

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

THURSDAY, FEBRUARY 13, 2020 AT 8:30 AM

HAWAI'I STATE CAPITOL
 SENATE CAUCUS ROOM, CHAMBER LEVEL
 415 S. BERETAINE STREET
 HONOLULU, HAWAI'I 96813

Commission Members Present were:

J. Kalani English, Chair	-	Senate President's Designee
Māpuana de Silva	-	Community Member At-Large
Kalani Ka'anā'anā	-	Hawai'i Tourism Authority Designee
Misty Kela'i	-	City & County of Honolulu Designee
Dennis Ling	-	Department of Business, Economic Development & Tourism (DBEDT)
Monte McComber	-	Governor's Designee
Richard Onishi	-	House Speaker's Designee

Guests:

Jacob Aki	-	Senator English's Office
Amber Bixel	-	Bishop Museum
Jesse Broder Van Dyke	-	Senate Communications
John De Freies	-	Native Hawaiian Hospitality Association (NHHA)
Linsin-Dongi	-	Taiwan Council of Indigenous Peoples
T. Ilihia Gionson	-	Native Hawaiian Hospitality Association (NHHA)
Amy Hammond	-	King Kamehameha Celebration Commission
James Huang	-	Taipei Economic & Cultural Office (TECO)
Melanie Ide	-	Bishop Museum
Jonathan Johnson	-	Hawai'i State Foundation on Culture & the Arts
Noelani Kamalu	-	Polynesian Voyaging Society (PVS)
Vicky Holt Takamine	-	PA'I Foundation
Kang-Ning Lee	-	Taiwan Council of Indigenous Peoples
Honey Maltin-Wisot	-	Strategies 360
Marques Marzan	-	Bishop Museum
Ngahiraka Mason	-	Independent Consultant
June Matsumoto	-	Pacific Island Institute (PII)
Michi Moore	-	Senate Communications
Harinani Kalohelani Orme	-	Artist
Michael Pili Pang	-	PA'I Foundation
Adrian Kamelii	-	Hawaiian Air
Cure Sulunga	-	Senate Communications
Tracy Rector	-	Nia Tero

Jay Rojas	-	PA'I Foundation
Verna Takashima	-	Artist/Cultural Practitioner
Kanoe Takitani-Puahi	-	Mayor's Office of Culture and the Arts (MOCA)
Sayun-Tosu	-	Taiwan Council of Indigenous Peoples
Chris Walker	-	Nia Tero
Kaiwi Yoon	-	Bishop Museum

Staff:

Margaret Ahn	-	Attorney General's Office
Marlene Hiraoka	-	DBEDT
Jamie Lum	-	DBEDT
Selma Malcolm	-	DBEDT

Apologies:

Snowbird Bento	-	Community Member At-Large
Mehanaokalā Hind	-	Office of Hawaiian Affairs

CALL TO ORDER:

The meeting was called to order by Chair English on Thursday, February 13, 2020, at 8:37 a.m., who welcomed everyone present.

APPROVAL OF JANUARY 29, 2020 MEETING MINUTES:

Minutes of the meeting held on January 29, 2020, were approved unamended on a motion by Mr. Ka'anā'anā, and seconded by Ms. Kela'i.

Motion was unanimously approved.

OLD BUSINESS:

A. DBEDT Report:

PA'I Foundation Contract:

Mr. Ling indicated that Ms. Takamine may sign the acknowledgment letter relating to PA'I Foundation (PA'I) electing to terminate the contract with DBEDT.

Chair English asked about the Logistics Coordinator and Mr. Ka'anā'anā reported that they are working with DBEDT. His procurement team is currently reviewing the draft Request for Proposal (RFP).

B. Artistic Director's Report:

Due to Ms. Bento's absence, portions of the Artistic Director's Report are included with the Administration Director's Report.

C. Administration Director's Report:

Mr. McComber distributed a printed report, a delegation listing, and delegations for Artistic Programming.

Mr. McComber reported that Creative New Zealand (CNZ) is requesting an invoice from DBEDT that includes information related to housing and meal plans. He provided guidance regarding how the invoice should be prepared. Confirmation was made by DBEDT that invoicing will be for the full amount including the \$25 deposit fee per person. DBEDT will draft a Memorandum of Understanding (MOU) with CNZ.

