

**ASSOCIATED STUDENTS UCLA
BOARD OF DIRECTORS**

Regular Meeting

May 29, 2015

12:00 p.m.

Kerckhoff Hall Staterooms

PRESENT: Mike Anderson, Carly Calbreath, Precious Elam, CJ Gabbe, Denea Joseph, Monet LeMon, Katrina Vö, Agnes Warren, Bob Williams, Jordan Wong, and David Zeke

ABSENT: John Bollard and David Zeke

MANAGEMENT: Donna Baker, ASUCLA Financial Planning and Treasury
Roy Champawat, Student Union Director
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
Neil Yamaguchi, UCLA Store General Manager/Director of
Academic Support

GUESTS: Arielle Mokhtarzadeh, Undergraduate Student
Apsara Perera, Undergraduate Student
Nick Yu, Daily Bruin

CALL TO ORDER

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

APPROVAL OF AGENDA

Mr. Williams stated that he would like an Executive Session added to the agenda. Mr. Wong called for consent to approve the Associated Students UCLA Board of Directors May 29, 2015 Regular Meeting Agenda as amended. 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 April 24, 2015 Regular Meeting Minutes. There being no objections, the motion was approved by unanimous consent.

Approved: July 24, 2015

EXECUTIVE DIRECTOR'S REPORT

Mr. Williams updated the Board of the following topics:

April Financial Summary

Overall results for the Association in April were ahead of plan led by a positive performance in both the UCLA Store and Food Services. With summer approaching, many key capital projects that were discussed and funded during the year are set to begin.

Store Inventory

The Store inventory will be conducted May 29-31. This is a very important process because it will determine final shrinkage rates as compared to budget. There will be a new audit team in place to oversee the process.

Pauley Pavilion Concessions

Management has met with DIA to discuss feedback and changes for the Pauley Pavilion Concessions and the Pavilion Club next year. The food team will be putting a review of existing food sales and 3rd party performances to make a detailed recommendation to Athletics.

Special Olympics

The International Special Olympics will return to Los Angeles and UCLA for the 2015 World Summer Games from July 25 through August 2. UCLA will house 4,000 athletes in its dorms and host competitions for five of the Olympics' 22 sports. The Student Union, Store, Concessions, and Catering are beginning their detailed planning for this major event.

Sizzlin' Summer Sale

The Store sale was very well attended and sales results were slightly ahead of plan.

Computer Store

The Computer Store had \$150K in sales, but Apple just announced a refresh of the MacBook Pro 15" the day before the sale. Therefore, backorders were allowed for the new laptops at the promotional price.

Food Service POS

The ASUCLA server is currently being tested and management hopes to have all the data migrated from UCLA this week. The first delivery of initial registers (CSSC will be the first go-live location) has been shipped. The installation of the new system will take place in June and July.

Global Viewpoint Lounge

Audio/acoustical engineers have completed their initial study of the room and they propose acoustical treatments for three sides of the room. The project manager asked for alternatives that were not as extensive.

The Facilities Designer is working on chair selection based on level seating, and the large window shade is scheduled for replacement next week.

Kikka Sushi

The Fire Marshall has approved the revised plans and they are now at Capital Programs.

All-gender Restroom

The A-level Ackerman Union all-gender restroom construction is scheduled to begin on July 7 and management is hoping to receive the certificate of occupancy the first week of September.

Café Powell

Mr. Williams will be reaching out to Capital Programs and the Library to receive an update on potential Library plans.

Employee Appreciation

The next Employee Appreciation Day sale will be on June 3 and 4. Employees will receive 33% off on those days on the normal discounted items.

Strategic Food Initiatives

Analysis is continuing on potential A-level/1st floor adjustments for discussion at the retreat and additional information on North Campus will also help with narrowing down future plans.

Mr. Williams also thanked and congratulated Jordan Wong on his success chairing the Board this half of the year.

EXECUTIVE COMMITTEE REPORT

Mr. Wong stated the committee met this morning, May 29 and prepared for the upcoming retreat.

FINANCE COMMITTEE REPORT

Mr. Gabbe stated the committee met on May 17 and approved and forwarded to the Board the Services and Enterprises FY 15-16 Budget and Five year Forecast. The committee also met with the Communications Board regarding their budget.

SERVICES COMMITTEE REPORT

Ms. Elam stated the committee met on May 22 and recapped their progress this year.

