

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

**WEDNESDAY, NOVEMBER 27, 2019, AT 9:00 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
Māpuana de Silva	-	Community Member At-Large
Mehanaokalā Hind	-	Office of Hawaiian Affairs
Kalani Ka'anā'anā	-	Hawai'i Tourism Authority Designee
Monte McComber	-	Governor's Designee
Richard Onishi	-	House Speaker's Designee
Randall Tanaka	-	Department of Business, Economic Development & Tourism (DBEDT) Designee

Guests:

Jacob Aki	-	Senator English's Office
Maka Casson-Fisher	-	Hawai'i Tourism Authority
Vicky Holt Takamine	-	PA'I Foundation
Honey Maltin-Wisot	-	Strategies 360
June Matsumoto	-	Pacific Islands Institute
LorMona Meredith	-	Pacific Islands Institute
Michael Pili Pang	-	PA'I Foundation
Jay Rojas	-	PA'I Foundation

Staff:

Margaret Ahn	-	Attorney General's Office
Jamie Lum	-	DBEDT
Keliann Yamamoto	-	DBEDT

Apologies:

Snowbird Bento	-	Community Member At-Large
Misty Kela'i	-	City & County of Honolulu Designee

CALL TO ORDER:

The meeting was called to order by Chair English on Wednesday, November 27, 2019, at 9:08 a.m., who welcomed everyone present.

APPROVAL OF NOVEMBER 13, 2019 MEETING MINUTES:

Approval of the Minutes of the meeting held on Wednesday, November 13, 2019, was deferred.

OLD BUSINESS:

DBEDT Report:

Mr. Tanaka informed the Commission that DBEDT did not have a chance to meet with the PA'I Foundation regarding the contract adjustments however, Ms. Lum would update the Commission on the status of the memo Mr. McComber submitted previously regarding the renegotiation of PA'I Foundation's contract.

Ms. Lum reported the following: Payment was made to PA'I for reimbursement of the Council of Pacific Arts and Culture (CPAC) meeting expenses in September; adjustments are being made internally with DBEDT's Fiscal office regarding reimbursement to PA'I for travel expenses to Aotearoa; PA'I Foundation made recommendations on adjustments to the budget which DBEDT is currently reviewing to submit to the Commission; PA'I Foundation will be submitting a list of all the events that will be held at the Hawai'i Convention Center (HCC) during FESTPAC; and Ms. Takamine and Ms. Matsumoto are currently working on the transportation schedule with Roberts Hawai'i.

Representative Onishi asked how was Roberts Hawai'i selected for transportation from a procurement standpoint. Ms. Takamine stated that PA'I Foundation made the initial contact with Roberts Hawai'i, and when Pacific Island Institute (PII) was contracted by DBEDT, PII continued working with them. Representative Onishi asked if there was an allocation in PII's contract for that service or if the Commission will be paying.

Discussion was held as to whether the coordination for transportation was taken out of PA'I Foundation's contract while the funding remained in the \$1.2 million. Mr. Tanaka advised the Commission that there is a line item for Logistics under the Contract Services category for \$65,000, and there is also another line under the Salaries/Honoraria category for a Logistics Coordinator for \$50,000. Ms. de Silva asked if there was an explanation for the breakdown of the budget in the PA'I Foundation's contract. Mr. Tanaka noted that there wasn't any detail under those lines and if the transportation cost was there, that's how it should have been defined. The contract requires modification and the Commission is still waiting for the renegotiation between DBEDT and PA'I Foundation to occur. Chair English issued a stern warning to DBEDT and PA'I Foundation about getting their act together and finding the time to renegotiate their contract. Representative Onishi shared similar sentiments at the November 13<sup>th</sup> meeting. He then reiterated that DBEDT and PA'I Foundation could communicate over the phone or by email. He warned them that if they did not resolve it soon, he was prepared to make a motion for the Commission to take on the responsibility of renegotiating the budget and possibly addressing their contract.

Pacific Island Institute (PII - Logistics Contractor) Updates:

Ground Transportation:

Mr. Tanaka asked Ms. Matsumoto how Roberts Hawai'i was selected for ground transportation services. Ms. Matsumoto stated that PA'I Foundation had initially begun working with Roberts Hawai'i because PA'I wanted to keep the ground transportation costs down by using school buses instead of motor coach buses. Roberts Hawai'i is the largest ground transportation provider in the State and the only company that could accommodate the required number of school buses.

Chair English requested that PA'I Foundation submit a memo to DBEDT defining the process used in the selection of Roberts Hawai'i in order to have something on file that addresses procurement. Ms. Hind reminded the Commission that anything that is contracted by DBEDT must go through State Procurement and anything that is contracted by one of the contractors of DBEDT does not have to go through procurement. She indicated the entity (PII/ PA'I Foundation/ DBEDT) that contracts with Roberts Hawai'i, determines that process. Also, the question relating to what actual parts of the budget PA'I Foundation they will maintain, cannot be answered until after the meeting with DBEDT.

The Commission reviewed the tentative costs for ground transportation Ms. Matsumoto presented based on the general timeline PA'I Foundation submitted and on information received from Roberts Hawai'i. She stated that there is a combination of 48 and 56-seater vehicles and the approximate cost for transportation is \$280,000. She also presented an estimated budget for transportation prior to the official start date of FESTPAC. It covers the arrival of the wa'a and the activities at Ke'ehi Lagoon Park. She said the costs are based on a total of 2,000 delegates and estimated at \$33,000. The airport transfers for arrival and departure of delegates is approximately \$45,000.

