UNIVERSITY OF HAWAII AT MANOA

CAMPUS CENTER BOARD ACTIVITIES COUNCIL

Meeting Minutes

Monday, April 29, 2013

CC 309 - 5:30 PM

1. Attendance

|  |  |  |  |
| --- | --- | --- | --- |
| Members Present | Members Absent | Advisors Present | Staff Present |
| Allyson Arrieta |  | Stephanie Welin | Tory Watanabe |
| Leialoha White |  | Alicia Partridge | Kelsey De Avila |
| Kelly Hamamura |  |  |  |
| Sarah Mark |  |  |  |
| Taylor Wong |  |  |  |
| Jennifer Kwock |  |  |  |
| Roanne Deabler |  |  |  |
| David Doucette |  |  |  |
| Sarah Ruegg |  |  |  |
| Mitchell Sakuda |  |  |  |
| Aaron Dyogi |  |  |  |

1. Call meeting to order at \_\_\_5:29PM\_\_\_\_\_\_.
2. Standing Items
	1. Minutes – April 23, 2013
		1. Accept minutes as amended in Google Docs.
	2. Agenda – April 29, 2013
		1. Accept agenda as presented.
3. Old Business
	1. Evaluative Recap of Craft Night: Lei Making (4-24-13)
		1. Start:
			1. When assembling the packets make sure to provide wire and straws. This will allow participants to take home their packets if they’re not able to finish in time.
			2. Reserve the Ballroom instead of CC 308 and 309. The event proved to be a success, so the more room, the better!
			3. Purchase tablecloths or use the craft paper. This will help prevent stickiness and ensure an easier clean up.
			4. Reserve the hours of 5PM to 7PM, so people don’t feel rushed. This is to allow leeway for AC Members to clean up in time.
				1. When making the reservation, be sure to account for the time needed if someone were to walk in right as the doors closed. So, if the event is to end at 6:30PM and the craft(s) take 30 minutes, add 30 minutes plus cleanup time so that the reservation would go until 7:30/7:45PM.
		2. Stop:
			1. Make sure events are being consistent with one another and don’t allow food and/or drinks inside CC 3rd floor meeting rooms.
		3. Continue:
			1. Make sure to repeat this event. It was proven to be a success and overall enjoyable, no matter the amount of work that went into it. It became addicting...even for the AC Members.
		4. Change:
		5. Attendance: 75
	2. Recap of Aloha Bash (4-26-13)
		1. Start:
			1. Smoking Areas
				1. Make sure to advertise smoking areas in advance and have them clearly identified.
				2. Provide ashtrays for designated smoking areas. During cleanup many cigarette butts were found throughout the event area.
				3. Have volunteers know about smoking areas in advance.
				4. Best to move the designated smoking areas outside of the venue due to concerns with space and smoke where volunteers and workers must be.
			2. Provide an opportunity for both staff and volunteers to go over smoking areas, perimeter and procedures on how to handle incoherent/under the influence audience members.
			3. Follow-up with the schedule in more detail and make sure everyone is clear of starting times and ending times. Emphasize again that volunteers may not leave their designated shift/post until relieved by their replacement, as applicable.
			4. Station someone at the main tent to report issues to advisors.
		2. Stop:
			1. Smoking areas should not be near the entrance.
		3. Continue:
		4. Change:
			1. Work on scheduling staff and volunteers so they won’t be standing for 4 hours straight.
			2. Provide food that doesn’t consist of all sandwiches.
				1. Not all AC Members agree with this comment and believed the sandwiches were easier for VIP members to grab and watch the show.
			3. Handicap Accessible Port-o-Potties
				1. Make sure to enforce that the use of the handicap accessible portable just be used for those individuals with mobility impairments. Many individuals without mobility impairments used these portables and created a mess that was difficult for other guests to navigate.
				2. Follow up with the handicap accessible portables because it was noticed that the two portables did not have locks. This caused many students to open the door while it was in use.
		5. Attendance: 4,200 (tickets and VIP area)
4. New Business
	1. Ho`okani Manoa (5-1-13)
