UCLA Staff Assembly Executive Board Meeting
Thursday, August 22, 2019     |     11:30am to 1:30pm (lunch TBD)
2303 Rolfe Hall Large Conference Room
THEME: Aloha Oe Luau

Lucy Tseng, President           Geno Mehalik, VP, Events           Lisa Chow, VP, Wellness
Leah Brown, President-Elect    Adrian Mohuczy-Dominiak, VP, Information Systems Stephanie Margolin, Secretary/Historian
Kevin Baldwin, Immediate Past President ABSENT
Jahaira Duarte, VP, Creative Production ABSENT
Rex Delos Santos, VP, Development Kristina Thorson, VP, Special Projects Juan Jaime, Health Member-At-Large
Jessica Alexander, VP, Digital Engagement ABSENT
Ayumi Pantell, VP, Strategic Communications REMOTE

Lunch catered by Neli’s Catering & Restaurant

Conference Line
Dial in number: 719-247-6398
PIN: 30083

Agenda
1. Introduction of Guest | Icebreakers     11:30am
   a. Favorite Summer Memory
2. President’s Updates     11:40am
   a. Attendance
      i. Please make your best effort to attend Board Meetings in person.
   b. Calendar of Events
      i. Board Meeting Locations
      ii. Board Birthdays
         1. Happy birthday Geno, Stephanie, Djoko and Leah!
   c. All-Staff Picnic Recap     11:45am
      i. Debrief/Notes (feel free to comment on Gdoc)
   d. Professional Development and Education
Staff Assembly

i. **Skill:** Slack/Asana Part 2 (Juan Jaime & Ayumi Pantell) 11:55am
   1. Please try to check Slack at least once a day
   2. Please think of using Slack before email/text

ii. **Host Department:** Dept of Communications (Lisa A.) 12:15pm

iii. **Supervisor** Letter
   1. Will be sent in mid-September

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**CUCSA:** September 4-6 12:25pm

i. Need help setting up the venues
   1. Wed, Sept 4th at 11:30am in Student Activity Center
      a. Nichelle
   2. Fri, Sept 6th at 8am in Student Activity Center

ii. Anyone have access to plates and utensils? (Costco run)

iii. Campus Tour/Scavenger Hunt on Sept 4th

iv. Open Reception Dinner on Thurs, Sept 5th at 5pm
   1. Feel free to invite supervisors and Committee Members

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f. Who can attend the September 7 social? 12:35pm

g. Who can attend September 14 Pool Party @ Leah’s? Postpone to October

h. Board Member(s) of the Month / Theme Winner 12:40pm

i. Djoko is Board Member of the Month for his work in revamping budget

ii. Nichelle is Theme Winner for bringing Hawaiian choco mac nuts

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3. **FitBreak** - Hawaiian/vacation theme! 12:45pm
   a. Lisa Chow leads a Hawaiian theme stretch/dance

4. Board Updates (2 minutes each) 12:50pm

   a. President-Elect
      i. Leah has the leftover name tags for Board Members

   b. Immediate Past President
      i. CUCSA Planning (Sept)
      ii. BAS Conference Planning (Oct) Confirmed for Mon Oct 28

