UNIVERSITY OF HAWAI‘I AT MĀNOA

CAMPUS CENTER BOARD ACTIVITIES COUNCIL

Meeting Minutes (UNOFFICIAL)

Tuesday, July 29, 2014

CC 310 - 4:30 PM

1. Attendance

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Members Present | Advisors Present | Staff Present | Staff Absent | Guests Present |
| Leah Austin | Stephanie Welin | Zen Kuriyama | Tory Watanabe | Sarah Yap |
| Roanne Deabler | Morgan Rapozo |  |  |  |
| Devin Makizuru |  |  |  |  |
| Lavender Oyadomari |  |  |  |  |
| Ashley Kupau |  |  |  |  |
| Christine Peralta (via skype) |  |  |  |  |
| Moira Miyasato (via skype) |  |  |  |  |

1. Meeting called to order at 4:30PM.
2. Standing Items
   1. Minutes - July 18, 2014
      1. Minutes accepted as amended in Google Docs.
   2. Agenda - July 29, 2014
      1. Agenda accepted as presented.
3. Old Business
4. New Business
   1. Summer Event Updates- Ashley Kupau 10AM-2PM
      1. Lettin’ Loose for Summer! (8/4/14)
         1. Lead: Ashley Kupau
         2. Open discussion
            1. Ashley cancelled Zumba, due to scheduling difficulty.
            2. Difficulty reserving ballroom (which is necessary to event), due to NSO.
            3. Ashley brought up point that planning an event without having a 100% investment is like planning no event at all.
            4. Ashley motioned to still have Leah’s event, and offered to help her with her event.
            5. The removal of Zumba, according to Ashley, would give Leah flexibility to change the date of her event, etc.
            6. Also, since the event is next week, the time limit is just too narrow.
            7. Ashley opened up to comments and suggestions/discussion:

Roanne Deabler thought postponing the event would be most advantageous due to the reasons that Ashley listed above. She supported the decision to postpone.

Ashley agreed to postpone event.

* + 1. What Makes a Champion? (8/4/14)
       1. Lead: Leah Austin
          1. Leah expressed frustration with playing back-and-forth phone/email tag with the instructor, Ky.
          2. Lavender Oyadomari asked for clarification whether or not event was going to happen.
          3. Leah did not want to put on an event for the sake of “putting on an event.”
          4. Ashley Kupau would like to use it as an AC advertisement opportunity.
          5. Leah expressed concern with graphics regarding the promptness and/or confusion about the change of date.
          6. Leah did not want to rush the event, and have there be a poor turn out.
          7. Stephanie Welin reminded members that everyone has to be on the same page in regards to the event.
          8. Stephanie also stated that we should not base decisions off of NSO and their functions as most NSO students are not likely to attend a summer event.
          9. Devin Makizuru asked if Leah wanted to incorporate recruitment within her event.

Devin has to switch back to part-time status for the Fall, as he has begun student teaching.

* + - * 1. Christine Peralta asked on what grounds we would want to postpone this event.
        2. Ashley motioned to still have the event because of working with Ky, and honoring his schedule. Ultimately, cancelling again would reflect poorly on AC.
        3. Moira proposed to use web advertising to spread the word about the event.
        4. Leah initially had intention of using Jamba Juice coupons as an incentive to come to the event.
        5. MES is on board and on the same page, they just need confirmation on the date.
        6. Location has been reserved.
        7. Graphics has the template and just need date confirmation.
        8. Devin asked if we were going to postpone, what date we would want to change it to.
        9. Roanne Deabler, Devin Makizuru, Lavender Oyadomari, Christine Peralta, and Ashley Kupau voted to postpone the event.
        10. Moira Miyasato motioned to go ahead with the event, but if there was hesitation, Moira agreed for it to be postponed.
        11. Ashley will contact both Ky and Graphics personally and offer apologies for postponing again.
        12. Motion to postpone event to Friday, August 8, 2014, at 11:30AM was presented.
        13. All members unanimously agreed.
        14. Zen Kuriyama, Ashley Kupau, Roanne Deabler, and Leah Austin will be at the event.
  1. Fall Event Updates
     1. Welcome Back Bash (8/29/14)
        1. Lead: Ashley Kupau
           1. Band Proposal- The Green wanted $8,000.
           2. 9PM-12AM (prospective time for event)
           3. Ashley Kupau really wanted this event to be a one-event-hit.
           4. EKM (management company) put together a draft of artists (outline).
           5. EKM is asking for $7,800 for 5 artists and one DJ, to help assist.
           6. Since all 5 artists are from the same company, they will use the same equipment and are all from Hawaii, which makes this quite feasible for a myriad of reasons.
           7. The asking price works within budget for the event, and they will have a lineup, which is very helpful.
           8. Discussion

Christine Peralta asked about quality of the performers.

