



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

MONDAY, MARCH 25TH, 2024 AT 03:00 P.M.
HYBRID VIA ZOOM

Commission Members Present were:

Kalani Ka'anā'anā	-	Hawai'i Tourism Authority (HTA)
Shanty Asher	-	City & County of Honolulu
Māpuana de Silva	-	Community Member At-Large
Stacy Ferreira	-	Office of Hawaiian Affairs (OHA)
Jamie Lum	-	Department of Business, Economic Development, and Tourism (DBEDT)
Sen. Jarrett Keohokāhole	-	Hawai'i State Senate
Rep. Richard Onishi	-	Hawai'i State House of Representatives

Staff:

John Cole	-	Office of the Attorney General
Maka Casson-Fisher	-	Hawai'i Tourism Authority (HTA)

Guests:

Aaron J. Salā	-	Festival Director, Gravitas Pasifika
Pua Sterling	-	Program Director, Gravitas Pasifika
June Matsumoto	-	Vice President Sales, Pacific Islands Institute
	-	Principal Member, Energy Ally Consulting, LLC
Tolua Samifua	-	Communications Lead, Hawai'i Council for the Humanities

Apologies:

Snowbird Bento	-	Community
Makana McClellan	-	Governor's Designee

CALL TO ORDER

The meeting was called to order by Chair Kalani Ka'anā'anā (Chair) at 3:06pm, who welcomed everyone present via ZOOM.

WEHENA

Chair Ka'anā'anā called upon Commissioner Casson-Fisher to provide the wehena (opening) on Commissioner Bento's behalf. Chair then proceeded to rollcall for attendance.

ATTENDANCE

Chair Ka‘anā‘anā and Commissioners de Silva, Ferreira, Lum, and Onishi were present. Commissioners Bento and McClellan were excused. Staff Member Casson-Fisher, Festival Director Aaron Salā, Program Director Pua Sterling, Deputy AG John Cole, June Matsumoto, and Communications Lead Tolua Samifua were also present via Zoom. Commissioner Asher joined the meeting at 3:09pm, and Commissioner Keohokāhole at 3:16pm, respectively.

PUBLIC TESTIMONY ON AGENDA ITEMS

No public testimony was received prior to this meeting. Chair Ka‘anā‘anā invited public members attending the ZOOM call to testify on any agenda items. Chair continued on to the next agenda item.

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

The Admin Committee meeting took place on March 21st and the Venue and Programming Committee meeting took place on March 20th, no report received.

APPROVAL OF THE MARCH 18th, 2024 MEETING MINUTES

The minutes were previously distributed and reviewed by Commissioners. Chair Ka‘anā‘anā requested a motion to adopt the March 18th, 2024 minutes. Commissioner Onishi motioned the approval of minutes and it was seconded by Commissioner de Silva. With no further discussion or amendments, Chair conducted a roll-call vote. Chair Ka‘anā‘anā and Commissioners Asher, de Silva, Ferreira, Lum, and Onishi voted in favor of approving the unamended minutes of the March 18th 2024 meeting. Motion carried.

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

Festival Director Salā and the Gravitas Pasifika (GP) team presented on fundraising engagement updates, programming, and content, opening and closing ceremony preparation updates, the construction of, and move-in of the Festival Village at the Hawai‘i Convention Center, logistics and accommodations updates, marketing and promotion updates, and community engagement preparations.

Regarding funding engagements, three events have been planned for the month of April at private hosted, privately owned homes supportive of the Festival on the 9th of April, 23rd of April, and 28th of April. The goal of these three events is to raise \$3 million dollars.

While ambitious, FD stated his team is confident that they will make this fundraiser goal. He then noted to commissioners that fundraising has been actioned and is current and ongoing. FD shared that GP and team have been in collaboration with Patty Look of the Fund Development Group, as well as Micah Kāne of the Hawai‘i Community Foundation to bring this goal to fruition, and to be put in front of the Hawai‘i Executive Roundtable.

