UNIVERSITY OF HAWAI‘I AT MĀNOA

CAMPUS CENTER BOARD ACTIVITIES COUNCIL

Meeting Minutes

Monday, August 11, 2014

HEM 211 - 4:30 PM

1. Attendance

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Members Present | Members Absent | Advisors Present | Advisors Absent | Staff Present |
| Ashley Kupau | Christine Peralta | Stephanie Welin | Morgan Rapozo | Zen Kuriyama |
| Lavender Oyadomari  |  |  |  | Tory Watanabe |
| Leah Austin |  |  |  |  |
| Roanne Deabler  |  |  |  |  |
| Devin Makizuru  |  |  |  |  |
| Moira Miyasato (via Google +) |  |  |  |  |

1. Meeting called to order at 4:45PM.
2. Standing Items
	1. Minutes - July 29, 2014
		1. Minutes accepted as amended in Google Docs.
	2. Agenda - August 11, 2014
		1. Ashley Kupau added a reminder.
		2. Agenda accepted as amended.
3. Old Business
	1. July Monthly Self-Evaluations
		1. Ashley Kupau
			1. Highlights
				1. Ashley is happy she got students inspired and filled with school pride
				2. Her vision for the semester is coming to fruition.
			2. Challenges
				1. Making time for Activities Council during the summer.
				2. Checking e-mail daily.
		2. Lavender Oyadomari
			1. Highlights
				1. Lavender was proud of all the members.
			2. Challenges
				1. NSO- schedule has been quite demanding.
				2. Balancing time between NSO and AC.
		3. Devin Makizuru
			1. Highlights
				1. He spoke up more at meetings.
			2. Challenges
				1. Managing and balancing time, due to student teaching.
		4. Roanne Deabler
			1. Highlights
				1. Roanne worked with a lot of members in collaborating for a lot of events.
				2. She gave members a good start on events this summer, working on reservations and other required forms.
				3. There is a lot of correspondence currently going on for their events.
				4. Roanne, Leah Austin and Devin Makizuru have been working very diligently over the summer in small groups.
		5. Moira Miyasato
			1. Highlights
				1. Accomplished a wide variety of tasks.
			2. Challenge
				1. Since it is Summer, distance has been a challenge.
		6. Leah Austin
			1. Highlight
				1. Proud of her work as a co-lead for “Detox Your Summer” Event.
			2. In other news...
				1. Accepted to design school in NYC! Congratulations, Leah, and Good Luck!
4. New Business
	1. Summer Event Updates
		1. What Makes a Champion? (TBD)
			1. Lead: Leah Austin
				1. Ky Vuong is fine with meeting up later in the Fall semester.
				2. Graphics is ready for publication whenever event date is finalized.
				3. Leah is still waiting to hear back from Student and Recreation Services
				4. No date has been set yet.
	2. Fall Event Updates
		1. Welcome Back Bash (8/29/14)
			1. Lead: Ashley Kupau
				1. The Management for the bands has sent contract.
				2. The event is going to be in the Campus Center Courtyard, and there are going to be cattle gates in front of the Rec Center. We are using Starbucks and the third floor of Campus Center for restrooms, because the gate is going to be shut near Starbucks.
				3. We are no longer offering pre-sale tickets.
				4. No physical validation on I.D.’s, as they have been replaced with readers.
				5. Welcome Back Bash will be first event for new I.D. cards.
				6. Since there are no more physical ID validations, a concern is confusion amongst students over validation.
				7. Students will be given a golden ticket after they are validated, that way they do not have to wait in line and can go straight through.
		2. Self-Defense Workshop (Wednesday, 9/3/14)
			1. Lead: Moira Miyasato/Devin Makizuru/Roanne Deabler
				1. Women’s Center/PAU Violence will help to promote event; they will also table.
				2. Marketing & Graphics has been in contact with leads.
				3. An e-mail was sent to Dr. Lloyd, Director of Student Recreation Service, to borrow lightweight mats.
				4. Open invitation to Student Rec Service, if they want to take part in the event.
				5. Leads are waiting to hear back from S&RC.
		3. Recruitment Mixer (Friday, 9/5/14)
			1. Lead: Devin Makizuru/Roanne Deabler/Leah Austin
				1. Budget Proposal for Entertainment.
				2. Spoke with Brian from Streetlight Cadence.
				3. Devin’s ideal asking price was $250.
				4. Streetlight Cadence is asking for $300.
				5. The group normally charges $800 per hour per event/performance.
				6. Devin did not want to offer any further propositions, because he wanted to bring it to the council and ask their opinion.
				7. Devin had gotten suggestions from other members to use Streetlight Cadence.
				8. The Streetlight Cadence’s goal is to attract crowds to our table.
				9. Ashley Kupau expressed concern that she did not want the performance to detract from our event.
				10. Stephanie Welin pointed out the main thing is that their performance does not take away from the meaning of event.
				11. Stephanie also thought $300 is a lot for a non-concert event.
				12. They will only be playing for one hour.
				13. Leah expressed that $300 would be reasonable for whole event (2 hours).
				14. Lavender Oyadomari asked if there would be food at the event.
				15. Devin stated that his original idea was to have something “extra,” and that music could provide a nice atmosphere.
				16. Devin believed that they *will* attract people; they enjoy engaging with the audience.
				17. Stephanie suggested Devin bargain with them so that if they lower the price, we will collaborate with them again in the future.
				18. Ashley Kupau’s main concern is not about the budget, but about attracting people to *our* event.
				19. Leah proposed $200 for the hour.
				20. Group will wait on the budget proposal.
		4. Bingo Night (9/26/14)
			1. Lead: Lavender Oyadomari
				1. No updates.
		5. Mānoa Laughs (12/3/14)
			1. Leads: Ashley Kupau/Lavender Oyadomari/Roanne Deabler
				1. Lavender contacted Jo Koy’s people.
				2. Continuing with Frank Delima.
				3. Ashley

