



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

MONDAY, SEPTEMBER 26, 2022, AT 3:00 PM

VIA VIRTUAL APPLICATION ZOOM: VIDEO / AUDIO CONFERENCE

Commission Members Present were:

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| 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 |
| Jarett 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:

- | | |
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| Mamiko Caroll | - Public Member |
| Eric Chang | - Public Member |
| Maka Casson-Fisher | - Hawai'i Tourism Authority |
| Vilsoni Hereniko | - Public Member |
| Kawaikapuokalani Hewett | - Public Member |
| Monte McComber | - Public Member |
| Lynn J. Martin Graton | - Public Member |
| June Matsumoto | - Public Member |
| Aaron Salā | - Festival Director |
| Mālia Sanders | - Native Hawaiian Hospitality Association |
| Miki-tae Tapara | - Aotearoa Delegation |
| Pris Teixeira | - Public Member |

Staff:

- | | |
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| Elise Amemiya | - Office of the Attorney General |
| Timothy Tiu | - DBEDT |
| Scott Tome | - DBEDT |
| Selma Malcolm | - DBEDT |

Apologies:

- | | |
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| Snowbird Bento | - Community Member At-Large Designee |
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CALL TO ORDER

Chair Kalani Ka‘anā‘anā called the meeting to order at 3:03pm and welcomed all present and thanked them for being on this journey with the Commission as they continue to prepare and plan for the 13th Festival of Pacific Arts and Culture. He apologized for the late start of the meeting.

Mr. Keohokālole introduced Kumu Kawaikapuokalani Hewett, a distinguished guest from the Windward side of O‘ahu to present the *wehena* (opening) for the meeting. Mr. Hewett thanked the Commission for the opportunity to share *‘ike kūpuna* (wisdom of our elders). He presented a short *oli* (chant) based on the word *kupu* (to sprout/to grow). *Kupu* is also the root word in *kūpuna* (elders) and the growth process. The message is to let us nurture the process of growth that connects us to the next level of elevation. Let us *mālama* (take care of/care for) this order, this protocol of our *kūpuna* and in doing so let us nurture and honor our *kūpuna*. Mr. Hewett ended by sharing and *‘ōlelo no ‘eau* (wise saying/proverb) - when you have the gifts of insight and enlightenment, you have to use it correctly. So use it wisely so the light will shine on you.

Mr. Hewett thanked everyone for allowing him this opportunity to share. He stated that he started working at Windward College in 1979 and he is still teaching there in 2022.

Chair thanked Kumu for the presentation and then conducted roll call of Commissioners present: Chair Ka‘anā‘anā, Ms. Ah Nee-Benham, Ms. de Silva, Ms. Hussey, Mr. Keohokālole, Ms. Lum, Mr. Onishi, Ms. Pu‘u. Commissioner Bento is excused.

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 AUGUST 15, 2022, YEAR MEETING MINUTES

The August 15, 2022, minutes were distributed and reviewed by Commissioners. Chair asked if there were any comments or changes to the minutes. Chair asked for a motion to be made and it was made by Ms. Ah Nee-Benham and seconded by Mr. Keohokālole. Ms. de Silva pointed out that Paula Carr’s name was incorrectly spelled. It should be “C” instead of “K”. A roll call vote was requested and the following Commissioners approving the motion to approve the minutes of August 15, 2022, with a non-substantive change: Chair, Ms. Ah Nee-Benham, Ms. de Silva, Ms. Hussey, Mr. Keohokālole, Ms. Lum, Mr. Onishi, Ms. Pu‘u, to approve the August 15, 2022, minutes.

A motion was made to adopt the August 15, 2022, minutes, amended with a non-substantive typo for spelling.

REPORT ON PERMITTED INTERACTIONS, PURSUANT TO ACT 103, SESSION LAWS OF HAWAII 2021

Chair Ka'anā'anā asked if there were any permitted interactions outside of the venues committee meeting on September 21, 2022, at 10:00 am. There were no permitted interactions mentioned by the Commission and the Chair moved on to the next agenda item.

**PRESENTATION, DISCUSSION AND/OR ACTION REGARDING FestPAC
COMMISSION RESOLUTION 2022-01**

Chair Ka'anā'anā recommended that this agenda item be permanently deferred and the Commission will not use a formal resolution as a means to record all the decisions. Chair Ka'anā'anā then asked if there were any questions and/or comments. Hearing none, he conferred briefly with Ms. Amemiya, Deputy AG and then unilaterally deferred this agenda item. All Commissioners concurred.

