UNIVERSITY OF HAWAI‘I AT MĀNOA

CAMPUS CENTER BOARD ACTIVITIES COUNCIL

Meeting Minutes

Monday, September 8, 2014

HEM 215 - 7:30PM

1. Attendance

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Members Present | Members Absent | Advisors Present | Advisors Absent | AC & Signature Staff Present | AC & Signature Staff Absent |
| Lavender Oyadomari | Devin Makizuru | Stephanie Welin | Morgan Rapozo | Tory Watanabe | Zen Kuriyama |
| Moira Miyasato | Jamee Allen |  |  | Christine Peralta |  |
| Rachael Beale |  |  |  | Qiana Hironaka |  |
| Dominique Cupa |  |  |  |  |  |

1. Meeting called to order at 7:29 PM.
2. Standing Items
	1. Minutes - September 4, 2014
		1. Minutes accepted as amended in Google Docs.
	2. Agenda - September 8, 2014
		1. Agenda accepted as presented.
			1. Change New Member: Rachael Beale to Dominique Cupa.
3. Special Presentations
	1. Co-Sponsorship Proposal: Career Fair (Jenny Chow, Manoa Career Center)
		1. The program has run since 2007.
		2. In Fall 2013 there was 800-1000 students, and in Spring 2014 there was 600-800 students.
		3. The presentation is going to be on October 21, in the Campus Center Ballroom from 10:00AM-2:00PM.
		4. The survey will be taken at the fair to find out what the students got out of it.
		5. Manoa Career Center would like to partner more in the event with AC, especially in the marketing area. Jenny has noticed a slight drop in attendance over the years.
			1. Stephanie Welin asked if MCC asks via survey why students decided to come to the Career Fair, as this could potentially provide answers to the attendance issues
		6. MCC is requesting funding for Campus Center room rental fees, equipment rental fees, publicity in the form of Metal Ground Stake signs, and Promotional Prizes.
		7. Christine Peralta asked if there is any planning left to do that AC can get involved in.
			1. Jenny Chow noted that since they have done it for so long, they have the planning down to a science.
		8. The Career Center does a Career Fair Prep Workshop prior to the actual Career Fair to help students prepare how to approach the Fair.
		9. Lavender Oyadomari noted that AC would like to get more involved in actually assisting in planning the event, rather than just providing funding and helping provide ideas for marketing.
		10. Christine Peralta asked if there is any data based on how many students who attend the career fair gain employment with vendors that were present at the fair.
		11. Discussion
			1. Lavender Oyadomari noted that AC typically, in the past, has not provided prizes for co-sponsorships.
				1. Stephanie Welin noted that the Manoa Career Center event has been the one exception.
				2. Stephanie also noted that, in the past, in-house Campus Center departments do not directly get pulled from AC’s budget, but this year some things may be different with Graphics, but we are still unsure of the specifics.
			2. Rachel Beale motioned to approve the co-sponsorship for the Fall 2014 and Spring 2015 Career Fairs
				1. Moira Miyasato seconded.
				2. Motion passed unanimously.
			3. Moira Miyasato motioned to approve:
				1. Campus Center rental - $650
				2. Equipment - $270
				3. Groundstakes - $297.89
				4. Promotional iPod - $208.38

Dominique Cupa seconded.

Motion passed unanimously.

