UNIVERSITY OF HAWAI‘I AT MĀNOA

CAMPUS CENTER BOARD ACTIVITIES COUNCIL

Meeting Minutes

Monday, June 2, 2014

CC 309 - 4:30 PM

1. Attendance

|  |  |  |
| --- | --- | --- |
| Members Present | Advisors Present | Staff Present |
| Ashley Kupau | Stephanie Welin | Tory Watanabe |
| Lavender Oyadomari | Mogan Rapozo |  |
| Leah Austin |  |  |
| Puna Kalipi (arrived at 5:22 PM) |  |  |
| Christine Peralta (via Google Plus) |  |  |
| Moira Miyasato (via Skype) |  |  |
| Roanne Deabler (via Skype) |  |  |

1. Call meeting to order at 4:37 PM.
2. Standing Items
	1. Minutes - May 5, 2014
		1. Accept minutes as amended in Google Docs.
	2. Agenda - June 2, 2014
		1. Accept agenda as presented.
			1. Amendments
				1. Add under CCB Updates

Budget Updates (Roanne Deabler)

Starbucks Lanai (Stephanie Welin)

Student Media Board (Stephanie Welin)

No CCB Summer Meetings (Stephanie Welin)

1. Old Business
	1. Evaluative Recap of Ho‘okani Mānoa Co-Sponsorship (5/7/14)
		1. Tabled until member Puna Kalipi’s arrival.
	2. Evaluative Recap of Cram Jam (5/11~16/14)
		1. Beginning of the week seemed a little more short staffed, should try to get more volunteers to help cover all needs
		2. Confusion between Sinclair and Campus Center offerings, people thinking that we were offering the same thing as Sinclair.
		3. End time as 4:30 AM for members was still crazy, but good and more reasonable than 6:00 AM.
	3. Revisiting AC Member Summer Expectations
		1. Office Hours
			1. In the last meeting, a majority agreed to keep weekly office hours.
			2. It was also agreed that on the week of AC summer events, off-island members should do an extra office hour to compensate for the missed event.
		2. General Meetings
			1. Meetings will be held every other week as previously scheduled.
		3. Committee Meetings
			1. To be held at each committee’s discretion.
		4. One-on-Ones
			1. Try for at least once a month (stipend reviews), but also feel free to meet as many times as necessary.
		5. Checking Email (Addition)
			1. Check emails once a day.
			2. Email responses which are not prompt can result in a deduction of points on the member’s stipend evaluation.
	4. Fiscal Deadlines Reminder
		1. Last day for new reqs w/ invoices submitted: Wednesday, June 4
		2. Invoices due for open POs: Friday, June 13
			1. Purchased items need to be in-hand at this time
		3. Notes:
			1. June stipends will be approved in July.
				1. Last day for DVs is June 18 so we will complete a pre-encumbrance by June 13 to cover June’s stipends.
			2. Kuali tentatively scheduled to be up and running starting Monday, July 7.
			3. P-cards may be used this summer throughout the year-end, but still only for applicable purchases.
	5. Remaining Purchases
		1. Office Computers
			1. From the email discussion that was sent out, most seemed to like option 2.
				1. Moira Miyasato and Roanne Deabler noted that a laptop could also be reserved through CC Meeting and Events.
				2. Morgan Rapozo thought that the AC purchased laptop could also be used for AC events (slideshows, music, etc.).
			2. Council Vote
				1. Option 1 - No votes.
				2. Option 2 - Four votes.
				3. Option 3 - One vote.
			3. The PCs will be purchased from Dell, and the Macs will be purchased from the UHM Bookstore.
				1. We will purchase the extra screen for the one Dell computer through the Bookstore.
		2. Popcorn & Cotton Candy Machines
			1. Event Coordinator Tory Watanabe had sent out an email with links for the various models
			2. Christine Peralta suggested a tall and slimmer model of the 12 oz. popcorn machine due for mobility to and from the office
				1. The AC council members agreed.
			3. Lavender Oyadomari mentioned that the current model cotton candy machine worked well, so we could just purchase a new one of the same model.
			4. Moira Miyasato also mentioned wanting to purchase the plastic safety lid cover for the machine.
				1. The AC council members agreed.
		3. Radios/Walkie Talkies (Stephanie Welin)
			1. Per the council’s agreement, five walkie talkies have been ordered.
2. New Business
	1. May Highlights & Challenges
		1. Members shared their highlights and challenges from the month of May.
	2. Summer Event Updates
		1. Detox Your Summer (6/25/14)
			1. Lead: Lavender Oyadomari
			2. Reminder that the event was changed from June 18 to June 25.
			3. We will be purchasing about 100 mason jars for participants to decorate and make their own water detox.
				1. Purchases will be made this week.
		2. Lettin’ Loose for Summer (7/23/14)
			1. Lead: Ashley Kupau
			2. Reminder that the event was changed from July 30 to July 23.
			3. Location: Ballroom
			4. Still in contact with the zumba instructor to finalize details.
	3. NSO Resource Fair Tabling
		1. Dates of Resource Fairs
		2. Member participation
			1. In the last meeting, it was decided that members that are on-island during the dates must attend the tabling.
			2. Co-Chairs Lavender Oyadomari and Ashley Kupau have created a Google Doc for sign-ups.
				1. Each member should sign up for two days.
			3. A question was raised as to what the off-island members would have to do to compensate this. Nothing has been decided.
				1. UPDATE Post-Meeting: Co-chair Lavender Oyadomari emailed the council informing them that off-island members must complete one additional office hour in place of the two Resource Fairs. See the email sent on June 14 for more details.
	4. Fall Event Updates
		1. Look over revised Fall 2014 Event Draft
			1. Karaoke Night moved to October 17
