

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

FRIDAY, MARCH 6, 2020 AT 8:30 AM

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

Commission Members Present were:

J. Kalani English, Chair	-	Senate President's Designee
Richard Onishi	-	House Speaker's Designee
Kalani Ka'anā'anā	-	Hawai'i Tourism Authority (HTA) Designee
Māpuana de Silva	-	Community Member At-Large
Mehana Hind	-	Office of Hawaiian Affairs
Monte McComber	-	Governor's Designee
Dennis Ling	-	Department of Business, Economic Development & Tourism (DBEDT)

Guests:

Jacob Aki	-	Senator English's Office
James Huang	-	Taipei Economic and Cultural Office
Kanoe Takitani-Puahi	-	Mayor's Office of the Culture and Arts (MOCA)
Ngahiraka Mason	-	Independent Curator
June Matsumoto	-	Pacific Islands Institute (PII)
T. Ilihia Gionson	-	Native Hawaiian Hospitality Association (NHHA)
Amber Bixel	-	Bishop Museum
Blaine Kia	-	Outrigger Resorts
Eric Chang	-	East-West Center
Alexis Hou	-	Taipei Economic and Cultural Office
Honey Maltin-Wisot	-	Strategies 360
Jackie Burke	-	Kahookele Art
Verna Takashima	-	Artist
Michi Moore	-	Senate Communications Office

Staff:

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

Apologies:

Snowbird Bento - Kamehameha Schools
Misty Kela'i - City & County of Honolulu Designee

CALL TO ORDER

The meeting was called to order by Chair English on Friday, March 6, 2020, at 8:38 a.m., who welcomed everyone present.

APPROVAL OF February 27, 2020 MEETING MINUTES

- A. Minutes of the meeting held on February 27, were approved unamended on a motion by Mr. McComber and seconded by Representative Onishi.

Motion was unanimously approved.

NEW BUSINESS

Chair English suggested that Commissioners discuss new business agenda items first.

- A. Postponement of FESTPAC in Hawai'i

Chair English covered the communication steps that occurred once The Pacific Community (SPC) announced that the 13th Festival of Pacific Arts and Culture (FESTPAC) would be postponed for one year. The Chair reported that he sent messages through the Department of Business, Economic Development and Tourism (DBEDT) about this development. He acknowledged Mr. Ka'anā'anā's communication efforts to inform funding and other partners via social media and other methods about the postponement of FESTPAC.

The Chair further reported that he and Representative Onishi informed the House and Senate Leadership about the postponement. He distributed copies of draft legislation that would extend the Commission for another year.

Discussion continued regarding adding language into the draft bill that would include an exemption to the Sunshine Law. The reason for the exemption is that because the Commission is a working commission, once decisions are made by Commissioners, the implementation of those decisions may require individual Commissioners having discussions about the execution of those decisions. Mr. McComber expressed some reservations regarding adding an exemption into the draft legislation regarding Sunshine Laws. Following more discussion, the Chair reassured Commissioners that Sunshine Laws will be followed in conducting Commission business. The only difference is that Commissioners will have the ability to discuss implementation areas of consideration with each other rather than having to form a permitted interaction group for every area.

Mr. Ka'anā'anā added that including the exemption into the draft legislation would allow more flexibility in Commissioners getting their work done. He further commented that guidelines could be developed such as meeting a certain dollar threshold that will allow for the exemptions to be authorized. After a lengthy discussion on the intent of the exemption to the Sunshine Law, the Chair suggested that a preamble be added to the beginning of the legislation that would explain the evolution of the Commission and why this exemption would help to make the planning and execution process more efficient especially as the Festival date gets closer.

B. New Proposed Festival Dates

Chair English expressed the need to consider new Festival dates for 2021. Discussion was held regarding the best feasible time frame given considerations related to University of Hawai'i (UH) housing; Special Olympics dates; airline schedules; Pan Pacific Festival; Kamehameha Day Parade; etc. The Chair also asked the public for their input.

Discussion continued regarding best new proposed dates for consideration. The Chair and Commissioners felt that consideration be made to allow for maximum opportunities for Hawai'i residents to attend the Festival. Ms. de Silva commented that it would be important to give Hawai'i residents more time to participate. More discussion was held including public access to the Festival; value to visiting delegations (scheduling Festival around other major events in Hawai'i); budgetary considerations; accommodation availability; etc. Representative Onishi stated that it would be good to consider the best situation for the majority of participants; dates of opening and closing ceremonies; and cost considerations.

