Student Activities Council
Minutes # 8 for:
September 14, 2016

I. Meeting Called to Order at: 5:02 p.m.

II. Roll Call

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<tr>
<th>Position</th>
<th>Name</th>
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<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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III. Establish Quorum: Yes

IV. Member of the week: Maria Vicente
- She was chosen because of the hard work she been doing.
- She has made many beautiful flyers lately.
- She has created the new SAC ID card.
** No matter what you are going through you just push though.

V. Leadership: Team Work
The member is the team and the team is the member.
*Team Work: Dani thanks everyone for you all hard work that each member contributes.
- Knowing that we are all friends is great. Each one of us have each other’s backs when it comes to helping and picking up the slack. We are going to have a good year.

VI. Approval of Minutes
6.1 Motion to approve Minutes #7 from September 7, 2016.
First: Shanelle Bolner  Second: Maria Vicente  Passed: 5/0/0
VII. Executive Chair Report: Danielle Marrufo:

7.1 Staying Organized
* Prioritizing what’s important first, please be on your schooling as well as your events and duties.
  - Ask for help if you need help for events or anything SAC related.

7.2 Professionalism Reminder
** Respect each other and other CSOs.
  - If you are having problems come see Dani so you can talk and try fixing the issue.
  - Please stop the gossip in office this area needs to stay and be positive at all times.
** Mandatory to wear your SAC uniform to all meetings.

7.3 Event Suggestion Box
- There is a Plastic container next to the printer in office, add any or all ideas that you may have for events in it.
  - Hopefully we can try to get to some suggestion throughout the school year.
  - We should have our suggestion box at all of our events so, that we can get students input also.

7.4 Recruitment
7.4.a. Applicant
- Applicant pulled application so we didn’t have interview that was scheduled for earlier today.

7.4.b. Ideas
- Brannon suggested: That we create a flyer like to help recruit new SAC members. Some of the old SAC flyers had SAC members on them it might be a cool idea if we add our pictures on the.
  - Maile shared: That we should check the SAC drop box might have the templates for the flyers that Brannon is speaking about.
  - If we get those flyers done we should put the flyers up in dorms and around campus so many more students can see them. Places that we normally won’t put them.
** Lai Sha said: Please keep all flyers up to date. If you see them on the boards, and they’re out dated take them down.
  - Maria suggested that we do many little events leading up to our bigger events.
  - Having events with SAC napkins so that we can serve cookies and snacks with extra advertising.
  - Umbrellas would be great. So if we were to be out and about around campus and it’s raining we can offer the students some covering with SAC umbrellas.
  - Campus Center Lost and found always has student’s umbrellas. Never did we see a SAC umbrella.
** Maile suggested: Talking to UHHSA they were talking about getting umbrella for students walking from Hale Olelo to campus.
  - SAC has a long list of Volunteers that signed up at WOW. Brannon will be sending out an email to invite them to sign up for events or positions available in SAC.
** Thank you Brannon for sending out the email to all the volunteers.
  - Use the other CSOs and resources available to you on campus also.

7.5 Communication
- Text and email is good for all members. Member will be checking emails and texts regularly.
  - Keep an open mind of communication among all members and topics.
    * Email etiquette.
  * Reply all in all emails so that we are all on the same page.
** CC on emails Brannon and Dani, Lai Sha, Maile and or SAC email for records. They should be aware of what is happening with you, and your event. Just so there are aware of anything that may come up.
  - Maile suggested that when we have the emails sent to UHH SAC account, the secretary will put them in a year folder so that we can have a running records of communications and ideas for future members.

VIII. Vice Chair Report: Brannon McQuillan:

8.1 Volunteer List
- Notifying the volunteers list before events. Council agreed on at least 48 - 72 hours prior to events.
** Maile stated that we should still keep uses of your volunteers for events.
  - Lai Sha said please read the contracts of all volunteers if they have any that needs to be signed off on. Maile or herself can sign off on those types of hours for the student.
*It should be Dani and Brannon that reviews the hours or contract that they bring.
*SAC has honor cords and sashes that you get for consecutive semester/years of service.
**Shanelle suggested: That we create a list so we can record the hours for the volunteer.

8.2 Promotions
- Looking for promotional items like the following:
  - Cozies, Towels, and coolers.
  - Look at different sites that are meant to be cheaper than the others.
  - Maria will be looking for some and will get back to the council.

8.3 Advertising
* Please use the Facebook, Instagram, UH Hilo Apps to advertise for the events.
  * Shanelle talked to Tim to post in the Student Life Center (SLC).
  * Maili suggestion: Month at a glance for flyer with all of months’ events so that people could see all the events for the month. If SAC knows what events, they will be doing this would be a great idea.

