

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

Monday, December 1, 2014
 CC 310 - 4:00 PM

I. Attendance

Members Present	Members Absent	Advisors Present	Advisors and Staff Absent	Staff Present
Dominique Cupa	Devin Makizuru	Morgan Rapozo	Stephanie Welin	Rachael Beale
Moira Miyastao		Sarah Yap	Kristina Castro	Christine Peralta
Jamee Allen				
Niharika Ravichandran				
Lavender Oyadomari				

I. Call meeting to order at 4:08 PM.

II. Standing Items

- a. Minutes - November 24, 2014
 - i. Accept minutes as amended in Google Docs.
- b. Agenda - December 1, 2014
 - i. Accept agenda as presented.

III. Old Business

- a.

IV. New Business

- a. Upcoming Events
 - i. Rockin' the Roots (12/5/2014)
 - 1. Lead: Moira/Dominique/Rika
 Tasks: Lavender: Validator (people must be validated for entry)
 Jamee and Moira: Band Attendant
 Rika, Devin, Dominique: Floater (ensure that rules are being followed and there is no contraband)
 Rika, Moira, Dominique: MC (make announcements, introduce

bands, and bring up events

-We won't be tabling at the event.

-AC also needs volunteers for rockiroots, AC would only need a max of 3 volunteers for the Rockin the Roots event, according to Moira. AC also asks if they can stay the whole time.

ii. Relaxation Fair (12/10/2014)

1. Lead: Devin/Jamee/Moira/Rika

2. 4-6PM

3. Graphics order status: In process of printing, event will be open to the public

4. MES status: Layout is planned. There are however, some issues being worked through for pets involved in "pet therapy station", insurance is needed for pet therapy groups attending the event. It is a new requirement for third parties such as this to have insurance.

5. Set up will be: Tea-tasting station, Aromatherapy station, Create-a-stress-ball station, and Pet therapy station. Planning for a -Walmart-run is in progress

-Status with pepsi: not going with it and going with sodexo.

-We are looking to having up to 4 volunteers for the event, also AC

needs to figure out the time to begin set up.

iii. Welcome Back Bash (1/16/2015) no updates

1. Lead: Music & Media

iv. CPR Workshop (1/30/2015)

1. Lead: Dominique

talked to security (said he only has around 8 people come to CPR workshops so AC may try to do something else or AC may pair the CPR class along with another event (such as a self defense workshop) and have it on the side. AC also began a discussion about putting up informative fliers for the CPR classes that are already going on, stating when and where they are held to help get more students involved and help the program gain more popularity.

v. Manoa's Got Talent (2/27/2015)

1. Lead: Music & Media

vi. Rockin the Roots (3/6/2015)

1. Lead: Music & Media

vii. Movie Night: The Hunger Games Mockingjay Part 1

1. Lead: Music & Media

viii. Mason Jar/Detox Event (3/18/2015)

1. Lead: Wellness & Culture

b. Meeting Day & Time for Spring 2015

i. Currently Scheduled for Mondays @ 4pm

ii. Weeks with Monday Holidays - Tuesdays @ 4

Once everyone has their schedules and are registered we can go over weekly meeting times in more detail.

- iii. Will make final adjustments at next meeting, after everyone registers
- c. Activities Council Bulletin Board (Rika and Jamee)
 - i. Updates: pictures are taken and now they just have to get printed and put up.
- d. Recruitment Flyer (Lavender)

Feedback on the fliers; there were only minor changes to the recruitment flier and after the small tweaks have been fixed and added we will be going with this design next semester in order to promote AC and try to get more members.
- e. Highlights and Challenges

Each member included their highlights and challenges of the month of November

V. CCB Updates

- a.

VI. Signature Updates

- a. Cram Jam (12/14-12/19/2014)
 - i. Lead: Qiana
 - ii. Still haven't talked to Stephanie about the budgeting plan for asking AC for money. Done confirming with the vendors. Today or tomorrow Christina will contact us to sign up for shifts.

VII. Advisor Comments

- a. Spring One-on-ones

VIII. Upcoming Events

- a. Rockin' the Roots (12-5-14)
- b. Relaxation Fair (12-10-14)
- c. Cram Jam (12-14~19-14)

IX. Reminders

- a. 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.
- b. M&G Reminders:
 - i. Before finalizing and printing your M&G, be sure to let Stephanie proofread it.
 - ii. After finalizing your M&G, 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, December 8, 2014 in CC 310 at 4:00 PM

XI. Meeting adjourned at 4:40 PM.