



# Western Washington University Associated Students AS Finance Council Meeting Minutes

December 6, 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:** Cynthia Sandstrom (AS Business Manager)

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

**Guests:** Kate Conway (Outback Engagement Coordinator), Casey Hayden (Assistant Director, Activities and Media), Reign Head (Permaculture Coord. For Outback Farm), Stephen Magnuson (Viking Outdoor Rec Manager), Lola Thompson (AS Senator COE), Donna Wilson (AS Club Activities Manager),

## MOTIONS

**FC-23-F-06** Approve the minutes of November 29, 2023. **Passed**

**FC-23-F-07** Approve the AS Finance Council Funding Rubric as stated in Doc. 1 with the amendment to add "Access, Diversity, Equity, Inclusion, and Retention" to the 4th row. **Passed**

**FC-23-F-08** Approve the Outback Farm Grant Proposal for a total of \$25,000 from January 2024 to June 30, 2024 (Doc. 2). **Passed**

**FC-23-F-09** Approve the Temporary Club Coordinator Grant Proposal for a total of \$30,000 from now until June 30<sup>th</sup>, 2024 (Doc. 3). **Passed**

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

### I. Call to Order

### II. Approval of the Minutes- November 29, 2023

*MOTION FC-23-F-06 by Ryan*

Approve the minutes of November 29, 2023.

Second: Bedard

Vote: 5-0-1

Action: Passed

### III. Revisions to the Agenda

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

### V. Action Items

#### A. AS Finance Council Funding Rubric

Doc. 1

Austin emphasized that this is an important document and is what budget authorities will use as they create their budgets and grant proposals, and what the council will use when deciding what to fund and what not to fund. Ryan said via chat "I am a fan of the edits to environmental impacts, thank you for listening to my suggestion". Lee asked if her comment about adding accessibility to the rubric was considered. An addition was made to the 4<sup>th</sup> row to say "Access, Diversity, Equity, Inclusion, and Retention" rather than "Equity, Inclusion, and Retention".

*MOTION FC-23-F-07* by Wong

Approve the AS Finance Council Funding Rubric as stated in Doc. 1 with the amendment to add "Access, Diversity, Equity, Inclusion, and Retention" to the 4<sup>th</sup> row.

Second: Ryan

Vote: 6-0-0

Action: Passed

B. Outback Farm Grant Proposal (\$21,000)

Doc. 2

(Current AS Grant Reserve Balance: \$402,476.83)

Ryan clarifies that the only thing being funded in this grant are the student positions and not maintenance or operational costs of the farm. Austin said this is correct. Ryan noted that the Outback Summer Apprentice position will only be funded for one week and is concerned about hiring people to fill that position for such a short time if funding isn't able to be secured after the grant ends. Sandstrom said via chat "the fiscal year is 7/1/23-6/30/24". Magnuson said because of the nature of the fiscal year, the Outback Summer Apprentice doesn't get hired until the end of Spring quarter. Sandstrom said that the council is only voting on continuing funding for the Outback for the rest of the fiscal year, and that conversations are going to pick up really soon about what that will look like in terms of funding. Sandstrom said ideally there will be a plan in place so that the Outback, budget authorities, and the council will know where the funding for the next fiscal year would be located.

Wong noted that the Outback Summer Apprentice position has a pay rate of \$16.44 an hour and that soon minimum was in Bellingham is going to increase to \$17.21, and if that is something that was considered in the proposal. Magnuson said that is something that would need to be accounted for, and that it was not caught in the initial proposal. Magnuson also emphasized thinking about the needs of the farm and the essential positions needed to operate it. Austin said that the council can always approve more money to go towards the farm as the budget comes in and more discussions take place. Ryan said to be careful about the language used when talking about this, because the Outback is supposed to be seeking funding elsewhere. Ryan is currently working with Student Senators and the farm employees on future solutions and thinks the council should focus on talking about the proposal until June 2024. Wong said it makes sense that the council would be worried about providing funding to a position (Outback Summer Apprentice) that would only operate for a week and then might not exist after that, but at the end of spring quarter if it's clear that the Outback hasn't figured out where funding would come from after the end of the fiscal year, they don't have to post the job on the website and that money would just go back into the reserves. Sandstrom said that the council could increase the fiscal impact of the proposal to \$25,000 to cover the minimum wage increase and allow for more wiggle room. Lee said she is ok with \$25,000.

*MOTION FC-23-F-08* by Lee

Approve the Outback Farm Grant Proposal for a total of \$25,000 from January 2024 to June 30, 2024 (Doc. 2).

Second: Ryan

Vote: 6-0-0

Action: Passed

Magnuson said via chat "Thank you all for supporting the continued funding through the fiscal year!"

- C. Temporary Club Coordinator Grant Proposal (\$30,000)  
(Current AS Grant Reserve Balance: \$402,476.83)

Doc. 3

Wong asked if there is a plan for operationalizing this temporary position since there is a clear need for this position in the Club Hub. Wilson said the plan is to come back later towards the end of the fiscal year to ask for a two-year temporary grant to fund the position. Beyond that, Wilson isn't sure. Sandstrom said right now there is an urgent need to support Wilson and AS clubs with this position, and this is the fastest way to get that done. Sandstrom said from there, at the end of the six months a proposal to fund a two year non-permanent position will come in and after that, there will be conversations about operationalizing. Wong asked to clarify that for FY25 there isn't a plan to incorporate this position into the operational budget. Sandstrom and Austin said this is correct. Sandstrom said that the grant period will be a good opportunity to get a better idea of the needs of the position and what works before it comes back as something semi-permanent with the 2-year grant.

*MOTION FC-23-F-09 by Ryan*

Approve the Temporary Club Coordinator Grant Proposal for a total of \$30,000 from now until June 30<sup>th</sup>, 2024 (Doc. 3).

Second: Wong

Vote: 6-0-0

Action: Passed

Wilson said via chat "Thank you all, this will really help me and club leaders!"

## **VI. Information Items \***

- A. Finance Council Charge & Charter

Doc. 4

Austin read the changes included in Doc. 4 to the council. Wong likes the edits. Wong said the only two things she would mention is under "Amendments" it should go through both the Executive Board and the Student Senate because it's a bicameral student government, and under "Dissolution" the Executive Board, Student Senate, and Leadership groups should be next to each other so that the final approval isn't the leadership group and the Fund Financial Manager, and instead the final approval is just the Fund Financial Manager.

## **VII. Other Business**

- A. Finance Meeting Next Quarter- Thursdays 4-5:30pm

Ryan said Wong and Ryan will likely have to leave the meetings a bit early due to another meeting happening right after this one. Sandstrom said that 5:15pm could be the end time for the meeting instead.

**VIII. Accessibility, Diversity, Equity, & Inclusion Updates-** Sandstrom said the Finance Council rubric should always be put to the forefront of the council's decision making on funding, especially the ADEI section, so that the council is approving grants that align with those values and goals. Sandstrom also said there has been interest in making the new leadership group an official anti-racist group. Austin said tomorrow from 10am-3pm in the Multipurpose room there is an event to write cards to patients at Seattle Children's Hospital and that he hopes people will attend.

**IX. Adjourn** *The Meeting was adjourned at 4:39 p.m.*