



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, JANUARY 23, 2023, 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 |
| Sylvia Hussey | - Office of Hawaiian Affairs Designee (Arrived 3:27 p.m./Departed 3:42 p.m.) |
| Jarrett Keohokālole | - Senate President's Designee |
| Jamie Lum | - Department of Business, Economic Development and Tourism (DBEDT) Designee |
| Richard Onishi | - House Speaker's Designee (Arrived 3:17 p.m.) |
| Kehaulani Pu'u | - City and County of Honolulu Designee |

Guests:

- | | |
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| Micah 'Ākau | - Hawai'i Tourism Authority |
| Maka Casson-Fisher | - Hawai'i Tourism Authority |
| Eric Chang | - Public Member |
| Irina De La Torre | - Hawai'i Tourism Authority |
| Lynn Martin Graton | - Public Member |
| Keali'i Haverly | - Public Member |
| Monte McComber | - Commission Liaison to CPAC |
| Ngahiraka Mason | - Public Member |
| Keala Patterson | - Office of the Governor |
| Aaron Salā | - Festival Director |
| Mālia Sanders | - Native Hawaiian Hospitality Association |
| Ka'iulani Spencer | - Native Hawaiian Hospitality Association |
| Pris Texeira | - Public Member |

Staff:

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

Apologies:

- | | | |
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| Snowbird Bento | - | Community Member At-Large Designee |
| Mapuana de Silva | - | Community Member At-Large Designee |

CALL TO ORDER

Chair Kalani Ka'anā'anā called the meeting to order at 3:07 p.m. He thanked and welcomed all present online and turned over the *wehena* (opening) to Mr. Casson-Fisher from the Hawai'i Tourism Authority (HTA). Mr. Maka Casson-Fisher invited all present to engage in the *oli* (chant) entitled *Nā 'Aumākua* (adapted from *Hawaiian Antiquities* by David Malo) filling in the blank section with your organization name.

Chair thanked Mr. Casson-Fisher for the *wehena* then conducted a roll call of Commissioners present: Chair Ka'anā'anā, Ms. Ah Nee-Benham, Mr. Keohokālole, Ms. Lum, and Ms. Pu'u. Ms. Bento, Ms. Hussey, Ms. de Silva and Mr. Onishi were excused.

PUBLIC TESTIMONY ON AGENDA ITEMS

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

APPROVAL OF DECEMBER 5, 2022, MEETING MINUTES

The December 5, 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 Ms. Ah Nee-Benham and seconded by Ms. Pu'u. A roll call vote was taken with the following Commissioners approving the motion to approve the minutes of December 5, 2022: Chair Ka'anā'anā, Ms. Ah Nee-Benham, Mr. Keohokālole, Ms. Lum, and Ms. Pu'u. The meeting minutes of December 5, 2022 we approved unamended.

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

Chair reported that the Administrative Committee (AC) met on January 9, 2023, at 1:00 p.m. and Ms. Ah Nee-Benham will be providing a report.

Chair requested that the Administrative Committee's report be taken up prior to the Festival Director (FD) report and that he would therefore be taking agenda items out of the original order they were in on the agenda for this meeting. Ms. Ah Nee-Benham also advised she may need to depart the meeting early and asked for the courtesy to present first. Chair reminded members of the public that they are welcomed to testify on any agenda item after each agenda item is presented and discussed by the commission.

PRESENTATION, DISCUSSION AND/OR ACTION REGARDING ADMINISTRATIVE COMMITTEE UPDATE

Chair Ka'anā'anā turned over this portion of the agenda to Ms. Ah Nee-Benham who lead the discussion.

Ms. Ah Nee-Benham reaffirmed that the AC met on January 9, 2023. She explained that there were updates since the AC meeting was held. Ms. Ah Nee-Benham will provide updates first and

then into discussing administrative and management matters. Most of the updates that she will be presenting will also be included in the Festival Director's report. Ms. Ah Nee-Benham informed Commissioners about the following updates that the AC worked on with the Festival Director:

- The official invitation to the Pacific nations does need to come from the Governor's Office on behalf of Hawai'i. A request was sent to Governor Green who responded on December 26, 2022 to express his support. Mahalo to Mr. Onishi for assisting with the follow-up on this matter.
- The Festival website was developed by students of the University of Hawai'i – West O'ahu (UHWO) through the Academy for Creative Media. This task has been completed and will be launched soon. The FD will provide more information about this matter in his report.
- The 2020 marketing and collateral assets materials have been reviewed; however, the materials need to be updated and redesigned which will require resources to accomplish this task.
- There are philanthropic supporters in the community, however, they are requesting a tax receipt. A nonprofit entity is needed in order for funders to make philanthropic donations to the Festival. Also, there are philanthropic and promise commitments that have been made by supporters; however, the Commission needs a repository to accept those commitments/funds. The FD will provide more information related to philanthropic giving that he has been working on.
- The FD began planning in December for the March 13-17, 2023 The Pacific Community (SPC) visit since December. The FD will be reporting to the Commission regarding housing and meeting spaces at the East West Center, ground transportation, food and other matters in his agenda item.

