



HO'OU LU LĀHUI  
Regenerating Oceania  
13th Festival of Pacific Arts & Culture  
Hawai'i 2024

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

**MONDAY, AUGUST 23, 2021 AT 2:30 PM**

VIA VIRTUAL APPLICATION ZOOM: VIDEO / AUDIO CONFERENCE

Commission Members Present were:

Kalani Ka'anā'anā, Chair	-	Hawai'i Tourism Authority (HTA) Designee
Maenette Ah Nee-Benham	-	Governor's Designee
Snowbird Bento	-	Community Member At-Large
Māpuana de Silva	-	Community Member At-Large
Jarrett Keohokālole	-	Senate President's Designee (Arrived at 2:43 pm)
Jamie Lum	-	Department of Business, Economic Development and Tourism (DBEDT)
Richard Onishi	-	House Speaker's Designee
Makanani Salā	-	City and County of Honolulu Designee
Hinaleimoana Wong-Kalu	-	Office of Hawaiian Affairs (OHA) Designee (Arrived at 2:34 pm)

Guests:

Jacob Aki	-	Director of Communication, State Senate
Amber Bixel	-	Bishop Museum
Jackie Burke	-	Public Member
Maka Casson-Fisher	-	Hawai'i Tourism Authority (HTA)
Ilihia Gionson	-	Native Hawaiian Hospitality Association
Lynn Martin Graton	-	Public Member
Keali'i Haverly	-	Public Member
Dede Howa	-	Hawai'i Tourism Authority (HTA)
Ngahiraka Mason	-	Public Member
June Matsumoto	-	Public Member
Jayme-Lee Mokulehua	-	Public Member
Malia Sanders	-	Native Hawaiian Hospitality Association
No'el Tagab-Cruz	-	Public Member
Kanoe Takitani-Puahi	-	Native Hawaiian Hospitality Association

Staff:

Margaret Ahn	-	Deputy Attorney General
Marlene Hiraoka	-	DBEDT
Timothy Tiu	-	DBEDT
Scott Tome	-	DBEDT

### **CALL TO ORDER**

The meeting was called to order by Chair Kalani Ka'anā'anā at 2:32 p.m., who welcomed everyone present via ZOOM and Facebook Live.

Chair called upon Ms. No'el Tagab-Cruz from Hilo, Hawai'i who was invited by Mr. Onishi to do the *wehena* (opening). Ms. Tagab-Cruz currently serves as the coordinator for I Ola Hāloa Center for Hawai'i Life Styles for Hawai'i Community College. Ms. Tagab-Cruz is an *'ūniki 'ailolo* (graduate) of 'Unukupukupu and Hālau o Lilinoe.

The *mele* (song) Ms. Tagab-Cruz shared was a *pule pale* (prayer of protection) asking for protection for everyone from the pandemic and to serve as protection for the great work that the Commission is undertaking. She offered a humble *mahalo* (gratitude) for the work, to keep everyone safe, to honor our ancestors and for the Festival that support indigenous Pacific Islanders, Native Hawaiians and represents Hawai'i.

Chair thanked Ms. Tagab-Cruz for her participation.

### **PUBLIC TESTIMONY ON AGENDA ITEMS**

Chair Ka'anā'anā invited members of the public to testify on the agenda items. Hearing none, he continued with agenda items.

### **APPROVAL OF JULY 26, 2021 MEETING MINUTES**

The minutes were distributed and reviewed by Commissioners. Chair asked if there were any comments or changes to the minutes. Hearing none, he asked for a motion. A motion was made by Commissioner Ah Nee-Benham and seconded by Commissioner Onishi to adopt the minutes unamended. A roll call vote was requested with the following Commissioners approving the motion to approve the minutes: Chair Ka'anā'anā, Vice-Chair Salā, Ms. de Silva, Ms. Lum, Ms. Wong-Kalu, Mr. Onishi, Ms. Bento, Ms. Ah Nee-Benham.

Motion was unanimously approved.

