

UCLA Staff Assembly Executive Board Meeting

Tuesday, January 14, 2014, 12:00 - 1:30pm

1-441 MRL Board Room

Board Members:

Cindy Cordova, President

Rejeana Mathis, President-Elect

Tanya Williams, Immediate Past President

Shirelle Alexander, Vice President, Events

Kai Chan, Vice President, Information Systems

Ana Aquino, Vice President, Programs (absent)

Raffi Simonian, Vice President, Special Projects

Eric Wells, Vice President, Strategic Communications

Natasha Levy, Secretary/Historian

Ivonne Bates, Treasurer (absent)

Laura Stephey, Member-At-Large

Agenda

1. Reviewed and approved the November 2013 and December 2013 meeting minutes. Minutes from both meetings were approved.
2. President's Updates
 - a. True Bruin Move and Groove 5K Run/Walk: will take place on Sunday, March 30 on the UCLA campus from 8:00-11:00 am. An email went out to the listserv on January 7 encouraging staff to take advantage of the \$25 early bird special and register. Another reminder will go out in early February.
 - b. I Heart Walking: February 10-13: Sponsored by UCLA Recreation, UCLA Staff Assembly, UCLA Transportation, and UCLA Health System. The True Bruin Move and Groove will be promoted along with this event.
3. President-Elect/Immediate Past President Updates: Rejeana will be responsible for sending out the monthly newsletter now that Gerard Au (former Staff Assembly President) has left UCLA. Rejeana is working with Shirelle on the preparation for the Small Business Resource Fair and is coordinating volunteers for the event. Board members have been asked to volunteer. The greatest need for helpers is from 11:00 am to 1:00 pm.
4. VP Updates
 - a. Events: Shirelle continues her preparation and hard work for the Small Business Resource Fair which takes place on January 28 in the Ackerman Grand Ballroom. She has 38 vendors signed up for the event. Vendor check in begins at 7:30 am. Vendors will be given questionnaires. Approximately 7 vendors committed to giving out a prizes to the attendees. Prize recipients do not need to be at the fair to claim their raffle prize. The grand prize is a trip to Lake Arrowhead Conference Center. The recipient must collect stamps of the various vendors to enter.
 - b. Information Systems: Kai continues to update the website and to post the minutes from our monthly meetings.
 - c. Programs: The next Learn-at-Lunch event is on January 21 entitled "Introduction to UCLA Recreation and Fitwell Programs". 87 people have signed up.
 - d. Special Projects: A breast cancer awareness group from the School of Medicine wants to partner with Staff Assembly for the February 21 Women's Basketball event and indicated that they will pay the costs associated with the Pauley Pavilion Club. Raffi is also working on finding a UCLA faculty member to present at the Emerging Research Speaker Series. This presentation is offered once a year in the Spring. Raffi gave the board information about potential speakers (and information on the professor's respective research area) so that we could vote. Raffi will then meet with the Academic Senate chair and present the names to her for approval.
 - e. Strategic Communications: Eric will continue creating and sending to Cindy the bi-weekly Staff Assembly newsletter.
 - f. Secretary/Historian: No update.

- g. Treasurer: No update.
- h. Member-At-Large: No update.

5. Upcoming Events

- a. Learn-at-Lunch: Introduction to UCLA Recreation and FITWELL Programs – January 21, Pavilion Club
- b. Small Business Resource Fair – January 28, Ackerman Ballroom
- c. Learn-at-Lunch: Introduction to Nutrition – February 6, 300 Med Plaza, Marissa Leif Conference Room
- d. I Heart Walking – February 10-13
- e. Lunch with Dean Washington – February 18
- f. Learn-at-Lunch– Supporting Student Veterans on Campus – March 12, Student Activities Center Room B05
- g. True Bruin Move and Groove 5K Run/Walk – March 30
- h. Lunch with Dean Washington – May 13

6. Next meeting is Tuesday, February 4 in 1-441 MRL