

**Student Fee Advisory Committee**  
**Meeting Minutes**  
**October 17, 2023**  
**3:15pm - 4:30pm**  
**Hybrid @Kerr Hall 212**

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Present at meeting: Andy, Mel, Lydia, Jade, Lucy, Lauren, Jhertau, Marshall, Gabrielle, Lisa, Tanisha

1. Welcome and Introductions
  - a. Members introductions: Name, Pronouns, Year, Major, and Space.
2. Approval of Agenda and [Minutes](#)
  - a. Marshall motions to approve, Mel seconds. Motion carries.
3. Announcements & Updates
  - a. [Meeting Timeline](#) (captures our goals for each meeting and prospective topics for meetings)
  - b. [Member Notes](#) (any members who will be absent from a meeting may add topics for discussion, questions, feedback for items on the agenda, etc. in this running document).
  - c. CSF Meeting - Save the date for November 4th and 5th. [RSVP](#) before Friday, October 20th, 2023.
    - i. We are hosting the fall meeting; any SFAC members can attend one or both days either in person or on zoom. Please RSVP and let us know if you are attending.
  - d. Resources
    - i. [Charge Letter](#) - Lucy will review
      1. Update with Daniel to be included
      2. Akirah will be attending the next meeting to meet with the members and socialize.
      3. Annual and special projects that might be asked of committee members
      4. Seismic Life Safety fee as well as reserves are going to be some of the things that might be talked about
      5. Create subcommittees on an ad hoc basis
      6. There is also processes to meet with various units that SFAC has previously funded
  - e. Membership updates
    - i. Open positions
      1. Stevenson College Representative
      2. Oakes College Representative
      3. Kresge College Representative

- a. There will not be any appointees due to SCOCs meetings, realistically it will be done by week 7

4. Funding call this year

	19986	20000	20360		
	EMH	SSF	M7	Total	
CFwd Bal		475,599.89	384,095.37	<b>859,695.26</b>	
FY24 EVC/DSAS Allocations	90,115.85	300,000.00	333,191.12	<b>723,306.97</b>	
<b>Total Beg Bal</b>	<b>90,115.85</b>	<b>775,599.89</b>	<b>717,286.49</b>	<b>1,583,002.23</b>	
22/23 Cycle Awards	90,115.85	380,736.66	329,531.49	<b>800,384.00</b>	
Soc-Sci Right Livelihood *	-5,377.27			<b>-5,377.27</b>	FY23 Reimbursement
<b>Projected Ending Balance</b>	<b>84,738.58</b>	<b>380,736.66</b>	<b>329,531.49</b>	<b>795,006.73</b>	

- a. Determine the amount of funds to allocate this year (i.e. do we want to maintain a reserve?)
- i. Last week, Daniel recommended not to have a reserve
  - ii. Jhertau - there is a good reason to have reserves for emergencies and making sure we have money to dip into if necessary and its not in a permanent reserve
  - iii. Lydia says that in the past, groups have had a 10-15% reserve saved
  - iv. Lucy explains that if the reserve is not used, it carries forward to next year's available funding for the resource call.
  - v. Mel motions that 10% of M7 and SSF each to be put into the reserve
  - vi. Gabrielle Seconds
- b. Review funding [call application](#)
- i. [Budget Template](#) (thank you Lisa)
  - ii. Change Stephany, Liz, and Flora to the new members of SFAC on funding call
  - iii. Also updating to accept files before the form goes live
  - iv. Make it clear in communication about the strictness of the budget and talk about how people's funding call mistakes go into their funding
  - v. Voting on the final application tabled to next week.
- c. Establish dates for funding call orientations.
- i. Usually 2 or 3 orientations we publish in letters and the website
  - ii. We have one on the weekday and then one or two in the evening and/or on the weekend
  - iii. One session in october and then one or two in november

- iv. Lucy and Lydia can choose the week day session and the committee can chat about the dates for the weekend/evening one
  - v. We could also do all in november
  - vi. In October, we could do the 28th after 4 or the 29th
  - vii. Circle back for the dates
  - viii. Funding call will most likely be put out on or close to a friday
- d. Establish timeline for funding call (due date for consultation meetings, application deadline, etc.)
- i. Possibly having people go to office hours for their consultations
  - ii. For consultations deadline dec 4th at 5 pm
  - iii. Deadline of application to be dec 22nd at 5pm

Motion to approve deadlines Jhertau

Seconded by marshall

Tanisha motions to approve the application with the edits, and budget sheet

Mel seconds

- e. Review [draft funding call letter](#) to community  
The highlighted information will be changed and updated.

5. Other Business:

- a. Social media subcommittee we will most likely have to discuss after the funding call

6. Adjournment

Tanisha Motions to adjourn the meeting

Jhertau seconds

**Upcoming Guests/Topics:**