Mr. McComber reported that the payment to UH for lodging and meals will be paid by PA'I from the \$611,000 that DBEDT paid PA'I. PA'I will issue a check payable to the University of Hawai'i (UH) for \$595,656.01 which will be for housing and meal plan costs. The difference of \$15,243.99 will cover PA'I expenses such as salaries, insurance, rent, and software license. Ms. Ahn commented that during a meeting with PA'I, they agreed to issue an invoice to DBEDT, however, acknowledged that the amount may not necessarily total \$15,243.99 because PA'I was aware, as of mid-January, about the Commission's decision to amend PA'I's contract with DBEDT to include just Ms. Takamine's services, after which PA'I elected to terminate the contract. Ms. Takamine of PA'I reported that the organization is in the process of reconciling their records. Mr. Ka'anā'anā requested for clarification that the outstanding amount due to PA'I is for January 2020, a portion of February and other expenses.

Mr. McComber reported that 1,570 beds have been reserved at UH including 1,800 meals (two per day). The total cost for rooms and meals is \$1,318,356. With the advance payment DBEDT has already made to UH plus the payment coming from PA'I, there will be a balance of \$464,600 owed to UH by DBEDT which is due on February 21, 2020.

Mr. McComber asked which meals will be covered under the agreement with UH. Ms. Matsumoto confirmed that breakfast and dinner are meals that are included in the arrangement with UH. Ms. Takamine indicated that delegates will be returning to their dorms after each day's events and that the venues should be covering lunches rather than dinners. Mr. Ka'anā'anā confirmed that the Festival Village will be open daily from 10:00 am to 5:00 PM with satellite venues in the evening. He expressed that the Convention Center could cover dinner costs at the close of each day. Chair English requested that meal plans be reviewed and discussed again.

Regarding the \$25 refundable security deposit, Mr. McComber stated that the Commission needs to revisit the process of how delegations will be paying this amount.

He would like to develop a system with heads of delegations so that individual payments will not be made. Ms. Takamine reported that as of January 22, there are 1,029 participating delegates representing 14 countries who have confirmed their participation. DBEDT was asked for a balance of funds which will be sent via email to the Commissioners. The remaining funds will be used to pay for housing and the balance owed to PA'I. DBEDT reported that no additional expenditures have been incurred since the last financial report was prepared and given to the Commission at the January 29 meeting.

Ms. Kela'i reiterated that the National Endowment for the Arts (NEA) grant was written for the Festival Village to be held at a City park. Ms. Takamine expressed that she will need to administer the grant funds from the NEA and State Foundation on Culture and the Arts. Ms. Kela'i and Ms. Takamine will discuss separately related to utilizing the NEA grant.

Mr. McComber also reported that he received an email from Professor Judy Mitoma. Professor Mitoma is retired from UCLA. Her CV and bio were distributed to Commissioners which notes that she has extensive experience organizing and executing festivals. Based upon her CV and summary, she appears to have the capacity, network and skills to help with FESTPAC planning. She is willing to volunteer her time but is requesting an office space. Mr. McComber indicated that Kamehameha Schools might be able to provide office space. Mr. Ka'anā'anā stated that the proposal is fine provided Professor Mitoma is aware that she will not be paid for her services. Chair English asked Mr. McComber to follow up and obtain more clarification.

Mr. McComber reported that communication to heads of delegations was made on February 6. The letter provided information regarding the new organizational structure and how communication between Hawai'i and heads of delegations should be made. He will continue to update the listing of heads of delegations. He will arrange skype meetings with all heads of delegation or cultural focal points.

Mr. McComber noted that RSVPs from delegations are being received regarding their interest in specific festival activities. He indicated that the total Festival programming may change based upon interests of delegates. Mr. Ka'anā'anā requested that Mr. McComber share delegate information with DBEDT. He reiterated that all requests must go through the heads of delegation and no one should be accepting individual requests. All delegates must be vetted, approved and sanctioned as official delegates by their heads of delegation. Ms. Takamine asked whether this rule applies to vendors and it was determined that vendor inquiries are a separate matter.

Mr. McComber reported that an advanced communication letter announcing Chair English's visit to Samoa was sent. The Chair's Chief-of-Staff is coordinating meetings for him such as with the Arts Council.

Mr. McComber received an inquiry from Guam regarding sustainability practices that are being used so that FESTPAC is an eco-friendly event in Hawai'i. This point is important to Guam because some of their funding is from funders who require them to stipulate sustainability practices that are being followed during the Festival. Mr. Ka'anā'anā reported that the Hawai'i Convention Center is certified with a Gold level LEED certification. The Center will also be participating in the Hawai'i Green Business program which is part of DBEDT.

