

UNIVERSITY OF HAWAI'I AT MĀNOA
CAMPUS CENTER BOARD ACTIVITIES COUNCIL
Meeting Agenda

Monday, September 21, 2015
AC Office, 5:00PM

- I. Call meeting to order at 5:00 PM.

- II. Standing Items
 - A. Minutes - September 14, 2015
 1. Accept minutes as amended in Google Docs.
 - B. Agenda - September 21, 2015
 1. Accept agenda as presented.

- III. Old Business
 - A. Movie Night: Furious 7
 1. Lead: Kristina
 2. Event Date: September 18, 2015
 3. Start: Lowering prices - Sandwiches to \$1, everything else \$0.25. Taking sports schedule into consideration, "Enter Here" sign for line, know # volunteers ahead of time (CTAR google docs), more turkey, concession trays (extra charge?), loyalty card, knowing exactly what are in the sandwiches (olives, pickles, mayo, mustard, and lettuce)
 4. Stop:
 5. Continue: Gatorade
 6. Side Notes: Order more popcorn butter and kernels, salt content, consider cotton candy (sugar & cones), need to print more order forms for next movie night.
 7. Attendance 1st - 78 , 2nd - about 25

- IV. New Business
 - A. Upcoming Events
 1. Tabling
 - a) Lead: Kristina
 - b) Event Date: September 22 - September 24, 2015
 - c) Don't forget your shifts! Starts tomorrow!
 - (1) Sept 22 - F3 (in front of Jamba Juice)
 - (2) Sept 23, 24 - D3 (in front of Starbucks)
 - d) Take survey for Rockin Da Roots, pass out quarter sheets for upcoming events, take clipboards for volunteer sign ups
 - e) Does anyone have personal speakers that we may use present songs for Rockin Da Roots? - Morgan

- f) Proposal proposed by Kristina to give our promo items in exchange for completing survey, signing up to be a volunteer, or follow us on our social media

Volunteer/Info Tabling Sign Ups Week of September 22nd - September 24th, 2015					
	11:00 - 11:30 PM	11:30 - 12 PM	12 - 12:30 PM	12:30 - 1 PM	Location (CC)
Tuesday 9/22	Kristina Kelly	Kristina Mary	Ariana Sophie/ Demetrius Mary	Kristina Ariana/Demetrius Mary	F3 (Jamba Juice)
Wednesday 9/23	Ariana	Ariana Kristina	Kristina Mary	Ashley Mary	D3 (Starbucks)
Thursday 9/24	Kelly Mary	Kelly Sophie Mary	Ariana Sophie/Demetrius Mary	Ariana/ Demetrius Mary	D3 (Starbucks)

2. Pitch Perfect 2

- a) Lead: Ariana
- b) Event Date: October 9, 2015
- c) Have graphics, ground stakes and fliers (map made to highlight where ground stakes are being place)
- d) Updated the prices

3. Taste of Manoa

- a) Lead: Ash, Ariana, Kristina, Mary
- b) Event Date: October 15, 2015
- c) Meeting with Donna on 9/22
 - (1) Discuss plates, tickets, etc.
- d) Theme: Sandwiches
 - (1) Ensuring that they tie in Vegetarian options
- e) CCB sponsoring a drink station

4. Manoa Laughs

- a) Lead: Ariana/Ashley
- b) Event Date: November 20, 2015
- c) Meeting with Donna on 9/22 for concession stands
- d) Working to contact Augie T - \$1200
 - (1) Need to create a requisition for him
- e) Concession stand - pupu style

- f) Craig Robinson - still need to have legal council look at it (make sure contract and insurance are all set)
- g) Graphics:
 - (1) Should include Aloha Bash language for proposal
 - (2) Caleb for graphics, tickets (prices may change depending on cut off)
 - (3) Earlier date for presale so people don't hold out
 - (4) Include 'Material may not be suitable for children'
 - (5) 'Material does not reflect the views of the University or the Activities Council'
 - (6) Items not allowed in
- h) Not doing VIP

5. Rockin Da Roots

- a) Lead: Demetrius/Mary/Sophie
- b) Event Date: December 4, 2015
- c) Using tabling to better narrow down performers
- d) Try to go for first two choices
- e) May go through promoters?

6. Cram Jam

- a) Lead: Demetrius/Kristina
- b) Event Date: Dec. 14 - Dec. 19
- c) Look out for emails in regards to keeping them updated about their work
- d) Meeting w/ Donna for midnight breakfast
- e) New component (i.e. game room? old movies?)
- f) Sarah and Demetrius getting contact information for vendors
- g) ASUH - Kealani
 - (1) Food compliments each other
- h) Starbucks
 - (1) Opening
 - (2) Coupons
 - (a) \$2?
 - (b) One special one that covers up to \$5.50
- i) Snack suggestions
 - (1) No Brainfood
 - (2) Good food
 - (a) acai bowls
 - (b) pudding
 - (c) granola bars
 - (d) oreos, nutter butters, chips ahoy (variety pack)
 - (e) bagged chips
 - (f) welch's fruit snacks

- (g) gushers, fruit roll ups, fruit by the foot
 - (h) fruit cups
 - (i) veggie straws
 - j) Reminder - You are in charge of the paperwork that comes along with your specific jobs.

