UNIVERSITY OF HAWAII AT MANOA

CAMPUS CENTER BOARD ACTIVITIES COUNCIL

Meeting Minutes

Monday, September 23, 2013

HEM 215 - 5:00 PM

1. Attendance

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

1. Call meeting to order at 5:02 PM.
2. Standing Items
	1. Minutes - September 3, 9, & 16, 2013
		1. Accept minutes as amended in Google Docs.
	2. Agenda - September 23, 2013
		1. Accept agenda as presented.
		2. Add letter A under New Business: proposal for use of popcorn machine
3. Old Business
	1. Evaluative Recap of Karaoke Night (9/20/13)
		1. Start:
			1. Find a way to display the competition order so everyone knows who is singing and when.
			2. Having backup sign up sheets.
			3. Having order numbers to assign to participants so people know when to be ready
		2. Stop:
			1. The use of 203E as one of the karaoke rooms because many participants couldn’t find it.
			2. Having members meet so early before the event begins.
			3. Ordering fruit punch.
		3. Continue:
			1. Ordering the same amount of food.
			2. The system of judging.
			3. Using the ballroom as one of the locations for karaoke night.
		4. Change:
			1. Open registration for the competition earlier in the night.
			2. Order more fruits.
			3. Set more strict guidelines for the judges when they’re evaluating competitors.
			4. Move the competition from the Campus Center forum to the Campus Center Ballroom
		5. Attendance: ~200
4. New Business
	1. Proposal for use of popcorn machine
		1. Thomas (speaking for Tasha) from the Hui Ola Pono Public Health Student Organization.
		2. Thomas requested use of the popcorn machine for the organization’s movie night on Tuesday, October 22nd in BioMed D207.
			1. The movie being shown is Ola, a local film about Hawaii’s health care system.
			2. The popcorn would be an extra draw for people to attend the event. The event is open to the public.
			3. The organization requested use of only the machine, no popcorn.
			4. The organization will come and pick up the machine on the day of the event; CCBAC will not be in charge of machine delivery.
		3. Leialoha White moved to approve the above proposal
			1. Jennifer Kwock seconded the motion
			2. The motion carried unanimously
	2. Fall 2013 Event Updates
		1. SPAM Family Happy Hour Co-Sponsorship (9/25/13)
			1. Liaison: Tory Watanabe
				1. Leialoha White will also attend the event to assist Tory Watanabe.
				2. Together, they will pass out bubbles as promo items to children attending the event. They will also display stuffed animals to promote create-a-bear.
			2. Office Hours task for Monday 9/23 thru Wednesday 9/25
				1. Members should put printed Campus Center Board label stickers on bubble canisters during their office hours before Wednesday 9/25.
		2. SLD Facilities Golf Tournament (9/27/13)
			1. Will take place at the Pearl Country Club
			2. Volunteers are needed to par three holes 10:30 AM - 6:00 PM.
				1. Volunteers aren’t required to stay for the entire length time, but it is preferred if possible.
		3. Movie Night: *Monsters University* / Create-a-Bear (10/4/13)
			1. Movie Night
				1. Lead: Taylor Wong
				2. Updates

Taylor Wong added 25 hot dogs, 25 Subway sandwiches, and 25 Subway cookies on to the food order as the crowd will be larger due to the create-a-bear event.

* + - 1. Create-a-Bear
				1. Lead: Jennifer Kwock
				2. Co-Lead: Roanne Deabler
				3. Updates:

Members should help prestuff bags for create-a-bear animals during their office hours

* + 1. Going Green to Da Game (10/9/13)
			1. Lead: Lei White
			2. Co-Lead: Jennifer Kwock
			3. Updates:
				1. The volleyball/football teams will not be present at the event, but the events and the ad will encourage everyone to go to the volleyball game on Saturday, October 12.
		2. Movie Night: *Iron Man 3* (10/11/13)
			1. Lead: Lei White
			2. No updates
		3. Monte Carlo Night (10/18/13)
			1. Lead: Brysa
			2. Co-Leads: Jennifer Kwock and Omar Neria
			3. Updates:
				1. The food order is being put together.
				2. The band has been contacted to see if they are interested in playing again. Jennifer Kwock will follow up again soon.
	1. CSO Installation Ceremony Reminder
		1. Wednesday, September 25, 6-8:30PM, Campus Center Ballroom
			1. Business Casual attire
	2. Spring 2014 Event Schedule
		1. Allyson Arrieta put together a tentative Spring 2014 schedule based upon room/location availability and the suggestions that were brought up at the last meeting.
		2. There is a movie night on Valentine’s Day which will give the lead an option of making it unique
		3. Wellness and Culture has 3 extra potential events scheduled and Games and Rec has one extra potential event.
1. CCB Updates
	1. AC Office Space Reallocation Proposal
		1. The Facilities Management committee of CCB did not go over our proposal, so this has been shelved for the next two weeks.
2. Advisor Comments
	1. Ka Leo Ads
		1. AC has 1 three quarter page ad in Ka Leo each week with CCB, Rec Sports Council, and Signature Programming. Members can ask to include any new information in the ad each week. New information should be sent to Stephanie Welin and she will pass the information on to Ka Leo.
	2. Outside Food and Drink Request Reminders
		1. Sodexo has right of refusal meaning that they have the authority to disapprove our use of outside food vendors.
		2. Requests for passing out drinks must go through Stephanie Welin and Shawn Kyono. University of Hawaii at Manoa is a Pepsi school meaning that Pepsi has right of refusal in terms of drinks.
		3. Whatever the request is, it should support the theme of the event. The MES outside food and drink waiver needs to be completed.
		4. The request needs to be processed in a timely manner so accommodations can be made.
	3. Signature Programming Events
		1. Signature Programming works with us on many vendor heavy events.
		2. They also work with other organizations such as Manoa Maniacs to schedule things like viewing parties for away football games.
		3. Since they are a part of CCB, we as a council need to support them! As such, their away football game viewing party schedule has been added to the AC website.
	4. Stipend Evals and Process
		1. Questions and concerns
			1. If members miss something due to class or a class related activity, they do not lose any part of their stipend. Members were reminded to follow the outlined procedures in the AC member expectations regarding absences and tardies.
			2. The evaluations are more lengthy now because the old evaluations did not seem to encompass enough information.
			3. The peer component of the evaluation process will happen at the last AC meeting of the month. Members will announce their self score and explain why via the highlights and challenges portion. Other members are encouraged to provide feedback on each others scores.
			4. Part-time members should ask Allyson Arrieta which events are appropriate to take off. Events such as Create-a-Bear/Movie Night are all hands on deck type of events and part-time members should not take these off.
	5. ACUI Region 15 Conference Info Meeting Reminder
		1. Monday, September 23
		2. Following the CCB General Meeting (~7PM)
		3. CC 308
3. Additional Items
	1. Retreat evaluations are due to Tory Watanabe today.
4. Upcoming Events
	1. SPAM Family Happy Hour Co-Sponsorship (9/25/13)
	2. SLD Facilities Golf Tournament (9/27/13)
	3. Movie Night: *Monsters University* / Create-a-Bear (10/4/13)
	4. Going Green to Da Game (10/9/13)
	5. Movie Night: *Iron Man 3* (10/11/13)
5. Reminders
	1. September self evaluations will be due on Monday, September 30 by 5PM. They are to be emailed to Camille. Reminder: We will be using the new, revised stipend evaluation form starting this month.
	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. **Monday, September 30, 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.
6. Meeting adjourned at 6:14 PM.