UNIVERSITY OF HAWAI‘I AT MĀNOA

CAMPUS CENTER BOARD ACTIVITIES COUNCIL

Meeting Minutes

Monday, April 14, 2014

CC 309 - 5:00 PM

1. Attendance

|  |  |  |  |
| --- | --- | --- | --- |
| Members Present | Members Absent | Staff Present | Advisors Present |
| Roanne Deabler | Puna Kalipi | Camille Haasbeek | Stephanie Welin |
| Jennifer Kwock |  | Tory Watanabe | Morgan Rapozo |
| Moira Miyasato |  |  |  |
| Lavender Oyadomari |  |  |  |
| Christine Peralta |  |  |  |
| Ashley Kupau |  |  |  |

1. Call meeting to order at 4:59 PM.
2. Standing Items
	1. Minutes - April 7, 2014
		1. Accept minutes as amended in Google Docs.
	2. Agenda - April 14, 2014
		1. Accept agenda as presented.
3. Special Presentations
	1. Co-Sponsorship Proposal: Ho‘okani Mānoa: *I Ola Ka Puana*
		1. Graduate Assistant Lokelani Fergerstrom presented on the event.
		2. The event is a concert which features traditional Hawaiian music, dance, and poetry.
		3. The event will be open to the general public.
		4. It will run from 4:15 PM - 9:00 PM on Friday, May 2, 2014.
		5. Ka Waihona a Ke Aloha requested:
			1. 3 entertainment artists at $1000 each.
			2. Sound system and sound technician for a total of $300.
			3. Security for $500.
		6. This event is the same time and date as the Free to Be Fashion Event.
		7. Members discussed that AC doesn’t have the manpower to spare anyone as liaison.
			1. If Ka Waihona a Ke Aloha was able to change the date of the event, this conflict could be avoided.
		8. The concern that the liaison would not have an equal part in planning the event was brought up. All of the entertainers have be decided upon. The tasks for the liaison are simply paperwork related.
			1. This is possibly due to the delay in responding to the co-sponsorship. Ashley Kupau suggested creating a timeline for the proposal process to communicate to potential co-sponsorers.
		9. Questions that Roanne Deabler will follow up on with Lokelani Fergerstrom:
			1. Would it be possible to change the date?
			2. If not a date change, would a time change be possible?
			3. Why are funds being allocated to pay the student group Tuahine Troop?
		10. Members decided the date and time were not a concern anymore as both events are somewhat free flowing and attendees could move back and forth between the two.
		11. Christine Peralta communicated that she would potentially have time to be the liaison.
			1. She also communicated that she felt pressured to take on the event as no one else was able to.
		12. In the past, the council has chosen to co-sponsor this event four times without the issue of following the charter being brought up. Ho‘okani Mānoa was not given warning as to this new enforcement of the charter in co-sponsorships.
			1. Members decided the charter is not a concern in this specific instance as the organization did not have fair warning of the council’s decision to enforce it.
		13. Members were interested in co-sponsoring the event, but a liaison couldn’t be determined.
			1. Puna Kalipi will be asked tomorrow if she’d like to be the liaison.
		14. Moira Miyasato moved to approve the co-sponsorship with Ho‘okani Mānoa.
			1. Christine Peralta seconded the motion.
			2. The motion carried unanimously.
		15. Specific amounts will be decided upon after Roanne Deabler follows up with Lokelani Fergerstrom regarding the amount of funds being allocated to the student group.
		16. The liaison will be determined once Puna Kalipi is given the opportunity.
4. Old Business
	1. Evaluative Recap: Campus Center Carnival (4/11/14)
		1. Start:
			1. Ordering stuffed animals to use as prizes, if members decide to give them as prizes.
			2. Host different kinds of entertainment. For example, an illusionist, dancers, etc.
			3. Walkie talkies for members to remain in contact throughout the large event.
				1. Options to obtain walkie talkies include: allocate funds in the budget for the next fiscal year and pay for a set, use funds in the current budget to immediately purchase a set, or rent a set on an event-by-event basis.
			4. Map of locations for booths and attractions.
		2. Stop:
			1. No items were discussed to stop.
		3. Continue:
			1. Host this event in the future.
			2. Combine this event with Taste of Mānoa.
			3. Invite student groups to host game booths.
			4. Hire acrobats to perform.
		4. Change:
			1. Extend the event for a longer period of time. It would be more practical to start earlier in the afternoon as the lack of sunlight wouldn’t allow for the event to run later.
			2. Have more than one lead for the event.
			3. Request acrobatic performers to provide music or provide non-reggae music for them.
			4. Assign security to specific places for more coverage, specifically assign one guard to the tent, if used again.
			5. Communicate clear timing for performances.
		5. Attendance: ~1000
	2. Evaluative Recap: Taste of Mānoa (4/11/14)
		1. Discussion:
			1. Ticketing situation was odd - tickets were being sold even after event goers were told there were no more tickets.
			2. The line to get tickets moved incredibly slow.
			3. Better communication between volunteers and coordinators would have helped all difficult situations that came up. Walkie talkies would have facilitated this.
5. New Business
	1. Spring 2014 Event Updates
		1. Movie Night: *Saving Mr. Banks* (4/17/14)
			1. Lead: Moira Miyasato/Roanne Deabler
			2. Event Overview:
				1. Food will be available for pick-up at 6:15 PM.
				2. Concessions will open at 6:30 PM.
				3. The first showing will begin at 7:00 PM.
				4. Concessions will remain open at the discretion of members.
				5. Concessions will officially re-open at 8:45 PM for all food items.
				6. The second showing will begin at at 9:15 PM.
				7. The popcorn machine will be turned off at 9:45 PM.
				8. The concessions will close at 10:15 PM.
				9. 50 hot dogs will be available for the first showing and 22 hot dogs will be available for the second.
				10. 50 cookies will be available for the first showing and 30 cookies will be available for the second showing.
				11. Subway has stated they cannot bake the cookies separately. Roanne Deabler will follow up to see if the cookies can be separated after baking.
			3. Meeting Time and Place: 5:30 p.m. - AC Office
			4. Assign AC Member Tasks:
				1. Cashier: Lavender Oyadomari, Tory Watanabe
				2. Clean up crew: Ashley Kupau
				3. Cookie/Drink Server: Moira Miyasato
				4. Hot dog server: Roanne Deabler
				5. Popcorn: Camille Haasbeek, Christine Peralta
				6. Puna Kalipi will not be required to attend this event as a part-time member being given the night off.
		2. Aloha Bash (4/25/14)
			1. No CTAHR Volunteers
				1. Request for family and friends to help volunteer!
				2. Stephanie Welin will send a blurb with all of the current volunteer info to pass along to those who are interested and available.
			2. Volunteer Meetings
				1. Monday, April 21, 7-8PM, CC 308
				2. Tuesday, April 22, 7:30-8:30PM, CC 308
			3. Complete Run Down Next Week
			4. Reminders
				1. It will be a long night.
				2. Volunteers will have VIP perks.
				3. Wear tennis shoes!!
		3. Free to Be Fashion Event (5/2/14)
			1. Lead: Lavender Oyadomari/Moira Miyasato
			2. Updates:
				1. Leads are in the process of following up with vendors and photobooth.
				2. The UHM Fashion Department will be invited.
				3. There will be a moderator from the Women’s Center for the discussion portion of the event.
		4. Recruitment Mixer (5/5/14)
			1. Lead/Co-lead: Lavender Oyadomari/Puna Kalipi
			2. Updates:
				1. The Campus Center Courtyard is not yet open for reservations. Members decided the alternatives should be in the Campus Center Forum or in the old Farmer’s Market Tent.

