



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

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

MONDAY, JULY 11, 2022, AT 3:00 PM

VIA VIRTUAL APPLICATION ZOOM: VIDEO / AUDIO CONFERENCE

Commission Members Present were:

Kalani Ka'anā'anā	-	Hawai'i Tourism Authority Designee
Maenette Ah Nee-Benham	-	Governor's Designee
Māpuana de Silva	-	Community Member At-Large Designee
Sylvia Hussey	-	Office of Hawaiian Affairs Designee
Jarrett Keohokālole	-	Senate President's Designee
Jamie Lum	-	Department of Business, Economic Development and Tourism (DBEDT) Designee
Richard Onishi	-	House Speaker's Designee
Kehaulani Pu'u	-	City and County of Honolulu Designee

Guests:

Danny Akaka	-	Public Member
Mamiko Caroll	-	Public Member
Maka Casson-Fisher	-	Hawai'i Tourism Authority
Jonathan Johnson	-	Public Member
Lynn J. Martin Graton	-	Public Member
Ngahiraka Mason	-	Public Member
Monte McComber	-	Royal Hawaiian Center
Mālia Sanders	-	Native Hawaiian Hospitality Association
Kanoe Takitani-Puahi	-	Native Hawaiian Hospitality Association
Margo Vitarelli	-	Public Member
Mikki-tea Tapara	-	Public Member

Staff:

Elise Amemiya	-	Office of the Attorney General
Marlene Hiraoka	-	DBEDT
Timothy Tiu	-	DBEDT
Scott Tome	-	DBEDT

Apologies:

Snowbird Bento	-	Community Member At-Large Designee
Aaron Salā	-	Festival Director

CALL TO ORDER

At 3:03 p.m., Chair Kalani Ka‘anā‘anā welcomed all present. Chair then conducted roll call of Commissioners: Chair, Ms .AhNee-Benham, Ms. Hussey, Mr. Keohokālole, Ms. Lum, Ms. de Silva, Mr. Onishi, Ms. Pu‘u.

The *wehena* (opening) was conducted by Mr. Danny Akaka.

Mr. Onishi introduced Mr. Danny Akaka as the son of late U.S. Senator Daniel Akaka and appreciates Mr. Akaka’s support of East Hawai‘i as well as the state, and the many blessings that the Akaka family has shared with Hawai‘i. Mr. Akaka thanked Mr. Onishi and shared that his wife Anna Akaka (who was initially scheduled to present the *wehena*) sends her regards.

Mr. Akaka briefly introduced the Mālama Honu the turtle program curated by the Mauna Lani Resort in partnership with Sea Life Park, where green sea turtles have been raised and released at the resort for over 30 years. The *honu* are a wonderful symbol that represent everyone coming together, while caring for earth. He encouraged all to visit Mauna Lani and said he would be happy to share the *honu* with everyone. He then presented a *pule* (prayer). Mr. Akaka translated the *pule* shared in ‘*Ōlelo Hawai‘i* (Hawaiian language), by expressing that as we gather as one ‘*ohana* (family) to prepare for FestPAC, a tradition of song and dance that we need to follow the *ala pono* (path of righteousness) forward. As Hawai‘i prepares to invite and bring together people from the Pacific for the celebration of indigenous people as artists, scholars, dancers and other performers of the Pacific community convene in Hawai‘i, this event will help to perpetuate the arts and culture of the Pacific people to preserve and revive traditional arts and culture and share a sense of unity among the Pacific people. He asked to keep all safe, protected and healthy as everyone overcomes the challenges from the past few years due to the global pandemic. He asked that healing hands be placed upon everyone and that all will come together so that the spirit of *aloha* will be shared with all.

Chair expressed his thanks to Mr. Akaka for the grounding message shared in the *wehena*.

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 JUNE 27, 2022, YEAR MEETING MINUTES

The June 27, 2022, 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 Mr. Onishi, seconded by Ms. Ah Nee-Benham. Ms. Ah Nee-Benham asked that a spelling correction be made by replacing the word “gap” on page 3 with “GANTT” as the appropriate spelling. A roll call vote was requested by the following Commissioners approving the motion to approve the minutes of June 27, 2022 with non-substantive changes: Chair, Ms .Ah Nee-Benham, Ms. Hussey, Mr. Keohokālole, Ms. Lum, Ms. de Silva, Mr. Onishi, Ms. Pu‘u all approved the June 27, 2022, minutes.