After much deliberation a motion was made by Representative Onishi to schedule FESTPAC from June 18 to 27, 2021. Ms. de Silva seconded the motion.

Motion was unanimously approved.

Chair English expressed the need to communicate these new developments with the Pacific Community (SPC). Mr. McComber indicated that he is in regular contact with Ms. Kuiniselani Tago-Elisara and will inform her about the new proposed Festival dates. At the appropriate time, Hawai'i will inform all delegations about the new dates. The Chair requested that negotiations be continued with UH regarding housing considerations.

Mr. McComber expressed concerns regarding any costs or obligations that may have already been incurred for hotel rooms or ground transportation. He asked Pacific Islands Institute (PII) about additional costs and/or pending contractual agreements, and Ms. Matsumoto stated that there were none. Mr. McComber also asked whether there might be a need to expand the number of Commissioners and include members from the private

sector in the Commission. Discussion was held and it was decided not to amend the composition of the current Commission members.

Chair English also commented that because there is a wider planning time for the 2021 Festival, he suggested that it would be an opportune time to review the theme of the Festival and make any corrections as needed. Also, he stated that because of the extension of the planning time frame, there will be new administrations within the organizations currently involved. He requested that each Commissioner determine their position regarding work schedules, other commitments, etc. in determining whether they will continue as a Commissioner.

C. Internal Audit; Funding; UH Negotiations

Mr. McComber suggested that an internal audit be undertaken for funds received from 2017 to present which will closeout the initial spending on the Festival. Mr. Ling expressed that it would be possible, however, funding will have to be set aside if the Commission decides to conduct an audit.

Mr. Ka'anā'anā asked for clarification regarding Mr. McComber's intent of pursuing an audit. He further stated that if it is financial, the scope will be limited. Mr. McComber expressed that although an audit will be conducted when the project is completed, he would like an internal audit to be completed for the past three years.

Chair English indicated that he and Representative Onishi will be continuing to reach out to organizations that may be able to assist with funding. Solidifying the Festival dates for 2021 is important information for prospective funders, SPC, travelers, and governments. From the Hawai'i side, there may be an opportunity to seek more funding from Legislative leadership. Mr. Ling commented that currently, the PII contract will need to be extended as well as Strategies 360. These are additional budgetary considerations.

Representative Onishi requested that UH, PII and DBEDT meet to confirm terms of the housing contract and to determine whether UH is flexible in moving the housing block dates to 2021. Given the opportunity to develop a new contract, Representative Onishi requested that a new payment schedule be confirmed, too. Once UH, PII and DBEDT meet, Representative Onishi indicated that he and the Chair will be able to further discuss matters with UH Administration officials if there are areas of concern. He stressed that the point needs to be made to the UH that the SPC directed the Festival postponement and that it was a decision made outside of the Commission's control.

REPORTS

A. DBEDT Report:

Mr. Ling stated that there were no additional reports beyond what was already discussed.

B. Artistic Director's Report:

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

C. Administration Director's Report:

Mr. McComber distributed a written summary of his report.

Mr. McComber also reviewed existing expense considerations as follows: (1) closing of PA'I contract; (2) extending PII and Strategies 360 contracts; (3) per Mr. Ka'anā'anā, procurement of destination management services and public relations/communications would be done by HTA.

Mr. McComber reported that regarding sponsorship support of \$100,000 from Smith's Boat Tours, it may be retained in the Trust Account at DBEDT. Regarding sponsorship support of \$40,000 from the Royal Hawaiian Center, they are requesting that the funds be returned and RHC will re-issue at a later date.

D. Festival Coordination Directors Report:

Chair English proposed that the Commission meetings be held every other week. The next scheduled meetings are as follows:

March 17, 2020 (Tuesday)
April 2, 2020 (Thursday)
April 23, 2020 (Thursday)
*May 12, 2020 (Tuesday)
*May 28, 2020 (Thursday)

*From May 12, 2020 meeting, location may be moved to HTA Board Room at the Hawai'i Convention Center.

E. Marketing and Sponsorships Director's Report:

Mr. Ka'anā'anā reported that the letterhead has been revised. The Sponsorship Deck v5 is the most updated version. The Overview document was updated as v3. These documents were forwarded to DBEDT who will distribute the updated documents to Commissioners.

The FESTPAC website has been updated with the new logo.

Mr. Ka'anā'anā thanked Strategies 360 for their written report summary which was distributed to Commissioners.

F. Support Services Director Report:

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

PUBLIC TESTIMONY:

Chair English invited anyone from the public to testify.

