

**ASSOCIATED STUDENTS UCLA
BOARD OF DIRECTORS**

Regular Meeting

August 28, 2015

12:00 p.m.

Kerckhoff Hall Staterooms

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

ABSENT: CJ Gabbe, Katrina Vö, and Agnes Warren

MANAGEMENT: Donna Baker, ASUCLA Financial Planning and Treasury
Roy Champawat, Student Union Director
Sandi Gillespie, ASUCLA Association Affairs Manager
Kamran Mehdian, Information Services Director
Karen Noh, ASUCLA Special Projects Director
Lisa Perez, ASUCLA Marketing Director
Neil Yamaguchi, UCLA Store General Manager/Director of Academic Support

GUESTS: Sam Hoff, Daily Bruin
Nick Yu, Daily Bruin

CALL TO ORDER

Ms. Calbreath called the meeting to order at 12:01 p.m.

APPROVAL OF AGENDA

Ms. Calbreath called for consent to approve the Associated Students UCLA Board of Directors August 28, 2015 Regular Meeting Agenda. There being no objections, the motion was approved by unanimous consent.

APPROVAL OF MINUTES

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

Approved: September 25, 2015

EXECUTIVE DIRECTOR'S REPORT

Mr. Williams updated the Board of the following topics:

July Financial Summary

July financial results were ahead of plan by \$118,000. Year-end results for 2014-2015 were also much stronger than anticipated. Final net income for the year was \$281,000, which is a positive variance of \$1,497,000 as compared to budget and was \$875,000 ahead of last year. It should be noted that the refinancing of the Ackerman Union debt accounted for approximately \$600,000 of this positive amount.

ASUCLA Passport to Savings

The *Passport to Savings* coupon books are being distributed at the Health Sciences and LuValle Commons Stores.

Residence Hall Store Programs

The Computer Store and UCLA Store will be represented at the dorms during move-in weekend. In addition, the Store is partnering with on-campus housing and will be hosting a private sale September 10 for Housing Government Representatives and RA's from the residence halls.

Athletics Website

The new DIA web store – BruinTeamShop.com has been launched and now accepting sales. The new site will have increased marketing and management continues to study ways to enhance overall emblematic on-line sales.

ASUCLA Donation Box

There's a delay with the fabrication to make sure the box can handle donations securely. Management is hopefully it will be installed before the start of school.

Football Scrimmage

The UCLA Store was present at the UCLA Football Meet and Greet held at the San Bernardino Practice Camp on Saturday, August 22. Sales were close \$6,000.

Score Big Program

Score Big promotions are scheduled for Tuesday, September 8 (because of Labor Day holiday) and Monday, September 21. Receive a 5% discount for every touchdown the Bruins score at the Rose Bowl (up to 25% off).

New Website

Marketing has brought forth a proposal for a new ASUCLA organizational website design which offers three advantages: (1) responsive to mobile devices (2) improved presentation of key items that users search for (hours, jobs, Event Services) (3) improved display of hours. Services Committee has seen the initial proposal and will continue provide input on a final design and feature set.

Welcome Week Activities

Mr. Williams listed the activities that ASUCLA will participate in during Welcome Week.

Global Viewpoint Lounge

The Services Committee looked at sound dampening materials, color options, and chair colors at their meeting. The committee is asking for some adjustments and reaching out to Student Affairs for their thoughts and approval.

Kikka Sushi

Kikka is open and sales are approximately \$1,000 a day higher than during the same period last year. Management is still analyzing the overall impact on both Ackerman and campus wide sales totals.

Hill Top Shop

Work at Hill Top shop is complete and it is expected to open in early September.

Food Service Registers

The new food service registers and back office system are being installed around campus.

Employee Appreciation Days

The next *Employee Appreciation Days* will be September 16 and 17. This is one of several appreciation sales held throughout the year where employees get 33% off Store items usually 20% off. Members of the Board of Directors are eligible for this sale.

