

**ASSOCIATED STUDENTS UCLA
BOARD OF DIRECTORS**

Regular Meeting

April 24, 2015

12:00 p.m.

Kerckhoff Hall Staterooms

PRESENT: Mike Anderson, John Bollard, Carly Calbreath, Precious Elam, CJ Gabbe, Monet LeMon, Katrina Vō, Agnes Warren, Bob Williams, Jordan Wong, and David Zeke

LATE: Denea Joseph

ABSENT: Kevin Eagan and Karleen Giannitrapani

MANAGEMENT: Donna Baker, ASUCLA Financial Planning and Treasury
Sandi Gillespie, ASUCLA Association Affairs Manager
Patrick Healey, UCLA Store General Manager/Director
Apparel/Accessories/LuValle Commons/Health Sciences Store
Karen Noh, ASUCLA Special Projects Director
Lisa Perez, ASUCLA Marketing Director

GUESTS: Sam Hoff, Daily Bruin

CALL TO ORDER

Mr. Wong called the meeting to order at 12:07 p.m.

APPROVAL OF AGENDA

Mr. Wong called for consent to approve the Associated Students UCLA Board of Directors April 24, 2015 Regular Meeting Agenda. There being no objections, the motion was approved by unanimous consent.

APPROVAL OF MINUTES

Mr. Wong called for consent to approve the Associated Students UCLA Board of Directors March 13, 2015 Regular Meeting Minutes. There being no objections, the motion was approved by unanimous consent.

EXECUTIVE DIRECTOR'S REPORT

Mr. Williams updated the Board of the following topics:

February Financial Summary

Overall results for the Association in March were ahead of plan led by a positive performance in both the UCLA Store and Food Services. Several projects continue to make progress including the new all-gender restroom, Global Viewpoint Lounge project and several store and food projects.

Budget Process

The budget process is now well along and the Finance Committee was presented with some draft projections last week. At the May 8 budget meeting the Board will review specific strategies within each division and the associated budget risk as well as spend additional time looking at specific capital expenditure projections.

Festival of Books

The UCLA Store had a booth at the annual Festival of Books. Preliminary sales results were \$31,000 versus last year's total of \$21,000.

Book Operations

With the retirement of the text buyer a new book division was created that now includes textbooks and general books. Floor operations will be consolidated between textbooks and general books at Ackerman.

UCLA Alumni Day

UCLA Alumni Day is May 16 and the UCLA Store will be open extended hours and feature a 20% discount on BearWear and BookZone in the program guide.

Spring Football Showcase

The store will be out at the Rose Bowl for the "Spring Showcase." Concessions will be set up on the concourse of the Rose Bowl.

Student Affairs Space Partnerships

The new Student Affairs/Enrollment Management offices on Ackerman A-level are complete.

Sizzlin' Summer Sale

The Sizzlin' Summer Sale will be held on May 20. This is the last big sale of the school year.

Computer Store Faculty and Staff Appreciation Sale

The Computer Store Faculty and Staff Appreciation Sale on May 20 will have special savings on Apple computers.

Grad Etc.

Cap and gown distribution begins on A-level on May 23.

T-shirt Contest

There have been 324 t-shirt contest winner shirts sold. It's tracking at about half of last year's shirt sales. Even though the sales number isn't as high, sales aren't dropping as time goes on and are consistent with last year. This year's shirt also got a sales bump on Bruin Day.

Art in the Union

The Union has received a record 37 entries this year in the annual Art in the Union competition. The works will be on display in the Kerckhoff Art Gallery from April 27 through May 8.

Global Viewpoint Lounge Project

Work has begun to develop a final design and costs for the Global Viewpoint Lounge project working closely with Student Affairs and Admissions. Design work is being updated to look at a version of the project with built in video screens and no raised seating.

Student Space Projects

In coordination with the Space Committee, management continues to look at various space projects to better utilize the textbook space and find other income generating possibilities.

Engineering Construction

Management is in the beginning planning phase for the changes within the loading dock and receiving area when the new tunnel opens.

Kikka Sushi Project

Delays continue in the finalizing of a few specific details on the construction plans. Management has brought in Facilities to see if they may be able to assist in getting the project completed.

All-Gender Restroom

Plans are being prepared and materials, tile, and colors are being selected.

Café Powell

The Services Committee reviewed some preliminary theoretical numbers regarding a potential Café Powell project.

Service Awards

The annual Employee Service Awards event will be on Tuesday, April 28 from 9:00-10:30 a.m. in the Grand Salon.

ASUCLA Exception Student Awards

May 21 from 2:00-4:00 p.m. will be the annual celebration highlighting the invaluable work of the student employees. At this event, awards are given to the top student employees. Each unit manager or supervisor will give a short presentation highlighting the performance and contribution of their award winners.

