

UCLA Staff Assembly Executive Board Meeting Minutes
Tuesday, July 18, 2017, 12pm – 1:30pm
UCLA Extension, Suite 517

Board Members:

Walen Ngo, President	Geno Mehalik, Vice President, Outreach
Kevin Baldwin, President-Elect	Kathleen Ly, Vice President, Special Projects
Michelle Chen, Immediate Past President	Vanessa Mejia, Vice President, Strategic Communications
Natalie Noravian, Vice President, Development	Alberto Alquicira, Secretary/Historian
Kelly Shedd, Vice President, Events	Scott Alexander, Treasurer
Eugene Acosta, Vice President, Information Systems	Brettany Clemens, Member-At-Large
Lucy Tseng, Vice President, Programs	

Agenda

A. Staff Assembly Overview

1. Kick-off First Executive Board Meeting.
2. Meeting structure explained to board members
3. Brief overview of Staff Assembly and how we fit into CUCSA
4. Discussed role of President and President-Elect in CUCSA and Staff Advisor to the Regents role.

B. Bylaws

1. Walen informed board members of the bylaws and recommended that we go over them on the SA website.
2. Voting item: Ratify Eugene Acosta as VP Information systems.
 - Unanimously appointed
3. Board members are encouraged to form committees to accomplish tasks throughout the year

C. Calendar of Events Overview

1. Staff Assembly Picnic will be 8/10/17.
2. Dates TBD for upcoming events
3. All-hands-on-deck events where all board members volunteer: Picnic, Small Business Resource Fair, physical TrueBruin 5K

D. President's Updates

1. All Staff Picnic/ Staff Appreciation Week

- a. All hands on deck.
- b. Coordinate with Kevin Baldwin, President-Elect, for volunteer designated tasks.
- c. SA Board members serve as task captains for assigned areas
- d. Meet at SA booth day of picnic at 10am.
- e. Wear SA shirts, name tags, and donated hats.
- f. Walen informed board of new system will be in place for those staff that show up without tickets
- g. Walen briefly discussed the budget for SA and our contribution to the All Staff Picnic
- h. New events for the picnic including water balloon contest, dance coordinated by UCLA Recreation, social media contest and include organized games

2. Technology/Social Media

- a. BOX repository of resources introduced to board members
- b. Discussed new ways to engage new employees and increase membership to the SA listserv.
- c. Vanessa Mejia, VP Strategic Communication, will update SA newsletter to advertise Staff Appreciation Week.
- d. Social Media Facebook and Instagram information was discussed with the group.
 - i. Social Media committee to manage SA social media for the year
- e. Kelly Shedd, VP Events, made editor to TrueBruin Move & Groove 5K page

3. Team Building Activity

- a. Discussion of mini-retreat at next board meeting. Discussed keeping Marina Aquatic Center as one of the events for board team building.
- b. SA potluck discussion

E. VP Updates

- 1. Board members shared some goals they would like to achieve in their positions in the upcoming year.

F. Next Meeting - Tuesday, August 15, 2017 (Oppenheimer Building)