



## **Nā Leo 'O Hawai'i, Inc.**

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### **Board of Directors Meeting Minutes August 27, 2015**

#### **PRESENT**

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

#### **EXCUSED**

Mr. Kauhi Keli'ia'a	Secretary
Mr. Claude Onizuka	Member

#### **GUESTS**

Staff Members of Na Leo 'O Hawai'i  
Anne, Jim, & Vismay from PABS  
Royce Ebesu from Pyramid Insurance

#### **CALL TO ORDER**

President called the meeting to order at 4:30P.M.

#### **WELCOME AND INTRODUCTIONS**

President welcomed everyone. Board members and Staff introduced themselves for the guests.

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

No statements from the public.

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

June 3, 2015 Minutes  
Motion to approve the minutes by Zelko-Schlueter  
Seconded by Takase  
Passed unanimously



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## **FINANCIAL REPORT**

Motion to accept the Financial Report for June 2015 by Kiriu

Seconded by Zelko-Schlueter

Clarifications were made pertaining to several items in the June 2015 Financial Report.

Passed Unanimously

Motion to accept the Financial Report for July 2015 by Kiriu

Seconded by Takase

Passed Unanimously

Motion to accept Carbonaro 2014 Audit Report by Kiriu

Seconded by Takase

Passed Unanimously

## **GENERAL MANAGER'S REPORT**

Royce Ebesu from Pyramid Insurance gave an update on the changes being made to Nā Leo's insurance.

The General Manager explained several points from the GM's Report; the Safety Handbooks, carpeting of the facility, GM construction/door installations, live broadcasts for Hawaii County Councils.

ACM Conference Update: Virtual Greenscreen, NAZ unit, Media Center Managers. The conference offered Nā Leo a chance to meet with our mainland counterparts, to understand the challenges and successes they're having in their areas regarding PEG Access.

Hawaii Community Network, being looked at as a sort of advocate group. HCN would act as the overall umbrella to speak on State Issues, while each PEG would talk on their local issues.

Charter and Oceanic Time Warner Merger public hearings. Possible need of public testimonies and support for Nā Leo's position regarding the Charter/Oceanic Time Warner Merger.

Nā Leo TV accomplished our first live event broadcasted from Hilo to Honolulu and Maui, along with a livestream that could be picked up in Kauai. Broadcasts are viewable on Video-On-Demand.

Two new hires, Kara Nelson and Jayna Jobes, will be working with Pomai on our outreach. They will be tasked with bringing the Rural Media Centers online. The media centers in Kohala and Honoka'a will be coming on first. The Rural Media Centers are extensions of Nā Leo TV, the same missions and goals all apply. The centers will be outfitted with two or three cameras to start with, along side a new Mac and an older Mac to supplement, with the intention of reevaluating their needs as they grow.



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Positive feedback has been coming in, due to the hard work of the Nā Leo TV staff.

Regional Meeting of ACM will be held in Honolulu. Nā Leo TV will be involved.

### **NEW BUSINESS**

Strategic Plan that was approved by the Board has been sent to the DCCA. Na Leo TV is on point with the goals of the strategic plan.

New Personnel Policy should be added to Board Member binders. Binders will contain institutional knowledge for the Board.

Motion to change SEP Plan Requirement from Age 21 to Age 18 by Takase  
Seconded by Uejo  
Passed Unanimously

### **OLD BUSINESS**

Motion to accept a Per Diem Policy by Kiriu  
Seconded by Zelko-Schlueter  
For Intrastate Travel - \$60 per day, broken down into meals based on time and duration of travel. For Out-of-State Travel - \$75 per day, broken down into meals based on time and duration of travel. Alternatively, employees, management, and board members will have the option of opting for submission of receipts and receiving reimbursement following travel.  
Passed Unanimously

### **EXECUTIVE SESSION**

Meeting was recessed to Executive Session.

### **NEXT MEETING**

The next meeting will be held on December 23, 2015 at 3:30pm in the Hilo Office.

### **ADJOURNMENT**

Meeting adjourned at 5:25pm.



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