

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, FEBRUARY 27, 2020 AT 8:30 AM**

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

Commission Members Present were:

J. Kalani English, Chair	-	Senate President’s Designee
Snowbird Bento	-	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
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
Melanie Ide	-	Bishop Museum
Marques Marzan	-	Bishop Museum
Kaiwi Yoon	-	Bishop Museum
Amber Bixel	-	Bishop Museum
Jesse Broder Van Dyke	-	Director of Senate Communications
Cure Sulunga	-	Senate Communications
Honey Maltin-Wisot	-	Strategies 360
Eric Chang	-	East-West Center
Alexis Hou	-	Taipei Economic and Cultural Office
Jonathan Johnson	-	State Foundation on Culture and the Arts
Ngahiraka Mason	-	Independent Contractor
June Matsumoto	-	Pacific Islands Institute (PII)
LarMona Meredith	-	Pacific Islands Institute (PII)
Verna Takashima	-	Artist/Cultural Practitioner
Kanoe Takitani-Puahi	-	Mayor’s Office of Culture and Arts (MOCA)
Jackie Burke	-	

Staff:

Margaret Ahn	-	Attorney General’s Office
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Jamie Lum	-	DBEDT
Scott Tome	-	DBEDT
Marlene Hiraoka	-	DBEDT

Apologies:

Mehanaokalā Hind	-	Office of Hawaiian Affairs Designee
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CALL TO ORDER:

The meeting was called to order by Chair English on Thursday, February 27, 2020, at 8:37 a.m., who welcomed everyone present. The meeting began with a pule (prayer) by Mr. Ka'anā'anā.

APPROVAL OF February 20, 2020 MEETING MINUTES:

- A. Minutes of the meeting held on February 20, 2020, were approved on a motion by Mr. McComber, and seconded by Mr. Ling with the following amendments:

Chair English commented that his meeting with the Voyaging Society related to his meetings in the two Samoas.

Motion was unanimously approved.

OLD BUSINESS:

- A. DBEDT Report:

Mr. Ling reported that the payment to the University of Hawai'i (UH) Conference Housing was pending. DBEDT will request that a cashier's check and remittance letter from PA'I to UH be prepared. UH will not be able to accept a check from PA'I unless in the form of a cashier's check.

Mr. Ling distributed a tentative budget and indicated that payments from Taiwan and New Zealand need to be kept separate from the donations in the event refunds need to be made if FESTPAC is postponed. As such, DBEDT will be delaying payments for housing in the event of a postponement of the Festival. He also stated that New Zealand requested for language to be included in the Memorandum of Understanding (MOU) that would state a policy regarding cancellation of the Festival. There are several issues to be considered and the Chair suggested that all payments be delayed at this point in time.

Mr. Ling also confirmed that DBEDT funds would pay for UH housing and meals, and ground transportation including VIP transportation. Currently the balance at DBEDT is \$581,325.24. Mr. Ka'anā'anā requested that an overall budget be prepared as opposed to a balance sheet. Mr. McComber also commented that there are Opening and Closing Day event expenses which will likely be covered by the Hawai'i Tourism Authority (HTA). Mr. Ka'anā'anā also expressed that the Request for Proposal (RFP) for a Destination

Management Company (DMC) is pending and the deadline to receive proposals is March 5, 2020.

Representative Onishi requested that the budget be redone with more details including columns for estimated budget and actual expenses. Chair English requested that Commissioners provide cost estimates to DBEDT (Ms. Lum or Mr. Tome). Mr. McComber reminded Commissioners that estimates for New Zealand and Taiwan are pending. Taiwan has reported that their budget cap is \$190,000. Details with New Zealand have been recently negotiated. DBEDT's balance does not include any additional transactions.

B. Artistic Director's Report:

Ms. Bento reported that she met with Ms. Mason, who represents the New Zealand delegation, about programming. She stated that delegations are requesting more clarification regarding performances, visual arts and other programming details. Ms. Bento would like to request that delegations reclarify their intentions related to programming through the newsletter. She needs to receive feedback and confirmations from the delegations and suggested that this communication be requested and included in a future newsletter.

Regarding international wa'a, to date, Ms. Bento reported that she has not received any confirmations from delegations that they will be sending wa'a to the Festival. She explained that if they do send wa'a, the delegations would need to sign foreign vessel permits. While planning will continue for the arrival of wa'a, we can assume, at this point, that there will be no international canoes during the June 10, 2020, ceremony. Navigators and waka, among others, will likely be attending and a determination needs to be made regarding protocols that need to be followed.

Ms. Bento confirmed that Kamehameha Schools (KS) will provide food for delegations for this event as well as absorb costs for tents, staging, sound, chairs, lighting, law enforcement, etc. Wa'a arrival day budget is \$70,000-100,000. Regarding obtaining a permit, KS is not willing to accept liability so a non-profit will need to be considered for the permit application.

