

UCLA Staff Assembly Executive Board Meeting Minutes
Tuesday, September 19, 2017, 12pm – 1:30pm
John Wooden Center, Plaza View Conference Room

Board Members:

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

Agenda

- A. Meeting Minutes** – Kathleen Ly moved and Lucy Tseng seconded the approval of August’s Board Meeting Minutes with unanimous approval from the board.
- B. VP Updates**
1. Natalie/VP Development –
 - i. Informed the Board of SA embarking on a SPARK campaign through UCLA Spark, Spark is UCLA's own integrated crowdfunding platform, with a \$10K goal set to run between Oct 18 and Nov 20, 2017. Natalie would be spearheading the campaign and Albert will be helping with creating a video, filming interviews, and creating graphics to upload to the Spark site. The Board discussed donating as well to lead by example.
 - ii. Natalie discussed teaming up with local restaurants like Chipotle for fundraising, who donates 15% back to the group. Natalie will look into other organizations that we can team up with to continue to raise funds
 2. Kelly/VP Events –
 - i. Small Business Resource Fair will be held at Collins Court this year. Kelly has been working with each of the vendors for the fair along with campus entities to work through all of the logistics for the January 30th date.
 - ii. Kelly discussed the opening of KREC and the inauguration events to take place for staff.
 3. Eugene Acosta/ VP Information Systems – Eugene is looking into the Instagram feed that goes directly to the website to fix any issues. He will also be adding the Breakfast with the Chancellor to the front page of the website.
 4. Geno Mehalik/VP Outreach – via Walen Ngo, updated the group on the UCLA Rideshare Week to take place from Oct 2 to Oct 6th. Staff Assembly will be tabling at Bruin Plaza from 10am to 2pm on October 5th. A sign up for will be sent to the Board to volunteer for timeslots for tabling.
 5. Lucy/VP Programs –
 - i. Dates announced for the upcoming Learn-at-Lunches. The Geffen School Academy Learn at Lunch is all set up for Sep 28th. Also dates for the Staff Retirement (October 10th) and October possible tour at Luskin.

- ii. On October 12, the Fitness for Fun event will take place in the evening. Lucy updated on the success of the first Fitness for Fun event that took place in the morning for the inaugural session.
6. Kathleen/VP Special Projects – Kathleen announced the Soccer with Mrs. Block event to take place on Oct 29th, the Emerging Speaker Series with Dr. Hong on November 1st, and the Volunteer Day event to take place on October 7th. Kathleen asked the Board to contact her if they were available for Volunteer day and if they wanted to attend any of the other events.
7. Vanessa/ VP Communications – Vanessa continues to accept submissions for the newsletters and announcing the Fan Fridays.
8. Scott/Treasurer- Scott processed two more scholarship redemptions from previous scholarship winners.

C. President Updates

1. CUCSA- Walen discussed the CUCSA events at San Diego. He discussed that a big topic of conversation was the results of the UC-wide Engagement Survey that had previously gone out to the UC community.
2. Campus initiatives that were discussed at UCLA involved the importance and updates of the tobacco campaign and the proposed reduction of the speed limit on UCLA campus, which is at 20mph.
3. Walen invited the Board to participate in BikeShare week and attend the inauguration on October 3rd.
4. Walen invited the Board to the November 28th Women’s Basketball game on UCLA campus.
5. Breakfast with the Chancellor number of entries and day-of logistics were discussed for the October 3rd breakfast with Chancellor Block.

D. Next Meeting - Tuesday, October 17th, 2017 (UCLA Wilshire Center @ Development, Suite 1400 - Large Conference Room)