

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

Monday, September 28, 2015
 Hemenway Hall 204, 5:00PM

Members Present	Advisors Present	Guests
Ashley Kupau	Sarah Yap	Robert from SAPFB
Sophie Knudson	Morgan Rapozo	
Ariana Johnson-Lopez		
Kristina Egdamin		
Demetrius Reed-Tellez		
Mary Basig		
Kelly Correa		

- I. Call meeting to order at 4:50 PM.

- II. Standing Items
 - A. Minutes - September 21, 2015
 1. Accept minutes as amended in Google Docs.
 - B. Agenda - September 28, 2015
 1. Accept agenda as presented.

- III. Robert (Chair) from SAPFB
 - A. SAPFB's mission
 1. give funding/subsidizing the cost
 2. semester ahead funding - make sure groups are planning
 - a) must be secure
 - b) first day of school - word out
 3. proposing a 'co-sponsorship' to SAPFB if we'd like them to work with us
 - B. Other collaborative events w/ ASUH, CCB, KTUH, MES, Ka Leo, Sodexo, etc.
 1. communication process
 - C. Old AC member + favorite event
 - D. Contact info

E. Questions?

1. Co-sponsorships
 - a) Check outside sources (somewhere to start, venue, etc.)
 - b) If they're coming to us, they should've already appealed to SAPFB
 - c) Based off of reimbursement - they receive money after
2. How AC Helped with Current Position
 - a) multi-task
 - b) coordination
 - c) communications
3. Funding Others
 - a) Declining
 - (1) Cost related to fundraising
 - (2) Hands are tied
 - (3) Provide other resources who may fit them better
 - (a) bring it back to UH
 - (4) Properly explain declination - document support
4. Collab w/ SAPFB
 - a) appeal face to face or likewise
 - b) tabling - 'like our page for an onpop'
 - c) face to face time with constituents
5. Sponsor chicken and waffle night?

F. Questions for us?

1. Subtitling for movie nights? (Kokua)

IV. Old Business

A. La Mele

1. Layout response (about appeal)
 - a) "...however none of the planning is finalized, hence we submitted a proposal. In my previous experience working with the AC, we worked with the AC-representative directly from the proposal point by point and as equal participants through the planning, development, implementation and evaluation."
 - b) "CCBAC requires each proposal to be as specific as possible and the brief response to our detailed proposal with generalizations do not suffice and I believe that recourse is in order."
 - c) Valid points? Decision changes?
2. Missing details in proposal
 - a) AC's role/liaison part in the planning
 - (1) *Please indicate and list what the CCB AC liaison's responsibilities will be in helping the proposing group to design, plan, and implement the event. **CCB AC will only consider co-sponsorship proposals in which the Council is "an equal*

participant in all phases of the program: planning, development, implementation, and evaluation” (*Activities Council Operation Policies & Procedures*, Section VII, 2006).

b) Alternative Arrangements

(1) *Indicate what adjustments will be made to your event budget and/or the event should CCB AC choose not to co-sponsor your event or should CCB AC not co-sponsor all of the items in the desired quantities/financial support requested.*

(2) He can appeal through CCB

c) On our website: Please note that incomplete proposals will be returned and the process will remain on hold until a complete proposal is received.

3. Decision Making

a) General Thoughts

(1) Is he willing to compromise on his seemingly set plan?

(2) Cannot just rely on AC - unfair split of budget

(3) Keeps referring to ‘old AC’ - want to be reliable, but things change overtime

(4) Stand behind our policy - details, planning, and implementation must be 50/50

(5) Relationship with Kawaihuelani Center for Hawaiian Language?

