

UNIVERSITY OF HAWAI‘I AT MĀNOA
 CAMPUS CENTER BOARD ACTIVITIES COUNCIL
 Meeting Agenda
 Thursday, June 28th, 2018
 AC Office 12:15 P.M.

Board Present	
Advisors	Council Members
Allyson Arrieta	Alexis Dennis, Event Coordinator
	Ashelly Ijima, Event Coordinator
	Ashley Ganti, Executive Assistant
	Jordan Higuera, Event Coordinator
	Moana Kimura, Event Coordinator
	Reo Hasunuma, Event Coordinator

I. Call meeting to order at 12:14 PM.

II. Standing Items

- A. Agenda - June 28, 2018
 - 1. Accept agenda as presented.
- B. Minutes - May 30, 2018
 - 1. Accept minutes as presented.

Visiting

I. Old Business

A. IMPULSE SCREENING

- 1. Lead: Moana & Lexy
- 2. Event Date: Monday, June 04, 2018
- 3. Event Time: 3:00 PM - 4:30 AM
 - a) 18 attendees - low because of the time, suggestion not to do summer movies at those times and show a film/series that people know
 - b) Summer movie
 - c) Executive Dining room is a good space for small movie nights
- 4. Partnered with RECESS, they covered the cost for the movie, marketing, food, provided giveaways

5. International Students- IRS regulations state that we cannot give prizes worth more than \$5 to international students
 - a) Need clear signage that states International Students cannot win grand prizes/ if chosen, they will be given AC promo items instead

B. World Cup Giveaway

1. Lead: Lexy & Reo
2. Event Date: Monday, June 18, 2018
3. Location: Campus Center Forum
4. Event Time: 12:30 PM - 2:30 PM (or until supplies last)
 - a) Small blue shirt & Spain scarf still not claimed
 - (1) Wait for students to claim
 - (a) Wait one more week then reassign, notify students
 - (2) Award them to different students

II. New Business: Summer and Fall 2018

A. Homecoming Fair

1. Event Date: Friday, September 21, 2018
2. Location: TBD
3. Event Time: TBD
 - a) Maile Au and Liane Smith (UH Alumni Association) to briefly go over Homecoming Fair
 - (1) Want to incorporate “school pride”
 - (2) Not expecting funding from AC
 - (3) Want support (ex: bring volunteers, run kid booth w/ children, ideas, input, participation, marketing, bring student to event)
 - b) Discuss how AC can collaborate with event
 - (1) Ashelly “I move to have Alumni Association use popcorn machine at event, for AC to offer advice, and to table at the event” Second by Jordan
 - (2) Unanimous Board decision to approve
 - (3) Ashelly will be liaison between AC and Alumni Association
 - (4) Budget in the middle of finalizing so there is no area to reallocate funds for Homecoming, there are possible budget cuts for events already in planning
 - (5) Promote AC to community by setting up a table at Homecoming
 - (6) Possibility of working with them for 2019 Homecoming

B. Summer 2 Event

1. Lead: Moana
2. Event Date: August 16, 2018
3. Location: Campus Center Courtyard

4. Event Time: 12 pm Until supplies last , NSO change this year no resource fair (so there will not be too much traffic in the morning)
 - a) Graphic - in process
 - b) Kit preparation: Wednesday, August 15 @ 12:00 PM until 1
 - i) Kits include planner, to-do list, highlighter, bag

C. Welcome Back Bash

1. Lead: Lexy & Reo
2. Event Date: Friday, August 24, 2018
3. Location: Campus Center Courtyard
4. Event Time: 9:00 PM - 12:00 AM
 - a) Lineup:
 - (1) 9:00pm-9:45pm: City Boys
 - (2) 10:00pm-10:45pm: Landon McNamara
 - (3) 11:00pm-12:00am: Jordan T.
 - b) Jamba hours: 8:30pm-11:00pm
 - c) Layout confirmed; awaiting artist and set-up crew insurance
 - d) 1600 WBB tickets given to NSO as sleeve inserts
 - e) Prizes given in between each set: Herschel Backpack, Beats, iPad mini
 - f) Raffle tickets given to everyone except International students
 - g) In Entrance, ask if guests are international students or not
 - h) First 100 people get Jamba Juice tickets
 - i) Non-UHM pay \$5 fee

