UNIVERSITY OF HAWAI‘I AT MĀNOA

CAMPUS CENTER BOARD ACTIVITIES COUNCIL

Meeting Minutes

Monday, November 3, 2014

CC 310 - 4:00 PM

1. Attendance

|  |  |  |  |
| --- | --- | --- | --- |
| Members Present | Members Absent | Advisors Present | Staff Present |
| Lavender Oyadomari | Devin Makizuru | Stephanie Welin | Rachael Beale |
| Dominique Cupa |  | Morgan Rapozo | Christine Peralta |
| Moira Miyastao |  | Sarah Yap |  |
| Jamee Allen |  |  |  |
| Niharika Ravichandran |  |  |  |
| Suhan Yi |  |  |  |

1. Call meeting to order at 4:04 PM.
2. Standing Items
   1. Minutes - October 27, 2014
      1. Accept minutes as amended in Google Docs.
   2. Agenda - November 3, 2014
      1. Accept agenda as presented.
3. Old Business
   1. Maleficent Movie Night Evaluative Recap (10/31/14)
      1. Stop:
      2. Start:
         1. Trash can by hot dog station
         2. More signage
         3. Script cups
         4. directions
         5. bring saran wrap
         6. label cookie flavors
         7. brief volunteers (create info sheet)
         8. pre-order slips (Families with large food orders)
      3. Continue:
         1. New layout (drinks in the middle, main by cashier)
         2. concession trays
         3. involve volunteers in conversations
         4. eliminate cotton candy if not enough staff
         5. pair up/ group up during ballroom reset
      4. Change:
         1. Put concession trays on menu
         2. Think of alternative locations for concessions
         3. Brain storm troubleshooting for short staff
         4. Ask CCB to help staff (ahead of time)
      5. Attendance: 58/ ?
   2. Spring 2015 Events
      1. Thirteen events planned so far.
4. Signature Updates
   1. No Updates
5. New Business
   1. Welcome New Member!!
      1. Suhan Yi
   2. Office Cleaning Update (Rachael)
      1. Set up meeting time to clean up. Saturday November 8, 2014 from 9AM-2PM and Tuesday November 11, 2014 (Cleaning the office is Optional not Mandatory).
      2. Task Sheet
   3. Fall Event Updates
      1. Create-a-Bear (11/7/14)
         1. Lead: Devin/Jamee
         2. Meet up Time & Location: 4PM in AC Office
         3. Assign Tasks: At least 2 members to work the Cash Box (Lavender and Niharika)
         4. Pre-Stuffing bags for create - a bear
         5. Need at least 4 volunteers
      2. Movie Night: *The Lego Movie* (11/7/14)
         1. Lead: Moira Co-Lead: Dominique
         2. Meet up Time & Location: 5PM transitions into movie night, meet by Jamba Juice Campus Center
         3. Assign Tasks: Lavender: Cashier, Suhan Yi: Cookies, Popcorn: Volunteers, Dominique: Announcer, and possibly clean up between showings, need 3-6 volunteers
         4. People can store their miscellaneous items (ex.Strollers in CC 309 and CC 310)
         5. Will be allowing $20 bills (supplementing the cash box for create a bear and movie night)
      3. Mānoa’s Got Talent (11/21/14)
         1. Lead: Moira
         2. New due date for application Wednesday, November 12
         3. Recruitment papers will be submitted to resident dorms.
         4. EA to put application signups on AC website week of Nov. 3
         5. Currently no participants: Looking for 6 acts minimum (5 min. max per performance)
         6. Depending on security the maximum pay time is 4 hours
         7. Possibly postponing
      4. Rockin’ the Roots (12/5/14)
         1. Lead: Moira
         2. 9PM-12:30AM (CC Courtyard)
      5. Relaxation Fair (12/10/14)
         1. Lead: Devin
         2. Co-Leads: Jamee, Moira

No updates

* 1. Activities Council Bulletin Board Updates
     1. Jamee & Niharika
     2. Using the same bio’s from the AC Website, and posting pictures (optional)

1. CCB Updates
   1. Next general meeting on November 3, 2014 in HEM 211 at 6:00 PM
   2. Need CCB Members to Volunteers (requesting 20 hours minimum of help)
2. Advisor Comments
   1. Electronic Resources: Gmail, Google Docs, Google Cal
      1. Monday, November 10 during the AC meeting
      2. Add questions/items to cover to the Google Doc by the end of the day on Friday, November 7
   2. Negotiation Q&A

Shawn will be leading the discussion

* + 1. Monday, November 17 during the AC meeting
    2. Add questions/items to discuss to the Google Doc by the end of the day on Friday, November 14

1. Upcoming Events
   1. Movie Night: *The Lego Movie* & Create-a-Bear (11/7/14)
   2. Mānoa’s Got Talent (11/21/14)
   3. Rockin’ the Roots (12/5/14)
   4. Relaxation Fair (12/10/14)
   5. Cram Jam (12/14~19/14)
2. Reminders
   1. Upcoming out of the office dates:
      1. Morgan: Nov. 12-14 (NACA West)
      2. Stephanie: Nov. 24-28 (Vacation)
   2. Order your event cash box via Wing Kwok ([wingkwok@hawaii.edu](mailto:wingkwok@hawaii.edu)) in the SLD Fiscal Office. Be sure to pick up the cash box by 1PM the day of the event.
   3. M&G Reminders:
      1. Before finalizing and printing your M&G, be sure to let Stephanie proofread it.
      2. After finalizing your M&G, send Qiana, Christine and Stephanie the electronic copy for record keeping and social media posting. Also, give Qiana or Christine a hard copy for the AC Office and Stephanie one for her office door.
   4. If you are limiting event participants to students or students/faculty/staff with validated IDs, be sure to let Stephanie know so that the handheld readers may be reserved in time from T&I. Thanks!
   5. Please check your emails regularly and promptly especially when it is regarding decision-making. Points in monthly evaluation will be deducted if responses are not prompt.
   6. Be prepared for every AC meeting by having a writing utensil, your meeting notes/minutes, paper, and your planner/calendar.
   7. 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.
   8. If you need help don’t forget to ask! We’re all working together.
3. Next Meeting: Monday, November 10, 2014 in CC 310 at 4:00 PM
4. Meeting adjourned at 4:57.