



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, FEBRUARY 14, 2022, AT 3:00 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 (Arrived at 3:10 pm)
Sylvia Hussey	-	Office of Hawaiian Affairs (OHA)
Jarrett Keohokālole	-	Senate President's Designee
Jamie Lum	-	Department of Business, Economic Development and Tourism (DBEDT)
Richard Onishi	-	House Speaker's Designee
Kēhaulani Pu'u	-	City and County of Honolulu Designee (Arrived at 3:03 pm)

Guests:

Mamiko Carroll	-	Public Member
Maka Casson-Fisher	-	Hawai'i Tourism Authority
Eric Chang	-	Public Member
Lynn Martin Graton	-	Public Member
Ngahiraka Mason	-	Public Member
Monte McComber	-	Public Member
Aaron Salā	-	Festival Director
Mālia Sanders	-	Native Hawaiian Hospitality Association
Kanoe Takitani-Puahi	-	Native Hawaiian Hospitality Association
Pris Texeira	-	Public Member
Margo Vitarelli	-	Public Member

Staff:

Gregg Kinkley	-	Office of the Attorney General
Timothy Tiu	-	DBEDT
Scott Tome	-	DBEDT
Marlene Hiraoka	-	DBEDT

## **CALL TO ORDER**

At 3:01 p.m., Chair Kalani Ka‘anā‘anā welcomed all present via Zoom and Facebook Live and conducted roll call of Commissioners: Chair, Ms. Ah Nee-Benham, Ms. Hussey, Mr. Onishi, Ms. Bento, Ms. Lum, Mr. Keohokālole, Ms. Pu‘u.

Chair introduced Ms. Bento to present the *wehena* (opening) for today’s meeting. Ms. Bento acknowledged the day as Valentine’s Day and spoke about its history. In historic Hawai‘i, this was a time for the closing of the season of *Makahiki*, a four-month period when people came together and engaged in activities such as building *loko i‘a* (fishponds), *lo‘i kalo* (taro patches), and other community driven infrastructure projects. She expressed that *Makahiki* represented abundance and is associated with the timing of the return of *Lono* (god of peace and agriculture). Ms. Bento shared that *kūpuna* (elders) devoted time to starting anew, cleansing, and purification. In this same way, our Commissioners should be thinking about this during the *Makahiki* season and we should all be mindful of our intentions in presenting FestPAC 2024 in Hawai‘i.

Ms. Bento closed the *wehena* with an *oli* (chant) which was representative of sharing with the intention of bringing forth abundance. Chair thanked Ms. Bento for the *wehena*. At this time, he recognized newly appointed Commissioner Kēhaulani Pu‘u, who was attending her first meeting today. She will be representing the City and County of Honolulu on the Commission and is the Deputy Director of the Department of Parks and Recreation. Chair also acknowledged that Ms. de Silva had joined the meeting.

## **PUBLIC TESTIMONY ON AGENDA ITEMS**

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

## **APPROVAL OF JANUARY 10, 2022, 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 to be made and it was made by Ms. Ah Nee-Benham, seconded by Ms. Hussey. A roll call vote was requested with the following Commissioners approving the motion to approve the minutes of January 10, 2022: Chair Ka‘anā‘anā, Ms. Ah Nee-Benham, Ms. Bento, Ms. Hussey, Mr. Keohokālole, Mr. Onishi, Ms. de Silva, Ms. Lum, Ms. Pu‘u.

Motion was unanimously approved.

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

Chair Ka‘anā‘anā reported that there were no Permitted Interactions meetings that were held since the last Commission meeting.

## **13<sup>TH</sup> FESTPAC – PA‘I FOUNDATION AGREED-UPON PROCEDURES REPORT**

Chair Ka‘anā‘anā provided background on the audit of financials in the Agreed-Upon Procedures Report related to the State’s previous contract with PA‘I Foundation regarding the 2020 Festival

of Pacific Arts and Culture (FestPAC). Chair noted that Ms. Lum will be summarizing the outcome of the report and that Commissioners will have an opportunity to vote to accept the report of the agreed-upon procedures on completion of Ms. Lum's presentation.

Ms. Lum explained that this method of audit was used because it was considered to be cost-effective. Because the Festival was not held in 2020, it was decided that the contract did not warrant a comprehensive audit. As such, the Agreed-Upon Procedures method of the audit was conducted by Spire Hawai'i LLP (Spire), a certified public accounting firm.

Ms. Lum continued by reporting that Spire reviewed the PA'I contract, and all invoices and payments that were made. The expenditures were in alignment with expenses approved by the Commission. All funds were expensed as indicated and PA'I kept these funds in a separate account pursuant to the contract. No funds were returned to the State.

Ms. Lum summarized that, together with Spire, ten procedures were agreed upon for review. They first reviewed PA'I's records, Commission meeting minutes, reports to the Commission and DBEDT. There were no exceptions to the procedure and Spire presented a clean report to DBEDT.

