



Nā Leo 'O Hawai'i Community Television

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

Nā Leo 'O Hawai'i: Board of Directors Meeting Minutes

September 18, 2014 – 3:30 P.M.

Hilo Facility with Video Conferencing with Kona Facility

Present:

- Ms. Pōhai Montague-Mullins: President
- Ms. Jennifer Zelko: Vice President via telephone
- Ms. Connie Kiriu: Treasurer
- Mr. Daniel Weiss: Secretary
- Mr. Gerald Takase: Member
- Mr. Juergen Denecke: Member excused
- Mr. Kauhi Keli'i'a'a: Member
- Mr. Richard Gonzalez: Member excused
- Ms. Donna Dunham: Acting General Manager excused

I. Call to Order Pōhai Montague-Mullins

- i. 3:32 meeting called

II. Welcome and Introductions Pōhai Montague-Mullins

- i. Offered by President, Pōhai Montague-Mullins

III. Public Comments Jeff Rich & Larry Webb

- i. P.A. Harris Electric Presentation
 - a. Presentation & Overview
 - i. Pictures of Ground Mount at airport
 - ii. Picture of rendering of new facility
 - iii. Brochures of panels and inverters
 - iv. Slideshow presentations – How it Works
- ii. Ms. Donna Dunham can provide specific information as to the energy needs of the new building and the Hilo retrofit.
- iii. Mr. Gerald Takase: Purchase power or lease? A bid can be presented by P.A. Harris Electric.

IV. Approval of the Minutes Daniel Weiss

- i. Motion for Approval of Minutes for September 18, 2014
 - Date of Motion:* September 18, 2014
 - Who made Motion:* Ms. Jennifer Zelko
 - Who seconded the motion:* Mr. Kauhi Keli'i'a'a
 - Board Member responses:*
 - Ms. Pōhai Montague-Mullins: Aye
 - Ms. Connie Kiriu: Aye
 - Mr. Daniel Weiss: Aye
 - Mr. Gerald Takase: Aye
 - Date the motion was carried:* September 18, 2014

- ii. Motion for Approval of May & June Financial Reports from Jennifer Gossert

Date of Motion: September 18, 2014

Who made Motion: Ms. Connie Kiriu

Who seconded the motion: Mr. Gerald Takase

Board Member responses:

Ms. Pōhai Montague-Mullins: Aye

Ms. Jenneifer Zelko Aye

Mr. Kauhi Keli'i'a'a Aye

Mr. Daniel Weiss: Aye

Date the motion was carried: September 18, 2014

V. Reports: Committee of the Whole Pōhai Montague-Mullins

- i. Nothing to report

VI. General Manager's Report Donna Dunham

- i. Discussion

VII. Old Business: Donna Dunham

- i. Kona Facility Update: How NL'OH will manage the payments?
 - a. Site inspection, including pictures anecdotal notes, needs to be completed by the Committee (Kauhi, Richard, Daniel, Donna) in writing prior to request for payment.
 - b. Invoice (progress billing sheet) should be sent to the Committee by Ms. Donna Dunham in a timely manner allowing the Committee to schedule visits, record data, prepare and submit payment request.
 - c. A minimum of one BOD member should meet with the contractor along with the acting General Manager (Donna) in order to get a better understanding of the progress (perhaps a checklist?)
 - d. The Committee will work with Ms. Donna Dunham and send information (report, invoice and recommendation for payment) back to Ms. Pōhai Montague-Mullins for request for payment.

VIII. Strategic Plan Updates Pōhai Montague-Mullins

- i. Information should be sent in a report annually and members of the BOD should continue to send information for respective committees.
- ii. Personal Committee is stalled
- iii. Juergen Denecke Scholarship – Mr. Daniel Weiss will create a survey or list of questions to gather information and input from the BOD before further interactions with outside resources i.e. Malia Peters, Director of Scholarship Development, University of Hawai'i.

- iv. With the updates submitted from respective Committees, a report will be sent to the DCCA at the end of the year in December, 2014.

IX. New Business:

- i. Cable Advisory Committee Meeting Reports Donna Dunham
Connie Kiriu
 - a. Ms. Connie Kiriu asked if NL'OH has communicated with other PEGS to get a consensus about merger. Ms. Connie Kiriu asked for Ms. Donna Dunham's expertise and working knowledge of NL'OH in drafting a letter to the DCCA on September 16, 2014 though the DCCA was making a decision on September 19, 2014. It was noted that the deadline for written testimony had already passed.

- ii. Carbonaro Recommendations Pōhai Montague-Mullins
 - a. As of May 15th, a recommendation for a Whistleblower policy is to be documented.
 - i. Ms. Pōhai Montague-Mullins is waiting to get information from Ms. Donna Dunham in order to implement.
 - b. Band of Hawai'i Credit card to be initialed and dated by the Treasurer and President.
 - c. Reconcile bank accounts at month's end – also to be reviewed, initialed and dated - for auditor's records to prevent fraud.

- iii. Jennifer Gossert's Recommendations and Payroll Updates
Connie Kiriu & Pōhai
Montague-Mullins
 - a. There should be a written document to verify hours for vacations and sick leave.
 - i. Ms. Pōhai Montague-Mullins made a recommendation that there should be re-instatement of sick leave and statement forms. It should be a best practice.

- iv. Board of Directors Skills Matrix Pōhai Montague-Mullins
 - a. Still waiting for final response – next agenda

X. Next Meeting

Pōhai Montague-Mullins

- i. The next BOD meeting was scheduled on December 6, 2014 at 3:30 P.M..

XI. Adjournment

Pōhai Montague-Mullins

- i. The meeting was adjourned on September 18, 2104 at 4:20 P.M..