Meeting Minutes  
March 7, 2016 - 6:00pm

I. Call Meeting to Order: 6:00 PM

II. Roll Call:

<table>
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<tr>
<th>Position</th>
<th>Name</th>
<th>Present</th>
<th>Tardy</th>
<th>Absent</th>
<th>Excused</th>
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<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>
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<td>Member at Large</td>
<td>Ericka Reff</td>
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<td>Business Manager</td>
<td>Alohi Kapoi</td>
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<td>Engineer</td>
<td>Kyle Douglas</td>
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<td>VVP General Manager</td>
<td>Goody Cacal</td>
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<td>URH General Manager</td>
<td>Brenda Burch</td>
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<td>Advisors</td>
<td>Maile Boggeln</td>
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<td>Jake Galves</td>
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<td>Guests</td>
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Establish Quorum - yes

III. Review and Approval of Minutes

Motion: Erika Reff  
Second: Alohi Kapoi  
Yes: 4  
No: 0

IV. Budget Review
- Budget Amendments

V. Unfinished Business

V.I. Film Festival
Fiscal Deadline is March 14 (next week). Prizes are available for UH students and non-UH students. Total prize estimate is $705.61 for clapperboard slate (x3), camera lens mug (x3), Revo 33” slider (x3), Magnus VT-4000 tripod and dolly. Lights are also wanted for the event, which may be borrowed from Campus Center.

Motion approved to allocate no more than $750 for film festival prizes from Film Festival Other Supplies

Motion: Alohi Kapo  
Second: Ericka Reff  
Yes: 4  
No: 0
V.II. March Flow
Next Week

V.III. Relay for Life
Big Bad Wolf Theme; our team has to come up with a cheer, make a cardboard vehicle, and a mission. Please come if available.

V.IV. Recruitment Rally
This is taking place Wednesday 10-2 and all CSOs will be present to recruit new members.

VI. New Business

VI.I. WideOrbit Support
Year Quote is $1,700 which includes software maintenance and technical support. B.O.M.B. will have to consider other expenses that have to be covered. This program is needed to get help and support for URH. There is not enough budgeted under the dues sub-code for this, so money will have to be moved from URH other supplies.

Motion passed to allocate no more than $1,700 from URH dues to renew WideOrbit technical support

Motion: Ericka Reff Second: Rose Hart Yes:4 No:0

VI.II. URH Promotion Items
There is currently one promotional item being requested for lanyards, but URH would also like name tags. Roger got a quote for $652.94 for 400 lanyards, and may be able to receive a 10% discount.

Motion to allocate no more than $700 for URH promotional items from URH other supplies

Motion: Alohi Kapoi Second: Ericka Reff Yes:4 No:0

VI.III. “It’s a Wrap” End of Year Event
We need to agree on a date for this event and put together a planning group to discuss what purchases need to be made. This event could potentially take place on the evening of April 29th in CC 306 at 7PM. The event needs to be prepared with purchases in three weeks, including food and gifts.
VI. IV. Maile Presentation (Student Leaders and Drug and Alcohol Free Campus)
There have been issues with drug and alcohol abuse by CSO leaders on campus; UH Hilo is a drug and alcohol free campus so avoid participating in these actions. Please also refrain from participating in these activities off campus while in CSO representative shirts.

VI. V. Selection Committee
Start applying for next year, interviews will take place in several weeks.

VII. Committee Reports
N/A

VIII. Officer Reports
Executive Chair
Helped with Admissions and VVP’s Eye on Hilo film Friday

Secretary
Student Health and Wellness Programs wants URH to DJ during the annual UH Hilo Health Fair. Will find more information on date of Health Fair and email B with details; URH may be available to DJ for health fair.

Business Manager
Laptop stand and other materials arrived today for URH. The only significant changes are in other supplies and dues. $16,018 for URH dues and $3,700 for URH other supplies. There is still $2,819.55 from Ho’olaule’a other supplies that can be moved to B.O.M.B.

Motion approved to amend budget as of March 7th, 2016

Motion: Ericka Reff Second: Alohi Kapoi Yes: 4 No: 0

Member at Large
B.O.M.B. shirts are awesome. Participating in a Hawaiian leadership conference on the 23rd and 24th and wants to use URH for advertisement on the radio. Ready to perform for Relay for Life.

URH General Manager
Jake Davenport has been suspended from March 7th-18th and will not be returning until the 28th. URH members (Roger and B) will be filling his place to do news and will be working with Kyle to put information into the rotator. Attended Ka Lama Ku and learned a lot from Kelly Oaks. URH helped with SAC’s Dr. Seuss Day. Roger attended the pool party. Housing asked to include their announcements on 101.1. Mike and Roger will be singing at the Cancer Bash from 8-10. B will speaking on behalf of URH to Waiakea
High School about business management. B will also be making new news clips for registration. Will be training with Kyle and Craig for Relay for Life.

**VVP General Manager**
Filmed I am Hilo and will be using new studio in library more often. Will be distributing more flyers for film festival. Helped with SAC pool party. Would like to do tabling to advertise more for URH and Film Festival. Will film a quick VVP funny short video and are currently editing international nights video.

**BOMB Engineer**
Modified studio AC units and readjusted WideOrbit recording volume. Created project templates for Audition to expedite recording for DJs. Updated transmitter firmware and alert manufacturer. Goals are to integrate and learn Natural Log and get tech ready for Relay for Life.

**Advisor – Jake**
Will see everyone at Relay for Life

**Advisor – Maile**
Double check student travel fee criteria. If anyone has promo item wish list or long-term projects use remaining money for that. Consider stocking up on resources for the summer.

**IX. Announcements**
- Next CSO Forum - March 28th
- Recruitment Rally is Wednesday
- Relay is this Weekend
- Flow is Next Wednesday

**X. Adjournment**
6:56 PM