Ashley has seen some of their artists personally, and said they are quite good.

All the performers do covers, whereas The Green does not. Ashley felt the covers would be particularly good for those attendees who are not familiar with the artists or local music.

Approximately $1,500 for lighting/equipment, which is through MES and an outside, professional company.

Christine thought using EKM is a good idea.

Lavender Oyadomari also voiced that EKM is a good idea.

For the event, Ashley wanted to offer $2 coupons for the first 400 students who come to the event with UH apparel.

$12,500 budget → $11,700 (actual cost).

The Green have been here before, so having new artists would be nice.

Devin Makizuru believed this was a good deal and quite economical.

Roanne Deabler also agreed with using EKM.

Moira Miyasato believed it is very economical.

Council agreed unanimously with using EKM.

* + 1. Self-Defense Workshop (Wednesday, 9/3/14)
       1. Lead: Moira Miyasato/Devin Makizuru/Roanne Deabler
          1. Committee will contact Women’s Center/PAU Violence to invite and collaborate with them on promoting event.
          2. Todd Tanaka and self-defense group all set for current date.
          3. Will work on coordinating to get lightweight mats from lower campus from SRS.

Will be contacting Dr. Lloyd.

Used dance mats previously, was not the best idea.

Only big project left to do is figure out how mats are going to be transported.

M&G form was submitted few weeks ago.

Paperwork and other details are being worked on.

* + 1. Recruitment Mixer (9/5/14)
       1. Lead: Devin Makizuru/Roanne Deabler/Leah Austin
          1. This date works the best for the most amount of people.
          2. The date is finalized, but serious consideration did take place about changing the date, to accommodate Tory Watanabe’s reasoning at the previous AC meeting concerning retreat.
          3. Drafted Budget Proposal

Food- $250

100 Subway sandwiches at $1.25 each

100 cookies at 50 cents each

Chips bought from Sam’s Club

Lavender Oyadomari asked how they are going to be giving the food away.

Fill out one survey, get one item of food, etc.

Devin asked for motion to approve food budget.

Committee based quantity of how much food to order off Detox event.

Clubs/group organization tabling- if we partner on the same day, we may get more foot traffic.

Leah Austin moved to approve current budget.

Roanne Deabler seconded the motion.

Motion passed unanimously.

No abstentions

Group picture on August 25, 2014, before meeting. WEAR CCB AC SHIRT.

Entertainment is still being worked on

Committee got into contact with Streetlight Cadence.

The group is asking for $800/hr

The committee believes this is far too high.

Committee allotted $150 initially for entertainment/hour.

Streetlight Cadence is willing to negotiate.

* + - * 1. AC Photo for M&G proof

Currently being worked on by leads.

* + - * 1. Devin Makizuru working on the e-blast right now.
    1. Bingo Night (9/26/14)
       1. Lead: Lavender Oyadomari
       2. All the paperwork is almost done.
       3. Will most likely be serving popcorn and drinks.
       4. Everything looks good and everything is on track for the event.
    2. Homecoming (10/24/14)
       1. October 24, Campus Center Courtyard, 3:30PM-6:30PM
       2. Lead: Lavender Oyadomari
       3. Committee met and wanted the focus to be on UH pride
          1. Bring in notable alumni
       4. Collaboration with a lot of different departments
       5. T-shirt cutting station through ASUH
       6. Sarah Yap asked why CCY is being used as venue.
          1. Lavender said it provides a sense of intimacy
       7. Incorporating Taste of Mānoa
       8. Highlighting famous volleyball coach
    3. Mānoa’s Got Talent (11/21/14)
       1. Leads: Moira Miyasato/Roanne Deabler
          1. Leads are waiting to hear back on M&G

It has been submitted.

* + - * 1. Everything is written up, just waiting approval from graphics.
    1. Mānoa Laughs (12/3/14)
       1. Leads: Ashley Kupau/Lavender Oyadomari/Roanne Deabler
          1. Frank DeLima to open.
          2. Jo Koy as headliner.

