UNIVERSITY OF HAWAII AT MANOA

CAMPUS CENTER BOARD ACTIVITIES COUNCIL

Meeting Minutes

Tuesday, September 3, 2013

CC 309 - 5:00 PM

1. Attendance

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Members Present  | Members Absent | Advisors Present  | Staff Present  | Staff Absent |
| Roanne Deabler  | Allyson Arrieta | Stephanie Welin | Camille Haasbeek | Tory Watanabe |
| Brysa Kato |  | Alicia DeVoll |  |  |
| Jennifer Kwock |  |  |  |  |
| Taylor Wong |  |  |  |  |
| Leialoha White |  |  |  |  |
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1. Call meeting to order at 5:04 PM.
2. Standing Items
	1. Minutes - August 26, 2013
		1. Accept minutes as amended in Google Docs.
	2. Agenda - September 3, 2013
		1. Accept agenda as presented.
3. Old Business
	1. Evaluative Recap of Movie Night: *Fast & Furious 6* (8/30/13)
		1. Start:
			1. Based on food budgets for movie nights bring the Subway sandwiches back.
			2. Remember to pick up the cash box.
		2. Stop:
			1. Relying on others to pick up cash box.
			2. Waiting until the last minute to get signage up.
		3. Continue:
			1. Selling hot dogs.
			2. Using a conveyor belt system to sell products; the event flows smoothly.
			3. Having 2 people selling the hot dogs.
		4. Change:
			1. Prep-work for movies should start two and a half hours before the start of the movie.
			2. Signage should be picked up from the AC office sooner, 2 people should work cashier’s table -- one for cash, one for scrip, add a cheat sheet to cash table -- how much money = how many scrip
			3. Not splitting hot dogs 50/50 for each showing.
				1. It is recommended to split items 70/30 or 60/40 between the first and second showing.
		5. Attendance: 200 (130, 70)
		6. Proposal to move $82.01 from potential event budget to cover expense of condiments. This won’t be coming out of the food budget since many of the movie rentals have already come out of the food budget.
			1. The proposal has been tabled until further budgeting can be done
	2. Signed AC Member Expectation Sheet Due Today
4. New Business
	1. Co-Sponsorship Proposal: Great American Smokeout
		1. Who: Lisa and Blane from University Health Services
		2. Mission: to achieve and maintain a healthy student body and campus community
		3. Importance: the event will support a healthy campus community through awareness, providing resources, and promoting health
		4. Description: Great American Smokeout fair will provide educational information and interaction with students to raise awareness. Games will include a scavenger hunt where participants must visit each table and gather information. A smoke cessation group will be held in the Campus Center ballroom as it is more private. The quieter space upstairs will be where community health centers provide information on quitting smoking. Other health fair activities (such as free blood pressure checks) will also take place in the ballroom. The Governor and/or Chancellor may speak to kick off the health fair.
		5. UH Manoa to become a smoke free campus: a formal announcement will be made within the month. Signage includes large banners at entryways to indicate a smoke free campus. Eventually, permanent signage will be posted at all entrances. Spring campaign in the shuttles
		6. They are requesting 2 banners, 5 ground stakes, waived rental fees for both campus center 2nd floor and Ballroom, a massage therapist, and popcorn from the CCBAC
		7. Motion to approve UHS request of rental fees, banners, ground stakes, massage therapist, and popcorn (unspecified amount for now) by Jennifer Kwock. Motion is seconded by Taylor Wong.
			1. motion carries unanimously
			2. Amount of popcorn to be determined at future meeting
		8. Taylor Wong will be liaison for this event and Alicia DeVoll will be the advisor.
	2. Fall 2013 Event Updates
		1. Welcome Back Bash (9/6/13)
			1. Lead: Mitchell
			2. Co-Lead: Taylor
			3. Event overview:
				1. Event is in collaboration with Sodexo and Heineken
				2. Maoli will perform from 8 PM - 10 PM
				3. KFVE will broadcast the show live from 8 PM - 9 PM

2 cameras upstairs, 2 cameras on the ground

* + - * 1. End of event at 10:00 PM
			1. Meeting time and place: AC Office at 5:30
			2. Assign AC member tasks:
				1. Sound parking pass attendant

Leialoha White

* + - * 1. AC table workers from 6:30 - 8:00

Roanne Deabler

Brysa Kato

* + - * 1. Floaters

Jennifer Kwock

Allyson Arrieta

* + - * 1. EmCee (if necessary)

