

UNIVERSITY OF HAWAI'I AT MĀNOA
CAMPUS CENTER BOARD ACTIVITIES COUNCIL
Meeting Agenda
Wednesday, September 25, 2019
AC Office 6:30 P.M.

- I. Call meeting to order at: 6:33 PM
- II. Council Members present: Lexy, Ashley, Moana, Angelica, Amber
- III. Advisors present: Ally, Joanna
- IV. Standing Items
 - A. Agenda - September 25, 2019
 - 1. Accept agenda as presented.
 - B. Minutes - September 18, 2019
 - 1. Accept the minutes as presented.
- V. Old Business:
 - A. Tango Night
 - 1. More Starts/Stops/Continues?
 - a) N/A
- VI. New Business:
 - A. KTUH Co-Sponsorship
 - 1. Liaison: Moana
 - 2. Event Date: Friday 9/27
 - 3. Location: 9/20--Hemenway Courtyard; 9/27--CC Courtyard
 - 4. Event Time: 5:00pm-9:00pm
 - a) Friday 9/27
 - (1) AC members who will be there:
 - (a) Lexy (12pm-2pm)
 - (b) JoeAnna (11am-12pm)
 - b) Friday 10/4
 - (1) Sarah needs AC count
 - (a) Shifts
 - (i) 5:30PM - 8:30PM
 - (ii) 8:00PM - 11:30PM
 - (a) Both shifts: Lexy, Moana (full first shift only), Amber, Angelica(?)
 - (b) Needs help selling tickets and entrance (all the way through the show)

- (2) Council approval for loaning KTUH iPads for the show.
 - (a) Used for ticket sales
 - (i) Easier to have a tablet than a computer
 - (ii) Will have wifi network with protected password
 - (i) Used for ticket sales
 - (ii) They will have a wifi network with a protected password
 - (iii) Approved
- (3) AC is considered one of the sponsors of this event too
 - (a) We will be recognized in eblasts and calendars
 - (b) Sarah asked for sign holders
 - (i) Moana moves to coordinate two sign holders

B. Wellness Fair

- 1. Lead: Angelica
- 2. Event Date: Monday 10/7
- 3. Location: Campus Center Courtyard
- 4. Event Time: 11am-1pm
 - a) Confirmed: Health Promotion Program, Counseling and Student Center, Dr. Lucas, Manoa Dining Services, Blue Zones Project
 - (1) All will hold a booth, but Blue Zones and Manoa Dining service will hold a cooking demo.
 - (2) Angelica poses to give away promo items because we are not paying them.
 - (3) Also motions to use the summer events promo items.
 - b) Layout: Cooking demos by Stir Fresh, booths by the grassy area, yoga class in front of the stairs
 - c) To-do: Giveaways and food bar
 - d) Motion to give AC promo items to guests
 - e) Motion to use Summer 1 items as giveaways

C. Self Defense Workshop

- 1. Lead: Moana
- 2. Event Date: Thursday 10/17
- 3. Location: Campus Center Ballroom
- 4. Event Time: 5pm-6:30pm
 - a) Change date to Wednesday, November 13th from 5:00pm - 7:00pm
 - (1) Tell MES the timing is 5 to 8 because PAU violence needs an hour to do a presentation.
 - (a) Moana moves to change the date of self defense to November 13th
 - (i) Approved
 - b) Ordering safety key lights again

- c) Met with PAU Violence
 - (1) Will be presenting a “Brining In The Bystander (BITB)
 - “*Rather than focusing narrowly on perpetrators and victims, the highly interactive, researched and evaluated Bringing in the Bystander In-Person Prevention Program uses a community of responsibility approach. It teaches bystanders how to safely intervene in situations where an incident may be occurring or where there may be risk. The program is customizable to reflect the locations, colloquialisms, and culture of your school or organization.*”
 - (2) Created by University of New Hampshire
 - (3) Modified presentation of 60min or hybrid version to include other techniques (ie. de-escalation)
- d) Drink order done
- e) Graphic almost done
- f) Food: snacks from Costco

D. 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) Cotton-candy
 - (a) Keep angelica’s layout, where would it be fitting knowing its big loud and time consuming.
 - (b) In the ballroom, or right outside, but not on the Lanai
Humidity is an issue
 - (c) Move cotton candy machine by the benches; Jeremy can order a mat to put under the section to hose it off.

