



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



Pacific
Community
Communauté
du Pacifique

Commission on the 13th Festival of Pacific Arts & Culture (FestPAC)

MEETING

Monday, August 7, 2023
3:00 p.m.

Commission on the 13th Festival of Pacific Arts & Culture

Chair

Kalani Ka'anā'anā
Hawai'i Tourism Authority

Commissioners

Shanty Asher
City & County of Honolulu

Snowbird Bento
Community

Māpuana de Silva
Community

Sen. Jarrett Keohokālole
Hawai'i State Senate

Colin Kippen
Office of Hawaiian Affairs

Jamie Lum
*Dept. Of Business, Economic
Development & Tourism*

Makana McClellan
Governor's Designee

Rep. Richard Onishi
*Hawai'i State House of
Representatives*

Mail:
Hawai'i Tourism Authority
1801 Kalākaua Avenue, 1st Floor
Honolulu, Hawai'i 96815

festpachawaii.org
f @ festpachawaii

This meeting will be via teleconference as authorized by and in accordance with the requirements of Act 220 (SLH 2021).

Meeting will be live streaming via ZOOM

<https://us06web.zoom.us/j/83698463864>

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You may fill in this field with any entry in an email format, e.g.,
*****@***mail.com.

See page 2 for more information on connecting via Zoom or phone.

Materials for this agenda and minutes of this meeting will be available at:

<https://invest.hawaii.gov/international/festival-of-pacific-arts-culture-festpac/>

AGENDA

- I. Call to Order
- II. Wehena
- III. Public Testimony on Agenda Items
- IV. Report on Permitted Interactions, pursuant to Act 103, Session Laws of Hawai'i 2021
- V. Approval July 24, 2023 Meeting Minutes
- VI. Presentation, Discussion and/or Action Regarding the Festival Director Report
- VII. Presentation, Discussion and/or Action Regarding Administrative Committee Update

- VIII. Presentation, Discussion and/or Action Regarding Venues and Programming Committee Update
- IX. Public Testimony on Agenda Items
- X. Announcements
- XI. Next Meeting – August 21, 2023
- XII. Adjournment

Members of the public who attend the meeting in-person are encouraged to wear masks; however, it is not required. Masks are to be provided if requested.

Venue Location for those attending the in-person meeting:

Hawai'i Convention Center
1801 Kalākaua Avenue
1st Level / HTA Conference Room
Honolulu, Hawai'i 96815

Parking: Public parking is available at Hawai'i Convention Center (entrance on Kalākaua Avenue) and will be validated.

If you need an auxiliary aid/service or other accommodation due to a disability, contact Irina De La Torre at (808) 973-2274 or email idelatorre@gohta.net as soon as possible, preferably by two (2) business days prior to the meeting. Requests made as early as possible have a greater likelihood of being fulfilled.

Upon request, this notice is available in alternate/accessible formats.

Members of the public may submit written testimony via e-mail to idelatorre@gohta.net, or via fax to (808) 973-2253, or via postal mail:

FestPAC Testimony
c/o Hawai'i Tourism Authority
1801 Kalākaua Avenue, 1st Floor
Honolulu, HI 96815

Please include the word "testimony" and the subject matter following the address line.

For Public Internet access: You will be asked to enter your name in order to access the meeting as an attendee. The Commission requests that you enter your full name, but you may use a pseudonym or other identifier if you wish to remain anonymous. You will be asked for an email address. You may fill in this field with an entry in an email format, e.g., ***@**mail.com. As an attendee, your microphone will be automatically muted during the meeting unless you are providing testimony. The Chair will call for public testimony during the meeting.

For Public Phone access: You may get audio-only access by calling the Zoom Phone Number listed on the confirmation email. Upon dialing the number, you will be prompted to enter the Meeting ID which is also listed at the top of the agenda. After entering the Meeting ID, wait to be admitted into the meeting. When the Chair asks for public testimony, you may indicate you want to testify by entering "*" and then "9" on your phone's keypad. After entering "*" and then "9", a voice prompt will let you know that the host of the meeting has been notified. When recognized by the Chair, you may unmute yourself by pressing "*" and then "6" on your phone. A voice prompt will let you know that you are unmuted. Once you are finished speaking, please enter "*" and then "6" again to mute yourself.

