UNIVERSITY OF HAWAI’I AT MANOA

CAMPUS CENTER BOARD

Activities Council Meeting

Wednesday, August 17, 2011

Hemenway Hall 204 at 5:00 PM

1. Call meeting to order at 5:03 PM.
2. Unfinished Business
	1. Minutes – Wednesday, August 10, 2011
		1. Corrections to the minutes.
		2. Accept minutes as corrected.
			1. Grant moved to accept the minutes as corrected. Elisabeth seconded. Motion carried. The minutes were accepted as corrected.
	2. Agenda – Wednesday, August 17, 2011
		1. Accept as amended.
		2. Ryan moved to accept the agenda as amended. Damian seconded. Motion carried. The agenda was accepted as amended.
	3. Summer Surveys
		1. Draft of survey for rush week.
			1. Corrections to be made.
			2. AC approved of Ryan’s suggested bands to include on the survey.
			3. Jeff also included set-list suggestions for Aloha Bash, but AC decided to not include it on the survey for rush week.
	4. Wellness Wednesdays
		1. Hip-hop Dance Lessons
			1. Date still needs to be decided – Sometime in November
				1. Possible dates based on venue (Campus Center Ballroom) availability:

November 9 or 16

* + - * 1. Lead: Elisabeth, Co-Leads: Melissa, Tim
		1. Hula Aerobics
			1. Date still needs to be decided – Sometime in September.
				1. Possible dates based on venue (Campus Center Ballroom) availability:

September 14 or 28

* + - * 1. Lead: Melissa, Co-Leads – Elisabeth, Tim
		1. Manoa Laughs (11/18/11)
			1. Lead – Caitlin, Co-Lead – Amy
				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.
				2. Updates and report.

Michael Wislow – Available on November 4th.

Since we are working with the Hawai‘i Comedy Theatre, all the opening acts will be through their theatre.

Looking into Gabriel Iglesias – well known based on surveys

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

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

* + - * 1. Suggested Activities by Jeff - Dodgeball, decorate a t-shirt, RIO challenge – jeopardy, blood drive.
1. New Business
	1. Ways to Partner in the Future
		1. Board of Publications (BOP) and The Broadcast Communication Authority
		2. Collaboration Meetings
			1. Open to all AC members
				1. Working with FILM to see what we can do.

Suggestions: Trailers before movie nights, advertising for Ka Leo. Ka Leo is going to have tables at different events.

Contact Stephanie if you are interested in assisting and helping.

* 1. Advertising and Procedure for Housing
		+ 1. Number of flyers being ordered.
				1. Keep numbers in order.

Need more than a week

No graphics no attachments, allowed to lump events together, one announcement per semester, make sure the emails are formatted the way it is, make sure that it is edited, create our own listserv. Calendar updates on the hawaii.edu website are required before the e-blast can be sent out, primary way of advertising and marketing event.

* + 1. Involvement Fair
			1. Wednesday, August 31 and Thursday, September 1
				1. Time: 10:00 AM to 2:00 PM
				2. Must RSVP and indicate whether we want to participate on one or both dates.

Half table with CCB.

Pass out flyers

* + - 1. Please fill out the doodle with your availability.

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

* + 1. Tracking Sheet of Fiscal Paperwork.
			1. Refer to attached handout.
1. Upcoming Year (Fall 2011 – Spring 2012)
	* 1. Welcome Back Bash (8/26/11)
			1. Lead – Grant
				1. Updates and report.

Fair - 4:30 pm to 6:30 pm – Manoa Experience Contest (Myrtle Yamada), KTUH, SLD, Honors Student Organization, Ka Leo, ASUH, Recreational Sport, The Leisure Center, Intramural Sports, Bree Nidds, Campus Center Board, Activities Council, GSO – Anjali, Sodexo – Elizabeth Hough

Concert – Beach 5 and Kapena

Potential opening band – The Virtue, Inity Collective

Everyone will be helping with this event.

Banner – in progress

* + 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.

Turned in two forms for the banners, subway and movies done

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

Turned on flyer paper work.

Prize list turned in to Tracyn.

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

Supplies were ordered.

Looking of reams of paper.

In the process of figuring out if empty print cartridges can be exchanged for free paper.

Amy and Stephanie if they have markers that they can donate.

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

Generated list for the group.

Meet with Shawn to discuss the possible performers.

Decide at next meeting if they could find out if they will be able to do it.

* + 1. Karaoke Night (9/30/11)
			1. Lead – Shekinah
				1. No updates or report.
		2. Monte Carlo Night (10/7/11)
			1. Lead – Caitlin, Co-Lead – Tim
				1. No updates or report.
		3. Zumba (10/12/11)
			1. Leads – Timothy Chu, Co-Leads – Melissa Hrysyzen and Elisabeth Seamon
				1. Updates and report.

Reserved the ballroom for Zumba.

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

Plan to schedule a meeting during this week.

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

Jenny needs the CCB logo for the banner.

* + 1. Texas Hold’em, Board Game and Bingo (10/28/11)
			1. Lead – Melissa
				1. Updates and report.

Currently working on the bingo prize list.

* + 1. Recycle Runway (11/10/11)
			1. Lead – Shekinah, Co-Lead – Damian
				1. Updates and report.

Talk with different vendors to see who is interested.

* + 1. Taste of Manoa (12/1/11) – Commercial Event
			1. Lead – Damian
				1. Updates and report.

Working with Sodexo and Shawn to figure out the details.

* + 1. Winter Ball (12/2/11)
			1. Lead – Amy
				1. Updates and Report

Possible Theme Ideas

Pearl balloons

Darker, jazzy mood – stars moons – Fly Me to the Moon theme

Attending the AC September 12 meeting.

Will call

Laura mentioned that people may accuse you if there stuff is lost. Something to think about.

Ask Sharie from T & I about Winter Ball tickets, costs, etc.

* + 1. Cram Jam (12/12/11 – 12/16/11) – Commercial Event
			1. Lead – Shekinah, Co-Lead – Caitlin
				1. No updates or report.
		2. Aloha Bash 2012 (4/27/11) – Commercial Event
			1. Lead – Grant, Co-Lead - Alice
			2. Budget for 2011-2012 ($40-45k for Aloha Bash for performer(s).)
			3. Decide on Aloha Bash band or performer.
				1. Refer to suggested set list.
		3. 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. 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. Student Union Team Day – August 19, 2011 (State Holiday) from 3:00 PM to 6:00 PM in the Campus Center Ballroom.
	3. Chartered Student Organization (CSO) Installation – August 31, 2011 at 6:30 PM in the Campus Center Ballroom.
	4. Next Meeting
		1. Monday, August 22, 2011 at 5:00 PM in CC 203B.
3. Meeting adjourned at 5:43 PM.