



Services and Activities Fee Committee (SAFC)

April 18th, 2025

3:30pm

CP 103

Zoom Link: <https://washington.zoom.us/j/98089084773>

MEETING MINUTES 22

Attendance:

Voting Members Norah Duncan – Absent (Excused) Madaí Espinoza – Present (Zoom) Kailey Lawless – Present (Zoom) Samuel Pena-Rojas - Present Anchal Turna – Present (Zoom) Kaily White – Present (Zoom) Administrative Staff Sean Schmidt – Absent (Excused) Hayden Busic – Absent (Excused)	Ex-Officio Members Bernard Anderson – Absent (Excused) Alicia Whitten – Present (joined at 3:40pm) Gordon Craig – Present Cherie – Present (Zoom) left at 4:15pm Guests
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Call to Order. The meeting was called to order at 3:33pm by Sam.

Land Acknowledgement. A land acknowledgement was given by Sam.

Safety Briefing. A safety briefing was given by Sam.

Roll Call, Guest Introductions, Connection-Building Activity. Roll Call is documented above. Guests were introduced.

Approval of Agenda and Minutes. Without objections, the Chair corrected the minutes as amended from last week's meeting: Cherie clarified her statement made in minutes from "fees"

changed to “assuming flat enrollment”; “OGA and CEI’s request for appeal wording was changed to “reconsideration request”, and approved the SAFC Agenda.

Open Public Forum

- N/A, no guests present.

Reports & Updates

- **Chair/Vice-Chair:** Samuel worked with Norah to complete the presentation for the SAFC forum. Invited committee to attend SAFC forum practice run on April 21st at Keystone 102(Auditorium) from 12:30-1:20pm to go over what SAFC is, our goals and norms, our process, explaining timelines for proposers, and a Q&A at the end.
- **Members:**
Gordon mentioned checking updates made to last week’s meeting minutes where he suggested changing “appeals” to “reconsiderations” since appeals made by CEI and OGA did not meet SAFC Bylaw’s terms for appeal approval.
- **Committees:** N/A

Old Business

- Chair changes wording on Agenda 22 from “allocation appeal” to “allocation reconsideration request” with unanimous approval from committee.

New Business

- **Allocation Reconsideration Requests. Review of Allocations if any have been received.**
 - The chairman entertained a motion for increasing the OGA annual allocation from \$0 to \$5,594. The motion was so moved by Madai. Kaily White seconded. The motion was approved unanimously 4-0.
 - The CEI annual allocation proposal was discussed by the chairman and committee and noted discrepancies on proposers' statement that they have four students employed until December 2025. This caused confusion to committee members as student staffing positions are quarter based and would surpass the duration of the fiscal year. Chairman gave the committee 15 seconds to make a motion. Anchal motioned to amend the CEI’s previously approved annual allocation of \$160,000 and increase it to \$170,000. After 10 seconds, the motioned died due the to the lack of a second.
- **Review of Proposal Process**

- Chairman recommended adding an initial Budget Review and creating a tool that shows last year's allocation plus 3% as a starting point and creating a percentage feature that shows the increase from last year's request to this year's request. Proposers would have to explain the reasoning for any increase over the 3% year-over-year increase.
- The committee mentioned not entertaining uncapped desired requests from proposers to
- Madai recommended that proposers explain how they put previous fund increases to use, to give insight as to improving requests over 3%.
- Kaily White recommended having a cap percentage on years where revenue is lower than previous years allocated.
- Samuel recommended that proposers list ongoing positions separate from new position requests, and any new product and services requests that are both ongoing, and new to the allocation. This is in efforts to help ease investigation time taken by committee members, and rather get this information directly from proposers, as they would be most informed.
- Without objection, the chairman tabled this action item to continue discussion at later meetings

Discussion Items

- None.

Announcements

- None

Adjournment

- The Chair adjourned the meeting at 4:46 pm.