UNIVERSITY OF HAWAII AT MANOA

CAMPUS CENTER BOARD ACTIVITIES COUNCIL

Meeting Minutes

Monday, June 3, 2013

HEM 204 - 4:30 PM

1. Attendance

|  |  |  |  |
| --- | --- | --- | --- |
| Members present | Members absent | Advisors present | Staff present |
| Roanne Deabler | Allyson Arrieta | Stephanie Welin | Tory Watanabe |
| David Doucette |  | Alicia DeVoll |  |
| Kelly Hamamura |  |  |  |
| Jennifer Kwock |  |  |  |
| Mitchell Sakuda |  |  |  |
| Taylor Wong |  |  |  |
| Aaron Dyogi (vol.) |  |  |  |
| Leialoha White (vol.) |  |  |  |

1. Call meeting to order at 4:41 PM.
2. Standing Items
	1. Minutes - May 20, 2013
		1. Accept minutes as amended in Google Docs.
	2. Agenda - June 3, 2013
		1. Accept agenda as presented.
3. Old Business
	1. Evaluative Recap of Co-Sponsorship: Ho‘okani Manoa (5-1-13)
		1. Point of contact (POC) person should be available for whole performance. POC Lokelani Fergerstrom was in one of the earlier performances and was not available for a portion of the set-up/event.
		2. Event start time was unclear.
			1. Next time, review all details with POC a week or two before the event to ensure that information and event details are current.
		3. Things were ordered last minute (MES supplies) such as extension cords, extra room reservations, etc.
		4. There was no advertising in Campus Center.
			1. Next time, post in CC to attract more students and further reach AC’s goal of providing programs/activities for the entire UHM community.
		5. Estimated attendance: 141 at ~5:40 PM (peak)
	2. Summer Purchases Reminder
		1. All items must be ordered and received by Wednesday, June 12.
			1. If you have questions or need assistance with purchasing, please talk to an advisor.
			2. Items that cannot be ordered and received by Wednesday, June 12 will need to come from the FY 2014 budget and must wait to be ordered until given the green light by Fiscal.
4. New Business
	1. May Highlights and Challenges
		1. Members shared their highlights and challenges for the month.
		2. Don’t forget to schedule your stipend eval review meeting with your one-on-one advisor from Thursday, June 6 - Monday, June 10.
	2. Summer Event Schedule and Updates
		1. Health Fair (W, 6/5/13)
			1. Lead: David Doucette / Co-Lead: Roanne Deabler
			2. Event Overview
				1. Tables in sections E and F (Starbucks and Jamba Juice area) and Farmer’s Market Tent
				2. Prizes will be announced at the end. Person does not have to be present to win - winner will be emailed if not present.
			3. Assign AC member tasks
				1. Please take some brochures home from the AC office and tri-fold them. Bring them back to the AC office by Wednesday to be distributed at the Health Fair.
				2. Meeting time: 11:30 AM at AC Office
				3. CCB AC Booth (2): Jennifer, Kelly
				4. Passing out passports at Farmers Market Tent (1): Taylor
				5. Pass out passports in CC (1): Mitchell, Aaron
				6. Emcee (1): David
		2. Snowin’ Manoa (T, 6/18/13)
			1. Lead: Taylor Wong / Co-Lead: Kelly Hamamura
			2. Updates
				1. The draft of flier is in the works and being completed by Caleb from M&G.
				2. HTK order for supplies has been finalized and will be picked up Monday, June 10.
				3. Kelly Hamamura has been working on the layout for the event and finding/renting the shave ice machine and ice.
		3. 4th of July Tie-Dye (T, 7/2/13)
			1. Lead: Kelly Hamamura / Co-Lead: Jennifer Kwock
			2. Updates
				1. The M&G order is in-process.
				2. Dharma Trading Company has an express shipping option for orders to meet fiscal deadlines.
				3. Kelly Hamamura is looking into local vendors for the t-shirts.
		4. Churnin’ 4 Learnin’ (W, 7/17/13)
			1. Lead: Jennifer Kwock / Co-Lead: Mitchell Sakuda
			2. Updates
				1. A list has been created for what the leads would like to purchase in July once the FY 2014 opens.
				2. Mitchell Sakuda is pursuing the idea of having waffles and is working on the details with Donna Ojiri from Sodexo.
				3. Jennifer Kwock is working on the layout for the event.
		5. Potential Event (W, 7/31/13)
			1. Lead: Roanne Deabler / Co-Lead: Taylor Wong
			2. Finalized event
				1. Alcohol Awareness event to promote alternatives to alcohol.
				2. The current working title for the event is “Manoa Alcohol-Free Event.”
				3. Roanne Deabler and Taylor Wong will talk to representatives from the Manoa Alcohol Project (MAP) before or after the Health Fair on Wednesday, June 5 to see if they are interested in collaborating on the event.
				4. Roanne Deabler and Taylor Wong will talk to Sodexo for non-alcoholic drink ideas such has having a bar with a “bartender” and mocktails.
				5. Kelly Hamamura offered to assist in planning this event.
		6. Fall into the Semester Giveaway (W, 8/14/13)
			1. Lead: Mitchell Sakuda / Co-Lead: David Doucette
			2. Updates
				1. The event leads have been looking through the ACUI procure website for ideas of what to giveaway.
				2. In addition to academic supplies, the event leads have also been looking into “college life necessities” and “dorm necessities.”
	3. AC Fall 2013 Events: (tentative, updated schedule)
		* 1. 8/30/13: Welcome Back Bash
			2. 9/6/13: Movie Night
			3. 9/13/13: Bingo
			4. 9/20/13: Karaoke Night
			5. 9/27/13: Create a Bear
			6. 9/27/13: Movie Night
			7. 10/4/13: \*Potential Event
			8. 10/11/13: Movie Night
			9. 10/18/13: Monte Carlo
			10. 10/23/13: Homecoming Warrior Tie-Dye
			11. 10/25/13: Homecoming
			12. 11/1/13: Manoa’s Got Talent
			13. 11/8/13: Movie Night
			14. 11/15/13: Rockin’ the Roots
			15. 11/22/13: Manoa Laughs
			16. 11/29/13: NO EVENT SCHEDULED - HOLIDAY
			17. 12/6/13: Winter Dance
			18. 12/13/13: NO EVENT SCHEDULED - STUDY DAY
			19. 12/16-20/13: Cram Jam
		1. \*Potential Event
			1. Please send Allyson Arrieta your ideas for a potential event
		2. PLEASE NOTE: Nooner/Craft events for the month of September and November are not included in this schedule
		3. First FOUR events in the schedule should be finalized by August.
	4. NSO Resource Fairs
		1. Is AC interested and committed to staffing a resource fair table?
		2. Dates
			1. Freshman 1: July 25
			2. Freshman 2: July 30
			3. Freshman 3: August 1
			4. Freshman 4: August 5
			5. Freshman 5: August 7
			6. Transfer 1: August 9
			7. Freshman 6: August 14
			8. Freshman 7: August 15 - This date has been cancelled.
		3. Conduct a poll to determine which date(s) and members (at least 2 members per day) will be staffing a table.
			1. Mitchell Sakuda or Allyson Arrieta will be sending out a poll via email to survey which dates AC is available to host the resource fair table.
	5. Fall Retreat Survey
		1. If you haven’t already done so, take the survey for the Fall retreat by tomorrow, Tuesday, June 4 at 7:30 PM. Check for your email from Tory Watanabe.
5. Advisor Comments
	1. New Event Challenge DUE
		1. Stephanie Welin will be going through all of the submissions and announcing the winner at the next meeting.
	2. Google Calendar Access
		1. Stephanie Welin will be sharing her calendar with AC members to help them plan and schedule meetings with her.
	3. Summer Balance
		1. Members are reminded to take care to balance needs and priorities of summer events, fall events, and the need for summer vacation/downtime.
		2. In addition, members are reminded to be sure to use resources for assistance.
		3. As a reminder, some events, in addition to the first four events of the semester, must be planned out in more detail as contracts and other things are sometimes necessary to secure over the summer.
			1. Manoa Laughs and Movie Nights are examples of events that require summer work and advanced contracts.
	4. Thank you for all your hard work while Stephanie Welin was on vacation! :O)
	5. U-Down Marketing Director Justin contacted Alicia Partridge asked if U-Down could be apart of AC events (Welcome Back Bash, etc.)
	6. AC 2013-2014 Shirts
	7. Summer Office Hours
		1. Alicia DeVoll (Partridge) reminded members to see the office hours Google Doc for her current office hours.
	8. AC Executive Assistant Updates
		1. Though Leilamay Barangan attended the last AC meeting, the hire paperwork is not complete, so please do not CC her on emails or email her directly.
		2. The Council will be updated as things are solidified.
	9. E-Blast (UH Announce) Updates
		1. Make sure the greeting and text match
			1. Eg. “Hey students!” = “event open to students” or “Hey UH Community!” = “event open to the public”
	10. Coordinating with Vendors
		1. Drink Vendors
			1. If members are interested in using a non-Pepsi vendor for an event, they must coordinate details with Stephanie Welin and Shawn Kyono.
				1. If a member is not for sure if a vendor is part of Pepsi or not, ASK!
				2. Naked Juice is a Pepsi vendor.
			2. Pepsi Contract
				1. The current Pepsi contract is being reexamined as there are different interpretations of the contract.
				2. For right now, AC members should abide by the following guidelines:

