UNIVERSITY OF HAWAII AT MANOA

CAMPUS CENTER BOARD ACTIVITIES COUNCIL

Meeting Minutes

Monday, June 17, 2013

CC 309 - 4:30 PM

1. Attendance

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Members present | Members absent | Advisors present | Staff present | Guests present |
| David Doucette | Mitchell Sakuda | Stephanie Welin | Tory Watanabe | Kendyl Oshiro (ASUH) |
| Roanne Deabler | Jennifer Kwock | Alicia DeVoll |  | Matthew Chung (ASUH) |
| Taylor Wong | Allyson Arrieta |  |  |  |
| Kelly Hamamura |  |  |  |  |

1. Call meeting to order at 4:33 PM by David Doucette.
2. Standing Items
	1. Minutes - June 3, 2013
		1. Accept minutes as amended in Google Docs.
	2. Agenda - June 17, 2013
		1. Accept agenda as presented.
3. Special Presentation
	1. Kendyl Oshiro & Matthew Chung, ASUH Committee Members
		1. Request to consider collaborating on a Campus Center haunted house event.
			1. Event is scheduled (tentatively) for the 1st week of October in the Campus Center 307 - 309 meeting rooms.
			2. The ASUH Campus Life Committee is in the process of asking Kennedy Theatre students and staff to help with costuming, set design, etc.
		2. AC members and advisors discussed the proposed collaboration.
4. Old Business
	1. Evaluative Recap of Get in Shape Summer Health Fair (6/5/13)
		1. Stop:
		2. Start:
			1. Try to get pre-approval for outside drink company samples
			2. Coordinate in a timely manner to use the raffle drum out of storage
			3. Implement an organizational map of all the tables so participating vendors can easily find their table space.
				1. Also, can physically label the tables.
				2. Sign holders are available in the AC Office to help with this.
				3. Can also put a vendor map on the back of the passports to help participants easily find a vendor.
			4. Add a space for participants to write their name and email to the passports
			5. Purchase our own stamps for passport marking
			6. Don’t have simple sample tables like the Naked Juice table.
				1. Can have them talk about what’s in their drinks that make them so healthy.
			7. Add more physical health vendors
				1. Can look into off campus vendors if on campus ones don’t meet the needs or desires.
				2. Reminder to coordinate with Advisor Stephanie Welin for all off campus vendors.
		3. Continue:
			1. Passport system worked well as an incentive and to get people to participate in the different booths
			2. Holding the fair in CC rather than Hemenway Hall courtyard due to space and foot traffic
		4. Change:
			1. Potentially pass out prizes on the day of. Only one person has claimed their prize so far (out of six).
		5. Attendance: ~250, 82 surveys and 86 passports turned in
5. New Business
	1. Summer Event Schedule and Updates
		1. Snowin’ Manoa (T, 6/18/13)
			1. Lead: Taylor Wong / Co-Lead: Kelly Hamamura
			2. Event Overview:
				1. 12:00 - 2:00 PM in the Hemenway Hall Courtyard.
				2. This event is open to the public.
			3. Meeting Time: 11:00 AM
			4. Meeting Place: AC Office
			5. AC Tasks:
				1. MC (1): Taylor Wong
				2. Ice Machine Operators (2): Roanne Deabler, David Doucette
				3. Syrup and toppings (2): Jennifer Kwock, Martin Deabler (CCB volunteer)
				4. Utility (refilling syrup bottles, etc.): Kelly Hamamura, Taylor Wong
				5. Advisors Stephanie Welin and Alicia DeVoll will help with line control and monitoring.
		2. 4th of July Tie-Dye (T, 7/2/13)
			1. Lead: Kelly Hamamura / Co-Lead: Jennifer Kwock
			2. Updates
				1. All supplies are have been delivered to CC and transported to the AC Office.
				2. The M&G design work is complete, and now just needs to be printed.
		3. Churnin’ 4 Learnin’ (W, 7/17/13)
			1. Lead: Jennifer Kwock / Co-Lead: Mitchell Sakuda
			2. Updates
				1. M&G work is almost done
				2. Supplies for this event will be purchased once the fiscal year 2014 opens due to the supplies being perishable items.
		4. Potential Event (W, 7/31/13)
			1. Lead: Roanne Deabler / Co-Lead: Taylor Wong
			2. Finalized event: Manoa Mixer (Alcohol awareness)
			3. Updates
				1. The leads met with Lisa from the University Health Services on getting ideas for the event and ways to collaborate.

Lisa encouraged them to get HPD and UHM Student Housing involved in this event.