For both internet and phone access, when testifying, you will be asked to identify yourself and the organization, if any, that you represent. If you wish to remain anonymous, you may state this.



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Commission on the 13th Festival of Pacific Arts & Culture (FestPAC)
ADMIN COMMITTEE ONLINE MEETING

Wednesday, August 02, 2023 at 3:00 p.m.

Meeting Link:

<https://us06web.zoom.us/j/89646537766?pwd=OTBTejFFa0M4aU9hZ2hiTnV2VmZmZz09>

AGENDA

- I. Call to Order
- II. Presentation, Discussion and/or Action Regarding Fiscal Agent
- III. Presentation, Discussion and/or Action Regarding Fundraising Tiers
- IV. Presentation, Discussion and/or Action Regarding Fundraising Plan
- V. Presentation, Discussion and/or Action Regarding Festival Director Contract
- VI. Adjournment

Admin Committee Meeting
Wednesday, Aug 2, 2023
3:00 p.m. via Zoom

Meeting Notes

Attendees: Kalani Ka'anā'anā (Chair), Makana McClellan, Sen. Jarrett Keohokālole
Support Staff: Irina De La Torre, Maka Casson-Fisher

Discussion for this meeting focused on the remarks/report given by Festival Director Salā at the Commission mtg held on July 24, 2023 at 3p at the Hawai'i Convention Center.

Fiscal Agent

At the Commission meeting on 7/24, Festival Director Salā expressed the need to establish a Fiscal Agent. Festival Director Salā was not present at the Admin Committee Meeting and could not explain this further. The committee discussed that they needed clarification on what the Festival Director's meant and decided that this should be requested through a memo to DBEDT.

Fundraising Tiers

Festival Director Salā was not present to provide any further information regarding Fundraising Tiers. This item was also recognized as a request that should be included in the memo to DBEDT for further clarification.

Fundraising Plan

Festival Director Salā was not present to provide any further information regarding Fundraising Plan. The committee discussed the need to have the Festival Director's funding plan drafted. This item was also recognized as a request that should be included in the memo to DBEDT for further clarification.

Festival Director Contract

Chair Ka'anā'anā dismissed attendees and support staff to speak directly with Commissioners McClellan and Keohokālole regarding the Festival Director Contract and issues of concern.

This item was also recognized as a request that should be included in the memo to DBEDT for further clarification.

Discussion and Comments – Summary:

Chair Ka'anā'anā will be transmitting a memo to DBEDT Director Tokioka requesting information on the following items:

- Copy of festival service provider executed contract and any related documents.
 - Reporting requirements related to the contract.

- Compensation and Payment Schedule
 - Any work plans or proposals
 - The reporting requirements of the Festival Director to DBEDT
- FestPAC 2023 Written Fundraising Plan, inclusive of tiers and identified subcontractor(s)
- A written update on FestPAC 2023 Venues
 - List any Issues regarding Venue Confirmation
- Clarification on Festival Director Salā's request to establish a fiscal agent
- 13th Festival of Pacific Arts and Culture Website
- Head of the Delegation dossier

FestPAC Venues & Programming Committee Meeting
Monday, July 31, 2023
2:00-3:30 p.m. via Zoom

Meeting Notes

Attendees: Jamie Lum (Chair), Shanty Asher, Snowbird Bento, Richard Onishi; Festival Director Aaron Salā; Jose Inigo Santos and Alyssa Chau (Gravitas Pasifika)

Discussion for this meeting focused on the venues for the Festival Village and Wa'a Ceremony.

Festival Village

The committee re-examined McCarthy Mall as the Festival Village venue and discussed the pros and cons.

Pros:

1. Outdoor venue fits with the tradition of past Festivals
2. Close proximity/walking distance from dorms – possible cost savings on transportation
3. Good public accessibility/parking

Cons:

1. Building/erecting any type of village structures requires working through UH regulations about “putting stakes in the ground”
2. Costly to build out, no matter what type of structure
3. Marketplace cannot be incorporated into the Festival Village since selling is prohibited on that area of the campus
4. Overnight security and storage

The committee re-visited the idea of having the Festival Village at the Hawai'i Convention Center (HCC) and discussed the pros and cons.

