UNIVERSITY OF HAWAII AT MANOA

CAMPUS CENTER BOARD ACTIVITIES COUNCIL

Meeting Agenda

Monday, July 1, 2013

CC 309 - 4:30 PM

1. Attendance

|  |  |  |  |
| --- | --- | --- | --- |
| Members present | Members absent | Advisors present | Staff present |
| Allyson Arrieta | Taylor Wong | Stephanie Welin | Tory Watanabe |
| Roanne Deabler |  | Alica DeVoll |  |
| David Doucette |  |  |  |
| Kelly Hamamura |  |  |  |
| Jennifer Kwock |  |  |  |
| Mitchell Sakuda |  |  |  |
| Aaron Dyogi (vol.) |  |  |  |

1. Call meeting to order at 4:36 PM.
2. Standing Items
   1. Minutes - June 17, 2013
      1. Accept minutes as amended in Google Docs.
   2. Agenda - July 1, 2013
      1. Accept agenda as presented.
3. Special Presentation
   1. Alycia Kiyabu, New Student Orientation (NSO)
      1. Information
         1. Aug. 22, 3:15 PM - 4:15 PM: NSO’s Week of Welcome (WoW) Workshop
            1. The workshop will be held during the week-long orientation welcome week, which is the week before the fall semester starts.
            2. It is geared for people not from the island (O’ahu).
            3. The workshop is a conference-style workshop and each workshop ranges in topics on campus and off campus
            4. NSO is wanting to include AC to lead a workshop.
            5. Typical audience: 50-100 students per workshop, total week attendance is 500 students and sometimes 500 parents
         2. Aug. 21 & 22: CSO Tabling during WoW
            1. This will take place on the entire 2nd floor table areas of Campus Center.
      2. Member Follow-Up
         1. WoW schedule needs to be finalized by July 25, so AC needs to get back to Alycia Kiyabu ASAP.
         2. Tabled to next meeting for members to make a decision whether or not members can commit to this.
         3. If members have questions about this opportunity, email Allyson Arrieta so she can follow-up with Alycia.
4. Old Business
   1. Evaluative Recap of Snowin’ Manoa (6/18/13)
      1. Stop:
         1. Bubble gum flavor syrup
      2. Start:
         1. Vanilla flavor syrup
      3. Continue:
         1. Constant updates from the emcee
         2. Tropical flavors
         3. Color-coded flower cups to denote which cups had ice cream
         4. List of shave ice flavors posted
      4. Change:
         1. Set-up (the L-shape of tables) didn’t work
         2. Practice making shave-ice before-hand
         3. Look into different types of shave ice machines
         4. Make more ice molds
         5. Only one staff member working the ice machine at a time
         6. Be sure that all leads are aware of who is responsible for coordinating and returning rental machines before-hand
         7. Get more ice cream
      5. Attendance: ~250
5. New Business
   1. Summer Event Schedule and Updates
      1. 4th of July Tie-Dye (T, 7/2/13)
         1. Lead: Kelly Hamamura / Co-Lead: Jennifer Kwock
         2. Event Overview: see event Agenda sheet
         3. Meeting Time: 11:00 AM
         4. Meeting Place: AC Office
         5. Assign AC member tasks:
            1. MC/Floaters: Kelly Hamamura, Jennifer Kwock
            2. Check-in Table (2): Allyson Arrieta, Roanne Deabler
            3. Rubber Band Station (2): David Doucette, Mitchell Sakuda
            4. Tie Dye Station (2): Kelly Hamamura, Jennifer Kwock
      2. Churnin’ 4 Learnin’ (W, 7/17/13)
         1. Lead: Jennifer Kwock / Co-Lead: Mitchell Sakuda
         2. Updates
            1. Once we purchase the salt, the leads will need help packaging the salt from other members
      3. Manoa Mixer (W, 7/31/13)
         1. Lead: Roanne Deabler / Co-Lead: Taylor Wong
         2. Updates
            1. Confirmed: Sodexo staff will teach at event on alcohol-free drinks
      4. Fall into the Semester Giveaway (W, 8/14/13)
         1. Lead: Mitchell Sakuda / Co-Lead: David Doucette
         2. Proposal / Council Request
            1. Desired Promo Items quoted at $1150.25 including freight. Leads are asking for $100 extra to budget.

Motion: David Doucette

Second: Jennifer Kwock

Vote: Motion passes unanimously. The budget for the Giveaway will be revised to $1200.00. (to be pulled from potential event budget)

