UNIVERSITY OF HAWAII AT MANOA

CAMPUS CENTER BOARD ACTIVITIES COUNCIL

Meeting Minutes

Monday, January 27, 2014

CC 309 - 5:00 PM

1. Attendance

|  |  |  |  |
| --- | --- | --- | --- |
| Members present | Advisors present | Staff present | Staff absent |
| Roanne Deabler | Stephanie Welin | Tory Watanabe | Camille Haasbeek |
| Jennifer Kwock | Alicia DeVoll |  |  |
| Lavender Oyadomari |  |  |  |
| Brysa Kato |  |  |  |
| Moira Miyasato |  |  |  |
| Kawaipuna Kalipi |  |  |  |

1. Call meeting to order at 5:02 PM.
2. Standing Items
	1. Minutes - January 21, 2014
		1. Accept minutes as amended in Google Docs.
	2. Agenda - January 27, 2014
		1. Accept agenda as presented.
			1. Brysa Kato requested to add item V.c.i.5. Manoa Games Testing Trials
3. Old Business
	1. Evaluative Recap of Movie Night: *Carrie* (1/24/14)
		1. Start:
			1. Order less veggie Subway sandwiches.
		2. Stop:
		3. Continue:
			1. Use the same proportions of cookies.
			2. Start set up an hour and a half early.
			3. Re-clean and re-wash the machines prior to setting up.
		4. Change:
			1. Put more thought into movie selection based on what the council thinks the students would like. Mini surveys can be used to collect this data.
			2. Cover the machines used for Movie Night with trash bags in the office during storage.
		5. Attendance:
			1. 1st Showing: 80
			2. 2nd Showing: 76
	2. Follow Up on Questions/Concerns/Notes from AC Meeting 1/21/14 (Stephanie Welin)
		1. Food Vendors
		2. Housing’s Late Night Events
			1. The council wants to get on the same page with Housing so as to avoid putting on duplicate events.
			2. Even though there may be two events on the same night, both groups are potentially programming to different audiences.
			3. The council identified that the use of the same event name is a concern due to confusion.
			4. Also concerning members, it was noted that in some of the residence halls members have noticed that fliers have been taken down or are sometimes never posted.
		3. Event Attendance
			1. When evaluating event attendance, don’t just take the highest clicker count, but think about how many people in total attended the event. This will help us keep better records and more accurately assess cost per head.
	3. Survey Project (Alicia DeVoll)
		1. Survey about survey results
			1. Please be sure to complete the survey for Alicia by our next meeting on Monday, February 3. Only one person has submitted their response to the survey so far.
		2. Solidifying prizes
			1. There was a question regarding how frequently AC would want to give out a prize for completing surveys.
				1. Member Puna Kalipi recommended that a monthly survey prize drawing might be good because it provides consistency.
				2. Member Lavender Oyadomari noted that if we do a monthly survey we would probably get much more specific information about events rather than broad information.
			2. There was also the question of what the dollar amount range a potential prize should be.
				1. Member Roanne Deabler noted that an example is that the Bookstore does $10 giftcards to sign up for their mailing list.
	4. International Student Association edited proposal (Brysa Kato)
		1. ISA is requesting additional items:
			1. Security Guards (4 guards + 1 supervisor): $420
			2. Ka Leo (napkin dispensers and newspaper ad): $1,325
		2. Member Roanne Deabler asked if the council could ask ISA how much of this event they are funding on their own. There is a concern that the council is paying for the bulk of their event.
		3. Advisor Stephanie Welin noted that we can recommend that ISA request funding from SAPFB (Student Activity and Program Fee Board) in the future.
		4. Members noted that of the two additionally requested items, security is the higher priority to fund.
			1. However, if ISA has some funding to provide on their own, the members would like ISA to fund some of these purchases on their own.
		5. The discussion has been tabled so Brysa Kato can inquire with ISA about their own funding sources and so AC can look over its own budget.
4. New Business
	1. Welcome new member: Kawaipuna “Puna” Kalipi! :)
	2. Implement CCB Budget Cuts & Update Event Budgets
		1. Members need to look at the Kuali budget sheet on Google Docs to see how much money is allocated per category for their events. Members then need to assess how much they really need for each subcode and in total for each of their events this semester.
	3. Spring 2014 Event Updates
		1. The Manoa Games (1/31/14)
			1. Lead: Brysa Kato
			2. Event Overview:
			3. Meeting Time and Place: 5:00 PM at the AC Office
			4. Assign AC Member Tasks:
				1. Emcee: Brysa Kato
				2. Game Monitors: Jennifer Kwock, Roanne Deabler, Lavender Oyadomari, Puna Kalipi, CTAHR Volunteers (2 so far),
				3. Registration Table: Moira Miyasato, Tory Watanabe (if it gets crowded)
				4. Floaters: Brysa Kato
			5. Assign “Districts” that members will be responsible for
				1. District 1, 2, 3 - Lavender Oyadomari
				2. District 4, 5, 6 - Jennifer Kwock + CTAHR Volunteer
				3. District 7, 8, 9 - Roanne Deabler + CTAHR Volunteer
				4. District 10, 11, 12 - Kawaipuna Kalipi
		2. Bingo Night (2/7/14)
			1. Leads: Jennifer Kwock/Roanne Deabler
			2. Updates:
				1. Prizes need to be ordered, the software must be tested, and the leads must find music to play during the event.
				2. The leads will most likely request to use promo items at the next meeting.
		3. Honor Society Conference Co-Sponsorship (2/8/14)
			1. Liaison: Lavender Oyadomari
			2. Updates:
				1. Lavender Oyadomari emailed Brent to confirm what the council has approved.
				2. She will be attending the committee meeting on Wednesday.
		4. Speed Friending
			1. Lead: Moira Miyasato
			2. Updates:
				1. Moira Miyasato requested changing the date of the event. There isn’t clear communication as to what was already done and completed for this event by prior member and lead Leila Barangan.
				2. Jennifer Kwock and Roanne Deabler will try to get in touch with Leila so the amount of work has been done already can be communicated.

