

UNIVERSITY OF HAWAII AT MANOA  
CAMPUS CENTER BOARD ACTIVITIES COUNCIL  
MEETING MINUTES  
Wednesday May 30, 2018

Start Time: 1:03 pm      End Time: 2:33 pm

I.      OLD BUSINESS

After the acceptance of the present agenda and prior minutes, the meeting begins with a discussion of the last two events from the past semester (Spring 2018)

1. Aloha Bash

A. Reflection:

- Final attendance count was about less than 1,000 people
- All payments are processed except for coupons for the food (currently is being worked on)
- Backstage there was a miscommunication of who was in charge of making sure artists were on stage when they needed to be
- The show had to be cut short so there was no All Star Band performance (could not extend because of city ordinances and performances were longer than planned)

B. Recommendations:

- Need to work on more marketing for next Aloha Bash to increase attendance
- Determine who is in charge of the flow of artists performing
- Make sure artists stick to their allotted time of their performances
- Send a survey (google forms/paper survey) out to students about what genre they prefer (should be sent out or completed by the end of August)
- Surveys may be filled during Welcome Back Bash/Movie Night
- Last year, AC tried to schedule R&B and Hip Hop artists but was unsuccessful because of distance accommodation costs for flights and hotels for entire entourage
- Local artists are more convenient to book (for budgeting and contacting)
- The bands should be decided by September

2. Cram Jam

A. Reflection:

- No RIOs at the event but AC was successful in planning and overseeing the services, averaging 4-6 people each night

B. Recommendations:

- Change “sensory room” to “game room” and/or “relaxation room”
- Include board games in rooms, something that is easy to give students a mental break

- Consider requesting about 4-6 people from RIOs because when requesting 10, they are more hesitant to volunteer
- Consider gift cards (ex: VISA) for individual volunteers as incentive because it is during finals week

## II. NEW BUSINESS (SUMMER AND FALL 2018)

### 3. Impulse Screening (Summer 1 Event)

- Event will be a 45 minute YouTube show screening
- Layout and drinks are confirmed
- Deciding whether to do a snack run or have food from Sodexo, but snacks and drinks will be provided at the event
- Final graphics are confirmed (waiting for them to be printed)
- Flyers should be printed and distributed, and 5 ground stakes should and placed around campus center should be placed (waiting to be printed)
- Need to put in housing
- Need to double check supplies, waiting on prizes for games, if not promo items will be used for the giveaway

### 4. World Cup Giveaway

- Layout is confirmed
- Need DOH form for cookies from Sodexo (soccer ball cookies)
- Set aside promo items to use for prize bags (international students)
- 18 grand prizes will be official FIFA world cup items
- Smaller prizes: drawstring bags, inflatable soccer beach balls, soccer coolies, phone wallets
- In the campus center forum TV, reruns of the world cup will be playing- need to find which channel will show the reruns because of the time difference

### 5. Summer 2 Event

- Same day as the Resource Fair which will be on the Legacy Path (aka Week of Welcome)
- Point of contact Email has been given for layout discussion
- Give away 210 kits with canvas tote bag, folder, monthly planner, coffee, highlighter, promo pens, to do list pad
- Will use discretion type call because family/siblings may want to get kits, but ask whether or not they are a student (no ID checks)
- Bookstore donation request forms- some marketing methods we can offer to them are flyers in the kits, announcements, coupons for the bookstore, items with their logos such as post it notes (need to inquire more)

### 6. Welcome Back Bash

- Possible performers: Jordan T, Ekolu, Maoli
- Point of contact has been confirmed
- Food must be planned and contacts need to be checked

## 7. Movie Night 1

- The council has approved having two separate movies in one night
- The first showing will be Black Panther (about 5-7:15 pm)
- Second movie showing will be Avengers Infinity War (about 8 to 10:40)
- Considering having concessions on the second floor next to ballroom
- Need to determine if food will be the same as prior semester (sandwiches, popcorn, chips, drink)
- Need to call theatres for cut outs before they throw them away (some theatres get rid of cut out after first showings of movies)
- Need to make sure there is enough supply of popcorn holders and kernels
- Incentivize volunteers (suggestions)- free popcorn, utilize section C area seating, or if you volunteer for one movie volunteers may watch the other in reserved seating

## 8. Mānoa Poetry Slam

- Need to change the date, push event back because of limited time to complete and submit applications
- Online application form is created
- 15 spots available to schedule poets
- will keep open mic night after schedule poets for authenticity and to fill up time if people do not show
- Create participation certificates for people who performed but did not place
- Possible prizes: backpack, hydro flask, polaroid camera, iPad, amazon echo
- Coffee shop theme: have snacks in the front of stage before the show starts and during intermission to have a coffee shop vibe of everyone interacting and talking to each other while getting food