* + - * 1. Event to be modeled similar to the Health Fair earlier in the summer, but have a focus on alcohol awareness.
				2. BASICS, an ADEP program will be one table.
				3. The leads will be meeting with Sodexo this week to see for possibilities of mocktails, etc.
				4. Taylor Wong had an idea of a drink making contest using a pre-set amount of alcohol-free drink supplies.
				5. The M&G work order has been submitted.
		1. Fall into the Semester Giveaway (W, 8/14/13)
			1. Lead: Mitchell Sakuda / Co-Lead: David Doucette
			2. Updates
				1. The leads are running into some budget issues, so they are working to figure out compromises to their purchasing plan.
	1. Fall 2013 Committee Advisors, One-on-One Advisors
		1. A Google Doc has been shared with everyone listing members’ advisor assignments for the upcoming Fall 2013 semester.
		2. The one-on-one advisor assignments go into effect now for members continuing on into Fall 2013.
			1. For members who are stopping at the end of the summer, members are to still meet with their Spring 2013 advisor.
			2. Members will meet with their aforementioned advisor for their June stipend eval.
	2. June Stipend Evaluations
		1. Due to Tory via email by Monday, June 24 at 5 PM.
			1. NEW: In your email, please state where you would like your stipend eval check to be sent.
		2. June Highlights and Challenges will be presented at the AC Meeting on Monday, July 1.
		3. Members were reminded to schedule their June stipend eval meeting with their one-on-one advisor for June 27-July 3.
	3. GEAR UP HUI
		1. Workshop: Tuesday, July 23 - 1:30 PM - 3:00 PM in Crawford 105
		2. Email received from Dexter the coordinator from the Gear Up Hawaii in presenting a workshop session at an upcoming Gear Up workshop for incoming students about AC.
		3. David Doucette will be emailing all members and following up with Dexter about AC’s potential involvement in the workshop.
	4. NSO Resource fair
		1. Need responses on Google document AC Chair, Allyson Arietta sent out to all members.
		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
	5. Potential AC Outing
		1. “The Wiz”
			1. June 21, 22, 28, 29: 7 PM
			2. June 23, 30: 4 PM
			3. July 5, 6: 7 PM
			4. July 7: 4 PM
			5. Paliku Theatre (Windward Community College)
			6. Tickets: $15, $20
			7. As there was interest in more information, Advisor Stephanie Welin will send a follow up email.
1. Advisor Comments
	1. EA Updates
		1. The position is being reopened due to the original new hire rescinding her acceptance of the position.
		2. Advisor Alicia DeVoll will be the point of contact for the hiring process.
		3. The position has been opened on SECE and all interested students are encouraged to apply.
		4. Applicants who applied last time are encouraged to resubmit their application materials are they are still interested in the position.
	2. CC 208 Storage Closets
		1. James Frizell from the SLD 208 Office has created storage space for some of AC’s supplies such as the popcorn machine and cotton candy machine.
		2. Place items on the shelves or on top of the file cabinets.
		3. Please keep items off of the floor in the closets.
	3. Event Preparedness
		1. Members are reminded to think through upcoming events and ask all questions they have pertaining to an event and AC tasks before the day of the event.
			1. To help with this, members are encouraged to take advantage of the event update time and final review during the AC Meeting the week of the event.
		2. In addition, members are minded to communicate via the proper channels and procedures if they will be late or are unable to attend an event or AC Meeting.
	4. New Event Challenge Results
		1. A total of 48 event suggestions were submitted.
		2. EC Tory Watanabe has made and shared a Google Doc with everyone that has all of the events listed with their corresponding committee and a synopsis.
		3. Members are encouraged to add to the list.
		4. Members are asked to refer to the list while bringing potential events to life in their committee meetings.
		5. Member Jennifer Kwock won the New Event Challenge with a total of 24 unique event suggestions.
	5. AC Shirts
		1. Need member’s shirt sizes. Answer on Google Doc sent out by advisor Alicia DeVoll. The new AC shirts will be only for those continuing on to the next school year (Fall 2013).
2. Upcoming Events
	1. Snowin’ Manoa (6/18/13)
	2. 4th of July Tie-Dye (7/2/13)
	3. Churnin’ 4 Learnin’ (7/17/13)
3. Reminders
	1. Remaining AC Meeting Schedule for Summer 2013
		1. Mon. 7/1/13 at 4:30 - 7PM in CC 309
		2. Mon. 7/15/13 at 4:30 - 7PM in CC 309
		3. Mon. 7/29/13 at 4:30 - 7PM in CC 309
		4. Mon. 8/5/13 at 4:30 - 7PM in HEM 215
		5. Mon. 8/12/13 at 4:30 - 7PM in HEM 215
		6. Mon. 8/19/13 at 4:30 - 7PM in HEM 204
		7. 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 will be off island:
			1. May 21 through June 23
			2. Also, as Summer ‘13 NSO leader, Allyson will have training sessions every day from July 8 through August 23 at 10:30AM - 3:30PM.
		3. Alicia DeVoll (Partridge) will be out of the office and off island:
			1. July 5 through July 14
		4. Mitchell Sakuda will be off island:
			1. June 17 through June 27
		5. Tory Watanabe will be on limited working hours:
			1. June 10 through June 19
	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 1, 2013 - 4:30 PM - CC 309**
4. Meeting adjourned at 6:09 PM.