UNIVERSITY OF HAWAII AT MANOA

CAMPUS CENTER BOARD ACTIVITIES COUNCIL

Meeting Minutes

Wednesday, November 20, 2013

CC 308 - 5:00 PM

1. Attendance

|  |  |  |  |
| --- | --- | --- | --- |
| Members Present | Advisors Present | Staff Present | Staff Absent |
| Jennifer Kwock | Alicia DeVoll | Camille Haasbeek | Tory Watanabe |
| Roanne Deabler | Stephanie Welin |  |  |
| Moira Miyasato |  |  |  |
| Lavender Oyadomari |  |  |  |
| Brysa Kato |  |  |  |
| Omar Neria |  |  |  |
| Leila Barangan (late) |  |  |  |

1. Call meeting to order at 5:02 PM.
2. Standing Items
	1. Minutes - November 15, 2013
		1. Accept minutes as amended in Google Docs.
	2. Agenda - November 20, 2013
		1. Accept agenda as presented.
			1. Add a letter “e” under new business titled Fall Decorating Plans.
			2. Add a letter “b” and “c” under CCB Updates titled Budget and ACUI Presentations.
3. Old Business
	1. Evaluative Recap of Rockin’ the Roots (11/15/13)
		1. Start:
			1. Check to make sure all band members are present and prepared as according to the contract.
			2. Ensure bands understand that their contract is for a specified amount of time and if they play less time, their payment will be altered.
		2. Stop: None
		3. Continue:
			1. Ask Ba-Le to stay open late.
			2. Ask Completely Insane to come back and play at future events.
			3. Ask So Roots to come back and play at future events.
		4. Change:
			1. Have less members present as not everyone had a job to perform.
			2. Hang the event banner behind the bands instead of the “Groove in the Garden” banner.
		5. Attendance: Highest attendance 116, lowest attendance 68
	2. Evaluative Recap of Self-Defense Class (11/18/13)
		1. Start:
			1. Have this event as an early Friday night event (5 PM-6:30 PM)
			2. Provide instructors with wireless clip-on microphones.
			3. Direct people to spread out around the entire ballroom.
			4. Allow more time for set up so all set up tasks are complete before participants arrive.
		2. Stop: None
		3. Continue:
			1. Keep the event open to the public as it benefits everyone.
			2. Keep the ballroom as the venue.
		4. Change:
			1. Find an alternative way to transport mats or just use the lightweight mats.
			2. Possibly work with Student Recreation Services so we could have access to more lightweight mats.
			3. Confirm with the instructors ahead of time if there is a cap on attendance.
		5. Feedback (Camille Haasbeek)
			1. There were multiple phone calls/emails the day of the event asking for the event to be held again.
		6. Attendance: 94 (69 students and 25 non-students)
4. New Business
	1. AC Meeting Day and Time for Spring 2014
		1. Members agreed to keep the meeting schedule the way it is this semester with both general meetings and committee meetings on Monday evenings.
	2. Fall 2013 Event Updates
		1. Great American Smokeout Co-Sponsorship (11/21/13)
			1. Liaison: Lavender Oyadomari
			2. Updates: Advertisements went out earlier this week. The event is set and ready to go.
		2. Relay for Life Kick-Off Co-Sponsorship (12/4/13)
			1. Liaison: Leila Barangan
		3. La Mele Co-Sponsorship (12/6/13)
			1. Liaison: Leila Barangan
			2. Request for Revisions
				1. Entertainment Line-Up Revision Requests

Band: Na Hoa to be replaced by Keali’i Reichel - $1000 (6:30 PM - 7:30 PM)

Band: Na Kuini Ekolu to be replaced by Ho‘omanawanui and Friends - $1000 (7:45 PM - 9:00 PM)

Both of these bands are led by the same person, just going by a different name.

* + - * 1. Security

Originally approved $450

American Guard has been contracted from 3:00 PM to 9:15 PM for $500

* + - * 1. Moira Miyasato clarified that this request would only increase the amount we are paying by a total of $50. The higher price for Keali’i is simply being reallocated from another band’s allocated amount.
				2. Brysa Kato moved to approve to replace the band Na Hoa with Keali’i Reichel, to replace the band Na Kuini Ekolu with Ho‘omanawanui and Friends and to increase the security budget by $50.

Leila Barangan seconded the motion.

The motion carried unanimously.

