UNIVERSITY OF HAWAI‘I AT MĀNOA

CAMPUS CENTER BOARD ACTIVITIES COUNCIL

Meeting Minutes

Monday, October 13, 2014

CC 310 - 7:30PM

1. Attendance

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Members Present | Members Absent | Advisors Present | Advisors Absent | Staff Present |
| Lavender Oyadomari | Devin Makizuru | Stephanie Welin | Morgan Rapozo | Qiana Hironaka |
| Rachael Beale |  |  |  | Christine Peralta |
| Dominique Cupa |  |  |  |  |
| Moira Miyastao |  |  |  |  |
| Jamee Allen |  |  |  |  |
| Elyse Chang |  |  |  |  |
| Niharika Ravichandran |  |  |  |  |

1. Call meeting to order at 7:33 PM.
2. Standing Items
	1. Minutes - October 6, 2014
		1. Accept minutes as amended in Google Docs.
	2. Agenda - October 13, 2014
		1. Accept agenda as presented.
3. Old Business
	1. National Coming Out Day Fair Co-Sponsorship Evaluative Recap
		1. Liaison: Dominique
			1. Start:
				1. Co-Sponsorships ahead of time. The time crunch was difficult to work with.

Next time the so-sponsorships should be addressed way ahead of time instead of such a short amount of time. Suggestions are to make a timeline and have them submit it 6 weeks ahead of time. We can start assisting in planning 4 weeks prior event.

* + - * 1. Make sure coordinators have an up-to-date idea of prices for items.

When we decide on what we are agreeing to provide them, pricing of items should be more accurate so we can budget more accurately.

* + - 1. Stop:
			2. Continue:
				1. To use e-mail as main communication.

Continue using this since it is the easiest way to communicate through.

* + - * 1. Using the CC Courtyard as opposed to the CC Mall. There was more space for vendors and attendees to engage and move throughout the event.

Continue to use the CC Courtyard. It allowed more room for event and vendors.

* + - 1. Change:
				1. Set up a relationship with a local t-shirt company.

Start to build relationships with t-shirt companies so in the future we can hopefully get better deals.

* + - 1. Attendance:
	1. Spring Events
		1. Committees were asked to have at least three event ideas for next semester (Spring 2015). To better involve the newest AC members, Lavender asked the committees to incorporate ideas from new members and be ready to present ideas at the AC Meeting on Monday, October 20.
	2. Student Staff/Volunteer
		1. Reminder to respond to the google form that asks if you would like to keep the student volunteers which is what we have currently, or have both student staff and volunteers.
		2. Lavender gave members an additional week to do this.
1. Signature Updates
	1. Taste of Mānoa (10/16/14)
		1. Review Tasks
			1. Check in at CC 208. Staff members/volunteers will get 2 tickets for dinner. Eat dinner during debriefing.
				1. 3:00 PM - MES will set up tents and tables for food
				2. 4:00 PM - MES will set up tables and sounds equipment for DJ
				3. 4:30 PM - AC/Volunteer Check In
				4. 4:45 PM - Station Prep (hang signs, set up ticket cups)
				5. 5:00 PM - Event Begins: Throughout event team will monitor crowd, help clean up, contact facilities for larger spills.
				6. 7:30 PM(approx) - When tickets are sold out- Event ends, breakdown your table/station, help MES finish tear down of tables and equipment, clean up trash, etc.
				7. 8:15 PM(approx) - Eat & Debrief
				8. 8:30 PM - Shift Ends
		2. Additional Updates
			1. Ticket Taker- Take ticket from student
			2. Plate monitor- Makes sure that everyone only picks up one plate
			3. FAQ:
				1. What is Taste of Mānoa?

Fun event where student and families can come an get cheap affordable food.

We will be using chefs from campus

* + - * 1. What is the menu?

Six different plates

Menus will be passed out.

* + - * 1. How much are the tickets and where can I buy them?

$1.50 per ticket

Purchase tickets by vending machine

* + - * 1. What are some upcoming AC Events?

Plan events for students such as Movie Nights, Create-a-Bear, concerts, Homecoming, Mānoa’s Got Talent, Relaxation Night.

* + - * 1. Why are tickets $1.50 instead of $1.00?

The $0.50 is added on so we can try and meet costs as much as possible. This will allow us to hold more events. Each plate is actually priced at $4.50, which is already a great discount for gourmet food.

* + - * 1. Where can I find out more information about CCB AC?

Speak to Lavender, the website, facebook.

Flyers are going to be provided at each table with the website, facebook, and instagram. Using this to push our social media. Please encourage people to take pictures so we can hopefully get more followers.

* 1. Mānoa Laughs
		1. Qiana
		2. Augie T asking price?
			1. Augie T is asking for $25,000 which he will perform 2 shows in one night. His asking price is $12,000. This means that there is probably room for negotiation. Especially after looking at Jo Koy’s asking price of $30,000 and 2 performances would have cost $40,000.
		3. Frank Delima Package
			1. Chose package 1 which includes 30 minute of stand up comedy.
			2. Augie T has approved Frank Delima opening up the act.
1. New Business
	1. Welcome New Members! :]
		1. Elyse Chang
		2. Niharika Ravichandran
	2. Fall Event Updates
		1. Movie Night: *The Amazing Spider-Man 2* (10/17/14)
			1. Lead: Moira
				1. Meet Up Time & Location

Meet in the AC office at 5:00 PM.