 iiii. Career Fair

1. Liaison: Moira Miyasato
2. Updates:
	1. Met with Jenny Chow and discussed the option of AC tabling at the event.
	2. Mini Spring 2014 Training
		1. Date: Saturday, February 1, 2014
		2. Time: 1 PM
			1. Time to be changed to 2 PM so new member Puna Kalipi can make it from work.
		3. Location: HEM 211
			1. Meet in HEM 211
		4. Supplies to Bring
			1. Writing Utensil
			2. Paper
		5. Bonding Activity Afterwards (Camille Haasbeek)
			1. SRS/Outdoor Rec
				1. AC has the option of going through SRS to plan an outdoor activity for after training.

2:30 p.m. - 6:30 p.m. was the suggested time frame.

* + - * 1. AC has a great deal of freedom when it comes to choosing an activity.

However, because of parking concerns at the typical surfing and SUP spots, kayaking would be more feasible in the afternoon.

* + - * 1. Favored kayaking spots include Chinaman’s Hat or Kahana Bay.

AC isn’t limited to just those two if anyone has other suggestions!

* + - * 1. Other options include just a beach outing where SRS will provide surfboards, bodyboards, possibly some sports equipment or hiking (suggested spots were Makapu’u Tide Pools or Kaena Point)
				2. AC has the freedom to ride in the SRS van or carpool to the location. If dinner plans were made afterwards, AC could leave as a group, or the SRS workers could join us :)
				3. A decision needs to be made ASAP on which activity, where, and what time we would like to go so that SRS can schedule employees to take us.
			1. Other options explored and decisions
				1. The group decided to go bowling and eat dinner at Aiea Bowling Alley following the formal training session due to the time constraints of doing the outdoor rec activity late in the night.
	1. January Highlights and Challenges
		1. Members shared their highlights and challenges for the month of January.
	2. Discussion: AC Advertising without Barricades
		1. Begin thinking of what the council will do once the barricades come down after construction is completed.
		2. Ex: Ground stakes, social media, putting paper advertisements up around campus on the free bulletin boards.
		3. Members are to come to next week’s meeting with any new ideas of what can be done once there are no barricades.
	3. Discussion Prep: AC and Signature Programming
		1. Next week the council will discuss the future of Activities Council and the Signature Programming group with the implementation of CCB budget cuts.
1. CCB Updates
	1. AC Office Space Reallocation Proposal
		1. No updates.
	2. CCB General Meetings
		1. Meetings are now on 5:30 PM every other Friday afternoon.
		2. The AC chairs will follow up on strategies on how to make CCB meetings more accessible to AC members.
		3. Suggestion to ask a CCB representative to come to AC meetings.
			1. AC chairs to follow up.
2. Advisor Comments
	1. Make sure to send in ALL M&G final files and E-blasts to the advisors and office staff so the website and Facebook pages can be updated in a timely fashion.
	2. Volunteer Sheet Google Doc
		1. Advisor Stephanie Welin has shared the document with everyone. Everyone has “view only” access so if changes must be made, be sure to let Stephanie know.
	3. “Visitor” Next Week
		1. Sarah Yap Chia, Director of Student Events & Campus Life Services.
		2. Purpose
			1. Sarah Yap Chia will be attending next week’s AC meeting to observe Stephanie Welin in her role as an advisor in AC meetings and will later provide feedback to Stephanie. This shadowing process is used to help improve advisors’ skills and abilities.
3. Upcoming Events
	1. The Manoa Games (1/31/14)
	2. Bingo Night (2/7/14)
	3. Honor Society Conference Co-Sponsorship (2/8/14)
	4. Speed “Friending” (2/12/14)
	5. Monte Carlo Night (2/14/14)
4. Reminders
	1. January stipend evals were due to Camille before the meeting today 5PM Monday January 27th.
	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 3, 2014 - 5:00 PM - CC 309**
5. Meeting adjourned at 7:00 PM.