UNIVERSITY OF HAWAII AT MANOA

CAMPUS CENTER BOARD ACTIVITIES COUNCIL

Meeting Minutes

Monday, August 12, 2013

HEM 215 - 4:30 PM

1. Attendance

|  |  |  |  |
| --- | --- | --- | --- |
| Members present | Members absent | Advisors present | Staff present |
| Allyson Arrieta |  | Stephanie Welin | Tory Watanabe |
| Roanne Deabler |  | Alicia DeVoll |  |
| David Doucette |  |  |  |
| Jennifer Kwock |  |  |  |
| Kelly Hamamura |  |  |  |
| Mitchell Sakuda |  |  |  |
| Taylor Wong |  |  |  |
| Brysa Kato |  |  |  |

1. Call meeting to order at 4:35 PM.
2. Standing Items
	1. Minutes - August 5, 2013
		1. Accept minutes as amended in Google Docs.
	2. Agenda - August 12, 2013
		1. Accept agenda as presented.
			1. IV. b. Delete - Event Idea: Lono Willis from Pi Sigma Epsilon (Harry Shum from *Glee)*
3. Special Guests
	1. Co-Sponsorship Presentation: Natalie France from Ka Leo
		1. Ka Leo Arts Festival: Thursday, October 24, 2013, 5-10PM
			1. Art Festival and Arts Garden
			2. Request to cover the cost of the “Arts Garden” portion of the event
				1. Rental Fees/Equipment Fees - $600
				2. Performance/Entertainment - $600
				3. Publicity - Banners - $140
				4. Publicity - Flyers - $300
				5. T-Shirts - $2875
				6. Security - $1250
			3. AC Member discussion
				1. Question as to whether Ka Leo has asked BOP, their governing body for funding.
				2. Further discussion tabled to next meeting.
4. Old Business
	1. RIO Mixer Event
		1. Purpose is to provide RIOs opportunities to meet and find resources on funding opportunities other than ASUH
		2. A date for this program is still to be determined.
		3. Program
			1. 4:30 - 5:10 PM - Registration and Ice Breakers
			2. 5:10 - 5:20 PM - Introductions
			3. 5:20 - 6:10 - Breakout Session 1 \*AC to present
			4. 6:10 - 7:00 - Breakout Session 2 \*AC to present
			5. 7:00 - 7:10 - Closing
		4. Wanting to know if AC is interested in presenting at this event.
			1. 5 members are in support of this event.
			2. 2 members abstain.
		5. Allyson Arrieta will be in contact with Rio.
	2. ASUH Haunted House Collaboration
		1. Allyson Arrieta has been in contact with ASUH representatives Matthew and Kendyl.
		2. Saturday, October 12
			1. Two events: Halloween Bash in CC Ballroom, 6-8PM (food, costume contest, light entertainment) & Shuttle service students to Dole Plantation for Haunted House following Bash
		3. AC members not required to attend to help, but optional and encouraged if you are available to help with set-up and breakdown.
		4. ASUH requesting assistance in the planning process for the Halloween Bash.
5. New Business
	1. Summer Event Schedule and Updates
		1. Fall into the Semester Giveaway (W, 8/14/13)
			1. Lead: Mitchell Sakuda / Co-Lead: David Doucette
			2. Event Overview
				1. Participating Groups

KTUH

ASUH

Entrepreneur's Club

Veteran’s Group

AC

Promo Items: Pens, drawstring bags, slippers

* + - 1. Meeting time: 11:30 AM
			2. Meeting place: AC Office
			3. Assign AC member tasks:
				1. Tabling - all available members. Members that have classes or conflicts are not required to attend.

Check UH ID

Surveys

* 1. Fall 2013 Event Updates
		1. Welcome Back Bash (8/30/2013)
			1. Lead: Mitchell
			2. Co-Lead: Taylor
			3. Proposal: Hot Hawaiian Nights
				1. Further updates to follow.
		2. Movie Night: *Fast & Furious 6* (9/6/2013)
			1. Lead: Mitchell
			2. Updates:
				1. M&G orders are in. Getting a overall Movie Night banner. Also getting a new menu printed.
				2. Mitchell talked to Kiani from Sodexo today about the Hot Dogs, quoted at $2.00 each w/o toppings and $3.00 with toppings

Discussion ideas about selling these items at cost and exclusively to UHM Students.

