

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

Monday, November 9, 2015
 AC Office, 4:30 PM

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

- I. Call meeting to order at 4:29 PM.

- II. Standing Items
 - A. Minutes - November 2, 2015
 - 1. Accept minutes as amended in Google Docs.
 - B. Agenda - November 9, 2015
 - 1. Accept agenda as presented.

- III. David from The Chinese Friends
 - A. The Chinese Friends
 - 1. Two performances at CC Ballroom
 - a) Students who take Chinese have put on performances before
 - B. Next Semester
 - 1. Want to have a Chinese New Year celebration, including lion dances and martial arts demonstrations
 - 2. Bringing in acts from various Chinese organizations
 - 3. Could bring in poles for the lions to dance on
 - 4. Chinese culture day - hands on activity
 - 5. Previous years a Chinese cultural event has been held in the building

C. Questions

1. Ariana: Willing to have it in Campus Center Courtyard
 - a) David: Cool, it would bring in a lot of attention. What if it rains?
 - b) Ariana: We could bring in tents, but would the rain ruin anything?
 - c) David: Lion dances could be a liability if someone slips and they have fancy costumes. We'd prefer it in the ballroom, but it would be great to have a lot of attention
2. Morgan: Is your event usually in the day time or the evening?
 - a) David: Usually have it at night from 5-7, but we're looking to have it in the day this time. It'll just be for an hour, from 10-11.
3. Ashley: Are UH students themselves going to conduct the performances
 - a) David: Martial arts will be done by the Chinese Friends, but we're planning to bring in people from the outside for lion dances and further demonstrations
4. Ashley: Are you willing to do food from Sodexo
 - a) David: We usually work with someone outside, but food isn't a main concern
5. Sarah: Is there a particular martial arts group you work with?
 - a) David: We have our own group, but we have contacts outside. We might perform at the East-West Center for a performance on the lawn

D. Discussion

1. Sophie: My only concern is their alternative arrangement, other than that I really liked it and it would be another cultural event for us to participate in, budget seems reasonable
2. Ariana: He's not sure where he wants to get performances from, so are there specific places we would need to go to? Like if I took this event on, I wouldn't know who to go to so he'd have to provide us more information.
3. Demetrius: He might have wanted to wait a little bit since we require 50/50 part in planning
4. Sarah: Is there a fee for the lion dances and everything else?
5. Ashley: He would need to talk to the liaison and run it by the entire council
6. Sarah: We could connect to the chancellor's office as well, could be a bigger affair for all involved
7. Kristina: I'd add the information aspect of it, how would students get the information to learn more about Chinese New Years?
8. Ashley: Brochures, tabling? He did a good job of making it broad so that the planning is still 50/50.
9. Morgan: The lion dance company also provides beginning dance lessons so we could add that to the event
10. **Final Decision:** All in favor of co-sponsoring the event
11. Ashley: Are we alright with using this co-sponsorship for our cultural event in Spring?
12. Decision is unanimous, everyone is in favor of this being our cultural event

13. Morgan: Are you okay with other events of the celebration going on in the same week?
14. Morgan: Do you guys want this in the CC Courtyard or Ballroom? Is this your decision to make?
15. Kristina: They said they preferred the Ballroom, but they were open to the idea of the Courtyard
16. Mary: We can let them know what we think, but it also depends on what's available
17. Ashley: I'd feel more comfortable leaving it up to them because they know what's necessary for their event
18. Sarah: Some lion dance schools are better than others, and the one he mentioned is really good
19. Morgan: Ballroom is not available unless it's later in the afternoon

IV. Old Business

A. Jurassic World

1. Lead: Mary
2. Event Date: November 6, 2015
3. Start: Request a laptop to be set up bc we didn't have access to one, popcorn machine safety (kids got too close), 'let us serve you' signs, order more food, leave chips in the box so they don't fly, allocating sandwiches for staff ahead of time, make popcorn earlier, confirming if we're going to do a quantity limit
4. Stop: Taking orders in line if inventory is low
5. Continue: Concession boxes, saying 'while supplies last'
6. Summary: Another busy movie night, down four people but everyone helped out a lot, good night, helped MES at the end
7. Ashley: We should refer back to these minutes for future movie nights

B. Dia de Muertos

1. Okay to hang up masks?
2. Kristina: How many?
 - a) Ariana: Two or three, we could rotate them
3. Ashley: Two or three would be okay, art is subjective
4. Final Decision: Unanimous decision, everyone is okay with it

V. New Business

A. Upcoming Events

1. Mānoa International Week
 - a) Lead: Kristina and Ariana
 - b) Event Date: November 16th - 20th, 2015
 - c) Kristina: Linda posted the weeklong schedule of her website, ground stakes are going up tomorrow, turned in banner today, she's having a separate banner for her place at QLC, parking passes are being done

- d) Ariana: Sounds like scavenger hunt is cancelled, emailed Kenneth and another member but Linda came in today and said she thinks it's not gonna happen
- e) Kelly: What should I have on the website/social?
- f) Kristina: Just the graphic on Facebook and our website
- g) Sarah: Is the schedule finalized?
 - (1) Kristina: Yes, last Friday was the last day to put in applications so it's closed now
- h) Morgan: Are we doing e-blast or are they?
 - (1) Kristina: They are, one e-blast going out on Thursday?

