

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

Monday, January 26, 2015
 Hemenway Hall 215 7:15PM

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

I. Call meeting to order at 7:18 PM.

II. Standing Items

- a. Minutes - January 20, 2015
 - i. Reminder that everyone should be reviewing the minutes for accuracy and completeness before they are approved. Updates should be made via Google Docs directly or during the approval portion of the meeting.
 - ii. Accept minutes as amended in Google Docs.
- b. Agenda - January 26, 2015
 - i. Accept agenda as presented.

III. Special Presentation

- a. UHM Financial Literacy Co-Sponsorship Proposal
 - i. Stacy Miyashiro
 - UH Mānoa Financial Literacy Program
 - The goal of this event is to teach people and students on how to become financially literate
 - Every February they host an event on Campus Center in order to teach students on how to be financially literate, through the use games, banks visiting the school, and promotional items.
 - Requesting AC to help sponsor the fee’s for the event. Such as the renting fee and the promotional fees, as well as prizes.
 - UHM Literacy Program is planning on having a “game show” during the event to help show off and teach students important financial information in a fun way.
 - In terms of planning for the event they are short staff and asking that AC help man the tables, interacting with students who attend the event, and a time-keeper

to track the game.

-In regards to marketing there is a banner and fliers will be sent out.

-UHM Literacy Program is primarily asking that AC handles the publicity fees and technician fees.

AC Discussion: AC feels like it would be a good idea and opportunity. Although it's not a 50/50 split (which is one of the requirements in order for AC to take on a co-sponsorship). The majority of the event is already prepared and planned, it appears that AC is primarily providing for the financial aspect of this co-sponsorship. AC also took note that there are not a lot of educational events planned for this semester therefore this would be a good event to co-sponsor. However, on the downside the event is being held in the middle of the day and there may not be a lot of foot traffic and AC does not believe that a "game show" is the most effective way of getting students involved and excited to participate in the event.

AC Decision: AC Will cover the costs for publicity and remake the conditions for the game show. The liaison will be Rika. Kristina, Shirin, and Ariana offered to help with the event on the day of.

IV. Old Business

a. Welcome Back Bash Evaluative Recap

i. Stop:

1.

ii. Start:

1. Separate check-in for band members and VIPs...? (In order for there to be less confusion for AC members and those working. Separate check in can help things be more organized and therefore more efficient).
2. Stamping the hands of public for re-entry (This will prevent those monitoring the gate from being tricked on who is entering the event).
3. Learn how to deal with frustrated attendees (Suggestion that perhaps AC can create or make time to have some sort of workshop, in order to help train AC members on how to effectively diffuse a tense situation).
 - Note: AC should rely and go to security guards the moment they are dealing with a riotous guest/guests.
4. Submit graphics orders 6 weeks before to give enough time
 - a. If someone does happen to resign in the middle of the process, transfer all the work over ASAP
5. Also have a cut off section. To monitor who is VIP and who is a regular guest. There was confusion with people wanting to move on to the VIP section however they were regular guests.

iii. Continue:

1. Multiple signs for Entrance/Exits
2. Wristbands for VIPs

- iv. Change:
 - 1. Coupons printed on cardstock (because cardstock is sturdier it is easier to pass out and they are less prone to flying away).
 - 2. Maybe mail out wristbands (also have backups)
- v. Attendance: ~400-450

