UNIVERSITY OF HAWAI‘I AT MĀNOA

CAMPUS CENTER BOARD ACTIVITIES COUNCIL

Meeting Minutes

Monday, October 20, 2014

HEM 204 - 4:00 PM

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 4:10 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. Taste of Mānoa Evaluative Recap (10/16/14)
		1. Christine
			1. Start:
				1. More booths with variety other than just meat
				2. a sectioned start line for food booths so that people have direction on how to enter line
				3. bring more attention to ticket booth
				4. selling tickets in advance
				5. have multiple ticket selling stations
				6. more publicity
				7. create a theme (WRC 1st birthday!)
				8. have DJ also emcee the event/make announcements
				9. add tables for people to eat
				10. hang signs throughout the courtyard to advertise the event
				11. add pictures of food to advertisements
				12. other performers: Tahitian, UH Jazz Band, Rainbow dancers
				13. add raffles/giveaways to encourage people to stay and eat until the end of event
			2. Stop:
			3. Continue:
				1. variety of food
				2. music/DJ
				3. extra trash cans
				4. free Pepsi samples
				5. providing map and menus
				6. keep all stations in courtyard
				7. surveys
				8. using big cups for ticket taking
			4. Change:
				1. specify all plates, specifically the dessert table
				2. more lights (specifically by dessert table)
				3. not all stations will need plate monitors and ticket takers, have back up assignments in case we are overstaffed
				4. provide drinks / bathroom breaks for volunteers
				5. more veggie and dessert options
				6. order fewer plates (for a Thursday night, non-themed event)
				7. promote to get votes
				8. rearrange tables under tent to have a better flow of traffic
				9. have multiple stations to drop off votes (maybe with each plate monitor)
				10. have raffle at the end for those that voted
				11. provide local food option
			5. Attendance:
				1. 1,948 tickets sold (approx 325-400 people assuming each guest purchased 5-6 tickets)
			6. Vote for favorite plate:
				1. In order to break a 3 way tie, could you each vote for your favorite of the plates?
				2. Voting since there was a three way tie from the surveys we get back.

Shrimp:

Veggie:

Pork:

Chicken Chili: WINNER!

Beef Fajitas:

Tiramisu:

* 1. Movie Night: *The Amazing Spider-Man 2* (10/17/14)
		1. Moira
			1. Start:
				1. Survey for movie nights about movies
				2. Hurricane popcorn, juice
				3. brown bags so people can carry snacks
			2. Stop:
			3. Continue:
			4. Change:
				1. sandwich scripts
				2. the layout (drinks at the end or right before popcorn)
				3. cashier to tell patrons to put ticket in cup
				4. better signs
			5. Attendance: ~ 45/ 30
	2. Spring 2015 Events
		1. Education
			1. Lei making (5/6/15)
			2. Dorm recipe demonstrations (1/30/15)
			3. CPR Class (4/22/14 ?)
		2. Music & Media
			1. Movie Nights
				1. Hunger Games (3/13/15)
			2. Rockin the Roots
			3. Welcome Back Bash (1/16/15)
		3. Games & Rec
			1. Video Games
			2. Create a Bear
			3. Bingo (4/10/15)
		4. Wellness & Culture
			1. Health Fair (4/22/15)
			2. Mason Jar (4/22/15)
			3. Earth Day (4/22/15)
				1. Joining Health Fair, Mason Jars, and Earth Day together.
			4. Chinese New Years
			5. Mardi Gras
			6. St. Patrick’s Day
			7. Salsa Night
			8. Self Defense Workshop (3/20/15)
	3. Student Volunteer vs Student Staff (Tabled)
1. Signature Updates
	1. Mānoa Laughs
		1. Qiana
			1. Need to decide on what comedian we would like to book.
			2. Qiana to send out videos on Jo Koy, Augie T, and Angelah Johnson to the AC members for review before next week’s AC meeting.
2. New Business
	1. Fall Event Updates
		1. Career Fair Co-Sponsorship (10/21/14)
			1. Liaison: Rachael
				1. Rachael emailed Jenny that she would not be able to get the flyers up at Student Housing. Rachael will be manning the AC table from 10:30 - 11:45 AM and Jamee will cover the shift till 1:00 PM.
		2. Homecoming Ho’olaule’a (10/24/14)
			1. Lead: Lavender
				1. Meet up Time & Location

