

**‘Ōlelo Community Media
Minutes of the Board of Director’s Meeting
August 28, 2019
5:30 p.m. – 7:30 p.m.
1122 Māpunapuna Street**

Present:

Nelson Lau (Chair), Allan Akamine, Keith Fujio, Leslie Hayashi, Melanie Horikami, Alexandra Mergenschroer-Livingston, Donna Mun, Karl Okemura

Excused:

Ann Chung, Jason Fujita, Kalei Kailihiwa, Jack Legal, Linda Nakaima, Steve Sombrero, Derek Wong

Staff:

Sanford Inouye, Angela Angel, Dawne DePonte, Garrett Mueller, Kimi Takazawa, Todd Yamamoto, and Rona Shibuya

Call to Order:

Board Chair Nelson Lau called the meeting to order at 5:30 p.m.

Public Comment:

No public comment.

Approval of May 29, 2019 Minutes:

Chair Nelson Lau asked for a motion to approve the May 29, 2019 minutes.

Action:

After review, Mr. Allan Akamine moved to approve the May 29, 2019 minutes, Ms. Leslie Hayashi seconded, and the Board unanimously approved the May 29, 2019 minutes as presented.

President/CEO Report:

Introduce and Welcome New Staff:

Mr. Sanford Inouye introduced Ms. Kimi Takazawa, ‘Ōlelo Community Media’s new Chief Operating Officer to the Board.

FCC NPRM – Cable Franchising:

Mr. Sanford Inouye provided an update to the Board about the Federal Communications Commission (FCC) Notice of Proposed Rulemaking (NPRM) on cable franchise fees. Mr. Inouye mentioned to the Board that the FCC adopted its rules as final on August 1st 2019.

Mr. Inouye provided a summary to the Board of how the FCC final rules will impact all Public Education and Government (PEG) Access Centers. Mr. Inouye reported to the Board that ‘Ōlelo will work with the Alliance for Community Media (ACM) to challenge the FCC final rules.

2019 Priorities Focus and Projects 3Q Milestones and Updates:

Mr. Sanford Inouye introduced ‘Ōlelo’s Management Team to present the highlights of the 2019 Priorities Focus and Projects third quarter milestones and updates.

Volunteerism Priority Project:

Mr. Garrett Mueller provided the 2Q and 3Q updates for the 2019 Volunteerism Priority Project to the Board. Mr. Mueller reported to the Board that the 2Q and 3Q milestones were accomplished, and some of the measurables are on target to exceed the original goal.

Youth Initiatives Priority Project:

Mr. Garrett Mueller provided the 2Q and 3Q updates for the YXCE3 After-School program, currently being rebranded as the JAM (Junior Academy for Media) program, Children and Youth Day (CYD), and Youth Capitol Commentary (YCC) to the Board. Mr. Mueller reported to the Board that the 2Q milestones for the YXCE3 JAM program, CYD, and YCC were accomplished. Mr. Mueller provided the preliminary numbers for the 3Q milestones for the YXCE3 JAM program to the Board.

Mr. Mueller reported to the Board that programs created by the YXCE3 JAM students will air on Channel 53 beginning in September during a designated “Youth Block”.

Innovative Media Road Show Priority Project:

Ms. Angela Angel provided the 2Q and 3Q updates for the 2019 Innovative Media Road Show Priority Project to the Board. Ms. Angel reported to the Board that the 2Q milestones were accomplished. Ms. Angel reported the preliminary updates for the 3Q milestones to the Board. Ms. Angel shared with the Board highlights of the recent roadshow events. Ms. Angel mentioned to the Board that the Communications Department surpassed its internal goals for increasing the number of newsletter subscribers, video interviews, and Facebook followers.

Mobile App & On-Line Distribution Priority Project:

Mr. Todd Yamamoto provided the 2Q and 3Q updates for the 2019 Mobile App and On-Line Distribution Priority Project to the Board. Mr. Yamamoto reported to the Board that the 2Q milestones were accomplished. Mr. Yamamoto shared with the Board the progress for each milestone in the third quarter and mentioned that the project is currently on schedule.

Financial Sustainability Plan (FSP) Priority Project:

Ms. Dawne DePonte provided the 2Q and 3Q updates for the 2019 Financial Sustainability Plan Priority Project to the Board. Ms. DePonte reported to the Board that `Ōlelo had a kick-off meeting with a consultant on June 25th to begin work on the business plan.

Program and Marketing Committee Report:

Marketing Report:

Ms. Angela Angel provided the 3Q Marketing and Advertising Report to the Board on behalf of Mr. Jack Bates. Ms. Angel reported to the Board the marketing and communications efforts to focus on the programming of community-wide relevance and interest, services, initiatives, and `Ōlelo impact stories by community members and organizations.

Ms. Angel shared a new promotional video to be aired on cable television in the fall.

Finance Committee Report:

Mr. Keith Fujio reported to the Board that the Finance Committee met on August 14, 2019. Mr. Fujio reported that the Committee is required to have an annual review of `Ōlelo’s Investment and Banking Policy and Investment Accounts, and the Committee complied with both requirements. Mr. Fujio mentioned to the Board that the Committee also reviewed `Ōlelo’s insurance renewal policy.

Unapproved – Pending Board Approval

Mr. Fujio reported to the Board that the Finance Committee also reviewed and accepted the financials through June 30, 2019 as presented and approved to forward to the full board for action.

Action:

After review, Mr. Keith Fujio moved to approve the 2Q financials through June 30, 2019, Mr. Karl Okemura seconded, and the Board unanimously approved the 2Q financials through June 30, 2019 as presented.

Mr. Fujio mentioned to the Board that the Finance Committee also reviewed and accepted the Authorized Signers of Disbursement Policy Revision as presented and approved to forward to the full board for action.

Action:

After review, Mr. Keith Fujio moved to accept and approve the Authorized Signers of Disbursement Policy Revision, Ms. Leslie Hayashi seconded, and the Board unanimously accepted and approved the Authorized Signers of Disbursement Policy Revision as presented.

Nominations Committee Report:

Chair Nelson Lau reported that the Nominations Committee met on August 9, 2019 to discuss the recruitment of new Board members to replace those whose terms expire on December 31, 2019.

Executive Session:

Chair Nelson Lau called for a motion to move into Executive Session to review proprietary information.

Action:

Ms. Melanie Horikami moved, and Mr. Keith Fujio seconded, and the Board unanimously approved to move into Executive Session.

The Board recessed at 6:10 p.m. to go into Executive Session.

Reconvene:

Chair Nelson Lau reconvened the meeting at 6:37 p.m.

Adjournment:

The next Board meeting will be on Wednesday, October 30, 2019. There being no further business before the Board, the meeting adjourned at 6:37 p.m.

Respectfully Submitted,

Leslie Ann Hayashi, Secretary