

**ASSOCIATED STUDENTS UCLA
BOARD OF DIRECTORS
Regular Meeting
July 31, 2015
12:00 p.m.
Kerckhoff Hall Staterooms**

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

LATE: Katrina Vö

MANAGEMENT: Donna Baker, ASUCLA Financial Planning and Treasury
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
Karen Noh, ASUCLA Special Projects Director
Lisa Perez, ASUCLA Marketing Director
Neil Yamaguchi, UCLA Store General Manager/Director of
Academic Support

GUESTS: John Bollard, ASUCLA BOD Executive Committee
Precious Elam, ASUCLA BOD Services Committee
Catherine Feliciano, Daily Bruin
Karleen Giannitrapani, ASUCLA BOD Personnel Committee
Monet LeMon, ASUCLA BOD Personnel Committee
Jordan Wong, ASUCLA Executive Committee

CALL TO ORDER

Mr. Wong called the meeting to order at 12:02 p.m.

APPROVAL OF AGENDA

Mr. Wong called for consent to approve the Associated Students UCLA Board of Directors July 31, 2015 Regular Meeting Agenda. There being no objections, the motion was approved by unanimous consent.

Approved: August 28, 2015

ELECTION OF OFFICERS

Mr. Bollard stated that the Nominating Committee is recommending that the Associated Students UCLA Board of Directors approve the following officer nominations for the 15-16 term:

Chair	Carly Calbreath
Vice-Chair	CJ Gabbe
Secretary	Agnes Warren

Mr. Wong called for a secret ballot. The motion was approved by a vote of 10 yeas and 0 nays.

ELECTION OF STANDING AND AD-HOC COMMITTEES

Mr. Bollard stated that the Nominating Committee is recommending that the Associated Students UCLA Board of Directors approve the following standing and ad-hoc committee nominations for the 15-16 term:

Executive Committee:

The newly elected officers of the Associated Students UCLA Board of Directors were appointed as members of the Executive Committee by virtue of their positions as outlined in Bylaw 4.5.

Carly Calbreath	Undergraduate Representative
CJ Gabbe-Chair	Graduate Representative
Agnes Warren	Non-Student Representative
Bob Williams	Executive Director (ex officio)

Finance Committee: (From August 1 until July 31)

JC De Vera-Chair	Graduate Representative
Arielle Mokhtarzadeh	Undergraduate Representative
Mike Anderson	Non-Student Representative
Kirk Koenig	Non-Student Representative
Apsara Perera	At-Large Member
Robert Williams	Executive Director (ex officio)
Donna Baker	Finance Director (ex officio)

Services Committee: (From August 1 until July 31)

Denea Joseph-Chair	Undergraduate Representative
Apsara Perera	Undergraduate Representative
Patrick Adler	Graduate Representative
Katrina Võ	Graduate Representative
Kevin Eagan	Non-Student Representative
Christine Wilson	Non-Student Representative
Arielle Mokhtarzadeh	At-Large Member
Robert Williams	Executive Director (ex officio)
Roy Champawat	Student Union Director (ex officio)

Personnel Committee: (From August 1 until July 31)

Katrina V̄-Chair	Graduate Representative
Carly Calbreath	Undergraduate Representative
Mike Anderson	Non-Student Representative
Christine Wilson	Non-Student Representative

Revenue Enhancement Ad-hoc Committee (July 1-June 30):

Patrick Adler-Chair	Graduate Representative
JC De Vera	Graduate Representative
Denea Joseph	Undergraduate Representative
Kirk Koenig	Non-Student Representative
Kevin Eagan	Non-Student Representative
Robert Williams	Executive Director (ex officio)

Mr. Wong called for a secret ballot. The motion was approved by a vote of 10 yeas and 0 nays.

Mr. Wong passed the responsibilities of Chair to Ms. Calbreath.

EXECUTIVE DIRECTOR'S REPORT

Mr. Williams updated the Board of the following topics:

May/June Financial Summary

May and June were both successful months for the Association. Both months saw positive variances in sales and contribution. Through June, the Association is ahead of plan by \$1,009,000.

Store Inventory

Store inventory results were not as strong as previous years. The Store staff is studying the results and working with Finance and Security on potential new policies and procedures. One key question that has to be examined is the impact of the change in the bag policy.

Summer in the Union

Summer in the Union, collaboration with Orientation Programs has begun. There continues to be a high rate of sign-ups for ASUCLA Benefits U and for the Computer Store mailing list including parent email addresses.

