

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

**TUESDAY, SEPTEMBER 3, 2019, AT 1:00 P.M.**

HAWAI'I CONVENTION CENTER  
1801 KALĀKAUA AVE., BOARD ROOM A  
HONOLULU, HAWAI'I 96815

Commission Members Present were:

Snowbird Bento	-	Commissioner - 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
Monte McComber	-	Governor's Designee
Mehana Hind	-	Office of Hawaiian Affairs
Richard Onishi	-	House Speaker's Designee

Guests:

Jacob Aki	-	Senator English's Office
Donalyn Dela Cruz	-	Strategies 360
Lawson Fernandes	-	Mayors Office of the Culture and Arts (MOCA)
Alexis Hou	-	Taipei Economic and Cultural Office (TECO)
James Huang	-	Taipei Economic and Cultural Office (TECO)
Honey Maltin-Wisot	-	Strategies 360
June Matsumoto	-	Pacific Islands Institute
LorMona Meredith	-	Pacific Islands Institute
Michael Pili Pang	-	PA'I Foundation
Jay Rojas	-	PA'I Foundation
Vicky Takamine	-	PA'I Foundation

Staff:

Margaret Ahn	-	Attorney General's Office
Jamie Lum	-	DBEDT
Randy Tanaka	-	DBEDT
Selma Malcolm (Recording)	-	DBEDT

Apologies:

J. Kalani English, Chair	-	Senate President's Designee
Mike McCartney	-	Department of Business, Economic Development & Tourism (DBEDT)

### CALL TO ORDER:

The meeting was called to order by Mr. Kalani Ka'anā'anā on Tuesday, September 3, 2019, at 1:09 p.m., and who welcomed everyone present. Special welcome was extended to Representative Richard Onishi, new House Designee replacing Representative Lynn DeCoite.

Mr. Ka'anā'ana thanked Representative Lynn DeCoite for her service to the Commission and proposed a resolution at the next Commission meeting to thank her for the time she served as a Commissioner. He then invited everyone to introduce themselves.

### APPROVAL OF AUGUST 15, 2019 MEETING MINUTES:

Minutes of the meeting held on Thursday, August 15, 2019, were approved on a motion by Ms. Māpuana de Silva and seconded by Ms. Snowbird Bento to accept the minutes as amended by technical corrections requested by Ms. de Silva and Mr. Ka'anā'anā.

Motion was passed unanimously.

### OLD BUSINESS:

#### DBEDT Report:

Mr. Tanaka reported on the following:

#### Budget:

As of August 15, 2019, there have not been any changes to the budget.

#### Fundraising:

Fundraising plan and sponsorship package need to be presented to the commission.

DBEDT issued a Request for Proposals for fundraising but did not get any responses. Fundraising services are included in the contract with PA'I Foundation. Mr. Tanaka had a discussion with Ms. Beth Lum and she is willing to offer some assistance but declined to bid on the RFP due to the short time to raise funds.

#### Customs/Biosecurity:

Mr. Tanaka stated that he and Mr. McCartney met with representatives of U.S. Immigration and Customs Enforcement on Tuesday, August 26, 2019, regarding the visa issues, import guide, and the possibility of having a FESTPAC designated entry port, especially for the VIPs. He requested a template and a format for prohibited items for each country to distribute at the 29<sup>th</sup> Meeting of the Council of the Pacific Arts and Culture (CPAC) for FESTPAC participating countries. The information will be posted

online. Another meeting will be convened with Customs/Biosecurity to continue the discussions.

Ms. de Silva reported that she is going to have a discussion with the Federal Biosecurity Team, and the State Department of Health will be making a presentation at CPAC on plant and imported products on Thursday, September 12, 2019.