D. Black Panther AND Infinity War

1. Lead: Moana
2. Event Date: Thursday, August 30, 2018
3. Location: Campus Center Ballroom
4. Event Time: 5:30 PM - 10:00 PM
 - a) First showing at 6:00 PM → ends at 8:15 PM
 - b) Second showing at 8:30 PM → ends at 11:10 PM
5. Need at least thirty minute intercession break to clean, and allow people to buy concessions
6. Consider traffic of people leaving the first showing, have to announce people need to leave because they might stay in the Ballroom for the second showing
7. Ending late concern, suggestion: debrief event the next day/ a quick debrief after the event then a longer one at the next meeting

E. Cultural Event (Paint Night)

1. Lead: Renee & Ashelly
2. Event Date: Thursday, September 6, 2018
3. Location: Campus Center Courtyard
4. Event Time: 5:30 PM - 8:30 PM

- a) Looking for Alumni Artist
- b) Renee returns July 5 - will schedule a meeting together
5. Idea: 3 hour time with 2 sessions, one with a professional/alumni artist and another with a professor/student artist
6. Contacted the chair of Art Department, Art and Flea Market
7. Hawaiian themed painting
8. Purchase canvas, paint brushes and give to attendees

F. Dance Night

1. Lead: Moana & Jordan
2. Event Date: Thursday, September 20, 2018
3. Location: Campus Center Ballroom
4. Event Time: 5:30 PM - 8:30 PM
 - a) Line dancing - have to give them a quote, can reimburse for insurance

G. Wellness Fair

1. Lead: Reo
2. Event Date: Tuesday, September 25, 2018
3. Location: Campus Center Courtyard
4. Event Time: 11:00 AM - 1:00 PM
 - a) Detox Water? Bring your own bottle→ order through Sodexo
 - b) Oral Health giveaways (ex: stress balls, dental service, people reached out, possible information packets)
 - c) Gift bags?
 - d) Graphics

H. Manoa Poetry Slam

1. Lead: Renee
2. Event Date: Tuesday, October 2, 2018
3. Location: Campus Center Ballroom
4. Event Time: 5:00 - 7:00 PM
 - a)

I. Taste of Mānoa

1. Lead: Lexy & Jordan
2. Event Date: Thursday, October 11, 2018
3. Location: Campus Center Courtyard
4. Event Time: 5:30 PM - 8:30 PM
 - a) No menu received yet
 - b) Theme: Street Food/On-a-Stick
 - c) Graphic order form sent

J. Self Defense

1. Lead: Moana
2. Event Date: Wednesday, October 17, 2018
3. Location: Campus Center Ballroom
4. Event Time: 5:00 PM - 7:00 PM
 - a) Will contact Taekwondo
 - b) Small snacks and refreshments (easy to take and leave)

K. Incredibles 2

1. Lead: Shelly
2. Event Date: Thursday, October 25, 2018
3. Location: Campus Center Ballroom
4. Event Time: 5:30 PM - 11:00 PM
 - a) First showing starts 6p → 1st showing ends at 8:05p
 - b) Second showing starts 8:40p → 2nd showing ends at 10:45p
 - c) Tentative activities: DIY photo booth - can win polaroid camera, DIY Eye Masks, Hero Kits (for hero kits, you must be present to win, randomized winners)
 - (1) Time concern, random drawing after the event but we need people out quickly to clean up and set up for the second showing
 - (2) For DIY eye masks, have a decorate own masks section
 - d) Emailing Jacy & John to set up meetings
 - e) Concessions: nachos, hot dogs, popcorn, drinks

L. Makana o Mānoa

1. Lead: Renee & Reo
2. Event Date:
3. Location: Hemenway Hall
4. Event Time: 5:00 PM - 7:00 PM
 - a) Grant Kono, kakg1021@gmail.com. Previous band contact

M. Manoa International Education Week

1. Lead: Shelly
2. Event Date: 11/13/18 - 11/16/18
3. Location: Campus Center Courtyard
4. Event Time: 11:30 AM - 1:30 PM
 - a) 50/50 Cosponsorship
 - b) Sent approval/agreement
 - c) 3 requested performer fees at \$500 (for 3 days)
 - d) Cover venue rental costs and marketing costs
 - e) Pay for 10 parking passes (\$5 each)
 - f) Attend all MIEW meetings if possible
 - (1) Next meeting: July 19 @ 2p at Law School Mauka Conference Room

N. NovemBear

1. Lead: Lexy & Jordan
2. Event Date: Wednesday, November 20, 2018
3. Location: Campus Center Ballroom
4. Event Time: 6:00 PM - 8:00 PM
5. Work in Progress

O. Cram Jam

1. Lead: Moana & Shelly
2. Event Date: 12/9/18 - 12/13/18
3. Location: Campus Center
4. Event Time: 10:00 PM - 2:00 AM
5. Work in Progress

III. CCB Updates

A.