Lavender has not heard back from Koy’s representative, but will continue to follow up.

* + 1. Movie Nights Updates
       1. Lead: Moira Miyasato

a. Movie choices

1. Moira created handout with movie choices.
2. Possibility of replacing *22 Jump Street* with another movie.
3. Moira would like the members to look over list, and let her know what our Top 3 choices are.
4. E-mail Moira choices by next AC meeting.
5. R- rated movies do not do as well, although it depends on movie.
6. Ashley Kupau motioned to have 3 movies a semester, to keep the event nicely paced.
   1. Devin Makizuru proposed having students at tabling recruitment events choose what movies they would like to see.
   2. It carried unanimously that three movies are good.
7. DATES
   1. The Council can decide the dates at a later time.
   2. Lavender Oyadomari was curious as to why we are exploring more movie options, and Morgan pointed out that she and Moira conversed, and they agreed that movie selection should be a council decision, which would require more choices.
   3. Budget Update and Discussion
      1. Two handouts created by Ashley Kupau for clarification.
      2. Ashley reallocated money for events and drafted up a budget sheet.
      3. After allocation of all money for events in all categories, we have a remainder of $43,975.
      4. The remaining balance leaves flexibility
      5. The allocation is a *basic* layout; members can always request more money, if necessary.
      6. Because new members will join, it is a good idea to have a reservoir of money for prospective future events.
      7. Events Eliminated sheet
         1. None of these eliminated events are set in stone or permanent.
         2. Any event can be resurrected if it is necessary by member desire.
         3. For more effective monetary allocation, some events have been switched between Fall and Spring semesters.
         4. Ashley stated that events were eliminated if the demand for the events were quite low.
   4. Fall Meeting Schedule - September 1, 2014
      1. Mondays @ 7:30PM
      2. Only availability with all members
      3. September. 1 is Labor Day
         1. Have members consider a date for a re-scheduled meeting, with understanding that everyone may not be able to attend.
         2. Ashley will send an email with a When2Meet. Everyone is asked to complete the request ASAP.
   5. NSO Resource Fairs
      1. Reminders
         1. Freshman and Transfer Resource Fairs
            1. Thursday, July 31 - Ashley Kupau & Roanne Deabler
            2. Friday, August 1 - Leah Austin
            3. Friday, August 8 - Ashley Kupau
            4. Wednesday, August 13 - Ashley Kupau
            5. Plan of Action: August 5 & 6

Stephanie Welin:

Aug 5 and 6- seeking volunteers.

Ashley Kupau can do August 6.

Roanne Deabler can do August 5.

Side note Lavender is a NSO member, and thus cannot affiliate with events.

* + - 1. Week of Welcome
         1. Thursday, August 21 - Leah
      2. Warrior Welcome Fair
         1. Thursday, August 28 - Moira Miyasato
    1. Promo Item Proposal/Supply List - promo items to be taken per session day (Roanne)
       1. Have been used traditionally- been very effective! A nice way to interact with students.
       2. Below are the requested items. Used for six more NSO fairs, and other events. Total of NINE events:
       3. Roanne motioned for approval.
       4. Green Mini Notebooks - 10 (total of 90 for all sessions)
          1. 83 left in inventory after sessions
       5. Mr. Highlighters - 10 (total of 90 for all sessions)
          1. 84 left in inventory after sessions
       6. Stylus Pens - 18 (total of 162 for all sessions)
          1. 123 left in inventory after sessions
       7. Devin Makizuru motioned to approve the use of promo items.
          1. Moira seconded the motion.
          2. No opposed, no abstentions.
          3. Motion passed unanimously.
    2. Note on Breakfast
       1. NSO sent out an email this morning and asked that Resource Fair participants refrain from eating breakfast until given a go-ahead from an NSO leader. The breakfast is for NSO participants.

