UNIVERSITY OF HAWAII AT MANOA

CAMPUS CENTER BOARD ACTIVITIES COUNCIL

Meeting Minutes

Monday, December 9, 2013

CC 310 - 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 5:05 PM.
2. Standing Items
	1. Minutes - December 2, 2013
		1. Accept minutes as amended in Google Docs.
	2. Agenda - December 9, 2013
		1. Accept agenda as presented.
3. Old Business
	1. Evaluative Recap of Relay for Life Kick-Off Co-Sponsorship (12/4/13)
		1. Overview
			1. Start: Meet with the organization at least 4 weeks prior to the event.
			2. Change: Provide full contact information for the band.
			3. Continue:
				1. Continue the co-sponsorship with Colleges Against Cancer.
				2. Work with the company that provided the photobooth.
			4. Concerns with lack of security were brought up throughout the event: not all events need security which is why there was none at this event.
			5. The set up process was strange because of the lack of planning especially involving where tables would be set up.
			6. Liaisons from the Activities Council should not feel obligated to do anything further than what has been agreed upon in the co-sponsorship letter.
		2. Attendance: ~110
	2. Evaluative Recap of La Mele Co-sponsorship (12/6/13)
		1. Overview
			1. Start:
				1. Meet with the organization at least 4 weeks prior to event.
				2. Review all contracts with the contact person from the event so there are no misconceptions about what each vendor is contracted to do.
				3. Maintain closer communication with chairpersons and advisor throughout the co-sponsorship process.
			2. Stop: It is not necessary to accommodate for things not agreed upon in co-sponsorship.
			3. Continue: co-sponsoring this event and working with the performers present at the event.
			4. Keali‘i Reichel left the stage 25 minutes early because of the heavy rainfall. Typically, this would mean he would not be paid the full amount as agreed upon in the contract. Leila Barangan shared reasons why Keali‘i should be granted the full amount.
				1. He agreed to play for only $1000 when he would usually charge much more for his performance services.
				2. He also provided dancers to accompany his performance for no additional charge.
				3. He is a nice guy and easy to work with.
				4. He understands the educational value of the event and left only because of the rain.
			5. Members were called upon to make a decision regarding the payment
				1. Omar Neria brought up concerns about fairness with other bands playing the full time and still getting paid the same.
				2. Alicia DeVoll reminded members that volunteering extra services outside of the agreed upon contract terms- for example, extra playing time or providing dancers - doesn’t automatically warrant more money.
				3. Moira Miyasato asked if the contracts say anything about rain provisions. Stephanie Welin clarified that there is no rain provision written into the contract, but that there is a provision stating the event can be stopped due to safety concerns.

If the show is stopped due to safety and the performer would have performed otherwise, they should still get paid.

* + - * 1. Lavender Oyadomari brought up the issue of maintaining positive relationships with bands/vendors.
				2. Leila Barangan moved to approve paying Keali‘i Reichel the full $1000 amount as initially agreed upon in the contract.

Omar Neria seconded the motion.

The motion carried unanimously.

