



Student Activities Council
Minutes August 5, 2005

Meeting called to order at 3:55 p.m.

Present: Vice Chair – Ka’eo Mckeague-Clark
Secretary – Megan Venegas
Business Manager - Mona Livsey
UHH Event Planner – Alicia Gomes-Figueira
UHH Event Planner – Lehua Waipa Ah Nee
Advisor - Lai Sha Delo Santos
Advisor – Nic Los Banos
Guest – Mike Marshall

July 28, 2005 Minutes were approved as corrected by the majority of SAC.

Executive chair Report:

A. None

Vice Chair Report:

A. None

Business Manager’s Report:

A. Budget

- Business Manager Livsey mentioned SAC that she is almost done with the tentative budget.

B. Welcome Back Jams

- Business Manager Livsey informed SAC that the paperwork for the Welcome Back Jams has been processed and all items have arrived except two calculators from Walmart.com.

C. Creative Arts

- Business Manager Livsey informed SAC that she will schedule to be meeting with Loraine from Creative Arts on Wednesday and submit the orders for the polo shirts, fleece jackets and baseball hats.

D. Stipends

- Business Manager Livsey informed SAC that SAC's stipend papers have been processed.

Secretary Report:

A. None

Advisor's Report:

A. Excel Workshop

- Advisor Los Banos proposed for SAC to have an Excel workshop in September.
- On the same day there may also be training on the sound system, SAC's e-mail, and production of flyers.

B. Supply Run

- Advisor Los Banos reminded SAC of the supply run on Tuesday with Ellen at 10 a.m.
- The supply run will be held at Office Max and Hopaco.

C. Orientation

- Advisor Los Banos reminded SAC to prepare for NSO by making flyers and preparing bulletin boards.
- SAC also needs to prepare for the Welcome Station and Da Kine Night.
- Advisor Los Banos proposed to buy food for the Welcome Station.
- SAC approved a budget of \$300 for food. 4/0/0.
- SAC also needs to complete list of events and schedule for the fall semester.

D. Supply Runs for the Fall Semester

- Advisor Delo Santos informed SAC that Ellen Kusano will be doing 2 Supply Runs at the beginning of each month, on the second Tuesday and Thursday from 10:00 a.m. to 12:00 p.m.
- All paperwork must be turned in by 2 weeks prior to event.
- The month of November's Supply Run will be on the third Tuesday and Thursday from 10:00 a.m. to 12:00 p.m.
- The Supply Run dates will be on September 13 and 15, October 11 and 13, and November 15 and 17 unless otherwise notified.

D. NSO

- Advisor Delo Santos reminded SAC to prepare for Orientation and have everything ready by next week Wednesday.
- SAC needs to put up signs, prepare bulletin boards, make a volunteer list and other information to get recruits.

E. Sound System

- Advisor Delo Santos informed SAC that sound system reservations will be according to SAC's schedule.

- A completed date for the sound system cart was discussed with Matt Lewis and set for September 19, 2005. At that time SAC will look at what was put into the production of the cart and time span and discuss the amount of compensation.
- SAC approved the proposal. 4/0/0.

Committee Reports:

A. Cuppa Java

- Event Planner Figueira is having the Cuppa Java on September 7 from 6:00 p.m. to 9:00 p.m.
- She reserved the sound system and room CC 301 for the event and received the quote from Sodexo.
- On all the flyers and posters, the contact number for the Disabilities Services needs to be visible.
- Susan Shirachi needs to be informed of the event before it is held.
- There will be 6 Cuppa Java events for the year.
- Event Planner Figueira proposed a budget of \$300 for each event and \$1000 for the equipment; totaling to \$2,800 for the entire year.
- SAC approved a budget of \$2,800. 4/0/0.

Unfinished Business:

A. Event Planner Reports

- Event Planner Waipa Ah Nee informed SAC that she plans to finalize the budget for Aloha Hump Day by Monday.
- She proposed to hold a "UH Hilo Market" in October on Monday or Tuesday in the CC Plaza from 6:00 a.m. to 1:00 p.m.
- She plans to open up the booths to vendors from the Hilo Farmers Market and other markets.
- She intends to advertise in Ke Kalaheea, other local newspapers, and through radio.
- She will charge for booth space and provide the tables and chairs for the vendors.
- She plans to meet Kolin Kettleon of Auxiliary Services on Wednesday to discuss liability and parking issues.

E. 2005 ACUI Conference

- Business Manager Livsey informed SAC that she reserved 3 rooms for SAC members.

New Business:

A. Mike Marshall

- Mike Marshall made a funding request of \$10,000 for the Campus Center Gallery Exhibition Program for the year.
- He also requested for a supplemental \$6,000 to replace all of the framing for the gallery to be broken down for 2 years: \$3,000 this year and \$3,000 next year.

- The total cost will be \$16,000: \$13,000 for this year and \$3,000 for next year.
- SAC approved a budget of \$16,000. 4/0/0

B. Pacific Fleet Naval Band

- Lt. Ted Collins of the Pacific Fleet Naval Band will be on island the last week of September and wishes to perform at UH Hilo.
- He would prefer to do a free performance during the lunch period.
- The Vice Chair was asked to assign it to one of his event planners if interested.

C. End of Year Drawing

- Business Manager Livsey reminded SAC of the “End of the Year Drawing” is open to UH Hilo students only.
- All prizes are to be awarded to UH Hilo students with a current validated ID.
- At each event, all students interested in winning prizes must sign in with student ID number and at this time receive a ticket for the End of Year Drawing.
- All tickets for each event will be turned in to the Business Manager the day of the event or soonest available time.

Announcements:

Next SAC meeting will be on August 12 @ 4:15 p.m.

Meeting adjourned at 5:12 p.m.