Motion to adopt the June 27, 2022, minutes, amended with one spelling correction, was approved.

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

Chair Ka‘anā‘anā reported that no committee meetings were held.

PRESENTATION, DISCUSSION AND/OR ACTION REGARDING ADMINISTRATIVE COMMITTEE UPDATE

As there were no Administrative Committee meetings held, the chair moved on to the next agenda item.

PRESENTATION, DISCUSSION AND/OR ACTION REGARDING VENUES AND PROGRAMMING COMMITTEE UPDATE

As there were no Venue and Programming Committee meetings held, the chair moved on to the next agenda item.

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

Chair turned over this portion of the meeting to Ms. Mālia Sanders who provided the Festival Director report from Mr. Aaron Salā via pre-recorded video from Fiji. The FD reported that outstanding action items discussed previously will be reported during the Commission meeting in August. He reported that he was invited to attend the Pacific Islands Forum being held in Fiji where one session will be focused on FestPAC 2024. He commented that the forum is focused on the design of the Blue Pacific Strategy. The FD further commented that climate change dominates the meeting which outlines a long-term path for the region with a focus on climate change and fostering sustainable development.

FD Salā shared the FestPAC save-the-date flyer created by a graduate of the University of Hawai‘i, Academy of Creative Media. He also shared a digital video spot that was created by 4Miles LLC. FD, Commissioner Bento, Dr. James Viernes of the East-West Center’s Pacific Islands Development Program, and a Fijian University of Hawai‘i student all assisted with its creation. The FD will be sharing the video during the 50th anniversary reception at the forum. He also indicated that the reception will be attached to an exhibit that will feature FestPAC through the years. He will provide a summary of his participation in the forum at the next Commission meeting.

Chair Ka‘anā‘anā asked members if there were any questions.

Ms. de Silva called attention to the artwork and that The Pacific Community’s (SPC) logo should be placed on all visuals/communication pieces regarding FestPAC 2024. She mentioned that the FD may not have participated in those discussions as they occurred previous to his role as the FD, however, since the video that was just shared was produced in a rush, the SPC logo may not have been considered at the time of production. Ms. de Silva also mentioned that all materials must be translated into French, as well. This information was noted by staff who will follow up with FD.

Following the FD's report, Chair expressed that there are several areas that requires further discussion with regards to FestPAC planning. He is concerned that plans are not moving as quickly, and he will include these agenda items for the next Commission meeting. While the major areas such as housing, etc. appear to be set, he feels there needs to be more movement in other planning areas. He will be discussing these matters with committee chairs in terms of prioritizing outputs and outcomes.

Mr. Keohokālōle agreed with Chair's remarks. To be very specific, the one piece he feels is missing is a timeline for fundraising. He requested that this topic be included on the next Commission meeting agenda. Mr. Keohokālōle also feels that if the FD needs more support to assist with fundraising and other matters, we may need to consider onboarding additional staff to assist the FD. Ms. Ah Nee-Benham, as Chair of the Admin Committee, understood the concerns and requests.

At the suggestion of Ms. Sanders, Ms. de Silva reported on the Pacific Islands Forum that the FD is currently attending in Fiji. Organizers invited the SPC to participate with less a month's notice. Included in the forum is the reception for the 50th Anniversary of the Festival of Pacific Arts and Culture. The intent is to launch a strategy concurrent with FestPAC and the Pacific regional cultural strategy. The SPC invited Ms. de Silva to provide closing remarks and she will be doing so followed by the President of Fiji. She stated that this is a great opportunity and presents good visibility for Hawai'i within the Pacific community. The video that the FD shared will also be presented. Ms. de Silva read her closing remarks to Commissioners.

PUBLIC TESTIMONY ON AGENDA ITEMS

Chair invited the public to again offer comments. Hearing none, he moved into announcements.

ANNOUNCEMENTS

Chair Ka'anā'anā congratulated Mr. Jonathan Johnson on his retirement after 34 years of service with the State Foundation of Culture and the Arts. Mr. Johnson expressed that he would be continuing to support FestPAC as a volunteer as planning continues.