*(Roanne had to leave meeting at 5:49PM)*

* 1. Summer Recruitment Tabling (Lavender Oyadomari)
     1. Leah Austin- Friday, August 1.
     2. Lavender spoke to Laura about AC membership.
        1. Lavender suggested setting up table in Campus Center and put up a flyer.
        2. We do have two pending applications!
  2. Wellness Events (Stephanie)
     1. Group Missions
        1. AC
           1. “Programs that contribute to the physical, social, and emotional well being primarily of students; developing programs, services, and activities that address the expressed health, spiritual, intellectual, and fitness needs of the members of the University community.” -Policies & Procedures
        2. Rec Sports Board
           1. “The Recreational Sports Board was created in 2008 to provide late-night sporting activities for students. It is a student-run program geared to service students with the desire to compete in athletic events while a student at the University of Hawaii at Manoa. The Recreational Sports Board facilitates weekly sporting events on Friday nights throughout the semester and promotes "Good Sportsmanship" at each of our events!”
        3. Warrior Fitness Programs
           1. “G.E.T. Fit and S.P. Fit were designed to provide the UH Manoa community with a variety of fitness and wellness classes to encourage a healthy and balanced lifestyle. Students, faculty, staff, and members of the UHM community are provided with innovative classes that meet the needs of the mind, body, and soul.”
           2. “G.E.T. Fit, which stands for Group Exercise Training, encompasses group fitness classes such as Zumba, HULAerobics, Hatha Yoga, Vinyasa Yoga, and Kundalini Yoga.”
           3. “S.P. Fit, which stands for Special Programs, are made up of structured programs and require participants to commit more time as these sessions are progressive.”
           4. “Warrior Fitness Challenge!! Is the newest branch of our programs and is a fitness program created by students who love going to the gym and have that competitive drive to see how far they can push themselves. Throughout the school year there are Warrior Fitness Challenges every month testing the physical fitness of participants varying from the bench press for max reps or max load, squat for max reps or max loads, situp and pullups for fastest time, etc. Prizes are awarded to those who come in 1st and 2nd place and T-shirts are given to those who come out to participate.”

With Ashley Kupau’s Zumba event there was some discrepancy about the role of Warrior Fitness.

Not exactly appropriate for AC to put on Zumba.

The meeting was to define wellness.

Stephanie- having open communication and dialogue with everybody as very important.

For example, Warrior Rec Center has Zumba, and Sarah Yap reminded us that it is good to duplicate services.

* + 1. Collaborating with Student Recreation Services (SRS)
    2. Upcoming Wellness & Culture Committee Meeting
  1. July Monthly Self-Evaluations
     1. Ashley Kupau motioned to postpone this item to the next meeting, and all the members unanimously agreed.

1. CCB Updates
   1. No updates were given.
2. Advisor Comments
   1. Class Schedules: Fall 2014
      1. E-mail Morgan Rapozo and Stephanie Welin by next meeting 8/11/14 with your Fall 2014 class schedule.
   2. Upcoming Events Reminder
      1. Community Service Day (Sunday, 8/03/14)
         1. Stephanie clarified that it is a great way to give back. Friends, family are invited.
         2. Breakfast is provided; can pick project you want to work on.
         3. 8AM-12Noon at Hemenway Courtyard
            1. RSVP today (July 29) via [ccenter@hawaii.edu](mailto:ccenter@hawaii.edu)

Leah Austin expressed interest in attending,

* + 1. Family Fun Day (Sunday, 8/10/14)
       1. 9AM-2PM at Kuliouou Beach Park
          1. Events include kayaks and paddle boarding.
          2. There is going to be a potluck lunch.
       2. RSVP by August 4, 2014 ([aprildlc@hawaii.edu](mailto:aprildlc@hawaii.edu))
          1. Ask for access to Google Doc for potluck sign-up sheet.
  1. Old AC Popcorn Machine
     1. Need to do something with new popcorn machine
     2. Ro wondering if she can use popcorn machine.
        1. Need to properly dispose of it since AC no longer has use for it with the new machine.
        2. Unanimously agreed to let Ro use machine.

1. Upcoming Events
   1. Summer Recruitment Mixer (TBA)
2. Reminders
   1. Next Meeting: August 11, 2014 - 4:30 PM - Hemenway 211.
   2. July stipend evals were due via email by Monday, July 28 at 5PM to Zen Kuriyama.
   3. M&G has a new work order. It was emailed out and can also be found in Google Docs. Hard copies are in the bottom mailbox on Stephanie’s office door.
   4. Please check your emails regularly and promptly especially when it is regarding decision-making. Points in monthly evaluation will be deducted if responses are not prompt.
   5. Be prepared for every AC meeting by having a writing utensil, your meeting notes/minutes, paper, and your planner/calendar.
   6. 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.
   7. If you need help don’t forget to ask! We’re all working together.
3. Meeting adjourned at 6:07PM.