

UNIVERSITY OF HAWAI‘I AT MĀNOA  
 CAMPUS CENTER BOARD ACTIVITIES COUNCIL  
 Meeting Minutes

Monday, February 2, 2015  
 Hemenway Hall 215 7:15PM

Members Present	Advisors Present	Staff Present
Moira Miyasato	Stephanie Welin	Rachael Beale
Niharika Ravichandran	Morgan Rapozo	
Kristina Egdamin		
Shirin Fadaee		
Ariana Johnson-Lopez		

I. Call meeting to order at 7:21 PM.

II. Standing Items

- a. Minutes - January 26, 2015
  - i. Accept minutes as amended in Google Docs.
- b. Agenda - February 2, 2015
  - i. Accept agenda as presented.

III. Old Business

- a. Movie Night: Neighbors Evaluative Recap
  - i. Stop:
    - 1.
  - ii. Start:
    - 1. popcorn seasoning - AC would like to start providing seasoning for people to put on their popcorn, ex. Furikake.
    - 2. Ask for stanchion sign holders/ big trash can for ballroom
    - 3. pay here sign
    - 4. put tape on the ground with arrows
  - iii. Continue:
    - 1. subway cookies and sandwich
  - iv. Change:
    - 1. try cotton candy upstairs
    - 2. sell other stuff like red vines, wrapped candy
    - 3. Graphics - make sure advertisements are posted two weeks in advance to attract a larger audience
  - v. Attendance: 30 first showing /37 second showing (67 total)

#### IV. New Business

- a. CCBAC Spring retreat - Rachael will be calling tomorrow
- b. Activities Council Bulletin Board (Rika)
  - i. Board Progress - The AC board is currently up in campus center, it is located right when you come out of jamba on the left hand side. The board allows students/passers byers to see what upcoming events AC will be hosting as well as current staff and AC members.
- c. Upcoming Events
  - i. One Billion Rising Co-Sponsorship (2/12/2015)
    1. Liaison: Moira/Kristina - No updates, Moira will be meeting with Leslie/Jennifer on Tuesday 2/3/2015.
  - ii. Movie Night: *The Hunger Games Mockingjay Part 1* (2/20/2015)
    1. Lead: Moira - Moira will be sending out graphics and ground stakes.
  - iii. UH Saves Co-Sponsorship (2/25/2015)
    1. Liaison: Rika - No updates
  - iv. Mānoa's Got Talent (2/27/2015)
    1. Lead: Moira/Rika - Frank Delima is available and costs \$900. The budget is \$1200. Rika proposed an increase of \$800 moving the budget to \$2,000.
      - The motion was made and Moira made a second motion and everyone was in favor of that motion.
    2. Comedian Adam Grabowski Updates (Rika) - (Rika will be sending the AC executive assistant all the relevant information needed to make contracts).
      - Adam Grabowski is not coming for Manoa's got talent, AC is planning on having him come for a comedy show since the council will no longer be having a Manoa Laughs.
    3. Emcee - Frank Delima Available
    4. Judging - audience vote
    5. Prizes - increase to match last MGT 1st 2nd and 3rd group performance is \$325 and \$175 and \$125
    6. Budget Increase Proposal
  - v. Career Fair Co-Sponsorship (3/3/2015)
    1. Liaison: Ariana/Kristina - Jenny is sending the graphics.
  - vi. International Night 2015 Co-Sponsorship (3/6/2015)
    1. Liaison: Moira - No updates
  - vii. Salsa Night
    1. Lead: Rika - AC can possibly get the ballroom the night of the event because the group renting before AC may finish rather early. If AC cannot get the ballroom for the event, they plan to host it in campus center on the grass and then AC plans to have those in attendance sign a waiver in case of any injuries.
  - viii. Mānoa Laughs (4/7/2015)

1. Cannot proceed with CAA.
  2. Suggestions? - Since Manoa Laughs is not happening there were suggestions by AC members to have an open mic night for young comedians/students on campus.
- ix. Create-a-Bear and *Big Hero 6* Movie Night
1. New date still needs to be confirmed - need to find out when the ballroom is available. Qiana and Stephanie are meeting with Shawn so looking at Friday April 24.
- d. AC/Signature Office Updates (Rachael)
- i. Layout. Within the new office AC would likely have a greeter desks for any guests/visitors who stop by the office, so that they may be assisted right away, two collaboration desks put together for event planning groups, and a single desks for executive assistant and/or fiscal assistant to work at.
  - ii. Cleaning Current AC Office - Next Saturday, February 6, 2015.
- e. Discussion Items
- i. What does it mean to be a “validated” student?
    1. Students have no holds, have paid the student activity fee (for AC “validated”), and are currently registered for classes for the current semester.
  - ii. Event Planning Timeline Part 1
    1. Components
      - a. Pre-Event - Everyone who is involved in the event; Members, staff, performers, etc. All parties phone numbers who are involved should be placed in your phone, for easy communication.
        - i. Event Objective
        - ii. Identify & Secure Location
        - iii. Event Folder
        - iv. Budget
          1. Purchases
        - v. Advertising
          1. M&G/CC Graphics
            - a. Work orders should be submitted at least six weeks prior to the event.
          2. Housing
          3. AC Bulletin Board
          4. E-Blast
          5. Social Media
        - vi. MES
          1. Layout
          2. Room/Venue Reservation
          3. Equipment Reservation
          4. At the very latest everything should be finalized with MES 2 weeks prior, though

