UNIVERSITY OF HAWAI‘I AT MĀNOA

CAMPUS CENTER BOARD ACTIVITIES COUNCIL

Meeting Minutes

Monday, March 10, 2014

HEM 215 - 5:00 PM

1. Attendance

|  |  |  |  |
| --- | --- | --- | --- |
| Members Present | Staff Present | Guests Present | Advisors Present |
| Roanne Deabler | Camille Haasbeek | Sarah Yap Chia | Stephanie Welin |
| Jennifer Kwock | Tory Watanabe |  | Morgan Rapozo |
| Moira Miyasato |  |  |  |
| Lavender Oyadomari |  |  |  |
| Christine Peralta |  |  |  |
| Ashley Kupau  |  |  |  |
| Kawaipuna Kalipi (late; arrived at 6:33 PM) |  |  |  |

1. Call meeting to order at 5:00 PM.
2. Standing Items
	1. Minutes - March 3, 2014
		1. Accept minutes as amended in Google Docs.
	2. Agenda - March 10, 2014
		1. Accept agenda as presented.
			1. Remove item b under New Business - “leftover prizes”
			2. Add item e under New Business - “AC retreat and training prep”
3. Special Presentations
	1. Mānoa Dining Services: Eddie Robles and Donna Ojiri
		1. What is Mānoa Dining Services?
			1. The program was est. in May 2010 with the objective of providing innovative dining services to satisfy the nutritional needs of UHM.
			2. Mānoa Dining Services is not a greedy corporation focused on making profit. It is a partnership between Student Housing Services and Student Life and Development.
			3. It is managed by Sodexo which is a global company. The University pays a fee to Sodexo based on sales and expenses are paid by Student Affairs.
			4. Revenues are split between Student Housing Services and Student Life and Development. The program has to be financially sustainable which is has been thus far.
			5. Profitability is not the main driver - Starbucks has extended and special hours which are not profitable choices but fulfill student wants. Meal plans are relatively low compared to other schools.
			6. Weekly committee meetings are held in order to accommodate for full consideration of the needs of the campus community.
			7. When the program is well supported and financially sustainable it grows and gets better. The money goes directly back into the program in the form of reinvestment.
			8. What has been done with the program in terms of recent improvements.
				1. The dining area in Campus Center was short on seats and the furniture was becoming dysfunctional due to age. Using funds from Mānoa Dining Services, new furniture, carpet and paint were purchased and installed. All the new products that have been purchased are sustainable products.
			9. Working with Mānoa Dining Services is buying locally which helps the local economy and helps grow our own program!
			10. Questions
				1. Roanne Deabler asked what is considered when the council is given a quote - cost of labor, food, equipment.

The service charge has to do with the extra labor involved to actually physically deliver something.

The price differences between Sodexo catering and other catering companies has to do with Sodexo’s own costs of food. Can’t compete with Costco food prices because costs are higher to not buy in bulk. Buying safe food from authorized vendors is also more expensive.