   c. VP, Creative Production
      i. L@L artwork in Box; collab with Lisa A.
         1. Let Jahaira know if you need other dimensions/designs
      ii. Working on FanFriday artwork; collab with Jess A.
      iii. Working on Prospectus document; collab with Rex
      iv. Created GIFs for social media: L@L, UCLA Staff Assembly, Picnic
         1. Clarification: Created Picnic GIFs, still working on L@L and general SA GIFs
v. UCLA Staff designs for merchandise; collab with Lucy
vi. Working on All-Staff Picnic Recap Video
d. VP, Development
   i. Primary Goal: To ensure the financial prosperity of the organization through the engagement of internal and external partners
   ii. Partnered with Ascend at All-Staff Picnic ($0 - paid for powerbox)
   iii. Partnered with Anderson and Political Science via digital ($0)
   iv. Pending Opportunities:
       1. Alpine Village - Oktoberfest
           a. Not happening this year because of change in program
       2. Universal Studios Hollywood - UC Family & Friends Holiday Event
           a. This will be a Board Social option; date TBD Dec 8 or 15
       3. UCLA Spark Campaign will be in Fall 2019
e. VP, Digital Engagement
   i. Staff highlights on social media will be starting with Board Members
      1. Let Jessica know if you prefer to be featured with another VP (similar positions) instead of alone
      2. Send Jessica names (and content, if possible) of staff whom you think should be spotlighted
   ii. If you are looking to recruit Committee Members, send content to Jessica (cc SA email) to be featured on social media
   iii. New photo/video release waiver is available for SA events
      1. Please contact Jessica to get one customized for your events/programs, if needed
      2. Should be included on registration page and/or emailed to participants prior to event
      3. Jahaira is working on “Do Not Photograph” stickers
      4. Jessica can help you set up your own account, if preferred
f. VP, Events
   i. Working on transition docs / reviewing Events timelines with Lucy
   ii. Plan to begin recruiting for Events committee in September
   iii. Plan to begin email introductions to stakeholders in September
g. VP, Information Systems
   i. Collecting bios and photos to be updated on website
      1. Box folder with pictures; please put your name on the one you want
      2. Deadline is August 30th
   ii. Has added events to website
h. VP, Outreach
   i. Creating new collateral with Jahaira to use at general SA events
   ii. Meeting with CHR to discuss NEO

i. VP, Programs
   i. First L@L of the year for Wed, August 28 from 12-1pm in the Young Research Library Main Conference Room
      1. Our partner is the Behavioral Intervention Team and the title of the event is "Workplace Violence Prevention Efforts at UCLA"
   ii. Another L@L on Fri, September 27 with TIE-INS
      1. UCLA employees can enroll students in neighboring schools
   iii. First Programs Committee Meeting on August 22
      1. Please let Lisa know if you have access to rooms/space

j. VP, Special Projects
   i. Fall VIP Reception with Mrs. Block confirmed for Sunday, October 27
      1. Women’s Volleyball - who can make it?
   ii. Outdoors with Mrs. Block this year: Venice Canals in Spring 2020
      1. Only one this year, per Mrs. Block
   iii. Still planning to visit LA Football Club for a future special event
      1. Tour will be scheduled on Mon to Thurs between 10am – 3pm
      2. Any Board Members are welcome to come
   iv. Special Projects Committee meeting is on Monday, August 26

k. VP, Strategic Communication
   i. Identified how to batch upload emails to our listserv
   ii. Newsletter updates should go in document (pinned on Slack)
   iii. Figuring out how to identify terminated employees
   iv. Working on form for newsletter request

l. VP, Wellness
   i. Working on transition with Mandy
      1. Reviewing Wellness events and timelines
   ii. Plan on beginning to recruit for Wellness committee in September
   iii. Joining campus committees: Sustainability, Disability, United Way

m. Secretary
   i. Collecting UIDs for MyUCLA Forms access
      1. Will schedule training

n. Treasurer
   i. Paid for four 2019-2020 Staff Scholarships
   ii. Following up on pending Purchase Orders
iii. Working on updated budget

5. Open Forum
6. Closed Session

Upcoming Events
- Wednesday, August 28 - L@L: Workplace Violence Prevention Efforts at UCLA, 12 noon @ YRL Main Conference Room
- Wed, Sep 4 to Fri, Sep 6 - Council of UC Staff Assemblies
- Saturday, September 7 - Board Social: UCLA Football vs San Diego State, 1:15pm
- Tuesday, October 15 - Breakfast with the Chancellor, 8:30am
- Saturday, October 26 - Board Social: UCLA Football vs Arizona State, TBD
- Sunday, October 27 - Fall VIP Reception with Mrs. Block, 10am
- Monday, October 28 - Tech Symposium, 1pm and Reception, 5pm

Next Meeting: Thursday, September 26th 11:30am to 1:30pm @ Kerckhoff 417
Theme: Back to School

From our social on 8/17
Family and friends on 8/17