UNIVERSITY OF HAWAI‘I AT MĀNOA

CAMPUS CENTER BOARD ACTIVITIES COUNCIL

Meeting Minutes

Monday, October 6, 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 | Tory Watanabe |
| Rachael Beale | Jamee Allen |  |  | Christine Peralta |
| Dominique Cupa |  |  |  |  |
| Moira Miyastao |  |  |  |  |
|  |  |  |  |  |

1. Call meeting to order at 7:30 PM.
2. Standing Items
	1. Minutes - September 29, 2014
		1. Accept minutes as amended in Google Docs.
	2. Agenda - October 6, 2014
		1. Accept agenda as presented.
3. Old Business
	1. Office Staff Transition Plan (Tory)
		1. Tory’s last day in the office: Tuesday, October 7
		2. Transitioning/Interim Responsibilities Plan - Tory handed out the list of the interim responsibilities that will be passed over to Christine and Qiana while we are in the process of filling the EA and FA positions.
	2. Volunteer vs. Student Staff Discussion (Lavender)
		1. Lavender Oyadomari sent out a google form for everyone to fill out based on their own thoughts and opinions and the results will be compiled for next week’s meeting.
4. Signature Updates
	1. Taste of Mānoa (Christine)
		1. Thursday, October 16, 2014 in Campus Center Courtyard
			1. Event Overview
				1. Meeting Time & Location: CC 208 at 4:30 PM
				2. Volunteers will be relieved for 5-10 minutes to grab their food (2 tickets each) and place it in CC 208 Conference Room. Everyone will eat together at the end of the night when we debrief the event!
				3. Event begins at 5:00 PM and will end at around 7:30 PM
				4. AC will have a recruitment/information table by the large courtyard tent.
				5. Two food stations will be placed underneath the large courtyard tent and not in the Campus Center 2nd floor as has been done in the past. The food stations need to be in a covered area, so that is why they’re being placed here as well as due to the fact that in the past, having the stations so spread out confused people.
				6. Main volunteer tasks will include ‘Ticket Taker’ and ‘Plate Monitor.’ Volunteers at these positions are asked to check-in with their chef at the start of the event to introduce themselves and understand the dish for items such as food allergies, etc. so they can better help the customers when they ask questions.
			2. Chef Competition
				1. Survey-based competition that will be probably stationed at the AC Recruitment Table.
				2. AC Recruitment Table

Lavender and newer AC members will be stationed here to learn about tabling and more about AC.

* + - 1. Instagram Advertising
				1. Christine asked for feedback based on the hashtags or location check-in to help promote our Instagram and social media outlets.
				2. #TasteOfManoa

The group decided on no incentive for the hashtag, but will use the data to see how effective hashtags are.

* + - 1. FAQs
				1. Christine asked everyone to look over the FAQs. At next week’s meeting, Christine will go over the answers so AC can have uniform answers.
	1. Mānoa Laughs (Qiana)
		1. Augie T has been contacted to perform 2 shows for $25,000.
		2. Frank Delima has been contacted to perform as the show’s opener and has been quoted at $500/performance ($1,000 total).
		3. Both comedians are available on February 13, so AC will be pursuing with this date.
		4. AC members have given the approval for Qiana to begin contracting with these comedians.
1. New Business
	1. Fall Event Updates
		1. National Coming Out Day Fair Co-Sponsorship (10/10/14)
			1. Liaison: Dominique
			2. Updates:
				1. T-shirts are being finished today, so Morgan, Dominique, and Stephanie will go to pick-up them on Wednesday.
				2. The ribbons aren’t being delivered until Friday, so Dominique is looking for alternative options since AC won’t have enough time to prep the ribbons for the staircases.
				3. LGBT Student Services is asking for some volunteers to help pass out t-shirts, etc. at the event, so if members are available, they can stop by!
		2. Movie Night: *The Amazing Spider-Man 2* (10/17/14)
			1. Lead: Moira
			2. Updates:
				1. 65 Subway sandwiches have been added to the total Subway order for this movie night.
		3. Career Fair Co-Sponsorship (10/21/14)
			1. Liaison: Rachael
			2. Updates:
				1. Rachael met with Jenny Chow of the Manoa Career Center to discuss everything for the event.
				2. The Graphics order has been submitted.
				3. A request has been placed to put up a banner in Campus Center.
				4. Rachael emailed Laura and Joe from Meeting & Event Services to discuss the set-up of the event.
				5. Rachael can only attend the fair from 10:30 AM - 11:45 AM and is wondering if someone can be at the event for the ending, at 2:00 PM.

Dominique Cupa can come for maybe the last half hour.

