



## Services and Activities Fee Committee (SAFC)

May 9th, 2025

3:30pm  
GWP 320

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

### MEETING MINUTES 25

Attendance:

<b>Voting Members</b> Norah Duncan – Present (Zoom) Madai Espinoza – Present Kailey Lawless – Present (Zoom) Samuel Pena-Rojas - Present Anchal Turna – Present Kaily White – Present  <b>Administrative Staff</b> Sean Schmidt – Present (Zoom) Hayden Busic – Present	<b>Ex-Officio Members</b> Bernard Anderson – Absent (Excused) Alicia Whitten – Present (Zoom) Gordon Craig – Present Cherie Berthon– Absent (Excused)  <b>Guests</b> Conor O’Leary
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**Call to Order.** The meeting was called to order at 3:32 pm 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.

**Approval of Agenda and Minutes.** Without objections, the Chair corrected the minutes as presented from last week’s meeting.

**Open Public Forum:**

- Conor congratulated the SAFC members for the OSCARs night with certificates.

## Reports & Updates

- Chair/Vice-Chair:
  - Sam: Our budget has been approved by the Board of Regents. Thank you to everyone for your dedication to the campus.
  - Norah: Keep continuing to let people know about the workshop coming up on May 27<sup>th</sup> from 12 to 2 pm the front part of WPH.
- Members:
  - Sean: It's time to let the proposers know [by email] the amount approved for each proposal. Say, "Here's your final amount and here's your fringe rate. Please adjust to meet the amount approved for your specific proposal."
- Committees: None.

## Old Business

**Sam:** Added a PowerPoint presentation under "Misc" for the "2025–2026 year" as a general framework. The presentation begins with the purpose of the workshop, an overview of this year's process, and feedback from proposers. It concludes with the committee's perspective and proposed changes moving forward. This layout is meant to guide how we frame the workshop and future committee structure.

**Gordon:** Suggested including a problem statement or visual (such as a graph) to show that funding requests have significantly exceeded the total funds available. The workshop should help proposers understand this constraint and support the committee in making fair, value-based decisions. The process should gather feedback while allowing the committee to define its own vision—balancing transparency and listening with the flexibility to lead. The goal is to prevent miscommunication and misconceptions, enabling consistency and experimentation for future committees. Ultimately, the workshop should collect comprehensive input and data to develop a sustainable, passable process for the next cohort.

**Kaily:** Recommended providing a clear, simplified overview of the workshop structure— "bare bones"—to help clarify its purpose. Proposed including content that gauges proposers' understanding of the SAFC and the committee's responsibilities, particularly regarding fund allocation and matching limited resources to diverse needs. Emphasized the importance of thinking beyond individual proposals to serve the broader student population, given that the committee cannot exceed the revenue from student fees.

**Gordon (continued):** Recommended narrowing the workshop to one key aspect of the process, with a focus on level-setting for proposers to support long-term collaboration with future committees. Raised a guiding question: *Are we serving the community or the proposers?* Suggested distinguishing between the two and collecting feedback from students (not just proposers) to help clarify the workshop's purpose. Also encouraged promoting alternative funding resources beyond SAFC to manage expectations. Stressed that while we aim to gather as much feedback as possible, we cannot guarantee how next year's committee will operate. Leaving behind a strong structure will position the next committee for greater success. Additionally, we should explore:

- What other factors should be considered when evaluating new proposals?
- Are there other proposal models that provide useful comparisons?
- Should we mirror campus-level budgeting processes or continue our more flexible approach?

Recommended including a slide to present different process models and proposing a timeline for preparation. This could include assigning slide sections or scheduling time outside of regular meetings—possibly via a Doodle poll—for collaboration.

### **New Business**

- None.

### **Discussion Items**

- The YMCA agreements don't require any formal action per the current bylaws, but they are tied into our milestone timeline. Because of this, it's important we connect with Sylvia to ensure the process stays on track. While a vote could be considered, if necessary, right now we are simply notifying and documenting the agreement as part of procedural alignment.

Sam made a motion to reaffirm the support of the YMCA agreement at the next meeting.

- BY-LAWS REVIEW: The only bylaw provision that might impact us relates to the maximum amounts allocated for short-term and long-term contingency funds. If there are any other bylaws that conflict with how the committee currently operates, we should begin identifying and marking them for review. This could potentially become a pass-down item to initiate the process of transitioning it into a Board of Regents matter.
- Sam: One possibility is to make this more accessible by establishing a Standing Operating Procedure (SOP) manual, which could be updated without requiring Board of Regents approval. Is there a reason why those original limits were set in the bylaws? The funding figures have significantly increased since COVID, so adjusting the limits to allow greater flexibility would make sense. There might be faculty who were involved at the time who could provide context on how those specific amounts were determined.

### **Announcements**

- Block Party
- Date: May 15
- Time: 11:00 AM – 4:00 PM
- Location: Prairie Line Trail
- Open to all, with free food available throughout the event. RSOs will be participating.
- Invite your peers – happening next Thursday!

### **Adjournment**

- The Chair adjourned the meeting at 4:10 pm.