

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

**THURSDAY, JANUARY 23, 2020, AT 8:30 A.M.**

HAWAI'I STATE CAPITOL  
 SENATE CHAMBERS, CHAMBER LEVEL  
 415 S. BERETAINA STREET  
 HONOLULU, HAWAI'I 96813

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
Misty Kela'i	-	City & County of Honolulu Designee
Monte McComber	-	Governor's Designee
Richard Onishi	-	House Speaker's Designee
Randall Tanaka, then	-	Department of Business, Economic Development &
Dennis Ling	-	Tourism (DBEDT) Designee

Guests:

Jacob Aki	-	Senator English's Office
Manu Aluli Meyer	-	University of Hawai'i West O'ahu
Patrick Branco	-	Volunteer
Maka Casson-Fisher	-	Hawai'i Tourism Authority
Puka Kahau	-	Hefenua Consultants
Benton Keali'i Pang	-	U.S. Fish & Wildlife Services
Kuiniselani Tago-Elisara	-	Secretariat of the Pacific Community (SPC)
Vicky Holt Takamine	-	PA'I Foundation
Ngahiraka Mason	-	Independent (New Zealand/Honolulu)
June Matsumoto	-	Pacific Islands Institute (PII)
Maile Meyer	-	Na Mea Hawai'i
Michael Pili Pang	-	PA'I Foundation
Kanoe Takitani-Puahi	-	Mayor's Office of the Culture and Arts (MOCA)

Staff:

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

Apology:

Snowbird Bento	-	Community Member At-Large
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CALL TO ORDER:

The meeting was called to order by Chair English on Thursday, January 23, 2020, at 8:41 a.m., who welcomed everyone present.

APPROVAL OF JANUARY 16, 2020 MEETING MINUTES:

Minutes of the meeting held on January 16, 2020, were approved on a motion by Representative Onishi and seconded by Mr. Ka'anā'anā with the following amendments by Mr. Ka'anā'anā:

Page 2: Under Approval of December 11 & December 19 Meeting Minutes –  
First line, “unamended” was inserted in front of approved.

Under Old Business – Last paragraph – third line down “provide”  
replaced “come up with”; same paragraph, seventh line down, ““Ōlelo”  
was corrected.

Page 4: Fourth section down – first line, “a representative of” was inserted before  
“Secretariat of the Pacific Community”.

Motion was unanimously approved as corrected.

OLD BUSINESS:

A. DBEDT Report:

**Proposed Amendments to PA'I Foundation Contract:**

Regarding input for the Scope of Service for the PA'I Foundation contract, Mr. Ling presented two (2) separate versions of a revised Scope of Services and a copy of the Compensation and Payment Schedule for the Commission to review. Version -1 of the scope specified that the Contractor be responsible to plan, develop, manage and promote the Festival Village while version-2 stated that the Contractor serve as Honorary Chair for the Festival and Head of Delegation for Hawai'i. The Compensation and Payment Schedule was based upon an agreement by the Commission at its meeting on January 16, 2020. Mr. Ka'anā'anā suggested that the Commission consider an executive session to consult the Commission's attorney regarding the amendment of the contract. The Commission agreed to defer discussion on the contract until an executive session.

**FESTPAC Website and Continuation of Strategies 360 Services:**

Mr. Ling advised the Commission that DBEDT is currently in negotiation with Strategies 360 to continue with the maintenance of the website and social media beginning January through July 2020 at \$2,000 per month. During discussion, Mr. Ka'anā'anā inquired if DBEDT had a clear scope of what Strategies 360 is doing. Mr. Ling said yes, and that Ms. Ahn already reviewed the draft contract for the Commission's approval.

Representative Onishi stated that the Commission cannot move forward without seeing the details of the scope of work.

Mr. Ka'anā'anā then suggested that the Commission reference the FESTPAC Host Country Manual from the Secretariat of the Pacific Community (SPC). Page 51, section 3 outlines specifically all of the communications for internal operations as well as reporting the stakeholders' outputs that are required and recommended. The contract with Strategies 360 should include those items in the scope. He noted that the information starts on page 51 and concludes on page 53.

B. Festival Director's Report:

Ms. Takamine stated that she emailed the Commission earlier this morning a schedule of events and an update of the delegations. Fourteen (14) countries have responded, and an estimate of 75 delegates will be attending from Australia. Several countries have requested materials on biosecurity, etc. She is currently working on the newsletter to disseminate to the participating nations via the website. She also met with several community members about working on the Festival in different capacities. The UH College of Arts and Sciences agreed to partner with FESTPAC, and we could ask for some of their facilities to host conferences that the SPC is planning, as the Hawai'i Convention Center will not be available at that time.

