UNIVERSITY OF HAWAI‘I AT MĀNOA

CAMPUS CENTER BOARD ACTIVITIES COUNCIL

Meeting Minutes

Monday, April 21, 2014

CC 310 - 5:00 PM

1. Attendance

|  |  |  |  |
| --- | --- | --- | --- |
| Members Present | Staff Present | Advisors Present | Guests Present |
| Roanne Deabler | Camille Haasbeek | Stephanie Welin | Sarah Yap Chia (5-5:30PM) |
| Jennifer Kwock | Tory Watanabe | Morgan Rapozo |  |
| Moira Miyasato |  |  |  |
| Lavender Oyadomari  |  |  |  |
| Puna Kalipi |  |  |  |
| Ashley Kupau |  |  |  |
| Christine Peralta |  |  |  |

1. Call meeting to order at 5:00 PM.
2. Standing Items
	1. Minutes - April 14, 2014
		1. Accept minutes as amended in Google Docs.
	2. Agenda - April 21, 2014
		1. Accept agenda as presented.
3. Special Presentations
	1. Collaboration with UH Men’s Basketball Team for Fall 2014/Spring 2015 Events (Jamie Smith)
		1. The UH Men’s Basketball team has created theme nights for basketball games.
		2. In the past, AC has collaborated with the Basketball Team for Warrior Tie Dye which was the highest attended basketball game of the season for UH students.
		3. One example that the team has put some thought into for the coming season is Star Wars night. The idea is to show the Star Wars movies, as well as bring in cosplay professionals who would teach workshops on how to create costumes.
		4. The basketball players would be available to come and help out at any event done in collaboration, but would like to reserve the night before a game as rest time.
		5. Members should e-mail further ideas to Jaimie Smith smithjam@hawaii.edu
		6. There was an overall consensus that the council should support the basketball team and collaborate on these types of events. The next step will be determining leads for each event who will collaborate one-on-one with Jaimie Smith and the basketball team.
		7. The goal is to increase attendance at each game to above 500, and ultimately above 1000
		8. The team holds pep rallies during the week before games typically and Manoa Maniacs is involved. They would like to begin tailgate type events before each game as well. They’d like AC to also be involved in that.
4. Old Business
	1. Ho‘okani Mānoa Co-Sponsorship Decisions
		1. Moira Miyasato explained that she wants to co-sponsor the event, but they’re asking for a lot of money. They’re asking for $3,800 and only putting in $1,200 of their own. She suggested that AC grant $1,900 to Ho‘okani Mānoa.
		2. Puna Kalipi said that AC should give them the whole $3,800 since they have co-sponsored with us many times in the past and weren’t ready for the enforcement of the charter. Since they weren’t given notice of the changes, they no longer have sufficient time to rally up the extra funds.
		3. Lavender Oyadomari agreed with supplying the full $3,800 but to make it clear that in any future events we co-sponsor, the AC liaison would need a much more active role in the planning aspects.
		4. Christine Peralta agreed that they’ve been doing the same thing for the past couple years and the council shouldn’t hold it against them for the opinions of the council changing on such short notice. She explained that this will be a good lesson regarding communication moving forward, but nothing can be done at this time because there isn’t a long enough timeline to problem solve how to make this situation seem fair.
		5. Ashley agreed with the point Christine Peralta made regarding the timeline. The allocation of funds needs to be decided ASAP as the event is in less than two weeks time. It is important that the council maintains the relationship with Kawaihuelani Center for Hawaiian Language. She also agreed with the point Lavender Oyadomari made about communicating the need for an active role in planning moving forward.
		6. Sarah Yap Chia brought up a question about the cost of entertainment. It was clarified that the amount that is paid to the entertainers helps offset the cost of costumes and instrument repairs.
		7. Roanne Deabler clarified that another issue with the co-sponsorship was that no alternate plans were made, although it specifically states in the AC Co-Sponsorship Packet/Website that Requesting Groups must provide their alternate plans of action. The costs will fall on the council’s shoulders in order for the event to go on. It’s not an Activities Council event, but it seems like the Council will be forced to pay for it and shoulder the responsibility since they haven’t made a back-up plan. This is another item regarding co-sponsorships that the council hasn’t been enforcing either.
			1. Puna Kalipi clarified that they did have alternate funds but the funding was cut due to budget cuts.
			2. Keep in mind that AC as well as other programming areas (CCB, Rec Council, Sig. Programming) have also incurred budget cuts.
		8. The amount that AC has granted has been approximately the same each semester.
		9. This event used to be a large event after Aloha Bash that was done in collaboration with AC every year.
			1. The expectations have to be clear for this relationship to be rebuilt.
