I. Meeting Called to Order at: 5:05p.m.

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>Danielle Marrufo</td>
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<tr>
<td>Vice Chair:</td>
<td>Brannon McQuillan</td>
<td>X</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>
<td>X</td>
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<td>Event Planners:</td>
<td>Shanelle Bolner</td>
<td>X</td>
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<td>Advisors:</td>
<td>Lai Sha Bugado</td>
<td>X</td>
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<td>Guest:</td>
<td>Matthew Kalahiki</td>
<td>X</td>
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III. Establish Quorum: Yes

IV. Approval of Minutes
   4.1 Motion to approve Minutes #5 from August 19, 2016.
   First: Shanelle Bolner  Second: Maria Vicente  Passed: 5/0/0

V. Executive Chair Report: Danielle Marrufo:

5.1 Summer Stipends:
   - Juvette and Dani would like everyone to turn in their time cards or sheets for summer.
   ** Maile suggested: Please send in detail the hours and things you accomplished over the summer.
   - Everyone will get hours to Dani by Friday August 26, 2016
   **Due to new Fiscal Procedures we are now required to get a form signed by the Financial Aid office.
   ** Juvette handed a copy to each member.
   ** Matt explained that you are to take the form to Financial Aid office and ask them if your stipend will hinder your aid in anyway. Get it signed and then return it to Juvette.
5.2 Event review:
5.2.a. WoW SAC Day
- So far this week we have signed up 40 Volunteers.
- A page and a half for each day so far.
- Shanelle and Bee will email people after the WoW event.
- Shanelle would like to wait till we have established a few more events first before asking for help.
* SAC members Juvette, Shanelle and Bee took pictures of with the different VCSA’s when they came to speak.
** Council will post to Facebook and website soon. VCSA’s / Chancellor will get copies of pictures for their records or blogs. Council will get Maria to post on UH Hilo App awhile.

5.3. Wall of Shame:
- In June Bee asked past SAC members (Daniel, Gwen, Maile, Mattie, Emily) what made their groups so great?
  * Maile gave a list of a few of activities that past council has used to establish family setting. This one really stood out to Bee. (Bee created one so we can try it out, each member has a symbol that relates to them)
  * Maile explained that in 2011 to keep SAC members accountable for the classes and to stay on a good academic journey, SAC created a board called “Wall of Shame” each member had a picture or shape that was theirs and if you missed class you would have to add your piece to the “Wall of Shame”.
- This is a get way to hold each member accountable for your action as a student and a student leader.
- It is also a way to encourage others to be more involved in their academics. * We are all students first.
  * Council will discuss more at a later time.

5.4. Orange is Great:
- Dani had this great idea from her previous job she would like to try to create in SAC this year.
  * Dani explains that her boss would hand out Orange to all employees that did a great job this week.
- Dani explained that it not about the fruit its more about the acknowledging the task done well.
  * Dani said she and Brannon would work together each week to agree on someone to acknowledge.

5.5. Leadership growth in SAC
- Dani would like to start at each meeting sharing a leadership quote and sharing on how this can teach us or make us better leaders with words of affirmation.
- Dani will start this at the next SAC meeting.
- Council will spend 5minutes to share leadership quote or any experiences.

5.6. Athletics Outreach
(Kula Oda / Patrick Guillen)
- Dani Had a talk with Kula. Athletic department is excited to work with SAC on a collaboration during UH Hilo sporting events.
- Dani suggested that SAC host a half time show or event.
  * She will be asking the other CSO if they would like to collaborate.
- Dani will get more information for the council at her meeting with Kula and Athletic department.
  * Date of meeting will be given at another time.