* + - 1. Rachel Beale volunteered to serve as the liaison for this event.
1. Old Business
	1. Evaluative Recap: Recruitment Mixer (9/5/14)
		1. Start:
			1. Have sound system for band
			2. Make sure to clarify with band if they can sell merchandise and collect tips.
			3. Have water available for band.
		2. Continue:
			1. A free food and scrip system.
			2. UH Student ID Swiper.
			3. Whether or not to have the the event in the Campus Center Courtyard.
			4. Have bands, live music? If we can get them at an affordable price, then live music might be good as a draw.
			5. Streetlight Cadence is interested in performing at future events. There may be a possibility for a future collaboration.
			6. Using corkboards at Mixer.
			7. Using paper surveys and paper applications/flyers.
		3. Change:
			1. Have more than 1 person for recruitment table (lots of talking).
			2. Stick with deadlines on advertisements: The advertisements went out too late (one day prior). They did not reach the dorms in time. The group kept making adjustments past the due dates since they were not satisfied with the ads. In the future, we need to stick to deadlines.
			3. The tasks and agenda need to go out sooner. We need to determine which AC members are able (or not able to attend), and confirm much sooner. Materials should be set aside sooner.
		4. Attendance:
	2. Evaluative Recap: Welcome Back Bash (9/5/14)
		1. Start:
			1. Add a list of including, but not limited to, contraband items on the AC website. Mention this on the physical, electronic, and social media ads.
				1. Additional contraband items include umbrellas and skateboards, as they can be used as weapons.
				2. Clothing requirements. (Shoes, shirts, etc.)
			2. Remind/Request from Facilities to make sure that the sprinkler system timer is turned off during the event
			3. Wristband talent and VIPs for entrance area
			4. Perhaps having a more clearly defined entrance and exit spotto the concert.
				1. Potentially asking the talent to limit their entering and exiting from the event venue.
			5. Look at what other events are taking place in Campus Center that day, and be sure that all access areas are locked down.
			6. Advertise doors opening time.
		2. Continue:
			1. If someone wants to bring in their water bottle (Hydroflask of some sort), they need to dump it out and could bring it in without anything in it. There are in-house water fountains that they can refill their water bottle with.
		3. Change:
			1. Next time, possibly having Starbucks coupons, and Jamba Juice.
			2. Possibly having Pepsi as a cosponsor.
			3. Some member positions may not be necessary. We need to look at event attendee expectations.
			4. We need to figure out and define what loitering outside of the event entrance is.
				1. Christine Peralta noted that we could maybe consider extending our area outside of the fencing.
		4. Notes:
			1. Non-student attendees at events: Lack of ability to follow up on conduct concerns.
			2. UH System Students: Great push for them to validate their IDs.
		5. Attendance: ~750
2. New Business
	1. Welcome New Member!
		1. Dominique Cupa
	2. Updated Committees
		1. Four Committees; Each member is placed into two of the four
		2. Everyone has been placed into a committee, if people desire to be switched around they can be switched between people.
			1. Games and Recreation: Devin Makizuru, Lavender Oyadomari, Jamee Allen.
			2. Music and Media: Moira Miyasato, Dominique Cupa, Rachael Beale.
			3. Wellness and Culture: Devin, Moira, Jamee
			4. Education: Lavender, Dominique, Rachael
		3. New members should look at the Fall event schedule to see what events fall under the committee they are assigned to see if they can assist any current leads on their events.
		4. Committees should be meeting every week to discuss the current events and collaborate on event planning with each other.
	3. Fall Event Updates
		1. Movie Night: *22 Jump Street* (9/19/14)
			1. Lead: Moira Miyasato
			2. Updates
				1. Ground Stakes went out around campus.
				2. Food is in process of being ordered.
				3. Talked to Joe about having the black curtain by the ballroom entrance again like it was used in last semester, and MES will be looking into more options.
		2. Bingo Night (9/26/14)
			1. Lead: Lavender Oyadomari
			2. Updates
				1. Advertisements are done
				2. Prizes have been ordered
				3. Pricing and Bagging Prizes - Office Hours

Lavender will have more instructions that she will send out to everyone soon.

* + 1. Relaxation Fair (10/10/14)
			1. Leads: Moira Miyasato
			2. Updates
				1. This event may change a bit, currently looking into doing a massage night this semester and for next semester working on doing the fair.
				2. Devin Makizuru will serve as the co-lead.
		2. Movie Night: *The Amazing Spider-Man 2* (10/17/14)
			1. Lead: Moira Miyasato
			2. Updates
				1. Food is in process of being ordered.
				2. Moira Miyasato asked if the council thought it would be a good idea to create and hang a Movie Night banner for the entire semester.

Christine Peralta noted that this would be good idea

Rachael Beale noted that this would make students excited for upcoming movies

Lavender Oyadomari asked if it would be a good idea to not include 22 Jump Street in this banner since it won’t be produced prior to this showing

* + 1. Homecoming 2014 (10/24/14 \*tentative)
			1. Lead: Lavender Oyadomari
				1. Core committee is meeting on Tuesday

Chancellors Office, ASUH, AC

* + - * 1. Please respond to email if you have not yet done so

Asking for availability 10/24 330-630

* + 1. Movie Night: *Maleficent* (10/31/14)
			1. Lead: Moira Miyasato
			2. No updates.
		2. Create-A-Bear (11/7/14)
			1. Lead: Devin Makizuru
			2. No updates

 viii. Movie Night: *Lego Movie* (11/7/14)