### **GOVERNOR'S EMERGENCY PROCLAMATION RELATED TO THE COVID-19 RESPONSE DATED AUGUST 5, 2021, EXHIBIT C RULES ON THE SUNSHINE LAW**

Chair asked Ms. Ahn if any further discussion needed. Chair asked if there were any questions related to Exhibit C rules on the Sunshine Law. Commissioners did not have any further questions and moved on with the agenda.

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

Chair noted that agenda items six and seven were related to Permitted Interactions Groups (PIG). Two working groups did meet, and their reports were circulated in advance of today's meeting. Chair stated that each PIG will report on what was discussed in these PIG meetings in agenda items six and seven.

### **DISCUSSION ON FESTIVAL DIRECTOR AND FUNDS DEVELOPMENT**

Chair turned over this portion of the meeting to Ms. Ah Nee-Benham who reported on the PIG regarding the CEO/Festival Director and Fund Developer. She apologized about the delay in sending a draft proposal for the position of CEO/Festival Director. No draft was developed for the Fund Developer since it was believed to be tied into the organizational structure proposal. Ms. Ah Nee-Benham directed Commissioners to three attachments that were sent: (1) full report of minutes of the PIG meeting; (2) proposal for the organizational structure which was drafted from conversations as well as information that was included in the FestPAC manual; (3) draft of the CEO/Festival Director job description. Ms. Ah Nee-Benham commented that there is an opportunity for Commissioners to take a closer look at the documents, however, she would suggest avoiding line-by-line editing. If Commissioners had suggested revisions, direct them to staff, who would be able to make those edits and circulate them for the next meeting.

Ms. Ah Nee-Benham asked Chair if he had any changes. He apologized for a miscommunication in ensuring that these reports were sent to Commissioners early enough for review. Since reports were sent out just prior to today's meeting, Chair informed the Commissioners that they will not be taking a vote today since Commissioners have not had sufficient time to review the documents and they will take this up at the next meeting.

Ms. Bento commented that in Section 1, Priority of Roles, she suggested that bullet #6 – “Communicate, coordinate and continuously engage with the Hawai‘i FestPAC Commission Chair and Vice-Chair, relative to all parts of the Festival” - be moved up to bullet #3 because it outlines the expectations of the *kuleana* (privilege and responsibility) as more of a priority in alignment with the items above it. She also suggested that the blurb about the 13<sup>th</sup> FestPAC be edited to include reimagining of the theme and to also include the new dates of the Festival. Ms. Bento also asked whether requirements of the position could include years of experience in addition to having a degree. Ms. Ah Nee-Benham suggested perhaps using either/or both years of experience as a substitute for the degrees. Please bold the “OR”. Chair suggested the language “The commission may substitute experience for degrees”.

Ms. de Silva mentioned that she did not have an opportunity to review the documents and asked whether Commissioners would have the opportunity to submit comments. She also asked whether there is a deadline to submit comments. Chair asked that Commissioners send comments to Mr. Tome before Friday, August 27, 2021.

Chair suggested that in addition to the full Commission approving the PIG proposals, he would like to propose establishing an Administrative Committee be approved that would include four Commission members who would meet regularly. This PIG would develop a timeline to recruit the CEO/Festival Director, finalize the job description for Commissioners' approval, collect resumes, conduct interviews and make recommendations to the full Commission for the hire of the CEO/Festival Director. Chair hopes to have the selection process completed by October 2021 with a final offer to be made to the candidate by November 2021 so that this individual would be onboarded before the start of the new calendar year 2022. As part of the recommendation, the salary range would be amended to \$150,000-180,000 per year for a three-year appointment to allow the individual to work through 2024 and the Festival, complete audits and would sunset with Commission whose appointments end in August 2025. In addition, it might make more sense for the CEO/Festival Director to hire the Fund Developer. He considered this as part of the

Director's function in an executive capacity. He also wanted to highlight the notion that the organizational chart that connects the Commission to the CEO/Festival Director is the most important link in this chain. Understanding the role that the Commission is delegating to the CEO/Festival Director is very important and that we need to practice letting go and letting someone else do the work.

Chair asked if there were any questions or comments.

