



MINUTES OF THE COMMISSION ON THE 13TH FESTIVAL OF
PACIFIC ARTS & CULTURE (FestPAC) MEETING

MONDAY, DECEMBER 5, 2022, AT 3:00 PM

VIA VIRTUAL APPLICATION ZOOM:
VIDEO / AUDIO CONFERENCE

Commission Members Present were:

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| Kalani Ka'anā'anā | - Hawai'i Tourism Authority Designee |
| Maenette Ah Nee-Benham | - Governor's Designee |
| Māpuana de Silva | - Community Member At-Large Designee |
| Sylvia Hussey | - Office of Hawaiian Affairs Designee |
| Jarrett Keohokālole | - Senate President's Designee (Arrived at 3:20 p.m.) |
| Jamie Lum | - Department of Business, Economic Development and Tourism (DBEDT) Designee |
| Kehaulani Pu'u | - City and County of Honolulu Designee |

Guests:

- | | |
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| Brendon Bunag | - Public Member |
| Mamiko Carroll | - Public Member |
| Maka Casson-Fisher | - Hawai'i Tourism Authority |
| Eric Chang | - Public Member |
| Lynn Martin Gratin | - Public Member |
| Keali'i Haverly | - Public Member |
| Monte McComber | - Commission Liaison to CPAC |
| Ngahiraka Mason | - Public Member |
| Aaron Salā | - Festival Director |
| Makanani Salā | - Public Member |
| Mālia Sanders | - Native Hawaiian Hospitality Association |
| Mikki-tae Tapara | - Public Member |
| Pris Texeira | - Public Member |
| Margo Vitarelli | - Public Member |

Staff:

- | | |
|-----------------|----------------------------------|
| Elise Amemiya | - Office of the Attorney General |
| Timothy Tiu | - DBEDT |
| Scott Tome | - DBEDT |
| Marlene Hiraoka | - DBEDT |

Apologies:

- | | | |
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| Snowbird Bento | - | Community Member At-Large Designee |
| Richard Onishi | - | House Speaker's Designee |

CALL TO ORDER

Chair Kalani Ka'anā'anā called the meeting to order at 3:08 p.m. He thanked and welcomed all present online and then conducted roll call of Commissioners: Chair Ka'anā'anā, Ms. Ah Nee-Benham, Ms. Hussey, Ms. Lum, Ms. de Silva, Ms. Pu'u. Ms. Bento, and Mr. Onishi were excused. Mr. Keohokālole later joined the meeting at 3:20pm.

Ms. Ah Nee-Benham conducted the *wehena* (opening) as the Makahiki season is celebrated by sharing peace, gratitude, and excellence. Her message was captured in a short animated story, "Boy with a Gift" that was created by Michelle Zheng for her capstone research project as a student of the University of Hawai'i West O'ahu's Academy for Creative Media. Narrated by Puanani Burgess, the story portrayed a message of how self-perception affects identity. Sharing stories about your name, community and gift describes your person which is what she worked on with 11th and 12th grade students of Wai'anae High School. Ms. Ah Nee-Benham hopes that everyone will remember that gift during the Makahiki season and the holidays.

Chair thanked Ms. Ah Nee-Benham for the reminder about the work that we have to welcome everyone in 2024 to FestPAC.

PUBLIC TESTIMONY ON AGENDA ITEMS

Chair invited members of the public to testify on the agenda items. Hearing none, he proceeded with the rest of the agenda items.

APPROVAL OF NOVEMBER 9, 2022, YEAR MEETING MINUTES

The November 9, 2022, minutes were distributed and reviewed by Commissioners. Chair Ka'anā'anā asked if there were any comments or changes to the minutes. Hearing none, he asked for a motion to be made and it was made by Ms. Hussey and seconded by Ms. de Silva. A roll call vote was requested and the following Commissioners approving the motion to approve the minutes of November 9, 2022: Chair Ka'anā'anā, Ms. Ah Nee-Benham, Ms. de Silva, Ms. Hussey, Ms. Lum, Ms. Pu'u, approved the November 9, 2022, minutes unamended.

REPORT ON PERMITTED INTERACTIONS, PURSUANT TO ACT 103, SESSION LAWS OF HAWAI'I 2021

Chair reported that the Administrative Committee (AC) did not meet, however, the Venues and Programming Committee (VC) met on November 17, 2022 and their report will be covered in their agenda item later in the meeting.

PRESENTATION, DISCUSSION AND/OR ACTION REGARDING THE FESTIVAL DIRECTOR REPORT

Chair called upon Festival Director (FD) Salā to present the FD report.

The FD thanked Ms. Ah Nee-Benham for the *wehena*. He also reported that Michelle Zheng's animation was well-received and that she also did work for the Centers for Disease Control and Prevention (CDC).

