UNIVERSITY OF HAWAI‘I AT MĀNOA

CAMPUS CENTER BOARD ACTIVITIES COUNCIL

Meeting Minutes

Monday, September 29, 2014

CC 203B - 7:30PM

1. Attendance

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Members Present | Members Absent | Advisors Present | Advisors Absent | Staff Present |
| Moira Miyasato | Devin Makizuru | Stephanie Welin | Morgan Rapozo | Tory Watanabe |
| Rachael Beale | Lavender Oyadomari |  |  |  |
| Dominique Cupa |  |  |  |  |
| Jamee Allen |  |  |  |  |

1. Call meeting to order at 7:30 PM.
2. Standing Items
	1. Minutes - September 22, 2014
		1. Accept minutes as amended in Google Docs.
	2. Agenda - September 29, 2014
		1. Accept agenda as presented.
3. Old Business
	1. Evaluative Recap: Bingo Night (9/26/14)
		1. Start:
			1. Ask Sodexo to cater event with Snack Bar
		2. Stop:
		3. Continue:
			1. Selling popcorn and drinks
			2. Minute to Win it during intermission
			3. Not using raffle slips for the Minute-to-Win-It contests as that creates a bottleneck at the front. Asking for volunteers after explaining the games was very efficient!
			4. Placing the check-in table a little away from the front entrance to encourage free flow of traffic.
		4. Change:
			1. Sell more food options (hot dogs, musubis, etc)
			2. Order more drinks (if expecting similar attendance), as well as more variety of drinks(?)
			3. Order more large bills for cash box (people were paying with $20)
			4. Have consolation prizes for other MTWI participants
			5. Less snack packs, more Bookstore Gift Cards, other prizes
			6. Ask MES for a wireless microphone rather than a wired one
		5. Attendance: ~177
4. New Business
	1. Fall Event Updates
		1. National Coming Out Day Fair Co-Sponsorship (10/10/14)
			1. Liaison: Dominique
			2. Updates:
				1. Shirt vendor has been found at around $4/each, which would allow us to purchase around 350 shirts
				2. Camaron Miyamoto wants to do buttons and bracelets, which will be purchased through the LGBT Student Services budget
				3. Graphics order has been submitted for the banners and ground stakes, with designs corresponding together with the t-shirts
			3. Update on Graphics orders for co-sponsorships
				1. Spoke with Sarah Yap and AC will not be billed for co-sponsorship Graphics orders.
		2. Movie Night: *The Amazing Spider-Man 2* (10/17/14)
			1. Lead: Moira
			2. Updates:
				1. Flyers have gone out to housing
				2. Spiderman character that will be coming for the audience has been contacted and confirmed. He will have a mask, so there will be a member assigned to him at all times.
		3. Career Fair Co-Sponsorship (10/21/14)
			1. Liaison: Rachael
			2. Updates:
				1. Will be working on getting the word out about the Career Fair, Rachael will be contacting the members for ideas on how we can go about doing this.
		4. Homecoming Fair 2014 (10/24/14)
			1. Lead: Lavender
			2. No updates provided on Lavender’s behalf as she was absent.
		5. Movie Night: *Maleficent* (10/31/14)
			1. Lead: Moira
			2. No updates.
		6. Create-a-Bear (11/7/14)
			1. Lead: Devin/Jamee
			2. Updates:
				1. Talking about the price of the bears, the graphics order already has $8/bear on the flyer
				2. Cash Box denominations are being figured out
		7. Movie Night: *The Lego Movie* (11/7/14)
			1. Lead: Moira
			2. Updates:
				1. Graphics order is being worked on and will be forwarded to everyone for review
		8. Manoa’s Got Talent (11/21/14)
			1. Lead: Moira
			2. Updates:
				1. Graphics order was forwarded today to everyone with revisions
				2. Everything else such as applications are ready to go
		9. Rockin’ the Roots (12/5/14)
			1. Lead: Moira
			2. Updates:
				1. Anuhea has been contacted and an offer has been placed to the manager to have her perform at this event. $5,575 was offered to cover the cost of the entertainment.
				2. Opening band choices

Moira has sent out an email/google doc of various choices for opening bands that could potentially work well, along with their past performance price with us

Please look over the document and bring your thoughts to the next meeting so a decision can be made.

