UNIVERSITY OF HAWAII AT MANOA

CAMPUS CENTER BOARD ACTIVITIES COUNCIL

Meeting Minutes

Monday, February 24, 2014

CC 309 - 5:00 PM

1. Attendance

|  |  |  |  |
| --- | --- | --- | --- |
| Members Present | Staff Present | Guests Present | Advisors Absent |
| Roanne Deabler | Camille Haasbeek | Ashley Kupau | Stephanie Welin |
| Jennifer Kwock | Tory Watanabe | Sarah Yap Chia |  |
| Moira Miyasato |  | Christine Peralta |  |
| Lavender Oyadomari |  |  |  |
| Kawaipuna Kalipi |  |  |  |

1. Call meeting to order at 5:00 PM.
2. Standing Items
	1. Minutes - February 18, 2014
		1. Accept minutes as amended in Google Docs.
	2. Agenda - February 24, 2014
		1. Accept agenda as presented.
		2. Add item H under New Business - Website Bios
3. Old Business
	1. Evaluative Recap of Create-A-Bear (2/21/14)
		1. Start:
			1. Create a more obvious sign directing people to the event.
		2. Stop:
			1. Having volunteers who can only come for an hour (unless it’s for the beginning of set-up).
		3. Change:
			1. Make sure advertisements are printed earlier.
			2. Order fewer animals (since there were lots leftover from the past Create-A-Bear).
		4. Continue:
			1. Early set up time.
			2. Not making animal specific stuffing bags.
			3. Taking a picture of the dining room set up.
			4. Shirt Decorating Station.
		5. Attendance: ~200+
	2. Evaluative Recap of Movie Night: *Cloudy With a Chance of Meatballs 2* (2/21/14)
		1. Start:
			1. Getting a visual on food portions per serving.
		2. Stop:
			1. Having different colored scripts for different food items.
		3. Change:
			1. Print advertisements earlier.
			2. Decide on food choices earlier.
		4. Continue:
			1. Offering different food options.
			2. Monitoring the weather for cotton candy.
		5. Attendance: 110 1st showing / 43 2nd showing
4. New Business
	1. Spring 2014 Event Updates
		1. UH Saves Co-Sponsorship (2/26/14)
			1. Liaison: Jennifer Kwock
			2. From 10:30 AM - 1:30 AM
			3. Volunteers are not needed for this event, but if members would like to attend, they are more than welcome!
			4. M&G has not printed the banner - hopefully it will be printed before the event begins so it can be used.
				1. It is still being edited.
				2. The deadline to print it was a week ago.
		2. Relax Like a God or Goddess (2/26/14)
			1. Lead: Moira Miyasato
			2. Event Overview:
				1. The event will begin at 5:30 PM and end 7:00 PM
				2. There will be massages in CC 203A.
				3. There will be food in the Executive Dining Room.
				4. There will be a quiet room in CC 203E.
				5. Event goers must be present to receive their massage, if they are not, they will lose their slot.
			3. Meeting Time and Place: 5:00 PM - AC Office
			4. Assign AC Member Tasks:
				1. Massage room attendant: Roanne Deabler
				2. Floaters: Lavender Oyadomari and Moira Miyasato
		3. Movie Night: *Hunger Games Catching Fire* (2/28/14)
			1. Lead: Roanne/Lavender
			2. Event Overview:
				1. Hot dogs will be sold for $1.50
				2. Cookies and popcorn will be sold for $0.50
				3. First showing will begin at 6:30 PM.
				4. Second showing will begin at 9:00 PM
				5. Members will close concessions sometime during the first showing at their discretion.
			3. Meeting Time and Place: 5:00 PM - AC Office
			4. Assign AC Member Tasks:
				1. Cashier: Puna Kalipi and Jennifer Kwock
				2. Hot Dogs: Ashley Kupau
				3. Cotton Candy: Christine Peralta
				4. Popcorn: Moira Miyasato and Roanne Deabler
				5. Subway Cookies: Lavender Oyadomari
				6. Cleaning Crew: Tory Watanabe
		4. Career Fair Co-Sponsorship (3/4/14)
			1. Liaison: Moira Miyasato
			2. No updates until tomorrow.
		5. Karaoke Night (3/7/14)
			1. Lead: Jennifer Kwock
			2. Updates:
				1. Still need to finalize M&G and Ba-Le coupons.
				2. The karaoke machine company (Karaoke Madness) has been contracted.
		6. Movie Night: *Frozen* (3/14/14)
			1. Lead: Roanne Deabler
			2. Updates:
				1. Food order has been placed but will need to be updated to incorporate hot chocolate.
				2. Looking into serving shave ice at the event as well.
		7. International Night Co-Sponsorship (3/15/14)
			1. Liaison: Kawaipuna Kalipi
			2. Updates:
				1. Puna Kalipi is trying to get into contact with Kayden.
	2. February Highlights and Challenges
		1. Members shared their highlights and challenges for the month of February.
	3. “Safe Spring Break Fair” Collaboration with UH Health Services (3/17/14)
		1. AC was invited to participate in this event meant to give students information on how to be safe over Spring Break and events students can partake in over the break.
		2. 10:30 AM - 1:30 PM on Monday, March 17th.
		3. If AC had a table, questions were brought up as to what the council’s purpose at the event would be.
			1. Is the council really related to the goal of this event?
		4. AC’s events could be included in the 2014-2015 school year calendar (not dependant on ACs participation in the fair).
		5. AC members agreed that the council wouldn’t be able to add any benefit to the event as its not very relevant to our goals as a council. Typically the council would be the coordinating body to bring together the other health and safety related organizations.
		6. Concerns were brought up that AC hosted this event last year and Health Services planned this event without any contact to us.
