UNIVERSITY OF HAWAII AT MANOA

CAMPUS CENTER BOARD ACTIVITIES COUNCIL

Meeting Minutes

Monday, August 19, 2013

HEM 204 - 4:30 PM

1. Attendance

|  |  |  |
| --- | --- | --- |
| Members present | Advisors present | Staff present |
| Allyson Arrieta | Stephanie Welin | Tory Watanabe |
| Roanne Deabler | Alicia DeVoll |  |
| Brysa Kato |  |  |
| Jennifer Kwock |  |  |
| Mitchell Sakuda |  |  |
| Leialoha White |  |  |
| Taylor Wong |  |  |

1. Call meeting to order at 4:30 PM.
2. Standing Items
	1. Minutes - August 12, 2013
		1. Accept minutes as amended in Google Docs.
	2. Agenda - August 19, 2013
		1. Accept agenda as presented.
3. Old Business
	1. Co-Sponsorship Proposal: Ka Leo Arts Festival Arts Garden (9/24/13)
		1. Rebekah Carroll (BOP Chair), Sandy Matsui (BOP Advisor), Natalie France (Ka Leo PR Coordinator)
		2. Clarification Questions
			1. Table location at Arts Festival last year was at the very end with little foot traffic - Could AC be put in a better location this year?
				1. It was the first time the Arts Festival was being held so it was hard to determine where exactly the good tabling spots along the Mall would be.
			2. BOP (Board of Publications) funding for this event?
				1. BOP’s budget is mostly used for the printing and publication of the campus newspaper, so they don’t have a budget to put on events.
			3. Tie-Dye Event at Festival?
				1. Looking for AC to potentially do some type of interactive “art” activity.
			4. Publicity to be done at Campus Center Marketing and Graphics or an outside vendor?
				1. Quote was based on whichever vendor was used last year.
			5. Where would you put 1,000 flyers?
				1. Bulletin Boards, Student Housing, Athletics, on-campus.
		3. Discussion
			1. Council decided to not do the tie-dye at the event, since AC already has its own tie-dye event the previous day.
			2. Leialoha White moved to sponsor the following. Jennifer Kwock seconded.
				1. Security up to $500
				2. Flyers up to $90
				3. Banners up to $140
				4. Entertainment up to $1000
				5. MES Rental and Equipment Fees up to $600
			3. Vote: Motion passes unanimously.
			4. AC Liaison: Roanne Deabler
	2. Evaluative Recap: Fall into the Semester Bonanza (W, 8/14/13)
		1. Start:
			1. Contact groups early, and make sure to KEEP in contact with the groups.
			2. Slipper sizes conversion chart is needed for promo item slippers since slippers were sized “small, medium, large”.
		2. Stop:
		3. Continue:
			1. To offer this event next Summer.
			2. Slippers and drawstring bags were good promo items to give.
			3. Campus Center location better than Hemenway Courtyard.
			4. Use of ground stakes for advertising attracted good numbers. There were people waiting for the event to start prior to 12:00 PM.
		4. Change:
			1. Clarify with all groups tabling at the event to be sure that all participating groups understand the purpose of the event.
			2. Consider passing out academic items - the group that was supposed to bring academic related items did not show up.
	3. Ka Leo Collaboration Discussion
		1. Ka Leo PR team has expressed interest in participating with AC in the following events:
			1. Welcome Back Bash (9-6-13): 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
		2. It will be up to the respective event leads to determine how Ka Leo PR could participate in the event. Leads will contact Natalie France from Ka Leo PR if they are interested in working together.
4. New Business
	1. Introductions - Welcome New Member, Brysa Kato!
		1. Tabled to next meeting.
	2. Fall 2013 Event Updates
		1. Movie Night: *Fast & Furious 6* (8/30/2013)
			1. Lead: Mitchell Sakuda
			2. Updates:
				1. $0.50 (1 script) - Drinks, Popcorn, Cotton Candy, Subway Cookies
				2. Hot Dogs

300 without condiments = $540

300 with condiments = $720

Menu price: $1.00 (2 scripts)

Discussion to purchase condiments outside to save money as long as approved by Sodexo as they’re catering the hot dogs.

Mitchell Sakuda needs to ask Sodexo how long the hot dogs will keep in the warmers.

