



# Na Leo 'O Hawai'i, Inc.

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## Board of Directors Meeting Minutes February 4, 2015

### **PRESENT**

Ms. Pohai Montague-Mullins	President
Ms. Jennifer Zelko-Schlueter	Vice President
Ms. Connie Kiriu	Treasurer
Mr. Daniel Weiss	Secretary
Mr. Gerald Takase	Member
Mr. Kauhi Keli'i'a'a	Member
Mr. Stacy K. Higa (GM)	Ex-Officio

### **ABSENT**

Mr. Juergan Denecke Member (Unexcused)

### **GUEST**

Staff Members of Na Leo O Hawaii (Invited)

### **CALL TO ORDER**

President called the meeting to order at 3:30 pm.

### **WELCOME AND INTRODUCTIONS**

President welcomed everyone.

### **FUTURE AGENDA ITEMS: PUBLIC**

No Public in attendance.

### **APPROVAL OF THE MINUTES**

December 3, 2014 Minutes

Motion to Approve the minutes (Kiriu)

Seconded by (Takase)

Discussion regarding numerous topics with the following Amendments (corrections) to the minutes.

Changes were the following:

1. Addition of "2015 Operation Plan to minutes Motion (Kiriu) 2<sup>nd</sup> (Takase) Passed Unanimous
  2. Change to have Keli'i'a'a who seconded the approval of the minutes of the Sept. 18<sup>th</sup> meeting. Motion (Zelko-Schlueter) 2<sup>nd</sup> (Kiriu) Passed Unanimous
  3. Change and add that the next meeting is the "annual meeting". Motion (Weiss) 2<sup>nd</sup> (Zelko-Schlueter) Passed Unanimous
  4. Change of "f" of new Business from Dec. 12<sup>th</sup> to Dec. 3<sup>rd</sup>, 2014. Motion (Kiriu) 2<sup>nd</sup> (Zelko-Schlueter) Passed Unanimous
- Approval of Minutes as amended. Motion (Weiss) 2<sup>nd</sup> (Takase) Passed Unanimous

### **FINANCIAL REPORT**

Approval of Financial Reports from Jennifer Gossert dated October 30, 2014. Motion (Kiriu) 2<sup>nd</sup> (Zelko-Schlueter) Passed Unanimous

### **GENERAL MANAGERS REPORT**

GM Higa reported and asked the Board for approval and discussion of the new Proposed Organizational Chart. Motion to defer discussion into Executive Session. Moved (Kiriu) 2<sup>nd</sup> (Zelko-Schlueter) Passed Unanimous

Kona Facility update. Furniture and accessories ordered. General information regarding the move and opening. Discussion regarding retention in the contract. Is there retention or no retention in the contract? GM would find out and report back to the Board regarding retention.

Grand opening discussion. April 18, 2015 is scheduled grand opening date.

Facility upgrades and information about new lighting for external and internal areas in the facilities. More Eco or green friendly.

Discussion on Operational and Capital Budgets. GM requested that Board allow GM flexibility to work with approved budget, and clear understanding that GM has ability to reallocate resources within the operational budget.

Motion to Approve the Capital Expenditures as presented by the GM. Motion (Zelko-Schlueter) 2<sup>nd</sup> Keli'i'a'a Passed Unanimous

Motion to Approve GM to assess the Hilo Studio re-design, inclusive of cost estimates, and report back to the Board. Motion (Takase) 2<sup>nd</sup> (Kiriu) Passed Unanimous

#### **OLD BUSINESS**

Strategic Plan Update. President discussed that Board will work with GM to update and work on the plan

President reminded Members about their committee responsibilities.

President presented Board with skills Matrix to look for Board Members who could fill a specific need currently not included in the composition of the Board Members.

Approval of the 2015 Operational Budget. Motion (Kiriu) 2<sup>nd</sup> (Takase) Discussion centered around the budget that was submitted by Member Denecke to the DCCA. Treasurer Kiriu stated that the approved budget of the Dec. 3, 2014 meeting WAS not the budget submitted to the DCCA. Treasurer Kiriu has inquired through numerous emails to Member Denecke, with no response. GM Higa stated that he will send the correct budget with explanation to the DCCA. Passed Unanimous

#### **NEW BUSINESS**

GM Higa requested authorization to consolidate bank accounts. Operational funds and Capital funds accounts need to remain separate. CPA Gossert will work with GM Higa and will certify accounts that may be outdated. GM Higa will send a report to Board.

Motion to approve GM's memo to consolidate bank accounts. Motion (Kiriu) 2<sup>nd</sup> (Keli'i'a'a) Passed Unanimous

President recommended the board members attach themselves to a committee. Committees are Finance, Development, Program, Creating and Enforcing Governance and Standard Operating Procedures, Nominating and Human Resources.

2015 Board Election Results:

Nominations Chair Takase announced the following slate of officers:

President: Ms. Pohai Montague-Mullins  
Vice President: Ms. Jennifer Zelko-Schlueter  
Secretary: Mr. Kauhi Keli'i'a'a  
Treasurer: Ms. Connie Kiriu  
Director: Mr. Gerald Takase  
Director: Mr. Daniel Weiss

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President announced dates of conferences  
ACM- Pasadena, CA August 12-14, 2015  
NATOA- San Diego, CA September 8-11, 2015

**NEXT BOARD MEETING**

TBA

**ADJOURNMENT**

President adjourned the meeting at 4:50 PM.

**EXECUTIVE SESSION**

Personnel Matters