



# Nā Leo 'O Hawai'i Community Television

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**TO:** The Board of Directors  
**RE:** Minutes of the Meeting of August 15, 2013  
**DATE:** August 21, 2013

**Present:** Pōhai Montague-Mullins, Connie Kiriu, Brandon Gonzalez, Daniel Weiss,  
Kauhi Keliiaa, Gerald Takase, Jennifer Zelko  
**Staff:** Donna Dunham  
**Ex-Officio:** Baron Sekiya

## **Agenda**

Call to Order

Welcome and Introductions

Future Agenda Items: Public

Approval of the Minutes of May 17, 2013

Treasurer's Report

Reports: Committee of the Whole

### **Old Business:**

Strategic Planning Committee Reports

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

First Hawaiian Bank Credit Card Signatures

Kona Facility Progress

Big Island Video News

### **New Business:**

San Francisco ACM Conference

Decision and Order No. 357

Carbonaro CPA & Associates, Inc. Audit

Merina 2011 Performance Audit of Nā Leo 'O Hawai'i, Inc.

2012 Annual Activity Report

Executive Session

Next Meeting

Adjournment

- I. President Montague-Mullins called the meeting to order at 3:30PM. A quorum was present.
- II. One member of the public was present.

- III. Montague-Mullins asked Directors if some items on the agenda might be postponed until the next meeting. She proposed deferring the Strategic Planning Committee Reports; San Francisco ACM Conference; Carbonaro CPA & Associates, Inc. Audit; Merina 2011 Performance Audit of Nā Leo 'O Hawai'i, Inc.; and the 2012 Annual Activity Report. A motion was moved by Takase and seconded by Kiriu to defer the items mentioned until the next meeting.

Seven "ayes" and none opposed to defer agenda items to the next meeting. The Motion was approved unanimously.

- IV. The Minutes of the May 17, 2013 Meeting had been sent to Directors. A motion was moved by Takase and seconded by Zelko to approve the Minutes.

Seven "ayes" and none opposed to approve the Minutes. The Motion was approved unanimously.

- V. Montague-Mullins stated the Treasurer's Report will be referred to as the Financial Report as voted and approved at the Meeting of May 17. Sekiya stated the Corporation is solvent. Montague-Mullins had several questions for clarification regarding the Financial Reports and after discussion, it was agreed the line items in question will be emailed to Sekiya, Dunham, and Garcia for investigation and clarification. A motion was moved by Takase and seconded by Kiriu to approve the May and June Financial Report (formerly known as the Treasurer's Report).

Seven "ayes" and none opposed to approve the May and June Financial Reports. The Motion was approved unanimously.

The Draft 990 from Carbonaro CPA was presented to Directors; however, it was agreed since they had not thoroughly reviewed the Draft 990; it be reviewed and voted on by email.

- VI. The Committee of the Whole had not met and had no report.
- VII. Dunham reported she had forms and signature cards from Bank of Hawaii for Weiss to sign. After the forms are signed by Weiss, they will be pouched to Bank of Hawaii - Hilo. A Hilo bank representative will set a meeting with Sekiya to distribute the forms for the Hilo Officers to sign.

The same signed form by Weiss “Corporate Resolution Signatory Authorization” will be presented to First Hawaiian Bank for completion of Business Credit Cards for new officers.

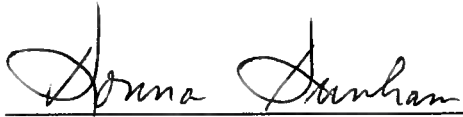
- VIII. Sekiya and Dunham met with the contractor and ground breaking should be in the next two weeks. Montague-Mullins asked if there was a date in mind. Dunham said the contractor indicated the ground breaking could happen quickly, thus there would not be a selection of dates to choose for the ground breaking. Montague-Mullins asked the Kona representatives to be present for the ground breaking ceremony.
- IX. The Board of Directors agreed The Big Island Video News “Memorandum of Agreement” would be reviewed and voted on by email.
- X. Sekiya explained Decision and Order 357 issued by the DCCA/CATV. Sekiya explained that D&O 357 was never sent to NL‘OH via email or postal mail when it was issued in October 2012 thus staff did not know about it until the DCCA/CATV contract negotiation meetings began in Honolulu. Akaku on Maui was unaware of a similar D&O for them and Oceanic Time Warner Cable (OTWC) representative and Director Keliiaa was not aware of D&O 357 until Sekiya notified him of it in July 2013.

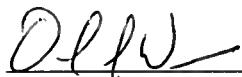
D&O 357 was the result of the control for two NL‘OH channels, TEC & TEACH, being transferred to the University of Hawaii at Manoa. Amongst other things D&O orders that OTWC provides NL‘OH with 250 free Public Service Announcements (PSAs) in 2012, 1,000 PSAs in 2013 along with a Wide Area Network between the Kona and Hilo facilities. The wide area network connection required under D&O 357 will be requested from OTWC by NL‘OH only after the new Kona facility has been constructed. The possibility of a new digital UH-Hilo channel is also in the D&O.

NL‘OH has not yet taken advantage of the free PSAs since we did not know about them but is in the process of creating PSAs to be aired by OTWC.

- XI. Sekiya gave a synopsis of the General Manager’s Report. Kiriu asked if Friends of the Future in Waimea had space for a satellite facility. Sekiya said he and Dunham planned to meet with Friends of the Future to discuss possibilities of a satellite facility. Sekiya talked about a mobile multimedia bus available at Friends of the Future and that the vehicle would need to be examined to see if it was roadworthy and capable for our purposes. Sekiya also explained how he has made contact with a Kohala High School advisor who is excited about getting student generated content on NL‘OH. Montague-Mullins advised Sekiya to discuss outreach endeavors with the committee that was set up at the Strategic Planning Session for that purpose.

- XII. The next meeting was scheduled for Thursday, November 7 at 3:30PM via video-conference.
- XIII. The meeting was adjourned at 4:48PM.
- XIV. The Board went into Executive Session.

  
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Donna Dunham, Recorder

  
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Daniel Weiss, Secretary