UNIVERSITY OF HAWAII AT MANOA

CAMPUS CENTER BOARD ACTIVITIES COUNCIL

Meeting Minutes

Monday, October 7, 2013

CC 309 - 5:00 PM

1. Attendance

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

1. Call meeting to order at 5:03PM.
2. Standing Items
   1. Minutes - September 30, 2013
      1. Accept minutes as amended in Google Docs.
   2. Agenda - October 7, 2013
      1. Accept agenda as presented.
         1. add letter E under new business - movie night supplies.
         2. add letter F under new business - chair announcements.
         3. add letter E under advisor comments - committee reassignments.
3. Old Business
   1. Evaluative Recap of Movie Night: *Monsters University* / Create-a-Bear (10/4/13)
      1. Movie Night
         1. Start:
            1. Set up for the event earlier.
            2. Ask customers how many script they want when they initially buy their script.
            3. Ask Starbucks to remain open longer so that customers can get other sources of food and drinks.
         2. Stop:
            1. Never bring cotton candy machine and popcorn machine back to the office uncleaned.
         3. Continue:
            1. Have CCB volunteers help with the event.
            2. Have 2 cashiers so that one person can hand out the script while the other takes the cash.
         4. Change:
            1. Provide small cups for water so that customers who don’t buy soda can hydrate.
            2. Request more change for movie night.
            3. Allocate more food for the second showing.
            4. Take breaks from popcorn machine and cotton candy machine to allow machines to cool down and allow AC members to rest.
            5. Specify whether customers can buy scripts during breaks in food serving and then cut the line once food begins again.
         5. Attendance: 1st Showing: 393, 2nd Showing: 215
      2. Create-a-Bear
         1. Start:
            1. Take a picture to remember how to reset the dining room.
            2. Make a sign that specifies customers can design their t-shirts.
            3. Put fluffing instructions on each table.
         2. Stop:
            1. No longer order mocha bears because they were not very popular.
         3. Continue:
            1. Reserve the dining room and keep the line running through the executive dining room. The layout was spacious and efficient.
            2. Sell polar bears and pandas because they were the most popular of all the animals.
            3. Sell animal t-shirts. They were incredibly popular and sold out quickly!
            4. Walk around the event to check on customers.
            5. Offer fabric pens to event goers to decorate animal t-shirts.
         4. Change:
            1. Order more one dollar bills for change.
            2. Possibly increase the animal price.
            3. Remind participants to fluff their stuffing.
         5. Attendance: about 445
4. New Business
   1. Fall 2013 Event Updates
      1. Going Green to Da Game (10/9/13)
         1. Lead: Leialoha White
         2. Co-Lead: Jennifer Kwock
         3. Event Overview:
            1. Event goers will be given green t-shirts to cut up into 3 different designs. Instructions for each design will be taped to each table.
         4. Meeting Time and Place: 4:30 in the AC office.
         5. Assign AC Member Tasks:
            1. Check-in: Lavender Oyadomari
            2. T-shirt distributors: Omar Neria and Moira Miyasato
            3. Design 1 monitors: Brysa Kato
            4. Design 2 monitors: Jennifer Kwock and Allyson Arrieta
            5. Design 3 monitors: Leila Barangan and Roanne Deabler
      2. Movie Night: *Iron Man 3* (10/11/13)
         1. Lead: Moira Miyasato
         2. Event Overview:
            1. The first showing will begin at 6:30 PM.
            2. The second showing will begin at 9:00 PM.
            3. Food will be available at 6:00 PM and again at 8:30 PM. The concessions will be closed at the discretion of AC members working.
            4. Hot dogs, Subway cookies, popcorn, and cotton candy will be available for purchase.
         3. Meeting Time and Place: 4:45 in the AC office.
         4. Assign AC Member Tasks:
            1. Cashier: Roanne Deabler and Jennifer Kwock
            2. Hot dogs: Brysa Kato
            3. Cookies: Omar Neria
            4. Popcorn: Taylor Wong and Leila Barangan
            5. Cotton Candy: Lavendar Oyadomari
            6. Clean up crew: Leialoha White, Tory Watanabe
      3. Monte Carlo Night (10/18/13)
         1. Lead: Brysa Kato
         2. Co-Leads: Jennifer Kwock and Omar Neria
         3. Semi formal attire will be required for attendees. AC members will not wear CCBAC shirts, they will wear all black. Accessories should be limited to metallics or red in color.
      4. Co-Sponsorship: Career Fair (10/22/13)
         1. Liaison: Leila Barangan
         2. Updates:
            1. Signs for the event are being made.
            2. We will be giving away an iPod at the fair.
      5. Homecoming Warrior Tie-Dye (10/22/13)
         1. Lead: Jennifer Kwock
         2. Co-Lead: Moira Miyasato
         3. No updates at this time.
      6. Co-Sponsorship: Ka Leo Arts Fest Arts Garden (10/24/13)
         1. Liaison: Roanne Deabler
         2. No updates at this time.
      7. Ka Leo Arts Festival Tabling (10/24/13)
         1. Proposal: promo items
            1. Allyson Arrieta proposed the use of our promo items to give out to festival goers.