		10. Lokelani Fergerstrom is open to having a liaison with a much more active role moving forward.
		11. Puna Kalipi moved to approve the co-sponsorship with Ho‘okani Mānoa and sponsor the full $3,800 amount requested.
			1. Christine Peralta seconded the motion.
			2. Motion carried with four votes in favor of and one abstention.
			3. Puna Kalipi will be the liaison for this event.
	2. Evaluative Recap: Movie Night: *Saving Mr. Banks* (4/17/14)
		1. Start:
			1. In addition to the Supply Checklist included in the Event Agenda, make sure to also specifically list supplies that each movie night job/task requires below in “Job Descriptions.” For example: “Popcorn Server: Make sure you have popcorn machine, popcorn kernel kits, and popcorn bags.”
			2. Depending on the amount of prep work, possibly meet earlier so that all of these items are taken care of in a timely manner.
			3. Clarify with Catering on food equipment that AC should expect as part of the food order: food warmers, paper products, utensils, etc., because it may not be listed in the food order receipt.
				1. There was no mention of a “food warmer” for hot dogs being included in the *Saving Mr. Banks* food order. However, hot dogs were served at the *Frozen* movie night and there was also no mention of a “food warmer” being included in the food order, although we received one anyway. Best to just double-check and clarify directly.
			4. Ask Tommy, manager of Subway, if it is possible to get an extra tray and to have the cookies containing nuts be served on its own separate tray.
		2. Stop:
			1. No items were discussed to stop.
		3. Continue:
			1. Listing cookie flavors.
			2. Don’t accept bills over $20.
			3. Announcements before the movie which highlights AC as a fun unit!
			4. Separating cookies into with and without nuts.
		4. Change:
			1. Having the concession stand in front of the NSO Board seemed cramped. Instead situate the concession stand in front of Jamba Juice, so that there is ample space and room to move around.
				1. Keep in mind that if the movie night is in the CC Forum, there are *four* main entrances that people can enter from. Depending on the location of the concession stand, it might be hard for people to see it from where they enter. Having signs leading to the concession stand or using sign boards might be a good option to reduce these concerns.
				2. Also, be mindful of the weather. If it is raining and/or windy, be sure the situate the tables so that no food items or equipment (or members/customers especially!) gets wet.
		5. Reminders:
			1. Please refer to the Event Agenda because all crucial information (supplies list, timeline, job descriptions, etc.) is listed on it. Bring the Event Agenda with you on event day so that you can refer to it as needed! :)
			2. Ask the Lead/Co-Lead questions if you are unsure about something and need clarification.
			3. Remember food pick-up/breakdown times. Someone from Sodexo told us while we were setting up that food pick-up was 5:30 p.m., however the pick-up time was listed as 6:00 p.m. on the food order.
			4. Do not pour ice from the coolers onto the staircases since this can pose safety hazard.
			5. Subway cookie trays do not come back to the AC office. Leave them in Steph’s office after they’ve been washed.
		6. Attendance: 162 (120, 42)
5. New Business
	1. Spring 2014 Event Updates
		1. Aloha Bash (4/25/14)
			1. Event Overview:
				1. Friday, April 25 in Andrews Amphitheater
				2. The doors open for the public at 5:30 PM
				3. The show starts at 6 PM
				4. The show ends at 10 PM
				5. All volunteers, staff, and security will be in position by 5:15 PM
				6. All event goers are required to leave by 10:15 PM
				7. Andrews Amphitheater max capacity is 3,700 - the expected attendance is up to 4,200 with VIP members. This means the venue will be highly crowded and everyone will need to be on high alert.
				8. Tickets are currently on sale at the Ticket, Information & ID office until Friday. On Friday, tickets will be available at the ticket trailer which will be parked on Legacy Path.
				9. Everyone will be required to show a ticket to enter. There will also be mandatory bag checks to enter.
				10. VIP members are required to have a VIP badge and wristband. This double checking method will prevent VIPs from handing off their status to friends.
			2. Volunteer Meeting Reminder:
				1. Monday, April 21, 7-8PM, CC 308
				2. Tuesday, April 22, 7:30-8:30PM, CC 308
			3. Meeting Time and Place: 3:30PM, Legacy Path across from the ticket trailer
			4. Reminders:
				1. All volunteers and staff are required to wear tennis shoes. Members should bring their AC shirts in case the actual Aloha Bash shirts do not arrive in time.
			5. Volunteer Assignments
				1. Will Call/VIP Check-In - Sheana and Lis from CCB
				2. Volunteer Check-In - Tory Watanabe and Camille Haasbeek
				3. Port-o-Potty Monitor
				4. Access Monitor
				5. Perimeter Monitor
				6. Floater
				7. Cleanup Duties