PERSONNEL COMMITTEE REPORT

Ms. Giannitrapani stated the committee has met twice since the last Board meeting and she will give her report in Executive Session.

CAMPUS ENGAGEMENT AD-HOC COMMITTEE REPORT

Ms. Joseph stated the committee met on May 22 and also reviewed the committee's progress throughout their and what items need to continue going forward.

STUDENT UNION SPACE INIATIVE AD-HOC COMMITTEE REPORT

Ms. Calbreath stated the committee met received updated on their ongoing projects, all-gender restroom and the global viewpoint lounge project.

JOINT OPERATING COMMITTEE REPORT

Mr. Wong stated the committee met on May 15 and discussed the Communications Board and space concerns.

FINANCIAL STATEMENTS

April 2015 Services & Enterprises Financial Statements

Overall net income for the month exceeded budget by \$201,000. For the year, the Association is showing a positive net income of \$158,000. This result is better than budget by \$815,000 and ahead of last year by \$476,000.

The Store had a very strong month showing a \$255,000 positive variance in sales and a \$103,000 positive variance in contribution.

The General Merchandise Division exceeded its sales plan by around \$127,000 and had a positive variance in contribution of \$51,950. BearWear had a strong performance for the month with positive spring break trends and added foot traffic throughout the month. Graduation Etc. sales have jumped in April to a solid positive variance and bringing year-to-date results ahead of both plan and last year. E-commerce results were strong led by favorable responses to some new spring products and baseball jerseys. The Market continues to bounce back from its slower results last year with another positive month and strong yearly trends.

In the Academic Division, New Text is down, but Used Text is up. Course Readers Solutions had a strong month with higher digital sales in excess of the offset from the other income timing received last month. The Computer Store was ahead of plan in April primarily on the strength of department sales.

The LuValle Store saw a positive variance due to consignment sales from general book vendors and good results in general merchandise. The Health Sciences Store also exceeded its contribution budget with strong Festival of Books sales and solid dental kit and general merchandise results.

The Food Service Division was slightly better than plan exceeding both sales by \$13,467 and contribution by \$9,239. Of the three main outlying operations, LuValle had the strongest month exceeding plan and tracking well ahead of last year. North Campus was off for the month and year-to-date results, while consistent with last year, are below the plan. The Court of Science Student Center was above plan although Café Synapse continues to operate at a loss and fell short of plan. In the Special Events areas, Catering was off plan with reduced Training Table but continues to track ahead of budget for the year while Concessions saw a \$13,125 positive contribution variance due to some unbudgeted events and higher than anticipated softball sales.

The Services Division was on plan with higher Domestic Licensing but was offset by soft sales and minimum guarantee reduction to our European licensee.

The Student Union Division saw a good positive variance of \$28,790 in contribution due to new university events and added film shoot income. A&SS saw some continued savings in career wages and benefits and utilities came in positive for the month.

Ms. Baker explained that in terms of cash, the Association reported a book balance of \$11,019,000 for the month. Of this balance, \$2,919,000 has been reserved for capital projects, leaving \$7,358,000 in uncommitted cash which is \$2,413,000 less than the board-required cash reserve.

Past due accounts receivables were at roughly \$212,000. Store inventories at cost were \$6,100,000; while inventory turns were at 4.3.

May Month-to-Date Preliminary Sales

May sales figures are excellent in the Store with a positive variance versus plan of \$584,030. This is partially due to a budget that is conservative but sales are also \$284,000 ahead of last year. Positive variances are centered in BearWear, Computer Hardware, Dental Kits, Hill Top Shop, and MTW. Food Service is also tracking ahead of budget in sales for May but the positive variances are primarily seen in the 3rd party operations. Catering continues to see negative results due to reduced Training Table; however, Concessions sales continue to exceed plan.

SERVICES AND ENTERPRISES FY 15-16 BUDGET AND FIVE-YEAR FORECAST

Mr. Williams reminded the Board that after the Finance Committee budget meeting sales were adjusted upward by \$200,000 each year throughout the forecast and the capital expenditures were moved up to the first couple of years.

Mr. Gabbe made a motion, seconded by Ms. Giannitrapani that the Finance Committee is recommending that the Associated Students UCLA Board of Directors approve the ASUCLA Services and Enterprises FY 15/16 Budget and Five Year Forecast. 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 1:03 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 May 29, 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