Western Washington University
Services and Activities Fee Committee Meeting
Wednesday, April 8, 2015
Viking Union 462A

PRESENT: Kiera Alkema (DRAC), Christopher Bianco (DRAC), Steven Card (Athletics), Ashley Demko (ACDS), Bethany Drake (Athletics), David Fewings (Finance & Marketing), Chelsea Ghant (AS), Aaron Ignac (ACDS), Adam Leonard (Campus Rec), Tina Loudon (VP Designee), John Petrinovich-Bartich (Campus Rec), Ted Sealey (Journalism), Quy Ton (DRAC), Raquel Wilson (AS)

ABSENT: Eric Alexander (AS), Marie Sather (Campus Rec), Kenny Torre (DRAC), Annika Wolters (AS)

The meeting was called to order at 05:02 by Tina Loudon.

Election of S&A Fee Committee Chair
Motion-S&A-15-S-3 Approve
Motion: S&A-15-S-3 to nominate Tina Loudon as S&A Fee Committee Chair by Alkema
Second: Fewings
Vote: 6-0-0

Approval of Minutes
Motion – S&A-15-S-4 Approve
Motion S&A-15-S-4 approve Minutes of 04/01/15 meeting by Fewings
Second: Alkema
Vote: 5-0-1 action passed (Ghant abstaining due to absence last week)

Discussion about Draft Budget Request Template
Card gave an overview of the discussion Card, Leonard, Sealy, and Wilson had regarding the format of the template for the folks who weren’t at the last meeting. The committee then discussed the recommendations for the budget request template.

- It was noted that while there was an overall agreement last week to adopt the template, it was important to wait to get feedback from more of the voting members.
- Card stated the importance of including a narrative with each of the requests to be able to give a full picture of the needs of the requests. Loudon added that this request came from the audit report as well.
- Columns were added to include fiscal year beginning and end balances.
- In response to Wilson’s question regarding draft documents dictating requirements for this year’s budget proposals, Loudon noted that last year the VP’s office worked with the Committee’s drafts to include requirements from the audit report to ensure they were in compliance with the audit report. Other included language was from last year’s Committee.

Motion-S&A-15-S-5 Approve
Motion S&A-15-S-5 to adopt the budget request template by Fewings
Second: Ton
Vote: 6-0-0

Discussion on the Timeline of the Remaining Meetings
The committee reviewed the schedule of the remaining meetings and made a plan for completing the work that needs to be accomplished by the end of the quarter. Card reminded the committee that work in Olympia may stall the Committee’s work, so pushing some agenda items back may not be that impactful.

Motion to Adjourn – Alkema
All in favor.
Meeting adjourned at 5:44.