

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

Monday, September 14, 2015
AC Office, 5:00PM

- I. Call meeting to order at 4:59 PM.

 - II. Standing Items
 - A. Minutes - September 8, 2015
 1. Accept minutes as amended in Google Docs.
 - B. Agenda - September 14, 2015
 1. Accept agenda as presented.

 - III. Old Business
 - A. Training
 1. Lead: Ashley/Morgan/Sarah
 2. Event Date: September 12, 2015
 - a) Time: 9:00 AM - 4:30 PM
 3. Start:
 - a) Conduct:
 - (1) go over graphics
 - (2) how to request for a cashbox procedure
 - b) Spring
 4. Stop:
 5. Continue:
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- IV. New Business
 - A. Upcoming Events
 1. Movie Night: Furious 7
 - a) Lead: Kristina
 - b) Event Date: September 18, 2015
 - c) Go over agenda for movie night (see attached)
 - (1) We have four volunteers
 - (2) Delegate where they go when they're needed
 - (3) Ashley w/ volunteers as floaters
 - (4) Sandwiches \$1.50
 - (5) Add ground stakes in cleanup

 2. Tabling
 - a) Lead: Kristina
 - b) Event Date: September 22 - September 24, 2015

- c) Don't forget your shifts! Don't forget to sign up!
3. Casino Night
 - a) Lead: Sophie, Ariana, Kristina
 - b) Event Date: October 23, 2015
 - (1) Needs help with music
 - (2) James Bond theme
 4. Manoa Laughs
 - a) Lead: Ariana/Ashley
 - b) Event Date: November 20, 2015
 - (1) No VIP section
 - (2) Still trying to see if we can have concessions
 - (3) Pre-sale tickets are \$10 for students, \$25 for public
 - (4) At the door \$15 for validated UH Manoa students, \$30 for public
 5. Cram Jam
 - a) Lead: Demetrius/Kristina
 - b) List of jobs sent from Demetrius
 - c) First trial of leads designating jobs for everyone and individuals being in charge of their own section of the event and the volunteers that come with it
 - d) Review details - set up one on ones
 6. Co-Sponsorship for International Week
 - a) Event Date: November 20, 2015
 - b) Co-Sponsorship form attached - please review on your own
 - c) Discussion/Answer by Friday
 7. Rocking the Roots
 - a) Event Date: December 4, 2015
 - b) Quarter sheets done
 - (1) New band to possibly include
 8. Taste Update
 - a) Band on the side?
 - b) Trying to reserve a venue: courtyard vs 2nd floor
 - c) Theme
 - (1) 'Comfort' food
 - (2) Sandwiches
 - (3) Soups around the world
 - (4) Soul food
 - (5) Bacon

B. Spring Events

1. Already set: Welcome Back Bash, Aloha Bash, Cram Jam
2. Other possibilities
 - a) La Mele - Kekai
 - (1) Future Event?
 - (a) give them more options when we work on them in the future (i.e. tabling)
 - (2) Pros:
 - (a) Co-Sponsorships to hit other areas of events
 - (3) Cons:
 - (a) Competing with them for our own event
 - (b) Not enough time to put together
 - (c) Asking a lot (entertainers, etc.)
 - (4) Keep in mind:
 - (a) They've planned the event, we don't get 50/50
 - (b) Update on our policy
 - (i) 'Won't co-sponsor events on the same days as ours'
 - (ii) Multiple options for co-sponsorships

C. Social Media Updates

1. Old Facebook Account - 'Like' our new page
2. Snapchat - yes
3. How to manage email account - email specific people
 - a) contact list for entertainers (in google drive)
4. Office Furniture
 - a) research bigger tables

V. CCB Updates

VI. Chair Comments

- A. Office Rules
- B. Time Cards

VII. Advisor Comments

- A. Change in ice retrieving procedure
 1. Notify MES to go with you

VIII. Reminders

- A. 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.
- B. 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.
- C. Please check your emails regularly and promptly especially when it is regarding decision-making.
- D. Be prepared for every AC meeting by having a writing utensil, your meeting notes/minutes, paper, and your planner/calendar.
- E. 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.
- F. Don't forget to log your hours on SECE, your time card, and our Fall 2015 AC Office Hours Google Doc
(<https://docs.google.com/a/hawaii.edu/spreadsheets/d/1pEYyIawjuXtlMutz9Rk1qQS9M6XUtIRXN0M2-BVPXeM/edit?usp=sharing>)
- G. If you need help don't forget to ask! We're all working together.
- I. Meeting adjourned at 6:12 PM.