A. Recycle Hawai'i

Ms. Kristine Kubat (President) from Recycle Hawai'i is interested in the topics of climate change and waste reduction. The organization has been working in Hawai'i for 30 years. They are interested in FESTPAC and offered their services and cooperation. The Chair explained that each Commissioner has been designated an area of responsibility. Ms. Takitani-Puahi indicated that she would reach out to Recycle Hawai'i at the appropriate time and thanked them for their interest.

B. Jackie Burke

Ms. Burke mentioned that the Gallery on the Pali is open for exhibits. Commissioners indicated that they are unable to organize exhibits and activities outside of the official program.

C. Bishop Museum

Ms. Bixel expressed continued support of FESTPAC. The Museum will revise their event dates to align with the 2021 Festival dates and move forward accordingly.

D. Blaine Kia

Mr. Kia stated that he is representing Outrigger Resorts and that they have expressed their support of the Festival. Chair English commented that more discussions are needed regarding this matter.

E. East-West Center

Mr. Chang stated that the East-West Center is committed to continue the exhibition for Guam this year. They will continue to support Pacific-related events with exhibitions and planned to align these activities with FESTPAC. They will explore how the East-West Center can continue to support and assist with FESTPAC next year.

CLOSING REMARKS

Chair English thanked everyone for attending the meeting.

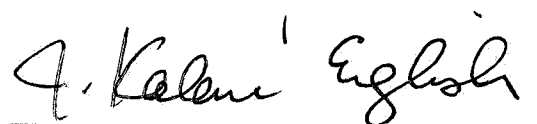
DATE OF NEXT MEETING

The next meeting is scheduled for Tuesday, March 17, 2020, at 8:30 a.m., at the Hawai'i State Capitol, Senate Caucus Room, Chamber Level.

ADJOURNMENT

The Meeting was adjourned at 10:14 a.m.

Respectfully Submitted,



Senator J. Kalani English
Chair

13 March 2020

Date



May 1, 2020

**TO: Dennis Ling, DBEDT
Kalani Ka'anā'anā, Commissioner**
FR: S360
RE: FESTPAC Hawai'i Website & Social Media

This memo provides a brief overview of work performed from March 14-May 1, 2020. It details the project deliverables, additional deliverables and next steps.

OVERVIEW

S360 has continuously maintained and updated the FESTPAC website and social media pages as Hawai'i navigates through the novel coronavirus pandemic. The last scheduled for March 17 was canceled and no meeting dates have been set as of this report.

On March 23, the state initiated a Stay-at-Home Order, which continues through May 31. The legislature went into recess on April 5th. We have tailored our posts to reflect the current situation as well as highlight Hawai'i arts and culture. We continue to monitor media and website inquiries and post on FESTPAC's social media platforms weekly.

PROJECT DELIVERABLES

- Social media posts across all platforms, responding to inquiries/comments, as needed
- Website
 - Removed sponsors from site as requested
 - Communicated with June (PII) regarding needs for group rate menu option and added to contact form
- Responded to media and public inquiries via social media
- Monitored social media for festival related posts

WEBSITE & SOCIAL MEDIA ANALYTICS

- Website (Through May 1)
 - 3K Sessions
 - 2.2K Users
 - 2.3K Page Views
 - More than half accessing site via desktop
- Facebook: 2,472 Followers
 - 13 new followers
 - Post reach: 9.9K
 - Post Engagement: Up 21%
 - ❖ Hanauma Bay post 4/22/20: 5.3K reach, 600 engagements
 - ❖ New Zealand Covid-19 post 4/27/20: 662 reach

❖ Merrie Monarch post 4/17/20: 741 reachm, 1.8K engagements

- Instagram
 - 466 followers (47 new since March)
 - Impressions: 1,581
 - Engagements: 207
 - Most popular: Social Distance with native species 3/30/20
- Twitter (28 Day Summary)
 - 85 Followers (+1)
 - Tweet Impressions: 2,700

NEXT STEPS

- Continue to monitor website and social media pages
- Continue weekly posts on social media
- Continue to compile assets for FESTPAC Hawai'i promotion on social media



April 30, 2020

Mr. Dennis Ling
Administrator – Business Development and Support Division
State of Hawai‘i
Department of Business,
Economic Development and Tourism
250 S. Hotel Street
Honolulu, HI 96813

Dear Mr. Ling,

Thank you for the opportunity to provide the logistical and delegates handling services for the Festival of Pacific Arts and Culture. Please find attached the report for all activities completed between June 14, 2019 through April 30, 2020.

Please let us know if you have any questions regarding the information provided.

Respectfully,

A handwritten signature in black ink, appearing to read "June Matsumoto", is positioned above the typed name.