The topic that the AC would like to bring up with the full Commission today is related to seeking a fiduciary sponsor because of the need to intake funds, disperse funds, account for and report on funds received. For clarity purposes, Ms. Ah Nee-Benham requested Ms. Amemiya to provide input, too, regarding this discussion. The AC met with Ms. Amemiya and after thorough review of Act 104, SLH 2017, she met with Ms. Hussey and Ms. Ah Nee-Benham and informed them that the Commission does not have the authority to be soliciting for a fiduciary sponsor. Because the Commission is administratively attached to the Department of Business, Economic Development and Tourism (DBEDT), it would be DBEDT's responsibility to procure a fiduciary agent to receive resources, execute Memorandum of Agreements, contracts, etc. In order to move forward, the AC needs to work with DBEDT to procure a festival service provider that would include fundraising, planning, producing, and managing the Festival including payment of expenditures, etc.

Ms. Ah Nee-Benham requested that the Commission procure a contractor for planning, programming, managing and executing the Festival as well as fiscal services related to receiving and using resources. She requested giving the authority to DBEDT to solicit management and fiscal services for the Festival in one Request for Proposal (RFP). Ms. Ah Nee-Benham made a motion that the 13th Festival of Pacific Arts and Culture Commission authorize DBEDT to

procure a contractor to provide programming, planning, managing and fiscal services for the Festival. Ms. Lum seconded the motion. Chair asked for discussion.

At the moment, Festival Provider is the terminology that is being used for this role. Ms. Pu'u commented and expressed that a contract needs to be executed for the job that the Festival Director has been doing, however, that the additional scope of services would include the collection of funds. Ms. Amemiya further clarified that the Commission does not have authority to enter into contracts or issue RFPs, etc. Administrative authority, by definition, means that administrative support would come from DBEDT. Any RFP issued or funds appropriated to DBEDT for administrative support will come from DBEDT because that is the agency that the Commission is attached to. The authority given to the Commission was stipulated in Session Laws as opposed to in the Hawai'i Revised Statutes. The Commission's function is limited and does not have the authority for contracting.

Ms. Hussey entered the meeting at 3:27 p.m. Ms. Ah Nee-Benham informed her that the commission is currently in discussion and recapped the motion.

Chair confirmed that Ms. Pu'u's understanding is correct and added that fiscal services should be included in the Festival Provider's role. Chair reported that one benefactor has donated \$250,000 to the Festival and those funds will be deposited into the trust fund at DBEDT for this procurement. Ms. Ah Nee-Benham informed Commissioners that the position also will require the Festival Provider to raise funds for the Festival.

Chair reaffirmed that the motion is for DBEDT to conduct the procurement of the Festival Provider role. The AC's responsibility is to work with DBEDT and partners in the process. Ms. Lum further commented that she appreciated the motion being made and informed commissioners that DBEDT would not be starting from scratch since an RFP was drafted several years ago when the state was preparing for a 2020 date to execute the Festival. Ms. Lum assured Commissioners that there are areas that need to be strengthened in the scope of services and that with the AC's assistance, the RFP will be all inclusive and stronger.

Ms. Pu'u asked about the FD's current status. Ms. Ah Nee-Benham indicated that Mr. Salā is currently in a volunteer capacity as the FD. Ms. Amemiya expressed that the Commission is fortunate that Mr. Salā is assisting in that capacity.

Chair stated that anyone could bid on this competitive procurement. Chair asked if there were any further questions. Hearing none, a roll call vote was requested with the following Commissioners approving the motion to authorize DBEDT to solicit management and fiscal services for the 13th Festival of Pacific Arts and Culture: Chair Ka'anā'anā, Ms. Ah Nee-Benham, Ms. Hussey, Mr. Keohokālole, Ms. Lum, Ms. Pu'u. Motion to give authority to DBEDT for procurement purposes was unanimously approved. Ms. Ah Nee-Benham expressed that she will follow-up with the Chair regarding next steps of this process.