Special Olympics

The Special Olympics World Games have been on campus the past two weeks. ASUCLA has been supporting the events with concessions in several locations, catering events, and support around campus.

Athletics Website

In conjunction with the update of the UCLABruins.com website, ASUCLA will be launching a new store site for sales of UCLA Apparel and Accessories on August 11, 2015.

ASUCLA Donation Box

The donation box is being constructed. It should be completed by end of August.

Pauley Pavilion Concessions

Ms. Bolton has been working with Athletics on several changes with concessions in Pauley Pavilion for the 15-16 basketball season. ASUCLA will be the food provider in the Pavilion Club this year.

ASUCLA Passport to Savings

The 2015 ASUCLA Passport to Savings coupon book will begin distribution in early August with the purchase of textbooks at the UCLA Store for registered ASUCLA Benefits U members.

ASUCLA Benefits U

The ASUCLA Benefits U Rewards program starts its new year August 1.

Apple Back-to-School

The Computer Store will be having a new Apple back to school promotion, free Beats Solo 2 - headphones with a Mac purchase through September 18.

BearWear Catalog

The 2015 ASUCLA BearWear catalog will be arriving at homes on August 8-10. This year's launch includes a free standard shipping offer with orders of \$75 or more through August 30.

Graduate Students

The graduate student brochures will be distributed starting August 1 for the medical and nursing students. Other segments will be distributed at the GSA Orientation which includes School of Dentistry, Anderson School of Management, School of Theater, Film, and Television, and School of Law.

T-shirt Design Contest

Sales of the 2015 shirt continue to track about half of last year's sales. 562 shirts have been sold which totals a donation amount of \$2,473 to UCLA UniCamp.

Global Viewpoint Lounge

The Services Committee looked at the chair that Admissions is interested in using which is designed to maximize capacity in the room for their events.

Kikka Sushi

The Kikka project is almost complete and should be opening in early August.

All-Gender Restroom

The project is underway and is on schedule.

Hill Top Shop

Work in underway on the Hill Top Shop and is scheduled to reopen later this summer.

Staff Evaluations

An evaluation for each full-time staff member has been completed and merit increases have been initiated for the July pay period.

Food Service Wages

Management is moving forward with the increased wage rate in Food Service for the employees who work with food or bussing. That change is effective August 2 and is an additional \$.50 for employees in that category.

Long-Term Space Planning

Management is recommending that the Board consider a project to look at various building expansion approaches in consultation with Student Affairs and others on campus.

Short-Term Space Projects/User Experience

Projects continue for the Global Viewpoint Lounge, a potential pharmacy, and the Tsunami space. A project has been initiated to look at the A-level and the 1st floor as well as the associated way finding challenges.

Revenue Enhancement

The Board will be looking at several revenue issues including the future food service operations line up, new store categories and products, as well as analyzing the academic materials proposal.

Branding/Communication/Engagement/PR

This will continue to be a key focus spearheaded by the Services Committee.

Environmental/Social Responsibility

Since 2009 ASUCLA has contributed to the UC Sustainability Report which is submitted to the UC President every fall. Management is now gathering data for 2014-2015 and a final report will be ready in late August.

EXECUTIVE COMMITTEE REPORT

Mr. Bollard stated the committee met on July 24 and discussed staff issues, retreat feedback, and compiled the nominations for the officers and committees of the Board.

FINANCE COMMITTEE REPORT

Mr. Gabbe stated the committee met on July 24 and approved and forwarded to the board multiple agenda items including the Communications Board, GSA, and USA FY 15-16 budgets, composting, and the ban on microbeads.

SERVICES COMMITTEE REPORT

Ms. Elam stated the committee met on July 17 and discussed selling solar phone chargers in the Store, the Global Viewpoint Lounge project, and the Hill Top Shop doors.

PERSONNEL COMMITTEE REPORT

Ms. Giannitrapani stated that she will give her report in Executive Session.

FINANCIAL STATEMENTS

May 2015 Services & Enterprises Financial Statements

Overall net income for the month exceeded budget by \$145,000. For the year, the Association is showing a positive net income of \$248,000. This result is better than budget by \$961,000 and ahead of last year by \$497,000.