V. New Business

- a. CCBAC Spring retreat February 7, 2015? (Rachael) (In an effort to get to know the new members and to potentially coordinate some training time in a fun way, AC will try to designate a date preferably on a Sunday to have team training and bonding .
 - Everyone is open to having a beach day and paddleboarding. Rachael will check in with student rec services is available in order to try and rent their services.
- b. Activities Council Bulletin Board (Rika)
 - i. Board Progress
 - Rika will be putting up the AC board this week
- c. Upcoming Events
 - i. Movie Night: *Neighbors* (1/30/2015)
 - 1. Lead: Moira
 - 2. AC Meeting Time: AC members will meet in the office at 4:30PM
 - 3. AC Tasks:
 - Note that there will be two volunteers
 - Cashier will be Kristina
 - Shirin will help to grab subway and separate the sandwiches
 - Volunteer will help to manage the popcorn
 - Volunteer will pass out the sandwiches
 - Moira will be making the announcements
 - AC will not be having cotton candy at this event
 - Volunteers will most likely help to clean in between showings.
 - AC members should hold onto the movie night agenda list and bring it with them to review on the night of the event.
 - Note: for our last movie night AC is looking to get beef burgers and boca burgers, in an effort to change things up.
 - Advisor Coverage: Stephanie will be there on movie night but not Morgan.
 - ii. Movie Night: *The Hunger Games Mockingjay Part 1* (2/20/2015)
 - 1. Lead: Moira
 - AC will have subway sandwiches.
 - iii. Manoa's Got Talent (2/27/2015)
 - 1. Lead: Music & Media / Games & Rec
 - 2. Comedian Adam Grabowski Updates (Moira & Rachael)
 - a. HPU is having him at their talent show 3/23 or 3/24 (our Spring Break)
 - b. Online tour schedule shows breaks (potential availability?)
 - i. March 7 - 12

- ii. April 9 -14
 - 1. Friday, April 10 - Ballroom and 300 rooms are available
 - Adam Grabowski is coming out for an event for HPU but AC is not able to block book because he is coming out during UHM spring break. Rika will contact him to see if he is willing to make a double trip and host our event after such short notice.
 - Rika will contact him and see if we can get him for the same price he originally offered AC at NACA.
- iv. Career Fair Co-Sponsorship (3/3/2015)
 - 1. Liaison: Ariana/Kristina
 - Working on a date to see Jenny. Getting their times and schedules coordinated.
- v. International Night 2015 Co-Sponsorship (3/6/2015)
 - 1. Liaison: Moira
- vi. Salsa Night
 - 1. Lead: Rika
- vii. Manoa Laughs (4/7/2015)
 - 1. Confirming whether or not we can proceed with the contracts due to a difference between the payee and contract letterhead.
- viii. Create-a-Bear and *Big Hero 6* Movie Night
 - 1. New date still needs to be confirmed
 - Looking to go with April 24, 2015
- d. AC/Signature Office Updates (Rachael & Stephanie)
 - i. Layout (will go over the layout in more detail next week).
 - ii. Computers (Stephanie will be purchasing dells on the p-card, in order for AC to have an updated computer).
- e. AC/Signature Office Staff Mailboxes (Stephanie)
 - i. Location
 - ii. Purpose
 - A metal rack on the bookshelf on the left hand side in the AC office is now the AC signature staff office mailbox for members to drop off any sort of paperwork.
 - Anything mail that is meant for Stephanie will go into the fiscal office.
- f. January AC Member Evaluative Comments & Scores

VI. CCB Updates

- a.

VII. Signature Updates

- a.

VIII. Advisor Comments

a. Upcoming Discussions

- The next two weeks there are no events on Fridays. Looking into including training components. Looking to talk about new events and reviewing previously executed events, evaluating concerts, brainstorming new ideas for advertising, and how to hold the council accountable for executing their job positions as well as incorporating training for better time management.

IX. Upcoming Events

- a. Movie Night: *Neighbors* (1/30/15)
- b. Movie Night: *The Hunger Games Mockingjay Part 1* (2/20/2015)
- c. Manoa's Got Talent (2/27/2015)
- d. Career Fair Co-Sponsorship (3/3/2015)
- e. International Night 2015 Co-Sponsorship (3/6/2015)
- f. Salsa Night (TBA) March 13, 2015 (?).

X. Reminders

- a. January Stipend Evaluations were due to Rachael by 5:00pm today, Monday, January 26, 2015.
- b. 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.
- c. 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.
- d. 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!
- e. 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.
- f. Be prepared for every AC meeting by having a writing utensil, your meeting notes/minutes, paper, and your planner/calendar.
- g. 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.
- h. If you need help don't forget to ask! We're all working together.

XI. Next Meeting: Monday, February 2, 2014 at 7:15PM in Hemenway Hall 215.

XII. Meeting adjourned at 9:00 PM.