



## **Nā Leo 'O Hawai'i, Inc.**

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### **Board of Directors Meeting Minutes December 18, 2015**

#### **PRESENT**

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

#### **EXCUSED**

Mr. Kauhi Keli'ia'a	Secretary
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#### **GUESTS**

None.

#### **CALL TO ORDER**

President called the meeting to order at 3:30

#### **WELCOME AND INTRODUCTIONS**

President welcomed everyone.

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

No statements from the public.

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

August 27, 2015 Minutes.

Motion to approve the minutes by Takase.

Seconded by Zelko-Schlueter.

Passed unanimously.

#### **FINANCIAL REPORT**

Clarifications were made pertaining to several items on the Financial Reports, concerning the playback unit maintenance, website maintenance, and donations expenses.

Motion to accept the Financial Report for August-October 2015 by Kiriu.

Seconded by Takase

Passed unanimously.



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Discussion in regards to Carbonaro and finding new auditors.  
Motion to send out a new RP, subject to be at least three years, with a year to year option, with the current auditor not being permitted to bid by Kiriū.  
Seconded by Onizuka  
Passed Unanimously.

Motion to approve and accept the proposed 2016 budget by Kiriū.  
Seconded by Mukai  
Passed Unanimously

Motion to use a format consistent with 'Ōlelo and the other sister organizations, in regards to, future correspondence with the DCCA by Mukai  
Seconded by Kiriū.  
Passed Unanimously

## **GENERAL MANAGER'S REPORT**

General Manager explained facility is not as strong as previously thought. Running into obstacles running fibers and cables, but it's workable although it takes longer and requires more effort.

General Manager explained they started programming reports and Hanalei's role. Reasons for changed numbers in programming are result of former management decisions.

People have complimented improvement in programming.

General Manager explained overhaul of training program from in-person to online. General Manager transitioning from focus on programming to focus on increasing usage: more producers. Online program will allow increased proficiency and learning at own pace.

General Manager explained success of carrying PUC hearings and playbacks. Explained there is no lapse with staffing changes, gave example of Kukuihaele Meeting.

Weiss asked about online training and brought up Hawaii Creative Media. General Manager said NLTV is thinking of having training seminars and joining forces with other PEG stations.

General Manager discussed new studios. Could capture three events in the future. Discussed Civil Defense venue and set-backs, shared content on HCN, Adobe monthly licensing issues causing a move away from Adobe Premiere editing software in NLTV, that Blackmagic and live switching will be used more and producers will eventually be taught the Blackmagic and Tricaster.



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## **NEW BUSINESS**

Clarification for paperless leave requests for vacation done electronically through ADP and the sick leave process for staff and the General Manager. Discussed an FYI procedure for notifying the Board and Board President of vacation time taken by the General Manager. Decided General Manager will notify Board President of vacation time and President will notify the rest of the Board.

Discussed forming a committee to recommend interim selection of slate of officers. Kiriu asked Takase if he was willing to be president. Kiriu Nominated Takase as President

Seconded by Mukai

Kiriu asked Zelko-Schlueter if she was willing to remain vice-president.

Uejo was nominated to be secretary by Onizuka and seconded by Zelko-Schlueter. Kiriu remained Treasurer.

Slate of Officers:

President: Gerald Takase

Vice President: Jennifer Zelko-Schlueter

Treasurer: Connie Kiriu

Secretary: Gail Uejo

Slate Passed Unanimously.

## **OLD BUSINESS**

No old business.

## **EXECUTIVE SESSION**

Meeting was recessed to Executive Session.

## **NEXT MEETING**

The next meeting TBD.

## **ADJOURNMENT**

Meeting adjourned at 5:15 pm



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