

**ASSOCIATED STUDENTS UCLA
BOARD OF DIRECTORS
Regular Meeting
May 19, 2017
12:00 p.m.
Kerckhoff Hall Staterooms**

PRESENT: Patrick Adler, Michaela Boster, JC De Vera, Nathan Glovinsky, Kirk Koenig, Apsara Perera, Lena Riess, Agnes Warren, Bob Williams, and Christine Wilson

ABSENT: Kevin Eagan, Alexandra Latshaw, Andrew Lewis

MANAGEMENT: Donna Baker, Finance Director
Cindy Bolton, Food Service Director
Roy Champawat, Student Union Director
Sandi Gillespie, ASUCLA Association Affairs Manager
Patrick Healey, UCLA Store Director-General Merchandise
Michelle Moyer, ASUCLA Director of Business Affairs and Compliance
Karen Noh, Special Projects Director
Lisa Perez, ASUCLA Marketing Director
Neil Yamaguchi, UCLA Store Director-Academic Materials

GUESTS: Amir Kashfi, Undergraduate Student
Yun Kyung Kim, Daily Bruin
Arielle Mokhtarzadeh, USAC President
Navi Sidhu, Undergraduate Student
Danny Siegel, Previous USAC President
Michael Skiles, GSA President
Matthew Quigley, Academic Planning & Budget

CALL TO ORDER

Mr. Adler called the meeting to order at 12:08 p.m.

APPROVAL OF AGENDA

Mr. Adler called for consent to approve the Associated Students UCLA Board of Directors' May 19, 2017 Regular Meeting Agenda. There being no objections, the motion was approved by unanimous consent.

Approved: July 18, 2017

APPROVAL OF MINUTES

Mr. Adler called for consent to approve the Associated Students UCLA Board of Directors' April 28, 2017 Regular Meeting Minutes. There being no objections, the motion was approved by unanimous consent.

PUBLIC COMMENT

GSA President, Michael Skiles addressed the Board and referenced the recent UC Office of the President audit and the questions it raises. He stated that the UC is not spending money for student housing and expects student's rents to pay not only for all future developments but also to support the rest of the administration. The UC is continually growing their central administration while they won't grow their faculty. He said expressed his concern for the UC paying top executives' salaries that are comparable to the private market; however TA's are paid practically nothing. He praised the Association for sharing every cent it can with student organizations and student programs. He stated that ASUCLA is the one independent association where shared governance is not just a talking point but a dynamic reality. He thanked the Board for its hard work and is looking forward to collaborating with them to strengthen the Association.

USA President and former Board Member, Arielle Mokhtarzadeh wanted thank the Board and management for her experience on the Board. Serving on the Board has one of her most meaningful experiences of her life. She learned so much about being a leader, fiduciary, and an undergraduate representative. She also learned so much about the Association's history and the value for fighting for that history and its model. She is looking forward to working with the Board in her new capacity as the undergraduate president.

Mr. Adler thanked Ms. Mokhtarzadeh for her dedication to the Board of Directors.

Past USA President, Danny Siegel, thanked the Association for the genuine collaboration especially with the Entities Committee and is excited about the direction the new council is heading with the support of the Association.

EXECUTIVE DIRECTOR'S REPORT

Mr. Williams updated the Board on the following topics:

April Financial Results

April financial results were as expected and below plan in both sales and net income. The textbook sales trends seen throughout the year continued leading to a negative variance in sales and contribution in the Store. Food Service results were also not as strong as expected. As seen in the previous two rush months, the Association is below plan in net income. However, there continues to be a year-to-date positive variance to plan of \$129,000 and management expects to be close to plan throughout the final three months of the fiscal year.

May Sales Trends

May sales trends are somewhat better in the Store, but Food Service sales continue to be well below our aggressive budget targets while still tracking ahead of last year's results.

Storewide Sizzlin' Summer Sale

Wednesday, May 17 was the last major storewide sale for the year. Sales results were \$20,000 better than last year.