Stephanie Welin pointed out that the Farmer’s Market Tent was only an option while the Campus Center Courtyard was under construction.

Jennifer Kwock and Roanne Deabler will follow-up with Matt Nagata, CCB President, regarding the possibility of using the Campus Center Courtyard.

* + - * 1. Lavender Oyadomari suggested having various tables set up for the mixer: one for attendees to make event suggestions, one for attendees to pick up applications, and one outlining upcoming event info (Cram Jam, summer events, and a tentative Fall schedule).
				2. Stephanie Welin suggested creating a passport system where attendees will get points for visiting the various tables and these points can earn them food.
		1. Cram Jam (5/11~16/14)
			1. Lead: Puna Kalipi/Christine Peralta/Ashley Kupau
			2. No updates were discussed as the lead was absent.
	1. Chair Elections
		1. Jennifer Kwock and Roanne Deabler were nominated for co-chairs, but they declined the nomination.
		2. Christine Peralta nominated Ashley Kupau as she takes initiative and has proven herself to be a leader.
			1. Ashley Kupau applied for study abroad for the Fall 2014 semester, so if she is chosen, she will be forced to decline.
			2. Ashley Kupau conditionally accepted the nomination provided she does not leave to study abroad next semester.
		3. This issue will be returned to once the results for study abroad are released.
	2. Members’ Office Hours (Tory Watanabe/Camille Haasbeek)
		1. Concerns have been raised regarding members not utilizing their office hours to the fullest.
		2. Members were handed an example of a new version of the office hours sign in sheet.
		3. The sheet included time, date, and task information to fill out.
		4. Each member would have 1 sheet for the whole month to keep track of hours and tasks. This will help members keep themselves accountable and ensure they have time for all tasks.
		5. Members liked the idea and agreed to undergo a trial period regarding this system starting this week.
	3. Potential Professional Development Opportunity (Christine Peralta)
		1. Christine Peralta is required to teach a lesson for 30 min to 1 hr using a specific teaching theory for her coursework. She offered to provide this lesson to the Council.
		2. Example lessons included using social media to promote events, build brands, etc.
		3. Ideas from members included time management.
		4. Christine Peralta will send out an email to members to collect more ideas and to coordinate a time.
1. CCB Updates
	1. Reminder: Email pics for the End of the Year Banquet to ccb@hawaii.edu by Thursday, April 17.
2. Advisor Comments
	1. SEOTY Reception
		1. Tuesday, April 15th
		2. Members can make posters to help cheer on Tory Watanabe!
	2. Relay for Life: Thanks!
3. Upcoming Events
	1. Movie Night: *Saving Mr. Banks* (4/17/14)
	2. Aloha Bash (4/25/14)
	3. Free to Be Fashion Event (5/2/14)
	4. Recruitment Mixer (5/5/14)
	5. Cram Jam (5/11~16/14)
4. Reminders
	1. The CCB End of the Year Banquet will take the place of the AC Meeting on Monday, April 28. More info should be emailed via CCB soon!
	2. April stipend evals are due to Camille by 5PM on Monday, April 28.
	3. Be prepared for every AC meeting by having a writing utensil, your meeting notes/minutes, paper, and your planner/calendar.
	4. 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.
	5. If you need help don’t forget to ask! We’re all working together.
	6. **Next Meeting:**
		1. **Monday, April 21, 2014 - 5:00 PM - CC 310**
5. Meeting adjourned at 6:44 PM.