

Ho'ike Kauai Community Television, Inc.

Board of Directors Meeting Minutes

August 22, 2002, 2:00p.m. *Ho'ike Conference Room*

Call to Order

President Joe Blevins called the meeting to order at 2:00 p.m.

Roll Call

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

Guest

One guest was present.

Correspondence

- No correspondence was received.

Old Business

- It was approved and seconded to amend the By-Laws per suggestion from Glen Chock of DCCA with regard to changing the name of 'Garden Island Cablevision' to 'cable operator' each time it appears in the by-laws. This suggestion was made in view of the recent changeover.
- Other housekeeping items to the By-Laws were discussed.

President's Report

- There was no president's report.

Treasurer's Report

- It was moved and seconded to accept the Treasurer's finance report as submitted.

Managing Director's Report

- A written Director's report was presented
 - Currently at 99% of projected budget.
 - Far West Alliance of Community Media will be having their annual conference on November 8-9, 2002.
 - Due to the County's inability to secure another contractor to do a 4-day turn around in captioning government programs, Ho'ike continues in its efforts to expedite our capabilities.
 - Staff reviews & evaluations are being conducted
 - Data management software Facil has been excellent in capturing data with regard to the use of equipment by the public.
 - Statistics for July:
 - Visitor count: 295 public visits
 - 67 equipment checkouts,
 - 31 edit bay reservations
 - 24 studio users
 - Public Access submissions: 156
 - Two projects were completed:
 - Mahelona 85th Celebration
 - League of Women Voters – BOE interview
 - TeleDemocracy – J showed a partial video of what Ho'ike produced.
 - 45 invitations
 - 28 reservations
 - Public presentations
 - Mano Wai
 - Kauai Community Foundation
 - Kauai Family Summit
 - Salvation Army
 - Kapaa Middle School
 - Kapaa High School Career Day
 - Kauai Planning and Action Alliance
 - WIC Middle College training program
 - Kauai Rotary Public Relations program

Committee Reports

- Finance
 - A written finance committee report was presented.
 - Kirk Tang of BOH made a presentation on their fund management program.
 - Ho'ike is no longer working under Teen TV grants and will be closing out all grants by submitting final reports to the granting organizations.
 - Review of Roen Hirose's memo regarding action items from the Board retreat was tabled and will be reviewed at the next Finance Committee meeting.
 - Committee discussed various fund management practices and recommends setting up selection criteria
- Development Committee Meeting
 - A written development committee meeting report was presented.
 - Regarding the Mano Wai project, Rowena, representing Ho'ike, has attended Mano Wai's meetings and has indicated that Ho'ike will move forward with acquisition of a new location if the Mano Wai project does not have a plan in place by August 29, 2002. Mano Wai has scheduled two meetings prior to our expressed deadline.

New Business

- Far-West Alliance Conference – J will be working with board members who would be available to attend.
- Rowena would like to put on the agenda for our next meeting the concept of having an advisory board.
- Steve has asked that the nominating committee begin their review of board members that are rotating off and begin the search for new board members

Announcements

- Next meeting is October 17, 2002 at 2:00 p.m.

Personnel Committee

- It was moved and seconded to move into Executive session.

Adjournment

- It was moved and seconded to adjourn the meeting at 3:47 p.m.