

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

Monday, October 26, 2015
 AC Office, 4:30 PM

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

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

- II. Standing Items
 - A. Minutes - October 19, 2015
 - 1. Accept minutes as amended in Google Docs.
 - B. Agenda - October 26, 2015
 - 1. Accept agenda as presented.

- III. Old Business
 - A. Casino Night
 - 1. Lead: Sophie, Kristina, Ariana
 - 2. Start: Order more food, waivers for filming/taking pictures, more photography signs ('you may be filmed for academic purposes'), 'no food' floater, serve vs. serve themselves, create a time for outside vendors to meet, have a dance floor, have a DJ/lights, dim the lights for ambiance, increase communication with Sodexo, no slip for red carpet, more weights for balloons, decorate raffle box, announcements on the game side of the room
 - 3. Stop: the amount of game tables (lessen), choose digital or handdrawn caricature artist, section off food depending on how much we order
 - 4. Continue: mocktails, working w/ Ka Leo, cheap & nice decorations, playlist, raffle, set up

5. Summary: Great feedback, good event for something we haven't done in a while

IV. New Business

A. Upcoming Events

1. Día de Los Muertos

- a) Lead: Ariana, Demetrius
- b) Event: November 2, 2015
- c) See agenda attached

- (1) If we run out of supplies, we will close down but we'll keep the altar up and we can still talk about Día de los Muertos to constituents

- (2) For those who are working the event, there will be a meet with La Raza Unida on October 30, 2015 at 3:30 pm. We will be discussing our expectations, explaining the supplies, any additional information that La Raza Unida gives, etc. as well as introducing ourselves to La Raza.

- (3) Sarah: Can people put the altars they make on La Raza's altar?

- (a) Demetrius: they might have more authentic mexican things from their own culture so they might want to keep it that way

- (b) Ariana: they may have a layer so that people may contribute though

- (4) Demetrius: Will the candles be a problem?

- (a) Sarah: We might need a fire extinguisher on hand, but we can leave them on the altar

- (5)

- d) Potential performance

- (1) Two groups from La Raza walking from Hamilton and possibly Lower Campus to the altar

- (2) Coincides with the event

2. Movie Night: Jurassic World

- a) Lead: Mary
- b) Event Date: November 6, 2015
- c) Mary: Follow up with drink, ice and subway, Alex re-did ground stakes, ready for pick up tomorrow

3. Mānoa International Week

- a) Lead: Kristina and Ariana
- b) Event Date: November 16th - 20th, 2015
- c) Kristina: Met with them last week, got a few more performances, going to meet for the scavenger hunt this week

4. Mānoa Laughs
 - a) Lead: Ariana, Ashley
 - b) Event Date: November 20, 2015
 - c) Ashley: Lots of meetings to confirm everything, Sarah had a meeting with Craig Robinson's point of contact, looking to fly in the 19th and leave the 21st

5. Relaxation Fair
 - a) Lead: Mary and Sophie
 - b) Event Date: December 2, 2015
 - c) Mary: Sent in a request for coupons, use something other than Starbucks coupons, 11-12 event, giveaways run out pretty fast, ordering sharpie mugs, stress balls and coloring pages

6. Rockin the Roots
 - a) Lead: Demetrius, Mary, Sophie
 - b) Event Date: December 4, 2015
 - c) Mary: 9-12 concert, The Vitals and Ellie Mak opening, waiting on the itemized cost list, don't reveal Rebel Souljahz until November 22, approve contracts and send it to them

7. Cram Jam
 - a) Lead: Demetrius, Kristina
 - b) Event Date: Dec. 13 - Dec. 18
 - c) Kristina: 5 masseuses should be good, working on contracts, midnight breakfast (passing drinks out then), putting extra drinks on snack cart, staffing depends on the vendors, Pepsi might only sponsor 3 days so we need to find an alternative for the other two, Kayla is on the graphic
 - d) Demetrius: Donna is working on the breakfast order, checking in on individual tasks, Kelly is done
 - e) Mary: Checked in with Iris for therapy dogs, need to check with insurance
 - f) Demetrius: Sophie is working on staffing, masseuses are set so get Ariana the parking passes information

