

DEPARTMENT OF BUSINESS, ECONOMIC DEVELOPMENT & TOURISM (DBEDT)
 MINUTES OF THE COMMISSION ON THE 13TH FESTIVAL OF
 PACIFIC ARTS & CULTURE (FESTPAC) MEETING

THURSDAY, August 15, 2019, AT 10:00 A.M.

HAWAI'I CONVENTION CENTER
 1801 KALĀKAUA AVE., BOARD ROOM A
 HONOLULU, HAWAI'I 96815

Commission Members Present were:

J. Kalani English, Chair	-	Senate President's Designee
Snowbird Bento	-	Commissioner - Community Member At-Large
Māpuana de Silva	-	Community Member At-Large
Kalani Ka'anā'anā	-	Hawai'i Tourism Authority Designee
Misty Kela'i	-	City & County of Honolulu Designee
Monte McComber	-	Governor's Designee

Guests:

Jacob Aki	-	Senator English's Office
Sterline Bento		
Donalyn Dela Cruz	-	Strategies 360
Kapalai'ula de Silva	-	Kamehameha Schools
Lawson Fernandes	-	Mayors Office of the Culture and Arts (MOCA)
Alexis Hou	-	Taipei Economic and Cultural Office (TECO)
James Huang	-	Taipei Economic and Cultural Office (TECO)
Andrew Lockwood	-	Pacific Islands Institute
Honey Maltin-Wisot	-	Strategies 360
June Matsumoto	-	Pacific Islands Institute
Michael Pili Pang	-	PA'I Foundation
Jay Rojas	-	PA'I Foundation
Vicky Takamine	-	PA'I Foundation

Staff:

Margaret Ahn	-	Attorney General's Office
Jamie Lum	-	DBEDT
Randy Tanaka	-	DBEDT
Selma Malcolm (Recording)	-	DBEDT

Apologies:

Lynn DeCoite	-	House Speaker's Designee
Mehana Hind	-	Office of Hawaiian Affairs
Mike McCartney	-	Department of Business, Economic Development & Tourism (DBEDT)

CALL TO ORDER:

The meeting was called to order by Chair English on Thursday, August 15, 2019 at 10:05 a.m., who welcomed everyone present.

Introduction and Special Welcome extended to:

Sterline Bento, Commissioner Bento's mother; Jane Matsumoto and Andrew Lockwood of Pacific Island Institute; Lawson Fernandes of the Mayor's Office of Culture and the Arts (MOCA), Alexis Hou from the Taipei Economic and Cultural Office in Honolulu (TECO-Honolulu) and Taiwan Austronesians Delegation. The Austronesians Delegation will be meeting with Ms. Takamine and Ms. de Silva after the Commission meeting on 8/15 to obtain information on FESTPAC 2020 to promote in their country. They indicated that they've already made hotel reservations in Honolulu to attend FESTPAC.

APPROVAL OF JUNE 12 & JULY 3, 2019 MEETING MINUTES:

Minutes of the Meetings held on Wednesday, June 12 and Thursday, July 3, 2019, were approved on a motion by Mr. Monte McComber and seconded by Ms. Misty Kela'i.

Motion was passed unanimously.

OLD BUSINESS:

A. DBEDT Report:

Mr. Tanaka reported on the following:

Budget:

- The budget was presented, and Mr. Tanaka indicated that recommendations will be made to PA'I Foundation to trim the budget.

Fundraising:

- A total of \$2.45 million in State funds has been appropriated.
- To date, PA'I Foundation has been awarded approximately \$140,000 in National Endowment for the Arts (NEA) grants which will incur a 10 percent administrative cost.

Schedule of Events/Event Priorities:

- A revised Schedule of Events for FESTPAC 2020 was posted by PA'I Foundation. The information was also distributed to all the participating nations.