10 Mr. Highlighters, 10 notebooks, 10 iPhone/iPad stands, 10 stylus pens, 10 drawstring bags, 10 Vapor bottles, 10 fans, 10 neon green pens, 10 USB drives, 10 umbrellas.

We will either use the CCB prize wheel or have festival goers roll a set of dice after either liking us on Facebook or following us on Instagram.

* + - * 1. Moira Miyasato moved to approve the above 100 promo items for the Ka Leo Arts Festival.

Brysa Kato seconded the motion.

The motion carried unanimously.

* + 1. Manoa’s Got Talent (11/1/13)
       1. Proposal: promo items
          1. Allyson Arrieta proposed the use of our promo items to use as raffle prizes and intermission game prizes at Manoa’s Got Talent.

8 combinations of a Mr. Highlighter and a notebook.

7 combinations of an iPod/iPad stand and a stylus pen.

6 drawstring bags.

36 promo items in total.

* + - * 1. Taylor Wong moved to approve the use of the above promo items.

Omar Neria seconded the motion.

The motion carried unanimously.

* + - 1. Applications are available!
  1. Guest Speaker Ideas for Spring- Alicia DeVoll
     1. Alicia DeVoll and Leialoha White have been looking into guest speakers for Spring semester. Alicia will be sending out resources for various speakers to members in the following weeks.
     2. Members should provide ideas and feedback to Alicia DeVoll.
  2. SPAM Family Happy Hour advertisement request - Tory Watanabe
     1. Student Parents at Manoa have asked AC to put their advertisements on our website to help gain a better presence with the UH community.
     2. In exchange, SPAM will continue to use the banner with our logo on it to advertise each happy hour.
     3. The council as a whole agreed to grant this request.
  3. AC Lead, Co-Lead, and Committee Responsibilities Chart - Tory Watanabe
     1. Tory Watanabe gave each member a venn diagram to describe the responsibilities discussed at the AC retreat in September.
     2. The diagram is not meant to be a specific guide, each event is different and the committees can decide to follow it at their discretion.
  4. Movie Night Supplies
     1. We used over 50 concession trays at the movie night this past Friday - more than we have ever used in one night.
     2. We are down to approximately 8. Tory Watanabe asked the council if more should be ordered.
        1. The council agreed to order one case of 250 concession trays to have on hand for future movie nights.
        2. The trays will continue to be sold for $0.25 each.
  5. Chair announcements
     1. Allyson Arrieta will be stepping down from the AC chair position due to family problems. She will be staying on as a volunteer and providing support when she can.
        1. She will officially step down in two weeks - 10/21/13.
     2. Members can nominate themselves or each other for the chair position in the coming weeks.

1. CCB Updates
   1. AC Office Space Reallocation Proposal
      1. Allyson Arrieta spoke with Matt Nagata last week. Matt said there are a few issues with our proposal.
         1. The windows are leaking in the office space however they will not be repaired until after ASUI in November.
         2. There is an access issue to the office. The only entrance is through the computer lab and it would be extra liability to allow all of AC access to the computer lab.
2. Advisor Comments
   1. Stipend Evaluation Input
      1. After using the new system for stipend evaluations, Alicia DeVoll asked members how they would most like to provide feedback about the new system. Members decided to provide anonymous feedback at next week’s meetings.
   2. Using Survey Results in Planning Events
      1. Members should take advantage of the results from the surveys that have been filled out by event goers.
   3. In Meeting Training Reminder (10/14/13)
      1. In our next AC council meeting, we will be doing an in meeting training session. Because of the training, the meeting will be longer than usual.
   4. Communication Reminder
      1. Stephanie Welin reminded members to communicate with not only one another, but with staff members and advisors as well. We are all here to help!
   5. Committee Reassignments
      1. With changes in the membership in AC, the committees will need to be shifted around to provide more of a balance for AC.
3. Upcoming Events
   1. Going Green to Da Game (10/9/13)
   2. Movie Night: *Iron Man 3* (10/11/13)
   3. Monte Carlo Night (10/18/13)
4. Reminders
   1. September 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 from October 23-27, 2013 for a College Media Conference.
   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 14, 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 6:38PM.