

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

Monday, November 2, 2015
 AC Office, 4:30 PM

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

- I. Call meeting to order at 4:30 PM.

- II. Standing Items
 - A. Minutes - October 26, 2015
 1. Accept minutes as amended in Google Docs.
 - B. Agenda - November 2, 2015
 1. Accept agenda as presented.

- III. Old Business
 - A. Día de los Muertos
 1. Lead: Demetrius and Ariana
 2. Start: More table area for craft areas (three tables total?), having BOTH leads stay until the end of any meeting they both hold in the office, both organizations should have logos displayed, announcements to tell people what it's about
 - a) Communication with Ka Leo and anyone who wants to film and/or take pictures
 - (1) Ashley: Guy from Ka Leo took awesome pictures but he didn't have permission from La Raza, La Raza wanted to review the captions so that Ka Leo accurately represent their culture, I

- pulled him aside to find a compromise, middle ground was for La Raza to give us captions so that we can send it to Ka Leo
- (2) Sarah: With news it's a little different, public event, how do we manage the news to make sure they have enough information
 - (3) Demetrius: Any way we can ask Ka Leo for a staff of who's coming to/working at our events
 - (4) Sarah: We can contact the editor in chief so we can provide access to them while also keeping the publicity of our events at our comfort level
3. Stop:
 4. Continue: Working with RIO's for cultural events, easy to work with, meeting with volunteers, brochures, having people bring back the crafts to their dorms, letting the RIO do the playlist
 5. Summary:
 - a) Cultural concerns
 - (1) Ashley: Are we allowed to move things are shoo away flies from the altar or is that disrespectful?
 - (2) Ariana: It's not disrespectful, the dead would appreciate it

IV. New Business

A. Upcoming Events

1. Movie Night: Jurassic World
 - a) Lead: Mary
 - b) Event Date: November 6, 2015
 - c) See agenda attached
 - d) Not guaranteed volunteers can show up at 4:30 PM
 - e) Additions to announcements: bathrooms, silence cell phones, give number of campus security
 - f) Mary and Kelly cleaned the popcorn pot
2. Mānoa International Week
 - a) Lead: Kristina and Ariana
 - b) Event Date: November 16th - 20th, 2015
 - c) Scavenger Hunt
 - (1) Ariana: They want the scavenger hunt to be interactive in the sense that individuals go to the various cultural sites
 - (2) Mary: Prizes have to be worth it
 - (3) Kristina: Small promo items that have useful functions are also worth it
 - (4) Ariana: They wanted a raffle to be done with the people who take part in the activity
 - (5) Demetrius: Doesn't sound worth it
 - (6) Ariana: Need more ideas, email me

(7) Sarah: Issue with prizes

d) Summary: Meeting with Linda and Laura tomorrow, parking passes are almost done

3. Mahalo Manoa

a) Lead: Everybody

b) Event Date: November 19, 2015

c) Meet at the office at 5:00 p.m.

d) Will walk down to the courtyard at 5:15 p.m.

e) Serving food from 5:30 p.m. - 7:30 p.m.

f) Will be paid

g) Sarah: Do you know if the food will only be given to students?

(1) Unknown, Ashley will email Eric

4. Mānoa Laughs

a) Lead: Ariana, Ashley

b) Event Date: November 20, 2015

c) Concession Approval (for food choice and price)

(1) Special Bento: Shoyu Chicken, Yokisoba, Spam, Teri Hot Dog, Furikake Rice, Tsukemono - \$7.00

(2) Still thinking about a vegetarian bento - \$7.00

(3) Hot Dog with condiments - \$3.50

(4) Chili Dog with condiments - \$5.50

(5) Chili Bowl with Rice and condiments - \$7.00

(6) Vegetable Crudite Cup with Hummus - \$3.00

(7) Jumbo Cookies - \$2.00

(8) Chips - \$1.50

(9) Beverages

(10) Pepsi, Diet Pepsi, Sprite, Mountain Dew and Bottle Water - \$2.00

(11) Concessions: Still need to review how many will be provided

d) Ponchos - CCB

(1) 2,000 ponchos - \$3930 (\$1.96 each)

(2) CCB - 1,000 (\$1,965)

(3) AC - 1,000 (\$1,965)

(4) Summary: First two thousand will receive a free poncho, ball w/ a keychain with the poncho inside, CCB didn't want to sponsor this because it's a one-time use

(5) Kristina: I'd keep it for longer

(6) Ariana: It doesn't have to be a one time use thing, college students are resourceful

(7) Final Decision: Yes, we'll sponsor half of the ponchos

5. Relaxation Fair

- a) Lead: Mary, Sophie
- b) Event Date: December 2, 2015
- c) Mary: Designer from graphics sent a draft, quote from catering for the fruit going into the detox jars , ordered stress balls and jars, might be over budget, meeting with Sophie to see if we can lower costs
- d) Sophie: I'm calling vendors that I reached out to on Thursday, week by week thing

6. Rockin the Roots

- a) Lead: Demetrius, Mary, Sophie
- b) Event Date: December 4, 2015
- c) Mary: No updates yet, still waiting on their compliance, contacted Patrick but he had an event this past weekend so following up with him this week
- d) Sarah: Orientation of the stage?
- e) Demetrius: Meeting some time this week

