UNIVERSITY OF HAWAI‘I AT MĀNOA

CAMPUS CENTER BOARD ACTIVITIES COUNCIL

Meeting Minutes

Monday, June 30, 2014

CC 309 - 4:30 PM

1. Attendance

|  |  |  |  |
| --- | --- | --- | --- |
| Members present | Members absent | Advisors present | Staff present |
| Ashley Kupau | Roanne Deabler | Stephanie Welin | Tory Watanabe |
| Lavender Oyadomari | Puna Kalipi | Morgan Rapozo | Zen Kuriyama |
| Leah Austin |  |  |  |
| Devin Makizuru |  |  |  |
| Marisa Tottori |  |  |  |
| Christine Peralta (via Google Plus Hangout) |  |  |  |
| Moira Miyasato (via Google Plus Hangout) |  |  |  |

1. Call meeting to order at 4:35 PM.
2. Standing Items
	1. Minutes - June 2, 2014
		1. Accept minutes as amended in Google Docs.
	2. Agenda - June 16, 2014
		1. Accept agenda as presented.
3. Old Business
	1. Evaluative Recap: Detox Your Summer (6/25/14)
		1. Use banner to advertise prior to event
		2. Continue:
			1. The event!
			2. Placing banner in Campus Center
		3. Change:
			1. Purchase more decorating supplies. Ribbon ran out quickly.
			2. Purchase more jars (especially if event is done during Fall)
			3. Open event up to faculty as well (many professors seem interested)
			4. Use signposts instead of corkboards (in case of heavy winds)
		4. Attendance: 95
		5. Reminders:
			1. Please have an extra set of eyes review all printed materials for grammatical mistakes and typos.
	2. 2014-2015 AC Shirts (Morgan Rapozo)
		1. Morgan Rapozo passed out a handout with options that are within our budget.
			1. $20/shirt including embroidery (10 cents/thousand stitches)
			2. Shirts should stay within budget
			3. Logo - use the same as last year
				1. Members agreed.
			4. 2nd page of handout -
				1. 50 shirt minimum- ask if that can be waived
		2. Members votes for shirt options
			1. Moira Miyasato - Option 3
			2. Christine Peralta - Option 2
			3. Marisa Tottori- Option 4
			4. Lavender Oyadomari- Option 8, with option 4 backup
			5. Ashley Kupau- Option 1
			6. Devin Makizuru- Option 8, with option 3 backup
			7. Leah Austin- Option 4
		3. 2nd round
			1. Option 4 - Marisa Tottori, Moira Miyasato
			2. Option 8 - Christine Peralta, Lavender Oyadomari, Devin Makizuru, Leah Austin
			3. Option 8 has most votes with option 4 as backup
		4. Option 8 Shirt Color Votes
			1. White Embroidery
			2. Dark Green with Black stripe
				1. Leah Austin
			3. Black with Dark Green stripe
				1. Marisa Tottori
				2. Lavender Oyadomari
				3. Ashley Kupau
				4. Devin Makizuru
				5. Christine Peralta
			4. White with Dark Green stripe
				1. Moira Miyasato
		5. Option 4 Shirt (Back-Up) Color
			1. Green
	3. Fall 2014 Movie Night Updates - Final Movie Choices
		1. September 19 - *The Amazing Spider-Man 2*
		2. October 23 - *22 Jump Street*
		3. October 31 - *Maleficent* has been added to the schedule.
		4. November 7 - *Frozen* Sing-Along Version (Create-a-Bear)
4. New Business
	1. Welcome new Executive Assistant, Zen Kuriyama!
	2. Welcome new AC Member, Marisa Tottori!
	3. Summer Event Updates
		1. Lettin’ Loose for Summer! (Zumba Event) (7/23/14)
			1. Lead: Ashley Kupau
			2. Updates
				1. In contact with zumba instructor who has done sessions at UH before.
				2. Thoughts of having two sessions so people can come to either one, or both.

11:00 AM - 12:00 PM (45 minutes)

12:00 PM - 1:00 PM (45 minutes)

* + - * 1. Proposed price: $60 per hour x 2 hours = $120

Leah Austin moved to approve the $120 to pay for the Zumba Instructor.

Christine Peralta seconded.

Motion carries unanimously.

