

NĀ LEO O HAWAĪI BOARD MEETING
Wednesday, December 29, 2021
Nā Leo o Hawai'i Studio A

Call to Order: Chair Claude Onizuka called the meeting of the Board to order on Wednesday, December 29, at 3:05 pm at the Nā Leo o Hawai'i (NLOH) Studio A. Attending and participating virtually were Chair Onizuka, BMs Anne Chung, Howard Kelly, Jennifer Zelko Schleuter, and Treasurer Bill Takaba. Also virtually participating were incoming board member Mel Ventura and staff Matt Cordero and Adam Lightplay and Joseph Kawamoto. Vice Chair Gerald Takase and BMs Dwayne Mukai and Sid Fuke participated live. Also in live attendance was Interim President/CEO Connie Kiriū, and Ivan Nakano, who was an unpaid and unofficial advisor to the Board – especially its Finance Committee - on fiscal and organizational matters.

Welcome: Chair welcomed incoming BM Ventura to the Board.

Statement from the public: There were no statements from the public.

Action on Minutes: BM Mukai and Zelko-Schleuter moved and seconded, respectively, to approve the Regular and/or Executive Minutes of the October 25, November 16, November 30, and December 1, 2021. Motion was unanimously approved.

Review of Email votes: VC Takase and BM Mukai moved and seconded, respectively, to ratify the Board's electronic votes on the following items: a) Contract WorkLife Hawai'i on November 11, 2021, 8-0 votes ; b) Effective February 1, 2022, the selection of President/CEO Paul W. Horner on December 16, 2021, 7-0 with 1 abstention; c) Nomination and Election of new Board Member, Brandi Kaiolohia Masaoka on December 16, 2021, 8-0 votes; and d) Election of New Officers being Chair Gerald Takase, Vice Chair Jennifer Zelko-Schleuter, Treasurer William Takaba, and Secretary Sidney Fuke on December 16, 2021, 8-0 votes; and e) appointment of interim President/CEO Kiriū on a half-time basis for the month of January on December 16, 2021, 8-0 votes.

Finance Committee Report: Treasurer Takaba provided a revised budgetary format (attached) of the standard "Financial Analysis Report" prepared by PABS. BMs commented how that report is more readily understandable and should be continued. Treasurer Takaba reiterated certain aspects of that report, most notably that NLOH is financially in a good shape. At the end of November, the operating revenues exceeded expenses by \$73,056. That combined with the \$776,330 investment income, NLOH's income exceeded expenses by \$849,386.

He also strongly recommended, which was supported by VC Takase, that for accounting purposes, the income and expenses of the Kanalani building in Kona should be separated from the rest of NLOH's income/expense operation. That way, the financial report would provide a

truer picture of the real income/expenses of NLOH, and it can clearly indicate how financially self-sustaining NLOH is.

Mr. Nakano noted that during the short term, this can be handled by providing the appropriate charts of account to PABS. Inasmuch as PABS serves merely as a bookkeeper to NLOH, NLOH should provide the charts of account directions.

IPC Kiriu noted that because PABS operates from India, the time zone and language differences cause some communication issues. However, PABS has personnel on Oahu, who have started to facilitate discussions. IPC Kiriu and Treasurer Takaba are scheduled to talk to those personnel on December 30, 2021.

Moving forward, Treasurer Takaba noted that the 2022 budget will be amended to reflect the separation of Kanalani from NLOH. Further, with the potential loss of revenue from Spectrum due to a decline in cable subscribers, NLOH should focus on increasing the "Fees for Service".

BM Mukai and VC Takase moved and seconded, respectively, to accept the Treasurer's Report, including its revised format. Motion was unanimously carried.

BMs Mukai and Kelly moved and seconded, respectively, to accept the Financial Statements prepared by PABS for the months of September, October, and November. Motion was unanimously carried.

President's Report (Attached): ICP Kiriu acknowledged the contributions and the Board's appreciation of Ivan Nakano in helping NLOH address its fiscal and organizational needs. Mr. Nakano prepared an 11-page report outlining issues and corresponding recommendations, most of which have been implemented over the past few months.

BM Fuke provided NLOH's token of appreciation in the form of NLOH's donation in his recognition to one of Mr. Nakano's favorite charities – Honpa Hongwanji Hilo Betsuin Pre School Campaign – as well as a number of gift certificates from various local eateries.

Mr. Nakano expressed his appreciation for the opportunity to assist NLOH, an organization which he believes is a good one and one that does much for our community. He added that it would be good to prior to hiring new staff, it would be good to have a basic aptitude and attitude check (which some companies employ); do a background check of key employees; and have periodic performance review of all employees.

He concluded by noting that he stood ready to assist, if called, NLOH in the future.

IPC Kiriu noted that most of the staff are working from home due to the pandemic; that the staff did a touching production on Hawai'i Care Choices; and using Treasurer Takaba's updated financial report, will have a meeting with PABS on Dec. 30.

BMs Mukai and Kelly, moved and seconded, respectively, to accept the IPC's Report. Motion was unanimously approved.

Board Member: VC Takase noted that there is one more vacancy, one which should expire on 2023. BMs Fuke and Chung moved and seconded, respectively, to table this matter to the next Board meeting.

Nomination of Officers: The Chair noted that this was already covered by the electronic vote.

New Business: IPC distributed her email to BMs requesting action to authorize the signatures of the Pres/CEO Paul Horner, Board Chair Gerald Takase, Vice Chair Jennifer Zelko, Treasurer William Takaba, and Secretary Sid Fuke, and designated staff as set forth in the Financial Policies and Procedures Manual for a) contracts and agreements; b) mortgages, loans and investments; and c) checks.

BMs Mukai and Kelly moved and seconded, respectively, to approve authorized signatures being the President/CEO Paul Horner, Board Chair Gerald Takase, Vice Chair Jennifer Zelko, Treasurer William Takaba, and Secretary Sid Fuke, and designated staff as set forth in the Financial Policies and Procedures Manual for a) contracts and agreements; b) mortgages, loans and investments; and c) checks. Motion was unanimously approved.


Executive Session: None was requested.

Announcements: Chair Onizuka welcomed the new BMs and expressed his appreciation to the outgoing BMs and the opportunity to serve on the Board.

VC (and incoming Chair) Takase noted that the next meeting would subject to the call of the Chair and possibly coinciding with the arrival of the new President/CEO in February.

Adjournment: Treasurer Takaba and BM Kelly moved and seconded, respectively, to adjourn the meeting. The motion was unanimously approved at 4:14 pm.

Respectfully Submitted,


Sidney Fuke, Under Secretary, December 30, 2021

