



Nā Leo 'O Hawai'i, Inc.

In Hilo: 91 Mohouli Street, Hilo, Hawai'i 96720

Tel: (808) 935-8874 Fax: (808) 961-3621

In Kona: 73-4855 Kanalani St., Kailua-Kona, Hawai'i 96740

Tel: (808) 329-9617 Fax: (808) 329-9630

Website: www.naleo.tv

Board of Directors Meeting Minutes February 6, 2019

PRESENT

Mr. Claude Onizuka	Chair
Mr. Sid Fuke	Vice Chair
Mr. Connie Kiriū	Treasurer
Ms. Gail Uejo	Secretary
Ms. Anne Chung	Director
Mr. Dwayne Mukai	Director
Mr. Howard Kelly	Director
Mr. Bill Takaba	Director
Ms. Jennifer Zelko-Schluter	Director
Mr. Stacy Higa	President/CEO

ABSENT

None

GUESTS

NLTV Hilo/Kona Staff members

CALL TO ORDER

Chair Onizuka called the meeting to order at 4:30 p.m.

STATEMENTS FROM THE PUBLIC ON AGENDA

No statements from the public.

APPROVAL OF THE MINUTES

December 07, 2018 Minutes.

Motion to approve minutes for December 07, 2018 by Director Dwayne Mukai.

Seconded by Director Howard Kelly

Passed unanimously.

FINANCIAL REPORT

Treasurer Connie Kiriū moved to approve November 2018 and December 2018 financials. Director Mukai seconded. Passed Unanimously.



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PRESIDENT/CEO'S REPORT

President Higa started off with the Kona Facility, letting the Board know that he will be doing reconfiguration due to Honua Studios struggling because County cutting their subsidiaries. He said that he will be leasing out the green screen area as well as the office space, and move Naleo into the loft. President Higa also mentioned that the Photovoltaic system is ready to be turned on but there's a problem with how Honua had made some bad decisions with electrical system. President Higa said he is getting quotes on fixing those problems.

Director Anne Chung complimented on the soccer championships that Na Leo filmed, which led to President Higa letting the Board know that we would be filming the boys BIIIF Basketball semi finals and championships. President Higa complimented the staff in their diverse programming they are producing.

President Higa mentioned to the Board that the Annual Activity Report is a requirement that we need to send to the DCCA, which Data Manager Kara Paul works with Staff to get done and send out before the deadline.

Chair Onizuka moved to approve the Presidents Report, seconded by Director Mukai. Passed Unanimously.

Treasurer Kiriū moved to approve the 2018 Annual Activity Report. Seconded by Director Mukai. Passed Unanimously.

NEW BUSINESS

President Higa asked the Board to approve the Summary Appraisal for our Mohouli facility. He said the facility appraised at 2.7 millions dollars. President Higa mentioned that we now can work on our strategic plan now that we have the appraisals. He also mentioned that he is planning to switch around investments collateralizing improvements in Hilo and purchase of Kona facility. President Higa said, "The goal is to be debt free in a few years".

Chair Onizuka moved to approve the Summary Appraisal for our facility. Passed Unanimously.

President Higa gave the managers in the company a chance to give the Board an update of each department's responsibilities so the Board could see the quality of the people working here.

President said that the Board is a Policy Board with certain approvals, and the thing he has trouble with is signatories, so he is thinking of using Docu-Sign, an approval process where staff members don't need to be chasing Board members down for signatures, but instead, if no Board Member are available, then himself being the CEO, as well as his 3 Executive Managers can sign, but must have Board approval first. President Higa said he will creating an SOP for this also. He also stated that if it doesn't work out, or Board is not comfortable with this, they can always go back to the way we used to get checks signed.

Vice Chair Fuke moved to approve the motion for the SOP for check processing.

Treasurer Kiriū seconded. Unanimously approved.



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EXECUTIVE SESSION

Meeting did not recess into executive session.

NEXT MEETING

May 15, 2019 @ 4:30PM Conference Room

ADJOURNMENT

Meeting adjourned 5:45 PM

X _____
Gail Uejo
Board Secretary

