UNIVERSITY OF HAWAI‘I AT MĀNOA

CAMPUS CENTER BOARD ACTIVITIES COUNCIL

Meeting Agenda

Friday, July 18, 2014

CC 310- 4:30 PM

1. Attendance

|  |  |  |  |
| --- | --- | --- | --- |
| Members present | Members absent | Advisors present | Staff present |
| Ashley Kupau | Puna Kalipi | Morgan Rapozo | Tory Watanabe |
| Leah Austin | Lavender Oyadomari | Sarah Yap | Zen Kuriyama |
| Devin Makizuru |  |  |  |
| Marisa Tottori  |  |  |  |
| Christine Peralta (via phone) |  |  |  |
| Moira Miyasato (via Google Plus Hangout) |  |  |  |
| Roanne Deabler |  |  |  |

1. Call meeting to order at 4:38PM.
2. Standing Items
	1. Minutes - June 30, 2014
		1. Accept minutes as amended in Google Docs.
	2. Agenda - July 17, 2014
		1. Accept agenda as presented.
3. Old Business
4. New Business
	1. Summer Event Updates
		1. Lettin’ Loose for Summer! (TBA)
			1. Lead: Ashley Kupau
			2. Ashley Kupau will find new Zumba instructor after cancellation of previous instructor. Event is postponed.
			3. For the benefit of both events, Leah Austin and Ashley Kupau would like to keep Fitness/Zumba event together.
				1. The tentative time for event is late July-early August.
		2. Recruitment Mixer (Date TBD)
			1. Leah Austin
				1. Tory Watanabe suggested tabling at CC for recruitment, instead of an actual event.
				2. Leah Austin brought up the efficacy of tabling versus an event for recruitment.
				3. Ashley Kupau passes that recruiting will take place via tabling and not in an event for duration of the summer.
	2. Fall Event Updates
		1. Welcome Back Bash (8/29/14)
			1. Leads: Ashley Kupau
				1. Ashley Kupau has talked with bookstore and Rainbow store about possible promotions.
				2. Ashley Kupau proposed that the pre-sale tickets should be $5.
				3. Possible promotion idea is that if student shows up to event wearing UH merchandise, student will receive free nachos.
				4. Ashley Kupau conversing with The Green and The Steppas; Streetlight Cadence is also a possibility.
		2. Self-Defense Workshop (Wednesday, 9/3/14)
			1. Lead: Moira Miyasato/Devin Makizuru/Roanne Deabler
				1. The leads have gotten into contact with instructor, Todd Tanaka, and he confirmed that his group is available on this day.
				2. No budget is proposed at this time since the Self-Defense group professionally offers these workshops for free at their studio.
				3. The tentative event time is 5:00PM to 6:30PM.
		3. Recruitment Mixer (9/5/14)
			1. Lead: Devin Makizuru/Roanne Deabler/Leah Austin
				1. M&G form has been submitted.

The leads are meeting with them next week.

* + - * 1. Prizes for participation

Devin Makizuru proposed Subway sandwiches, cookies, chips as incentives.

Devin Makizuru set to send out Subway order next week.

Roanne Deabler brought up the suggestion of using some Promo Items as incentives so participants will have something with the CCBAC logo on it.

* + - * 1. The leads are looking for suggestions to make the event more interactive and fun for participants.

Streetlight Cadence is a possible band to perform.

Ashley Kupau will provide contact information.

* + - 1. Date of Event: Tory Watanabe said that the event is very close to date of the AC retreat. Possible proposal is to move event up earlier, for prospective AC member benefit.
				1. Leads are open to a change of date to accommodate Tory Watanabe’s point.
		1. Bingo Night (9/26/14)
			1. Lead: Lavender Oyadomari
				1. First draft from Graphics has been received.
				2. Ashley Kupau will contact Lavender Oyadomari to update us on status.
		2. Mānoa’s Got Talent
			1. Leads: Moira Miyasato/Roanne Deabler
				1. M&G form has been submitted.
				2. Forms and documents are ready for fill-out and submission.
				3. Budget - the prospective budget is $550 for prizes and food.
		3. Mānoa Laughs (12/3/14 \***tentative date\***)
			1. Leads: Ashley Kupau/Lavender Oyadomari/Roanne Deabler
			2. Tentative Date: December 3, 2014 in Ballroom
			3. Potential Comedians: Frank De Lima as opener, Jo Koy as headliner.
				1. Marisa Tottori got details back from Frank De Lima’s representatives, Lavender Oyadomari contacted Jo Koy’s representatives.
			4. The date for the event is flexible, and is pending on what date is most convenient for the comedians.
			5. The M&G order has been submitted.
		4. Movie Night Updates
			- 1. Moira Miyasato
			1. M&G form submitted for *The Amazing Spider-Man 2*.
				1. *22 Jump Street* taken out of running for potential movie.
			2. Other possibilities include Lego movies and Captain America.
				1. Morgan Rapozo clarified that the Movie & Media group should consider more options, for more efficient group decisions.
			3. Moira Miyasato will send out an e-mail about potential movie options.
	1. Budget 2014-2015 Updates
		1. The budget is not yet final.
		2. There was a 20% budget cut, which makes it difficult to hold the same number of events as last year.
			1. The co-chairs are taking into consideration the success and “failures” (based off of attendance and revenue brought in) of past events.
		3. The co-chair are also prioritizing the types of events in order to work with the budget cut; e.g. concerts versus movie nights.
		4. Ashley Kupau updates members on status quo of event statuses. She reiterates members will be kept informed.
			1. Sarah Yap asks if the decisions will be sent to the board.
				1. Ashley Kupau discusses allocation of the budget towards certain events. She has proposed that *certain* events be eliminated as a possible solution.
			2. Moira Miyasato asks the question about possible incoming revenue to help supplement funding for budget.
				1. Ashley Kupau says that she wants to push getting sponsorship to help funding for events.
			3. Sarah Yap brings up and explains the budget process.
				1. The council is able to look at the schedule and the allocation of the funds.
				2. Ashley Kupau is aiming for approval of budget in two weeks.
				3. Sarah Yap proposes working with board in regards to figuring out possible solution to budget cuts.

