UNIVERSITY OF HAWAII AT MANOA

CAMPUS CENTER BOARD ACTIVITIES COUNCIL

Meeting Minutes

Monday, March 3, 2014

CC 309 - 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 |  |  |  |
| Kawaipuna Kalipi |  |  |  |
| Christine Peralta |  |  |  |
| Ashley Kupau (late due to class, arrived at 5:38PM) |  |  |  |

1. Call meeting to order at 5:03 PM.
2. Standing Items
	1. Minutes - February 24, 2014
		1. Accept minutes as amended in Google Docs.
	2. Agenda - March 3, 2014
		1. Accept agenda as presented.
3. Old Business
	1. Evaluative Recap of Movie Night: *Hunger Games Catching Fire* (2/28/14)
		1. Start:
			1. Have a different colored scrip for special/main entrée item (pasta, hot dogs, etc.) of the night since they cost more.
				1. Specify on the corkboard ahead of the food line what each colored scrip will buy.
			2. Make sure people don’t give scrips for food until after food has been given to them.
			3. Offer a different entrée each movie night, in addition to the snacks we usually have like cotton candy, popcorn, etc.
			4. Inventory all food supplies, especially those that are catered, at the very beginning of the night so that there is more of a chance to follow up and rectify the situation if the order is incomplete or incorrect.
		2. Stop:
			1. No items were discussed to stop.
		3. Change:
			1. When splitting food, allocate more for the 1st showing than the 2nd showing.
			2. Have a sheet of paper at the cashier station to write down what people are ordering so that large orders don’t get confused.
			3. Make sure that if colored scrips are used, there is clarification as to which color will buy which items.
			4. Start popcorn machine earlier.
			5. Re-make signs to be specific to each movie night.
			6. Go over the whole agenda prior to the start of the event.
			7. Leave a copy of the event timeline at the cashier station.
		4. Continue:
			1. No items were discussed.
		5. Reminders:
			1. Explain what needs to be done, how, and why so that all are on the same page. This is a learning experience for everyone, especially newer members! :O)
			2. All members working should know the basic information for the event - i.e. what time concessions open or what time the showings start.
		6. Attendance: 150 (1st showing), ~94 (2nd showing)
4. New Business
	1. Spring 2014 Event Updates
		1. Career Fair Co-Sponsorship (3/4/14)
			1. Liaison: Moira Miyasato
			2. Updates:
				1. AC will have a table across from the check-in table (the entrance to the ballroom).
				2. Tabling will be open from the start of the event to the end of the event (12 PM - 3 PM).

Jennifer Kwock and Roanne Deabler will run the table from 12:00 PM - 1:20 PM

Moira Miyasato and Christine Peralta will take over 1:20 PM - 3:00 PM.

* + - 1. Request for promo items:
				1. Moira Miyasato proposed to use 30 stylus pens and 30 notebooks to give away to Career Fair goers who stop at the table and discuss AC with one of the members tabling.
				2. Lavender Oyadomari made a motion to approve the use of 30 stylus pens and 30 notebooks to be used at the Career Fair.

Puna Kalipi seconded the motion.

The motion carried unanimously.

* + 1. Karaoke Night (3/7/14)
			1. Lead: Jennifer Kwock
			2. Event Overview:
				1. The karaoke equipment will arrive at 5:30 PM.
				2. Set up will take place from 5:40 PM - 6:40 PM.
				3. The event will begin at 7:00 PM and end at 10:00 PM.
				4. There will be $2 off Ba-Le coupons available for University of Hawaii at Manoa validated students. Only one coupon will be allowed per student.
			3. Meeting Time and Place: 5:30 PM - AC Office
			4. Assign AC Member Tasks:
				1. CC 310/308 Monitors: Ashley Kupau and Puna Kalipi
				2. Ba-Le Monitors: Moira Miyasato and Roanne Deabler
				3. Forum Monitors: Lavender Oyadomari and Christine Peralta
				4. Floater: Jennifer Kwock
			5. Members discussed whether they would be allowed to use a $2 off Ba-Le coupon on the night of the event.
				1. Members also discussed whether this would be an item to vote upon or just to discuss. There was a consensus that this issue would not be voted on and just kept as a discussion point.
				2. Members will be able to use one $2 Ba-Le coupon at the event as they are fee-paying students as well.
				3. Each time decisions such as this need to be made, the lead of the event can discuss with the members and decide on an event-to-event basis what the policy will be.
		2. Movie Night: *Frozen* (3/14/14)
			1. Lead: Roanne Deabler
				1. Food order has been updated and put in. There will be one option of chili and rice and one option of hot dogs (substitutions will not be allowed).

Prices have not yet been decided.

* + - * 1. Buns will be obtained from Sam’s Club. This has been communicated to catering.

UPDATE: Buns will be purchased from Sodexo Catering with the rest of the food order.

* + - * 1. Food Budget Proposal

Roanne Deabler requested moving $1,000 from the potential events budget into the *Frozen* food budget.

Lavender Oyadomari moved to approve the reallocation of $1,000

Puna Kalipi seconded the motion.

Members discussed the issue of whether *Saving Mr. Banks* should have a food budget or not. Attendance is not expected to be very high and thus members chose not to provide food other than movie night snacks such as popcorn, cotton candy, cookies, and drinks.

Motion carried unanimously.

* + - * 1. The first proof of the M&G has not been drafted. It is possible that the advertisements will not go up until late next week.

