

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

Tuesday, September 8, 2015
AC Office, 6:00PM

- I. Call meeting to order at 6:08 PM.

- II. Standing Items
 - A. Minutes - August 31, 2015
 1. Accept minutes as amended in Google Docs.
 - B. Agenda - September 8, 2015
 1. Accept agenda as presented.

- III. Old Business

- IV. New Business
 - A. Upcoming Events
 1. Tabling
 - a) Lead: Kristina
 - b) Event Date: September 22 - September 24, 2015
 - (1) Time: 11:00 AM - 1:00 PM
 - c) Schedule for fall quarter sheets are done, volunteer info/sign ups are done, forum should go to Kelly
 2. Training
 - a) Lead: Ashley/Morgan/Sarah
 - b) Event Date: September 12, 2015
 - (1) Time: 9:00 AM - 5:00 PM
 - (2) Location: Campus Center Executive Dining
 - c) Food order processed
 - d) Bring computers - Personality tests
 3. Movie Night: Furious 7
 - a) Lead: Kristina
 - b) Event Date: September 18, 2015
 - c) Added event to calendar, graphics are out, e-blasts are going to be sent out, chips being picked up this weekend, food from Subway only
 4. Manoa Laughs
 - a) Lead: Ariana/Ashley
 - b) Event Date: November 20, 2015

- c) Contacted Augie T, waiting for response
 - d) Andy Bumatai
 - e) Paul Ogata (High School Days)
5. Rockin' The Roots
- a) Lead: Demetrius/Mary/Sophie
 - b) Genre
 - (1) Reggae
 - (a) Siaosi
 - (b) Anuheha
 - (c) Luisa Lavulo
 - (d) Finn the Groan
 - (e) Katchafire
 - (f) Rebel Souljahz
 - (g) Fiji
 - (h) Spawnbreezy
 - (i) Irie Love
 - c) Survey done during tabling
6. Cram Jam
- a) Lead: Demetrius/Kristina
 - b) List of jobs sent from Demetrius
<https://docs.google.com/a/hawaii.edu/document/d/1FyYGZEFgobW6P1RX69NgfIH6DOLfHd8etlCJL7piFQ8/edit?usp=sharing>

V. CCB Updates

- A. Problem with ground stakes (seen as trash)
 - 1. Google doc for list of areas ground stakes will be
 - 2. Whoever works morning after event takes care of gathering the ground stakes
 - 3. Places:
 - a) Hemenway Hall Walk Area
 - 4. Pros:
 - a) Makes campus more vibrant
 - b) Engages student life
 - 5. Miscommunication in the past
- B. Bag Check Policy
 - 1. Legal has to look at it and CCB has to approve in order for this to be in effect

VI. Chair Comments

- A. Career Fair
 - 1. Following through with Career Fair for Fall 2015 to keep on good terms with Career Center
 - a) Interested in Spring 2016, but we have to be more involved in the planning

2. Representation of student body at Campus Center, we'll make it better
 - a) Kristina brought up how the Career Fair caters toward Business majors so we can suggest broadening it to a wider scale of students

B. New way of planning events

1. Everyone has a job
 - a) Leads designate jobs for everyone
 - b) Individuals are in charge of their own section of the event and the volunteers that come with it
 - c) Build better communication
 - d) Cram Jam first try

C. Spring Schedule Finalized - October

1. Welcome Back Bash
2. 4 Movie Nights
3. Need to discuss different events we WANT
4. Bring hefty list of ideas to one-on-ones
5. Keep in mind 4 areas: education, recreation, cultural, wellness

D. Office Planning

1. Decorating office
 - a) handprinting mailbox
2. Rules
 - a) Cleaning your stuff up!
3. CHRISTMAS!

VII. Advisor Comments

- A. Don't move in...
- B. Put event on calendar in order to send e-blast
- C. List questions for training

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

IX. Meeting adjourned at 6:53 PM.