

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

Monday, January 12, 2015
 Hemenway Hall 215 7:15PM

I. Attendance

Members Present	Members Absent	Guests	Advisors Present	AC Staff Absent	AC Staff Present
Moira Miyastao	Jamee Allen	Christine Peralta	Morgan Rapozo	Kristina Castro	Rachael Beale
Niharika Ravichandran	Lavender Oyadomari		Stephanie Welin		

I. Call meeting to order at 7:21 PM.

II. Standing Items

- a. Minutes - December 8, 2014
 - i. Accept minutes as amended in Google Docs.
- b. Agenda - January 12, 2015
 - i. Accept agenda as presented.

III. Old Business

- a. Cram Jam Evaluative Recap (December 14-19, 2014)
 - i. Start:
 - 1. Variety
 - UH has offered the same items each year/semester at cram jam. Perhaps AC should consider adding more variety to the items we pass out by adding new/different items for students to choose from.
 - 2. Tutors
 - Consider getting more tutors. This past cram jam there were only two tutors available to help aide students.
 - 3. More outlets
 - AC will consider getting power strip rentals, for students with laptops, cell phones, and other devices that need to be charged while they study.
 - ii. Stop:
 - 1. No comedy show
 - 2. Inserting Cram Jam ads in Kaleo Rack stands without permission
 - Advisor from the Kaleo department called to inform AC that we

are not allowed to insert our own personal ads without their permission and without paying an advertisement fee.

iii. Continue:

1. Massage therapists
2. Zumba and Yoga
 - According to those who volunteered at cram jam, it was difficult getting people interested in attending but students who did attend, said that they enjoyed it.
3. Getting other groups involved
4. Breakfast
5. Snack Cart
6. Concession
7. Starbucks Coupons

iv. Change:

1. Have more participation in pet therapy
 - This semester there was only one dog. Either there needs to be more participation with outside groups and more dogs come or we need to stop pet therapy completely. One dog is not enough for the number of students who attend Cram Jam.
 - AC also needs to make it clear that it is adult dogs and not puppies, in pet therapy.
2. Sponsorship
 - a. Too many companies
 - b. Hard to keep up
 - c. Drinks instead of sample
 - At cram jam students stated that they liked the drinks but the samples were too small. AC should consider serving full sized cups to students instead.
3. Hot water earlier
4. Have a volunteer at massage therapist door
 - In order to keep track of everything and that it is all orderly.

v. Attendance:

- b. Missing Walkie Talkie Antenna
 - Antenna went missing after rockin' the roots. Each walkie talkie is worth hundreds of dollars and we are now down to four. Without all the walkie talkies this hinders communication and productivity during event nights. It would be helpful if everyone try to help find it/figure out how it went missing.

IV. New Business

- Co-Sponsorship proposal: One Billion Rising
 - Jen Barnett from the womens center representing pau violence program (prevention program for gender violence issues around campus).
 - One billion rising (an international movement to raise awareness about gender base violence - a movement that expresses it through dance). A very good event that needs help with promotion and getting students involved.

- Planning on having it on February 12, 2015 from 3p.m-7p.m. The campus courtyard is reserved and providing an area for people to express themselves.
- Need assistance with planning, marketing, and advertising.
- Need assistance with set up, breakdown, and monitoring of the event.
- The liaison would be working primarily with Jen.

Everyone will read it over to approve the budget and stipulations and AC will reach a decision by January 14, 2015. Christina will take the position of Liason.