* + 1. Winter Ball (12/6/13)
			1. Lead: Moira Miyasato
			2. Co-Lead: Lavender Oyadomari
			3. Updates: the rules for the Instagram contest are being drafted.
		2. Cram Jam (12/16-20/13)
			1. Lead: Jennifer Kwock
			2. Updates: there are no updates from Shawn, we will have updates by the first week of December.
			3. People have suggested lessening the shifts, so Jennifer Kwock asked how the shifts should be reassigned.
				1. Alicia DeVoll suggested cutting shifts later in the week (Thurs and Fri) and making shifts approximately 2 hours.
				2. Jennifer Kwock will see what can be done about making AC shifts lesser.
	1. Schedule Change Proposal for Spring 2014 (Alicia DeVoll)
		1. Switch the movie night scheduled on 2/14 with 1/24 or 1/31 to be able to show *Ender’s Game*, *Captain Phillips* or *Carrie*.
			1. Members decided to switch the Movie Night on 2/14 with Monte Carlo Night on 1/24.
		2. Switch movie night scheduled on 4/17 to 2/28, the Carnival Circus on 2/28 to 4/11 and Manoa’s Got Talent on 4/11 to 3/21. The purpose of this change is to be able to show the *Hunger Games: Catching Fire* movie.
			1. Members decided to approve all three of the changed dates.
			2. The lead of Manoa’s Got Talent should take into consideration that it is now scheduled for the Friday before Spring Break and thus attendance may be lower.
		3. Movie for 1/24: *Gravity*, *Captain Phillips*, *Carrie* or *Enders Game*
			1. The council decided upon Carrie.
			2. The lead should sure people understand it is not a kid friendly movie by creating an appropriate advertisement and posting signs with the rating on the entrance to the ballroom.
		4. Movie for 2/21 (Create-a-bear): *Free Birds* or *Cloudy With a Chance of Meatballs 2*
			1. The council decided upon *Cloudy With a Chance of Meatballs 2*.
		5. Movie for 2/28: *Hunger Games: Catching Fire* or *Thor 2*
			1. The council decided upon *Hunger Games: Catching Fire*.
		6. Movie for 4/17: our reservation is in the forum and is late so the second showing wouldn’t be over until very late.
			1. Alicia DeVoll suggested potentially not showing a movie and doing an open mic night instead. The council decided this would be a good change.
			2. If a different event is not possible, the options in case of a movie night are *American Hustle,* *The Nut Job*, *I Frankenstein, Ride Along*.
				1. The council decided on *The Nut Job*.
	2. Office Hours Sign In Sheet
		1. Members need to remember to fill in their office hours on the provided sheet and sign in the space provided. Even if office hours are not completed, members need to sign to acknowledge that they did not perform office hours.
	3. Fall Decorating Plans
		1. Brysa Kato suggested not entering the contest but still decorating the office in general for the holidays.
			1. The members agreed.
1. CCB Updates
	1. AC Office Space Reallocation Proposal
		1. No updates at this point.
	2. Budget
		1. The Spring 2014 budget has not been officially set as we have many new events coming up. Since many events are new, members should propose budgets based on what they think may be needed. The money will come from the budget for potential events. Proposed budgets will be voted on by the council.
		2. Brysa Kato made a budget proposal for Minute to Win it on January 31, 2014. She proposed to move $700 from potential events into the Minute to Win it budget from the Recreation account.
			1. Moira Miyasato moved to approve the proposal of $700.
				1. Leila Barangan seconded the motion.
				2. Motion carried unanimously.
	3. ACUI Presentations
		1. Group presentations are fine for CCB and AC.
			1. For CCB Presentations
				1. ACUI attendees are to get together and reach out to CCB to schedule a presentation(s) no later than two weeks after the conference.
			2. For AC Presentations
				1. ACUI attendees are to schedule a time with Co-Chairs Jennifer and Roanne to present to AC.
		2. ACUI attendees were reminded that everyone must individually submit their resource binder no later than two weeks after the conference.
2. Advisor Comments
	1. Finalize Holiday Party
		1. Secret Santas have been assigned and sent.
		2. It will be at Dave and Busters on Sat. Dec 14 at 5 PM
	2. Meeting Preparedness
		1. Members need to make sure they have all their meeting notes and all other AC related supplies for all meetings.
		2. Members should also be reading and reviewing the minutes to ensure they are aware of what they are approving.
	3. Volunteers for AC Events
		1. If members need volunteers for events, they should let Stephanie Welin know as soon as possible before Winter Break so that volunteers can be contacted.
	4. SLD Vacation/Winter Break Coverage
		1. Vacation
			1. Sarah Yap Chia: Dec. 6-Jan. 4 (Off Island)
			2. Alicia DeVoll: Dec. 20-Jan. 3 (Off Island)
			3. Stephanie Welin: Dec. 23-Jan. 3 (Off Island)
		2. Coverage
			1. Overall
				1. Jennifer Egami will be covering for Sarah Yap Chia.
			2. Computer Lab
				1. Laura Shimabukuro will be supervising the Computer Lab during this time.
			3. M&G
				1. Stephanie Welin will be supervising M&G during this time.
	5. SLD Service Area
		1. Day after Thanksgiving (11-29-13)
			1. SLD office will be closed, but the Bookstore (8AM-2PM) and Subway (9AM-3PM) will be open.
		2. Winter Break
			1. The CC Computer Lab, T&I, and M&G will be closed during Winter Break, however, these service areas will reopen starting January 6, 2014.
			2. January 6-10 the SLD Office will be open in addition to T&I (8:30AM - 4:30PM with additional hours on that Saturday 9AM-2PM) and the Computer Lab (9AM-6PM M-F only).
				1. NSO will take place during the first week of January on Wednesday, January 8. They have not contacted AC with details about a resource fair as of yet.
			3. M&G office will be closed to the public throughout Winter Break, but they will continue to work on SLD related projects. Members should continue to work on their advertisements for upcoming January and February events and submit all M&G work orders no later than by the end of finals week.
3. Upcoming Events
	1. Great American Smokeout Co-Sponsorship (11/21/13)
	2. Relay for Life Kick-Off Co-Sponsorship (12/4/13)
	3. La Mele Co-Sponsorship (12/6/13)
	4. Winter Ball (12/6/13)
	5. Cram Jam (12/16-20/13)
	6. Welcome Back Bash (1/17/14)
4. Reminders
	1. November self evaluations are due Monday, November 25 at 5PM. They are to be emailed to Camille. Reminder: We are using the new, revised stipend evaluation.
	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, November 25, 2013 - 5:00 PM - CC 309**
5. Meeting adjourned at 6:25 PM.