



University of Hawai'i at Mānoa

Board of Publications
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AGENDA

BOP General Meeting #2
Thursday, September 28, 2006
5:00 p.m.
Campus Center 220

1. Introduction of New Members

2. Program Heads Reports

3. Committee Reports & Assignment of New Members

4. Vote on Budget Items

i. Defunding \$4,000 from the annually budgeted amount of \$12,000 for student board member stipends. This \$4,000 would have been used to pay stipends for business conducted over the summer session term. However, since no official board business occurred, the committee recommends no stipends be awarded for the summer, so \$4,000 would remain unused.

ii. Defunding \$6,000 by eliminating the marketing/distribution student employee position. This position remains unfilled, and the money allocated to this position is currently unused.

iii. Funding the purchase of a new laptop for the use of the BOP and its programs, for \$2,000. The main uses for this laptop would be for advertising operations, presentations, field editing and video editing. It would replace the BOP's current (and only) laptop which is about 5 years old.

iv. Funding the purchase of a new high-end desktop workstation, including add-on memory, for \$3,000. This workstation would eventually replace an existing older workstation. It could be used for all types of production tasks, including audio and video editing.

v. Funding the purchase of web site production and authoring software for \$600, primarily for use by the Ka Lamakua editorial staff but also to be available for other BOP programs.

vi. Funding the purchase of video production software and a video camera for \$1,400. This would be a new class of equipment for the BOP that we previously have not owned, and its purchase would demonstrate a short-term commitment to the production of non-text-based content as part of our programs' missions.

5. Creation of ad hoc Strategy & Direction Committee

We will be forming a new committee to explore, strategize and define the board's mission and goals for the next five years. All voting board members are invited to join, as well as all program heads, and each ad hoc committee member shall have one vote for committee matters. It will be led by a committee chair and vice-chair. The committee shall produce a preliminary report by October 20th and a final report by November 10th, each of which are to be distributed by e-mail to the BOP listserv.

In addition to a clearly defined 5-year mission and goals, the ad hoc committee's report will consider various ramifications of upgrading our current press or outsourcing to an off-site press, with pros and cons for each suggested option. When deciding on the upgrade/outsourcing matter, the BOP will take this report into consideration together with a separate report from the Planning & Finance Committee, which will focus only on the financial details of each option.

6. Confirmation of Meeting Schedules for Fall 06

7. Open Forum

The Ka Leo EIC has produced several sample logos for the masthead and would like to introduce them to the board. Program heads, advisors and board members are encouraged to raise other matters of concern during open forum as well.

8. Adjourn