

UCLA Staff Assembly Executive Board Meeting

Wednesday, July 3, 2013 12:00 - 1:30pm

John Wooden Center – Plaza View Room

Board Members:

Cindy Cordova, President

Rejeana Mathis, President-Elect

Tanya Williams, Immediate Past President (absent)

Shirelle Alexander, Vice President, Events

Kai Chan, Vice President, Information Systems

Ashley Morris, Vice President, Outreach

Ana Aquino, Vice President, Programs

Raffi Simonian, Vice President, Special Projects

Eric Wells, Vice President, Strategic Communications

Natasha Levy, Secretary/Historian

Ivonne Bates, Treasurer

Laura Stephey, Member-At-Large

Agenda

1. **Review and approve June 2013 meeting minutes:** Minutes were approved.
2. **President's Updates**
 - a. **Welcome and Introductions-** all were present except Tanya Williams.
 - b. **Board Expectations-** Cindy has asked that we make a difference this year – as board members and as Bruins; assist with Staff Assembly activities throughout the year; be active volunteers in the community; have fun! Goal to change everything a little bit. Try to attend as many Board Meetings as possible. We are all asked to assist with: All Staff Picnic on August 29; Small Business Resource Fair in February; Annual Business Meeting in February; Casino Night in May; Learn-At-Lunch about Staff Assembly in May; Awards Ceremony in June; End of Year Event in July.
 - c. **Transition Meetings** – all Board Members have had them.
 - d. **35th Anniversary** – this is Staff Assembly's 35th Anniversary. We brainstormed ideas for how to commemorate this anniversary.
 - e. **Campus Committees** – Tanya will coordinate the new Staff Assembly Campus Committees while Cindy is on vacation.
 - f. **CUCSA Meeting - September 11-13, 2013-** Council of UC Staff Assembly – for all UC Campuses.
 - g. **Group Picture-** will take place on 7/10/13 in Royce Hall.
 - h. **Lunch with Dean Washington-** scheduled to take place on 8/13/13. Rejeana, Cindy, and Ashley will attend.
 - i. **Staff Assembly 5K Run/Walk-** Cindy is working on having Staff Assembly and the Healthy Campus Initiative co-host a 5K Run/Walk in February or March. A recent PDP team has completed a report with guidelines on how to implement the event.
3. **All-Staff Picnic/Staff Appreciation Week**
 - a. **Volunteers-** all Board Members are asked to be available for the Picnic on August 29 from 9:00 – 1:00. A call for additional volunteers will go out in August. Approximately 30 volunteers are needed.
 - b. **UCLA Has Talent Winner-**the winner is Shalonda Martin (singer). She submitted a video performance. She will be asked to perform at the Picnic. We will also try to give her a prize of some sort.
 - c. **Staff Discounts – Appreciation Week-** we brainstormed about this; still to be discussed.
4. **President-Elect/Immediate Past President Updates-** We will all receive light blue Staff Assembly t-shirts to wear to the picnic. We discussed distributing information about Staff Assembly in New Hire Packets. Cindy will be on vacation from 7/12/13 to 8/5/13. Tanya was absent from the meeting.
5. **VP Updates**
 - a. **Events-** Shirelle has a list of the events for the year, and the timeline for her position. The list was distributed.
 - b. **Information Systems-** Kai hopes to improve the listserv and the website.

- c. **Outreach**- This is a new position. Ashley hopes to bridge the gap between staff members who work on the campus vs. those who work on the hospital side. She will be interviewed by UCLA Today about Staff Assembly.
- d. **Programs**- Ana reported that the first Learn-At-Lunch will take place on August 20. Board members should contact her if they have additional ideas for future topics.
- e. **Special Projects**- Raffi spoke about the events for the year, including the Mrs. Block's VIP Women's Volleyball with Reception.
- f. **Strategic Communications**- Eric will work to increase our membership, both on the listserv and on facebook.
- g. **Secretary/Historian**- no update
- h. **Treasurer**- no update
- i. **Member-At-Large**- no update

6. Upcoming Events

- a. **Year End/Kick-off Celebration** – July 10, Royce 306, 2:30 pm – 4:00 pm
- b. **Learn-at-Lunch** – August 20; A seminar about relationships by Professor Thomas Bradbury from the UCLA Psychology Department.
- c. **Lunch with Dean Washington** – August 13
- d. **All-Staff Picnic** – August 29

- 7. Next meeting is Tuesday, August 12, 2013 in 1-441 MRL.