

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

Meeting Agenda, 46

Tuesday, July 21, 2020

Zoom @ 12pm

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

Password: oAALov

Introduction

- I. Call meeting to order at: 12:13pm
- II. Council Members present: Ashley N, Nadine G., Bella P., Amber B., Angelica F.
- III.
- IV. Advisors present: Ashley G, Ally
- V. Standing Items
  - A. Agenda - July 21, 2020
    - 1. Accept the agenda as presented.
  - B. Minutes - July 21, 2020
    - 1. Accept the minutes as presented.
- VI. Old Business:
  - A.
- VII. 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. Sending out event blurb later today!
    - ii. Waiting on graphics

Fall 2020 Events

A. Friend Speed Dating

- a. Lead: Bella
- b. Advisor: Ally
- c. Event Date: Tuesday, September 1st
- d. Location: CC Courtyard
- e. Event Time: 4:00pm - 6:00pm
  - i. No new updates

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
  - 1. Craft Bags
    - a. 40 mailed, 40 RSVP sign up, 40 for in person
  - 2. Pamphlet WIP
  - 3. Graphics & Sticker done, waiting for ok on production

C. Just Dance

- 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. No 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. In contact with John
  - ii. Graphics finished just waiting for the go on production
  - iii. Trying to make plans to have 2 sessions (WIP)

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. Lower count to 80? Will do an IG poll to see how many people will be on campus or partially on campus
  - 1. 80: the amount of canvases ordered
- ii. Graphics done

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 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. Switching to one session later at night
    - 1. 4:30 is too early since there is still light out
    - 2. Start at 8:30

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 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. Contacted Aloun farms, waiting for response
  - ii. Carving kits
  - iii. Section off pumpkins, have attendees decide and AC members hand out

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. 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. No updates

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. Order bears for 400? Will wait until results of poll to order (this week)
  - ii. 18 options, equal amounts of each
  - iii. Polyfill: order in bulk, or buy individually packaged?
    - 1. Individually packaged: packaged with plastic
    - 2. Bulk: AC members will have to package and distribute at the event
  - iv. Bear accessories over food?
    - 1. Website with bear items like sunglasses, christmas sweaters and masks
      - a. Possible low charge for the extras
    - 2. Since it's a take out event

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. First draft of graphic sent, let Ashley know feedback
  - ii. Get Bretman's feedback on the graphic

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. No updates

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. Graphics are in slack, still work in progress

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. Wait until seeing how many people are on campus to determine online or in-person
    - 1. Preference for online: bigger budget for giveaways, bigger reach and more interactions, less stress on AC, not putting people at risk

VIII. CCB Updates

A. Board of Regents Resolution Testimony

IX. Chair Comments

A. Marketing for our events

- 1. Ground Stakes:
  - a) Less people on campus next semester -- reduce amount posted and post at high traffic areas (ex., Sinclair Circle)

X. Advisor Comments

A. Ally

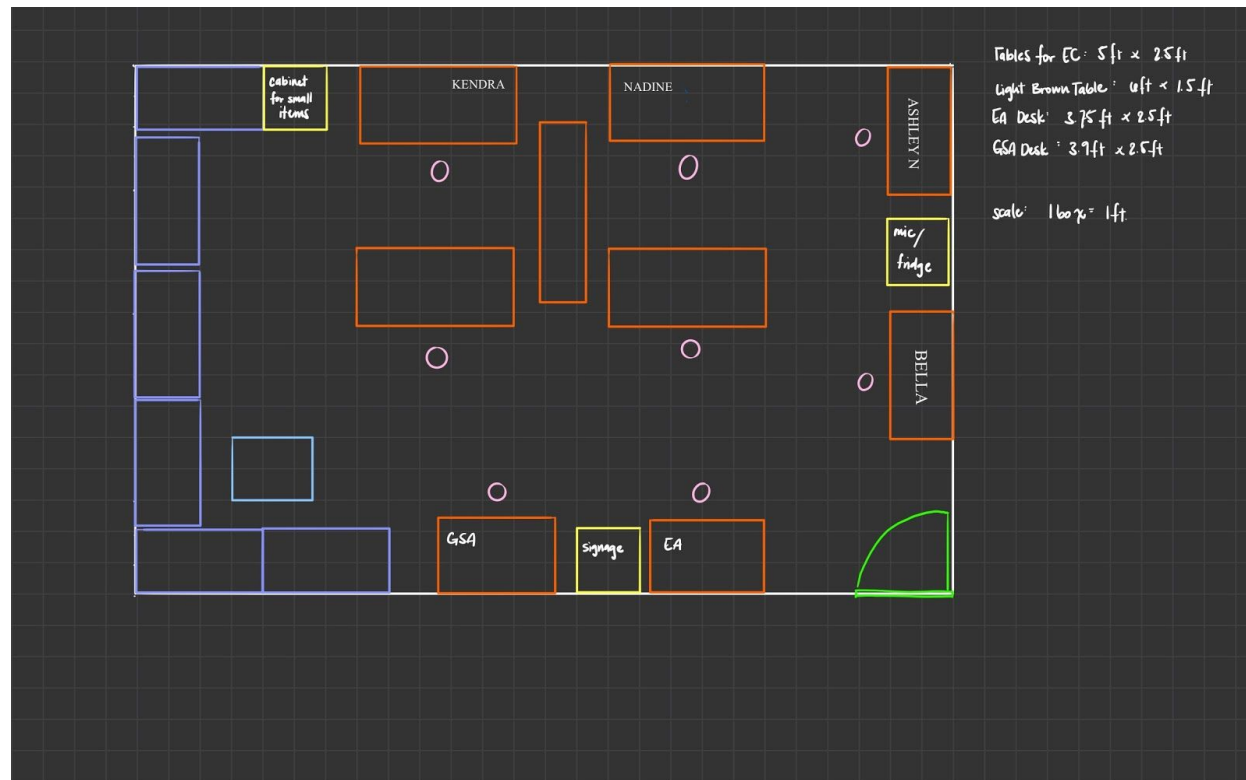
1. Sarah's Equipment List: Avoid putting "ASAP" if items are not needed immediately. Use 2 days before the date of your event/day needed.
2. Ally off island 7/30-8/3. Limited access to emails and Slack.
3. COVID updates and how it will impact AC Fall events
  - a) Students will NOT pay student activity fee; therefore, budget will be cut ~50%. Will keep you updated on amounts.
  - b) AC's social distancing protocols submitted for approval; waiting for feedback
  - c) In-person events will likely see less attendance so plan accordingly
  - d) In order to serve students who are taking both in-person and online courses, please include virtual/online options for your events
  - e) 1-1s will be scheduled throughout beginning of August to discuss changes to your events (Aug when2meet posted in #when2meet)

B. Ashley G

1. Developing Guidance resources
  - a) Forms (ex. IDO, WH-1)
    - (1) Purpose
    - (2) How to fill out
2. July and August 1-1s
  - a) Update when2meet

XI. EA Comments(Angelica)

- A. You can now choose your desk for the office!



XII. Additional Comments

- A. (Amber) Chance I will not move to Oahu for Fall
1. Leaning towards staying back, waiting on housing update
  2. Assign a lead for events

XIII. 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: 12:40 PM