8.4 T-Shirt Contest
* Would like to do a design t-shirt contest.
  ** Must have the following: SAC logo, same colors
  - Design should represent our mission and philosophy through the student’s eye of the students.
  - Add the Laua’e meaning in the information that each designer needs, because it has to be in the design also.
  ** The SAC logo can’t be let out. So Council will come up with more of the ideas how this will be used to create the shirt.
  * Brannon shared that this could be the new volunteer shirt.
  * Rules would be as follows:
    - It must be a digital design with the submission of application for t-shirt contest.
    - No Profanity or things that don’t follow the UH Policies and Rules.
    - Promotional SAC shirts.
  * Possible Prizes:
    - 2 Zip lining tickets. For the designer and a buddy.
    * Lai Sha suggested that if we were wanting to do a Cash prizes. Please contact Matt for details.
    * Make sure the student is a current UH Hilo student.
    * Make the designer know what color you will be printing the design on.

8.5 Event Planner Packet:
- From this meeting on you should come to the meeting with the following:
  - Proposal, some quotes, reservations for your event.
  - Print all your paper work out and make sure you look at everything you need. (Know your due dates)
    * Bee will be adding some of the due dates to the calendar.
  - Double check the packet write who, what and when you talk to each person. (URH, Ke Kalehea)
  * Reminder: Juvette needs 2 copies of the minutes and quotes to do all your paperwork.
  - Packets should be submitted on Dani desk every Monday for allocations don’t forget.

IX. Business Manager’s Report: Juvette Kahawaiii:

9.1 Meditation Walk
- Had a meeting on Monday with Leomi to go over details.
* SAC is looking at providing the following:
  - Renting 2 vans from SLC or motor pool.
  * Van drivers for events: Dani and Maria
  - Juvette stated that original date was set for October 22, 2016, but due to not having Vans available at that time we may have to do a Friday evening and or Sunday for this event.
  - 2:00 p.m. – 7:00 p.m. time frame of events.
  - We will be doing some of Leomi training indoor at the KMC.
  - We will be talking around the park. Night viewing of the crater will happen before we journey back to the campus.
  - Will be collaborating with Leomi on flyer will submit to Maria soon.
9.2 Budget Update
- Had to cancel some of Shanelle events.
- Thanks everyone for submitting the paperwork. I have submitted everything that everyone has given me.
* Updated Council on the recent budget figures.
** Supply runs are this weekends and please be ready at store by 10:00 a.m. at your designed store. Brannon you are at Target this run. Shanelle you are at Target also.

9.3 Kauai Explorations
Who can go to Kauai? Council will give names of members going soon. So far the yes is Brannon, Maria at the moment. All other members will let Juvette know by Monday September 19, 2016

9.3.1 UH policy
- The UH system policy states that members that travel are not allowed to share beds. So the policy says one bed per person in the rooms. If entire council goes, we currently need 4 rooms.

9.3.2 Designated driver
- Budget car rental policy is that you must be 21 years of age to drive their cars. If anyone of you can drive are willing? Brannon said he is willing to drive.

9.3.3 Certifications
- Leomi needs to know which members are First aid and safety trained is Brannon, Maria, Bee.
* Advisors suggested that we all get trained. SLC has classes. Maile sent dates and time for you to look at. Contact the SLC for signing up for those trainings.

9.3.4 Paying for our Advisor
- Council was asked if we were okay with paying some of the cost for CSO advisor Maile to attend Kauai Challenge.
** Maile would be an advisor there during the course. Leomi would like for another advisor to attend. Since Maile is overall CSO advisor it should be Maile.
- The other CSO’s that will be attending will contribute to the cost of Maile trip also.
* SAC agreed to funding advisor Maile to attend Kauai trip.

X. Secretary Report: Brenda Burch:
10.1 Breast Cancer Awareness Day follow-up:
- Release of balloon activity approvals
  - Got all the approval for all the balloons ceremony. Called Helco, County, State, FAA and Kolin the Head of Auxiliary Services.
  * Must call FAA 1 hour before ceremony so that they can keep all aircrafts out of the area.
  * Helco would like to be aware no later than 12:30p.m. just in case of a balloon touching an electricity line.

- Survivor List pending
  - Spoke to Gramma Ellen and she will get back to me soon.
  - Since we have so many survivors on our campus alone I would love to attend them to attend and speak to students about their journey and how to keep safe.

- Sodexo order update
  - Reed Kusano and Sodexo will be donating the cupcakes to the event. We will be paying for drinks and paper goods.
  * When you order from Sodexo, they would like for you to go on the campus center fiscal website and fill out the Sodexo request form and submit that so that you can receive a quote.