June Matsumoto
2020 FESTPAC Coordinator
Pacific Islands Institute

**Pacific Islands Institute
2020 Festival of Pacific Arts and Culture
Logistical and Delegates Handling Services
Progress Report for
Period Covering June 14, 2019 – April 30, 2019**

1. Research hotel room rates and blocks required, including best rates and conditions

Complied list for recommended hotels for the 27 VIP hosted delegation leaders

- Initially identified 7 hotels based on proximity to the Hawai‘i Convention Center and rates for hosted VIP delegation leaders and presented rates to DBEDT
 - Ala Moana Hotel
 - Prince Waikiki
 - Hilton Hawaiian Village
 - Ramada Plaza Waikiki
 - Sheraton Waikiki
 - Alohilani

Confirmed room rates and conditions for 2 hosted rooms at selected hotels

- Negotiated 2 complimentary rooms at the following hotels for VIP delegation leaders
 - Prince Waikiki
 - Alohilani
- Asked by DBEDT (Randy Tanaka) to curb negotiations with additional hotels for complimentary rooms as it may impact sponsorship opportunities.
 - Worked with Pa‘i Foundation to include complimentary rooms as part of sponsorship package when they were handling the sponsorship packages.
 - Activity delayed with Pa‘i was no longer contracted by the Commission.
- Confirmed remaining VIP Hosted rooms at the Ala Moana Hotel due to best rates and conditions as directed by DBEDT/FESTPAC Commission

2. Research other alternative housing facilities

- Reviewed block and booking requirements for UH Student Housing – 1,800 rooms
- Checked availability for additional rooms at the East West Center
- Checked possible accommodations at Vista Student Housing – limited availability over Festival dates
- Checked possible accommodations at Hawaii Pacific University – no availability over Festival dates

3. Lock and book blocks of rooms at the hotels or alternative housing facilities for general delegation up to 3,000 people

Confirmed room rates and conditions at alternative housing facilities

- Finalized room block (1,800 beds) with UH Student Housing
 - Helped facilitate contracting for DBEDT
 - Created forms for collection of delegation information
 - Tracked deadlines for payments
 - Researched insurance information for coverage of delegations which did not have required coverage to meet contract requirements
 - Coordinated meals and cafeteria hours to accommodate general delegation schedules
- Confirmed 200 beds at the East West Center for the hosted delegations
- Confirmed additional blocks at hotels for the hosted delegations
 - Ala Moana Hotel – 50 Rooms
 - Hotel Equus – 20 Rooms
 - Ramada Plaza Waikiki – 35 Rooms
 - Hotel La Croix – 110 Rooms
 - Ambassador Hotel - 50 Rooms
- Due to postponement of 2020 FESTPAC to 2021, have requested room block for the Festival to be moved at UH Student Housing to accommodate the Festival’s new dates of June 18-26, 2021. Presently assisting in the negotiation of conditions.
- Due to postponement of 2020 FESTPAC to 2021, have released all space at all hotels holding blocks and rebooking status is pending at this time.
- Due to postponement of 2020 FESTPAC to 2021, have released space at the East West Center and rebooking status is pending at this time.

4. Grid rates, fees and blocks, due dates, and associated liabilities

- Grid completed and available here: [2020 Festival Accommodations Block](#)

5. Align activities and meeting spaces at the Hawai‘i Convention Center (the venue of FESTPAC) with preliminary alignment of space six month prior to FESTPAC and adjustments made at three months and one month prior to event

- We were not presented with activities and meetings spaces required at the Hawai‘i Convention Center at six months.

- Oversight of venue for the Festival was reassigned to Commissioner Mike McCartney/DBEDT as Pa‘i Foundation no longer contracted by FESTPAC Commission. Awaiting further direction.

6. Align transportation needs from primary hotels and alternative housing facilities to various events

- Preliminary grid of transportation schedule available here: [2020 FestPac Trans Schedule](#)
- Working on preliminary transportation requirements for FESTPAC 2021 to present to DBEDT for RFQ for transportation services.

7. Determine VIP ground transportation arrangements for VIP hosted delegates

- Identified potential transportation/limousine companies for VIP hosted delegates.
FESTPAC Commission requested that we postpone contacting transportation companies as they were seeking a sponsor for this service.

