

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

Monday, November 23, 2015
AC Office, 4:30 PM

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

- I. Call meeting to order at 4:31 PM.

- II. Standing Items
 - A. Minutes - November 16, 2015
 1. Accept minutes as amended in Google Docs.
 - B. Agenda - November 23, 2015
 1. Accept agenda as presented.

- III. Old Business
 - A. Manoa International Education Week
 1. Leads: Kristina, Ariana
 2. Event Date: November 16-20, 2015
 3. Start: Coordinate better with parking booth (emailing them a map with the parking spaces allotted for the acts), minimizing one point of contact on their part, defining responsibilities at actual event
 4. Summary: Performances were great, posted vids on our Instagram account, African drumming and taiko drumming were most popular, Linda sends her thanks

B. Mahalo Manoa

1. Leads: Everyone
2. Event Date: November 19, 2015
3. Summary: Eric said thank you 17 times, we said it back for help at Manoa Laughs

C. Manoa Laughs

1. Leads: Ashley, Ariana
2. Event Date: November 20, 2015
3. Start: More 'no outside food or drink' signs, be more vigilant to see if people snuck in alcohol, hand sanitizer packets, another exit for smokers, member constantly floating, better security briefing (send security to specific area for better debriefing, online/radio/tv, T&C tickets, copy of volunteer list for everyone, detailed outline, hole punch, bigger tent/area backstage, need picture ID, wooden boards by concession, emcee, entrance to will call sign, include what channel everyone is going to be on in agenda, water for volunteers
4. Stop:
5. Continue: Meet & greets, ponchos, signs: prohibited items, working walkie talkies, AC member having a security walkie, meetings (volunteers), pepsi sampling, shirts/badges, production crew, CCB debrief
6. Summary:
 - a) Mary: More confident for Aloha Bash
 - b) Ariana: I think we need to be more vigilant because of those three guys that got in back stage, and Aloha Bash will be bigger
 - c) Ashley: We do know more now
 - d) Kristina: Good to get a feel of how to handle volunteers in that type of venue
 - e) Demetrius: Gave us more of a sense of how to work together further apart
 - f) Sophie: Good to have practice with walkie talkies
7. Total: 723
 - a) Students: 468
 - b) General: 194
 - c) Comp:
 - (1) Students: 22
 - (2) General: 39
8. Banners
 - a) Ashley: We have bag check, prohibited items, and will call banners, do you guys want to keep them even though they're black, white and red (correlating with the colors of Manoa Laughs) or should we make new ones in our colors?
 - b) Final Decision: Keep them, no big deal, red stands out

IV. New Business

A. Upcoming Events

1. Relaxation Fair

- a) Lead: Mary, Sophie
- b) Event Date: December 2, 2015
- c) Lululemon giveaway
 - (1) Sophie: They want to donate a yoga mat, but they're only giving away 1, what's the best way to raffle it off?
 - (2) Kristina: 100th visitor?
 - (3) Demetrius: We can have a golden ticket type of thing
 - (4) Kristina: We can put it under the lid of a mason jar and whoever pulls it
- d) Mary: Finalized food order, coloring pages are copied, got balls, need to rinse jars

2. Rockin the Roots

- a) Lead: Demetrius, Mary, Sophie
- b) Event Date: December 4, 2015
- c) Ashley: Are they compliant?
- d) Mary: Submitted the requisition, won't get turned into a PO until they're certified
- e) Demetrius: Are we sticking with the tent we have now?
- f) Mary: Yes, it'd be more expensive otherwise
- g) Morgan: Hemenway tent?
 - (1) Unavailable
- h) Mary: Starting on the agenda
- i) Morgan: Laura brought up concerts in the courtyard, we should reserve the entire campus center so that people don't need to be escorted in and out

3. Cram Jam

- a) Lead: Demetrius, Kristina
- b) Event Date: Dec. 13 - Dec. 18
- c) Kristina: Graphics are being finalized, parking passes for massage are good to go but not the dog ones
- d) Demetrius: Still waiting on Shawn and Donna
- e) Sophie: Still waiting on RIO's
- f) Morgan: Also cc April and Kea (Shawn's assistants)

