UNIVERSITY OF HAWAI‘I AT MĀNOA

CAMPUS CENTER BOARD ACTIVITIES COUNCIL

Meeting Agenda

Monday, March 17, 2014

CC 309 - 5:00 PM

1. Attendance

|  |  |  |  |
| --- | --- | --- | --- |
| Members Present | Members Absent | Staff Present | Advisors Present |
| Jennifer Kwock | Roanne Deabler | Camille Haasbeek | Stephanie Welin |
| Moira Miyasato |  | Tory Watanabe | Morgan Rapozo |
| Lavender Oyadomari |  |  |  |
| Christine Peralta |  |  |  |
| Ashley Kupau (late due to class: arrived at 5:20 PM) |  |  |  |
| Kawaipuna Kalipi |  |  |  |

1. Call meeting to order at 5:01 PM.
2. Standing Items
   1. Minutes - March 10, 2014
      1. Accept minutes as amended in Google Docs.
   2. Agenda - March 17, 2014
      1. Accept agenda as presented.
3. Old Business
   1. DUE! Program Folder Revision Packets (to Tory Watanabe)
      1. Revised Program Folder draft will be presented in next meeting.
         1. In the revised folder, members will be required to write the date of the event on the line provided.
      2. Current Program Folders: Please be sure to write the DATE of the event next to the “Program Title”
   2. Evaluative Recap of ❄ Movie Night: *Frozen* (3/14/14) ❄
      1. Start:
         1. Ordering more change ($10s mostly).
         2. Numbering scrips.
         3. Wrapping utensils and having a place for them at the end of concession stand.
         4. Get extra sternos (the ones provided are listed to last 2 hours each).
         5. Ingredient lists for hot foods (eg. Chili)
         6. For events that are expected to have a high attendance for children, possibly reserve a meeting room to have a “stroller park”.
      2. Stop:
         1. Do not accept bills over $20 as it quickly drains the change fund. In addition, there is also a higher probability of if the bill being counterfeit.
      3. Change:
         1. Include hot chocolate in the concession stand.
         2. Have concession trays available.
         3. Have “instructions” on how to order food scrips for newcomers.
      4. Continue:
         1. Banner for picture-taking.
            1. Have members take pictures, post to our social media and tell event goers to tag themselves!
         2. Selling hot chocolate especially on chilly/rainy days.
         3. Making separate scrips for main entrées.
         4. Picking up food and returning equipment ourselves.
            1. Stephanie Welin specified to be clear that there is a difference between a pick-up time and a check-in time. Please be sure to communicate effectively with Sodexo about when an order is to be picked up.
         5. Place black curtains at the entrance to the ballroom to block out some of the light from the lobby and hallway area.
            1. Keep in mind that it affects the A/C slightly.
      5. Attendance: 710 (550, 160)
      6. Reminders:
         1. Keep an eye out for people blocking exits or pathways.
         2. Pass along info regarding when food runs out especially to the cashiers and down the participant line.
         3. Members are only allowed to eat when the concession stands are not busy and given the go ahead by the event lead. They should eat discretely out of view and ensure there are still other members manning the stations. Members were also reminded to wash their hands before returning to the service line, regardless of their event task.
         4. Gloves should not be worn while eating and must be discarded immediately after serving food.
         5. If members think that the movie will be highly attended, there should be more members present in the ballroom to assist with seating and keeping emergency exits clear.
         6. The max seating in the ballroom is 600 and the max standing room is about 800.
   3. Evaluative Recap of International Night Co-Sponsorship (3/15/14)
      1. Notes:
         1. Successful event overall.
         2. ISA was a very helpful and cooperative organization and should be worked with again in the future.
      2. Attendance: ~600 throughout the night.
4. New Business
   1. Spring 2014 Event Updates
      1. Rockin’ the Roots (4/4/14)
         1. Lead: Puna Kalipi
         2. Updates:
            1. Waiting on 2 bands to provide their back line and stage plot. Contracts have been drafted but cannot be completed until all band needs have been negotiated.
            2. Ba-Le coupons have been ordered.
            3. Waiting on Paula Fuga for WH-1 forms.
      2. Warrior Rec Center Grand Opening (4/11/14)
         1. Overview of the Day’s Events
            1. 10/10:30AM-3/4PM- Wellness Fair
            2. 12Noon- VIP reception under the tent in the parking lot by the ART Building - by invitation only.
            3. 1:30PM- Blessing Ceremony
            4. 2:30PM- Open house begins
            5. 4:30PM- Everyone will be asked to leave and only validated students will be allowed to re-enter.
            6. 5PM- Taste of Manoa and Campus Center Carnival will begin.
         2. General Updates
            1. Barricades will be taken down over Spring Break, save a few.
            2. AC members will have access to the parking lot during the Carnival event to set up booths or games.
            3. The council will need to rent a generator for electricity.
            4. CCB has said they will be present all day helping out with the opening.
         3. Campus Center Carnival
            1. Lead: Jennifer Kwock