Regarding comments that the Commission is not receiving information from PA'I Foundation, Ms. Takamine stated that the Commission has not been clear about how much information it requires from PA'I Foundation.

Ms. Takamine expressed concerns that when she first agreed to be involved with the Festival, there were pre-supposed conditions with regard to funding that have not materialized, which now impact her ability to provide the services that have been expected of her.

Ms. Takamine will provide banner/art work to Ms. Kela'i to create and print banners which will be placed on all the city buses island wide.

A motion was made by Mr. Ka'anā'anā and seconded by Representative Onishi that the Commission go into an Executive Session to consult with the Commission's attorney pursuant to section 92-5(a)(4) of the Hawai'i Revised Statutes.

Motion was passed unanimously.

The Executive Session was from 9:06 a.m. to 10:09 a.m.

Motion was made by Representative Onishi and seconded by Mr. McComber to exit the Executive Session.

Motion was passed unanimously.

Mr. Ka'anā'anā left the meeting at 10:03 a.m., and Mr. McComber at 10:10 a.m.

In the open meeting, Chair English advised that the Commission meetings will be standing meetings, held every Thursday, at 8:30 a.m., at the Hawai'i State Capitol, Senate Caucus Room, Chamber Level. Meeting dates and times will be adjusted as needed. Representative Onishi then informed the Commissioners that his office can provide parking passes for half a day for available parking spaces at the State Capitol and that those interested should inform his office and arrive early to pick up the parking pass.

### **Solicitation for Logistic Coordinator for Delegate Registration and Management of use of Hawai'i Convention Center:**

Mr. Tanaka is working on a document that outlines the scope of work for a logistics company for the Commission to review. Once that is available, DBEDT will bring proceed with that procurement. The need for that service is not immediate. When the programming schedule is available, the space at the Hawai'i Convention Center could be reduced and that would reduce our budget.

Ms. de Silva asked if it is possible for her hālau to volunteer to take care of the delegates registration and the credentialing. Representative Onishi encouraged Ms. de Silva and the Commissioners to review the scope first before making such a decision.

Chair English on behalf of the Commission, welcomed Ms. Kuiniselani Tago-Elisa to the meeting and invited her to address them. Ms. Tago-Elisa thanked the Commission on behalf of the Secretariat of the Pacific Community (SPC) for their efforts in organizing the Festivals. The SPC is very conscious that FESTPAC is a huge event which requires an enormous amount of financial and human resources. From SPC's perspective they need to be very understanding and patient with the way things are, but they also have a duty to the countries as the custodian of the Festivals to ensure that it takes off and happens successfully. She felt that the Commission has the skills and expertise to present a successful Festival although there are challenges that we need to overcome so that we can move forward and progress. She also encouraged the Commission to send out the newsletter as soon as possible and include all the information that the countries need to know such applying for visas, biosecurity, etc.

Chair English informed Ms. Tago-Elisa that the Commission appreciates her guidance and support and connection to the rest of the Pacific. He also informed her that the Commission has converted from an oversight Commission to a working Commission and that members are taking on different tasks and dividing up the work. He and Representative Onishi are talking to funders to help meet the shortfall. Regarding media, the Commissioners have different components within their respective organizations that they are going to bring together and work as a media team. The Commission will also be working with Strategies 360 to disseminate the information. Chair English also requested SPC's continued support in assisting with communication in the region especially with the French and Spanish speaking entities. The Commission appointed Mr. McComber (in absentia) and Ms. de Silva to serve as the primary points of contact with SPC.

Representative Onishi left the meeting at 10:20 a.m.

**Public Testimony**

Dr. Benton Keali'i Pang from U.S. Fish and Wildlife addressed the meeting on biosecurity, invasive species, inspection of canoes when they arrive, prohibited items that are not allowed in Hawai'i; permits, etc.

Ms. Ngahiraka Mason, a Hawai'i resident representing the New Zealand Community, and Mr. Puka Kahau of Hefenua Consultants, also addressed the Commission and expressed support for the Festival and their willingness to assist.

Chair English thanked everyone for attending the meeting and reiterated that the Commission will start having standing meetings.

**DATE OF NEXT MEETING:**

The next meeting is scheduled for Wednesday, January 29, 2020, at 9:00 a.m., at the Hawai'i State Capitol, Senate Caucus Room, Chamber Level.

**ADJOURNMENT:**

The Meeting was adjourned at 10:38 a.m.

Respectfully Submitted,

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Senator J. Kalani English  
Chair

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Date