

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

Monday, November 16, 2015  
AC Office, 4:30 PM

Council Members Present	Advisors Present
Ashley Kupau	Sarah Yap
Kristina Egdamin	
Ariana Johnson-Lopez	
Sophie Knudson	
Kelly Correa	
Demetrius Reed-Tellez	
Mary Basig	

- I. Call meeting to order at 4:40 PM.
  
- II. Standing Items
  - A. Minutes - November 9, 2015
    1. Accept minutes as amended in Google Docs.
  - B. Agenda - November 16, 2015
    1. Accept agenda as presented.
  
- III. New Business
  - A. Upcoming Events
    1. Mānoa International Week
      - a) Lead: Kristina and Ariana
      - b) Event Date: November 16th - 20th, 2015
      - c) Kristina: Stopped by today for the flamenco performances, going well
  
    2. Mahalo Manoa
      - a) Lead: Everybody
      - b) Event Date: November 19, 2015
      - c) Meet in the office 5:00 p.m.

- d) Walk down 5:15 p.m.
- e) Serving food 5:30 - 7:30 p.m.

### 3. Mānoa Laughs

- a) Lead: Ariana, Ashley
- b) Event Date: November 20, 2015
- c) See agenda and volunteer assignments attached
- d) Ashley: I will be back stage as main contact for the performers, we're serving food on Friday so your badge will act as a pass, please come early/on time on Friday
- e) Ariana: Breaks are figured out, I'll take over your job when you go on your break, no floater at the concession table so keep an eye out for that, Kelly by VIP, Kristina by stairs/crowd control, Demetrius by stairs/main stage, Sophie by restrooms, Mary by the entrance
- f) Ashley: Mary, make sure security is checking student ID's, doing bag checks, and
- g) Sarah: Bag checks are for safety, they open their bags and security will look in to make sure they're not bringing in weapons, drugs, prohibited items, we have a draft of a policy for bag checks in place, if there's a problem, call security if they're not there already, I'll be in the main area and Morgan will be in the volunteer area, API security
- h) Ashley: Mary and Sophie - restrooms, concession stands and entrance will be in the same place, lines are a big deal, crowd control
- i) Sarah: Slight change, we'll have a will call because we're selling tickets online, keep this will call separate from the purchase line
- j) Ashley: Told the reporters to pick up their tickets at the trailer
- k) Sarah: Need to have two separate lines so we need one more person staffed there, Kelly, Demetrius or Kristina can take over the will call line since we have two guards and a sheriff, it's preferable to keep this line away from the trailer. We have enough security to cover the stage and stairways through API security
- l) Ashley: If we pull from AC members inside, their volunteers won't know who to follow, if we give that job to Demetrius, what will his jobs be?
- m) Sarah: Eventbrite will generate a guest list so you'll have that to go off of
- n) Demetrius: Who do I contact if someone isn't on the list?
- o) Sarah: Me or Ashley
- p) Ashley: We'll

### 4. Relaxation Fair

- a) Lead: Mary, Sophie
- b) Event Date: December 2, 2015
- c) Mary: In the process of finalizing our order, went down to \$577.30 from \$950.85, waiting on coupons

- d) Sarah: Have you received everything you ordered?
- e) Mary: Haven't received the jars

5. Rockin the Roots

- a) Lead: Demetrius, Mary, Sophie
- b) Event Date: December 4, 2015
- c) Mary: Meeting with Jay on Wednesday so we can finalize everything
- d) Demetrius: Is everyone okay with the graphic I sent you guys earlier?
- e) Ashley: Tell her to define the letter more

6. Cram Jam

- a) Lead: Demetrius, Kristina
- b) Event Date: Dec. 13 - Dec. 18
- c) Kristina: Waiting on Shawn to send the contract, double checking with him this week (double checked last week as well), waiting on Shawn for Pepsi and massage tables
- d) Sarah: Give him another week
- e) Kristina: Graphics for coupons and certificates - we sent them our changes and we're waiting to hear back
- f) Sophie: Contacted a million and one RIO's and two responded so far so now we only need 3 more

IV. Spring Event Calendar

A. BEGIN PLANNING EVENTS

- 1. Ashley: Do research through binders, going over events next week so we can discuss everything before winter break, start meeting with MES and everyone you need to
- 2. Send Ashley updates for those who couldn't meet today

B. NSO Resource Fair

- 1. Date: Thursday, January 7, 2016
- 2. Time: 7:30 - 9:00 AM
  - a) Table ready by 7:45
- 3. Kelly is doing a brochure for this and give this to the students in a bundle with the loyalty card, brochure, quarter sheet of our events, etc.

