UNIVERSITY OF HAWAII AT MANOA

CAMPUS CENTER BOARD ACTIVITIES COUNCIL

Meeting Minutes

Monday, August 26, 2013

CC 309 - 5:00 PM

1. Attendance

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

1. Call meeting to order at 5:00 PM.
2. Standing Items
	1. Minutes - August 19, 2013
		1. Accept minutes as amended in Google Docs.
	2. Agenda - August 26, 2013
		1. Accept agenda as presented.
			1. Add New Business V. e. 6. - “Proposal for Promo Items”
			2. Add New Business K. - “Rec. Center Tour”
3. Old Business
4. New Business
	1. Introductions
		1. Welcome New Member, Brysa Kato!
		2. Welcome New EA, Camille Haasbeek!
	2. Fall 2013 Event Updates
		1. Movie Night: *Fast & Furious 6* (8/30/13)
			1. Lead: Mitchell / Taylor
			2. Event overview:
				1. First showing at 7:00 PM, Second showing at 9:30 PM
				2. Concessions - 2nd floor of CC fronting Jamba Juice

$1 Hot Dogs

$0.50 Popcorn, Cotton Candy, Subway Cookies, Drinks

Limit of two of each item per person.

Event lead will make the decision when the limit restriction is lifted per showing.

* + - 1. Meeting place & time: 5:30 PM at AC Office
			2. Assign AC member tasks:
				1. Set-up concessions at 5:30 PM
				2. Assist with Ballroom set-up at 6:00 PM:

Allyson

Leialoha

Roanne

* + - * 1. Concessions:

Cashier: Allyson

Subway Cookies/Drinks: Brysa

Hot Dogs: Taylor, Leialoha

Popcorn: Roanne

Cotton Candy: Jennifer

Line Monitor: Tory, Steph

* + - * 1. MC for Announcements: Taylor (5 minutes before showing)
				2. Ballroom reset in between showings: Steph, Alicia, Tory
			1. FAQs for this event:
				1. Limit two of each item per person, per showing, until the limit is lifted at the council discretion
				2. We are no longer offering Subway Sandwiches due to budget reductions. We are offering fewer movie nights this semester, so the price to rent each movie has increased.
				3. No vegetarian hot dog alternative. Consider ordering just veggie Subway sandwiches?
		1. Welcome Back Bash (9/6/13)
			1. Lead: Mitchell
			2. Co-Lead: Taylor
			3. Updates
				1. 8 PM to 10 PM - Concert with Hot Hawaiian Nights featuring Maoli.
				2. Does AC want to host a pre-Welcome Back Bash fair or activity?

CSO’s tabling fair from 5:00 PM to 6:30 PM in front of Ka Leo, Hemenway Hall patio area

Popcorn

7:00 PM to 7:30 PM, Game activity such as “gimmie-gimmie” or “Don’t forget the Lyrics”

Promo item prizes?

Council decided to keep this as an option if there is any potential open space during the program (intermission, etc.)

* + 1. Bingo Night (9/13/13)
			1. Lead: Roanne
			2. Co-Lead: Brysa
			3. Updates
				1. Going to be ordering Bingo Software and prizes
		2. Karaoke Night (9/20/13)
			1. Lead: Jennifer
			2. Co-Lead: Brysa
			3. Updates
				1. In process of contacting the judges (representatives from ASUH, Ka Leo, and KTUH)
				2. In process of getting food
		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
				1. Working on getting t-shirts for the animals
				2. Subway for Movie Night - going to be ordering
	1. AC Fall 2013 Retreat Updates
		1. Opening Packet, Retreat Overview and Forms
			1. Mandatory training activities for the Fall 2013 semester will be held at the retreat. If you are unable to make it to the retreat, you will have to make-up the training portion of the retreat at a later date.
			2. Forms necessary to turn in to attend retreat. All forms are due to Tory by Monday, September 9, 2013
				1. Participant Information Form
				2. Punalu’u Lo’i Waiver
				3. UH Waiver
		2. Reminders:
			1. Complete *Strengths Based Leadership* “Homework”
				1. Read p. 1-95
				2. Read your personal top 5 “Leading with…” sections
			2. Email Stephanie your top 5 themes by Thursday, September 5.
			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.
				2. If you did not receive the email from Tory, please let him know so he can forward it to you.
	2. Cash Box
		1. Current Requests
			1. See chart below for current requests for cash boxes for Fall 2013.
		2. Future Requests/Request Modifications
			1. Email Wing Kwock (wingkwock@hawaii.edu) with additional cash box requests or to modify change fund request.
		3. Follow Through Procedures
			1. Cash boxes must be picked up by 1PM the day of the event.

