

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

Monday, February 9, 2015
 Hemenway Hall 215 7:15PM

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 7:17 PM.

II. Standing Items

- a. Minutes - February 2, 2015
 - i. Accept minutes as amended in Google Docs.
- b. Agenda - February 9, 2015
 - i. Accept agenda as presented.

III. Special Guest

- a. Sergeant Jefty Aquino, Department of Public Safety
 - i. DPS Special Events Unit
 - Supervisor/Sergeant Aquino, in charge of special events.
 - DPS asks that AC include them in the event planning process, and to hire them rather than outside parties such as API security (HPD)
 - By hiring on campus or through DPS it is much cheaper than HPD
 - They are certified guards through Hawai‘i State
 - Campus Security, does a variety of jobs very similar to HPD. They diffuse hostile situations, and in some cases detain individuals until the HPD comes to the scene.
 - AC will ask that DPS send us their rates. Pricing depends upon ranking, the junior officer will be the cheapest where the most senior officer will require a higher amount of pay.
 - Currently DPS has 43 officers in their department.
 - DPS is currently supervising and providing security at Athletic events.
 - However, it may be difficult to get people to sign up on Fridays and at AC events.

IV. Old Business

a.

V. New Business

a. Upcoming Events

i. One Billion Rising Co-Sponsorship (2/12/2015)

1. Liaison: Moira/Kristina

- There will be an AC table so if members could sign up to man the table on Thursday February 11, 2015, creating a rotating system for AC members to promote the one billion rising event would be ideal.

2. Budget Increase Proposal

a. Sound is \$952.88

- If AC does not move for this budget increase those putting together the One Billion Rising event will not be able to have the band perform for this event, because there is not enough funds to provide the sound system.
- Rika moves to approve the increased budget for sound at \$952.88
- Kristina seconds the motion.
- The AC council unanimously votes to increase the budget to \$952.88 in order to provide the sound system for the band.

3. AC table availability

ii. Movie Night: *The Hunger Games Mockingjay Part 1* (2/20/2015)

1. Lead: Moira

- No updates

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

1. Liaison: Rika

- The primary funding for UH Saves is not coming from them, it is coming from an official department, and they do not have the power to change the programming of this event, therefore they are unable change the idea of the game show (which was one of the stipulations made by AC that they remove from the event).
- Rika has made a decision on behalf of the council to go ahead and make an exception for UH Saves this year, however, next year they must meet the conditions.

iv. Mānoa's Got Talent (2/27/2015)

1. Lead: Moira/Rika

- AC has received 7 applications show far.
- AC members should try to promote more and let people know
- AC is looking to get at least 15 applications to come perform in order to move forward
- If AC cannot get 15 applications we will move toward just having

a comedy show with Frank De Lima and then moving Manoa's Got Talent to April, however it is high priority not to postpone this event any longer..

- Also as a last minute effort to get applications, AC will promote at the One Billion Rising Event.

v. Career Fair Co-Sponsorship (3/3/2015)

1. Liaison: Ariana/Kristina
2. AC table availability
 - Graphics have been created and will be sent out.
 - There will be an opportunity to table at the event.

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

1. Liaison: Moira
 - A graphic has been designed and created. It contains the AC logo.

vii. Salsa Night (3/13/2015)

1. Lead: Rika
 - Set to be held in the ballroom
 - Considering of having two bands, or one of the other.
 - Salsa dancing instructor's will be available the first hour.

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

- No updates. Waiting on setting a date for Aloha Bash.
- Shirin has offered to be a liaison

b. Discussion Items

i. AC Chair/Co-Chairs

- Shirin has been considering taking on full-time and taking the Chair position and everyone apart of the AC council was in support of it. Shirin nominated herself as the new AC Chair and won the position by unanimous vote.
- Rika and Shirin will discuss the possibility of her becoming Co-Chairs after the Salsa Night event.
- There are now 4 full-time positions left open and 4 part-time positions left open.

ii. Dealing with Difficult Individuals

- Use your resources: seek aid from your co-workers and supervisors.

iii. Event Planning Timeline Part 2

- Postponed to next week.

1. Components

a. Pre-Event

- i. Discussed at the previous AC Meeting.

b. During the Event

c. Post-Event

2. Resources

c. Mānoa Maniacs Request/Inquiry

i. Show *Harry Potter* on Feb. 23 or 24

- Manoa Maniacs would like to play Harry Potter on this night in an effort to prep and get people excited for the up and coming game. AC needs to

ask them what they would specifically want at this event and what their expectations are. This would be a good opportunity to have for future collaborations and relationship with Manoa Maniacs.

VI. CCB Updates

- a. No Updates

VII. Signature Updates

- a. No Updates

VIII. Advisor Comments

- a. Preparing for FY16 Budget
 - Get ready for the new fiscal year AC budgeting. Building a schedule of events.
 - i. Building a schedule of events
 - Can begin planning in late spring and into the summer.

IX. Upcoming Events

- a. One Billion Rising Co-Sponsorship (2/12/2015)
- b. Movie Night: *The Hunger Games Mockingjay Part 1* (2/20/2015)
- c. UH Saves Co-Sponsorship (2/25/2015)
- d. Mānoa's Got Talent (2/27/2015)
- e. Career Fair Co-Sponsorship (3/3/2015)
- f. International Night 2015 Co-Sponsorship (3/6/2015)
- g. Salsa Night (3/13/2015)

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) 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: Tuesday, February 17, 2015 at 4:30PM in Campus Center 203C.

XII. Meeting adjourned at 9:11 PM.