		1. Event Overview:
			1. Banner has been printed and it will be posted on the day of the event at Ba-Le.
		2. Pepsi Proposal
			1. Similar to AMP, Pepsi would like to host a promo table at Ho`okani Manoa on Wednesday, May 1, 20013.
			2. Move to approve the passing out of Pepsi at Ho`okani Manoa at May 1, 2013
				1. Sarah Ruegg, seconded by David Doucette
				2. Motion carries unanimously
	2. Cram Jam (5-5-13~5-10-13)
		1. Event Overview:
			1. Cram Jam will start, Sunday afternoon due to comments and suggestions from previous Cram Jams.
			2. Starbucks will also be open from 5pm to 1am.
			3. The following drinks will be available: Kona Red, Activate, Monster, and possibly Naked.
			4. Mitchell Sakuda has asked AC Members their opinion on whether to provide Subway or McDonalds during Cram Jam.
				1. Overwhelmingly, AC would like to provide Subway.
			5. CCB wants to be a part of the Breakfast Hour and will be offering juice.
			6. For the Breakfast Hour, staff will be setting food aside for volunteers (AC, CCB, Manoa Maniacs, & CTAHR volunteers, as applicable).
			7. A volunteer briefing will be held every night of Cram Jam from 7:30 to 8:00PM to review expectations, the event overview, and volunteer tasks. All staff and volunteers are expected to be there at 7:30PM. If you’re working a second night and have already been briefed of what will be expected, then you’ll be allowed to arrive no later than 7:45pm.
			8. Meeting location is CC 208.
		2. AC Tasks
			1. AC/volunteer tasks are to be update on the Cram Jam Google Doc.
		3. Updated schedule for AC shifts - Aaron Dyogi
			1. Bonus shift
	3. Potential SLD Directors - Campus Community and Visit with Students:
		1. Thursday, May 2: Dr. Anthony Gutierre
			1. Presentation to the Campus Community, 1:30-2:30PM, CC 307, 308
			2. Visit with Students, 4:45-5:30PM, CC 307, 308
		2. Confidential and anonymous evaluation forms to rate each candidate will soon be available on the OSA website. The electronic forms will be available during the candidatesʻ visits.
	4. 2013-2014 Activities Council Budget Spreadsheet - Vote
		1. Aaron Dyogi has emailed the budget spreadsheet to the Council
		2. Move to approve the fiscal year 2013-2014 Activities Council budget revisions made by AC Advisor Stephanie Welin.
			1. Mitchell Sakuda, seconded by Sarah Ruegg
			2. Motion carries unanimously
	5. Fall 2013 Committee Preference Ballot - Allyson Arrieta
	6. Summer Event Schedule
		* 1. Aaron Dyogi might be switching with Mitchell Sakuda or adding on with Mitchell Sakuda for certain events.
		1. Health Fair (6-5-13)
		2. Snowin’ Manoa (6-19-13)
		3. 4th of July Tie-Dye (7-2-13)
		4. Churnin’ 4 Learnin’ (7-17-13)
		5. Potential Event (7-31-13)
			1. Stay Classy Manoa
				1. Safe alternative to drinking where students will learn how to make classy, mocktails (non-alcoholic cocktails). AC is hoping to make the event a collaborative event and partner with MAP, which is the Manoa Alcohol Project.
		6. Fall into the Semester Giveaway (8-14-13)
	7. Summer Advertising - Stephanie Welin
		1. Open Halls
			1. Hale Lokelani
			2. Hale Mokihana
			3. Hale Wainani
		2. Refer to Google Doc “Res Life Posting Policy Effective 2-1-13” for a breakdown of the specific numbers.
	8. AC Meeting Schedule for Summer/Fall 2013
		* 1. Mon. 5/20/13 at 4:30 - 7PM in CC 309
			2. Mon. 6/3/13 at 4:30 - 7PM in HEM 204
			3. Mon. 6/17/13 at 4:30 - 7PM in CC 309
			4. Mon. 7/1/13 at 4:30 - 7PM in CC 309
			5. Mon. 7/15/13 at 4:30 - 7PM in CC 309
			6. Mon. 7/29/13 at 4:30 - 7PM in CC 309
			7. Mon. 8/5/13 at 4:30 - 7PM in HEM 215
			8. Mon. 8/12/13 at 4:30 - 7PM in HEM 215
			9. Mon. 8/19/13 at 4:30 - 7PM in HEM 204
			10. Mon. 8/26/13 at 4:30 - 7PM in CC309
		1. Extra time to work on events since you won't be required to schedule office hours.
	9. AC Fall 2013 Events: (tentative)
		* 1. 8/30/13: Welcome Back Bash
			2. 9/6/13: Movie Night
			3. 9/13/13: Bingo
			4. 9/20/13: Karaoke Night
			5. 9/27/13: Create a Bear
			6. 9/27/13: Movie Night
			7. 10/2/13: Homecoming Warrior Tie-Dye
