

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

Monday, November 17, 2014
 CC 310 - 4:00 PM

I. Attendance

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

I. Call meeting to order at 4:03 PM.

II. Standing Items

- a. Minutes - November 10, 2014
 - i. Accept minutes as amended in Google Docs.
- b. Agenda - November 17, 2014
 - i. Accept agenda as presented.

III. Special Guest

- a. Shawn Kyono held Q&A discussion with AC members about negotiating and working with different Agents to book performances for UH. based off of his past work experience negotiating and planning special events.
- b. Contract negotiations: Advisors will always have the final say for performance negotiations because they know and understand risk management procedure.
- c. Performers will possibly inquire with AC about getting hired/booked for a performance. When that happens, note that we as AC will always have the upper hand when it comes to offers and negotiations.
- d. NO event should be planned around one performer or one lineup. Plan a successful event despite/no matter who the performer or lineup is.
- e. Don't put all your resources into one performer or event because it makes it

difficult for future negotiations with that performer.

- f. To have a booking agent may make things more complicated (the less people involved the easier it is to work/negotiate with the specific performer/lineup). However, some situations it is unavoidable and you must work through a booking agent.
- g. Question: What type of research can you find on contracting performers? Look at radio list chart toppers such as Island 98.5 website (They do a lot of research and marketing about bands). It will help AC determine what the performers costs are.
- h. It is helpful to know: AC should try to book veteran bands that have been in the Market for a while as opposed to bands/artists who have just come out. AC could be subjecting themselves to booking one hit wonders. Remember to pay your respects to the bands in the amount of money you pay them, and where you place bands within the show lineup. There is no such thing as a co-headliner. Once you apply the term headliner to a band they will ask for more money.
- i. Use your networking. Call around and inquire about pricing.
- j. Remember the demographics for your audience. Prime demographics at UH is 18 years old to 24 years old.
- k. Bands will ask to sell ads. We offer to sell ads on the radio but to sell merchandise/promo items AC is welcome to ask for things in return.
- l. Questions: Asking for personal friends bands to perform? AC should start off small. The band can play once for free in order to see if they are able to draw in a crowd. From there, depending on how successful their performance was AC can make future decisions as to whether or not they will return and play again.
- m. Establishing a relationship with the performer/lineup and looking up what we have paid for them in the past in order to get the best lowest pricing.
- n. Placing a block on booking performers. Have them pay for half of their travel expenses. Doing research for traveling prices from Mainland cities to Manoa in order to make sure that we are not overpaying for hotel rooms, car rentals, and overall travel.
- o. Question: What to look for in a writer/ in a contract? A writer is non binding, never sign a contract without consulting or reading the writer first. Note: verbal agreements are binding. If you verbally agree to have a performer come despite it not being written down, it is still a binding contract and UH is obligated to have that performer come showcase.
- p. Keep everyone informed, Chair and Advisors on what is going on in terms of verbal or written contracts/agreements.

IV. Old Business

V. New Business

- a. Welcome CCB AC Fiscal Assistant, Kristina Castro!
- b. Upcoming Events
 - i. Rockin' the Roots (12/5/14)
 - 1. Lead: Moira
 - Signed contracts from Anuhea and Shar Carillo

- ii. Relaxation Fair (12/10/14)
 - 1. Lead: Devin
 - 2. Co-Leads: Jamee, Moira
 Pet therapy lady is coming for relaxation fair and graphics are being prepared for it.
- c. Spring 2015 Events
 - i. Activities Council Bulletin Board
 - Rika and Jamee (No updates)
 - ii. Movie Nights
 - 1. Additional Movies for Survey - Instead of continually coming up with movie ideas as a council to add to the list, there is an option for people who visit the website to place in their own personal movie ideas. This offers much better feedback from our constituents and helps us know what they actually want to see instead of just offering our select options.
- d. Roles Discussion
 - i. What is the purpose of the following positions? What do these people do specifically? What can they or should they do to make AC/Signature more successful? What resources guide and define the roles?
 - 1. AC Chair
 - 2. AC Members
 - 3. AC FA
 - 4. AC EA
 - 5. AC GA
 - 6. AC Lead Advisor
 - 7. Signature ECs

(Will wait to table this specific topic of position roles and duties for next meeting) AC members may want to research or find what they can in regards to the different positional roles and duties on their own.

VI. Signature Updates

- a. Cram Jam Updates (Should be coming up soon) - discussing budget

VII. CCB Updates

- a. CCB Meeting tonight

VIII. Advisor Comments

- a. Stephanie will be away. While Stephanie is away, note that Thanksgiving is next week. Fiscally we are shooting to get everything we need to get completed by this week. Morgan will be taking over Fiscally for the short time Stephanie is away. Note: while Stephanie is away she will be 5 hours ahead of Hawai'i time. So please keep that in mind in case you have any questions or concerns that you need to ask her.

IX. Upcoming Events

- a. Rockin' the Roots (12/5/14)

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

X. Reminders

- a. Upcoming out of the office dates:
 - i. Stephanie: Nov. 24-28 (Vacation)
- 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: Monday, November 24, 2014 in CC 310 at 4:00 PM

XII. Meeting adjourned at 5:35PM.