I. Meeting Called to Order at: **5:04 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>
</tr>
</thead>
<tbody>
<tr>
<td>Executive Chair:</td>
<td>Danielle Marrufo</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Vice Chair:</td>
<td>Brannon McQuillan</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Secretary:</td>
<td>Brenda Burch</td>
<td></td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Publicist:</td>
<td>Maria Vicente</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Business Manager:</td>
<td>Juvette Kahawaii</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Event Planners:</td>
<td>Shanelle Bolner</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Advisors:</td>
<td>Lai Sha Bugado</td>
<td>X</td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Maile Boggeln</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Guest:</td>
<td>Matt Kalahiki</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Guest:</td>
<td>Leomi Bergknut</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

III. Establish Quorum: **YES**

IV. Leadership Quote:
Every morning in Africa, a gazelle wakes up. It knows it must run faster than the fastest than the fastest lion or it will be killed. Every morning a lion wakes up. It knows it must outrun the slowest gazelle or it will starve to death. It doesn’t matter whether you are a lion or a gazelle: when the sun comes up, you’d better be running.

-African Proverb

V. Approval of Minutes

5.1 Motion to approve Minutes #6 from August 26, 2016.

First: Maria Vicente  Second: Shanelle Bolner  Passed: 4-0-0

VI. New Business:

6.1 Leomi Bergknut

6.1.a. Ka Lama Ku Leadership Series
- Are being held on Wednesdays.
- It’s a 10 week sessions of Student Leadership skills.
* Please refer to website for details.

6.1.b. Walking Meditation Event
6.1. b.1. Event Collaboration details
- It’s a spiritual and meditation walk in Volcano National Park.
  - This includes Hawaiian protocols.
- If weather doesn’t hold up due to it being winter time. Leomi would like to get the Ohia room one of KMC conference rooms.
  - 1 Hour walk from Kilauea Military Camp(KMC) to Halema’uma’u crater.
  - Viewing the craters glow at night is nice. If possible we should try to have a night viewing.
  - Event can happen in late October or some time in November.
  - Day for this can happen late Friday afternoon and night, Saturday afternoon and evening, Sunday afternoon and night.
- Leomi is talking with Emily Low from Health and Wellness to also collaborate on this event.
- Leomi is hoping for 30 to 40 students to attend this event.

6.1. b.2. SAC contribution
- Transportation from UH Hilo to Kilauea Military Camp and back.
  - Have to check on getting the Vans from Auxiliary and when they’re available.
  - Possibly providing food; it will be determined in planning.
* Council discussed that this would be a great idea and are willing to do this.
* Juvette will be the liaison and the event planner for this event.

6.2. Kauai Explorations Trip
6.2.a. Kauai Trip Dates
- November 11-13 2016.

6.2.b. Trip Details
- The trip is similar to last year’s Kauai trip for those who attended.
- The learning service projects is different than last year’s trip.
- DISC portion may be different than you remember.
- Can bring homework because there are no plans after 9 pm each day on the trip.
* Leomi needs to know as soon as possible the amount of members attending from SAC.
* Council discussed that everyone is interested in going on this trip.

VII. Executive Chair Report: Danielle Marrufo:

7.1. Collaboration with Athletics department
7.1.a. Possible collaboration date
- November 19, 2016
  - 7:00 P.M. – 9:00 P.M.
  - Vulcan Campus Gym
  - Senior Night for Vulcan Women Volleyball Team
  - Senior Award Ceremony will follow the last match.
  * Council is thinking about getting them leis.

7.1.c. Follow-up Athletic Department Meeting
- Kula Oda and Russ Blunck had meeting today at 9:30 a.m. with Dani.
  - Kula and Russ really wants to collaborate with CSOs.
* Dani will email other CSO executives about possible collaboration with athletic department.

7.1.d. Possible ideas
- Tailgate Event
  - Providing hamburger and hot dogs.
  - Possibly of celebrating all senior athletes for the semester.
  * First 100 students get free food through the concession stand.
- Half time breaks are 8 minutes long.
* SAC team may throw t-shirts out to fans.
* Athletics will be providing janitor, security, and flyers for event.
* Follow up meeting will be held late October.

7.2 Event Planner Packets
- All event packets that need allocations should be on Dani desk by Mondays the week of the meeting.
- If anyone has questions they can review the packets and have questions ready for meeting.

7.3 CSO Summit
7.3.a. Introductions
- People Bingo and Introductions was great

7.3.b. Campus Center Policies
- Reservations can be made online at Campus Center website.
- Lauren handles room reservations.

7.3.c. SAC goals for the year
7.3.c.1. Short Term Goal
- Thermometer
  * Keeping track of sign-ins
- Council’s tentative goal is for 1000 signatures.
  * Goal is measurable.
  * Monthly counts can be with a different color so we can tell how many people are attending SAC events.
- Dani asked Maria to come up with another idea besides thermometer.
  * Maile asked question. What are we (SAC) trying to quantify?
  * Council will discuss more at a later time.
- If SAC does better at promotions (flyers & social media) we can get more signs in at events.
  * Council will create event evaluation form so Council gets feedback from students and people attending events.

7.3.c.2. Long Term Goal
- Creating a Signature Event.
  - Sac’s Night Market can also be considered our Signature event and the SAC “Flow” signature event, but there will be more discussion at a later time.

7.4 RISO Funding
7.4.a. Maximum amount to give out
- $1000.00 Hard Cap
  - Per group per year

7.5 Other Resources that SAC provides
7.5.a. Printing Papers
- White and Black printing only.
  - 45 pages per person per semester.
  - Must show validated UH Hilo student ID.
  - Must write name on list with print amount.
  - Printing has to be class related.
  * This doesn’t include study hall event printing.