29<sup>th</sup> Meeting of the Council of Pacific Arts & Culture (CPAC), September 10-13, 2019, in Honolulu:

Ms. de Silva stated that Ms. Keituala Kuiniselani Toelupe-Tago of the Secretariat of the Pacific Community (SPC) will arrive in Hawai'i on Thursday, September 5, 2019, and she requested to meet on Friday, September 6, 2019. The rest of the team will arrive on Sunday, September 8, 2019, and a full meeting will convene on Monday, September 9, 2019.

Regarding the budget for CPAC, Ms. de Silva said they are trying to eliminate some of the items to bring the budget down because the deadline was missed to submit an invoice to Ms. Keituala Kuiniselani Toelupe-Tago for SPC to cover some of the expenses for the meetings, and as a result, the Commission might be responsible for the entire budget. Also, she has not yet received all the flight information and she requested (via email) a complete list of each country's representative from Keituala Kuiniselani Toelupe-Tago in order to confirm ground transportation and hotel accommodations by the week ending September 7, 2019.

Mr. Ka'anā'anā advised that the total cost of the CPAC budget excluding ground transportation is \$30,056.11 and reiterated that the Hawai'i Tourism Authority (HTA) committed \$15,000 towards the budget. The breakdown of the budget is: Venue - \$5,505; Inhouse/Hawai'i Convention Center Audio/Visual - \$2,104.71; Food & Beverage - \$11,142.49; Photographer - \$350; Translation Equipment (booth/headset for simultaneous translation/English and French) - \$10,079.57. No quotes were available for ground transportation as Ms. Takamine has not yet received an itinerary for the delegates. It was recommended that the Commissioners approve a total of \$50,000 with the \$15,000 from HTA included, to cover all the expenses for CPAC.

Motion was made by Ms. Mehana Hind and seconded by Ms. Snowbird Bento recommending the Commission approve a total of \$50,000 including the \$15,000 from HTA to cover all the expenses for the 29<sup>th</sup> Meeting of the Council of Pacific Arts and Culture (CPAC) from September 9-13, 2019.

Motion was passed unanimously.

Ms. de Silva stated that since she will be chairing the CPAC meetings, her seat representing Hawai'i will be vacant and that the Commission should designate a delegate to fill her seat.

Motion was made by Ms. Māpuana de Silva and seconded by Representative Richard Onishi to appoint Mr. Monte McComber as the Commission designee delegate to the 29<sup>th</sup> Meeting of the Council of Pacific Arts & Culture (CPAC) during the week of September 9-13, 2019.

Motion was passed unanimously.

Reception on September 12, 2019 (evening):

Ms. Lum reported that the Dinner Reception is scheduled for Thursday, September 12, 2019, from 6:00 p.m. to 8:30 p.m., in Room 323A at the Hawai'i Convention Center. Mr. McComber will be the MC.

Mr. Aki stated that Chair English recorded a short message for CPAC delegation before he left.

SMS Consulting – Event Evaluation and Stakeholder Support:

Mr. Tanaka reported on a meeting with Mr. Daniel Nahoopii of SMS Consulting regarding evaluation of the FESTPAC. He also reported that SMS Consulting will be assisting with sponsorship fundraising through the television stations. Mr. Ka'anā'anā stated that from a Commission standpoint, the economic impact and the satisfaction surveys are the most important items SMS Consulting should focus on. Mr. Tanaka recommended that SMS Consulting utilize DBEDT's Calculators to be in alignment with the State.

Mr. Ka'anā'anā inquired if the Commission would like a presentation from SMS Consulting at the next meeting. Representative Onishi felt that the Commission should not place so much effort on the evaluation, since FESTPAC may never return to Hawai'i.

SMS Consulting's contract ended August 31, 2019. Ms. Takamine stated that PA'I Foundation was only allowed to spend up to \$25,000 to retain SMS Consulting for 6-months for Phase-1 and that SMS Consulting is preparing the report for Phase-1 to present to the Commission.

