



Nā Leo 'O Hawai'i, Inc.

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Board of Directors Meeting Minutes APRIL 18, 2015

PRESENT

Ms. Pohai Montague-Mullins	President
Ms. Connie Kiriu	Treasurer
Mr. Daniel Weiss	Member
Mr. Gerald Takase	Member
Mr. Claude Onizuka	Member
Ms. Gail Uejo	Member
Mr. Stacy Higa (GM)	Ex-Officio

EXCUSED

Ms. Jennifer Zelko-Schlueter	Vice President
Mr. Kauhi Keli'ia'a	Secretary

UNEXCUSED

Mr. Juergen Denecke	Member
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GUEST

Staff Members of Na Leo 'O Hawai'i

CALL TO ORDER

President called the meeting to order at 10:12A.M.

WELCOME AND INTRODUCTIONS

President welcomed everyone and confirmed the appointment of two (2) new board members: Mr. Claude Onizuka and Ms. Gail Uejo.

STATEMENTS FROM THE PUBLIC ON AGENDA

No statements from the public.

APPROVAL OF THE MINUTES

February 24, 2015 Minutes
Motion to approve the minutes by Kiriu
Seconded by Takase
Passed unanimously

FINANCIAL REPORT

To allow Board members time to review the financial statements, Board Treasurer asked that this item be tabled. There being no objections, the financial report was tabled.

GENERAL MANAGERS REPORT

General Manager introduced each employee and their job title, as well as the new accounting and payroll vendor, Pacific Account and Business Services (PABS) and ADP.

Merrie Monarch Parade was NLOH's first LiveU production. There may be a possibility of linking with the other PEGs for live broadcasts in the future.

There are currently 3 designs provided by the engineers for the facility upgrades to the studio.

Hilo Facility has been completely re-keyed.

Playback area will be renovated.

TV monitors will be mounted throughout the facility for easier monitoring of all three channels.

Some challenges with the Kona Facility move, mainly with Time Warner and Hawaiian Tel access in the area of the new facility. Locks to secure areas will be added.

Na Leo "Volunteers": external producers will be able to use the internal equipment through training and volunteering on Na Leo productions.

Na Leo has access to Big Island Video News' video library.

Government channel can be supplemented with 'Olelo's government programming.

FINANCIAL REPORT

Board Treasurer moved to take from the table the Financial Report and presented the unaudited month-end November 30, 2014 consolidated financial statements to the Board for review and acceptance.

Motion to accept November 30, 2014 financial statements by Kiriu

Seconded by Takase

Passed unanimously

Board Treasurer presented the unaudited year-end December 31, 2014 consolidated financial statements to the Board for review and acceptance.

Motion to accept December 31, 2014 financial statements by Kiriu

Seconded by Takase

Passed unanimously

FINANCE COMMITTEE REPORT

Finance Committee presented its report and recommendations to the board.

Motion to accept implementing (1) restarting the vacation accrual system, effective March 1, 2015, and then set it to the system where the annual resets are every calendar year; (2) Policy to give employees with balances in excess of forty hours, as of February 28, 2015, the option to be paid out for the balance of their running total or to use the vacation hour balances before the end of the year by Kiriu.

Seconded by Uejo

General Manager clarifies that this is to remove the liability that has been carried over.

Passed unanimously

Motion to ratify the movement of payroll services to another party by Takase.

Seconded by Kiriu.

Passed unanimously

Finance Committee would like to receive financial reports within thirty days of month's end.

Financial reporting is to be done as a collapsed budget and the detailed budget will be internally received.

Motion to implement (1) exploring options of selling the Kona Building and the land, and (2) determining if the building was constructed to soundproofing specs and if the specs were adequate to meet NLOH's needs, for discussion, by Kiriu.

Seconded by Takase.

General Manager will continue to explore options one and two.

Passed unanimously

NEW BUSINESS

Strategic Planning Meeting will be postponed until tomorrow (4/19).

ACM in August. NATOA in September. National movement for Hawai'i PEG's to form their own chapter at ACM, allowing Hawai'i PEG's to vote and have a national voice.

EXECUTIVE SESSION

Meeting was recessed to Executive Session.

NEXT MEETING

ADJOURNMENT