

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

Tuesday, January 20, 2015
 Campus Center 313 4:30PM

Members Present	Members Absent	Advisors Present	Staff Present
Moira Miyasato		Stephanie Welin	Rachael Beale
Niharika Ravichandran		Morgan Rapozo	
Ariana Johnson-Lopez			
Kristina Egdamin			
Shirin Fadaee			

I. Call meeting to order at 4:30 PM.

II. Standing Items

- a. Minutes - January 12, 2015
 - i. Accept minutes as amended in Google Docs.
- b. Agenda - January 20, 2015
 - i. Accept agenda as presented.

III. Special Presentation

- a. Camaron Miyamoto Co-Sponsorship (4/16/15) Proposal “Janet Mock: Redefining Realness.”
 - Janet Mock has spoken at over 60 campuses nationwide. This event however, will be the first time she is coming to Hawai‘i to speak.
 - She will be speaking about her journey to becoming a transgendered women.
 - As a UH Mānoa alumni, she has reduced her speaking price significantly for UH Mānoa specifically, from \$14,000.
 - She will be speaking on April 16, 2015 in the Campus Center Ballroom. It is a student led initiative that is focusing on LGBT community specifically.
 - This event will be free and open to the public and save the dates have already been sent out.
 - A book signing will also be held in the Campus Center Ballroom for photo opportunities.
 - There is expected to be at least 250 people in attendance, however the ballroom is made to accommodate up to 600 people. In having 250 people in attendance this

will give optimal room for book signing and reception to be held in the Campus Center Ballroom.

- The co-sponsorship would primarily need AC to assist with food for the reception, in addition to graphics. The co-sponsorship requestees noted that there are people who can help assist with the production costs and promotions. They are requesting AC provide them with \$800.00 for publicity.
- **AC Decision:** They will co-sponsor the event
- **Financial AC Co-Sponsorship Decision:** Financially approve everything, except for the Ka Leo Ads. AC financially approved and include banners and lawn stakes for promotion of the event. AC approved of the honorarium, the CC Ballroom rental fee, and food for the reception.

IV. Old Business

- a. One Billion Rising Co-Sponsorship (2/12/15) Discussion Follow Up
 - Waiting on a response from Christine Peralta. If she does not decide to be the liaison then our most recent AC Member has volunteered to take on the task, and Moira will help co-lead and show her how to be a co-sponsorship liaison.
 - AC approved to co-sponsor and supply the event of One Billion Rising with one banner and 300 fliers (full sized), along with helping to provide for the band (Crimson Apple: A local all girls band that will serve as the entertainment for the evening). AC will also provide \$750.00 worth of food for the event.
- b. Career Fair Co-Sponsorship (3/3/15) Amendment Request Follow Up
 - i. Previously Approved: iPod Touch: \$208.38
 - ii. Requested: iPad Mini 3 (16GB), \$396.86
 - The co-liaisons for the Career Fair will be the new AC members Kristina and Ariana. AC has also decided to upgrade the prize from and ipod touch to an iPad Mini 3.

V. New Business

- a. New Member
 - i. Introductions
 1. Welcome, Shirin Fadaee!
- b. Welcome Back Bash (1/23/2015)
 - i. Meeting Time & Location.
 - 7:30PM-8PM There will be a sound check.
 - 8:10PM AC Members will meet in the AC office.
 - Between each performance there is a 10 minute break for set up and introductions.
 - 11:30PM-12:30AM Main Header: Irie Love will be performing
 - 12:30AM begins the breakdown and ensuring that people are exiting the building. AC also needs to keep in mind to remind the artists that all pictures are to be taken outside.
 - ii. AC Tasks
 - Two tables are set up to sell the artists items.
 - There is a suggestion of having an additional table in order to promote AC

in between the tables (primarily depends on if there is enough people for this.)

