

‘Ōlelo Community Media
Minutes of the Board of Director’s Meeting
May 29, 2019
5:30 p.m. – 7:30 p.m.
1122 Mapunapuna Street

Present:

Nelson Lau (Chair), Sanford Inouye, Allan Akamine, Keith Fujio, Leslie Hayashi, Melanie Horikami, Kalei Kailihiwa, Jack Legal, Alexandra Mergenschroer-Livingston, Donna Mun, Linda Nakaima, Karl Okemura, and Derek Wong

Excused:

Ann Chung, Jason Fujita, and Steve Sombrero

Staff:

Hanalei Aipoalani, Angela Angel, Jack Bates, Dawne DePonte, Garrett Mueller, Todd Yamamoto, and Rona Shibuya

Call to Order:

Board Chair Nelson Lau called the meeting to order at 5:33 p.m.

Approval of February 22, 2019 Minutes:

Chair Nelson Lau asked for a motion to approve the February 22, 2019 minutes.

Action:

After review, Mr. Karl Okemura moved to approve the February 22, 2019 minutes, Mr. Jack Legal seconded, and the Board unanimously approved the February 22, 2019 minutes as presented.

President/CEO Report:

Live at the Legislature Wrap-Up:

Mr. Sanford Inouye reported to the Board that *Live at the Legislature* wrapped up its’ second successful year and filmed 17 programs from January 14th to May 6th. Mr. Inouye shared with the Board that *Live at the Legislature* was live streamed on ‘Ōlelo’s Facebook.

Legislative Broadcast Project Wrap-Up:

Mr. Sanford Inouye reported to the Board that ‘Ōlelo is in its’ first year of the Legislative Broadcast Project and the last day of taping for the 2019 legislative session was May 2nd. Mr. Inouye shared with the Board that 2019 was the first year in cable casting live hearings from the House and Senate floors. Mr. Inouye mentioned to the Board that ‘Ōlelo transmitted the hearings to the Neighbor Islands in high-definition.

FCC NPRM – Cable Franchising Update:

Mr. Sanford Inouye provided an update to the Board about the Federal Communications Commission (FCC) Notice of Proposed Rulemaking (NPRM) on cable franchising. Mr. Inouye mentioned to the Board that it is anticipated the new rules maybe issued by the FCC in Summer.

2019 Priorities Focus and Projects 1Q & 2Q Milestones and Updates:

Mr. Sanford Inouye introduced `Ōlelo's Management Team to present the highlights of the 2019 Priorities Focus and Projects first and second quarter milestones and updates.

1Q & 2Q Volunteerism Priority Project:

Mr. Hanalei Aipoalani provided the 1Q and 2Q updates for the 2019 Volunteerism Priority Project to the Board. Mr. Aipoalani provided a brief description of the Volunteerism Priority Project to the Board. Mr. Aipoalani reported to the Board that the 1Q milestones were accomplished, except in the General Support Services area. Mr. Aipoalani provided the preliminary numbers for the 2Q milestones to the Board.

1Q & 2Q Youth Initiatives Priority Project:

Mr. Hanalei Aipoalani and Mr. Garrett Mueller provided the 1Q and 2Q updates for the 2019 Youth Initiatives Project to the Board. Mr. Aipoalani reported to the Board the 1Q and 2Q YXC Contest and Banquet statistics and programming outputs. Mr. Aipoalani shared highlights of the YXC Banquet to the Board.

Mr. Garrett Mueller provided the 1Q and 2Q updates for the YXCE3 After-School program, Children and Youth Day (CYD), and Youth Capitol Commentary (YCC) to the Board. Mr. Mueller reported to the Board that the 1Q milestones for the YXCE3 After-School program, CYD, and YCC were accomplished. Mr. Mueller reported to the Board that the 2Q milestones for the YXCE3 After-School program were accomplished and that the YCC programming outputs for mid- and post-sine die for 2019 have been eliminated due to scheduling issues with students and legislators but will be reviewed for implementation for the 2020 legislative session.

