I. Meeting Called to Order at: 9:38 A.M.

II. Roll Call

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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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<tbody>
<tr>
<td>Executive Chair:</td>
<td>Danielle Marrufo</td>
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<td>Vice Chair:</td>
<td>Brannon McQuillan</td>
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<td>Secretary:</td>
<td>Brenda Burch</td>
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<td>Publicist:</td>
<td>Maria Vicente</td>
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<td>Business Manager:</td>
<td>Juvette Kahawaii</td>
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<td>Event Planners:</td>
<td>Shanelle Bolner</td>
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<td>Advisors:</td>
<td>Lai Sha Bugado</td>
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<td>Maile Boggeln</td>
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<td>Guest:</td>
<td>Matt Kalahiki</td>
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III. Establish Quorum: YES

IV. Approval of Minutes

4.1 Motion to approve Minutes #3 from July 28, 2016.

First: ___Shanelle Bolner___  Second: ___Maria Vicente___  Passed: 5/0/0

V. Executive Chair Report: Danielle Marrufo:

5.1 Stipends:

5.1.a. Stipend Justification
- Dani would like to break down each activity to dollar value amounts.
* Maile will send past break down template to Dani.
- Each council member is required to do 8 office hours.
- Dani believes this should include the following:
  - Events, Meetings, Talking to students about SAC.
* See Section 5.3 for more discussion on topic.
** Dani will have a template established by September.

5.2 RISO Funding:

5.2.a Budget Line Amount
- Juvette put $12,000.00 in Other Funding budget column.

5.2.b. Changing RISO funding:
- Dani would like to establish a new policy on how RISO receive funding through SAC.
- RISO would volunteer with SAC first then receive funding thereafter.
- With the policy RISO would also be able to recruit for their organizations too.
- SAC would establish a wider volunteer list.

* Maile reminded Council that the council does not do seed money. Council is mainly to provided events for the students.
** Maile needs to know Council decision because she will be having RISO training soon.
  - Council will stay the same for the Fall semester.
* Council may implement this volunteer program next semester but for now will stick to funding packet process.
* Council didn’t come to a conclusion. Will discuss further at another time.

5.3 Office Hours:

5.3.a. Tracking Hours
- Council has to do 8 office hours.
- Council can use X- Punch Program or Time Cards

5.3.b. X-Punch/ Time Cards
- X- Punch is digital and has APP for your phone.
- Bee has been using this program all summer to track her hours.
- Time cards are available if you would like to use them.
- Please be honest on your times.
* Council Members will keep track using whatever method works for them. Agreed that if we do time cards and Executive member should initial on time card.

5.3.c. What can be used as office hours
- Council members are allowed to use events for hours.
* Maile explained that Event Planners and Executive Council members have different rules for event hours.
** In the past SAC Event Planner weren’t allowed to claim their events for hours. (You are allowed to use preparation time for events as office hours, not the event itself.
- Past SAC members used time cards and just wrote in the times.
* Shanelle suggested that we get a time card holder to hang in the office.
** Brannon will be who each SAC member must turn in time cards/ Time sheets too.

5.4 Orientation week updates

5.4.a. Table at NSP Fair
  - Council did get prepared to attend.
  - Council wasn’t able to table at event.
** Council will follow up with NSP.

5.5 Week of Welcome

5.5.a. SAC Day (Malama Day)
- Wednesday August 24, 2016 10 :00 a.m. – 2:00 p.m. Campus Center Plaza
- Chancellor Straney will be speaking at 11:00 a.m.
- A emcee is needed to Host the day.
* WoW Committee has a daily program.
- We will be promoting ourselves and another CSO/ Departments and programs on UH Hilo campus.
5.5.b. Activities Happening  
- Each CSO will host a day.  
- Promoting of your vacant positions.  
- Prizes / giveaways will be given every 30 minutes. CSO quiz questions  
- Tuesday is Free hugs Day. Campus Center staff will support us in their Free Hugs shirts.  
* The UH Hilo VSCA’s / AVSCA – Dean of Students will be speaking on Monday.

VI. Vice Chair Report: Brannon McQuillan:  
6.1 Prizes:  
- Brannon suggested a list of different prizes that SAC can use as prizes for events.  
  (A copy of the list will be attached the minutes in the SAC office.)  
- If anyone has ideas for more prizes add them your list and then inform council. (Keep us all on the same page.)

6.2 Dorm Inform:  
- Dorm Inform needs to be changed up a little due to new fiscal policy.  
- Policy states you are not allowed to purchase personal use items. (Ex: tissue, Toilet paper, Paper towel, Laundry soap.)  
- You will need to fill out a Form 136 and VCSA needs to sign it.

6.3 Student Involvement  
6.3.a. Getting students involved in planning events  
- What type of events do our students want to see?  
- Council made suggestions:  
  - During WoW, Council can have Post -It chart paper so students can write down prizes they would like or events they would want to happen.  
  - Hilo app and have a poll for students to vote.  
  - Posting a flyer on website and social media.

6.4 Event Packets  
- Brannon will make copies and leave them in the office for members to utilize for events.  
* SAC binders will have a copy in it for your use.

VII. Business Manager’s Report: Juvette Kahawaii:  
7.1.a Supply Runs  
- Supply run dates are posted on Campus Center Fiscal website for review.  
* Bee will add dates to calendars.  
** Dani asked that Juvette / Campus Center Deadlines be added also.

