UNIVERSITY OF HAWAII AT MANOA

CAMPUS CENTER BOARD ACTIVITIES COUNCIL

Meeting Minutes

Tuesday, January 21, 2014

CC 310 - 5:00 PM

1. Attendance

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Members Present | Advisors Present | Advisors Absent | Staff Present | Staff Absent |
| Jennifer Kwock | Alicia DeVoll (until 5:50 PM) | Stephanie Welin | Camille Haasbeek | Tory Watanabe |
| Roanne Deabler |  |  |  |  |
| Moira Miyasato |  |  |  |  |
| Lavender Oyadomari |  |  |  |  |
| Brysa Kato |  |  |  |  |

1. Call meeting to order at 5:07 PM.
2. Standing Items
	1. Minutes - January 13, 2014
		1. Accept minutes as amended in Google Docs.
	2. Agenda - January 21, 2014
		1. Accept agenda as presented.
3. Special Presentations
	1. Co-Sponsorship Proposal - Honor Society Conference Committee: 2014 Honor Conference Society (2/8/14)
		1. The theme for the conference is enriching the college experience. The goal of this conference is to inspire and inform students on how to do more than just their normal coursework.
		2. There will be two keynote speakers - Dr. James Caron and Dr. Benham.
		3. There will also be eight student presentations covering topics such as the importance of learning second languages, service projects, internships, travel, pursuing what matters to you, as well as other topics.
		4. The conference will conclude with a service project: a book drive for Kaimuki High School, Kalihi Elementary, and Palolo Elementary.
		5. They are asking for
			1. $355 for rental fees for the CC Ballroom, CC rooms 307 - 310, computer and projector rentals.
			2. $84.56 for a large banner.
			3. $6 for 60 fliers.
			4. $133.50 for 5 ground stakes.
			5. $28 for 28 balloons for decorations.
			6. $80 for 8 leis for the student presenters.
			7. $60 for 2 leis for the keynote speakers.
		6. If funding is not acquired from AC, the Honors Society will charge attendance fees for attendees.
		7. Expected attendance is 80 - 100. Last year’s attendance was 68 and the Honors Society charged $5 to attend.
		8. Moira Miyasato moved to approve rental fees, banner, fliers, and metal ground stakes for a total of $579.06.
			1. Brysa Kato seconded the motion.
			2. The motion carried unanimously.
		9. Lavender Oyadomari will be the liaison for this event.
	2. Co-Sponsorship Proposal - UHM Financial Literacy Program: UH Saves Day 2014 (2/26/14)
		1. Stacy Miyashiro from Financial Literacy presented on their UH Saves Day event.
		2. The organization is not affiliated with the Financial Aid program for UH.
		3. The mission of the organization is to impart financial literacy education throughout UH community.
		4. The goal of the event is to encourage students to save money, pay down debt, and build wealth; think about future.
		5. For the event, the organization will bring in different organizations and financial institutions along the Campus Center Mall to provide interactive activities and games for UH students/staff.
		6. Expected attendance is between 350-450 students, faculty and staff.
		7. They are asking for in order of priority:
			1. Photobooth rental $850 from Photo Ops Hawaii.
			2. $20 in MES technician fees.
			3. $178 for one large banner including a new design.
			4. $120 for 4 ground stakes.
			5. A total of $1,168.
		8. If AC chose not to sponsor the costs, the Financial Literacy Program would charge exhibitors a fee to set up a booth.
		9. Moira Miyasato moved to approve the technician fees, large banner, 4 ground stakes, and the photobooth up to $450 for a total of $768.00.
			1. Brysa Kato seconded the motion.
			2. The motion carried unanimously.
		10. Jennifer Kwock will be the liaison for this event.
4. Old Business
	1. Evaluative Recap of Welcome Back Bash (1/17/14)
		1. Start:
			1. Send the M&G to the performing bands to advertise on their own social media.
			2. Get a professional emcee.
			3. Ask more vendors or other school affiliated clubs to table.
		2. Stop:
			1. Don’t ask Anygivenchance to perform at this type of event. Only request them for a punk type concert.
			2. Don’t order tacos from Sodexo as the cost did not outweigh the benefit (follow up on why they were so expensive).
		3. Continue:
			1. Request Crimson Apple and Deadbeats to come back. Deadbeats should probably perform later in the set, however.
			2. Host the trivia contest.
			3. Thorough and honest communication is essential to requesting food vendors.
		4. Change:
			1. Hire bands that are well known and/or perform popular covered songs.
			2. Plan events around Housing’s large and popular events. Try not to host an event the same night as a Housing event.
		5. Attendance: Highest: 100
	2. Current Expenditures (Tory Watanabe)
		1. Members were provided a handout with updated expenditures from last semester and this semester. This will help them visualize the money that is left in the budget as they request budgets for new events and work with smaller budgets for existing events.
5. New Business
	1. Implement CCB Budget Cuts & Update Event Budgets
		1. New events still require budgets
		2. Brysa Kato proposed an extra $200 for The Manoa Games
			1. Brysa Kato moved to approve the proposed budget change.
			2. Lavender Oyadomari seconded the motion.
				1. The motion carried unanimously.
		3. Brysa Kato proposed a budget of $1,200 for Greek/Relaxation Night
			1. Byrsa Kato moved to approve the proposed budget.
			2. Lavender Oyadomari seconded the motion.
				1. The motion carried unanimously.
		4. Jennifer Kwock proposed a budget of $1,100 for the Carnival event.
			1. Brysa Kato moved to approve the proposed budget.
			2. Lavender Oyadomari seconded the motion.
				1. The motion carried unanimously.
	2. Update Event Leads/Co-Leads
		1. Karaoke Night - (Jennifer Kwock)
			1. Jennifer suggested changing Karaoke Night to Movie Night: *Frozen* because of personal time constraints.
			2. The council decided to show *Frozen* on 3/7/14 and move Karaoke Night to a potential event night later in the semester.

