

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

Monday, March 30, 2015
 Campus Center 309, 7:15PM

Members Present	Advisors Present	Staff Present	Staff Absent
Moira Miyasato	Morgan Rapozo	Rachael Beale	Stephanie Welin
Niharika Ravichandran	Sarah Yap (Skyped In Meeting)	Mary Basig	
Ariana Johnson-Lopez			
Kristina Edgamin			

I. Call meeting to order at 7:19 PM.

II. Standing Items

- a. Minutes - March 16, 2015
 - i. Accept minutes as amended in Google Docs.
- b. Agenda - March 30, 2015
 - i. Accept agenda as presented.

III. Old Business

- a. Evaluative Recap
 - i. Wellness Fair (3/18/2015)
 - ii. Stop:
 - 1. Nothing to Add
 - iii. Start:
 - 1. Begin to end the sign ups for massages earlier.
 - 2. Having disposable cups ready to distribute remaining fruit and water, in the event AC runs out of mason jars.
 - iv. Continue:
 - 1.
 - v. Change:
 - 1. If members wish to order from WalMart, it is easier and more reliable if they order online; in order to get the exact product and exact quantity that AC requires.

IV. New Business

a. Upcoming Events

- i. Movie Night: *Big Hero 6* Movie Night (4/10/2015)
 1. Lead: Moira
 2. Moira is resigning from Activities Council effective March 30, 2015. As a result Rika will be taking over the event. Moira has taken care of all Movie Night duties and has ensured everything has been put in order before passing off her duties to Rika.
 3. Duties remaining, consists only of picking up Graphics and executing the event.
- ii. Janet Mock: Redefining Realness Co-sponsorship (4/16/2015)
 1. Liaison: Ariana
 2. Food order: AC is working with the LGBT co-sponsors in an effort to come up with a menu for the event, mainly consisting of appetizers.
 3. Looking to get wristbands to effectively distinguish between regular guests and VIP. AC will provide colored wristbands to all attendees, to ensure that they do not go over capacity at this event.
 4. AC has noted that there is a slight issue with contracts, because it is coming from three different groups. AC is asking that the co-sponsors provide the contracts to simplify this step in the process.
- iii. Bingo Night (4/17/2015)
 1. Lead: Ariana/Kristina
 2. Disney Prizes: Tsum Tsum, gift cards, and dining dollars.
 3. Need volunteers for this event.
- iv. Earth Day Co-Sponsorship (4/22/2015)
 1. Liaison: Kristina
 2. Earth day co-sponsors did not like the graphics therefore it is being changed. Rush order will be put in place.
 3. MES meeting Tuesday March 31, 2015 to approve the setup for the event.
 4. Timeline agenda, and contract set up will be put up.
 5. The co-sponsors did not request the funds for backline and security, they will need to provide the backline for the bands and the funds for security themselves.
- v. Tai Chi Updates:
 1. Ariana
 2. Received the graphics for the event.
 3. Need to make the contracts for the tai chi teacher. Mary the Fiscal Assistant will be providing and creating the contracts for this event.

b. Summer Events

- i. On-island members

- None of the members will be here over summer only Staff which is Mary, Morgan, and Rachael.
- ii. Event Schedule
 - For summer sessions the obligation for student events is smaller but is still expected because students are providing money for it, listed within their student fee's.
 - To meet this requirement AC will conduct one or two small events, that are simple give away's.
 - Summer Travel Bags (With travel sized items and floaties).
 - Rika will be the liaison: event will be called "Cool off with AC".
 - Second Summer Session AC will pass out school supplies.
 - Ariana will be liaison for the second summer session.
 - Kristina will co-lead for both sessions if needed.
- c. FY 2016 Budget
 - i. Event Schedule.
 - ii. Members need to get the event schedule created. A rough outline of events for the 2015/2016 school year must be inputted and submitted to CCB in order to receive proper funding for the events.
 - iii. Morgan has brought it to members attention that AC and Signature will now be put under the same umbrella, meaning that AC and signature will now be looked at as one department rather than a completely separate department.
 - iv. AC plans to have three movie nights in Fall.
 - v. Create a bear in Spring during the month of February.
 - vi. Bingo Night in Spring Semester.
 - vii. Casino night in Fall Semester.
 - viii. Relaxation Fair to be held in both semesters, before finals.
 - ix. Recruitment fair in the beginning of semester. Ideally the second week of school during midweek.
 - x. Bonding fair in North Shore beach house, beginning of Fall semester.
 - xi. One concert per semester.
 - xii. Rockin the roots towards the end of Fall semester, planned to be held on November 13, 2015.
 - xiii. Social/Dance in Fall semester.
 - xiv. Manoa's got talent in Spring semester.
 - xv. Recommended by Moira to have BuzzFeed Actors/Directors for a discussion panel towards the beginning of Spring Semester.
 - xvi. Recommended to have a Slam Poetry night. This event would be something different and new for AC.
 - Other ideas: To celebrate the variety of cultures around campus, ideas have been put in place in an effort to celebrate different ethnic groups during the appropriate months. i.e Hispanic Heritage Month in September, and Black History Month in February.
 - Student Carnival in April. Ideas to have Tye dye at the event.
 - Leaving the two Fridays left for undecided future events.

- d. Monthly Evaluative Recaps

V. CCB Updates

- a.

VI. Signature Updates

- a. Taste of Manoa (4/9/2015)
- b. Begins at 5PM and lasts until supplies run out.
- c. Members availability is tentative.
- d. Aloha Bash (5/8/2015)
- e. Qiana will be updating AC on the line up.

VII. Advisor Comments

- a. Stipend Volunteer vs. SECE Staff Members
 - It is being planned that AC will no longer be a stipend volunteer position but a paid staff position consisting of 5 or 6 members, one of whom would be the Chair.
 - Council unanimously supports this change.
 - Morgan and Sarah will move forward to request it with CCB.

VIII. Upcoming Events

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

IX. Reminders

- a. Stipend Evaluations were due to Rachael by 5:00pm today, 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, April 6, 2015 at 7:15 PM in Campus Center 203C.

XI. Meeting adjourned at 8:26 PM.