

UNIVERSITY OF HAWAI'I AT MĀNOA  
CAMPUS CENTER BOARD ACTIVITIES COUNCIL  
Meeting Agenda  
Wednesday, October 16, 2019  
AC Office 6:30 P.M.

- I. Call meeting to order at: 6:39 PM
- II. Council Members present: Amber, Moana, Jeremy, Angelica, Ashley, Kendra
- III. Advisors present: Joanna, Ally
- IV. Standing Items
  - A. Agenda - October 16, 2019
    - 1. Accept agenda as presented.
  - B. Minutes - October 9, 2019
    - 1. Accept the minutes as presented.
- V. Unfinished Business:
- 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. Ka Leo will do a story on Frankenstein
  - 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. Req. in the works
        - a. Motion to transfer \$100 from Service On Fee to Food Supply
          - i. Final cost will be less but need to reflect within budget
            - a. Approved
      - 2. New start-date for Presale: 10/17
        - a. Presale link active
        - b. Sell at T&I, Simply 2 Go, online, day-of
      - 3. Graphics out...?
      - 4. Need to distribute staff tickets to departments
      - 5. Need more volunteers

- a. Agenda tasks waiting on volunteer count
- 6. Layout done
  - a. Double as weather back-up since everything is covered in case of rain
    - i. Put the cutlery sets in the lunch boxes, or give them out separately
      - 1. Both for the first 100 people
- 7. Tin lunch boxes and cutlery sets to come in by...?
  - a. Should come in by the day of the event
  - b. Create a plan B
- 8. Playlist done
- 9. Give out tin lunch boxes and cutlery sets together or separate?

#### 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 sign-ups for performers
    - a. Singing/dance performance
    - b. Email professors/TAs to see if they would like to participate (possibly a speech)
    - c. Ask performers from the Hawaiian play that was put on recently
    - d. Thank-you gift card for performers?
    - e. Reached out to Poetry Slam girl again
  - 2. Graphics
    - a. Posting in Hawaiian studies building

#### 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. Safety key light order going through
    - a. Art work approved
  - 2. Mini bento order sent into John
    - a. Will get back to me
  - 3. Drink order done
  - 4. After David comes back from Europe, I will meet up with him to discuss what he would like to do (more structure for this time)
  - 5. Layout done - will ask Kayla for a copy of the layout
  - 6. Possibly ask PAU for a copy of the presentation to create a take-home booklet of important points

7. Work on agenda/programming
  - a. Any ideas of how to make the event fun?
    - i. Pamphlets telling you how to react
      1. Make sure they are okay with doing this to account for copyright
        - a. Use PAU VIOLENCE'S booklet
    - ii. Give away items
    - iii. Specific scenarios
  - b. What would you expect if you were to attend a Self Defense workshop?
    - i. Trying to get David integrate his instruction and presentation
      1. Communicate with PAU violence

#### E. NovemBEAR

- i. Lead: Jeremy and Amber
- ii. Event Date: Thursday 11/21
- iii. Location: Campus Center Ballroom
- iv. Event Time: 5pm-7pm
  1. Graphics are being printed
  2. Tentative Menu
    - a. Coke sampling at events
      - i. Coke floats? Has to fit on layout

#### 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: **contract**
    - b. Kauhi Hoopii: **contract**
    - c. Kauai Antone: **updating insurance**
    - d. Micah Jingao: **needs to be reimbursed**
      - i. Need their license
  2. Coupons (Moana)
    - a. In contact with Donna about 1 week long coupons
      - i. How many coupons do we want to give out?
        1. Less coupons with more off, or more with one dollar off.
          - a. Go with two dollars off still
          - b. Give same amount every night

3. Graphics (main graphic, graphics for rooms, menus, coupons) & Snacks/Drinks (Ashley/Moana)
4. Midnight Breakfast & Dog Therapy (Angelica)
5. Volunteers & Rooms (Amber/Jeremy)
6. Scheduling available in the drive folder
  - a. Please update when you can!
7. Layout
  - a. Trying to schedule a single meeting with Jayce
    - i. Angelica and Amber/Jeremy
    - ii. Moana and Ashley
  - b. Angelica
    - i. Meet with Jacy midnight breakfast layout
    - ii. Let Jacy what you need for dog therapy section (you can probably use what we did last semester, but you can definitely change location if you would like!)
      1. With Sinclair, it works because our food is breakfast and theirs is dinner.
        - a. Dumplings?
        - b. Rename it or keep within the theme
  - c. Ashley
    - i. Decide where you would like to have the snack table
    - ii. How many cork boards will be needed for all graphics
      1. Midnight breakfast might not be in the ballroom
  - d. Moana
    - i. Massage Therapy layout in Executive Dining
      1. Need a copy of their certificate
  - e. Amber/Jeremy
    - i. Layout for each room
      1. Tables, chairs, location, projectors, speakers, etc.
        - a. Laptops and speakers in every room.
          - i. Pandora soothing music
        - b. Wii room has the most change

#### G. Nacho Libre

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

#### H. Paint Night

- i. Lead: Amber and Jeremy
- ii. Event Date: Wednesday, 2/20
- iii. Location:

- iv. Event Time: 4:00pm - 9:30pm
  - 1. Start to get into Contact with Sean
  - 2. Research the types of paint
  - 3. Look at the budget and see if we have to reallocate from any other events within the educational account
  - 4. Call the art department → see what they use
    - a. Ask about what paint is disposable
  - 5. Ask about how to dispose
  - 6. Canvas > paper

#### I. Cooking Class

- i. Lead: Moana and Kendra
- ii. Event Date: Thursday, 1/30
- iii. Location: Executive Dining
- iv. Event Time: 4:00pm - 9:30pm
  - 1. In contact with Donna
  - 2. Bonnyjean wanted “Food Insecurity”
    - a. Not sure what that means
    - b. Could we just purchase ingredients instead of using what is in the Food Vault?
      - i. Buy cheaper ingredients
      - ii. Maybe do a partnership
        - 1. Ask the workers to volunteer
  - 3. Executive Dining room
    - a. Possibly two sessions
      - i. Count: 40
  - 4. Foods that don’t need heat or knives
    - a. Summer rolls
    - b. Overnight oats
    - c. Granola bites
    - d. Salad
    - e. Parfait
      - i. Rice Krispy Treats
  - 5. How should we go about purchasing ingredients/storing them?