- 7. Día de los Muertos
 - a) Lead: Ariana
 - b) Event Date: Nov. 2
 - (1) Location: Courtyard
 - c) Still doing the altar?
 - (1) Display in the office?
 - (a) Find a home for the offerings (church?)
 - (b) Keep altar
 - (2) Signage to let people know where their offerings are going
 - (3) Three altars for people who progressed their culture
 - (4) Consult with a national professor or community member?
 - d) Educational event
 - (1) Brochure/Packet - quarter sheets
 - (2) Script/Speakers
 - (3) Put in info about people on the altar
 - e) Arts & Crafts being put together
 - (1) Cut paper
 - (2) Paper mache

- 8. Co-Sponsorship for Manoa International Education Week
 - a) Event Date: November 16-20, 2015
 - b) Make a decision based on Co-Sponsorship Proposal
 - c) What they're asking:
 - (1) Budget
 - (a) Campus Center Courtyard Fees: \$280
 - (b) Equipment Rental: \$380
 - (c) Marketing and Publicity: \$430.22
 - (d) Total amount requested from AC: 1,090.22
 - (2) What we'd actually pay for
 - (a) We don't pay for venue and graphics:
 - (i) Campus Center Courtyard Fees: \$280
 - (ii) Marketing and Publicity: \$430.22
 - (b) Stuff we'd actually have to pay for:
 - (i) Equipment Rental: \$380
 - (c) Total amount requested from AC: 1,090.22
 - (d) Total amount we actually need to give them: \$380
 - (3) AC itself

- (a) “MIEW Planning Committee will update the CCBAC liaison on a regular basis to discuss the development of our event. We would also like the liaison to assist us with any changes we have to arrangements with Campus Center.”

- (i) Notes:

- (a) Does this match our policy:
- (b) CCB AC will only consider co-sponsorship proposals in which the Council is “an equal participant in all phases of the program: planning, development, implementation, and evaluation” (*Activities Council Operation Policies & Procedures*, Section VII, 2006). **On the co-sponsorship form

(4) Result

- (a) Liaison needed - Ariana and Kristina!
 - (i) Just need to do paperwork basically
- (b) Proposal received on time
- (c) Have the funds
- (d) International cuisine?
- (e) ‘Support it, but discuss terms’

B. Spring Events

1. Keep sending Ashley ideas or decisions on which events you would want to do
2. Next meeting will have draft of Spring Events

C. Policy Updates

V. CCB Updates

VI. Chair Comments

A. Hours

1. 15-20 hours, IF NEEDED
2. Always checking volunteer lists on AC Shared Drive in Google Docs, will determine how many members you will need
3. Weeks where we don’t have events
4. Justifying hours
 - a) keeping me updated
 - b) putting docs into the event folders on the google drive

B. Timecards/Timesheets

1. Timecards are due to Ashley in the “Timecard Drop Off” tray every 15th and 30th of the month

2. Timesheets on Sece should mimic the hours on timecards
 3. Put following week's hours every Friday, will check every Monday morning
- C. Working from home

VII. Advisor Comments

VIII. Reminders

A. Graphics Reminders:

1. Graphics orders should be submitted 30 business days, or 6 weeks before your event to allow enough time for design, edits, and production.
2. Before finalizing and printing your Graphics, be sure that it is proofread (Ashley and Advisors: Sarah and Morgan).
3. After finalizing your Graphics, send Kelly and Ashley the electronic copy for record keeping and social media posting. Also, give Kelly a hard copy for the AC Office.

B. TIMECARDS DUE TO ASHLEY BY THE 15TH AND 30TH OF EVERY MONTH

1. Don't forget to upload weekly hours for the following week every Friday (They will be checked that it is done every Monday morning)
2. Don't forget to upload hours onto timesheets on Sece

C. Order your event cash box via Wing Kwok (wingkwok@hawaii.edu) in the SLD Fiscal Office. Be sure to pick up the cash box by 1PM the day of the event.

D. Please check your emails regularly and promptly especially when it is regarding decision-making.

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. Don't forget to log your hours on SECE, your time card, and our Fall 2015 AC Office Hours Google Doc

(<https://docs.google.com/a/hawaii.edu/spreadsheets/d/1pEYyIawjuXtlMutz9Rk1qQS9M6XUtiRXN0M2-BVPXeM/edit?usp=sharing>)

H. If you need help don't forget to ask! We're all working together.

II. Meeting adjourned at 6:22 PM.