UNIVERSITY OF HAWAII AT MANOA

CAMPUS CENTER BOARD ACTIVITIES COUNCIL

Meeting Minutes

Monday, November 25, 2013

CC 309 - 5:00 PM

1. Attendance

|  |  |  |
| --- | --- | --- |
| Members Present | Advisors Present | Staff Present |
| Jennifer Kwock | Alicia DeVoll | Camille Haasbeek |
| Roanne Deabler | Stephanie Welin | Tory Watanabe |
| Moira Miyasato |  |  |
| Lavender Oyadomari |  |  |
| Brysa Kato |  |  |
| Omar Neria |  |  |
| Leila Barangan  |  |  |

1. Call meeting to order at 5:00 PM .
2. Standing Items
	1. Minutes - November 20, 2013
		1. Accept minutes as amended in Google Docs.
	2. Agenda - November 25, 2013
		1. Accept agenda as presented.
3. Special Presentations
	1. Co-Sponsorship Proposal: International Student Association: International Night (3/15/14)
		1. Kayden Iwasaki and Vivian Chau, co-chairs of ISA, presented on their club’s International Night.
		2. Rehearsal day for the performers at the event would take place on 3/13/14. The actual event day would be 3/15/14.
		3. The goal of the International Student Association is to assist international students with developing leadership, communication, and teamwork skills.
		4. The goal of the event is to promote cultural exchange and interaction with as many UH students and members of the surrounding community as possible.
		5. Event Overview
			1. The event has been held annually since the Spring of 1999. It is traditionally open to the public and will remain open to the public this coming year.
			2. There will be cultural booths which will include food and other cultural information along with cultural performances such as dances and musicians.
				1. Auditions for the cultural performers will be held Feb 10-14.
			3. Event will take place from 5PM-9PM.
		6. From CCBAC, they are asking for:
			1. Funding for CC Ballroom and the equipment necessary
			2. Marketing (in order of priority)
				1. 2 banners (from M&G)
				2. 10 ground stakes (from M&G) - $152
				3. 2 weeks of a full newspaper (Ka Leo) page ad (3 issues per week) - $2850
				4. napkin dispensers for 2 weeks - $375
				5. 10 Ka Leo Rack Cards
				6. The printing of approximately 800 programs (from M&G) to include a booklet and a student passport.
		7. If AC does not co-sponsor the event, they will focus on fundraising and cutting back on the advertising they can do without.
		8. Lavender Oyadomari brought up a concern with the fact that that many MES equipment items have not be determined as many performers have different equipment needs.
			1. AC can sponsor “up to” a certain amount and if they end up going over, AC can revise or AC can say no.
		9. Last year AC sponsored all the rooms and the set up fees. AC did not sponsor the outside food fee or the clean up fee. AC sponsored MES equipment up to $370, 2 banners, program printing, and ground stakes. AC approved 1 Ka Leo ad, not all 3.
		10. Brysa Kato made a suggestion that AC pay for the banners and not the rack cards.
			1. It was noticed that the math on the budget was incorrect for the banners. Also, the banner width listed was not an option for banner width on the Ka Leo website.
		11. Brysa Kato made a motion to approve $985 for room reservations (not including outside food or clean up.
			1. Leila Barangan seconded
			2. Motion carried unanimously
		12. Issues regarding the equipment and advertising have been tabled until the next AC meeting (12/2/13).
			1. Jennifer Kwock will follow up with questions regarding the pricing of marketing items.
		13. Brysa Kato will be the liaison for this event.
4. Old Business
	1. Evaluative Recap of Great American Smokeout Co-Sponsorship
		1. There was an estimated attendance of 500.
		2. Communicating with Lisa was effective and prompt regarding the massage therapist, popcorn machine, etc.
			1. However, they didn’t advertise the massage therapist or popcorn to event goers, so it seemed a little wasteful.
			2. The popcorn machine was used for a longer period of time (one hour) than originally decided upon by AC. AC did not allocate extra supplies, so there was no increased cost.
		3. Lavender suggested co-sponsoring them again because they are easy to work with, they don’t ask for much, and it reaches a large portion of the student body.
5. New Business
	1. Fall 2013 Event Updates
		1. Manoa Laughs (12/3/13)
			1. Overview and Updates
				1. CAA has threatened to sue the University - however they haven’t held up their end of the contract either.
				2. CAA has a large pull in the industry and could therefore blacklist AC/UH.
				3. UH legal has suggested AC go through outside council if we want to cancel the event and fight the lawsuit.
			2. The event has not been confirmed, but AC will be proceeding as if it were.
			3. AC is waiting on Hawaii vendor compliance for Fluffy Inc.
				1. If they submit all forms and receive a status of compliant by the end of the day tomorrow, AC will have the event. If not, there will not be enough time to process the paperwork and AC will have to postpone the event.
			4. All MES reservations have been secured. If the event runs it will begin at 7 PM. Members will be responsible for marketing, selling tickets (in house printing), and being ushers on the day of the event.
			5. In case students express disapproval of the last minute nature of the event, members should apologize but not place blame on any one party.
			6. Originally, tickets were set to be $10 in advance, $20 at the door with a validated UHM student ID. If the event happens, the price of tickets will be revisited.