cattle gates

section breakdown

tables, chairs, tents

trash/recyclables

stage breakdown

* + - * 1. Unassigned duties will be assigned once a full list of volunteers and their availabilities has been compiled.
				2. Volunteers cannot leave their assigned station until a replacement has come. No area should be left unattended at any point in the night.
				3. Communicate, communicate, communicate. Members are encouraged to use cell phones, walkie talkies, etc.
				4. Everyone needs to be flexible - things may change as the night wears on.
		1. Free to Be Fashion Event (5/2/14)
			1. Lead: Lavender Oyadomari/Moira Miyasato
			2. Request for leftover bookstore gift card and dining dollars for use in a raffle
				1. 3 x $25 Bookstore gift card
				2. 2 x $15 bookstore gift card
				3. 1 x $10 bookstore gift card
				4. 3 x $20 dining dollars
			3. Puna Kalipi moved to approve the use of the above gift cards for the use in a raffle for the Free To Be fashion event.
				1. Ashley Kupau seconded the motion.
				2. The motion carried unanimously.
		2. Recruitment Mixer (5/5/14)
			1. Lead/Co-Lead: Lavender Oyadomari/Puna Kalipi
			2. Lavender Oyadomari asked members for their opinions on food. The event will have Cinco De Mayo themed food because of the date.
				1. Churros, quesadillas, taquitos
				2. Members suggested to add on spam musubis.
			3. Budget Proposal
				1. This item was not discussed as food amounts have not been decided.
				2. It will be discussed at next week’s short meeting.
		3. Cram Jam (5/11~16/14)
			1. Lead: Puna Kalipi/Ashley Kupau/Christine Peralta
			2. Updates:
				1. Shawn Kyono said yes to Tails of Aloha (puppy therapy) in the Campus Center Courtyard if it is approved by Sarah Yap Chia.
				2. All other ideas discussed were approved.
				3. More updates on specific plans in the coming meetings.
	1. AC Meeting Times for Fall 2014/Spring 2015
		1. Members discussed tentatively keeping the meeting time Mondays at 5 PM for a maximum of an hour and a half.
			1. Christine Peralta knows she will have a class on Monday evenings, so this time is definitely not doable.
			2. Members were reminded that school comes first and thus should work AC meetings in around school - not the other way around.
			3. Thursday nights may be a feasible option instead of Mondays, however all members must agree on this set time.
			4. Also discussed was the option of having weekly general meetings in the morning.
		2. This will be discussed further at the meeting on May 5.
		3. Members should share their Fall 2014 class schedules with one another once everyone has registered.
	2. Chair Elections
		1. Puna Kalipi nominated Christine Peralta for the chair position.
			1. Christine Peralta accepted the nomination. However, she won’t be on island for the summer.
		2. Puna Kalipi nominated Lavender as interim summer chair
			1. Lavender Oyadomari accepted the nomination for interim summer chair.
		3. Christine Peralta nominated Lavender Oyadomari for chair for the 2014-2015 academic year as well.
			1. Lavender Oyadomari replied she would consider the nomination.
