UNIVERSITY OF HAWAII AT MANOA

CAMPUS CENTER BOARD ACTIVITIES COUNCIL

Meeting Minutes

Friday, November 15, 2013

CC 310 - 4:00 PM

1. Attendance

|  |  |  |  |
| --- | --- | --- | --- |
| Members Present | Members Absent | Advisors Present | Staff Present |
| Jennifer Kwock | Leila Barangan | Stephanie Welin | Tory Watanabe |
| Roanne Deabler |  | Alicia DeVoll | Camille Haasbeek |
| Moira Miyasato |  |  |  |
| Lavender Oyadomari |  |  |  |
| Brysa Kato |  |  |  |
| Omar Neria |  |  |  |

1. Call meeting to order at 4:04 PM.
2. Standing Items
	1. Minutes - November 4, 2013
		1. Accept minutes as amended in Google Docs.
	2. Agenda - November 15, 2013
		1. Accept agenda as presented.
3. Old Business
	1. Evaluative Recap of Movie Night: *Grown Ups 2* (11/8/13)
		1. Start: Meeting a bit later (total time needed for prep is 45 minutes) and double check on security
		2. Stop: None
		3. Continue: To check on the hot dogs beforehand (especially the amount of buns!) Also, communication on where people are. Be sure that the event lead and event advisor know where you are and what you are doing.
		4. Change: None
		5. Notes: 136 bags of popcorn and 17 wands of cotton candy were sold.
		6. Attendance: First showing 110, second showing 75.
	2. Evaluative Recap of Taste of Manoa (11/12/13)
		1. It didn’t really seem like it was catered to the student body based on who attended.
			1. The small student turnout could be due to a lack of advertisements. There was a banner in the Forum, but no fliers or ground stakes were noticed.
			2. It seemed liked an exclusive ACUI event.
		2. Cocktail tables would be useful to cater to the large attendance.
		3. A utensil station would be helpful as people forgot to pick up utensils while going through the food line.

 iv. It was suggested that signs point to the ticket booth.

1. New Business
	1. Rockin’ the Roots (11/15/13)
		1. Lead: Moira Miyasato
			1. Meeting Time and Place:
			2. Recap AC Member Tasks:
				1. Emcee: Lavender Oyadomari
				2. Band Attendant: Brysa Kato
				3. Floaters: Everyone else
	2. Self-Defense Class (11/18/13)
		1. Lead: Roanne Deabler
			1. Event Overview:
				1. Place/Time: Campus Center Ballroom, 5:00-6:30 PM
				2. Self defense techniques will be taught by black belts from Relson Gracie Academy, Team HK Honolulu.
				3. Photo ID required for entrance.
				4. Participants must be 18 years of age or older.
				5. What can participants not have? - Roanne Deabler will ask the instructor so members can be aware of this as people check in.
			2. Meeting Time and Place: 3:30 PM in AC Office
			3. Assign AC Member Tasks:
				1. Check-in Table (2): Omar Neria and Moira Miyasato
				2. Floaters: Roanne Deabler, Jennifer Kwock and Lavender Oyadomari
				3. Part-Time members can take the actual event off, but are asked to help with set-up/transporting the mats over to the Ballroom

Brysa Kato and Lavender Oyadomari have lab until 4:30 PM.