Confirming/re-confirming student organizations game booths.

Meeting with Brandon Samson tomorrow about acrobat performance.

AC booth?

It is a possibility for AC to have a specified booth if members are interested. Members identified an interest in staffing at least three total booths.

Ideas for AC booths:

Ring Toss

Crafts

Create-a-Bear

Ball Toss

* + - 1. Taste of Mānoa
         1. Location Change

The event has been moved from the CC mall down into the courtyard.

* + - * 1. Volunteers Needed

A few RAs from Housing have signed up.

10-12 volunteers are still needed from 4:30 - 8:00 PM.

Closed-toe shoes are required. A UH affiliated shirt is preferred.

* + 1. Movie Night: *Saving Mr. Banks* (4/17/14)
       1. Lead: Moira Miyasato/Roanne Deabler
          1. M&G submitted.
          2. There will be 72 hot dogs and 80 Subway Cookies, which AC will be responsible for picking up.
    2. Free to Be Fashion Show (5/2/14)
       1. Lead: Lavender Oyadomari/Moira Miyasato
       2. Updates:
          1. Changing up the game plan to look for models - looking into theaters and local dance studios.
          2. Lavender Oyadomari will be meeting with designer Kayla this week to work on M&G.
  1. Leftover Prizes (Tory)
     1. UHM Bookstore Gift Cards remain from Welcome Back Bash, Bingo Night, and Manoa Games. If members want to use as prizes for future events, they simply have to propose use of them to the council.
        1. $25 x 3
        2. $15 x 2
        3. $10 x 1
  2. AC Fall 2014 Retreat (Tory)
     1. Draft Itinerary was handed out to members.
     2. Potential Training Topics
        1. Event planning
        2. Time management
        3. Customer service
        4. Confrontation
        5. Public speaking workshop - the speech teacher and debate team coach from Kamehameha has offered a workshop in public speaking.
           1. Ashley Kupau suggested creating a theme for the public speaking aspect: “what’s appropriate and what isn’t.”
           2. Members agreed they would benefit from the public speaking workshop.
        6. Cash register 101
        7. “Best practices” for events the council typically does i.e. - cashier, food service
        8. The four favorite topics were:
           1. Confrontation
           2. Public Speaking
           3. Customer Service
           4. Event Planning with a focus on problem solving
        9. Members decided that the sessions could focus on two major themes - effective communication and problem solving.
  3. Signature Programming Discussion (Stephanie)
     1. History and Creation of Signature Programming
        1. Signature Programming was started about 4 or 5 yrs ago because AC had high turnover and CCB couldn’t (and can’t) mandate that the council implement certain events. CCB had a desire to ensure some events, particularly Taste of Manoa, Cram Jam, and Aloha Bash, continue every year as they were very popular and had become highly anticipated events by the students.
        2. The idea for Signature Programming was pitched to CCB by Sarah Yap Chia and Shawn Kyono - Shawn Kyono became the lead.
        3. Initially it was called Commercial Programming, but that gave the impression that the goal was to make money when the main idea was to give a stable foundation to key (signature) programs that were to continue year after year.
        4. Spotlight concerts, showing away football games, etc. are types of events that Signature Programming started.
     2. Necessity of the Move
        1. Student Life Business Services was created as a separate unit to encompass the fiscal and facilities aspects of Student Life & Development. As Shawn Kyono currently manages Facilities, he was pulled into Student Life Business Services and thus is not a part of Student Events & Campus Life Services (SECLS) anymore.
        2. All programming should be under one unit - SECLS.
        3. It is not necessary for AC to change anything, but there is an opportunity if AC would like to make changes.
        4. Signature will fall under Stephanie Welin, but the relationship between AC can stay the same, Signature can become a committee under AC, Signature can become its own council, or new proposals can be discussed and developed. There are many options.
     3. Thinking about Options
        1. AC and Stephanie Welin have the power to decide how this new relationship will work. CCB will say yay or nay to continuing Signature, particularly through the approval or disapproval of funding, but CCB won’t decide the workings of the new relationships.
        2. How do members want to operate?
           1. Members should provide thoughts to Stephanie Welin ASAP as budget proposing is coming up soon.
           2. Puna Kalipi said having a committee for Signature wouldn’t make sense because much of the weekly meeting info would be irrelevant.
           3. Christine Peralta asked if there would be enough work on just the Signature events for a whole new council - Stephanie Welin answered that Signature itself could grow to include more events or larger events. Also, it was an idea that people may be able to come to Signature to have events planned.
           4. Puna Kalipi pointed out that it could be complicated to include student staff as programmers - would they be required to come to weekly events and would that count towards their hours?
           5. Christine Peralta asked how much work Signature events take - would it be possible to take on these events and lighten up on weekly events?
           6. Ashley Kupau brought up the idea that Signature could be a run by student staff in a unit that is part of AC, but separate from the members. This is a continuation of the current model, but Signature and the student staff would be in SECLS.

