

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

Monday, October 12, 2015
 Hemenway Hall 215, 4:30 PM

Council Member Present	Advisors Present	Guests
Demetrius Reed-Tellez	Sarah Yap	Ruth from UHM Eng. Dept.
Ashley Kupau	Morgan Rapozo	
Ariana Johnson-Lopez		
Mary Basig		
Kristina Egdamin		
Sophie Knudson		
Kelly Correa		

- I. Call meeting to order at 4:35 PM.

- II. Standing Items
 - A. Minutes - October 5, 2015
 1. Accept minutes as amended in Google Docs.
 - B. Agenda - October 12, 2015
 1. Accept agenda as presented.

- III. Old Business
 - A. Pitch Perfect 2
 1. Lead: Ariana
 2. Event Date: October 9, 2015
 3. Start: More detailed agenda, decreasing veggie and increasing turkey, shifts included in agenda, start oatmeal cookies, concession trays, briefing AC and MES, giving MES food
 4. Stop: decrease veggie sandwiches, decrease chips, Sarah helping with events
 5. Continue:
 6. Summary:
 - a) Asking them to bring nothing higher than \$10 (include in E-blast)
 - b) 'No bills larger than ____'

IV. Ruth - UHM English Department

A. General Info

- Beth is fun, exciting, dynamic. Unusual background. Traveled from Malaysia to Australia. Her speaking would benefit the public as well as UH students. Her most current work: "Eat First, Talk Later"

B. Goal: Attract more students than just the English Department. Planning to be an interactive event.

C. Wants: Speaking on KTUH, banners,

D. Ariana: If she comes to UH, will she be on a Random House Contract?

- Random House not paying for her trip but will send books over, self funded

E. Ashley: Hotel rooms, expectation of AC? Solely proposed event budge?

- No, she'll stay with a friend/sister.

F. Ashley: How would you like to be more interactive with the audience?

- Talking about herself (4-5 minutes), reading from her book (5 mins), slides (5 mins), icebreakers with MC

G. Decision:

- Ariana: Close to home, intimate setting
- Ashley: Goes beyond monetary funding, through proposal, budget is fair, education event, January 16
- Sophie moves to approve the co-sponsorship, Demetrius seconds
- Motion carries unanimously
- Approving:
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Group/Dept. Responsible	Item	Quantity	Cost	Approved?
Proposing Group	Rental Fees	1	-	Yes
Request from CCB AC	Equipment Fees (4)	1	\$30	Yes
Request from CCB AC	Publicity – Banners (3)	1	\$40	Yes
Request from CCB AC	Publicity – Flyers (5)	200	\$24	Yes
Proposing Group	Promotional Items for signing		\$100	Yes
Request from CCB AC	Ground stakes (2)	10	\$300	Yes
Proposing Group	Food (1)		\$800	Yes
English Department	Honorarium	1	\$400	N/A
TOTAL			\$1,694	

7. Liaison Responsibilities

- a) Coordinate with our group's contact person on the design and creation of the banner and fliers;
- b) Coordinate with our group's contact person on publicity opportunities such as UH eblast, contact with KaLeo and KTUH, and CC Graphics for groundstakes;
- c) Coordinate with our group's contact person and with the UHM Bookstore to arrange for the memoir to be displayed at the reading event;
- d) Coordinate with our group's contact person on arranging for equipment (mic, speakers, LCD projector, and screen) at the event;
- e) Coordinate with our group's contact person with UHM Dining Services for food to be available at the event.
- f) Make decisions about reception food options and invitees.
- g) Contact with the writer and organizers to solidify event. Possibly introducing the event.

V. New Business

A. Upcoming Events

1. Taste of Mānoa

- a) Lead: Ash, Kristina, Mary
- b) Event Date: October 15, 2015
- c) Agenda/Timeline
 - (1) Meeting in the office at 4:00 PM
 - (2) Ashley: Going over schedule and going on a tour of the event, lots of volunteers so we need to guide them, currently deciding how many tickets each person gets, Ashley will keep an eye on playlist and announcements and be the main floater
 - (3) Sophie & Kelly will be main floaters til 6 then they'll step in once breaks begin
 - (4) Sarah: Floaters should check in with people selling tickets if we run out of food
 - (5) Morgan: Spring 2014 we ran out of food quickly, make sure volunteers get fed (grab food then eat after in 208)
- d) Playlist - Today's Hits (Meghan Trainor, Demi Lovato, Maroon 5, Ellie Goulding, etc. - nothing explicit)
- e) CTAHR volunteers, CCB has 6 volunteers, MES has 9 volunteers
- f) Adding announcements about Inside Out and Casino Night

2. Movie Night: Inside Out

- a) Lead: Demetrius
- b) Event Date: October 16, 2015
- c) Meeting in office at 4:30 PM
 - (1) Jobs:
 - (a) Cashier 1- Ariana

- (b) Cashier 2- Sophie
- (c) Cookies- Ashley
- (d) Drinks- Mary
- (e) Sandwiches- Mary
- (f) Popcorn- Kristina
- (g) Clean up 1-
- (h) Clean up 2-
- (i) Groundstakes 1-
- (j) Groundstakes 2-

3. Casino Night

- a) Lead: Sophie, Kristina, Ariana
- b) Event Date: October 23, 2015
- c) Sophie: made agenda and will send out, doing Ka Leo ad, working on paperwork

4. Día de Los Muertos

- a) Lead: Ariana, Demetrius
- b) Event: November 2, 2015
- c) Ariana: Met with Lupe, they want to know if they can have their own altar (they will take care of it)
- d) Kristina/Demetris: Good, public will know what the event is about and that it's not what we're doing, provides real life example
- e) Demetrius on Staffing: Morgan sent out CTAHR, document on google docs, 1 volunteer from prospective volunteer list, no back-ups yet, really only need 2-4 people to run it but more would be appreciated

