UNIVERSITY OF HAWAII AT MANOA

CAMPUS CENTER BOARD ACTIVITIES COUNCIL

Meeting Minutes

Monday, November 4, 2013

CC 309 - 5:30 PM

1. Attendance

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

1. Call meeting to order at 6:01 PM.
2. Standing Items
	1. Minutes - October 28, 2013
		1. Accept minutes as amended in Google Docs.
	2. Agenda - November 4, 2013
		1. Accept agenda as presented.
			1. Add a letter “e” under Advisor Comments titled “AC Office Access”.
3. Old Business
	1. Evaluative Recap of Manoa’s Got Talent (11/1/13)
		1. Start:
			1. Supply wristbands for contestants so they can be easily identified.
			2. Have a section for contestants in the audience so they can watch other performances but still be kept track of.
			3. Supply walkie talkies for the people working in check-in, practice room, and on deck. The on deck person should have an earpiece so they do not disturb performances.
			4. Put up a sign that says “no outside food or drinks: water bottles accepted” so that contestants and other event goers may bring in water.
			5. Make sure members who are working are not eating during the event. If there is a case where a member is approved to eat, make sure they do it out of view.
			6. Have the EmCee make more CCBAC related announcements. For example, “this event is brought to you by the Campus Center Board Activities Council”.
			7. Have UH Productions film the performances.
			8. Take pictures with the winners of the contest and post them to our Facebook and Instagram.
			9. Have the contestants write a blurb about themselves and their acts in the application for the EmCee to say prior to their performance.
		2. Stop:
			1. Do not stall the time so much, if the event ends early then it ends early. Take only one or two intermission breaks.
		3. Continue:
			1. Keep the practice room open.
			2. Sell popcorn for at least the first hour of the event.
		4. Change:
			1. Allow 5 min total for set up, breakdown, and performance and include details about when and how long each will take.
			2. Schedule the contestants based on how long they say they need instead of giving everyone the same amount of time.
			3. Lay out the audience in a V shape instead of rectangular. Have fewer chairs in the front rows than in the back rows. This will allow the judges and back rows of viewers a better view of the dance floor.
			4. Combine the check in room and practice room by reserving 309 and 310 together and opening the wall between the two.
			5. The security company was too strict with AC/MES members.
			6. Request more change for cash box
			7. Close the check-in room/station once contestants are checked in.
			8. Move the food and drinks for the contestants to the practice room if the two rooms are separate.
			9. Order less food for the contestants i.e. only one tray of sandwiches.
			10. Offer napkins at the popcorn station.
			11. Begin planning the event at least three months in advance. Try to release the application as soon as possible.
			12. Include only a merit based raffle instead of having attendees take a raffle ticket as they walk in the door.
			13. Have older, more professional (non-student) judges to judge the contestants.
			14. For the name that song and artist game, choose different winners for each song. Play fewer songs and only allow audience members to win.
			15. For the Don’t Forget the Lyrics game, play the lyrics for a shorter amount of time. Don’t require audience members to actually sing in order to win.
		5. Attendance: ~250
4. New Business
	1. Fall 2013 Event Updates
		1. Movie Night: *Grown Ups 2* (11/8/13)
			1. Lead: Moira Miyasato
				1. Event Overview:

Set up for movie night at 5:30 PM.

Concessions will open at 6:00 PM.

The first showing will begin at 6:30 PM.

Concessions will reopen at 8:00 PM.

The second showing will begin at 8:30 PM.

100 hot dogs will be available for the first showing. 110 cookies will be available for the first showing.

50 hot dogs will be available for the second showing and 40 cookies will be available.

* + - * 1. Meeting Time and Place: 5 PM in the AC office
				2. Assign AC Member Tasks:

Cashier: Omar Neria and Moira Miyasato

Hot Dogs: Jennifer Kwock

Cookies: Brysa Kato

Popcorn: Lavender Oyadomari and Roanne Deabler

Cotton Candy: Leila Barangan

Ballroom Attendant: Alicia DeVoll

* + 1. Taste of Manoa (11/12/13)
			1. Event Time: 5-7PM
			2. Meet in CC 208.
			3. Wear AC shirts, AC ID badges, and closed-toe shoes. If you have long hair, please tie it up.
			4. Shifts:
				1. 4:45-6PM

 Brysa Kato

 Camille Haasbeek

 Leila Barangan

 Omar Neria

 Tory Watanabe

* + - * 1. 5:45-7PM

 Jennifer Kwock

 Lavender Oyadomari

 Moira Miyasato

 Roanne Deabler

* + 1. Rockin’ the Roots (11/15/13)
			1. Lead: Moira Miyasato
				1. Event Overview:

3 local bands will perform at the event from 7 PM - 10 PM. The first 2 bands will have 45 minutes to perform and the final band will have an hour.

BaLe will remain open until 9:00 PM.

So Roots will be selling CDs to event goers.

