UCLA Staff Assembly Executive Board Meeting
Thursday, September 26, 2019 | 11:30am to 1:30pm
Kerckhoff 417

THEME: Back to School!

Lucy Tseng, President
Leah Brown, President-Elect
Kevin Baldwin, Immediate Past President
Jahaira Duarte, VP, Creative Production
Rex Delos Santos, VP, Development
Jessica Alexander, VP, Digital Engagement

Geno Mehalik, VP, Events
Adrian Mohuczy-Dominiak, VP, Information Systems
Lisa Gonzalez, VP, Outreach
Lisa Audish, VP, Programs
Kristina Thorson, VP, Special Projects
Ayumi Pantell, VP, Strategic Communications

Lisa Chow, VP, Wellness
Stephanie Margolin, Secretary/Historian
Djoko Setiyawan, Treasurer
Nichelle Travis, Campus Member-At-Large
Juan Jaime, Health Member-At-Large

Lunch catered by Fundamental

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

Agenda

1. Introduction of Guests | Icebreakers 11:30am
2. Approve July and August 2019 Board Meeting Minutes 11:40am
   a. Lisa C motions to approve; Rex seconds; unanimous yay
3. President’s Updates
   a. Calendar of Events 11:45am
      i. Board Meeting Locations
      ii. Board Birthdays
   b. Professional Development and Education
      i. Skill: Slack/Asana Review (Juan Jaime & Ayumi Pantell) 11:50am
      ii. Skill: Updating your Linked in with SA service 11:55am
         1. Discussion on how to add coursework, request recommendations and skill endorsements, take a skill quiz, and keep profile public.
      iii. Host Department: ASUCLA (Jess A.) 12:10pm
1. Using Bruin Custom Print is encouraged.
2. ASUCLA owns UCLA trademark
3. Lucy is working on getting branded merchandise targeting staff.

   c. Reminders
      i. SA Board Member Scholarships
         1. Supervisor letters: Lucy and Geno’s bosses are matching the $500.
      ii. CUCSA Recap including engagement survey and employee contributions.

   d. Who can attend the next social? 12:30pm
      i. Do we want to do a personality/strengths test?
         1. Enneagram vs Strengthfinders vs Meyers Briggs
            a. Let Lucy know if interested in participating. Majority of the Board expressed interest.
            b. https://blog.hubspot.com/marketing/personality-tests-team
      ii. Interested in doing a strategic plan for UCLA SA?

   e. Board Member(s) of the Month / Theme Winner 12:40pm
      i. BMOTM: Nichelle for assisting with CUCSA. Lisa A. is runner up for helping with things outside of her role.
      ii. Theme winner: Jessica Gonzalez for starting graduate school.

4. FitBreak - Thank you video! 12:45pm
   a. Rex filmed a video with each board member saying “thanks” in different languages to be used for Spark Campaign.

5. Board Updates (2 minutes each) 1:00pm
   a. President-Elect
   b. Immediate Past President
      i. October 28 - Bruin TEK Forum (Bruintech, SA, AMG holding this event)
      ii. Engagement Survey
   c. VP, Creative Production
      i. Working with Nichelle to get pop-up banner, table cloth and pop-up tent
      ii. Working with Jess A. on photo consent and GIFs*
         1. Discuss photo consent procedure for large vs small events
      iii. Working with Rex on new prospectus and upcoming sponsorship decks
      iv. Working with Jess G. on outreach items: postcard and table tents
      v. Working with Lisa A. on Learn-at-Lunch media; shared on Box & Slack
      vi. Rideshare Week Fair is on Thursday, October 3rd
      vii. Working on intake form/management tool for creative production requests*
      viii. Designed Bruin TEK invite
   d. VP, Development
i. UCLA Spark Campaign - November 6th to December 31st  
   1. Goal is 100 donors at any $ amount  
   2. Recommending staff give using the # of years of service  
ii. Working on sponsorship decks for all three major events  
iii. Working on Eventbrite partnership (3 year contract)  
iv. Finalizing Universal Studios Hollywood Holiday partnership  
   1. Will cost $95  
e. VP, Digital Engagement  
i. No more electronic waivers after Dec 29; will use “you may be photographed” signs “do not photograph” stickers instead  
ii. Working with Jahaira to develop SA GIFs to use on social media  
iii. Please follow us @uclasa so we can reach 1000 by the end of 2019  
iv. #MTBM = Meet the Board Monday survey has been distributed  
v. Staff highlights will begin soon; send over to Jessica  
   1. Need engagement for Fan Fridays  
f. VP, Events  
i. Scheduling dates and securing venues for all three major events  
ii. Please let Geno know which event(s) you can help with  
iii. ACHA Program Submission for May 2020  
   1. Wellness programing related to staff and faculty  
g. VP, Information Systems  
i. Bios available on website  
ii. Working on revamping website navigation; feedback welcome  
h. VP, Outreach  
i. Working closely with Jahaira to finish the new flyers and tent cards for SA. The goal is to have them printed by early October to use for distribution.  
ii. Signing up for tabling opportunities; look out for email with Doodle. This is NOT mandatory, but highly encouraged if interested and available.  
i. VP, Programs  
i. L@L #2 is with TIE-INS on Sept 27 in YRL  
ii. L@L #3 is with the Planetarium on Oct 17 in Math Sciences  
iii. Currently working with Transportation, UCPD, Geffen Academy and Early Care & Education to schedule L@L  
iv. Future program ideas include: tunnel tours, Botanical Garden, athletics Hall of Fame, sculpture garden, campus architecture, athletics/recreation, travel, Extension, community garden  
   1. Feel free to keep ideas/partnerships coming
v. FYI only: Link to L@L planning spreadsheet*

j. VP, Special Projects
   i. Fall VIP Reception with Mrs. Block: Sunday, Oct 27 @ 10AM
      1. Reception in Morgan Center first; Women’s Volleyball at 12 noon
   ii. Fall Emerging Research Speaker Series in the works in
        November/December
   iii. Committee is in full swing*

k. VP, Strategic Communication
   i. Working on recent newsletter image issue
   ii. Working with Adrian on adding to listserv
   iii. Creating tutorials on how to edit and upload newsletter to server and how
        to batch add emails to listserv
        1. Cleaning up the listserv

l. VP, Wellness
   i. Planning Common Experience/Book event in Winter 2020
      1. Podcast on gentrification in LA “There Goes the Neighborhood”
      2. Tying in podcast on homelessness with United Way Campaign
   ii. One FitZone and one GroupX class/quarter as Staff Assembly event
   iii. Working on organizing SA plot in community garden

m. Members-At-Large
   i. Professional Development opportunities
   ii. Including non-traditional staff

n. Secretary
   i. Everyone has been added to MyUCLA Forms
      1. Please contact Stephanie for training if needed

o. Treasurer
   i. Reviewing and processing reimbursement requests
   ii. Working with AP to overdue invoices
   iii. Looking into a (new) financial statement format*

6. Open Forum
7. Closed Session

Upcoming Events
- Thursday, October 3 - Rideshare Fair, Bruin Plaza 10am to 2pm
- 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 - Bruin TEK Forum, 1pm and Reception, 5pm
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
Sundays, December 8 and 15 - Universal Studios Hollywood Social

Next Meeting: Thursday, October 24th 11:30am to 1:30pm @ Oppenheimer 980
Theme: Costume Party!!

SA Board Social at UCLA Football Home Opener on 9/7