The FD reported that there have been discussions regarding establishing a fiscal partnership with the East-West Center (EWC). The AC and the EWC are in the process of designing the scope of services in order for EWC to intake funds for FestPAC. He has begun intaking promises from philanthropic organizations regarding their financial support of FestPAC 2024. In addition, the FD acknowledged Ms. Bento for her efforts to design a Memorandum of Understanding (MOU) with Kamehameha Schools for the *Wa'a* (Canoe) Opening Ceremony during FestPAC.

A meeting with the VC occurred and there was concern that ancillary events could overshadow the Festival; however, the FD assured Commissioners that the goal is to properly use all venues and that the core of all programming is FestPAC. He mentioned that Ms. Lum will be sharing her report later in the agenda.

The FD also reported that The Pacific Community (SPC) Human Rights and Social Development team that visited during November 6-12 was a great success. The group visited some of the proposed venues and ancillary sites for FestPAC 2024 including the University of Hawai'i at Mānoa, the Hawai'i State Art Museum, the Hawai'i Convention Center, Bishop Museum, Polynesian Culture Center, the EWC, and the Royal Hawaiian Center. He thanked the Commission for providing an opportunity for Dr. Young to present on the Regional and Cultural Strategy during the last Commission meeting. As a result of the visit, he believes that the Commission has a better understanding of the SPC's role and how they can support Hawai'i hosting the 13th FestPAC.

The Council of Pacific Arts and Culture (CPAC) has plans to hold an in-person meeting in March 2023 in Honolulu. The purpose of the meeting would be to provide information on programming, etc. FD is working with the SPC to design the agenda for the meeting and also will work with CPAC and the Commission on these details, too.

With respect to deadlines imposed by the FD by the end of calendar year (CY) 2022, it included the completion of the website, discussions with the U.S. State Department, and formal invitations that should be sent by the end of CY2022. Ms. Lum will report on this matter regarding who should be signing the invitation letter.

Chair noted that Mr. Keohokālōle joined the meeting at 3:20 pm.

Ms. Lum asked the FD if discussions with EWC is in progress regarding the intaking of funds. She is concerned about the timing of the agreement and wanted to have a better understanding about the completion date. Ms. Ah Nee-Benham indicated that both she and Ms. Hussey have met with the EWC. The FD stated that if the agreement is not solidified by FY2023, Native Hawaiian Hospitality Association (NaHHA) could provide that support until an agreement is executed with the EWC.

Chair asked Ms. Ah Nee-Benham whether her comments were part of what she would have reported on for the next item of the agenda. She concurred that that was the case.

PRESENTATION, DISCUSSION AND/OR ACTION REGARDING ADMINISTRATIVE COMMITTEE UPDATE

Chair Ka'anā'anā noted earlier that Ms. Ah Nee-Benham provided her report within the context of the FD's report.

PRESENTATION, DISCUSSION AND/OR ACTION REGARDING VENUES AND PROGRAMMING COMMITTEE UPDATE

Ms. Lum reported that the VC met on November 17, 2022. Although the FD reported on those discussion points, she wanted to highlight a few follow-up activities. During the meeting, there was some discussion about funding other events outside of the Festival proper which prompted Mr. Onishi to recommend that when meeting with Hawai'i's Congressional delegation. He feels that the focus should be on funding requirements in order for Hawai'i to fulfill its hosting responsibilities regarding the delegates' needs. As a follow-up, Mr. Onishi said that he will contact each member of the Congressional delegation and request for a meeting while they are home for the holidays. The FD said that he also met with Mr. Onishi and discussed about reaching out to the Congressional delegation. The FD mentioned that regarding the U.S. State Department, it controls programming and funding that goes through Pacific related activities including content and geography. During the meeting they discussed on how to best engage the State Department with specific activities. They also would like to determine how best to engage the large funding organizations for their support.

Ms. Lum continued with her report regarding the need for invitations to be sent soon. During the VC meeting, she provided an overview on how the invitations were coordinated previously in 2018. As Governor-elect Green will shortly become Governor in the next few days, she suggested that the invitations be sent under his signature to invite delegations from various countries to FestPAC. Chair felt that sending the invitations out at the Federal level would significantly impact us regarding timing. If anyone had any objections, he encouraged comments. In a consistent manner, precedence was made with Governor Ige signing invitations in 2018. He would like to give the FD the authority to move ahead. Ms. de Silva agreed also and indicated that FestPAC invitations in the past have been received by the Governor of Hawai'i so it makes sense for the Governor of Hawai'i to extend invitations to the countries for FestPAC 2024. The FD said that the SPC has noted that, from their perspective, the updated invitations might just be a formality because CPAC had received 2018 invitations and those invitation are still valid. The FD will work with the AC and the Governor's Office to complete these tasks.

Ms. de Silva reminded the FD that before anything is sent, it must be reviewed by SPC, translated into French, and that both the English and French versions must be sent at the same time.

Ms. Lum said that the FD asked the VC for assistance in checking out venues in person, or virtually, so that the venues can be maximized.

