



Nā Leo 'O Hawai'i Community Television

Hilo Facility: 91 Mohouli Street, Hilo, Hawai'i 96720
Phone: 808-935-8874 Fax: 808-961-3621 e-mail: info@naleo.tv
Kona Facility: 74-5565 Luhia Street, #C1-A, Kailua-Kona, Hawai'i 96740
Phone: 808-329-9617 Fax: 808-329-9630 e-mail: info@naleo.tv

Board of Directors Meeting Agenda

Friday, May 17, 2013 11 a.m. - 3 p.m.

The Broiler at Parker Ranch Shopping Center
67-1185 Mamalahoa Highway, Kamuela, HI 96743

Call To Order:	Pōhai Montague-Mullins
Welcome And Introductions:	Pōhai Montague-Mullins
Future Agenda Items:	Public
Approval of the Minutes of February 6 , 2013:	Pōhai Montague-Mullins
Treasurer's Report:	Brandon Gonzalez
Reports: Committee of the Whole:	Pōhai Montague-Mullins

Old Business:

Hiring of General Manager

Alliance for Community Media Conference in San Francisco

Strategic Planning Session

New Business:

Strategic Plan Committee Reports

- Sustainability
- Community Outreach/Awareness Support
- Program Content
- Staff Development

DCCA PEG Designation Application:

Baron Sekiya

New Kona Facility:

Baron Sekiya

Live Equipment/Broadcast:

Baron Sekiya

Financial Audit:

Baron Sekiya

Bank of Hawaii changes:

Baron Sekiya

Executive Session

Next Meeting:

Pōhai Montague-Mullins

Adjournment

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Nā Leo 'O Hawai'i Board of Directors Meeting: 5-17-13 The Broiler at Parker Ranch Shopping Center 67-1185 Mamalahoa Highway Kamuela, Hawai'i 96743

Minutes

Present:

- Ms. Pōhai Montague-Mullins
- Ms. Connie Kiriū
- Mr. Gerald Takase
- Ms. Jennifer Zelko (via telephone)
- Mr. Daniel Weiss
- Mr. Baron Sekiya

Excused: Mr. Brandon Gonzalez, Mr. Kauhi Keli'i'a'a

I. Call to Order

Meeting was called to order by President, Pōhai Montague-Mullins at 11:26 A.M.

II. Welcome and Introductions

Offered by President, Pōhai Montague-Mullins

III. Future Agenda Items: Public

- Public Comment: Dave Corrigan
 - Requested funding to continue producing quality content (i.e. the Merrie Monarch)
 - Working and collaborating with NL'OH & Baron to increase production output
 - Big Island Video News - Baron could work with Time Warner to have the schedule set. (as per Baron, currently working with Ann).
 - Working with Program Content Committee
 - Repurpose content from Big Island Video News
 - BIVN is already run twice daily on NL'OH
 - Need to update agreement with BIVN/NL'OH to include a Memorandum of Understanding
 - Revisit potential video initiatives
 - Working with NL'OH has been productive – mutually beneficial
 - Collaborating with NL'OH since 2010
 - David Corrigan helped with providing information to DCCA

IV. Motion for Approval of Minutes of February 1, 2013

- *Date of Motion:* May 17, 2013
- *Motion:* Ms. Pōhai Montague-Mullins motioned for the approval of the minutes on February 1, 2013.
- *Second:* Ms. Connie Kiriū
- *Board Member responses:*
 - Mr. Gerald Takase - Aye
 - Ms. Jennifer Zelko (on the phone) - Aye
 - Mr. Daniel Weiss - Aye
- *Motion carried:* May 17, 2013

a. Discussion

- The format for the recording of minutes was discussed. It was decided that minutes will include a synopsis of what was discussed, how a decision came about and the result of said decision.

V. Treasurers Report & Financial Information

- As per Brandon, Baron is responsible for Treasurer's report
- Quarterly report was provided by Jennifer Gossert
- Connie asked for clarification on whether or not financials had historically been provided monthly. Baron will follow-up.
- A Financial Report was received from Carbonaro, which included recommendations.
- Gerald suggested that the Board approve financials at quarterly BOD meetings instead of via email.
- In lieu of Brandon's absence, Baron reported that the organization is solvent. He added that the DCCA, in line with our application process, will be scrutinizing our financials.
- Baron suggested that Treasurer's Report be changed to "Financial Report".

