UNIVERSITY OF HAWAII AT MANOA

CAMPUS CENTER BOARD ACTIVITIES COUNCIL

Meeting Minutes

Monday, July 15, 2013

CC 309 - 4:30 PM

1. Attendance

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Members present | Members absent | Advisors present | Advisors absent | Staff present |
| Allyson Arrieta |  | Alicia DeVoll | Stephanie Welin | Tory Watanabe |
| Roanne Deabler |  |  |  |  |
| Kelly Hamamura |  |  |  |  |
| Jennifer Kwock |  |  |  |  |
| David Doucette |  |  |  |  |
| Mitchell Sakuda |  |  |  |  |
| Taylor Wong |  |  |  |  |

1. Call meeting to order at 4:31 PM.
2. Standing Items
	1. Minutes - July 1, 2013
		1. Accept minutes as amended in Google Docs.
	2. Agenda - July 15, 2013
		1. Accept agenda as presented.
			1. Add: NSO Resource Fair
			2. Add: Office Reminders and Reorganization
3. Co-Sponsorship Presentation: Jenny Chow from Manoa Career Center
	1. Career Fair (Fall 2013, Spring 2014)
		* 1. Requesting co-sponsorship for both Fall 2013 and Spring 2014
				1. This has been done in the past.
			2. Member Discussion
				1. David Doucette moved to approve the co-sponsorship for both Fall ‘13 and Spring ‘14 semesters

Campus Center room rentals in the amount of up to $650.

Meeting and Events equipment rental fees in the amount of $270.

Marking and Graphics Ground Stakes in the amount of up to $297.80

Promotional Item - iPod Touch

\*5th Generation - $239.79

* + - * 1. Kelly Hamamura seconded.
				2. Motion carried unanimously.
				3. AC Member Liaison - Mitchell Sakuda for Fall 2013, TBA for Spring 2014
1. Old Business
	1. Evaluative Recap of 4th of July Tie-Dye (7/2/13)
		1. Stop:
			1. Don’t order as many colors because the amount of colors proved to be hectic.
		2. Start:
			1. Someone complained about getting dye all over their clothes. Consider adding a disclaimer in e-blast about wearing clothes that may get dirty.
			2. Start soaking shirts earlier in the day.
			3. Place designated trash bags for used gloves.
			4. Add another table for rubber banding.
			5. Add extra-small size tank tops
			6. Find a way to clean the trays in-between uses for participants to have fresh and clean working space.
		3. Continue:
			1. Tank tops
			2. Members soaking the shirts, not having the participants soaking the shirts
			3. Buying more gloves - the heavy duty type.
		4. Change:
			1. Add more people to the dye area
			2. Double-bag the shirts
			3. Bring a cleaning solution and paper towels to thoroughly wipe down and clean off the tables. (The tables covered with the tablecloths were fine, but the new metal tables had a soda ash residue that dried on them. Metal tables are always a little harder to clean. Facilities ended up scrubbing down all of the tables for us.)
			4. If possible, assign floaters to ensure that participants are not placing their shirts on uncovered tables to help prevent the soda ash residue situation from happening again.
		5. Attendance: approx. 145-150
	2. NSO Week of Welcome Workshop and Tabling - Follow-Up/Discussion
		1. Workshop: August 22, 3:15 - 4:15 PM
			1. Members are not available to present. Allyson Arrieta will follow up with Alycia Kiyabu.
		2. Tabling: August 21 & August 22, 12:30 - 1:30 PM
			1. Wednesday, August 21
				1. Mitchell Sakuda
				2. Jennifer Kwock
			2. Thursday, August 22
				1. Jennifer Kwock
				2. Taylor Wong
	3. ASUH Haunted House Collaboration - Follow-Up/Discussion
		1. Although not present at the moment, member Leialoha White was excited about the opportunity to work on this event
		2. Jennifer Kwock moves to approve the Haunted House Collaboration with ASUH for October 2013. David Doucette seconded.
			1. Motion passes unanimously.
		3. Members want to invite ASUH representatives to come to next meeting on July 29 to further discuss the collaboration.
	4. NSO Resource Fairs
		1. July 25
			1. Kelly Hamamura
			2. Jennifer Kwock
		2. July 30
			1. Kelly Hamamura
			2. Jennifer Kwock
		3. August 1
			1. None
		4. August 5
			1. Leialoha White
			2. Mitchell Sakuda
		5. August 7
			1. None
		6. August 9
			1. Leialoha White
		7. August 14
			1. Leialoha White
			2. Taylor Wong
		8. August 22
			1. None
2. New Business
	1. Summer Event Schedule and Updates
		1. Churnin’ 4 Learnin’ (W, 7/17/13)
			1. Lead: Jennifer Kwock / Co-Lead: Mitchell Sakuda
			2. Event overview:
				1. Assembly-line type of set-up
				2. Student Entrepreneuers Club/Naked Juice will be having a table at the event.
			3. Meeting place and time: 11:00 AM, AC Office
			4. Assign AC tasks:
				1. MC/Condiments: Taylor Wong
				2. Ice Station: Kelly Hamamura
				3. Sugar Station: David Doucette
				4. Half and Half Station: Mitchell Sakuda
				5. Vanilla Station: Jennifer Kwock
				6. Floaters:
				7. Allyson Arrieta and Roanne Deabler will not be available.
			5. Jennifer Kwock will need some help with prepping for the event tomorrow, Tuesday 7/16/13 in the afternoon.
				1. Roanne Deabler
				2. Allyson Arrieta
		2. Manoa Mixer (W, 7/31/13)
			1. Lead: Roanne Deabler / Co-Lead: Taylor Wong
				1. Updates

