

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

Meeting Agenda,46

Wednesday, May 27, 2020

Zoom @ 2:30 pm

<https://zoom.us/j/529639633>

Introduction

- I. Call meeting to order at: 2:40pm
- II. Council Members present: Amber B., Ashley N, Ashley G., Angelica F.
- III. Advisors present: Ally
- IV. Standing Items
 - A. Agenda - June 06, 2020
 - 1. Accept the agenda as presented.
 - B. Minutes - May 27th, 2020
 - 1. Accept the minutes as presented.
- V. Old Business:
 - A. Online Giveaways
 - 1. Giftcards
 - a) 100 Amazon & 100 Bookstore
- VI. New Business:

Summer 2020 Events

- A. Summer Event 1
 - a. Lead: Angelica & Bella
 - b. Advisor: Ally
 - c. Event Date: Monday, June 22 - Friday, June 26
 - d. Location: Online
 - e. Posting Time: Thursday, June 25, 2020, @ 4:00 pm
 - i. Tuesday and Thursday: Paint night with Shaun Castro
 - 1. Via zoom call
 - ii. Wednesday: Rap workshop with Punahelu
 - 1. Hiphop for social change
 - iii. Giveaway winners will receive a free paint kit
 - 1. Still working with budget to see how many prizes we could give out

2. Staying within \$300 budget for kits

B. Summer Event 2

- a. Lead: Kendra & Nadine
- b. Advisor: Ashley G
- c. Event Date: Monday, August 17 - Saturday, August 22nd
- d. Location: Online/In-person
 - i. No new updates

Fall 2020 Events

A. Friend Speed Dating

- a. Lead: Bella
- b. Advisor: Ally
- c. Event Date: Tuesday, September 8th
- d. Location: CC Courtyard
- e. Event Time: 4:00pm - 6:00pm
 - i. Ok to have 2 events in 1 week? Consider moving this event to the week of 8/31-9/4? -Ally
 - 1. Same week as the Obon Festival
 - 2. Possible short office hours as a result of two events because of the 20 hour cap
 - 3. Maybe move to the week before to have event as soon as possible
 - ii. Possible as long as I notify the vendor (Sodexo) about this change, mahalo. - Bella
 - iii. No new updates, mahalo!

B. Obon Festival

- a. Lead: Amber
- b. Advisor: Ashley G
- c. Event Date: Friday, September 11th
- d. Location: CC Courtyard
- e. Event Time: 4:00pm - 6:30pm
 - i. Craft Bags supplies ordered
 - ii. WIP informational pamphlet
 - iii. Projector to show informational video
 - iv. WIP Catering (Japanese street foods):
 - 1. Mini bento: maki sushi, inari
 - 2. Bento: Yakisoba, Yakitori, hot dog, jaga bata
 - 3. Mini bento: Okonomiyaki (savory pancake)
 - 4. Dessert: choco banana

- v. Using projector to display informational videos about Obons from YT while people are in line
- vi. Graphic on Slack (will change date/time when finalized)
- vii. Preferred date if we can change it: Wed, sep 9th, 2:00pm-5:00pm (or until supplies run out)

C. Just Dance Fitness

- a. Lead: Angelica
- b. Advisor: Ashley G
- c. Event Date: Monday, September 14th
- d. Location: CC Courtyard
- e. Event Time: 1:00-3:30 pm
 - i. Planning to create my own projection screen for the courtyard
 - ii. Mark the ground to practice social distancing
 - iii. Social distancing
 - 1. Will look into having sign up sheets

D. Cooking Class

- a. Lead: Kendra
- b. Advisor: Ally
- c. Event Date: Friday, September 25th
- d. Location: Exec Dining
- e. Event Time: 2:00pm - 6:15pm
 - i. Will send follow up email to Donna
 - ii. Would like to change name, lemme know how these sound to you guys: (open to suggestions)
 - 1. It's Sushi!
 - 2. Sushi Time
 - 3. Make More Sushi!
 - 4. Please input your ideas:)
 - 5. Amber: Sushi Sesh
 - 6. Ashley G: Sushi with Me (like sashimi)

E. Paint Night

- a. Lead: Amber
- b. Advisor: Ally
- c. Event Date: Tuesday, September 29th
- d. Location: Executive Dining
- e. Event Time: 5:15pm - 9:15pm
 - i. No new updates

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. No new updates :)

H. Taste of Manoa

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

J. Big Mood

- a. Lead: Angelica & Nadine
- b. Advisor: Ally
- c. Event Date: Thursday, November 5th
- d. Location: Executive Dining
- e. Event Time: 4:30pm - 7:30pm
 - i. No new updates

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 COVID plans

L. NovemBEAR

- a. Lead: Amber
- b. Advisor: Ally
- c. Event Date: Thursday, November 19th
- d. Location: Dining 203E
- e. Event Time: 5:00 pm - 8:00 pm
 - i. No new updates

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. Bretman's manager texted about costs
 - ii. Asking about a contract: Can we have the cost in writing?
 - 1. Still in the negotiation process -- figure out the price to have Bretman and his services → move forward with the contract. Costs must be all inclusive*
 - 2. We create the contract and they sign.
 - iii.

N. DIY Christmas

- a. Lead: Kendra
- b. Advisor: Ally
- c. Event Date: Thursday, December 3rd
- d. Location: Executive Dining & Dining 203E
- e. Event Time: 5:00pm - 8:00pm
 - i. Working on COVID plans

O. Farewell 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. Think about renaming the event possibly?
 - 1. Winter theme?

P. Cram Jam

- a. Lead: Angelica, 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.

VIII. Chair Comments

IX. Advisor Comments

A. Ally

1. Any supplies/equipment needed during FY21 will be ordered in July
2. Social distancing signs: See my email for designs and what's available. Discuss with your event advisor which signs you'll need and qty of each.
3. Need access to the AC office this summer? Let Ally know OR call the SLD Office (808-956-8178) so a staff can let you in the building. Face mask required.
 - a) None of the eateries are open
4. Incorporating social distancing in the AC office:
 - a) Face mask required
 - (1) A few are available in the office
 - b) 6 feet apart each seat
 - c) Assigned desks/seats
 - d) Office hours (max: 4 people)
 - e) If you're not feeling well, please stay home and rest
5. Working on rearranging the office space
6. Face masks available for event attendees

B. Ashley G

1. Office Hours Excel - please fill out

X. EA Comments

- A. I am currently working on the new layout of our office. I will be sending out a few drafts out to everyone to get votes/opinions.

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 Spring 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: June 24, 2020 at 2:30pm**

III. Meeting adjourned: 3:01pm