While on the topic of fundraising, Chair Ka‘anā‘anā made a reminder to Commissioners of the written notice received from the Hawai‘i State Ethics Commission, and Advisory Opinion 93-3; pertinent to the committee’s roles as commissioners; that they should not be making individual

asks as commissioners, especially if there is again, according to the written guidance received about personal benefits to commissioners. Chair also highlighted that any requests would come on behalf of the Commission via the Festival Provider, not from Commission members singly. He additionally stated to be mindful of requests to contractors of DBEDT as this commission is in ties to DBEDT, itself. Chair Ka‘anā‘anā then stated he would send out copies of these notices for review via email post-meeting. Chair then asked of FD to continue his report.

FD shared that GP will be meeting with Hawaiian Airlines before the end of the week to discuss their participation as a supporter of FestPAC. Additionally, they will be meeting with Kamehameha Schools and talking through their support for FestPAC, as well.

Regarding Content and Programming, FD invited Program Director Pua Sterling (PS) to present on these areas. PS then shared updates regarding Fashion, Ho‘okani Pila (live music), and film.

Regarding fashion, there will be a keystone fashion event themed around pā‘ū, traditional skirt, or its equivalent form from the prospective countries. This event will feature single traditional and contemporary pieces from each nation. The intent is for this to be an event for as many that would like to participate to be represented. Upon the time of ZOOM meeting recording, PS stated these details have not yet been shared to the delegations yet, but they would be disseminated soonest. Outside of this main event, there will be other ongoing opportunities for countries to identify to program leadership what fashion pieces they are bringing, and ensure opportunities for them to be represented throughout the event.

Regarding Ho‘okani Pila, or live music, PS stated a core pillar of the event will be local musicians. GP is currently in collaboration with Zachary Lum of Kāhuli Leo Le‘a on the best methods to engage with community music artists “to provide as much representation as possible” to Hawai‘i. GP is currently looking at utilizing the third floor, concourse area, lobby, and entrance area of the convention center so that visitors can be welcomed by music prior to entering the festival village area, as well as engage with Pacific content on the third floor.

Regarding film, GP has begun engagements with PIC’s, or Pacific Islanders and Communications’, Cheryl Hirasaka as a partner in this effort. PIC will be privileging the content submitted by delegations, then review back to their representation. If there are any specific regions that may not be represented, GP would then have access through PIC’s network for other films or media that capture those that aren’t represented for sake of equity. The location for film screenings will be at the Hawai‘i Convention Center’s Lili‘u, or ‘Emalani Theatres.

Regarding program initialization, GP is in the process of drafting specific program intake jotforms to make available via the head of delegation portal. This has been made to collect specific information relevant to each respective program. As interest in engaging in certain programs has already been expressed by several countries, GP is now able to solicit additional information. Upon confirmation of their program content, GP would then prepare to receive or further assist delegations. These intake forms were set to be drafted by the end of the week of March 25th 2024 for delegation submission and GP’s review.

PS shared on the digital platform schedule: GP is in partnership with DataHouse, a locally based information technology company by Pacific Business News, and creating a “landing page” for delegations, as well as volunteer forms. A schedule is being constructed, which will then be uploaded to the portal site, with the goal of having each respective schedule tailored to the delegations to know where and when they must be. This platform is intended to be made available a month prior to the festival event.

Festival Director Salā then shared on the opening and closing ceremonies’ preparation, performance, and protocols. Lālākea Foundation held meetings in January with Kumu (instructors) and Ho‘opa‘a (drummers) meeting on January 14th 2024, and then the first group of Kumu, Ho‘opa‘a, and ‘Ōlapa (dancers), meeting together March 16th and 17th on Hawai‘i Island and via Zoom. The rehearsal dates for these groups will be on April 19th, 20th, and 21st, then in the month of May on the 17th, 18th, and 19th and will be held on O‘ahu island between Ka‘iwakīlomoku at the Kamehameha Schools Kapālama Campus and the Hawai‘i Convention Center. These rehearsal dates will necessitate the arrivals of ‘Ōlapa, Kuma Hula, and Ho‘opa‘a as well from across the states to meet here in O‘ahu for rehearsal preparation. FD then acknowledged the Hawai‘i Tourism Authority, and their funding of the Lālākea Foundation to support FestPAC’s protocol and programming.

