UNIVERSITY OF HAWAI‘I AT MĀNOA

CAMPUS CENTER BOARD ACTIVITIES COUNCIL

Meeting Minutes

Monday, June 16, 2014

HEM 215- 4:30 PM

1. Attendance

|  |  |  |
| --- | --- | --- |
| Members Present | Advisors Present | Staff Present |
| Lavender Oyadomari | Stephanie Welin | Tory Watanabe |
| Ashley Kupau (arrived late at 5:15 PM) | Morgan Rapozo |  |
| Leah Austin |  |  |
| Roanne Deabler |  |  |
| Moira Miyasato (via Skype) |  |  |
| Christine Peralta (via Google Hangouts) |  |  |
| Devin Makizuru |  |  |
| Puna Kalipi (arrived late at 5:40 PM) |  |  |

1. Call meeting to order at 4:34 PM.
2. Standing Items
   1. Minutes - June 2, 2014
      1. Accept minutes as amended in Google Docs.
   2. Agenda - June 16, 2014
      1. Additions to agenda.
         1. V.h. Add Cotton Candy Machine Repair (Stephanie Welin)
         2. V.i. Add Popcorn Machine Request (Stephanie Welin)
3. Old Business
4. New Business
   1. Summer Event Updates
      1. Detox Your Summer (6/25/14)
         1. Lead: Lavender Oyadomari
         2. Co-Lead: Leah Austin
         3. Event Overview:
            1. Meeting Time & Place: 10:00 AM in the AC Office
            2. Event Timeline

10:15 AM - Members to transport supplies to Campus Center Courtyard and begin setting up supplies at the various tables.

10:45 AM - Members to pick up fruit from the 3rd Floor Kitchen.

11:00 AM - Event begins and runs until 1:00 PM.

Post-Event: The only thing that needs to be taken back to the 3rd Floor Kitchen are the water containers.

* + - * 1. Flow of Event

Set-Up: 4 Tables

Information Table

Fruit Table

Be sure that participants only take ¾ cup of fruit.

Water Table

If we run out of water, members stationing this table should send participants to the water fountain/dispenser on Campus Center 2nd floor fronting Starbucks.

Decorations Table

Remind participants to not open their jar until they are done decorating it!

Lavender Oyadomari asked the council whether or not they believed this planned flow of event sounded like a good idea or not.

Christine Peralta noted that the table that takes the longest may create a bottleneck amongst participants.

Morgan Rapozo asked what type of glue was purchased and how long it takes to dry, because this might play a factor in how the event flows.

Leah Austin noted that maybe we need to test one out to see how the decorations work on the jar, especially the glue (if it dries okay).

* + - 1. Assign AC Member Tasks:
         1. Information Table - Leah Austin
         2. Fruit Table - Devin Makizuru, Marisa Tottori
         3. Decoration Table - Roanne Deabler
         4. Floater - Lavender Oyadomari
    1. Lettin’ Loose for Summer! (7/23/14)
       1. Lead: Ashley Kupau
       2. Updates
          1. Ashley Kupau is currently talking with the zumba instructor that has agreed to run the workshop. They are currently talking about price estimates and will begin paperwork soon.
  1. NSO Tabling Follow Up
     1. Members were all sent an email regarding the NSO tabling.
     2. All on-island members are being asked to help out and sign up for two days each.
        1. Please sign-up on the Google Doc by the next meeting.
     3. All off-island members are being asked to hold an extra office hour to compensate for this.
        1. Stephanie Welin noted that there is a Warrior Welcome Fair that is actually during the first week of school.
     4. Set-Up Time and Materials will be listed on the Google Docs for members to refer to.
  2. Update on New Members
     1. Devin Makizuru and Marisa Tottori will be seated by CCB in the next general meeting on Friday, June 20.
  3. Possible Recruitment Mixer
     1. It has been noted that there are not many members returning in the fall semester, so co-chairs Lavender Oyadomari and Ashley Kupau are thinking about holding a recruitment mixer during the summer (towards the end) and one in the fall to help recruit members.
     2. Leah Austin volunteered to lead the summer recruitment mixer.
     3. Devin Makizuru volunteered to help lead one of the fall recruitment mixer.
     4. Lavender Oyadomari will follow-up on scheduling a date for these events.
  4. Rescheduled Meetings
     1. Lavender Oyadomari has booked the rescheduled meetings with Meeting & Events to the following days:
        1. Thursday, July 17, 2014
           1. Room TBA
        2. Tuesday, July 29, 2014
           1. Room TBA
  5. 2014-2015 AC Shirts (Morgan Rapozo)
     1. Graduate Assistant Morgan Rapozo has begun the process to purchase Activities Council shirts for the upcoming school year. Morgan asked the council for their opinions on the following items regarding shirts:
        1. Color suggestions:
           1. Moira Miyasato - White or Burgundy
           2. Lavender Oyadomari - Green
           3. Leah Austin - Blue
        2. Female and Male-cut Shirts or Unisex Shirts?
           1. Christine Peralta noted that unisex shirts may work better because we cannot truly estimate how many females and males will be on AC. In addition, more of the smaller sizes may work the best.
        3. Polos or T-Shirts?
           1. Moira Miyasato noted that she would prefer a cotton or polyester blend-type of shirt.
           2. Lavender Oyadomari noted that polo shirts are more professional and stand out in an event to event participants.
     2. Morgan Rapozo will narrow down and present options in the next meeting.
        1. Morgan noted that the budget is $20 per shirt (including embroidery and shipping).
  6. Fall 2014 Movie Nights Updates (Moira Miyasato)
     1. Movie Choices and Dates
        1. September 19 - *The Amazing Spider-Man 2*
        2. October 23 - *22 Jump Street*
        3. November 7 - *Frozen* Sing-Along Version
           1. This is also Create-a-Bear Night.
        4. The committee decided to hold no movie night in December because it is the last day of classes, so there will probably not be a very good attendance. The Campus Center Ballroom also was not available for the December Movie Night.
        5. There was an idea to show a Halloween-themed movie on Halloween, October 31. It may promote attendance.
           1. For this to happen, Rockin’ the Roots would have to be rescheduled.
           2. The Music and Media committee will look further into this and update on the next meeting.
  7. Cotton Candy Machine Repair
     1. Maintenance Supervisor Rochelle Willis has volunteered to look at our machine to see if it is able to be repaired.
     2. If the machine cannot be repaired, it will be disposed of.
     3. The new machine is already on order through HTK Hawaii.
  8. Popcorn Machine Rental
     1. Maintenance Supervisor Rochelle Willis has requested to borrow Activities Council’s popcorn machine for a personal request for a family birthday party.
        1. Rental period: Saturday, June 28
        2. Rochelle would like to purchase supplies through us.
     2. Leah Austin moved to approve the rental of the machine as long as the machine is returned in one piece and she would be responsible for any damages caused to the machine.
        1. Moira Miyasato seconded.
        2. Discussion
           1. Christine Peralta asked if there were any reasons to believe that it would not be returned to us.
        3. Motion passes unanimously.
        4. Tory Watanabe will coordinate this and execute the proper paperwork with Maintenance Supervisor Rochelle Willis.

