

UNIVERSITY OF HAWAI'I AT MĀNOA
CAMPUS CENTER BOARD ACTIVITIES COUNCIL

Meeting Agenda, 46

Tuesday, August 4, 2020

Zoom @ 2pm

<https://us02web.zoom.us/j/85244507341?pwd=T1NYSlFacUdaSFZaMGh3VjFEZEgYdz09>

Password: oAALov

Introduction

- I. Call meeting to order at: 2:09pm
- II. Council Members present: Nadine G. Amber B., Ashley N., Kendra H., Angelica F.
- III. Advisors present: Ashley G., Ally
- IV. Standing Items
 - A. Agenda - August 4, 2020
 - 1. Accept the agenda as presented.
 - B. Minutes - August 4, 2020
 - 1. Accept the minutes as presented.
- V. Old Business:
 - A. Summer Event 1
 - 1. Paint Kits assembled, ready to give to participants
- VI. New Business:

Summer 2020 Events

- A. Summer Event 2
 - a. Lead: Kendra & Nadine
 - b. Advisor: Ashley G
 - c. Event Date: Monday, August 17 - Saturday, August 22nd
 - d. Location: Online
 - i. Waiting on final draft of graphic
 - ii. Updated survey on prize shipping info
 - iii. Will be posting giveaway event on Monday, Aug. 17th

Fall 2020 Events

- A. Zoom Game Night Mania
 - a. Lead: Bella
 - b. Advisor: Ally

- c. Event Date: Tuesday, September 1st
- d. Location: Zoom
- e. Event Time: 5:00 pm - 6:00 pm
 - i. Now an online only event
 - ii. Games played through breakout rooms
 - 1. 4 Games
 - a. Skirrblo.io
 - b. Cards Against Humanity
 - c. Scattegory
 - d. Charades
 - i. Have 2 workers per breakout room
 - iii. Contest the week of event
 - 1. Virtual Background Design contest
 - 2. Top three
 - a. Prizes are still being thought of
 - 3. Voting online through our media platforms
 - a. IG and FB (not sure how the website would work)
 - iv. Possibly having small prizes for people who RSVP and attend event
 - 1. Still in works, will include
 - a. Name, email
 - b. Game they want to participate in
 - c. Timeslot

B. Bon Celebration

- a. Lead: Amber
- b. Advisor: Ashley G
- c. Event Date: Wednesday, September 9th
- d. Location: CC Courtyard
- e. Event Time: 4:00pm - 6:30pm
 - i. WIP: Menu and Layout
 - ii. Informational trifold pamphlet done, event blurb done
 - iii. 40 RSVP system (outside of shipping)
 - 1. For pick up of bentos and craft bags
 - 2. Can AC members hand out bentos? (Limit to two staff members)
 - iv. Onsite lead? Kendra or Ashley
 - v. Need help with stuffing bags - 20 each member
 - 1. Schedule zoom call for prep and day of event
 - vi. Giveaway: 3 candy boxes, 3 days of giveaways

C. Just Dance

- a. Lead: Angelica

- b. Advisor: Ashley G
- c. Event Date: Monday, September 14th
- d. Location: Online
- e. Event Time:TBD
 - i. Thinking about keeping the online server up throughout the day
 - 1. Possibly have sessions to allow breaks
 - ii. Giveaway winners to win in one of two ways: being the top two highest scorers, or having the most likes on their video entry
 - iii. Hoping to post throughout the day with video entries
 - iv. Send out when2meet to test game

D. Sushi With Me

- a. Lead: Kendra
- b. Advisor: Ally
- c. Event Date: Friday, September 25th
- d. Location: Exec Dining
- e. Event Time: 2:00pm - 6:15pm
 - i. Waiting on John to confirm on 2 sessions
 - ii. Finished event blurb

E. Paint Night

- a. Lead: Amber, Crystal
- b. Advisor: Ally
- c. Event Date: Tuesday, September 29th
- d. Location: Executive Dining
- e. Event Time: 5:15pm - 9:15pm
 - i. Order for 60 people?
 - ii. Onsite lead to help Crystal? Kendra
 - iii. Crystal: food, graphics, event blurb

F. Gamer's Night

- a. Lead: Angelica & Kendra
- b. Advisor: Ashley G
- c. Event Date: Friday, October 9th
- d. Location: Executive Dining Room
- e. Event Time: 4:00pm - 8:30pm
 - i. No new updates

G. Movie Night

- a. Lead: Nadine
- b. Advisor: Ashley G
- c. Event Date: Thursday, October 15th

- d. Location: CC Courtyard
- e. Event Time: 4:30pm - 10:30pm
 - i. Just doing one movie showing at 8
 - ii. Thinking of getting rid of food
 - 1. Selling snacks instead (packed popcorn and candy)
 - a. Costco bulk

H. Taste of Manoa

- a. Lead: Ashley N., Crystal
- b. Advisor: Ally
- c. Event Date: Thursday, October 22nd
- d. Location: CC Courtyard
- e. Event Time: 5:30 PM-7:30 PM
 - i. No updates

