

UNIVERSITY OF HAWAI‘I AT MĀNOA
 CAMPUS CENTER BOARD ACTIVITIES COUNCIL
 Meeting Minutes
 Monday, March 2, 2015
 Hemenway Hall 215, 7:15PM

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

I. Call meeting to order at 7:16 PM.

II. Standing Items

- a. Minutes - February 23, 2015
 - i. Accept minutes as amended in Google Docs.
- b. Agenda - March 2, 2015
 - i. Accept agenda as presented.

III. Special Presentation

- a. Kekai Avilez, Co-Sponsorship Proposal for Hui Aloha ‘Āina Tuahine Tai Chi Workshops
 - The Hawaiian Tai Chi Set will focus on and reside in the category for wellness and culture as dictated by Activities Council.
 - Hui Aloha ‘Āina Tuahine are planning to bring in a distinguished Tai Chi instructor for an 8 week course, two hour training session. The difference between the Hawaiian Tai Chi set and regular tai chi, is this workshop will be related specifically to the people of hawaii, It will be telling a story as the individual is executing the movements.
 - The Workshops will be free of charge and open only to UH Manoa students and staff.
 - The co-sponsors are hoping to be able to provide the instructor with an honorarium that they have estimated to cost around a total of \$2000.
 - The co-sponsors plan on justifying this cost by tallying the number of people who attend their 8 week tai chi course. Since these series of events will be free of charge; The co-sponsors provided a hypothetical estimate, that if they were to charge \$10 per person, and 25 people attended each event, that would equate to \$2,000. **Note:** The Activities Council is free to adjust this total amount based on

- how much they see fit, on what a sufficient cost for an honorarium would be.
- Further points made during the co-sponsorship presentation: Tai Chi is described as medication in motion and is not designated for only fit people, it is very rooted in healing, therefore a variety of people are able to attend and actively participate.
- The individuals requesting this co-sponsorship have reserved a room on Fridays from 1pm-3pm. However, they stated that this can be altered/changed if needed.
- As stated previously this event is open only to UH students and staff and it will be free of charge. They have contacted Activities Council in the hope that they will assist with extra planning and funding for these series of events.
- **Note:** Going back to a previous bullet about demographics and cost. Hui Aloha Aina Tuahine suggested that by taking the demographics down for the number of participants that could then be used to determine the amount that would go towards the instructors honorarium.

DISCUSSION

- Rika proposed to co-sponsor with them.
- The Activities Council noted that the Hui Aloha Aina Tuahine requested a total of \$4000.
- \$2000 for the cost of the workshop and \$2000 for the honorarium.
- Activities Council also noted that the first workshop is next Friday, March, 13. This proves to be problematic as it is not a sufficient amount of time to begin planning and promoting for the event.
- It was also brought up that AC would need to be more a part of the planning process, in terms of co-sponsorship. However, in looking at the co-sponsorship proposal in further detail. Moira noted that there does seem to be a sufficient amount of duties and tasks asked from AC making it an equal co-sponsorship.
- AC considered taking on the co-sponsorship on the condition that they push back the date some, and remove some Friday workshops all together, being that they directly collide with holidays, and one takes place during spring break, and another during finals week.
- There was some concern that because this was not one single event, that it would be too taxing on the members, and too difficult to fully dedicate themselves. However, if AC were to co-sponsor this event with the stipulations that they push the date back and remove several Fridays, Ariana has agreed/offered to co-sponsor the event.
- Rika suggested in making it an actual event. Having the instructor and potential co-sponsors come during wellness fair.
- AC is still debating whether they would like to co-sponsor the event or not. AC has created stipulations (As stated in previous bullets). The first stipulation is to push back the start date to the start of April in order to provide Activities Council with enough time to prep for the event. The second stipulation is that they change the 8 week workshop into a 4 week workshop
- All in favor of co-sponsoring the event on the condition of cutting it down to 5 workshop days; and there is also an even amount of responsibility. To be held on the following dates: April 10, 17, 24 and May 1, 5. The third and final stipulation would be helping AC promote this event at the up and coming wellness fair.

- The AC would also be revising the cost of \$2000 for the honorarium.
 - The AC could not come upon a mutual and stable consensus, therefore this co-sponsorship discussion will be placed on hold. AC members will be conducting more research on their own time during the week and will be returning next session with the information in order to reach a substantial and unanimous decision.
- b. AC Co-Sponsorship Reminder
- i. Overview & Goal (*AC Operating Policies & Procedures, CCB Policies*)
 1. 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. All programs implemented must be in accordance with University of Hawaii policies and procedures and the laws of the State of Hawaii. The name of the Campus Center Board Activities Council and its logo must be carried in all forms of publicity.
 2. Particular consideration will be given to those programs which:
 - a. Enhance, supplement, or complement Council programs
 - b. Benefit a significant portion of the University community
 - c. Are non-discriminatory with regard to race, religion or political affiliation

IV. Old Business

- a. UH Saves Co-Sponsorship Evaluative Recap (2/25/2015)
 - i. Liaison: Rika
 - Attempted to implement some of the stipulations and decisions that were created during the AC meeting in order to co-sponsor this event, but was unable to because UH saves did not have the power or control to change certain things in order for it to match Activities Councils stipulations and conditions.
- b. Mānoa's Got Talent Evaluative Recap (2/27/2015)
 - Start:**
 - Putting up signs for performer only seating area.
 - Introduce on deck member so performers know where to go.
 - Name tags for performers.
 - Making sure audience members are seated.
 - In application itself ask for the equipment needed before hand.
 - Ask members ahead of time if there will be swearing in their act.
 - Rotating tasks.
 - Skyping the performance for the people in the backroom to see.
 - Stop:**
 -
 - Continue:**
 - Performers must be present in order to claim their prize.
 - Continue to dim the audience during the performance.

