

Kōmike no ka Ho'olaule'a No'eau Pākīpika 13
Commission on the 13th Festival of Pacific Arts & Culture

Pō'akolu lā 15 o 'Aukake 2018
Kikowaena Hālāwai O Hawai'i
Lumi Papa Alaka'i A

Wednesday, August 15, 2018
Hawai'i Convention Center
Board Room A

Hō'ike Ho'okele Hanana
Festival Director's Report

1 *Nā Wahi Hanana*

- *Ke Kamua 'Olelo Ho'oholo Kako'o No FESTPAC Na Ka Papa Kahu Kula O Ke Kulanui O Hawai'i*
 - *Submitted draft language for revisions*
- *Ho'ike No Ka Ho'oulu Kala, Mo'okala, Kahua, Hanana, Ho'olala, Ho'oka'a'ike, me ka POnaewele*
 - *Ka ho'oulu kala: Fundraising*
 - *Currently preparing NEA Our Town grant due 8/21 for Festival Village \$200,000*
 - *Need proof of matching funds for \$200,000 for FESTPAC Village*
 - *need letters of commitment/support...Requests sent to:*
 - *Mayor/City & County*
 - *Office of Hawaiian Affairs (CEO Kamana'opono Crabbe)*
 - *Kamehameha Schools (Kau'i Burgess, Randie & Jamie Fong)*
 - *John Burns School of Medicine (Keawe'aimoku Kaholokula)*
 - *Royal Hawaiian Center (Monte McComber/Aaron Sala)*
 - *Hālawai me Micah Kāne, HCF 8/20*
 - *Mo'okālā: Budget Report*
 - *Nā Kahua: Venues*
 - *Hālawai me Mokauea Fishing Association:*
 - *Potential housing of visiting wa'a ma Mokauea Island*
 - *Canoe Regatta to be hosted by canoe clubs located at Sand Island*
 - *Nā Hanana: Events*
 - *Event Schedules being developed with partner organizations*
 - *Paikala: Public Relations*
 - *Hālawai me 6 Pillars Marketing/Lincoln Jacobe regarding proposal to handle PR for FESTPAC 2020*
 - *Hālawai ma Zoom: Shane Pale: Graphic Design, Pua Fernandez Akamine: Newsletter/Copy Editor, Sam Nihipali: Website Developer*
 - *Hālawai ma ke kelepona me Na'alehu Anthony: Oiwi Television*



August 15, 2018

Financial Statement – DBEDT Contract #66554

July 1-31, 2018

Reference is made to DBEDT Contract #66554 with PA'I Foundation for coordination of the Festival of Pacific Arts and Culture (FESTPAC-Hawai'i 2020). Between July 1, 2018 and July 31, 2018 the following financial activity occurred:

Expenses - Incurred by PA'I Foundation: \$8,250 Salaries, \$6.00 Program Expenses during this period. Correction of <\$266.47> - incorrectly reimbursed to PA'I in Check #1000, subtracted from Check #1001 ($\$8,250 + \$6.00 - \$266.47 = \$7,989.53$). See attached spreadsheet for itemized expenses.

Income – None

Banking – Bank statements (May 31, June 31, July 31, 2018) for Checking account #0098-118632 and Certificate of Deposit account #8016-685896 attached. Also attached, Bank of Hawaii Maturity Notice: Certificate of Deposit of \$25,000 will mature on 8/23/18. Automatic renewal at 0.45%. Earnings at Maturity of \$28.36 to be rolled into account balance.

| Checking Account Balance: | | <u>Credit</u> | <u>Debit</u> | <u>Balance</u> |
|---------------------------|----------------------------------|---------------|--------------|----------------|
| 5/23/18 | Deposit | \$100,000.00 | | \$ 100,000.00 |
| 5/29/18 | Checks (ACH) | | \$ 266.47 | \$ 99,733.53 |
| 7/09/18 | Check #1000 (PA'I reimbursement) | | \$ 69,178.55 | \$ 30,554.98 |
| 8/14/18 | Check #1001 (PA'I reimbursement) | | \$ 7,989.53 | \$ 22,565.45 |

Certificate of Deposit Account Balance as of 8/23/18: \$25,028.36

Please refer questions to Ed Bourgeois, Managing Director, PA'I Foundation
ed@paifoundation.org