Pros:

1. The entire HCC is already reserved for FestPAC, paid for, and ready for build out
2. The Festival Village will be located in the same venue as most other FestPAC events and activities
3. Marketplace can be incorporated into the Festival Village
4. Ample space for rehearsal space and storage for the delegations
5. Good public accessibility/parking

Cons:

1. Not the traditional outdoor event
2. Additional ground transportation coordination and costs

Discussion and Comments – Summary:

- What does Hawai'i have to offer? What are the benefits of holding FestPAC in Hawai'i? One of the benefits is that we have a beautiful convention center that can hold prestigious events like FestPAC.
- It's not about where we hold it; it's about the cultural sharing that goes on inside.
- We need to get over feeling ashamed for not offering a traditional outdoor venue and embrace the fact that the delegations can bring their traditional dances/music/practices and share them in a modern facility.

After a lengthy discussion on this issue, the committee will recommend to the Commission at the next meeting that the Festival Village be held at the Hawai'i Convention Center.

Note, the Opening Ceremony will still be held on the UH-Mānoa campus, and Andrews Amphitheater will still be used as one of the satellite performance venues.

Wa'a Ceremony

Discussions have been taking place with 'Ohana Wa'a have the Wa'a Ceremony at Kualoa. FD Salā wanted to make the committee aware of this, and in particular, Commissioner Bento who has had an active role in this event. Commissioner Bento indicated that Kualoa is a good venue, and she will circle back to KS and also touch base with 'Ohana Wa'a to discuss.

No Commission action on the issue is needed at this time.



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

MONDAY, JULY 24, 2023 AT 3:00 P.M.

HYBRID IN-PERSON & VIRTUAL APPLICATION ZOOM
Hawai'i Convention Center Parking Level / Executive Boardroom A

Commission Members Present were:

Kalani Ka'anā'anā, Chair	-	Hawai'i Tourism Authority (HTA) Designee
Māpuana de Silva	-	Community Member At-Large
Jamie Lum	-	Department of Business, Economic Development and Tourism (DBEDT)
Makana McClellan	-	Governor's Designee
Colin Kippen	-	Office of Hawaiian Affairs (OHA)
Sen. Jarrett Keohokāhole	-	Hawai'i State Senate
Rep. Richard Onishi	-	Hawai'i State House of Representatives

Guests:

Aaron Salā	-	Festival Director
Jose Inigo Santos	-	Gravitas Pasifika
Alyssa Chau	-	Gravitas Pasifika
Dr. Francis Vaka'uta	-	SPC
Richard Broadbridge	-	Journalist & Media Executive
Māhealani Cypher	-	Wehena

Staff:

Elise Amemiya	-	Office of the Attorney General
Micah 'Ākau	-	Hawai'i Tourism Authority
Maka Casson-Fisher	-	Hawai'i Tourism Authority
Irina De La Torre	-	Hawai'i Tourism Authority

Apologies:

Shanty Asher	-	City & County of Honolulu
Snowbird Bento	-	Community

CALL TO ORDER

The meeting was called to order by Chair Kalani Ka'anā'anā at 3:07 pm, who welcomed everyone present In-Person at the Hawai'i Convention Center and via ZOOM.

Commissioner Keohokāhole introduced Māhealani Cypher of the Ko'olaupoko Community to provide the wehena (cultural opening).

Māhealani shared about wahi kūpuna (treasured places) of Hawai‘i and the kuleana (responsibility) to care for those places and family stories.

Chair Ka‘anā‘anā conducted the roll-call attendance. Chair Ka‘anā‘anā, Commissioner de Silva, Commissioner Lum, Commissioner Keohokālole and Commissioner McClellan were present. Commissioner Kippen was present via zoom. Commissioner Asher, Commissioner Bento, and Commissioner Onishi were excused.

Also in attendance were Deputy Attorney General Elise Amemiya, Aaron Salā, Jose Inigo Santosm and Alyssa Chau of Gravitas Pasifika, as well as HTA support staff: Micah ‘Ākau, Irina De La Torre, and Maka Casson-Fisher.

PUBLIC TESTIMONY ON AGENDA ITEMS

No testimony was received in advance of the day’s meeting. The chair invited members of the public to testify on the agenda items. Hearing none, he continued with agenda items.

