



## Nā Leo 'O Hawai'i, Inc.

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### Board of Directors Meeting Minutes

February 24, 2015

#### **PRESENT**

|                              |                |
|------------------------------|----------------|
| Ms. Pohai Montague-Mullins   | President      |
| Ms. Jennifer Zelko-Schlueter | Vice President |
| Ms. Connie Kiriu             | Treasurer      |
| Mr. Daniel Weiss             | Member         |
| Mr. Gerald Takase            | Member         |
| Mr. Stacy Higa (GM)          | Ex-Officio     |

#### **EXCUSED**

|                     |        |
|---------------------|--------|
| Mr. Kauhi Keli'ia'a | Member |
|---------------------|--------|

#### **UNEXCUSED**

|                     |        |
|---------------------|--------|
| Mr. Juergen Denecke | Member |
|---------------------|--------|

#### **GUEST**

Staff Members of Na Leo 'O Hawai'i

#### **CALL TO ORDER**

President called the meeting to order at 3:30P.M.

#### **WELCOME AND INTRODUCTIONS**

President welcomed everyone.

#### **STATEMENTS FROM THE PUBLIC ON AGENDA**

No statements from the public.

#### **APPROVAL OF THE MINUTES**

February 4, 2015 Minutes  
Motion to approve the minutes by Kiriu  
Seconded by Weiss  
Passed unanimously

#### **FINANCIAL REPORT**

Discussion regarding the October financial report. GM reports that financial reports are still pending from CPA Gossert. GM requesting that salary reports should be in collapsed format, so that employee confidential information is not made public.  
Motion to approve the collapsed budget by Takase  
Seconded by Kiriu  
Passed unanimously

## **COMMITTEE REPORTS**

No committee reports.

## **GENERAL MANAGERS REPORT**

Programming update. Almost wall to wall programming, in order to minimize use of the message board (IVBB) on channels 53 & 54. Channel 55 still a bit of a challenge.

Operational changes in the coming months.

2015 Mayor's Luncheon - First team production, 3 camera shoot.

Studio Upgrade. Scope of the work is probably in the 29K range, just to get the engineering done. Construction would be anywhere in the range of 160k to 220k, depending on the grade of the materials.

Motion to approve engineering upgrade of Hilo Studio by Kiriu

Seconded by Takase

Discussion regarding whether engineering is hardware, infrastructure, or something else.

Passed unanimously

Payroll Changes. Bi-weekly instead of semi-monthly. Paychecks will be generated every two weeks instead of twice a month.

Job descriptions should be finalized by the end of the month.

Retreat/Training Session for BOD & staff. GM suggested scheduling a training session for both staff and BOD. Timeframe TBD.

## **OLD BUSINESS**

Discussion regarding the Kona Facility:

1. Recommendations by previous consultant not in contract.
2. Progress billings. Acoustical panels were not correctly installed.
3. Motion to process a partial payment of \$60,902.87 to GM construction by Zelko-Schlueter

Seconded by Weiss

Passed unanimously

## **NEW BUSINESS**

Four resumes for New Board Members.

Motion to make offers to Gail Uejo and Claude Onizuka by Takase

Seconded by Kiriu

Passed unanimously

Motion to move into executive session by Kiriu

Seconded by Takase

Passed unanimously

## **EXECUTIVE SESSION**

Personnel Matters

## **NEXT MEETING**

Tentatively scheduled for April 18, 2015 at the new Kona Facility.

## **ADJOURNMENT**