NEXT MEETING AUGUST 15, 2022

The next FestPAC Commission meeting is confirmed for August 15, 2022, at 3:00 pm.

ADJOURNMENT

Chair Ka'anā'anā adjourned meeting at 3:38 p.m.

Respectfully Submitted,

Kalani Ka'anā'anā
Chair

July 12, 2022
Date

FestPAC Venues & Programming Committee Meeting
Monday, August 8, 2022
3:30 p.m. via Zoom

Minutes

Attendees: Jamie Lum (Chair), Representative Richard Onishi, Kēhaulani Pu‘u; Festival Director Aaron Salā, Terava Casey, Mālia Sanders

Ms. Lum opened the meeting and turned it over to FD Salā. FD Salā introduced Ms. Terava Casey, an intern who is assisting him with FestPAC .

Discussion Topics

Festival Programming:

FD Salā began by saying that the SPC expects our Festival programming to reflect their 2050 Strategy. He has been participating in more meetings with the SPC and is trying to understand their expectation. A Memorandum of Understanding (MOU) between the State of Hawai‘i and the SPC is being drafted, and hopefully this MOU will outline those expectations.

The committee discussed and agreed upon the basic Festival Programming elements: Opening and Closing Ceremony, Parade of Nations, Wa‘a Ceremony, and activities that fall within the Programming Bucket definitions. The latter will be more clearly defined once we receive intent to participate responses from the delegations.

There was discussion about the Parade of Nations. FD Salā stated that the original plan when the festival was scheduled for 2020 was to include the Parade of Nations as part of the Kamehameha Day Parade. For 2024, we still have that option or it can be staged as a separate event. Ms. Sanders said it can be expensive to have a separate parade and getting permits to shut down streets is cumbersome. She asked if the parade needs to be a street parade. FD Salā said no and gave an example of the parade being held in a stadium at a past festival. Rep. Onishi suggested that we ask UH if we can use the stadium on campus for the parade. The committee agreed with this approach to have a the parade as a separate event (separate from K-Day Parade) on the UH campus.

FD Salā and Ms. Casey will develop a draft Programming Calendar which this committee will review and present to the Commission at the next meeting on August 15.

Delegate Housing:

FD Salā said he has re-engaged discussions with Dean Shimamura at UH Housing. The current housing contract is for 1,800 rooms plus two meals per day. FD Salā thinks we will probably need to increase the rooms by 500 for a total of 2,300. If that happens, we will have to make a 10% downpayment for the additional rooms by June 2023. Mr. Shimamura indicated there’s still time for the Commission to make this decision.

Funding/Budget:

While funding is not the primary kuleana of this Committee, there was some discussion as to whether budget should drive the Festival Programming or vice versa. Rep. Onishi stated that he is willing to introduce funding legislation and encourage his colleagues to support FestPAC, not just for economic development reasons, but because it is the right thing to do as the festival host. He also believes the Feds need to step up with funding, as well, and is willing to join the FD and other Commission members to talk with our Congressional delegates.

Follow-up Items

1. Draft Programming Calendar – for review at August 15th Commission meeting.
2. Pending: Mr. Salā will schedule a meeting with Rep. Onishi to discuss meeting with the carpenters union, BIA, and other industry groups about the possibility of donating labor for construction of structures for the Festival Village.

**Meeting Minutes
Commission on the 13th Festival of Pacific Arts & Culture
Admin Committee**

Meeting on Monday July 25, 2022 and on Thursday August 11, 2022

Attendance at both meetings:

Commissioners: Maenette Ah Nee-Benham
Sylvia Hussey
Kalani Ka'anā'anā
Jarrett Keohokālole

