

UCLA Staff Assembly Executive Board Meeting
Tuesday, August 16, 2016, 12pm – 1:30pm
10995 Le Conte Avenue, Suite 517 (UCLA Extension)

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
Megan Eigenbrod, Interim Vice President, Programs

Lisa Lee, Vice President, Outreach
Rex Lorenzo, Vice President, Special Projects **(ABSENT)**
Eugene Acosta, Vice President, Strategic Communications **(ABSENT)**
Shirley Rayner, Secretary/Historian
Ramces Jimenez, Treasurer **(ABSENT)**
Laona Lebeouf, Member-At-Large

Agenda

- A. Meeting Minutes** – Albert Alquicira moved and Walen Ngo seconded the approval of the July Board Meeting minutes. The minutes were unanimously approved.
- B. President Updates**
1. All Staff Picnic – Thank you to Board members. Picnic was overall a success.
 2. SA will sponsor a PDP Project. President will be meeting with Lubbe Levin to discuss.
 3. Staff Assembly with partner up with Extension for Volunteer Day 9/19/16.
 4. Two Staff Advisors to the Regents will be visiting UCLA 10/20/16. Will meet with Senior Leadership on campus and local SA & AMG. Board members to save the date. Last year Regent advisors did a presentation, in a forum similar to a L@L where staff members could ask questions. Will confirm with Lubbe if a presentation will be done this year.
 - a. Laona will look into securing space at Bruin Plate to host the lunch.
 - b. SA Board Mini Retreat - Team Building Suggestions send President. A doodle poll will be sent out to board.
 - c. Amending By-laws are more complicated than originally believed. It requires an open vote to the entire Staff Assembly membership. This will need to be further investigated and may not be resolved this year.
 - d. Megan Eigenbrod will have reached her one year mark as of September 2016. The Board will discuss officially appointing her VP of Programs.
- C. President-Elect/Immediate Past President Updates**
1. Submitted UCLA's campus update for CUCSA meeting.
- D. VP Updates**
1. **Albert/VP Development** – will start working on UCLA SA promotional press package to advertise for potential vendors. Will reach out to Kiran.
 2. **Vivienne/VP Events** – Small Business Resource Fair scheduled January 31, 2017. Working on access for Cashnet to receive payments. Looking into putting registration form online and payment processing as a one stop shop.
 3. **Joe/Information Systems** - Launched SA website August 1st 2016. Made suggestions to board members to go through their section and see if there are any outdated content that needs to be removed.
 4. **Lisa/VP Outreach** – AIDS Walks 10/23/16, discussed the benefits of advertising on SA newsletter. Will provide graphics and blurb to Eugene to upload on the newsletter. President will give Lisa access to the SA listserv so she can add new members from the Google form. Provide bifolds and link to Google form to CHR, include in their on-boarding presentation.
 5. **Megan/Programs** – 50 participants signed up for BruinTech within an hour. Suggested opening up to more people due to the no-show rate. Atrium or lobby area at IPAM is available and can accommodate 70 people.

Create a survey for SA members to gather feedback on what they would like to have at future L@L. Perhaps have a suggestion box at the L@L where members can fill in and drop off.

Need 2 board members to help at L@L on September 1st. Lisa & Laona will volunteer.

6. **Laona/Member-at-Large:** Met with Megan to flush out ideas to plan for collected data for the survey. Offered her time to assist with SA newsletter and will talk to Eugene how be to provide her support.
7. **Shirley Rayner/Secretary:** will coordinate Happy Hour events for SA and include AMG, doodle poll will be sent to SA & AMG members to coordinate a day.

E. Appointment of vacant 2016-2017 Vice President of Programs board position

1. The Board ratified Michelle's appointment of Megan Eigenbrod to serve as the 2016-17 VP of Programs beginning September 1, 2016.

F. Next Meeting - Tuesday, September 20, 2016 (Location TBD)