Guam is bringing their master blacksmith to the Festival. Ms. Kela'i said there is no room in the Festival Village for what Guam would like to do so they are looking at other possible locations.

Ms. de Silva said if Guam is allowed to bring their blacksmith, we will need to accommodate everyone who submits similar requests. Ms. de Silva expressed that the original intent of the Festival was because elders wanted to preserve traditional cultural practices that were becoming less of an interest to young people. Chair English requested that Mr. McComber send a reply to Guam welcoming their blacksmith's participation provided they are able to find their own demonstration space and that they understand it will be separate from the Festival Village.

Mr. McComber also reported that a confirmation was received from the Kingdom of Tonga that their 80 delegates will arrive in Hawai'i on June 9, 2020.

Mr. McComber indicated that delegations currently have FESTPAC information that was presented at the 29th Meeting of the Council of Pacific Arts and Culture (CPAC29). He mentioned that Mr. Ka'anā'anā will be developing and finalizing a comprehensive newsletter with updated information to be shared with the delegations.

Mr. McComber also reported that he received an inquiry from Dr. Theodore Gonsalves of the Smithsonian National Museum of American History. Dr. Gonsalves expressed interest in attending and recording the Festival. There are issues and questions related to intellectual property (IP) matters that need to be discussed with Ms. Kuiniselani Tago-Elisara regarding what may be permissible according to the Pacific Community (SPC).

Mr. McComber made reference to the conference proposals that have been received. Regarding the Youth Ambassador Program, he indicated that Kamehameha Schools agreed to host one day of the conference and that Kaimuki High School is willing to host the second day of the two-day event. Mr. Ka'anā'anā commented that there will be numerous requests received, however, he encouraged Commissioners to focus on the core Festival program. Ms. de Silva and Ms. Kela'i agreed that these side events can be put into some informational collateral piece and not be included in the official Festival program. Mr. Ka'anā'anā stressed that the Commission will need to agree on a process to determine which events get included.

Mr. McComber also informed Commissioners that the Pan Pacific Festival is being held during FESTPAC. He posed a question as to whether there is a need to coordinate with the Pan Pacific Festival, in some way, or whether any funding requests might be considered.

D. Festival Coordination Directors Report:

Chair English reported that he and Representative Onishi have been reaching out to potential funders. These contacts are reporting their requests to their respective boards and CEOs. The Chair reported that the Hawai'i Tourism Authority (HTA) approved \$500,000 in support of FESTPAC.

The Chair also reported that he has received visits by government officials such as the Consul General of the Republic of Palau who reported that the Queen of Palau will be attending FESTPAC.

Representative Onishi reported that he met with the Chamber of Commerce of Hawai'i which is willing to assist in several ways: (1) provide omiyage (gift) package for the heads of delegations; (2) possibly provide food at some events; (3) ground transportation to some events; (4) will ask members whether performances can be held at their business – e.g. Center Stage at Ala Moana Center; (5) willing to ask members for hospitality packages for delegates; and (6) assist with fundraising. Mr. Ka'anā'anā said, in terms of timing, they would like to receive gifts on Wednesday before the end of the Festival. For the Heads of delegations, gifts will be presented at the opening of the Festival. Mr. Ka'anā'anā informed the commissioners that Version 3 of the Sponsorship Package is available for use.

Representative Onishi also met with Hawaiian Electric, and they are interested in supporting the Festival.

E. Marketing and Sponsorships Director's Report:

Mr. Ka'anā'anā asked that the Strategies 360 Report be sent to Commissioners by DBEDT.

Mr. Ka'anā'anā expressed thanks to Commissioner Hind for participating in an interview with Meli Television and Chair English with Hawai'i Public Radio. He confirmed that a press conference will be held at 10:30 a.m. in the Senate Chambers on February 20, 2020, following the Commission meeting. Speakers will include Chair English, Mr. Chris Tatum who will announce HTA's sponsorship, and Ms. Bento who will share her experiences about the Festival. He presented two posters that will be used as visuals at the press conference on each side of the speaker.

Mr. Ka'anā'anā also reported that social media metrics are increasing. For the purposes of branding and coordination, a letterhead was developed and will be considered the

official letterhead for all communication. This is important for delegations as they apply for visas since the U.S. State Department looks for consistency between the invitation letter and Hawai'i's communication with them.