\*\*\*\*\* Changed decision on 1/22/14 to keep Karaoke Night as is and switch Rockin’ the Roots to 4/4/14 and have *Frozen* on 3/14/14 due to limitations in venue reservations.

* + 1. With changes in the council, a few events no longer have leads.
			1. Jennifer Kwock will lead Bingo Night.
			2. Moira Miyasato will lead Speed Friending.
			3. Brysa Kato will lead Create-a-Bear.
			4. Warrior Tie-Dye and Manoa’s Got Talent will no longer be happening.
			5. Moira Miyasato will be present at Relaxation Night as Brysa Kato will be in class.
	1. Spring 2014 Event Updates
		1. Movie Night: *Carrie* (1/24/14)
			1. Lead: Moira Miyasato
			2. Event Overview:
				1. Subway sandwiches will be $1.00, cookies will be $0.50.
				2. Concessions will open at 6:00 PM.
				3. The first showing will begin at 6:30 PM.
				4. Concessions will not be sold from 7:00 PM - 8:00 PM.
				5. The first showing will end at 8:10 PM.
				6. The second showing will begin at 8:30 PM.
				7. Concessions will close for the night at 9:30 PM.
				8. The second showing will end at 10:10 PM.
				9. Clean up will begin at 10:30 PM.
			3. Meeting Time and Place: 4:30 PM in the AC office.
			4. Assign AC Member Tasks:
				1. Cashiers: Roanne Deabler and Jennifer Kwock
				2. Cotton Candy: Brysa Kato
				3. Subway: Lavender Oyadomari
				4. Popcorn: Moira Miyasato and “Puna” Kawaipuna Kalipi
		2. The Manoa Games (1/31/14)
			1. Lead: Brysa Kato
			2. Updates: supplies are being picked up on Thursday. Each member will be assigned to 2 or 3 districts for the day of the event. Each member is responsible for knowing the rules for the games in their districts.
			3. Possible practice day on 1/30 at AC office
	2. 2014 Pro Bowl Mosh Pit
		1. Date: Sunday, January 26 -- 1:30 PM
		2. Rehearsal: Saturday, January 25 -- 12:30 PM-6:00 PM
			1. Reminders
				1. Pro Bowl Events and Entertainment Medical Information and NFL Publicity Release - bring to rehearsal or you will not be able to participate.
				2. Game Day Attire: Khaki pants or shorts with the provided Pro Bowl t-shirt.
				3. See Google Doc for Saturday dinner suggestions (place your votes) and car-pool coordination!
	3. Spring 2014 Training
		1. Date: Saturday, February 1st (potential to be moved to a later date)
		2. Time: 10AM
		3. Location: HEM 201 & 211
			1. Meet in HEM 201
		4. Preparation
			1. Review your top 5 themes (strengths) by re-reading your two reports and looking through the applicable sections in *Leading with Strengths*.
			2. Complete Strengths handout (to be emailed)
			3. Complete Time Management pre-session worksheet (to be passed out next week)
		5. Items to Bring
			1. Writing Utensil
			2. Paper
			3. *Leading with Strengths* Book
			4. Fall 2013 Retreat Strengths Handouts
			5. Your 2 Strengths Reports
			6. Water Bottle
				1. We’ll have cups, but they’ll be small and uniform. You may just want to bring your own cup/water bottle.