Regarding operations, FD shared there is a current hold of 2,313 delegates per current jotform intake. This number is expected to fluctuate as countries finalize the numbers and names of personnel that will be traveling in their delegations. An accommodation request form has additionally been submitted to countries that the SPC requested a hard deadline of April 15th.

A biosecurity training with the SPC and the festival’s biosecurity team will take place between April 15th and 18th in partnership between the Hawai‘i Department of Agriculture, Hawai‘i harbors, and potentially the Hawai‘i Convention Center and Bishop Museum for storage locations for delegations’ containers, and other articles as these make their way across the Pacific in preparation for FestPAC.

FD then shared on the festival village and presented visuals of the mock builds in Waimānalo for the hale in collaboration with the Albizia Project team. The hale build depicted is set to be recreated 28 more times. These will be built in portions, and pieced together so that each hale comes with its own palette and kit. Upon completion these will be prepared for transport to the convention center. FD Salā then shared on the lighting team’s efforts to illuminate the internal portions of the hale, and their current progress.

Regarding the move into the convention center, event organizers will have access to the exhibit halls. Exhibit Hall 1 will be available for preparation on May 31st, followed by exhibit halls 2 and 3 on June 2nd. The other rooms on third floor, the rooftop, and the ballroom will also be available for FestPAC preparations on June 2nd. In terms of the hale construction at the convention center, they are looking at an estimated 24 hour build project. FD Salā expressed confidence that the full build of the festival village can be completed over the course of a 72 hour maximum limit, in good time for the delegations to be welcomed and prepare for the festival village opening on the morning of June 7th.

A similar timeframe window is anticipated for the move out. The Exhibition Hall will need to be cleared out by June 18th, then Exhibit Halls 2, 3, and the rest of the convention center by June 19th. A 24 hour takedown of the festival village is additionally anticipated. GP, contractors, and subcontractors are confident that this will be completed. FD Salā then invited guest speaker June Matsumoto (JM) from PII (Pacific Islands Institute) to speak more on this area.

JM shared on logistics and accommodations. At this time an accommodation request form has been sent out to delegations participating. JM acknowledged the SPC for including this information in their circular that had just been sent out. PII has already started receiving responses to start preparing these accommodations. UH Mānoa has already provided us a list of rooms they have blocked out for FestPAC. PII additionally has participated in a walkthrough survey of the dormitory areas that will be occupied by FestPAC. PII was also able to collect information on where the kitchens are located, how many restrooms are available, what accommodations are shared, and any additional information to answer questions from delegations regarding their stay. JM then gave thanks to Commissioner Lum, and other commission participants who allowed time to preview the venue prior to release. As there was not much use of housing on June 2nd, as for most arriving after this date, and so dates have been amended for the UH housing to June 3rd through the 17th, with the rooms releasing on June 2nd.

Chair Ka'anā'anā brought to the commission's awareness that the decision to release the rooms at UH being extended for an additional date was a mindful decision as it essentially saved the event an additional \$130K to \$150K.

Chair Ka'anā'anā then added he and FD Salā have additionally interviewed with Cassie Ordonio of Hawai'i Public Radio, speaking to the periphery of the festival. Chair gave thanks to Commissioner Ferreira and the Office of Hawaiian Affairs for their news conference, as "staying present" with local media is critical to build attendance from Hawai'i at this time. He then added that this would be beneficial to the event as there would be no additional expense made from these news publishing entities to promote the event.

