

UNIVERSITY OF HAWAI'I AT MĀNOA
CAMPUS CENTER BOARD ACTIVITIES COUNCIL
Meeting Agenda
Wednesday, October 9, 2019
AC Office 6:30 P.M.

- I. Call meeting to order at: 6:32 pm
- II. Council Members present: Joanna, Ally
- III. Advisors present: Angelica, Amber, Jeremey, Ashely, Moana, Lexy
- IV. Standing Items
 - A. Agenda - October 9, 2019
 - 1. Accept agenda as presented.
 - B. Minutes - October 2, 2019
 - 1. Accept the minutes as presented.
- V. Old Business:
 - A. Wellness Fair
 - a. Starts/stops/continues
 - i. It felt like the event wasn't unified
 - ii. The Acai bowl was very long
 - iii. Continue: serve your own toppings
 - B. KTUH Co-Sponsorship
 - a. Starts/stops/continues
 - i. Side note: Send evaluation
 - ii. Start: Marketing better and more in advance
- VI. New Business:
 - a. Movie Night: Frankenstein
 - i. Lead: Jeremy
 - ii. Event Date: Thursday 10/24
 - iii. Location: Campus Center Ballroom
 - iv. Event Time: 6pm-8:30pm
 - 1. Need to make agenda and event blurb
 - 2. Follow up with Ka Leo
 - b. Taste of Manoa
 - i. Lead: Angelica, Lexy, and Amber
 - ii. Event Date: Wednesday 10/30
 - iii. Location: Campus Center Courtyard

- iv. Event Time: 5:30pm-7:30pm
 - 1. In contact with Anna for graphics, meeting 10/10/2019
 - 2. Sarah is making the link for the QR code
 - 3. Jayce updated with the layout -- no band, added photobooth

- c. Makana o Manoa
 - i. Lead: Moana and Ashley
 - ii. Event Date: Thursday 11/07
 - iii. Location: Campus Center Courtyard
 - iv. Event Time: 5pm-8pm
 - 1. One person for sure doing poetry
 - 2. Talking to the Hawaii studies building to put a grounds take up there and flyer on the bulletin boards
 - 3. There are no lights
 - 4. Activites
 - a. Need to figure out how to purchase the games and where to put them

- d. Self Defense Workshop
 - i. Lead: Moana
 - ii. Event Date: Wednesday 11/13
 - iii. Location: Campus Center Executive Dining Room
 - iv. Event Time: 5:30pm-7pm
 - 1. Looking into the bentos purchasing around 75
 - 2. Giving away free food that's open to the public; there is not a lot of attendance for the event

- e. NovemBEAR
 - i. Lead: Jeremy and Amber
 - ii. Event Date: Thursday 11/21
 - iii. Location: Campus Center Ballroom
 - iv. Event Time: 5pm-7pm
 - 1. Budget for photo ops comes from rental

- f. Cram Jam
 - i. Lead: Angelica, Moana, Ashley, and Amber
 - ii. Event Date: Sunday 12/15 - Friday 12/19
 - iii. Location: Campus Center
 - iv. Event Time: 10pm-2am
 - 1. Massage Therapists (moana)
 - a. Ryan Izutsu & Smarha Lacy: **available all dates**

- b. Kauhi Hoopii: **available all dates**
 - c. Kauai Antone: **available all dates**
 - d. Micah Jingao: **available all dates**
- 2. Graphics (main graphic, graphics for rooms, menus, coupons) & Snacks/Drinks (Ashley/moana)
 - a. Having the snacks themed for each night
 - b. See if Coke can sponsor the nights
 - c. The coupons
 - i. Have a sign at the Starbucks counter, give the baristas 100 dollars
 - ii. Sign that says “go to the AC table to get a 1 dollar off coupon”
 - 1. Do we even have a reason to have them go to the table?
 - a. Yes, because people walk up to us searching for the coupons.
 - iii. Have someone standing in front of Starbucks to give out the coupons.
 - iv. A sign that says “at 10:30” and start giving it out at that time
 - v. Or give out the first 100 at the register and leave out another 50 to the people who were asking + leave a sign to explain it’s from AC
 - vi. Leave a sign and have coupons there (in a basket), have the cashier mention the AC promo
 - vii. Redeeming the next day
 - 1. See how it will go with Dona with what she thinks of having a week-long coupon. Sun-Thu.
 - 2. One generic coupon instead.
- 3. Midnight Breakfast & Dog Therapy (angelica)
 - a. Incorporate more “ethnic” foods
 - i. Loco moco
 - ii. Empanadas
 - iii. Spring rolls
 - iv. Eggs benedict
 - 1. Easy to serve but different and hardy
 - 2. Need to pitch over to John
 - 3. Be wary: the “vegetarian” options might not actually be vegetarian
 - a. Ex: Gravy at wellness fair
- 4. Volunteers & Rooms (amber/jeremy)
 - i. Rooms: still nap room, game room, mischallenuous room
 - 1. Nap room

