UNIVERSITY OF HAWAII AT MANOA

CAMPUS CENTER BOARD ACTIVITIES COUNCIL

Meeting Minutes

Monday, January 13, 2014

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 |  |  |
| Leila Barangan  |  |  |

1. Call meeting to order at 5:09 PM.
2. Standing Items
	1. Minutes - December 9, 2013
		1. Accept minutes as amended in Google Docs.
	2. Agenda - January 13, 2014
		1. Accept agenda as presented.
		2. Add a letter C under CCB Updates - Rec Center
3. Old Business
	1. Evaluative Recap of Cram Jam (12/15-20/13)
		1. Overall thoughts:
			1. Jennifer Kwock brought up concerns with the lack of communication to AC during the planning process. She also mentioned that near the end of each night the snack carts are unnecessary.
			2. Tory Watanabe suggested that everything (meals/snacks/coffee) can be shut down at a certain time for example, before 4 AM.
			3. Brysa Kato liked having the free hot coffee and water for tea. However, the staff could have been better about refills in terms of communication with each other on when to refill and with participants on when the station opened..
			4. Lavender Oyadomari said the snack cart seemed as though it became almost a nuisance to studiers as each night wore on. Trips with the snack cart could be less frequent (Moira Miyasato suggested the cart being stationary after 2 AM). Lavender also suggested posting signs so participants know wristbands are needed for breakfast.
			5. Alicia DeVoll said that having breakfast hour in the ballroom was a good idea. She also suggested changing up the route for the snack cart each hour so different areas will have first choice for snacks. The raffle drawing was also good, but more shared information and planning would help.
	2. International Student Association Co-Sponsorship Proposal
		1. They’ve been informed of what AC approved of. They want to repropose for the KaLeo budget and the napkin dispensers for advertising. They will resubmit a proposal in the coming weeks.
4. New Business
	1. Spring 2014 Event Updates
		1. Welcome Back Bash (1/17/14)
			1. Lead: Lavender Oyadomari
			2. Co-Lead: Moira Miyasato
			3. Event Overview
				1. Set up will begin at 4:45 PM.
				2. Food (tacos) will be brought at 5:30 PM.

Limit 2 tacos per customer for the night.

Tacos will be handed out on food trays.