FD Salā then shared on community engagement. GP is continuing in engagements with Consular Corps, that is now coordinating with delegation liaisons. Their intent is to engage with each delegation, locally, to service liaisons for their delegations, and delegation services group. GP has additionally reached out to local performance groups for the OHA Press Conference, followed by Tourism Day at the Capitol, and a community town hall meeting on Maui. FD Salā then invited Communications Lead Tolua Samifua (TS) to speak on the matter of local community engagements and outreaches, as well as the code of conduct.

TS shared on town halls and individual meetings. A scheduled virtual town hall meeting is set for early April, and strong connections have been established within different Pacific groups through strong community liaisons, collaborating in-person events. These in-person meetings have been more requested than virtual meetings, and are "in the works." TS and team has also been invited to attend upcoming community cultural events, where they will have the opportunity to share about FestPAC as a form of public programming. Regarding volunteer and community support and the potential need for additional land use to utilize for additional lodging, etc. GP is asking community groups to help their team for additional volunteers and

support in preparation for FestPAC.

Regarding code of conduct, GP and team are working to finalize the COC to ensure a safe experience for all individuals participating. This will include areas of awareness, federal laws, city ordinances that may affect the experiences our guests will have, such as jay walking, staying in public parks late at night, smoking in public places, etc. TS then shared thanks for everyone's time, and invited FD Salā to continue on this agenda item.

FD then affirmed the code of conduct is currently with the Deputy AG Amemiya's office for review. AG Amemiya has forwarded to the committee approved waivers that will go into the registration portal. As delegation members register themselves or fellow members, to complete their submission, they must acknowledge that they have seen and read through these waivers provided the committee by the AG. This code of conduct will be a part of the intake packet for each delegate, and Elise Amemiya is reviewing these now.

Chair Ka'anā'anā then added that he wanted to transparent in the code of conduct in its function and purpose. Although issues are not anticipated, it is necessary to plan if they occur. This code of ethics being developed by the Festival Provider, would essentially be the first "line of defense" should any behavior not be up to the standard code of conduct, and that there would need to be consequence. In its first pass, the head of delegation is given the opportunity to address the behavior, then if the head of delegation is unsuccessful, the credentials of the delegate that is not meeting the code of ethics would be removed.

FD Salā then shared the code of conduct currently with AG Amemiya is being finalized for the intellectual property processes at play during the festival. Several countries have already reached out for updates on IP and IP protections. These will become part of the intake packets and initialization portal for delegate attendees' awareness.

Chair Ka'anā'anā reiterated on IP for transparency to the commission. As discussed during CPAC meetings, as well as ministers meetings is that the commission's guidance regarding IP is not to bring or present any form of "sacred" or restricted IP, to the festival event as there is no guarantee that it will be protected. Chair Ka'anā'anā then shared he awaits AG Amemiya's review for formal guidance from the Attorney General's office. Similar to Hawai'i's own IP, the State of Hawai'i is not a guarantor of that IP, and would not serve in that role. Chair Ka'anā'anā asked upon the commission if they has any futher questions from the FD report. Hearing and seeing none, Chair proceeded to the following agenda item.

PRESENTATION, DISCUSSION AND/OR ACTION REGARDING ADMINISTRATIVE COMMITTEE UPDATE

Commissioner Lum presented that an administrative committee meeting took place the week prior to this FestPAC commission meeting on Thursday, the 21st of March during which FD updated the admin committee on events that will be taking place at the convention center. One group will be part of the commission's strategic programming, already approved by the commission. There will be additional affiliated groups attending the festival outside of set strategic programming, however they are programs of interest to FestPAC's intended audience. With DBEDT holding the licensing to the entire convention center, these groups would be able

to attend for no additional costs, as the venue has been covered by agreement.

There had been discussion as to whether there would be a benefit for these external affiliates to attend the event, in conjunction with FestPAC, and if there would be a way for them to provide monetary support for the event. The committee agreed that these groups should be contributing in some way, with no specifics yet discussed. This will be discussed with FD, as well as Deputy AG considering what Chair Ka'anā'anā had mentioned about fundraising.

