

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

Monday, December 8, 2014
 CC 310 - 4:00 PM

I. Attendance

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

I. Call meeting to order at 4:06 PM.

II. Standing Items

- a. Minutes - December 1, 2014
 - i. Accept minutes as amended in Google Docs.
- b. Agenda - December 8, 2014
 - i. Accept agenda as presented.

III. Old Business

- a. Rockin' the Roots Evaluative Recap
 - i. Start:
 1. Make announcement about food being available
 2. Entrance put more signs up saying where it is
 3. Remind artist(s) about merchandise form
 4. Ask for complete VIP list(s). Make expectations clear that only individuals listed will be allowed in as long as they present an ID
 5. Communicate with sound techs when making announcements
 6. Need to meet earlier in the night in order to begin preparation and make sure that everything is on track for the night.

- ii. Stop:
 - 1.
- iii. Continue:
 - 1. Having high energy performance
 - 2. Advertise more about food being available
 - 3. Make FREE bigger
 - 4. Announce photo taking location (outside courtyard, CC 310 rooms, etc)
 - 5. Green wristband (they stood out more, genius move!)
 - 6. Get a list with band member names
- iv. Change:
 - 1. Have the lead get the parking passes
- v. Attendance: ~ close to 500 people.

IV. New Business

- a. ISA Co-Sponsorship Proposal (Ken and John)
 - An International night to be held in Campus Center on March 6, 2015
 - International Night is a festival where around 700 people will be in attendance. With 8-10 performances during the night, along with culture booths to help students learn more about different cultures and to promote diversity. ISA also works along with the TIM (Travel Industry Management) majors and TIM also puts up booths.
 - Open to the public.
 - It is a large event and ISA has a large board to manage and oversee everything, along with 80 members within the club. ISA is able to run the event individually, they primarily need help with the financial aspect of the co-sponsorship, however having a liaison is an option to help oversee and assist ISA with some things because it is such a large event (ISA is willing to work out a meeting time to accommodate the AC liaison so they can be present for event planning process).
 - ISA is planning on having 6 meetings for Spring 2015 semester to effectively plan for international night .
 - Ballroom fee is the main thing they need for the co-sponsorship, ISA will hold rehearsal night before the event to ensure that everything is running smoothly in addition to the actual performance night (renting fee includes both of those times).
 -
 - ISA also need security guards totalling \$1,060.
 - ISA also needs help with the publicity. They have two banners and two stakes, and for logistics providing food for members and performers for the day of rehearsals.-
 - ISA is requesting funding from ASUH to help with funding for food to feed members the day of.
 - They are asking that CCBAC help provide and fund for \$3,686.12
 - Liaison will be able to work between Jon and Ken
 - All the decisions will be made at the director meeting and General meetings will consist of informing the liaison on what ISA decisions and plans are in regards to

International night.

- Motion approved to support ISA co-sponsorships (but AC will not support everything requested)
 - Liaison for the event: Moira Miyasato
 - AC council reviewed the co-sponsorship and it has been decided that AC will not sponsor all of ISA's financial requests; because AC cannot do reimbursements for the costs of booths AC will not cover these costs. The cultural booths costs will be split amongst ISA themselves.
 - Last year funding approval for ISA: \$1,558.62, up to \$752.00 for cost of rental for the ballroom and equipment rentals. \$580 for graphics and advertising. \$255 for security.
 - Some of the numbers in regards to the financial aspect of the co-sponsorship did not match up and were inconsistent with the total cost. There is a list of questions to be sent to ISA. Lavender will be emailing ISA asking them for more clarification on budgeting costs. Once that is cleared up, the revisions to this co-sponsorship will be in on Sunday December 14, 2014 and approval to be made next Monday.
 - AC policy states that in order to do co-sponsorships there needs to be an equal part in the development of the events.
 - Key reasons why we do co-sponsorships is to expand the type of resources that we are putting on and to build relationship and co-collaborations with other organizations within the UH.
- b. Winter Break Member Expectations
- Members are to spend 1-2 hours planning for their meetings and events.
 - One on One's to be done on phone or through skype
 - Members are expected to have events figured out for all of January and February
 - Student staff are expected to hold office hours the week after finals and the last week of winter break
 - Note: The beginning of April AC begins to plan for summer events.
- c. Warrior Welcome Fair
- i. Thursday, January 15, 2015 (1st thursday back)
 - ii. 6:00 - 8:00pm
 - iii. AC must apply by January 7, 2015
 - iv. Not mandatory for members to attend, can be put towards January office hours, this is a good opportunity to table at this event and get people interested in AC
 - can place tabling towards office hours up to 2 hours.
 - Lavender will be sending out an email to see if anyone wants to do it.
- d. Spring NSO Tabling
- i. January 9, 2015
 - ii. Set up by 7:45am in CC Ballroom
 - iii. 8:00 - 9:00am
 - Official: AC will be tabling there
 - A former Chair of AC will be tabling at NSO
 - AC needs volunteers