Environmental/Social Responsibility

The Board has approved the composting strategy and pilot program. UCLA Restaurant kitchen staff received training on composting last week. Kitchen composting will begin on Tuesday, September 1, 2015 in Ackerman Union, North Campus Student Center, and LuValle Commons. The post-consumer composting pilot will begin in November.

Management submitted ASUCLA's contribution to the UC Sustainability Report and reported an 8% increase of sustainable food purchases. This year, most of the increases came in purchasing locally grown and processed beef and cage-free eggs. The focus for the coming year will be on gathering data from the third-party partners.

Strategic Planning

Discussion is ongoing with Executive Committee and will include the new Personnel Committee regarding succession planning and the filling of the Director of Business and Legal Affairs position.

The Revenue Committee as part of their charge is expected to discuss several elements of long-term financial stability.

The Executive Committee discussed the scheduling of the Entities Committee to see how all areas of the Association can work together to support Student Media

EXECUTIVE COMMITTEE REPORT

Ms. Calbreath stated the committee met on August 18 and discussed succession planning and the Entities Committee.

FINANCE COMMITTEE REPORT

Ms. Mokhtarzadeh stated the committee met on August 21 and heard an audit report the Main Cashier's Office and the Information Services Ratex Point of Sales System. The committee also approved and forwarded to the Board the Network Upgrade Capital Expenditure agenda item.

SERVICES COMMITTEE REPORT

Ms. Joseph stated the committee met on August 21 and discussed the t-shirt design contest, the new ASUCLA website, and YouTube videos.

FINANCIAL STATEMENTS

July Financial Results and Year-End Preliminary Results

Financial results for the Association in July were better than plan. Net Income for the Association was positive to plan by \$486,000 and Gross Income was positive to plan by \$338,000 which was mostly from the Computer Store, BearWear, and the Market. Year-to-date, the Association exceeded plan by \$1,500,000 and was better than last year by \$875,000.

UCLA Restaurants were positive by \$85,000 in gross income and \$15,000 in contribution. Food Service broke a record with over \$2,000,000 in contribution for the year.

The Services Division was negative to plan by \$73,000 in gross income and \$64,000 in contribution. The negative results were due to International Licensing. The Student Union was on plan in both gross income and contribution.

Allocated expenses were negative to plan by \$263,000 mostly due to the Incentive Compensation Program.

The Association reported a book balance of \$11,434,000 for the month. Of this balance, \$2,691,000 has been reserved for capital projects, leaving \$7,937,000 in uncommitted cash which is \$2,563,000 less than the board-required cash reserve.

Past due accounts receivables were at roughly \$152,000. Store inventories at cost were \$5,100,000; while inventory turns were at 4.5.

August Month-to-Date Preliminary Sales

August sales figures are excellent in the Store with a positive variance versus plan of \$442,816 and ahead of last year by \$530,890. The Computer Store is having a great month with sales \$256,654 better than plan. Woman's FastTrack, LuValle Textbooks, and Dental Kits are having a great month. Estimated Gross Margin for August is \$62,187.

Food Service is also tracking ahead of budget in sales for August by \$338,881 primarily due to the Special Olympic; however, the costs have not been calculated yet.

NETWORK UPGRADE CAPITAL EXPENDITURE

Ms. Mokhtarzadeh made a motion, seconded by Mr. Eagan that the Finance Committee is recommending that the Associated Students UCLA Board of Directors approve an \$180,000 Capital Expenditure to upgrade ASUCLA's network infrastructure. Ms. Calbreath called for a vote. The motion was approved by a vote of 8 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 1:04 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 2:27 p.m.

Ms. Joseph 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 8 yeas and 0 nays.

ADJOURNMENT

Ms. Calbreath called for consent to adjourn the Associated Students UCLA Board of Directors August 28, 2015 Regular Meeting. There being no objections, the meeting was adjourned at 2:27 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