2:45 PM AC Office

* + - * 1. Assign Tasks

AC will be hosting the T-shirt cutting table. Lavender will have supplies ready which include signs, table cloths, scissors. Six tables total. AC members are only in charge of the following:

T-shirt cutting monitors (Rachael, Dominique, Elyse)

Set up and supervise the t-shirt cutting station.

Recruitment Table (Jamee, Moira)

Promote activities council

Stage Manager (Lavender)

Manage Flow of entertainment

Please look over frequently asked questions document and familiarize yourselves with it.

ASUH will have a table that will be distributing Homecoming t-shirts to validated undergraduate students.

Please keep forms on hand during the event.

* + 1. Movie Night: *Maleficent* (10/31/14)
			1. Lead: Moira
			2. No updates.
		2. Create-a-Bear (11/7/14)
			1. Lead: Devin/Jamee
				1. Told Graphics to start printing advertisements.
				2. Will get under the sea creatures for the event.
		3. Movie Night: *The Lego Movie* (11/7/14)
			1. Lead: Moira
				1. Told Graphics to start printing advertisements.
		4. Mānoa’s Got Talent (11/21/14)
			1. Lead: Moira
				1. Having problems with the QR code and will leave it off the flyers.
		5. Rockin’ the Roots (12/5/14)
			1. Lead: Moira
				1. We will be having three bands. Anuhea will be the headliner, also Kimie and Shar Carillo.
				2. Move forward with contacting Shar Carillo and booking.
		6. Relaxation Fair (12/10/14)
			1. Lead: Devin
			2. Co-Leads Jamee, Moira
	1. AC Travel
		1. ACUI Regional
			1. Association of College Unions International
			2. CCB has already sent out the application for this conference.
		2. NACA Regional
			1. National Association for Campus Activities
			2. AC belongs to NACA West.
			3. The NACA West conference is November 13-16 in Portland, Oregon.
			4. Due date is this Thursday for early registration at $198 and regular registration costs $225.
			5. All paid for (food, lodging, registration fees, transportation). Food money will have to be paid up front then will get reimbursed later save gratuity.
	2. AC Meetings
		1. The remaining AC meetings will be in Campus Center 310 at 4:00 pm
		2. The room will be reserved from 3:30 pm - 6:00 pm to allow for AC committees to meet 3:30-4:00 pm.
	3. AC Bulletin Board
		1. NSO took their things down off the bulletin board. We will have half the board for AC and the other half will be for SAPFB.
		2. Jamee and Rika have volunteered and are in charge of the layout and updates.
1. CCB Updates
	1. Next general meeting on November 3, 2014 in Hem 211 at 6:00 PM
	2. Sharing updates from tonight’s CCB General Meeting (after the AC Meeting)
2. Advisor Comments
	1. CC Operations Policies
		1. Request for feedback reminder.
			1. You may skip over parts that are not applicable to you. Add comments or type in another color for the changes you would like to make.
			2. Feedback/comments due by Monday, October 27.
3. Upcoming Events
	1. Career Fair Co-Sponsorship (10/21/14)
	2. Homecoming Ho’olaulea (10/24/14)
	3. Movie Night: *Maleficent* (10/31/14)
	4. Movie Night: *The Lego Movie* & Create-a-Bear (11/7/14)
	5. Mānoa’s Got Talent (11/21/14)
	6. Rockin’ the Roots (12/5/14)
	7. Relaxation Fair (12/10/14)
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 27, 2014 in CC 310 at 4:00 PM
6. Meeting adjourned at 5:18 PM.