

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

Monday, February 23, 2015  
 Hemenway Hall 215, 7:15PM

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

I. Call meeting to order at 7:14 PM.

II. Standing Items

- a. Minutes - February 17, 2015
  - i. Accept minutes as amended in Google Docs.
- b. Agenda - February 23, 2015
  - i. Accept agenda as presented.

III. Old Business

- a. Movie Night: *The Hunger Games Mockingjay Part I* Evaluative Recap (2/20/2015)
  - i. Lead: Moira
  - Start:
    - Small boxes for sandwiches in order to make it easier for guests to transport their food purchases up the stairs into the ballroom.
    - Set up earlier - It is important that all AC Members come on time for event preparation and set-up, coming in late to set up for an event causes everyone to feel rushed and may ultimately cause the event to start late. If members are not able to come on time at the specified time, members may be expected to come and set up earlier. Make sure everyone is arriving on time to get everything prepped and ready in time for the event.
    - flavor(s) for popcorn: Add seasoning variety for students and guests attending movie nights, by providing flavors and seasonings such as Furikake.
  - Stop:

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- Continue:
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- Change:
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- Attendance:
  - 1st showing: 70
  - 2nd showing: 43

#### IV. New Business

##### a. Upcoming Events

- i. UH Saves Co-Sponsorship (2/25/2015)
  1. Liaison: Rika
    - Event will be happening this Wednesday from 10:30AM-1:30PM. Ariana is available to volunteer for this event from 11:30AM-1:30PM.
- ii. Mānoa's Got Talent (2/27/2015)
  1. Lead: Moira/Rika
    - Meeting in the office at 5:15PM. All the bands/performers must check in at 6:15 in rooms 308-310.
    - 6:30 is when the ballroom will open for guests to be seated
    - 7PM the show will begin
    - Tasks:
      - Ariana is in charge of the practice room. She will be helping with monitoring the practice room and/or assisting with checking in.
      - Shirin will be in charge of guiding the next performer to the stage.
      - Rika will help with check in.
      - Moira and Kristina will be floaters.
      - Morgan will be putting together the prize paperwork.
      - AC Members will be meeting at 5:15 on Friday
- iii. Career Fair Co-Sponsorship (3/3/2015)
  1. Liaison: Ariana/Kristina
  2. AC table availability
    - Ariana and Kristina have a meeting with Jenny (person in charge of the career fair) tomorrow 2/24 to go over any last minute things
- iv. Summer Sessions Registration Kick-off Fair (3/3/2015)
  1. 10:30 AM - 12:30 PM
  2. Opportunity for tabling - response needed ASAP
    - No one is available to table. It is also on the same day of the career fair. AC will not be tabling at the summer sessions kick off fair.
- v. International Night 2015 Co-Sponsorship (3/6/2015)
  1. Liaison: Moira
    - Graphics went out.
- vi. Salsa Night (3/13/2015)

1. Lead: Rika
2. Instagram Contest
  - Salsa night bands and dancers contracts are currently in process
  - Idea of opening up an Instagram contest to help promote the event, and to get more students/people excited for the event.
  - AC discussed and talked about possibly changing the prizes and opening it up to outside vendors, so there is more incentive for people to participate.
  - Rika is currently in charge and taking initiative for a lot of things, she has been contacting graphics, bands, and catering; After taking on so many different tasks she is requesting that someone take over the photo booth to ease her from some of the pressure of event planning. (FYI: For future events if AC would like to have a photo booth at other events, it would be cheaper to book/purchase it for multiple events. This way AC could purchase the photo booth as a package deal rather than at individual full retail price.
  - It was also suggested and would be a good idea if someone could contact KTUH to get AC events placed on the radio, so long as our events are free and not for profit we can ask/have KTUH promote as many AC events as they would like, free of charge. So long as our events remain free to the public.
  - Shirin will contact KTUH to get AC events promoted.
- vii. Wellness Fair (3/18/2015)
  1. Lead: Ariana/Shirin
  2. Budget Request
    - Total: Budget increase request \$3,275
    - Yoga teacher at this event charges \$40 an hour. She will be giving 3 sessions totaling her service charge to \$240
    - \$765 for fruit and water from Sodexo
    - Shirin and Ariana are still undergoing some negotiations with the masseuse.
    - Masseuse and yoga instructors were requesting lunch vouchers as well as parking passes.
    - AC also needs to cover the cost of equipment for mason jars.
    - Shirin and Ariana also pointed out that the cost of the event without the cost of the masseuse would be \$1,275
    - AC voted and opted not to have the masseuse, passing the budget for \$1,275
- viii. Potential Comedy Show (4/10/2015)
  1. Suggestions from Rika & Moira
- ix. Create-a-Bear and *Big Hero 6* Movie Night
  - Will be held on 4/10/2015
- b. AC Member Monthly Self-Evaluative Comments
- c. New Office
  - i. Storage / Furniture Options

- There is an open space, that AC would need to collaborate on in order to decide on what to do with the extra space. AC discussed buying a closet space for storage as well as a long table to host weekly meetings.

#### V. CCB Updates

- a. No Updates

#### VI. Signature Updates

- a. No Updates

#### VII. Advisor Comments

- a. Take Advantage of Your Resources!
  - A lot of things going on, so as a reminder for AC members take advantage of your resources. Asking fellow members for help, supervisors, staff, google docs. Sample to do lists, etc. Creating your own google doc event folder will help in creating good resources for other members/future members. Taking advantage and looking at the training website, such as the Prezis etc.

#### VIII. Upcoming Events

- a. UH Saves Co-Sponsorship (2/25/2015)
- b. Mānoa's Got Talent (2/27/2015)
- c. Career Fair Co-Sponsorship (3/3/2015)
- d. International Night 2015 Co-Sponsorship (3/6/2015)
- e. Salsa Night (3/13/2015)
- f. Wellness Fair (3/18/2015)

#### IX. Reminders

- a. February Stipend Evaluations were due to Rachael by 5:00pm, today, 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. 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, March 2, 2015 at 7:15PM in Hemenway Hall 215.

XI. Meeting adjourned at 7:57 PM.