V. Ka Leo Updates

- A. Kristina:
- B. Ashley: introduced herself to them at Casino Night, always wanted to be a part of our events, added them to our list of who receives our spring events, sending them our spring event schedule and the co-leads so they can contact the leads directly

VI. Spring Event Calendar

A. Picks for Movies

1. Graphic Ideas

- a) Ashley: advertisement that has all the movies and events that we're having Spring 2016, show when we do tabling, want to order the movies by this week
- b) Mary: Straight Outta Compton and Pixels
- c) Ariana: Straight Outta Compton and Goosebumps
- d) Ashley: Straight Outta Compton definitely, Demetrius and Sophie as lead (February 19, 2015), need to advertise that it's a rated R movie; January 15th: Straight Outta Compton, lead: Ariana; April 22: Hunger Games MockingJay Part II, lead: Kristina; April 29: Crimson Peak, lead: Mary; Gonna do graphics for movies altogether so don't have to worry about, get together to work on paperwork for subway sandwiches

B. Spring Semester Schedule

- 1. Adjustments must be kept in mind
- 2. Begin event folder, graphics, confirmations on venues
 - a) Ashley: Have an idea for what you have to get done
 - b) Demetrius: Do we have a reservation for Cram Jam?
 - c) Sarah: Usually they just block it off for us
 - d) Ashley: Adjustments might be made

C. Go over Zombie vs. Humans Proposal

- 1. Sophie and Kristina put together the proposal with inspiration from UW
- 2. Keypoints
 - a) Rules
 - b) Advertisements
 - c) Supplies
 - d) Winner/Prizes
- 3. Ashley: Do you see us doing this?
 - a) Kristina: Yes
 - b) Ashley: Need to consider all possibilities, solely at campus center, we don't have control of the game outside but people might need to be played
- 4. Ashley: Only have access to campus center, can't do the bus stop, might have to change it to a night in a smaller area
 - a) Kristina: Can move it to the courtyard just for a night, arrange it to have a winner every round
 - b) Ariana: We can have the cattle gates up
 - c) Ashley: Might be easier considering
- 5. Sarah: Liabilities and risks?
- 6. Thoughts:
 - a) Ariana: I hate tag. I wouldn't want to play.
 - b) Ashley: Do you see this a realistic and something we would work hard for?

- c) Mary: I think if we move it to the Campus Center Complex it would be more manageable for us, people aren't as involved here versus mainland colleges
- d) Demetrius: We might need to tweak it, but we can find a way to do it
- 7. Decision: If Kristina and Sophie can work together to tweak the plan and find a place/time where we can do it, we can figure it out budget-wise and see what we can allocate

D. Manoa Rave Name

- 1. Kristina will email us, having it in the courtyard from 9-12, DJ on the WRC lanai with lights going around, items to have: glowsticks, phone sabers, bracelet exchange (set up the week of), tabling thing
- 2. Mary: What if you have a separate time a little earlier so you can make your own bracelet
- 3. Ashley: Funding, staffing, clean ups, but you can use some of the budget

VII. Website Ratings

- A. Unique visitors - 156
- B. Page views - 554
- C. Kelly will post pictures on the website

VIII. CCB Updates

- A. Ashley: Still reviewing policies and being more proactive about working with other departments

IX. Chair Comments

- A. Helping Kelly
 - 1. Eblast
 - a) Send it to Morgan, Sarah, and myself 3 weeks before event to approve
 - b) Send it to Kelly once it has been approved (approx. 2 weeks before event)
 - 2. Printing for Meetings
 - a) Must send documents that you want to be printed by the Friday before the meeting
- B. Tasks lists for events
 - 1. Ashley: noticed event folders aren't as strict as it will be in Spring, please complete task lists though
- C. Meetings in the Office
 - 1. Please be courteous as far as the discussion, put in headphones
 - 2. Puts a damper on AC work hours, so give us a heads up
- D. Timecards due on **Friday, October 30, 2015 before 4:30 pm.**

X. Advisor Comments

A. Travel Announcements - not ready, need another week

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, November 2, 2015 - AC Office at 4:30 PM

III. Meeting adjourned at 5:33 PM.