#### 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
  - 1. Ideas
    - a. Flower arrangement class

- b. Haku making class
    - i. Supplies?
      - 1. Probably have to pay for insurance
        - a. Might be easier to go the DIY route
          - i. Paper craft -- origami flowers
          - ii. Pillows that are filled with different herbs
          - iii. Candle-making?
          - iv. Bath bombs
          - v. Lip/body scrub
        - b. Cork boards with instructions
- C. Look up how to make soap and instruct others

#### K. Ocean Sustainability

- i. Lead: Angelica
- ii. Event Date: Wednesday, 1/22
- iii. Location: Campus Center Ballroom
- iv. Event Time: 4:00pm - 9:30pm
  - 1. A speaker event
  - 2. Ideas:
    - a. NREM professors present
    - b. Reef-safe sunscreen
    - c. Documentary showing at CC courtyard
    - d. Contact peace-studies professors/a panel
    - e. Marine biology department
    - f. Outdoor education
    - g. If it becomes a day-time fair, project a playlist of the 10 minute videos from youtube
    - h. Maybe still keep it at night, if it's during the night we can't project it. We can do short videos with activities to do.
    - i. Night-fair
    - j. Can reach out to Jason Mamoa's company
    - k. Find activities or projects we can do. They can be glow in the dark.
    - l. Glow sticks that give a visual representation of ocean-pollution find statistics to correlate to them

#### L. Living Legacy

- i. Lead: Amber
- ii. Event Date: Thursday, 2/27
- iii. Location: Campus Center Ballroom
- iv. Event Time: 4:00pm - 9:30pm

1.

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
  - 1.

N. Women Empowerment

- i. Lead: Jermey and Kendra
- ii. Event Date: Wednesday, 3/5
- iii. Location: Campus Center Ballroom
- iv. Event Time: 4:00pm - 9:30pm
  1. Talking to women's center
  2. Movie night/panel
    - a. Hidden figures
  3. Make it more special
    - a. Women negotiation speaker coming
    - b. Reach out to a woman in a strong position to talk to
    - c. Step-forward activity
    - d. Tables

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
  1. Trying to figure out new name
  2. Prize ideas?
    - a. Air-pods
  3. Different location
    - a. Campus Center Courtyard?
    - b. Hemenway Courtyard?
      - i. Campus center instead
      - ii. Jamba juice coupons instead of bale

P. Taste of Manoa

- i. Lead: Ashley and Lexy
- ii. Event Date: Tuesday, 3/17
- iii. Location: Campus Center Courtyard
- iv. Event Time: 4:00pm - 9:30pm

1. St. Patrick's Day theme
  - a. Irish food?
  - b. Green food instead of irish food
2. Pi-Day theme
  - a. Pizza pie, shepherd pie
  - b. Contest pie recital
    - i. Judged by joanna
3. Suggestions?

Q. Video Game Tournament

- i. Lead: Angelica
- ii. Event Date: Thursday, 4/2
- iii. Location: Campus Center Ballroom
- iv. Event Time: 4:00pm - 9:30pm
  1. Do not need to license the video games
  2. MES only has two TVS

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
  1. Spike-ball tournament
  2. Hula hooping
  3. Rope and string eating
  4. Pinatas tie it off the tent
  5. Little activities

S. Aloha Bash Last Chance

- i. Lead: Moana and Jermey
- ii. Event Date: Monday, 4/20
- iii. Location: Campus Center Courtyard
- iv. Event Time: 10:00am - 2:00pm
  1. Change time to night time
  2. Amazing Race in Campus Center
  3. Winner prizes
    - a. Meet & Greet
    - b. Free tickets/refund?

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
  - 1. Meeting with BAMP Project
    - a. Anymore artist suggestions
    - b. Large artist and local openers vs spread funds between openers and headliner?
      - i. Big main artist
      - ii. Local openers/production company openers
    - c. Comments about performers for meeting?
  - 2. Also in contact with Carole and June as back-up plan
    - a. Incase BAMP project is too expensive or can't perform

U. Cram Jam

- i. Lead: Jermei 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
  - 1.

VII. CCB Updates

- A. Next Meeting: 10/22

VIII. Chair Comments

- A. Pick up ground stakes immediately after event, please!
  - a. Wellness Fair by Theatre
- B. Need to update times and locations of events for Spring semester
  - a. Please slack me if you want a different time/location than what is specified
- C. Please enter amounts spent into Fiscal Log:
  - a. Should be done now:
    - i. Avengers
    - ii. Tango Night
    - iii. Wellness Fair
    - iv. Frankenstein
    - v. Self Defense Workshop
  - b. If started making orders:
    - i. Makana O Manoa
    - ii. NovemBEAR
    - iii. Cram Jam

IX. Advisor Comments

- A. Ally
  - a. Cram Jam leads: fill out when2meet
  - b. Help Ally move drinks into the closet
    - i. 2 people

- B. JoeAnna
  
- 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 23rd @ 6:30PM**

III. Meeting adjourned at: 8:22 PM