

Ho'ike Kauai Community Television, Inc.

Board of Directors Meeting

October 16, 2003 – 2:00 p.m.

Ho'ike Studio

Minutes

I. Call to Order

The meeting was called to order at 2:05 p.m. with a quorum in attendance by Vice President Faye Akasaki.

II. Roll Call

Present: Faye Akasaki, Jose Bulatao, Rowena Cobb, Mabel Fujiuchi, Bonnie Lake, Dr. Namulau'ulu Tavana, Teresa Tico, J Robertson

Excused: Mark Hubbard, Roy Shimamoto

Guests: Gary Hooser, State Senator; Shaleah Workman, Chiefess Kamakahelei Middle School student "shadowing" Mabel Fujiuchi

III. Correspondence – Community Input

There was no correspondence.

Community input included a request for use of the studio by a member of the Benefit Network, a video production company, as well as a request for a copy of Ho'ike's operating procedures.

IV. Approval of minutes (July 24, 2003)

It was moved, seconded and unanimously approved to ratify the minutes of the July 24, 2003 Board of Directors Meeting as circulated.

V. Managing Director's Report

Highlights of J's report, a copy of which is on file, included:

- a. Budget for 2004 – It was moved and seconded to approve the Budget for 2004
- b. Operational Plan for 2004 - It was moved and seconded to approve the plan as presented
- c. DCCA – Following public input, work on the Statewide Access Plan continues
- d. The County Contract – The contract for videotaping various county functions, which Ho'ike had for the past three years, has been awarded to The Benefit Network. With the return of Ho'ike's equipment from the County sites, we are exploring establishing satellite stations in Waimea and Hanalei. These sites would potentially include a computer editing machine and several cameras.
- e. Facility – With the purchase of TilTrak, to be installed in November, Ho'ike will have better control over our playback system. Operating at full capacity is now a frequent occurrence with the addition of the eMac editing and mini-dv cameras. Total value of equipment provided for community use for the past nine months is \$316,224.
- f. A&E Cable Network – Ho'ike has been approached and has agreed to be part of an A&E network program "Christmas in a Small Town in America", featuring the Lights on Rice Street parade.

It was moved, seconded and unanimously approved to ratify the action taken by electronic mail to purchase the TilTrak playback system.

VI. President's Report

President Cobb's report, which is on file, reflects on the major positive changes that have occurred at Ho'ike over the past years, including plans for a new Center in partnership with the Kauai United Way, The Garden Island Arts Council and Malama Pono.

VII. Treasurer's Report

In the absence of the Board Treasurer, J Robertson presented the Treasurer's Report. As of September 30, 2003 our total assets are in excess of \$420,000 with total current liabilities of \$13,634. The Capitol Reserve Funds total \$83,459, \$47,000 of which will be expended as partial payment for the TilTrac playback system. It was moved, seconded and approved to accept the Treasurer's Report subject to audit.

VIII. Committee Report

a. Finance Committee

1. Budget 2004 approval – Approval of the budget was conducted during the Director's Report

b. Nominations Committee

1. Director nomination recommendation – Mr. Recktenwald, Director of DCCA, has indicated he will be making no appointments of board directors until June 2004. Current directors whose terms will be expiring prior to that date have been asked to continue to serve until that time.
2. Slate of Officers 2004 recommendation – It was moved, seconded and approved to accept the proposed slate of officers for 2004:

President	Jose Bulatao, Jr
Vice-President	Faye Akasaki
Secretary	Bonnie Lake
Treasurer	Mark Hubbard

- c. Development Committee – Facility update – Details are contained in the President's report, a copy of which is on file.

IX. Old Business

There was no old business.

X. New Business

Shaleah Workman requested that Ho'ike help the students at Chiefess Kamakahelei Middle School produce a video about their After School Program. Gary Hooser offered his support as a resource at the Legislature, asking that we keep him informed of bills that would affect Ho'ike and PEGs.

XI. Announcements

The next Board of Directors meeting is scheduled for November 20, 2003
A motion was made and seconded to move to Executive Session.

XII. Executive Session

- a. To deliberate matters related to hiring legal counsel
- b. Personnel Committee staff evaluation

Motion was made to enter full Board Session.

The Personnel Chair stated for the record that both the Managing Director and Production Services Administrator/Educational Coordinator have met with favorable approval, resulting in raises per Committee recommendations.

XIII. Adjourn

The meeting was adjourned at 3:00.