

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

Meeting Agenda, 46

Tuesday, August 17, 2020

Zoom @ 2pm

<https://us02web.zoom.us/j/85244507341?pwd=T1NYSlFacUdaSFZaMGh3VjFEZEgYdzog>

Password: oAALov

Introduction

- I. Call meeting to order at: 2:07pm
- II. Council Members present: Ashley N., Nadine G., Kendra H., Isabella P., Angelica F.
- III. Advisors present: Ally, Ashley G.
- IV. Standing Items
  - A. Agenda - August 17, 2020
    - 1. Accept the agenda as presented.
  - B. Minutes - August 17, 2020
    - 1. Accept the minutes as presented.
- V. Old Business:
- 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. Posted on Instagram
    - ii. Graphic and event form on our website

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. Everything is still under construction
  - ii. Reallocate \$200.00 from Food Supplies Budget into Prizes Budget

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. Start advertising this week
  - ii. Waiting on John for menu

C. Just Dance

- a. Lead: Angelica
- b. Advisor: Ashley G
- c. Event Date: Monday, September 14th
- d. Location: Online
- e. Event Time: TBD
  - i. Test run today during EA updates

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. Working on transferring to virtual
    - 1. Live sushi workshop

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. Is there any paint left?
    - 1. Give Amber a count of paint bottles (primary colors)
    - 2. Paint will be used for giveaway paint kits

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. Move to Spring '21?
    - 1. Motion to move the event

#### 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. Fall care package to replace this event

#### 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.

#### J. Big Mood

- a. Lead: Ashley & Nadine
- b. Advisor: Ally
- c. Event Date: Thursday, November 5th
- d. Location: Online
- e. Event Time: 4:30pm - 7:30pm
  - i. Moved to online
  - ii. Cost will be \$2000 instead of \$3000 since it's online

#### 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. No new updates

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. Sending invoice for bears

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. No updates

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. John requesting to order food from CaterTrax

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. WRC will be freezing non student membership for fall.
- B. Next meeting will be tomorrow at 6PM

VIII. Chair Comments

- A. General Meetings- Every Friday at 2:30PM
- B. Mandatory AC Training- 3 Sessions.
- C. School schedule - back to back training (will send dates out after this meeting)
  - 1. First session:
    - a) Ice Breaker & CCB/SLD
  - 2. Second Session:
    - a) AC & Asana
  - 3. Third Session:
    - a) Kualu Fiscal System
- D. Bi-Weekly 1on1
  - 1. Temperature Check
  - 2. Google Drive Hours

IX. Advisor Comments

- A. Ally
  - 1. AC Events and Social Distancing Protocols Google Doc (Fall 2020 in Drive)
    - a) <https://docs.google.com/spreadsheets/d/19tQTW7vDWjDFzozHv2EfRoLB64GkPLV1ebhNm1385pw/edit?usp=sharing>
    - b) Overview of protocols/updates
      - (1) Check on a regular basis
    - c) In progress
    - d) Events after October TBD
  - 2. Ally's Office Hours on Slack channel
    - a) #allys\_office\_hours
    - b) Will post weekly
  - 3. Graphics is short on staff: give designers time (2 weeks before your event)

- B. Ashley G

1. GSA position update
  - a) Interviewed two candidates
2. Additional Resources
  - a) Email when done

X. EA Comments(Angelica)

- A. Promo items -- Cut down or cut out completely? Keep certain items?
  1. Money for promo would go towards other marketing methods
- B. Website "About Us": Please send a picture and a short paragraph of yourself, along with a list of the events you lead.
  1. Just Dance Test Run

XI. Additional Comments

- A. Announcement - Kendra
- B. Nadine

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 Fall 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: August 28th, 2020 Friday @ 2PM**

III. Meeting adjourned: 2:38pm