				1. Stephanie Welin noted to try to reserve all 3rd floor meeting rooms for Karaoke Night as not all rooms are used for karaoke but some are left empty as sound buffer rooms.
			2. Rockin’ the Roots was moved from October 17 to October 31.
			3. Monte Carlo Night was moved from October 24 to November 14 .
			4. Yule Dance was moved from October 31 to December 5.
			5. Manoa’s Got Talent has been added on November 21.
			6. Wellness/Cultural event (to be determined) has been added on October 24 in the Ballroom, if the council wants.
			7. The schedule document is shared on Google Docs with the previously stated changes.
				1. Stephanie Welin noted that Rockin’ the Roots is on Halloween, and that Halloween is a hard date on which to hold an event due to lower than normal attendance.
		2. Begin assigning leads to Fall events (filling in the blank spaces)
			1. Monte Carlo Night - Lavender Oyadomari
			2. All events need a lead by the end of the week (committee task)
		3. Updates/Comments on those already planning events
			1. Welcome Back Bash
			2. Mānoa Laughs
		4. Planning Deadlines
			1. Designate certain events to have planning completed in the summer to lighten the load during the fall.
				1. August, September, and October events should planned during the summer.
			2. November and December events should be planned in the fall.
			3. This is to ensure all work gets done in a timely fashion to lessen the load from stress.
	5. Co-Sponsorship Proposal Revisions (Roanne)
		1. Document has been uploaded to Google Docs with red text notating the edits that have been made.
		2. There were four major changes made to the co-sponsorship proposal.
		3. Members agreed that the revisions looked good.
		4. Roanne Deabler will send out an email to groups that have co-sponsored with us in the past so they are aware of the AC co-sponsorship guidelines and qualifications
	6. Moving Meeting Days (Lavender)
		1. Lavender Oyadomari asked the council if it would be okay to move the following meeting days to another day due to her schedule with New Student Orientation.
		2. July 14
			1. Options
				1. July 17
				2. July 18
		3. July 28
			1. Options
				1. July 29
				2. July 30
		4. Members are open to moving the meetings to one of these days.
	7. New Members
		1. Interviewing members
			1. Two potential members have been interviewed.
		2. Be sure to include new members in planning events so they can gain experience!
	8. Tory’s Summer Office Hours
		1. June 9 - July 18 @ Kamehameha Summer School
			1. Mondays & Fridays
			2. Tuesdays - Thursdays
3. CCB Updates
	1. Gave confirmation that AC will be moved to UHP room (CC 312)
	2. No CCB General Meetings over the summer
		1. CCB will meet as needed, though, for things like AC member seatings.
	3. AC FY 2015 budget was approved
		1. Stephanie Welin asked CCB President Alycia Kiyabu to provide more information on whether or not anything was edited in the budget before CCB approved it in their general meeting on May 23. In addition, Stephanie Welin asked for a copy of the approved budgets.
	4. Starbucks Lanai
		1. MES is exploring the option of having the lanai as reservable space to the public. Currently, it is only for AC/CCB Programming use.
	5. Student Media Board was approved
		1. Merger between BOP and BCA will be effective as of July 1.
		2. Now UHM has five Chartered Student Organizations instead of six.
4. Advisor Comments
	1. May Eval Meetings
		1. Schedule a time to meet with Morgan Rapozo or Stephanie Welin to review your May evaluation between June 4 and June 13.
		2. Off-Island members can meet via Skype or phone.
	2. Goal Setting
		1. Goal: first month of events planned and ready to go by August
		2. August: any last-minute fiscal stuff should be processed
	3. EA Selection Update
		1. The selection committee will be interviewing applicants this week.
	4. Signature Programming Update
		1. The budget has been approved by CCB via their general meeting on May 23.
		2. In the approved budget, two student staff positions were proposed. Stephanie Welin is currently working with the Manoa Career Center to get those positions posted this week on the SECE hiring site.
			1. Responsibilities will encompass AC, Executive Assistant (EA), and Event Coordinator (EC) responsibilities. Please ask Stephanie Welin if you have any specific questions.
	5. Stephanie Welin Out of the Office and Off Island
		1. July 7-25
		2. Can’t guarantee timely access to email, but please continue to email her as needed.
		3. AC Graduate Assistant Morgan Rapozo will be here as well as Sarah Chia and Laura Shimabukuro. Please let them know if you need anything!
	6. Thank You Cards (Morgan Rapozo)
		1. Shawn Kyono, Laura Shimabukuro, MES, Graphics, Facilities
		2. Cards will be left in the AC office. - if can please sign them before the next meeting. those that are away can email Morgan with their message and someone can write it into the card for them
5. Upcoming Events
	1. Detox Your Summer (Mason Jar Event) (6/25/14)
	2. Lettin’ Loose for Summer! (Zumba Event) (7/23/14)
6. Reminders
	1. 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.
	2. 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.
	3. Be prepared for every AC meeting by having a writing utensil, your meeting notes/minutes, paper, and your planner/calendar.
	4. 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.
	5. If you need help don’t forget to ask! We’re all working together.
7. Next Meeting: Monday, June 16 at 4:30 PM.
8. Meeting adjourned at 5:36 PM.