8. Book air, hotel and ground transportation arrangements for VIP hosted delegates

Flight information for VIP delegation

- Preliminary flight information from delegate countries prepared and available here: [2020 Festival Flight Schedules](#)
- Due to postponement of FESTPAC no requests have been received for assistance with air hotel and ground arrangements for VIP hosted delegates

9. Grid activities with locations and needs for security and safety (including Honolulu Police Department)

- Oversight of security and safety for the Festival was reassigned to Commissioner Misty Kela‘i with the City and County of Honolulu as Pa‘i Foundation no longer contracted by FESTPAC Commission. Awaiting further direction.

10. Grid locations and times of events as provided by the State

- Have not yet been provided with locations and times of events by the State

11. Perform other logistical matters for FESTPAC as required by State and agreed upon by the Contractor

a. SPC Site Inspection – September 2019

- Coordinated arrangements for transportation and escorted the group for site inspections of the venues and UH Student Housing for the delegates during the Council of Pacific Arts and Culture (CPAC) meeting
- Prepared information for the 2020 FESTPAC logistical presentation at the CPAC meeting
- Assisted with airport transfers for the delegates attending CPAC

b. Communication with Delegations

- New Zealand
 - Prepared room block information with UH Student Housing – Frear Hall
 - Calculated housing and meal cost and provided to DBEDT to arrange for invoicing and payment
 - Coordinated additional requests for separate registration desk at Frear Hall, office space, storage space for their shipping container, rehearsal space
- Taiwan
 - Calculated housing, transportation and meal costs for Taiwan hosted delegations and provided to DBEDT to arrange for invoicing and payment
 - Assisted in search for accommodations for additional non-hosted cultural delegation from Taiwan
- Other Countries
 - Communication for travel details in progress with Wallis et Fortuna, Guam, Cook Islands and Palau
 - Coordinating communication for logistical information with Commissioner Monte McComber

c. Ancillary Space:

- Coordinated locations for daily Festival Delegation breakfast and briefing at UH as requested by the FESTPAC Commission
- Researched possible locations for rehearsals as requested by FESTPAC Commission

- Assisted with group blocks for organizations scheduling meetings to coincide with dates for 2020 FESTPAC
 - Native Arts and Cultures Foundation
 - Association of Pacific Island Legislatures (APIL)
 - Pacific Islands Association of Non-Governmental Organizations (PIANGO)

d. Hotel Rates for Non-Hosted Festival Attendees:

- Negotiated rates with the following hotels for non-hosted attendees:
 - Ala Moana Hotel
 - Equus
 - Hilton Hawaiian Village
 - Ramada Plaza Waikiki
 - Prince Waikiki
 - Pagoda Hotel
- Provided hotel information to Strategies 360 to post on the 2020 FESTPAC website (see attached)
- Due to postponement of 2020 FESTPAC to 2021, have cancelled agreements at all hotels for special rates and will renegotiate for the new 2021 dates.

e. O‘ahu Visitors Bureau and HTA Global Marketing Partners – Japan and Taiwan

- Briefed the OVB and the Hawai‘i Tourism Japan and Taiwan on general information and preliminary schedule for 2020 FESTPAC to provide information for them to distribute to wholesalers and travel companies with potential to develop travel packages for 2020 FESTPAC
- Updated OVB and the Hawai‘i Tourism partners with 2020 FESTPAC information as it became available



TO: State Commission on the Festival of the Pacific Arts and Culture

RE: May 5, 2020 Commission Meeting

Aloha Committee Members,

We, Bishop Museum, would like to reconfirm our intent to support the State's efforts and decisions relative to the Festival of Pacific Arts and Culture. We are currently working on our reopening strategy to make our campus available to the community once the COVID-19 stay-at-home order is lifted.

Looking forward to June 2021, we anticipate the following:

- *Pacific Carving Village*, lower Jabulka lawn, remains possible for June 2021. We are discussing holding a symposium with the Carvers for Summer/Fall 2020.
- *Hawaiian and Pacific performances* (outdoor programs, exhibits, and activities) to be launched during the Summer 2020 when deemed safe post-COVID; programs are intended to continue throughout the duration of 2021 and beyond.
- *Pow Wow! The First Decade, From Hawai'i to the World*, a 7700 sf changing exhibition in Castle Hall is scheduled to be on display during June 2021. POW! WOW! is a festival that took root in Hawaii a decade ago has turned Hawaii into a public/street art hub in not only the Pacific, but around the globe.
- Also, in June 2021, a special 1500 sf changing exhibition will be mounted in the Long Gallery, putting a new light onto the Sullivan collection of ethnological materials.

We warmly welcome any thoughts about the potential for Bishop Museum to function as a community site and are happy to rejoin meetings as needed.

Sincerely,

Melanie Ide
President, CEO
Bishop Museum