Attachments: Itemized Expenses spreadsheet, Profit & Loss Statement (through 8/14/18), Bank of Hawaii May/June/July statements, Certificate of Deposit Maturity Notice, Reimbursement Check #1001

FESTPAC-Hawai'i 2020 Expenses 1/1/18 through 7/31/18

| Date | Expense | Code | Vendor | Purpose | Amount |
|---|-------------------------|------|---------------------|--|---------------------|
| 3/10/18 | Airfare | 8311 | Fiji Airways | V Takamine to Council Meeting in Fiji | \$ 915.60 |
| 3/11/18 | Airfare | 8311 | Fiji Airways | M Pili Pang to Council Meeting in Fiji | \$ 897.66 |
| 3/12/18 | Airfare | 8311 | Fiji Airways | HNL-Fiji Change fee | \$ 319.72 |
| 3/19/18 | Airfare | 8311 | Fiji Airways | Randy/Jamie Fong to Council Meeting in Fiji | \$ 2,059.58 |
| 5/18/18 | Airfare reimburse | 8311 | Fiji Airways | Momiala Kamahale to Council Meeting in Fiji | \$ 1,007.90 |
| 5/18/18 | Airfare reimburse | 8311 | Fiji Airways | Mokihana Benavente to Council Meeting in Fiji | \$ 1,007.90 |
| 1/24/18 | Staff development | 8145 | Eventbrite | Eventbrite webinar | \$ 27.28 |
| 3/23/18 | Postage | 8115 | USPS | Postage - mailing | \$ 1.63 |
| 4/16/18 | Parking | 8375 | CCH | FESTPAC meeting parking | \$ 1.50 |
| 5/11/18 | Makana | 8393 | Menehune Mac | Gifts for Council Meeting in Fiji | \$ 385.34 |
| 5/14/18 | Postage | 8115 | USPS | Rent FESTPAC PO Box 1-yr | \$ 136.00 |
| 5/14/18 | Printing | 8120 | Aiea Copy Center | FESTPAC-Hawaii 2020 brochure | \$ 317.24 |
| 5/14/18 | Printing | 8120 | Aiea Copy Center | V Takamine FESTPAC business cards (50%) | \$ 107.32 |
| 5/14/18 | Ground transportation | 8317 | HNL AP Cart Rent | Luggage cart - Council Meeting in Fiji | \$ 5.00 |
| 5/14/18 | Baggage | 8311 | Fiji Airways | Baggage fees - Council Meeting in Fiji | \$ 60.00 |
| 5/15/18 | Travel meal | 8315 | Starbucks | Travel meals - Council Meeting in Fiji | \$ 8.69 |
| 5/15/18 | Ground transportation | 8317 | Satellite Rentals | Car rental - Council Meeting in Fiji | \$ 564.89 |
| 5/15/18 | Foreign transaction fee | 8160 | First Hawaiian Bank | CC payment in Fiji dollars | \$ 16.95 |
| 5/18/18 | Hotel - 50% | 8313 | Westin Resort Fiji | Council Reception catering/room/etc | \$ 1,886.45 |
| 5/18/18 | Hotel - 50% | 8313 | Westin Resort Fiji | Council Reception catering/room/etc | \$ 1,318.45 |
| 5/18/18 | Hotel - Venue rental | 8355 | Westin Resort Fiji | Room rental (partial) | \$ 468.40 |
| 5/18/18 | Hotel - Venue rental | 8355 | Westin Resort Fiji | Room rental (partial) | \$ 3,903.37 |
| 5/18/18 | Foreign transaction fee | 8160 | First Hawaiian Bank | CC payment in Fiji dollars | \$ 117.10 |
| 5/18/18 | Reception Catering | 8345 | Sheraton Nadi | HI delegation hotel - Council Meeting in Fiji | \$ 3,434.97 |
| 5/18/18 | Baggage | 8311 | Fiji Airways | Baggage fees - Council Meeting in Fiji | \$ 122.00 |
| 5/18/18 | Foreign transaction fee | 8160 | First Hawaiian Bank | CC payment in Fiji dollars | \$ 3.66 |
| 5/22/18 | Foreign transaction fee | 8160 | First Hawaiian Bank | CC payment in Fiji dollars | \$ 39.55 |
| 5/25/18 | Program Supplies | 8343 | Office Depot | Label stock | \$ 30.76 |
| 5/25/18 | Program Printing | 8373 | FedEx | Brochure printing for Fiji | \$ 81.68 |
| 5/25/18 | Program Printing | 8373 | FedEx | Brochure printing for Fiji | \$ 163.49 |
| 5/29/18 | Checks | 8105 | Intuit | Check stock ordered (ACH debit) | \$ 266.47 |
| 6/5/18 | Parking | 8375 | CCH | FESTPAC meeting parking | \$ 2.00 |
| | | | | Total through 6/30/2018 | \$ 19,678.55 |
| 6/27/18 | Parking | 8375 | UHM Pay Station | Meeting w UH-Manoa re: FESTPAC housing | \$ 6.00 |
| | | | | Total through 7/31/2018 | \$ 19,684.55 |
| New Program Expenses through 7/31/18: \$6.00 | | | | | |
| NOTE: Program Expense (5/29/18 - Check stock ordered - \$266.47) was an electronic bank debit and not paid by PA'I. It was incorrectly included in reimbursement check #1000 (7/12/18). Corrected on check #1001 (8/14/18). | | | | | |
| | | | | New Salary Expenses through 7/31/2018 | \$ 8,250.00 |
| | | | | New Program Expenses through 7/31/2018 | \$ 6.00 |
| | | | | Total through 7/31/2018 | \$ 8,256.00 |
| | | | | Correction to overreimbursement on Check #1000 | -\$ 266.47 |
| | | | | Reimbursement Check #1001 | \$ 7,989.53 |

