UNIVERSITY OF HAWAI‘I AT MĀNOA

CAMPUS CENTER BOARD ACTIVITIES COUNCIL

Meeting Minutes

Thursday, September 4, 2014

HEM 215 - 6:30PM

1. Attendance

|  |  |  |  |
| --- | --- | --- | --- |
| Members Present | Advisors Present | Staff Absent  | Event Coordinators Present |
| Ashley Kupau | Stephanie Welin | Zen Kuriyama | Qiana Hironaka |
| Lavender Oyadomari | Morgan Rapozo | Tory Watanabe | Christine Peralta |
| Moira Miyasato  |  |  |  |
| Devin Makizuru |  |  |  |

1. Meeting called to order at 6:31pm.
2. Standing Items
	1. Minutes - August 25, 2014
		1. Minutes accepted as amended in Google Docs.
	2. Agenda - September 4, 2014
		1. Agenda accepted as presented.
3. Old Business
	1. Evaluative Recap of Self-Defense Workshop (W, 9/3/14)
		1. Start:
			1. Putting date on ID or “ID with DOB required” at check-in.
			2. Have more people in the check-in area.
			3. Create an area for bags.
			4. Telling the instructors to speak loud or to use a microphone.
			5. Placing a person outside to check attire and jewelry.
			6. Have two sessions if possible, and let people check in a little early if chairs are available on the sides.
		2. Continue to:
			1. Have this event.
			2. Ask PAU Violence and the Women’s Center to contribute.
			3. Ask PAU Violence to provide towels again.
		3. Things to Change:
			1. Re-confirm with self-defense instructors on how many mats they need.
			2. The wording on advertisements being too explicit.
			3. Coordinating & communication on the mats is key.
		4. Attendance: 104
4. New Business
	1. Welcome New Members!
		1. Jamee Allen and Rachael Beale :D
		2. Staff and members introduced themselves.
	2. Event Updates
		1. Recruitment Mixer (9/5/14)
			1. Lead: Devin Makizuru/Roanne Deabler
				1. Event Overview

Ashley Kupau and Lavender Oyadomari will clarify set-up with Devin before the event tomorrow.

Streetlight Cadence will perform from 11 AM-12PM then we will switch to Ashley’s iPod for music.

Three tables will be set up underneath tent

Recruitment Table

Food Table

Survey Table

Streetlight Cadence will be set up

Corkboards will be placed between the tables to open up the space for people to freely move around.

* + 1. Welcome Back Bash (9/5/14)
			1. Lead: Ashley Kupau
				1. Ashley and Stephanie Welin have been reaching out to a promoter but have had difficulty getting information back.
				2. Team will meet at 7PM in Campus Center 208 instead of AC office.
				3. We will have volunteers.
				4. Ashley will give us a tour of the space and reallocate staff now that we have volunteers.
				5. Both Jamee and Rachael will be able to attend, as well.
		2. Movie Night: *22 Jump Street* (9/19/14)
			1. Lead: Moira Miyasato
				1. Graphic order is complete.
				2. Food is being finalized.
				3. Increasing in food price

Subway sandwiches are going to be $1.50 to help offset the price of other food.

* + 1. Bingo Night (9/26/14)
			1. Lead: Lavender Oyadomari
				1. Food for prizes has been purchased

Snacks are in office.

* + - * 1. Advertisement finalized

Flyers will be given to housing to put in in residence halls.

* + - * 1. Event will include “Minute to Win It” games

Team should email Lavender with ideas for “Minute to Win It” games.

* + 1. Relaxation Fair (10/10/14)
			1. Leads: Moira Miyasato/Roanne Deabler
				1. Moira will poll for availability via email
		2. Create-A-Bear (11/7/14)
			1. Lead: Lavender Oyadomari
				1. no updates
		3. Mānoa Laughs (12/3/14)
			1. Leads: Ashley Kupau/Lavender Oyadomari
				1. Event will be passed along to Signature ECs.

 viii. Create-a-Bear Movie (11/7/14)

 1. Lead: Moira Miyasato

* Movie results of survey
	+ 69 people voted
	+ Frozen sing-a-long wins
	+ Ashley brought up that she would like the Lego Movie so that we have a new movie.
	+ Lavender agreed.
	+ Jamee brought up that other people that went to Frozen last semester probably won’t go again this semester.
	+ Moira will follow up with Graphics.
	+ It was decided that the Lego Movie will be played.

 viiii. Rockin’ the Roots

 1. Lead: Moira Miyasato

1. Finalized the date and location
2. Tentative date is 11/14/14
3. Same weekend as National Association for Campus Activities.

- Both Campus Center and Hemenway courtyards are available for both 11/14/14 and 12/5/14.

- Ashley Kupau suggests that we see how Welcome Back Bash is, then decide which place best fits for Rockin’ the Roots.
- Activities Council will decide on Monday at our next meeting which courtyard to have the event in.