* 1. Great American Smokeout Co-Sponsorship (11/21/13)
		1. Liaison: Lavender Oyadomari
		2. Update
			1. Massage therapist has been contracted
			2. Popcorn machine will be taken over at 8:30 AM to the Ballroom
			3. Only using 8 recycled ground-stakes, and 2 new ones
			4. Lavender Oyadomari will send the M&G image out to AC advisors and staff for posting on the website/Facebook
	2. Manoa Laughs Follow Up
		1. Andrews Amphitheater
			1. Must be reserved at least three months in advance. Reservations are not guaranteed.
			2. The date for spring semester must be decided upon ASAP so that the reservation process can get underway.
		2. Vendor Follow Up
			1. Roanne Deabler and Jennifer Kwock will be following up with the vendors that we were in verbal agreement with for the event.
		3. Members should make sure they bring up questions as they occur for all events. Information is available to members and they should be keeping up to date with it.
		4. If Manoa Laughs is going be kept for spring semester, Roanne Deabler volunteered to be the lead. She requested at least two co-leads as the event is very large scale.
			1. Brysa Kato volunteered to be a co-lead as did Omar Neria.
	3. La Mele (12/6/13)
		1. Revision Request
			1. “Mahalo a nui loa for your financial support once again this year for La Mele 2013 ... I am sending this email humbly requesting to revise certain line items in our initial request, specifically the portion that was approved by CCB AC. Because it would be easier for the Hawaiian Language immersion schools and charter schools that are participating in the Himeni Hookuku section of La Mele to be transported to Kamakakuokalani Center for Hawaiian Studies than to Campus Center, we have decided to relocate the first half of La Mele 2013 to Kamakakuokalani Center for Hawaiian Students instead of the Campus Center Ballroom. This being said we are very much aware that the funding you approved for Kealii Reichel ($500) and Tony Lenchenko ($500) will not be able to be used and so we are requesting to use that $1000 to pay for the Tuahine Troupe for the evening portion of La Mele 2013 which is being held Hemmenway Courtyard ... Also, we will not need the funding for the room fee of $375 for Campus Center Ballroom.” -Keawe
			2. This request would not require CCBAC to provide any extra funds - it is simply a reallocation for the entertainments and a revision of the room reservation.
			3. Brysa Kato made a motion to approve the request.
				1. Lavender Oyadomari seconded.
				2. The motion carried unanimously.
	4. Winter Ball (12/6/13)
		1. Lead: Moira Miyasato
		2. Co-Lead: Lavender Oyadomari
		3. Updates:
			1. The food order has been placed.
			2. The decorations have been ordered. There will be three glass vases of various sizes with tea candles that will be filled with colored jelly. There will be various colors of balloons as well.
			3. There will be an Instagram contest at the event. Participants will upload pictures from the event to Instagram and use a certain hashtag. At the end of the night a winner will be chosen.
				1. Rules will be specified at a later time.
	5. AC Eval Discussion Follow Up
		1. Checkbox Item Changes
			1. Concerns at the last meeting were brought up that checkbox items should be on an “up to” scale. Other concerns included who should decide upon the number of points awarded.
			2. Brysa Kato suggested that for attendance based checkbox items, they could be on a percentage base. If members attend 80% or more, they will be granted the full 4 points.
				1. Instead of running on a percentage system, each event or meeting missed counts off one point.
			3. Alicia DeVoll brought up concerns about the “and prepared” section of each attendance checkbox item.
				1. Lavender Oyadomari suggested allowing a half point for attendance and a half point for preparedness.
				2. Members decided all four point checkbox items would be half points.
			4. Tory Watanabe brought up concerns that the two point items would be difficult to scale on an “up to” system. For example, everyone has different amounts of paperwork and it would be difficult to evaluate.
			5. Roanne Deabler brought up a concern about who evaluates preparedness. We have been doing it as a collective system between staff members, advisors, and chairs.
			6. Tory Watanabe suggested moving office hours into the 4 point category and moving committee tasks into the 2 point category.
				1. Members agreed that this would be an acceptable change.
				2. If office hours are missed one week, they can be made up for in either the prior week or the week immediately following. Members need to note this on the office hours sheet.
				3. Office hours will not be awarded half points.
			7. Lavender Oyadomari made a motion to change 4 point checkbox items that include preparedness to be on a half point system, to make office hours worth 4 points but not worth half points, to make committee tasks 2 points and to allow members to make up an office hour as long as its within one week, before or after the week with fewer than required completed office hours.
				1. Brysa Kato seconded the motion.
				2. The motion carried unanimously.
				3. The changes will be reflected in the November stipend evals.
	6. AC Co-Sponsorships
		1. Overview & Goal according to the charter.
			1. Each requester must complete the attached proposal intake form. The council may co-sponsor events only when the Council is an equal participant in all phases of the program: planning, development, implementation, and evaluation. All programs implemented must be in accordance with University of Hawaii policies and procedures and the laws of the State of Hawaii. The name of the Campus Center Board Activities Council and its logo must be carried in all forms of publicity.
			2. Particular consideration will be given to those programs which:
				1. Enhance, supplement, or complement Council programs
				2. Benefit a significant portion of the University community
				3. Are non-discriminatory with regard to race, religion or political affiliation
		2. Critical Evaluation
			1. The evaluation answers questions such as: have we funded them in the past? Was it successful? Why or why not?
		3. AC Liaison Role & Responsibilities
			1. The liaison must be heavily involved in the event since we are a programming board and not simply a funding board.
		4. All events that are co-sponsored should be aligned with our goals in general including our committee goals. We should take into consideration that we are spending student fees so the events should benefit as many students as possible.
		5. We should also take into consideration whether the event itself is feasible and well thought out.
1. CCB Updates
	1. AC Office Space Reallocation Proposal
		1. There are no updates.
2. Advisor Comments
	1. Holiday Party Results
		1. Secret Santa to be facilitated by Alicia DeVoll and Camille Haasbeek.
		2. The AC volunteers as well as CCB and MES will be invited.
	2. Fall Decorating Challenge
		1. SLD tradition every year before Winter Break. Everyone decorates their office in a themed manner.
		2. This year’s theme is Aloha.
		3. Decorating period is Nov. 18 - Dec. 2
		4. Judging period is Dec. 3 - Dec. 6
			1. Criteria is: posted theme sign, sustainable (recycled materials), original and unique, personalized to the unit, staff incharacter during the judging.
		5. Brysa Kato volunteered to lead our decorations!
		6. The deadline to officially join the competition is next Friday, November 22.
3. Upcoming Events
	1. Rockin’ the Roots (11/15/13)
	2. Self-Defense Class (11/18/13)
	3. Great American Smokeout Co-Sponsorship (11/21/13)
	4. Relay for Life Kick-Off Co-Sponsorship (12/4/13)
	5. La Mele Co-Sponsorship (12/6/13)
	6. Winter Ball (12/6/13)
4. Reminders
	1. November self evaluations are due by Monday, November 25 at 5PM. They are to be emailed to Camille. Reminder: We are using the new, revised stipend evaluation.
	2. Be prepared for every AC meeting by having a writing utensil, your meeting notes/minutes, paper, and your planner/calendar.
	3. 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.
	4. If you need help don’t forget to ask! We’re all working together.
	5. **Next Meeting**
		1. **Wednesday, November 20, 2013 - 5:00 PM - CC 308**
5. Meeting adjourned at 5:38 PM.