UNIVERSITY OF HAWAII AT MANOA

CAMPUS CENTER BOARD ACTIVITIES COUNCIL

Meeting Agenda

Monday, September 9, 2013

CC 309 - 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 5:30 PM.
2. Standing Items
	1. Minutes - September 3, 2013
		1. Accept minutes as amended in Google Docs.
	2. Agenda - September 9, 2013
		1. Accept agenda as presented.
		2. Allyson Arrieta added letter k to new business -- CCB updates
3. Old Business
	1. Evaluative Recap of Welcome Back Bash (9/6/13)
		1. Start:
			1. Signs for the event need to be made in advance.
			2. Event leads need to look for performers as soon as possible; months in advance if they can.
			3. Members need to bring any security issues to Stephanie and Alicia and the lead security personnel as soon as possible.
		2. Stop:
			1. Signage being made on the day of the event needs to stop happening.
			2. Looking for performers at the last minute should also stop.
		3. Continue:
			1. It is helpful to put up signs to indicate where event goers need to go and other general instructions.
			2. We should keep working with Hot Hawaiian Nights if no other performers can be contracted.
		4. Change:
			1. The AC table should be run for less time and earlier on in the event timeline as it is difficult to interact with event goers over the loud music.
		5. Attendance: 450 +
	2. AC Retreat Fall 2013
		1. Signed AC Retreat paperwork due today,
	3. Co-Sponsorship: Great American Smokeout
		1. Decide about use and amounts regarding the popcorn machine
			1. We will supply one case of popcorn (approximately 200 bags) for the UH Health Services at the Great American Smokeout event.
			2. Our popcorn machine will be available from 11 AM to 1 PM (or until supplies run out)
			3. Taylor Wong will be the supervisor and trainer for use of the popcorn machine as he is the liaison for this event
			4. Jennifer Kwock moves to approve the above mentioned proposal for use of the popcorn machine. Brysa Kato seconds the motion
				1. Motion passes unanimously
4. New Business
	1. Welcome New Members, Moira Miyasato and Omar Neria!
		1. They are to be officially seated at the CCB General Meeting tonight!
	2. Fall 2013 Event Updates
		1. Bingo Night (9/13/13)
			1. Lead: Roanne Deabler
			2. Co-Lead: Brysa Kato
			3. Event Overview:
				1. Bingo Night will take place from 7 PM - 9 PM in the Campus Center Ballroom. The doors open at 6:45 PM.
				2. During ten minute intermissions from bingo games, minute to win it games will be played.
				3. Admission is free and IDs will not be required for entry.
				4. Any form of picture ID is required to pick up prizes.
				5. Popcorn will be sold for $0.50 at the event beginning as soon as the doors open and until supplies run out -- the cash box must be picked up from the fiscal office by 1 PM.
			4. Meeting Time and Place: in the AC office at 5:30 PM
			5. Assign AC Member Tasks:
				1. Bingo Caller: Leialoha White
				2. Bingo Caller Assistant: Roanne Deabler
				3. Bingo Software Handler: Moira Miyasato
				4. Popcorn Seller/Cash Box Handler (2): Taylor Wong, Allyson Arrieta
				5. Floaters: Omar Neria, Jennifer Kwock, Brysa Kato
			6. Event FAQs:
				1. Each player may only receive one bingo card and must use this provided card to play.
				2. Players may only win on the last number that has been called. Only two players can win at once; floaters will decide which two players called their win first.
				3. Bingo prizes will be presented as grab bags. Large prizes will be wrapped in green ribbon while small prizes will be wrapped in white ribbon.
				4. Players of minute to win it games must be present to play, must volunteer themselves, and must complete the entire challenge before other competitors to win.
			7. Proposal for promo items
				1. 5 USB flash drives, 8 mood cups, 8 vapor bottles, 8 umbrellas, 10 notebooks, 10 fabric bags, 10 green pens
				2. Taylor Wong moves to approve the proposed promo items above. Leialoha White seconds the motion.

Motion carries unanimously

* + 1. Karaoke Night (9/20/13)
			1. Lead: Jennifer Kwock
			2. Co-Lead: Brysa Kato
			3. Updates:
				1. Signs and scoresheets need to be printed out.
				2. KTUH has not contacted us about providing a judge, a back up judge will be found if necessary.
		2. SPAM Family Happy Hour Co-Sponsorship (9/25/13)
			1. Liaison: Tory Watanabe
			2. Promo Item Proposal
				1. Tory Watanabe proposes applying the CCBAC logo to bubbles we currently have in the AC supply closet and pass them out as promo items.
				2. Jennifer Kwock moved to approve the use of all the bubbles in the AC closet for the event. Leialoha White seconded the motion.