C. International Student Association Co-Sponsorship Proposal

- 1. Ashley: They requested the ballroom for March 10 & 11, they want venue and graphics, but for the AC Liaison they said they would update us when we need to be a part of the planning 50/50
- 2. Mary: I'm leaning towards no because we worked with them for two years and they were really unorganized, tables got mixed up, no one knew what to do, Moira was the liaison last year and she didn't have much to do, they're hard to work with, their view of the liaison doesn't follow our policy

3. Ariana: I don't really want to work with them again, by sticking by our word we show that we follow our policy so they can change how they approach us next time
4. Sarah: How do we say no to them though?
5. Ashley: When we said no to the other co-sponsorship, people used our previous work with them to get us to say yes, how do we prevent the arguments similar to those we have with La Mele?
6. Sarah: La Mele had a lot to do with participation on our part or lack thereof, so this needs to communicate back with them?
7. Ashley: No, because their application doesn't give us the 50/50 opportunity we request
8. Demetrius: Will our decision change if we send this back to them?
9. Ashley: Yeah, it might
10. Demetrius: Then we should send it back to them
11. Ariana: Would we be working with the same people we worked with the last time/for MIEW?
12. Mary: They have various levels and subgroups within their committee
13. Ashley: Who would be willing to work on this? We might not have enough manpower
14. Sarah: So based on the manpower that we may have next semester, we cannot contribute enough to this event
15. Final decision: No

V. Website Ratings

- A. Unique visitors - 150
- B. Page views - 448

VI. CCB Updates

- A. Ashley: They want to create spaces for us to post our events and advertising, working with Rec Center to put up media boards so we're trying to work with them for advertising, Kellie from CCB and Kelly from ASUH are working on cancelling contracts, working on bag check policy

VII. Chair Comments

- A. Christmas Ideas
  1. Potluck
    - a) December 7
    - b) Order pizza and divide it amongst ourselves, are you willing to contribute?
  2. Secret Santa
  3. Ashley: Coming from our own budgets, max you can spend \$5-10
- B. Timecards due on **Monday, November 30, 2015**

VIII. Advisor Comments

A. Timecards

1. Make sure to check the 'waiver' part, holiday hours and work between 6 pm - 6 am

B. Lawn signs

1. Sarah: Landscaping has seen the difference, asking if they can be placed in ground pots or around the edges, we'll pursue different types of ground stakes, they will build plastic sheets around trash receptacles so that we can slide our graphics in and out, limited areas where we would have access to but we're proposing more locations, first come first serve
2. Mary: My only concern is people can take our graphics out and put theirs own in
3. Sarah: Ground stakes are the most exposure but since it's so effective, a lot of groups are competing for real estate, conversation needs to continue to happen

IX. Reminders.

A. 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.

B. TIMECARDS DUE TO ASHLEY BY THE 15TH AND 30TH OF EVERY MONTH

C. Don't forget to log your hours on SECE and our Fall 2015 AC Office Hours Google Doc (<https://docs.google.com/a/hawaii.edu/spreadsheets/d/1pEYyIawjuXtlMutz9Rk1qQS9M6XUtiRXN0M2-BVPXeM/edit?usp=sharing>)

D. Order your event cash box via Warren Saito (saitow@hawaii.edu) in the SLD Fiscal Office. Be sure to pick up the cash box by 1PM the day of the event.

E. Please check your emails regularly and promptly especially when it is regarding decision-making.

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.

II. **NEXT MEETING:** Monday, November 23, 2015 - AC Office at 4:30 PM

III. Meeting adjourned at 5:42 PM.