UNIVERSITY OF HAWAII AT MANOA

CAMPUS CENTER BOARD ACTIVITIES COUNCIL

Meeting Minutes

Monday, February 3, 2014

CC 309 - 5:00 PM

1. Attendance

|  |  |  |  |
| --- | --- | --- | --- |
| Members Present | Advisors Present | Staff Present | Guests Present |
| Roanne Deabler | Stephanie Welin | Tory Watanabe | Alicia DeVoll |
| Jennifer Kwock |  | Camille Haasbeek | Sarah Yap Chia |
| Lavender Oyadomari |  |  |  |
| Moira Miyasato |  |  |  |
| Kawaipuna Kalipi |  |  |  |

1. Call meeting to order at 5:06 PM.
2. Standing Items
	1. Minutes - January 27, 2014
		1. Accept minutes as amended in Google Docs.
	2. Agenda - February 3, 2014
		1. Accept agenda as presented.
3. Old Business
	1. Evaluative Recap of The Manoa Games (1/31/14)
		1. Start:
			1. Make all the games able to be played by one team (even if it was meant to be a competition between two).
			2. Create a more clear M&G that states what the Manoa Games actually is.
		2. Stop:
			1. Don’t set a definite end time, better to play by ear seeing how many people come.
			2. “Messy” games such as the ping pong game.
			3. Potentially dangerous games such as the final championship where people enthusiastically whipped the balls at the cup fort (scary > <).
		3. Change:
			1. Perhaps don’t make the Trivia game just about The Hunger Games, but branch out to other topics.
			2. The foraging for gems was actually difficult for all four people to participate and I saw some teams just let two people pick the gems out because it would have been too crowded.
			3. Make the gems for the foraging game larger.
		4. Continue:
			1. Mini games such as the balloon toss, butt shake, orange pass
				1. They were more physical and fun to participate in.
			2. Having it semi-open to the public, this will attract more people.
			3. Everyone had a great, upbeat attitude and I think this really helped with the atmosphere.
		5. Attendance: 24 + 3 observers
	2. International Student Association edited proposal decision (Lavender Oyadomari)
		1. Will be discussed next week when more information can be gathered from previous member, Brysa Kato.
	3. Survey Project (Alicia DeVoll)
		1. Survey Results and Solidifying Prizes
			1. Three things based off of the “survey about survey results” must be decided.
				1. Mid-year surveys will be implemented as soon as possible.
				2. The post-event survey should include a question regarding whether the advertisement for the event was clear. Once this change has been made, the survey will be implemented.
				3. The incentive drawing will occur once a month. Moira Miyasato moved to approve $10 Subway gift cards as the monthly incentive.

A concern was brought up as to whether the on campus Subway sells and accepts gift cards.

Moira Miyasato moved to approve a $10 Subway gift card if possible or a $10 bookstore gift card is Subway is unavailable for this month’s post-event survey incentive.

Puna Kalipi seconded the motion.

The motion carried unanimously.

* + - 1. A finalized quarter sheet including the QR code and link to the online survey has been finalized.
			2. Event goers will have the option of providing their e-mail at events so the council can e-mail the survey to them. Ensure they are willing to opt-in to receive e-mails.
			3. Members were asked whether there should be an incentive for the mid-year survey.
				1. Lavender Oyadomari suggested that the incentive be a combination prize such as multiple gift-cards.
				2. Alicia DeVoll suggested using Dining Dollars as the incentive for the mid-year survey.
				3. Lavender Oyadomari moved to approve 50 Dining Dollars as the incentive for the mid-year survey.

Moira Miyasato seconded the motion.

The motion carried unanimously.

* + - * 1. The mid-year survey will be conducted during the first three weeks in March 2014. It will open on February 28th 2014.
			1. The questions on the post-event survey will remain the same as they have been drafted.
1. New Business
	1. Spring 2014 Event Updates
		1. Bingo Night (2/7/14)
			1. Leads: Jennifer Kwock/Roanne Deabler
			2. Promo item proposal
				1. 3 USB Flash Drives
				2. 3 Blue/Green Tote Bags
				3. 3 Phone Holders
				4. 4 Umbrellas
				5. 5 Drawstring Bags
				6. 6 Mr. Highlighters
				7. 6 Notebooks
				8. Puna Kalipi moved to approve the above promo items for use at the Bingo Night event.

Lavender Oyadomari seconded the motion.

The motion carried unanimously.

* + - 1. Event Overview:
				1. Bingo play will begin at 7:00 PM
				2. There will be intermissions at 7:30 PM, 8:00 PM, and 8:30 PM. At each intermission, a minute-to-win-it game will be played.
				3. The event will end at 9:00 PM.
				4. Only one bingo card will be allowed per player and players must use the provided card.
				5. All winners must be present to win. Max two winners per bingo round.
				6. There may be up to 4 participants per minute-to-win-it game, the participant who completes the game first wins.

The specific games have not been decided upon yet.

* + - 1. Meeting Time and Place: 5:30 PM - AC Office
			2. Assign AC Member Tasks:
				1. Bingo Caller: Puna Kalipi
				2. Bingo Caller Assistant: Lavender Oyadomari
				3. Bingo Software Master: Lavender Oyadomari

Jennifer Kwock will request to have the MES computer ready at 5:30 PM so that Lavender can become accustomed to the software.

* + - * 1. Popcorn/Cash Box: Moira Miyasato and Roanne Deabler
				2. Floaters: Jennifer Kwock and Tory Watanabe
		1. Honor Society Conference Co-Sponsorship (2/8/14)
			1. Liaison: Lavender Oyadomari
			2. Updates:
				1. The ground stakes and banner have been printed.
				2. AC approved funds for a projector and room equipment, however, the Honor Society received last-minute funding from SAPFB. AC will no longer be required to provide a projector and room equipment.