2. Game room
3. Tactile room?
4. Jeremy's group wants to volunteer

g. Nacho Libre

- i. Lead: Ashley
- ii. Event Date: Thursday, 1/16
- iii. Location:
- iv. Event Time: 4:00pm - 10:00pm

h. Paint Night

- i. Lead: Amber and Jerney
- ii. Event Date: Wednesday, 2/20
- iii. Location:
- iv. Event Time: 4:00pm - 9:30pm
 1. Ballroom not accessible due to re-tiling project
 - a. Educational so there is more leeway
 - i. Budget \$2000.00

i. Cooking Class

- i. Lead: Moana and Kendra
- ii. Event Date: Thursday, 1/30
- iii. Location:
- iv. Event Time: 4:00pm - 9:30pm
 1. Ballroom not accessible due to re-tiling project
 2. Incorporate food insecurity (forward BonnyJean's email to lead)
 - a. Make it just into food insecurity because we might not have the budget for it

j. Be Your Valentine

- i. Lead: Ashley
- ii. Event Date: Thursday, 2/13
- iii. Location: Campus Center Ballroom
- iv. Event Time: 4:00pm - 9:30pm

k. CPR or Ocean Sustainability

- i. Lead: Angelica
- ii. Event Date: Wednesday, 1/22
- iii. Location: Campus Center Ballroom
- iv. Event Time: 4:00pm - 9:30pm

- l. Living Legacy
 - 1. Partner with BSA
 - ii. Lead: Amber
 - iii. Event Date: Thursday, 2/27
 - iv. Location: Campus Center Ballroom
 - v. Event Time: 4:00pm - 9:30pm

- m. International Night Co-Sponsorship?
 - i. Lead:
 - ii. Event Date: TBD: Monday - Friday, 3/2 -3/6
 - iii. Location: Campus Center Ballroom
 - iv. Event Time: 5:00pm - 9:00pm

- n. Feminist Fair/Women Empowerment
 - i. Lead: Jermey
 - ii. Event Date: Wednesday, 3/5
 - iii. Location: Campus Center Ballroom
 - iv. Event Time: 4:00pm - 9:30pm

- o. Manoa's Got Talent
 - i. Lead: Moana
 - ii. Event Date: Wednesday, 3/11
 - iii. Location: Campus Center Ballroom
 - iv. Event Time: 4:00pm - 9:30pm

- p. Taste of Manoa
 - i. Lead: Ashley and Lexi
 - ii. Event Date: Tuesday, 3/24
 - iii. Location: Campus Center Courtyard
 - iv. Event Time: 4:00pm - 9:30pm

- q. Silent Disco TBD
 - i. Lead: Angelica
 - ii. Event Date: Thursday, 4/2
 - iii. Location: Campus Center Ballroom
 - iv. Event Time: 4:00pm - 9:30pm

- r. Aloha Bash Kick-Off
 - i. Lead: Jermey and Moana
 - ii. Event Date: Thursday, 4/9

- iii. Location: Campus Center Courtyard
- iv. Event Time: 10:00am - 2:00pm

s. Aloha Bash Last Chance

- i. Lead: Moana and Jerney
- ii. Event Date: Monday, 4/20
- iii. Location: Campus Center Courtyard
- iv. Event Time: 10:00am - 2:00pm
 - 1. Amazing race
 - 2. Budget for this event and Kick-off = \$2,000 total

t. Aloha Bash

- i. Lead: Lexy & Ashley & Angelica
- ii. Event Date: Friday, 4/24
- iii. Location: Andrews Ampitheatre
- iv. Event Time: 6:00pm - 12:00am

u. Cram Jam

- i. Lead: Jerney and Kendra and Amber
- ii. Event Date: Sunday - Thursday, 5/10 - 5/14
- iii. Location: Campus Center
- iv. Event Time: Sunday, 9:00pm - 2:00am; Monday - Thursday, 10:00pm - 2:00am

VII. CCB Updates

- A. Next Meeting: Wednesday October 26th @ 6:30 PM.
 - 1. Find out about the tiling event

VIII. Chair Comments

- A. Co Sponsorship Application-please comment/edit:
https://docs.google.com/document/d/1mQ1_0u_MDCzmjp2wo53oUrIgrEHtLzLftn1gB4G7SUA/edit

IX. Advisor Comments

- A. Ally
 - a. Key Use Agreement
- B. JoeAnna
 - a. Check out new event form on drive- search “Event Form Draft” (in GSA folder).

<https://docs.google.com/document/d/1rOrs37E4vomd1RaPSilLrjhU0N7frRRCZawrNBOSScQ/edit>

Comments are welcome! You can comment right on the doc and I'll take suggestions into consideration.

- X. EA Comments
 - A.

- XI. Additional Comments
 - A.

- XII. Reminders.
 - A. Don't forget to clock in/out using the google form:
<https://docs.google.com/forms/d/e/1FAIpQLScZC0oyNAPAnJ37yMm3wCfV23VUg8co1eu3idB7E1FDivxAig/viewform?c=0&w=1>
 - B. Don't forget to submit your timesheet on SECE on the 15th and last day of every month!
 - C. Don't forget to input your hours on the Fall 2019 AC Office Hours Google Doc every Monday!
 - D. Be prepared for every AC meeting by having a writing utensil, your meeting notes/minutes, paper, and your planner/calendar. Please review agenda prior to the start of the meeting!
 - E. Wear your AC shirt, AC ID badge, and closed-toe shoes at all AC events. If you have long hair and are managing/working around food, please make sure to put it up during AC events.
 - F. If you need help don't forget to ask! We're all working together.

- II. **NEXT MEETING: WEDNESDAY, OCTOBER 16th**

- III. Meeting adjourned at: **7:55 PM**