FESTPAC-Hawai'i 2020 Expenses 1/1/18 through 7/31/18

| | | | | | |
|---------|------------------|--|-----------------|---|---------------------|
| Jan-Apr | FESTPAC Salaries | | PA'I Foundation | V Takamine salary Jan-April (4 mos = 33%) Festival Coordinator (\$50K). | \$ 16,500.00 |
| Jan-Apr | FESTPAC Salaries | | PA'I Foundation | M Pili Pang salary Jan-April (4 mos = 33%) Dir of Admin/Dev + Grant Writer (\$25K) | \$ 8,250.00 |
| Jan-Apr | FESTPAC Salaries | | PA'I Foundation | E Bourgeois salary Jan-April (4 mos = 33%) Finance (\$25K) | \$ 8,250.00 |
| May-Jun | FESTPAC Salaries | | PA'I Foundation | V Takamine salary May-June (2 mos = 16.5%) Festival Coordinator (\$50K) | \$ 8,250.00 |
| May-Jun | FESTPAC Salaries | | PA'I Foundation | M Pili Pang salary May- June (2 mos = 16.5%) Dir of Admin/Dev + Grant Writer (\$25K) | \$ 4,125.00 |
| May-Jun | FESTPAC Salaries | | PA'I Foundation | E Bourgeois salary May-June (2 mos = 16.5%) Finance (\$25K) | \$ 4,125.00 |
| | | | | Total Salaries through 6/30/2018 | \$ 49,500.00 |
| | | | | Total Expenses through 6/30/2018 | \$ 69,178.55 |
| | | | | | |
| July | FESTPAC Salaries | | PA'I Foundation | V Takamine salary July (1 mo = 8.25%) Festival Coordinator (\$50K) | \$ 4,125.00 |
| July | FESTPAC Salaries | | PA'I Foundation | M Pili Pang salary July (1 mo = 8.25%) Dir of Admin/Dev + Grant Writer (\$25K) | \$ 2,062.50 |
| July | FESTPAC Salaries | | PA'I Foundation | E Bourgeois salary July (1 mo = 8.25%) Finance (\$25K) | \$ 2,062.50 |
| | | | | New Salaries through 7/31/2018 | \$ 8,250.00 |
| | | | | Total Salaries through 7/31/2018 | \$ 57,750.00 |
| | | | | Program Expenses through 7/31/2018 | \$ 19,684.55 |
| | | | | Total Expenses through 7/31/2018 | \$ 77,434.55 |