2. Mahalo Manoa

- a) Lead: Everybody
- b) Event Date: November 19, 2015
- c) Ashley: Meet at 5:15 and we'll walk down together

3. Mānoa Laughs

- a) Lead: Ariana, Ashley
- b) Event Date: November 20, 2015
- c) Meetings in Office
 - (1) Friday, November 13, 2015 at 11:00 a.m.
- d) Volunteer Meetings (in AC Office)
 - (1) Friday, November 13, 2015 at 4:00 p.m.
 - (2) Tuesday, November 17, 2015 at 6:00 p.m.
- e) Ashley: Just send out press releases to Midweek and more, we're trying to do more to advertise. We'll have two meetings for volunteers to tell them how everything is going to work out (two meetings in case people can't make it to one). We've sold 130 student tickets and 40 general admission
- f) Ariana: Heads up, I've assigned you guys positions, look in the Manoa Laughs folder
- g) Sarah: Are we doing \$1.50 off for meals?
- h) Ashley: Are you guys willing to offer \$1.50 for concessions for people who come early?
- i) Mary: Like first 200 or so?
- j) Morgan: Make sure it's filled for your opener
- k) Final Decision: Unanimously, everyone agrees to \$1.50 off of concession
- l) Sarah: Two weeks out, how do you guys feel about advertisements?
- m) Demetrius: In high school, we had three different price ranges, like one early bird then pre-sale, then most expensive week of
- n) Ashley: Hardest I've worked to put out an event, frustrating to see the numbers, we're making press releases and contacting radio stations, taught me how to branch out outside of UH

- o) Ariana: Have we marketed to community colleges? HPU?
- p) Sarah: Good, we'll send it out, downtown fliers
- q) Mary: We can share it on our personal pages too?
- r) Morgan: Does anyone have friends who have a lot of followers?
- s) Ariana: My friend's roommate has a professional instagram
- t) Kristina: I'd repost if someone gave me a free t-shirt
- u) Sarah: We could give a discount or raffle a free ticket for those who like our page or repost
- v) Demetrius: Sounds really complicated, can we check it all ourselves?
- w) Ariana: We could check out rafflecopter
- x) Volunteers
 - (1) Ariana: What should I have volunteers do when they first get to the event?
 - (2) Ashley: Need help set-up cattle gates and everything, lots of things to be done, we have the bodies for these jobs
 - (3) Morgan: Are volunteers allowed to meet Craig Robinson?
 - (4) Sarah: Depends on how many volunteers we have, but we're trying to keep it to CCB, Facilities, MES, and AC
 - (5) Ariana: Could people wear our old CCBAC shirts so they're easily identifiable? Yes.

4. Relaxation Fair

- a) Lead: Mary, Sophie
- b) Event Date: December 2, 2015
- c) Playlist talk
- d) Lululemon wants to come! Co-sponsorship forms? Ideas of what they could do besides giveaways? If they did yoga, where at? It's only one hour.
 - (1) Sophie: Talking to them this week if they want to do a yoga session or a giveaway
- e) Origins wants to come for Wellness Fair in Spring
 - (1) How should I coordinate who will be the new point of contact for them?
 - (2) Sophie: I won't be here so who should be the point of contact?
 - (3) Mary: Guess you'll have to stay
 - (4) Morgan: You can make Kelly/ccbac@hawaii.edu the point of contact until someone new comes in
 - (5) Sophie: Started making the playlist
- f) Budget proposal (see attached)
 - (1) Mary: Mason jars and Smiley hearts stress balls, final thing we need to purchase is fruit and stuff for the detox jars, we're doing less jars for this relaxation fair

- (2) Morgan: Maybe you might want to specify to cut it really small so that there's room for the fruit because we had a lot left over last time
- (3) Mary: I'll order 140 servings of fresh fruit, 4 cups of mint leaves, 13 gallons of iced water
- (4) Morgan: 13 gallons of iced water means you'll have exactly 208 half detox jars
- (5) Mary: Do we need to pay Lululemon because we're cutting it close for the budget

5. Rockin the Roots

- a) Lead: Demetrius, Mary, Sophie
- b) Event Date: December 4, 2015
- c) Mary: Trying to find a date to meet with Jay, can we meet in here?
- d) Sarah: Gate is closed
- e) Mary: Connect with him again to see when we can meet
- f) Sarah: Suggested Thursday or Friday?
- g) Mary: Orientation for the concert is to have it under the tent, need to bring it up with Jay

