

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

Monday, October 5, 2015
 Hemenway Hall 215, 5:00PM

AC Members Present	Advisors Present	Guests
Kristina Egdamin	Morgan Rapozo (left early - for class)	Lupe from La Raza Unida
Ariana Johnson-Lopez (left early)	Sarah Yap	
Sophie Knudson		
Mary Basig		
Ashley Kupau		
Demetrius Reed-Tellez		
Kelly Correa		

- I. Call meeting to order at 5:03 PM.

- II. Standing Items
 - A. Minutes - September 28, 2015
 1. Accept minutes as amended in Google Docs.
 - B. Agenda - October 5, 2015
 1. Accept agenda as presented.

- III. Lupe from La Raza Unida
 - A. Discussion of alters
 1. Moving the altar isn't a huge deal, kept for a few days then put away somewhere
 2. We didn't want to disrespect the culture
 - B. Updates
 1. Currently working on a playlist and brochure
 2. Basic information update

- IV. Old Business

- V. New Business
 - A. Upcoming Events
 1. Career Fair

- a) Liaison: Ashley
- b) Event Date: October 6, 2015
- c) Update:
 - (1) Given venue and graphics
 - (2) Declined prizes

2. Pitch Perfect 2

- a) Lead: Ariana
- b) Event Date: October 9, 2015
- c) AGENDA
 - (1) Tasks assigned
 - (2) Meeting at AC Office at 4:30 PM
 - (3) Remember your shoes, AC badge, and AC shirts (girls have you hair up if you're dealing with food)

3. Taste of Manoa

- a) Lead: Ash, Kristina, Mary
- b) Event Date: October 15, 2015
- c) Sent draft of Graphics
- d) Updates: Caleb processed the graphics, graphics creating a sign for each of the stations, Kristina is doing the playlist, Mary is doing paperwork
- e) Beef
 - (1) Sloppy Joe with Crispy Seasoned Onions and Jalapeno Cheddar Sauce
- f) Chicken
 - (1) Buttermilk Fried Chicken on Ciabatta with Jalapeno Slaw
- g) Pork
 - (1) Steamed Bao with Crispy Pork Belly, Namasu, Hoisin Sauce
- h) Seafood
 - (1) Crab and Shrimp Po Boy Sandwich
- i) Vegetarian
 - (1) Oven Roasted Tomato, Arugula, and Spinach Mix with Gouda Cheese, accompanied by Roasted Tomato and Garlic Soup
- j) Dessert
 - (1) Chocolate Dream Dessert

4. Movie Night: Inside Out

- a) Lead: Demetrius
- b) Event Date: October 16, 2015
- c) Agenda coming next week

5. Casino Night

- a) Lead: Sophie, Kristina, Ariana

- b) Event Date: October 23, 2015
 - c) Kristina and Sophie looked into advertising in Ka Leo, too late for Casino Night but future idea
6. Día de Los Muertos
- a) Lead: Ariana, Demetrius
 - b) Event: November 2, 2015
 - c) Time: 11:00 AM - 3:00 PM
 - d) Update: Currently making brochure, Ariana will share the sign up sheet in google docs, meeting with MES on Friday
7. Movie Night: Jurassic World
- a) Lead: Mary
 - b) Event Date: November 6, 2015
 - c) Updates: Changed the time, need to get volunteers, everything else is moving along
8. Manoa International Week
- a) Lead: Kristina and Ariana
 - b) Event Date: November 16th - 20th, 2015
 - c) Updates: Gave them graphics order form to fill out, person in charge asked about parking passes, they still need more ideas, meeting with Kristina on Thursday
9. Manoa Laughs
- a) Lead: Ariana, Ashley
 - b) Event Date: November 20, 2015
 - c) Updates: Sent graphic back to put more necessary information, Ashley is meeting with MES and Sodexo on Friday, dinner style (plate lunch, lax but not quite pupus), updates to come
 - d) Tickets: 2000 - students, 1500 general color coded
10. Relaxation Fair
- a) Lead: Mary and Sophie
 - b) Event Date: December 2, 2015
 - c) Updates: Collab coming, brainstorming ideas, coloring books available, detox jars options (narrow down ideas)
11. Rockin the Roots
- a) Lead: Demetrius, Mary, Sophie
 - b) Event Date: December 4, 2015

