



## Nā Leo 'O Hawai'i Inc.

**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**

December 3, 2014 - 3:30 P.M.

Hilo Facility with Video Conferencing with Kona Facility

#### **Present:**

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

- I. Call to Order** Pōhai Montague-Mullins  
a. Meeting called to order at 3:30 on December 3, 2014

- II. Welcome and Introductions** Pōhai Montague-Mullins  
a. Offered by President, Pōhai Montague-Mullins

- III. Future Agenda Items: Public** Pōhai Montague-Mullins  
a. No Public in Attendance

- IV. Approval of the Minutes** Daniel Weiss  
a. Corrected version of September 18, 2014 minutes via email.  
b. **Motion for Approval of Minutes for September 18, 2014 that were revised and distributed on November 27, 2014 via email**

*Date of Motion:* December 3, 2014

*Who made Motion:* Ms. Pōhai Montague-Mullins

*Who seconded the motion:* Mr. Kauhi Keli'i'a'a

*Board Member responses:*

Ms. Connie Kiriu: Aye

Mr. Gerald Takase: Aye

Ms. Jennifer Zelko-Schlueter: Aye

Mr. Juergen Denecke: Aye

Mr. Kauhi Keli'i'a'a: Aye

*Date the motion was carried:* December 3, 2014

**V. Financial Report**

Connie Kiriu

**a. Motion for Approval of Financial statements from Jennifer Gossert dated September 30, 2014.**

*Date of Motion:* December 3, 2014

*Who made Motion:* Ms. Connie Kiriu

*Who seconded the motion:* Ms. Pōhai Montague-Mullins

*Board Member responses:*

Mr. Kauhi Keli'i'a'a: Aye

Mr. Gerald Takase: Aye

Ms. Jennifer Zelko-Schlueter Aye

Mr. Juergen Denecke Aye

*Date the motion was carried:* December 3, 2014

**VI. Reports: Committee of the Whole**

Pōhai Montague-Mullins

- a. No report

**VII. Old Business/General Manager's Report**

Pōhai Montague-Mullins

- a. Question about a quote for presentation equipment for the Kona facility from B&H asked by Pōhai Montague-Mullins
- b. Questions arose about an update from General Manager of changes in staff: employees fired, temporary hires, back injury, pay raises, etc.
- c. A discussion ensued about how the Board should be informed concerning personnel matters.
- d. HomeStreet Bank Signatures
- i. No information provided
- e. Kona Facility Update Committee
- i. Kauhi Keli'i'a'a last visit was November 28, 2014 where he received a bill and described progress.
1. Pōhai Montague-Mullins asked if walk-throughs with the contractor have occurred.
  2. Kauhi Keli'i'a'a has visited.
  3. Gerald Takase has met with the contractor.
  4. Payment process to be reviewed with new General Manager.
- f. Strategic Plan Update Pōhai Montague-Mullins
- i. DCCA update still in process.

**VIII. New Business:**

- a. New BOD Members/BOD Skills Matrix Pōhai Montague-Mullins
- i. Need to analyze skills matrix and determine needs of NL'OH BOD to enlist new Board Members from the community.
- b. NATOA Conference Report Gerald Takase  
Distributed via email.

- c. Carbonaro Audit Pōhai Montague-Mullins
  - i. Carbonaro will complete the December 2014 year-end audit.
- d. 2015 NL'OH Budget
  - i. As per Donna Dunham, the 2015 Budget could have been submitted without an extension because errors in the budget have only been identified by Pōhai Montague-Mullins and Connie Kiriū. A discussion ensued about the BOD process for examining the budget and the fiscal responsibility of the Board to do so..
  - ii. Connie Kiriū raised concerns about the format of the budget.

**e. Motion for cancelling previous 2015 Budget Motion conducted via email to initiate a new Motion regarding 2015 Budget**

*Date of Motion:* December 3, 2014

*Who made Motion:* Ms. Jennifer Zelko-Schlueter

*Who seconded the motion:* Ms. Connie Kiriū

*Board Member responses:*

Mr. Kauhi Keli'i'a'a: Aye

Mr. Gerald Takase: Aye

Mr. Pōhai Montague-Mullins Aye

Mr. Juergen Denecke Aye

*Date the motion was carried:* December 3, 2014

**i. Motion to approve the 2015 Operational Plan that was submitted by Ms. Donna Dunham via email.**

*Date of Motion:* December 3, 2014

*Who made Motion:* Ms. Pōhai Montague-Mullins

*Who seconded the motion:* Ms. Jennifer Zelko-Schlueter

*Board Member responses:*

Mr. Kauhi Keli'i'a'a: Aye

Ms. Connie Kiriū Aye

Mr. Gerald Takase: Aye

*Date the motion was carried:* December 3, 2014

**f. Motion to approve the 5% increase in pay for the Big Island Video News and to include it in the 2015 Budget.**

*Date of Motion:* December 3, 2014

*Who made Motion:* Ms. Pōhai Montague-Mullins

*Who seconded the motion:* Ms. Jennifer Zelko-Schlueter

*Board Member responses:*

Mr. Kauhi Keli'i'a'a: Aye

Mr. Gerald Takase: Aye

Ms. Connie Kiriū Aye