4. NSO Resource Fair

- a) Leads:
- b) Event Date: Thursday, January 7, 2016
 - (1) Time: 7:30 - 9:00 AM

5. Hotel Transylvania 2
 - a) Leads: Demetrius, Sophie
 - b) Event Date: January 15, 2016
 - c) Sophie: We're getting our graphics soon, Alex is assigned to all of the movie night graphics, he needed reminding, please contact him about your events
 - d) Sarah: Please put in the work order when you'd like your drafts

6. Beth Yahp Co-Sponsorship
 - a) Leads: Ariana
 - b) Event Date: January 25, 2016
 - c) Ariana: Met with Ruth on Friday, discussed the food, feeding 70 people, skewers and a fruit plate, I'll be sending you the graphic in a couple of weeks
 - d) Sarah: What about the program?
 - e) Ariana: Ruth and I will introduce Beth, Q&A first, then she'll read from her book

7. Taste of Manoa
 - a) Leads: Ashley, Kristina
 - b) Event Date: January 29, 2016
 - c) Theme: Stuff It!
 - d) Time: 5:00 PM - 7:30 PM
 - e) CCB refreshments
 - (1) Also want to help volunteer
 - f) Pepsi sampling
 - (1) Ashley will contact
 - g) Kristina: Meeting with Laura tomorrow so we're going to go over the map
 - h) Ashley: Talked to John 2 weeks ago, Stuff It! is more versatile, we'd like them to set up 10 plates per station ahead of time so workers can put them in the office

8. Black History Month
 - a) Leads: Demetrius
 - b) Event Date: February 2, 2016
 - c) Demetrius: I'll probably get a guest speaker, too many years of history to cover, we'll probably do it person per week, Angela Davis (a civil rights activist) will be teaching here so I'll see what matches up

9. Chinese New Year at UHM
 - a) Leads: Ariana

- b) Event Date: February 8, 2016
- c) Ariana: Met with David, we're trying to get in touch with different dance groups, performances from 10AM - 12PM

10. Create a Bear

- a) Leads: Ashley
- b) Event Date: February 12, 2016
- c) Thinking about ordering 500 bears
 - (1) Ashley: Bday bear, \$5/animal, provides everything we might need is on bday bear so I'm going to price everything out
- d) Prices:
 - (1) Bears w/ stuffing: \$7
 - (2) Candy gram: \$1
 - (3) Box: \$1
 - (4) Shirts with sayings: \$1.50

11. Straight Outta Compton

- a) Leads: Ariana
- b) Event Date: February 19, 2015
- c) Ariana: Graphic is in

12. Glow Up Manoa

- a) Leads: Kristina, Sophie
- b) Event Date: February 26, 2016
- c) Kristina: Meeting with Laura tomorrow, contacted lighting and stage people and one of them got back to me, trying to get a quote from them, they just did the tiesto event
- d) Sarah/Morgan/Everyone: Tantriq can do everything
- e) Kristina: Sophie and I researched body paint, bracelets, LED sticks with our logo
- f) Ashley: How are you going to do body paint?
- g) Kristina: We're going to have an area outside where they can paint, we'll have a floater to make sure everyone is using paint properly then tell them to wash off because we're going to have food
- h) Ashley: Are you sure you want to have food?
- i) Sophie: At our sorority events, if people drink and then come to our event, we need to have food to make sure people don't throw up
- j) Demetrius: We could make it into two sections, one for food and one for paint
- k) Ashley: Feel like with the lack of manpower, I'd be more concerned with water vs. food, we need to prioritize, nervous about us splitting up
- l) Morgan: If you're going to have food in the ballroom then you can't turn the lights all the way down

