

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

Monday, October 19, 2015  
AC Office, 4:30 PM

<b>Council Members</b>	<b>Advisors</b>	<b>Guests</b>
Mary Basig	Morgan Rapozo	Eric Baxa
Sophie Knudson	Sarah Yap	Alex
Kristina Egdamin		Maili
Ashley Kupau		Elson
Demetrius Reed-Tellez		Shailene
Ariana Johnson-Lopez		Kayla
Kelly Correa		

- I. Call meeting to order at 4:30 PM.
  
- II. Standing Items
  - A. Minutes - October 12, 2015
    1. Accept minutes as amended in Google Docs.
  - B. Agenda - October 19, 2015
    1. Accept agenda as presented.
  
- III. Old Business
  - A. Taste of Mānoa
    1. Lead: Ash, Krissy, Mary
    2. Event Date: October 15, 2015
    3. Start:
      - a) Not specifying who will work at what table
      - b) Posting the menu
      - c) Double checking the map with all departments
      - d) More signs: let us serve you, have your tickets present
      - e) Discuss the best way to serve
      - f) Lessen veggie items

- g) Better communication between when they are stopping selling tickets and starting to sell again
  - h) Having the speakers face different parts of the courtyard
  - i) Sell boxes and trays for the food
  - j) Start collecting soda boxes
  - k) Volunteers come as early as us to brief
4. Stop:
  5. Continue:
    - a) CCB refreshment table
    - b) Playlist
    - c) Stanchion signs
    - d) Pepsi sampling
  6. Summary: Having another Taste of Manoa in Spring 2016, working with CCB was cool and easy to do

#### B. Movie Night: Inside Out

1. Lead: Demetrius
2. Event Date: October 16, 2015
3. Start: Drink signs, start the popcorn machine earlier, stanchion sign holders, powerpoint playing before the movie, flashlights for security to use, access aisle needs to be kept clear, security escort announcement, disability assistance signs, movie rating announcements in advertisements, gloves used to pick up drinks, wheat as an option for subway sandwiches, stroller check in, accompany children at all times, floater in ballroom, lessen Diet Pepsi, 'selling food while supplies last', need more change (quarters)
4. Stop: Consistency in two items per person
  - a) Morgan: We're subsidizing 'this amount of money' for this person to get food, but other people may not get to buy food
  - b) Ashley: We can put limits on busier events
  - c) Kristina: Family movies attract the most people so we can put a limit on food
  - d) Morgan: Busy events, have a limit. Non-busy events, don't have a limit
5. Continue: Enter and exit signs, taking orders from people while they're in line, volunteers do most of the work
6. Summary: Lots of people came, we ran out of food quickly

#### IV. Eric - ASUH for Mahalo Mānoa

##### A. Summary:

1. Canned food drive during the week leading up to Thanksgiving and a concert at the end of the event
2. Financial Support/CSO support
  - a) Funding for T-shirts
  - b) Bodies for volunteers

c) Advertise the event

B. Questions:

1. Ashley: What type of concert were you planning to hold?
  - a) Answer: More of a fair, but musical offers or suggestions would be appreciated
2. Ashley: Concerts are hard to plan only a month out, we used playlists for Taste of Manoa so Mahalo Manoa could do something similar

C. Thoughts:

1. Kristina: Good to let ASUH we're here to help! Nice event to be a part of
2. Sophie: Is this actually a co-sponsorship?
  - a) Morgan: More like a collaboration, like we did with KTUH with Welcome Back Bash

