

Ho'ike Kauai Community Television, Inc.

Board of Directors Meeting

December 4, 2001 8:45am

Ho'ike Studio

Minutes of the Meeting

I. **Call to Order**

The meeting was called to order at 9:07 a.m.

II. **Roll Call**

Present: Joe Blevins, Steve Smith, Jose Bulatao, Roy Shimamoto, Donald Riedel, J Robertson, Faye Akasaki, Mary Ellen Harkins, Rowena Cobb

Absent: Bonnie Lake – excused; Dore Jean – absent

It was moved to amend the agenda for the meeting to review and approve previous minutes.

Motion to amend the agenda regarding Minutes: Jose Bulatao

III. **Approval of Minutes**

A. New procedure will be initiated to have minutes taken during the meeting with approval of minutes just prior to adjournment. This is to provide timely posting of the minutes to Ho'ike's site.

B. A correction to the minutes of October 9, 2001 was made. The corrected minutes of October 9, 2001 were approved as corrected. Motion to approve minutes as corrected: Joe Blevins

IV. **Old Business**

A. Corrections to the By-Laws will be circulated by mail with Board approval to be obtained in 2002.

V. **New Business**

A. Managing Director J discussed correspondence received from that State of Hawaii's Office of Information Practices (OIP) asking for an opinion as to whether:

- i. Ho'ike is considered a board of the government
- ii. Sunshine Law applies to Ho'ike
- iii. Ho'ike is a government agency
- iv. DCCA exercises administrative control over Ho'ike operations

A discussion was held on the various issues. J is presently working on a draft response to the OIP's 'Request for Opinion'. It was moved and seconded that J work with legal counsel Linda Nuland-Ames in preparing this response.

B. It was moved and seconded to give travel authorization to Don Riedel to go to Honolulu to visit Olelo to observe a new project. Motion to approve: Steve Smith

VI. **Treasurer's Report**

A. Steve Smith circulated the Treasurer's Report showing a balance summary year-to-date November 30, 2001, which will be posted to Ho'ike's site.

VII. **President's Report**

A. President Rowena Cobb presented her last and final president's report of 2001.

VIII. **Managing Director's Report**

A. Report on operations for September, October, and November.

- i. Facility utilization
 - Edit bays – 21; 28; 29
 - Equipment check-out – 13; 15; 19
 - Tape Submission – 197; 188, N/A
 - Local Producer Activity – 95; 134; N/A
- ii. Visitor count – 155; 159; 187
- iii. Charted hours of operation
 - Public - 352; 352; 382
 - Education - 380; 380; 380
 - Government - N/A
- iv. Waimea High School's Menehune TV is consistently submitting their tapes for airing.
- v. Mayor's Talk has moved out into the public and on location providing great visibility for the Mayor and for Ho'ike.

B. All DCCA requirements have been completed and presently working on the annual report.

IX. Committee Reports

A. Finance (Steve Smith)

- i. The meeting of Tuesday, November 20, 2001 showed Ho'ike to be in sound financial condition with no major changes.
- ii. The 1999 and 2000 financial reports were prepared by the accounting firm of Hirose & Kato, CPA and will be submitted to Sonoda & Isara, CPA for use in the 2000 audit.
- iii. The Corporate Tax return for 2000 has been prepared and submitted to the IRS.
- iv. The committee recommended for Board approval the following resolution to fund the Contingency Funds approved by the Board at an earlier meeting in 2001.

"Resolved – All surplus monies, not utilized in the approved budget for the following year, in an existing Ho'ike operating or capital account at the end of any fiscal year, shall be transferred to the appropriate, concurrent contingency account at year end. Monies from the contingency accounts may be transferred back to current operating or capital accounts by action of a majority of board members present at a regularly scheduled meeting of the Board."

The Board approved the resolution.

- v. The Finance Committee recommended the formation of two Ad Hoc resource groups; one to investigate, consider and report to the Finance Committee on the costs and feasibility of adding additional telecommunications capacity to Ho'ike and the second group to investigate, consider and report to the Board of Directors on the costs and feasibility of acquisition and construction of a permanent facility. The Finance Committee will work on guidelines and possible members to be presented to the Board in 2002.

B. Program (MaryEllen Harkins)

- vi. Public meetings were held in Waimea and Kilauea. A newly produced videotape of Ho'ike operations was shown to the public.
- vii. It was the general consensus that these meetings continue in the community.

C. Personnel (Faye Akasaki) (Executive Session)

- viii. It was moved and seconded to enter into executive session to discuss personnel issues. Motion for Executive Session by: Jose Bulatao

D. Nominating & Election of Officers (Jose Bulatao)

- ix. The nominating committee submitted a slate of nominees for President, Vice-president, Secretary, and Treasurer. The slate of officers was approved as submitted.

President – Joe Blevins

Vice-President – Rowena Cobb

Secretary – Faye Akasaki

Treasurer – Steve Smith

Installation of officers will occur in January, 2002.

Motion to approve slate of officers: Steve Smith

X. Correspondence

- A. No correspondence was received

XI. Adjournment

It was moved and seconded to adjourn the meeting at 12:00 noon.

Motion to adjourn: Don Riedel