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

Chair Ka'anā'anā called upon FD Salā for his report.

The FD advised that no administrative committee meeting was held due to scheduling issues. The FD reported that the FestPAC website will be completed and ready to launch by the end of Calendar Year (CY) 2022, perhaps sooner. Regarding the Social Media Strategy, he reported that the students at the Academy for Creative Media – University of Hawai'i West O'ahu were doing a great job designing the website, on behalf of FestPAC. FD hopes to present information to the Commission by the October 2022 meeting. Also, the work being done is focused on culture and blogging for the website will appear on social media posts. The FD suggested that Commissioners should not "shy-away" if they are invited to write a blog for FestPAC. The blog could be on a number of topics such as a memoir, a particular memory, experience with FestPAC, etc.

The FD also reported that a draft of the programming outline will be presented to the Venues and Programming Committee (VC) and then to the full Commission. Regarding venues, the FD expressed that the Memorandum of Understanding (MOU) with the Bishop Museum and the University of Hawai'i (UH) will be finalized soon and that he had several meetings with the UH President's office. There are questions that he has to work through with the VC in order to provide more information to UH related to liability, etc.

The FD reported that he attended the Pacific Island Conference of Leaders (PICL) from September 12-14, 2022, and representatives from 17 Pacific Nations, including Heads of States and Cabinet Ministers were in attendance. The FD provided updates on FestPAC and met individually with several leaders to discuss their expectations of Hawai'i as hosts of the Festival and potential opportunities for joint support.

The FD also reported that he will be attending a series of meetings with the The Pacific Community (SPC) in Suva, Fiji from October 2-9, 2022. At that meeting, FD will be meeting with representatives of the Land Resources Department for Biosecurity, the Pacific Island Forum, the Fiji Arts Council, etc. The meeting is intended to confirm SPC requirements for biosecurity, land resources, etc. The FD advised that the Biosecurity document is near

completion which he will discuss with the SPC biosecurity team in Suva. He will then present it to the Administrative Committee (AC) for approval and dissemination.

At this point, FD expressed his thanks to Mr. Eric Chang, Arts Program Coordinator at the East West Center (EWC) and Ms. Barbara Smith for providing the funding for his trip to Suva, Fiji October 2-9, 2022, to attend the meeting with the SPC.

Regarding the trip to Aotearoa, New Zealand (NZ) in November 2022 to meet with the Aotearoa delegation, the Commission recommended that the FD be the liaison between the Aotearoa, NZ delegation and Hawai‘i. At this meeting, the FD will share what we have planned for the Aotearoa delegation, and they will share their requests for FestPAC. The FD thanked the Commissioners and then indicated that he would be reaching out to Paula Carr and Mikki-tae Tapara regarding the planning of the initial meetings in NZ. The FD asked how involved the Commission wants to be regarding Aotearoa’s visit. Ms. deSilva shared her thoughts that if it is just logistical questions the FD can manage that communication, however it is not the time to promise anything to a delegation. Chair asked for any additional discussion, hearing none, Chair asked the FD to act as the liaison for the Commission.

The FD acknowledged that he met with Ms. Ah-Nee-Benham and Mr. Keohokālōle in preparation for his meeting with Ms. Vares-Lum, President of the EWC who is currently in Washington, D.C. preparing the path for a Hawai‘i delegation to visit and advocate for funding assistance for FestPAC. A Hawai‘i delegation to Washington, D.C. could initiate establishing relationships for fundraising efforts at the federal level including contacts at national institutions that support the arts. With respect to the travel dates, the FD indicated that it should be immediately after his trip to Aotearoa, NZ in November 2022, but he would like to work with Chair Ka‘anā‘anā and specific Commissioners to develop an itinerary. Chair advised that the Commission has already approved a trip to Washington, D.C. with a maximum spending ceiling in the budget to support the trip. The FD should proceed and plan the trip provided he works within the budget that was established by the Commission.

Mr. Keohokālōle said he recalled there was some discussion related to a presentation on workflow and budget, GANTT chart. The FD said he presented the calendar up to the end of 03/2024 at the last Commission meeting in September 26, 2022, and in terms of the budget, it continues to be a work-in-progress which is being aligned to events.

