UNIVERSITY OF HAWAI’I AT MANOA

CAMPUS CENTER BOARD

Activities Council Meeting

Wednesday, August 10, 2011

Hemenway Hall 204 at 5:00 PM

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

1. Call meeting to order at 5:06 PM.
2. Unfinished Business
	1. Minutes – Monday, August 1, 2011
		1. Corrections to the minutes.
		2. Accept minutes as corrected.
			1. Grant Ponciano moved to accept the minutes as corrected. Elisabeth Seamon seconded. Motion carried. Minutes were accepted as corrected.
	2. Agenda – Wednesday, August 10, 2011
		1. Accept as amended.
			1. Ryan Daley moved to accept the minutes as corrected. Amy Lee seconded. Motion carried. Agenda was accepted as amended.
	3. Summer Surveys
		1. Draft of survey for rush week.
			1. Corrections to be made.
				1. No corrections to be made at this time.
			2. Approve of new questions suggested by Stephanie.
				1. Ryan Daley and Grant Ponciano will be brainstorming a list of performers to include on the survey for students to select as their favorites.
	4. Wellness Wednesdays
		1. Zumba
			1. Leads – Timothy Chu, Co-Leads – Melissa Hrysyzen and Elisabeth Seamon
				1. Confirmation with Bree Nidds from Leisure Center for October 12, 2011 – update.

Tia, the instructor is booked for the date.

Bree Nidds said she can change the time if AC would like to.

* + - * 1. Reserve venue (Campus Center Ballroom) – update.

Tim – check with Meetings and Events Services.

* + 1. Hip-Hop Dance Lessons
			1. Decide on a date.
				1. Date of event: TBD
				2. Possible dates based on venue (Campus Center Ballroom) availability:

September 14 or 21

November 9 or 16

Lead: Elisabeth Seamon

* + - * 1. Co-Lead(s): Melissa Hrysyzen, Timothy Chu
				2. Look into contact suggested by Ryan Daley

Laura Shimabukuro will check with one of the MES workers for a hip-hop dance contact.

* + 1. Hula Aerobics
			1. Decide if AC wants to continue with this event.
			2. Decide on a date.
				1. Date of event: September date
				2. Possible dates based on venue (Campus Center Ballroom) availability:

September 14 or 21

November 9 or 16

* + - * 1. Lead: Melissa
				2. Co-Lead(s): Elisabeth, Tim
	1. Invisible Children
		1. Co-sponsorship Proposal
			1. Co-sponsorship proposal requests:
				1. Room Reservation

Campus Center Ballroom

* + - * 1. Audio/Visual Equipment

DVD Player (1)

Microphone (1)

Projector (1)

Screen Projector (1)

Speakers/sound system (1)

* + - * 1. Reservations

Chairs (200 – audience style)

Table (1)

* + - * 1. Publicity (e.g. flyers, banners)

Amount AC is willing to provide.

1 banner, 40 flyers

$170.00 – 1 flyer, 40 banners

$170.00 – reservation

$340.00 – total

banner - $110, $1.50 per flyer

Don’t need to fill out MES forms for flyers, but banners you do.

* + - * 1. Ryan Daley moved to approve the Invisible Children proposal as presented. Grant seconded. Motion carried. The Invisible Children proposal was approved as presented.
		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.

Jo Koy

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

* + - * 1. Decide on alternative comedian.

Augie T – will be off-island on November 18th,

Frank Delima – currently getting in contact with him.

Honolulu Comedy Club

In the process of working with Amy Lee and Sarah Yap to reserve a performer for November 4th or 18th.

Will update Sarah Yap soon with any information.

* + 1. Homecoming (10/21/11)
			1. Lead – Jeffrey Kwock, Co-Lead – Alice Chow, Grant Ponciano
			2. Time: 3:30 PM to 6:30 PM
			3. Location: T.C. Ching Field
				1. Updates and report.

Relay challenge, spirit week before the actual homecoming fair, one of the bigger events during the semester, carnival type of event

Band performer.

Sprit Week events (10/17/11 – 10/21/11)

* 1. Upcoming Year (Fall 2011 – Spring 2012)
		1. Welcome Back Bash (8/26/11)
			1. Lead – Grant Ponciano
				1. Updates and report.

Fair – booths outside of Ka Leo

AC will have their own table –

Carnival Games – to make something that is

Raffle prizes every half hour

4 - $25 bookstore gift cards.

Create an activity booth

Suggestion: Mini TVs, Wii, Rockband – Grant Ponciano will ask Shawn Kyono if AC would be able to borrow the equipment.

Check with Gamesroom.

Updates on performer will be coming soon.

