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
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

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  11:50am
   a. Calendar of Events  11:55am
      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
      Search for “Staff Assembly @ UCLA”; Jahaira will make a logo  11:55am
1. Prep for Work-Life Harmony exercise
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
      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
● 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)