

STATE FOUNDATION ON CULTURE AND THE ARTS
General Board of Commissioners Meeting*
250 South Hotel Street, Honolulu, Hawai`i 96813
Multipurpose Room, First Floor

Wednesday, September 28, 2022 at 10:00am

MINUTES

Members Present

Lloyd Unebasami, Chairperson, At-Large; Nalani Brun, Kauai County; Susana Browne, At-Large; Taylour Chang, At-Large; Kālewa Correa, At-Large; Randall Fujiki, At Large; Ronald Michioka, Honolulu County; Michael Marshall, At-Large.

Members Absent

Jill Kuramoto, At-Large

SFCA Staff Present

Allison Wong, Executive Director; Karen A. Ewald, Director, APP Program & Hawai`i State Art Museum, Zoe Abrams, Administrative Services Assistant, Rhiannon Keene, Secretary.

Others Present

Patricia Ohara, Deputy Attorney General, Jonathan Johnson, Friends of HiSAM, two unidentified members of the public via teleconference

1. Call to Order

Chairperson Lloyd Unebasami called the meeting to order at 10:00 a.m.

2. Approval of the Agenda

Chair Unebasami requested the agenda be amended to include two additional items: A governor's message and an Executive Directors Report. A motion to amend the agenda with the additional items was made by Susana Browne and seconded by Ronald Michioka. The motion to approve the amended agenda was approved unanimously

3. Statement from the Public

Chairperson Lloyd Unebasami called for public statements. Frank Haas, senior planner and Iqbal Ashraf, project management from Guild Consulting introduced themselves. Jonathan Johnson, former Executive Director of the SFCA and current Treasurer of the Friends of HiSAM provided public comment on agenda items 5 and 6. He elaborated on the importance of the SFCA to ensure arts and culture are healthy and accessible to the community. He explained how the arts are subjective and maintaining the integrity of government processes is key to maintaining public trust in the arts. Mr. Johnson asserted that it is a key role of the SFCA executive director to ensure government processes are followed so as to not "cast a shadow of doubt on the SFCA." He then called on the board to uphold the integrity of the State's arts agency.

4. Approval of Minutes of Previous Meeting held on August 17, 2022

A motion to approve the minutes of the Board meeting held on August 17, 2022, was made by Susana Browne and seconded by Nalani Brun. The motion to approve the minutes was approved unanimously.

5. New/Continuing Business for Discussion and/or Action

5.a. Governor's message, appointment of Randall Fujiki as a commissioner

Chairperson Lloyd Unebasami announced to the full board letter received from Governor David Ige of appointment to Randall Fujiki as a new member to the SFCA Board effective September 27, 2022. Randall Fujiki introduced himself to the full board and mentioned he was a member of the Friends of Hawaii State Art Museum in the past.

5.b. Executive Director's Report

Executive Director Allison Wong gave a prepared statement on the Executive Director Report. The topics covered included Connections, Listen, Learn, Engage and Plan. Statement attached and made part of the minutes: Executive Director Report September 28, 2022.

5.c. Introduction by Guild Consulting – Strategic Plan Overview and Contract Deliverables

Frank Haas gave an overview presentation of Guild Consulting, their team and process. Mr. Haas explained the project phases include six different phases. (Research, Community Survey, Staff Survey, Interview/public meeting and strategic plan development.) Frank Haas stated that Peter Adler will be the lead facilitation and finalize the plan and development. There was some discussion between the board, Guild Consulting and Allison Wong on process, methodologies of information gathering.

6. Executive Session (closed to the public): Personnel: To discuss personnel matters pursuant to Hawaii Revised Statutes section 92-5(a)(2). Discussion of personnel matters related to the Executive Director.

A motion was made to move into executive session was made by Susana Browne and seconded by Nalani Brun.

The motion was approved, and the committee entered executive session at 11:15 a.m. The committee returned from executive session at 1:24 p.m.

7. Announcements

Chairperson Lloyd Unebasami called for announcements. There were none.

8. Adjournment

Chairperson Lloyd Unebasami called for motion to close the meeting. The meeting adjourned the meeting at 1:24 p.m.

Executive Director Report September 28, 2022

Listen:

- Set up first All-Staff Meeting on August 8th with monthly meetings thereafter
- Met with every staff member to learn about the projects they were working on and to understand if they needed any other resources to support their jobs.
- My direct reports (weekly standing meetings):
 - Zoe Abrams, ASA 89-day hire, came from OIP
 - Training with former ASA Sara Beth Newell on shared drives, timelines and past documents for budgeting and the legislature
 - Kacey Bejado, Folk and Traditional Coordinator for the past few months and then moved to the 89-day hire as Registrar.
 - Mamiko Carroll, Information Specialist
 - Karen Ewald, Director of APP and HiSAM
 - Susan Naanos, Accountant (retiring on 9/30)
 - Brittany Rakowitz, Biennium Grants and Designated Programs
 - Nikki Rosengren, Art Specialist IV

Learn:

- Familiarized myself with the past two Annual Reports FY20 and FY21
- Reviewed Audit 2014 and final audit report from 2019
- Reviewed current solicitations and service agreements
- Reviewed staffing job descriptions, org chart, salaries and overtime
- Completed all training for Procurement, Time and Attendance, ESign, HiePro, HIP, etc.
- Reached out to my contacts at the National Endowments for the Arts (NEA), National Assembly for State Art Agencies (NASAA), Western Arts Federation (WESTAF) and American Federation for the Arts (AFTA)
- Reviewed programming budgets for FY23
- Started Annual Report for FY22
- Onboarding with Kelly Barsdate, Chief Program & Planning Officer NASAA via Zoom
 - Discussed my first two weeks in terms of staffing and programs
 - Need for Diversity, Equity and Inclusion Policy
 - Strategic Plan
 - Advocacy during an election year
 - Indigenous Knowledge
 - Policy vs. procedure
- Met with Jenn Chang, program officer from NEA while she was on vacation in Honolulu and scheduled a call with the Chief Program Officer to discuss our NEA Application due on October 7. Had a longer conversation with the NEA director on our matching funds, Poetry Out Loud and Festival of the Pacific (FestPAC).
- Onboarded with WESTAF Executive Director, Christian Gaines and Deputy Director David Holland. Discussed the funding mechanisms to SFCA and the last Strategic Plan and Implementation Plan.
- Met with the Comptroller to understand the working relationship with DAGS and SFCA. Also discussed the timing of the CARES/ARPA funds that were vetoed by the Governor and Bishop Museum's funding for operating and CIP.
- Working with ASO to draft memos to the Governor to release funds for Iolani Palace and Bishop Museum.

- Met with Brian Taniguchi to talk about the legislative process and will follow up with Tom Heinrich before they leave office.
- Reached out to Moeh-Ling and Miyoke Ng at ASO and she helped to train me on what SPO training I needed to do. They have been extremely supportive in helping me navigate the system with OEP and other budget items.
- Working closely with Susan Naanos, Accountant to review and make budget cuts due to the 5% reduction and 5% contingency plan given in the OEP. Completed several reports to be submitted to ASO for FY23. This included program budgets, program narratives, goals, staffing requests, and CIP.
- Interviewed three candidates for the Arts Specialist III Folk and Traditional Coordinator. This position is funded by the NEA. I made a conditional offer pending background check. Learned from Personnel how to do a Flexible Hiring Rate Form where we can offer someone at a slightly higher base pay from for education and job tenure.
- Attended Arts First meeting and gave a list of foundations from my network to Nikki for support in the National Core Standards implementation.
- Met with King Kamehameha Celebration Executive Director and their board chair (Hawaii Tourism) and will follow up for partnership on marketing arts and culture.
- Met with a representative from DBEDT and will find ways to partner on collaborations.
- Scheduled to meet with the new Executive Director for Hawaii Art Alliance in October.
- Scheduled to meet with the Superintendent of the DOE Keith Hayashi in October.
- Scheduled to meet with Operations Information Program director in October.

Community Engagement

- Attended all events at HiSAM (Programs cancelled: August Super Saturday and all events for September and October)
- Attended AASC's on Maui, Kauai, Hawaii Craftsmen, Textile Show and Watercolor Society exhibitions with additional visits scheduled for October and November.
- Attended Hawaii Symphony Opening Season '22- '23 Reception
- Attended Reception with the UH Board of Regents
- Attended Dinner and Program for Mayor's and Architecture Development
- Attended Lecture and Conference at the East West Center
- Attended the Maile Room Gala at Kahala Hotel with partners from Kamehameha Schools, Malama Maunaloa, and many others representing sustainability and environmental work.
- Contacted Avi Mannis and Debby Richards at Hawaiian Airlines and got 180,000 miles for our Poet Laureate program. This is equivalent to 12 roundtrip neighbor island tickets in-kind for the Poet Laureate to travel interisland.
- Requested from Theresa van Greunen from Aston Hotels and Resorts to support rooms for the Poet Laureate Program
- Additional Meetings/Calls with community leaders (short list)
 - Makaanani Sala, MOCA
 - Paula Akana, Iolani Palace
 - Konrad Ng, ShangriLa
 - Neida Bangertter, Maui Arts and Cultural Center
 - Stephen Freedman, East Hawaii Cultural Center, HI
 - Carol Bennett and Wayne Zebda, Kauai Art in Public Places Commissions
 - Sandy Pohl, Downtown Art Center
 - Chris Edwards, Hawaii Craftsmen
 - Dave Moss, HSO
 - Li Lundin, Society of Asia Art Hawaii

- Aaron Sala, FestPAC
- Amy Reynolds, East West Center Director

Planning

- Kick-off with Guild Consulting (October 12 Board and October 19 Staff)/DEI or IDEA should guide our Strategic Plan.
- NEA Grant
- NEA Final Report
- WESTAF Final Report
- Finished all budgeting reports to ASO
- Creating onboarding checklist for new staff (nothing in place)
- Review legacy programs
- Program and Budget Review need to be set up earlier in the year and priorities for funding
- Need future information on HiSAM exhibitions and Programming
- Other documents that need to be reviewed and updated
 - Collections Management Policy
 - Communications Plan
 - Disaster Plan
 - Other SOPs

NASAA Conference

- Attended the NASAA conference in Kansas City, Missouri and attend the Executive Director “Bootcamp” with 12 peers
- Diversity, Equity and Inclusion will be key for our Strategic Plan
- Programming in rural and underserved communities
- Advocacy work (policy vs. procedures)
- Deeper conversations with my peers from WESTAF
- Attended with SFCA Arts Education Specialist and SFCA Community Grant Coordinator
-