UNIVERSITY OF HAWAI’I AT MANOA

CAMPUS CENTER BOARD

Activities Council Meeting

Monday, August 29, 2011

Campus Center Room 203B at 5:00 PM

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Members Present** | **Members Absent** | **Advisors Present** | **Staff Present** | **Staff Absent** |
| Alice Chow | Ryan Daley | Laura Shimabukuro | Tracyn Nagata | Alexa Donovan |
| Timothy Chu | Damian McPherson | Stephanie Welin |  |  |
| Melissa Hrysyzen | Caitlin Towner | Elham W. Yilamu |  |  |
| Jeffrey Kwock |  |  |  |  |
| Shekinah Landicho |  |  |  |  |
| Amy Lee |  |  |  |  |
| Grant Ponciano |  |  |  |  |
| Elisabeth Seamon |  |  |  |  |

1. Call meeting to order at 5:07 PM.
2. Unfinished Business
	1. Minutes – Monday, August 22, 2011
		1. Corrections to the minutes.
		2. Grant Ponciano moved to accept the minutes as corrected. Alice Chow seconded. Motion carried. The minutes were accepted as corrected.
	2. Agenda – Monday, August 29, 2011
		1. Accept agenda as amended.
		2. Amy Lee moved to accept the agenda as amended. Elisabeth Seamon seconded. Motion carried. The agenda was accepted as amended.
	3. Rush Week
		1. Passing out and collecting surveys, promotional items.
			1. Evaluation and suggestions for next semester.
				1. Grant Ponciano commented how promotional items are needed in order to have people complete the surveys.
				2. Alice Chow suggested to include the words, “Flip the page over at the bottom of the first page, so that people know that there is a backside.”
				3. Amy Lee mentioned that she noticed she approached people differently depending on their age.

Older adults seems to be more interested in groups that serve the community, whereas younger students are interested in free stuff.

* + - * 1. Amy Lee suggested maybe including a mini flyer on the surveys to educate others on what AC is and why the survey is being conducted for future surveys.
				2. Jeffery Kwock suggested that we should reserve more pens next time.
	1. Welcome Back Bash (8/26/11)
		1. Lead – Grant Ponciano
		2. Evaluation and suggestions for next semester.
			1. Over all comments were good. Students really liked the BaLe coupons.
			2. Slideshow presentation of Welcome Back Bash presented by Grant.
			3. Laura Shimabukuro mentioned that usually we have bottled water for the performer(s) ready beforehand. We should put a request next time with Shawn Kyono.
	2. Involvement Fair
		1. Wednesday, August 31 and Thursday, September 1
			1. Time: 10:00 AM to 2:00 PM
			2. Availability to help promote AC with flyers and promotional items.
			3. Please fill out the doodle.

<http://www.doodle.com/hxxvu79p98fe32kq>

* + - 1. Survey
				1. Refer to attached handout.
				2. Corrections to be made.

Take out word budget and include something similar to the words, “Here’s a sampling of available bands that we can bring to campus.”

* 1. Team Day
		1. No longer having Team Day this semester.
		2. Team Builders instead during AC Meetings when time permits.
		3. Optional AC Fun Events.
			1. Outings will be planned throughout the semester, if there is anything that you want to invite the other members to, just let the AC members know.
1. New Business
	1. Member Expectations and Procedures
		1. Refer to attached handouts.
			1. If you have any questions, please feel free to contact Stephanie
			2. For August, monetary stipends will be based on attendance of AC meetings, which is the same process that was used to determine the July stipends.
				1. Discretionary points will be given if the member went above and beyond what was expected.
	2. E-blast and UH Calendar Reminder
		1. Takes at least a week in advance to correspond for an e-blast and if you want the e-blast to go out at least a week an advance before the event, then early planning is needed. Same goes for the UH-Calendar.
	3. Marketing and Graphics Orders
		1. Add Stephanie as an additional contact and CC her on emails.
		2. Reduce the number of cardstock flyers for Campus Center.
			1. Barricades - Request 30 flyers, if the event is that week print 15 flyers.
			2. Go through MES office, banner – fill out
	4. Prizes
		1. During the event we are going to announce the winners, but they will not receive the prize.
		2. AC members will check that they have a student validated ID and have the winner(s) fill out the WH-1 tax form.
		3. This will allow fiscal enough time to look over the necessary paperwork.
		4. Prizes can be picked up a week from the event from Stephanie Welin’s office in Campus Center Room 211C.
	5. Wellness Wednesdays
		1. Sambasize (6:00 PM to 7:00 PM)
			1. Instructor: Adela Chu
			2. Decide on a date.
				1. Date of event: Proposed date by Bree - September 28
				2. Lead: Melissa, Co-Leads – Elisabeth, Tim
		2. Zumba – October 12, 2011, 4:00 PM to 5:00 PM
			1. Find out if Tia will have assistants.
		3. Hip-hop Dance Lessons
			1. Decide on a date.
				1. Date of event: TBD
				2. Lead: Elisabeth, Co-Leads: Melissa, Tim
				3. Possible dates based on venue (Campus Center Ballroom) availability:

November 9 or 16

Sending Elisabeth contacts for instructors.

* + 1. Hula Aerobics – Canceled
			1. Free event next week – Tuesday, September 6, 2011 from 4:15 PM to 5:15 PM at Campus Center Ballroom
	1. Manoa Laughs (11/18/11)
		1. Lead – Caitlin Towner, Co-Lead – Amy Lee
			1. Budget for 2011-2012 ($20-25k for Manoa Laughs for comedian(s).)
			2. Decide on Fall Comedy Show comedian.
				1. Jo Koy

November 4th and 18th – no longer an option.