V. Graphics

- A. Introductions
- B. Ashley: What are your expectations for our graphics requests? Narrow down a timeline for submitting orders and requests.
- C. Morgan: How can they improve?
- D. Elson: Give us a heads up a month in advance
- E. Caleb: More details the better, conceptual standpoint, very specific ideas are much appreciated, exercise creative liberties
- F. Ashley: Want us to provide a general vision
- G. Caleb: Theme is good enough, final approval should be done in time to reasonably do production
- H. Sarah: No more than three changes? Designers need to be able to wrap it up and move on to other projects
- I. Caleb: Ideally we should be giving you guys stuff that should be relatively ready to go
- J. Ashley: We need to provide you the accurate information to be able to create the graphics
- K. Morgan: Communication, AC is hesitant to bug people, should AC prompt you guys more
- L. Caleb: Within reason
- M. Demetrius: Send a pre-email if it's a large order, heads up email?
- N. Elson: Month before we submit the proposal
- O. Caleb: Not to the point where it's annoying, just a catch up
- P. Demetrius: After we get assigned, how long should it take to hear a response?
- Q. Elson: Around 7 days
- R. Ashley: Once we finalize our spring schedule, would you like it so that you have a heads up?
- S. Graphics: Yes
- T. Ashley: Would you like us to meet in person?
- U. Elson: Up to the designers
- V. Alex & Maili: Prefer emails

- W. Morgan: Reference back preferred? You guys need a vision, we're not creative. 'We like this style'
- X. Kristina: Work order, inconsistencies (220 vs. 22)
- Y. Elson: Work order form has been updated
- Z. Ashley: As soon as the product is designed, you can let us know who the designer is
- AA. Sarah: Number of ground stakes? How many ground stakes are actually needed?
- BB. Ashley: 10? 15? 20? 17?
- CC. Sarah: Depends on the event and how much time we give the designers to give us our order
- DD. Ashley: Peeling off graphics on ground stakes, what more can we do?
- EE. Mary: Went in to help putting graphics on the ground stakes, so if you guys need more help
- FF. Demetrius: Submitting graphic orders before we have all the details, does it work better if we have all the details or just the basic information?
- GG. Caleb: If there are a lot of changes, we'd have to redo it anyway
- HH. Morgan: Placeholders okay?
- II. Graphics: Yeah

## VI. New Business

### A. Upcoming Events

#### 1. Casino Night

- a) Lead: Sophie, Kristina, Ariana
- b) Event Date: October 23, 2015
- c) Agenda (see attached)
- d) Playlist
  - (1) Send in your requests to Ariana (:
- e) Summary: We'll have food, appetizers, and mocktails. They're not allowed in the game playing area.
- f) Important for AC Members
  - (1) Wear your badge! You won't be identifiable any other way!
  - (2) Bring shoes for after during breakdown!
  - (3) Need help setting up decorations

#### 2. Día de Los Muertos

- a) Lead: Ariana, Demetrius
- b) Event: November 2, 2015
- c) Updates:
  - (1) Ariana: Had a meeting with Lupe today, concerns from members on how to word, stylized UH version for Day of the Dead
  - (2) Question: Cookies from the La Raza Unida
    - (a) Ariana: They want to make cookies so that people can decorate them in the courtyard
    - (b) Morgan: Health issues, food can't be made at home

- (3) Ashley: Good job. Very important to emphasize this is a stylized version
- (4) Morgan: Follow up on graphics, graphics need two weeks for production, WE NEED a week's worth of advertising
- (5) Demetrius: If we give them our request a reasonable time out from the event and they don't give us what we need, what do we do?
- (6) Morgan: Follow up, go in and talk to them. Your responsibility to get your graphics out
- (7) Ashley: It is frustrating, but that's why they're coming to our meeting today
- (8) Morgan: Issues on both sides

### 3. Movie Night: Jurassic World

- a) Lead: Mary
- b) Event Date: November 6, 2015
- c) Updates: Need to follow up with Subway, taking care of ice as the date gets closer, need to pack the box
- d) Ashley: Let the advisors for volunteers know we might them earlier