- e. Promo Items Update (Lavender)
 - 7 items that have been chosen
 - The order has not gone through yet, so let lavender know if they wish to change or add anything to the list.
 - cubano pen, post it notes, mesh pocket sportpack, sport rally towel, sporty 3 in 1 cable pouch, Economy pocket coolie, 5 prong pocket highlighter
- f. Meeting Day & Time for Spring 2015 (Lavender)
 - i. Currently: it will be held on Monday's at 6:30PM
 - ii. Weeks with Monday holidays scheduled for Tuesdays at 4:00pm
- g. Activities Council Bulletin Board (Rika and Jamee) - emailed printouts to Rachael and will try to print it out and send it to Rika to put up.
- h. Upcoming Events
 - i. Relaxation Fair (12/10/2014)
 - 1. Lead: Devin/Jamee/Moira/Rika
 - updates
 - put up ground stakes and fliers so that the relaxation promotions don't go to waste.
 - Sent out the Agenda's through email
 - Devin will not be attending the relaxation fair until 4:30
 - Stephanie has a meeting at that time and Morgan will be fulfilling Stephanie's position until she is finished with that meeting.
 - Possibly 3 tables (1 for food). Monitoring people to ensure they don't get out of control. Giving out fruit and iced tea's. 100 servings so each student will receive one each.
 - ii. Welcome Back Bash (1/16/2015)
 - 1. Lead: Music & Media
 - possibility or discussion of pushing it back one week to 1/23/2015 to have more time to promote the event.
 - Who will be allowed entry: Free for validated UHM students and UHM staff and \$5 to the UH System Students and \$5 for public. UHM students and Staff get in with school/faculty ID.
 - 500 print out tickets for UH system and 500 for public a total of 1,000 tickets. The public can purchase the ticket on their own but must be accompanied by a validated UHM student or UHM staff.
 - One reason to pair up is for accountability sake.
 - Considering adding on other events and attractions to the Welcome Back Bash because of the extra money that is left over.
 - iii. Self Defense Workshop (1/30/2015)
 - 1. Lead: Dominique
 - possible date change
 - contacted the people but never received an email back, plan on having the same self defense organization as last time.
 - iv. Manoa's Got Talent (2/27/2015)
 - 1. Lead: Music & Media
 - no updates for Manoa's got talent but needs to be planned at the

end of break, to begin putting up promotions now and as soon as we get back

- v. Rockin the Roots (3/6/2015)
 - 1. Lead: Music & Media
 - same night of the ISA co-sponsorship for right now. Event ends at 9PM so may need to push Rockin the Roots back.
- vi. Movie Night: The Hunger Games Mockingjay Part 1
 - 1. Lead: Music & Media
- vii. Mason Jar/Detox Event (3/18/2015)
 - 1. Lead: Wellness & Culture
- viii. January Movie Night
 - Movie nights in January and February
 - Neighbors - Start off In Week after welcome back bash (January 30, 2015)
 - Hunger Games - Mocking Jay Part 1 - February 20, 2015
 - Big Hero 6 paired up with the create a bear (March 13, 2015)
 - Can begin the MG and promotions.
- i. Manoa Laughs - will have Jo Koy perform on a Tuesday
 - Idea to have presale
 - Capacity for the ballroom is 540
 - 2 different showtimes, tickets are labeled first or second showing
 - Shut the doors in between so that people cannot go in and out randomly (are allowed to leave for the restroom).
- j. January Security Requests
 - Ensure all the details are inputted. Each month the requests need to be placed in on the 10th of each month for the following month. To get the security requests inputted.
 - Need to email Stephanie about information for January events by the 10th of this month: date, time, location, entry information, tickets involved, event details of what is happening, food sold or given out.
 - order how many guards we need total and where they need to be placed to ensure the most safety for the event.
 - expecting from music and media, welcome back bash, movie night for security requests by tomorrow.

V. CCB Updates

- a. CCB will be revising Service Hour requirement. Members are currently required to complete 20 hours per month. Bonnie recommended revising requirement to 5 hours per month.

VI. Signature Updates

- a. Cram Jam (12/14-12/19/2014)
 - i. Lead: Qiana
 - cram jam to send out volunteer schedule.

- dominique, jamee, rika are the people who stand out
- picking up more people who want or need to volunteer there are 50 other things that need to get filled. So need more people to sign up for 2-3 events.
- Need a volunteer for Pet therapy to insure that people are being responsible and safe.
- The snack cart to roll around Campus Center
- Zumba
- Yoga
- Breakfast - marking off wristband and people passing out food and ensuring that the line outside is safe.
- Coffee table from 12:30 - 1AM after starbucks closes. Tea, Hot chocolate and Cup of noodles. Sign up everyone.

VII. Advisor Comments

- a. Spring One-on-Ones - send out schedule of Spring Semester and set up time for meet up.
- b. Upcoming Out of the Office - Stephanie: December 22 - January 4

VIII. Chair update

- a. Lavender will be resigning after Fall Semester and moving down to a volunteer position.
- b. In the meantime AC will have to work together to organize and plan the overall runnings of AC until we can find a replacement AC Chair.

IX. Upcoming Events

- a. Relaxation Fair (12-10-14)
- b. Cram Jam (12-14~19-14)

X. 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.

XI. Next Meeting: January 12, 2015 at 6:30 as of now.

XII. Meeting adjourned at 6:00 PM.