

**`Ōlelo Community Media
Minutes of the Annual Board of Director's Meeting
February 19th, 2021
4:30 p.m. to 6:30 p.m.
Via Microsoft Office Teams**

PRESENT:

Nelson Lau, Ann Chung, Michael Contreras, Keith Fujio, Melanie Horikami, Kalei Kailihiwa, Jack Legal, Alexandra Mergenschroer-Livingston, Donna Mun, Linda Nakaima, Bill Ogawa, Karl Okemura, Steve Sombrero, Grant Tanimoto, and Derek Wong

STAFF IN ATTENDANCE:

Angela Angel, Jack Bates, Alyssa Coloma, Sanford Inouye, Kimi Takazawa, Todd Yamamoto, and Rona Shibuya

CALL TO ORDER:

The board Chair called the meeting to order at 4:35 p.m.

APPROVAL OF OCTOBER 28TH, 2020 MINUTES:

Chair Nelson Lau asked for a motion to approve the October 28th, 2020 minutes.

Action:

After review, Mr. Jack Legal moved to approve the minutes, Mr. Derek Wong seconded, and the Board unanimously approved the October 28th, 2020 minutes as presented.

CHAIR'S REPORT:

Chair Nelson Lau welcomed and recognized new Board members, Mr. Bill Ogawa and Mr. Grant Tanimoto.

NOMINATIONS COMMITTEE REPORT:

Chair Nelson Lau provided the Nominating Committee report to the Board.

Election of Officers

Chair Nelson Lau presented the following slate of officers for `Ōlelo's Board: Chair, Mr. Nelson Lau; Vice-Chair, Mr. Derek Wong; Treasurer, Mr. Keith Fujio; Secretary, Ms. Linda Nakaima. This slate of officers shall serve until replacements are named at the 2022 annual meeting.

Action:

Chair Nelson Lau asked for a motion to approve the slate of officers, Mr. Jack Legal moved, and Mr. Keith Fujio seconded, and the Board unanimously passed the motion to approve the slate of officers.

Designation of Board Committees

Chair Lau announced the 2021 Board Committees and Board Chairs.

PROGRAM AND MARKETING COMMITTEE REPORT:

Mele A`e

Mr. Sanford Inouye introduced to the Board `Ōlelo's new signature program Mele A`e. Mr. Inouye reported to the Board that Mele A`e features aspiring local artists on O`ahu and provides them with an opportunity to showcase their talent in `Ōlelo's new main studio – Studio 1122. Mr. Inouye shared with the Board that Mele A`e's first program premiered on January 24th.

Government Programs

Mr. Sanford Inouye reported to the Board that Live at the Legislature is in its' fourth year and continues to be live and airs Tuesday mornings.

Mr. Inouye shared with the Board that "Talk Story with House Majority Leader Della Au Belatti" program continues to be live and shared highlights of her show.

Mr. Inouye reported to the Board that `Ōlelo has a new bi-weekly, 30-minute government program called "Senate Talk Story."

Marketing Report

Mr. Jack Bates provided the 4Q Marketing Department report to the Board. Mr. Bates reported to the Board that the Marketing Department promoted holiday specials programming for Island Focus and Conversations with the First Lady.

Mr. Bates reported to the Board that with the completion of Studio 1122, the Marketing Department began preparation and promotion for the first series designed to use the new studio, Mele A`e. Mr. Bates provided a summary of the PR efforts that the Marketing department executed for Mele A`e to the Board.

FINANCE COMMITTEE REPORT:

Mr. Keith Fujio reported to the Board that the Finance Committee met on February 11, 2021. At this meeting, the Committee reviewed and accepted the financial statements through December 31, 2020. It was reported that there wasn't much of a difference between December 31st of 2020 and the same period for 2019.

Mr. Fujio reported to the Board that `Ōlelo and N&K are finalizing the 2020 audit and once we have received the engagement letter from N&K, we will begin scheduling the timeline with the auditors.

Mr. Fujio provided the Board with an update on `Ōlelo's operating and capital investment accounts.

PRESIDENT'S REPORT:

FCCNPRM 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.

2021 PRIORITY FOCUS AND PROJECTS FIRST QUARTER UPDATES

REMI – REMI Integration Model

Mr. Todd Yamamoto provided an overview of the 2021 Remi Integration Model Priority Project to the Board. Mr. Yamamoto reported to the Board that the project is designed to utilize remote production equipment, increase live production capacity, reduce staff and equipment travel time, and increase productivity and equipment utilization. Mr. Yamamoto shared with the Board the objective, tasks, measurable and quarterly milestones for this project.

OTT – Over-the-Top

Mr. Todd Yamamoto provided an overview of the 2021 Over-the-Top Priority Project to the Board. Mr. Yamamoto reported to the Board that the project is designed to expand distribution by developing an `Ōlelo Over-the-Top (OTT) app that would be launched on major platforms like AppleTV, Roku, and Android TV. Mr. Yamamoto shared with the Board the objective, tasks, measurable and quarterly milestones for this project.

On-the-Job-Mentoring

Ms. Angela Angel provided an overview of the 2021 Production On-the-Job Training Project to the Board. Ms. Angel reported to the Board that the project is designed to establish pathways for staff and volunteers to engage with `Ōlelo’s production team in on-the-job mentoring to enhance their skills. Ms. Angel shared with the Board the objective, tasks, measurables, and quarterly milestones for this project.

Fee for Service Productions

Ms. Angela Angel provided an overview of the 2021 Fee for Service Productions Project to the Board. Ms. Angel reported to the Board that the project is based on a standard commercial production house model which will be used to create additional sources of revenue for `Ōlelo. Ms. Angel shared with the Board the objective, tasks, measurables, and quarterly milestones for this project.

Training and Client Media Services

Ms. Kimi Takazawa provided an overview of the 2021 Training and Media Service Centers Project to the Board. Ms. Takazawa reported to the Board that the project will centralize, standardize and increase `Ōlelo’s community engagement and act as a single organization with specific media services at multiple locations for the benefit of `Ōlelo’s members. Ms. Takazawa shared with the Board the objective, tasks, measurables, and quarterly milestones for this project.

Aloha Response (AR) 2021

Ms. Kimi Takazawa provided an overview of the 2021 Aloha Response (AR) Project to the Board. Ms. Takazawa reported to the Board that the project is designed for `Ōlelo to express Aloha out to the community through developed engagement journeys to strengthen current and new relationships with external and internal constituents. Ms. Takazawa shared with the Board the objective, tasks, measurables, and quarterly milestones for this project.

BEST (Baseline Essential Skills Training) Program

Ms. Kimi Takazawa provided an overview of the 2021 BEST (Baseline Essential Skills Training) Program Project to the Board. Ms. Takazawa reported to the Board that the project is designed to establish an `Ōlelo baseline skills training for staff. The BEST program also incorporates training and testing for new and existing staff. Ms. Takazawa shared with the Board the objective, tasks, measurables, and quarterly milestones for this project.

Executive Session

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

Action:

Mr. Karl Okemura moved, and Mr. Keith Fujio seconded, and the Board unanimously approved to move into Executive Session.

The Board recessed at 5:45 p.m. to go into Executive Session.

RECONVENE:

Chair Nelson Lau reconvened the meeting at 5:59 p.m.

ADJOURNMENT:

There being no further business before the Board, the meeting adjourned at 6:00 p.m.

RESPECTFULLY SUBMITTED,

Linda Nakaima, Secretary