



Nā Leo 'O Hawai'i Community Television

In Hilo: 91 Mohouli Street, Hilo, Hawai'i 96720

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Board of Directors Meeting: 2-21-2014

Present:

- | | | |
|------------------------------|----------------|----------------------|
| ◦ Ms. Pōhai Montague-Mullins | President | - in Hilo |
| ◦ Ms. Connie Kiriu | Vice President | - On conference call |
| ◦ Mr. Gerald Takase | Member | - in Hilo |
| ◦ Ms. Jennifer Zelko | Member | - in Hilo |
| ◦ Mr. Daniel Weiss | Secretary | - in Kona |

Excused: Mr. Kauhi Keliiaa

Attendees from the Public: Prospective Board Members

- | | |
|------------------------|--|
| ◦ Ms. Janet Fisher | from Kona Office |
| ◦ Mr. Richard Gonzalez | Hawaii Gas/Independent Filmmaker |
| ◦ Mr. David Donald | from Volcano, Music & Radio TV,
Computer Animation in |

Montreal

Call to Order: 11:46 A.M.

I. Welcome & Introductions:

- Welcome & introduction of Board Members and public attendees that are prospective Board Members. See above list.

II. Future Agenda Items:

III. Motion to Accept the Minutes from November 7, 2013 Board of Directors Meeting:

- *Date of Motion:* February 21, 2014
- *Who made the Motion:* Gerald Takase motioned the Board to approve the Board of Directors Minutes from November 7, 2013.
- *Who seconded the motion:* Connie Kiriu - Aye
- *Board Member responses:* All in favor
- Ms. Pōhai Montague-Mullins - Aye

- Mr. Daniel Weiss - Aye
- *Date the motion was carried:* February 21, 2014

**IV. Motion to Accept the November 30, 2013
Financial Reports from Jennifer Gossert:**

- *Date of Motion:* February 21, 2014
- *Who made the Motion:* Connie Kiriū motioned the Board to approve the November Financial Reports from Jennifer Gossert; November 30, 2013.
- *Who seconded the motion:* Gerald Takase - Aye
- *Board Member responses:* All in favor
 - Ms. Pōhai Montague-Mullins - Aye
 - Mr. Daniel Weiss - Aye
- *Date the motion was carried:* February 21, 2014

**Motion to Accept the December 7, 2012 & 2011
Financial Reports from Jennifer Gossert:**

- *Date of Motion:* February 21, 2014
 - *Who made the Motion:* Connie Kiriū motioned the Board to approve the December 7, 2012 and 2011 Financial Reports from Jennifer Gossert.
 - *Who seconded the motion:* Gerald Takase - Aye
 - *Board Member responses:* All in favor
 - Ms. Pōhai Montague-Mullins - Aye
 - Mr. Daniel Weiss - Aye
 - *Date the motion was carried:* February 21, 2014
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- Connie Kiriū asked about the timeliness of the reports from Jennifer Gossert.
 - Baron Sekiya had a conversation with Jennifer Gossert and Carbonaro to assess promptness of reports.

V. Reports:

- A. Committee of the Whole
 - Nothing to address
- B. Nominating Committee Report
 - Gerald Takase is glad to meet today's candidates, and he plans to meet with other members.
 - Pōhai Montague-Mullins; will schedule another meeting to meet 10 day Bylaw requirement of BOD notification of BOD elections.

VI. Unfinished Business:

A. Memorandum of Agreement - Big Island Video News:

- Changes were made as to BOD's Request
- Baron - The arrangement with Big Island Video News has been working well, but weekly payments are prorated to reflect actual work done

B. Merina Recommendations:

- No problem with DCCA
- Strategic Planning - In progress with Darla DeVille
- Marketing Plan - Baron Sekiya stated we have been doing things in house (Social Media).
- Does it need to be a staff position? Gerald Takase asked is it necessary? Can it be done by contract?
- Baron Sekiya stated that a Media Specialist could facilitate and organize the following: community outreach, social media, planning of events, and the anniversary of NL'OH.
 - It should be a position and not a consultant, it is already in the budget
 - Pōhai Montague-Mullins - Can it be proposed?
 - Connie Kiriū - Include job descriptions and roles and responsibilities.
- Pōhai Montague-Mullins - Timeliness of Annual Activity Report
 - Baron Sekiya - It has been corrected
- Pōhai Montague-Mullins - BOD should see the report before submitted to DCCA.
- Pōhai Montague-Mullins - Asked about a cashier's check.
 - Baron Sekiya stated we do not use cashier's checks because we have established relationships with vendors.
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C. Carbonaro:

- Pōhai Montague-Mullins - whistleblower policy?
 - Baron Sekiya - in effect, along with document retention
- Pōhai Montague-Mullins: Current capitalization policy?
 - Baron Sekiya- still in the works, it is not written but understood
- Pōhai Montague-Mullins: Examination of payroll procedures?
 - Baron Sekiya: Biometric system has answered
- Baron Sekiya/Donna Dunham- salaried