* 1. NSO Resource fair
     1. Need responses on Document Allyson sent out.
     2. CC Ballroom (except August 22). Table set-up will be from 7:30-7:45AM and the Fair will be held from 8-9AM. We need at least 2 members per date.
        1. 7/25/2013 Freshman 1
        2. 7/30/2013 Freshman 2
        3. 8/1/2013 Freshman 3
        4. 8/5/2013 Freshman 4
        5. 8/7/2013 Freshman 5
        6. 8/9/2013 Transfer 1
        7. 8/14/2013 Freshman 6
        8. \*\*8/22/2013 \*\*Freshman 7
     3. Allyson will be giving members one more week to sign up on the google doc to help table (due Monday night). Asking all members to try to help table at least once.
  2. Warrior Welcome Fair
     1. Thursday, August 29 from 5 to 8PM at the Hale Aloha Courtyard
     2. Allyson Arrieta will be sending out an email regarding this Fair. Please reply to her email if you are able to make it or not.
  3. June Highlights and Challenges
     1. Members shared their highlights and challenges for the month of June.
  4. June Stipend Eval Scores
     1. For the month of June, stipend eval scores were made by both advisors Stephanie Welin and Alicia DeVoll. Chairperson Allyson Arrieta didn’t score members this month since she was on vacation.
     2. A reminder to schedule your evaluation one-on-one meeting with your advisor by Wednesday.
  5. Fall 2013 Events
     1. Begin meeting with your Fall committees and start planning your early events.
     2. The first three events of the Fall semester should be beginning to become solidified.
  6. ASUH Haunted House Collaboration - Discussion
     1. David Doucette updated members on the presentation by ASUH committee members at the last AC meeting.
     2. Tabled to next meeting - Allyson Arrieta will contact ASUH committee members to update them and ask them to attend the next AC meeting on July 15.

1. Advisor Comments
   1. Campus Center Construction Updates - Stephanie Welin
      1. Legacy Pathway entrance to CC is scheduled to be closed July 8 - August 18
         1. As an alternate entrance, the CC entrance next to T&I on 2nd floor will be opened up
         2. ATMs in this area may be relocated to the 2nd floor of CC by UHFCU
   2. Food Service Updates - Stephanie Welin
      1. Taco Bell is now permanently closed, and a new temporary food service option will be offered.
         1. Stir-fry to-go plates and other to-go offerings will be available throughout the rest of the construction period.
   3. Member Shirt Consensus - Alicia DeVoll
      1. Alicia checked to confirm with members for the shirt design
   4. Music and Media Committee - Alicia DeVoll
      1. Please schedule a meeting ASAP
   5. Communication - Alicia DeVoll
      1. Please be sure to email and communicate if you are able to make it to meetings and not, especially committee meetings
   6. Interest Survey - Alicia DeVoll
      1. Has edited the survey from the past survey and added in demographic information and more check-box style questions
2. Upcoming Events
   1. 4th of July Tie-Dye (7/2/13)
   2. Churnin’ 4 Learnin’ (7/17/13)
   3. Manoa Mixer (7/31/13)
   4. Fall into the Semester Giveaway (8/14/13)
3. Reminders
   1. Remaining AC Meeting Schedule for Summer 2013
      1. Mon. 7/15/13 at 4:30 - 7PM in CC 309
      2. Mon. 7/29/13 at 4:30 - 7PM in CC 309
      3. Mon. 8/5/13 at 4:30 - 7PM in HEM 215
      4. Mon. 8/12/13 at 4:30 - 7PM in HEM 215
      5. Mon. 8/19/13 at 4:30 - 7PM in HEM 204
      6. Mon. 8/26/13 at 4:30 - 7PM in CC 309
   2. If you plan on taking days/time off during the summer, please let everyone know. Keep everyone in the loop.
      1. Stephanie Welin will be out of the office and off island:
         1. July 15 through July 26
         2. Plan ahead for any necessary P-card purchases for your summer events!
      2. Allyson Arrieta is a Summer ‘13 NSO leader and will have training sessions every day from July 8 through August 23, 10:30AM - 3:30PM.
      3. Alicia DeVoll (Partridge) will be out of the office and off island:
         1. July 5 through July 14
      4. Tory Watanabe will be holding limited office hours:
         1. June 10 - July 19
         2. Will be on staycation: July 19 - July 22
   3. If you are an owner of any current Google Docs or folders, please change the owner to Stephanie Welin.
   4. Don’t forget to lock the AC door and ALWAYS scramble the code.
   5. If you don’t have access to the AC Facebook page let Allyson Arrieta know. Don’t forget you can advertise your events on the page!
   6. Be prepared for every AC meeting by having a writing utensil, your meeting notes/minutes, paper, and your planner/calendar.
   7. Wear your AC shirt, AC ID badge, and closed toe 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.
   8. Program Binders: Don’t forget to update program binders with your program folder and organized notes once your program is over. This is a stipend evaluation requirement.
   9. If you take a binder from Stephanie Welin’s office please make sure you update the Google Doc. We need to know its location.
   10. Please send your final designs from Marketing & Graphics via email to Stephanie Welin at [swelin@hawaii.edu](mailto:swelin@hawaii.edu), Alicia DeVoll [aliciapartridge89@gmail.com](mailto:aliciapartridge89@gmail.com), and Tory Watanabe at [toryw@hawaii.edu](mailto:toryw@hawaii.edu) so they can be posted on the website and Facebook pages.
   11. If you need help don’t forget to ask! We’re all working together.
   12. **Next Meeting**
       1. **Monday, July 15, 2013 - 4:30 PM - CC 309**
4. Meeting adjourned at 6:05 PM.