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

Hearing no additional meetings, the Chair continued with the next agenda item.

APPROVAL OF JULY 10, 2023 MEETING MINUTES

Commissioner Onishi joined the meeting at 3:13pm

It was moved by Commissioner Lum and Seconded by Commissioner de Silva to accept the July 10, 2023 minutes unamended. There was no further discussion. Chair Ka‘anā‘anā conducted a roll-call vote. Chair Ka‘anā‘anā and Commissioners de Silva, Kippen, Keohokālole, Lum, McClellan, and Onishi voted in favor to approve the unamended minutes of the July 10th, 2023 meeting. Commissioners Asher and Bento were excused. Motion passed.

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

Festival Director (FD) Salā provided an update regarding the following items: 1) FestPAC MOA, 2) Programming updates, 3) Working Group, 4) PR and Fundraising Updates, and 5) Media and Broadcasting scope

FD Salā thanked Deputy AG Amemiya for the countless hours on the work of the Festival MOA. It was signed by the SPC and DBEDT Director Tokioka. Next steps are to ensure that the signing of the MOA is communicated out to the region.

Chair Ka‘anā‘anā added that there may be an opportunity for Commissioners to participate in a Ceremonial Signing for PR. Staff will reach out to Commissioners as plans are formalized.

FD Salā requests that the Committees meet between now and next Commission meeting because there are a lot of detail and updates necessary to facilitate. FD Salā has been working closely with Bishop Museum and would like to bring those updates to the Programming/Venues Committee. The carving community and ‘ohana wa‘a are being formalized. The Pacific Philosophies Conference and Traditional Leaders’ Summit are also items that need to be discussed with the Programming/Venues Committee. Chair Ka‘anā‘anā confirmed with Commissioner Lum that

they should call a meeting and details from the committee will be brought back to the full Commission.

FD Salā thanked Commissioner McClellan, the Governor, and the First Lady for the opportunity to engage with the Governor's cabinet. Design and execution of working groups will be initiated mid-August.

The Host Committee (HC) is beginning to take shape. The HC is separate from the Hawai'i Delegation. The HC is comprised of artistic community members that have the responsibility to serve as hosts.

FD Salā requested that the Admin Committee convene so that the Fundraising Tiers be brought before the committee for consideration. FD shared that there is interest to support from the US State Department, Western Arts Federation (WestAF), Hawai'i Council for Humanities and the Pacific Council for Humanities.

The need is to set up the Fiscal Agency, in step with the Admin Committee.

Festival Director introduced Richard Broadbridge, Journal and Media Executive. Mr. Broadbridge has the responsibility, as contracted by the SPC to scope media and broadcasting capabilities in preparation for the 13th FestPAC in Hawai'i.

Chair Ka'anā'anā called out the ask in the FestPAC MOA and made the Commissioners aware that the Broadcasting provision needs to be revisited. The is work still to be done in regards to the MOA.

Festival Director invited Dr. Frances Vaka'uta to the table to share some words. She expressed her excitement in seeing the progress in different parts of the program. There is an established rhythm of collaboration and working in tandem. Formalities are out of the way and are freer to work on the technical components of the work. Dr. Vaka'uta shared about a PR regarding controversy around Broadcasting at MacFest (The 7th Melanesian Arts and Culture Festival) in Vanuatu, therefore she is very keen to have all the technical issues and legal issues sorted out prior to the festival.

Chair Ka'anā'anā shared that there is ongoing dialogue between the SPC and the Commission.

Presentation, Discussion and/or Action Regarding Administrative Committee Update

The Chair deferred this agenda item as the committee did not meet

Presentation, Discussion and/or Action Regarding Venues and Programming Committee Update

The Chair deferred this agenda item as the committee did not meet

PUBLIC TESTIMONY ON AGENDA ITEMS

The chair invited members of the public to testify on the agenda items. Hearing none, he continued with agenda items.

ANNOUNCEMENTS

No Announcements

NEXT MEETING

The next meeting will be held virtually on Zoom on August 7th at 3:00 p.m.

ADJOURNMENT

Chair Ka'anā'anā adjourned the meeting at 3:34 p.m.