* + - * 1. Scripts $0.50 each
				2. M&G Order updated today. Mitchell Sakuda has sent the draft out for feedback.
		1. Welcome Back Bash (9/6/2013)
			1. Lead: Mitchell Sakuda
			2. Co-Lead: Taylor Wong
			3. Updates:
				1. Hot Hawaiian Nights featuring Maoli
				2. Broadcast on KFVE from 8 PM to 9 PM
				3. E-blast is in progress
				4. David from Entrepreneur’s Club interested in participating at the event.
		2. Bingo Night (9/13/2013)
			1. Lead: Roanne Deabler
			2. Co-Lead: Allyson Arrieta
			3. Updates:
				1. No updates.
		3. Karaoke Night (9/20/13)
			1. Lead: Jennifer Kwock
			2. Co-Lead: Brysa Kato
			3. Updates:
				1. Contacting judges.
				2. Looking into prizes.
				3. Looking into food options currently.
				4. Just got M&G Order draft.
		4. Movie Night: *Monsters University* / Create-a-Bear (10/4/13)
			1. Lead: Taylor Wong (Movie Night) / Jennifer Kwock (Create-a-Bear)
			2. Co-Lead: Roanne Deabler (Create-a-Bear)
			3. Updates:
				1. No updates for Movie Nights.
				2. Bid for animals for Create-a-Bear has been posted. Looking into purchasing stuffing from Walmart, also looking into t-shirts for the animals.
	1. AC Fall 2013 Retreat Updates
		1. Mark your calendars if you haven’t done so already! (9/13/13 - 9/15/13)
		2. Typology Session: Strengths Chosen
		3. “Homework”
			1. Assessment
				1. Find your code in the back of the book and take the assessment online. Allow for at least an hour, but you will likely finish in half an hour. Questions are timed at 20 seconds maximum a piece.
			2. *Strengths Based Leadership*
				1. Read pages 1-95
				2. Read your personal Top 5 “Leading with…” sections
			3. Complete Retreat Food Survey by Monday, September 2, 2013 at 3:30 PM.
				1. Surveys were emailed to you via Google Drive by Tory Watanabe last week.
				2. If you did not receive the email from Tory Wantanbe, please let him know so he can forward it to you.
	2. MES Food Waiver
		1. For Outside Food and Drinks in CC Complex
			1. Please don’t forget to fill this out prior to the event if you are planning to sell or give away outside food or drinks. This includes any individuals or groups you are partnering with as part of your event.
			2. Remember that outside drink distribution needs to be approved by Stephanie Welin and Shawn Kyono.
	3. AC Tabling Reminders and Request
		1. NSO Resource Fair
			1. Thursday, August 22
			2. 9-10AM
			3. Legacy Path
			4. Set-up by 8:30AM
			5. Lead: Alicia DeVoll
		2. NSO WoW CSO Fairs
			1. Wednesday, August 21
				1. 12:30-1:30PM
				2. CC Mall
				3. Leads: Jennifer Kwock & Mitchell Sakuda
			2. Thursday, August 22
				1. 12:30-1:30PM
				2. CC Mall
				3. Leads: Jennifer Kwock & Taylor Wong
		3. Warrior Welcome Fair
			1. Thursday, August 29
			2. 5-8PM
			3. Hale Aloha Courtyard
			4. Set-up TBA, but likely by 4:30PM
			5. Volunteers
				1. Allyson Arrieta
				2. Roanne Deabler
				3. Stephanie Welin
	4. Updated AC Member Expectations and Evals
		1. Next week’s meeting will have a presentation on the new evaluation and expectation sheets that will be rolled out in September.
		2. Updates were made to the evals and expectations to help facilitate active learning within each member’s AC position.
	5. AC Office Hours Reminder
		1. A reminder that members must fulfill office hours beginning next week, Monday 8/26/13.
		2. Full-time members are to fill two office hours per week, part-time members are to fill one office hour.
		3. The office hours sign-in sheet is located on the clipboard near the entrance of the AC office.
1. Advisor Comments
	1. Executive Assistant Selected
	2. Putting Away Supplies in the AC Office
	3. New QR Code
	4. Send Fall schedules to respective advisors ASAP
	5. AC ID badges, same design
	6. E-Blasts
	7. Meeting Prep
		1. All members were reminded to be mentally ready for AC meetings and have a writing utensil, paper, personal planner/schedule, and past AC meeting notes/minutes.
2. Upcoming Events
	1. Movie Night: *Fast & Furious 6* (8/30/13)
	2. Welcome Back Bash (9/6/13)
	3. Bingo Night (9/13/13) & AC Retreat Weekend!
	4. Karaoke Night (9/20/13)
	5. SPAM Family Happy Hour Co-Sponsorship (9/25/13)
	6. SLD Facilities Golf Tournament (9/27/13)
3. Reminders
	1. August Stipend Evaluations are due to Tory via email by 4:30 PM on Monday, August 26, 2013.
	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 26, 2013 - 5 PM - CC 309**
			1. Room will be open at 4:30PM for committee meetings.
4. Meeting adjourned at 6:32 PM.