



Western Washington University Associated Students AS Finance Council Meeting Minutes

November 8th, 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), Ava O'Neill (AS Club Rep), Gabe Wong (AS Student Senate President)

Advisor: Cindy Monger (VU Fiscal Specialist)

Secretary: Sam Hughes (Business Services Program Support)

Guests:

MOTIONS

FC-23-F-01 Approve the minutes of November 1, 2023. **Passed**

Trent Austin, chair, called the meeting to order at 4:05 p.m.

I. Call to Order

II. Approval of the Minutes- November 1, 2023

MOTION FC-23-F-01

By: Ryan

Approve the minutes of November 1, 2023.

Second: Bedard

Vote: 6-0-0

Action: Passed

III. Revisions to the Agenda

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

V. Training

A. Funding Proposals Introduction

Austin explained that AS funding proposals for large events are brought to the council through the AS Unified Funding Form. Austin recommended that the council read the requests before the meeting so they can ask any questions they may have at the meeting. Austin read the council an example of a completed AS Unified Funding Form over shared screen. Ryan asked if the council waits two weeks or one week after an information item is presented to vote on it. Monger said the item would typically come back as an action item to be voted on one week after the information item was presented. It used to come back as an action item after two weeks, but that is why it was decided for the council to meet weekly instead of every two weeks. If the item is more urgent, the council can make a motion to move the item to an action item to be voted on in the same meeting. Monger said at the beginning of the fiscal year (which ends in June and starts in July), there is \$65,000 in the large event fund. The amount left in the account will be on the agenda when funding proposals are presented. Ryan said Activities Council breaks up the amount that can be allocated to students over the year into quarterly budgets to get a better understanding and be more equitable. Ryan wondered if Finance Council can do something similar. Monger said that the Finance

Council doesn't typically do that for the Large Event Fund because it has never been fully spent in the time that the Finance Council has had the \$65,000 level, and that the funds are spent based on when the council gets requests, which only happens around two or three times a year. Monger said that these funds go into one big pot and as it goes through the difference steps of being allocated, there are different priorities for how and where those funds are spent. The dollars are only replenished each year when there's money left over from the operating budget, making it fine if the Large Event funds are not all spent, as they are not replenished the same way as the operating budget. Austin gave examples of what kinds of questions/concerns/comments a council member might make such as, "I like that there is a mental health awareness aspect to this event". Or if a council member had a concern, "I don't really know if we should spend this much money on this one large event" or other similar comments about how/why dollars are being spent in a specific way. Austin said it is good to keep in mind different questions, concerns, and comments as the council reviews grants and large event proposals. Austin said that we love to see lots of questions and discussions at Finance Council. Austin shared an example of a completed grant proposal to the council via shared screen and explained each portion.

B. Budget Process Discussion

Austin shared the FY25 Budget Master and an example budget (FXXKUG) via shared screen and explained each part of the documents. Monger said the wage calculator is split into two sections to account for the minimum wage increase in January. This year the increase is within the predicted amount included in the FY24 Budget allocations. The council will start looking at budget proposals for the next fiscal year in late January.

VI. Information Items *

A. Finance Council Values

Doc. 1

Austin shared his screen of the AS Finance Council Values Statement to the council. At this point, no changes have been made to the document. O'Neill and Lee said the document looks good. Monger said if anyone wants to propose changes to the document, to send them to Monger and Austin preferably by Monday at noon before the next meeting. Monger said that recently there was a report about retention at Western for first generation, LGBTQ+, and BIPOC students. Currently, retention rates are not matching other state rates; making increased retention a goal for the university to focus on. The biggest reasons cited included mental illness and not feeling like they were part of a community. Monger said the AS can step in and help advance the goal of retention through their programs, services, and events to help students feel included and part of a community. Budget authorities are also being asked to consider retention in all their budget proposals and Finance Council requests this year, as it is really important for students to feel they have a place and community at Western.

B. Finance Council Rubric

Doc. 2

Dr. Fred Collins (Director of Student Engagement & Financial Fund Manager) had proposed a change to the AS Funding Proposal Rubric to add a portion about retention under the fifth row, first column to say "Equity, Inclusion, and Retention", as well as to add in retention to each category in the entire row. Monger said this document (Doc. 2) and the Finance Council Values (Doc. 1) will be sent to budget authorities once completed to keep in mind all of these values and rubric as they put together their requests and budget proposals to be sent to the council. Monger said they are really

important documents, and that the council has a lot of influence over how the organization moves forward this year in terms of grants, large events, and individual budgets. Monger said to feel free to use the next week to look at them and really think about it and any changes council members may want to add.

VII. Action Items

VIII. Other Business

IX. Accessibility, Diversity, Equity, & Inclusion Updates- Monger said that it is Native American Heritage month and there are many different activities going on to celebrate that. Monger said it is good for council members to be aware of what is happening around the university and specifically within associated students that are focusing on ADEI. Monger shared a link via chat: <https://www.wvu.edu/nahm>

X. Adjourn

The Meeting was adjourned at 4:44 p.m.