

Ho'ike Kauai Community Television, Inc.

Board of Directors Meeting

February 6, 2003

Ho'ike Studio

Minutes of the Meeting

I. Call to Order

The meeting was called to order at 2:28 p.m. with a quorum in attendance.

II. Roll Call

Present: Faye Akasaki, Jose Bulatao, Rowena Cobb, Mark Hubbard. Bonnie Lake, Teresa Tico, J Robertson

Excused: Dr. Namulau'ulu Tavana

Absent: Mabel Fujiuchi, Roy Shimamoto

III. Correspondence

Carol Bain wrote requesting to speak to the Board. President Cobb gave her the floor.

IV. Old Business

There was no old business.

V. President's Report

President Cobb presented her report, a copy of which is on file.

- a. A lengthy audit of Ho'ike's finances has been completed and reflects a financially sound organization.
- b. Committee assignments include Finance Committee, Chair Roy Shimamoto assisted by MaBel Fujiuchi; Personnel Committee, Chair Faye Akasaki assisted by Mark Hubbard; Ad-Hoc Resource Committee, Chair Bonnie Lake assisted by Jose' Bulatao. A motion to approve the creation of the Ad-Hoc Resource Committee was moved, seconded and unanimously approved.
- c. Quarterly meetings are tentatively set for April 24, 2003, July 24, 2003, October 16, 2003, November 20, 2003.
- d. The Development Committee continues to work on Ho'ike's relocation. Students at the University of Hawaii's School of Architecture have agreed to take on as their semester project the development of plans for Ho'ike's new building.

VI. Managing Director's Report

J Robertson presented his report, a copy of which is on file.

- a. Access Summit – The four Access Centers and KHET – PBS continue to meet and discuss issues of common interest.
- b. Lease Agreement – It was moved, seconded and unanimously passed that President Cobb be authorized to sign the lease renewal, to include a 2.5% increase, a limited term of 3 to 5 years and a penalty free early quit clause.
- c. J is directed to contact the audit firm which conducted the 2000 audit and secure details regarding their estimate for a 2002 audit as well as a detailed breakout of their invoice. He will report to the Board

electronically for a motion to accept/reject an Engagement Letter from the audit firm.

VII. New Business

The committee structures and responsibilities as outlined in the By-Laws need to be reviewed and updated.

Referring to the By-Laws, President Cobb related the roles of the President, Vice-President, Secretary and Treasurer.

VIII. Adjourn

The meeting was adjourned at 3:50.