### 4. Mānoa International Week

- a) Lead: Kristina and Ariana
- b) Event Date: November 16th - 20th, 2015
- c) Approving/Disapproving details of co-sponsorship
  - (1) Sarah: Details of what we're co-sponsoring
  - (2) Kristina: They're still adding things so there's no specifics
  - (3) Sarah: What if they want more? Event is coming up and we're not giving them limits
  - (4) Kristina: Event itself has been changing, used to be only for an hour/day over the course of the week
  - (5) Morgan: We just need specifics/guidelines
  - (6) Sarah: We CAN provide limits
  - (7) Scavenger hunt issues
    - (a) Ariana: Met with them last Thursday, farthest point you'll go is the Japanese tea house, want it from 10-2, how do we include a lot of people?
    - (b) Ashley: Scavenger Hunt? Ideas in general?
    - (c) Ariana: Might just be an hour, from 10-12:30, people fill out a packet and whoever finishes in the shortest amount of time
    - (d) Demetrius: Exactly the same type of questionnaires
    - (e) Ariana: Yes, group scavenger hunt, no more than 5 people

- (f) Ashley: Potentially hard to get participants, suggest a passport type of thing, have someone with a stamp, person assigned there to have an educational aspect, people posted from 10-2, it's more flexible
- (g) Morgan: So can we host it over the duration of the week?
- (h) Sophie: Goal?
- (i) Kristina: Each page of the passport will be another cultural fact or something, and with learning about different cultures you'll get a trivia question or two then you get your stamp
- (j) Ashley: Subcategories for nationalities/cultures, all cultures recognized but we can't elighthearated and fun facts
- (k) Kristina: We can host it at Campus Center so that everything is more easily accessible
- d) Updates: (Kristina) They're still setting up the agenda, still setting up parking passes, graphics order sent in, they met with graphics,

#### 5. Mānoa Laughs

- a) Lead: Ariana, Ashley
- b) Event Date: November 20, 2015

#### 6. Relaxation Fair

- a) Lead: Mary
- b) Event Date: December 2, 2015
- c) Working on it.

#### 7. Rockin the Roots

- a) Lead: Demetrius, Mary, Sophie
- b) Event Date: December 4, 2015
- c) Mary: Meeting with Eddie tomorrow, meeting for logistics
- d) Ashley: Hoping to use the same promoter for Manoa Wonderland

#### 8. Cram Jam

- a) Lead: Demetrius, Kristina
- b) Event Date: Dec. 13 - Dec. 18
- c) Demetrius: Reschedule meeting with Shawn

### VII. Spring Event Calendar

#### A. Events

1. Working with Sarah and Morgan to get the schedule confirmed and the budget

#### B. Proposals

1. Humans v. Zombies

VIII. Social Media

- A. Facebook Events - good to go

IX. CCB Updates

- A. Ashley: Explained to CCB about insurance, Bonnie said the Chancellor really needs to hear a voice, constituents want national performers so we want to expand, crippling to our events if we can't provide what the constituents want, + connecting with Mahalo Manoa would be good to bridge
- B. Mary: Good to connect with other interdepartmental bodies
- C. Kristina: Big family at campus center
- D. Ashley: CCB helped us out at Taste of Manoa, feel more comfortable with them
- E. Mahalo Manoa
  - 1. We can do staffing, not the planning

X. Chair Comments

- A. Sleeping in the Office
  - 1. Want to create a professional setting
- B. Google Docs - Office hours
  - 1. Helps Ashley approve your time cards
- C. Bulletin Board Ideas
  - 1. Section for our mission, why you're paying student fees
- D. Picture
  - 1. Bring your AC shirts two Mondays for now

XI. Advisor Comments

- A. Incident Reports
  - 1. We need to document incidents, documentation protects AC, we need the follow up, specifically stating facts, nonspecific gender pronouns, might need to contact Campus Security, we can request for a trespass ban
  - 2. Mary: If they can't provide an ID then do we let them in?
  - 3. Sarah: No, depends on the situation
  - 4. Ashley: If they can't provide an ID and wristband

XII. 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 (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, October 26, 2015 - AC Office at 4:30 PM
- III. Meeting adjourned at 5:54 PM.