* + - * 1. Meeting Time and Place: AC office at 6:00 PM
				2. Assign AC Member Tasks:

EmCee: Lavender Oyadomari

Band Attendant: Leila Barangan

Floaters: Omar Neria, Moira Miyasato, Brysa Kato, Roanne Deabler, Jennifer Kwock

* + 1. Self-Defense Class (11/18/13)
			1. Lead: Roanne Deabler
			2. Updates:
				1. The M&G order is being revised and mats are being secured from SRS.
				2. There will be waiver forms for participants to sign at the event.
		2. Great American Smokeout Co-Sponsorship (11/21/13)
			1. Liaison: Lavender Oyadomari
			2. Updates:
				1. Lisa will be sending the advertisement this week.
				2. Lavender Oyadomari will follow up with popcorn machine needs soon.
	1. AC Eval Discussion Follow Up
		1. “Going Above and Beyond”
		2. Discretionary Points
			1. The council decided that each co-chair and each advisor will have the ability to grant one discretionary point. Members can gain up to 4 discretionary points.
			2. The top tier to receive the full stipend will be from 100 - 104 points. The second tier will be from 95-99 points. The following tiers will remain the same.
			3. Brysa Kato moved to approve the discretionary point being up to 4 points with each co-chair having one point to grant and each advisor having one point to grant.
				1. Omar Neria seconded the motion.
				2. The motion carried unanimously.
			4. The new discretionary point system will be enacted for the October stipend evaluations.
		3. Making Changes
			1. Members discussed the option of changing checkbox items to being on an “up to” system or keeping them on an all or nothing system. This means that each item would allow members to earn up to the full amount that the item is worth. The same scale that is used for member, chair, and advisor scores would be used.
				1. It was discussed that some of the checkbox items be “up to” and some of them be all or nothing.
			2. On an “up to” system, members would not be penalized for missing only one obligation out of the many for the month. Granting points would be up to the discretion of the evaluator.
			3. On an all or nothing system, members would simply not receive points for missing one obligation entailed in the item.
			4. Leila Barangan made a motion to approve having an “up to” system for all checkbox items.
				1. Brysa Seconded the motion.
				2. Concerns were brought up that not all checkbox items should be “up to”. Other concerns included not knowing who would decide the amount of points to award per checkbox item.
				3. Brysa Kato, Leila Barangan, Moira Miyasato, Lavender Oyadomari, and Omar Neria opposed the motion.

Motion was denied unanimously.

* + - 1. The discussion on checkbox items was tabled until the meeting on November 18.
		1. Questions and Concerns
1. AC Co-Sponsorships
	1. Overview & Goal
		1. Each requester must complete the attached proposal intake form. The council may co-sponsor events only when the Council is an equal participant in all phases of the program: planning, development, implementation, and evaluation. All programs implemented must be in accordance with University of Hawaii policies and procedures and the laws of the State of Hawaii. The name of the Campus Center Board Activities Council and its logo must be carried in all forms of publicity.
		2. Particular consideration will be given to those programs which:
			1. Enhance, supplement, or complement Council programs
			2. Benefit a significant portion of the University community
			3. Are non-discriminatory with regard to race, religion or political affiliation
	2. Critical Evaluation
	3. AC Liaison Role & Responsibilities
	4. This discussion has been tabled for a further meeting.
2. CCB Updates
	1. AC Office Space Reallocation Proposal
		1. The windows in the office in Campus Center will be fixed following the ACUI conference next week.
3. Advisor Comments
	1. AC Event Binder Reminders
		1. All of the binders are available at all times via Stephanie Welin’s office. Members should be signing them out on the Google Docs.
		2. When members update event binders, they should place all the content inside the binders and put the binders away, not simply place the content on Stephanie Welin’s desk or in her mailbox.
	2. ACUI Region 15 Conference (Nov. 11-14)
		1. Reminders
			1. Stephanie Welin will be out of the office Tuesday and Wednesday for ACUI duties. Thursday and Friday are still questionable. One-on-ones have been postponed for the entire week.
		2. Attendees Meeting
			1. Following the general meeting, ACUI attendees met to receive further information about the conference.
		3. Tour of Campus Center
			1. Tuesday, November 12
			2. 3-3:50PM
			3. Please be ready for tour participants to drop by the AC Office during this time.
	3. Manoa Maniac Representatives
		1. Alicia DeVoll brought up the fact that we are supposed to have 3 members from AC sitting on the Manoa Maniacs council. It is not necessary but it possible for anyone who is interested.
	4. Holiday Party Ideas
		1. We are planning a holiday party for AC members.
		2. We can open it up to CCB or MES depending on who the members would like to invite.
		3. We would like to include a Secret Santa or White Elephant.
		4. The party will take place on Saturday, December 14 in the evening.
	5. AC Office Access
		1. Stephanie Welin is changing the code to the office because of the number of changing members. The office should only be accessible by current members. The code is confidential information.
4. Upcoming Events
	1. Movie Night: *Grown Ups 2* (11/8/13)
	2. Taste of Manoa (11/12/13)
	3. Rockin’ the Roots (11/15/13)
	4. Self-Defense Class (11/18/13)
	5. Great American Smokeout Co-Sponsorship (11/21/13)
5. Reminders
	1. November self evaluations are due by November 25 by 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 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. **Friday, November 15, 2013 - 4:00 PM - CC 310**
			1. The AC meeting room will always be open half an hour (3:30PM) before the start of each AC meeting for AC members’ committee meetings.
6. Meeting adjourned at 8:11 PM.