- a. New Members
Kristina and Ariana!
- b. Warrior Welcome Fair
 - i. Thursday, January 15, 2015
 - ii. Tabling: Moira
 - iii. 6:00 - 8:00pm
- c. Activities Council Bulletin Board (Rika and Jamee)
 - i. Board materials need to be put up ASAP
 - Rika will be sending it to Stephanie for her to print, so they can be put up asap.
- d. Upcoming Events
 - i. Welcome Back Bash (1/23/2015)
 1. Lead: Rika
 - AC will be printing out our own fliers for WBB for Moira to promote at the Welcome back fair.
 - ii. Movie Night: *Neighbors* (1/30/2015)
 1. Lead: Moira
 - Moira dropped off a graphic order today. There is an agenda tentatively written, and an e-blast that is being produced. The food order is to be determined.
 - iii. Salsa Night (2/13/2015)
 1. Lead: Rika
 - Will be held in the Campus Center Ballroom
 - A meeting will be held tomorrow to figure out all the logistics for d.j, music, and dance instructor.
 - AC will try have free food
 - It is open to UH Students and they are welcome to bring one guest.
 - iv. Movie Night: *The Hunger Games Mockingjay Part 1* (2/20/2015)
 1. Lead: Music & Media
 - Discussion of moving the hunger games to 1/30 but the ultimate decision is to keep it the same.
 - v. 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 should be up on website
 - Rachael will be putting the application up tomorrow.
 - c. Emcee options for student vote - status on NACA

- Comedian - Contact Grabowski (Comedian from NACA West) -Rachael will follow up and contact him.
- Ask if he's block booking with HPU and when they are booking them and get a price range from him and consult it with the rest of Activities Council.
- vi. Career Fair Co-Sponsorship (3/3/2015)
 1. Liaison Needed - still pending/ members still deciding if they want to liaison.
- vii. Rockin' the Roots (3/6/2015)
 1. Same night as ISA International Night Co-sponsorship
 2. Suggestion: move current movie night and CAB 3/13/2015 and have those events on 5/1/2015?
 - Swap those two night events so that way Rockin' the roots isn't competing with ISA international co-sponsorship.
- viii. Manoa Laughs (4/7/2015)
 1. Requesting additional 5K for airfare, lodging, and transportation on top of original 40K offer.
 - Send your opinions to Lavender if AC thinks that Jo Koy and his manager should receive the additional 5K or not.
- e. AC Office updates
 - Current office is Hemenway 111
 - UH productions UH Productions has just moved out; Now facilities are checking all the phone hook ups and all the final touches in order for AC to be able to move into the Campus Center Office.
 - Requests and orders for Computers have been put in; Still waiting to hear back. Stephanie may have to P-Card them but she can only buy two new computers at a time.

V. CCB Updates

- a. CCB will be reducing their volunteer hours from 20 hours to 5 hours. AC should plan on having a discussion with them at the next following meeting on January 26, 2015 in Campus Center 307 at 6p.m. explaining why it is important for CCB to retain their 20 hours of volunteer service. Without that extra help from CCB it places an additional burden on AC members to make up the other 15 hours that CCB is no longer helping with. This would suggest that this is too much work for AC members as stipend volunteers and they either become actual stipend positions or CCB increase their volunteer hours again.

VI. Signature Updates

- a. Open Position
 - Part time student staff position 15 - 20 hours per week open. Recommend to anyone who is interested.
- b. Taste of Manoa: 4/10/15. Touch base with Sodexo to see if they have any black out dates.
 - i. Theme - This year want to have a theme and the following are options.

1. Around the World
 2. Hawaiian Night/Luau
 3. Breakfast
 4. Bacon
 5. Cities across the U.S
- c. Aloha Bash: 4/24/15
- Qiana requesting for a larger budget - turning in a written proposal by tonight.
- d. Cram Jam: 5/10/15 - 5/15/15
- i. Volunteers
 - Last semester Qiana had a difficult time getting volunteers. It would be helpful if AC began trying to remedy that and help to get more volunteers earlier in the semester.

VII. Advisor Comments

- a. Office Move
 - Stephanie gave updates on her office move.

VIII. Upcoming Events

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

IX. 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. 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.
- c. 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!
- d. 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.
- e. Be prepared for every AC meeting by having a writing utensil, your meeting notes/minutes, paper, and your planner/calendar.
- f. 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.
- g. If you need help don't forget to ask! We're all working together.

X. Next Meeting: Tuesday January 20, 2014 at 4:30PM. Location TBA.

XI. Meeting adjourned at 8:53 PM.