Guy Villarosa from Sodexo will be sending Roanne the quote for the drinks later this week.

M&G work is almost done.

* + 1. Fall into the Semester Giveaway (W, 8/14/13)
			1. Lead: Mitchell Sakuda / Co-Lead: David Doucette
				1. Updates

Fiscal paperwork is in process for the tote bags and slippers.

* 1. AC Fall Retreat (9/13/13 - 9/15/13) Training Session Survey and Updates
		1. Training Sessions for the retreat will be as follows:
			1. Typology Test
			2. Confrontation and Teamwork
			3. Event Planning; Lead, Co-Lead and Committee Responsibilities
			4. Customer Service and Difficult Situations
		2. A training specific survey will be sent out tonight. All members and volunteers - please complete by Monday 7/29/13 at 3:30 PM.
	2. Fall '13 Meetings
		1. Monday 5:00 PM - 6:30 PM
	3. CCB Updates
		1. Allyson Arrieta
	4. AC Office Reminders and Reorganization
		1. Tory will be inventorying and reorganizing the office next week, so if you come into the office next week, please be advised that it may be messy while in-process.
1. Advisor Comments
	1. Change of Computer in AC Office
	2. EA Selection Process Updates
	3. AC Shirts
2. Upcoming Events
	1. Churnin’ 4 Learnin’ (7/17/13)
	2. Manoa Mixer (7/31/13)
	3. Fall into the Semester Giveaway (8/14/13)
3. Reminders
	1. Remaining AC Meeting Schedule for Summer 2013
		1. Mon. 7/29/13 at 4:30 - 7PM in CC 309
		2. Mon. 8/5/13 at 4:30 - 7PM in HEM 215
		3. Mon. 8/12/13 at 4:30 - 7PM in HEM 215
		4. Mon. 8/19/13 at 4:30 - 7PM in HEM 204
		5. 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. 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, Alicia DeVoll aliciapartridge89@gmail.com, and Tory Watanabe at 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 29, 2013 - 4:30 PM - CC 309**
4. Meeting adjourned at 5:51 PM.