



AS Student Enhancement Fund Committee

Date: November 13, 2018 Location: VU 460

Members: Present Tyler Andrews (SEF Facilitator), Ally Palmer (AS Business Director), Ikenna Onukwufor (AS Clubs Business Director), Soumya Ayelasomayajula (AS ESC Assistant Director for Club Logistics)
Absent: Raquel Vigil (Business Manager)
Advisor: Cynthia Sandstrum (proxy for Raquel Vigil)
Secretary: Nate Jo (Board Assistant for Internal Committees)

Motions:

- SEF-18-FA-7** To approve the meeting minutes from October 30th, 2018. *Passed.*
SEF-18-FA-8 To approve up to \$450 in funding to Bobbi Bevacqua pending actual expenditures. *Passed.*
SEF-18-FA-9 To approve \$550 in funding to Caitlyn O'Brien and \$550 in funding to Katie Mills-Orcutt. *Passed.*

Tyler Andrews called this meeting to order at 12:03pm.

I. Approval of Minutes

MOTION SEF-18-FA-7 By Andrews

To approve the meeting minutes from October 30th, 2018.

Second: Palmer Vote: 4-0-0 Action: Passed

II. Revisions to the Agenda

No revisions to the Agenda

III. Information Items

A Budget Update

Tyler Andrews said that there was about \$35,000 in the SEF Budget at the beginning of the year. After the board agreed to roll over last years remaining funds the beginning balance was \$44,242.33. Andrews said that there was about \$40,000 remaining to be spent in the budget, well within the planned margins of distribution for Winter and Spring quarter.

B. Application of Nathalie Wagler

Andrews said that Wagler's application was not an action items because they were still waiting to receive updates. Andrews stated that Wagler wanted to attend the Montana New Leadership Conference this summer which included a panel of women in legislative Leadership. Andrews said that this seemed to be an awesome opportunity and that the application would be an action item soon.

IV. Action Items

A. Application of Bobbi Bevacqua

The committee members read and reviewed the application of Bobbi Bevacqua. Soumya Ayelasomayajula asked if there was a specific description of the conference. Andrews said that it was the 49th ESDR Annual Meeting. Andrews said that Bevacqua described the conference as an intersection of many of their interests, specifically researching aspects of Arctic creatures. Andrews stated that the applicant would be representing WWU thought the department, had a visible impact on western, and had value in academics and professional development.

Andrews stated that the applicant was requesting a total of \$450. He said that Bevacqua already covered the cost of the airline ticket and was requesting funds for printing their poster, ground transportation, and lodging costs. Andrews asked if anyone had any questions. Ikenna Onukwufor asked what major or concentration the applicant was pursuing. Andrews replied that they were studying biology, ecology, and organismal evolution. Andrews suggested a partial funding model for lodging and transportation. Ally Palmer said that she would support full funding of this application. Ayelasomayajula said that transportation might not cost \$50 if they were sharing. Cynthia Sandstrum mentioned that things in Sweden are expensive. Onukwufor suggested funding up to \$450 pending receiving receipts. Palmer asked if the applicant was seeking reimbursement. Andrews confirmed.

MOTION SEF-18-FA-8 By Ayelasomayajula

To approve up to \$450 in funding to Bobbi Bevacqua pending actual expenditures.

Second: Andrews Vote: 4-0-0 Action: Passed

B. Application of Caitlyn O'Brien and Katie Mills-Orcutt

Andrews said that O'Brien and Mills-Orcutt would be going together. Andrews mentioned that they had different numbers for their estimated expenses but that they were estimates. He stated that they would be sharing a room and splitting costs. Palmer asked if the total cost for each applicant would be \$400 or \$500. Andrews said that the conference hotel was more expensive than the Airbnb and that was why the amounts were different.

The committee members read through the applications to determine the eligibility of the applicants. Andrews said that concerning the SEF rubric, the individual applicants would be representing WWU and met the requirements of the rubric. Andrews asked if there were any questions concerning the rubric. Ayelasomayajula asked about the requested budget and if the applicants had gone to any other committees to request funds.

Andrews said that SEF was the fourth funding entity that the applicants approached. He said that Mills-Orcutt was awarded \$300 from the graduate program for per diem expenses and that O'Brien would likely receive \$300 as well. They also applied for conference fee waivers which they would hear back from by December 15th. Andrews said that they had applied for the Ross Travel Grant which they both received to cover their travel expenses.

Ayelasomayajula asked if the travel grant covered the airfare ticket. Andrews confirmed and said that O'Brien spoke more about this but it was his understanding that both applicants received the grant. Ayelasomayajula asked if the applicants were seeking funds for only registration and lodging. Andrews confirmed and said that travel expenses were still listed on the applications but were probably already covered.

Palmer asked if they were splitting the either \$400 or \$500 in funding and said they could be approved for funds pending their applications for fee waivers and travel grants. Andrews said that they wouldn't know about the fee waivers until December 15th but that they had already received the Ross grant. Andrews said that the applicants wanted to use the University procurement card instead of receiving reimbursement so the committee needs to decide the exact amount to fund. Sandstrum asked what the university card would be used for. Andrews said that it would be used for paying for registration costs and the hotel. He said that the applicants preferred SEF paying up front but they could also go the route of reimbursement.

Ayelasomayajula said that she was in favor of funding for hotel and registration and possibly some of transportation costs if the grant doesn't cover all of it.

Andrews agreed with the idea of funding hotel and registration and some money for travel if the grant didn't cover all of the transportation costs. Andrews asked if the cost of the conference hotel or the Airbnb should be funded. Palmer suggested funding 75% of the conference hotel rate.

Andrews asked Sandstrum what happens if \$466 on an expenditure request for \$500 is spent. Sandstrum said that the remaining funds would remain in the SEF budget. She also said that an expenditure request could be split with another budget. This wouldn't make sense in the context of SEF. Sandstrum said that an expenditure request could be made for a specific amount if the applicants would be willing to pay the difference. Andrews said that since the exact cost for lodging was unknown they could grant the registration fee cost and up to \$90 for transportation. Sandstrum said that the not to exceed amount on the expenditure request form would only be used in the case of reimbursement. Andrews said that both applicants preferred upfront payment by p-card. Palmer suggested funding \$250 for each applicant, \$500 in total and if they received registration fee waivers they could pay SEF back.

Andrews clarified that there wouldn't be specific funds set aside for transportation, but if they got the fee waived they would have extra money. Palmer also mentioned that they would have extra money for ground transportation if they didn't stay at the conference hotel. Andrews said that an Airbnb is usually cheaper than a conference hotel, but it also may not be. Most of their transportation costs were covered by the Ross grant. Andrews suggested fully funding the hotel and registration expenses as a not to exceed amount of \$800 giving the applicants a \$50 cushion. Palmer suggested funding \$1100 in total for both applicants. Onukwufor said that would be \$250 for registration for both and a total of \$550 for each applicant. Andrews mentioned that both applicants had looked extensively for other sources of funding. Ayelasomayajula mentioned that they would also be sharing transportation expenses and that it would be \$50 for each for transportation: \$100 in total, and the rest of the funds would go towards registration and lodging (\$550 each, total).

MOTION SEF-18-FA-9 By Palmer

To approve \$550 in funding to Caitlyn O'Brien and \$550 in funding to Katie Mills-Orcutt.
Second: Onukwufor Vote: 4-0-0 Action: Passed

V. Other Business

No other business.

Andrews adjourned the meeting at 12:37pm.