* + 1. Food Safety
			1. Importance - no one wants students getting sick from the food at UH especially not from the AC events.
			2. Foodborne illness is a disease transmitted to people by food.
			3. How does food become unsafe?
				1. Purchasing from unsafe sources.
				2. Improperly cooking and holding.
				3. Using contaminated equipment.
				4. Poor personal hygiene.
				5. Cross contamination - allowing foods that need to be cooked to come into contact with foods that should be eaten raw.
			4. Bacteria grows with a food source, in a neutral or acidic environment, in room temperature, over a long period of time, with oxygen and moisture.
			5. Members were given a chart that describes the potentially hazardous foods.
			6. HACCP (nationally recognized for food safety) - hazardous analysis critical control points.
				1. Looks at critical points where bacteria may be introduced and grow.
			7. Cold foods should be kept at 41 degrees or colder and discarded after 6 hours of being in the “danger zone”. Hot foods should be held at 135 degrees or hotter and discarded after 4 hours of being in the “danger zone”.
				1. It is difficult to know how long foods have been in the danger zone when hiring catering from an outside source.
			8. The way that Mānoa Dining Services stores the food is that temperatures are checked regularly in cold storage. Dry storage is checked regularly for cleanliness and pests.
		2. Roanne Deabler brought up the idea that the council is consistent business and a CSO and asked if it would be possible to work out a discounted pricing menu like the sort of discounted prices M&G provides.
		3. Ashley Kupau asked how much of the profit goes to improvements - it is decided by Student Housing Services and Student Life and Development since that is where the profit goes. Much of the revenue goes towards utility bills.
		4. Jennifer Kwock asked why there is a price difference for delivery instead of pickup - when food is picked up instead of delivered, Sodexo don’t have to pay people to stay on the clock to deliver.
		5. Tory Watanabe clarified how the money “stays local” if the address listed in the financial system is in California - it was clarified that the California office acts as their account holding area or their lock box.
		6. Lavender Oyadomari asked if there were any tips for members when serving foods in terms of safety - Eddie Robles said to ask questions as members plan! If the lead of the event is planning to serve a type of food, ask how to serve it best.
		7. Ashley Kupau asked about things being delivered in stages and what is the best way to notify whether orders should be delivered all at once or in stages - Donna Ojiri said communication is key. Members need to clarify whether there will be a need more than one delivery, but should also keep in mind the added cost of extra service charge.
		8. Lavender Oyadomari asked about the possibility of members picking up food in stages - Donna Ojiri answered that something could be worked out if necessary.
		9. Stephanie Welin asked if members could participate in more hands on training going over many of the specifics highlighted in the presentation - Donna Ojiri stated that it would be possible.
	1. Marketing and Graphics: Alicia DeVoll
		1. Designers Caleb, Elson, and Kayla, as well as Ayaka, the productions manager, were present as well.
		2. The process: Student Manager, Ruby Sato takes the work orders then divvys up the orders accordingly. The designers take on an order and create proofs of the design. Once finalized, it goes to production manager where it gets printed and distributed to clients.
			1. Production has to be prioritized using limited printers and other resources as M&G takes on other clients and not just AC.
		3. A customer info sheet is in the process of being developed to help customers create realistic deadlines
			1. 10 business days for the first draft
			2. 10 business days for the final draft (depending on feedback)
			3. 7 business days for production
		4. Overall the process takes 30 business days from the date it should be printed.
		5. AC requested a work schedule from the designers which will be sent to co-chairs Jennifer Kwock and Roanne Deabler ASAP.
		6. The designers’ expectations from their clients include -
			1. Design ideas should be shared with the designer. If the designer must create something from scratch with no inspiration, the process will take longer.
			2. Basic info (time, date, location) should be finalized ASAP so that it can be put onto the earliest proofs of the design.
			3. The designers are hoping to enact a new policy allowing for 3 changes - clients can have 3 opportunities to make all of the changes possible instead of changing things many many times throughout the process (last minute changes especially take extra time).
			4. There should be one point of contact for the designers. Changes that are being requested from people who are not the lead of an event confuse the designers as there is no definite answer as to whether the changes should actually be made or not.
		7. M&G has made a point to ensure logos, contact info, and QR codes are on every work order so as not to waste time asking for changes of that nature.
		8. The order form is being changed to be more user-friendly and clarified.
		9. When an unrealistic date is requested of designers, communication is key to ensure that something can be worked out and the ad will still be finalized on time.
		10. A policy allowing for more one on one time between designers and the point of contact is in the works. Hopefully it will become policy to include a one on one meeting with the initial work order.
		11. Members should include a backup contact person for designers in case there is a change in leadership If members leave, someone needs to take over the order.