Festival Director (FD): Aaron Salā

Staff: Mālia Sanders

Monday July 25, 2022, 3:00-4:00pm, Zoom

1. Festival Director overviewed his recent meetings with Center of Pacific Arts and Culture (CPAC). This will be presented to the full commission at the August 2022 Meeting.
2. Admin committee members discussed a wide-range of tasks to include:
 - a. Timeline with defined deliverables.
 - b. Revised festival budget reflecting current plans and costs.
 - c. Fund development strategic plan.
 - d. Revisiting the core infrastructure of the Festival Director office, e.g., org chart, fiscal management/fiduciary agent, marketing/communications, other committees/committee structure.
3. Discussion led to requested deliverables to be presented to the admin committee at next meeting on Thurs. 8/22. Deliverables:
 - a. A project timeline that organizes and displays the tasks/events that need to be completed. This will assist with funding, management of effort by festival director/team as well as commissioners, and so on.
 - b. A revised Festival Budget that accounts for what has already been expended, reflects current festival planning (real costs).
 - c. A more complete festival fund development plan that the admin committee can review.

Thursday August 22, 2022, 4:30-5:30pm, Zoom

1. Festival Director overviewed his recent meeting with SPC on Sunday, August 7th, and his first meeting with the FestPAC Work Group on Monday, August 8th. His notes from these meetings will be presented at the next full commission meeting (August 2022). Of importance was the request to locate an MOU that describes the agreement between Hawai'i and SPC to host the 13th Festival of Pacific Arts & Culture. FD Salā has been inquiring. Commission Chair Ka'āna'āna stated that he had not seen an MOA. More

work will be done to locate an MOA. Lacking one the Admin Committee will take-up this task at the next admin committee meeting.

2. Festival Director shared invitations to:
 - a. Invite to Moso'oi Festival, American Samoa (October 2022)
 - b. Invite to Fiji for meetings with SPC (Public Health Dept, Land Resources Dept for biosecurity, Communications team for broadcasting, discussions around integrating PRCS into FestPAC programming)
3. Festival Director overviewed project timeline (see attached). Admin committee asked clarifying queries. Highlights:
 - a. August: a review of prior FestPAC agreements & commitments will be presented to full commission; and, a program draft will be presented to full commission. Clarification that "50" will be the current delegation count.
 - b. September: FestPAC presentation to PICL; FD will be convening all committee leads; and marketing collateral will be developed.
 - c. October: FD travel (SPC in Fiji) & FD w/commissioners to DC (late October/early November).
 - d. November: MOU Hawai'i/SCP/CPAC completed; FundDev Sponsorship & Marketing blue print established; Aotearoa Tech Visit.
 - e. December: Relaunch Website (w/all information) & Social Media Strategy in place; Delegation dossier (binders) commenced in preparation for February 2023 SPC/CPAC Tech visit.
 - f. Refer to attachment for 2023 Quarterly timeline and 2024 ramp-up to event.
 - g. There will be more work on planning post-festival efforts.
4. Addressing the task of presenting a festival fund development plan for the admin committee to discuss, the Festival Director discussed a listing of donors (past and committed). Discussion regarding particular donors, procedure & protocol ensued. NOTE: this is still a draft listing needing further development and not ready to be shared. Admin committee discussed the need for a Fund Development Manager and admin support (a minimum of 2 people) to manage this important effort. Of note: FD with commissioners (and allies to FestPAC) will be integral to this fund/friend raising effort. Potential next steps to acquire this support was proposed. FD will reach out and report back to the admin committee.
5. The FD reported that his team is in the process of pricing multiple elements of the event and was not prepared to present a revised Festival Budget.
6. Admin committee will continue to work with FD on the above items to include building a more robust festival core infrastructure (see notes from July meeting).

Festival of Pacific Arts and Culture

6-16 June 2024

Admin Committee meeting FD report

Logistics Calendar (11 Aug 2022)

Important notes:

1. Meeting with SPC (Sunday, 7 Aug)
2. First meeting with FestPAC WG (8 Aug)
3. Bi-cameral Proclamation, therefore, MOU with SPC
 - a. This will level set both the Festival and the Budget
4. Convention Center
5. Presentation of FestPAC 1-pager
6. Initial CRM
7. Invite to Moso'oi Festival, American Samoa (October 2022)
8. Invite to Fiji for meetings with SPC (Public Health Dept, Land Resources Dept for biosecurity, Communications team for broadcasting, discussions around integrating PRCS into FestPAC programming)

