UNIVERSITY OF HAWAII AT MANOA

CAMPUS CENTER BOARD ACTIVITIES COUNCIL

Meeting Minutes

Monday, December 2, 2013

HEM 215 - 5:00 PM

1. Attendance

|  |  |  |
| --- | --- | --- |
| Members Present | Advisors Present | Staff Present |
| Jennifer Kwock | Alicia DeVoll | Camille Haasbeek |
| Roanne Deabler | Stephanie Welin | Tory Watanabe |
| Moira Miyasato |  |  |
| Lavender Oyadomari |  |  |
| Brysa Kato |  |  |
| Omar Neria |  |  |
| Leila Barangan  |  |  |

1. Call meeting to order at 5:04 PM.
2. Standing Items
	1. Minutes - November 25, 2013
		1. Accept minutes as amended in Google Docs.
	2. Agenda - December 2, 2013
		1. Accept agenda as presented.
3. Old Business
	1. Happy Thanksgiving :)
	2. Co-Sponsorship Proposal: International Student Association: International Night (3/15/14)
		1. Equipment
			1. Since the organization is an RIO, they would not have to pay for equipment anyway and thus the council does not need to sponsor the amounts.
		2. Advertising
			1. ISA is still revising their proposed advertising budget.
		3. As AC is waiting for the revised budget, voting has been tabled to the next AC meeting, Monday, December 9.
4. New Business
	1. Fall 2013 Event Updates
		1. Relay for Life Kick-Off Co-Sponsorship (12/4/13)
			1. Liaison: Leila Barangan
			2. Updates:
				1. The photobooth paperwork has been submitted.
				2. A SLD team for Relay for Life has been registered. All are invited to attend the kick-off.
		2. La Mele Co-Sponsorship (12/6/13)
			1. Liaison: Leila Barangan
			2. Updates:
				1. All band contracts have been submitted.
		3. Winter Ball (12/6/13)
			1. Lead: Moira Miyasato
			2. Co-Lead: Lavender Oyadomari
			3. Event Overview:
				1. The DJ will arrive at 5:30 PM
				2. The doors for the event will open at 7:00 PM. The Instagram contest will also begin at this time.
				3. Food service will begin at 7:15 PM and will be replenished at the top of the following two hours.
				4. The Instagram contest will end at 9:15 PM and the winner will be announced at 9:30 PM. The winner must be present to win.
				5. The event will officially end at 10:00 PM.
			4. Meeting Time and Place: 4:15 PM in the AC office
			5. Assign AC Member Tasks:
				1. Pre-event:

Balloon inflators: Omar Neria, Jennifer Kwock, Roanne Deabler and Moira Miyasato

Center piece assemblers: Brysa Kato and Lavender Oyadomari

Light stringers: all members will string lights once all other tasks are complete

Sign placers: Brysa Kato or Lavender Oyadomari

* + - * 1. During the event:

Check in: Brysa Kato and Roanne Deabler

Craft Table Attendant: Omar Neria

Food/Eating Area Attendant: Jennifer Kwock

DJ and Photobooth Attendant: Lavender Oyadomari

Floaters: Moira Miyasato

* + 1. Cram Jam (12/16-20/13)
			1. Lead: Jennifer Kwock
			2. Updates:
				1. No updates from Shawn at this time
	1. Manoa Laughs Follow Up Discussion
		1. The vendors never gained compliance in the state of Hawaii. There was no feasible way to advertise or file paperwork in time for the event.
		2. There is a chance that CAA may still attempt to take legal action against us, however, they do not have a serious case anymore since their end of the deal was not withheld.
		3. When making contracts with vendors, we are entering into an agreement. We cannot cancel last minute as it makes us look unprofessional and creates a negative image for us in the entire industry. In entering into contracts, we as a council should think about relationships with vendors before making decisions such as this again.
		4. When evaluating the situation, we should look to better decision making in the future while looking back at what happened.
			1. What did we do well? What did we do poorly? How can we better ourselves next time?
				1. Communication is a skill that could be improved upon. Constant updates are necessary from all parties involved. If updates aren’t being brought up, bring them up!
				2. As a decision making body, it was good that everyone voiced their own opinions throughout the situation.
				3. The chairs included the council and their voices successfully.
				4. However, much time was needed to process information and create opinions. Sometimes, decisions need to be made quickly and as a council, quick thinking is a skill to generally be worked on.
				5. It can seem as though members tend to “hop on the gravy train” when issues with conflict arise. If one member makes a decision, all members decide to trust the decision. Trusting each other is a good thing, but blind trust is not always a good thing. It is good to have dialogue and conversation. Question each other’s thoughts and opinions.
	2. Spring 2014 Training
		1. Saturday, January 25 at 10 AM
			1. It will be an all day event.
			2. HEM 201 and 211.
			3. Training is mandatory and will affect member’s stipend evaluations for the month of January.
		2. Food Options
			1. Eggplant Parmesan is a popular choice.
			2. An official survey will be sent out asking members what their preferences for food are.
		3. Results from Topics Survey
			1. 5 subjects will be covered: strengths, time management, where the budget comes from, event timeline, and confrontation.
			2. There will also be icebreakers/team builders.
	3. Spring 2014 Events To Dos and Reminders
		1. Update Event Times via Google Doc of Event Schedule.
		2. Turn in M&G Work Orders ASAP.
		3. Proposing Budgets
			1. New events need proposed budgets since they have never been done before.
		4. Volunteer Requests
			1. If the event will need volunteers, let Stephanie Welin and Jennifer Kwock know as soon as possible. Numbers can always be adjusted later, but the sooner volunteers can be requested the better.
		5. Food Vendor Requests
			1. Sodexo would like a heads up if we would like to use them as a catering option for our events.
		6. Write ups for UH Calendar
			1. For e-blasts to be sent out, they need to appear on the UH calendar.
1. CCB Updates
	1. AC Office Space Reallocation Proposal
		1. The co-chairs will continue to ask, but no updates at this time.
2. Advisor Comments
	1. ACUI Reminders
		1. AC members must share their resource binder with CCB and AC by today’s deadline, Monday, December 2. Electronic copies may be shared via Google Docs.
		2. AC members no longer need to present to CCB.
		3. AC members still need to do their conference presentations for AC. This presentation should be scheduled with AC Co-Chairs Jennifer Kwock and Roanne Deabler by today’s deadline, Monday, December 2.
	2. SLD Operating Hours for Winter Break Update
		1. Full updated schedule is up on the Campus Center website.
	3. Spring 2014 Class Schedules
		1. Once members’ class schedules are finalized, they should be e-mailed to Alicia DeVoll and Stephanie Welin. The deadline for class schedules to be emailed is Monday, January 13. If class schedules are not finalize by this date, please let Alicia DeVoll and Stephanie Welin know via email.
	4. Alicia News
		1. Alicia will no longer be with AC because of conflicting issues with a student position with the broadcasting board. There is no set timeline for when this change will be enacted. She will be moving to GA of M&G when a new GA for AC can be interviewed, hired, and trained.
3. Upcoming Events
	1. Relay for Life Kick-Off Co-Sponsorship (12/4/13)
	2. La Mele Co-Sponsorship (12/6/13)
	3. Winter Ball (12/6/13)
	4. Cram Jam (12/16-20/13)
	5. Welcome Back Bash (1/17/14)
	6. Movie Night: *Carrie* (1/24/13)
4. Holiday Reminders
	1. Vacation
		1. Sarah: Dec. 6 - Jan. 4 (Off Island)
		2. Alicia: Dec. 20 - Jan. 3 (Off Island)
		3. Stephanie: Dec. 23 - Jan. 3 (Off Island)
	2. Coverage
		1. Overall
			1. Jennifer Egami will be covering for Sarah Yap Chia.
		2. Computer Lab
			1. Laura Shimabukuro will be covering the Computer Lab.
		3. M&G
			1. Stephanie Welin will be covering M&G.
	3. SLD Service Area
		1. Winter Break
			1. All offices will be closed, but T&I (8:30AM-4:30PM M-F and Saturday 9AM-2PM) and the computer lab (9AM-6PM M-F) will be open the first week of January
				1. NSO will take place on Wednesday the 8th of January. AC will be tabling at the Resource Fair.
			2. M&G Office will be closed, but they will be continuing work on SLD related projects. Members should continue to work on their advertisements for upcoming January and February events.
5. Reminders
	1. December self evaluations are due January 13, 2014. They are to be emailed to Camille. Reminder: We are using the new, revised stipend evaluation.
	2. Be prepared for every AC meeting by having a writing utensil, your meeting notes/minutes, paper, and your planner/calendar.
	3. Wear your AC shirt, AC ID badge, and closed toed 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.
	4. If you need help don’t forget to ask! We’re all working together.
	5. **Last Meeting of FALL 2013! Next Meeting:**
		1. **Monday, December 9, 2013 - 5:00 PM - CC 310**
6. Meeting adjourned at 6:09 PM.