		6. Proposal for dinner after - Suggestions?
			1. Buca Di Beppo
			2. Bubba Gump
	4. Tabling Display (Lavender Oyadomari)
		1. The AC table display is not visually appealing and people tend to visit other more visually appealing tables.
		2. Moira Miyasato suggested creating a display of our events fliers and other pictures.
		3. Ideas should be added to the Google Doc.
	5. Website Introductions (Lavender Oyadomari)
		1. Lavender Oyadomari suggested adding a page on the council website titled “get to know the members”. It will include a photo and short blurb about each member.
		2. The council decided to pursue this idea.
	6. Review Committee Meeting Times and Locations
		1. Some weeks the AC meeting room is not available until 5PM.
		2. Jennifer Kwock suggested combining the Wellness & Culture Committee with the Education Committee and combining the Music & Media Committee with the Games & Rec Committee.
		3. The committees will now all meet for forty-five minutes before the meetings effective next week.
		4. When the meeting room is not reserved until 5 PM, the committees will meet in the AC Office.
1. CCB Updates
	1. AC Office Space Reallocation Proposal
		1. No updates
	2. Follow Up Discussion on CCB General Meetings
		1. Since AC members cannot currently attend any CCB general meetings due to the day and time they have been scheduled by CCB (bi-weekly on Fridays at 5:30PM), the council will invite CCB members to an upcoming AC meeting to discuss their concerns face-to-face.
2. Advisor Comments
	1. Problem Solving with vendors (Alicia)
		1. Keeping good working relationships
			1. The relationship between Manoa Dining Services and AC is strained currently since Le Crepe vendor showed up to Welcome Back Bash without Manoa Dining Services’ knowledge or consent. The council must navigate making amends with Manoa Dining Services and Auxiliary Services to maintain relationships on both ends.
		2. Communication is crucial - effectively and timely with confidence
			1. Members sure ensure they know the answer to a question before replying “I’m not sure”. If the answer is not known, it should be found within 24 to 48 hrs.
			2. This is not an exact science.
	2. Cash Box Reminders
		1. Double-check all amounts.
		2. AC cannot accept foreign currency.
		3. Make the ending change the easiest way possible.
		4. Fill in account code and subcode, if blank or highlighted.
3. Upcoming Events
	1. Movie Night: *Carrie* (1/24/14)
	2. The Manoa Games (1/31/14)
	3. Bingo Night (2/7/14)
	4. Speed “Friending” (2/12/14)
4. Reminders
	1. Stipend evals are due **Monday, January 27, 2014 - 5:00 PM** to Camille!
	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 toed 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, January 27, 2014 - 5:00 PM - CC 309**
5. Meeting adjourned at 6:59 PM .