

**ASSOCIATED STUDENTS UCLA  
BOARD OF DIRECTORS  
Regular Meeting  
January 29, 2016  
12:00 p.m.  
Kerckhoff Hall Staterooms**

**PRESENT:** Patrick Adler, Mike Anderson, Carly Calbreath, JC De Vera, Kevin Eagan, CJ Gabbe, Denea Joseph, Kirk Koenig, Arielle Mokhtarzadeh, Apsara Perera, Katrina Vö, Agnes Warren, Bob Williams, and Christine Wilson

**MANAGEMENT:** Donna Baker, Finance Director  
Cindy Bolton, ASUCLA Food Service Director  
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  
Michelle Moyer, ASUCLA Director of Business and Legal Affairs  
Karen Noh, ASUCLA Special Projects Director  
Lisa Perez, ASUCLA Marketing Director  
Neil Yamaguchi, UCLA Store General Manager/Director of Academic Support

**GUESTS:** Catherine Liberty Feliciano, Daily Bruin  
Michael Starr, UniCamp Director  
Sonia Wilmarth, Office of Academic Planning & Budget

**CALL TO ORDER**

Mr. Gabbe called the meeting to order at 12:05 p.m.

**APPROVAL OF AGENDA**

Mr. Gabbe called for consent to approve the Associated Students UCLA Board of Directors January 29, 2016 Regular Meeting Agenda. There being no objections, the motion was approved by unanimous consent.

**APPROVAL OF MINUTES**

Mr. Gabbe called for consent to approve the Associated Students UCLA Board of Directors December 4, 2015 Regular Meeting Minutes. There being no objections, the motion was approved by unanimous consent.

## **PUBLIC COMMENT**

Mr. Gabbe presented Michael Starr, UniCamp Director a donation check in the amount of \$4,121.60 to UniCamp as a result of the proceeds from the 2015 T-shirt Design Contest.

## **EXECUTIVE DIRECTOR'S REPORT**

Mr. Williams updated the Board on the following topics:

### **Overall Results and Trends**

Both November and December had similar financial results. Each saw some slowing in store sales and licensing income but good margin, wage cost and controllable cost results led to net income results that were very close to plan.

### **January Trends**

January month-end sales trends in the store while solid in most areas are behind in a few service areas. In food, the rain has had an impact on sales, as is always the case, and there still continues to be a shifting within Ackerman Union.

### **Budget Process**

Even though financial results for the 5<sup>th</sup> month of the fiscal year were just finalized, management has already started the process to write the 2016-2017 operating budget. The tentative budget assumptions will be reviewed by the Finance Committee next month and the staff is already developing the most up-to-date 2015-2016 year-end projections.

### **Textbook Customer Service**

The Textbook team is reviewing results of winter text sales to determine the impact of the textbook price comparison program.

### **Small Business Resource Fair**

The Computer Store will be participating in the Small Business Resource Fair in the Ballroom on February 2.

### **Dr. Berky Nelson Plaque**

USAC would like to place a plaque honoring the late Dr. Berky Nelson for his long service to USAC in KH 417. There is one plaque now honoring Lyle Timmerman for his almost two decades of service.

### **#OneSweetSale (Valentine's Day Sale)**

The next big storewide sale is the #OneSweetSale on February 11. This is the Store's main sale during winter quarter.

### **Computer Store Tech Support**

The Computer Store will be having TechZone Workshops on Wednesday's at 11:00 a.m. and 12:00 p.m. The campus is invited to come by and get some training and insight into various computer products and software.

Loading Dock Tunnel

Work on the space within the Ackerman Union Receiving is underway.

Luskin Conference Center

Management will be factoring in the various potential impacts into the budget assumptions.

Variable-Frequency/Speed Drive Project

The new speed drive controllers are in place and the variable frequency drives are being installed.

Kerckhoff Patio

Management met with the company doing the work on the patio leaks and now has a clearer understanding of the problem. Unfortunately, the problem is more severe and covers a greater area than originally thought. In addition, the team has uncovered another area of the patio where the injection process did not solve the leaking problem and they are recommending that the stone be pulled up in that section to investigate the problem further. Management will get estimates for the various repairs and report to the Finance Committee.

Pharmacy

Management has received some plans for office restructuring and repositioning to free up the space for the pharmacy. While it was initially seen as a fairly simple project, it has turned out to be more complex than anticipated and will cost more. Management will review the plans and costs with the appropriate committees to determine next steps.

Ackerman Union 1st Floor Dish Room

The food service division plans to replace the old dish machine (which has been overdue for replacement for some time) with a smaller more efficient model and improve the layout and functionality in the area.