* + - * 1. The first band (Deadbeats) will set up at 5:45 and perform at 6 PM.
				2. The second band (Crimson Apple) will set up at 7:00 PM and perform at 7:15 PM.
				3. The final band (Anygivenchance) will set up at 8:15 PM and perform at 8:30 PM.
				4. During set up times, AC will host a trivia contest for event goers.
				5. The final trivia giveaway will take place as the event ends at 9:30 PM and clean up will begin at 9:45 PM.
			1. Meeting Time and Place: 4:30 PM in the AC office.
			2. Assign AC Member Tasks:
				1. EmCee: Leila Barangan.
				2. Food Servers: Brysa Kato (cashier), Moira Miyasato.
				3. Band Attendant: Roanne Deabler.
				4. Floaters: Lavender Oyadomari, Jennifer Kwock.
			3. AC will be tabling in Campus Center all week to promote the event along with promoting the Manoa Games event.
		1. Movie Night: Carrie (1/24/14)
			1. Lead: Moira Miyasato
			2. Updates: Subway sandwiches have been ordered. There was a misspelling on the fliers and banners which will be corrected.
				1. The Subway order for all movie nights needs to be put together at once so that AC isn’t parceling the order.
		2. The Manoa Games (1/31/14)
			1. Lead: Brysa Kato
			2. Updates: the rest of the supplies will be purchased next week. The games are instruction intensive, so AC members will need to practice the games and rules before the event.
	1. December Highlights and Challenges
		1. AC members shared their highlights and challenges from the month of December.
	2. 2014 Pro Bowl Mosh Pit
		1. AC has been invited to “perform” at the halftime show for the Pro Bowl. The council decided to participate in this event.
		2. Date: Sunday, January 26 -- 1:30 PM
		3. Rehearsal: Saturday, January 25 -- 1:00-6:00 PM
	3. Spring 2014 Training
		1. Date: Saturday, January 25
			1. Because of the conflict with the Pro Bowl rehearsal, the council has agreed to move training until February 1, 2014.
		2. Time: 10AM
		3. Location: HEM 201 & 211
	4. Spring Schedule Review/Update
		1. The event times must be inputted into the event spreadsheet as soon as possible. Leads and co-leads must be assigned.
		2. Volunteer Info (Stephanie Welin)
			1. How many volunteers are needed for each event?
			2. Where should the volunteers meet?
			3. What time do volunteers need to meet and stay?
1. CCB Updates
	1. AC Office Space Reallocation Proposal
		1. AC should continue to remind CCB the need for a new office.
		2. The time for CCB meetings is every other Friday at 5:00 PM beginning 1/17 in CC 308.
	2. Budget Updates
		1. It was identified that UHM doesn’t have the monetary resources to fund the budgets for the various Student Union organizations. Budget cuts have been made for the current fiscal year (July 2013 - June 2014).
		2. Members were given a spreadsheet of the budget items that have changed. If members feel more funds are needed, they can petition to CCB budget and finance committee to increase the budget.
		3. At the next meeting, Tory Watanabe will prepare a spreadsheet of what has already been spent so the council can see how much money is remaining in the budget.
		4. After the amount that has been spent has been calculated, each committee will meet and decide how to allocate the remaining funds.
		5. The Campus Center Board’s vision for his fiscal year was to keep it close to the same numbers according to last fiscal year’s variance report.
			1. Last year the council spent around $250,000. AC asked for $400,000 this year. The council was expecting to grow events on the same scale as the increased budget.
		6. Programming’s vision was to grow events and provide more new events. CCB’s expectation is not to grow events or provide new events.
		7. Other programming arms were significantly affected. Rec Board and Signature were cut especially. Cram Jam and Aloha Bash might not be able to happen.
	3. Rec Center
		1. Campus Center has been getting bad press about the delay of the Rec Center. AC needs to be sure to share positive and accurate information. Questions should be directed to Shawn.
2. Advisor Comments/Updates
	1. AC Surveys (Alicia DeVoll)
		1. Mid-Year Survey
			1. Questions have been drafted. Members should provide feedback.
		2. Post Event Survey
			1. Questions have been drafted. Members should provide feedback.
		3. Post Event Survey Methods
			1. Not one survey method would work for every event so multiple methods have been discussed.
				1. Link on the AC website.
				2. Asking people at the door to take surveys
				3. Paper surveys at tabling events
				4. Oral surveys - members can ask event goers questions while they wait in line.
				5. Paper/computer sign-in with a survey opt in option.
				6. Sharing survey link on the Facebook page.
				7. Create a quarter sheet with QR code/link to the survey.
		4. Possible Prizes
			1. incentivise the survey process. I.e. if people participate in the survey the can be entered in a drawing to win gift cards.
		5. All ideas will be e-mailed to members and feedback should be supplied on all ideas.
	2. Cash Boxes (Stephanie Welin)
		1. Contact Wing Kwock (wingkwok@hawaii.edu)
		2. Let him know the date of the event, what the event is, the amount of money that must be in the cash box, and the denominations for the bills/coins.
	3. Faculty/Staff Tuition Waivers (Stephanie Welin)
		1. Benefits & Services
			1. All faculty members who are taking classes are eligible for Rec fees, student activity fees, and bus fees.
		2. IDs
			1. Faculty who are enrolled in classes are eligible to have a staff ID and a student ID. Only one can be active for swipes at a time.
		3. Impact and Follow Up
			1. They are now eligible for AC prizes and other validated student items.
			2. Those in the senior program or full outreach program are still not eligible.
	4. CC 208 Renovations (Stephanie Welin)
		1. February 18 and 19
		2. New office furniture and carpet will be installed.
	5. Supporting Student Groups Training Day (Stephanie Welin)
		1. On or around March 14, a speaker will come in to teach a session on supporting student groups.
3. Upcoming Events
	1. Welcome Back Bash (1/17/14)
	2. Movie Night: *Carrie* (1/24/14)
	3. The Manoa Games (1/31/14)
	4. Bingo Night (2/7/14)
	5. Speed “Friending” (2/12/14)
4. Reminders
	1. December self evaluations were due today, January 13, 2014 by 5:00 PM. They were 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. **Tuesday, January 21, 2014 - 5:00 PM - CC 310**
5. Meeting adjourned at 6:54 PM.