			8. 10/4/13: \*Potential Event
			9. 10/11/13: \*\*Homecoming
			10. 10/18/13: Movie Night
			11. 10/25/13: Monte Carlo
			12. 11/1/13: Manoa's Got Talent
			13. 11/8/13: Movie Night
			14. 11/15/13: Rockin' the Roots
			15. 11/22/13: Manoa Laughs
			16. 11/29/13: NO EVENT SCHEDULED - HOLIDAY
			17. 12/6/13: Winter Dance
			18. 12/13/13: NO EVENT SCHEDULED - STUDY DAY
			19. 12/16-20/13: Cram Jam
		1. \*Potential Event
			1. Please send Allyson Arrieta your ideas for a potential event.
			2. Video game tournament, game night.
			3. Wednesday Holiday etching craft night - ornaments
		2. \*\*Homecoming: the date for this event is not yet finalized
			1. Expect changes to the events highlighted in yellow.
		3. PLEASE NOTE: Nooner/Craft events for the month of September and November are not included in this schedule
		4. By May 20th: AC members will be informed of which committee they’ve been assigned.
	10. April Highlights and Challenges
5. Advisor Comments
	1. Office Behavior
		1. Please be mindful of the things you say about others in the AC Office. We’re all working together and the last thing anyone wants is to get their feelings hurt. Please be respectful of your other AC Members, especially as we head into the extremely stressful time of finals.
	2. New Event Challenge
		1. Come up with as many new events as possible. By ‘new’ events, make sure they are events that AC has not done in the past couple of years. You’re welcome to look at the binders, CCB AC email, Google resource doc, other universities’ AC web pages, etc.
		2. Deadline: June 3, 2013 at 4:30PM (AC Meeting)
		3. And, yes, this is a challenge and the winner will receive an enormous sense of pride. May the odds be ever in your favor.
6. Upcoming Events
	1. Cram Jam (5-5-13~5-10-13)
7. End of the Year Celebration:
	1. Date suggestions:
		1. Wednesday, May 1
			1. Currently, AC will be meeting after Ho`okani Manoa (around 9pm). Suggestion includes dinner, but will be decided most likely come 9pm Wednesday.
		2. Friday, May 10
			1. An evening outing that is more active such as karaoke or bowling. AC has not decided, but will be discussed in the coming days.
	2. Locations/Activity Suggestions:
		1. Dave and Busters
		2. Karaoke
		3. Dinner
		4. Bowling
		5. Mini Golf
8. AC’s End of the Year Slideshow/Music/Movie Awesomeness
9. Reminders
	1. If you plan on taking days/time off during the summer, please let everyone know. Keep everyone in the loop.
	2. Stephanie Welin will be out of the office and off island:
		1. May 14th through May 31st
		2. July 15th through July 26th
		3. Plan ahead for any necessary P-card purchases for your summer events!
	3. If you are an owner of any current Google Docs or folders, please change the owner to Stephanie Welin.
	4. Event leads, don’t forget to pick up your old banners post-event from MES, within two (2) business days. **\*\*\*Update: Do NOT drop off the old banners to the CCB Office.**
	5. Don’t forget to lock the AC door and ALWAYS scramble the code.
	6. If you don’t have access to to the AC Facebook page let Kelsey De Avila know. Don’t forget you can advertise your events on the page!
	7. Be prepared for every AC meeting by having a writing utensil, your meeting notes/minutes, paper, and your planner/calendar.
	8. Wear your AC shirt, AC ID badge, and closed toed 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.
	9. Program Binders: Don’t forget to update program binders with your program folder and organized notes once your program is over. This is a stipend evaluation requirement.
	10. If you take a binder from Stephanie Welin’s office please make sure you update the Google Doc. We need to know its location.
	11. Please send your final designs from Marketing & Graphics via email to Stephanie Welin at swelin@hawaii.edu and Kelsey at deavila@hawaii.edu so they can be posted on the website and Facebook pages.
	12. If you need help don’t forget to ask! We’re all working together.
	13. Next Meeting
		1. Monday, May 20, 2013 - 4:30 PM - CC 309

1. Meeting adjourned at 7:02PM .