7.5.b. Resource Box
- Students, Programs or groups can use the items and resources that we have available.
  - Bee created an inventory of supplies.
  * Will get Bee to update Council on inventory of supplies available for use.
  * Bee would have to update list regularly.

7.6 Business manager hours
7.6.a. Weekly hours
- Juvette works about 15 hours per week on average that includes the following but she doesn’t max
  - Paperwork in and out of the office
  - Events
  - Training
  - Meetings
  * Max of 20 hours a week.

7.6.b. Business Manager logs
- Log Hours between Normal Business hours of 6:00a.m. – 6:00p.m.

7.7 Schedule interview
7.7.a. New Applicant
- Applicant signed up to be an Event Planner.
- Look over application before interview Dani will have it on her desk for review.

7.7.b. Interview Dates and Times
- September 12-16 2016
- Between the hours of 12:00 noon – 2:00p.m.
* Interview will be Wednesday September 14, 2016 1:00 p.m. – 1:30 p.m. in the SAC office.

7.8 Coming Out Day
7.8.a. Event details
- October 11, 2016 in Campus Center Plaza Time to be announced.
- Event will be like a resources fair with allies on campus.
- Giveaways will decorate tables.
- Complete a Stamp Card and get a chance to guess the number of skittles in a jar.
  * Closest guess gets a prize.

7.8.b. Campus Resources Confirmed
- EEO
- LGBT
- Pride Hilo
- Women’s Center

Allocation for no more than $700.00 for Coming Out day for Food, Refreshments, Supplies, Prizes, Giveaways, and Logistics.

First: Maria Vicente  Second: Shanelle Bolner  Passed: 4/0/0

VIII. Vice Chair Report: Brannon McQuillan:
8.1.a. Promotional Items
- Promotional items need to be ordered for next semesters events.

8.1.b Promotional items ideas
- Coolers and towels are usable.
  * Maria has some ideas and will work on a quote.

8.2 Event Planners
8.2.a. Packets
- Packets can be placed on the refrigerator or the tray on Dani desk.
- Make a note of the due date for all your paperwork on your packet.
- Working on creating a proposal template to go along with packet.

IX. Business Manager’s Report: Juvette Kahawaiii:

9.1 Update Council on budget
** Changes need to be made for the following reasons:
- Inconsistence to narrative and budget.
- Spelling and grammar corrections.
- Clarifications on positions and required funds.

** Had to make changes to employment amounts, event totals, and grammar.

Council expenditures $13,000.00 total spent so far includes:
- Pay roll
- Summer stipends
- Office equipment
- Office supplies
- Event supplies
- Event food

Motion to approve the revised Fiscal Year 2017 Budget and Narrative

First: Shanelle Bolner  Second: Maria Vicente  Passed: 4/0/0

9.2 Reminder
9.2.a. Supply Runs
* They’re coming up please be on time and be ready to check out when Campus Center Staff get there.

X. Secretary Report: Brenda Burch:
10.1. Breast Cancer Awareness Day
10.1.a. Event details
- October 19, 2016 10:00 a.m. – 1:00 p.m.
- Campus Center Plaza
- Resources about breast cancer
- Breast Cancer patient writing
- Balloons release ceremony happening at 12:45p.m.

Allocation for no more than $600.00 for Breast Cancer Awareness day for food, Refreshments, Supplies, Prizes, Giveaways, and Logistics.
First: Shanelle Bolner  Second: Maria Vicente  Passed: 4/0/0

XI. Publicist Report: Maria Vicente:
Thank you all for the requests, working on them as we speak.

XII. Event Planners Report:

12.1 Shanelle:
12.1.a. Upcoming events update
- Flag Football
  - Meeting with Tim Moore tomorrow September 8, 2016.
  - Expectations and what each group has to offer.
  - What will be happening at event needs to be created.
  - Time will let me know where I can have the event.

XIII. Advisor Report: Lai Sha Bugado: No Report

XIV. Advisor Report: Maile Boggeln:
14.1 CSO forum facilitator
- If interested meet with Maile to go over commitments.
- Individual will be responsible for room reservation, creation of forum agenda.
- Possible dates and times
  - Wednesdays or Thursdays after 6:00 p.m. would be a good time that works for everyone.
* Can be great to add to your resume.
* Great tool to teach you how to handle facilitating meetings.

14.2  **Ho’olaulea’a**
- Once the interested parties have decided on a meeting time. They will start to meet.
- We will learn about the history and can later determine which committees and positions we would like to be a part of.

14.3  **Continued Training**
- Training to start up in November.
  ** Matt will email dates and times at a later time.

14.4  **Update on Vision**
  ** Needs to be covered.
   - It is very important that we are all of the same page.
   - We should be asking ourselves “What would we like to accomplish this year?”
  ** SAC Boot Camp will be late this year. Due to members being busy.

14.5  **CSO Summit follow-up**
  ** See section 7.3 for details and discussion.

XV. **Announcements:**
15.1  **Certified Van Drivers Training**
  See email for details

15.2  **First Aid/CPR Training**
  Oct. 1st, Nov. 5th starting at 9am

15.3  **First Responder/CPR/AED Training**
  Oct. 2nd, Nov. 6th starting at 9am

15.4  **Next Meeting: Wednesday September 14th, 2016 at 5 pm**

XVI. **Adjournment:**
  Meeting Adjourned at: 6:32 p.m.