Housing and Food Service at the University of Hawai'i (UH):

Ms. Matsumoto confirmed that the total cost of housing and food service (excluding dinner) for the delegations at the University of Hawai'i is \$1.5 million. Mr. Tanaka asked when the delegates are expected to arrive (first night) and check in to the dorms. Chair English said it depends on the flights as they will be coming in from different areas in the Pacific and based on his recollection of an earlier discussion, the Commission estimated 3-days before and 3-days after the Festivals. Mr. Tanaka asked if the Commission is obligated to pay the additional expenses for meals, transportation and housing for the 6-nights, and the answer was yes. Mr. Tanaka indicated that currently no rooms are being held before June 10, 2020. Chair English stated that as a matter of place holder, we should look at the projections and get the additional rooms.

Placement of Sponsorships Logos and Link to Sponsors' Website on the FESTPAC 2020 Homepage:

Ms. Ahn stated that at the last meeting on November 13<sup>th</sup>, PA'I Foundation asked whether the donors' logos on the website could contain a link to the donors' websites, and the answer from the Ethics Commission was yes. Also, PA'I asked whether, depending on the amount of the donation, could the size and the placement of the donors' logos on the website differ. The answer from the Ethics Commission was also yes, as long as they are applying objective factors in determining the placement and size of the logos.

Emergency Appropriation Bill:

Ms. Ahn inquired if the Emergency Appropriation Bill discussed at the November 13<sup>th</sup> meeting is still being considered as the legislative session will start soon. Representative Onishi said with the recommendation of DBEDT, the Commission would have to make a request to the Governor and in terms of the availability of the funds, it may not be available until near or after the event. Chair English noted that an emergency appropriation bill is an extraordinary measure requested by the Governor, and it's done in the governor's message so it can come anytime during the session.

Other Reports:

PA'I Foundation

Ms. Takamine reported the following:

Ms. Takamine advised that PA'I Foundation received confirmation from 12 countries with a total of 889 delegates. Five (5) countries will be sending 100 delegates each to FESTPAC while the other seven (7) will be sending between 50 and 70 delegates.

There was a discussion that the delegates will need letters of invitation in order to get their visas. Ms. Lum will forward a copy of FESTPAC letterhead to Ms. Takamine who will draft a letter to the delegates that will be used to obtain their visas. Since the letter will be signed by Chair English, Ms. Takamine will send the draft to him to review. Once approved, Ms Takamine will prepare the final letters and send them to DBEDT to obtain Chair English's signature. DBEDT will mail the letters. Chair English then indicated that he and Representative Onishi would speak to the congressional delegation about visa assistance for all the participating nations.

Mr. Rojas stated that at the last Festivals, Guam made arrangements with individual embassies in the region to work with their consular to facilitate the visa requests for the delegates. PA'I Foundation made a similar request to the State Department and they said that it could be allowed, to some extent. But the change in administration between 2016 and now, may pose some issues. Chair English suggested that they will work on both ends, as

he and Representative Onishi will meet with our congressional delegation to put pressure on that level.

Ms. Takamine stated that during the last two weeks they revisited some of the venues. The rooms will be finalized at the Hawai'i Convention Center (HCC) and the Commission will be advised accordingly. Hosting of events with other venues are still being negotiated.

Strategies 360 (Communications Contractor):

Ms. Maltin-Wisot reported that FESTPAC 2.0 website launched on November 18, 2019 and picked up more than 600 new users in its first week. Most of these users accessed the website via mobile device. Eighty percent of them are between the ages of 18-34.

Chair English noted that he received several requests in the region about FESTPAC apps and asked if it is being worked on. Ms. Maltin-Wisot responded that there is no funding to develop an app.

NEW BUSINESS:

Chair English said he will be attending the Association of Pacific Island Legislatures (APIL) Board Meeting in Saipan during the week of December 1-7, 2019 and asked Ms. Matsumoto if they could route the room block through PII for the 2020 APIL conference for 60-80 participants. The conference is a 4-day event that will be held in the Senate Chamber. The participants are very flexible with the dates. Chair English said he will suggest the conference be scheduled during the middle of FESTPAC, starting from June 15, so that APIL delegates can spend some time with FESTPAC delegates from their respective islands and see some of their performances.

Measles Outbreak in the Region/Immunization:

The Commission discussed the outbreak of measles in the region and the effect it might have on FESTPAC 2020. Mr. Tanaka will reach out to the State Health Director and the Center for Disease Control. Chair English suggested that the Biosecurity team meet quickly as letters will be going out to the region soon and information on immunization for FESTPAC delegation could be incorporated.

DATE OF NEXT MEETING:

The next meeting is scheduled for Wednesday, December 11, 2019, at 9:00 a.m. at the Hawai'i Convention Center, Executive Boardroom A.

At the December 11, 2019, meeting the Commission consider meeting dates for 2020.

ADJOURNMENT:

The Meeting was adjourned at 10:25 a.m.

Respectfully Submitted,

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Senator J. Kalani English  
Chair

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Date