**Western Washington University**

**Services and Activities Fee Committee
Meeting Minutes**

**Friday, April 2, 2021; 2:00-3:00 pm**

**Teams Virtual Meeting**

**Present:** Kurt Willis, Eric Alexander, Ranulfo Molina, Noemi Bueno, Emma Duff, Adam Leonard, Caitlin Summers, Danil Sonjaya, Travis Cram, Rebecca McLean (recorder), Evan Shuster, Kevin Harris

**Absent:** Raquel Vigil, Steve Card, Ichi Kwon, Debbie Curry

**Guest:** Megan McGinnis, Michael Sledge

**Agenda Items:** 1) Approval of March 5 minutes, 2) Follow-up questions, 3) Spring meeting schedule, 4) Review assumptions, 5) Budget presentations order, 6) Announcements, comments

**Review and Approval of March 5 Meeting Minutes:**

Danil moved to approve the minutes, Emma seconded. Ranulfo abstained, Danil, Emma, Evan, Kevin and Noemi voted to approve.

**Follow-up Question of Last Quarter’s Presentations:**

None at this time.

**Review Spring Quarter Proposed Schedule:**

No changes suggested to proposed schedule.

**Review Assumptions for Budget Preparation:**

1. Comparative year(s), enrollment, wages, operating parameters (Covid), etc.

Kurt shared Planning Assumptions and projected spring 2021 enrollment on screen. He will put those files in Teams so all can operate under the same assumptions.

**Assign Order of Budget Preparations for April 9 and April 16 Meetings:**

Steve Card and Eric Alexander will be out of town April 9 – Campus Rec will present on that date.

Athletics, Associated Students, and DRAC will present (in order as listed) on April 16; DRAC will finish on April 23 if additional time is needed.

Any questions not answered after the budget presentation should be emailed to the group.

**Announcements, Comments, Adjournment:**

Kurt welcomed Runolfo, a new student rep for Associated Students (designated attendee on behalf of Abdul-Malik Ford)

Kurt will be retiring, and Michael Sledge will step in as Administrative Coordinator for ESS in early May.

Today’s meeting adjourned at 2:50 pm.

Next Meeting: Friday April 9, 2:00-3:00 pm, Virtual