- Pōhai Montague-Mullins: Timeliness of Credit card reports?
 - Baron Sekiya – sent when received
- Baron Sekiya: Jennifer Goassert books need to be cleaned up to reflect current work of NL’OH
- Pōhai Montague-Mullins: what about canceled checks?
- Baron Sekiya: not able to communicate with Brandon Gonzalez, he needs to come in to Hilo or Jennifer Gossert’s office to review cancelled checks.
- Pōhai Montague-Mullins – 6 items that need to be addressed,
- Baron Sekiya – Ku’ulei, accountant and Baron review large checks, Gossert does follow up on items

D. Kona Facility Progress:

- Baron Sekiya – met with Greg Todd – photovoltaic, \$45, 000
- Pōhai Montague-Mullins – get a quote for Hilo as well
- Gerald Takase – what about credits as a bargaining point to offset costs?
- Baron Sekiya – discussed with Greg Todd about tax credits or over-saturation of units
- Ground breaking
 - Baron Sekiya – We are still working out details (power, Ethernet cabling, Photovoltaic, plumbing, HVAC, furniture), with architect, to get 3rd party verification and advice from Dave Donald. The building was already purposed as an office building so it was easier to get approval for plans.
- Baron Sekiya- another revision and proposal will be submitted to BOD as per Greg Todd’s oversight and a 3rd party (Bleck will not be the person) As per Austin Hunt, we should have a 3rd party for oversight.
- Gerald Takase and Baron Sekiya will contact Paul Bleck as per input from Janet Fisher. Dave Donald also explained some of his experience with retro fitting a studio.

E. DCCA Update:

Revised notes from Connie

F. NL’OH Playback System Purchase

- Baron Sekiya - TelVue installed and running. Still working out some bugs (closed caption). Consulting with vendor and Hō'ike.
- Baron Sekiya- the 17th of 16 hard drives is personal equipment and we are working on migrating the software and video to the new system.
- Pōhai Montague-Mullins - can it be done?
- Baron Sekiya - it can be done, but carefully to not undermine the system
- Gerald Takase- just buy a new hard drive

Motion to buy a new hard drive to replace the personal equipment Baron Sekiya used to back up data in the Hilo Facility of NL'OH

- *Date of Motion:* February 21, 2014
- *Who made the Motion:* Connie Kiriū motioned the BOD to purchase a hard drive to replace Baron's personal equipment.
- *Who seconded the motion:* Gerald Takase - Aye
- *Board Member responses:* All in favor
 - Ms. Pōhai Montague-Mullins - Aye
 - Mr. Daniel Weiss - Aye
- *Date the motion was carried:* February 21, 2014
- Baron Sekiya- waiting for software update to make things fully functional (Civil Defense)
- Baron Sekiya- TelVue - has an annual service contract
- Staff has done training to work system
- The install was during MLK weekend, a 5 day install and training was done in 3 days
- FTP has worked

G. NL'OH 2012 & 2013 Annual Activity Report:

- Pōhai Montague-Mullins - can the Annual Activity Report be sent in hard copy form?
- Baron - What Board members want a hard copy of 2012 to 2013?
- Pōhai Montague-Mullins - The 2012-2013 Annual Activity Report has become unfinished business
- Baron Sekiya - Most items on the report are inventory

VII. New Business:

A. General Manager's Report:

- Big Island Accounting – Lisa Fossum
- Baron Sekiya – it was recommended by Carbonaro and BOD for payroll. Also, she provides more information for employees (vacation pay on pay stub)
- Connie Kiriū – Do we have a service contract?
- Baron Sekiya – the same we have with other services

Satellite Facilities

- Kohala High School – computers have been refurbished
- Kamehameha students
- Connections Public Charter
- HCC Digital Media Intern
 - New this week, also getting credit
- Corporation Council – Gerald and Baron were shut down because of lack of closed captioning.
- Baron Sekiya – on Kaua'i a contract was made by Granicus to satisfy ADA

B. Strategic Planning Committee Updates:

- Pōhai Montague-Mullins – any updates?
- Connie Kiriū – is there any final meeting with Darla DeVille?
- Pōhai Montague-Mullins – we will be addressing the committee chairs and revisiting the strategic planning committees and then rescheduling with Darla DeVille

- Baron Sekiya – a Board member needs to be present to meet with Carbonaro before upcoming Audit, April 22 to 24.
- Connie Kiriū – how are we working around networked Hilo computers?
- Baron Sekiya – the need to have internet access can be problematic, but for data sharing and updating software. We hope to have networked attached storage.

C. Next Meeting:

May 16th

Thanks extended to prospective members

Meeting Adjourned: 1:30 p.m., February 21, 2014