

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

Monday, August 31, 2015  
Campus Center 203C, 5:00PM

- I. Call meeting to order at 5:04 PM.
  
- II. Standing Items
  - A. Minutes - August 24, 2015
    1. Accept minutes as amended in Google Docs.
  - B. Agenda - August 31, 2015
    1. Accept agenda as presented.
  
- III. Old Business
  - A. Welcome Back Bash
    1. Lead: Mary
    2. Event Date: August 28, 2015
    3. Start:
      - a) Better communication between all involved
    4. Stop:
    5. Continue:
      - a) Keep using walkies
  
- IV. New Business
  - A. Upcoming Events
    1. Tabling
      - a) Lead: Kristina
      - b) Event Date: August 31 - September 4, 2015
        - (1) Had to make MES profile, in the process of being approved
        - (2) Trying for September 8-10th, (Tuesday, Wednesday, Thursday)
  
    2. Training
      - a) Lead: Ashley/Morgan/Sarah
      - b) Event Date: September 12, 2015
        - (1) Food handling, first aid, preparing for unplanned situations
        - (2) Paperwork (in general, event specific, etc.)

- (3) KUALI (financial management system)
- (4) Finer details being put together

3. Movie Night: Furious 7

- a) Lead: Kristina
- b) Event Date: September 18, 2015
- c) Food planning for future movie nights
  - (1) Working on paperwork with Sarah
  - (2) Getting drinks from allotted amount (pepsi and water)
- d) Buying variety packs of chips from Costco

4. Manoa Laughs

- a) Lead: Ariana/Ashley
- b) Event Date: November 20, 2015
  - (1) Openers
    - (a) Pete G.
  - (2)

5. Rockin' The Roots

- a) Lead: Demetrius/Mary/Sophie
- b) Genre
  - (1) Reggae, but keeping our options open
  - (2) KTUH
    - (a) Jamaican Reggae vs. Hip Hop, the guy would decide all of the acts and we would pay
    - (b) Toots and the Maytals - kind of old
    - (c) Not a true co-sponsorship, collab where we can, have to be win-win
  - (3) Charging
    - (a) Roots has always been a free event
    - (b) If we're charging we need to make sure the acts would bring in the money we need

B. Career Fair/Policy

1. Current Policy: Each requester must complete the attached proposal intake form. The council may co-sponsor events only when the Council is an equal participant **in all phases of the program: planning, development, implementation, and evaluation**... The name of CCBAC and its logo must be carried in all forms of publicity.
2. Career Center has their plans already set, we have no part in it

- a) We weren't there in the beginning so we're not there for the planning
- 3. Not this year
  - a) Career fair doesn't cater to all majors
  - b) Our tabling can be misleading, not offering positions to non-students, we're only looking for volunteers
  - c) Not quite a valid resource for us, but they depend on our funds
  - d) Unfair to our other co-sponsorships
  - e) Maybe we'll be part of their planning in future
- 4. Other Co-Sponsorships
  - a) Ranges from full partnership to money-based
- 5. Not Co-Sponsoring Career Fair this year and making our policy clear to those who may want to co-sponsor events with us

V. CCB Updates

- A. Meeting 8/31/15 at 6:00 p.m.
- B. Bag Checks

VI. Chair Comments

- A. One on Ones with Ashley and Morgan (Begins this week!)
- B. Consulting constituents
  - 1. Sophie suggested online survey to cater to people's tastes
- C. Parking passes
  - 1. Fitting it into your budget
    - a) They need to provide us with the necessary info

VII. Advisor Comments

VIII. Reminders

- A. 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.
- B. Graphics Reminders:
  - 1. Graphics orders should be submitted 30 business days, or 6 weeks before your event to allow enough time for design, edits, and production.
  - 2. Before finalizing and printing your Graphics, be sure that it is proofread (Ashley and Advisors Sarah and Morgan).
  - 3. After finalizing your Graphics, send Kelly and Ashley the electronic copy for record keeping and social media posting. Also, give Kelly a hard copy for the AC Office.

4. Please check your emails regularly and promptly especially when it is regarding decision-making.
5. Be prepared for every AC meeting by having a writing utensil, your meeting notes/minutes, paper, and your planner/calendar.
6. 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.

C. If you need help don't forget to ask! We're all working together.

IX. Meeting adjourned at 5:50 PM.