

UCLA Staff Assembly Executive Board Meeting Minutes
Tuesday, April 17, 2018, 12PM – 1:30PM
Conference Room 325, GSEIS

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 (ABSENT)
Kelly Shedd, VP, Events	Scott Alexander, Treasurer
Eugene Acosta, VP, Information Systems (ABSENT)	Brettany Clemens, Member-At-Large
Geno Mehalik, VP, Outreach	

Agenda

- A. Meeting Minutes** –Lucy Tseng moved and Scott Alexander seconded the approval of March 2018’s Board Meeting Minutes with unanimous approval from the board.
- B. President Updates**
- UC Engagement Survey – The Deans’ council took place on 3/21/18 and the Deans had a lot of great questions and Walen followed up with answers for them. We are looking for more task force members following the forum on 3/28/18.
 - HCI, Tobacco Free Initiative – Ambassador t-shirts are available for Tobacco Free Initiative. HCI celebration will take place on 5/9 at Pauley Pavilion. Staff Assembly will table. Geno to follow up with scheduling.
 - CUCSA awards – Mike Lee will be surprised at Chancellor’s Residence event in June. Steve Olsen will receive the Outstanding Senior Leadership award at his retirement concert.
- C. President- Elect/Immediate Past President Updates**
- D. VP Updates**
1. Natalie/VP Development –
 - i. Donations for prizes for 5k almost complete. Coupons donated for bags for each participant. We will highlight organizations who donated on social media leading up to the event.
 2. Kelly/VP Events –
 - i. Registration is now open and the 5k will also be promoted through UCLA Rec UC Walks emails.
 3. Eugene/VP Information Systems – **ABSENT** (no updates)
 4. Geno Mehalik/VP Outreach –
 - i. Geno will work on the schedule for the May 9 HCI Celebration. He has ordered various promo items for Staff Assembly.
 5. Lucy/VP Programs –
 - i. Presented upcoming Fitness for Fun events and Learn at Lunch. The “What is Staff

Assembly” Learn at Lunch will take place on May 3. Board members to access our box to upload PPT by May 1.

6. Kathleen/VP Special Projects –
 - i. April 8th VIP Reception with Mrs. Block went well. Kathy will work on scheduling social media posts related to the 5k as well as posts about staff at UCLA.
 7. Vanessa/VP Strategic Communications – ABSENT (no updates)
 8. Albert/Secretary/Historian – ABSENT (no updates)
 9. Scott/Treasurer –
 - i. Scott is finalizing scholarship payments for last year’s scholarship recipients and sending final reminder e-mail as a courtesy to any outstanding scholarships that have yet to request any reimbursements.
 10. Walen for Brettany/Member-at-Large –
 - i. Brettany will continue working on the Engagement Survey task force.
- E. **Upcoming Events** – All board members will be present for May Learn at Lunch, May 3rd 12-1 pm, titled “What is Staff Assembly?” and the 2018 True Bruin Move & Groove 5th Annual Virtual 5k will begin on May 12.
- F. **Next Meeting** – Tuesday, May 15th, at 1302A Perloff