PA'I Foundation

PROFIT AND LOSS

January 1 - August 14, 2018

| | TOTAL |
|--|---------------------|
| Income | |
| 4000 Contributed Revenue | |
| 4270 State grant | 125,000.00 |
| Total 4000 Contributed Revenue | 125,000.00 |
| Total Income | \$125,000.00 |
| GROSS PROFIT | \$125,000.00 |
| Expenses | |
| 7200 Payroll - Personnel | |
| 7210 Salaries & wages | 57,750.00 |
| Total 7200 Payroll - Personnel | 57,750.00 |
| 8100 Administrative | |
| 8105 Office supplies | 266.47 |
| 8115 Postage & shipping | 137.63 |
| 8120 Printing & copying | 107.32 |
| 8145 Staff development | 27.28 |
| 8160 Bank services charges | 177.26 |
| Total 8100 Administrative | 715.96 |
| 8300 Program | |
| 8310 Travel & related | |
| 8311 Airfare | 6,390.36 |
| 8313 Hotels | 3,204.90 |
| 8315 Meals/per diem | 8.69 |
| 8317 Ground transportation | 569.89 |
| Total 8310 Travel & related | 10,173.84 |
| 8340 Supplies & Materials | |
| 8343 Program supplies | 30.76 |
| 8345 Food supplies | 3,434.97 |
| Total 8340 Supplies & Materials | 3,465.73 |
| 8355 Venue Rental | 4,371.77 |
| 8370 Advertising expense | |
| 8370.5 Printing | 317.24 |
| Total 8370 Advertising expense | 317.24 |
| 8373 Printing expense - program | 245.17 |
| 8375 Parking | 9.50 |
| 8390 Makana (gifts) | 385.34 |
| Total 8300 Program | 18,968.59 |
| Total Expenses | \$77,434.55 |
| NET OPERATING INCOME | \$47,565.45 |
| NET INCOME | \$47,565.45 |

ACCOUNT NUMBER: 8016-685896
TIME DEPOSIT ACCOUNT

00000012 FIBS140D080318053741 000001 000000 0

PA'I FOUNDATION
PO BOX 17483
HONOLULU HI 96817

FOR PERSONAL ASSISTANCE CALL:
1-888-643-3888

MATURITY NOTICE

YOUR TIME DEPOSIT WILL MATURE ON 08-23-18.
IT WILL BE AUTOMATICALLY RENEWED AT THE RATE IN
EFFECT AT THAT TIME, UNLESS YOU MAKE OTHER ARRANGE-
MENTS WITH US NO LATER THAN 10 DAY(S) AFTER MATURITY.

| | |
|-----------------------|-----------|
| TIME DEPOSIT NUMBER | 1 |
| CURRENT INTEREST RATE | .450 |
| TERM | 3 MONTHS |
| MATURITY DATE | 08-23-18 |
| CURRENT BALANCE | 25,000.00 |
| INT PYMT AT MATURITY | 28.36 |
| INT WTHLD AT MATURITY | .00 |

00000012-0000012-Page 1 of 2-FIBS140D080318053741-DPCN03L



FESTPAC-HAWAI'I 2020
PA'I FOUNDATION
PO BOX 17066
HONOLULU, HI 96817

BANK OF HAWAII
111 S KING STREET
HONOLULU, HI 96813
59-102/1213

1001

08/14/2018

PAY TO THE ORDER OF PA'I Foundation

\$ **7,989.53

Seven thousand nine hundred eighty-nine and 53/100*****

DOLLARS

PA'I Foundation



MEMO FESTPAC expenses

⑈001001⑈ ⑆121301028⑆0098⑈ 118632⑈

FESTPAC-Hawai'i 2020 - PA'I Foundation

1001

08/14/2018

PA'I Foundation

Reimburse FESTPAC expenses 7/1/18 - 7/31/18
Correct overpayment Check #1000

8,256.00
-266.47

1075 Bank of Hawaii FESTPAC

FESTPAC expenses

7,989.53

FESTPAC-Hawai'i 2020 - PA'I Foundation

1001

08/14/2018

PA'I Foundation

Reimburse FESTPAC expenses 7/1/18 - 7/31/18
Correct overpayment Check #1000

8,256.00
-266.47

PAYMENT RECORD

1075 Bank of Hawaii FESTPAC

FESTPAC expenses

7,989.53



Statement of Account
Bankohana

Last statement: May 23, 2018
This statement: May 31, 2018
Total days in statement period: 9

