



Nā Leo 'O Hawai'i, Inc.

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Board of Directors Meeting Minutes JUNE 3, 2015

PRESENT

Ms. Pohai Montague-Mullins	President
Ms. Connie Kiriu	Treasurer
Mr. Kauhi Keli'ia'a	Secretary
Mr. Gerald Takase	Member
Mr. Claude Onizuka	Member
Ms. Gail Uejo	Member
Mr. Stacy Higa (GM)	Ex-Officio

EXCUSED

Mr. Daniel Weiss	Member
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UNEXCUSED

Ms. Jennifer Zelko-Schlueter	Vice President
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GUEST

Staff Members of Na Leo 'O Hawai'i

CALL TO ORDER

President called the meeting to order at 4:34P.M.

WELCOME AND INTRODUCTIONS

President welcomed everyone.

STATEMENTS FROM THE PUBLIC ON AGENDA

No statements from the public.

APPROVAL OF THE MINUTES

April 18, 2015 Minutes
Motion to approve the minutes by Takase
Seconded by Onizuka
Passed unanimously

GENERAL MANAGERS REPORT

Playback room has been reconfigured, the unit has been moved, contractors will be coming in to frame the wall and put the glass up.

Studio renovation has run into a few issues. Soundproofing and assembly area limits.

Kona facility is completely operational, locking storage cabinets have

been brought in to secure cameras and equipment. Monthly landscape maintenance has been set up. Kona still needs to be rekeyed.

Maxima Forslund has resigned, not looking to replace the position as of yet. Howard Pacheco, Website/Graphic Design was brought in on June 1, 2015. Website maintenance will be managed in-house.

Interactive Bulletin Board (IVBB) has been retired.

Policies & procedures have been updated, defining ambiguous areas that were left open to interpretation. Producers who have lost their certification within twelve (12) months, can retake core classes to become recertified, without having to pay.

Na Leo will be the media partner with OHA for a capture and possible live statewide broadcast to the other PEG's across the state.

Programming staff has been tasked to program as far in advance as possible; first goal being to be at least five days ahead on all three channels.

Internal Production Specialists will no longer be working at their own work stations to edit programs. Editing will be done in the edit bays. One edit bay in Hilo and one edit bay in Kona have designated as employee use only. All edit bays will be receiving upgraded software and will be converted to Macs.

Media Access Centers in the outlying, rural schools that would provide a secure space and a dedicated staff that would be a media teacher. A program will be formulated during the month of July based upon the discussions and sight assessments of the facilities.

Financial audit found some minor things, but were impressed with our new accountants, Pacific Accounting & Business Services (PABS).

The Oceanic Time Warner TV Guide will be utilized in order to resolve complaints made to the DCCA about the schedule not appearing on NLOH's Channels.

Negotiations with the DCCA are on track, NLOH will currently go second.

Investment portfolio has been initiated. Review will be in December to decide whether to change or not.

The General Manager is currently conducting an insurance review. After no response from the current agent, NLOH is taking quotes on it's insurance portfolio.

The General Manager is in talks with the Deputy County Clerk to carry the Hawaii County Council Meetings live.

FINANCIAL REPORT

Motion to accept the profit and loss account from January to April 30, 2015 by Kiriu
Seconded by Takase
Passed Unanimously

Motion to accept the balance sheet as of April 30, 2015 by Kiriu
Seconded by Uejo
The General Manager answered questions about the vehicle and website assets.
Passed Unanimously

Motion to accept the fixed asset register by Kiriu
The General Manager explained what the fixed asset register is.
Seconded by Keli'ia'a
Passed Unanimously

NEW BUSINESS

SEP (Simplified Employee Pension) discussion shelved for Executive Session.

Motion to formally adopt the Policy for Employee/Director use of the Hawaiian Airlines Corporate Account by Takase
Seconded by Kiriu
The General Manager explained what the policy is and the benefits of it.
Passed Unanimously

Motion to approve the Whistle Blower Policy by Keli'ia'a
Seconded by Onizuka
The General Manager explained the policy.
Passed Unanimously

Motion to accept Hawaii Policy Non-Profit Introductory Program for Hawaii No Ka Oi by Takase
Seconded by Uejo
Passed Unanimously

Motion to approve the NLOH Internal Executive Production Projects Policy by Takase
Seconded by Kiriu
Passed Unanimously

Motion to approve the NLOH Investment and Banking Policy by Kiriu
Seconded by Onizuka
Passed Unanimously

Motion to approve the NLOH Per Diem Policy by Keli'ia'a
Seconded by Uejo
The General Manager explained the reason for this policy. President suggests it be looked into more.
Vote tabled for the next Board Meeting.

Motion to adopt NLOH Public Access Policies and Procedures by Keli'ia'a
Seconded by Onizuka

Passed Unanimously

EXECUTIVE SESSION

Meeting was recessed to Executive Session.

NEXT MEETING

The next meeting will be held on August 27, 2015.

ADJOURNMENT

The meeting adjourned approximately at 6:15pm.