7.2 Budget:  
* see discussion in Section 11.2  
Council Moved to Section 11. 2

7.3. New System with event prizes  
- CSO will not be allowed to hold prizes for the 2016/ 2017 school year, because of issues with prizes going missing and tax paperwork not being filled and properly.  
- Campus Center will house the prizes till claimed.  
- Matt will email Juvette and event planner when making the purchase/ purchases has been made.  
- When prizes/ receivables are in Campus Center, one of their staff members will email Juvette and Bee because they are the only two that are fiscal trained for SAC.  
- Council will have to create a voucher to giveaway prizes that the student will then come to Campus Center to pick it up.  
* Council will be allowed to use Koa glass case in Campus Center to show case prizes for events.
VIII. Secretary Report: Brenda Burch
8.1 Motion to amend minutes from May 17th, 2016 and July 21, 2016
*With change with Roman Numeric

First: Brenda Burch  Second: Brannon McQuillan  Passed: 5/0/0

8.1 Website changes
- Bee would like to change the website around to have section for meetings that include:
  - Agendas, Minutes, Amended Minutes
  - SAC Council doesn’t run on Robert’s rules were agenda needs to be posted 24 hours in advance.
* Maile suggested that Council post the agenda, so guest can attend.
* Council agreed to allow Bee to change website.

8.2 Protocol of minutes
24-48 hours before meeting post the agenda to website.
  - Bee suggested that we Post agenda ahead of time.
24-48 hours’ minutes sent for review for correction.
  - Once Sac meeting day/ Times are established. Bee would like to establish a review time period to correct minutes.
24-48 hours to post approved minutes to website.
  - Bee suggested having the approved minutes posted in a timely manner.
24-48 to post agenda/ approved minutes to the SAC bulletin board.
  - Council suggested hanging minutes on SAC office door.
**Council didn’t come up with conclusion.

IX. Publicist Report: Maria Vicente
9.1 Flyer requests
  - If anyone has events, she can start creating flyers.
  - Shanelle will get the request in soon.

9.2 Subscription for vectors/flyer templates
- Maria would like to get a website where she can get backgrounds for flyers.
  - She is still doing research on the subscription that she would like to get.
  - Looking for backgrounds are time consuming without the right website access.

9.3 SAC chalkboard
- Maria asked the history with the chalk board wording “Before I”
  **Maile stated that it was past SAC member Emily Charman that started the chalk board
  “In the past in other colleges would have a chalk board for students to finfish the prompt “Before I Die…”
  Emily transformed they idea into a “Before I” board and she would change the topic and write quotes and let students add their thoughts to it.
  ** Only problem was the cleaning up if chalk dust by the janitors. If planning on using board you should talk with the janitors to talk about clean up and chalk dust.
  - Maria suggested that council think about changing it to a dry erase board.
  *Council must emall Auxiliary Services, Lai Sha and Maile about plans of changing board and what needs to be purchased.

9.4 Events:
9.4.a. Night Market
  - Maria would like to host a night market event once each semester.

9.4.b. Recruitment Event
  - promote SAC with goodies on a SAC napkin.
  - SAC members to hand out cookies and SAC napkins to students around campus.
X. Event Planners Report:

10.1 Shanelle:

10.1.a. Bulletin Board
- The SAC bulletin board has little lights. The batteries have been changed, so it can be used now.

10.1.b. Free Hugs Event
- Tuesday August 23, 2016 is Free Hugs day.
  * Please wear your Free Hugs shirt.

10.1.c. Event Ideas
- If anyone has ideas for events or wants to plan events please do so. More events are great.

XI. Unfinished Business:

11.1 SAC Retreat:
- Day will be to go over SAC binders
- Get everyone on the same page.
- SAC goals and expectations.

** Maile suggested if Council doesn’t have a new date that at CSO summit there will be a time for SAC to meet to talk about some of the topics we wanted to talk about.
** Dani will send a doodle this week to see when we can meet.

11.2 Fiscal Year 17 Budget

** Council Discussion:
- Employment fringe benefit changed.
** Juvette has $8000.00 dollars to cover fringe benefits.

Motion to approve the SAC Fiscal Year 2016/2017 Budget and Narrative

First: ___ Brenda Burch ___ Second: Shanelle Bolner Passed: 5/0/0

XII. Advisor Report: Lai Sha Bugado: No Report

XIII. Announcements:

13.1 Certified Van Drivers Training
TBA

13.2 First Aid/CPR Training
Sept. 3rd, Oct. 1st, Nov. 5th starting at 9am

13.3 First Responder/CPR/AED Training
Sept. 4th, Oct. 2nd, Nov. 6th starting at 9am

13.4 Next Meeting: TBD Next meeting 8/18/16
13.4.a. Minutes
- Maile would like to get a section for her adviser report.
- Maile will be attending all SAC meetings.

13.4.b. Meetings Times
- According to everyone Mondays or Wednesdays might be SAC meetings days.
- Meetings suggestions
  - Before 6:00 p.m.
  - Executive meetings are? Event Planner meetings are? (Does SAC have two separate meetings?)

** Council didn’t come to a conclusion.

XIV. Adjournment:

Meeting Adjourned at: 11:12 a.m.