- If we choose Hemenway, select 11/14/14 since we won’t need as many people to staff

- If we choose Campus Center, select 12/5/14 since we’ll need more staff

 b. Possible choices for bands

 c. Activities Council will revisit topic at our next meeting

* 1. Recruitment Updates (Lavender)
		1. Two more applicants
		2. Recruiting is important!
			1. We have space for 13 members
	2. AC Retreat - Friday 9/12/14 - Sunday 9/14/14 (Stephanie Welin for Tory Watanabe)
		1. Saturday Bonding Activity Survey
			1. Windward Mall Scavenger Hunt
				1. 6 votes
			2. Pali Lanes Bowling
				1. 2 votes
		2. \*NEW\* Supply Requests! Check your emails for an email from Tory regarding supplies requested to borrow for the retreat.
			1. Deadline: Monday, September 8 by 2:30PM
		3. Reminders
			1. Please fill out the three online forms by tomorrow, Friday 9/5/14, if you have not already done so.
				1. Participant Information Form
				2. Food Survey
				3. Pre-Training Survey
			2. Please turn in your hard-copy UH Assumption of Risk and Release waiver and Kānewai Lo‘i waiver to Tory by Monday, 9/8/14.
			3. \*NEW\* Please fill out the Beach House Waiver and Kamehameha Schools Min 6 form located on the clipboard by the light switch in the AC Office. There is just one form so each person fills out one line of the form.
			4. Don’t forget to view the AC Orientation Prezis on the training website (http://ccbactraining.weebly.com)
		4. If you have any questions, please feel free to let Tory know in-person or via email.
	3. AC Fall 2014 Slideshow
		1. Created by Zen
		2. Can be used for advertising at events
		3. As events are updated, send info to Zen to be added to the slideshow
	4. ASUH RIO Mixer Fall 2014
		1. September 11, 2014 at 5:30 - 7:00 p.m.
			1. ASUH - Associated Students of University of Hawaii
			2. RIO - Registered Independent Organizations
			3. Event located in Campus Center Ballroom
			4. CSO will be tabling at the mixer
			5. Asking for AC members to table event
				1. Devin Makizuru is free after 7PM to cleanup
				2. Moira Miyasato is available from 5:30 - 6:30pm
				3. Lavender Oyadomari will ask if one of the CCB representatives can attend.
			6. Use of popcorn machine
				1. Ashley voted to not have popcorn machine because of the maintenance needed to have the popcorn machine and we will not have enough staff present
				2. Members agreed
				3. We will have promo items.
	5. RIO Involvement Fair
		1. September 10 & 11, 2014 at 10:00 a.m. - 2:00 p.m.
			1. Rachael can be present for Thurs 9/11 from 10:30 - 11:45am.
			2. Jamee can do Wed 9/10 from 1 - 2pm.
			3. Moria has work, Devin has student teaching, Ashley will be gone.
	6. 2014 Homecoming
		1. Tentatively scheduled for October 24th from 3:30pm- 6:30pm in Campus Center Courtyard and Legacy Path
		2. Signature can volunteer
		3. Core Committee composed of three different organizations and each will alternate taking lead each year
			1. AC
			2. Chancellor's Office
			3. ASUH
		4. Devin will check his schedule to confirm
		5. Lavender will send out an email to see who else can attend

j. Career Fair Co Sponsorship will be presented at next meeting

1. CCB Updates
	1. Next meeting on September 8, 2014 at 6:00 p.m.
		1. New members will be seated
		2. Qiana will attend for Signature
2. Advisor Comments
	1. Security Requests
		1. Requests due to Laura 10th, so Stephanie would need to know by Monday the 8th.
		2. October Events
			1. 3rd and 10th are open
	2. AC/Signature Radios
		1. Purpose
			1. AC purchased 5 radios for Stephanie, Morgan, and event Leads and Co-Leads
		2. Planned Use
			1. Communicate with MES and Facilities, as needed, in addition to communicating event situation and updates.
			2. They will be used at Welcome Back Bash
			3. Will be used as needed for events in which they are necessary.
		3. Notes
			1. Consider confidential information (names, incidents)
			2. Will not be on the same channel as MES to clear traffic
			3. Keep communication short, appropriate, and on topic
			4. Common Phases
				1. “Radio Check” to start the night
				2. “What’s Your Location?”
				3. “(name) check in”

Response “standing by”

* + - 1. Lights:
				1. Glowing red - transmitting
				2. Flashing red - battery low
				3. Glowing green - recieving info
				4. Flashing green - scanning
1. Upcoming Events
	1. Recruitment Mixer (9/5/14)
	2. Welcome Back Bash (9/5/14)
	3. Movie Night: *22 Jump Street* (9/19/14)
	4. Bingo Night (9/26/14)
	5. Relaxation Fair (10/10/14)
2. Reminders
	1. September Stipend Evaluations are due to Zen Kuriyama on Monday, September 29 by 5PM.
	2. Order your event cash box via Wing Kwock (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.
3. Next Meeting: Monday, September 8, 2014 in Hemmenway 215.
4. Meeting adjourned at 8:00pm.