Mr. Onishi commented that he understood the role of the Commission and the need to provide oversight. That was the problem that occurred previously because of the lack of oversight. Previously, the Commission was too comfortable in allowing the contractor to guide the progress and development of the Festival without sufficient oversight by the Commission. Mr. Onishi would like assurance that a similar situation would be avoided.

Chair commented that the Commission is outlining authorities that would be allowed related to the CEO/Festival Director which would be an important way to provide oversight. The Administrative Committee will have oversight, with the full Commission, in order to maintain day-to-day oversight of the CEO/Festival Director and a job description that really outlines the authorities that we would give the CEO/Festival Director. Also discussed by the PIG was the need to identify policies and procedures for the Commission as governance models. Chair asked that Commissioners read the PIG meeting minutes which provided a detailed overview of what is needed. Chair also noted that at the end of the PIG recommendations, it was suggested that an Interim CEO/Festival Director be appointed to work with the Administrative Committee, so this needs to be considered, too.

Ms. Lum asked a question about the Interim CEO/Festival Director and whether this individual needed to be appointed or hired as soon as possible. Chair confirmed that this Interim CEO/Festival Director would indeed need to be hired as soon as possible. Ms. Lum expressed her appreciation to the PIG for meeting on a Saturday and for putting in the time to develop guidance for these areas and giving it much thought.

### **DISCUSSION ON FESTIVAL VENUES**

Chair turned over this portion of the agenda to Vice-Chair Salā to provide a summary of what was discussed during this PIG's meeting. Ms. Salā, Ms. Lum and Mr. Onishi met on August 9, 2021. The group's primary goal was to narrow down the venues. The five areas that were discussed were (1) *Wa'a* Ceremony (Arrival); (2) *'Awa* Ceremony ; (3) Opening Ceremony; (4) Festival Village; and (5) Closing Ceremony. She provided an overview of the discussion which was summarized in table format and shared with Commissioners.

For the *Wa'a* Ceremony (Arrival), the PIG decided to recommend removing Kualoa because it would be cost prohibitive. Ala Moana-Magic Island and Ke'ehi were suggested, and the City and County of Honolulu would need to obtain cost estimates.

For the *'Awa* Ceremony, Kūkaniloko, was the suggested site, however, due to number of participants, transportation, timing, etc. a second site, the Great Lawn at the Bishop Museum also was suggested. Cost estimates will need to be researched for both sites.

Opening Ceremony – ‘Iolani Palace was already on hold and it was mentioned that coordination with the Kamehameha Celebration Commission re lei draping ceremony, parade etc. also be made.

Festival Village – PIG engaged in a dynamic conversation regarding outside vs. inside venues and three options were discussed: (1) Hawai‘i Convention Center; (2) Ala Moana – Magic Island; and (3) Kapi‘olani Park. As reported previously, \$1.3 million is currently held at the Convention Center. There were questions regarding the contract as to whether those funds could be used for rental fees, subcontractors, food and other expenses. The positive points about the Convention Center included the Roof Top Venue for performances and the village would be housed in one location for other activities such as a conference, film showings, etc.

The second option is Ala Moana-Magic Island which will require Neighborhood Board support. There will be additional costs for security, structures, park permit limitations for allowable structures, etc. The third venue reported on was Kapi‘olani Park – there may be difficulty obtaining support from the Kapi‘olani Park Commission for the amount of time being requested as well as obtaining support from the Neighborhood Board. This venue also will incur additional security costs, park permit limitations, structure costs, etc.

For the Closing Ceremony Kapi‘olani Park was the only suggestion and a permit would be required from City and County and as well as the need to obtain cost estimates.

Ms. Lum commented that she reviewed the licensing agreement with the Convention Center. Part of the funds to AEG (contractor) can be used to pay their subcontractors for food costs, audio-visual requirements, etc. The funds held at the Convention Center would not only be for facilities rental. Chair also commented that rent at the Convention Center would be at cost since it is a state facility and HTA is a sponsor. The rental fee would be reduced, and we would reserve as much funds as possible for implementation requirements. Ms. Salā wanted to assure Commissioners that certain cultures need to perform on *‘āina* (land) and these arrangements would be made should the Convention Center be selected for the Festival Village.

