UCLA Staff Assembly Executive Board Meeting
Tuesday, July 19, 2016, 12pm – 1:30pm
186 Powell Library

Board Members:
Michelle Chen, President
Walen Ngo, President-Elect
Mike Lee, Immediate Past President
Alberto Alquicira, Vice President, Development
Vivienne Lee, Vice President, Events
Joseph Luk, Vice President, Information Systems
TBD, Vice President, Programs
Lisa Lee, Vice President, Outreach
Rex Lorenzo, Vice President, Special Projects
Eugene Acosta, Vice President, Strategic Communications
Shirley Rayner, Secretary/Historian
Ramces Jimenez, Treasurer
Laona Lebeouf, Member-At-Large

Agenda

A. Staff Assembly Overview
   1. Kick-off First Executive Board Meeting.

B. Bylaws
   1. Discuss to amend Staff Assembly Bylaws.
   2. Current eligibility to become a member of the Staff Assembly (staff members represented by a collective bargaining unit not eligible) one (1) year of employment at UCLA must be competed.
   3. Amend eligibility bylaw to; completion of 6 month probationary period of employment.
   4. Ratify Megan Eigenbrod as VP Programs in September 2016.

C. Calendar of Events Overview
   1. Staff Assembly Picnic 7/28/16.
   2. Dates TBD for upcoming events: LGBTQ Committee Meeting, Disability Awareness, Veterans Day, I Heart Walking & Health & Wellness Day.

D. President’s Updates
   1. All Staff Picnic/Staff Appreciation Week
      a. All hands on deck.
      b. Coordinate with Walen Ngo, President-Elect, for volunteer assignments. SA Board to recruit 1 volunteer to help at SA Picnic.
      c. Meet at SA booth day of picnic at 10am.
      d. Wear SA shirts and name tags.
      e. Staff without tickets may pick up lunch boxes after 1:30p.
   2. Technology/Social Media
      a. As of August 1st 2016 new Staff Assembly Website will go live.
      b. Joe Luk, VP Information Systems, will setup Box account for SA Board to access and share files.
      c. Joe will manage YouTube page, Facebook, Twitter, Instagram and CCLE signups for events with Mrs. Block and elections for 2017-18.
      d. Eugene Acosta, VP Strategic Communication, will update SA newsletter to advertise Extension discount for staff during Staff Appreciation Week.
3. **Team Building Activity**
   a. Discuss mini-retreat at next board meeting.

4. **Luskin Conference Center – Test Guest**
   a. Sign up for Breakfast or Lunch service 7/26/16. Limit to groups of 4.
   b. Sign up for Doodle poll for Test Guest free night stay.
   c. Provide feedback about services, rooms, amenities & valet.

E. **VP Updates**
   1. **Ramces/Treasurer**: Ramces Jimenez work with Teresa Valenzuela to order more SA name tags for new board members.

   2. **Megan Eigenbrod/Interim VP Programs** suggested we use EventBrite to create and organize SA events and Learn at Lunches. Explore new topics for L@L such as: **Marketing Strategy 101, Event Planning 101, Investment Option 101, Purchasing a Home, Deskercise, Nutrition, Graduate School, Return to Work, Host Networks, Deal with Daytime Fatigue & Active Shooter** just to name a few.

   3. **Shirley Rayner/Secretary**: will coordinate Happy Hour events for SA and include AMG.

F. **Next Meeting** - Tuesday, September 20, 2016 (Location 186 Powell Library)