



# Western Washington University Associated Students AS Finance Council Draft Meeting Minutes

January 11, 2024

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:** Cynthia Sandstrom (AS Business Manager)

**Secretary:** Sam Hughes (Business Services Program Support)

**Guests:**

## MOTIONS

**FC-24-W-01** Approve the minutes of December 6, 2023. **Passed**

**FC-24-W-02** Approve the Finance Council Charge & Charter as stated in Doc. 2 with the addition of "to" in the Charge section to make the last statement read "to approve as Consent Items". **Passed**

**Trent Austin, chair, called the meeting to order at 4:03 p.m.**

### I. Call to Order

### II. Approval of the Minutes- December 6, 2023

*MOTION FC-24-W-01 by Bedard*

Approve the minutes of December 6, 2023.

Second: Wong

Vote: 6-0-0

Action: Passed

### III. Revisions to the Agenda

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

### V. Information Items \*

#### A. Club Manager Grant Amendment

Doc. 1

Austin said that this is a grant amendment to the Club Hub grant passed last meeting on December 6<sup>th</sup>, 2023. The main change is a \$17,000 increase in the fiscal impact due to increased responsibilities for the position and a recategorization of the position by HR. Austin asked the council if they wanted to make this an action item for this meeting. Lee said via chat "all good with me!" Wong said that this looks like an amendment to the old grant that was passed in a previous year, rather than an amendment to the current grant that was recently passed, and that the numbers don't seem to align with a \$17,000 increase. Sandstrom said that HR are the ones who decided how a position is classified, which affects pay. Sandstrom will get more information about this grant amendment to the council next meeting to hopefully answer questions, address any concerns, and get more context for the increase.

## VI. Action Items

### A. Finance Council Charge & Charter

Doc. 2

Wong pointed out a typo in the Charge section where it says "...to the AS Executive Board and AS Student Senate approve as consent items". Instead, it should say "to approve" or "to present". Wong asked about the purpose, scope, and value of the inclusion of the Fund Financial Manager in approvals. Wong knows that there are university policies about Fund Financial Manager and the Budget Authorities that they need to follow. It isn't her understanding that the Fund Financial Manager needs to approve the AS Operating Budget. Wong said that in a meeting with Melynda Huskey (Vice President for Enrollment and Student Service), she understood that the Associated Students can allocate funding how they want but bring in staff at students discretion to do the day-to-day managerial duties. Wong thinks there is value in including the Fund Financial Manager, but if there needs to be explicit approval is still an outstanding question.

Sandstrom said the AS Operating Budget is reviewed and approved by students and it has a student lens at all levels. If there is something unbalanced, ideally the Fund Financial Manager would act as a fail-safe by having oversight of the overall approval of the budget. The inclusion of this is also supported by Huskey. This is not meant to disrupt the process or make a lot of changes. The intention is to still respect student input and edits while providing oversight. If there was an issue with the Fund Financial Manager not listening to the students, then this would be something that would be discussed with Huskey.

Wong asked what the timeline of approval will look like given last year's budget process was delayed. Sandstrom clarified that the budget does not need approval from the staff Leadership Group this year. The budget only goes through Finance Council, the AS Executive Board, the AS Student Senate, and the Fund Financial Manager. Approval by the Fund Financial Manager should not delay or hold up the process at all, as they are updated weekly about any major changes and updates to the budget.

Ryan asked for clarification on why the Leadership Group is included in the dissolution process and why the final approval of dissolution goes to the Fund Financial Manager, given that some other areas don't require the approval of the Leadership Group and Fund Financial Manager. Sandstrom said it was decided by herself and the advisory groups that the new Leadership Group would review programs being added or removed to ensure that students aren't left out of the conversation. The Leadership Group would allow for discussion around the decisions and gather more information in order to provide suggestions as needed.

Wong noted the existence of an old AS Money Guide, and suggested there be an official approved budget calendar with deadlines created. Wong said it would be good to have so that people know when the budget needs to be approved by, when it gets reviewed by the S&A Fee Committee, etc. Sandstrom and Austin said that sounds like a good idea.

*MOTION FC-24-W-02 by Wong*

Approve the Finance Council Charge & Charter as stated in Doc. 2 with the addition of "to" in the Charge section to make the last statement read "to approve as Consent Items".

Second: Lee

Vote: 6-0-0

Action: Passed

## **VII. Other Business**

## **VIII. Accessibility, Diversity, Equity, & Inclusion Updates**

Hughes said that the Bellingham Parks Department work party this weekend for Martin Luther King Jr. Day is cancelled due to concerns about the low temperatures this weekend.

## **IX. Adjourn**

***The Meeting was adjourned at 4:23 p.m.***