Mr. Ka'anā'anā also presented a framework for the newsletter that will be developed and used to communicate information and updates about the Festival. He advised that there needs to be a process for submissions and that submissions be sent to him by 5:00 p.m. on Monday of each week. A draft will be reviewed and approved by the Commissioners at the weekly meeting and the final version will be disseminated on Fridays.

Mr. Ka'anā'anā also requested that Version 3 of the Sponsorship Package be sent to commissioners by DBEDT. The sponsorship deck will reflect new sponsors as they are confirmed.

F. Venues/Facilities Director Report:

Mr. Ling stated that he did not have any other updates, however, expressed the need for clarification regarding roles and responsibilities of commissioners which would be discussed under "New Business."

G. Support Services Director Report:

Ms. Kela'i reported that she, Chair English and Mr. McComber made a presentation about FESTPAC to Mayor Caldwell's sub-cabinet, which is comprised of the Deputy Managing Director and all Public Information Officers (PIO) from each City department. Chair English thanked Ms. Kela'i and Ms. Kanoe Takitani-Puahi for organizing a great meeting. He stated that Mayor Caldwell expressed strong support of the Festival.

Ms. Kela'i requested guidance regarding deadlines/cut offs for finances and delegate registration. This information is important to have in order to plan and develop the Festival Village concept. Chair English stated that, at this point, no funding for the Festival Village has been secured. From a financial perspective, the Village might need to be moved inside the Convention Center. Ms. Kela'i expressed that she would need approximately \$500,000 to organize the Festival Village on the Ala Wai Promenade.

Mr. Ka'anā'anā believes that some of the costs of the Village can be covered if the Village is moved into the Convention Center. Mr. Ka'anā'anā expressed that there is a duality regarding the Festival in terms of respecting traditional culture as well as accepting the modernity of the times. The Festival would be a good opportunity to balance traditional cultural values and customs with modernization.

Ms. de Silva asked for clarification regarding what the \$500,000 would be used for. Chair English expressed that the Village is what and how Hawai'i decides on developing it. Ms. Takitani-Puahi said they would like to work with community organizations such

as Ho'olani Hale to build and dismantle the hale which would later be repurposed in other ways.

Mr. Ka'anā'anā mentioned that the Festival Village would need to be up from Sunday to Saturday. Discussion was held regarding venue options for carvers such as Bishop Museum, Convention Center Promenade, etc. Bishop Museum representatives expressed that they are developing a budget although Chair English indicated that there are currently no funds available for carvers to be located at the Bishop Museum for demonstrations, unless the Museum can cover the costs.

More discussion was held regarding the option of moving the Festival Village into the Exhibit Halls at the Convention Center. Another option expressed by Ms. de Silva was to have the individual countries located on the promenade. Ms. Takitani-Puahi shared that there could be different ways to create the hale. Ms. Takamine commented that there is no need to create 28 country hale at the Convention Center but rather to place delegations at locations such as the Polynesian Cultural Center, Bishop Museum and the Hawai'i State Art Museum.

Chair English questioned what the project could afford with 16 weeks left before the start of FESTPAC. Mr. Ka'anā'anā suggested that the Festival Village be located in the Convention Center Exhibit Halls. He commented that the practitioners could also conduct programming on the promenade. Ms. Kela'i expressed that she is opposed to moving the Festival Village within the Convention Center's Exhibit Halls. Ms. Takitani-Puahi will redo proposals and work within the \$75,000 budget of the NEA grant. She will present options to consider at the next meeting.

Ms. de Silva reminded members that most practitioners would demonstrate and sell goods in the marketplace, therefore, they would require a safe place where transactions can be made. It does not appear to be feasible to separate the demonstrations from the retail area and if that decision is made, participating delegations will need to be informed.

H. Update on Delegate Housing and Transportation:

Ms. Matsumoto of the Pacific Islands Institute (PII) reported that she will be receiving floor plans from the UH soon and will share the information with Ms. Hind. This information would need to be sent to the delegations for their information.

Ms. Matsumoto also reported that currently, they are still holding 200 beds at the East West Center which would be a total cost of \$117,339. She will continue to hold these beds until February 28, 2020.

A question was asked about the total cost of ground transportation, and Ms. Matsumoto estimated those costs would total \$350,000 which includes airport transfers but does not include transporting baggage. There is a need to confirm number and size of baggage

from each delegation. Regarding vehicle rentals for heads of delegations, the Chair has been in discussions with rental car agencies and is hoping that this could be an in-kind donation on their part.

