Board Members Present:
President- Rachael Martin
Vice President- Katie Unruh
Past President- Annette Garcia
Secretary- Lezly Juergenson
Finance Officer- Stephanie Peterson
Finance Officer Elect- Pam Taylor (phoned in)
Chair for Communications- Nicole Kosier
Chair for Programs, Events & Outreach- Stephanie Marquez (Absent)

Staff Assembly Members Present:
Joe Wilensky
De Acker

1. Welcome and Convene Meeting
   Welcome and convene meeting at 1:05p.m.

2. Public Comments
   a) De Acker reported staff are using the Ombudsperson services

3. Approval of Minutes
   a) Annette Garcia motioned to approve the Minutes for June 28, 2012; Katie Unruh seconded the Minutes. Minutes approved.
   b) August 24, 2012 Minutes are pending approval and will be sent as a “draft minutes” to opt-in members and the E-Board. Once approved by the E-Board, the Minutes will be posted on the website.

4. Unfinished Business
   a) 2012-13 Operating Budget
      a. Summary: Agency account: $8,835.92 and Operations account: $2,301.21.
      b. Pam noted that the scholarship money is still reflected in the Agency account and had not been withdrawn as of 9/21/12.
      c. Stephanie P. and Pam will work on creating a procedure for processing funding.
   b) Staff Assembly Scholarship
      a. The first $1000 Staff Assembly scholarship was awarded in August 2012. Discussion ensued regarding the decision to publish the recipient’s name
      b. Action items:
i. Annette will contact the recipient to ask permission for the release of name.

ii. The SA E-Board will revisit the scholarship verbiage to determine if the language needs to be updated.

c) Update on Staff Assembly pins (250 count) = $750.75 estimated cost.
   a. Action Item: Rachael will move forward with purchasing pins from Image Masters.

d) Staff Assembly brochures: $1,300 that can be used for updating the Staff Assembly brochure.
   a. Action item: Nicole was tasked with brainstorming brochure ideas.

e) New Employee Orientation (NEO):
   a. Annette will continue to do the 10-minute presentation for the 2012-13 academic year.
   b. Rachael will be back-up presenter, as needed.
   c. De Acker will present at NEO as a back-up presenter on December 07, 2012.

f) Staff Assembly Polo Shirts: Will be offered to all opt-in members for pre-sale with a deadline. Cost estimated at $27.99.
   a. Action items:
      i. Rachael will get a quantity quote from Image Masters
      ii. Nichole create an email announcement
      iii. Nicole will create an Intel form

5. Officer Reports and Internal Committee Updates
   a) President-Rachael: NTR (Nothing to Report)
   b) Past President- Annette: NTR
   c) Vice President- Katie
      a. Campus Committee SA positions are now filled
   d) Secretary- NTR
   e) Finance Officer-Stephanie P. – NTR
   f) Finance Officer Elect- NTR
   g) PEO-Stephanie M. (absent)
      a. Stephanie is unable to table the First Friday on October 05.
      b. Leslie will set up/table the event.
      c. Action Item:
         i. Leslie will contact Stephanie to arrange the details.
   h) Communications-Nicole
      a. 315 members opted-in now

6. Announcements and/or Information
   a) CUCSA: Please see the September 2012 CUCSA Notes provided by Vice President Katie Unruh. Next meeting will be in UCLA on Dec. 05-07, 2012
   b) UC Faculty/Staff Appreciation Day is Nov. 03, 2012
      a. Tickets will be discounted ($10 each) for the UCLA/Arizona game played at the Rose Bowl.
         i. Action Items:
1. Annette will ask Stephanie to take money and the tickets and contact point people to market at each of the UCM locations.
2. Rachael will contact UCLA to indicate participation.

c) Founder’s Day Booth – Market on Main, October 25, 2012 5-9pm
   a. Discussion regarding Staff Assembly’s participation by tabling the event. Consensus was not to table at event. The Onward California Project Bus will be at event
      i. Action Items:
         1. Rachael will advertise it in the Info-Digest
         2. Stephanie will send the marketing flyer out to the E-Board members. The flyer also be added to the Info-Digest.

7. New Business
   a) Nicole will present the communication updates at the next meeting.
   b) Joe Wilensky seeks feedback regarding CPPC’s proposed relocation of the Academic Annex. Due to the extreme short time frame for response, the E-Board members will represent staff opinion on the proposed relocations.

8. For the “Good of the Order”
   a) First Friday is Oct. 5th at 7:30-8:30am in KL 355.

Next meeting will be on October 5th at 1:00-2:00 pm in KL 232

Adjournment
Meeting adjourned 2:06pm by Rachael Martin

Submitted by Lezly Juergenson