

**UCLA Staff Assembly Executive Board Meeting**  
**Thursday, October 24, 2019 | 11:30am to 1:30pm**  
**Oppenheimer 980 Conference Room 1**  
**THEME: Costume Party**

Lucy Tseng, President	Geno Mehalik, VP, Events	Lisa Chow, VP, Wellness <b>absent</b>
Leah Brown, President-Elect	Adrian Mohuczy-Dominiak, VP, Information Systems <b>absent</b>	Stephanie Margolin, Secretary/Historian
Kevin Baldwin, Immediate Past President	Jessica Gonzalez, VP, Outreach <b>absent</b>	Djoko Setiyawan, Treasurer <b>absent</b>
Jahaira Duarte, VP, Creative Production <b>absent</b>	Lisa Audish, VP, Programs	Nichelle Travis, Campus Member-At-Large
Rex Delos Santos, VP, Development <b>phone</b>	Kristina Thorson, VP, Special Projects	Juan Jaime, Health Member-At-Large
Jessica Alexander, VP, Digital Engagement <b>phone</b>	Ayumi Pantell, VP, Strategic Communications	

Lunch catered by Clementines

**Conference Line**

Dial in number: 719-247-6398

PIN: 30083

**Agenda**

1. Introduction of Guests | [Icebreakers](#) 11:30am
2. Approve [September 2019](#) Board Meeting Minutes 11:45am
  - a. **Geno motions to approve; Stephanie seconds; Unanimous**
3. President's Updates
  - a. [Calendar of Events](#) 11:50am
    - i. [Board Meeting Locations](#)
    - ii. Board Birthdays: **Lucy's birthday was 10/19**
  - b. Professional Development and Education
    - i. Skill: Updating your Linked in with SA service 11:55am  
**Search for "Staff Assembly @ UCLA"; Jahaira will make a logo**
      1. Prep for Work-Life Harmony exercise

# UCLA Staff Assembly

- ii. Host Department: Health IT (Ayumi + 2 guests) 12:10pm
  - c. Reminders 12:25pm
    - i. Please copy SA email on all major correspondences
    - ii. Lucy will be out of the country November 4-17. Please allow Lucy at least 24 hours before any major decisions are made, if any.
      - 1. Leah Brown will be “in charge”
      - 2. Kevin Baldwin will check SA email
      - 3. Ayumi will manage newsletter and website
    - iii. Scheduling Breakfast with the CFO, UCPD Chief and ED of ASUCLA
    - iv. Personality Assessments for Board Members
    - v. Staff Assembly Strategic Planning
  - d. Who can attend the [next socials](#)? 12:30pm
  - e. Board Member(s) of the Month (Rex & Kristina) / Theme (all!) 12:35pm
- 4. FitBreak 12:40pm
- 5. Board Updates (2 minutes each) 12:50pm
  - a. President-Elect
    - i. Spark Social Media Calendar with Jess A.
  - b. Immediate Past President
    - i. Inaugural Bruin TEK Forum on Monday, October 28
    - ii. Completing 2018-2019 Annual Report
    - iii. Working on Engagement Survey 2019 next steps
  - c. VP, Creative Production
    - i. Currently out of the office because leg is fractured; Morgan will present
    - ii. Working on Spark Campaign with Rex: website, images, banners, infographics, testimonials and videos
    - iii. Designing pop-up tent and banner, table cloth and other marketing items
  - d. VP, Development
  - e. VP, Digital Engagement
  - f. VP, Events
    - i. Narrowed down to two dates for SBRF (January 21 or 28) and Invest in U Summit (June 10); 4 week period for Virtual 5K (April 20-May 11)
    - ii. Meeting with Campus Purchasing on 10/30 to discuss SBRF 2020
    - iii. Connected with Bruin Run Walk in prep for Virtual 5K partnerships
    - iv. Began preliminary venue search
  - g. VP, Information Systems
    - i. Currently in India through mid-November
    - ii. Email all website update requests, cc SA and Ayumi

1. Please be lenient with turnaround time on urgent requests
- h. VP, Outreach
  - i. Postcards and tent cards have been printed
  - ii. Working on adding SA to New Employee Orientation packets/meetings
  - iii. Working on “Opt Out” procedure with Campus HR
  - iv. More tabling opportunities for SA to come
- i. VP, Programs
  - i. Next L@L: Nov 14 with Transportation @ Strathmore Building
  - ii. Dec 11 with Geffen Academy; need to book room
- j. VP, Special Projects
  - i. VIP Reception with Mrs. Block on 10/27 - all prepped and good to go!
  - ii. Emerging Research Speaker Series on Friday 11/22
    1. Need help with location options - free is best.
      - a. Classroom type with adjacent room for intimate lunch
- k. VP, Strategic Communication
  - i. Figured out newsletter image size issue
  - ii. Send all requests to SA email; feel free to cc Ayumi and Jess A.
- l. VP, Wellness
  - i. Bringing Fitness for Fun back with UCLA Recreation
    1. Setting up Eventbrite for RSVP
    2. Will send calendar invites to Board
- m. Members-At-Large: **will look into South Bay Lakers discounts for social**
- n. Secretary: **if need MyUCLA Forms for work, Stephanie will contact Daniel to grant access**
- o. Treasurer
6. Spark Campaign with Taylor Stayton **did not attend** 1:20pm
7. Open Forum 1:25pm
8. Closed Session 1:30pm

### Upcoming Events

- Sunday, October 27 - Fall VIP Reception with Mrs. Block, 10am
- Monday, October 28 - Bruin TEK Forum, 1pm and Reception, 5pm
- Tuesday, October 29 - #Internet50, All Day in Royce Hall
- Tuesday, October 29 - Semel HCI Teaching Kitchen Grand Opening, 5pm
- Wednesday, October 30 - FFF: Yoga Sculpt @ 12:10pm in Wilshire Center
- Friday, November 1 - FFF: Mixtape Yoga & Chill @ 5pm in JWC - Dynasty Room
- Friday, November 1 - FFF: Bootcamp Fun @ 5:30pm in JWC - Pyramid Room

## **UCLA** Staff Assembly

- Lucy out of country - November 4 to 17
- November 6 to December 31 - UCLA Spark Campaign for Staff Scholarships
- Friday, November 8 - Veterans Day Ceremony and Info Fair, Wilson Plaza 10am
- Wednesday, November 13 - FFF: Total Body Workout @ 5:15pm in Wilshire Center
- Wednesday, November 20 - FFF: Zumba @ 5:15pm in JWC - Pyramid Room
- Friday, November 22 - Emerging Research Speaker Series, 12 noon
- Monday, December 2 - FFF: Yoga @ 12:10pm in Wilshire Center
- Tuesday, December 3 - Breakfast with the CFO, 8am
- Thursday, December 5 - FFF: Hip Hop Grooves @ 6:15pm in JWC - Pyramid Room
- Sundays, December 8 and 15 - Universal Studios Hollywood Social

**Next Meeting:** Thursday, November 21st 11:30am to 1:30pm @ Ashe 4th Floor  
Theme: Friendsgiving!

**Geno and Jess A. at Rideshare Week Fair representing Staff Assembly (October 3rd)**



**Staff Attendees at Planetarium L@L (October 17)**

**UCLA** Staff Assembly