* + - * 1. Decide on alternative comedian.

Possible options

Michael Winslow and Gabriel Iglesias

* + - * 1. Updates and report.

Gabriel Iglesias - Not available.

Michael Winslow – Back up comedian.

Local Comedy Show – checking to see other options.

Frank DeLima – need to see if he’s still available.

* 1. Homecoming (10/21/11)
		1. Lead – Jeffery Kwock, Co-Lead – Alice Chow, Grant Ponciano
			1. Time: 3:30 PM to 6:30 PM
			2. Location: T.C. Ching Field
			3. Sprit Week events (10/17/11 – 10/21/11)
				1. Suggested events: dodgeball, decorate a t-shirt, RIO challenge – jeopardy, blood drive
			4. RIO Booths/Volunteers
			5. Photobooth
				1. Updates and report.

Email has been approved to send to the RIOs – just need to let AC know if they want a booth and/or if they want to volunteer or participate in the RIO challenge by October 7th.

1. Upcoming Year (Fall 2011 – Spring 2012)
	* 1. Movie Nights (9/2/11, 9/9/11, 9/16/11, 10/7/11, 10/28/11, 11/4/11)
			1. Lead – Alice Chow, Co-Lead – Grant Ponciano
				1. Updates and report.

Waiting for the Marketing and Graphics banner/flyers.

* + - * 1. Popcorn – 1 person, cotton candy machine – 2, cashier – 2, pick up Subway sandwiches from Subway before 5:00 PM.
				2. Pick up cash box before 4:30 PM
				3. Remind Shawn of the drinks that we need for the dates.
				4. Playlist of music to be played during movie nights before the event.
		1. Bingo and Board Games (9/2/11)
			1. Lead – Elisabeth Seamon
				1. Updates and report.

Everything is pretty much set except for the Marketing and Graphic orders.

* + 1. Create-A-Bear (9/16/11)
			1. Lead – Amy Lee, Co-Lead – Alice Chow
				1. Updates and report.

Animals have arrived.

Working on Marketing and Graphics posters/flyers

Pens/markers – Stephanie will be bringing them for the Create-A-Bear night

Set-up work with Joe Pugh with MES to figure out how to set up the ballroom

* + 1. Rockin’ the Roots (9/23/11)
			1. Lead – Ryan Daley, Co-Lead – Melissa Hrysyzen
				1. No updates and report.
		2. Karaoke Night (9/30/11)
			1. Lead – Shekinah Landicho
				1. Updates and report.

1 place at BaLe, Campus Center Forum, meeting rooms in Campus Center

Many of the places that Shekinah Landicho called, no longer rent karaoke machines.

Check with Alexa Donovan to figure out rental places.

* + 1. Monte Carlo Night (10/7/11)
			1. Lead – Caitlin Towner, Co-Lead – Timothy Chu
				1. Updates and report.

Did all the table se-ups and the Marketing and Graphic order, talk to Guy from Sodexo –

Touch base with Caitlin Towner.

Caitlin Towner picked up some menus

* + 1. Manoa’s Got Talent (10/14/11)
			1. Lead – Grant Ponciano, Co-Lead – Alice Chow, Ryan Daley
				1. Updates and report.

Work on some things this week.

* + 1. Co-Sponsorship – Career Fair (10/25/11 & 3/6/12)
			1. Lead – Grant Ponciano, Co-Lead – Timothy Chu
				1. No updates and report.
		2. Texas Hold’em, Board Game and Bingo (10/28/11)
			1. Lead – Melissa Hrysyzen
				1. No updates and report.

Prizes forms over $100. – taken care of by Alexa Donovan.

* + 1. Recycle Runway (11/10/11)
			1. Lead – Shekinah Landicho
				1. Updates and report.

Currently in the process of finding someone to help Shekinah Landicho.

Interested in talking to vendors and the Apparel Product Design and Merchandising students

* + 1. Taste of Manoa (12/1/11) – Commercial Programming Event
			1. Lead – Alice Chow
				1. Updates and report.
		2. Winter Ball (12/2/11)
			1. Lead – Amy Lee
				1. Updates and Report

September 12 – Mystical Sound Productions will be attending our meeting

Selling tickets – address dress standard, T&I have a running list of the names of the people

Stamp if they will be able to go in and out

* + 1. Cram Jam (12/12/11 – 12/16/11) – Commercial Programming Event
			1. Lead – Shekinah Landicho, Co-Lead – Caitlin Towner
				1. Updates and report.
		2. Aloha Bash 2012 (4/27/11) – Commercial Programming Event
			1. Lead – Grant Ponciano, Co-Lead – Alice Chow
			2. Budget for 2011-2012 ($40-45k for Aloha Bash for performer(s).)
			3. Decide on Aloha Bash band or performer.
				1. Updates and report.

Evaluate the results being collected at the Involvement Fair

Creating a Google doc to tally up the results from the surveys.

* + 1. Please meet with other AC members outside of the general meeting to discuss and plan for the events that you are assigned to.
1. Advisor’s Comments
2. Reminders
	1. Chartered Student Organization (CSO) Installation – Wednesday, August 31, 2011 at 6:30 PM in the Campus Center Ballroom.
	2. Next Meeting
		1. Tuesday, September 6, 2011 at 5:00 PM in CC 203B.
3. Meeting adjourned at 6:14 PM.