Primary Account: 0098-118632
Page 1 of 1
Number of Enclosures: (0)



00000001-TDBCBD11400601734668-LETTER01-000000 0
PA'I FOUNDATION
PO BOX 17483
HONOLULU HI 96817

Direct inquiries to:
888 643-3888

BANK OF HAWAII
111 S KING ST
HONOLULU HI 96813

Bank of Hawaii

SUMMARY OF ACCOUNT BALANCES

| Account | Number | Ending Balance |
|-----------------------------|-----------------|----------------|
| Bankohana Business \$25,000 | 0098-118632 | \$99,733.53 |
| Certificate Of Deposit | 8016-685896 # 1 | \$25,000.00 ✓ |

Bankohana Business \$25,000

| | | | |
|-----------------|-------------|--------------------|-------------|
| Account number | 0098-118632 | Beginning balance | \$0.00 |
| Low balance | \$99,733.53 | Total additions | 100,000.00 |
| Average balance | \$99,911.18 | Total subtractions | 266.47 |
| | | Ending balance | \$99,733.53 |

DEBITS

| Date | Description | Subtractions |
|-------|---|--------------|
| 05-29 | ACH Debit INTUIT CHECKSFORM 180525 2925959 | 266.47 ✓ |

CREDITS

| Date | Description | Additions |
|-------|------------------|--------------|
| 05-23 | Customer Deposit | 100,000.00 ✓ |

DAILY BALANCES

| Date | Amount | Date | Amount | Date | Amount |
|-------|------------|-------|-----------|------|--------|
| 05-23 | 100,000.00 | 05-29 | 99,733.53 | | |



MEMBER FDIC

EQUAL HOUSING LENDER

00000001-001-001



Statement of Account

Bankohana

Last statement: May 31, 2018
This statement: June 30, 2018
Total days in statement period: 30

Primary Account: 0098-118632
Page 1 of 1
Number of Enclosures: (0)

00000014-TDBCBD11400630822863-LETTER01-100000 0
PA'I FOUNDATION
PO BOX 17483
HONOLULU HI 96817



Direct inquiries to:
888 643-3888

BANK OF HAWAII
111 S KING ST
HONOLULU HI 96813

Bank of Hawaii

SUMMARY OF ACCOUNT BALANCES

| Account | Number | Ending Balance |
|-----------------------------|-----------------|----------------|
| Bankohana Business \$25,000 | 0098-118632 | \$99,733.53 |
| Certificate Of Deposit | 8016-685896 # 1 | \$25,000.00 |

Bankohana Business \$25,000

| | | | |
|-----------------|-------------|--------------------|--------------------|
| Account number | 0098-118632 | Beginning balance | \$99,733.53 |
| Low balance | \$99,733.53 | Total additions | .00 |
| Average balance | \$99,733.53 | Total subtractions | .00 |
| | | Ending balance | <u>\$99,733.53</u> |

**** No activity this statement period ****



MEMBER FDIC

EQUAL HOUSING LENDER

00000014-001-001



Statement of Account

Bankohana

Last statement: June 30, 2018
This statement: July 31, 2018
Total days in statement period: 31

Primary Account: 0098-118632
Page 1 of 1
Number of Enclosures: (0)



00000001-TDBCBD11400801914978-LETTER01-000000 0
PA'I FOUNDATION
PO BOX 17483
HONOLULU HI 96817

Direct inquiries to:
888 643-3888

BANK OF HAWAII
111 S KING ST
HONOLULU HI 96813

Bank of Hawaii

SUMMARY OF ACCOUNT BALANCES

| Account | Number | Ending Balance |
|-----------------------------|-----------------|----------------|
| Bankohana Business \$25,000 | 0098-118632 | \$30,554.98 |
| Certificate Of Deposit | 8016-685896 # 1 | \$25,000.00 |

Bankohana Business \$25,000

| | | | |
|-----------------|-------------|--------------------|-------------|
| Account number | 0098-118632 | Beginning balance | \$99,733.53 |
| Low balance | \$30,554.98 | Total additions | .00 |
| Average balance | \$55,102.21 | Total subtractions | 69,178.55 |
| | | Ending balance | \$30,554.98 |

