

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

Tuesday, February 17, 2015  
 Campus Center 203C 4:30PM

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 4:30 PM.

II. Standing Items

- a. Minutes - February 9, 2015
  - i. Accept minutes as amended in Google Docs.
- b. Agenda - February 17, 2015
  - i. Accept agenda as presented.

III. Special Guest

- a. Co-Sponsorship Proposal Earth Day
  - UH Saves is planning their annual earth day festival on campus. The goal is to promote sustainability on campus and within the community; To empower students to get involved/foster student engagement.
  - It is an all day event, morning will consist of local vendors, student clubs, and artists.
  - The afternoon will consist of workshops.
  - In the evening UH Saves is hoping to have a concert on campus
  - Event budget: \$5,500 for live entertainment to cover the promotional outreach such as banners/graphic design, as well as the cost of food. During the meeting there was discussion of removing security and placing those funds towards providing more equipment for the event, such as chairs, tables, tents.
  - They want to make it an all inclusive event, for the outside community.
  - As an FYI UH Saves holds weekly meetings at 3:30PM on Thursdays.

**Discussion on Co-Sponsorship**

- Rika believes a co-sponsorship would be effective.

- The advertising fee will be reduced for the banner/signs
- CCBAC is considering the idea of having security present
- Motion: Rika made a motion to approve earth day co-sponsorship
- Kristina seconds the motion
- Everyone was for the co-sponsorship
- CCBAC is officially sponsoring earth day. Kristina is the liaison for Earth Day.
- CCBAC will be covering the cost for live entertainment, the cost for only one banner will be covered being that the co-sponsors for earth day still have banners left over from last years. CCBAC will also cover the cost for 10 ground stakes, and 215 fliers.
- CCBAC agrees to cover equipment cost, so long as it is supplied through MES.
- CCBAC will be reallocating the money for food and placing it towards providing promotional reusable water bottles for volunteers.
- Rika moves to approve, the equipment listed coming from MES, the promotional water bottles, the cost of potential security, the cost of covering one banner, as well as ground stakes.
  - b. Bill Solboe, Music Mayhem
    - A game that they have promoted and played at over 300 colleges on the Mainland. Can be played as it's own show, or during half time shows during games, even an opener for concerts.
    - Fun interactive game students can play on their smart phone.
    - Prizes can be provided by them, at a cost.
    - Purpose of this: To help with funding to find a cure for Alzheimers.
    - Pricing usually begins at \$200 for unhosted, \$300 for hosted.

#### IV. Old Business

- a. One Billion Rising Co-Sponsorship Evaluative Recap
  - Moira, Kristina, and Ariana liaisoned. Went smoothly, they did not need much help for anything. They had enough people to help table.
  - The band was scheduled to go on earlier but do to outside circumstances could not go on at the earlier time and had to perform at the end, 6-7PM. Next time, it was agreed that the band should go on earlier.
  - Would be best to have a timeline of the event and what goes on so that all are properly informed. Liaisons can ask this of the sponsoring group
- b. Potential Events Google Doc
  - i. For Fall 2015, Spring 2016, and Summer 2016
    - Began ideas for potential events for the upcoming summer, fall, and spring semesters.
    - Members can add in ideas as they come to them.
    - Members should place potential cost of what they think the event will be so that Shirin as the AC Chair may construct the AC FY16 budget request accordingly.
- c. Harry Potter Movie Night
  - Manoa Maniacs wanted to do a Harry Potter theme night however it was too late because it is too short notice to get everything together. AC will offer to help with any future events for themes with Manoa Maniacs. Kristina will follow up

directly with them and provide them with a sample timeline.

## V. New Business

### a. Upcoming Events

#### i. Movie Night: *The Hunger Games Mockingjay Part I* (2/20/2015)

##### 1. Lead: Moira

Assigning tasks:

- Shirin will be cashier
- Kristina will be doing sandwiches
- Rika will be doing cookies
- Ariana will be assigned to popcorn
- No volunteers currently for movie night

- Members will meet in AC office at 5PM. Everyone to bring copies of the event agenda.

#### ii. UH Saves Co-Sponsorship (2/25/2015)

##### 1. Liaison: Rika

2. No updates.

#### iii. Mānoa's Got Talent (2/27/2015)

##### 1. Lead: Moira/Rika

- maxed out and have a full house of performers
- Let performers know in advance that they must be present to accept the award otherwise it will be awarded to next up and running act.

