Western Washington University  
Services and Activities Fee Committee Meeting: Orientation Session  
Wednesday, February 8, 2017  
Miller Hall 113

Present: Christopher Bianco, Mary Moeller, Hayden Ramsay, Carrie Rosendahl, Sara Wilson, Karl Sponberg (recorder)


Members Not Yet Appointed: Faculty representative (voting member)

Chair Carrie Rosendahl called the meeting to order at 4:06 pm. The roll of members present was called. 
Agenda items for today are approval of February 1 minutes, review of RCW’s and committee guidelines, and preparation for constituent overview presentations.

A motion to approve Feb. 1 minutes was not called as a quorum was not present.

Members took some time to review relevant RCW’s on their own. A general discussion followed touching on rules on permissible and non-permissible expenses covered by fees, and procedures outlined in the committee guidelines. Chair Rosendahl asked if there were any further questions regarding RCW’s and committee guidelines, there being none, she called for discussion on orientation presentations. Rosendahl suggested a 20-minute limit for presentations, in a random draw order. Ramsay asked and received permission to present Campus Recreation’s orientation on Feb. 22, when both Campus Recreation advisors will be in attendance. Moeller called for a discussion of content parameters. A general discussion followed, touching on a general framework that presentations should give an overview of provided services and how the services benefit students. Bianco stated a helpful reminder is to assume the audience knows nothing about one’s area, and encouraged members also to explore different areas’ web sites for detail on their purpose and activities.

Rosendahl called for discussion of other items related to the covered agenda items, or other items for the good for the good of the order, there being none, the meeting adjourned at 4:48 p.m.

Karl Sponberg  
Recorder