Western Washington University
Services and Activities Fee Committee Meeting
Tuesday, February 3, 2015
Viking Union 462A

PRESENT: Ashley Demko (ACDS), Chelsea Ghant (AS), Aaron Ignac (ACDS), Tina Loudon (VP Designee), Ted Sealey (Journalism)

GUESTS: Lisa Wochos (Legal Counsel for WWU)

ABSENT: Eric Alexander (AS), Kiera Alkema (DRAC), Christopher Bianco (DRAC), Steven Card (Athletics), David Fewings (Finance & Marketing), Adam Leonard (Campus Rec), Kurtis Pederson (Athletics), John Petrinovich-Bartich (Campus Rec), Marie Sather (Campus Rec), Quy Ton (DRAC), Kenny Torre (DRAC), Raquel Wilson (AS), Annika Wolters (AS)

The meeting was called to order at 8:10 by Tina Loudon.

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 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.
- In response to a question by Loudon about if a quorum isn’t present, does it constitute a meeting and are minutes needed, Wochos noted that minutes are still needed regardless and that more details may be helpful as the discussions at each meeting on agenda items may differ slightly.
- 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 Session is 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.

In response to Sealey’s comment about DRAC needing to review their Reserve Policy, Loudon noted that the S&A Fee Committee will need to have a discussion about the Reserve Policy as well.

Discussion on Guidelines for the Service and Activities Fee Committee
Loudon noted that the WWU Board of Trustees Guidelines for the Service and Activities Fee Committee are Board Level guidelines, but there are other guidelines that the Committee will need to review as well.

Wochos noted that conversations regarding what constitutes “core academic or administrative functions that are not related to student activities” have been happening and will likely continue to happen as there are varying situations that may or may not be considered core academic or administrative functions that are related to student activities. Wochos recommended the Committee members read through the RCWs that are attached to the Committee Guidelines.

Meeting adjourned at 8:49.