Roanne Deabler will follow up with Ruby and Alicia DeVoll to discuss these concerns. She will also invite them to an upcoming AC meeting to formally discuss these concerns.

Members also discussed other advertising options such as social media.

Concerns about AC turning things in late was brought up - in this case, the lead member would be able to work closely with the designer or even design their own advertisement.

* + 1. International Night Co-Sponsorship (3/15/14)
			1. Liaison: Kawaipuna Kalipi
			2. Updates: Waiting on security payment decision by ISA for the amount they are covering as AC will front the bill and ISA will need to reimburse. Also waiting on menu decisions.
		2. Potential Event: Taste of Manoa (3/18/14)
			1. Collaborative Program with Signature Programming
				1. The event is tentatively scheduled for Tuesday, March 18. More details to come.
				2. This event typically works well as a mid-week event instead of a Friday event.
				3. It will take place from about 5:30 PM - 7:30 PM.
				4. Puna Kalipi, Morgan Rapozo, and Christine Peralta cannot be present for this event due to class.
				5. The members who will be available at this time will be present to volunteer.
			2. Self-Defense Workshop Update
				1. The self defense workshop is TBD scheduled for 3/18 and needs to be confirmed whether it is happening or not.
				2. Members decided this event will not be doable as the instructor has not yet been contacted.
		3. Free to Be Fashion Show (5/2/14)
			1. Lead: Lavender Oyadomari/Moira Miyasato
			2. Questions:
				1. Run through day on Tuesday, April 29. The reservation is from 3 PM - 9 PM

Can members be present for the run through? Members answered yes, especially after 7 PM.

Jennifer Kwock asked what members will actually be doing. Duties include:

Floating in the forum to watch over vendors.

Coordinating models from dressing room to stage.

* + - 1. Budget proposal
				1. Lavender Oyadomari requested a budget of $4,210 broken down into 5 parts

Catwalk: $850 (subcode 5700)

Music and Lighting: $400 (subcode 7100)

Printing Tickets: $310 (subcode 4000)

Food (water and fruit): $150 (subcode 3300)

Emcee (Ari South): $2,500 (subcode 7100): includes runthrough, day of, and meet-and-greet after.

Members discussed the fact that it would need to be determined whether she would be paid as an individual or as a company.

Members also discussed the fact that if she charges $2,500, she will need to register to be compliant with Hawaii Vendor Compliance.

Moira Miyasato moved to approve the above amounts in their respective object codes.

Puna Kalipi seconded the motion.

Members discussed the large cost of this event, however it will draw a large audience so there was agreement that the cost is reasonable.

The motion carried unanimously.

* 1. M&G Updates
		1. Updated price list
			1. The price list for M&G has been edited to be simpler to follow.
			2. Members should familiarize themselves with the new pricing so as to help our co-sponsors understand when they request funds for advertising.
		2. Updated order form (in progress)
	2. AC Office Reminders (Tory & Camille)
		1. Post-Event Supplies and Advertisements
			1. After events, members need to remember to put events away in their place. Post-event supplies should not be left on desks or in the area in front of the storage cabinets.
				1. The popcorn supplies must be inventoried before they can be put away. Members should do this before leaving after an event.
			2. Posters that have been torn should be thrown away or recycled and not kept in the office. Old advertisements can be used as scratch paper, recycled or thrown away. They should not remain on desks though.
		2. Storage Spaces
			1. The storage closets are there to be used. Everything - save the large machines - should have a place inside the closets. There should not be boxes piled up in front of the closets or stashed beneath desks.
		3. Cleaning
			1. Surfaces in the office become dusty and grimy with time. Items get left out and trash does not get thrown away. Members should be wiping down surfaces - especially those that hold food related items - as they become dusty. Trash should be thrown away immediately and food trash should be taken out of the office.
	3. AC Shirts for New Members and FY15 (Stephanie)
		1. The council needs to order more shirts for new members this semester as well as for the upcoming fiscal year.
		2. Members discussed the desire for female sizes and possibly a new design for FY15.
		3. T-shirts for new members for this semester will be special ordered. New shirts for FY15 will be decided upon at the end of the semester.
1. CCB Updates
	1. Signature Programming Follow Up Discussion
		1. Events for this semester will continue as they have in the past - Student Life Business (SLB) taking point, AC helping.
		2. The full discussion has been tabled until next meeting.
2. Advisor Comments
	1. EA Recruitment and Selection
		1. The position has been posted on SECE, members were invited to tell their friends about the position.
		2. Applicants must be able to work at least 10 hours per week during the summer.
			1. Members were reminded that summer programming must be decided upon soon.
	2. Welcoming and Training Morgan and New AC Members
	3. Manoa Dining Services Presentation Reminder
		1. Presenting next week at the meeting where they will be discussing:
			1. The relationship between Manoa Dining Services and Activities Council.
			2. Concerns that have been brought up about the cost of food.
			3. Food safety and food handling.
			4. Liability issues.
3. Upcoming Events
	1. Career Fair Co-Sponsorship (3/4/14)
	2. Karaoke Night (3/7/14)
	3. Movie Night: *Frozen* (3/14/14)
	4. International Night Co-Sponsorship (3/15/14)
	5. Rockin’ the Roots (4/4/14)
	6. Carnival: Manoa Midway (4/11/14)
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 toed 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 10, 2014 - 5:00 PM - HEM 215**
5. Meeting adjourned at 7:11 PM.