UNIVERSITY OF HAWAII AT MANOA

CAMPUS CENTER BOARD ACTIVITIES COUNCIL

Meeting Minutes

Monday, October 21, 2013

HEM 215 - 5:00 PM

1. Attendance

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

1. Call meeting to order at 5:05PM.
2. Standing Items
	1. Minutes - October 14, 2013
		1. Accept minutes as amended in Google Docs.
	2. Agenda - October 21, 2013
		1. Accept agenda as presented.
			1. Add a letter E under new business - Office Updates.
			2. Add a letter D under advisor comments - Office Hours.
3. Special Presentation
	1. Acasia Hokama, Colleges Against Cancer
		1. Co-Sponsorship Proposal- Relay for Life Kick-Off: Wednesday, December 4, 2013
		2. Participants of the event will visit various stations around the Hemenway Courtyard which will provide information on signing up for Relay for Life, offer activities and prizes, offer merchandise for fundraising sales, etc.
		3. Attendance is expected to be approximately 300 people.
		4. Colleges Against Cancer is asking for:
			1. A photo booth from Photo Ops Hawaii for 2-4 hours at a discounted price of $175 which will draw students to the event. It will also have the Relay for Life logo on the pictures which will provide publicity for the organization.
			2. Without funding from CCBAC, Colleges Against Cancer would take pictures with personal cameras at the event and post them online.
		5. Brysa Kato moved to approve the use of $175 for a photo booth for the Relay for Life Kick-Off event.
			1. Leila Barangan seconded the motion.
			2. The motion carried unanimously.
		6. Leila Barangan will be the liaison for this event and assist Colleges Against Cancer with contacting local bands.
4. Old Business
	1. Evaluative Recap of Monte Carlo Night (10/18/13)
		1. Start:
			1. Allow more time to blow up and set up balloons prior to the event.
			2. Include more blackjack tables around the gambling area.
			3. Create different check-in columns in google docs as many names were accidentally deleted while people were trying to simultaneously check in.
			4. Add a dancefloor in the ballroom so event goers can dance to the live music.
			5. List the prizes that are available to win next to the raffle drum so participants know what they may get.
			6. Add a photo booth instead of simply the backdrop for pictures.
		2. Stop:
			1. No longer order the big circular tables from Just Like Vegas.
		3. Continue:
			1. Hire a band to provide live music.
			2. Bring in Island Oasis Smoothies to run a mocktail/smoothie bar.
			3. Keep the same or a similar food order.
			4. Set out the chocolate poker chips at tables around the ballroom.
			5. Require AC members to dress in semi-formal attire.
		4. Change:
			1. Set up the registration table in a slanted manner meaning not flat against the wall. This will keep the flow of the line running more smoothly.
			2. Place trash cans within the food area.
		5. Attendance: around 150, possibly more because of deletion problems on the check in sheet.
5. New Business
	1. Fall 2013 Event Updates
		1. Co-Sponsorship: Career Fair (10/22/13)
			1. Liaison: Leila Barangan
			2. Alicia DeVoll will be present at the table from 10 AM - 2 PM.
			3. Leila Barangan proposed the use of 100 promo items consisting of the leftover notebooks and the remaining quantities of other miscellaneous items we have.
				1. Moira Miyasato moved to approve the use of 100 promo items.

Brysa Kato seconded the motion.

The motion carried unanimously.

* + 1. Homecoming Warrior Tie-Dye (10/22/13)
			1. Lead: Jennifer Kwock
			2. Co-Lead: Moira Miyasato
			3. Day of lead: Roanne Deabler
			4. Event Overview:
				1. Set up will take place from 3:30 - 4.

Signs will be placed around the courtyard.

Foil trays, dyes, trash bags, and paper towels will be placed at each dye station.

4 cork boards will be placed at the check-in table.

