

**ASSOCIATED STUDENTS UCLA
BOARD OF DIRECTORS**

Regular Meeting

September 25, 2015

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 Vō, Agnes Warren, Bob Williams, and Christine Wilson

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
Karen Noh, ASUCLA Special Projects Director
Neil Yamaguchi, UCLA Store General Manager/Director of Academic Support

GUESTS:

Jillian Frankel, Daily Bruin
Sonia Wilmarth, UCLA Office of Academic Planning & Budget
Nick Yu, Daily Bruin

CALL TO ORDER

Ms. Calbreath called the meeting to order at 12:06 p.m.

APPROVAL OF AGENDA

Ms. Calbreath called for consent to approve the Associated Students UCLA Board of Directors September 25, 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 August 28, 2015 Regular Meeting Minutes. There being no objections, the motion was approved by unanimous consent.

Approved: October 30, 2015

EXECUTIVE DIRECTOR'S REPORT

Mr. Williams updated the Board on the following topics:

August Financial Summary

Financially, the Association exceeded its net income budget by \$244,000 in August. Sales were strong in both the Store and Food Service with the Food Division showing the greatest positive variance in contribution primarily due to the Special Olympics.

Textbook Programs

Marketing in the Ackerman Union textbooks area has been updated with new signs and graphics.

Textbook Website Software

New textbook website software has been implemented for the fall quarter that allows for better textbook list options, such as e-books and rentals as well as in-store rental options vs. online, and features e-book options from multiple vendors.

Pricing Software

The Store has been using new pricing software to dynamically price new and used textbooks for fall. The software looks at marketplace pricing by title and makes pricing recommendations based on margin targets.

T-Shirt Design Contest

The Association is officially accepting submissions for the 3rd Annual T-shirt Design Contest. The big push to get entries will begin on October 12 in a joint effort with the USA Internal Vice President. Entries are due on Monday, November 9, and online voting will take place on week 8.

ASUCLA Donation Box

All components of the ASUCLA Donation Box are constructed and ready for installation. The existing job board will be moved to an open space in Avenue A, immediately adjacent to the ASUCLA Mission/Vision Boards.

UCLA Admissions Coupons

In partnership with UCLA Admissions, the Store has provided discount coupons for the UCLA Fall Open House to be held on Saturday, September 26. Expected attendance is 5,000.

Campus Portrait Studio

Graduation Etc. Portrait Studio is preparing to transition to online appointments for the 2015-16 season.

Global Viewpoint Lounge

Final details are being put together and management will report total budget and costs to the Finance Committee as soon as the information is available. A wall was installed in front of the old Tsunami area until the next phase of the project is ready.

Portola Stairs

The campus is expected to open the upper portion of the stairs on Thursday, September 24 which will provide access to Ackerman from the east. The rest of the stairs should open on Monday, September 28.

Kerckhoff Hall Patio

Management is going to attempt to solve as much of the KH patio leak problem as soon as possible. This will require a sizable investment of approximately \$40,000, but hopefully it will hold off the problem until a reasonable long-term solution can be developed.

Ackerman Union Project

Management is preparing to move to the next phase of the AU A-level/1st Floor Project with a design analysis and study on the connection between the food courts areas, as well as the requirements for creating a lounge area on Ackerman A-level.

Sustainability

Kitchen composting has begun at all UCLA Restaurant locations. Post-consumer composting is scheduled to begin in LuValle Commons in early November pending the arrival of the dining room bins.

UCLA Facilities has implemented a new waste tracking website which will provide accurate data on landfill diversion. As data comes in for ASUCLA facilities, the effectiveness of composting and recycling efforts will be able to be tracked.

EXECUTIVE COMMITTEE REPORT

Ms. Gabbe stated the committee met on September 15 and discussed the Business and Legal Affairs position. The committee also discussed scheduling an Entities Committee meeting, which they decided delay until later this year.

FINANCE COMMITTEE REPORT

Mr. De Vera stated the committee met on September 18 and heard a presentation for KPMG regarding the timeline for the external audit. The committee also reviewed both the ASUCLA and Communications Board Financial Statements as well as reviewed the internal audit of the Court of Sciences Student Center.

SERVICES COMMITTEE REPORT

Ms. Joseph stated the committee met on September 11 and discussed the t-shirt design contest and decided to eliminate a black shirt this year. The committee also discussed creating a consistent hashtag for the Association to use in all its social media outreach efforts.

PERSONNEL COMMITTEE REPORT

Ms. Võ stated that the committee will meet today, September 25 after the Board meeting.

REVENUE ENHANCEMENT AD-HOC COMMITTEE REPORT

Mr. Adler stated that the committee met earlier today, September 25, defined the committee and discussed short-term and long-term goals.

FINANCIAL STATEMENTS

Overall net income for the month of August exceeded budget by \$244,000. Gross income in the Store was positive by \$424,000; however, contribution was only positive by \$9,000 due to higher than expected shrinkage results.

UCLA Restaurants were positive by \$362,000 in gross income and \$186,000 in contribution. The positive results were in large part due to the Special Olympics.

The Services Division was negative to plan by \$11,000 in gross income and \$4,000 in contribution. The negative results were due to Domestic Licensing.

The Student Union was negative by \$48,000 in gross income \$34,000 in contribution due to the loss of a primary client in the summer to have the venues available for the Special Olympics.

The Association reported a cash book balance of \$12,654,000 for the month. Of this balance, \$3,858,000 has been reserved for capital projects, leaving \$7,844,000 in uncommitted cash which is \$1,607,000 less than the board-required cash reserve.

Past due accounts receivables were at roughly \$130,000. Store inventories at cost were \$5,400,000; while inventory turns were at 4.5.

September Month-to-Date Preliminary Sales

September sales figures in the Store are positive to plan by \$348,957, but ahead of last year by \$2,487,303. Most of the positive sales were in BearWear and Computer Hardware. Estimated Gross Margin for September is positive by \$78,538.

Food Service is currently tracking to be on budget for September with the third party operations performing extremely well.

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 1:15 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 2:05 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 September 25, 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