Chair also commented that set-up and/or breakdown for the lantern floating ceremony would likely be held during this time frame at Ala Moana-Magic Island.

Ms. Salā also commented that originally, Kamehameha Schools was sponsoring the *Wa‘a* Ceremony (Arrival), however, this needs to be confirmed again.

### **DISCUSSION ON REVISIONS TO THE FESTIVAL BUDGET AND EXPENDITURES RELATED TO HIRING FESTIVAL DIRECTOR AND FUND DEVELOPMENT POSITIONS**

With respect to the budget, the Chair indicated that it was premature to discuss budgetary requirements. He suggested that the budget be revisited after decisions are made. Chair requested Commission approval on the CEO/Festival Director’s salary at the next meeting. He noted that the HTA has set aside funds through its contract with the Native Hawaiian Hospitality Association (NaHHA) to assist FestPAC with Commission meetings, etc. It would be possible to

utilize funding at NaHHA for the CEO/Festival Director's position for the first year only, until funds can be generated through the Fund Developer. Once funds are secured, the positions can be paid through those resources.

Ms. Lum noted that there is a limited amount of funds from Stanford Carr in the amount of \$9,000 located in a trust account which can be used for FestPAC expenses. Approximately \$130/month is being used to pay Strategies 360 for hosting of the FestPAC website.

Chair stated that the Commission needs to approve the expenditure of funds to hire an Interim CEO/Festival Director through HTA funding of NaHHA to cover these initial costs.

Mr. Onishi raised a question regarding the relationship of the budget that was initially passed and whether this new proposal/expenditure would require making an adjustment to the budget. He commented that the budget for the CEO/Festival Director was significantly lower than what is currently being proposed. Chair agreed that the budget will need to be revised to open up the salary range proposed by the PIG. Mr. Onishi also asked about the Fund Developer. Chair indicated that the Fund Developer could be commission-based of which a certain percentage of the amount raised would be used to pay for salaries.

Mr. Keohokālole commented that the PIG wanted to stick to the initial proposed schedule by onboarding the CEO/Festival Director by the end of 2021 so that by the summer of 2022, the CEO/Festival Director and Fund Developer will have 18 months to fundraise.

Mr. Onishi expressed concerns regarding the hiring of the Fund Developer and would feel more comfortable with the Commission having a say regarding the selection of the Fund Developer. He would suggest that the Commission approve the individual, by consensus or other means, and be responsible for the selection as opposed to having the CEO/Festival Director make the selection. Since funds raised would be coming from other people/organizations, the Commission will need to know how funds are being used.

Ms. Ah Nee-Benham said that one of the models includes the Commission having a direct line to the CEO/Festival Director but that the line between the CEO/Festival Director and the Fund Developer also would be a solid line. Mr. Onishi said that the main point is that the Commission maintain oversight of the hiring process. Ms. Ah Nee-Benham said this would be a task that the Interim CEO/Festival Director would assist with.

### **PUBLIC TESTIMONY ON AGENDA ITEMS**

Chair Ka'anā'anā invited the public to again offer comments. Hearing none, he continued with announcements and the next meeting date.

### **ANNOUNCEMENTS**

There were no announcements made.

### **NEXT MEETING**

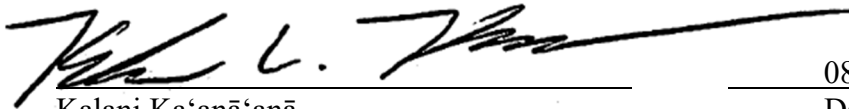
After much discussion about meeting dates, a decision was made to schedule the next Commission meeting on September 7, 2021. The September 13, 2021 meeting would be

cancelled and the subsequent meeting on September 27, 2021 will be scheduled as a quarterly meeting.

**ADJOURNMENT**

Chair Ka'anā'anā adjourned the meeting at 3:25 p.m.

Respectfully Submitted,



Kalani Ka'anā'anā  
Chair

08/26/2021

Date