Respectfully Submitted,

Kalani Ka'anā'anā
Chair

Date

Festival Director Report



HO'OUULU LĀHUI
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13th Festival of Pacific Arts & Culture • Hawai'i 2024

Aaron J. Salā

07 August 2023

Review of Presentation

1. SPC/WG - July/August Assessment

a. Operations

b. Support

2. Update on 'Intent to Participate' Forms



SPC | Working Group

July / August Assessment



Pacific
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Key areas for delivery	May Status	June Status	July Status
Festival Provider and Festival Director contract to be signed			
FestPAC Digital platform to be in place by June 1. Landing page presented at CPAC. Whova platform license come to an end. Wondros identified to developed FestPAC platform. Target date to go live to CPAC July 15, 2023. Not yet launched. <i>Awaiting funding.</i>			
Cultural Advisor: FestPAC to be deployed to Hawaii to provide technical support and leadership to get Hawaii to the right place on the timeline. July/ August technical visit by Culture Advisor in progress. <i>SPC awaiting TOR for secondment proposal.</i>			
MOA to be signed and hosting authority to be established.			
Fortnightly reporting mechanisms to SPC and CPAC to be established. Commission meeting fortnightly and reporting to SPC.			
Festival Provider to ensure presence at all weekly Production meetings			

A detailed plan for the implementation of the Festival Manual. Not yet in place. Operation plan to be developed as a key output for July/ August technical visit by Culture Advisor			
Detailed plan for the implementation of all elements outlined in the MOA. To be integrated into Operations plan			
Detailed artistic and strategic programming to be outlined and uploaded to Digital platform – first draft to be presented at CPAC meeting. In progress			
Biosecurity mechanisms still in progress. Fumigation now in place for Hawaii to cater for some aspects of fumigation. Non-commercial treated materials will still need to be fumigated in Long Beach. Biosecurity Manual for FestPAC13 is being developed. Visa mechanisms outlined at 37thCPAC. Countries to apply for B1/ B2. No cultural visa or waiver program.			
No federal ICIP protection. ICIP Protocols and enforcement mechanisms to be developed. FestPAC ICIP Working group and Cultural Advisor supporting development of ICIP Protocols for FestPAC13.			
Detailed responses to CPAC members questions of March meeting - biosecurity, visas, protocol key focus on response			





Activity	Proposed actions/ mitigation strategy	May Status	June Status	July Status
FOPAOC Board appointed	<ul style="list-style-type: none">• FestPAC Commission in place.• DBET (Dept of Business, Economic Development and Tourism) body responsible for FestPAC Delivery			
Festival of Pacific Arts Organising Committee	<ul style="list-style-type: none">• Festival Provider Contract to be in place June 1. <i>Completed.</i>• Venue and Program Committee and Admin Committee in place for decision making and advise.• Governor's office supporting by allocating members into an <u>Operations Committee</u> to work alongside FestPAC 13 Operations Director. <i>To be implemented mid-August.</i>• Federal Interagency Committee in place to work on Biosecurity, Immigration, Protocol and Security, Funding. <i>Ongoing.</i>• All other personnel to be contracted with Festival Provider			
Establish Festival Secretariat	<ul style="list-style-type: none">• FestPAC Provider request for SPC support• SPC/ Festival Provider Secretariat still to be established. Potential Secretariat at EWC no longer possible. Alternative partner for Secretariat being put in place. Hawaii Centre being approached as potential public facing information space with Comms, Operations and Production possibly being established within Festival Providers corporate offices.			
Establish vision and Establish the Festival concept.	<ul style="list-style-type: none">• Programming matrix in place and presented to CPAC. Full program outline being developed with aim to delivered to CPAC August 2023.• Festival Village venue designs and concepts being finalised. Festival proposed is a decentralised festival being staged over several venues throughout Oahu with one main hub for festival village, market and expo, symposiums, and conferences.			

