



AS Student Enhancement Fund Committee

Thursday, May 18th, 2017

9:00am

YU460

Members: *Present:* Tiffany Ng (Student Enhancement Fund Facilitator, Chair); Marya Rybalka (AS Business Director, Vice Chair); Grace Heller (student-at-large); Julia Phillips (student-at-large); Daniel Gallegos (AS Club Representative); Emma Caro (ESC Clubs Representative).

Absent:

Advisor: Raquel Wilson (Finance Manager)

Secretary: Chrissa Browder-Long (Board Assistant for Internal Committees)

Guests:

Motions:

SEF-17-S-7 Approval of the Dead Parrots Society for \$6,480 for transportation, hotel/lodging and per diem. *Passed.*

SEF-17-S-8 Approval of the corrections for the Student Enhancement Fund policies document. *Passed.*

Tiffany Ng called the meeting to order at 9:04pm.

I. APPROVAL OF MINUTES

II. DISCUSSION ITEM

A. Dead Parrots Society's Application

Tiffany Ng stated the Dead Parrots Society is going to New York City for an improv conference. The transportation costs a total of \$8,622. Ng stated that after the Socialist Alternative club application was approved, there is about \$11,000 left in the fund. Ng added that there are two more applicants besides the Dead Parrots Society, but they are not asking for large amounts of funding. Raquel Wilson stated that if the event happens after July 1, it would come from next year's budget. Ng stated that there are two applicants for before July 1. Ng stated that Beckie Hill's application was for reimbursement of an event that took place yesterday and Tina Shelton applied for \$375 for registration and per diem. Wilson stated that she has not been able to reach out to club advisors for clubs that have been referred to the SEF. She stated that clubs are not prohibited from seeking funding from SEF but it is all right to not fully fund the request. Clubs can use their club funding in addition to funding they receive from SEF. Ng stated that there is no pressure to fund the applicants and students have been going to events regardless of the availability of SEF funding. Wilson stated that historically, Activities Council only funds about 25% of the requests they receive. Ng added that the leftover funds will rollover to next year's budget. She stated that the issue with the Dead Parrots Society request is the amount of the per diem. The per diem alone was more than \$2,000 for six days. Emma Caro stated that she would be comfortable with no per diem because SEF is funding so much already. Ng stated that transportation is SEF's priority and that she would expect the club to have some funding in reserve to help pay for food. Ng stated that transportation for seven people is \$5,880 for flights from SeaTac to Newark but this includes a \$250 cushion. Ng added that the cost would most likely be less than that. The hotel/lodging expenses are \$600 for six nights because they are only getting one room. Wilson

wondered if they provided verification that they are attending the competition because usually there is registration paperwork for verification. Ng stated that they included the invitation in the application but they checked the website and verified that they would be performing. SEF decided to find the full amount for transportation and for hotel/lodging. Ng stated that since they are in New York, she would agree to find one or two days of per diem. Julia Phillips stated that one day seems good to her because Ng added the \$250 cushion. Wilson stated that SEF could approve stipends instead of day-to-day costs as long as it is not greater than the per diem rates. Grace Heller stated that since they already took the rate down from the New York rate, she would want to give some per diem. Daniel Gallegos thought that \$100 for the six days per person would be a good rate. Caro thought that is okay as long as they do not give the full amount. Ng clarified that \$700 will be given to the club for per diem. Going through the rubric, Ng stated that the applicant is a representative of the Dead Parrots Society, which is also an AS Club. They would be representing WWU at a selective and competitive event. There was overall disagreement in regards to the event having an academic or education impact. In regards to positive change to student communities, Ng agreed because the Dead Parrots Society has many shows on campus and with more experience, their shows will be better and they could bring that back to Western. Heller added that they teach workshops to students every week at Western so they would bring that knowledge back to WWU. There is overall agreement that the event would make a positive change to student communities. Ng stated that since they are participating in a competition and they are representing Western, she agrees that there would be a visible impact to campus. There is overall strong agreement that the event would have a visible impact to Western. In regards to personal/professional development, Ng strongly agrees for personal development because they are performing and attending workshops. She agrees that there is professional development depending on the individual's future career goals. There is overall agreement for both personal and professional development.

MOTIONSEF-17-S-7By Ng

To approve the Dead Parrots Society for \$6,480for transportation, hotel/lodging and per diem.

Second: Heller Vote: 5-0-0 Action: Passed

B. Discuss and Decide on Catering Options

Ng would like to treat the SEF to a catered breakfast. Ng thought it would be in two weeks because the catering application can take some time to process. Ng stated that it has to be under \$11 per person. Everyone agreed that they would want the Silver Dollar Breakfast Buffet, which is \$8.49 per person.

C. SEF Policy/Guideline Corrections

Ng stated that there is information missing regarding credit bearing activities in the policies. Heller suggested adding a bullet in the Basic Principle that states, "SEF dollars may not be used to cover academic or administrative costs. Academic or administrative costs include credit-bearing activities such as: 1) credit-bearing faculty-led university programs, 2) credit-bearing study abroad and other travel, 3) credit-bearing internships, workshops or programs." Ng added two bullets under that section that states "credit-bearing is defined as receiving university credit or academic credit for participation in an activity/event" and "academic or administrative costs do not include event/activity registration costs". In the Examples of Impermissible Expenditures section, it reiterates what was stated above.

MOTION SEF-17-S-8 By Ng

To approve the corrections for the Student Enhancement Fund policies document.

Second: Gallegos Vote: 5-0-0 Action: Passed

III. INFORMATION ITEMS

IV. ACTION ITEMS

V. ADJOURN

Ng adjourned the meeting at 9:48pm.