5. Movie Night: Jurassic World

- a) Lead: Mary
- b) Event Date: November 6, 2015
- c) Mary: Still need to add break rotations to agenda, going to prepare box after next movie night, everything on track

6. Mānoa International Week

- a) Lead: Kristina and Ariana
- b) Event Date: November 16th - 20th, 2015
 - (1) 10 Parking event passes for the week @ \$5 each = \$50
 - (2) Kristina moves to approve the parking passes at no more than \$50, Sophie seconds the motion
 - (3) Motion carries unanimously
- c) Kristina: Want to reserve space from 11 - 2, booked entertainment for Monday-Wednesday, need to finish booking for Thursday, Friday is open, Ariana is working on graphics and scavenger hunt

- d) Sarah: How do you feel about the co-sponsorship
- e) Kristina: Leaning toward entertainment, feels like she has 50/50 responsibility

7. Mānoa Laugh

- a) Lead: Ariana, Ashley
- b) Event Date: November 20, 2015
- c) Ashley: Back plan, started working with Laura, comedy show and Andrews Amphitheater, working with Sodexo for food (idea of dinner style, bentos?), not to have a Stevie Wonder experience, whatever happens to this event, what happens to the funds?, UH wants vendors to take care of expenses but for the sake of this event, the promoter/booking agents for Craig, Sarah and Ashley signed a waiver request to cancel the cancellation fee, asking AC to pull funds from our to cover the cancellation fee

8. Relaxation Fair

- a) Lead: Mary and Sophie
- b) Event Date: December 2, 2015
- c) Mary: Met with Sophie, 'make your own goodie bag', having starbucks coupons, stress balls, adult coloring pages, and can choose from sharpie mug or detox jars(?), Sophie sent out letters to Aveda, Lush and Bath & Body Works to see if we could get promo items from them, they seem interested but need to wait on their answers

9. Rockin the Roots

- a) Lead: Demetrius, Mary, Sophie
- b) Event Date: December 4, 2015
- c) Mary: Talked to Eddie and he talked to Jay (promoter), work with the same promoter from Welcome Back Bash, meeting with him sometime this week, Sophie handling Starbucks

10. Cram Jam

- a) Lead: Demetrius, Kristina
- b) Event Date: Dec. 13 - Dec. 18
- c) Demetrius: Contacted Shawn for massage and pepsi, waiting on Donna for approval on breakfast menu
- d) Kristina: Graphics order went out today, emailed James for the snack run

VI. Spring Event Calendar

A. Events:

1. Movie Night - Demetrius/Other
2. Welcome Back Bash

- a) Ashley: Can take out Welcome Back Bash and replace with Manoa Wonderland to move it later in the year, more of a risk to this type of event
 - b) Sophie: Agrees to pushing it back and allocating money to Manoa Wonderland
 - c) Possibly move to 3/11
 - d) Scrapping WBB and replace it with something else in terms of time
 - e) Ashley: no big event at the beginning of the semester?
 - f) Demetrius: try it out so that there's more time to plan events
 - g) Mary: people asking for Aloha Bash so waiting is more worth it
3. BuzzFeed Speaker
 - a) Scrapping, replacing with Beth
 - b) Liaison for Beth - Ariana
 4. Black History Month - Demetrius
 5. Create A Bear - Ashley
 - a) Kristina: Not do Create a Bear, switch with Manoa Wonderland, we haven't done Create a Bear in a while, wanted to try something new, constituents might not want to make a bear(?)
 - b) Manoa Wonderland: Controlled dance, DJ playing, glow in the dark/blacklight theme, appeals more to constituents
 - c) Ashley: New generation isn't really into live music, test waters, controlled, depends on how people respond
 6. Movie Night - Ariana
 7. Manoa Wonderland - Kristina/Sophie
 8. Manoa's Got Talent - Kristina/Mary
 9. Slam Poetry
 - a) Moving this up to Welcome Back Bash?
 - b) Ariana: Scrapping slam poetry and changing it to a cultural event
 10. Bingo
 - a) Sophie: Already doing Casino Night, gaming event of the year, use the Bingo budget to allocate to Manoa Wonderland
 11. Wellness Fair - Sophie
 12. Aloha Bash - Ashley
 13. Movie Night - Kristina
 14. Carnival - Ariana
 15. Movie Night - Mary
 16. Cram Jam - Demetrius/Kristina/Mary

B. Proposals

1. Sophie proposed Humans v. Zombies, each person that signs up starts as a human, have designated zombies, nerf guns stun people, bandanas to signify human/zombie status, winner is last human standing, people text in status, flush it out a little more
2. Look for potential events

- VII. Social Media
 - A. Facebook Events
- VIII. CCB Updates
- IX. Chair Comments
 - A. Travel Application due **Friday, October 16, 2015**
 - B. Working Movie Night Hours
 - C. Helping with MES, Facilities, Graphics, etc.
 - D. Budgeting hours
 - 1. Taste of Manoa - 4:00 - 8:30 p.m. (4 ½ hours)
 - 2. Movie Night: Inside Out - 4:30 - 11:30 p.m. (7 hours)
 - 3. Total: 11 ½ hours
 - 4. Office hours: 8 ½ hours
 - E. Timecards are due: **Wednesday, October 14, 2015**
- 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 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.
 - 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, October 19, 2015 - AC Office at 4:30 PM

III. Meeting adjourned at 6:00 PM.