Develop Festival logo and theme.	<ul style="list-style-type: none"> • Festival logo to be trademarked and prepared for merchandise program. • Develop plan to SPC for Marketing, <u>Media</u> and Sponsorship <p>Host nation to develop plan for logos use. July 31 recommended date. To be reviewed with SPC legal</p>	●	●	●
Community Consultation	<ul style="list-style-type: none"> • Report for CPAC to be prepared about FestPAC Community engagement. • FestPAC13 Comms team has begun to put in place a plan to develop regular Comms for Hawaii arts and cultural community engagement to be established 	●	●	●
Human Resource	<ul style="list-style-type: none"> • During July technical visit of CA, Director of Operations began with FestPAC team. Skills and key personnel have been identified from the public and private sector, organisations/ companies/ contractors. An organisation chart and HR map for each operational area has been developed. Meeting with programming heads have begun. Next phase is to develop a venue team. 	●	●	●
Funding and investment	<ul style="list-style-type: none"> • Fortnightly reporting timeline between Commission and SPC established • Detailed budget has been developed during July technical visit with SPC CA. • Fund development strategy developed with Festival Director, SPC CA, Patti Look (The <u>FundDevelopment Group</u>) and Richard <u>Broadbridge</u> (MMG Communications) during July technical visit and Media and Broadcast scoping. Funding strategy currently being implemented. • First financial report to SPC will be developed for August 2023 • Funding needs to be in place to begin contracting. 	●	●	●
Support systems and services	<ul style="list-style-type: none"> • Catering and Transport plan in place. Information communicated in HOD Dossier to be distributed by August 31 • Director of Operations in place and will begin to liaise and coordinate with necessary support services • Accreditation, Medical, Protocol and Security details still being developed • SPC working with host nation for Charter flight opportunities. 	●	●	●

<p>Legal framework for IPR, TK and Copyright</p>	<ul style="list-style-type: none"> • MOA signed and in place with SPC and DBET • SPC, FestPAC ICIP Working group and Festival provider developing Protocols and process guidelines. • SPC, FestPAC ICIP Working group and Festival provider developing risk mitigation document for FestPAC13. • Extensive support will need to be focused on delegations and national governments to support protection. • Information communicated in HOD Dossier to be distributed by August 31 			
<p>Residential</p>	<ul style="list-style-type: none"> • UH confirmed as Residential for Delegations. Agreement with Hotel partners being developed. Information communicated in HOD Dossier to be distributed by August 31 			
<p>Host Country Manual</p>	<p>Still in development</p>			
<p>Head of Delegation Dossier</p>	<p>Still in development</p>			
<p>Festival Communications and PR in place</p>	<p>Still in development</p>			

Country invitations	<ul style="list-style-type: none"> This invitation is usually directed to the PM's office or Foreign Affairs. Consider also sending a copy to the Cultural Focal Points so that they are aware it has been sent and can aid in ensuring it is given priority by their governments. Form for VIP to be sent by September 			
Delegation participation	<ul style="list-style-type: none"> Intent to participate forms have been distributed. 13 countries responded to date Delegation Registration and Accreditation forms to be developed Media and Broadcast forms and other ICIP forms/ agreements to be developed 			
Detailed program	At least 12 months ahead of the festival a detailed program should be released to all delegations			
Festival Venue Management and Operations Manual	At least 1 year ahead of the Festival the Festival Venue Management and Operations Manual is complete. See Section 3 of this Manual for an outline of the Venue Based Management system			
Main Operations Centre	Establish Main Operations Centre			
Operational guidelines completed for each committee and task force	<ul style="list-style-type: none"> Transport System policy and procedures in place Catering System and policy and procedures in place Support services established and policy and procedures in place Customs, immigration and biosecurity policy and procedures in place			
Ceremony and Protocol in place	Still in development			

Intent to Participate Forms

Country	Total Number of Delegates	Number of Artists, Cultural Custodians	Number of Elders	Number of Children (aged 12 and under)	Number of Management/Support Team	Number of proposed Self-Funding Delegates
Northern Mariana Islands	100	80	2	10	8	20
Niue	50	33	5	5	5	2
French Polynesia	100					10
Palau	100	82			6	12
Norfolk Island	27	23	1	0	5	4
Samoa	100	77			13	
Guam	100	100	55	0	4	10
Australia	100	80	10	0	20	10
Tuvalu	30	21	5	0	4	0
Nauru	65	58	3	0	3	1
Fiji	100					
New Zealand	85	81	4	0	13	6



Mahalo