

UCLA Staff Assembly Executive Board Meeting
Thursday, July 25, 2019 | 11am to 2pm (lunch included)
UCLA Wilshire Center 9th Floor Large Conference Room
THEME: GO BRUINS!!

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	Jessica Gonzalez, VP, Outreach	Djoko Setiyawan, Treasurer
Jahaira Duarte, VP, Creative Production	Lisa Audish, VP, Programs	Nichelle Travis, Campus Member-At-Large
Rex Delos Santos, VP, Development	Kristina Thorson, VP, Special Projects	Juan Jaime, Health Member-At-Large
Jessica Alexander, VP, Digital Engagement	Ayumi Pantell, VP, Strategic Communications	

Agenda

1. Lunch provided by Fresh Corn Grill 11:00am
2. Introduction of Guest | Icebreakers 11:15am
 - a. Everyone introduced themselves, their roles (work and SA) and shared an adjective starting with the same letter as their first name.
 - b. Guests include: Natalie Noravian, Kelly Shedd, Kathy Ly
 - c. Notes: Kevin Baldwin, Djoko Setiyawan and Geno Mehalik left early. Jessica Gonzalez and Adrian Mohuczy-Dominiak arrived late.
3. **VOTE:** VP, Wellness 11:30am
 - a. Lisa Chow shared about her background and passion for Wellness, as well as her interest in getting involved with Staff Assembly.
 - b. Lisa Chow was elected as VP of Wellness by unanimous vote.
4. Transitions 11:35am
 - a. New and former board members gathered in relevant groups and reviewed their specific SA duties, roles and goals.

Please use this time to continue transition conversations.

- **Leah, Jessica G. and Rex:** Development and Outreach
- **Jahaira, Jessica A., Ayumi and Adrian:** Creative Production, Strategic Communications and Information Systems
- **Kristina and Kathy:** Special Projects
- **Stephanie and Natalie:** Secretary/Historian
- **Geno, Lisa A. and Lisa C.:** Programs and Events
- **Nichelle and Juan:** [Members-At-Large](#)

- **Djoko, Kevin and Scott:** Treasurer

5. President's Updates

12:15pm

a. Welcome

b. [Calendar of Events](#)

12:25pm

For confirming event dates, board members are to email UCLA Staff Assembly (staffassembly@ucla.edu), cc Leah (lbrown@ha.ucla.edu) and Stephanie (smargolin@mednet.ucla.edu) so that one of them will add to master event calendar. Board member is responsible for sending calendar invite to the rest of the Board, unless you ask Lucy to send it from SA account.

- Major "All-Hands-On-Deck" events: All-Staff Picnic (August), Small Business Resource Fair (January), Invest in U Summit (June) and other various activities through the year
- [Board Meeting Locations](#): Decided on convenient locations for board meetings; goal is to provide lunch at every meeting (will be confirmed when date gets closer), every host should prepare a brief presentation or have coworkers discuss the role of their department
- Board Birthdays: Lucy has a list of all birthdays which will be celebrated at monthly meetings. Geno's birthday is in August but he won't be attending the Board Meeting. Nichelle and Juan's birthdays were in June.

c. Goals and Expectations

12:35pm

- Scheduling, project management tools and Box: Outlook calendar invites will be sent out for meetings and important events. Board members have biweekly 1:1 meetings with Lucy. Box contains all SA documents.
- Communication and collaboration
 - VP Committees
 - Monthly updates to Stephanie before each Board Meeting: Stephanie will be requesting updates from each board member on what was accomplished, what worked on, etc. This will encourage the time spent in board meetings to be used toward addressing questions and encouraging important discussions.
 - GroupMe: The Board will not be using GroupMe this year.
 - Slack/Asana: The Board decided to use Slack as a communication platform and possibly for project management: **uclastaffassembly.slack.com**. Ayumi can assist if anyone needs help setting this up. Asana will be integrated later.
 - Vacation/Out of Office: Lucy asks that board members let Lucy know if taking vacation to anticipate coverage needs.
- Positivity and fun; SA Socials: Leah and Nichelle will be planning these.

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- iv. Individual Goals and Reflections: **Every board member stated one personal and one SA goal they have for this upcoming year. Lucy asked for us to hold each accountable so we can all meet our goals.**
- v. Board Member(s) of the Month / Theme Winner: **Adrian and Ayumi were selected as “Board Members of the Month” and awarded a gift card. Kristina was the Theme Winner for baking UCLA-themed cupcakes.**
- d. Professional Development and Education 1:00pm
 - i. Treasurer’s Policies and Procedures
 - 1. [PO Request Form](#)
 - a. Please allow 3 business days to process: **Board members can send personal PO requests to Lucy or SA email.**
 - 2. Reimbursements
 - a. Travel & Entertainment via Express
 - i. Need to process Express on your own unless Djoko is able to proxy for you.
 - ii. Please contact Lucy and Djoko before processing: **Rex is also a resource for using Express**
 - b. Other via BruinBuy
 - i. Djoko can process for everyone
 - 3. All finance related items need to be approved by Lucy
 - ii. Every Board Member qualifies for a \$500 reimbursable scholarship: **Recharge is an option. Otherwise, board members need to pay for the course or conference, and SA will reimburse. Multiple transactions are allowed up to \$500. Geno suggested to ask our supervisors if they can sponsor to match this scholarship for a potential total of up to \$1000. Lucy will draft a letter thanking for our service and asking our supervisors to match the \$500.**
 - iii. Skill: Slack/Asana (Ayumi Pantell) 1:10pm
 - 1. **Ayumi checked that everyone was able to access the SA Slack workspace and will host a tutorial at future Board Meeting.**
 - iv. Host Department: UCLA Development (Lucy Tseng) 1:20pm
 - 1. Guests: Nicole Measles and Katie Holland: **They discussed their roles, the Centennial Campaign, Chancellor’s Society and opportunities for donors.**
- 6. [All-Staff Picnic](#) - August 8, 2019 1:40pm
 - a. Please complete [volunteer survey](#) ASAP
 - i. Leah will assign shifts/roles: **Minimum requirement is 1 hour but highly recommend Board participate for the entire time (11am to 2pm).**
 - b. Wear blue SA polo & name tags (and prep for lots of sun)

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- i. Leah will work on reusable name tags for Board Members to be used at all SA events
- ii. **Jahaira and Rex to work on VIP nametags**
- c. **Meal selection: We reviewed meal selections and SA board attendance.**

Upcoming Events

- Saturday, July 27 - Lisa Audish's Housewarming Party, 4pm
- Thursday, August 8 - Annual All-Staff Picnic, 11:30am to 1:30pm
- Saturday, August 17 - Board Social: Summer BBQ @ Brown Residence, 4pm
- **Wednesday, September 4-Friday September 6: Council of UC Staff Assemblies Fall 2019 Meetings (board members are encouraged to attend)**
- 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

Next Meeting: Thursday, August 22nd 11:30am to 1:30pm, [2303 Rolfe Hall Large Conference Room](#): **Theme will be "LUAU". Rex will try to get a Hawaiian lunch catered.**