



Services and Activities Fee Committee Meeting

November 1, 2024 | 1:00 PM | Husky Union Building 303

MINUTES

Call to Order

The Services and Activities Fee Committee Meeting was called to order at 1:07 PM on November 1, 2024.

Roll Call

- Present
 - ASUW: Haley Chee, Khushi Loomba, Annie Chen, Aiden Reeder, Crystal Tran, Jack Prichard
 - GPSS: Ryan Wicklund
 - Advisors: Lincoln Johnson, Kristian Wiles
- Absent
 - GPSS: 4 positions yet to be appointed

Approval of Agenda

The agenda for November 1, 2024 SAF meeting was approved. Motioned by Ryan Wicklund, Seconded by Jack Prichard; unanimous vote to approve the agenda.

Approval of Minutes

The meeting minutes from the 10/25/24 SAF meeting were approved. Motioned by Aiden Reeder, Seconded by Jack Prichard; unanimous vote to approve the minutes.

Public Comment [10 minutes]

Old Business

New Business

Discussion

1. SAF Field Trips Protocols/Expectations

Starting next week, SAF will start SAF Field Trips where the Committee visits Units in their own space and learn about their operations. Each member of the Committee is encouraged to come as it is a good way to develop a relationship and get to know all the Units, but attendance is not necessary. The schedule is to meet with STLP at 12:20PM next week STLP in Kane Hall. Q-Center and SLS will be the following Units after that.

2. Roundtable Protocols/Expectations

After the SAF Field Trips tour, Unit Roundtables will be hosted. There will be Unit leads from 5 different Units (STLP, CAP, Campus Sustainability, Student Publications, and SVL for 11/8/24). The expectations for the Committee are to come in, ready to listen and take notes. Each Unit leads will answer 3 questions with 2 minutes to answer each one. If there is time left over, the Committee is free to ask any questions. The Roundtable is an opportunity for the Committee to learn more about the Units. It is not required for the Committee or the Unit leads to come in to have financial knowledge prepared so **Haley** asked the Committee to refrain from asking financial questions.

Lincoln noted Roundtables are designed as a replacement for orientations. He suggested for the Committee to visit each Unit's website before the meeting as it's difficult to orientate themselves to the department without prior background knowledge.

Khushi asked if Units coming to the Roundtables were required to have some sort of information prepped, such as a one-pager about who they are.

- If Units were to distribute materials, they would not customize them specifically SAF. Instead, if there any physical copies, Units would hand out any existing flyers or information that has been mass produced.
- It is too late for SAF to start implementing prepped introductory material since the first Roundtable is scheduled for next week. However, if the Committee feels strongly about making this a requirement in the future, there can be later discussion on that.

3. SAF Reserves

The SAF Committee Reserves has accumulated to the point where it is good business practice to start spending this money. In an effort to make use of the Reserves, the previous Chair and Vice Chair brainstormed some ideas. The most recommended usage is to do more opportunities capital projects for the Units.

Aiden asked about the difference between SAF Reserves and the SAF Committee Reserves.

- **Haley** explained that for the Committee Reserves... to recall that the SAF Committee is an allocated SAF unit and can choose where they want to direct that money in the budget. Any unused, leftover money will go to the Reserves. For example, last year's Committee gave CIRCLE, a recently created Unit which was approved by the SAF Committee, a probationary period when the SAF Committee Reserves was used to temporarily fund CIRCLE's operating costs for one year. If the Committee likes CIRCLE's results and achievements at the end of that year, CIRCLE can officially become a SAF-funded Unit.
- On the other hand, the SAF Operating Reserves, which is much larger than the Committee Reserves, is mainly used to offset the actual allocated amount versus revenue generated to all SAF funded Units.
- **Kristian** elaborated that every Unit under SAF has their own allocation. The overall SAF funding (SAF Operating Reserves) has millions of dollars versus thousands of dollars (SAF Committee Reserves). It is common to have money in these Operating Reserves because of salary savings, program savings, and how proposals and ideas get delayed.

Ryan asked what constitutes for a probationary Unit.

- **Haley** explained a probationary Unit is usually a newly established Unit (i.e. this is the first year the Unit has officially been recognized by SAF as a Unit). When a new Unit is created, the SAF Committee usually gives some initial funding.
 - When a new Unit is added, it is because the SAF Committee believes in the Unit's goals and vision. By having the initial funding directly coming from the Committee's existing Reserves, SAF avoids using student fees to fund a probationary Unit. A probationary Unit is a way for the Committee to support the Unit's initiative but not to the point of being fully committed to providing permanent SAF funding until results are seen.
 - **Lincoln** recommended reviewing a helpful resource, found under Materials > 24-25 UW Seattle SAF Regents Item > Page 2, on the difference between SAF Operating Reserves vs SAF Committee Reserves.

Announcements

Adjournment

The SAF meeting was called to adjourn at 1:36PM. Motion to adjourn by Aiden Reeder, seconded by Khushi Loomba; unanimous vote to adjourn.