Also to work with board for obtaining additional funds.

* + - 1. Co-chairs are brainstorming ideas for most beneficial plan due to budget cut; Ashley Kupau expresses that she and Lavender Oyadomari are open to possible solutions. Ultimately, co-chairs will make final decision concerning budget cuts
	1. Tabling at Campus Center (Lavender Oyadomari)
		1. Lavender Oyadomari proposes reserving tables for recruitment. Due to the lack of tabling during the summer, it may be very advantageous to do recruitment via tabling. Lavender Oyadomari will e-mail prospective dates and times.
			1. A peak time seems to be lunch.
		2. Ashley Kupau proposes to ask the student body about past AC events, and what they enjoyed about it. We would use that as a selling point to make them want to join AC.
			1. For example, at Cram Jam.
1. CCB Updates
	1. Devin Makizuru and Marisa Tottori were retroactively seated on June 20, 2014.
	2. NSO Resource Fair Tabling
		1. CCB and AC will be sharing a table
			1. Common for table to be shared.
			2. Lavender Oyadomari proposed making board.
			3. Sarah Yap clarifies that they are all Campus Center Board services. Thus, it is not necessary to make a clear distinction between CCB and AC.
	3. Hemenway Courtyard Barbershop closing on July 31st
	4. Warrior Rec Center Petition
		1. Spring 2013-Spring 2014 Graduates will receive a waiver for membership from July 16-August 15, 2014.
			1. This is because from Spring ‘13 graduates were initially told Rec Center would be made available to them at that time.
2. Advisor Comments
	1. Upcoming Events
		1. Community Service Day (Sunday, 8/03/14)
			1. 8:00am-12:00pm at Hemenway Courtyard
				1. In past, all members available were required to go
				2. The Council decides whether or not on-island members should attend.

Leah Austin brings up possible schedule conflicts

Roanne Deabler expresses scheduling conflict; although, praises the event as good for networking.

Devin Makizuru does volunteer work on Sundays; he is willing to attend.

* + - 1. RSVP by July 29, 2014 (ccenter@hawaii.edu)
		1. Family Fun Day (Sunday, 8/10/14)
			1. 9:00am-2:00pm at Kuliouou Beach Park
				1. Events include kayaks and paddle boards.
				2. There is going to be a potluck lunch.
			2. RSVP by August 4, 2014 (aprildlc@hawaii.edu)
				1. Ask for access to Google Doc for potluck sign-up sheet.
	1. Swank Movie Contract
		1. Music & Media has settled on six movies for the year
			1. Three in Fall, three in Spring
			2. Obligated to show those movies because of contract
			3. However, add-ons are possible
1. Retreat! ***Reserve*** Sept. 12-14 for Fall Members
	1. The council will discuss format of training at a later date.
	2. Tory Watanabe looking at possible events for the retreat.
	3. Looking to head out Friday afternoon instead of Friday night, since there is no event that Friday.
2. Upcoming Events
	1. Lettin’ Loose for Summer! (Zumba Event) (TBA)
	2. What Makes A Champion? (TBA)
3. Reminders
	1. July stipend evals are due via email by Monday, July 28 at 5PM to Zen Kuriyama.
	2. Stephanie Welin will be out of the office July 7-25.
	3. M&G has a new work order. It was emailed out and can also be found in Google Docs. Hard copies are in the bottom mailbox on Stephanie’s office door.
	4. Please check 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.
4. Meeting adjourned at 5:36PM.