Ms. Bento and Ms. Kela'i will meet to discuss budgets and reports on meetings with the Hawai'i State Art Museum (HiSAM), Polynesian Cultural Center (PCC) and Bishop Museum (BM) and will be reporting to the Commission shortly.

Representative Onishi added that the Commissioners are recognizing how other organizations are supporting and contributing to the Festival. He would like income and expenses to be reflected such as KS's contributions to the Wa'a program on June 10. Chair English commented that the Commission will need to decide what to include in the overall budget; however, side events should not be reflected in the budget since these activities are being funded by the respective coordinating entities.

Discussion continued regarding what would constitute a core event and it was confirmed as follows: Festival Village, Opening Ceremony, Closing Ceremony, Wa'a Arrival Ceremony, Ecumenical Service, Wearable Arts Show, and Pageant would be considered as core events. Mr. Johnson of the State Foundation on Culture and the Arts (SFCA) confirmed that his agency has allocated \$250,000 towards FESTPAC which includes programming and logistics for three nights. SFCA is seeking a partner for programming for an additional evening.

### C. Administration Director's Report

Mr. McComber distributed a summary of his report. He reviewed the figures listed in his report. He reported \$581,325.24 as the current operating funds. He also reported that in the Trust Fund, there is a balance of \$140,000 of which \$100,000 is from Smith's Boat Tours and \$40,000 is from Helumoa. He also reported \$500,000 support from HTA.

Mr. McComber also reported the following:

- \$60,000 from the National Endowment for the Arts (NEA)
- \$15,000 from the SFCA for the Festival Village
- \$35,000 from Native Arts and Culture

Regarding the funding from Native Arts and Culture, he suggested that a MOU between PA'I and Native Arts and Culture be executed regarding use of these funds since PA'I is no longer the Festival Director.

Mr. McComber confirmed that \$1,101,277.50 will be paid to UH for housing and meals; however, he suggested that any payment to UH be held off until UH is able to confirm the reallocation of 190 beds which they are removing from the Gateway House block.

Mr. McComber made a motion to have \$192,040.49 be earmarked toward payment to UH. Representative Onishi seconded the motion. Discussion was held regarding meal service being provided by UH to include breakfast and dinner. UH is willing to work with the Commission in determining hours of operation of the cafeteria for dinner service. It was suggested that the cafeteria be opened for dinner from 6:00 p.m. to midnight. DBEDT and Ms. Matsumoto of PII will follow-up on meal service hours with UH.

Motion was unanimously approved.

Mr. McComber reported that there are 1,398 delegates confirmed to attend FESTPAC. There are 402 remaining beds available. He recommended that one double room on the ground floor be reserved for the Lieutenant Governor (LG) and his medical team. He also suggested that a deluxe quad unit be reserved at Frear Hall as a medical dispensary. Mr. McComber also recommended a double room be reserved for FESTPAC administration for the evenings.

Mr. McComber stated that he received other room requests from New Zealand (deluxe Quad), Nia Tero (50 beds for 10 days), and French Polynesia (room for storage) which will be paid by these delegations, and a recommendation for a side room for morning briefings (40-50 pax). A discussion continued regarding items such as blankets, pillows, towels, etc. that will need to be purchased. Chair English stated that he will be discussing these needs with the Hawaii Lodging and Tourist Association to determine whether the Association's members could contribute these items.

Discussion was held regarding liability insurance that UH requires. DBEDT is determining whether the agency has the ability to purchase insurance to follow UH requirements.

Mr. McComber questioned whether DBEDT is able to pay for hotel accommodations at the Ala Moana Hotel. Ms. Ahn clarified that DBEDT is unable to pay for hotel accommodations. DBEDT will discuss this matter further with Pacific Islands Institute (PII). Also to be discussed with PII is the vendor for ground transportation. If DBEDT will need to issue a RFP, Mr. Ling stated that RFPs must be open for 30 days.

Mr. McComber confirmed with the Commission that rooms at the East West Center are no longer needed and will be released.

Mr. McComber asked DBEDT to confirm the deadline for PA'I to submit their final report. It was reported that PA'I was asked to submit their final report by Friday, February 28, 2020.

Mr. McComber reported that he will be meeting with Southwest Airlines for sponsorship support of air travel to Kaua'i.

Mr. McComber also reported that he is developing a legal agreement document for the heads of delegations to sign regarding code of conduct, waiver and indemnification, credential revocation, photography/video waiver, etc. Chair English will check on training/briefing for all delegates. Regarding crowd release signage, Ms. Ahn and Mr. Ka'anā'anā will be meeting with the Hawai'i Film Office on February 28 to obtain guidance regarding this matter.