**EXECUTIVE COMMITTEE REPORT**

Mr. Gabbe stated the committee met on January 8 and discussed scheduling an Entities Committee meeting and finalized the mid-year retreat agenda.

**FINANCE COMMITTEE REPORT**

Mr. De Vera stated the committee met on January 22 and received the external auditor's results which will be discussed later on the agenda. The committee also discussed the Communications Board's financial statements and approved another Student Media deferment which is also on today's agenda.

**SERVICES COMMITTEE REPORT**

Ms. Joseph stated the committee met on January 15 and discussed the Bruin Reflection Space which should be open soon. The committee also discussed the composting video contest which

has 7 entries and the sales of the current t-shirt contest winner which is at 48 shirts sold to-date.

### **PERSONNEL COMMITTEE REPORT**

Ms. Vō stated that the committee will meet today after the Board meeting.

### **REVENUE ENHANCEMENT AD-HOC COMMITTEE REPORT**

Mr. Adler stated that the committee met earlier today, January 29 and was held in executive session.

### **FINANCIAL STATEMENTS**

#### Services & Enterprises November 2015 Financial Statements

Gross income is \$596,000 negative to plan for the month. Net income for the Association was \$49,000 negative to plan for the month; however, the Association is \$437,000 positive for the fiscal year and \$599,000 better than last year.

Bearwear was below plan due to a few promotional event were not repeated from last year as product offering related to Athletics were scaled back due to program changes. E-commerce was above plan due to the Score Big promotion.

Court of Sciences Student Center was below plan due to the closing of Southern Lights and Catering was below plan due to the loss of Training Table.

#### Services & Enterprises December 2015 Financial Statements

Gross income for the Association was \$402,000 negative to plan with \$271,000 coming from the Store.

Gross margin was negative to plan by \$187,000 and contribution was negative by \$85,000. Net income for the Association as a whole was negative to plan by \$35,000; however, year-to-date the Association was better than plan by \$403,000 and \$369,000 better than last year.

Bearwear was below plan due to the USC football loss and the holiday demand in the Computer Store was significantly lower than plan. Court of Sciences Student Center was below plan due to the closing of Southern Lights and Catering was below plan due to the loss of Training Table.

In terms of cash, the Association reported a book balance of \$9,826,000 for the month. Of this balance, \$3,565,000 has been reserved for capital projects, leaving \$5,318,000 in uncommitted cash which is \$4,762,000 less than the board-required cash reserve.

Past due accounts receivables were at roughly \$128,000 or 4% of total accounts. Store inventories at cost were \$7,100,000; while inventory turns were at 4.4.

January Month-to-Date Preliminary Sales

Current month-to-date sales are negative \$295,229 to plan primarily due to textbooks and the Computer Store. The LuValle Store is negative to plan by \$61,009 and the Health Science Store is negative to plan by \$70,945 which is due to slower medical and dental kit sales. South Campus Student Center is negative to plan by \$2,982 and E-commerce is negative to plan by \$19,922.

Due to these results, management is expecting the gross margin to be negative by \$50,709.

The UCLA Restaurants are currently negative to plan by \$80,169 due to concessions and the rain. Several third party operations are below plan as well including Panda Express and Jamba Juice.

**APPROVAL OF FY 14-15 AUDITED FINANCIAL STATEMENTS**

Mr. De Vera made a motion, seconded by Ms. Calbreath that the ASUCLA Board of Directors approve the FY 14-15 Audited Financial Statements for Services and Enterprises, Communications Board, Graduate Student Association, and Undergraduate Student Association. Mr. Gabbe called for a vote. The motion was approved by a vote of 10 yeas and 0 nays.

**STUDENT MEDIA DEFERMENT**

Mr. De Vera explained that the Finance Committee approved to forward to the Board another Student Media Deferment in the amount of \$200,000 until February 29, 2016. The Board discussed possible contingencies that should be attached to the deferment. Since the conversion included personnel issues the Board agreed it should be discussed in Executive Session.

Mr. Adler made a motion, seconded by Mr. Eagan that agenda item VIII.B, Student Media Deferment be moved into Executive Session. Mr. Gabbe called for a vote. The motion was approved by a vote of 10 yeas and 0 nays.

**EXECUTIVE SESSION**

Mr. Gabbe 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 1:31 p.m.

Mr. Gabbe 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 2:59 p.m.

Mr. De Vera made a motion, seconded by Ms. Vñ that the Associated Students UCLA Board of Directors approve all actions taken in Executive Session. Mr. Gabbe called for a vote. The motion was approved by a vote of 10 yeas and 0 nays.

**ADJOURNMENT**

Mr. Gabbe called for consent to adjourn the Associated Students UCLA Board of Directors January 29, 2016 Regular Meeting. There being no objections, the meeting was adjourned at 3:00 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