		2. Relay for Life Kick-Off Co-Sponsorship (12/4/13)
			1. Liaison: Leila Barangan
			2. Updates:
				1. Payment with the photobooth vendor is being finalized.
		3. La Mele Co-Sponsorship (12/6/13)
			1. Liaison: Leila Barangan
			2. Updates:
				1. They are debating whether to move to the Ballroom again, but at this time there are no amendments.
		4. Winter Ball (12/6/13)
			1. Lead: Moira Miyasato
			2. Co-Lead: Lavender Oyadomari
			3. Updates:
				1. Check-in sheet has been shared.
				2. Members should dress semi-formally. There is no strict color restriction.
				3. M&G has drafted a sign for the Instagram contest.
		5. Cram Jam (12/16-20/13)
			1. Lead: Jennifer Kwock
			2. No updates.
	2. November Highlights and Challenges
		1. Members shared their highlights and challenges for the month of November.
	3. What do I do if? Quiz - Alicia DeVoll
		1. Members were quizzed on their knowledge of our service areas.
		2. SLD Service Areas Tips Sheet - Tory Watanabe handed members a tips sheet containing information about various resources and staff members we have access to.
	4. Spring 2014 Training
		1. Potential Dates
			1. Sat. January 11
				1. Omar Neria will still be off island for this date.
			2. Sat. January 18
			3. Mon. January 20 (MLK holiday)
			4. Members expressed a strong preference toward Monday the 20th, but Campus Center may not be open. Tentatively, we are set for the 20th.
		2. Potential Training Topics
			1. Team building
			2. Planning timeline
			3. Strengths
			4. Liaison for co-sponsorships
			5. How to write an engaging e-blast
6. CCB Updates
	1. AC Office Space Reallocation Proposal
		1. No updates
7. Advisor Comments
	1. Critical Thinking and Expectations
		1. Members should try to reason through basic issues before asking questions.
		2. Communication should be done in a timely manner; preferably within 24 hours of the original message.
		3. Members should keep advisors in the loop on ALL information including pertinent e-mails.
		4. Members should keep the tardy/absence policy in mind along with all other member expectations.
	2. Fundraising discussion
		1. With the budget issues we have been having lately, members should begin thinking about possible fundraising options.
	3. Spring E-blasts needed
		1. In order for an e-blast to be sent out, it needs to be put on the UH calendar. In order to put it on the calendar, there needs to be at least a draft of the e-blast including date, time and place.
	4. Reminder to put away all supplies after event
		1. Items need to be put back in their specific places within a week after being used.
	5. Holiday Party reminder 5PM Saturday December 14th.
	6. Manoa Green Days & AC Office
		1. Turn Off & Unplug all electrical items
		2. Campus officially shuts down to conserve energy
			1. 11/28 - 12/1
			2. 12/21 - 1/6
	7. Upcoming Discussion Items
		1. Event Advertising
			1. With the unveiling of the Rec Center, how will we continue advertising without the barricades to hang fliers and banners?
		2. Event Satisfaction Survey
			1. We want to collect feedback after an event, so how should we go about doing this?
	8. Spring 2014 Event Reminders
		1. M&G
			1. Submit M&G orders for Spring events before Winter Break.
		2. Purchases
			1. Submit requests for purchases for upcoming Spring events before Winter Break.
		3. Volunteer Requests
			1. Submit requests to Stephanie Welin before Winter Break. Include in the request: date, location, time you want volunteers present.
	9. ACUI Reminders
		1. Presentations: CCB & AC
			1. Contact with CCB should be made before 12/2 to present at an upcoming CCB General Meeting.
			2. Please schedule a time to present for AC with Jennifer and Roanne before 12/2.
		2. Resource Binders
			1. Should be turned in before 12/2. Binders can be electronic or hard copy. Electronic copies should be shared via Google Docs with all AC members and office staff.
8. Upcoming Events
	1. Relay for Life Kick-Off Co-Sponsorship (12/4/13)
	2. La Mele Co-Sponsorship (12/6/13)
	3. Winter Ball (12/6/13)
	4. Cram Jam (12/16-20/13)
	5. Welcome Back Bash (1/17/14)
9. Holiday Reminders
	1. Vacation
		1. Sarah: Dec. 6 - Jan. 4 (Off Island)
		2. Alicia: Dec. 20 - Jan. 3 (Off Island)
		3. Stephanie: Dec. 23 - Jan. 3 (Off Island)
	2. Coverage
		1. Overall
			1. Jennifer Egami will be covering for Sarah Yap Chia
		2. Computer Lab
			1. Laura Shimabukuro will be covering the Computer Lab.
		3. M&G
			1. Stephanie Welin will be covering M&G.
	3. SLD Service Area
		1. Day after Thanksgiving
			1. SLD office will be closed, but the bookstore (8AM-2PM) and Subway (9AM-3PM) will be open.
		2. Winter Break
			1. all offices will be closed, but T&I (8:30AM-4:30PM M-F and Saturday 9AM-2PM) and the computer lab (9AM-6PM M-F) will be open the first week of January
				1. NSO will take place during the first week of January. They have not contacted AC with interest about a resource fair as of yet.
			2. M&G office will be closed, but they will be continuing work on SLD related projects. Members should continue to work on their advertisements for upcoming January and February events.
10. Reminders
	1. November self evaluations were due today, Monday, November 25 at 5PM. They are to be emailed to Camille. Reminder: We are using the new, revised stipend evaluation.
	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, December 2, 2013 - 5:00 PM - HEM 215**
11. Meeting adjourned at 7:18 PM.