

**ASSOCIATED STUDENTS UCLA
BOARD OF DIRECTORS
Regular Meeting
March 16, 2018
12:00 p.m.
Kerckhoff Hall Staterooms**

PRESENT: Pouria Abbassi, Teni Adewumi-Gunn, Michaela Boster, Nathan Glovinsky, Kevin Kato, Alexandra Latshaw, Andrew Lewis, Lena Riess, Navi Sidhu, Jesse Torres, Lawrence Traylor, Agnes Warren, and Christine Wilson

ABSENT: Kevin Eagan

MANAGEMENT: Donna Baker, Finance Director
Cindy Bolton, Food Service Director
Roy Champawat, Student Union Director
Sandi Gillespie, Association Affairs Manager
Patrick Healey, UCLA Store Director-General Merchandise
Cynthia Holmes, Licensing Director
Michelle Moyer, Director of Business Affairs and Compliance
Lisa Perez, Marketing Director

GUESTS: Savannah Gardner, Swipe out Hunger
Christian Green, GSA
Adriana Hardwicke, USAC Community Service Commission
Thomas Lim, Daily Bruin

CALL TO ORDER

Mr. Glovinsky called the meeting to order at 12:14 p.m.

APPROVAL OF AGENDA

Mr. Glovinsky called for consent to approve the Associated Students UCLA Board of Directors' March 16, 2018 Regular Meeting Agenda. There being no objections, the motion was approved by unanimous consent.

APPROVAL OF MINUTES

Mr. Glovinsky called for consent to approve the Associated Students UCLA Board of Directors' February 23, 2018 Regular Meeting Minutes. There being no objections, the

motion was approved by unanimous consent.

PUBLIC COMMENT

Adriana Hardwicke and Savannah Gardner addressed student food insecurity and asked the board to consider less expensive healthier options at its locations.

Christian Green, a graduate student and member of Westwood Forward Coalition, also asked the board to consider healthier affordable options and to consider building a sports bar on campus.

EXECUTIVE DIRECTOR'S REPORT

Mr. Abbassi updated the Board on the following topics:

1. ASUCLA will be set up on the UCLA Store Patio with a 10' x 30' tent for ASUCLA and the UCLA Store, and a 10' x 20' tent staffed by the Computer Store. The set-up includes a Coffee Station, ASUCLA student employees as peer to peer advocates, and Bruin Cub Ears printed with the ASUCLA logo will be distributed. We'll encourage Cub Ears selfies on Instagram tagging @ASUCLA with a giveaway for one random post.
2. Gross income from all operations at \$4,898K was \$51K better than budget and 211K better than last year. All operational divisions exceeded last year sales and all divisions with the exception of restaurants exceeded budget in terms of sales. Gross Margin was ahead of last year by \$36K and was practically at budget for the month.
3. The first floor dining room furniture has been installed with few minor remaining adjustments to be made through March 18. An opening event to appreciate the work of all involved and celebrate this important milestone will be hosted today, March 16 with participation of the Board.
4. Blaze Pizza construction is essentially complete with Certificate of Occupancy issued and health inspection passed with minor corrections before opening. Menu boards to arrive on March 16. The first training orientation session will also occur March 16. Formal training will start after spring break on April 2 with grand opening occurring on April 9.
5. Veggie Grill- Asbestos & lead tests completed. No asbestos but there is some lead paint in the tiles on the hood. VG will be coordinating abatement. The electrical plan sign off and permit needs to be completed and we are following up with project manager.
6. Catering- Marketing is finishing up the new website to go live with the new menu.

New menu goes live with clients on April 1. We have our first planning meeting with ASUCLA Events for the Open House to market our catering and event services to the UCLA community.