BearWear

The fall catalog photo-shoot is now in underway. Student models have been selected and location shoots are ongoing. Catalog proofs will be ready mid-June.

Championship Merchandise

The Store is preparing for the potential need to produce new championship merchandise. UCLA could win several possible NCAA sports championships including; Men's Tennis, Women's Tennis before the end of May. More NCAA Championships are possible in June for Softball, Baseball, and Track & Field.

Textbook Buyback

The textbook buyback program will begin tenth & finals week. Buyback locations will be in Ackerman Union, Health Sciences Store, Hilltop Shop, and Lu Valle Commons.

Store Inventory

The Store will be doing its yearly physical inventory June 2-4. This is a critical function to determine how accurately the shrinkage projections have been throughout the year.

Football Spring Showcase

Store sales at this year's Football Spring Showcase were down a bit at this year's showcase most likely due to the Athletics' surplus sale. Food sales were up slightly from last year.

Food Security

In an effort to support the campus's food security initiatives, the Market has partnered with the CPO office, to donate out-of-date food items to the Food Closet. On a daily basis, representatives from the Food Closet pick-up items that in the past would have been disposed of due to reaching the expiration date indicated on the packaging.

Alumni Association Events

In partnership with the UCLA Alumni Association, UCLA Store will be hosting two Alumni Appreciation events. The first will be in an in-store promotion for Alumni Association members to save 20% on all UCLA Bearwear and BookZone books on Saturday, May 20th. The second event will be an online promotion from June 5-7, providing a 20% discount for all UCLA Apparel and Accessories.

Commencement Flowers

The Market will be coordinating and providing Commencement flowers at tents around campus.

Student Union

The quarterly 24-Hour Study Lounge will be Wednesday, June 7 through Thursday, June 15. There will be free van service 1:00 to 7:00 a.m. and free coffee at the Kerckhoff Coffee House and Bruin Buzz after 9:00 p.m.

USAC Installation

USAC Installation will be May 21 at 12:00 p.m. in the Kerckhoff Grand Salon. ASUCLA's own former Board member, Arielle Mokhtarzadeh will be installed as USAC President and give an inaugural address. A reception will follow.

Ackerman Union First Floor Dining Room

Projected costs of the project require some additional steps in project classification and paperwork including potential bidding of the project or project elements. Management has initiated this process in order to get a clear estimate of the costs. Once this information is received, management will come back to review the project with the appropriate committees and the full Board for potential funding.

Exceptional Student Performance Awards

The annual award event for the top student employees will occur on May 24 from 2:00-4:00 p.m. There will be approximately 40 awards. Each recipient will get a letter of recommendation, a certificate, a themed t-shirt, and a \$150 Store gift card.

Employee Appreciation Days

ASUCLA employees and BOD members save 33% at the UCLA Store on June 7 and June 8.

EXECUTIVE COMMITTEE REPORT

Ms. Perera stated the committee met on May 9 and continued to plan the Board's Orientation Retreat.

FINANCE COMMITTEE REPORT

Ms. Riess stated the committee met on May 5 for the FY 17-18 Budget meeting and met again on May 12 to approve the budget. At the May 12 meeting, the committee also approved the Communication's Board FY 17-18 Budget and approved a capital expenditure for the Ackerman Union expansion joint. The committee also discussed the internal audit of the computer store which was very positive.

SERVICES COMMITTEE REPORT

Ms. Boster stated that the committee met on May 12 and discussed the first floor dining room project.

PERSONNEL COMMITTEE REPORT

Mr. De Vera stated that the committee met twice since the last Board meeting and discussed the Executive Director search and the Executive Director's evaluation. The committee will meet again today after the Board meeting.

ASUCLA BRANDING AD-HOC COMMITTEE REPORT

Ms. Riess stated that the committee met today, May 19 and finalized the ASUCLA tagline.

FINANCIAL STATEMENTS

Services & Enterprises April Financial Statements

Gross income for the Association was negative to plan by (\$488,000); which was mostly due to textbooks, course readers, and computer sales. Net income for the month was negative by (\$113,000).