## 9. Dance/ Cultural Night

- Possible dance themes: Line dancing, bachata theme, multiple types of dances
- Need to prepare waiver forms
- If dance companies do not have insurance (TULIP) AC can reimburse them- they buy insurance and include the cost in their payment

## 10. Wellness Fair

- Hawaii Dental Services reached out to AC and is offering free oral health resources, giveaways, and information about oral health (tabling)
- Need to decide on theme for the event –meditation, stress managements, Sodexo meal menu, cook/meal prep for college students
- Need to decide on items to order for the event
- Location to be decided- cc courtyard or executive dining ballroom

## 11. Cultural Event

- Paint night –stations will have different paintings
- Possibly have an art instructor from the art department

- Create a bundle kit for community to take home
  - Need to work on “culture” theme
12. Taste of Mānoa
- Work in progress
  - Five theme options were given to the chefs
  - Waiting for reply on their decision of food theme (Sweet and Sour/Sweet and Savory, Around the World, On a Stick, Fried/Veg Out, Farmer’s Market/Fresh Produce)
13. Self Defense
- Jiu Jitsu is requesting \$1,000
  - Probably going to contact Taekwondo company from last semester because they are volunteers
14. Movie Night 2
- Double showing of Incredibles 2
  - Need to ask movie theatres for cut outs before they throw away
15. Makana o Mānoa
- Need to be more of a Hawaiian based theme
  - Performers: singers, dancers, band
  - Suggestions: contact different campus organizations (Hawaiian community), package food for staff before event starts because of possible misunderstandings from students wanting food, food availability, and “while supplies last” announcement
  - Need place to store food for staff (last year was the Kaleo office)
  - Food from Sodexo (probably same menu as last year because of discount but still to be decided by event coordinator)
16. Mānoa International Education Week
- AC received co-sponsorship application
  - Last semester, AC co-sponsored International Education Night with students of that community, this event will be working with the staff of that same community
  - Need to inquire more about AC’s role in the planning of this event
  - Suggested: cut out middleman of AC and just connect that community to the resources of Graphics and MES, have more of a part in planning the event
  - Reflection of last semester’s event (International Education Night): there was no one person of contact for the entire event, AC did not have much say in the planning of event, AC’s logo was not on the graphic when it was stated in the co-sponsorship agreement to have it there, AC did not know that a graphic request was submitted to Graphics (only found out when an email was sent to pick it up and hang it)
17. NovemBear
- Work in Process
  - Need stuffed animals, accessories, theme
18. Cram Jam
- Work in Process

### III. Chair Comments

- Chair position is officially open- application is due Friday June 01 at 4:30 pm
- Budget should be done by the June 15th at the latest
- Mending Masculinity Speaker email was forwarded to AC
- Ally is the point of contact for Coke Allotment- inform her when drink orders are ready
- Need to redefine Co-sponsorship (suggested: reform application, open to multiple definitions, one may be having relationships where we provide services or connections to venue or graphics arm)
- Understanding of Sodexo/MDS expectation- there is a disconnect of 'while supplies last' expectations as the chefs are pressured to provide more food than what AC anticipates is needed
- Review and Discuss AC Bylaws [Written 10-15 years ago]
- TOXIC Relevance-possible event to raise alcohol awareness around the holidays/Halloween
- Fall Schedule events to be moved: Poetry Slam and Cultural Event
- Spring 2019 Schedule: Mandatory (7)- Welcome Back Bask. Taste of Mānoa, Aloha Bash (+Kick off and Last Chance), Cram Jam, 1 Wellness, 1 Cultural (Living Legacy), 2 movie nights, dance night

### IV. Advisor Comments

- Graphics orders are in for: Loyalty cards, Business cards and Fall Semester schedule
- For giveaway prizes because of IRS tax laws, AC is not allowed to giveaway prizes to international students
- If an international student wins a prize, AC promotion bundle bags should be prepared to be given as the prize
- Need to say "prizes may vary" when having giveaway prizes

### V. EA Comments

- For poetry Slam because the date will be moved, an additional Form 56 will be submitted

### VI. Reminders

- Timecards are due by the 15th and 30th of every month
- If you need help do not forget to ask! We are all working together

### VII. Next Meeting Date: To be Determined

### VIII. Participants of the Meeting:

Advisor: Allyson Arrieta

Chair: Demetrius Reed

Graduate Assistant: Kristina Egdamin

Executive Assistant: Ashley Ganti

Event Coordinators: Renee Banks, Reo Hasunuma, Moana Kimura