Baker reminded the committee that annual reports, budget documents, minutes, etc. will be on the website for committee members and the public to review: [www.cwu.edu/student-affairs](http://www.cwu.edu/student-affairs) under S&A. The notice to the providers was sent out today to prepare for the new four-year funding cycle; and it reminded them that the required year-end reports are due December 1, 2008. This notice was also published in the Observer newspaper this week.

### **Review of Services and Activities Fee Budget – Ed Day:**

Ed Day went over the funding process and how it works. He showed the total dollar amount available and how it is affected by the required funding, and the total amount left that the committee will be working with. He explained the difference between base budget funding and supplemental funding. Ed Day encouraged any committee members, who had questions, to contact him at any time.

### **Schedule next meeting:**

The next meeting will be Wednesday, October 8, at 5:30 p.m.

### **For the good of the order:**

Meeting adjourned at 7:00 p.m.