Chair entertained a motion to accept the report of the Agreed-Upon Procedures. Mr. Onishi moved to accept the report and Ms. Ah Nee-Benham seconded the motion. A discussion continued with Ms. Ah Nee-Benham reporting that she was invited to serve as a Commission representative during Spire's presentation. They reviewed 34 invoices over \$1,000 and she was impressed with how Spire conducted the overall audit. Ms. Hussey asked what procedures Spire conducted with regard to administrative payroll. Ms. Lum reported that Spire has all working papers in their possession and that DBEDT can request access to them. Ms. Hussey said she thought it would be worth further examination because the Administration and Contract Labor expenditures were such a large portion of the overall contract amount. Ms. Lum indicated that the salary expenses were in line with PA'I's salaries that were part of the overall Festival budget approved by Commission.

Ms. Lum also reported that the cost of the audit was paid for by DBEDT and that the expense did not come from funds that were appropriated to the Festival. Ms. Lum also informed Commissioners that she prepared the Supplemental Report that was included in Commissioners' meeting packet to give them an idea of how the funds were spent. She noted that more than half of the funds were directed toward venue costs at the Hawai'i Convention Center, an action directed by the Commission.

A roll call vote was requested with the following Commissioners approving the motion to accept the Agreed-Upon Procedures report prepared by Spire Hawaii LLP, in December 2021, in relation to the PA'I Foundation's Contract: Chair Ka'anā'anā, Ms. Ah Nee-Benham, Ms. Bento, Ms. Hussey, Mr. Keohokālole, Mr. Onishi, Ms. de Silva, Ms. Lum, Ms. Pu'u.

Motion was unanimously approved.

## **FESTIVAL DIRECTOR REPORT**

Please refer to the Festival Directors (FD) report included as an attachment to this meeting's board packet for further details. FD Aaron Salā prepared a report of the developments since the last Commission meeting as follows:

- The East-West Center (EWC) has offered office space and a phone number for FestPAC 2024 as part of an adjunct EWC fellowship for the FD.
- The Pacific Islands Development Program (PIDP), EWC Arts Program, and the State Foundation on Culture and the Arts (SFCA) have all offered staffing assistance.
- The FD met with University of Hawai'i (UH) President David Lassner who has affirmed his support for UH Mānoa (UHM) to host the Festival Village.
- FD would like the Venues Committee to begin meeting regularly for ongoing discussions/coordination with UHM.
- Native Hawaiian Hospitality Association (NaHHA) has created a bank account to receive financial contributions for the Festival that will be ongoing through 2024.
- The FD is working on a special event that will tentatively be held in June 2022 as an external fundraising event.
- Partnerships and integrated relationships will begin to be brought forth to the Commission for organizations that have affirmed their support. The EWC, UHM, PIDP, SFCA, NaHHA, and Council for Native Hawaiian Advancement (CNHA) have already pledged their support. These relationships will be formalized with the Commission through future Memorandums Of Understanding which will be created. The FD assured commissioners that he will obtain the Commission's approval before entering into any Memorandum of Understanding (MOU).
- Plans to socialize a fundraising event in June 2022 around the support for FestPAC 2024.
- FD will present an initial Fundraising Strategy which will be presented to the Development Committee. It will be presented in the future to the full Commission.
- Professor Barbara Smith Endowment for the EWC Arts Program has committed the expense account of the endowment to the success of FestPAC 2024.

The FD also announced that from May 15 through July 17, there will be a photo exhibit of the Pacific Gathering from FestPAC Guam 2016. The exhibit is a cooperative agreement between the EWC and the National Endowment for the Arts. He envisions FestPAC 2024 to be a part of the exhibit/presentation that could be a vehicle to launch the fundraising event that will be held in June.

The FD advised that he has established one email address for the general inbox of the Festival correspondence and will be taking the website and social media accounts down temporarily and go dormant. A landing page will go up temporarily while the redesign of the website takes place and an updated social media strategy is worked on. These activities will be completed post haste.

Chair said that he supports bringing down the current FestPAC website; however, it needs to be decoupled from Strategies360 who was the previous vendor that hosted the site. Chair indicated that he has been receiving all emails until now and wants to avoid chaos as the Festival approaches with communication from vendors, volunteers, media representatives, etc.

Ms. Ah Nee-Benham asked how the Commission would move on with the plans the FD has proposed. Chair advised that no action is needed because it was presented as a report. Mr. Kinkley confirmed that as the FD was providing an operational update, these actions are noted. The FD would be able to continue with his plans and activities under his own authority.

Chair asked if there were any concerns or questions in the FD's report. Hearing none, Chair advised the FD to move forward as he reported and, for future meetings, inform the Chair and Ms. Sanders ahead of time if any item requires the Commission's vote to make it onto the agenda. Mr. Kinkley further advised that it is also possible for the FD to include his report as an attachment to the agenda/minutes.

Mr. Onishi raised a question as to whether a motion needed to be made to accept the FD's report. Mr. Kinkley indicated that motions require language in the minutes and agenda. It would suffice to note that the FD's report was accepted by the Commission. For this instance, general acceptance of the FD report was made by the Commission. Moving forward, the FD report will be noted as needing action in the agenda.