University of Hawai'i (UH) Dorms:

- PA'I Foundation has secured 1800 beds at the University of Hawai'i (UH) at Mānoa for the delegates, but depending on how many countries/delegates confirm their attendance, approximately 2800 beds might be needed except for Taiwan and New Zealand. During discussion, Mr. Tanaka stated that the challenges we will experience with accommodations at UH are assignment of rooms, reservations cut-off dates, and payment. He also stated that UH requested a full payment for accommodations by December 2019. He was concerned that the Commission would not receive commitments from the participating nations before that date. Recently, he met briefly with the UH President David Lassner and requested flexibility on the payment date. Mr. Tanaka suggested that during the 29th Meeting of the Council of the Pacific Arts and Culture (CPAC) in September, the Commission must reemphasize the importance of the commitment by the participating nations, otherwise the Commission will incur a liability.

Ground Transportation:

- To minimize the cost of transportation, Mr. Tanaka stated that the VIPs accommodations will be located near the Hawai'i Convention Center (HCC). Staging of vehicles would be at HCC to eliminate parking fees at the hotels. Transportation will also be provided for specific/late hours, i.e., UBER, taxi cabs, etc.
- Venues:

Mr. Tanaka stated that there have been some challenges with FESTPAC's primary venue, the Hawai'i Convention Center, as it will be hosting a major event ahead of FESTPAC in June 2020 that will occupy some of the spaces when our delegates are ready to check-in. He is concerned about overlaps June 9, 2020.

Mr. Tanaka stated that DBEDT will be the signer on the Contract with the Hawai'i Convention Center in order to receive a government discount. He is also working with HCC on other opportunities to reduce operating costs.

The Kapi'olani Park Soccer Field is under consideration for the FESTPAC Closing Ceremony. Mr. Tanaka stated that he discussed the logistics of the opening and closing of the Ala Wai Promenade, security functions, inclement weather, etc., with PA'I Foundation.

- Customs/Biosecurity:

PA'I Foundation has been meeting with the Customs and Biosecurity representatives regarding FESTPAC and CPAC meetings. Mr. Tanaka stated that he met with a representative of the Hawaii Foreign Trade Zone (FTZ) recently and certain recommendations regarding FESTPAC are going forward.

Report from Pacific Island Institute (PII)/Accommodation:

Ms. June Matsumoto reported that that PII received proposals from hotels for over 300 rooms and that all the hotels are in walking distance from the Hawai'i Convention Center. Contracts are still being negotiated, as they are trying to get the same terms from each hotel.

B. OTHER REPORTS:

PA'I Foundation – FESTPAC Events and Production, Delegations:

Ms. Takamine presented her report with the budget and a list of meetings and events that she attended. She also presented a layout of the Festival Village at the Ala Wai Promenade for review. Approximately \$140,000 was awarded in grants. She stated that the Director of the National Endowment for the Arts indicated she will be attending the FESTPAC Opening Ceremony on June 11, 2020.

Ms. Takamine reported that the State Department was notified that approximately 2,800 delegates will be applying for Visas to attend FESTPAC 2020 in addition to others that will be attending the Festivals. Discussion was held regarding the letters of invitation. Mr. Tanaka indicated that during the World Conservation Congress, letters of invitation were placed on the website that the delegates printed and took to the embassy. Ms. Takamine suggested an excel spreadsheet be created with Artists names, the name of their Arts with information that they are a part of the FESTPAC delegation. However, it was recommended that DBEDT be responsible for the preparation and distribution of the invitation letters. Chair English noted that the Commission will do whatever is required to assist with the visa process for the delegations.

Update on the number of Delegates confirmed for FESTPAC:

French Polynesian 100; Wallace & Futuna 50; Palau 100; Aotearoa 130; Tonga 50; and Marshall Islands 70 delegates.

Strategies 360 Report:

Strategies 360 Communication update on the Website, Social Media, Marketing and Merchandising, Media Partners and Sponsorship was reviewed and accepted.

Mr. Tanaka advised the Commissioners that Strategies 360's contract with PA'I expired, and DBEDT is seeking State Procurement Office approval to contract directly with Strategies 360.

