UNIVERSITY OF HAWAII AT MANOA

CAMPUS CENTER BOARD ACTIVITIES COUNCIL

Meeting Minutes

Monday, August 5, 2013

HEM 215 - 4:30 PM

1. Attendance

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

1. Call meeting to order at 4:32 PM by David Doucette.
2. Standing Items
	1. Minutes - July 15, 2013
		1. Accept minutes as amended in Google Docs.
	2. Agenda - August 5, 2013
		1. Accept agenda as presented.
3. Co-Sponsorship Presentation: WenDee Eng from Student Parents At Manoa (SPAM)
	1. Family Happy Hour - Wednesday, September 25, 2013; 5 PM - 7 PM
		1. Requesting for CCB AC to sponsor $300 to pay for three of the four members of the Howling Dog Band.
			1. Band member “Uncle Wayne” is playing pro bono.
		2. SPAM and the UHM Children’s Center is also hosting three more Family Happy Hour events in the Fall semester.
		3. Motion to approve the co-sponsorship request for $300 to cover the cost of the Howling Dog band. Kelly Hamamura motioned. Taylor Wong seconded. Motion passes unanimously.
			1. AC member liaison: AC Event Coordinator Tory Watanabe will serve as the liaison for this event.
4. Old Business
	1. Evaluative Recap of Churnin’ 4 Learnin’ (7/17/13)
		1. Stop:
			1. No longer purchase Twix candy as a topping because the cut up, prepped pieces melted together in the Ziploc bags during the event and were hard to serve.
		2. Start:
			1. Make more signs to designate where to put salt bags. Also, consider designating an area for this.
			2. Purchase liquid measuring cups.
			3. Look into a different traffic flow for the toppings tent.
			4. Get the salt designated for making ice cream because it works the best rather than normal table salt.
		3. Continue:
			1. Get all of the ice from the kitchens in advance.
			2. Using the tents.
			3. Have a few people (3 or 4) to work on the ice station worked out well.
			4. Strawberries and gummy bears were good toppings.
			5. Purchase strong heavy-duty freezer Ziploc bags
		4. Change:
			1. Get more salt than what you think you need.
			2. Assume higher attendance than 250 for hot summer days like this one. Maybe consider purchasing enough supplies for 400 people.
			3. Cut the program right away when we run out of supplies.
			4. Notify Facilities when doing events that may potentially be messy.
		5. Attendance: ~250
	2. Evaluative Recap of Manoa Mixer (7/31/13)
		1. Start:
			1. Get a separate table for the prize check-in
			2. Be insistent with table vendors in regards to the mission of the particular fair, so they present and table with respect to the specific mission of the event.
				1. Some of the participating departments/table vendors were right on point, but there were a couple that gave very general information. For example, the Counseling Center gave out their standard info instead of making alcohol somehow part of the conversation.
		2. Stop:
		3. Continue:
			1. Using plastic sign holders for dept. names
			2. Using markers for passports
			3. Purchase and work with Sodexo to provide alcohol alternative drink samples.
		4. Change:
			1. The drink sizes were full serving sizes. Maybe in the future get smaller sample-sized cups so we can serve double the amount of students for the same price since each drink cost $2.25
			2. Have different types of Sodexo drinks next time?
			3. Consider changing the event time for fairs to 11:00 AM - 1:00 PM due to attendance dropping after 1:00 PM.
		5. Attendance: ~300, 50 passports collected
5. New Business
	1. July AC Member Highlights and Challenges
		1. Members shared their highlights and challenges from the month of July.
	2. Summer Event Schedule and Updates
		1. Fall into the Semester Giveaway (W, 8/14/13)
			1. Lead: Mitchell Sakuda / Co-Lead: David Doucette
			2. Proposal: Request for 200 promo items, specifically mini notebooks, to give away at the event.
				1. Taylor Wong motioned to approve the request. Jennifer Kwock seconded. Motion passes unanimously.
	3. Fall 2013 Event Updates
		1. Standard Starting Time
			1. Proposal: Start all events at 7 PM unless otherwise negotiated, ie. Movie Night.
				1. *Iron Man 3* and *Fast and Furious 6* Movie Nights

1st showing: 6:30 PM

2nd showing: 9:00 PM

* + - * 1. *Grown Ups 2* Movie Night

1st showing: 6:30 PM

2nd showing: 8:30 PM

* + - * 1. *Monsters University* Movie Night / Create-a-Bear

Create-a-Bear start: 6:00 PM

1st showing: 6:30 PM

2nd showing: 8:30 PM

* + 1. Welcome Back Bash (8/30/2013)
			1. Lead: Leialoha White
			2. Co-Lead: Mitchell Sakuda
			3. Wanting suggestions for artists
			4. The Music and Media Committee has decided to try and focus on non-reggae bands and are open to any genre.
		2. Movie Night: *Fast and Furious 6* (9/6/2013)
			1. Lead: Mitchell
			2. Updates:
				1. Discussion for the menu and prices for this semester

Popcorn

Cotton Candy

Subway Sandwiches and Cookies

Hot Dogs - Sodexo?

