



**Western Washington University Associated Students  
AS Student Enhancement Fund Committee**

January 24, 2020  
VU 462B

**Members:** *Present:* Rachel Zamora (AS SEF Coordinator), Nate Jo (AS Business Director), Travis Felver (AS Club Events Coordinator, proxy for AS Assistant Director for Club Finances), Soumya Ayelasomayajula (AS ESC Assistant Director for Club Logistics)

*Absent:*

**Advisor:** Raquel Vigil (Business Manager)

**Secretary:** Elaine Morado (AS Board Assistant)

**Motions:**

**SEF-20-W-5** Approval of the minutes from January 10, 2020. *Passed.*

*Rachel Zamora, SEF Coordinator, called the meeting to order at 1:36 pm.*

**I. Approval of Minutes**

*MOTION SEF-20-W-5 By: Jo*

To approve the minutes from January 10, 2020.

*Second: Ayelasomayajula Vote: 3-0-1*

*Action: Passed*

**II. Revisions to the Agenda**

Ayelasomayajula asked for any items in Other Business to be heard before the Information Items since she would be recusing herself due to a conflict of interest with the committee reviewing her application as Information Item D. The committee agreed and discussed the Other Business item, SEF's budget and spending, at the start of the meeting.

**III. Information Items**

**A. Application of Mary Fitzgerald**

The applicant has an updated budget sheet reflecting a \$50 annual membership that significantly reduces the applicant's registration cost. Fitzgerald is still arranging her lodging accommodations which could cost less if she shares lodging with other attendees.

Vigil advised the committee to begin their discussion of each applicant by assessing their adherence to the rubric and SEF guidelines *before* discussing

the financial aspects. Jo stated that the expectation for each committee member is that they are reviewing the applications and consulting the rubric before each meeting, but that they and Zamora could make a clearer emphasis on the need to do this. Ayelasomayajula expressed support for having an evaluation tool to better facilitate this and Zamora stated that she will make a more concentrated effort in leading the discussion to start with whether an applicant meets SEF requirements. The committee was in agreement that the start of the discussion on each applicant should focus on sharing their thoughts on whether the applicant meet's SEF's guidelines. This applicant satisfies SEF's rubric since the conference directly relates to her academic studies and she would be able to spread her knowledge within her cohort here at Western.

Vigil questioned whether the committee is in favor of funding an individual's annual membership. Zamora emailed Fitzgerald to see if she could pay for her own membership fee and Fitzgerald said she would be unable to. Jo stated that it is in the best interest of the committee and the applicant to fund the membership to keep the registration cost as low as possible. They recommend that the committee fund the reduced registration fee plus an additional \$50, all as registration funding but it will be up to the applicant to use the additional \$50 to cover the membership fee. The committee was in agreement about this strategy.

Zamora added that Fitzpatrick's transportation cost was lowered due to the applicant doing some personal travel near the conference's location so SEF would be funding a shorter arrival flight (Washington D.C. to Pittsburg). The total request comes down to \$1,540, including the additional \$50 membership fee, and the lodging cost could still decrease.

#### **B. Application of Holly Eriksen**

The applicant is attending the WWU Concert Choir International Tour, taking place during the summer, but still within this fiscal year. Jo states that they thought the applicant satisfied SEF's requirements since they are a Music Education major. Jo, who is also attending this conference, knows from their experience that the College of Fine and Performing Arts (CFPA) is not providing funding and is having the students in this tour fundraise to alleviate the costs. Each person is responsible for turning in 3 payments of \$650. Jo states that the CFPA is booking all the arrangements for the students, excluding food, so SEF would be able to consider funding the three payments of \$650.

Jo stated that due to this tour not being a club activity, instead it is a part of their academic studies, Eriksen would be ineligible for Department Related Activities Committee (DRAC) funding. Ayelasomayajula agrees that this applicant meets SEF's guidelines, even if their academic studies differ from traditional applicants. Felver was in favor of investigating whether additional support can be found in other funds, such as through working with DRAC.

Vigil will be contacting DRAC to communicate on the possibility of using this fund, referencing a previous example where coordination with DRAC took place to meet the financial needs of a CFPA student.

**C. Application of Ken Roman**

The applicant has been previously reviewed as an Information Item. The event takes place in August, outside of this fiscal year. The committee discussed whether this year's committee has the authority to allot funding for the next fiscal year.

Vigil states that there is no standard practice for this decision. It could potentially be accomplished through communications with next year's Coordinator and Business Director. Another option would be for the committee to decide to save the amount of money Roman is asking for and to have it carry forward to next year with the intention of it being used for his application. Vigil recommends the committee act on the funds they have direct control over, which would be this year's budget.

Zamora will be meeting with Roman again to confirm the details, but she wanted to gather the committee's thoughts on the funding possibility.

**D. Applications of Soumya Ayelasomayajula and Yesugen Battsengel**

Zamora stated that their applications and the conference met SEF's guidelines. Jo agreed but brought up that they know both applicants received funding for a conference earlier this year and that Battsengel has applied to other AS funds for other conferences. There is currently no policy on a limit on how many times someone can receive funding for AS travel, but they thought these facts should be considered with SEF's mission of distributing funding to as many students as possible.

Zamora stated that there is no departmental funding for them to apply to.

**IV. Action Items**

**V. Other Business**

Zamora updated the committee on their Fall Quarter spending. The budget for Fall Quarter was \$11,000 and SEF has spent \$8,409. In total, the fund has \$26,590 left for this fiscal year. The budget for Winter Quarter is approximately \$12,000.

*Zamora adjourned this meeting at 2:36 pm.*