



# Nā Leo 'O Hawai'i Community Television

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

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**In Kona:** 74-5565 Luhia Street, #C1-A, Kailua-Kona, Hawai'i 96740

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## **Board of Directors Meeting: 4-13-14**

### **Present:**

- |                              |                        |              |
|------------------------------|------------------------|--------------|
| ◦ Ms. Pōhai Montague-Mullins | President              | - in Hilo    |
| ◦ Ms. Connie Kiriū           | Vice President         | - in Hilo    |
| ◦ Mr. Gerald Takase          | Member                 | - in Hilo    |
| ◦ Ms. Jennifer Zelko         | Member                 | - in Hilo    |
| ◦ Mr. Daniel Weiss           | Secretary              | - in<br>Kona |
| ◦ Mr. Kauhi Keli'i'a'a       | Member                 | - in Kona    |
| ◦ Ms. Donna Dunham           | Acting General Manager | - in<br>Kona |

### **Call to Order: 9:00 A.M.**

### **1. Establish Strategic Committee Chairs & Co-Chair**

**Personnel** – Co-Chairs: Ms. Jennifer Zelko and Ms. Pōhai Montague-Mullins

- I. Professional Development for employees
- II. Review/Revise Job Descriptions & Pay Ranges
- III. Keep staff meetings
- IV. Update personnel policies
- V. Update Bylaws
  - Goal:
  - Timeline:
  - Objective & Activity:
  - Benchmark:

**Kona Expansion & Architects** – Co-Chairs: Mr. Kauhi Keli'i'a'a a, Mr. Daniel Weiss and Ms. Donna Dunham

- I. Establish a new facility
- II. Identify & Secure Staff
- III. Marketing with Social Networking
  - Goal: Complete the construction
  - Timeline: Summer 2015
  - Objective & Activity: Secure architect, have revision plans

- Benchmark: Construction completed

**Hilo Facility – Upgrade & Expansion** – Co-Chairs: Mr. Juergen Denecke and Richard Gonzalez

- I. System Upgrade
- II. Increase Producer Classes
- III. Upgrade Studios
- IV. Increase Staff
- V. Marketing with Social Networking
- VI. Set up for live shows
- VII. Instigate ongoing surveys from producers & viewers
  - Goal:
  - Timeline:
  - Objective & Activity: System evaluated & researched
  - Benchmark: TelVue installed & implemented in January 2014

**PEG** – Co-Chairs: Ms. Connie Kiriū and Mr. Gerald Takase

- I. DCCA/NL’OH Expectations/ data gathering
- II. DCCA license requirements
- III. PEG Balance –
- IV. Closed Captioning
  - Goal: Submit 5 year strategic plan
  - Timeline: submit by June 30, 2014
  - Objective & Activity: adherence to requirements
  - Benchmark:

**Program & Outreach** – Co-Chairs: Mr. Kauhi Keli’i’a’a & Mr. Daniel Weiss

- I. Juergen Denecke Scholarship
- II. Update producer/programming policies & procedures
- III. Community Collaboration
- IV. Program Guide -
  - Goal: Expand community collaboration, Student PSA collaboration
  - Timeline: December 31, 2014
  - Objective & Activity: Production Coordinator works with teachers to develop student imitated PSA
  - Benchmark:

**II. Motion to expand the Board of Directors from seven seats to nine seats.**

- *Date of Motion:* April 13, 2014
- *WhomadeMotion:* Mr. Gerald Takase motioned on April 13, 2014.
- *Who seconded the motion:* Mr. Kauhi Keli’i’a’a
- *Board Member responses:*
  - Ms. Pōhai Montague-Mullins - Aye
  - Mr. Gerald Takase - Aye

- Mr. Daniel Weiss - Aye
- Mr. Kauhi Keli'i'a'a - Aye
- *Date the motion was carried:* April 13, 2014

### **III. Motion to accept four new Board Members:**

- Jennifer Zelko: up for new term
- Connie Kiriu: up for new term
- Juergen Denecke:
- Richard Gonzalez:
- *Date of Motion:* April 13, 2014
- *WhomadeMotion:* Mr. Gerald Takase motioned on April 13, 2014.
- *Whosecondedthe motion:* Mr. Kauhi Keli'i'a'a
- *Board Member responses:*
  - Ms. Pōhai Montague-Mullins - Aye
  - Mr. Gerald Takase - Aye
  - Mr. Daniel Weiss - Aye
  - Mr. Kauhi Keli'i'a'a - Aye
- *Date the motion was carried:* April 13, 2014

### **IV. Motion to accept the new slate of officers for the Board of Directors:**

- President - Ms. Pōhai Montague-Mullins
- Vice-President - Ms. Jennifer Zelko
- Treasurer - Ms. Connie Kiriu
- Secretary - Daniel Weiss
- *Date of Motion:* April 13, 2014
- *WhomadeMotion:* Mr. Gerald Takase motioned on April 13, 2014.
- *Whosecondedthe motion:* Mr. Kauhi Keli'i'a'a
- *Board Member responses:*
  - Ms. Pōhai Montague-Mullins - Aye
  - Mr. Gerald Takase - Aye
  - Mr. Daniel Weiss - Aye
  - Mr. Kauhi Keli'i'a'a - Aye
- *Date the motion was carried:* April 13, 2014

### **XX. Meeting Adjourned: 1:00 P.M.**