		12. Tory Watanabe asked about the way M&G prioritizes as M&G was created to help CCB programs. It is a difficult question because other clients that turn in work orders first have first priority chronologically, however, since CCB programs are a large portion M&G’s business, it should focus more on those programs.
		13. M&G is now just Graphics and will be watermarking their logo on banners and fliers.
		14. There will be a binder full of paper samples so customers can visually see and feel the products.
		15. When designers are working on a work order, the theme of the event and type of ads should be taken into account.
1. Old Business
	1. Evaluative Recap of UH Saves Co-Sponsorship (2/26/14)
		1. Notes:
			1. It was a good event as it was very informative.
			2. Stacy Miyashiro was very good about answering emails so communication was simple and quick.
			3. The photobooth was very popular and should be continued in the future. However, a parking pass for the photo booth company should be obtained.
				1. Stephanie Welin pointed out that the council does not typically provide parking passes except for bands during concerts.
			4. Continue working with Financial Literacy Program if the proposal is submitted early enough. Time is required to successfully advertise.
		2. Attendance: ~300
	2. Evaluative Recap of Relaxation Night (2/26/14)
		1. Start:
			1. Have a greeting table at the entrance to direct people to yogurt bar, massage sign-ups, and relaxation room.
			2. Play calming music in relaxation room.
			3. Have people sign up for massage times on a sheet of paper, instead of the computer.
		2. Stop:
			1. No items were discussed to stop.
		3. Change:
			1. Order more yogurt parfaits (45 were ordered).
			2. Extend time of event and have more massage therapists.
			3. Have bigger signs with event information on them.
			4. Ensure the rooms are all together; if the dining rooms that are closer together are not available, moving the event to the 300 rooms would be better.
		4. Continue:
			1. Yogurt bar because it was very popular.
			2. Remind students to arrive 10 minutes before assigned massage time.
		5. Attendance: ~100
	3. Evaluative Recap of Career Fair Co-Sponsorship (3/4/14)
		1. Successful event overall, although not many people came to the AC table during the event. Several people, however, did stop by once the venders were packing up at the end.
		2. People were confused and thought the AC table was the info table. It wasn’t very clear that the table was only for available AC positions.
			1. The table was not included in the vendor layout which confused many of the fair attendees.
		3. While the AC table location was okay, it was tucked into a corner, so there wasn’t a lot of traffic coming to the table.
		4. Suggestion for next time: work with Mānoa Career Center to have AC included in the Career Fair vendor layout handout.
		5. The promo items seemed somewhat unnecessary as not many were given away.
	4. Evaluative Recap of Karaoke Night (3/7/14)
		1. Start:
			1. Allow groups to sing together, whether it be in a contest or otherwise.
		2. Stop:
			1. Ba-Le coupons, since they weren’t very popular and didn’t seem to be a major factor in drawing students to the event.
			2. If there is no time to plan a contest, cancel the CC Forum reservation.
		3. Change:
			1. Have a karaoke contest if there is enough time to plan one.
		4. Continue:
			1. Having karaoke machines in Ba-Le and CC 3rd floor rooms.
		5. Attendance: ~ 50+
2. New Business
	1. Spring 2014 Event Updates
		1. ❄ Movie Night: *Frozen* (3/14/14) ❄
			1. Lead: Roanne Deabler
			2. Event Overview:
				1. Chili and Rice bowls will be sold for $4. Hot dogs will be sold for $1.50. Hot Chocolate, Drinks, & Popcorn will be sold for 50¢.
				2. Rice and chili will be sold together - no substitutions or changes will be allowed.
				3. Food will be ready by 5:30 PM and should be picked up in the 3rd floor kitchen. All items should be inventoried when it arrives.
				4. Concessions will open initially at 6:30 PM and reopen and 8:30 PM.
				5. 1st showing will begin at 7:00 PM.
				6. 2nd showing will begin at 9:00 PM.
			3. Meeting Time and Place: 4:30 PM - AC Office
			4. Assign AC Member Tasks:
				1. Ballroom reset: Ashley Kupau and Christine Peralta and Tory Watanabe
				2. Cashiers: Jennifer Kwock and Puna Kalipi
				3. Chili & Rice Servers: Lavender Oyadomari and Christine Peralta
				4. Hot Dog Server: Ashley Kupau
				5. Popcorn: Moira Miyasato
				6. Hot Chocolate: Roanne Deabler and Tory Watanabe
				7. Clean Up Crew: Tory Watanabe
		2. International Night Co-Sponsorship (3/15/14)
			1. Liaison: Kawaipuna Kalipi
				1. Run-through on Thursday, event on Saturday.
				2. Tasks are completed, now it’s just about going through the motions.
				3. Members aren’t required to attend but are encouraged to come if they can. It’ll be fun!
		3. Rockin’ the Roots (4/4/14)
			1. Lead: Puna Kalipi
				1. Working on the M&G order.
				2. Bands will be: Paula Fuga (7:00-7:45), Kapu System (8:00-8:45), and The Steppas (9:00-10:00).
				3. There will be trivia games between sets.
				4. $5 Ba-Le coupons for students with a validated UHM ID who either RSVP’d to the event on Facebook OR have a picture of the M&G with them.
		4. Mānoa Midway (4/11/14)
			1. Lead: Jennifer Kwock
				1. Need to coordinate with Shawn Kyono about what exactly is going to happen as the event is happening at the same time as the Rec Center opening and Taste of Mānoa.
				2. Also, need to email RIO/CSOs to change the event time, since there will probably be no lighting at night.
				3. Will look into getting a face painter/balloon artist for event.
				4. Will probably need help from new members. (:D) Since working on such a large event.