IV. Chair Comments

A. [Golf cart reservation schedule](#)

- a. Please have groundstakes printed by the reservation date
- b. Enter time available to use golf cart
- c. Lexy and Ashley email facilities to reserve

B. Please comment your favorite AB logo in slack

V. Advisor Comments

A. AC polo - who does not have one? Jordan

B. AC badges - go over to T&I if you don't have one (Moana, Ashelly, Jordan, Reo) get before next event

C. Welina Manoa

- a. Campus wide kick-off event, first day of class, welcome all incoming and returning students
- b. Monday, August 20th; set-up: 3pm, breakdown: 6pm; Legacy Path
- c. Available to table: Alexis, Ashelly from 3:30 to 6pm

D. Showcase super debate on July 2nd at 6:30pm?

- a. Campus Center TV forum is AC's TV, AC has full control over what is showcased, MES has remote/cable box

E. Off-island during summer?

- a. Demetrius: until July 24
- b. Kristina: until July 2
- c. Renee: until July 17
- d. Moana: July 2-first week August
- e. Lexy: July 1-31

- f. Reo: July 8-23
- F. Brief EC training
 - a. Event folder
 - b. Certificate of liability insurance, check if requirements are there, all non UH vendors now required to have (we mostly use small vendors)
 - c. Sodexo - food orders (mostly use)
 - i. John Lopianetzky, Catering Manager, john.lopianetzky@sodexo.com
 - ii. Get quote, negotiation is possible
 - d. Meeting and Event Services (MES) - room reservations, layout, equipment needs
 - i. Jacy Cutitta, Operations Coordinator, suenagaj@hawaii.edu
 - e. Graphics order form → banners, flyers, be as specific/ detailed as possible, groundstakes, stickers, bulk prints
 - f. Events Drink Request google doc → each case is 24 drinks, need to use at least 125 cases for Fall semester (order drinks 2 week in advance)
 - g. Kualii access - who does NOT have access?
 - h. Event agenda
 - i. Rooms all reserved for Fall18-Spring19
 - j. Use whentomeet to schedule meetings and training
- G. AC training
 - a. Reminder: input availability by July 18th
 - b. All day training (9am-5pm)
 - c. Introduce staff: MES, Campus Center graphics
 - d. Kualii is Fiscal Management System, for filing Requisitions which is when you make purchases for an event

VI. EA Comments

- A. Event Coordinators Update Contact Info: Drive → Staff → Contact (Reo, Jordan, Ashelly)
- B. Location for Laminating Posters is Ticket and Information (TNI)
- C. Point of contact for AC older banners
 - a. Are they recyclable → Graphics does not recycle them, throw away, but reuse Cram Jam posters
 - b. Where to send them to
- D. Plan to reform co-sponsorship agreement reminder → look at draft application, provide input
- E. Social Media Suggestion → giveaway (like, comment, tag. share) of promo items
- F. Chores Calendar (randomized, twice a month) Will be created
- G. Loyalty Cards
 - a. Prize/ Reward System- how many stamps for Fall 18 → 6
- H. Created the E-Blast Fall18 Schedule

VII. Additional Comments

VIII. Reminders.

- A. CLOCK IN/OUT USING THE GOOGLE FORM. ALL HOURS MUST BE SUBMITTED ON THE 15TH AND 30TH OF EVERY MONTH (Bi-Weekly pay system)

Google form:

<https://docs.google.com/forms/d/e/1FAIpQLScZC0oyNAPAnJ37yMm3wCfV23VUg8co-leu3idB7E1FDivxAig/viewform?c=0&w=1>

- B. Don't forget to log your hours on SECE and our Summer 2018 AC Office Hours Google Doc every Monday!
- C. Be prepared for every AC meeting by having a writing utensil, your meeting notes/minutes, paper, and your planner/calendar. Please review agenda prior to meeting start! (at least 15 minutes before)
- D. 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.
- E. If you need help don't forget to ask! We're all working together.

II. **NEXT MEETING:** TBA

III. Meeting adjourned at 1:56 pm