



## MINUTES

### Services & Activity Fee Committee Meeting

Tuesday, October 24, 2023

- A. The meeting was called to order at 1:01 pm by Helena Luong
- B. **Roll Call:** present at the meeting were Yuka Hemmi (Administration Assistant), Helena Luong (Chair)
- C. **Introduction of guests:** No guests
- D. **The Land Use and Acknowledgement:** The Land Use and Acknowledgement was read.
- E. **Public comment:** No public comment
- F. **Approval of minutes:** No minutes were approved. The minutes of approval will take place once the committee is formed and there is quorum.
- G. **Old business:**
  - 1. The S&A Fee Committee hiring process – 13 applications.
    - We have had 9 interviews as of right now and there are additional 3 interviews will be placed on Wednesday.
    - Hoping to wrap up and finalize the interview process by the end of this week.
- H. **New business:**
  - 1. **Introduce the new possible committee members.**
    - Sent an offer letter to 2 final candidates.
    - Working on hiring process.
  - 2. **Report monthly expenses of 2023-2024.**
    - ASC Book Fund: already negative, \$-5115.52.
    - WA minimum wage will be increased from the next January.
    - The department will be tight with the budget.
    - Helena will report the Expense for ASC meeting.
    - Challenging for the budget as it's happening a middle of fiscal year.
    - We will review ASC book fund since it's already negative.

- PTK: as of right now: no money has been used; it will be as we are hiring new officers.
- ASC leadership orientation & training: we can check how many of those we need to have for this school year.
- The S&A Fee Committee budget code is missing from the chart.
- The budget will cover the whole school year (July 1st to June 30th?)

### **3. Review S&A application form**

- Review “2021-2022 Application for ASC. “
- Application becomes available on 11/30/2023.
- The Workshop: For applicant to help what to submit. Scheduled for 12/5-12/7 but most likely we will postpone it for later.
- 2023-2024 is still in the process for reviewing and Admin finalize it and we can review next week.

I. The meeting adjourned at 1:39pm.