Members liked this idea the most.

* 1. Fall 2014 Mānoa Laughs
     1. 2 members needed to help with planning for this event :)
     2. Ashley Kupau and Lavender Oyadomari volunteered to work with Roanne Deabler to facilitate this event.
  2. AC Event Committees
     1. Members were tasked with decided on the way the committees will be split up now that there are a sufficient number of members.
        1. Wellness & Culture - Puna Kalipi, Moira Miyasato, Ashley Kupau, and Roanne Deabler.
        2. Education - Lavender Oyadomari, Christine Peralta, and Jennifer Kwock.
        3. Music & Media - Christine Peralta, Puna Kalipi, Moira Miyasato, and Ashley Kupau.
        4. Games & Rec - Lavender Oyadomari, Jennifer Kwock, and Roanne Deabler
     2. Meeting times will need to be decided as weekly committee meetings will begin after Spring Break.
  3. New member introduction and icebreaker! :D
  4. Confrontation/Difficult Customers training upcoming meeting
     1. Members felt that a short training covering overall tips and tricks to confrontation would be most beneficial.
     2. Ideal date/time would be in meeting on a day that the meeting is scheduled to be shorter.

1. CCB Updates
   1. AC Office Move Updates
      1. Same timeline; near the end of the semester
2. Advisor Comments
   1. Student Employee of the Year Award Reception - Tory Watanabe has been nominated.
      1. Tuesday, April 15
      2. 11:30AM-1:30PM
      3. CC Ballroom
      4. The cost is $15 to attend the reception, however Stephanie Welin volunteered to sponsor members who plan to attend and support the AC staff member. Those who would like to attend must RSVP by March 21.
   2. Relay for Life
      1. 6PM Saturday, April 12 to 6AM Sunday, April 13
      2. Members are encouraged to come to the event even if for only a short period of time.
   3. Happy Spring Break! :O)
3. Upcoming Events
   1. Rockin’ the Roots (4/4/14)
   2. Campus Center Carnival (4/11/14)
   3. Taste of Mānoa (4/11/14)
   4. Movie Night: *Saving Mr. Banks* (4/17/14)
   5. Aloha Bash (4/25/14)
   6. Free to Be Fashion Show (5/2/14)
4. 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 31, 2014 - 5:00 PM - CC 309**

**Happy Spring Break!!**

1. Meeting adjourned at 6:56 PM.