E. 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) Angelica: Will contact KTUH to ask about costs for DJ services
 - b) Compensation for Ragamuffs will be determined after hearing back from KTUH
 - (1) Ragamuffs don’t have insurance; their compensation will be lowered

- (2) Curate playlists to play at event
- c) Graphic order was sent. Awaiting first draft. Theme for poster: Halloween vintage (Can we review quantities of graphics?)
 - (1) Contacting Kaleo about having a photobooth
 - (2) Will not be giving out promo item containers, they are thinking that the staff is going to serve the food directly in the containers which is against DOS
 - (3) Going to order promo lunch bags/ lunch totes and are still going to advertise it on graphics as bring your own
 - (4) Looking into reusable cutlery
 - (5) John still has not sent a menu

F. 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) Food done: Vegan option: Tofu poke, sweet potatoes, steamed rice, poi, haupia
 - b) Event blurb done
 - c) Application form for performers done
 - (1) Send out in email blast?
 - d) Will contact the people from Poetry Slam and send them the application form
 - e) Meeting with Jacy for layout on 10/3
 - f) Working with Kent to get Hubert's Lemonade (will adjust drink order)

G. NovemBEAR

- 1. Lead: Jeremy and Amber
- 2. Event Date: Thursday 11/21
- 3. Location: Campus Center Ballroom
- 4. Event Time: 5pm-7pm
 - a) Sent out a request for a graphic, it's in the works
 - b) Amber in charge of Food and Decoration

H. 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) <https://blog.campusgroups.com/campusgroups/2016/12/13/campus-fun-10-great-activities-colleges-are-providing-for-their-students-to-destress-during-finals-week>
 - (1) Names for stuff
- b) Massage Therapists (moana)
 - (1) Ryan Izutsu & Smarha Lacy: **available all dates**
 - (a) Insurance will be reimbursed (\$75 each)
 - (2) Kauhi Hoopii: **available all dates**
 - (a) Insurance sent to Jacy
 - (3) Kauai Antone: **available all dates**
 - (a) Waiting on insurance (followed up)
 - (4) Micah Jingao: **available all dates**
 - (a) Waiting on insurance (just confirmed)
- c) 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
- d) Midnight Breakfast & Dog Therapy (angelica)
 - (a) Think about menu and the price
 - (b) Dog therapy: just be the point of contact
- e) 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
 - (ii) Reach out to volunteers EARLY,
 - (iii) Incentives: rented out one of the CC rooms to study in, List where they can decide.
 - (iv) \$100 gift card for MES services: renting out rooms etc. **
 - (a) MES, sedexo or graphics
 - (b) Contact: donna,JAYCE, graphic manager
 - (c) Send them a copy of the coupon and ask for their feedback

I. Recreation Event (Movie Night?)

1. Lead:
2. Event Date: Thursday, 1/16
3. Location: Campus Center Ballroom
4. Event Time: 5:30pm - 11:15pm
 - a)

J. Educational Event (Dance Night?)

1. Lead:
2. Event Date: Thursday, 1/23
3. Location: Campus Center Ballroom
4. Event Time: 4:00pm - 7:00pm
 - a)

K. Personal Wellness (Wellness Event?)

1. Lead:
2. Event Date: Thursday, 1/30
3. Location: Campus Center Ballroom
4. Event Time: 4:00pm - 7:00pm
 - a)

L. Educational Event (Food Insecurity?)

1. Lead:
2. Event Date: Thursday, 2/6
3. Location: Campus Center Ballroom
4. Event Time: 4:00pm - 7:00pm
 - a)

M. Recreation Event (BEAR-uary?)

1. Lead:
2. Event Date: Thursday, 2/13
3. Location: Campus Center Ballroom
4. Event Time: 5:15pm - 8:00pm
 - a)

N. Cultural Event (Living Legacy?)

1. Lead:
2. Event Date: Thursday, 2/27
3. Location: Campus Center Ballroom
4. Event Time: 4:00pm - 7:00pm
 - a) We need to be in contact with BSA

