



**Services and Activities Fee Committee**  
11:00am – Noon, Wednesday, December 02, 2020  
**Zoom:** <https://washington.zoom.us/j/94522501271>  
**Zoom Telephone:** (253) 215-8782  
**Meeting ID:** 945 2250 1271

MEETING MINUTES 03

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* - Present  
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

Kelly Tyrell

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- I. Introductions & Icebreaker
- II. OPEN PUBLIC FORUM
  - a. None.
- III. APPROVAL OF AGENDA (*1 minute*)
  - a. **Sabrina Bui moved to accept the minutes. An Le Dang seconded. Motion passed unanimously.**
- IV. APPROVAL OF MINUTES (*1 minute*)
  - a. **Sabrina Bui moved to approve the minutes of the November 25, 2020 meeting. An Le Dang seconded. Motion passed unanimously.**
- V. UNFINISHED BUSINESS (*10minutes*)

- a. Additional Appointees. Sean Schmidt will reach out to Veronica to see if she is still interested in the SAFC role. Sabrina Bui has someone to recommend. While Handshake is being re-established, candidates can send their resume and cover letters to SAFC members and they will forward to Amy and Emily.
- b. Stipends. Sean Schmidt informed the members about the process for setting up stipends. The first stipend will pay out on the 2nd pay period of December.
- c. Special Allocations. The committee reviewed the two Special Allocation requests. Will wait for additional members on committee to vote.
- d. Admin Asst. position. While Handshake is being re-established, candidates can send their resume and cover letter to Amy and Emily.

VI. NEW BUSINESS *(15 minutes)*

- a. Item 1

VII. ANNOUNCEMENTS *(5 minutes)*

- a. *Website updates*
- b. *ASA, VSA, BSA & Other Club Meetings. Challenging during COVID times. Accounting Club 12:30-1:30 Wed, Dec 9.*

VIII. ADJOURNMENT

- a. **Emily Flavin moved to adjourn the meeting at 11:53am. An Le Dang seconded. Motion passed unanimously.**