Western Washington University  
Services and Activities Fee Committee Meeting  
Monday, February 2, 2015  
Viking Union 462A

PRESENT: Eric Alexander (AS), Christopher Bianco (DRAC), Steven Card (Athletics), Ashley Demko (ACDS), David Fewings (Finance & Marketing), Aaron Ignac (ACDS), Tina Loudon (VP Designee), John Petrinovich-Bartich (Campus Rec), Kenny Torre (DRAC), Raquel Wilson (AS), Annika Wolters (AS)

GUESTS: Lisa Wochos (Legal Counsel for WWU) and Suzanne Baker (Office of the Internal Auditor)

ABSENT: Kiera Alkema (DRAC), Chelsea Ghant (AS), Adam Leonard (Campus Rec), Kurtis Pederson (Athletics), Marie Sather (Campus Rec), Ted Sealey (Journalism), Quy Ton (DRAC)

The meeting was called to order at 12:00 by Tina Loudon.

Meeting Schedule
Loudon gave an overview of the meeting schedule for the remainder of winter quarter and our plan for developing our schedule for spring quarter.

- Due to scheduling difficulties and not being able to find one day a week that all the student representative could attend, there will be two meetings a week (one-Mondays at 12:00pm, two-Tuesdays at 8:00am).
- Committee members can choose which meeting to attend each week dependent on their schedules since the Monday and Tuesday meetings each week will be the same. Committee members are welcome to attend both meetings, but only need to attend one a week.
- The goal is to return to one meeting a week during spring quarter.

Open Public Meetings Act
Wochos reviewed relevant points of the Open Public Meeting Act and the Services and Activities (S&A) Fee Committee’s responsibilities.

- The Open Public Meetings Act requires that meetings to be open to the public and applies to committees that act on behalf of the Board, Associated Students (AS) Board, and the S&A Fee Committee.
- Emails can constitute as meetings; therefore discussions and approval of minutes should not take place over email.
- Regular meetings have at least a 20 days’ notice and have a broader topic that can be added to.
- Special meetings are limited to the set agenda items since there is such short notice.
- At open meetings, the public can only listen. The Committee can set reasonable rules of conduct, but cannot place conditions on people attending. If a person becomes disruptive, they can be asked to leave, be removed by police, or the committee can relocate and bar entry to that individual.
- Executive Sessions are limited to specific statutory purposes, and the Chair must announce the purpose and time it will end to the public.
- Minutes of public meetings are to be maintained and made available to the public on request, but minutes are not taken for Executive Sessions.
- Minutes will be posted on the S&A Fee website.

Orientation
Loudon stated the goal for this quarter is to focus on getting everyone through orientation and reviewing everyone’s roles and responsibilities.

Discussion on WWU Board of Trustees Guidelines for the Service and Activities Fee Committee
Loudon began the discussion about the Guidelines that were distributed to the Committee at the January 14 meeting and today to those not present at the previous meeting. These are the Board level guidelines that were approved last summer.

- As a Committee we make recommendations to the Board about what the rate of the S&A Fee will be and how we want the revenue generated by those fees to be allocated out to the constituent areas.
- Almost every year on our campus the Board of Trustees has accepted the recommendations made by the committee.
- The Board is expected to protect the stability of student programs funded with the S&A Fee.
- Members of the Committee are approved by the AS.
• In response to questions by Card about including the previous year’s budget, Loudon noted that these are Board Guidelines and there are also draft Committee Guidelines which we can provide more detail about this requirement.
• Loudon noted that because of the predicted delay of the Legislature this year, the Committee may have to propose a provisional budget proposal.
• In response to questions by Fewings about changing the reserve fund policy, Loudon noted that any changes to the reserve fund policy would need to go through the proper channels. Loudon noted that it would be a good idea for the Committee to review the policy since it has been a while since the last review.

Fewings brought to the Committee’s attention that in any meeting where we have students in attendance that we should end our meetings at 10 till the hour to allow for those students to be able to make it to class on time. Loudon noted the suggestion and will keep that in mind for future meetings.

Meeting adjourned at 12:53.