

UCLA Staff Assembly Executive Board Meeting Minutes
Tuesday, October 17th, 2017, 12pm – 1:30pm
UCLA Wilshire Center Suite 1400, Large Conference Room

Board Members:

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

Agenda

- A. Meeting Minutes** – Lucy Tseng moved and Kelly Shedd seconded the approval of September’s Board Meeting Minutes with unanimous approval from the board.
- B. VP Updates**
1. Natalie/VP Development –
 - i. Taylor Stayton – Guest, Director of SPARK – Discussed ways that we can make the campaign successful
 - ii. Natalie described the SPARK campaign for Staff Assembly and how the Board should share with their networks. Natalie gave the Board an overview of the site and the levels for donations.
 - iii. SPARK campaign should be added to our website to advertise it and through all our social media channels
 2. Kelly/VP Events –
 - i. Small Business Resource Fair continued planning. Follow-up meeting with Purchasing in near future. Approval for wording pending and also advertised to vendors as Sustainable. Sending out invites soon. Volunteer request in December.
 - ii. Waiting for Eugene to fix signature form
 3. Geno Mehalik/VP Outreach –
 - i. Rideshare event re-scheduled to Oct 30th.
 - ii. Sent an email to Board for promo items for SA to replenish inventory
 - iii. Veterans Day event tabling has been organized, Nov 9th.
 - iv. Will try to find out Campus HR orientations so that SA can attend to inform new employees. Suggested creating a video to show at Campus orientations. Geno will contact HR.
 4. Lucy/VP Programs –
 - i. L@L coming up, including Open Enrollment and Luskin Conference Center Tour. Would like help with Feb 13th, UCLA Recreation L@L Summer programs informational “Summer at UCLA”.
 - ii. Fitness for Fun has been ongoing, successfully. Plan to have a new one with morning Yoga, and continue through December.

5. Kathleen/VP Special Projects –
 - i. Kathleen showed some templates for the flyer for the Wed Nov 1st, Speaker series with Dr. Hong. The Board discussed advertising on the flier and volunteering at the Luskin Center for the event. Also, discussed recording the session and getting AV for the event.
 - ii. Will send our marketing calendar to Board.
6. Scott/Treasurer- Scott has already processed five scholarship reimbursements from the 2017 scholarship winners group.

C. President Updates

1. Successful Board retreat!
2. HCI updates for Rideshare and BikeShare programs.
 - i. Transportation also updated on the geo-fencing for Uber/Lyft pick up/drop off zones on campus.
3. Successful Breakfast with the Chancellor event, well attended.
4. Walen invited the SA Board to the November 28th UCLA Women's Basketball game against UCR at Pauley Pavilion and Nov 24th UCLA Football game against Cal at the Rose Bowl.
5. Discussed possibility for new positions for the Board
 - i. VP, Digital Engagement
 - ii. VP, Creative & Production
 - iii. Will revisit this topic in future meetings.

D. Next Meeting - Tuesday, November 21st, 2017 Ashe Large Conference Room 414