Mr. Tanaka reported on a meeting he and Ms. Matsumoto had with the University of Hawai'i (UH) Housing Department. He stated that a new payment arrangement will be worked out for the delegations' accommodation and that he will be submitting a modified payment schedule to UH. Mr. Tanaka inquired about the process for assigning rooms to the delegates. Ms. de Silva explained that the assignment of rooms is done by the countries because it is sometimes difficult to differentiate between male and female names. Ms. Takamine noted that to date, PA'I Foundation only received New Zealand's list and that the deadline for submitting the information was May 31, 2019. Ms. de Silva noted that while this might not be normal for other industries, like tourism, it is the norm

for festivals. There will be last-minute changes; the lack of information is expected, but they will try to get as much information in advance and SPC will also assist.

The Commissioners also discussed the reselling/rebalancing of the rooms that they are locked into at the UH, the attrition rate they can work with, deposits to cover linen, security deposits for keys, rooming lists for the UH, and UH concerns about the variation of the attendees in the rooms. Ms. de Silva indicated that she would discuss that information with Ms. Keituala Kuiniselani Toelupe-Tago and Ms. Louisa Mavoa at one of their CPAC meetings as the UH would like us to have some influence on how the rooms are assigned. She will also address the key deposit of \$25.00 per person (usually paid by credit cards/countries).

Mr. Tanaka said they also discussed food and beverage with the UH Housing Department and they felt that lunch should be a take and go. Ms. Takamine said there might not be a third meal for the delegates. They will receive breakfast and a box lunch to go.

Mr. Tanaka reported that the hotel rates for non-delegates will be available to post on the website as soon as the attrition and cancellation details and the hotel fees are finalized.

#### Pacific Island Institute – Logistics:

Ms. Matsumoto requested confirmation to post the hotel rates for non-delegates on the website. Mr. Ka'anā'anā indicated that he would seek guidance from Ms. Ahn and get back to her.

Ms. Matsumoto requested an updated RSVP for the delegates who will be attending the 29<sup>th</sup> Meeting of the Council of Pacific Arts and Culture (CPAC) September 10-13, 2019. PA'I Foundation will follow-up.

Regarding UH's Waiver Form for delegates/children, Ms. de Silva advised Ms. Matsumoto to place that information on a thumb drive including all the rules and regulations for the dorms for distribution at CPAC for SPC to distribute especially to those who were not able to attend the meeting. Hard copies will also be available.

Mr. Ka'anā'anā noted that it is important to communicate UH policies on damages, deposits, alcohol, non-smoking etc., to the delegates ahead of time.

#### Other Reports:

#### PA'I Foundation – Festival Events and Production, Delegations:

Ms. Takamine reported the following:

- Ms. Takamine presented an updated list of Wa'a confirmed to participate in the Festivals, i.e., Aotearoa – Haunui, Ngahiraka Mai Tawhiti; Samoa – Gaulofa; Rarotonga – Marumarua Atua; and Tahiti – Fa'afaite. Two (2) will be coming from Guam and one (1) from Taiwan.
- The Neighbor Islands, (Kaua'i, Moloka'i Maui and Hawai'i) have confirmed their commitment to host the visiting Wa'a. The Wa'a (potentially 16) will sail to Maunalua Bay on 6/8/2020, and to Marine Education and Training Center (METC) the following day. The sail will be widely publicized and covered by the media, but no public ceremony will take place. A torch lighting ceremony is scheduled for 6/9/2020. Kamehameha Schools will coordinate and sponsor the events from Maunalua Bay to Ke'ehi Lagoon Park for the public ceremony on 6/10/2020.
- PA'I Foundation is still waiting for a response from HTA regarding a request for financial assistance for FESTPAC. Mr. Ka'anā'anā indicated that it was a large request from FESTPAC to their Community Enrichment Program and that it exceeded a threshold that the HTA board has set for expenditure. All requests to HTA must be made in writing to the HTA Board and a presentation must also be made to the Board.
- The Commission discussed the draft Requests for Proposals (RFPs) submitted for the following six (6) positions: Administration Director, Artistic Director, Facilities and Venues Director, Government Services Director, Residential Operations Director, and Support Services Director. Ms. Takamine stated that the RFPs were drafted in March 2019, and revised September 1, 2019, and that all the positions are listed in the FESTPAC Manual. She also stated that the positions are required in order for PA'I Foundation to really get all the work done. PA'I Foundation is waiting for an approval of the budget to send out the RFPs. The estimated cost to fully fund the six (6) positions for eight (8) months is \$12,000. Mr. Tanaka indicated that he has not yet reviewed the positions.
- Invoice totaling \$65,000 was submitted to DBEDT for March to July 2019 and is still outstanding. Ms. Takamine requested a meeting to review the budget and also requested a copy of the RFP for the fundraiser coordinator that was sent out by DBEDT. Per Ms. Lum, payment of the invoice will be available in 30 days.