Looking for sponsorships.

Pepsi will *not* fund us financially.

E-mail was sent to Sarah.

* + - * 1. Roanne

Also looking for sponsorships.

In contact with Frank De Lima, and hopefully will hear soon

Group is meeting this coming week to go over all the odds and ends. By next meeting, more information should be ready.

* + 1. Movie Nights Updates
			1. Lead: Moira Miyasato
				1. 309/310 room has been reserved for Movie Night paired with Create-A-Bear on 11/7/14.
				2. Top 3 Movie Choices

*Spiderman 3*

*22 Jump Street*

*Maleficent*

* + - * 1. Ashley Kupau and Stephanie Welin spoke with RAs for this coming year.

Presented movie options to them.

A lot of them expressed interest in 22 Jump Street.

The RAs also suggested throwback movies.

*How to Train Your Dragon 2* was suggested

Ashley

Best to do Top 3 movies only

Roanne

Also agree with having Top 3 movie nights, but if Swank has *How to Train Your Dragon 2,* then add it on. This is contingent upon whether or not Swank motion pictures has it. If they do, we will have four movie nights.

Stephanie urges members to have a game plan.

3 movies a semester, 6 for whole year. With the “contingency” plan, 7 movies a year. This will be listed on contract.

Kid friendly movie for Create-A-Bear- Lego movie.

Moira stated that *Frozen* could work as a fallback to possibly replace Create-A-Bear

Stephanie suggested that we poll our constituents.

Roanne polled international students, and it was in favor of *Maleficent* and *Frozen*. Both movies performed very well at the box office.

*Frozen* (this would be second time showed at AC Event), may not detract people from attending, since it is a winter movie.

*Maleficent* possibly too scary for young children, but a lot of adult students would go to it.

Devin stated that *Frozen* is a popular movie for all ages.

Leah Austin proposed diversity of movies; she played devil’s advocate and said that many kids may be okay with *Maleficent*.

Ashley reminded the council that our main objective is to target our audience. Are we directing our attention to students or kids?

We should base decisions of what the *students* want.

Stephanie’s opinion was that, first and foremost, we should focus on our constituents. *What do the students want.*

RA’s wanted *Maleficent.*

Since *Maleficent* is currently scheduled on Halloween, it might detract from attendance numbers.

The council agreed that if *How to Train Your Dragon 2* is available, then we will choose that. If not, selection will be *Maleficent*.