(a) will be unhappy with us, but our hands are tied

(b) apologize for our lack of consistency

b) Final Decision: Declined

B. Tabling

1. Lead: Kristina
2. Event Date: September 22 - September 24, 2015
3. Start:
4. Stop:
5. Continue: Fall schedule quarter sheets
6. Side Notes: 5 new volunteers, want to be EC’s, constituents had really good ideas

V. New Business

A. Upcoming Events

1. Career Fair

a) Liaison: Ashley

b) Event Date: October 6, 2015

2. Pitch Perfect 2

a) Lead: Ariana

b) Event Date: October 9, 2015

c) Advertisement needs to go out

3. Taste of Manoa
 - a) Lead: Ash, Kristina, Mary
 - b) Event Date: October 15, 2015
 - c) Meeting with Donna
 - (1) Theme: Sandwiches
 - (2) 6 stations: beef, chicken, pork, seafood, vegetarian, dessert
 - d) Entertainment
 - (1) Streetlight Cadence - no can, they're in LA
 - (2) Crimson Apple - 10/6/15 (didn't respond by the deadline)
 - (3) iPod
 - (a) AC Playlist
 - (b) local music
 - (4) Connecting with KTUH
 - (a) be specific to what we want playing
 - e) CCB Collaboration
 - (1) Refreshment Table
 - (a) Water with reusable cups with CCB logo
 - (2) Also helping out with the staffing
 - (3) 2 people per station
 - f) Pepsi Sampling
 - (1) upset last year bc we didn't provide them with free food
 - g) Announcements
 - (1) every 15 minutes?
 - (2) advertising upcoming events
4. Movie Night: Inside Out
 - a) Lead: Demetrius
 - b) Event Date: October 16, 2015
 - c) Volunteers: 5
 - d) How many members will we need?
 - e) Confirm w/ Tommy the week of for our order
 - (1) Pick up the day of
5. Casino Night
 - a) Lead: Sophie, Kristina, Ariana
 - b) Event Date: October 23, 2015
6. Día de Los Muertos
 - a) Lead: Ariana, Demetrius
 - b) Event: November 2, 2015
 - c) Lupe coming to next meeting
 - d) Deciding on new things to order - purchase supplies soon (masks, paints, etc.)

7. Movie Night: Jurassic World
 - a) Lead: Mary
 - b) Event Date: November 6, 2015

8. Manoa Laughs
 - a) Lead: Ariana, Ashley
 - b) Event Date: November 20, 2015
 - c) Will be setting up a meeting with Donna for concession stands
 - d) Augie T - YAS

9. Relaxation Fair
 - a) Lead: Mary
 - b) Event Date: December 2, 2015

10. Rockin the Roots
 - a) Lead: Demetrius, Mary, Sophie
 - b) Event Date: December 4, 2015
 - c) Contacting people to perform

11. Cram Jam
 - a) Lead: Demetrius, Kristina
 - b) Event Date: Dec. 13 - Dec. 18
 - c) Look out for emails in regards to keeping them updated about their work
 - d) Will be sending out an email to ask for your exam schedule for this semester to help with planning everyone's work schedule
 - e) Snack suggestions
 - f) Netflix Laws
 - (1) public performance - anything outside a home or a regular family setting
 - (2) research swank for movies
 - g) Reminder - You are in charge of the paperwork that comes along with your specific jobs.

12. International Education Week
 - a) Lead: Kristina
 - b) Met with leaders last Friday
 - c) Open to ideas
 - d) Still constructing - CC Courtyard for every weekday except Thursday

VI. Office Furniture

A. Tables

1. Fisher - \$100, arrive second or third week of October

2. Mainland \$180/table

VII. CCB Updates

VIII. Chair Comments

A. Office Maintenance

1. Refer to the reminder email that was sent out last Friday
 - a) Fridge
 - b) Cleanliness

B. Collaboration with CCB for future events

1. Wanting to better the relationship with AC
2. Want to included in events
 - a) Examples
 - (1) Aloha Bash: due to possibility of rain, they would pass out ponchos
 - (2) Movie Nights: added into the PowerPoints

C. Spring Events

1. Started a draft of the calendar
2. Please review document on AC Shared Drive

IX. Advisor Comments

X. Reminders

A. Timecards and SECE Timesheets due this Wednesday, September 30.

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. TIMECARDS DUE TO ASHLEY BY THE 15TH AND 30TH OF EVERY MONTH

D. 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>)

E. 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.

F. Please check your emails regularly and promptly especially when it is regarding decision-making.

G. Be prepared for every AC meeting by having a writing utensil, your meeting notes/minutes, paper, and your planner/calendar.

H. 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.

I. If you need help don't forget to ask! We're all working together.

II. **NEXT MEETING:** Monday, October 5, 2015 - TBA

III. Meeting adjourned at 6:04 PM.