



Services and Activities Fee Committee (SAFC)

February 21, 2025

3:30pm

GWP 320

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

MEETING MINUTES 14

Attendance:

Voting Members Norah Duncan – Present (Zoom) Madai Espinoza – Present Kailey Lawless – Present Samuel Pena-Rojas - Present Jaden Tobar – Absent Anchal Turna – Absent Kaily White – Present Administrative Staff Sean Schmidt - Present Hayden Busic - Absent	Ex-Officio Members Bernard Anderson – Present Mike Russell – Present Alicia Whitten – Present Gordon Craig - Absent Guests
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Call to Order. The meeting was called to order at 3:34 pm by Samuel Pena-Rojas.

Land Acknowledgement. A land acknowledgement was given by Samuel Pena-Rojas.

Safety Briefing. A safety briefing was given by Samuel Pena-Rojas.

Roll Call, Guest Introductions, Connection-Building Activity. Roll Call is documented above. Guests were introduced. Meeting participants took part in a connection-building activity.

Approval of Agenda and Minutes. Upon there being no objections from the committee, the Chair approved the agenda and minutes

Open Public Forum

- None.

Reports & Updates

- Chair/Vice-Chair
 - No updates.
- Members
 - No updates.
- Committees
 - No updates.

Old Business

None.

New Business

- **Proposal Review Process:**
Located in annual allocation folder. It sets the tone for how we will conduct all future proposal reviews. The Chairman motioned to approve the Proposal Review Process, Kaily moved, and Madai seconds. The Proposal Review Process has been adopted unanimously for use on future proposal reviews at 3:46pm.
- **Committee Values and Norms:**
Samuel has opened a discussion on Committee Values and Norms to gain feedback from committee members. The committee discussed ways to best determine top interests of UWT students. Sean Schmidt emphasized the importance of understanding the year-to-year funding requests made by programs and clarified that a budget reduction in a proposal does not necessarily reflect a decrease in the amount allocated in previous cycles. The committee discussed that it be the Lead's responsibility to be familiar with both the current and historical figures to ensure that the provided allocations effectively support these programs. These suggestions were seen favorably by the committee. The committee drafted amendments to the Values and Norms based on discussion points discussed. Samuel moves to approve the amended Committee Values and Norms at 4:04pm. Kaily White moves to approve, and Madai seconds. The Committee Values and Norms was adopted unanimously at 4:00pm.

Discussion Items

- The committee decided which annual allocation they each will be presenting at next Friday's meeting. The committee agreed to reach out to proposers a week in advance to first reading to give adequate time for them to answer our questions.
- **Next week's annual allocation First Readings will be as follows:**
 - Kaily White presenting for DRS
 - Madai Espinoza for Student Advising Mentors

- Samuel Pena-Rojas for SAFC Operations
- Norah Duncan for Giving Garden
- Jaden for Student Publications
- Kailey Lawless for Student Legal Services
- Anchal Turna for Hospitality fund and Peer Success mentor program

Announcements

- Samuel Pena-Rojas discussed having weekly Friday meetings run for 2 to 3 hours to accommodate for influx of Annual Allocations. The committee agreed.
- The committee decided to extend next Friday's SAFC meeting to a total duration of 1 ½ hours to test run longer meeting times.

Adjournment

- Samuel Pena-Rojas adjourned the meeting at 4:34 pm.