UNIVERSITY OF HAWAI‘I AT MĀNOA

CAMPUS CENTER BOARD ACTIVITIES COUNCIL

Meeting Minutes

Monday, May 5, 2014

HEM 211 - 5:00 PM

1. Attendance

|  |  |  |
| --- | --- | --- |
| Members Present | Staff Present | Advisors Present |
| Roanne Deabler | Camille Haasbeek | Stephanie Welin |
| Jennifer Kwock | Tory Watanabe | Morgan Rapozo |
| Lavender Oyadomari |  |  |
| Moira Miyasato  |  |  |
| Puna Kalipi |  |  |
| Ashley Kupau |  |  |
| Christine Peralta |  |  |
| Leah Austin |  |  |

1. Call meeting to order at 5:05 PM.
2. Standing Items
	1. Minutes - April 28, 2014
		1. Accept minutes as amended in Google Docs.
	2. Agenda - May 5, 2014
		1. Accept agenda as presented.
		2. Add item ‘j’ under New Business: Event Folders.
3. Old Business
	1. Aloha Bash 2014 Evaluative Feedback
		1. Members were asked if there was any further feedback they would like to discuss that was not already shared on the Google Doc.
		2. The Google Doc will remain open for the foreseeable future if members want to add any further feedback.
	2. Evaluative Recap of Free to Be Fashion Event (5/2/14)
		1. Start:
			1. Filter questions asked during Q&A session by collecting questions on pieces of paper.
			2. Serve pupus.
		2. Stop:
			1. Refrain from charging $100 vendor fee. Vendors were unable to make a profit since event was new and attendance was low, and made it difficult to find vendors willing to pay to participate.
				1. Added note post AC meeting: Members will need to justify this to constituents if choosing to do this in the future.
		3. Continue:
			1. Interactive photobooth: writing on the papers & posting them up
			2. Speakers sitting on stage (intimate atmosphere)
			3. Moderated discussion format
		4. Change:
			1. Date & time of event. Event was on same night as First Friday and Art Slam, and right after the Fashion Department’s Fashion Show. Event was also the last instructional Friday of the semester.
			2. Location. Perhaps event could be held in the Campus Center Forum, Starbucks Lanai, or Courtyard?
			3. Could have been two separate events: speaker session as one, vendor fair as another.
		5. Attendance: ~30
	3. Evaluative Recap of Recruitment Mixer (5/5/14)
		1. Start:
			1. No items were discussed to start.
		2. Stop:
			1. No items were discussed to stop.
		3. Continue:
			1. Hosting the event! The purpose of the event was on target and seemed successful.
			2. Serving free food! This drew a larger audience and attracted more students to the event.
			3. Have a suggestions table. This table in particular received a lot of good feedback for future events.
		4. Change:
			1. The timing of the event. It would be a very successful event if it were hosted during first few weeks of semester.
		5. Attendance: ~50
	4. April Highlights and Challenges
		1. Members shared their highlights and challenges for the month of April.
4. New Business
	1. Spring 2014 Event Updates
		1. Ho‘okani Mānoa Co-Sponsorship (5/7/14)
			1. Lead: Puna Kalipi
			2. Updates: no updates were given - the event is set and should run smoothly.
		2. Cram Jam (5/12 - 16/14)
			1. Leads: Ashley Kupau/Christine Peralta/Puna Kalipi
			2. Updates:
				1. Via Google Docs, Christine Peralta sent members a schedule of shifts that need to be filled. Members should type in their name for at least two shifts during the week.
				2. Volunteers are welcome. If members know anyone who is willing to volunteer, they should contact Christine Peralta.
				3. There will be tutors for various subjects on Monday, Tuesday, Wednesday, and Thursday.
				4. There will be a yoga class hosted on Monday, Tuesday, and Wednesday from 1PM-2PM in HEM 208 and Friday from 8AM-9AM in the same location. Members should note the classes will not take place during the late night activities of Cram Jam.
				5. Members are only required to remain on campus until 4:30 AM instead of 6:00 AM as they were required in the past.
	2. AC Meeting Times for Fall 2014/Spring 2015
		1. This issue will be discussed via e-mail to determine a suitable meeting time.
	3. AC Reappointment Interviews
		1. Jennifer Kwock, Roanne Deabler and Stephanie Welin will be conducting reappointment interviews with current members who are continuing on during the Summer and/or Fall to gauge where members are and what they’ve learned so far. The interviews will be taking place shortly after finals. Members who are on island will be contacted to meet in person. Members who are off island will be contacted via Skype or possibly phone. Reappointment interviews are required per the charter and policies & procedures.
	4. AC Summer Expectations: Office Hours, General Meetings, etc.
		1. Co-chairs will send an e-mail containing the tentative expectations for this coming summer.
		2. The expectations as they exist so far are:
			1. Part-time members will need to hold one office hour every other week.
			2. Full-time members will need to hold two office hours every other week.
			3. Office hours may be split to weekly at members’ discretion.
			4. Bi-Monthly (every other week) meetings will be held during the summer. Meeting times and places need to be decided upon among members. As Christine Peralta will not be on island for the summer, it is possible for her to Skype in for meetings.
		3. Based upon availability schedules, members decided meetings would be every other week on Mondays at 4:30 PM HST starting June 2nd.
			1. For the first few weeks in June, Puna Kalipi will not be on Oahu and will also Skype in.
			2. There will be approximately 6 meetings in the summer.
		4. Full-time members who will be off island should hold three hours devoted to office tasks every two weeks to make up for not being able to attend the Summer events. This time should be allocated to Fall event planning. Items worked on during these office task hours will be tracked via Google Docs.
		5. Members discussed keeping the requirements the same (one hour every week for part-time members and two hours every week for full-time members) in terms of office hours and adding an extra hour per missed event for those who will be off island.
			1. This item was agreed upon unanimously.
		6. One-on-ones will be held as needed.
		7. Committee meetings will be held as needed.
	5. AC Recruitment Opportunities: NSO, Week of Welcome, Warrior Welcome Fair
		1. NSO attempts to integrate new students into campus life at UH during an orientation period and the Week of Welcome.
		2. There will be a resource fair hosted during the NSO orientation days. Typical attendees include: Bank of Hawai‘i, University Health Clinic, Activities Council, etc.