7. Course Readers Solution (CRS)- The Course Reader Solutions managers and the Outreach Manager have initiated regular and ongoing interaction with all campus Department Coordinators. The CRS team is now concluding an extra sweep for spring quarter, directly reaching out to all campus Department Coordinators as well as faculty with Spring teaching assignments. The goal is to increase Spring adoptions. To date, six additional courses have been picked up during the process. We are also looking into hosting an event for all Department Coordinators.
8. LuValle Patio- Dating to the original construction of LuValle Commons in 1985 there has been a wood deck surrounding a tall redwood tree. The tree died and was removed leaving a hole in the deck area that needs to be addressed. The replacement of the deteriorating decking with masonry to match the surrounding pavers is necessary and will be done as soon as possible.
9. Ackerman Union Restrooms Refurbishment- Contracts are proceeding for Demo, Plumbing, Paint and Tile work. Construction barricade and signs will go up on March 19 and the project is scheduled for completion by commencement.
10. Event Services- We are developing a strategy to gain/regain additional clients. We have made an initial contact with Alumni Association to work with them on partnership/referrals. Event and Catering are working on a Catering/Event Services Open House. An initial floorplan and space layout has been developed and is in the process of getting refined.

EXECUTIVE COMMITTEE REPORT

Ms. Riess stated the committee met on March 14 and the meeting was held in Executive Session.

FINANCE COMMITTEE REPORT

Mr. Sidhu explained that the committee met on March 9 and discussed the Draft Audit for Facilities Maintenance and approved and forwarded the FY 18-19 Final Budget Assumptions.

SERVICES COMMITTEE REPORT

Ms. Boster stated that the committee met on March 9 and heard a presentation regarding a round-up donation program that could be executed in the Store for causes

that students are involved in. The committee also formed a sub-committee to determine the process and procedures for a round-up donation program.

PERSONNEL COMMITTEE REPORT

Ms. Latshaw stated that the committee report will be in executive session.

ASUCLA AD-HOC COMMITTEE REPORT

Mr. Glovinsky stated the committee met earlier today, March 16, and heard the preliminary survey results from Clever Creative.

FINANCIAL STATEMENTS

Student-Run Enterprises February 2018 Financial Statements

Gross income for the Association was positive to plan by \$51,000 and net income for the month was positive by \$10,000.

The Store was positive in gross income by \$65,000 and \$38,000 in contribution. UCLA Restaurants were negative by (\$60,000) in gross income and negative (\$16,000) in contribution due to the delayed opening of Blaze Pizza and Veggie Grill.

The Services Division was positive to plan by \$23,000 in gross income due to domestic and international licensing and negative (\$11,000) in contribution due to leased operations specifically the vacant Kaplan's space.

The Student Union was positive by \$26,000 in gross income and was on plan in contribution due to an increase in the number of events.

The Association reported a cash book balance of \$15,443,000 for the month. Of this balance, \$1,208,000 has been reserved for capital projects, leaving \$12,833,000 in uncommitted cash which is (\$2,097,000) less than the board-required cash reserve.

Past due accounts receivables were at roughly \$100,000 or 3%. Store inventories at cost were \$5,700,000; while inventory turns were at 4.5.

Student-Run Enterprises March Preliminary Sales

March sales figures in the Store are positive to plan by \$61,208 due to new text and course readers. The Health Science Store is positive to plan by \$78,353 due to dental kits. The Hilltop Shop is positive to plan by \$3,499 and MTW is positive to plan by \$1,251.

Food Service sales are negative to budget by (\$292,271). Concessions are negative by

(\$68,403) and Catering is positive by \$152. Court of Science Student Center is (\$36,930) negative to plan due to the delay in opening Blaze Pizza and Veggie Grill is also negative to plan by (\$60,475) due to their delayed opening.

APPROVAL OF FY 18-19 FINAL BUDGET ASSUMPTIONS

Mr. Abbassi stated that there were no changes to the tentative budget assumptions.

Mr. Sidhu made a motion, seconded by Mr. Lewis, that the Associated Students UCLA Board of Directors approve of the FY 18-19 Final Budget Assumptions. Mr. Glovinsky called for a vote. The motion was approved by a vote of 9 yeas and 0 nays.

EXECUTIVE SESSION

Mr. Glovinsky 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 1:04 p.m.

Mr. Glovinsky 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 1:19 p.m.

ADJOURNMENT

Mr. Glovinsky called for consent to adjourn the Associated Students UCLA Board of Directors' March 16, 2018 Regular Meeting. There being no objections, the meeting was adjourned at 1:19 p.m.

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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