* + - * 1. The co-lead is Dominique
				2. Assign Tasks

Cashier: Lavender and Jamee

Cookies: Niharika

Popcorn: Elysee

Cotton Candy: Rachael

Subway Sandwiches:

Spider-Man Escort: Moira

Clean up crew: Moira

Spider-Man: Greg

* + 1. Career Fair Co-Sponsorship (10/21/14)
			1. Liaison: Rachael
				1. The Career Fair will be held on Tuesday, October 21 between 10:00 am and 2:00 pm.
				2. Printed flyers for Student Housing.
				3. Mix up with Graphics and tried to charge Rachael the $17.84.
				4. The AC table will only be up during the time that Rachael is able to staff the table.
		2. Homecoming Ho’olaule’a Fair (10/24/14)
			1. Lead: Lavender
				1. The Homecoming Ho’olaule’a does not have the word “fair” in it.
				2. We will have So Roots and Mele Apana entertaining
				3. T-shirt cutting station

ASUH will be providing the Homecoming shirts to validated UH Mānoa undergraduates to be cut up.

Located on the lanai space in front of the Warrior Recreation Center.

Floaters will watch others at the table to make sure everyone is being safe.

* + 1. Movie Night: *Maleficent* (10/31/14)
			1. Lead: Moira
				1. No new report
		2. Create-a-Bear (11/7/14)
			1. Lead: Devin/Jamee
			2. Inventory complete: Approx. 100 shirts, 392 animals in storage

 -E-mail Devin if more details are needed

* + - 1. Order Placed: 100 turtles, 100 stingrays
				1. The order may not come in by the event date so we need to be prepared for this.
			2. Keeping the price at $8 per animal
		1. Movie Night: *The Lego Movie* (11/7/14)
			1. Lead: Moira
				1. If we are changing the date of this so it is not the same night as Create-a-Bear, we will have to change the graphics.
		2. Mānoa’s Got Talent (11/21/14)
			1. Lead: Moira
				1. Voting

Clap vote but AC would like to avoid anyone from getting offended

App vote but not everyone may have smart phones and the wifi may not work with us that day.

Decision: Judges choose their top choices then we will do a clap vote. This will lessen the chances of offending anyone.

* + 1. Rockin’ the Roots (12/5/14)
			1. Lead: Moira
			2. Band Discussion
				1. Anuhea is priced at $5,575 per hour

Providing: 1 case of water, Subway sandwich platter, 6 cans of Mountain Dew, chips, Pepsi, cups, napkins, utensils, apple fries from Subway, and ice.

Meet and Greet: Survey put on website, and 10 people will randomly get picked from the people who filled out the survey. This will increase traffic on our social media and website.

* + - * 1. Kimie is priced at $3,000 for 45 minutes
				2. Kalohe Kai is priced at $3,000 per hour
			1. Contacted Eddie to see if Simply to Go can stay open during the concert.
			2. Public or students only?
				1. Conclusion: Open for UH Mānoa faculty/staff and System students to attend this event if they purchase a presale ticket at $5. System students must present their validated student IDs. UH Mānoa faculty/staff must present their UHM faculty/staff ID. Validated UH Mānoa students with IDs will get in for free.
		1. Relaxation Fair (12/10/14)
			1. Lead: Moira
				1. Lead will now be Devin
		2. NACA Conference
			1. Dominique
			2. November 13-16
			3. Allowing 2 Signature Event Coordinators, also 2 Activity Council Members but we may be able to change it to 4-5 people.
		3. Meeting Times
			1. Lavender
			2. Will now be having the CCB AC meetings at 4:00 PM on Mondays. Location may change.
1. CCB Updates
	1. Next general meeting on Monday, October 20, 2014 in Hemenway 204
2. Advisor Comments
	1. CC Operations Policies: Stephanie
		1. Request for feedback
			1. Stephane asked AC members and staff to look over the CC Operations Policies document that is 37 pages long. It will be shared via Google Docs to allow AC members and staff to provide feedback. Some important topics are “Free Speech”. This will be due on Monday, October 27. This gives you about two weeks to review and provide feedback.
3. Upcoming Events
	1. Taste of Mānoa (10/16/14)
	2. Movie Night: *The Amazing Spider-Man 2* (10/17/14)
	3. Career Fair Co-Sponsorship (10/21/14)
	4. Homecoming Ho’olaulea Fair (10/24/14)
	5. Movie Night: *Maleficent* (10/31/14)
	6. Movie Night: *The Lego Movie* & Create-a-Bear (11/7/2014)
	7. Manoa’s Got Talent (11/21/2014)
4. Reminders
	1. October Stipend Evaluations are due to Christine Peralta on Monday, October 27 by 5PM.
	2. Order your event cash box via Wing Kwok (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.
5. Next Meeting: Monday, October 20, 2014 in Campus Center 310.
6. Meeting adjourned at 9:35 PM.