		4. Christine Peralta nominated Ashley Kupau for co-chair for summer.
			1. Ashley Kupau accepted the nomination for summer co-chair.
		5. Members took a vote to determine the summer chair(s) and coming academic year chair(s)
			1. There were three votes for Ashley Kupau and Lavender Oyadomari to become summer co-chairs and two abstentions.
				1. The vote passed, and Lavender Oyadomari and Ashley Kupau will become co-chairs for the summer 2014 term.
			2. There were four votes and one abstention for Christine Peralta and Lavender Oyadomari to co-chair for the Fall 2014 - Spring 2015 academic year.
				1. The vote passed, and Christine Peralta and Lavender Oyadomari will become co-chairs for the Fall 2014 - Spring 2015 academic year.
			3. There were no votes for Christine Peralta to become the solo chair.
	3. Professional Development Opportunity Decision (Christine Peralta)
		1. Christine Peralta has discovered a separate opportunity for her class assignment and thus this item is no longer being discussed.
	4. AC Office Computers (Stephanie Welin)
		1. The computers in the AC office are old and beginning to show signs of breaking down.
		2. Members decided it is OK for Stephanie Welin to ask Shawn Kyono for a quote from his Dell contact for new office computers.
	5. AC Events for Student Planners (Stephanie)
		1. New Student Orientation and Manoa Alcohol Project are writing a blurb about AC and events the council may hosting in the new 2014-2015 student planners.
		2. Members decided to include the following events:
			1. Welcome Back Bash
			2. All Signature events
			3. Movie Nights
			4. Manoa Laughs
			5. Rockin The Roots
			6. Create a Bear
			7. Manoa’s Got Talent
			8. Craft Nights
			9. Campus Center Carnival
1. CCB Updates
	1. The CCB End of the Year Banquet will take the place of the AC Meeting on Monday, April 28. Email invitations went out last week. The RSVP deadline is Wednesday, April, 23. You are invited to bring along one guest. :)
		1. The council will still be meeting at 5 PM in CC 309 for a very brief meeting to cover the Free to Be Fashion Event, which will be held on Friday, May 2, 2014.
		2. The council will then head to the ballroom together right after.
		3. If members are bringing a guest, they must RSVP with the name of their guest.



1. Advisor Comments
	1. Congrats, Tory Watanabe!!! :O)
		1. He won the Student Employee Of The Year award for the University of Hawai‘i at Mānoa and for the State of Hawai‘i. The winners were decided via the following bracket.
2. Upcoming Events
	1. Aloha Bash (4/25/14)
	2. Free to Be Fashion Event (5/2/14)
	3. Recruitment Mixer (5/5/14)
	4. Cram Jam (5/11~16/14)
3. Reminders
	1. April stipend evals are due to Camille by 5PM on Monday, April 28.
	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-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.
	4. If you need help don’t forget to ask! We’re all working together.
	5. **Next (short) Meeting for Spring 2014:**
		1. **Monday, April 28, 2014 - 5:00 PM - CC 309**
4. Meeting adjourned at 6:57 PM.