UNIVERSITY OF HAWAII AT MANOA

CAMPUS CENTER BOARD ACTIVITIES COUNCIL

Meeting Minutes

Monday, September 30, 2013

CC 309 - 5:00 PM

1. Attendance

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

1. Call meeting to order at \_5:01PM .
2. Standing Items
	1. Minutes - September 23, 2013
		1. Accept minutes as amended in Google Docs.
	2. Agenda - September 30, 2013
		1. Accept agenda as presented.
			1. add under advisor comments - item C shirt inventory and item D program folder evaluations
			2. add item D under new business: promo items
3. Old Business
	* 1. Evaluative Recaps
		2. SPAM Family Happy Hour Co-Sponsorship (9/25/13)
			1. Liaison: Tory Watanabe
			2. The event was successful and helped AC to connect with student parents; a group we typically don’t interact with much.
		3. SLD Facilities Golf Tournament (9/27/13)
4. Presentations
	1. Lei White, Black lights Request: Student Housing Services: Moonlight Madness (10/18/13)
		1. Leialoha White requested use of all working blacklights for the housing dance on 10/18/13. The lights will be returned on Monday, 10/21/13.
		2. Taylor Wong moved to approve Student Housing Services use of the blacklights for the Moonlight Madness event in the Gateway Dining Hall.
			1. Omar Neria seconded the motion
			2. The motion carried unanimously
	2. Loke Fergerstrom, Co-Sponsorship Proposal: La Mele 2013 (12/6/13)
		1. La Mele is an full day event (8 AM - 9 PM) open to students and others in the community to discuss and teach Hawaiian culture.
		2. The event would begin in Campus Center Ballroom and then move to the Hemenway Courtyard for the evening activities.
		3. Last year, CCB AC granted funding to La Mele. Attendance for last year’s event was over 500 for the morning portion.
		4. Ka Waihona A Ke Aloha requested
			1. $3,000 for four entertainment guest artists
			2. $375 for the reservation of Campus Center for the day
			3. $300 for sound equipment
			4. $450 for security
			5. $850 for promotional books for special guests and judges
			6. $958.62 for promotional items (flash drives) for special guests and judges
			7. $1707 for catering for staff, students, and children coming from charter schools
				1. If money for food is not approved, students can bring lunch from home and the event will not be affected.
		5. Brysa Kato moved to approve $4,125 for La Mele on 12/6/13
			1. $1,000 for first guest artist, $1,000 for second guest artist, $500 for third guest artist, $500 for fourth guest artist, $375 for the Campus Center Ballroom room reservation, $300 for sound equipment, and $450 for security.
			2. Leialoha White seconded the motion
			3. Motion carried unanimously
5. New Business
	1. Welcome New Members, Leila Barangan and Lavender Oyadomari!
		1. They are to be officially seated at the CCB General Meeting next week Monday, October 7.
	2. AC Member September Highlights and Challenges
		1. Members shared their highlights and challenges from the month of September.
	3. Fall 2013 Event Updates
		1. Movie Night: *Monsters University* / Create-a-Bear (10/4/13)
			1. Movie Night
				1. Lead: Taylor Wong
				2. Event Overview

6:30 PM first showing of Monsters University.

8:00 PM concessions will reopen between showings.

8:30 PM second showing of Monsters University.

Hot dogs, Subway sandwiches and cookies will be available for sale.

* + - * 1. AC Meeting Place and Time: 3:30 PM in the AC office
				2. AC Tasks

Cashiers: Moira Miyasato and Leila Barangan

Hot dogs: CCB volunteer

Cotton Candy: Leialoha White

Cookies: David Doucette (first showing), Omar Neria (second showing)

Popcorn: Taylor Wong

Subway sandwiches: Allyson Arrieta (first showing), Brysa Kato (second showing)

Clean up crew between showings: CTAHR volunteers

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

Event will begin at 6 PM and run until the supplies are gone

It will be in the Campus Center Dining Room (a first for this event)

AC members need to assist with cleanup after the event.

* + - * 1. AC Meeting Place and Time: 3:30 PM in the AC office
				2. AC Tasks:

Cashiers - Omar Neria and Brysa Kato

* + - * 1. Frequently asked questions:

The event is open to the public

Animals will cost $6. Animal T-shirts will cost $1. Limit one animal and one shirt per customer.

The line will enter from the main entrance, wrap along the leftmost wall, and enter into the executive dining room. From there, it will zig zag through the executive dining room and finally exit at the back of the dining hall to buy their animals and stuffing. Customers can line up an hour before the event.

* + 1. Going Green to Da Game (10/9/13)
			1. Lead: Leialoha White
			2. Co-Lead: Jennifer Kwock
			3. No Updates
		2. Movie Night: *Iron Man 3* (10/11/13)
			1. Lead: Leialoha White
			2. No Updates
		3. Monte Carlo Night (10/18/13)
			1. Lead: Brysa Kato
			2. Co-Leads: Jennifer Kwock and Omar Neria
			3. No Updates
		4. Co-Sponsorship: Career Fair (10/22/13)
			1. Liaison: change from Mitchell Sakuda
				1. The leason’s job is to obtain the iPod touch and get the ground stakes printed.
		5. Homecoming Warrior Tie-Dye (10/22/13)
			1. Lead: Leialoha White
			2. Co-Lead: Jennifer Kwock
		6. Co-Sponsorship: Ka Leo Arts Fest Arts Garden (10/24/13)
			1. Liaison: Roanne Deabler
				1. Tabling at the Arts Fest from 3 PM - 8 PM

Leila Barangan and Lavender Oyadomari will run the table.

* 1. Promo items
		1. We received new promo items last week
			1. Mr. Highlighter
			2. Stylus pens
			3. Notebooks
			4. IPhone/ iPad stand
			5. Drawstring bags
1. CCB Updates
	1. AC Office Space Reallocation Proposal
		1. Has not been looked over by CCB yet.
2. Advisor Comments
	1. Meeting Prep and Follow Up Reminder
		1. Members need to be ready for all meetings with a writing utensil, paper, a calendar, and any notes from past meetings.
	2. Continuous Training: Strengths, Difficult Situations
		1. AC Meeting: Monday, October 14
	3. AC Shirt Inventory
		1. Alicia DeVoll inventoried the shirts and 3 of them are missing.
			1. Tory Watanabe and Allyson Arrieta said they each have one shirt.
			2. There is still one shirt that is unaccounted for. Please notify Alicia DeVoll if you have any information or have a shirt that has not been documented.
	4. Program Folder Evaluations
		1. Members need to turn in their folder evaluations within 2 to 3 weeks after each event.
		2. They need to print, hole punch and put in the appropriate binders
3. Upcoming Events
	1. Movie Night: *Monsters University* / Create-a-Bear (10/4/13)
	2. Going Green to Da Game (10/9/13)
	3. Movie Night: *Iron Man 3* (10/11/13)
4. Reminders
	1. September self evaluations were due today, September 30 by 5PM. They were to be emailed to Camille. Reminder: We will be using the new, revised stipend evaluation form starting this month.
	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 7, 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 \_\_6:34PM\_.