Ms. de Silva asked Ms. Lum asked if anyone on the VC had been to a Festival to help evaluate the venues. Ms. Lum stated that Ms. Bento is on the committee and that the FD would also be involved. Ms. Lum said if Ms. de Silva would like to be involved, one Commissioner could drop out in order to not exceed the allowable number of participants. Ms. de Silva if someone would like to sit-out, she would be happy to help.

PRESENTATION, DISCUSSION AND/OR ACTION REGARDING ONGOING FUNDRAISING AND FUND DEVELOPMENT SUPPORT

Chair said that this agenda item was originally included in the October agenda. With the update provided by the Administrative Committee, (AC) he asked members if anyone had specific matters related to fund development and fundraising to discuss.

Chair expressed that the FD has been working well with the system currently in place with NaHHA as a temporary fiscal partner, however preparation is needed incase NaHHA is no longer able to fulfil this role. Chair is concerned about how we resource the FD properly, to continue to employ him, and to the fundraising work that needs to happen so that we have all funding secured to host the Festival. Chair said that these questions are for the FD and members to discuss. The FD stated that we have an initial promise of \$150,000 that needs to be placed somewhere. Up to 2022, the FD reported that the Hawai'i Pacific Foundation will provide \$250,000 to FestPAC which includes \$150,000 for FestPAC and \$100,000 to UH West O'ahu for FestPAC resourcing. Ms. Ah Nee-Benham stated that some of that funding will support the salary of the FD. As more funds are received, the AC will be able to engage more just-in-time budgeting for fund development, etc. It is in alignment with the budget that was set-up and approved previously.

The FD said that there are a number of ways to work without an MOU. A funder could issue a check with specific language to support services provided. Until a permanent fiscal partner is in place, there are other ways to receive funds; however, it would be best to design a scope with all properties in place.

Regarding salary of the FD, he would like to discuss it during an AC meeting. Chair stated, from his perspective, there are logistics involved related to the AC. The AC will be discussing these matters and report back to the Commission during the January meeting.

PUBLIC TESTIMONY ON AGENDA ITEMS

Chair invited the public to again offer comments. Hearing none, he moved into announcements.

ANNOUNCEMENTS

Chair entertained a discussion regarding meetings during the first quarter of 2023. Although the Commission decided to meet twice a month for the first quarter, due to various scheduling conflicts that can be anticipated, he suggested that meetings be held once a month instead.

NEXT MEETING

The next FestPAC Commission meeting will be held, via Zoom on January 9, 2023, 3:00 p.m.

ADJOURNMENT

Chair Ka'anā'anā adjourned meeting at 3:51 p.m.

Respectfully Submitted,

Kalani Ka'anā'anā
Chair

Date

FestPAC Admin Committee Meeting
Monday, January 9, 2023, 1:00pm – 2:00pm, Zoom

Attendance:

Maenette Benham, Committee Chair

Sylvia Hussey, Commissioner

Kalani Ka'anā'anā, Commission Chair

Elise Amemiya, AG

Absent: Jarrett Keohokolole, Commissioner

Agenda Items

1. Review the Admin/Management for the Festival of Pacific to include:
 - a. Fiscal/Fiduciary Sponsor (intake, disburse, account/report)
 - b. Planning, programming, management & communication (execution)
2. Discussion of options, in light of Act 104, SLH 2017 and timing/18 months to festival
3. Determination of next steps prior to full commission meeting (Jan. 23, 2023)
4. Brief discussion of preparation for March 13-17, 2023 visit of SPC

Discussion:

- Per AG, according to Act 104, SLH 2017 the Festival of the Pacific Commission is administratively attached to DBEDT. Additionally, there is nothing in the law that affords the commission authority to enter into contracts, MOU/MOAs that support FestPAC. Currently, that must be done by DBEDT. In brief, any fiscal sponsor (intake, disbursement of funds) and festival service provider (enter into contracts & execute) must all go through DBEDT.
- Clarification and discussion regarding these parameters and what must happen quickly.

Discussion led to:

- First, quick realignment, FestPAC Commission working with DBEDT.
- Second, urgent action to solicit (RFP process), hence procure, a Festival Full Service Contractor to take responsibility for the execution of the festival and report to the FestPAC Commission.
- Regarding the RFP -- We will be revising the initial RFP and require the contractor to plan, program, manage & execute, and fiscal responsibilities. Also, we would include a governance model that includes accountable deliverables and clear oversight of the commission.
- Regarding a 501(3)C and it's ability to provide tax receipts to donors

Next Steps:

1. Kalani Ka'anā'anā, Commission Chair, will meet with DBEDT to realign Festival working relations and secure support to RFP for full service provider.
2. Admin Committee will review and begin to revise RFP. Also to recommend timeframe.
3. Will develop a motion for Full Commission to consider at 1/23/2023 Meeting.

Regarding preparation for March Visit:

1. Updates on plans for March 13-17 to be shared at full commission meeting 1/23/2023
2. Admin Committee will meet with FD Aaron Salā to get updates on:
 - a. Invitation to the delegations from the Gov. Hawai'i
 - b. Communications: Website, Information for delegation: Housing, programming, transportation
 - c. Fund development efforts