

UNIVERSITY OF HAWAI'I AT MĀNOA
CAMPUS CENTER BOARD ACTIVITIES COUNCIL
Meeting Agenda
Wednesday, September 18, 2019
AC Office 6:30 P.M.

- I. Call meeting to order at: 6:36 PM
- II. Council Members present: Moana, Ashley, Lexy, Jeremy, Angelica
- III. Advisors present: Allyson, Joanne
- IV. Standing Items
 - A. Agenda - September 18, 2019
 - 1. Accept agenda as presented.
 - B. Minutes - September 10, 2019
 - 1. Accept the minutes as presented.
- V. Old Business:
 - A. Manoa Poetry Slam
 - 1. More Starts/Stops/Continues?
(1) N/A
 - B. Movie Night: Avengers End Game
 - 1. More Starts/Stops/Continues?
(1) N/A
- VI. New Business:
 - A. KTUH Co-Sponsorship
 - 1. Liaison: Moana
 - 2. Event Date: Friday 9/20, 9/27
 - 3. Location: 9/20--Hemenway Courtyard; 9/27--CC Courtyard
 - 4. Event Time: 5:00pm-9:00pm
 - a) Friday 9/20
 - (1) Council approval for 2 cases of water for Ooklah the Moc
 - (2) Council approval for loaning KTUH radios for the show
 - (a) The Council approves both (1) and (2).
 - (3) AC members who will be there: Angelica & Jeremy, JoeAnna
debrief security at 4:30pm
 - (a) Ashley and Amber agree to attend.
 - b) Friday 9/27
 - (1) AC members who will be there:

- (a) Lexy (12pm-2pm)
- (b) JoeAnna (11am-12pm)
- c) Friday 10/4
 - (1) Sarah needs AC count (She needs as many people as possible)
 - (2) Council approval for loaning KTUH radios for the show
 - (a) The council approves the motion.
 - (3) Council approval for loaning KTUH iPads for the show.
 - (a) The council is skeptical about loaning the iPads because the ipads are in poor condition. There is no solid answer and the topic needs further elaboration.

B. Dance Night

- 1. Lead: Jeremy
- 2. Event Date: Tuesday 9/24
- 3. Location: Campus Center Ballroom
- 4. Event Time: 5:30pm-8:30pm
 - a) Going over Agenda
 - b) Ground stakes will be out by tomorrow
 - c) Photo Booth
 - (1) Kaleo did not get back to Jermey.
 - (2) We still can dedicate our budget to the photobooth.
 - (3) Ally ruled to wait for Kaleo to follow up

C. Wellness Fair

- 1. Lead: Angelica
- 2. Event Date: Monday 10/7
- 3. Location: Campus Center Courtyard
- 4. Event Time: 11am-1pm
 - a) Molly and Donna have been contacted for further clarification
 - (1) Donna is in charge of choosing the theme for the cooking demos
 - (2) Blue Zones will provide a few giveaways (recipes, info flyers, and prizes like t-shirts, etc. Still awaiting what items will be given away)
 - (i) Still have to figure out how to do the food bar.
 - (3) Catering Executive Chef Kanale Dela Cruz and Stir Fresh Retail Chef Manager Dana Higashi
 - (a) 30 minute demo, 15 minute sample time
 - (b) Menu still in the works
 - b) ‘Auli’i contacted for Zumba class
 - (i) When scheduling the classes, we need to keep in mind what time UH classes get out so they do not collide.

D. Self Defense Workshop

1. Lead: Moana
2. Event Date: Thursday 10/17
3. Location: Campus Center Ballroom
4. Event Time: 5pm-6:30pm
 - a) Two options
 - (1) Change the date to November and get David
 - (a) Wednesday, 11/3 and Friday, 11/15 are open for executive dining room
 - (i) Wednesday is the preferred date.
 - (2) Keep the date and try to negotiate pricing
 - (a) David, who agreed to do the event for free, is going to be in Europe. He is trying to find replacements, but as of now, there are none.
 - (b) The council aims to change the date so that we can still get David and use the leftover money for giveaways.
 - (c) Max occupancy of the executive dining room, where we aim to hold the event, is 250.

