



MINUTES
Services & Activity Fee Committee
Meeting
Friday, May 5, 2023

- A. The meeting was called to order at 2:12 pm
- B. **Roll call:** present in the meeting were Jinyang (chair), Charlie, Tamara, Ricardo (advisor), and Jonathan.
- C. **Introduction of guests:** Amara Schermerhorn, Executive of Communication.
- D. **The Land of Use and Acknowledgement:** The Land of Use and Acknowledgment was read.
- E. **Approval of minutes:** no minutes are approved.
- F. **Public comment:** no public comment
- G. **Old business:**
 - 1) Work session on making questions for a survey for feedback on the application process as well as email messages to collect feedback and create a template for S&A committee members to use notes during the interview process so they can better deliberate during the deliberations.

Tamara, Charlie, and Jonathan are going to work on the survey questions and email messages while Jinyang, Ricardo, and Amara create a template for the next application process.

- H. **New business:**
 - 1) Procedural manual
Helps the committee as to how to operate. The things the committee has done need to be reflected and approved by the ASC. The decision for the SUB fund commitment should be also reflected in the procedural manual. The committee needs to review the procedural manual and identify where it is best suited to include the two decisions. The SUB fund commitment should either be in the contingency & fund balance accounts or capital project fund. Since it already went through the ASC, it could be placed in the capital project fund. the capital project fund is for the project outside of the budget because there

are always at least \$500,000 in ready and accessible funds. The committee discussed putting the fund in the capital project fund.

- I. The meeting was adjourned at 3:04pm