The Store had a very strong month showing a \$586,000 positive variance in sales and \$101,000 positive variance in contribution. The Food Service Division was slightly better than plan exceeding sales by \$24,000; however, contribution was negative by \$16,000. The Services Division gross margin was negative to plan by \$45,000 and negative \$6,000 in contribution. The Student Union Division was close to plan in sales and negative \$10,000 in contribution. Allocated expenses were positive to plan by \$77,000.

June 2015 Services & Enterprises Financial Statements

Overall net income for the month exceeded budget by \$46,000. Gross income in the Store was positive by \$1,339,000; however, contribution was only positive by \$14,000 due to higher than expected shrinkage results.

UCLA Restaurants were negative by \$19,000 in gross income and negative \$2,000 in contribution. The negative results were due to construction impacting the A-level operations and the loss of Training Table.

The Services Division was positive to plan by \$36,000 in gross income and \$13,000 in contribution. The positive results were due to Domestic Licensing; however, this could be a timing issue.

The Student Union was on plan in both gross income and contribution.

Allocated expenses were negative to plan by \$14,000 due to the painting of the LuValle Commons roof.

Year-to-date the Association is \$1,009,000 better than plan and \$274,000 better than last year.

The Association reported a book balance of \$11,873,000 for the month. Of this balance, \$2,607,000 has been reserved for capital projects, leaving \$7,751,000 in uncommitted cash which is \$2,653,000 less than the board-required cash reserve.

Past due accounts receivables were at roughly \$195,000. Store inventories at cost were \$4,800,000; while inventory turns were at 4.4.

July Month-to-Date Preliminary Sales

July sales figures in the Store are positive to plan by \$267,288. Positive variances are centered in BearWear and Computer Hardware. Food Service is also tracking ahead of budget in sales by \$173,374. The positive variances are primarily seen in Catering and the 3rd party operations. Management is expecting the gross margin to be positive by \$71,210 in July.

COMMUNICATIONS BOARD FY 15-16 BUDGET

Mr. Gabbe made a motion, seconded by Mr. Eagan that the Finance Committee is recommending that the Associated Students UCLA Board of Directors approve the Communications Board FY 15/16 Budget. Ms. Calbreath called for a vote. The motion was approved by a vote of 10 yeas and 0 nays.

UNDERGRADUATE STUDENTS ASSOCIATION FY 15-16 BUDGET

Mr. Gabbe made a motion, seconded by Ms. Võ that the Finance Committee is recommending that the Associated Students UCLA Board of Directors approve the Undergraduate Students Association FY 15/16 Budget. Ms. Calbreath called for a vote. The motion was approved by a vote of 10 yeas and 0 nays.

GRADUATE STUDENTS ASSOCIATION FY 15-16 BUDGET

Mr. Gabbe made a motion, seconded by Ms. Võ that the Finance Committee is recommending that the Associated Students UCLA Board of Directors approve the Graduate Students Association FY 15/16 Budget. Ms. Calbreath called for a vote. The motion was approved by a vote of 10 yeas and 0 nays.

HVAC MANAGEMENT SYSTEM ADDITIONAL CAPITAL EXPENDITURE

Mr. Gabbe made a motion; seconded by Mr. Eagan that the Finance Committee is recommending that the Associated Students UCLA Board of Directors approve an additional capital expenditure of \$60,281 (after the DWP rebate) to purchase and install variable frequency drives for the HVAC management system. Ms. Calbreath called for a vote. The motion was approved by a vote of 9 yeas, 0 nays, and 1 abstention by Ms. Warren.

COMPOSTING

Mr. Gabbe made a motion, seconded by Mr. Adler that the Finance Committee is recommending that the Associated Students UCLA Board of Directors approve kitchen composting in ASUCLA operated restaurants and a consumer composting pilot program at LuValle Commons. Ms. Calbreath called for a vote. The motion was approved by a vote of 10 yeas and 0 nays.

MICROBEAD-UCLA STORE BAN

Mr. Gabbe made a motion, seconded by Ms. Wilson that the Finance Committee is recommending that the Associated Students UCLA Board of Directors approve a ban on sales of all products containing microbeads at all UCLA Store locations. Ms. Calbreath called for a vote. The motion was approved by a vote of 10 yeas and 0 nays.

EXECUTIVE SESSION

Ms. Calbreath 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 1:25 p.m.

Ms. Calbreath 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 3:45 p.m.

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

ADJOURNMENT

Ms. Calbreath called for consent to adjourn the Associated Students UCLA Board of Directors July 31 2015 Regular Meeting. There being no objections, the meeting was adjourned at 3:49 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