1. CCB Updates
   1. CCB will be holding a meeting this Friday (June 20, 2014) to seat new AC members.
2. Advisor Comments
   1. AC EA and Signature EC Selection Updates
      1. Both positions are now open on SECE.
      2. Members are asked to help get the word out.
      3. Currently it is a rolling process meaning that interviews are being scheduled as applications are received and reviewed.
      4. The Signature EC position will not start any earlier than July 1 due to the start of Fiscal Year 2015.
      5. Applicants who have at least one year of event planning experience can apply for the A4 level position and applicants with less than one year of experience can apply for the A3 level position.
   2. AC EC Position Renaming Follow Up
      1. Last chance to submit feedback for renaming the position. The renaming is requested to better reflect the core duties of this position and to limit confusion between this position and the Signature Event Coordinator (EC) positions.
      2. Ideas on table
         1. Fiscal Assistant
         2. Executive Assistant (2nd of two EAs)
      3. Christine Peralta moved to change the name of the Event Coordinator position to Fiscal Assistant.
         1. Roanne Deabler seconded.
         2. Motion carries unanimously.
   3. Password Updates
      1. Passwords are updated twice a year as people leave AC. Stephanie Welin will begin to be changing some of the passwords and keep everyone updated.
   4. “You can’t stop the waves, but you can learn to surf”
      1. Workshop on Wednesday, July 2
         1. Stress reduction and relaxation
      2. 10am - 11:30am
      3. CC Location tba
      4. Free to all SLD staff and students
      5. If interested, email Laura Shimabukuro ([laurashi@hawaii.edu](mailto:laurashi@hawaii.edu)) by June 30.
      6. Stephanie Welin will email the flyer for everyone to get more info.
   5. Advertising Reminders/Updates
      1. CCB is not doing Ka Leo ads next fiscal year.
      2. This past fiscal year, CCB purchased ads for CCB, AC, Rec Sports Board, and Signature Programming.
      3. AC is still welcome to purchase Ka Leo ads if desired, but needs to be figured out in the budget as no funds were allocated for print advertising.
   6. Office Hours Focus
      1. Office hours should be focused on actively planning your events.
      2. Email expectation is a daily expectation of all members as indicated in the reminder email from AC Co-Chairs Lavender Oyadomari and Ashley Kupau. Please see the AC expectations and the email for more details.
3. Upcoming Events
   1. Detox Your Summer! (Mason Jar Event) (6/25/14)
   2. Lettin’ Loose for Summer! (Zumba Event) (7/23/14)
4. Reminders
   1. June stipend evals are due via email by Monday, June 30 at 5PM to Tory Watanabe ([toryw@hawaii.edu](mailto:toryw@hawaii.edu)).
   2. Please sign the Thank You cards for Shawn, Laura, MES, Graphics, and Facilities if you have not already done so.
   3. Morgan Rapozo will be out of the office June 18-27.
   4. Stephanie Welin will be out of the office July 7-25.
   5. Kuali is scheduled to reopen Monday, July 7. Only P-card purchases are allowed in the meantime. Please see Stephanie Welin for any emergency purchases.
   6. M&G has a new work order. It was emailed out and can also be found in Google Docs. Hard copies are in the bottom mailbox on Stephanie’s office door.
   7. Please check emails regularly and promptly especially when it is regarding decision-making. Points in monthly evaluation will be deducted if responses are not prompt.
   8. Be prepared for every AC meeting by having a writing utensil, your meeting notes/minutes, paper, and your planner/calendar.
   9. 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.
   10. If you need help don’t forget to ask! We’re all working together.
5. Meeting adjourned at 5:40 PM.