



# Western Washington University Associated Students

## AS Student Enhancement Fund Committee

02/11/2021

Microsoft teams

**Board Members:** *Present:* Rachel Zamora (SEF Facilitator), Noemi Bueno (Business Director), Daniela Rodriguez (ESC Assistant Director for Club Logistics), Travis Felver (Assistant Director for Club Finances), Connor Johnson (AS CBE Student Senator)

*Absent:* Brandon Lane (Student At-Large)

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

**Secretary:** Aarushi Mukerjee (Board Assistant)

### Motions:

SEF-21-W- Approval of... **Passed.**

*Rachel Zamora, SEF Coordinator, called the meeting to order at 12:01 PM*

#### I. Approval of Minutes

MOTION SEF-21-W- by

To...

Second:

Vote:

Action:

#### II. Revisions to the Agenda

No revisions to the agenda

#### III. Action Items

##### A.

MOTION SEF-21-W- by

To...

Second:

Vote:

Action:

#### IV. Information Items

##### A.

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- Rachel and the committee looked over the legacy document that she has started working on.
- Rachel left a section for every member of the committee to post their responsibilities for the committee. There is also a section that describes what the SEF committee does. The history section describes what went well and what didn't. The last section of the document talks about unfinished projects.
- Rachel suggested that they can schedule 15 minutes during the next committee meeting to brainstorm ideas for the document.
- Travis said that decision should be made after they decide whether they will meet bi-weekly or weekly.
- Travis said that the pros of meeting biweekly is it makes sure the meeting is more substantial and worth the time of the meeting. The projects that they will be working on like the legacy document will require people to be more engaged outside of meeting time. This is because if they do biweekly meetings they will have to get straight to the main points.
- Travis also mentioned that he is worried that if they get applications, some of them may be very time sensitive and they should have a plan for that.
- Conner said they can address this when it comes up.
- Daniela said that they can put on the application that the committees is meeting biweekly so the applicant knows they should apply early.
- Noemi said that if they do meet biweekly and they have an applicant they can schedule a special meeting and time.
- Rachel said the requirement for the application is a few weeks in advance. She also meets with the applicant so she can get a timeframe to a schedule meeting. She also said if there really is a time crunch than they can do a virtual vote.
- Daniela asked when they should have the legacy document done because, if it is the end of spring quarter, they have plenty of time.
- Rachel agreed that they have plenty of time and they can start it at the beginning of spring quarter.
- Rachel said she will start the biweekly meetings and the committee will not meet next week.
- The committee agreed to start working on the legacy document in spring quarter.

**V. Other Business**

*Zamora adjourned this meeting at 12:34 PM*