* + 1. Movie Nights (9/2/11, 9/9/11, 9/16/11, 10/7/11, 10/28/11, 11/4/11)
			1. Lead – Alice, Co-Lead – Grant
				1. Updates and report.

Movies are set.

Elisabeth Seamon will be working on the Bridesmaid banner in combination with the Bingo and Board Games event

* + 1. Bingo and Board Games (9/2/11)
			1. Lead – Elisabeth Seamon
				1. Updates and report.

Elisabeth Seamon– looked at inventory

Just have to work with flyers.

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

Orders are set.

Working with Marketing and Graphics

K.I.D.S. in distressed situations

Organization uses donation to provide supplies to family members.

Tahoku region in Japan

Provide paper and markers for children – to make cards and letters to send to patients at Kapiolani Hospital.

* + 1. Rockin’ the Roots (9/23/11)
			1. Lead – Ryan Daley, Co-Lead – Melissa Hrysyzen
				1. Updates and report.

Looking for someone to perform in between sets, to fill in the time period while switching bands – ex: guitarist, beat-boxer

Providing Tracyn Nagata with a list of bands he would like to include on the survey for rush week.

Providing discounts for Jamba Juice.

Ask Sodexo if they want to offer food.

Time: 9:00 PM – 1:00 AM

* + 1. Karaoke Night (9/30/11)
			1. Lead – Shekinah Landicho
				1. Currently off-island.
		2. Monte Carlo Night (10/7/11)
			1. Lead – Caitlin Towner, Co-Lead – Timothy Chu
				1. Updates and report.

Description of what you want needs to be put on SuperQuote.

Due date: This Friday (description)

Vendor will need to provide their own parking

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

Planning folder been worked on with Grant Ponciano and Ryan Daley

* + 1. Co-Sponsorship – Career Fair (10/25/11 & 3/6/12)
			1. Lead – Grant, Co-Lead – Tim
				1. Updates and report.

Co-sponsorship letter was sent and returned.

* + 1. Texas Hold’em, Board Game and Bingo (10/28/11)
			1. Lead – Melissa Hrysyzen
				1. No updates or report.
		2. Recycle Runway (11/10/11)
			1. Lead – Shekinah Landicho, Co-Lead – Damian McPherson
				1. No updates or report.
		3. Taste of Manoa (12/1/11)
			1. Lead – Damian McPherson
				1. No updates or report.
		4. Winter Ball (12/2/11)
			1. Lead – Amy Lee
				1. Updates and Report

September 12, 2011 – Mystical Sound Productions will be attending our AC meeting

Food - $2000-$3000

Security (8 needed)

Photobooth

$2500 – ticketing, DJ, decorations

Amy speak with Sharie Higashionna-Ibarra

Golden Key – ask if they would be willing to join and help with the event. ($500)

Decorations

* + 1. Cram Jam (12/12/11 – 12/16/11)
			1. Lead – Shekinah Landicho, Co-Lead – Caitlin Towner
				1. No updates or report.

Both currently off-island.

* + 1. Aloha Bash 2012 (4/27/11)
			1. Lead – Grant Ponciano, Co-Lead – Alice Chow, Jeffery Kwock
			2. Budget for 2011-2012 ($40-45k for Aloha Bash for performer(s).)
			3. Decide on Aloha Bash band or performer.
				1. Want to include list of performers on survey – Jeff will send the list of performers by Wednesday to Tracyn Nagata
		2. Please meet with other AC members outside of the general meeting to discuss and plan for the events that you are assigned to.
1. New Business
	1. Commercial Programming
		1. Partnering Vendors
			1. Aloha Bash
			2. Cram Jam
			3. Taste of Manoa
				1. If you are in charge of any of these events, please work with Shawn Kyono to work with other vendors.
2. Advisor’s Comments
3. Reminders
	1. Please submit your availability for the first week of school (Monday, August 22, 2011 – Friday, August 26, 2011) between 8:00 AM to 6:00 PM.
	2. Family Fun Day Event
		1. Date: Saturday, August 13, 2011
		2. Time: 10:00 AM to 4:00 PM
		3. Location: Kailua Beach Park
			1. Note: You don’t have to stay the whole time if you are unable to.
			2. This is not a mandatory event, but it’s a great way to meet new people and socialize with others within the SLD department.
	3. Student Union Team Day – August 19, 2011 (State Holiday) from 3:00 PM to 6:00 PM in the Campus Center Ballroom.
	4. Chartered Student Organization (CSO) Installation – August 31, 2011 at 6:30 PM in the Campus Center Ballroom.
	5. Next Meeting
		1. Wednesday, August 17, 2011 at 5:00 PM in Hemenway Hall 204.
4. Meeting adjourned at 6:11 PM.