CHECKS

| Number | Date | Amount | Number | Date | Amount |
|--------|-------|-----------|--------|------|--------|
| 1000 | 07-12 | 69,178.55 | | | |

DAILY BALANCES

| Date | Amount | Date | Amount | Date | Amount |
|-------|-----------|-------|-----------|------|--------|
| 06-30 | 99,733.53 | 07-12 | 30,554.98 | | |



MEMBER FDIC

EQUAL HOUSING LENDER

00000001-001-001

**UNIVERSITY OF HAWAI'I BOARD OF REGENTS
SUPPORT FOR THE 13TH FESTIVAL OF PACIFIC ARTS AND CULTURE THAT WILL BE HELD
IN HAWAI'I FROM JUNE 10-20, 2020**

WHEREAS, the Festival of Pacific Arts and Culture has been held approximately every four years since its founding in 1972, bringing together delegations of at least two thousand artists, performers, and cultural practitioners from different nations in Oceania to preserve and perpetuate the arts and culture of their indigenous peoples; and

WHEREAS, the Festival of Pacific Arts and Culture is the largest gathering in which Pacific peoples unite to respect and appreciate one another, and during the festival, delegations from twenty-seven Pacific island nations and territories share and exchange their cultures; and

WHEREAS, visitors from around the world come to the Festival of Pacific Arts and Culture to appreciate what the artists, performers, cultural practitioners, and host country have to offer, thereby creating a global market for art, ideas, and products; and

WHEREAS, the first Festival of Pacific Arts and Culture was held in Fiji in 1972, followed by New Zealand in 1976, Papua New Guinea in 1980, French Polynesia in 1985, Australia in 1988, the Cook Islands in 1992, Samoa in 1996, New Caledonia in 2000, Palau in 2004, American Samoa in 2008, Solomon Islands in 2012, and Guam in 2016; and

WHEREAS, Hawai'i delegations have attended every festival since 1976; and

WHEREAS, in 2014, the Hawai'i State Legislature adopted Senate Concurrent Resolution No. 57 to support the bid for Hawai'i to host the 13th Festival of Pacific Arts & Culture in 2020;

WHEREAS, at the conclusion of the 12th Festival of Pacific Arts and Culture in Guam, Hawai'i was selected to host the 13th Festival of Pacific Arts and Culture in 2020; and

WHEREAS, Act 104 (S.B. 545: Relating To the Festival of Pacific Arts) was passed by the Hawai'i State Legislature and signed into law on July 10, 2017; and

WHEREAS, Act 104 creates and appropriates \$500,000 to the Temporary Commission on the 13th Festival of Pacific Arts to begin planning for the Festival; and

WHEREAS, Act 142 (S.B. 2693: Relating To The Festival of Pacific Arts) was passed by the Hawai'i State Legislature and signed into law on July 5, 2018; and

WHEREAS, Act 142 appropriates \$950,000 to the Temporary Commission on the 13th Festival of Pacific Arts to plan for the Festival; and

WHEREAS, various stakeholders in the public and private sectors have already committed to support the 13th Festival of Pacific Arts and Culture; now, therefore,

BE IT RESOLVED, that the University of Hawai'i Board of Regents fully supports the 13th Festival of Pacific Arts and Culture that will be held in Hawai'i from June 10-20, 2020; and

BE IT FURTHER RESOLVED that the University of Hawai'i and all of its campuses are requested to work with the Temporary Commission on the 13th Festival of Arts and Culture and the Festival Director to make available, to the extent possible, housing for delegates and venues for performances and art displays during the Festival, and to take any action as may be necessary or desirable to carry out the purpose and intent of this Resolution; and

BE IT FURTHER RESOLVED that upon adoption of this Resolution, a certified copy of the Resolution be transmitted to the Chancellors of all of the campuses of the University of Hawai'i; the President of the Hawai'i State Senate; the Speaker of the Hawai'i State House of Representatives; the members of the Temporary Commission on The 13th Festival of The Pacific Arts and Culture; Festival Director Vicky Holt-Takamine (Executive Director of the PA'I Foundation); the Chairperson of the Board of Trustees of the Office of Hawaiian Affairs; and Ka Pouhana of the Office of Hawaiian Affairs.