SMS Consulting Status Report:

Ms. Takamine gave SMS's report and stated that SMS has been assisting PA'I Foundation with funders/sponsors. They helped set up meetings with KGMB, Star Advertiser and Clear Channel Radio to find out the potential for media exposure for FESTPAC, and information needed in order to develop sponsorship packages.

NEW BUSINESS:

A. Discussion:

29th Meeting of the Council of Pacific Arts and Culture (CPAC), September 10-13, 2019, in Honolulu, Hawai'i:

▪ FESTPAC 2020 Host Update to CPAC Delegates on September 12th

Mr. Tanaka advised that the Commission is scheduled to make a presentation at the CPAC Meeting on September 12 and that a reception is also scheduled for the same evening at the Hawai'i Convention Center. Approximately 100 people are invited including the CPAC delegates, FESTPAC Commissioners, contractors, and partners. He recommended that all expenditures should be approved by the Commission.

Mr. Pili Pang reported that Rooms 320, 323A, 323B and 324 have been secured for September 10-12, 2019 at the Hawai'i Convention Center and loading is scheduled for September 9th. A meeting is scheduled with HCC at 11:00 a.m. after today's Commission meeting to discuss meals. Ms. de Silva will also be attending the meeting.

Transportation for the CPAC event is not yet confirmed. Mr. Pili Pang is working on finalizing the site visits.

Ms. Takamine reported that PA'I Foundation was requested to provide electronic equipment for CPAC and that would incur additional cost to PA'I Foundation and that Mr. Pili Pang has been working with the logistics coordinators at the Hawai'i Convention Center regarding CPAC and FESTPAC 2020. She also reported that Ms. de Silva will be chairing the CPAC meetings and is currently revising the agenda with Ms. Luisa Mavoa and Ms. Kuiniselani Tago of the Pacific Community (SPC).

Chair English requested that another letter of invitation be sent to Papua New Guinea since there has been a change of government and the current government did not receive initial invitation. He felt that that the change of government and turnover of government officials in the region could be the reason for the slow responses. Ms. Takamine informed the Commissioners that Ms. Luisa Mavoa from SPC sent emails to all the

participating nations on August 13th, including Papua New Guinea. Chair English said that he will be working in the region with several government leaders in the next month and that he would double check with the countries and coordinate with Ms. de Silva.

Discussion ensued, and Ms. Takamine suggested Ms. Matsumoto of PII should negotiate a FESTPAC rate with the hotels to be posted on the FESTPAC website to track the bookings. Ms. Matsumoto indicated that this is already in process. Mr. Ka'anā'anā indicated that he/HTA is waiting for the information from PII to start building tour packages. Mr. Tanaka will work with Mr. Ka'anā'anā to coordinate the package building.

Ms. Kela'i stated that she advised Ms. Takamine that Matson is inquiring about FESTPAC's sponsorship package. Ms. Takamine stated that she met with Central Pacific Bank on August 8th, and they agreed to become a sponsor and that she will be meeting with other bank representatives as well. Ms. Takamine said that she, Mr. Rojas and Mr. Pili Pang are finalizing the sponsorship package. Chair English stated that the sponsorship package should be a priority and requested that Mr. Tanaka work with her on it. Mr. Tanaka said he met with Ms. Beth Lum, and she's willing to assist with the sponsorship package pro bono and encouraged Ms. Takamine to contact/email her.

DATE OF NEXT MEETING:

Chair English informed the Commissioners that he will out of town during the September meeting and asked Mr. Ka'anā'anā to preside. He proposed that meeting dates and times be adjusted as applicable and requested flexibility from the Commissioners.

The next meeting was scheduled for Tuesday, September 3, 2019, at 1:00 p.m. at the Hawai'i Convention Center Executive Boardroom A. Mr. Ka'anā'anā will preside.

ADJOURNMENT:

The Meeting ended at 11:12 a.m.

Respectfully Submitted,

Senator Kalani J. English
Chair

Date