

UCLA Staff Assembly Executive Board Meeting
Tuesday, May 15, 2018, 12PM – 1:30PM
1302A Perloff Hall

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	

Agenda

A. Meeting Minutes –Lucy Tseng moved and Geno Mehalik seconded the approval of April 2018’s Board Meeting Minutes with unanimous approval from the board.

B. President Updates

- UC Engagement Survey – Walen spoke about finalizing the priority areas task force members
- The Tobacco Free Initiative began policing committee and there is a website for those interested in being ambassadors
- Walen asked Mike Lee to attend the advisory council meeting with Police Chief
- The CUCSA award given to Mike Lee at Staff Honors Reception, the Outstanding Senior Leadership award will be given at the Staff Picnic on 8/2/2018
- Executive Board nominations were recapped with all positions with at least one candidate
- Walen reviewed the goals set at the beginning of the year by each Board Member and thanked them for all reaching their goals and exceeding his expectations! Recognition of some new programs and all successes from the year.
- The 2017-18 estimated final budget was shared and Staff Assembly is no longer in debt, a year ahead of schedule. We were able to get back in the black in less than 1 year, despite the fact that we were granted up to 2 years to eliminate our debt

C. VP Updates

1. Natalie/VP Development –
 - i. Successfully collected many donations from various organizations on and off campus for all the prizes for the 5k for various categories.
2. Kelly/VP Events –
 - i. Many prizes were collected for the various categories for the 5K. Some categories were created to be able to award prizes to more participants.
 - ii. The Board was asked to volunteer for prize/bag/tshirt distribution and organization
3. Eugene/VP Information Systems –
 - i. Goodie Bag details and 5K run submittal form updated and added.

4. Geno Mehalik/VP Outreach –
 - i. Geno will email the group regarding upcoming tabling opportunities.
 - ii. Geno's group was one of the biggest contributors and participant team for the 5K
 - iii. Will continue working with HR for orientation scheduling

 5. Lucy/VP Programs –
 - i. Upcoming Learn at Lunch dates presented. UCLA Athletics (June 7) and Staff Assembly Committee Appointments (June 26)

 6. Kathleen/VP Special Projects –
 - i. April 8th was the VIP Reception with Mrs. Block for UCLA Women's Softball against Stanford and UCLA staff and super volunteer Djoko Setiyawan helped coordinate logistics for the day in place of Kathy

 7. Vanessa/VP Strategic Communications –
 - i. Newsletter updates
 - ii. Adding category in next newsletter of the successes of this year's Board accomplishments

 8. Albert/Secretary/Historian –
 - i. These are my last minutes

 9. Scott/Treasurer –
 - i. Contacted all 2017-18 scholarship recipients, processed all reimbursements, and there are ultimately only 8 recipients that did not claim their scholarships this year. About \$3,000 going back to the SA Budget as 2 of the scholarships (\$1,000) were HCI recipients and will remaining the HCI scholarship account (Kevin, 2018-19 President-Elect and VP of Wellness to reach out to Wendy Slusser to determine next course of action for remaining funds)

 10. Brettany/Member-at-Large –
 - i. Brettany will be leaving for off-campus work assignment and won't be physically at UCLA after May 31, 2018
- D. Upcoming Events – Staff Honors Reception
- E. **Next Meeting** – Tuesday, June 19th, (Tannas Suite, Engineering VI)