No Promotion

Do not coordinate or allow for free product distribution at or to be associated with AC events.

For Sale Only

Interested non-Pepsi drink (and non-drink) vendors may purchase space via MES.

Vendors may contact Iris to set this up.

Be sure to also coordinate details w/ Shawn Kyono and Stephanie Welin.

* + 1. Non-Drink/Other Vendors
			1. Be sure to follow MES procedures as appropriate and discuss details with Stephanie Welin.
			2. Some vendor relationships/partnerships/collaborations may be best suited or work best with Signature Programming as the commercial programming entity for Campus Center Board. Members are encouraged to ask Stephanie Welin if they have any questions.
1. Upcoming Events
	1. Health Fair (6/5/13)
	2. Snowin’ Manoa (6/18/13)
	3. 4th of July Tie-Dye (7/2/13)
2. Reminders
	1. AC Meeting Schedule for Summer/Fall 2013
		1. Mon. 6/17/13 at 4:30 - 7PM in CC 309
		2. Mon. 7/1/13 at 4:30 - 7PM in CC 309
		3. Mon. 7/15/13 at 4:30 - 7PM in CC 309
		4. Mon. 7/29/13 at 4:30 - 7PM in CC 309
		5. Mon. 8/5/13 at 4:30 - 7PM in HEM 215
		6. Mon. 8/12/13 at 4:30 - 7PM in HEM 215
		7. Mon. 8/19/13 at 4:30 - 7PM in HEM 204
		8. 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 5th through July 14th
	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 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, June 17, 2013 - 4:30 PM - CC 309**
3. Meeting adjourned at 6:00 PM.