Meeting Minutes  
April 4, 2016 - 6:00pm

I. Call Meeting to Order: 6:04 PM

II. Roll Call:

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Present</th>
<th>Tardy</th>
<th>Absent</th>
<th>Excused</th>
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<tbody>
<tr>
<td>Executive Chair:</td>
<td>Matthew Groulx</td>
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<td>Vice Chair:</td>
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<td>Secretary:</td>
<td>Rose Hart</td>
<td>X</td>
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<td>Member at Large:</td>
<td>Ericka Reff</td>
<td>X</td>
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<td>Business Manager:</td>
<td>Alohi Kapoi</td>
<td>X</td>
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<td>Engineer:</td>
<td>Kyle Douglas</td>
<td>X</td>
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<td>VVP General Manager:</td>
<td>Goody Cacal</td>
<td>X</td>
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<td>URH General Manager:</td>
<td>Brenda Burch</td>
<td>X</td>
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<td>Advisors:</td>
<td>Maile Boggeln</td>
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<td>Jake Galves</td>
<td>X</td>
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<td>Guests:</td>
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Establish Quorum- yes

III. Review and Approval of Minutes
Motion: Alohi Kapoi  Second: Rose Hart  Yes: 3  No: 0

IV. Unfinished Business

IV.I. Film Festival
Taking place on April 8th from 6-9pm! Sent out Films to judges and currently finishing up last details (making a program, printing out certificates and prize vouchers, etc). Will also be setting up decorations on Friday afternoon so any help is appreciated! This is a semi-formal event!

IV.II. It’s a Wrap
Guest list has been finalized. Quote for Liko Lehua is $600, which was $100 more than expected, but it will serve 40-50 people. The menu includes mahi, chicken, kalua, greek pasta, tofu, and rice.

Motion to allocate an additional $100 for food for the It’s a Wrap party

Motion: Rose Hart  Second: Alohi Kapoi  Yes: 3  No: 0
Brenda would like to purchase staff gifts from Amazon including certificate holders and certificates, and headphones/headphone case.

Motion made to allocate no more than $675 for URH staff mahalo items from B.O.M.B. other supplies

Motion: Alohi Kapoi Second: Rose Hart Yes: 3 No: 0

V. New Business

V.I. VVP Mac Pro

VVP would like to invest in a powerful computer for next year. This computer would speed up processes in video production, which currently lags. It would also provide a much needed processing center so that multiple members can be working at the same time.

Motion made to allocate no more than $3,200 for the purchase of a Mac Pro for VVP from VVP other supplies

Motion: Alohi Kapoi Second: Rose Hart Yes: 3 No: 0

V.II. VVP Pens

Would like to purchase 350 new pens for promotional items. The total cost is $654.19.

Motion made to allocate no more than $700 for VVP pens from VVP other supplies

Motion: Rose Hart Second: Alohi Kapoi Yes: 3 No: 0

V.III. URH Studio Equipment

Would like to purchase a software update for the emergency alert system, which costs $509.85.

Motion made to allocate no more than $550 for a software update for the emergency alert system

Motion: Rose Hart Second: Alohi Kapoi Yes: 3 No: 0

V.IV. URH Printer Ink

URH is in need of ink for the printer in their office.

Motion to allocate no more than $550 for URH office ink from URH other supplies

Motion: Alohi Kapoi Second: Rose Hart Yes: 3 No: 0
V.V. BOMB Magnetic Glass Marker Board
Purchasing a writing board would be useful for brainstorming/planning, writing notifications etc, and would add to the functioning of the office.

Motion made to allocate no more than $400 for the Magnetic Glass Marker Board for B.O.M.B. from B.O.M.B. other supplies

Motion: Rose Hart Second: Alohi Kapoi Yes: 3 No: 0

V.VI. Past Order Allocation Amendments

Motion to allocate an additional $10 for It’s a Wrap decorations from B.O.M.B. other supplies

Motion: Rose Hart Second: Alohi Kapoi Yes: 3 No: 0

Motion made to allocate an additional $10 for VVP office supplies from VVP office supply funds

Motion: Alohi Kapoi Second: Rose Hart Yes: 3 No: 0

Motion made to allocate an additional $20 for VVP supplies from VVP other supplies

Motion: Rose Hart Second: Alohi Kapoi Yes: 3 No: 0

Motion to amend March 17th supply run to online order for URH supplies

Motion: Alohi Kapoi Second: Rose Hart Yes: 3 No: 0

VI. Committee Reports
No new reports

VII. Officer Reports

Executive Chair
Met with multiple BOMB/URH/VVP members and beginning the framework for a new group under BOMB. A news oriented student program, with the working title of Vulcan Broadcast News. Wrote full proposal and made a rough budget proposal for incoming board to consider. You can find the full proposal in the B.O.M.B. Google Drive.

CSO Forum review:
Discussed student travel, selection committee timetable, freshman recruitment has been approved for the fall, tuition waiver possibility, charters and bylaws, graduation, smart goals,
school pride sports attendance, Ka Lama Ku nominations have been extended until April 12th, 2016.

**Secretary**
Will send out a signup sheet to help with the It’s a Wrap party on May 2nd. Liko Lehu catering is organized. Attend Student Health and Wellness Programs events such as Slam Against Violence Wednesday night and The Mask You Live In next Monday night.

**Business Manager**
Pending RTPs have been taken care of tonight.

**Member at Large**
N/A

**URH General Manager**
Answered Alohi’s emails. Group attended Dorm Inform, but needs to establish prompt arrival to events. Jake is establishing connections with athletics for next year. Alex hosted meeting and did a great job. Angie gave the updated DJ list, which is on URH drive. Roger will be working on commercials with Kyle and Jake to go into rotator. Did an interview with Boss. Food drive is on Wednesday and will have singing by Roger and Ericka. 30 minute on ones this week with staff members. Calendar for URH is full and will be cutting off additional events after April 30th. URH needs help with tabling on Wednesday from 11AM-1PM. Choose women empowerment songs for next week!

**VVP General Manager**
Film festival on Friday! Waiting for judges to evaluate videos. Currently designing certificates.

**BOMB Engineer**
Fixed web server and continued diagnosing audio card problems. As of now, music cannot be previewed within the system. Recalibrated sound card. Goals for next week are to fix control server audio issue, train news on trafficking system, and help with film festival.

**Advisor – Jake**
N/A

**Advisor – Maile**
Keep recruiting for B.O.M.B. so that there is a full council for next year. Start thinking of training you would like to pass on for the next B.O.M.B. group. Will be sending an email to CSOs to ask for training suggestions Maile can offer. Keep Ke Kalahea in the loop about the forming of the new program.
VIII. Announcements
Film Festival!

IX. Adjournment
7:09 PM