* + - * 1. The event begins at 4:30 and lasts until 6:30.
			1. Meeting Time and Place: 3:30 in the AC office
			2. Assign AC Member Tasks:
				1. Check In Table: Omar Neria, Brysa Kato
				2. Rubber Band Station: Leila Barangan, Lavender Oyadomari
				3. Tie-Dye Tables/Floaters: Leialoha White, Taylor Wong, Moira Miyasato
				4. Dye Re-filler/Floater: Roanne Deabler
		1. Ka Leo Arts Festival Tabling (10/24/13)
			1. 3-8PM: Leila Barangan, Lavender Oyadomari
			2. 5:30-8PM: Allyson Arrieta
		2. Co-Sponsorship: Ka Leo Arts Fest Arts Garden (10/24/13)
			1. Liaison: Roanne Deabler
			2. Updates: 2 of the bands have been finalized and contracted - Bassick Concept and Da Push-O-Verse. Still waiting on forms from JAI the Band and Camile Velasco.
		3. Homecoming Fair (10/25/13)
			1. Lead: Allyson Arrieta
			2. Event Overview:
				1. AC is only responsible for helping with breakdown and clean-up at 7:30PM.
				2. Members should wear either their CCBAC shirts or the Homecoming shirts provided.
				3. Closed toed shoes are required.
			3. Meeting Time and Place: 7:30PM at Info Tent on the T.C. Ching Field.
			4. Assign AC Member Tasks: Breakdown & Clean-Up
		4. Manoa’s Got Talent (11/1/13)
			1. Application deadline extended to Friday, October 25 at 4PM
		5. Self Defense Class added (11/18/13)
			1. Lead: Roanne Deabler
			2. Updates: The event will take place in the Campus Center Ballroom in the evening. The instructor for the event has been contacted and will most likely teach the event for free.
	1. Career Fair Tabling
	2. ACUI Conference proposal to CCB- Alicia DeVoll
		1. AC members do not need to fill out an application for ACUI, they simply need to send an e-mail to CCB stating they want to attend.
	3. AC Eval Discussion Follow Up
		1. “Going Above and Beyond”
		2. Discretionary Points
		3. Making Changes
		4. Questions and Concerns
		5. This issue has been shelved until next week as advisor Stephanie Welin had to attend the CCB meeting in place of leading this discussion.
	4. Office Updates
		1. The AC office will be having window renovations on Thursday 10/24 and Friday 10/25. The Event Coordinator desk and the Executive Assistant desk will be moved and unusable on those days.
		2. The conference room in CC208 has been booked on Thursday and Friday for members to do office hours if necessary.
1. CCB Updates
	1. AC Office Space Reallocation Proposal
		1. Facilities Management committee are still looking for an alternate space for the AC office.
2. Advisor Comments
	1. ACUI Region 15 Conference (Nov. 11-14)
		1. SECLS Coverage
		2. Waikiki Photo Scavenger Hunt Suggestions
			1. Members should send any ideas for points of interest for a scavenger hunt.
	2. CTAHR Volunteers: October 23, 2013
	3. In Meeting Training: November 18, 2013
	4. Office Hours
		1. All members are required to do weekly office hours. Part-time members must do one hour a week and full-time members must do two hours a week.
		2. Members can use office hours to work on any AC related tasks whether it be for their own events or other AC events.
3. Upcoming Events
	1. Co-Sponsorship: Career Fair (10/22/13)
	2. Homecoming Warrior Tie-Dye (10/22/13)
	3. Co-Sponsorship: Ka Leo Arts Fest Arts Garden (10/24/13)
	4. Homecoming Fair (10/25/13)
	5. Manoa’s Got Talent (11/1/13)
4. Reminders
	1. October self evaluations are due by October 28 by 5PM. They are to be emailed to Camille. Reminder: We will be using the new, revised stipend evaluation.
	2. Alicia will be out of the office October 23-27, 2013 for a College Media Conference. She will be in New Orleans 5 hours ahead.
	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. **Next Meeting**
		1. **Monday, October 28, 2013 - 5 PM - CC 309**
			1. The AC meeting room will always be open half an hour (4:30PM) before the start of each AC meeting for AC members’ committee meetings.
5. Meeting adjourned at 6:11PM.