

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

Monday, November 24, 2014  
 CC 310 - 4:00 PM

I. Attendance

Members Present	Members Absent	Advisors Present	Advisors and Staff Absent	Staff Present
Dominique Cupa	Devin Makizuru	Morgan Rapozo	Stephanie Welin	Rachael Beale
Moira Miyastao			Kristina Castro	Christine Peralta
Jamee Allen				
Niharika Ravichandran				
Lavender Oyadomari				

I. Call meeting to order at 4:00 PM.

II. Standing Items

- a. Minutes - November 17, 2014
  - i. Accept minutes as amended in Google Docs.
- b. Agenda - November 24, 2014
  - i. Accept agenda as presented.

III. Old Business

IV. New Business

- a. Upcoming Events
  - i. Rockin' the Roots (12/5/14)
    - 1. Lead: Moira
      - E-Blasts, Flier, and Banners are prepared
      - Moira made a request that we invite the advisors and activities council board from HPU (Hawai'i Pacific University). This request was primarily made and influenced by the AC Members who attended NACA. During our time in Portland we met the advisor and activities council board from HPU (Hawaii Pacific University) and felt like it would be good to build a relationship with them in order to potentially do block booking (*booking artists/performers together and getting them for a*

*discounted price*) and to get more ideas from another University and feedback on how they conduct and create events as well as receive feedback on the success of our events; Moira would like to give them free passes to the event. *The decision:* We will invite them for free.

2. In order to conduct the meet and greet with Anuheia AC needs to figure out the logistics of when Anuheia will be arriving and the location of the meet and greet. It states in Anuheia's contract that she will do meet and greet.
- ii. Relaxation Fair (12/10/14)
    1. Lead: Devin
    2. Co-Leads: Jamee, Moira
      - Fruits and iced tea ordered
      - Working on formal proposal to Pepsi Co
      - Aroma therapy, pet therapy and music therapy

At the relaxation fair there is a plan on having a table with an assortment of foods. There will also be a D.I.Y station that consists of making your own stress balls and other D.I.Y activities that will include helping students relax by incorporating the five senses; all of it is interactive and D.I.Y. The area is reserved from 3-7 but the event itself is from 4-6PM. AC will need volunteers.

- iii. Recruitment Mixer (1/14/2015) - The recruitment mixer is scheduled to be on the first Wednesday back to school, so all AC members should send lavender their tentative class schedule this week, or as soon as they are able to register and give her their official class schedule..
  - iv. Welcome Back Bash (1/16/2015) - Rika and Dominique tabled this past week in Campus Center and are already planning and working with Christine to see who they can and want to get for Welcome Back Bash. They will be looking and contacting bands for cost prices.
  - v. Dorm Recipes (1/30/2015) - Dominique stated that this is a Scratched event; Sodexo wanted to go in a different direction so AC needs to plan an alternative event in order to replace this scratched event.
  - vi. Manoa's Got Talent (2/27/2015) - Music and Media (No Updates)
  - vii. Rockin the Roots (3/6/2015) - Same updates as Welcome Back Bash
  - viii. Movie Night: The Hunger Games Mockingjay Part 1 - AC plans on doing survey's at these and other events to get more student feedback.
  - ix. Mason Jar/Detox Event (3/18/2015) - (no updates)
- b. Meeting Day & Time for Spring 2015 - people still have to register but AC is looking at having the weekly meetings at the same day and time
  - c. Activities Council Bulletin Board (Rika and Jamee)
    - i. Updates - everyone who wants their pictures taken should have it done by next weeks meeting so we can put it up on the board.
  - d. Recruitment Flyers Wording - considering about changing it from now hiring to now recruiting. So that it sounds like more of a volunteer position as opposed to an official stipend position.
  - e. Promotional Items (Dominique) - AC would like to bring in a lot of things that we have never had before. Some of the promotional items listed that we would

like to bring in for future semesters are as follows; Sunglasses, hand sanitizer, coloring items, lunch bags, usb car charger, grocery/beach bags, coozies (*keep drinks cold*). AC definitely wants to buy promotional items that will actually be applicable to our constituents; promotional items that they can actually use.

- f. AC Office cleaning take 2
  - i. December 12, 2014 - AC would like to do another office cleaning. Cabinets still need to be organized and de-cluttered. AC was also planning setting up and assembling the rolling shelves (So that the time remaining in the office will be more spacious and when it comes time to move into the new office moving will be easier) . According to morgan, AC is still waiting to hear more infor about the office move, hopefully it takes place over winter break. *Decision*: it would be more prudent to postpone the office clean up for when AC members return for the new semester simply because it is easier on everyone work wise.
- g. NACA West Post-Conference Presentation & Binder Meeting
  - i. NACA delegates please fill out the When2Meet document that Dominique sent out. AC members who attended need to sign up for a when to meet because we want to do this before the end of the semester.

#### V. Signature Updates

- a. Cram Jam
  - i. Finals Schedules - everyone send in final schedules to Christine because she is the one setting up the schedules. AC will be signing up for shifts.
  - ii. Budget - a few questions that are to be saved for next week for Stephanie.

#### VI. CCB Updates

- a.

#### VII. Advisor Comments

- a.

#### VIII. Upcoming Events

- a. Rockin' the Roots (12/5/14)
- b. Relaxation Fair (12/10/14)
- c. Cram Jam (12/14-12/19)

#### IX. Reminders

- a. Upcoming out of the office dates:
  - i. Stephanie: Nov. 24-28 (Vacation)
  - ii. Morgan: Nov. 26-28
- b. Order your event cash box via Wing Kwok ([wingkwok@hawaii.edu](mailto: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.

X. Next Meeting: Monday, December 1, 2014 in CC 310 at 4:00 PM

XI. Meeting adjourned at 4:37 PM.