



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

MONDAY, NOVEMBER 20, 2023 AT 03:00 P.M.

HYBRID VIA ZOOM

Commission Members Present were:

Shanty Asher	-	City & County of Honolulu
Snowbird Bento	-	Community
Maka Casson-Fisher	-	Hawai'i Tourism Authority (HTA) Designee
Māpuana de Silva	-	Community Member At-Large
Stacy Ferreira	-	Office of Hawaiian Affairs (OHA)
Sen. Jarrett Keohokāhole	-	Hawai'i State Senate
Jamie Lum	-	Department of Business, Economic Development, and Tourism (DBEDT)

Guests:

Aaron Salā	-	Festival Director
June Matsumoto	-	Pacific Islands Institute

Staff:

John Cole	-	Office of the Attorney General
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Apologies:

Kalani Ka'anā'anā, Chair	-	Hawai'i Tourism Authority (HTA) Designee
Makana McClellan	-	Governor's Designee
Rep. Richard Onishi	-	Hawai'i State House of Representatives

CALL TO ORDER

The meeting was called to order by Acting Chair (AC) Jarrett Keohokālōle at 03:00 p.m., who welcomed everyone present via ZOOM.

WEHENA

AC Keohokālōle called upon Commissioner Ferreira to introduce Kai Markell from the Office of Hawaiian Affairs to provide the wehena (opening). Mr. Kai Markell provided a pule (prayer) in 'ōlelo Hawai'i (Hawaiian language).

ATTENDANCE

AC Keohokālōle conducted the roll-call attendance. Commissioner Asher, Commissioner Bento, Commissioner Casson-Fisher, Commissioner de Silva, Commissioner Ferreira, Commissioner Keohokālōle, and Commissioner Lum, were present via Zoom.

Chair Ka'anā'anā and Commissioners McClellan and Onishi were excused.

Deputy Attorney General John Cole, Festival Director (FD) Aaron Salā, and HTA support staff and HTA designee for today's meeting: Maka Casson-Fisher was present via zoom

PUBLIC TESTIMONY ON AGENDA ITEMS

No testimony was received in advance of the day's meeting. The chair invited members of the public to testify on the agenda items. Hearing none, he continued with agenda items.

REPORT ON PERMITTED INTERACTIONS, PURSUANT TO ACT 103, SESSION LAWS OF HAWAII 2021

The Administrative Committee did meet and the Venue and Programming Committee did not meet. Hearing no additional meetings, the Chair continued with the next agenda item.

APPROVAL OF THE NOVEMBER 20, 2023 MEETING MINUTES

The minutes were previously distributed and reviewed by Commissioners. AC Keohokālōle requested a motion to adopt the November 20, 2023 minutes. Commissioner Bento motioned, and it was Seconded by Commissioner Ferreira. With no additional discussion, AC Keohokālōle conducted a roll-call vote. Acting Chair Keohokālōle, Asher, Bento, Casson-Fisher, de Silva, Ferreira, and Lum voted in favor of approving the unamended minutes of the November 6th 2023 meeting. Commissioners McClellan and Onishi were excused. Motion carried.

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

Festival Director Salā provided an update regarding the following items:

- 1) Program and Content
- 2) Marketing and Promotion
- 3) Volunteer Logistics
- 4) Logistics and Operations

Festival Director (FD) asked the Commission for a bit of reprieve to give an update on budgeting at the next meeting, just after the new year as he is working through the budget and contractual items with Commissioner Lum at DBEDT.

In regards to Program and Content, the Festival Director shared that the performance stage schedules are in full draft mode. The wa‘a carvers and Heritage Program – wa‘a housed at Kualoa and carvers at Bishop Museum, Heritage programming at the Convention Center and then working with Capital Modern, Hawai‘i State Art Museum and Bishop Museum on their specific schedules.

Festival Director and team are working with Events International to work out the logistics of each actual venue, build out of stages, etcetera. He will bring that to the Commission in January.

FD shared that the Council for Pacific Arts and Culture (CPAC) met last week. They are working through some of the country asks that were brought up during the working group and CPAC meetings.

In terms of marketing and promotion, the US Embassy in New Zealand Media Tour, hosted by USINDOPACOM was on November 30th that included media from New Zealand and Samoa, New Zealand and Samoa, inclusive of News Hub Discovery, staff Radio New Zealand, Pacific newsroom, Pacific Media Network and the New Zealand Herald and Samoan TV, there were thirteen members of the media in the room and they’re now following up with some of the requests for interviews.

Starting in January, in partnership with Patty Look at the Fund Development Group. The Festival Director and team will be hosting philanthropic engagements every month between January and May. This is in partnership with former Smithsonian curator at the Folklife Festival, but also with the Hawai‘i Community Foundation to talk about socializing the festival with their donors.

In terms of logistics and operations, the team has received 1,945 intent to participate delegate forms from 23 of 28 countries. There is expectation for 27 of 28 countries to participate. The team has not yet heard anything from Vanuatu.

The Governor’s cabinet meeting happened on December 4th. It is a monthly meeting of the full cabinet members or designee that are responsible for attending this meeting. It is an opportunity for the FD to update on operations but also to gather and garner the participation of all of the government state departments. To that end, the FD has commenced working groups. The Bio Security Working Group, holds a monthly meeting and is working with Jimmy Collins at the Hawai‘i State Office of Homeland Security to commence a security and protocol working group. She has submitted a SEAR (special events assessment rating), which will probably change as we start to assess who is coming, which personnel is coming, which Heads of State, heads of governments and Culture ministers are coming that will affect the SEAR rating.

