

# Ho'ike: Kauai Community Television

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## **Board of Directors Meeting**

June 27, 2002

Ho'ike Studio - 2:00pm

### **Agenda**

#### **I. Call to Order**

President Blevins called the meeting to order at 2:10 p.m.

#### **II. Roll Call**

Present: Jose Bulatao, Donald Riedel, Faye Akasaki, Rowena Cobb, Bonnie Lake, Steve Smith, J Robertson      Absent: Roy Shimamoto

#### **III. Correspondence**

No correspondence was received.

#### **IV. Old Business**

A discussion was held on revisiting Ho'ike's by-laws. A committee will review this matter and report back to the board.

#### **IV. President's Report**

President Joe, in his discussion with J, is looking at ways to generate revenues for Ho'ike, i.e. providing assistance to non-profit organizations by connecting them with independent producers to develop videos or PSAs where Ho'ike could get a management fee. Another possibility is to work with Universities with distance learning programs to utilize Ho'ike as a medium for teaching.

#### **V. Treasurer's Report**

Steve Smith reported that we are on budget year-to-date June 2002.

#### **VI. Managing Director's Report**

- A. J attended a summit meeting on June 6, 2002 with Olelo and NaLeo. Discussion was held on the present statewide legislative atmosphere, possible future activities (political education fairs, referendum, personal contacts), OIP and the Sunshine Law application.
- B. J provided information on a new Hawaii Nonprofit Corporation Act that will be effective 7/1/02. The New Act clarifies Hawaii's nonprofit laws, particularly as it relates to the duties and liability of a corporation's directors and officers.
- C. Met with County on captioning and County projects.
- D. New transcribers have been hired.
- E. Facil (database software) has been installed. We have added value to each piece of equipment being rented out which will provide invaluable data trending.
- F. 2<sup>nd</sup> Quarter Stats:
  - Visitor count: 1086
  - Equipment check-outs: 255
  - Edit bay reservations: 255
  - Studio Use: 72
- G. J discussed the Kauaian Community Network

## **VII. Committee Reports**

### **A. Finance - Committee discussed:**

1. Resolution on Contingency Fund - recommends addition of Contingency Fund Policy to Fiscal Procedures document.
2. 2001 Teen TV grant reports shows 2001 grant monies have nearly been expended with reports being forwarded to granting organizations for compliance.
3. Acceptance of the 2002 capital expenditure list as it falls within the 2002 capital budget as submitted.
4. 2001 Tax Return was completed and filed in a timely manner.
5. Financial audit is nearing completion.
6. Discussed various fund management practices and policies and will proceed with interviewing of 3 professional fund managers.
7. Retreat and Fund Management seminar: Scheduled for July 24, 2002

### **B. Development**

1. Successful May 30<sup>th</sup> reception for legislators at Ho'ike. Attendees: Bryan Baptiste, Ron Kouchi, Mina Morita, Randall Valenciano, Gary Hooser, Jonathan Chun.
2. Mano Wai Foundation – non-profit arm of the Sandwich Isle Cable Organization that received a large grant and is installing lines to all Hawaiian Home Lands. Representatives are discussing the building of a cultural center on Kauai incorporating technical, arts and culture.
3. Proposal for New Facility - The development committee will proceed with investigating a new facility as discussed.

### **C. Personnel (Executive Session)**

## **VIII. New Business**

- A.** Authorize, if necessary, to allow J to utilize Torkildson, Katz, Fonseca, Jaffe, Moore & Hetherington as advisors on the Hawaii Nonprofit Corporation Act.

## **X. Announcements**

Next BOD meeting is scheduled on August 22, 2002 at 2:00 p.m.

## **XI. Adjournment**

The meeting was adjourned at 4:25 p.m.