



Services and Activities Fee Committee  
11:00am – Noon, Wednesday, November 25, 2020  
Zoom: <https://washington.zoom.us/j/94522501271>  
Zoom Telephone: (253) 215-8782  
Meeting ID: 945 2250 1271

MEETING MINUTES 02

CALL TO ORDER: 11:10am

ATTENDANCE (1 minute)

Voting Members

Sabrina Bui - Present  
An Le Dang- Present  
Emily Flavin, Vice-Chair - Present  
Veronica Ramirez Ramsay - Absent  
Amy Rhee, Chair - Present

Ex-Officio Members

Bernard Anderson, *Associate Vice Chancellor for Student Life* - Absent  
Drew Dunston, *ASUWT Director of Finance* - Present  
Jan Rutledge, *Finance & Administration Representative* - Absent  
Ronald San Nicolas, *Lecturer & Simon Family Endowment MSW Autism Field Unit Coordinator* - Present  
Sean Schmidt, *Student Affairs, Associate Director of Administration, Finance, and HR (Compliance Officer)* – Present

Guests

None

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- I. Introductions
  - II. OPEN PUBLIC FORUM
    - a. None.
  - III. APPROVAL OF AGENDA (1 minute)
    - a. **Sabrina Bui motioned to accept the minutes. An Le Dang seconded. Motion passed unanimously.**
  - IV. APPROVAL OF MINUTES (1 minute)
    - a. **Sabrina Bui motioned to approve the minutes of the November 18, 2020 meeting. An Le Dang seconded. Motion passed unanimously.**
  - V. UNFINISHED BUSINESS (10minutes)

- a. Additional Orientation and training. Amy Rhee and Emily Flavin took part in an orientation and training for the Chair and Vice-Chair earlier this week with Sean Schmidt. Amy Rhee provided an orientation to the committee members. The orientation and training document is in the Google Drive folder for this fiscal year.

VI. NEW BUSINESS *(15 minutes)*

- a. Additional committee appointees. Sean Schmidt will contact Dawn Williams to update access to the Handshake account so that the appointee position openings can be posted.
- b. Carryforward for three programs. **Sabrina Bui moved to approve carryforward from the 2019-2020 fiscal year to the 2020-2021 fiscal year for Giving Gardens in the amount of \$5,541, to CHI Franciscan in the amount of \$8,587, and the SAF Committee for \$867. An Le Dang seconded. The motion passed unanimously.**

**Sabrina motioned to extend the meeting until 12:05pm. An Le Dang seconded. Motion passed Unanimously.**

- c. Special Allocations
- d. Administrative Assistant Position.

VII. ANNOUNCEMENTS *(5 minutes)*

VIII. ADJOURNMENT

- a. **Emily Flavin moved to adjourn the meeting at 12:07pm. An Le Dang seconded. . Motion passed unanimously.**