* + 1. Attendance: 178 at 7:30 PM and 73 at 8:30 PM
	1. Evaluative Recap of Winter Ball (12/6/13)
		1. Stop:
			1. The Instagram contest did not have have the effect of making people attend and was secondary to the event itself. It could be a successful idea if it were just reevaluated.
		2. Start:
			1. Order more food overall.
		3. Continue:
			1. The early start time for set up was successful.
			2. Contracting the photobooth, EmCee and DJ through 808 DJs was also successful.
			3. Having cocktail tables and no sit down tables made for more dancing and participation.
			4. The color scheme was highly popular.
		4. Change:
			1. Order more cookies for decorating and save some to the side to release later in the night.
			2. Refresh the food every 30 min instead of every hour and continuously refill the water.
			3. Move the location of the photobooth as many event goers were confused by the long line - switch with the food area.
			4. Members should always been striving to provide quality customer service - they should answer all questions and make sure the goal and experience of the event is clear.
			5. There should be continuous communication with vendors and people the council is teaming up with for the event. There was an issue where Meeting and Event Services did not provide laptops for check in immediately. If MES had been aware that the laptops were for the purpose of checking event goers in, they could have brought them sooner.
		5. Attendance: 220
	2. Co-Sponsorship Proposal: International Student Association: International Night (3/15/14) Follow-Up
		1. Revised Proposal
			1. Equipment
				1. 16” channel mixer $150
				2. 2 Technicians - $360
				3. Projector - $40
			2. Publicity
				1. 2 banners - $169.12
				2. Programs - $176
				3. 10 ground stakes - $191
				4. Ka Leo Spread - $2850
			3. Brysa Kato moved to approve all equipment requests, the 2 banners, the programs, and the ground stakes for a total of $1086.12 and to disapprove all Ka Leo advertising.
				1. Leila Barangan seconded the motion.
				2. The motion carried unanimously
			4. If ISA changes the request for advertising, AC will hear out the requested changes. Brysa Kato will keep the council updated being the liaison for the event.
	3. NSO Resource Fair Follow-Up (1/8/14)
		1. 8AM - 9AM in CC ballroom. The council will be tabling to give students more info about student life and membership.
			1. It would be ideal to have at least two members at the table at a time.
		2. Brysa Kato volunteered to table as did Lavender Oyadomari. Set up should be finished by 7:45 AM, so they will need to arrive prior to that time.
1. New Business
	1. Fall 2013 Event Updates
		1. Cram Jam (12/15-20/13)
			1. Lead: Jennifer Kwock
			2. Updates:
				1. The schedule for shifts has been sent out to members.
				2. Member tasks include running a snack cart to students in Campus Center. Since AC has a small council, members will be working a snack station instead of running the cart.
				3. There will not be a specific tutoring schedule for students, but tutors are volunteering to be around to help.
				4. In previous years, there has been a massage therapist, a video game station, coupons for Starbucks, and an energy drink feature every hour.
				5. Members will check in at CC 208 at the beginning of each of their shifts.
	2. Manoa Laughs Follow Up Discussion
		1. The activities council is working with Creative Arts Agency to coordinate Manoa Laughs for Fall 2014 which will occur probably during the week of Dec. 1-5. A date needs to be sent to the booking agent by Jan. 2.
			1. Members agreed that Friday would be the ideal night. In order of priority, the dates are Friday Dec 5, Thursday Dec 4, Wednesday Dec 3, Tuesday Dec 2, and Monday Dec .1
			2. In the case that November would be preferable for the agency, the council chose the following dates: Friday the 7, Friday the 14, and Friday the 21. Nov. 21 would be the first preference followed by the 7 and finally the 14.
		2. The current situation following the issues this Fall is that the council is working with CAA for Fall 2014 and if the council chooses not to go through with this event, CAA will take legal action.
		3. Cost projections for Andrews Amphitheater are being drafted based on the layout of the event.
			1. Ticket prices and contract price as a whole is being renegotiated because of the possible venue change.
			2. Members should also take into consideration all the extra costs incurred when booking Andrews Amphitheater such as added security, port-o-potties, gates, lighting, and sound.
			3. The venue must be available on all proposed dates before the dates can officially be submitted.
		4. Omar Neria brought up concerns with the possibility of rain on the day of the event and what happened with Keali‘i Reichel during La Mele.