Christine Peralta volunteered to help.

* + 1. Taste of Mānoa (4/11/14)
			1. Overview
				1. 5PM- until food runs out
				2. To compliment Mānoa Midway and the Warrior Rec Center Grand Opening.
				3. Features: rootbeer floats, Pepsi sampling, raffles
			2. Possible Theme: Carnival Food with a Twist
				1. Members should send Stephanie Welin suggestions ASAP.
			3. Volunteers
				1. 14 - 20 people will be needed for Taste of Mānoa. Members should reach out to friends for help.
		2. Free to Be Fashion Show (5/2/14)
			1. Lead: Lavender Oyadomari/Moira Miyasato
				1. Ari South will be emceeing for the fashion show.
				2. Models are being recruited from Rainbow Dancers, UH cheerleaders, and RIOs.

Local theaters will also be contacted.

* + - * 1. Working on Rehearsal and Day-Of Timelines.
				2. Will contact Women’s Center to table in CC Forum.
				3. Still compiling a list of possible vendors--please feel free to contribute ideas! :)
				4. Walkie Talkies?
	1. ~~Leftover Prizes (Tory)~~
	2. Mid-Year Survey Results, Prize, and Prize Winner (Tory Watanabe)
		1. Members need to decide how to choose the winner out of the three responses.
			1. Members decided the three respondees will be lumped into the drawing for the upcoming monthly drawing of post-event survey takers.
		2. Members also need to decide where the money for the prize will come out of the budget.
		3. The mid-year survey will be taken down tomorrow and be replaced by the post event survey.
	3. AC Program Folder Revisions (Tory Watanabe)
		1. Homework for members for the week - make revisions to the program folders to make them more relevant for events.
	4. AC retreat and training prep
		1. Fall retreat :) house reserved September 12-14, 2014
		2. Details need to be decided upon ASAP in terms of training topics and team bonding topics. Ideas should be brought to next weeks meeting.
1. Co-Chair Comments
	1. Members should start compiling a list of new events they want to do, when they should take place, and how many people are required to run them.
	2. Summer and Fall schedules will need to be set soon.
	3. Chair elections
		1. Members should be aware that elections for new or returning chairs will be held soon. More information to come.
	4. Reapplication interviews
		1. Members who wish to continue on with AC next semester will need to reapply and be interviewed again.
		2. The questions during the re-interview process will be different than the initial interview process. They will reflect on what members have learned and how they have grown over their time on AC.
2. CCB Updates
	1. Signature Programming Discussion Prep
		1. After the CCB meeting on Friday, the co-chairs hope to have more information on what will happen in the future of AC and Signature and what options AC will have.
3. Advisor Comments
	1. Incorporating New Members
		1. Members should ensure that newer members are incorporated in the planning processes of events.
	2. Resource Reminder
		1. Members are resources for each other as well as staff and advisors.
		2. Event binders are available to all members.
		3. Google Docs.
4. Upcoming Events
	1. Movie Night: *Frozen* (3/14/14)
	2. International Night Co-Sponsorship (3/15/14)
	3. Rockin’ the Roots (4/4/14)
	4. Carnival: Mānoa Midway (4/11/14)
	5. Taste of Mānoa (4/11/14)
	6. Movie Night: *Saving Mr. Banks* (4/17/14)
	7. Free to Be Fashion Show (5/2/14)
5. Reminders
	1. March stipend evals are due to Camille by 5PM Monday, March 31st.
	2. Be prepared for every AC meeting by having a writing utensil, your meeting notes/minutes, paper, and your planner/calendar.
	3. 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.
	4. If you need help don’t forget to ask! We’re all working together.
	5. **Next Meeting:**
		1. **Monday, March 17, 2014 - 5:00 PM - CC 309**
6. Meeting adjourned at 7:35 PM.