7. Cram Jam

- a) Lead: Demetrius, Kristina
- b) Event Date: Dec. 13 - Dec. 18
- c) Kristina: Sent out contracts to Shawn today, double checked with graphics because we haven't received the drafts
- d) Demetrius: We don't have to worry about the 2:30-6:00 shift, but two or three shifts on Sunday?
 - (1) Sarah: 3:00 only for Starbucks, programmings starts at 6:00 (dogs)
 - (2) Demetrius: Donna wanted to do coupons for 3-6 on Sunday, Donna said that they'll be open but they might have slow traffic
 - (3) Sarah: We could give out those coupons the last day of instruction
 - (4) Ashley: Starbucks will draw people in on their own
 - (5) Sarah: We don't have to, it's okay to not do the coupons. We can publicize that starbucks WILL be open on that Sunday. They're not reliant on AC that people will come
 - (6) Demetrius: Thoughts?
 - (7) Ashley: Unnecessary to have coupons, people will need a place to study, having it open will be enough
 - (8) Ariana: If people found out Starbucks was open, they would still come
 - (9) Demetrius: So no coupons for Starbucks on SUNDAY only?
 - (10) Final Decision: No coupons

- e) Mary: Provide parking passes for the dog people?
 - (1) Demetrius: They haven't needed them in the past years, so we should be good
- f) Sophie: Emailed leaders of RIO's for volunteering so they'll be emailing the ccbac email

V. Spring Event Calendar

A. Schedule Changes

1. Unavailable dates

- a) January 8th - no school yet
- b) March 11th - taken for International Night (different event, not us)
 - (1) Everything is taken except for the Executive Dining Room
- c) March 18th - day before spring break
 - (1) Everybody usually goes home
- d) March 25th - spring break
- e) April 15th - limited MES staffing
 - (1) SPIN event
- f) April 22nd - everything reserved until 7 PM
- g) May 6th - week before finals

B. Swing Dance Event - had to delete due to lack of dates available, used it for Glow Up Manoa

C. Zombies vs. Humans - not enough dates or room to host event

D. Black History Month

1. Demetrius: Vision - Thinking of putting up two or three significant black figures somewhere around Campus Center
2. Ariana: Banner for each figure?
3. Kristina: Talk to housing about the idea, they can have it along the Frear Hall thing
4. Demetrius: We could have a walk through, we can use the connecting rooms for it and focus on political advancements, music industry, etc. Food could bring people in?
5. Sophie: My RA is doing a challenge for everyone on our floor to do these six hikes
6. Mary: Ka Leo did that over the summer, someone won a surfboard
7. Demetrius: Don't want to make it too 'prize-y' otherwise the event may lose meaning
8. Ashley: We can also bring in speakers
9. Sarah: We've brought in Maya Angelou
10. Taste of Manoa theme
 - a) Possible Options: Bacon, Mac N Cheese, Breakfast Foods, Stuffing/Stuff it, Fire&Ice
 - (1) Sarah: We could offer them two themes
 - (2) Bacon: Mary and Ashley

- (3) Mac N Cheese: Kristina
- (4) Breakfast Foods: Everyone except Demetrius
- (5) Stuff It: Demetrius, Ashley, Ariana
- (6) Fire&Ice: Demetrius, Ariana
- (7) **Winners:** Breakfast foods and Stuff It

b) Loyalty Cards for bringing reusable bags

- (1) Kristina: We can have different options on the loyalty card, different reimbursements depending on our audience
- (2) Sophie: What's more complicated is how to do punches, individual vs. families
- (3) Ashley: We would want the advertisement on those individual cards, we could use it only at signature events, planning to pass it out at all our events in the beginning of the semester
- (4) Sarah: Should only be for students since they're paying the fee
- (5) Ashley: Need to agree on the prize
- (6) Sarah: Them and a friend can come to the VIP section
- (7) Demetrius: We should have them come to a portion of all our events because all of them seems too daunting
- (8) Sophie: We can have it in our four categories, so they would have to attend one event in each category
- (9) Ashley: So what do they get at the end?
- (10) Demetrius: Offer them a fast pass to skip the midnight breakfast line at Cram Jam
- (11) Kristina: We could also include somewhat first row seats at Aloha Bash
- (12) Ashley: What if it's too crowded?
- (13) Demetrius: We could have two fast passes - one at Aloha Bash and one at Cram Jam
- (14) Ashley: At what point do we trade it in?
- (15) Demetrius: Could we talk to Tickets and Information about redeeming them?
- (16) Final Decision: Each person has to attend one event in each of our event categories in exchange for skipping the lines at either Aloha Bash or Cram Jam

E. Event folder from Training

- 1. Ashley: Want you guys to get the event folder ready so that you know when to send in graphics order/general event tasks, make it easier for people following you guys if/when you leave, get them done by Wednesday

F. Co-Sponsorship Proposal from The Chinese Friends

- 1. see proposal attached

G. Create A Bear - Valentine's Day themed

- 1. CC Executive Dining 3:00 - 9:00 p.m.
- 2. CC Ballroom 5:30 - 11:45 p.m.

3. Sophie: You'll get more people to attend
4. Demetrius: There will be kids everywhere Exec. Dining might be too small
5. Kristina: We can have half of the ballroom be the Create a Bear and tabling on the other side
6. Ashley: They could purchase a shirt with a saying on it, candy grams
7. Final Decision: Ballrooms

VI. Website Ratings

- A. Unique visitors - 176
- B. Page views - 490

VII. CCB Updates

- A. Gave them the heads up that we will be putting in a request to hang our graphics around Campus Center
- B. Kelly from CCB talked to Kelly from ASUH about our cancellation insurance - communication is building

VIII. Chair Comments

- A. Timecards due on **Friday, November 13, 2015**
- B. Keep updating your hours

IX. Advisor Comments

- A. Travel Announcements
 1. We'll know later this week

X. 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 9, 2015 - AC Office at 4:30 PM

III. Meeting adjourned at 5:49 PM.