		3. NSO will be hosting these orientation days in July and August on seven different dates. Stephanie Welin will send specific dates out to members via e-mail.
			1. If members are available and interested, this would be an opportunity to host a table and recruit new members.
		4. Week of Welcome is essentially a week long orientation for first-year students.
		5. Student Housing’s Warrior Welcome Fair will be hosted the first Thursday during the first week of classes.
		6. AC’s involvement will be followed up on when members can be more sure of their availability.
	6. Members’ Office Hours (Camille)
		1. Since the implementation of the new office hours sheet which includes a section for specifying what members completed during office hours, it has come to light that members may be counting committee meetings as office hours. It was never specified whether this was an acceptable use of office hours, members were asked to decide whether this should be acceptable or not.
			1. Members discussed the fact that office hours should be focused on individual work while committee meetings are more focused on touching base and working with others within the specified committee.
			2. Members were specific in stating that meetings are for touching base which is not the same as working.
			3. Another difference members discussed was that committee meetings are focused on talking collaboratively while office hours should be focused on carrying out specific tasks.
			4. Jennifer Kwock and Roanne Deabler as the co-chairs disagreed with the general consensus and shared the opinion that counting committee meetings as office hours is acceptable.
			5. Christine Peralta clarified that there should be enough to do during office hours that members shouldn’t need to count committee meetings to reach their required office hours.
			6. Members felt that committee meetings and office hours are two separate expectations in the CCB Charter as well as in the monthly stipend evaluations and thus should be separate.
			7. The co-chairs overruled this general agreement. They stated that committee meetings can be counted as office hours, but shouldn’t be the first priority.
		2. Another issue that surfaced this month regarding office hours was members not fully meeting the required hours in a week. The question: if members complete a fraction of the required hours, should they be awarded a fraction of a point? was posed to members.
			1. Puna Kalipi stated that it should be an all or nothing point. There should be no fractions. Ashley Kupau agreed and so did Christine Peralta.
			2. Ashley Kupau moved to approve weekly office hours being an all or nothing point for the stipend evaluation.
				1. Puna Kalipi and Lavender Oyadomari both seconded the motion.
				2. Tory Watanabe clarified that if the hypothetical half point were factored in, a member might end up in between stipend bracket levels and the score would be rounded down anyway.
				3. The motion carried unanimously.
	7. Proposed Fall Music and Media Events (Christine, Puna, Ashley, Moira)
		1. Looking at the draft of the Fall schedule:
			1. Christine Peralta requested that the September Movie Night date be switched with the Self Defense Workshop date.
			2. Christine Peralta also requested that the date for Warrior Tie Dye be switched to November 7.
				1. Both of these switches would be to facilitate the collaboration with the Men’s Basketball Team.
				2. When committees are collaborating with the team and shuffling ideas around, the question was posed whether they will need to check in with the co-chairs before making decisions. Roanne Deabler and Jennifer Kwock agreed that a formal check in would not be necessary. In order to keep everyone up to date, members should just CC the co-chairs on any e-mail collaborations.
				3. Roanne Deabler will forward along the e-mail from Jamie with more specifics for collaboration.
			3. When deciding upon movies to show for the coming semesters, members asked how the contract with Swank Motion Pictures works. Activities Council enters into a new contract with Swank Motion Pictures every school year. The fewer movies that the council decides to order, the more expensive per movie.
			4. Movie Nights are often requested by event attendees.
			5. Puna Kalipi pointed out that since movie nights are most frequent, that might just be the thing in the forefront of people’s minds.
		2. Members can shuffle around events as needed and don’t necessarily need to present the changes in the schedule at every meeting to be approved.
	8. Fiscal Deadlines (Stephanie)
		1. the last day for new requisitions and their subsequent invoices to be submitted will be June 4, 2014.
		2. All invoices for open Purchase Orders will be due by June 13, 2014.
		3. Notes:
			1. June stipends will be approved in July.
				1. Last day for Disbursement Vouchers is June 18, 2014 so the council will complete a pre-encumbrance by June 13 to cover June’s stipends.
			2. The Kuali Financial System is tentatively scheduled to be up and running for the next fiscal year starting Monday, July 7.
			3. P-cards may be used this summer throughout the year-end, but still only for applicable purchases.
	9. Remaining Purchases (Stephanie)
		1. Budget Purchases:
			1. Popcorn Machine: $1,500
			2. Cotton Candy Machine: $300
			3. The money to purchase new machines has already been approved for the current fiscal year and thus it won’t look like wasteful spending if the council decides to make these purchases, if they are indeed wanted and needed. The money has not been rebudgeted for next fiscal year however, so if the council chooses not to spend it, the money will be gone.
			4. Members decided to make these purchases. Tory Watanabe will talk to HTK (the current popcorn supplier) to discuss the different purchasing options.
		2. Other Purchases:
			1. There is a bit of money left over in the current fiscal year budget which can be put towards purchases members have discussed as necessary in the past. Also, due to budget constraints, these purchases really cannot be fit into the budget for next fiscal year or for the foreseeable future.
			2. Walkie Talkies: $240 each; earpiece, talk button, cord $44.95 each
				1. Members decided it would be beneficial to purchase four walkie talkies along with the various headsets.
				2. Puna Kalipi moved to approve the purchase of five walkie talkies and five earpieces.