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| --- | --- |
| **Date** | **Event** |
| 8/30/2013 | Movie Night: *Fast & Furious 6* |
| 10/4/2013 | Create-a-Bear |
| 10/4/2013 | Movie Night: *Monsters University* |
| 10/11/2013 | Movie Night: *Iron Man 3* |
| 11/8/2013 | Movie Night: *Grown Ups 2* |
| 12/3/2013 | Manoa Laughs |
| 12/6/2013 | Winter Dance |
| 12/16~20/2013 | Cram Jam |

* 1. AC Tabling Reminders
		1. Warrior Welcome Fair
			1. Wednesday, August 28
				1. Note date change due to USC game.
			2. 5-8PM
			3. Hale Aloha Courtyard
			4. Set-up TBA, but likely by 4:30PM
				1. Meet at 4 PM at AC Office
			5. Volunteers
				1. Allyson Arrieta
				2. Stephanie Welin
				3. Roanne Deabler
			6. Proposal: Promo Items - Request for:
				1. 20 Vapur Bottles
				2. 20 Bags
				3. 20 Umbrellas
				4. 20 USB Flash Drives
				5. 20 Notebooks
			7. Motion to approve the request for the above mentioned (100 total) promo items by Taylor Wong. Seconded by Mitchell Sakuda.
				1. Vote: Motion carries unanimously.
	2. Homecoming Fair
		1. Lead: Allyson
		2. Friday, October 25
		3. TC Ching Field
		4. Potentially 4:30 PM to 7:30 PM
		5. Theme: “We are Manoa” - potential
		6. Responsibilities
			1. Band
				1. Recommend student bands (HiRemedy, Everyday Aloha, So Roots)
				2. 2-3 bands, 45 min each
			2. M&G order (banners & fliers)
			3. Prizes?
				1. Question whether or not AC is interested in giving out prizes (raffle, etc.)?

Decided that it is agreed that AC can contribute to prizes. Members want it to be said “Sponsored by Activities Council”

* + - 1. Photobooth?
				1. Should AC sponsor a photobooth to come to the Fair?

Vote:

Yes: 4

No: 2

* + - 1. Help ASUH
				1. Cut passports
				2. RIOs
	1. AC Member August Highlights and Challenges
		1. Members shared their highlights and challenges for the month of August.
	2. Updated AC Member Expectations and Evals
		1. These changes will take place for the Evaluations for the month of September.
		2. Please turn in the expectations acknowledgement at the next AC meeting on Tuesday, September 3. You may turn in the sheet earlier if you prefer to Allyson’s box on Stephanie’s office door.
	3. Updated Program Folder Attachments - Alicia
	4. Stipend Processing - Tory Watanabe
		1. Confirming where each member wants their check to go and mailing addresses
	5. Rec Center Tour with Shawn Kyono
		1. Monday at 3:30?
		2. Friday at 4:30?
		3. Please wear closed-toe shoes (tennis shoes), jeans
		4. Allyson Arrieta will email everyone once she confirms a time with Shawn.
1. Advisor Comments
	1. Recruit, Recruit, Recruit!!!
	2. Alicia’s office hours
		1. Class on Tuesday and Thursday nights 6-9PM
		2. Wednesdays - off
	3. ACUI Region 15 Conference: Call for Presentations
		1. Reminder that ACUI Region 15 conference presentation proposals are due by Friday, August 30.
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 were due to Tory via email today, Monday, August 26, 2013.
	2. If you are an owner of any current Google Docs or folders, please change the owner to Stephanie Welin.
	3. Don’t forget to lock the AC door and ALWAYS scramble the code.
	4. 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!
	5. Be prepared for every AC meeting by having a writing utensil, your meeting notes/minutes, paper, and your planner/calendar.
	6. 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.
	7. 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.
	8. If you take a binder from Stephanie Welin’s office please make sure you update the Google Doc. We need to know its location.
	9. 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.
	10. If you need help don’t forget to ask! We’re all working together.
	11. **Next Meeting**
		1. **Tuesday, September 3, 2013 - 5 PM - CC 309**
			1. The AC meeting room will always be open half an hour (4:30PM) before the start of each AC meeting for AC members’ committee meetings.
4. Meeting adjourned at 7:20 PM.