			1. Moira Miyasato asked about time delays for the event like they would do at a baseball game in the case of rain. This is typically not done for events at UH Manoa.
		5. Jennifer Kwock brought up concerns with Gabriel Iglesias being willing to perform outside.
		6. The council also discussed concerns with sound. The Amphitheater is successful for concert type events, but the spoken word is much more difficult to hear in an outdoor setting.
		7. Ticket prices: Brysa Kato suggested $20 in advance, $25-30 at the door and having faculty have the option of buying only at the door. Stephanie Welin brought up concerns about presale being to entice people to buy tickets and the proposed prices not being differentiated enough. The council decided on $20 in advance and $40 at the door for students and $35 in advance and $50 at the door for faculty. 10% of the tickets will be allotted for faculty, the rest will only be sold to students.
			1. Andrews is 4,000 max capacity - not broken down into sitting room and standing room. The council decided for Manoa Laughs to sell no more than 3,000 tickets. Steph will ask if CAA will allow for a range of tickets (i.e. 2500-3000) vs a set number.
		8. The council decided to try for Andrews Amphitheater with the Campus Center Ballroom as a backup.
		9. In terms of fiscal responsibility, the council would still be operating at the same level of deficit for this event since the costs for Andrews Amphitheater will be much higher. The council decided that since we are reaching a larger audience, the level of deficit does not come into account.
		10. There will be a final vote on all issues after Roanne follows up on info about Andrews Amphitheater and the maximum comfortable capacity.
	3. Spring 2014 Training
		1. Date: Saturday, January 25
		2. Time: 10AM
		3. Location: HEM 201 & 211
		4. Food Survey Reminder - please do by Wednesday, Dec. 11!
	4. Spring 2014 Events To Dos and Reminders
		1. Update Event Times & Leads/Co-Leads via Google Doc of Event Schedule
		2. M&G Work Orders should be submitted before winter break.
		3. Proposing Budgets
		4. Volunteer Requests should be submitted to Stephanie Welin before winter break
			1. Include: date, time of event, how many volunteers are needed and time to be present, and location.
		5. Food Vendor Requests
		6. Write ups for UH Calendar
		7. Purchases
		8. To Do Checklist - Stephanie Welin has shared a to do checklist in Google Docs to members to complete for their Spring events.
		9. Info for January & February Security Requests - Stephanie Welin needs to know information regarding the security needs of Spring events before members leave for winter break.
	5. Balancing Costs
		1. Members should think of ways to scale back budgets for AC and cut expenses. The goal is to figure out where savings can be found.
	6. Event Advertising
		1. The Rec Center is set to open sometime in February so all the barricades will come down. AC gets exposure for events on the barricades, so how will AC get exposure without them?
	7. Event Satisfaction Survey
		1. What is the most practical way to get feedback after events? Send ideas and questions to Alicia DeVoll.
2. CCB Updates
	1. AC Office Space Reallocation Proposal
		1. No updates
	2. AC Budget FY 2014
		1. No numbers have been given, they are voting on budgets at the next general meeting. Respective budgets will be sent out sometime this week to all Programming Arms of CCB.
		2. Members are free to email CCB with questions about budget. The information should be public knowledge, especially to AC since AC is directly affected by the decisions.. Although AC members do not get to vote on it, they should still have access to all the info.
3. Advisor Comments
	1. Spring 2014 One-on-One Availability
		1. Members need to e-mail availability for Spring to advisors by Jan. 6 at the latest, along with their Spring 2014 class schedule.
	2. Members need to be making sure they share their committee meeting notes/minutes.
4. Upcoming Events
	1. Cram Jam (12/15-20/13)
	2. Welcome Back Bash (1/17/14)
	3. Movie Night: *Carrie* (1/24/13)
5. 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)
		4. Tory: Dec. 30 - Jan. 2 (Off Island)
		5. Camille: Dec. 18 - Jan. 8
	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.
			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.
6. Reminders
	1. December self evaluations are due January 13, 2014 by 5:00 PM. They are to be emailed to Camille. Reminder: We are using the new, revised stipend evaluation. December stipends will be half of their normal amount due to Winter Break.
	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. **Next Meeting:**
		1. **Monday, January 13, 2014 - 5:00 PM - CC 310**
7. Meeting adjourned at 7:28 PM.