VI. Vice Chair Report: Brannon McQuillan:
6.1. Events Planner:
- Brannon would like a meeting with Shanelle to be on same page with events.
  * SAC Trivia Night will be September 27, 2016

VII. Business Manager’s Report: Juvette Kahawaii:
7.1 WoW
**Thanks you all for coming. Please come out to help if you can.
- SAC will be helping emcee until CC Fee can get there.
7.2 Fiscal Paperwork Reminders
** Fiscal Reminder: Please when turning in event quotes that you have Juvette the following:
- 2 copies of the quotes (Food, Target, Amazon)
- Copy of the minutes that your event was allocated at (highlight the allocation and meeting date)
**Please watch your deadlines.

VIII. Secretary Report: Brenda Burch

8.1 I pad and or a laptop
- Requesting that we buy the Secretary a I pad that can help us advertise our events on our social media pages and websites. If we are to use the same one for minutes or meetings I would like a keyboard.
** Maria stated that she would only need it for promotional outreach for students.
** Lai Sha suggested that we get both only because what happens when Maria and Bee both need to use it? Laptops can do a lot more for the group. Movie nights, when the council has events we have reliable computer.
- Matt Suggested that we buy protection screen protector, cases.
** Maile suggested to get a recorder to record meeting for Bee. So it would make writing minutes easier.
• Juvette stated that we need a router too.

Items to purchase include but not limit too:
- Router $300.00
- I Pad $350.00
- Laptop $700.00
- Accessories $300.00

8.2 Motion to allocate no more than $3000.00 for office equipment and Accessories

First: Maria Vicente 
Second: Shanelle Bolner 
Passed: 5/0/0

8.3 Motion to amend minutes #4 from August 19, 2016

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

IX. Publicist Report: Maria Vicente: No Report

X. Event Planners Report:

10.1 Shanelle:
10.1.a. Event Dates:
- September 24, 2016 will be Flag Football day.
- September 22, 2016 will be Free hugs day.
  *10:00 a.m. set up 10:30 event start until 2:30 p.m.
- September 29, 2016 Dorm Inform
  * Council members that will help will meet at office to get supplies ready at 5:00p.m., 5:30 – 6:30p.m. for event time.

10.1.b. Event Ideas:
- She would like to know if we are allowed to purchase food from companies and see if we like it and then use them for our events.
  ** SAC can’t do it because of University Business Office Policy.
- Lai Sha suggested that we can talk with the businesses and see if they are willing to give a prize/ ideas so we can share with students.
  ** We can use URH to call for vendors.
  ** This is also a way for you to get vendors for events like the “Night Market”
- Brannon suggested that we use the Library lanai for the next “Free Hugs”
  ** Lai Sha suggested that we use your UH Hilo app, Website, Facebook, Social media
  ** Shanelle will email advisors about events information so they can make it.
XI. Unfinished Business:

11.1 SAC Retreat:
-Dani would like to know when can all of SACian’s meet?
   * Most Saturdays don’t seem to work for most people.
   * Maile asked what are the things that you would like to do at SAC retreat?
   - Constitution, by laws, goals, expectations, maybe lunch and some activities.
   - Brain storming over the plan for the year.
   ** Maile suggestion was attend CSO summit then we will know what else we need to do. Council can do smaller meetings for an hour or 2 if that can help.

11.1.a Possible dates – * Council will discuss at a later time.

XII. Advisor Report: Lai Sha Bugado:
- Give snaps to Juvette and Brenda get SAC together, WoW stuff together.
- Happy to see you all around. She feels like we can have a great year.
- Having a co adviser is great because Maile has experience in SAC will also help plan for the future of SAC.
- Please if you need help we are here. Council has many resources like Matthew, Maile and many others to help guide us.

XIII. Advisor Report: Maile Boggeln:
- Who coming to summit? (Maria won’t be there, Shanelle will come after she done works)
  ** Maile suggested sending a doodle to get next meeting time.
  ** Dani will send a doodle tonight.

XIV. Announcements:

14.1 CSO Summit
   August 27th

14.2 Certified Van Drivers Training
   ** Dani will send out email from Maile to council.
   ** Please RSVP soon.
   See email for details

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

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

14.5 Next Meeting: TBD

XV. Adjournment:
Meeting Adjourned at: 6:06 p.m.