10.2 Meditation Walk
* See section 8.3 for details.

Allocation for no more than $475.00 for Meditation Walk for Food, Refreshments, Supplies, Prizes, Giveaways, and Logistics.
First: Brenda Burch  Second: Maria Vicente  Passed: Yes 5/0/0
10.3 Halloween Event
- October 31, 2016 10:00 a.m. till candy is all gone.
- SAC members will be going to the dorms and hand out goodie bags.
- SAC members will have a Halloween bucket filled with candy, so we can hand out at us varies on campus jobs site.
  *Bee is hoping members would dress up or be in the Halloween spirit.

Allocation for no more than $700.00 for Halloween Event for Food, Refreshments, Supplies, Prizes, Giveaways, and Logistics.

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

10.4 Thanksgiving Event – “Free Pie Day”
- November 23, 2016 10:00 a.m. – 1:00 p.m. in campus center plaza.
- Bee will be getting Sodexo to make different pie:
  - Pumpkin crunch, Pumpkin, Sweet potato, Custard, Apple, and maybe a something with Berries. Waiting to hear from Sodexo.

Allocation for no more than $500.00 for Free Pie Day for Food, Refreshments, Supplies, Prizes, Giveaways, and Logistics.

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

10.5 Helium Tank
- SAC has a lot of balloons that we have in the closet. I would like to use some helium for my Breast Cancer Awareness Day and all other SAC events.
- I have reached out to Mrs. Ivy Losh and she has told me the following:
  - Helium Tank is about $600.00 with installation. $27.00 monthly therefore after.
    - This price includes installation and helium for 9 months October thru May 2017.

Allocation for no more than $850.00 for a Helium Tank.

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

10.6 UH Hilo Graphics
- I would like to get Business cards so that we can hand out to students.
- SAC needs a new table cloth with logo on it.
- Loyalty cards are limited at the moment would like to get more Level 1 & 2 for the loyalty program.
- Sticker is currently out of stock and would really like to get some for our events that we will be having.

Allocation for no more than $800.00 for business cards, SAC table cloth, loyalty cards, and stickers.

First: Brenda Burch   Second: Maria Vicente   Passed: Yes 5/0/0

10.7 SAC Jackets
- SAC is the group that hosts a lot of night time and outdoor events. I would really like for us to stay health and warm so I suggest we get SAC zipper down jackets.
- Will have logo on back and working on what should be on the chest piece for the front.

Allocation for no more than $500.00 for SAC jackets.

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

XI. Publicist Report: Maria Vicente

11.1.1 Online Subscriptions
  Maria has found the subscriptions she would like to get to create more types flyers.
Allocation for no more than $100.00 for online subscriptions for publications.

First: Maria Vicente  Second: Brenda Burch  Passed: Yes 5/0/0

XII. Event Planners Report:

12.1  Shanelle:

12.1.1 Free Hugs Day October 20
-Will be at Library lanai.
-She would like to get some snacks for the students

Allocation for no more than $320.00 for Free Hugs Day for Food, Refreshments, Supplies, Prizes, Giveaways, and Logistics.

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

12.1.2 Dorm Inform October 27
-I would like to get some cool prizes for students in the dorms.
-Here is a list of ideas:
-Kindle, ice box, microwave, toaster, waffle maker. I want to have things the students can use.

Allocation for no more than $1,000.00 for October Dorm Inform for Food, Refreshments, Supplies, Prizes, Giveaways, and Logistics.

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

12.1.3 Gardening Day
-Chalk pots are going to be used so students can write what type of plant they have.
-Hoping to collaborate with Blue zone projects on this event.

Allocation for no more than $800.00 for Gardening Day for Food, Refreshments, Supplies, Prizes, Giveaways, and Logistics.

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

12.1.4 Volleyball Night
-October 3, 2016 9:00 p.m. – 11:00 p.m.
-Shanelle will set up and will be handing out snacks. Please come and help out if you can.

Allocation for no more than $800.00 for Volleyball Night for Food, Refreshments, Supplies, Prizes, Giveaways, and Logistics.

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

XIII. Advisor Report: Lai Sha Bugado:

13.1 Recruitment & What will be done to fill vacancies.
*Maria had created SAC ID’s. Please look over and let me know.
*SAC Council loved both and would like to do double sided. Maria will take Pictures of each member and create file for Lai Sha to print.

XIV. Advisor Report: Maile Boggel
-She will email with possible collaboration with the History department.

XV. Announcements:

15.1 Next Meeting: Wednesday September 21th, 2016
Update the doodle. Dani will resend doodle out

XVI. Adjournment:
Meeting Adjourned at:  6:50 p.m.