Mr. Garrett Mueller reported to the Board that the YXCE3 After-School name has been changed to JAM (Junior Academy for Media.) Mr. Mueller provided a brief description of the project-based after-school program to the Board.

1Q & 2Q Innovative Media Road Show Priority Project:

Ms. Angela Angel provided the 1Q and 2Q updates for the 2019 Innovative Media Road Show Priority Project to the Board. Ms. Angel provided an overview of the "Express Yourself" Innovative Media Road Show plan to the Board. Ms. Angel reported to the Board that the 1Q milestones were accomplished and also shared the preliminary updates for the 2Q milestones.

1Q & 2Q Mobile App & On-Line Distribution Priority Project:

Mr. Todd Yamamoto provided the 1Q and 2Q updates for the 2019 Mobile App and On-Line Distribution Priority Project to the Board. Mr. Yamamoto reported to the Board that the 1Q milestones were accomplished. Mr. Yamamoto shared the preliminary updates for the 2Q milestones and mentioned that the project is currently on schedule.

Finance Committee Report:

Mr. Keith Fujio reported that the Finance Committee met on May 21, 2019. At this meeting, the Committee reviewed the financials through March 31, 2019; the 2018 Preliminary Financial Audit, and the 2018 Draft Form 990 Tax Return. Mr. Fujio mentioned that there were no structural changes and no significant changes from 2017 to 2018 Form 990, except for changes in the Accounting Standard. Mr. Fujio reported that the 2019 finance audit and tax return are fairly presented.

Unapproved – Pending Board Approval

Mr. Keith Fujio mentioned to the Board that the Finance Committee accepted the 2018 Preliminary Financial Audit and the 2018 Draft Form 990 Tax Return as presented and approved to forward to the full board for action.

Action:

Chair Nelson Lau asked for a motion to approve the 2018 Preliminary Financial Audit and 2018 Draft Form 990 Tax Return. Ms. Leslie Hayashi moved to approve the 2018 Preliminary Financial Audit and 2018 Draft Form 990 Tax Return, Dr. Alexandra Mergenschroer-Livingston seconded, and the Board voted unanimously to approve the 2018 Preliminary Financial Audit and 2018 Draft Form 990 Tax Return.

Mr. Keith Fujio reported to the Board that the financials through March 31, 2019 are accurate and aligned with the budget.

1Q & 2Q Financial Sustainability Plan Priority Project:

Ms. Dawne DePonte provided the 1Q and 2Q updates for the 2019 Financial Sustainability Plan (FSP) Priority Project to the Board. Ms. DePonte provided an overview of the FSP Priority Project to the Board. Ms. DePonte reported to the Board that a few of the 1Q milestones due dates have been moved to 2Q because of the recent audit that `Ōlelo completed. Ms. DePonte shared the preliminary updates for the 2Q milestones to the Board.

Program/Marketing Committee Report:

Mr. Sanford Inouye provided the Program/Marketing Committee report on behalf of Program/Marketing Committee Chair, Mr. Jason Fujita. Mr. Inouye reported to the Board that the Program/Marketing Committee met on May 2, 2019. At this meeting, the Committee continued to explore and brainstorm possible ideas to contribute to `Ōlelo's growth as well as possible alternative sources of revenue for `Ōlelo. Mr. Inouye mentioned to the Board that future meetings with the Program/Marketing Sub-Committee will be scheduled.

Marketing/Promotions Update:

Mr. Jack Bates provided the 2Q Marketing and Advertising Report to the Board. Mr. Bates highlighted the Special Initiatives, Communications/Public Relations, and Advertising/Promotion efforts that `Ōlelo's marketing department have been focusing on in 2Q.

Adjournment:

The next Board meeting will be on Wednesday, August 28, 2019. There being no further business before the Board, the meeting adjourned at 6:19 p.m.

Respectfully Submitted,

Leslie Ann Hayashi, Secretary