UNIVERSITY OF HAWAII AT MANOA

CAMPUS CENTER BOARD ACTIVITIES COUNCIL

Meeting Agenda

Tuesday, September 4, 2012

CC 309 - 5:00 PM

1. Attendance

|  |  |  |  |
| --- | --- | --- | --- |
| Members Present | Members Absent | Advisors Present | Staff Present |
| Aaron (5:45pm) | Andrew Bertucci | Laura Shimabukuro | Kelsey De Avila |
| Josh Abutin | Jenna Robinson | Stephanie Welin |  |
| Roanne Deabler |  |  |  |
| David Doucette |  |  |  |
| Grant Ponciano |  |  |  |
| Mitchell Sakuda |  |  |  |

1. Call meeting to order at 5pm.
2. Standing Items
   1. Minutes – August 27, 2012
      1. Accept minutes as sent.
         1. Move to approve: Josh Abutin
         2. 2nd: David Doucette
   2. Agenda – September 4, 2012
      1. Accept agenda as presented
         1. Move to approve: Josh Abutin
         2. 2nd: David Doucette
3. Old Business
   1. Final Retreat Updates and Reminders:
      1. THIS WEEKEND: September 7th – 9th
      2. ADDITION to packing list - AC Green Polo shirt and shorts/jeans  - so we can do picture taking at the house... really nice backgrounds! :)
      3. Remember to bring your things with you on Friday night
      4. Tory Watanabe will be sending out a final announcements email with packing list attached via email in case anyone lost their paper copy
      5. Transportation plan (drivers & riders) will also be included in the email
      6. Waivers & Payment were due Tuesday (9/4/12)
   2. Evaluative Recap: Welcome Back Bash (8-24-12)
      1. **Start:**
         1. Have KTUH set up earlier and work with KTUH earlier in advance.
         2. Have AC members start to set up earlier.
         3. Before the day of event double check building outlets and make sure the power is working in the ones that will be needed.
         4. Remind groups/organizations they need to set up earlier (be on time), define what station set up looks like. This will make things easier for members and volunteers.
         5. Add a new task for AC by having one person pass out BaLe coupons.
         6. During the concert have AC members spread out more and do walk throughs. This will make AC more visible and create security.
      2. **Stop:**
         1. Mitchell Sakuda should stop eating too much food
      3. **Continue:**
         1. Keep the BaLe coupons. They were a great hit and everyone enjoyed them.
      4. **Change:**
         1. Bring in new bands for the next event. Create variety among the performances.
   3. Evaluative Recap: Movie Night: The Avengers (8-31-12)
      1. **Start:**
         1. Have a reserve of popcorn ready before showing. Keep making popcorn even if people aren’t in line. Start popcorn 30mins before showing. Please take note from Josh Abutin: “If you think you have enough popcorn, you’re wrong.”
         2. Use scripts/poker chips for audience members for popcorn and cotton candy. The chips would be used for participants to pay in advance and then select their food.
         3. Possibly change to limit 1 per item instead of 2 per item.
      2. **Stop:**
      3. **Continue:**
         1. Have two separate lines for cotton candy and popcorn.
         2. Keep the limit of food choices to two per item per person.
         3. Have two people working on popcorn: 1 opening bag, 1 pouring popcorn in bag
      4. **Change:**
         1. Have AC order more food for audience members.
         2. Have two people at cashier
         3. Start popcorn earlier
4. New Business
   1. Karaoke Night (9-7-12)
      1. Event Overview
         1. Meet in Stephanie Welin’s office at 5:30pm
         2. We don’t need anything from the AC office so please go straight to Stephanie’s office
         3. Stamp is for food only fee paying students and guests.
         4. Prizes: Fee paying students only
      2. AC Tasks
         1. MC: Jenna Robinson???
         2. Check-in Table (1 person): David Doucette
         3. Sign-up Table (1 person): Roanne Deabler
         4. Buffet Line (2 people): Grant Ponciano, Mitchell Sakuda
         5. BaLe (1 people): Andrew Bertucci ???
         6. 3rd Floor CC rooms (1-2 people): Josh Abutin
   2. Proposal: Revise Showing Times for Movie Night: Brave (9-14-12)
      1. 93 minute run time
      2. 1st Showing: 6:30PM
      3. 2nd Showing: 8:45PM
      4. New revised proposal:
         1. 1st Showing: 6:30pm
         2. 2nd Showing: 8:20pm start selling at 8:05pm
            1. Motion to approve proposal