6. Cram Jam

- a) Lead: Demetrius, Kristina
- b) Event Date: Dec. 13 - Dec. 18
- c) Having a hard time finding RIO's to participate... KTUH is out. I've talked to the Greek organizations and they haven't gotten back to me yet.
 - (1) Sophie: No one responded, reached out to those who came last year, which ones should I contact next?
 - (2) Ariana: Cultural RIO's might say no because there's no relation to their culture
 - (3) Sarah: Offer to MIEW? Talk to graphics to see the RIO's who consistently place orders?
 - (4) Demetrius: Change incentive?
 - (5) Ashley: Do we have the budget to do it?
 - (6) Sarah: Budget doesn't have to change, can be up to \$100
 - (7) Kristina: Could it be something from us on our end?
 - (8) Sarah: \$100 off of catering?
 - (9) Sophie: Contacted them, but they haven't responded
 - (10) Sarah: They would bill AC
 - (11) Morgan: Could offer Aloha Bash tickets
 - (12) Ariana: Competition between RIO's, whoever gets the most volunteers in their RIO gets Aloha Bash tickets
 - (13) Demetrius: RIO's having the most amount of volunteers in one night versus RIO's over the course of the 5 days

- (14) Mary: Targeting Aloha Bash a lot for our incentive, so we might not make as much
- (15) Ashley: Also hard because we don't have anything concrete just yet, it looks like it is, but we can't promise this many people access, Robert asked about Aloha Bash and said if we turned in a proposal they would be willing to pay for a lot of Aloha Bash student tickets
- (16) Mary: List of CCB people we've worked with previously, advisory for CTAHR, email list of prospective volunteers
- (17) Morgan: We've contacted CCB for people
- (18) Sophie: Asked RIO's for 9:30PM-2:00AM, if they wanted to table, they could. Jobs would be staffing snack carts and doing staffing for massage tables
- (19) Sarah: Still a little early, but you can wait
- (20) Kristina: Lots of students need to do volunteer hours for scholarships, can we get those names?
- (21) Mary: We'd need to locate the scholarships and see if they're willing to give out information
- (22) Kristina: Any office we can work with?
- (23) Sarah: Financial aid maybe?
- (24) Ashley: Confidential?
- (25) Sophie: I can email financial aid and they can send it out?
- d) Demetrius: Waiting on signed contracts from Shawn, confirmed breakfast menu with Donna but she hasn't confirmed back
- e) Sarah: Can you confirm with ASUH with the menu? They have something at Sinclair so we don't want it to clash, contact Gabe or Healani
- f) Kristina: Double checked with Kayla, she'll get the graphics done by tomorrow, waiting for the contracts to connect them to the req's
- g) Demetrius: Do we need to send dog contracts to Laura?
- h) Kristina: Are you (Sarah) handling parking passes?
- i) Sarah: Yes
- j) Demetrius: Waiting on Shawn to see when Pepsi samples are coming
- k) Kristina: Pepsi will only sponsor 3 out of 5 days
- l) Sarah: We can go to other companies

VI. Spring Event Calendar

A. Aloha Bash - April 29, 2015

- 1. Common Kings - 30,000
 - a) Ashley: They were offering 20,000 for Rockin' but this is a bigger event
- 2. Tribal Seeds - 15,000
 - a) With Tribal Seeds - 85,000
 - b) Including production

3. Budget: 70,000
 - a) Needs to include production AND performer
 - b) 15,000 over budget
 - c) Ashley: Should we go with Common Kings, Sons of Zion and a local band OR should we go with Common Kings, Sons of Zion, AND Tribal Seeds. First option means we're under budget but second option means we'll sell out for sure
 - d) Sarah: We should still be able to do it
 - e) Discussion?
 - (1) Sophie: We should go with Option 2, the one that will make us sell out
 - (2) Everyone agrees

4. Robert
 - a) Ashley: They could cover free student tickets AND the \$15,000
 - b) Sophie: Are there any cons for us asking them for help?
 - c) Kristina: Can we wait at all?
 - d) Ashley: Depends on if we choose the first or second option, next meeting is not until December 4th
 - e) Mary: Our budget is 90,000, so does that include security?
 - f) Sarah: Ticket sales also off-set it, how do you manage the revenues?
 - g) Ashley: Maybe they can subsidize t-shirts or something

B. BEGIN PLANNING EVENTS

1. Create google docs that go beyond your event folder to give dates of when you're aiming to do certain things
2. Start doing research and links to purchase things
3. Use binders for researching

C. International Students Association Co-Sponsorship Proposal

VII. Website Ratings

- A. Unique visitors - 123
- B. Page views - 390

VIII. CCB Updates

IX. Chair Comments

- A. Timecards due on **Friday, November 13, 2015**
- B. Email you guys how many hours you can work next week

X. Advisor Comments

XI. 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 16, 2015 - AC Office at 4:30 PM
- III. Meeting adjourned at 5:55 PM.