

**STATE FOUNDATION ON CULTURE AND THE ARTS  
Administrative Committee Meeting Agenda**

**Thursday, December 12, 2024  
11:15 am**

**Physical Meeting Location:**

250 South Hotel Street, Honolulu, Hawai'i 96813  
Multipurpose Resource Room, First Floor

**Remote Meeting Location:**

**Zoom Link**

The meeting will be held using interactive conference technology under Section 92-3.7, Hawaii Revised Statutes ("HRS"). Commissioners, staff, testifiers, and the public can choose to participate in person or online via Zoom. The public may also view the live meeting via its Zoom link at

<https://us06web.zoom.us/j/82254843213?pwd=WoqtUW8EOLNj4Ux40ZOtSXoaXtbCZZ.1>

If you are having difficulty connecting to the meeting, please contact Rhiannon Keene at (808) 586-0300.

**To Provide Written Testimony**

We encourage interested persons to submit written testimony in advance of the meeting, which will be distributed to Commissioners prior to the meeting and allow a timely review. Please submit written testimony via email to [rhiannon.mk.keene@hawaii.gov](mailto:rhiannon.mk.keene@hawaii.gov).

Written testimonies can also be mailed to:

Rhiannon M.K. Keene

Secretary

State Foundation on Culture and the Arts

250 South Hotel Street, 2<sup>nd</sup> Floor

Honolulu, Hawai'i 96813

Written testimonies may be posted upon the State Foundation on Culture and the Arts meeting website. As a precaution, please be mindful of any personal information that may be contained in your testimony prior to submitting it unless you intend for it to be shared. Late written testimony will be retained as part of the record and distributed to Commissioners as soon as practicable, but we cannot ensure that the Commissioners will receive it in sufficient time to review, prior to decision-making.

**To Provide In-Person Oral Testimony**

Attend in-person at:

State Foundation on Culture and the Arts

250 South Hotel Street

Multipurpose Resource Room, First Floor

Honolulu, Hawai'i 96813

**To Provide Testimony by Telephone**

Individuals interested in signing up to provide oral testimony at the meeting may submit their name, e-mail address, and telephone number to [rhiannon.mk.keene@hawaii.gov](mailto:rhiannon.mk.keene@hawaii.gov). On the day of the meeting at the start of the agenda item you wish to testify on, dial the above listed telephone number (Zoom); input the meeting ID: 822 5484 3213 and the passcode: 085427,

*If you require special assistance or auxiliary aids and/or services to participate in the subject public meeting, please contact Rhiannon Keene, Secretary for the State Foundation on Culture and the Arts, at [rhiannon.mk.keene@hawaii.gov](mailto:rhiannon.mk.keene@hawaii.gov) or (808)586-0300 as soon as possible. Requests made as early as possible have a greater likelihood of being fulfilled. Upon request, this notice is available in alternate/accessible formats.*

and follow the prompts.

### **To Provide Video/Zoom Testimony**

Please send your request in a timely manner to [rhiannon.mk.keene@hawaii.gov](mailto:rhiannon.mk.keene@hawaii.gov) with your name, email address, telephone number, and agenda item you wish to testify on. Once your request has been received, you will receive a confirmation email with pertinent information. You may testify without signing up in advance.

### **AGENDA**

1. Call to Order
2. Roll Call and Determination of Quorum
3. Approval of the Agenda
4. Public Testimony on Agendized Items

Public testimony on any item relevant to this agenda may be taken at this time, or a testifier may wait to testify when the agenda item is called for in discussion. Pursuant to Section 92-3, HRS, the Chair of the Administrative Committee has the authority to impose reasonable conditions to ensure an orderly and efficient meeting. Testimony presented during the meeting will be limited to three minutes each. Agenda items may be taken out of order.

5. Executive Session (closed to the public):  
The Committee anticipates convening an executive session pursuant to Section 92-5(a)(2), HRS, to consider the hire, evaluation, dismissal, or discipline of an officer or employee or charges brought against the officer of employee, where consideration of matters affecting privacy will be involved; provided that if the individual concerned requests an open meeting, an open meeting shall be held, and/or under section 92-5(a)(4), HRS, to consult with the Committee's attorneys on questions and issues pertaining to the Committee's attorneys on questions and issues pertaining to the Committee's powers, duties, privileges, immunities, and liabilities on the following matters:
  1. Evaluation of the SFCA Executive Director
6. Announcements
7. Adjournment

In the event that audiovisual communication cannot be maintained by all participating Commissioners and quorum is lost, the meeting will automatically be recessed for 30 minutes, during which time an attempt to restore audiovisual communication will be made. If such attempt to restore is unsuccessful within said 30 minutes, all board members, members of the public, staff and other interested individuals shall log on again to the Zoom link on this Notice, whereby audio communication will be established for all participants and the meeting will continue. If reconvening the meeting is not possible because audio and visual communication cannot be re-established, the meeting will be terminated.

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