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

Chair called upon FD Salā to present his report. The FD presented his report as follows:

Update on SPC collaboration:

Ms. Letila Mitchell was hired and has been a key advisor and author of the FestPAC Handbook. The FD has been meeting with her on a weekly basis. FD commented that she is an incredible asset, similar to Frances and Luisa who assumed that role before her. He also acknowledged Mr. Onishi for facilitating an introduction with Ms. Brooke Wilson and Ms. Erin Matsui of the Office of the Governor. The invitation letter from Governor Green to the Pacific countries will be issued soon. He thanked Ms. Keala Patterson of the Governor's Office for attending today's meeting.

Update on Council for Pacific Arts and Culture (CPAC) meeting:

The FD presented the structure and schedule for the March 13-17, 2023, CPAC meeting. He informed the Commission that the host country is responsible for ground transportation, breakfast, lunch and venue costs. FD reported that on March 12-13, the delegates will be arriving in Honolulu. On March 13-15, meetings will be held followed by lunch and site visits that were approved previously by the Commission. On March 15, following a brief visit to UHWO, the delegation will be going to the Polynesian Cultural Center. The FD continued by reporting that there will be a planned evening event at Lincoln Hall, East West Center (EWC). The venue is being coordinated by Mr. Eric Chang of the EWC and the FD expressed appreciation for the assistance. In addition, Mr. Burton White, facilities manager at EWC, is working directly with SPC regarding proper translations, technical requirements, etc. that all need to be considered. The FD reported that EWC will contribute to the venue cost and all delegates will be staying at Lincoln Hall at the request of the SPC. The meeting agenda and structure have not been finalized yet, however, the FD will be sure to engage the AC and the Venues Committee (VC) on planning details. The FD has been tasked by the Chair to obtain three quotations from food and transportation vendors. Chair advised that quotations should go to DBEDT for processing of payments from the trust account. Chair thanked the FD for obtaining quotations.

Update on legislation relating to FestPAC:

Two bills have been introduced, SB449 and HB394. The House of Representatives has begun accepting testimonies. Both bills are for fund appropriations to DBEDT. Any funds that are appropriated will be sent to DBEDT. FD will continue to keep everyone informed regarding the status of those measures. He also expressed that he has been receiving positive feedback from legislators.

Internal Update:

As mentioned earlier, the invitation letter from Governor Green is a priority. He is also working on correspondence from the congressional delegation. Some of the information that has been lacking is that the Congressional delegation is not knowledgeable about the Festival and has asked about the United States and Hawai'i's role since the Festival began in 1972.

Update on Festival Website:

Once a Memorandum of Understanding has been executed, venues can be added to the website. The FD would like to pair the launch of the website with an official press conference. He is happy to defer to the Commission regarding the launch of the website and development of marketing resources. He also stated that similar to Ms. Ah Nee-Benham's report, regarding donations by potential philanthropists, these agreements are really handshake commitments to support the Festival. He would like to fulfill promises on behalf of the Festival, too.

This concluded the FD report. Chair shared that the Commission took a motion during a previous meeting to authorize the Commission Chair to submit testimony on behalf of the Commission. Chair entertained a motion to reaffirm the authorization to the Chair to submit testimonies on behalf of the Commission. This would be especially important to reaffirm this responsibility as testimony needs to be submitted regarding the two measures mentioned in the FD report. Ms. Ah Nee-Benham moved to approve the motion and Mr. Keohokālole seconded the motion. Chair asked if there were any further questions. Hearing none, a roll call vote was requested with the following Commissioners approving the motion to authorize the Commission Chair to submit testimonies on behalf of the Commission: Chair Ka'anā'anā, Ms. Ah Nee-Benham, Mr. Keohokālole, Ms. Lum, Ms. Pu'u, Mr. Onishi.

At this point of the agenda, Chair indicated that Ms. Hussey left the meeting at 3:42 p.m.

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

Chair reported that the Venues and Programming Committee did not meet and will defer this agenda item and move on to the next agenda item.

PUBLIC TESTIMONY ON AGENDA ITEMS

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

ANNOUNCEMENTS

Chair advised that in a meeting with DBEDT Director Chris Sadayasu, the responsibility of administrative support to the Commission will move from DBEDT to HTA. Chair expressed his thanks to DBEDT staff for their support during the past few years.

NEXT MEETING

The next FestPAC Commission meeting will be held in-person on February 13, 2023, 3:00 p.m.-5:30 p.m. This will be an in-person quarterly meeting to be held at the Hawai'i Convention Center. Chair expressed his understanding that it might be difficult for Mr. Keohokālole and Mr. Onishi to attend in-person due to the legislature being in session. The *wehena* will be presented by the FD.

ADJOURNMENT

Chair Ka'anā'anā adjourned meeting at 3:51 p.m.

Respectfully Submitted,

Kalani Ka‘anā‘anā
Chair

Date