* + - * 1. Looking to have doors open at 9:00 PM, concert starting at 9:30 PM.
	1. Committee Meetings Info (weekly day, time, & location)
		1. Games & Rec: 30 minutes prior to events in the AC Office
		2. Music & Media: Monday at 4:00 PM in the AC Office
		3. Education: 30 min prior to Monday meetings, meeting room
		4. Personal Wellness & Culture: Next week Tuesday at 3:30 PM in the AC Office
	2. CC CY Advertising Restrictions (Stephanie)
		1. FYI: Email went out today to all of the SECLS (Student Events & Campus Life Services) supervisors stating that SLBS (Student Life Business Services) is exploring an issue of having ground stakes in the Campus Center Courtyard. No ground stakes will be allowed to be placed into the Courtyard until further notice.
	3. September Self-Evaluations
		1. Members shared their personal highlights and challenges for the month of September.
	4. Volunteer vs. Student Staff Discussion (Stephanie for Lavender)
		1. Lavender, Stephanie, and Sarah have been discussing some options for the positions within AC.
		2. AC members (along with the majority of CSO positions) are currently considered volunteers that are awarded stipends.
		3. Potentially considering looking at the various options:
			1. All Volunteers
			2. Volunteers and Student Staff
			3. All Student Staff
		4. Changing AC’s current structure would require a charter change, which would need to be brought up with Campus Center Board (CCB). There are various procedures that will need to be followed in order to make any changes including, but not limited going through CCB’s Policy & Procedures Committee, public notice, and a public hearing.
		5. This is just to start the discussion now and explore the various advantages and disadvantages of all of the options.
		6. Student staff positions are limited to 20 hours per week, plus each student is not allowed to hold more than two student staff position on campus.
		7. Lavender will be creating and sharing a Google Doc with the three current, potential options, as stated above. AC members are asked to contribute their feedback and ask for input from constituents.
	5. Office Staff Transition Plan (Tory)
		1. Tory’s last day in the office: Tuesday, October 7
		2. Transitioning/Interim Responsibilities
			1. Tory will be finalizing interim responsibilities with other office staff members on Friday, October 3. Tory will update the council with the confirmed information.
1. CCB Updates
	1. No updates.
2. Signature Updates
	1. Reminder: Taste of Manoa is coming up on October 16
		1. Brief Event Overview: Food sampling event
			1. Volunteers will receive some food tickets for their service!
			2. There will be six dishes:
				1. Vegetarian
				2. Beef
				3. Chicken
				4. Seafood
				5. Pork
				6. Dessert w/ FREE root beer float
		2. Christine Peralta will be at the next meeting on October 6 to go over the event in more detail.
3. Advisor Comments
	1. Contacting Stephanie
		1. Things to Note
			1. Stephanie doesn’t use her cell phone during the day while at work, only during events.
				1. Text only if you have an Apple device with iMessage.
			2. It is easiest to get in contact with Stephanie if you email her, Google Chat her, or call her office phone.
				1. Google Chat is probably the easiest and quickest.
			3. You can also stop by at her office if she is in.
		2. Resources
			1. Stephanie has added everyone to her Google Calendar so you can see when she is in the office to help you.
4. Upcoming Events
	1. National Coming Out Day Fair Co-Sponsorship (10/10/14)
	2. Taste of Manoa (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)
5. Reminders
	1. September Stipend Evaluations were due to Tory Watanabe via email by today, Monday, September 29, at 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 Tory and Stephanie the electronic copy for record keeping, social media, and UH calendar posting. Also, give Tory 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.
6. Next Meeting: Monday, October 6 at 7:30PM in Campus Center 310.
	1. Tory’s last meeting :(
7. Meeting adjourned at 8:13 PM.