Survey/Quiz

UCLA Computer Store survey in conjunction with the ASUCLA Benefits U/Computer Store email was recently launched. The survey focused on customer experience and new services. There were approximately 850 responses with a lot of positive and constructive feedback.

ASUCLA Long-Term Plan

Long-term strategies and the costs associated with succession planning have been adjusted in next year's budget. New business strategies continue to be studied for future consideration.

Support of ASUCLA Entities

The Finance Committee met with the Communications Board Finance Committee to review some preliminary budget numbers and funding strategies for Student Media. In addition, there was a request from the USAC President asking for an increase in the Student Interaction Fund.

EXECUTIVE COMMITTEE REPORT

Mr. Zeke state the committee met on April 1 and discussed the ASUCLA Social Responsibility Policy, donation requests, space requests, and created the Board meeting agenda.

FINANCE COMMITTEE REPORT

Mr. Gabbe stated the committee met on April 17 and previewed the preliminary budget. The committee also had a very productive meeting with the Communications Board Finance Committee which provided the group with preliminary budget numbers. The committee also heard a request to increase the Student Interaction Fund.

PERSONNEL COMMITTEE REPORT

The committee met twice to discuss the Executive Director's evaluation.

SERVICES COMMITTEE REPORT

The committee met on April 10 and heard a presentation regarding a meditation space in Ackerman Union. The committee also discussed composting, the donation box, and a possible Café Powell.

CAMPUS ENGAGEMENT AD-HOC COMMITTEE REPORT

The committee did not meet due to a lack of quorum.

STUDENT UNION SPACE INIATIVE AD-HOC COMMITTEE REPORT

Ms. Calbreath stated the committee met on April 24 and discussed the all-gender restroom and the meditation space.

FINANCIAL STATEMENTS

March 2015 Services & Enterprises Financial Statements

Financial results for the Association in March were ahead of plan. Overall net income for the month exceeded budget by \$86,000. For the year, the Association is still showing a negative net income of (\$406,000) but this result is better than budget by \$614,000 and ahead of last year by \$186,000.

The Store had a good month showing a positive variance in sales and contribution by \$69,000 and \$32,000, respectively. It should be noted that some of this positive variance is a budget timing issue in Course Readers which will reverse as a negative next month.

The Food Service Division had another solid month exceeding budget by \$54,000 in contribution. The results are consistent with the patterns of the past few months with all of the 1st floor units tracking ahead of plan. In addition, all of the outlying major units of the Court of Sciences Student Center, LuValle Commons, and North Campus Student Center saw positive results versus plan for the month.

The Services Division fell short of budget for the month by \$46,000 with slower than anticipated results in both Domestic and International Licensing. Photography is also seeing some decline in sales.

The Student Union Division was on plan for the month as the result of cost control in events. There was a positive adjustment in Utilities but continue to see higher maintenance wages as the Association tries to improve facilities conditions. These results, along with a positive variance in Depreciation, led to an overall solid month for the Association.

Ms. Baker explained that in terms of cash, the Association reported a book balance of \$10,338,000 for the month. Of this balance, \$2,975,000 has been reserved for capital projects, leaving \$6,167,000 in uncommitted cash which is \$3,381,000 less than the board-required cash reserve.

Past due accounts receivables were at roughly \$230,000. This balance is higher than prior month and some of this is due to timing. Store inventories at cost were \$6,900,000; while inventory turns were at 4.3.

April Month-to-Date Preliminary Sales

Current month-to-date sales are \$218,733 positive to plan. The LuValle Store is positive to plan by \$15,016 and the Health Science Store is positive to plan by \$18,747. The Hill Top Shop is positive to plan by \$22,589 and E-commerce is positive to plan by \$13,959.

Due to these results, management is expecting the gross margin to be positive by \$96,715.

The UCLA Restaurants are currently positive to plan by \$112,225 primarily due to Concessions and third party operations.

STUDENT MEDIA DEFERMENT

In order to get through the fiscal year in terms of cash flow, it will be necessary to defer administrative payments longer than expected; therefore, it is requested to extend the deferment from April 30 to August 31, 2015.

Mr. Gabbe made a motion, seconded by Mr. Eagan Associated Students UCLA Board of Directors approve an extension to defer the Student Media administrative and support services payments for a maximum of \$100,000 until August 31, 2015.

Mr. Wong called for a vote. The motion was approved by a vote of 9 yeas and 0 nays.

EXECUTIVE SESSION

Mr. Wong 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 1:11 p.m.

Mr. Wong 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 1:58 p.m.

ADJOURNMENT

Mr. Wong called for consent to adjourn the Associated Students UCLA Board of Directors April 24, 2015 Regular Meeting. There being no objections, the meeting was adjourned at 1:59 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.

John Bollard

Board Secretary and Administrative Representative