#### iv. Career Fair Co-Sponsorship (3/3/2015)

##### 1. Liaison: Ariana/Kristina

##### 2. AC table availability

- All the slots are filled for career fair co-sponsorship
- Banner in process and will be posted up soon
- Ground stakes are ready to put up

#### v. International Night 2015 Co-Sponsorship (3/6/2015)

##### 1. Liaison: Moira

- No updates.

#### vi. Salsa Night (3/13/2015)

##### 1. Lead: Rika

- Proposed budget increase
  - Currently providing a total of \$3,000
  - With an additional \$1,000 for backline.
  - Totaling \$4,000.
  - Motion approved for new budget.

#### vii. Wellness Fair (3/18/2015)

##### 1. Lead: Ariana/Shirin

##### 2. Budget Request

- Thinking of creating a new budget for around \$3,500
  - Hiring a yoga teacher charging \$40 an hour
  - Detox table. Mason Jars/Water

- Food with sodexo
- Massage
- Promotional items
- Break down will be emailed during the week.

viii. Create-a-Bear and *Big Hero 6* Movie Night

- There are leads. The date is still pending.

b. Discussion Items

i. Dealing with Difficult People

1. Follow Up

- Beneficial, in practicing and learning how to handle certain situations.
- There may be forms that AC Members may have to fill out. Incident reports, in case something needs to be documented. Incident reports allow AC Members and staff to place in critical information such as dates/time/location as well as describing the incident.
- Just passing on FYIs.
- The incident reports are internal Student Life & Development reports, but depending on the incident, some may be set up to other offices such as the Office of Judicial Affairs.
- Note of dealing with difficult individuals is an ongoing process.
- Also, AC members should take note and be mindful of when it is appropriate/not appropriate to vent or receive feedback about a situation. It is important to be mindful of time, place, and manner. Discussion of an incident should only be done if productive and constructive. Please ask if you have any questions about this.

ii. Event Planning Timeline Part 2

1. Components

a. Pre-Event

- i. Discussed at the AC Meeting on February 2, 2015.
  - Have a supply list
  - Double check that everything is in order

b. During the Event

- cost of materials, pay attention to communication with internal and external sources.
- Agenda so everyone is sure of their tasks and timeline.
- Attendance

c. Post-Event

- Go over/ Recap the event. Discussion
- Banners get taken down and put away
- Event folders

2. Resources

- AC/Signature Training Website
  - Stephanie will email everyone a link to the AC/Signature training website to ensure that everyone has it. All

members are encouraged to take a look through the various pages and especially at the Prezis ASAP.

- AC Members
- AC Advisors
- Laura, Shawn, Sarah
- Event Folders
- MES (Laura, Joe, Iris)
- Other School's Websites
- NACA (National Association of Campus Activities) Website
- Past events: past movie nights, google docs, stored information from vendors we have ordered from the past, Stephanie, etc.

#### VI. CCB Updates

- a. No updates.

#### VII. Signature Updates

- a. No updates.

#### VIII. Advisor Comments

- a. SLD Resume Writing Workshop
  - i. Tuesday, February 24
  - ii. 5-6:30PM
  - iii. CC 203B
  - iv. Facilitated by Mānoa Career Center
  - v. This is a special session for SLD student volunteers and student staff.
  - vi. RSVP to Sarah ([sarahyap@hawaii.edu](mailto:sarahyap@hawaii.edu))
- b. Confidential Information Reminders
  - i. AC/Signature Office
  - ii. Passwords
    - Make sure that the code is scrambled and that the key padlock is covered. Passwords are to be reset and sent out to members **only**.

#### IX. Upcoming Events

- a. Movie Night: *The Hunger Games Mockingjay Part 1* (2/20/2015)
- b. UH Saves Co-Sponsorship (2/25/2015)
- c. Mānoa'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 (3/13/2015)
- g. Wellness Fair (3/18/2015)

#### X. Reminders

- a. February Stipend Evaluations are due to Rachael by 5:00pm, Monday, February 23.
- b. 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.

- 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 23, 2015 at 7:15PM in Hemenway Hall 215.

XII. Meeting adjourned at 5:58 PM.