I. Pumpkin Patch

- a. Lead: Amber & Kendra
- b. Advisor: Ally
- c. Event Date: Wednesday, October 28th
- d. Location: CC Courtyard & Dining 203E
- e. Event Time: 3:00pm - 9:00pm
 - i. Sent graphics

J. Big Mood

- a. Lead: Ashley & Nadine
- b. Advisor: Ally
- c. Event Date: Thursday, November 5th
- d. Location: Executive Dining
- e. Event Time: 4:30pm - 7:30pm
 - i. Meeting with Joe on thursday
 - 1. Keep him updated on status of rules (group size, surge in cases, etc.)
 - 2. Talk about virtual options
 - 3. Finalize layout of the event
 - ii. Topics to discuss about mental health?
 - 1. How to help a friend with depression and anxiety
 - 2. How depression affects a person
 - 3. Focus on signs and awareness
 - 4. The effects of the stay at home order, how to deal with home life
 - 5. Focus on resources/outlets (group therapy, etc.)

K. Makana O Manoa

- a. Lead: Kendra & Bella
- b. Advisor: Ashley G
- c. Event Date: Thursday, November 12th
- d. Location: CC Courtyard
- e. Event Time: 5:00pm-8:00pm
 - i. Working on Layout

L. NovemBEAR

- a. Lead: Amber, Crystal
- b. Advisor: Ally
- c. Event Date: Thursday, November 19th
- d. Location: Dining 203E
- e. Event Time: 5:00 pm - 8:00 pm
 - i. Crystal: graphics, event blurb
 - ii. 198 bears
 - iii. Individually wrapped polyfill?
 - 1. We may have to wrap the polyfill in plastic even if we do it ourselves

M. Speaker Event

- a. Lead: Ashley & Angelica
- b. Advisor: Ashley G
- c. Event Date: Monday, November 23rd
- d. Location: Courtyard
- e. Event Time: 6:00pm - 8:00pm
 - i. Share COVID updates with manager
 - 1. Think of alternatives
 - 2. Virtual option -- negotiate price

N. Christmas Fest

- a. Lead: Kendra, Crystal
- b. Advisor: Ally
- c. Event Date: Thursday, December 3rd
- d. Location: Executive Dining & Dining 203E
- e. Event Time: 5:00pm - 8:00pm
 - i. Emailed John about desserts
 - ii. Sent graphics
 - iii. Working on specifics for this event

O. Bows Bash

- a. Lead: Ashley N. & Nadine
- b. Advisor: Ally
- c. Event Date: Thursday, December 10th
- d. Location: CC Courtyard
- e. Event Time: 9:00pm - 12:00am
 - i. No updates

P. Cram Jam

- a. Lead: Amber, Bella, & Nadine
- b. Advisor: Ally
- c. Event Date: Sunday, December 13th - Thursday, December 17th
- d. Location: CC Complex???????
- e. Event Time: 7:00pm - 1:00am
 - i. No new updates

VII. CCB Updates

- A. Meeting at 5:30PM today

VIII. Chair Comments

- A. Next meeting: If there are any changes to your schedule please make it

IX. Advisor Comments

A. Ally

1. Sarah's Equipment List: When making changes to an item, do not re-add it, just revise it. This is to prevent purchasing duplicate items.
2. Recent surge in COVID cases: No more than 10 people gathered indoors and outdoors
3. AC events and COVID updates:
 - a) No face mask, no service. If a person escalates, let Ally or GSA know.
 - b) AC events uniform: CC face mask (available soon), AC polo, AC ID badge
 - c) Staggered office hours: No more than 4 people in the office at a time. Contact Angelica to schedule your hours. If you don't feel well, please stay home. Ok to work from home/alternative location.
 - d) No Involvement Fair this semester
 - e) No tabling in CC this semester
 - f) CC temporary building hours: M-F 6am to 5pm. Schedule events during these open hours.
 - g) All AC events are open to UHM students only. No public attendance. Indicate on graphics/event blurbs.

- h) Budgets: Be frugal on your expenditures. Discuss with your advisor(s) on amounts.
- i) All meetings (general, 1-1) will be held on Zoom

B. Ashley G

1. Announcement

X. EA Comments(Angelica)

A. No comments

XI. Additional Comments

A.

XII. Reminders.

A. Don't forget to clock in/out using the google form:

<https://docs.google.com/forms/d/e/1FAIpQLScZCooyNAPAnJ37yMm3wCfV23VUg8coleu3idB7E1FDivxAig/viewform?c=0&w=1>

B. Don't forget to input your hours on the Summer 2020 AC Office Hours Google Doc every Monday!

C. Be prepared for every AC meeting by having a writing utensil, your meeting notes/minutes, paper, and your planner/calendar. Please review the agenda prior to the start of the meeting!

D. If you need help don't forget to ask! We're all working together.

II. **NEXT MEETING: TBD**

III. Meeting adjourned: 2:54