The motion carried unanimously

* + - 1. Updates:
				1. Tory Watanabe requested a table at the event to promote AC and the upcoming Create-a-Bear event.
		1. Going Green 2 Da Game (9/26/13)
			1. Lead: Leialoha White
			2. Co-Lead: Jennifer Kwock
			3. Updates:
				1. At the football game on 9/26, students will be able to cut green UH shirts into various patterns.
				2. Only students with validated IDs will be able to participate in this event.
				3. The football team was contacted, but hasn’t responded yet
		2. Movie Night: *Monsters University* / Create-a-Bear (10/4/13)
			1. Movie Night
				1. Lead: Taylor Wong
			2. Create-a-Bear
				1. Lead: Jennifer Kwock
				2. Co-Lead: Roanne Deabler
			3. Updates
				1. The food order has been updated and shared via Google Docs
				2. The Create-a-Bear event will be moved from the Campus Center Forum to the Campus Center Dining Hall.
				3. Animal t-shirts have been ordered for participants to decorate at the event.
	1. Reminder: Email Camille finished fliers as they come in so she can post them online!
	2. AC Retreat Updates and Reminders
		1. Forms and Waivers are due to Tory today.
		2. What do I bring? What to expect, etc.
			1. Additions to Packing List
				1. Blindfold/Bandana
				2. Strengths-Based Leadership Report (with your personalized Strengths Insights)
				3. Strengths-Based Leadership Guide (with action strategies)
		3. Friday afternoon-evening schedule
			1. Members should leave their packed belongings in the vans prior to bingo night at 5 PM.
			2. All people attending will leave for the retreat on Friday night immediately following bingo night.
			3. We will stop for food somewhere on the way to the house since dinner won’t be provided.
		4. Supplies Needed
			1. Dishtowels -- Camille Haasbeek and Jennifer Kwock will each bring one to the house.
		5. Kamehameha Schools Beach House Waiver
		6. *Strengths Based Leadership* Reading Reminder
		7. The menu is being finalized
			1. After a vote from the council, soy beans and mac/potato salad are being added to the menu.
	3. Prize Procedures - Tory Watanabe
		1. Event Forms/Sheets - Pick Up and Drop Off
			1. The master sheet for prize winners to fill out along with instructions and WH-1 forms are on a clipboard on Tory’s desk.
			2. Prizes are not available to pick up until one week after the event.
		2. Prize Pick-Up
			1. After filling out all applicable paperwork, prize winners can schedule a time to pick up prizes from Tory in the AC office.
	4. CSO Installation Ceremony
		1. September 25th 6-8PM, Campus Center Ballroom
			1. Charter Student Organizations swear to uphold the responsibilities of being a CSO
		2. RSVP to come later
		3. Save the Date!
	5. Fall ‘13 Committee UPDATE
		1. Music & Media: Allyson, Lei, *Moira*, Taylor
			1. Meetings Tuesdays at noon in the AC office
		2. Games & Rec: Brysa, Jennifer, *Omar*, Roanne
			1. Meetings Mondays at 4:30 before the AC meeting in whatever location the AC meeting will be.
		3. Education: Allyson, Jennifer, Lei, *Moira*
		4. Wellness & Culture: Brysa, *Omar*, Roanne, Taylor
			1. Meetings Fridays at 5 (or a half an hour before meeting for events) in the AC office.
	6. Manoa Dining Services Updates
		1. Flash Cash = Dining Dollars
		2. New Menu Limit Policy
			1. CaterTrax Menus
				1. Flavours Catering
				2. Community Catering
				3. Shoestring Catering
			2. All food and drink items must be ordered from one menu, different menu items cannot be combined from different menus.
	7. Spring ‘14 Schedule
		1. Have new ideas on potential events for next semester?
			1. Email Allyson (aarrieta@hawaii.edu) your ideas by Monday, September 16!
			2. New ideas will be discussed in next week’s meeting
	8. CCB AC Frequent Cards for Spring ‘14
		1. Each UH Manoa validated student receives a frequent card, and for every event they attend, they receive one stamp.
		2. Once they fill out their card with stamps, they will enter in a raffle drawing to win a prize!
	9. Campus Center Board Updates
		1. CCB suggested that AC revise our proposal to move the AC office to the old M&G office. Their suggestion is to move all AC storage to the old M&G office and keep the AC office space in Hemenway Hall.
1. Upcoming Events
	1. Bingo Night (9/13/13) & AC Retreat Weekend (9/13-9/15)
	2. Karaoke Night (9/20/13)
	3. SPAM Family Happy Hour Co-Sponsorship (9/25/13)
	4. Going Green 2 Da Game (9/26/13)
	5. SLD Facilities Golf Tournament (9/27/13)
2. Advisor Comments
	1. Long Week Prep
		1. When we have many events going on at the same time (i.e. Bingo Night and retreat on the same weekend) members need to prep ahead of time. Ensure that everyone can spend the whole time focusing on AC and not on things such as homework.
	2. Ask Questions!
		1. With new members joining us, remember to ask questions and get help. We are all here to help and support each other!
	3. E-blasts should be written far in advance so that Alicia can put the information on the UH calendar

1. 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 16, 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.
2. Meeting adjourned at 7:09.