Lavender Oyadomari will follow up to ensure things aren’t being doubly paid for.

* + 1. Monte Carlo Night (2/14/14)
			1. Leads: Jennifer/Roanne/Brysa
			2. Updates:
				1. The food order will be submitted this week.
				2. Decorations for the event have arrived.
				3. The M&G is being finalized.
		2. Movie Night: *Cloudy With a Chance of Meatballs 2* (2/21/14)
			1. Lead/Co-Lead: Lavender/Moira
			2. Updates:
				1. The lead is waiting to hear back from Chef Mark regarding the option of serving spaghetti and meatballs.
				2. The M&G is being finalized.
		3. Create-a-Bear (2/21/14)
			1. Leads: Brysa/Roanne
				1. The M&G is being finalized.
				2. The animals and shirts have been ordered. and are scheduled to arrive in three days.
	1. Discussion: AC Advertising without Barricades
		1. Without barricades, posters and more ground stakes will be utilized.
		2. Lavender Oyadomari suggested trying out the option of advertising on napkin dispensers in the various cafeterias around campus.
		3. Jennifer Kwock suggested utilizing social media and e-blasts.
	2. Discussion: AC and Signature Programming
		1. Signature background info:
			1. AC was the sole programming body until about 5 years ago. When CCB was preparing to take on the Rec Center and took on SRS, they decided more councils were necessary.
			2. CCB identified what “signature” events were - events that made Campus Center known such as Aloha Bash, Taste of Manoa, and Cram Jam. Resources were allocated to allow for the events to continue.
			3. Signature Programming is not officially a CCB programming arm nor is it a student-run council.
		2. How will the University continue to provide these signature events? AC has had continued participation in putting on signature events and may take a much larger role in planning these events this semester. It is even plausible that AC may be required to fully take these events on in the coming semesters.
		3. The budget for Signature has been severely cut which means Aloha Bash and Cram Jam may not be fiscally feasible.
			1. Funds may be able to be reallocated or proposals for additional funds (from CCB) may be requested to allow for these events to occur.
			2. Artist selections will affect what the budget will need to be.
		4. AC could potentially take on the signature events for this semester. With the small council, this seems difficult this semester - there is a lack of manpower.
		5. Tory Watanabe brought up the fact that signature events are pretty much already thought out and AC would just have to carry them out. There is less “new” planning in terms of logistics.
		6. Roanne Deabler brought up concerns that there are no solidified dates and thus it may be difficult to carry out with our current schedule.
			1. Moira Miyasato brought up the point that AC’s event quality may drop with the members trying to take on signature events at the same time.
			2. Aloha Bash and Cram Jam are currently on AC’s event schedule. Furthermore, they do not conflict with any current AC events.
		7. Puna Kalipi showed interest in taking on the signature events for this semester.
		8. No decision has been made yet so this topic will be discussed again in the next meeting.
	3. Turning things in to Tory Watanabe and Camille Haasbeek
		1. The office has been moved around and the EC and EA desks have moved.
		2. Any incoming requests for Tory Watanabe can be left in the black tray on his desk underneath the whiteboard.
		3. Any incoming requests for Camille Haasbeek can be left in the black magnetic tray on her desk above the trash can.
1. CCB Updates
	1. AC Office Space Reallocation Proposal
		1. If the council is allocated a new space, it won’t be for a few months at least.
	2. CCB General Meetings
		1. The meeting time won’t move, but if no one on Activities Council (AC) can make it, AC can send in a written report.
	3. Implement CCB Budget Cuts & Update Event Schedule
		1. Rec events have not been affected.
		2. Wellness, Culture, and Education have been anticipated to go over budget. If potential events are removed, the budget may not be an issue. Relaxation Night will put the council over budget so it may be necessary to request more money. AC should clarify with CCB whether it can move money from one of its own accounts to another.
		3. Co-sponsorships need to be taken into account. They affect the amount of money there is to spend on AC events. Members should take into account the amount of time the liaison will be involved in the co-sponsored event as well as how much money is being spent on the event in comparison with the hosting group and with other AC events.
			1. Members need to ask if the event is something the council believes in? AC isn’t required to approve everything! The charter says co-sponsorships are to offer events that AC doesn’t have the capacity to provide on its own.
		4. Relaxation Night will continue as planned.
	4. Outside Food Fee being Removed
		1. The outside food fee was implemented to provide funding for a food dumpster. However, due to the popularity of outside food requests, the fee started generating a profit. As a result of bad press, groups who wanted to have outside food and not pay the fee going elsewhere, and as it was never intended for the fee to generate a profit, it has been removed for the rest of the month. CCB will be looking into removing it indefinitely.
2. Advisor Comments
	1. Advisor Evals
		1. Overview and Purpose
			1. The evaluations will be confidential.
			2. Each evaluation is in survey format and consists of 10 questions (closed, Likert [scale questions], and open-ended).
			3. The purpose of the survey is to give feedback to advisors so they can continue to improve. The goal is to assess the evals on an annual basis.
			4. Responses will be sent to Sarah Yap Chia and she will compile them and share the feedback with Alicia DeVoll and Stephanie Welin.
		2. Due Date: Saturday, February 15
3. Upcoming Events
	1. Bingo Night (2/7/14)
	2. Honor Society Conference Co-Sponsorship (2/8/14)
	3. Monte Carlo Night (2/14/14)
	4. Movie Night: *Cloudy With a Chance of Meatballs 2* (2/21/14)
	5. Create-a-Bear (2/21/14)
4. Reminders
	1. February stipend evals are due to Camille by 5PM 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, February 10, 2014 - 5:00 PM - CC 309**
5. Meeting adjourned at 6:42 PM.