* + 1. Recruitment Mixer (Date TBD)
			1. Lead: Leah Austin
			2. Fitness Event Proposal
				1. Speaker: how to stay healthy, etc. (Ky Voung)
				2. Instead of the recruitment mixer?
				3. Ashley Kupau noted that each event can be looked at as a Recruitment Mixer as well.
				4. Proposed dates: July 14 or July 22

Partner this event with the Zumba event the next day?

Council members agreed that this would be a good idea.

Christine Peralta asked if it could be a good idea to put the events on the same day.

* 1. Fall Event Updates
		1. Welcome Back Bash (8/29/14)
			1. Leads: Puna Kalipi/Ashley Kupau
			2. Updates
				1. Talking with Shawn about future band ideas
				2. Ashley will email a list of potential bands to everyone so everyone can take a look
				3. Location: Campus Center Courtyard.

Ashley wants the courtyard to be “the spot” for students to come to events.

* + - * 1. Potential Ideas:

Themed event: School pride night

Free food for participation?

Nachos

Dress up in a UH shirt

Stephanie noted that we can potentially work with the bookstore to offer discounts and promotions, etc.

Ashley Kupau noted that the concerts that AC holds throughout the year should help to lead up to Aloha Bash

* + - * 1. If anyone has ideas, please send them to Ashley Kupau.
		1. Self-Defense Workshop (9/3/14)
			1. Lead: Moira Miyasato
			2. Updates
				1. Instructor hasn’t gotten back to Moira via email or text but will try to contact them again. If not, another instructor can be researched.
		2. Bingo Night (9/26/14)
			1. Lead: Lavender Oyadomari
			2. Updates
				1. Graphics order has been submitted.
				2. Idea for prizes: give away food since it is the beginning of the school year that people could tangibly use in their dorms, etc.

Survival kits?

* + 1. Recruitment Mixer (Date TBD)
			1. Leads: Devin Makizuru/Leah Austin
			2. Updates
				1. Monday, August 11; 11 am - 1 pm

Stephanie Welin noted that August 11 is the week of Summer Session 2 final exams.

Devin Makizuru has decided to move the date of this event to when

* + - * 1. Graphics order will be submitted soon.
				2. Food through Subway
		1. Rockin’ the Roots/Taste of Mānoa idea (Moira)
			1. *Maleficent* Movie Night on October 31 instead of Rockin’ the Roots
			2. Idea similar to the Campus Center Carnival held in Spring 2014
			3. Morgan Rapozo brought up the idea that maybe Taste of Mānoa could happen earlier in the evening and the concert could take place later at night, so they wouldn’t run at the same time.
			4. Stephanie Welin noted that Sodexo and Signature is looking at holding Taste of Mānoa in October.
			5. Council decided to table this discussion to give council members time to look at the Fall event schedule and think of ideas.
	1. Monthly Self-Evaluation
		1. Members shared own monthly self-evaluation with the rest of the council.
	2. Fall 2014 AC Meetings
		1. From past council meetings in Spring 2014, the council explored holding general meetings on Thursday’s at 5:30 PM.
		2. Ashley Kupau will send out an online survey to find commons times when members are not in class, working, or in extracurricular obligations (clubs, etc.)
	3. THE BALL
1. CCB Updates
	1. Next General Meeting: Friday, July 11
2. Advisor Comments
	1. Password Updates
		1. AC Door Passcode will be changed tonight
	2. Coverage While Stephanie’s Away (July 7-25)
		1. Purchases - Laura Shimabukuro
			1. Kuali is scheduled to be open as of Monday, July 7
			2. Let Stephanie Welin know if you are planning on making any purchases to she can give Laura a heads up.
		2. P-card purchases (extreme emergency) - Sarah Chia
		3. Stipend Evals - Morgan Rapozo
		4. Advisors and Questions - Morgan Rapozo, Shawn Kyono, and Sarah Chia
3. Upcoming Events
	1. Lettin’ Loose for Summer! (Zumba Event) (7/23/14)
	2. Summer Recruitment Mixer (TBA)
4. Reminders
	1. June stipend evals were due via email by Monday, June 30 at 5PM to Tory Watanabe.
	2. Please sign the Thank You cards for Shawn, Laura, MES, Graphics, and Facilities if you have not already done so.
	3. Stephanie Welin will be out of the office July 7-25.
	4. 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.
	5. 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.
	6. 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.
	7. Be prepared for every AC meeting by having a writing utensil, your meeting notes/minutes, paper, and your planner/calendar.
	8. 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.
	9. If you need help don’t forget to ask! We’re all working together.
5. Meeting adjourned at 5:53 PM.