Mr. Keohokālōle voiced concern of the timeline and that there is no other funding commitments besides State funding that was appropriated several years ago and encumbered in an existing contract. Mr. Keohokālōle also expressed concern about the FD’s workload and Commission’s ability to assist in meeting fundraising goals.

Mr. Onishi shared Mr. Keohokālōle’s concerns regarding the overall budget and fundraising. He suggested that the approved budget be used as a fundraising goal and that he is committed to helping the FD move forward and with all of efforts. He suggested that the Commission develop document that provides clear details of sponsorship opportunities for FestPAC. Mr. Onishi also stated that he has spoken with contacts within the Federal government and State Departments,

about the importance of FestPAC. Mr. Onishi agreed with the FD that following Ms. Vares-Lum's visit to D.C., the Commission should submit a formal request to the federal government for funding assistance. Commissioners should also engage with Hawaii's congressional delegation as well as contacts within the Department of Interior and other State Department to solicit support. Mr. Onishi conveyed that a large meeting was held in Washington, D.C. on September 26, 2022, with about 10 Prime Ministers and other leaders of the Pacific Island Nations to discuss the U.S. commitment and support within those jurisdictions. He felt that we are at a critical juncture and why there is an urgent need to go to Washington D.C. and submit our ask on how important FestPAC is to emphasize that we are all one family in the Pacific. He also felt that the indigenous people in the East and West regions, including Alaska, should be invited to play a role in the Festival.

Ms. Ah-Nee Benham also shared that the fundraising process will be fluid for a while as the goal is \$20 million for the Festival and there has been a lot of in-kind support to get us where we are today. Ms. Vares-Lum is extremely supportive of FestPAC and is in Washington D.C., now and has with her information and talking points about the Festival to share with any potential funders. The AC is prepared to follow up with any of those contacts made when she returns.

Chair Ka'anā'anā conveyed that the budget the Commission has already been approved for \$20 million and unless the Commission takes further action to amend it, the budget stands at the \$20 million as of 9/26/22 at 3:40 pm.

At this point, Chair Ka'anā'anā shared his screen of the Budget Summary, Draft Festival Budget of September 7, 2021 Commission meeting and the FestPAC Sponsorship Deck. He said the FD could start with the sponsorship deck when he is ready and mentioned that the tiers are ways to demonstrate the value for the sponsorship levels. As the VC finalizes some of their events, we could look at the opportunities to have title sponsors for the various program components and there are lots of other opportunities for official sponsorship such as airlines, hotels, credit cards, etc., to build fundraising.

Chair Ka'anā'anā then recommended that the FestPAC 2024 Budget be agenized for the October 17, 2022 meeting. Mr. Onishi asked that the Title Sponsor document as well as the approved FestPAC budget be distributed to all Commissioners. Chair assigned staff to share those documents to Commissioners.

Ms. Pu'u inquired if the Commission had a Fund Development Manager and a Grant Writer on staff to support the fundraising piece. Chair Ka'anā'anā replied in the negative and expressed that Mr. Keohokālole was going to meet with Director McCartney to see if there is a possibility in freeing up some HTA funds that was set aside and could support this project. Also, the Commission recognized at the last meeting that the FD could not do the Festival preparation alone.

Mr. Keohokālole then asked if the SPC was a potential avenue for future funding and if it would be appropriate to ask for their participation on the Commission in either a formal or informal manner. Ms. de Silva explained the role of SPC and Council of Pacific Arts and Culture (CPAC).

SPC is the overall umbrella organization and established CPAC. CPAC established the FestPAC Working Group and prepares the Festival Manual. The SPC provides support and advice to the host country and provides governance to FestPAC and CPAC. Chair Ka'anā'anā then indicated that there is some sensitivity since the Commission is an established body that is set up by Act 103, Session Laws of Hawai'i 2021. He commented that he would be happy to coordinate and work with the SPC though the FD and Mr. McComber. At this point, the FD left the meeting to attend another meeting with a potential funder.

PRESENTATION, DISCUSSION AND/OR ACTION REGARDING ADMINISTRATIVE COMMITTEE UPDATE

Chair Ka'anā'anā reported that no Administrative Committee meeting was held this month and moved on to the next agenda item.