E. Movie Night: Frankenstein

1. Lead: Jeremy
2. Event Date: Thursday 10/24
3. Location: Campus Center Ballroom
4. Event Time: 6pm-8:30pm
 - a) Graphics in production
 - b) Need suggestions for Layout
 - (1) Council suggests to keep the same layout as the movie night. Keep the ticket method as well.
 - (2) Discussion of cotton-candy issue
 - (a) Joanna suggests to make cotton candy \$1 because it's harder to make.
 - (i) Countered by the suggestion to make it ahead of time.
 - (ii) It is also suggested that we make a separate cotton-candy line.
 - (b) Cotton Candy flavors
 - (i) To make the line faster, Ally suggests to mix all the cotton candy flavors together.
 - (a) But, it might become brown.
 - (b) Decision: Try everything beforehand. If there is an issue, stick to one color

- (3) Discussion about Jeffrey
 - (a) Flyers will be given out
 - (b) Speaker is confirmed
 - (c) They will have lights

F. Taste of Manoa

- 1. Lead: Angelica, Lexy, and Amber
- 2. Event Date: Wednesday 10/30
- 3. Location: Campus Center Courtyard
- 4. Event Time: 5:30pm-7:30pm
 - a) Ragamuffs discussion
 - (i) Accepted the \$200 offering.
 - (ii) However, we need to know if they have insurance because if they do not, we have to pay for it. We do not want to pay any extra money.
 - (iii) If we do not get them, we can play halloween themed music instead.
 - (iv) Leaning towards no for them because they're over-charging.
 - (2) Will set up at 4:30pm, performance starts at 5:30
 - (3) 30-45 minute play time
 - (4) KTUH to DJ at event?
 - (A) Resuable container discussion
 - (a) Trying to get reusable containers to be passed by Donna, but there's a problem with the department of health
 - (b) Maybe exchange it for lunch totes and mini bamboo culinary sets (this also needs to be sanitized).
 - (c) Instead of providing it, they bring their own and can get something free in exchange

G. Makana o Manoa

- 1. Lead: Moana and Ashley
- 2. Event Date: Thursday 11/07
- 3. Location: Campus Center Courtyard
- 4. Event Time: 5pm-7pm
 - a) Working on graphics
 - b) Ashley's HWST TA's are having a meeting to brainstorm ideas for games and programming
 - c) Meeting with Jacy on 10/3
 - d) Email sent to John - waiting on Catertrax

e) Will possibly work with Kent to get lemonade

H. NovemBEAR

1. Lead: Jeremy and Amber
2. Event Date: Thursday 11/21
3. Location: Campus Center Ballroom
4. Event Time: 5pm-7pm
 - a) Ordering everything today!

I. Cram Jam

1. Lead: Angelica, Moana, Ashley, and Amber
2. Event Date: Sunday 12/15 - Friday 12/19
3. Location: Campus Center
4. Event Time: 10pm-2am
 - a) Massage Therapists (moana)
 - (1) Ryan Izutsu & Smarha Lacy: **available all dates**
 - (a) Insurance sent to me, needs to be renewed
 - (2) Kauhi Hoopii: **available all dates**
 - (a) Waiting on insurance (followed up)
 - (3) Kauai Antone: **available all dates**
 - (a) Waiting on insurance (followed up)
 - (4) Micah Jingao: **available all dates**
 - (a) Waiting on insurance (just confirmed)
 - b) Graphics (main graphic, graphics for rooms, menus, coupons) & Snacks/Drinks (Ashley/moana)
 - (a) We have to work with Coke for the drinks, so we can't just pull from what we have
 - c) Midnight Breakfast & Dog Therapy (angelica)
 - (a) Think about menu and the price
 - (b) Dog therapy: just be the point of contact
 - d) Volunteers & Rooms (amber/jeremy)
 - (a) Give them a room to study in
 - (b) Rooms: relatively hard/medium; you want to be creative with it. Order the items and make sure the items are organized
 - (i) Nap room: need to clean down mats and provide more

VII. CCB Updates

- A. Next Meeting: 10/15 @ 5:30pm

VIII. Chair Comments

- A. Spring 2020 Re-Imagined events

1. Choose events you want to plan
 2. Spring 2020 Events to be added to October's Meeting Agenda
- B. Give one AC bulletin board across from T&I to ASUH during re-tiling project (until November-ish)?
- a) They will be using the left-hand side
- C. New floor-plan for AC office?
- a) In the works

IX. Advisor Comments

A. Ally

- a. Updates in the AC Drive
 - i. Forms folder
 - ii. Volunteers folder
 - a. Amber will update the volunteer list
- b. Tiling project beginning next week
 Entrance to AC office: courtyard staircase > ballroom staircase > gallery
 Entrance to Ally's office: Subway entrance > MES office
- c. Ally out 11/4-11/8 (Makana o Manoa)
 1. Joanna will be the lead advisor

B. JoeAnna

- a.

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, SEPTEMBER 25TH @ 6:30PM**

III. Meeting adjourned at 7:40 PM