Festival Director shared that he will be bringing on a Director of Programs for the Festival. Pua Sterling starts with Gravitas Pasifika on January 8th. FD is very excited to bring her aboard. She has tremendous amount of expertise and knowledge and has attended 2 festivals in the past as a as a member of the Hawai‘i delegation. FD Salā will formally introduce her to the Commission at the next meeting.

FD Salā requested to defer the followings agenda item on volunteer logistics. His goal is to share with the Commission a full presentation on the digital platform and have Data House come to the meeting, much like Linda did, to share on what the digital platform will look like - the registration portal, how it will facilitate programming, how it will help to facilitate all delegates and their information and how it will facilitate volunteer registration.

Acting Chair Keohokālōle said, “ if there are no reservations, we will defer action on agenda item number 7 and move to Agenda item number 8.”

June Matsumoto (JM) of Pacific Islands Institute (PII) began with sharing about the logistics on accommodations. FD Salā stated that we have 1945 delegates, with the possibility of a slight increase in number. Presently, PII is in the process of contracting with the University of Hawai‘i, holding 1534 beds. The check in date is June 2nd and the checkout date for for these accommodations will be June 17th for 15 nights. PII is also holding an additional 125 rooms at the East West Center. These rooms are available to us for a little bit longer period starting on June the 1st, going through June the 18th with the possibility of increasing the number of beds.

The remainder of the required rooms PII is identifying are at different hotels in the Waikīkī area. To date, PII has identified 350 beds at four different hotels, the locations and the criteria for identifying these hotels is the proximity to the Convention Center. Looking at hotels that are within 10 to 15 minutes walking distance from the center and have been used by other conventions.

JM continued to share about transportation logistics. PII is trying to request as many school buses as possible to stay within budget, but shares that the potential motor coaches may be necessary just for the capacity to be able to carry luggage in and any moving materials that needs to be moved between UH and the Convention Center especially for the festival village movement. JM concludes that they will have more details for the Commission in the coming month.

Commissioner de Silva on the topic of cost saving, suggested that PII look into using the school buses and a luggage transportation company. “Most of the time, the festivals that I’ve been, our luggage has been transferred by separate trucks, luggage trucks, instead of on the buses with us.”

JM: Yeah, we can look at the budget and the use of school buses and trucks vs motor coaches and make the cost comparison. We also understand that there's some flexibility needed. And we will address and provide the options at that time for the Commission to discuss.

Commissioner Asher shared concern about the Department Of Education still being challenged with school buses and drivers shortages. JM shared that the actual school year is out during the dates of the festival.

Commissioner de Silva added: The other thing I'm a little afraid of is if we give them the nice air conditioned motor coaches up front. They're going to be expecting that the whole festival, and I'd rather just give them the basics all the way through and not have that comparison. Thank you.

Acting Chair Keohokālōle asked FD Salā to briefly describe the actions intended around the Kamehamehade Parade. Commissioner de Silva shared that we could let them (delegates) know about it. They could find their way from the convention center and find their way along the route to watch the parade if they wanted to, and if there are performances planned for the end at Kapi‘olani Park, everybody's welcome to walk there and participate. FD Salā confirmed that the Commission is not responsible for the transportation into the parade and will have more information at future logistics reports.

The full presentation and discussion can be viewed on the recording. No actions taken by the Commission on this agenda item and Acting Chair moved to the next agenda item.

Presentation, Discussion and/or Action Regarding Administrative Committee Update

Commissioner Lum shared that the Committee met on November 24th. The main area of discussion was the SPC FestPAC post readiness assessment. FD Salā received a draft and brought it to the committee for further discussion. FD will be preparing a response and bringing it back to the committee.

Hearing no questions by the Commission on this agenda item, Acting Chair moved to the next agenda item.

Presentation, Discussion and/or Action Regarding Venues and Programming Committee Update

The committee did not meet prior to today's Commission meeting. Hearing no questions by the Commission on this agenda item, Acting Chair moved on to agenda item number 11, public testimony.

Public Testimony on Agenda Items

Hearing no testimony, the Acting Chair moved on to announcements, agenda item number 12.

Announcements

A draft schedule was sent to Commissioners for feedback. Festival Director will provide suggestions to Maka due to technical visits from the SPC.

Next meeting will be held virtually on Monday January 8th at 3p. Hearing no further announcements, the Acting Chair adjourned the meeting at 3:38PM

Respectfully Submitted,

Kalani Ka‘anā‘anā
Chair

Date



Festival Director Report

Aaron J. Salā

08 January 2023

Order of Report

- Budget & Financial Status
- Program and Content
- FestPAC Operations
- Digital Platform (festpachawaii.org)



Budget and Financial Update

- 2023 Legislative appropriation
- 2023 Governor's Discretionary Fund
- Incoming:
 - Matson (\$250k + \$10k)
 - Smith Family (\$250k)
 - Hawai'i Community Foundation (\$100k)
- Pending: OHA (\$1.5m), HTA Signature Events (\$750k)
- Philanthropic engagements
- Kamehameha Schools



Program and Content

- Pua Sterling (Dir of Programs, 8 Jan 2024)
- Intent to Participate – 1,945 (24 of 28 countries)
- “Our Sea of Islands” Exhibit Call
 - 312 entries from 68 artists
 - CLOSED 12/31/23, jurying process begins
- Artistic Program Leads Standing Meeting



FestPAC Operations

- Festival Ops Biweekly Standing Meetings
 - Event Production, PR/Comms, Media, Security/Protocol, Biosecurity, Logistics, Hawai'i Convention Center, DBEDT
- Biosecurity WG Standing
- Security and Protocol WG
- Comms/PR Standing
- Consular Affairs (NZ, 10 Jan)
- Heads of Delegation townhalls
- IndoPacom engagement



Digital Platform and Volunteer

- festpachawaii.org
- Kim Vo, DataHouse





Mahalo



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