Mr. Rojas presented a breakdown of all the appropriations from 2017 to 2019 and all the Federal grants that have been awarded. As of July 31, 2019, PA'I Foundation has expended \$346,398. He stated that the original contract for PA'I Foundation, in its first phase was \$475,000 which was set aside for five (5) salaries for three (3) years. Representative Onishi stated that if there was a modification to the contract, PA'I Foundation should have agreed to that.

Mr. Ka'anā'anā suggested that we should start with a clear and clean budget that reflects real amounts, not eventualities or possibilities, so that the Commission will be more effective in supporting PA'I Foundation, DBEDT, and the State in implementing the Festival. He requested a copy of the most current version of the contract, as well as the previous edition along with a summary sheet of all the changes.

Representative Onishi said before the next meeting PA'I Foundation and DBEDT should meet and clarify everything so that there is a real working budget that both PA'I Foundation and DBEDT can agree to and if they can't then the Commissioners should make a decision. He also suggested that they consult the AG's office on the contract to find out whether there needs to be any additional amendments.

Mr. Ka'anā'anā requested that a copy of the budget be sent to the Commissioners ahead of time to help prepare better questions for a more efficient meeting. It should be a single budget based on the actual amount appropriated or encumbered, etc.

- Regarding FESTPAC sponsorship opportunities, Ms. Takamine indicated that she has been inviting people to join in the spirit of Hānai and there are various levels of support, e.g., to Hānai a Delegation is \$390,000, or a delegate is \$3,900 which would assist with housing, meals and ground transportation, or a delegation float at Kamehameha Day Parade and Parade of FESTPAC Nations is \$7,500, etc.
- The number of people that will go on the site inspection on Thursday, September 12, 2019, during CPAC is not yet confirmed as Ms. Takamine indicated that she was waiting for an itinerary. Ms. de Silva stated that the CPAC meetings are from Tuesday, September 10 to Thursday, September 12, 2019. Delegates are expected to start arriving Saturday, September 7, 2019, and the latest they are expected to be leaving is Saturday, September 14, 2019.

#### Strategies 360 Report:

Strategies 360 Communication submitted a written report.

#### SMS Status Report:

SMS Consulting submitted a written report.

NEW BUSINESS:

VISAS:

Arrangements will be made for the smaller countries to convene at certain points around the Pacific to get their visas. Mr. Rojas stated that the Department of State agreed to work with them to speed up the visa process.

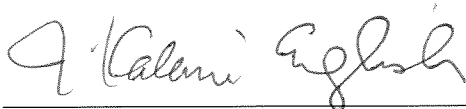
DATE OF NEXT MEETING:

The next meeting was scheduled for Thursday, September 26, 2019, at 1:00 p.m. at the Hawai'i Convention Center Executive Boardroom A.

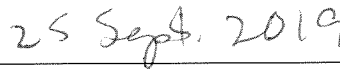
ADJOURNMENT:

The Meeting was adjourned at 3:37 p.m.

Respectfully Submitted,



J. Kalani English  
Chair



Date