



Nā Leo 'O Hawai'i Community Television

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TO: The Board of Directors
RE: Minutes of the Meeting of November 7, 2013
DATE: November 13, 2013

Present: Pōhai Montague-Mullins, Connie Kiriū, Gerald Takase, Jennifer Zelko
Excused: Kauhi Keliiaa, Jr., Daniel Weiss
Not Present: Brandon Gonzalez
Ex-Officio: Baron Sekiya
Staff: Donna Dunham

Agenda

Call to Order

Welcome and Introductions

Future Agenda Items: Public

Approval of the Minutes of August 15, 2013

Financial Report

Reports: Committee of the Whole

Unfinished Business:

1. Memorandum of Agreement – Big Island Video News
2. Kona Facility Progress
3. DCCA Update

New Business:

1. General Managers' Report
2. Nā Leo 'O Hawai'i Playback System Purchase
3. Appointment of Nominating Committee Members
4. 2014 Operating Budget
5. 2014 Equipment Report
6. 2014 Operating Plan
7. Carbonaro & Associates Auditors
8. Next Meeting
9. Executive Session
10. Adjournment

- I. President Montague-Mullins called the meeting to order at 3:40p.m. A quorum was not present; however it was anticipated one or two members would be present to make a quorum and Montague-Mullins opted to discuss the agenda items while waiting for the additional members to make the quorum.
- II. No members of the public were present.

- III. The Minutes of the August 15, 2013 Meeting had been sent to Directors via email. On August 30, 2013 (via email), a motion was moved by Kiriu and seconded by Takase to approve the Minutes.

Seven “ayes” and none opposed to approve the Minutes via email. The Motion was approved unanimously.

- IV. Financial reports for the months of July and August had previously been sent to the Board of Directors. Montague-Mullins initiated a query on some line items to which Sekiya responded. A motion was moved by Kiriu and seconded by Takase to approve the Financial Reports.

Four “ayes” and none opposed to approve the Financial Reports. The Motion was approved unanimously.

- V. The Committee of the Whole had not met and had no report.

- VI. The Memorandum of Agreement regarding Big Island Video News was discussed and it was agreed changes should be made to paragraphs 13 and 14.

A motion was moved by Takase and seconded by Kiriu to approve the amended Big Island Video News Memorandum of Agreement.

Four “ayes” and none opposed to approve the amended Big Island Video News Memorandum of Agreement. The Motion was approved unanimously.

- VII. Montague-Mullins indicated Directors had not received contract revisions regarding the construction on Walua Road in Kona. Sekiya agreed to re-send the information to the Directors.

- VIII. Sekiya gave the General Manager’s report and stated it is possible Nā Leo may receive the first draft contract from the DCCA sometime in December.

Sekiya summarized the playback system failure and recommended approval for a new TelVue playback system.

Takase asked Sekiya to check with the DCCA regarding procurement requirements for the new playback system.

- IX. A nominating committee was appointed regarding two board vacancies that will become available December 31, 2013. The nominating chair is Kiriu, with Sekiya and Dunham serving as committee members.

- X. The 2014 Operating Budget, 2014 Equipment Report and 2014 Operating Plan were discussed. Questions were asked in regard to staff position changes from 2013 to 2014. Explanations were provided for the staff changes. An organizational chart was asked to be provided to the Directors and Dunham said she would send it via email.

Other questions regarded increases in intra island travel and the increase was explained due to increase in travel to Honolulu for DCCA meetings and legislature meetings.

A discussion incurred regarding electricity charges for the facilities. Sekiya agreed to check on photovoltaic systems for both the Hilo and Kona facilities.

A motion was moved by Kiriu, seconded by Takase to approve the 2014 Operating Budget. Four “ayes” and none opposed to approve the 2014 Operating Budget. The motion was approved unanimously.

A motion was moved by Takase, seconded by Kiriu to approve the 2014 Equipment Report. Four “ayes” and none opposed to approve the 2014 Equipment Report. The motion was approved unanimously.

A motion was moved by Takase, seconded by Zelko to approve the 2014 Operating Plan with changes noted. Four “ayes” and none opposed to approve the 2014 Operating Plan. The motion was approved unanimously.

- XI. Sekiya explained Carbonaro & Associates had sent a letter of engagement (for approval) to perform the Nā Leo ‘O Hawai‘i 2014 audit. Montague-Mullins agreed to forward the letter of engagement to Directors to look over and they would vote by email.

A motion was moved by Takase and seconded by Zelko to put out an RFP to at least three CPA firms who perform audits on non-profit organizations next year (in advance of the due date for the 2015 audit).

Four “ayes” and none opposed to seek request for proposals from CPA firms who perform audits on non-profit organizations in advance of the due date for the 2015 audit. The Motion was approved unanimously.

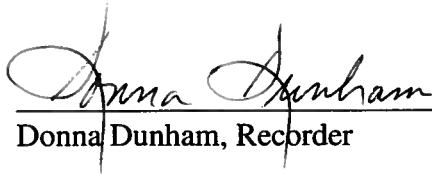
- XII. Montague-Mullins set the Board of Directors’ meetings for 2014:

February 21, 2014 – Annual Meeting
May 16, 2014
August 8, 2014
November 7, 2014

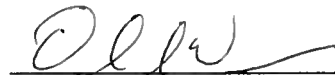
The meetings are scheduled for 11a.m. in Waimea (location to be determined).

XIII. The meeting was adjourned at 5:12p.m.

XIV. The Board went into Executive Session.



Donna Dunham, Recorder



Daniel Weiss, Secretary