Lavender Oyadomari seconded the motion.

The motion carried unanimously.

* + - 1. Computers:
				1. Dell: TBA, should be less than $1,560.16
				2. Mac: $1,307.85-$1,988.48 plus $124.61 for two-year warranty
				3. These quotes are for computers that will be replacing the current AC office computers except the current Mac.
				4. Members discussed the possibility of purchasing three Macs and a Dell PC.

Not everyone is as proficient with Mac computers.

* + - * 1. Members discussed the possibility of purchasing two Macs and two Dell PCs.
				2. Puna Kalipi moved to approve the purchase of two Macs and two Dell PCs.

Christine Peralta seconded the motion.

The motion carried unanimously.

* + - 1. The current available balance in the AC budget is $32,346.
				1. Summer events still need to be accounted for.
	1. Event Folders
		1. The new event folders were printed today and members were given a sample.
		2. If members haven’t done event folders for current events they should use the new ones.
		3. There is a large stack of blank sheets of the large folder sized paper in the AC office if members would prefer to fill out the form fillable version in Microsoft Word. If this is the preference, members should let Tory Watanabe, Stephanie Welin, Morgan Rapozo, or the co-chairs know as the AC office printer will not accommodate the large paper size and will need to be printed on the large copier in CC 211.
1. CCB Updates
	1. Budget Emails
		1. Roanne Deabler shared an e-mail with members which is meant to give insight into the budget process.
		2. The new fiscal year budget will not be finalized until later this week. The date changes discussed previously will be reflected in the new budget.
2. Advisor Comments
	1. Cards
		1. Keeping the…
		2. Stephanie Welin asked members if they would like to provide mahalo cards to the various areas of SLD for all the wonderful assistance they provide to AC.
		3. Members agreed to create and sign cards - Morgan Rapozo will carry this task out.
	2. AC Paper Plate Awards
		1. Fun internal awards for everyone to recognize the uniqueness of each member.
3. Upcoming Events
	1. Ho‘okani Mānoa Co-Sponsorship (5/7/14)
	2. Cram Jam (5/11~16/14)
4. Reminders
	1. May stipend evals are due to Tory by 5PM on Wednesday, May 28.
	2. Tory Watanabe will be off island and out of the office May 23 - May 27.
	3. Be prepared for every AC meeting by having a writing utensil, your meeting notes/minutes, paper, and your planner/calendar.
	4. 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.
	5. If you need help don’t forget to ask! We’re all working together.
	6. **Have a Great Summer, AC!**
5. Meeting adjourned at 6:51 PM.