conversations with MES should happen as soon as initial details are determined. MES can act as an additional sounding board and resource

vii. To Do List

viii. AC Tasks

ix. Event Agenda

x. Event Signage

xi. Event Risk Assessment Matrix

xii. Prize Paperwork (if applicable)

b. During the Event

- Know everyone's positions/duties and plan accordingly
- Follow the event agenda.

c. Post-Event

i. To be discussed in Part 2.

2. Resources

a. To be discussed in Part 2.

3. AC Chair/Co-Chair

a. Both very large and important duties to take on. They are challenging positions but can also be very rewarding and teach members and individuals a lot during the time in the position.

b. Morgan Rapozo shared the Google Doc AC & Signature Tasks 2014-2015 to help AC members get a better understanding of the items the AC Chair/Co-Chair is responsible for. AC members were also referred to the CCB Charter as well as the AC Policies and Procedures available to them via Google Docs and the AC Training website.

c. AC members were asked to review the resources, consider the positions, and ask any questions that they may have at a future meeting (AC meeting or one-on-one).

iii. FY16 Budget

1. New vs. Previously Executed Events

a. The council briefly discussed the difference between taking new events and deciding to execute events that have been done before.

2. Event ideas and schedule

a. The council is still awaiting word from CCB's Budget and Finance committee for the budget docs and procedures for FY16, but the council can prepare their schedule of events in the meantime.

iv. Dealing with Difficult Individuals

1. Stephanie Welin passed out a handout for AC members and staff to look over before the next AC meeting.

## V. CCB Updates

- a. No Updates

## VI. Signature Updates

- a. Taste of Mānoa has been confirmed for Thursday, April 9, 2015.
  - The theme will be Around the World.

## VII. Advisor Comments

- a. March Security Request
  - i. Need to confirm the March events and event details
- b. Next Week: Department of Public Safety
  - i. Captain Daniel Walkup and Sergeant Jefty Aquino
    - Captain Daniel will be introducing himself to AC and will be talking about proper protocol and procedures for special events. In a friendly effort to touch base and meet everyone so AC knows who they are.

## VIII. Upcoming Events

- a. One Billion Rising Co-Sponsorship (2/12/2015)
- b. Movie Night: *The Hunger Games Mockingjay Part 1* (2/20/2015)
- c. UH Saves Co-Sponsorship (2/25/2015)
- d. Mānoa's Got Talent (2/27/2015)
- e. Career Fair Co-Sponsorship (3/3/2015)
- f. International Night 2015 Co-Sponsorship (3/6/2015)
- g. Salsa Night (3/13/2015)

## IX. Reminders

- a. Order your event cash box via Wing Kwok ([wingkwok@hawaii.edu](mailto:wingkwok@hawaii.edu)) in the SLD Fiscal Office. Be sure to pick up the cash box by 1PM the day of the event.
- b. Graphics Reminders:
  - i. Graphics orders should be submitted 30 business days, or 6 weeks before your event to allow enough time for design, edits, and production.
  - ii. Before finalizing and printing your Graphics, be sure to let Stephanie proofread it.
  - iii. After finalizing your Graphics, send Rachael and Stephanie the electronic copy for record keeping and social media posting. Also, give Rachael a hard copy for the AC Office and Stephanie one for her office door.
- c. If you are limiting event participants to students or students/faculty/staff with validated IDs, be sure to let Stephanie know so that the handheld readers may be reserved in time from T&I. Thanks!
- d. Please check your emails regularly and promptly especially when it is regarding decision-making. Points in monthly evaluation will be deducted if responses are not prompt.
- e. Be prepared for every AC meeting by having a writing utensil, your meeting notes/minutes, paper, and your planner/calendar.

- f. Wear your AC shirt, AC ID badge, and closed-toe shoes at all AC events. If you have long hair and are managing, working around food, please make sure to put it up during AC events.
- g. If you need help don't forget to ask! We're all working together.

X. Next Meeting: Monday, February 9, 2014 at 7:15PM in Hemenway Hall 215.

XI. Meeting adjourned at 8:55PM.