- c) Updates: Contacting Kolohe Kai or a band from Maui, other bands available, Common Kings wanted too much, keep in contact with potential bands for future events

12. Cram Jam

- a) Lead: Demetrius, Kristina
- b) Event Date: Dec. 13 - Dec. 18
- c) Updates: Working on coupons (200 tickets/night) color coding with night, adjust numbers depending on how many people come each night, have a better outline of job delegations, Pepsi samplings work with Sean, Pepsi samplings will hopefully be full samples so we can cut back on our refreshments (water and fruit punch), get them there at 11:30 (each night a different drink with breakfast)
- d) Look out for emails in regards to keeping them updated about their work
- e) Respond to email asking for your exam schedule for this semester to help with planning everyone's work schedule
- f) Reminder - You are in charge of the paperwork that comes along with your specific jobs.
- g) Sophie - decide hours so I can send out an email and create schedule on google drive
 - (1) Previous Shifts
 - (a) 10 PM - 2 AM shift - AC workers
 - (b) 2 AM - 6 AM shift - volunteers/CC people
 - (c) 5:30 PM - 10:00 PM
 - (d) 9:30 PM to 11:30 PM
 - (e) 11:30 PM - 2:00 AM
 - (2) Final Decision
 - (a) 9:30 PM - 12:00 AM
 - (b) 12:00 AM - 2:30 AM

13. Aloha Bash

- a) Lead: Ashley
- b) Event Date: April 2016
- c) Ideas
 - (1) Loyalty cards
 - (a) give out wristbands with name of events, \$5 off of an Aloha Bash ticket?
 - (2) Etc.
 - (a) Work with Manoa Dining Services to put stickers on take out containers
- d) Ways that we could involve CCB
 - (1) pass out ponchos or something

VI. Co-sponsorship Proposal from UHM English Department (see attached)

- A. Wants to bring Beth Yahp down to speak
- VII. ASUH Mahalo Manoa Collaboration Inquiry
 - A. Are they asking for co-sponsorship or just for us to be a part of it?
- VIII. Spring Event Calendar (see attached)
- IX. Social Media
 - A. Facebook Events
- X. Office Furniture
 - A. Tables
 - 1. Sarah ordered tables from Uline, should arrive in 6-15 business days
- XI. Cotton Candy Machine Request - from Morgan
 - A. Background:
 - 1. CC Staff and other CSO's can submit requests for use of CCBAC's popcorn and cotton candy machines
 - 2. CCBAC's discretion whether to grant requests
 - 3. Must return cleaned and in condition borrowed in
 - 4. If using other materials (i.e. popcorn kits, floss, paper goods) must pay pro-rated costs
 - B. Request:
 - 1. Use on Saturday, October 10.
 - 2. Not requesting cotton candy floss or paper goods.
- XII. CCB Updates
- XIII. Chair Comments
 - A. Possible Vendor
 - 1. Galen Flute Juice
 - 2. Speaker/Musician for Jazz
 - 3. <https://www.youtube.com/watch?v=EufzLhs62RY>
 - B. Guidebook
 - 1. Marco Siccardo
 - 2. <https://guidebook.com/schools/>
 - 3. Building an app for our events
 - C. Working Over Winter Break
 - 1. Who is going to be around?
 - D. NACA Conference
 - 1. Louisville, Kentucky
 - 2. Application
 - a) Sent out by October 9, 2015

- b) Due: October 16, 2015
- c) Notified of Decision: October 26, 2015

XIV. Advisor Comments

- A. Cancellation Insurance - Sarah
- B. December 2015 - Sarah

XV. 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:** TBA

III. Meeting adjourned at 6:05 PM.