Housing for heads of delegations is currently being held at the Ala Moana Hotel. The hotel would like to enter into a contract as soon as possible, however the Commission needs to confirm the final room count.

NEW BUSINESS

A. Lieutenant Governor Josh Green:

Chair English introduced Lieutenant Governor (LG) Josh Green and expressed appreciation to LG Green for agreeing to assist with organizing a medical team to be on duty at the University of Hawai'i dormitories during the Festival.

The LG indicated that he will assist and coordinate with the Hawai'i Health Core who will be volunteering, pro bono, to assist with medical needs of delegates. The LG mentioned that they are able to offer additional support, as needed, such as securing a nurse practitioner at some events. The LG also indicated that the team will include Polynesian nurses and physicians, however, he would appreciate receiving specifications and more information from the Commission.

The LG also stated that the Hawai'i Health Core is being funded by the Queens Medical Center who also paid for personnel participating in medical missions abroad. The LG indicated that his team may also engage American Medical Response (AMR) in the event patients need to be transported to medical facilities.

Representative Onishi also asked the LG if the John A. Burns School of Medicine (JABSOM) could be involved, too. The LG stated that JABSOM's Home Project, which includes medical students involved in community outreach, will be assisting with FESTPAC and includes traditional healing as part of their training and practices. He will be meeting with JABSOM on February 21, 2020, to discuss the opportunity to volunteer at FESTPAC.

Chair English thanked the LG for attending the Commission meeting. Ms. Kela'i asked the LG to join her committee. He said that either he or his Chief-of-Staff will attend her committee meetings.

B. Council of Indigenous Peoples (CIP), Taiwan:

Representatives from CIP were introduced and provided updated information regarding their support of FESTPAC. They expressed appreciation to Chair English, on behalf of their Minister, for supporting Taiwan's participation.

CIP stated that a letter from their Minister confirming sponsorship and funding for 30 delegates from each of Taiwan's Pacific allies which includes the Republic of Palau, the Republic of Nauru, the Republic of Marshall Islands and Tuvalu. CIP's support totals \$430,000, including airfares. In addition, CIP will be scheduling two major events: (1) demonstration by 26 carvers, which will take place prior to FESTPAC; and (2) an Austronesian Forum, which will take place simultaneously to FESTPAC. They would like to incorporate their programs into the official FESTPAC program. Taiwan will also be leading a government delegation of 60 individuals to Hawai'i.

Chair English distributed a copy of the Minister's letter to the Commissioners and thanked CIP for their partnership. Their support guarantees those countries' participation and will greatly assist in covering expenses. Mr. McComber asked whether housing was included in their funding support, and CIP confirmed that it is. CIP clarified that they will be making their own housing arrangements for the participants in their other programs.

C. Nia Tero Foundation:

Chair English introduced representatives of the Nia Tero Foundation who expressed their excitement in bringing the Pacific People's Forum (PPF) to Hawai'i to be held parallel to FESTPAC. They would like to include story tellers and cultural practitioners who are not part of delegations to participate in FESTPAC. The organization has hosted events in New Zealand, Vanuatu and in Hawai'i, the outcomes of which will culminate at the PPF in June 2020. They also will be developing messaging that will be shared around the Pacific Rim during an upcoming voyage. They are committed to working alongside indigenous peoples from Polynesia, Micronesia and Melanesia together during FESTPAC as part of the PPF.

D. Aloha Plus Challenge

The organization submitted a letter requesting to partner on sustainable development goals. The Chair suggested that they be invited to the next meeting and provide more information to the Commission.

E. New Business Items Listed on Agenda:

New Business Items: (1) Roles and Responsibilities of Commissioners; (2) Head of Delegation for Hawai'i Delegation; and (3) Festival Director that were listed on the February 13, 2020, meeting agenda will be deferred until the next meeting.

PUBLIC TESTIMONY

Chair English invited anyone from the public to testify. There were no individuals from the public who provided testimony.

DATE OF NEXT MEETING

The next meeting is scheduled for Thursday, February 20, 2020, at 8:30 a.m., at the Hawai'i State Capitol, Senate Caucus Room, Chamber Level.

ADJOURNMENT:

The Meeting was adjourned at 10:55 a.m.

Respectfully Submitted,

Senator J. Kalani English
Chair

Date