

Services and Activities Fee Committee Minutes
April 8, 2011

Members in attendance:

Aika Perez
Jodi St. George
Maryam Soomro
Sumeet Dhanju
Zhongtian Ye

George Theo
Anna Kim
Natalie Mayfield

Minutes taken by Sumeet Dhanju

10:00 Updates to Benefits of Workers

Updates to proposal requests because of changes in employee benefits. Student and fulltime employee benefits increased. An additional \$3,887.95 is required. Motion to increase the benefits in the funding requests by taking these new costs from the Facilities Rental Budget. Motion made by Maryam Soomro, seconded by Sumeet Dhanju. Motion approved by unanimous vote. Final adjustments will be made to the budget by Aika Perez.

10:19 General Concepts of SAF Bylaws

Budget and Planning and Student Life budgets needs to be closed out at the end of every year for auditing purposes. Every student organization needs to have expenses in by May 20 in order to be reimbursed. There is a need to establish the flow of paperwork as they come in to be reconciled. All the paperwork needs to be in one place for auditing purposes. For this process, it is necessary to incorporate into the SAF bylaws that committees or student organizations need to follow a set procedure. SAF does not wish to have fixed dates in the bylaws so if future changes in the dates are necessary, a SAF bylaw change will not be required. SAF will look into restructuring the bylaws and consider adding a section for consequences of not following funding procedures, overspending, or not turning in budget on time. Committee considers adding a procedure to be referenced in the bylaws. If appeals process references a policy or manual, date changes could be made in the policy rather than SAF bylaws.

If costs come in sooner, groups would know if they have overspent. It's impractical to ask groups to follow every line item. SAF needs a set procedure but with flexibility so groups do not feel pressured. Committee considers punishment if groups overspend in one area of their budget. This would be unfair if circumstances are outside of the group's control (price changes). Groups don't have money until July 1st so it's difficult to book flights, etc sooner. Committee could add a requirement that such adjustments to a group's budget (taking money from one line item to use for over expenditure in another) must be approved by SAF.

In the event the group is not operating in the next year, how will the group be punished? Where will the penalty be coming from? SAF considers cutting a group off once they use their budget. Then, it would be the group's responsibility to find alternative sources of funding.

It is necessary that Student Life procedures be followed, and SOAP forms are turned in on time. There is a need for oversight by Student Life so policies and procedures are being followed and spending is approved by Student Life.

Natalie recommends guidelines for budget spending. Each organization receiving funding could be required to file budgets. Organizations that do not follow the procedure outlined in the policy will jeopardize their funding or the spending rights of the responsible individual could be revoked.

Recommended by Anna Kim that SAF budgets should be overseen more and SOAP forms should be submitted by everyone to receive the necessary money. If groups are required to track their own spending and check in with Student Life, budgets would be better tracked.

11:14 SAF Break

11:25 Addition of a New Section

Section 9 to include procedures all organizations awarded SAF funds would be required to follow.

Part A to include procedures organizations must follow regarding use of their funds.

Part B to include consequences for not adhering to procedures.

SAF could add into SAF Bylaws that groups need to look at the budget process timeline so they are aware of changes to the timeline. Stronger language regarding SOAP forms is necessary.

Committee meetings and membership discussed.

11:55 Departure of Natalie Mayfield

11:56 Next SAF meeting

The next SAF meeting to be April 22, 2011. The meeting is to include changes to SAF bylaws, the addition of the new section, and new procedures.

12:00 Meeting Adjourned