The Store was negative in gross income by (\$450,000) and negative (\$98,000) in contribution. UCLA Restaurants were negative by (\$20,000) in gross income and negative by (\$50,000) in contribution.

The Services Division was negative to plan by (\$45,000) in gross income and (\$17,000) in contribution. The negative results were mainly due to Domestic Licensing.

The Student Union was positive \$27,000 in gross income and \$16,000 in contribution due several new events.

The Association reported a cash book balance of \$11,513,000 for the month. Of this balance, \$1,234,000 has been reserved for capital projects, leaving \$10,279,000 in uncommitted cash which is (\$3,599,000) less than the board-required cash reserve.

Past due accounts receivables were at roughly \$240,000 or 6%. Store inventories at cost were \$5,400,000; while inventory turns were at 4.5.

May Month-to-Date Preliminary Sales

May sales figures in the Store are negative to plan by (\$172,145). There are positive sales in BearWear and the Computer Store; however, Graduation Etc. is negative (\$129,177) to plan. LuValle Commons is negative to plan by (\$5,100) and the Health Science Store is positive to plan by \$145,912 due to the dental kits sales. The Hilltop Shop is positive to plan by \$9,053 and MTW is positive by \$13,523. Estimated Gross Margin for May is negative by (\$23,092).

Food Service is negative to budget in sales for May by (\$104,652). Catering is negative to plan by (\$6,967) and Concessions are negative to plan by (\$10,960).

ACKERMAN UNION FIRST FLOOR EXPANSION JOINT

Subsequent to approval of this capital expenditure, additional areas of leak remediation have been identified. These areas on the north side of Ackerman experienced leaks during the recent rain season. Management is asking for Board approval of a revised capital expenditure of \$129,812 to address water leak related to the expansion joints on both the west and now north side of Ackerman Union.

Ms. Riess made a motion, seconded by Mr. Eagan that the Associated Students UCLA Board of Directors' Finance Committee approve and recommends to the Board of Directors a revised \$129,812 capital expenditure for an expanded scope of replacement of Ackerman Union expansion joint section

SERVICES & ENTERPRISES FY 17/18 BUDGET & FIVE YEAR FORECAST

Mr. Williams stated that only change to the budget since the finance committee budget meeting on May 5 was the revision of the Referendum Projects which were pushed to the outer years. The committee agreed that the budget was fiscally sound.

Ms. Latshaw made a motion, seconded by Ms. Riess to approve and forward to the ASUCLA Board of Directors the Services & Enterprises FY 17/18 Budget and Five-Year Forecast. Ms. Riess called for a vote. The motion was approved by a vote of 4 yeas and no nays.

COMMUNICATIONS BOARD FY 17/18 BUDGET

The committee discussed the budget at length with Ms. Deen Communications Board budget as well as the student media staffing. The committee agreed that the budget for FY 17/18 was fiscally sound.

Ms. Riess made a motion, seconded by Ms. Boster to approve and forward to the Associated Students UCLA Board of Directors the FY 17/18 Communications Board Budget. Ms. Riess called for a vote. The motion was approved by a vote of 4 yeas and no nays.

EXECUTIVE SESSION

Mr. Adler called for consent for the Associated Students UCLA Board of Directors to enter into Executive Session. There being no objections, the motion was approved by unanimous consent.

The Board entered into Executive Session at 1:24 p.m.

Mr. Adler called for consent to exit the Associated Students UCLA Board of Directors Executive Session. There being no objections, the motion was approved by unanimous consent.

The Board exited Executive Session at 2:37 p.m.

ADJOURNMENT

Mr. Adler called for consent to adjourn the Associated Students UCLA Board of Directors' May 19, 2017 Regular Meeting. There being no objections, the meeting was adjourned at 2:37 p.m.

* * * * *

Pursuant to Bylaw 3, section 3.6(d) of the ASUCLA Board of Directors Bylaws, I have reviewed these Minutes and hereby attest to their accuracy.

Agnes Warren
Board Secretary and Administrative Representative