Popcorn, Cotton Candy, and Drinks will now be sold at $0.50.

Ask Sodexo if they would want to concession at Movie Nights.

* + - * 1. Instead of stating each item is $.50, etc. state that each item’s cost is “# of scripts”.
		1. Bingo Night (9/13/2013)
			1. Lead: Roanne
			2. Co-Lead: Allyson
			3. Updates:
				1. Looking into ordering Bingo software
				2. Looking into filler games for in-between each Bingo games
				3. Thinking of Prize list
		2. Karaoke Night (9/20/13)
			1. Lead: Allyson
			2. Co-Lead: Jennifer
			3. Updates:
				1. M&G Order has been submitted
				2. Karaoke company has been contacted
				3. Looking into judges for competition
		3. Movie Night: *Monsters University* / Create-a-Bear (10/4/13)
			1. Lead: Taylor (Movie Night) / Jennifer (Create-a-Bear)
			2. Co-Lead: Roanne (Create-a-Bear)
			3. Updates: No updates.
	1. AC Retreat Updates - Tory Watanabe
		1. Food Survey due on Sept. 3
	2. Ka Leo Collaboration Discussion - tabled to next meeting.
		1. Welcome Back Bash (8-30-13): Photo Booth, Tabling
		2. Karaoke Night (9-20-13): Photo Booth
		3. Create-a-Bear/Movie Night (10-4-13): Pass out *Monster’s University* stickers
		4. Monte Carlo Night (10-18-13): Photo Booth
		5. Manoa’s Got Talent (11-1-13): Time Fillers, Give Aways
		6. Rockin’ the Roots (11-15-13): Photo Booth, Tabling
		7. Winter Dance (12-6-13): TBA
	3. Family Fun Day
		1. Sunday, August 18
		2. 9AM-2PM
		3. Kuliouou Beach Park
		4. Quick Headcount
	4. NSO Resource Fair Reminders
		1. Wednesday, August 14
			1. 8-9AM
			2. CC Ballroom
			3. Set-up by 7:45AM
			4. Lead: Taylor
		2. Thursday, August 22
			1. 9-10AM
			2. Legacy Path
			3. Set-up by 8:30AM
			4. Lead: Alicia
	5. Updated AC Member Expectations and Evals
		1. More info to come shortly!
	6. AC Office Updates
		1. AC EA Desk and Computer
		2. Internet Access
1. Advisor Comments
	1. CC Community Day of Service Mahalo!
	2. CCB Meetings
		1. Encouraged to Attend!
		2. Bi-Weekly, CC 309, 6PM
		3. Tonight: Request for Funding: StrengthsQuest
	3. AC shirts are in!
2. Upcoming Events
	1. Fall into the Semester Giveaway (8/14/13)
	2. Welcome Back Bash (8/30/13)
3. Reminders
	1. Remaining AC Meeting Schedule for Summer 2013
		1. Mon. 8/19/13 at 4:30 - 7PM in HEM 204
		2. Mon. 8/26/13 at 4:30 - 7PM in CC 309
	2. If you plan on taking days/time off during the summer, please let everyone know. Keep everyone in the loop.
		1. Allyson Arrieta is a Summer ‘13 NSO leader and will have training sessions every day from July 8 through August 23, 10:30AM - 3:30PM.
	3. If you are an owner of any current Google Docs or folders, please change the owner to Stephanie Welin.
	4. Don’t forget to lock the AC door and ALWAYS scramble the code.
	5. If you don’t have access to the AC Facebook page let Allyson Arrieta know. Don’t forget you can advertise your events on the page!
	6. Be prepared for every AC meeting by having a writing utensil, your meeting notes/minutes, paper, and your planner/calendar.
	7. 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.
	8. Program Binders: Don’t forget to update program binders with your program folder and organized notes once your program is over. This is a stipend evaluation requirement.
	9. If you take a binder from Stephanie Welin’s office please make sure you update the Google Doc. We need to know its location.
	10. Please send your final designs from Marketing & Graphics via email to Stephanie Welin at swelin@hawaii.edu, Alicia DeVoll adevoll@hawaii.edu and Tory Watanabe at toryw@hawaii.edu so they can be posted on the website and Facebook pages.
	11. If you need help don’t forget to ask! We’re all working together.
	12. **Next Meeting**
		1. **Monday, August 19, 2013 - 4:30 PM - HEM 204**
4. Meeting adjourned at 6:00 PM.