	4. Movie Night Food Orders (Camille)
		1. Reminder to ensure that food orders are complete for all movie nights before the first movie night.
			1. The Sodexo order has not been finalized for the upcoming movie nights, even though they already catered the *Cloudy with a Chance of Meatballs 2*  movie night on 2/21
		2. Updates for food order:
			1. For *Frozen*, members will be ordering hot chocolate - order hot water and purchase hot chocolate packets from Sam’s Club.
		3. Since updates still need to be applied for the movie night food order, it still can not be completed.
		4. Members discussed the fact that there will be no food ordered for *Saving Mr. Banks* on 4/17.
			1. It was confirmed that only 80 Subway cookies and popcorn will be sold at the event.
	5. Signature Programming Discussion Continued
		1. Student Events & Campus Life Services (SECLS) & Student Life Business Services (SLB) Updates (Stephanie)
			1. Eddie Robles (SLB), Shawn Kyono (SLB), Sarah Yap Chia (SECLS), and Stephanie Welin (SECLS) met last week to begin discussing transitioning Signature Programming from SLB to SECLS on the advisor/staff level.
			2. It was decided that financial support must be earmarked in the future CCB budgets if Signature Programming is to continue.
			3. As CCB has not discussed this move or articulated their goals or expectations for Signature Programming, this conversation needs to start soon. (See V. e. ii. 1)
			4. AC needs to continue to evaluate what their role will be and work with Stephanie Welin in establishing structure. AC may have a hands-on role or may be more tangential as they have been over the last two to three years. Additional staffing support must also be considered.
		2. CCB Presentation
			1. Sarah Yap Chia will be presenting to and engaging CCB in a conversation about Signature Programming and their vision of it at the next CCB General Meeting on Friday, February 28.
		3. AC Thoughts & Input
			1. Members discussed the fact that many of the actual decisions are not up to the council.
			2. CCB is really in charge of the vision of where Signature will fit in and where the budgets for each unit will go.
			3. AC has the ability to supply input on how much the council would be willing to take on - but not the final say.
	6. Marketing & Graphics (Tory)
		1. Issues? Problems?
			1. Staff and members have noticed recently a few issues with M&G. i.e.
				1. Items coming out late (fliers going out the day before/day of the event).
				2. Designers not following up on e-mails in a timely manner.
		2. Strategies and Reminders
			1. CC Stephanie Welin on e-mails.
			2. CC Alicia DeVoll on e-mails.
				1. Keeping advisors and the M&G supervisor in the loop on e-mails will help to keep designers accountable.
			3. Require a due date for at least two weeks prior to the event.
			4. Lavender Oyadomari suggested to have a conversation with M&G designers to determine how to best collaborate on work orders to ensure they are completed in a timely manner.
			5. Members decided to invite the advisors for M&G to one of the council’s upcoming meetings in order to facilitate this discussion
				1. Jennifer Kwock and Roanne Deabler to follow up.
	7. February Student Staff Training (Tory)
		1. Overview & Purpose
			1. Resumes and cover letters
				1. Must bring resume and mock cover letter.
			2. The training is mandatory for student staff, but all CSO members are invited to attend.
		2. Thursday, February 27
			1. 7-9PM
			2. CC 307
		3. Saturday, March 1
			1. 11AM-1PM
			2. CC 203A
		4. Doodle: [doodle.com/vs4c9yprbw6syqmd](http://www.doodle.com/vs4c9yprbw6syqmd)
	8. Website Bios
		1. Bios are starting to come together.
		2. Pictures that have been taken have been added on the website.
			1. Members who have not had their pictures taken should contact Lavender Oyadomari to schedule a time to do so.
5. CCB Updates
	1. Reallocating money between AC accounts
		1. AC asked how much flexibility there is in terms of reallocating money within AC accounts.
		2. CCB said that within reason, AC has the flexibility to reallocate funds within all accounts.
			1. Members who discover they require more funds for their events can propose to AC to reallocate the funds from any other AC account.
6. Advisor Comments
	1. Manoa Dining Services Presentation
		1. Eddie Robles and Donna Ojiri have been invited to an upcoming AC meeting to talk about the relationship between AC and Manoa Dining Services as well as food safety. More details will be sent via email. Please prepare any questions that you may have for them. Thanks!
7. Staffing Updates
	1. The EA position has been posted on the SECE website with a start date in mid-April.
	2. Morgan Rapozo’s GA paperwork has been approved so she will officially start as the new GA soon.
8. Upcoming Events
	1. UH Saves Co-Sponsorship (2/26/14)
	2. Relax Like a God or Goddess (2/26/14)
	3. Movie Night: *Hunger Games Catching Fire* (2/28/14)
	4. Career Fair Co-Sponsorship (3/4/14)
	5. Karaoke Night (3/7/14)
	6. Movie Night: *Frozen* (3/14/14)
	7. International Night Co-Sponsorship (3/15/14)
9. Reminders
	1. February stipend evals were due to Camille by 5PM today, Monday, February 24th.
	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, March 3, 2014 - 5:00 PM - CC 309**
10. Meeting adjourned at 6:05 PM.