Taylor Wong

* + 1. Bingo Night (9/13/13)
			1. Lead: Roanne
			2. Co-Lead: Brysa
			3. Updates
				1. Bingo cards have been acquired and cut
				2. Members need to help create bingo bags -- 1 bingo card and 25 green chips per bag
				3. Selling popcorn may be an option
				4. Small grab bag items will be wrapped in white ribbon, larger grab bag items will be wrapped in green ribbon
				5. Minute to win it games
		2. Karaoke Night (9/20/13)
			1. Lead: Jennifer
			2. Co-Lead: Brysa
			3. Updates
				1. Food order has been finalized
				2. Raffle and prizes are being decided upon
				3. The event is confirmed with MES
		3. Movie Night: *Monsters University* / Create-a-Bear (10/4/13)
			1. Movie Night
				1. Lead: Taylor
			2. Create-a-Bear
				1. Lead: Jennifer
				2. Co-Lead: Roanne
			3. Updates:
				1. Subway sandwiches and hotdogs will both be served at movie night; the orders are already in place
				2. T-shirts and animals have been ordered
				3. Event will be moved to Campus Center Forum to avoid traffic jams on the third floor
				4. Members will need to help preparing the stuffing for the animals
	1. AC Fall 2013 Retreat Updates
		1. Cost for Participants:
			1. $0. CCB has funded our retreat!
		2. Reminders:
			1. Turn in Forms and Waivers to Tory by Monday, September 9.
			2. Complete *Strengths Based Leadership* “Homework”
				1. Read p. 1-95
				2. Read your personal top 5 “Leading with…” sections
				3. Take the assessment using the code provided in your book.
				4. Email Stephanie your top 5 themes by **Thursday, September 5**.
			3. Complete Retreat Food Survey by tonight if you haven’t done so already.
				1. Surveys were emailed to you via Google Drive by Tory.
				2. If you did not receive the email from Tory, please let him know so he can forward it to you.
	2. Committees UPDATED
		1. Music & Media: Lei, Taylor, Allyson
		2. Games & Rec: Brysa, Jennifer, Roanne
		3. Wellness & Culture: Brysa, Roanne, Taylor
		4. Education: Jennifer, Lei, Allyson
	3. Committee Meeting Reminders
		1. Email Allyson, Camille, Alicia, and Stephanie your weekly committee meeting schedule.
		2. Fill out the white board in the AC office
		3. Committee meetings are public information and will be posted (mtg days & times) on the AC website and AC Office door.
		4. Committee leads or members on a rotating basis should post committee meeting notes in the appropriate Google Doc folder within a couple days after the meeting.
	4. KTUH Promotions Form -Stephanie
		1. Fill out and email to both promotions@ktuh.org and production@ktuh.org
			1. ensure all event details are included within the form so that KTUH can announce them
		2. Forms available on Google Docs
	5. M&G’s New Location
		1. Old Gamesroom Storage, CC 117
		2. #(808) 956-7219
	6. November 15th AC General Meeting
		1. Please note in your calendars that this meeting will be held on a Friday 4PM - 5PM in CC 310, due to ACUI Region 15 Conference during that week. This meeting will be held right before the Rockin’ the Roots event.
1. Advisor Comments
	1. Advisor Coverage for Events
		1. The events schedule has been updated to include the advisor that will be present at the event
	2. Communicating Event Info
		1. The website is the central point for updated event information. E-mail Camille with any updates on events that need to be added to the website
	3. Event Slideshows/Power Point
		1. Reminder for members to create their slideshow/PowerPoint before their event
2. Upcoming Events
	1. Welcome Back Bash (9/6/13)
	2. Bingo Night (9/13/13) & AC Retreat Weekend!
	3. Karaoke Night (9/20/13)
	4. SPAM Family Happy Hour Co-Sponsorship (9/25/13)
	5. Going Green 2 Da Game (9/26/13)
	6. SLD Facilities Golf Tournament (9/27/13)
3. 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. If you are an owner of any current Google Docs or folders, please change the owner to Stephanie Welin.
	3. Don’t forget to lock the AC door and ALWAYS scramble the code.
	4. If you don’t have access to the AC Facebook page let Allyson Arrieta know. Don’t forget you can advertise your events on the page!
	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. Program Binders: Don’t forget to update program binders with your program folder and organized notes once your program is over. This is a stipend evaluation requirement.
	8. If you take a binder from Stephanie Welin’s office please make sure you update the Google Doc. We need to know its location.
	9. Please send your final designs from Marketing & Graphics via email to Stephanie Welin at swelin@hawaii.edu, Alicia DeVoll adevoll@hawaii.edu and Tory Watanabe at toryw@hawaii.edu so they can be posted on the website and Facebook pages.
	10. If you need help don’t forget to ask! We’re all working together.
	11. **Next Meeting**
		1. **Monday, September 9, 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.
4. Meeting adjourned at 6:39 PM.