

UNIVERSITY OF HAWAI‘I AT MĀNOA
 CAMPUS CENTER BOARD ACTIVITIES COUNCIL
 Meeting Minutes
 Monday, March 16, 2015
 Campus Center 309, 7:15PM

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

I. Call meeting to order at 7:21 PM.

II. Standing Items

- a. Minutes - March 9, 2015
 - i. Accept minutes as amended in Google Docs.
- b. Agenda - March 16, 2015
 - i. Accept agenda as presented.

III. Old Business

- a. Salsa Night Evaluative Recap (3/13/2015)
 - i. Stop:
 - 1. Instagram contest (or try to promote it differently); make the poster for instagram contest different from poster for event
 - Wasn't much of a success. Next time AC will try to promote the instagram contest separately from the main event.
 - ii. Start:
 - 1.
 - iii. Continue:
 - 1. Food, photobooth, dance instruction, live band
 - iv. Change:
 - 1. Ask dance instructor how long the dance instruction will take (only took 35 minutes...)
 - 2. Make the event shorter. Have the event be from 8PM - 10:30PM or 11:00PM.

- 3. Different variety of Latin music, more current and upbeat songs
 - v. Attendance: ~200
 - Salsa night was a successful event.
- b. Chair Nomination.
 - Shirin has stepped down as chair due to unforeseen circumstances with school. Rika has expressed interest in the position and feels she can fulfill the duties and requirements expected of her.
 - All members were in favor of her taking the position, and Rika is now the new chair for AC council.
- c. FY 2016 Budget
 - Fiscal year 2016 budget deadlines are coming up, estimated event dates and cost must be inputted into the system and then proposed to CCB.
 - It was asked that members complete and fill in the budget with their event dates and the estimated costs within the week after Spring Break.

IV. New Business

- a. Upcoming Events
 - i. Wellness Fair (3/18/2015)
 - 1. Lead: Ariana
 - Need volunteers for the event.
 - Need a person for check in
 - Need a person to man the detox table to ensure that people are getting an equal set amount of fruit.
 - Shirin is setting up for the event in the morning at 8:30AM ...by herself.
 - Massage and detox is happening under the tent in the campus center courtyard.
 - ii. Movie Night: *Big Hero 6* Movie Night (4/10/2015)
 - 1. Lead: Moira
 - No updates
 - iii. Janet Mock: Redefining Realness Cosponsorship (4/16/2015)
 - 1. Liaison: Shirin
 - Absent
 - iv. Bingo Night (4/17/2015)
 - 1. Lead: Ariana/Kristina
 - There is a google doc that has been set up, brainstorming prizes ideas. Prizes to include hydro flasks, dining dollars, stuffed animal prizes etc.
 - v. Earth Day Co-Sponsorship (4/22/2015)
 - 1. Liaison: Kristina
 - Is talking and changing the imagery of the fliers and banners.
 - There was a primary concern about the band and where the funding for the backline will come from. It is being discussed and decided that the musicians will cover their own backline.
 - Event will be held in the Campus Center Courtyard.

- vi. Lei Making (5/6/2015)
 - 1. Cancel?
 - Mary, Moira, and Kristina all know how to make Lei's.
 - However, this event will be cancelled. No one was interested in taking it on.
 - b. Promo Items Updates (Kristina)
 - The five prong highlighter is not a Mr.highlighter person, it is a flower (unattractive) plus it will cost more. AC will be scratching the highlighters all together.
 - c. Tai Chi Dates - Rescheduling
 - April 10 must be cancelled due to Merrie Monarch.

V. CCB Updates

- a.

VI. Signature Updates

- a.

VII. Advisor Comments

- a. Active AC Member Recruitment
 - AC has been heavily losing the number of AC Members. It has been asked that current member do more promotions around campus to spread the word to students around UH. Suggested that AC perhaps put ground stakes around campus for promotion.
- b. Stephanie's Leave of Absence
 - i. Advisor coverage in the interim
 - Sarah will be here in the period of Stephanie's absence. Has all the signing power that Stephanie has, in regards to the financial side to events. Morgan is available, as well as Tanya (Who is the main assistant for KTUH), she too can add and provide support to AC in Stephanie's absence.

VIII. Upcoming Events

- a. Wellness Fair (3/18/2015)
- b. Taste of Mānoa (4/9/2015)
- c. Movie Night: *Big Hero 6* (4/10/2015)

IX. Reminders

- a. Stipend Evaluations are due to Rachael by 5:00pm on Monday, March 30, 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. 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 30, 2015 at 7:15 PM in Campus Center 309.

XI. Meeting adjourned at _____ PM.