* + - * 1. The iPod prize has been purchased from the UHM Bookstore.
				2. Rachael expressed the idea of doing more promotion for the events so students are more informed about what events are being offered.
		1. Homecoming Fair 2014 (10/24/14)
			1. Lead: Lavender
			2. Budget Proposal
				1. Equipment

Cattle Gates: $250

Cable Protectors: $230.37

Backline: $2,200

* + - * 1. Bands

So Roots: $850/hr

* + - * 1. Emcee

Mele Apana: $600

* + - * 1. Total: $4,130.37
				2. Moira Miyasato motioned to approve the budget for cattle gates ($250), cable protectors ($230.37), backline ($2,200), So Roots ($850), Mele Apana ($600) totaling $4,130.37.

Dominique Cupa seconded.

Motion carried unanimously.

* + 1. Movie Night: *Maleficent* (10/31/14)
			1. Lead: Moira
			2. No updates.
		2. Create-a-Bear (11/7/14)
			1. Lead: Devin/Jamee
			2. Updates:
				1. In process of inventorying, should have solid idea by tomorrow of quantity of animals AC has, and Devin and Jamee will be deciding on what to order soon. (Tomorrow’s committee meeting will be the time to talk about layout and come to decisions regarding orders.)
		3. Movie Night: *The Lego Movie* (11/7/14)
			1. Lead: Moira
			2. Updates:
				1. Graphics order has been updated so it looks better! The QR code has been updated.
		4. Mānoa’s Got Talent (11/21/14)
			1. Lead: Moira
			2. Updates:
				1. Applications have been sent over to Tory and Stephanie. Stephanie will be checking for grammatical errors before it is placed on the AC website.
		5. Rockin’ the Roots (12/5/14)
			1. Lead: Moira
			2. Opening band choices
				1. Dominique Cupa suggested Maoli.
				2. Rachael Beale suggests Paula Fuga cause her music better matches Anuhea’s.
				3. Tory Watanabe suggested Kimie.
		6. Relaxation Fair (12/10/14)
			1. Lead: Moira
			2. Updates:
				1. Moira, Devin, and Jamee will be meeting tomorrow to further discuss this event.
	1. AC Training Website (Tory)
		1. Bookmark! <http://ccbactraining.weebly.com>
		2. Member Orientation Binder
		3. Training Resources from Retreat
		4. AC Event Planning Resources
	2. Rolling CC Bulletin Board (Lavender)
		1. More reservations have been put in to have the rolling bulletin board up in Campus Center.
		2. Flyers, Advertisements can be placed on the board for events, recruitment, etc.
	3. Spring Events Brainstorm (Lavender)
		1. Possible Schedule for Spring
		2. Suggestion for an event every-other week due to low council numbers. However, the council can add in more events when desired such as new events or more of our older events when the council has more numbers to support. By the next meeting, each committee should have their own suggestions to fill these dates. Potential suggested dates:
			1. January 16 and 30
				1. Spring Semester Starts: January 12
			2. February 13 and 27
			3. March 13 and 20
			4. April 10 and 24
			5. May 1
				1. Spring Semester Ends (Classes): May 6
1. CCB Updates
	1. The bulletin board that was in storage has disappeared so in order get a new bulletin board, one will need to be purchased. However, the budget has already been set for this year so there is no budget to purchase this.
		1. To remedy this, the current NSO bulletin board will be transformed to be split between AC and SAPFB.
		2. Once this is set-up, the rolling corkboard will be discontinued.
	2. Spring Banquet
		1. CCB hosts a banquet every Spring at the end of the year.
		2. The Campus Relations committee has requested to work with AC to plan this event for next Spring since AC is the event planning branch of CCB.
	3. Stephanie Welin noted that Shawn Kyono of SLBS mentioned that CCB had looked into Digital Signage and moving away from paper advertisements. The new Starbucks area has plug-ins capable for installing digital signage. If interested, Stephanie urged AC to look into this with CCB.
2. Advisor Comments
	1. Updates for Spring 2015
3. Upcoming Events
	1. National Coming Out Day Fair Co-Sponsorship (10/10/14)
	2. Taste of Mānoa (10/16/14)
	3. Movie Night: *The Amazing Spider-Man 2* (10/17/14)
	4. Career Fair Co-Sponsorship (10/21/14)
	5. Homecoming Fair (10/24/14)
	6. Movie Night: *Maleficent* (10/31/14)
4. Reminders
	1. 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.
	2. 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 Stephanie and the EA/FA the electronic copy for record keeping, social media, and UH calendar posting. Also, give the EA/FA a hard copy for the AC Office and Stephanie one for her office door.
	3. 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!
	4. 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.
	5. Be prepared for every AC meeting by having a writing utensil, your meeting notes/minutes, paper, and your planner/calendar.
	6. 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.
	7. If you need help don’t forget to ask! We’re all working together.
5. Next Meeting: Monday, October 13 at 7:30PM in Campus Center 310.
6. Meeting adjourned at 8:54 PM.