



Western Washington University Associated Students AS Finance Council Meeting Minutes

November 1, 2023

4:00 p.m.

Teams Online

Members: Present: Trent Austin (AS Business Director, Chair); Keara Ryan (AS President, Vice Chair), Bella Bedard (AS Activities Rep), Sarah Cheikho (AS Club Rep), Kasey Lee (Central Services Rep), Gabe Wong (AS Student Senate President) **Absent:** Ava O'Neill (AS Club Rep)

Advisor: Cynthia Sandstrom (AS Business Manager)

Secretary: Sam Hughes (Business Services Program Support); Cindy Monger (VU Fiscal Specialist)

Guests: Fred Collins (Director of Student Engagement & Financial Fund Manager)

MOTIONS

Trent Austin, chair, called the meeting to order at 4:02 p.m.

I. Call to Order

II. Introduction of the Council

The present council members Trent Austin (he/him), Keara Ryan (she/her), Gabe Wong (she/they), Kasey Lee (she/her), Sarah Cheikho (she/her), Bella Bedard (she/her), and the Advisor, Cynthia Sandstrom (she/her), secretaries Cindy Monger (she/her) and Sam Hughes (they/them), and guest Dr. Fred Collins (he/him) introduced themselves.

III. Revisions to the Agenda

IV. Public Forum (*comments from students and the community*)

V. Training Items

- A. Tour of Teams Site- Monger presented to the council a tour of the Finance Council Teams channel and showed the council all the folders and necessary documents contained in the channel via shared screen. The deadline to submit agenda proposals are Fridays at noon. Ryan asked how council members should propose agenda items to add. Monger said an email to AS Business Director, Trent Austin, would be the best way (asbus@wwu.edu). Sandstrom agreed.
- B. Charge & Charter Review- Ryan asked what the Finance Council Charge and Charter (CC) expiration date was. Austin said the most recent update to the CC was to update the membership, and that a new Charge and Charter will be approved by the end of the quarter by the council. Ryan asked if the last CC was passed with an expiration date. Monger said that CC's are valid for two years and that the most recent Finance Council CC was passed last year and the council is not up against a deadline for this. Monger said the date was removed the last time the document was passed. Austin read the Finance Council CC while sharing his screen. Monger said one of the proposed changes to the Finance Council CC is having the council meet once a week rather than once every two weeks due to the expansion of what the council is looking at, and that funding proposals might come in that need to be promptly reviewed.

- C. Funding Processes- Austin read the AS Funding Proposal Rubric while sharing his screen.
- D. AS Reserves Overview- Sandstrom shared a link to the AS Reserves policy via chat to the council and showed the Defining AS Reserves policy over shared screen. Sandstrom explained the document and the purpose of the reserves and gave an overview of each section of the document.
- E. Introduction of Guiding Documents- Austin read the Finance Council (FC) Rules of Operation and FC Values Statement over shared screen to the rest of the council. After the initial reading of the documents, Monger shared screen of the FC Rules of Operation. Monger and Austin asked the council what they think it means to be a good steward of student dollars. Lee said, “trying to consider the different perspectives and needs of the varying students at Western, and how it [funding decisions] affects the people money is going towards and also how it affects the people who are losing the opportunity to use that money”. Austin discussed the need to mitigate biases when it comes to voting and asked the council to provide examples of when a member of the council should abstain from a vote. Ryan said members should abstain if they are a direct benefactor of what is being passed. Ryan also recommended abstaining from not only the vote but also the conversation and full decision-making process if there is a direct conflict of interest or personal gain involved in order to be the best steward of student dollars. Monger said if there is something coming up on the agenda that a council member knows they need to abstain from they can let Ryan (AS Business Director) know in advance before the meeting if they want. Ryan asked how the agenda and meeting materials will be sent out to everyone. Monger said they will be posted to the Teams channel by Friday end of the day each week and they will follow up with an email Monday. Monger said there is also a Finance council webpage, and showed the council the webpage which also contains the meeting docs, agenda, and minutes.

VI. Information Items

VII. Action Items

VIII. Other Business

- A. Prep for next week: Review documents- AS Reserve Policies, Values, Rules, & Rubric: Monger said to review the documents for next week and send any suggested changes to Austin. The documents will also be reviewed more in-depth next week, and additional changes can also be proposed then.

IX. Adjournment

The Meeting was adjourned at 4:48 p.m.