Chair then reiterated to the commission that DBEDT had essentially rented the entire Hawai'i Convention Center to allow affiliate events to attend and host events in the same building, and emphasized the benefit of the space already being paid for. Understanding what criteria will look like, and what kind of support is needed, the commission would be able to "bill" them separately for any kind of A/V, or food and beverage needs. Chair then asked if commission had further questions, to which there were none. Chair then proceeded to the next agenda item.

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

Festival Director Salā gave the report for this committee meeting on Commissioner Bento's behalf. FD Salā then asked of Commissioners de Silva and Onishi to keep him honest in this report, and offered to provide this report to the commission as it further contextualizes what was shared regarding the Admin Committee.

Festival Director Salā shared a visual of strategic programs that will occur over the course of the festival. The confirmed SPC programs are the Council for Pacific Arts and Culture (CPAC) meeting, a culture ministers meeting, then three half-days of symposium event conferencing as requested by Dr. Francis. He and the SPC team are now creating the content of these meetings, and GP is in collaboration with them to assure each section is up to expectations. This team would essentially be funding these areas.

FD shared on confirmed programs for FestPAC. The Emerging Leaders Engagement, or Youth Ambassadors Program, between the US Embassy, New Zealand, and the Hawai'i Pacific Foundation has been confirmed. The Pacific Philosophers Conference, "Protecting Oceania," will be led by the Hawai'i inuiākea School for Hawaiian Knowledge by Dean John Ozorio and the Center for Pacific Island Studies at UH Hawai'i Mānoa, additionally confirmed. The Hawai'i Contemporary Art Summit event will be a part of a three-day engagement on O'ahu - consisting of an art summit, and additional delegation engagements in professional development discussions. Norfolk Island will be holding a set of discussions called "Revolve Your World," with programming encumbered into the Kamehameha Schools programs that Randy Fong is creating. The 50th Anniversary Exhibit will be held at Capitol Modern, outside of the convention center, followed by the First Lady's Roundtable: Women in Leadership, Children's Advocacy on the same date.

An additional pending discussion is in the works for June 7th as Randy Fong and the Ho'okahua program finalize topics that integrate and provide discourse opportunities for delegates. This program is expected to be vetted and approved by Kamehameha Schools by the end of the week.

FD Salā would then bring that back to the Program and Venues Committee with Commissioner Sterling and GP. The structure of this program has already been approved by the committee.

Because ‘Ohana Wa‘a will be out at Kualoa for the duration of the festival, the commission wishes to provide one opportunity for them to come into the convention center and to provide programming discourse opportunities and discussions around wa‘a and voyaging in the Pacific.

The Pacific Indigenous Women's Network will also present at the event. This is a partnership with Malia Nobriga and her team, supported by Trustee Mililani Trask from the Office of Hawaiian Affairs. These confirmed programs are a part of Hawai‘i’s hosting of the festival, because they necessarily engage delegates participating as part of the festival.

The additional affiliates pending programming chair Lum referred to included the following: NOAA in partnership with the Pacific Voyaging Society presenting on Oceanic Programming, an Indigenous Health Panel hosted by Genentech, Papa Ola Lōkahi, and JABSOM, and a Pacific Island Climate Adaption Research and Development Symposium. Taiwan has requested to be removed from the list of programs. They will no longer be hosting the people skills exchange workshop presented in the meeting.

Regarding the indigenous health panel, Genentech, a West-Coast based entity will additionally be present at event- comprised of a large Pacific Islander-serving group. These Pacific Islanders reached out to speak to the potential of hosting a “health panel.” GP is now in discussions with Papa Ola Lōkahi and JABSOM for this reason, as they are highly considering the opportunity for Genentech to participate and be integrated into these discussions.

The Pacific Island Climate Adaption Research and Development Symposium (PICARD) has agreed to participate in fundraising engagement events. Gay Matthews, logistics coordinator of PICARD, has asked for three days at the convention center inclusive of the rooftop. This event is now being discussed with the Programming Committee and the Administrative Committee to finalize details.