* 1. Basketball Event Proposal
		1. Ashley Kupau met with Jamie Smith, Men’s Basketball Team Analyst, who leads the planning of the Men’s Basketball theme nights.
		2. Jamie was expecting an event for every single game.
		3. Jamie offered many ideas, such as club events and campouts.
		4. However, one feasible option could be on Friday, Nov. 14. The theme is Polynesian Warrior tattoo. There, boys will be able to paint on their upper bodies.
		5. The game that night starts at 8PM, so painting would begin at 6 PM in Campus Center.
		6. Paint colors would be black, green, silver and white.
		7. An event proposal was introduced, as there is money for the event.
		8. People could start at our event first at Campus Center, then walk down to Stan Sheriff Center.
		9. The Basketball players are willing to volunteer and partake at our events.
		10. Ashley will send out an e-mail to gage member thoughts.
	2. Fall Meeting Schedule - September 1, 2014
		1. Ashley Kupau will send out an e-mail by Wednesday, August 13.
	3. NSO Resource Fairs Reminders
		1. Transfer Resource Fair
			1. Wednesday, August 13 - Ashley Kupau
		2. Week of Welcome
			1. Thursday, August 21 - Leah Austin
		3. Warrior Welcome Fair
			1. Thursday, August 28 - Moira Miyasato
	4. Summer Recruitment Tabling (Lavender Oyadomari)
		1. Lavender expressed interest in building up the council by having more members.
		2. Lavender talked to Laura about this.
		3. MES is willing to post up our flyers.
		4. Lavender has been in touch with the UH Shuttle services about possibly advertising our flyers.
		5. ASUH, NSO, GSO have bulletin boards- get bulletin board for AC?
		6. There is space across from Ticket & Information Office on the wall.
		7. Who will update and maintain the bulletin board?
		8. The bulletin board would have the events schedule, meeting schedule, advertisements, etc.
		9. Bulletin Board would be Chairs/Executive Assistant responsibility.
		10. Tory Watanabe mentioned that all other CSO’s have boards, but CCB AC does not have own board in our own building.
		11. Since it is near Ticket & Information, students *will* see it.
		12. It could be used as another form of recruitment.
		13. Lavender also brought up using ground stakes for recruitment.
		14. The stakes would be semi-permanent.
		15. Also set up a semi-permanent corkboard in Campus Center before bulletin board is approved.
		16. Lavender will send out an e-mail.
		17. Our schedule of events will be on the corkboard.
1. CCB Updates
	1. They will have a meeting when Fall term begins.
2. Advisor Comments
	1. T&I Updates
		1. Fall 2014 ID Validations
			1. Mānoa will no longer be doing physical validations.
			2. T&I- will set up in ballroom, for students to obtain U-Pass.
			3. UH Community Colleges will still using the physical stamps.
			4. Being “validated” is contingent on paying all fees or and having no holds on the account.
			5. By Welcome Back Bash *everyone* should be validated.
			6. This puts responsibility on the students, and can be mildly stressful. Most important thing to do is to frequently check MyUH.
		2. Handheld Readers
			1. These will be used for events.
			2. The readers are a little bit larger than credit card readers.
			3. The readers will tell us whether or not IDs are validated.
			4. T&I will upload specific lists on who is/not validated.
			5. T& I has 8 handheld readers, and 1 wired reader.
			6. Wireless readers stay charged for 4 to 6 hours and will have updated list at the time they were last charged.
			7. The wired reader has an on-going updated list.
			8. We Need to reserve these readers ahead of time.
			9. For Welcome Back Bash we will have wired reader, for those who recently cleared their accounts.
			10. If their card does not take, and the student expresses they paid off their account, have them pull up MyUH, and if it says that there are no holds, then we can use that to admit students.
			11. Not everybody uses/eligible for U-Pass.
		3. Impact for Events
			1. Readers will be able to tell us a lot about students.
			2. Gender, grades, etc.
			3. Faculty and staff are also being rolled over into the system.
	2. Event Requests
		1. Required Info (Go to Google Doc)
			1. Cash Box
				1. 1PM by day of event (only if you are selling something).
			2. Pepsi Collaboration/Sponsorship
				1. Prizes/give aways.
			3. Drinks
			4. Volunteer
		2. Event Updates (additions, deletions, modifications)
			1. Take a look at the Fall 2014 schedule and modify events.
		3. Deadline: ***Monday, August 18 at 9AM***
	3. Fall 2014 Class Schedules: Final Reminder
	4. Advertising Reminders
		1. Graphics
			1. Allow Stephanie to APPROVE form; spelling errors, typos, missing info, etc.
			2. Review the Residential Life Office (Johnson 8) posting policy, to get word out about events.
			3. Send Stephanie Welin and Zen Kuriyama final draft to put on facebook, etc.
		2. E-Blasts
			1. Due at least 1 week before they are to be sent out.
			2. E-mail/share the Google Doc with Stephanie, so she can upload to UH calendar website.

1. Upcoming Events
	1. Welcome Back Bash (8/29/14)
	2. Self-Defense Workshop (Wed, 9/3/14)
	3. Recruitment Mixer (9/5/14)
2. Reminders
	1. 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.
	2. Please check your emails regularly and promptly especially when it is regarding decision-making. Points in monthly evaluation will be deducted if responses are not prompt.
	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. Ashley Kupau will be on Maui August 18th and 19th. She will be checking e-mail periodically. If there is an emergency, call her.
3. Next Meeting: Monday, August 25 at 7:30PM in Hemenway 211
4. Meeting adjourned at 6:08PM.