- m) Ashley: Food is an option, main concern is the paint, glow sticks and water

13. Manoa's Got Talent

- a) Leads: Kristina, Mary
- b) Event Date: March 4, 2016
- c) Kristian: Worked on the application, Mary and I divvied up the tasks, set up a timeline for when apps will go out
- d) Ashley: So Hayley passes out the application and receives them as well? Can we have them go to our website and print out the application instead?
- e) Morgan: We have that option, and we also work with T&I in case people want to turn in hard copies
- f) Kristina: Radio personnel found someone will be coming
- g) Morgan: So this year you're just letting the judges decide and not the general public
- h) Mary: Application is made and in google docs
- i) Ashley: Ballroom?
- j) Kristina: Yes, meeting with Laura tomorrow
- k) Ashley: Food?
- l) Mary: Yeah if anything we were thinking of doing Subway or something on us
- m) Ashley: What happens if they win?
- n) Kristina: There are six winners and it spans over \$800
- o) Mary: It's broken up by group and solo then by first, second, third

14. Wellness Fair

- a) Leads: Sophie, Mary
- b) Event Date: March 16, 2016
- c) Sophie: Made the timeline, made sponsorship letters to give to people in the surrounding area, they're up on google docs, let me know about other places I should contact, Shawn hasn't gotten back to me about a masseuse
- d) Sarah: We should look into just contacting the massage therapists on our own end to take something off of Shawn's plate
- e) Ashley: I work with massage therapists so I'll talk to them on Wednesday
- f) Sophie: We'd want three from 9AM - 1PM, 3-5 therapists
- g) Morgan: Last time we paid \$100/hour

15. Crimson Peak

- a) Leads: Mary
- b) Event Date: April 1, 2016

c) Mary: Have timeline

16. Hunger Games Part 2

- a) Leads: Kristina
- b) Event Date: April 8, 2016
- c) Kristina: Check out the budget to see if we can get trinkets for the first ___ to give away

17. Carnival

- a) Leads: Ariana
- b) Event Date: April 18, 2016
- c) Ariana: Started working on it, looked at different things we can have there
- d) Kristina: Can you have that thing where you're attached to something then you're running, games up an hour before the event so we can play with them?
- e) Morgan: You can also get in touch with pepsi, they donated two inflatable things (velcro wall, sumo wrestling stick thing, and football throw) along withs soda and sampling
- f) Sarah: We should have one point of contact
- g) Morgan: Kelly!
- h) Ariana: Planning to talk to other departments if they want to contribute anything

18. Aloha Bash

- a) Leads: Ashley, Mary
- b) Event Date: April 29, 2016
- c) Common Kings - \$30,000
- d) Working with Pacific Hawaii Group (same as Manoa Laughs) as a Promoter and Production crew
- e) Using tips from Manoa Laughs
- f) Ashley: We're going over jobs so we'll send those

19. Cram Jam

- a) Leads: Mary, Kristina, Demetrius
- b) Event Date: May 8-13, 2016
- c) Kristina: Task sheet up in the google drive, leads are doing the main things, Ariana is on dog therapy, wristbands, snack scheduling and volunteers, Ash is on graphics, subject to change

20. Art & Flea w/ Ka Leo

- a) Event Date: January 14, 2016 in CC Courtyard

- b) Sarah: You can say AC is pending because it depends what they want, they might want us to provide the venue, they're basically bringing Art & Flea from Kakaako to Manoa

V. Website Ratings

- A. Unique visitors - 243
- B. Page views - 575

VI. CCB Updates

VII. Chair Comments

- A. Happy Thanksgiving!
- B. Keeping the office clean
- C. Having your own little area
 - 1. Especially if you're on the table, make things look nice in case people hold meetings here
- D. Graphics orders for Spring
 - 1. Movie nights
- E. Timecards due on **Monday, November 30, 2015**

VIII. Advisor Comments

- A. Morgan: When you register, share your schedule
- B. Sarah: Consider how to promote the position, no one has applied

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 30, 2015 - AC Office at 4:30 PM

III. Meeting adjourned at 5:22 PM.