- Makana will emcee the event for free
 - There needs to be Band Attendants
 - There needs to be Validators
 - There needs to be Floaters (ensuring everyone is following the rules)
 - All students within the UH System are free. The public is able to attend but the cost of entrance is \$5.00 and they must be accompanied by a UH System Student.
- c. CCBAC Spring retreat February 7, 2015? (Rachael)
- i. This item was tabled to next week's meeting agenda.
- d. Activities Council Bulletin Board (Rika and Jamee)
- i. Board Progress
 - ii. This item was tabled to next week's meeting agenda.
- e. Upcoming Events
- i. Movie Night: *Neighbors* (1/30/2015)
 - 1. Lead: Moira
 - 2. Advisor Coverage
 - 3. This item was tabled to next week's meeting agenda.
 - ii. Salsa Night (2/13/2015)
 - 1. Lead: Rika
 - AC discussed moving Salsa Night to March 13, 2015, but needs to follow up on the MES reservations.
 - Primary reason: DJ's and Dance Instructors are not available on the original night planned.
 - This becomes feasible in moving it to March 13, 2015, by removing Rockin' the Roots from the events calendar this semester. Therefore leaving room for Salsa Night and allowing those funds originally meant for rockin the roots and having it go towards this event.
 - AC would need to check to see if the ballroom is reserved, and try to place in a reservation.
 - iii. Movie Night: *The Hunger Games Mockingjay Part 1* (2/20/2015)
 - 1. Lead: Music & Media
 - There was an idea to serve pizza however it would be it would be too high cost wise. The order of pizza and pepperoni to supply enough for the guesstimated demand would be \$561.36 (not including tax). Additionally, whether or not the pizza would stay hot and fresh (not soggy) was questioned.
 - There was also a suggestion of supplying burgers for future movie night. This allows AC to provide something different and will allow AC to provide a vegetarian option as well.
 - iv. Manoa's Got Talent (2/27/2015)
 - 1. Lead: Music & Media / Games & Rec
 - a. Will be contacting faculty within the Music Department to

- act as judges
 - b. Application is on the website
 - c. Emcee (Adam Grabowski)
- v. Career Fair Co-Sponsorship (3/3/2015)
 - 1. Ariana/Kristina
 - 2. This item was tabled to next week's meeting agenda
- vi. Rockin' the Roots (3/6/2015)
 - 1. Reservation issues with changing to 3/13/2015
 - 2. Cancelling event
- vii. Manoa Laughs (4/7/2015)
 - 1. This item was tabled to next week's meeting agenda
- viii. Create-a-Bear and Big Hero 6 Movie Night
 - 1. No venue reservations for current dates
 - 2. This item was tabled to next week's meeting agenda
- f. Office Staff Updates
 - i. AC members and office staff were encouraged to check the newly created Google Docs to stay informed about which office member was tackling each task during this period of transition. The two Google Docs are listed below:
 - 1. *One-Time AC Office Tasks*
 - 2. *Interim AC Office Staff Responsibilities*

VI. CCB Updates

- a.

VII. Signature Updates

- a.

VIII. Advisor Comments

- a. Planning Timelines
 - i. Key Deadlines
 - ii. Using Your Resources
 - iii. This item was tabled to next week's meeting agenda

IX. Upcoming Events

- a. Welcome Back Bash (1/23/15)
- b. Movie Night: *Neighbors* (1/30/15)

X. Reminders

- a. January Stipend Evaluations due to Rachael by 5:00pm on Monday, January 26, 2015.
- b. 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.
- c. M&G Reminders:
 - i. Before finalizing and printing your M&G, be sure to let Stephanie

proofread it.

- ii. After finalizing your M&G, send Rachael and Stephanie the electronic copy for record keeping and social media posting. Also, give Rachael a hard copy for the AC Office and Stephanie one for her office door.
- d. If you are limiting event participants to students or students/faculty/staff with validated IDs, be sure to let Stephanie know so that the handheld readers may be reserved in time from T&I. Thanks!
- e. Please check your emails regularly and promptly especially when it is regarding decision-making. Points in monthly evaluation will be deducted if responses are not prompt.
- 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.

XI. Next Meeting: January 26, 2014 at 7:15PM in Hemenway Hall 215.

XII. Meeting adjourned at 6:01 PM.