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

Chair Ka'anā'anā turned over this portion of the meeting to Ms. Lum, Chair of the VC. Ms. Lum reported that the VC met on September 21, 2022, but there was nothing substantial to report to the Commission. The FD has already incorporated all the information from that meeting in his report that he presented earlier.

Ms. Lum conveyed that the VC did discuss Resolution 2022-01, that Chair had already addressed as deferred permanently. The VC will work with staff to establish a repository for documents that can be updated and shared with 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 announced that commissioners who have not yet completed the State Ethics Training for the Board and Commission should do so. The training can be found online and is a 33-minute online certificate course.

NEXT MEETING OCTOBER 17, 2022

The next FestPAC Commission meeting is confirmed for October 17, 2022, at 3:00 pm.

ADJOURNMENT

Chair Ka'anā'anā adjourned meeting at 4:25 p.m.

Respectfully Submitted,

Kalani Ka'anā'anā
Chair

Date

Meeting Minutes
Commission on the 13th Festival of Pacific Arts & Culture
ADMIN Committee
Tuesday October 11, 2022
4:00-5:00pm Zoom

Attendance:

- Commissioner Maenette Benham
- Commissioner Sylvia
- FD Aaron Salā

This was a quickly scheduled meeting to debrief committee members regarding FD recent meetings with SPC and to discuss topics to include:

- SPC Meeting Debrief
- Communications/Promotions & Fund Development
- Festival Logistics (Commissioner Kuleana Table)
- FD Contract

Overview of Discussion:

1. Debrief of SPC Meeting was quickly overviewed. The debrief will be presented in the FD Report to the full commission on Monday 10/17.
2. Communications/Promotions as fund development tool
 - FD is pulling together a portfolio of information – revising to use current logo that will be used for fund development visits/activities.
 - Website – SPC information received and will be added to Website
 - Social media plan - In December a social media strategy will be presented. Both an internal purpose to socialize Hawai'i supporters and attendees and external to pass along important information about the event.
 - Possible presentation at South Pacific Tourism Organization (SPTO). From FD, *“SPTO is one of the 9 CROP agencies of the Pacific, all of which are starting to rally around the success of FestPAC. The CEO of the SPTO, Chris Cocker, has invited me to present to the SPTO Board of Directors at their annual meeting. The meeting is in Rarotonga during the first week of November. Because the SPTO also connects to large potential funders, I’m inclined to accept the invitation if I can find the funding to get there.”* Or to put together a digital/video presentation.
3. Festival Logistics
 - City & County: Security/Safety and Ground Transportation
 - State Department: Developing a Special Program Visa
4. Festival Programming

- Once programming begins scheduling we will receive Biosecurity Requests.
5. Kuleana Matrix
- Do we review & revise or toss? Broader discussion will be needed regarding the role of commissioners as a working committee or administrative commission.
6. Other topics:
- Further discussion re: Youth Ambassadors be shifted to an “Emerging Leaders” symposium.
 - Discussion regarding the end of the FDs contract and next steps tabled until next Admin Meeting—need full committee membership present.

FestPAC Venues & Programming Committee Meeting
Wednesday, October 12, 2022
10:00 a.m. via Zoom

Minutes

Attendees: Jamie Lum (Chair), Kēhaulani Pu‘u; Festival Director Aaron Salā

Commissioners Bento and Onishi were unable to attend.

Ms. Lum asked FD Salā for an update on items related to this committee:

Festival Programming:

FD Salā is completing a programming document, based on the “buckets” the Commission approved, to send to SPC for them to approve and send out to the Pacific islands to get their feedback on what events/activities they will be participating in and what costumes, props, materials, etc. they will need to bring with them. This information will be used to develop the biosecurity requirements.

SPC and Supplemental Events:

FD Salā updated the committee on his meetings in Fiji and some of the other events that SPC is planning during the Festival. In addition to the Ministers of Culture and CPAC meetings that are normally held in conjunction with the Festival, SPC will also have a 3-day symposia. Other events include:

- Youth Ambassador (12-18 yrs old)/Emerging Leaders Program (18-30 yrs old)
 - Monty McComber has been working on this program
 - Programs costs will be supported directly by KS
- Pacific Philosophies Conference
 - Hawai‘i will provide venue support (likely through East West Center)
- Possible session to engage in dialogue with Traditional Leaders (non-elected leaders such as village chiefs)