

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

Monday, November 10, 2014
 CC 310 - 4:00 PM

I. Attendance

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

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

III. Standing Items

- a. Minutes - November 3, 2014
 - i. Accept minutes as amended in Google Docs.
- b. Agenda - November 10, 2014
 - i. Accept agenda as presented.

IV. Old Business

- a. Movie Night: *The Lego Movie* Evaluative Recap (11/7/14)
 - i. Stop:
 - 1.
 - ii. Start:
 - 1. Begin doing a timetable for cashiers
 - 2. Begin doing order forms
 - iii. Continue:
 - 1. using the order form
 - 2. using plastic sign holders
 - 3. bring more ketchup and mustard
 - iv. Change:
 - 1.
 - v. Attendance: 1st showing 130. 2nd showing 45.

- b. Create-a-Bear Evaluative Recap (11/7/14)
 - i. Stop:
 - 1. Relying on one sheet for layout. Print multiple copies beforehand.
 - ii. Start:
 - 1. pulling supplies, stuffed animals day before
 - 2. music playing - this will make it easier to make announcements too!
 - 3. Advertisements out sooner
 - 4. More signage out front to help guide people into CAB from concessions - directions arrows, own poster, etc.
 - 5. Think layout through ahead of time
 - 6. Start setting up earlier; maybe half hour earlier
 - 7. Give MES copy of agenda
 - iii. Continue:
 - 1. cash box
 - 2. layout of the event
 - iv. Change:
 - 1.
 - v. Attendance:
- c. Mānoa's Got Talent
 - i. Has been postponed until Spring semester

V. Signature Updates

- a. Mānoa Laughs
 - i. (Jo Koy booked in the month of February) looking at a new date in April to book him.

VI. New Business

- a. Welcome CCB AC Fiscal Assistant, Kristina Castro!
- b. NACA request for promotional items
 - i. Request: Notebooks, Pens, Highlighters
 - 1. Need to send out an email tonight 11/10 to figure out what items we are going to officially take to NACA and how many we would like to bring. (It is not Mandatory to take but need to put in a request to if we would like to take promo items).
 - 2. NACA delegates are requesting group and place in certain requests to AC.
- c. Upcoming Events
 - i. Rockin' the Roots (12/5/14)
 - 1. Lead: Moira (No updates)
 - ii. Relaxation Fair (12/10/14)
 - 1. Lead: Devin
 - 2. Co-Leads: Jamee, Moira
 - Looking to get yoga or dance instruction for the ballroom
 - Pet therapy lady contacted, agreed to attend event for

workshop/demonstration

-Will order fruit from sodexo for fruit/water station (in process)

-Coordinating with MES for setup (in process)

-Sent out graphics order

d. Spring 2015 Events

i. Leads

ii. Graphics Orders

iii. January - March Events

iv. Trying to get as much done this Fall Semester 2014 for the Spring Semester. Trying to place in orders for graphics now to be better prepared for Spring 2015 Semester.

v. NSO

e. Activities Council Bulletin Board Updates

i. Jamee & Niharika

ii. Lay out has been designed. Need pictures of AC Members and one blank picture for promotion. The board will also contain AC events.

f. Office Cleaning Updates (Rachael)

i. Office cleaning was a success. A lot got cleaned, the layout and space is much more open and efficient for use. Request to facilities

g. AC Application Revisions:

i. Miscommunication on how members will be paid. Re-word the application to make it more clear. Under the impression that it is an hourly as opposed to volunteer monthly stipend. Changing the amount of hours to 30 hours a month equaling 7.5 hours each week. Opting to keep the minimum G.P.A of a 2.0.

h. Fall Decorating Challenge

i. Decorating period: 11/07/2014 - 12/04/2014

ii. Judging Date: 12/05/2014

iii. Theme: SUPERHERO

iv. Judging Criteria:

1. Posted theme sign

2. Sustainable

3. Original & Unique

4. Personalized to unit

5. Staff in character during judging

v. Contest on UH campus between the other departments. AC can decorate the office as they would like. Time for people to show off and come together as AC. Can opt to do or not to. Only if AC is interested.

(Decision: Opted out. Office is not presentable)

vi. NOTES:

1. Please touch base with Facilities (ccmaint@hawaii.edu) for advance approval of taping/painting anything to glass.

2. Please use Painters Tape on painted surfaces

3. Have Fun! Be Creative!

vii. We hope to encourage staff collaboration, friendly competition, and an

enjoyable festive spirit through the upcoming holidays!

- viii. Please reply to ccenter@hawaii.edu by Friday (11/14/2014) if your unit will be participating.
 - i. Choosing movies for next semester
 - i. Narrowing down the movie options and creating a survey for people to vote for online. Movies to be on the Survey: (1) The Hunger Games: Mockingjay Part 1 PG-13 (2) Guardians of the Galaxy PG-13 (3) Disney's big hero six PG (4) Neighbors (5) The Hobbit (6) Jupiter Ascending - Want to open up the survey ASAP
 - j. Electronic Resources Demos & Q&A (Morgan & Stephanie)
 - k. NSO January 9, 2015 AC usually tables from 8-9AM to show off AC and try to attract new members.
- VII. CCB Updates
- a. CCB Service Hours
 - i. We have to actually go and ask CCB if they can come in and volunteer, as long as we do that can have enough people to volunteer.
- VIII. Advisor Comments
- a. Negotiation Q&A Reminder
 - i. Monday, November 17 during the AC meeting
 - ii. Add questions/items to discuss to the Google Doc by the end of the day on Friday, November 14
- 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. Morgan: Nov. 12-14 (NACA West)
 - ii. 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 Qiana, Christine and Stephanie the electronic copy for record keeping and social media posting. Also, give Qiana or Christine 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 17, 2014 in CC 310 at 4:00 PM

XII. Meeting adjourned at 5:43PM.