

**Services and Activities Fee Committee
Minutes
October 18, 2017**

Called to order:

Gary Epp called the meeting to order at 5:32 p.m.

Attendance:

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

Absent: Patrick Stanton

Agenda:

MOTION: Eric Bennett made a motion to approve the agenda. Stephanie Treichel seconded. Motion carried.

Minutes:

MOTION: Maddie Crowell made a motion to approve the minutes of 10-11-2017. Shelby Hamblen seconded. Motion carried with one abstaining.

Reports:

Chair – Gary reported that we have two supplemental requests that we will be hearing presentations for and voting on tonight due to the timing of the events.

Advisors – None.

Public Comment: None.

Old Business: None.

New Business:

A. Training:

Lacy Lampkins presented to the committee the following topics:

- 1) Funding Overview / Base vs. Supplemental Funding
- 2) Processes 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

B. Supplemental Budget for FY 18 - Voting:

MOTION: Alex Horning made a motion to set the supplemental budget for this year at \$200,000. Stephanie Treichel seconded. Motion carried.

C. Supplemental Funding Requests – Presentations:

i. #1801: National College Media Convention (Observer/PULSE) - \$10,239.70

Eight Observer student staff and 4 PULSE student staff are seeking funds to help support travel to the National College Journalism Convention in Dallas, Texas on October 25-29, 2017. The convention features 3 ½ days of sessions in which students will learn from professional journalists, media advisers, and other successful student journalists. There will also be opportunities to have publications critiqued and for students to meet one-on-one for professional portfolio reviews.

Presented by: Sarah, Lexi, Ryan and Jacquelyn

Questions: Was there any personal investment into this trip? Some students will need to rent professional grade gear to bring, others have bought personal business cards. The 5 day trip is a sacrifice for leaving work. Food expense is also an expectation of out of pocket. There was no travel in the base allocation for the Observer or PULSE. What is the benefit of travelling to a national conference vs regional? The National convention includes professionals across the country, the regional convention is not reliably put on every year, and it is at the end of the year. This convention is in Fall Quarter allowing the knowledge gained to be utilized this year. Are there any reporters going or just editors? There are 2 reporters 1 photographer and the rest are editors. How big is this convention? Last year there were 1600 attending.

ii. #1802: International Conference on Human Development & Family Studies - \$1,134.66

Mai Kaneda is requesting funds to help with travel expenses to the 19th International Conference on Human Development and Family Studies in Paris, France on November 20-21, 2017. Mai will be presenting a study she conducted with her faculty mentor last year. Her paper has the potential to be selected for publication in the organization's academic journal. She also plans on presenting her research at SOURCE and club meetings this year.

Presented by: Mai Kaneda

Questions: what is the increase in registration? \$55 more if after the 20th. Have you requested from Club Senate? No – since this isn't a club – she did not think she was eligible. The plane ticket cost more if she were to fly back earlier. By staying over the holiday the airfare decreased in cost by \$500. The conference is 3 days she will be staying with friends the rest of the time. Student Academic Senate has approved the \$300.

D. Supplemental Funding Requests – Voting:

i. #1801: National College Media Convention (Observer/PULSE) - \$10,239.70

MOTION: Alex Horning made a motion to approve supplemental funding request # 1801 in the amount of \$10,239.70. Martin Kennedy seconded. Motion carried.

Discussion: The proposed budget is a small amount for parking and train - motor pool if they end up taking only one vehicle that cost would go down. PULSE and Observer are not clubs. \$1000

per person out of state conference is a reasonable cost. Conferences are important networking ability that directly affects the student body as a whole.

ii. #1802: International Conference on Human Development & Family Studies - \$1,134.66

MOTION: Stephanie Treichel made a motion to approve supplemental funding request #1802 in the amount of \$1,134.66. Martin Kennedy seconded. Motion carried.

Discussion: The student has done a good job with the research and going to Paris to present is a big step. Growth for the department and allowing her to represent CWU at an International conference is positive for CWU as a whole.

Other Business – Communications Received: None.

Public Comment: None.

Adjournment:

MOTION: Alex Horning made a motion to adjourn the meeting. Maddie Crowell seconded. Motion carried. Meeting adjourned at 7:16 pm.

Schedule of Next Meeting:

The next meeting is scheduled for Wednesday, October 25, 2017, in SURC 301 starting at 5:30 P.M.