### **CREATION OF NEW COMMITTEES**

Chair Ka'anā'anā moved on to the next agenda item, which was to create two new committees: (1) Development Committee; and (2) Program Committee. He would like to formalize these two committees, that would include no more than four committee members.

Ms. Ah Nee-Benham mentioned that fund/friend raising is often discussed during the Administrative Committee (AC) meetings and she offered to have the AC assume the fund development tasks. She emphasized that Venues and Programming are integral to the overall planning elements.

Ms. de Silva commented that once the venues have been confirmed, would it still be necessary for this committee to exist? Chair indicated that once the venues have been selected, the programming function can be included.

Mr. Onishi commented that as programs are being developed, requests should be presented to the Commission to determine whether the program or activity should be part of FestPAC or not. Programming and venues must be viewed together since understanding the needs of the program or activity will require assigning it to a respective venue.

Ms. Ah Nee-Benham stressed that, while the AC will assume the fund/friend raising function, it does not preclude other members assisting with fund and friend raising. Chair reminded Commissioners that pursuant to Act 103, members have the ability to meet outside of committee so long as the content of the discussion is reported as a PIG during a regularly scheduled monthly Commission meeting.

Ms. Bento asked whether it would be possible for Commissioners to shift from one committee to another. Chair confirmed that as long as the committee stays within a framework provided by statute, members are able to move from one committee to another. Ms. Hussey asked whether

each member is required to be on a committee. She noted that, to Ms. Bento's point, she could join the AC and someone else could join the VC/Programming committee. Ms. Lum indicated she concurred with Ms. Hussey.

Chair recommended that the scope of the previous committees be expanded as follows: Administrative/Development Committee; and Venues/Programming Committee.

Mr. Onishi made a motion for the AC to include Development and the VC to include Programming, and it was seconded by Ms. de Silva. A roll call vote was requested with the following Commissioners approving the motion to combine the AC with Development and the VC with Programming: Chair Ka'anā'anā, Ms. Ah Nee-Benham, Ms. Bento, Ms. Hussey, Mr. Keohokālole, Mr. Onishi, Ms. de Silva, Ms. Lum, Ms. Pu'u.

Motion was unanimously approved. Chair requested that the FD coordinate with these two committees and report outcomes at the next Commission meeting.

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

Chair Ka'anā'anā invited the public to again offer comments. Chair thanked members of the public who have been attending Commission meetings. Hearing none, he moved into announcements.

#### **ANNOUNCEMENTS**

Chair Ka'anā'anā indicated that as part of Act 220, the inclusion of accommodating the public with a meeting space has been postponed until February 28, 2022. For the March 2022 meeting, the public meeting space will be in Room 436 of the Hawai'i State Art Museum building.

Chair also announced that he is requesting that a vice-chair be selected in the event he is unable to attend a meeting.

#### **NEXT MEETING – MARCH 14, 2022**

The next FestPAC Commission meeting is confirmed for Monday, March 14, 2022, at 3:00 pm. Ms. de Silva asked if the meeting would be conducted virtually. Chair confirmed that it will be a virtual meeting with added public meeting space located on the 4<sup>th</sup> floor of the Hawai'i State Art Museum Building.

#### **ADJOURNMENT**

Chair Ka'anā'anā adjourned meeting at 3:52 p.m.

Respectfully Submitted,

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Kalani Ka'anā'anā  
Chair

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03/08/2022

Date

Admin/Fund Development Committee Meeting

Monday February 28, 2022

3:00pm - 4:00pm

Attendance Commissioners: Maenette Benham, Kalani Ka'anā'anā, Sylvia Hussey

Excused Commissioner: Jared Keohokalole

Festival Director Aaron Salā

Committee Reviewed/Discussed:

1. FD updated the committee on the FestPAC website:
  - Current site to be retired mid-March
  - Landing page is being designed by NaHHA and will temporarily replace the current site. All emails/communications will be forwarded by NaHHA to FD.
  - Design of the new website and development of a Social Media Strategic Action Plan will be done by UHWO Creative Media students (Capstone/Sr. Project and/or professional internships) led by FD Salā. This work is being funded by a donation from Hawaii Pacific Foundation through UHWOs HUB Pasifika.
2. FD updated the committee on the NaHHA contract (HTA) to deliver Professional Conference Organizer (PCO) training, which will provide PD for FestPAC staff as well as support the development of future professional conference organizers.
3. Committee discussed a potential launch for our fund and friend raising efforts in partnership with the Hawaii Symphony at the Waikīkī Shell tentative date July 2,2022. Committee members agreed that a significant event --soon-- that defines/speaks to the value & importance of this event is essential. Commissioners' discussion revealed interest in the potential of this partnership and supported FDs Salā continued efforts to clarify the details of this effort and to report back to the full commission.

FD Salā will report on the above efforts in his Festival Director Report at the next FesPAC Commission Meeting.