Relating to human resources, Mr. McComber reported that, unfortunately, the Commission will not be utilizing the services of Professor Mitoma.

Mr. McComber reported that Kanaeokana wants to host a 3-day symposium on traditional games. Also Guam requested housing prior to the Festival for 8 individuals for wa'a from 6/2-6/9.

Mr. McComber also reported on the Youth Conference and organizations involved in this program. He confirmed that this program will be funded separately and not through the Commission.

He also reported that delegations requested information on the Opening and Closing Ceremonies, Ecumenical Service, Travelers Insurance and Biosecurity webinar. Mr. McComber suggested that this information be included in the newsletter once details are confirmed. Ms. de Silva indicated that regarding order of delegations, that would not be necessary; however, Ms. Bento expressed the need to create protocols for the Opening and Closing Ceremonies. Ms. Bento will work on a draft of programs/events.

D. Festival Coordination Directors' Report:

Chair English reported that he and Representative Onishi met with UH President David Lassner. He made reference to the UH Conference Housing Contract with DBEDT. The Chair and Representative Onishi requested that UH provide funding or in-kind support of FESTPAC. UH confirmed that they will host a VIP reception at College Hill for approximately 70 individuals (heads of state, heads of delegations, etc); however, ground transportation would need to be provided by the Commission. UH also affirmed its support by providing volunteers, t-shirts, VIP gifts, etc. during the Festival. It was also reported that on June 8 UH will be hosting university heads from the Pacific Islands.

E. Marketing and Sponsorships Director's Report:

Mr. Ka'anā'anā deferred to his written report which include the Strategies 360 report. He explained that an overall budget is needed in order for him to reach out to other funders such as the Hawaii Community Foundation. He also asked for content suggestions for the next newsletter. He also confirmed with the Commission that he would be releasing extra convention rooms not needed by FESTPAC.

F. Venues/Facilities Director's Report:

No additional report from DBEDT.

G. Support Services Director's Report:

Ms. Kela'i reported that they are still waiting to confirm details with the Department of Parks and Recreation (DPR). She asked about the status of funding for the Festival Village. She also requested that entertainers be provided with some funding and that food be provided to volunteers. Ms. Takitani-Puahi indicated that they will work with Ms. Hind on serving food and providing t-shirts for volunteers.

H. Residential Operations/Update on Delegate Housing and Transportation:

Ms. Hind's report will be deferred until the next meeting.

NEW BUSINESS

A. Delegate Meals and Catering

Breakfast and dinner meals at UH in discussion with DBEDT and PII. Lunch will be at the venue.

B. Concurrent Events and Proposals

It was reiterated that side events would be funded by the respective organizations.

C. Hawai'i Delegation Selection Committee

Discussion was held regarding nominees for the Hawai'i Delegation Selection Committee. The nominees are: (Ms. De Silva will contact the nominees)

- Momi Cazimero, Graphic Artist
- Hokulani Holt-Padilla, Kumu Hula
- Debbie Nakanelua-Richards, Cultural Practitioner
- Kamanaopono Crabbe, Kohala Institute of Iole(KII)
- Hailama Farden, Hawaiian Language Instructor
- Maile Meyer, Cultural Practitioner (alternate)
- Manuwai Peters (alternate)

By April 8, the selection of Hawai'i delegation members should be made. Ms. De Silva will work on a schedule for the Selection Committee in order to have the Hawai'i Delegation finalized by May 1.

D. Coronavirus

Chair English reported that meetings have been held daily regarding coronavirus updates. He said that it is recommended that people be prepared with 14 days of food and a three-month supply of medications. He said that the State is prepared in the event someone in Hawai'i tests positive with the coronavirus. Chair English also stated that many large conferences are being postponed or scaled back due to this situation.

Chair English reported that he spoke to Ms. Kuiniselani Tago-Elisara and she indicated that their Council would be meeting and may suggest that FESTPAC in Hawaii be postponed for a year. She will be reporting back to the Chair soon regarding the Council's decision. The Chair also stated that the long-range vision is to move the Hawai'i Commission to the Festival of Pacific Arts Commission.

Chair English explained that because the Commission has an end date of January 2021, there is legislation, Senate Bill 125, that proposes to extend the Commission further.

PUBLIC TESTIMONY

Chair English invited anyone from the public to testify.

- A. Ms. Jackie Burke reported that the Gallery on the Pali will be hosting artists from Papua New Guinea.

CLOSING REMARKS

Chair English thanked everyone for attending the meeting.

DATE OF NEXT MEETING

The next meeting is scheduled for Friday, March 6, 2020, at 8:30 a.m., at the Hawai'i State Capitol, Senate Caucus Room, Chamber Level.

ADJOURNMENT:

The Meeting was adjourned at 10:27 a.m.

Respectfully Submitted,



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Senator J. Kalani English  
Chair

3/6/2020

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Date