- Powerpoint for voting.
- **Change:**
- Not getting Frank De Lima as an Emcee (He is an exciting performer but not a very effective emcee).
- Only one vote per person allowed.
- Providing full sheets for voting.
- Begin sound checks prior to the performance.
- Perhaps offering a new dance talent show.

- Attendance: ~200

V. New Business

- a. Welcome, Fiscal Assistant (FA) Mary Grace Basig! :O)
- b. Upcoming Events
 - i. Career Fair Co-Sponsorship (3/3/2015)
 - 1. Liaison: Ariana/Kristina
 - 2. Tabling is available to us

Times	12-12:30	12:30-1	1-1:30	1:30-2	2-2:30	2:30-3
Name(s)	Shirin	Ariana	Ariana	Kristina	Kristina	

- They will be closing and cleaning up the table a half hour early because no one is available to table during that remaining time.
- For promo items there will be:
 - 100 pens and the members will be attaching quarter sheets to promote member positions.
 - 30 highlighters
 - All members were in favor of giving away these promotional items.
- ii. International Night 2015 Co-Sponsorship (3/6/2015)
 - 1. Liaison: Moira
 - The event will be held on friday and Moira encourages everyone to go.
- iii. Salsa Night (3/13/2015)
 - 1. Lead: Rika
 - a. Request and recruit volunteers/ Spread the word (email RIOs)
 - b. Post graphics/ ground stakes
 - Rika requested all the members chip in and put up the promotions around campus, and spreading the word.
 - There is a change in who is able to attend Salsa Night. Instead of just UHM students and one guest it is now

available to UHM students, faculty, and staff.

iv. Wellness Fair (3/18/2015)

1. Lead: Ariana/Shirin
2. Budget Request
 - Massage therapist were unwilling to negotiate and were only willing to the full time from 9AM-3PM and will only work together.
 - It was already verbally contracted. Therefore AC must honor this agreement and follow through with these stipulations made my the massage therapists.
 - The cost of mason jars are \$375 and the members can pick them up at WalMart.
 - The mindfulness teacher suggested/requested a co-teacher, and would also like to work from 9-3PM.
 - Providing Masseur's with dining dollars for lunch, to eat in campus center.
 - Providing yoga and meditation teacher with lunch as well.
 - All members were in favor of approving these extra costs and the new budget for this event.

v. Movie Night: *Big Hero 6* Movie Night (4/10/2015)

1. Create-a-Bear the same night?
 - AC discussed hosting the build a bear event on the same night as movie night. If there are enough volunteers, it would be a good idea.
 - AC members are required to find 10 volunteers in order to include this event on the same night.
 - Mary offered to bring it up to her organization, to acquire volunteers.
 - Next meeting AC will discuss and see if they have acquired enough volunteers.

c. AC Promo Items (Kristina)

- For 150 water bottles it was close to \$300 which puts AC over the budget.
- AC revised the current list and changed some of the promotional items they purchasing and offering to the students.
- AC Approved: 400 coolies, 250 Post - it - Notes, 200 Mesh Pocket Sportpack, and 200 five pronged highlighters
- AC council is interested in looking up microfiber towels as a promotional item they are estimated at 1.89 cents each. AC would like to purchase at least 250.
- Beach balls were recommended as a promotional item for the summer.
- For earth day Kristina is looking to buy at least 200 water bottles. Most are BPA free, and is looking for water bottles that contain more natural items. AC is planning to set aside enough water bottles to give to volunteers during this event.
- All members were in favor of approving the revised promo items list.
- Kristina will go over the list and get the proper amount and total cost of shipping.

d. AC Prizes

- i. Old Bookstore gift cards in AC/Signature Office?
- ii. General Prize Info
 - Leftover prizes must be used first in order to gather/gain new prizes for give away. Prizes go over to Mary's, as they are tasks underneath the FA. Someone must pick up the prizes and there must be a prize memo in order to notify fiscal.

VI. CCB Updates

- a. No Updates

VII. Signature Updates

- a. No Updates

VIII. Advisor Comments

- a. Use your notes from the Event Planning Timeline discussions to help you plan your upcoming events!
- b. AC on Social Media
 - Please review the old meeting minutes in order to review everything that was discussed at meetings.
 - AC is on Facebook and Instagram. AC has a Facebook friend account and a like account in order to help promote AC events. It is asked that members use these resources to their benefit and advantage in order to help promote both their and each others events.

IX. Upcoming Events

- a. Career Fair Co-Sponsorship (3/3/2015)
- b. International Night 2015 Co-Sponsorship (3/6/2015)
- c. Salsa Night (3/13/2015)
- d. Wellness Fair (3/18/2015)
- e. Taste of Mānoa (4/9/2015)
- f. Movie Night: *Big Hero 6* Movie Night (4/10/2015)

X. Reminders

- a. 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.
- b. 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.
- c. 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.

- d. Be prepared for every AC meeting by having a writing utensil, your meeting notes/minutes, paper, and your planner/calendar.
- e. 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.
- f. If you need help don't forget to ask! We're all working together.

XI. Next Meeting: Monday, March 9, 2015 at 7:15PM in Hemenway Hall 215.

XII. Meeting adjourned at 9:11 PM.