1. Lead: Moira Miyasato

 viiii. Rockin’ the Roots (11/14/14 \*tentative)

1. Lead: Moira Miyasato
2. Date Selection Discussion
	1. 11/14 - Hemenway Courtyard
		1. Same weekend as NACA, so there would be less people here on-island potentially
	2. 12/5 - Campus Center Courtyard
		1. More staffing required for the concert
	3. Stephanie Welin asked if there was any thoughts of any other dates and switching events
	4. Moira is interested in Anuhea and Kolohe Kai based on pricing, these bands would need to be performing in the Campus Center Courtyard.
	5. Christine Peralta noted that she feels that the Campus Center Courtyard would be a better option either way.
		1. Welcome Back Bash had very low maintenance.
	6. Qiana Hironaka asked if this concert would be open to only UH students as well like Welcome Back Bash.
		1. Concerts in Hemenway Courtyard were required to be open to the public due to the Bale/Manoa Gardens restaurant operating hours.
	7. Concerns brought up with 12/5 in last AC meeting, was it was two weeks before finals, so some people may begin studying.
	8. Lavender will put in the reservation for 12/5 but Moira will explore other potential dates.
	9. Recruitment Updates (Lavender)
		1. Recruitment Flyers being turned into Groundstakes
			1. Lavender will keep everyone updated on their progress.
		2. Rolling Bulletin Board in Campus Center
			1. Being used to put up recruitment flyers and advertisements, currently taking place of a permanent bulletin board that we are currently working on getting.
	10. AC Retreat - Friday 9/12/14 - Sunday 9/14/14 (Tory Watanabe)
		1. Reminders
			1. Missing Forms? Missing Surveys?
				1. Hale Punalu‘u Waiver - AC Office Clipboard
				2. KS Min 6 Data Sheet - AC Office Clipboard
				3. UH Assumption of Risk - Hard-copy
				4. Kanewai Lo‘i Waiver - Hard-copy
				5. Food Survey - online
				6. Pre-Training Survey -online
				7. SRS Medical Form and Waiver - TBA
				8. Tory will email members if they are still missing forms
			2. Borrowed Supplies

 a. Bring supplies to office before 1pm on Friday

 b. Make sure to label your items so they come back to you

* + - 1. Packing List

 a. Email Tory if you need a new copy

* + - 1. Meet at the AC Office on Friday 9/12/14 by 4PM
				1. Residence Hall Shuttle to AC Office: Meet Tory with UH Van (Approx. 3:40 PM)

RSVP to Tory (toryw@hawaii.edu)

Members should email Tory where they live and he will coordinate a pick up schedule

* + 1. Notes
			1. Contraband

 - No alcohol, drugs, weapons, etc

* + - 1. Student Code of Conduct
			2. Cash for Tip Saturday Night

 - AC will provide dinner for everyone, but people should bring money for the tip for the server

 4. Rules & Expectations

 - No one is allowed to go offsite or out on their own other than during free time

5. ASUH RIO Mixer Fall 2014 (Lavender)

* + 1. September 11, 2014 at 5:30 - 7:00 p.m.
	1. RIO Involvement Fair
		1. Lavender will not be able to attend due to a change in a family outing. Devin is only available for clean up. As a result, Lavender will ask CCB if they can table for both CCB and AC.
1. CCB Updates
	1. Rachel Beale, Jamee Allen, and Dominique Cupa have been seated
	2. Next meeting: September 22, 6pm, CC308
2. Signature Updates
	1. AC Committee Pairings (Stephanie Welin)
		1. Christine Peralta - Games and Rec (Taste of Manoa)
		2. Qiana Hironaka - Music and Media (Manoa Laughs)
3. Advisor Comments
	1. Questions about AC vs. Signature?
		1. No questions were asked.
4. Upcoming Events
	1. Movie Night: *22 Jump Street* (9/19/14)
	2. Bingo Night (9/26/14)
	3. Relaxation Fair (10/10/14)
5. Reminders
	1. September Stipend Evaluations are due to Zen Kuriyama on Monday, September 29 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 Zen and Stephanie the electronic copy for record keeping and social media posting. Also, give Zen 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, September 15, 2014 at 7:30 PM in Campus Center 310.
7. Meeting adjourned at 9:14 PM.