* + 1. Bingo Night (9/13/2013)
			1. Lead: Roanne
			2. Co-Lead: Allyson
			3. No update.
		2. Movie Night: *Monsters University* / Create-a-Bear
			1. Lead: Taylor / Jennifer
			2. Co-Lead: Roanne
			3. Originally scheduled for Fri, 9/27/13
			4. Pushed back to Fri, 10/4/13 (open, potential event space) due to Student Life Facilities Golf Tournament held on 9/27/13
	1. Campus Center Community Service Day
		1. Help Student Life Facilities staff get CC & HEM ready for the Fall!
		2. Required for all AC members
		3. Saturday, August 10
			1. Check-in at 8:00 AM at Hemenway Hall Courtyard
			2. Project time to run 8:30 AM - 11:30 AM
			3. Refreshments and lunch will be provided
			4. Covered shoes required
		4. RSVP to ccenter@hawaii.edu by Wednesday, July 31
	2. CSO Mixer Event
		1. Allyson Arrieta to meet tomorrow with Rio from ASUH to discuss assisting with a CSO mixer. Allyson will update AC with the details.
	3. Haunted House Collaboration
		1. More updates to come from Allyson Arrieta after she meets with ASUH committee member Kendyl Oshiro.
	4. Fall ‘13 Meeting Dates and Locations
		+ 1. Tues. 9/3/13 at 5PM in CC 309
			2. Mon. 9/9/13 at 5PM in CC 309
			3. Mon. 9/16/13 at 5PM in CC 309
			4. Mon. 9/23/13 at 5PM in HEM 215
			5. Mon. 9/30/13 at 5PM in CC 309
			6. Mon. 10/7/13 at 5PM in CC 309
			7. Mon. 10/14/13 at 5PM in CC 309
			8. Mon. 10/21/13 at 5PM in HEM 215
			9. Mon. 10/28/13 at 5PM in CC 309
			10. Mon. 11/4/13 at 5PM in CC 309
			11. Mon. 11/18/13 at 5PM in CC 309
			12. Mon. 11/25/13 at 5PM in CC 309
			13. Mon. 12/2/13 at 5PM in HEM 215
			14. Mon. 12/9/13 at 5PM in CC 310
		1. Rooms will be available from 4:30PM to 5PM and 6:30PM to 7PM for committees to hold their meetings.
	5. CCB Updates
		1. Complex name change
			1. Campus Center/Hemenway/Recreation Center
			2. Temporary name: “Campus Center Complex”
	6. Office Storage Closets - Tory Watanabe
		1. Storage Box Tags
			1. Yellow - Event Supplies
			2. Green - Promo Items
1. Advisor Comments
	1. Office Updates
		1. Lead advisor Stephanie Welin has moved offices from CC208-H to CC208-B. Be sure to stop by if you haven’t done so already!
	2. Event Conduct Reminders
		1. Be sure to be on time and *prepared* for the event at the designated meeting time.
		2. If you are running late or unable to make it, be sure to communicate.
		3. Be mindful during the event - being present and available to participants. Do not eat or drink during events unless food breaks have been negotiated and planned prior. Be sure to eat and drink items outside of the event area.
		4. Event items, promos, etc. are specifically to be used for the events. Discussions for AC member use need to happen before an event occurs.
	3. Program Folder
		1. Submit any feedback on how we can change the program folder to Alicia DeVoll.
	4. EA Hiring Updates
		1. The committee is currently interviewing applicants. The decision/recommendation should be made by the end of this week.
2. Upcoming Events
	1. Fall into the Semester Giveaway (8/14/13)
3. Reminders
	1. Remaining AC Meeting Schedule for Summer 2013
		1. Mon. 8/12/13 at 4:30 - 7PM in HEM 215
		2. Mon. 8/19/13 at 4:30 - 7PM in HEM 204
		3. 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.
		2. Tory Watanabe will be out of the office and off island:
			1. Friday, August 9 - Saturday, August 10
	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 aliciapartridge89@gmail.com, 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 12, 2013 - 4:30 PM - HEM 215**
4. Meeting adjourned at 6:05 PM.