VI. Reports: Committee of the Whole: No reports.

Old Business

VII. Hiring of General Manager, Baron Sekiya, circa February 11, 2013

VIII. Alliance of Community Media: May 29-31, 2013 in San Francisco

- Pōhai was awarded a stipend and will be providing a report to J. Robertson as well as to the BOD. Reminder that as per NL'OH's policy, all attendees must submit a report.

IX. Strategic Planning Committee Reports

- Sustainability – Co-Chairs: Gerald and Connie
 - Connie reported that the committee met, reviewed the 1999 Self-Sufficiency plan and recommended reinstating the plan. Committee was

dissolved.

- Ms. Connie Kiriu motioned to recommend reinstating the 1999 Self-Sufficiency Plan
- *Second:* Mr. Gerald Takase
- *Board Member responses:*
 - Ms. Pōhai Montague-Mullins - Aye
 - Ms. Jennifer Zelko (via telephone) - Aye
 - Mr. Daniel Weiss - Aye
- *Date the motion was carried:* May 17, 2013

- Community Outreach – Chair: Brandon – No Report
- Staff Development and Training – Chair: Jen
 - Classes/training about teamwork & collaborating in July. Will get information to Baron.

- Program Content – Co-Chairs: Daniel and Connie – Report disseminated via email.

Program Content Meeting was held on 5-13-13

 - Present:
 - Daniel Weiss and Connie Kiriu: Co-chair
 - Baron Sekiya: General Manager
 - Meidor Hu: Hawai'i Community College
 - Violet Murakami: Hawai'i Community College
 - Neal Uehara: Hawai'i Community College
 - A variety of topics were discussed in a video conference through Skype. It was a productive and informative meeting of shared ideas and suggestions with community and NL'OH members.
 - Training
 - Using the facility as a classroom
 - Using teachers and trainers as a resource
 - Teacher Workshops
 - Collaborating with HCC
 - Gallery or showcase of student work
 - Technology
 - Building membership with social media
 - Teradek: A mobile satellite truck
 - Live View, iPhone/Android, Smart Lav, Rode mics, Roku box, hawaiispeedtest.net
 - Related topics
 - Polling viewers to gather information and input (programming stats)
 - Taking a look at providing a discount for students
 - Edit bays and workstations updated with technology and software
 - Use of copyrighted material with Time Warner and Performance Rights clearance
 - Committee can draft ideas about discounting fees for access for

students. Connie - further discussion needed.

How can students know that Programming/Scheduling is consistent?

▫ PEG Relationships – Chair: Baron – No Report

X. DCCA PEG Designation

- Baron reported that one staff member testified at hearings
- J. Robertson of 'Ōlelo testified on behalf of NL'OH at hearings
- Oceanic Time Warner and the State have separate contracts
- Working with other PEG Access centers to draft a template application for contract
- Closed caption - expensive and time consuming, but is required at Council Meetings as per ADA.

XI. New Kona Facility

- Baron reported that NL'OH has paid out \$380,000 to date
- Oceanic will provide high speed connectivity - infrastructure is in place
- Kauhi did assist with connection between Kona/Hilo
- Apply with county to get Non-profit designation, after escrow
- Set up studio with Don
- We need noise abatement - offset studs
- Work needs to be done with procuring equipment

XII. Live Equipment Broadcast

- Baron reported that the Hilo test worked
- Tried it at the Kona Town Meeting
- Settings were not dialed in
- Needs 4G connection

XIII. Financial Inventory Audit

- Smooth process
- Inventory can be re-designated to make assets more effective

XIV. Bank of Hawai'i/First Hawaiian Bank

- BoH - capital
 - FHB - operations
 - BoD members will need to resign cards at the Bank
- *Motion:* Ms. Pōhai Montague-Mullins motioned to increase the limit of the First Hawaiian Bank credit cards to an overall amount of \$30,000, with the following limits for each:
- Mr. Baron Sekiya - \$10,000
 - Ms. Pōhai Montague-Mullins - \$4,000
 - Ms. Connie Kiriu - \$4,000
 - Mr. Brandon Gonzalez - \$4,000

- Ms. Donna Dunham - \$4,000
- Mr. Daniel Weiss - \$4,000
- *Second:* Ms. Connie Kiriu
- *Board Member responses:*
- Mr. Gerald Takase - Aye
- Ms. Jennifer Zelko (via telephone) - Aye
- Mr. Daniel Weiss - Aye
- *Date the motion was carried:* May 17, 2013

XV. Meeting Adjourned at 2:08 P.M.

Respectfully submitted by Daniel Weiss, Secretary, on July 1, 2013.

A handwritten signature in cursive script, appearing to read 'D. Weiss', written in black ink.