CALENDAR

2022 August

- 15 Aug – FestPAC Commission Meeting
 - Re/commit to decisions
 - Festival Village location
 - Ancillary Venues
 - Delegation numbers
 - Discussion and decision on FestPAC delegation counts (50 to 100?)
 - FestPAC delegate housing at UHM
 - Potential housing at EWC (Lincoln Hall, Hale Mānoa?)
 - Hotel blocks
 - Re/commit to Programming buckets
 - Presentation of initial draft program (this will be fluid all the way through the end of the Festival)

2022 September

- 12-14 September – Pacific Island Conference of Leaders (PICL)

Countries/ Territories	Confirmed	Head of Delegation:
Tonga	yes	Prime Minister
Niue	Yes	Premier
FSM	yes	President
Hawaii	yes	Governor
Tuvalu	Yes	Prime Minister
Guam	Yes	Governor
Republic of the Marshall Islands	Yes	President
Solomon Islands	Yes	Foreign Minister

TOTAL COUNTRIES CONFIRMED FOR PICL AS OF AUGUST 11: 8 COUNTRIES

- 20 member countries invited: American Samoa, Cook Islands, Commonwealth of the Northern Mariana Islands, Fiji, French Polynesia, Nauru, Niue, Kiribati, Marshall Islands, Guam, Hawai'i, Federated States of Micronesia, Samoa, Tonga, Tuvalu, Solomon Islands, New Caledonia, Vanuatu, Papua New Guinea, Palau
- Recommit and convene committee leads (monthly standings)
 - Artistic/Creative (programming)
 - Admin (finance, admin/secretariat/human resources/delegations)
 - Festival Coordination (liaison with government, NGOs, municipal gov't, etc.)
 - Venues and Facilities
 - Support Services
 - Media, Marketing and Sponsorship
 - Residential
- Marketing collateral (re)designed – updated logo, postcards, invites

2022 October

- Moso'oi Festival, American Sāmoa
- SPC Meetings, Fiji
- Recommendation (If not October, then November) – Washington DC
 - INVITE Secretary Haaland (Interior)
 - INVITE Hawai'i Congressional Delegation
 - INVITE National Endowment – Arts/Humanities (WestAF)
 - INVITE Smithsonian Institution (Senator Hirono, Asia/Pacific Museum)
 - Other organizations as appropriate
- Admin Comm: FestPAC legal structure, liability insurances, IPR, TK, Copyright discussions to commence, etc.
- Ongoing committee plans/meetings
- Festival Secretariat established (PIDP)

2022 November

- MOU Hawai'i/SPC/CPAC
- Sponsorship structure and policy established; Finance guidelines
- Marketing strategy established

- Reiterate handshake agreements with ancillary venues and UH Mānoa; MOU discussions in place
- Aotearoa Tech Visit
- Ongoing committee plans/meetings

2022 December

- Relaunch 13th Festival of Pacific Arts and Culture, 6-16 June 2024
- Relaunch website, Social Media Strategy in place
- PR distribution through SPC, Culture Talkers, NACF, WestAF, Meet Hawai'i, etc.
- Delegation dossier (binders) commenced in preparation for February SPC/CPAC Tech visit

2023 Quarter 1

- FestPAC village design and planning
- Art/Creative: Opening/Closing ceremony design
- Risk Management plan development
- Festival communications – Monthly newsletters/bulletins, cultural focal points
- SPC/CPAC Technical Visit
- Delegation participation information incoming

2023 Quarter 2

- 2nd draft of Head of Delegation dossier, Application forms
- Detailed program set
- Festival Venue Management and Operations guide
- Move into main operations center (East West Center Hub)

2023 Quarter 3

- Merchandising, vendor applications
- FestPAC programming set
- 3rd draft of HOD dossier to delegations, all Festival application forms

2023 Quarter 4

- Ceremonies and Protocol guidelines in place
- Accreditation
- Support Services (transportation, final accommodation agreements, Venue development and preparation)

2024 Quarter 1

- Final Program
- Delegation technical requirements and dossier to delegations
- Begin receiving FestPAC shipments ('a'ahu, instruments, art work, etc)
- Final Tech visit (per SPC/CPAC)

- Begin build out of Festival Village

2024 Quarter 2

- Continued shipments
- Final arrival and logistics details

2024 June

- 13th Festival of Pacific Arts and Culture