Motion to approve: Josh Abutin

2nd: Mitchell

Motion passes

* 1. Security at Events: All events will have security
     1. We’ll be pulling from upcoming events in order to pay for the extra security.
     2. During The Dark Knight Rises AC will require bag checks
  2. Proposal: Update Event Schedule
     1. Discussion:
        1. Have food supplies (popcorn, cotton candy machine) at the front by the double doors
        2. Create line for customers by using ropes/tape for audience members to wrap around.
        3. If AC decides to use the ballroom, cotton candy will not be made.
     2. Proposal 1
        1. Remove *The Bourne Legacy* from Movie Night schedule on 11/9
        2. Move *The Dark Knight Rises* from 10/26 to 11/9
        3. Show *Ted* on 10/26
     3. Proposal 2
        1. Remove *The Bourne Legacy* from Movie Night schedule on 11/9
        2. Move *The Dark Knight Rises* from 10/26 to 11/16
           1. Hold showings in the Ballroom (booked)
        3. Show *Ted* on 10/26
        4. Move Rockin’ the Roots to 11/9
        5. Motion carries:
     4. Proposal 2 is accepted and motion passes
        1. Motion approved: Mitchell Sakuda
        2. 2nd: David Doucette
  3. Homecoming: Vote on Entertainment
     1. Top 7 Local bands from survey:
        1. Research the band. Contact list, availability, work within budget

|  |  |  |
| --- | --- | --- |
| **Band** | **# of Votes** | **% of Total Votes** |
| 1. Anuhea | 108 | 45% |
| 2. Natural Vibration | 81 | 34% |
| 3. The Green | 75 | 32% |
| 4. Fiji | 73 | 31% |
| 5. Kapena | 70 | 29% |
| 6. Iration | 69 | 29% |
| 7. Soja | 68 | 29% |

* 1. ASUH Proposal – Co-Sponsorship
     1. AC considerations for ASUH Oktoberfest co-sponsorship
     2. October 4th Thursday, 6pm – 8pm
        1. Mitchell Sakuda: Propose an alcohol free alternative to BaLe
        2. David Doucette: Free Root beer Fest. Suggest ‘root’ sign ☺
     3. Approve ASUH:
        1. Motion to approve: Mitchell Sakuda
        2. 2nd: Josh Abutin
     4. Any abstentions: None
     5. Motion passes
  2. Spring 2012 Events: We’ll be finalizing the schedule in the next few weeks. Start thinking about new/returning events!
     1. Data from Surveys: Number of votes – Percentage

|  |  |  |
| --- | --- | --- |
| Event | # Of Votes | Percentage from Total |
| 1. Taste of Manoa | 227 | 71% |
| 2. Movie Nights | 213 | 66% |
| 3. Concerts | 167 | 52% |
| 4. Create A Bear | 97 | 30% |
| 5. Manoa’s Got Talent | 92 | 29% |
| 6. Bingo, Board Games, Texas Hold’Em | 81 | 25% |
| 7. Karaoke Night | 75 | 23% |
| 8. Manoa Laughs | 72 | 22% |
| 9. Monte Carlo Night | 72 | 22% |
| 10. Winter Ball | 56 | 17% |
| 11. Other | 37 | 12% |
| 12. Crafts | 36 | 11% |

* 1. Don’t forget to include Lead, Co-Lead, Stephanie Welin, Emily Morihara, and Kelsey De Avila when emailing your M&G orders. This is so we can update our facebook pages and website.

1. Advisor Comments
   1. Jacob: If you’re using the fridge in the AC office, please make sure to keep the temp. dial in the middle (between 4-5). The icebox will build up with ice. Please don’t touch the dial
   2. Over the next upcoming meetings we’ll be finalizing events for Spring semester.
2. Reminders
   1. Advertising
      1. Please submit your E-Blast onto Google Docs. One is already created for you. Edit on Google Docs.
      2. Submit beginning Fall 2012 event M&G orders ASAP
         1. Due at least 4 weeks in advance
         2. Advertising in Housing, aim for 6 weeks
         3. Remember, you can update M&G on details after submitting your order! Just turn it in! :O)
   2. Wear your AC T-shirt, AC ID badge, and closed toed shoes at all AC events. If you have long hair and are managing food please make sure to put it up during AC events.
   3. Stephanie Welin will be off island week of Monte Carlo Night (9/17 - 9/21). Laura will be point person for the night of.
   4. 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.
   5. If you take a binder from Stephanie Welin’s office please make sure you update the google doc. We need to know its location.
   6. If you want to be a Co Lead/Lead on any program please email Aaron Dyogi.
   7. Please send your final designs from Marketing & Graphics via email to Stephanie at [swelin@hawaii.edu](mailto:swelin@hawaii.edu) and Kelsey at [deavila@hawaii.edu](mailto:deavila@hawaii.edu) so they can be posted on the website and Facebook pages.
   8. Next Meeting
      1. Monday, September 10, 2012 – 5:00 PM – CC 309
3. Meeting adjourned at 6:05pm