O. Cultural Event (International Night Co-Sponsorship?)

1. Lead:
2. Event Date: TBD: Monday - Friday, 3/2 -3/6
3. Location: Campus Center Ballroom
4. Event Time: 5:00pm - 9:00pm
 - a)

P. Cultural Event (Paint Night?)

1. Lead:
2. Event Date: Thursday, 3/9
3. Location: Campus Center Ballroom
4. Event Time: 5:30pm - 8:30pm

Women's day?

A wellness, feminist fair, make it clear that it's open to all genders.

It would work because they also want to raise awareness of their center.

Play hidden figures

Have women talk about the movie

-host a ted talk

Talk to the women's center

Switch the names for paint night and women's event -- interchange educational and cultural

Week of the third of february is completely booked.

Change paint night: 1/23

Dance night becomes recreation

Q. Recreation Event (Nacho Libre?--Nacho Movie Night)

1. Lead:
2. Event Date: Thursday, 3/12
3. Location: Campus Center Ballroom
4. Event Time: 11:00am - 1:00pm
 - a) Time correct?

R. Taste of Manoa

1. Lead:
2. Event Date: Tuesday, 3/24
3. Location: Campus Center Courtyard
4. Event Time: 11:00am - 1:00pm
 - a) Time correct?

S. Recreation Event (AC Giveaway Event?)

1. Lead:
2. Event Date: Thursday, 4/2
3. Location: Campus Center Courtyard
4. Event Time: 11:00am - 1:00pm
 - a) Contact gaming club
Knocker ball tournament glow sticks
*too much liability

T. Signature Event (Aloha Bash Kick-Off?)

1. Lead:

2. Event Date: Wednesday, 4/8
3. Location: TBA
4. Event Time: TBA
 - a)

U. Signature Event (Aloha Bash Last Chance?)

1. Lead:
2. Event Date: Monday, 4/20
3. Location: TBA
4. Event Time: TBA

Valentines: self-care, be your own valentine

For the extra recreational event that's near valentines, do a DIY bath bomb/flower/face masks/perfume event instead of bearuary

Truffles out

3/2 = book signing for national book day

3/3 = national wildlife day = maybe register a wildlife walk and talk

3/15= world sleep day

3/20=international day of happiness *around TOM*

3/21= world poetry day

Recreational idea: Manoa's got talent

V. Aloha Bash

1. Lead: Lexy & Angelica & Ashley
2. Event Date: Friday, 4/24
3. Location: Campus Center Ballroom
4. Event Time: 6:00pm - 12:00am
 - a) Potential artists:
 - (1) BlackBear
 - (2) YBN Cordae
 - (3) Teyana Taylor
 - (4) Jacquees
 - (5) A Boogie with A Hoodie
 - (6) Goldlink
 - (7) Chief Keif
 - (8) Kid Ink
 - (9) Fetty Wap
 - (10) Famous Dex

W. Cram Jam

1. Lead:
2. Event Date: Sunday - Thursday, 5/10 - 5/14

3. Location: Campus Center
4. Event Time: Sunday, 9:00pm - 2:00am; Monday - Thursday, 10:00pm - 2:00am
 - a)

VII. CCB Updates

- A. Next Meeting: Wednesday October 2nd @ 6:30 PM
- B. The AC does not work.

VIII. Chair Comments

- A. No chair comments

IX. Advisor Comments

- A. Ally
 - a. Ballroom events: add in blurb: "Construction Underway at CC: To access the Ballroom, enter from the courtyard (in front of WRC) and take the stairs/elevator to the 3rd floor."
- B. JoeAnna
 - a. JoeAnna's office is open Mondays and Fridays

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 2ND @ 6:30PM**

III. Meeting adjourned at 8:34 PM