Chair Ka‘anā‘anā then noted to the commission that all areas being discussed between committees must be readdressed to the full commission, to which FD Salā affirmed the team would do as such. Chair then asked if there were any further questions for the Venues and Programming Committee, to which there were none. He then provided a reminder for newer commissioners that the approved strategic programming had already gone through a commission vote, which is why no action was taken during this meeting event. Once the additional affiliates have been vetted by the committees, the full commission will be able to respond as a whole.

Commissioner Ferreira then thanked FD Salā for his hard work, and for firming the event schedule. She stated she would like to discuss what commissioners’ roles would be for each of the programming elements, to manage expectations with work schedules.

Chair Ka‘anā‘anā encouraged commissioners to begin freeing up their schedules as soon as they are able. He recognized everyone’s daytime and work responsibilities, then reiterated that presence at events leading up to the festival, as well as the festival event itself, is vital. Chair

then stated four major events he asked of the commission to be present for included the wa‘a arrival ceremony on June 5th, the opening ceremony on June 6th, ecumenical service on June 9th, and closing ceremony on June 16th.

Chair then stated some Commission members will have additional duties, referring to himself and Commissioner de Silva in particular, for the CPAC ministers meetings. He then welcomed all commission members to attend, at their availability. Chair then invited the commission to attend engagement days, similar to prior events at Windward Mall, Palama Settlement, and Kamakana Ali‘i Center, at similar venues with the intent for the public to meet the commissioners and collective team that ensure the festival event reaches the community.

Commissioner de Silva asked if the commissioners should also be available for dinner engagements with other countries or state representatives. She then asked if they would be able to meet together, according to the code of ethics.

Chair Ka‘anā‘anā then invited AG John Cole to respond, stating he believed as long as no gestures of transacting business, or discussing anything that should come up before a vote before the commission, it should be okay to gather. AG Cole then responded, “Yes, that’s accurate.”

Commissioner Ferreira then asked if everyone will be wearing credentials, like a lanyard. To which Chair Ka‘anā‘anā responded, that all commissioners would be credentialed.

Commissioner Ferreira added to commissioner Lum’s prior statement, that external invitations and communications from other countries to commissioners should be anticipated as opposed to through the festival’s planning team. Commissioner de Silva then affirmed, “Just like I said last week, you’ve got to be ready for the unexpected.”

Commissioner Keohokāhole then asked of Deputy AG Cole the full ethics code morale regarding accepting invitations put on by member delegations, or organizations associated with member delegations. Keohokāhole then stated he believed it likely falls within a gray area that would warrant guidance to ensure members of the commission are not improperly accepting gifts associated with the commission’s decision-making responsibilities. Especially if the invitations come early enough that they may be potentially viewed as coloring positions that the commission may need to take.

Deputy AG Cole then asked if there would be follow-up with these external communications and invitations, to which the Chair responded, yes. Commissioners would be in their roles unless appointed, or changed out, by their designate through August of 2025. Commissioner de Silva stated that follow-up communications and post-work would be internal, with nothing to do with the other countries. The Chair then affirmed these would be communications would be documented in final data collection reports, auditing, and report to the legislature. AG Cole then thanked Chair and stated he would work with AG Amemiya to have this readdressed.

PUBLIC TESTIMONY ON AGENDA ITEMS

Chair Ka‘anā‘anā invited public testimony. Hearing and seeing none, Chair moved on to announcements

ANNOUNCEMENTS

Chair announced that the next meeting is scheduled for Monday, April 15 2024 at 3:00pm via Zoom, with wehena (opening) by Commissioner Onishi.

Hearing no further announcements, the Chair asked for unanimous consent to adjourn the meeting, at 4:00PM

Respectfully Submitted,



Kalani Ka'anā'anā
Chair

Apr 20, 2024

Date