



University of Hawai'i at Mānoa

Board of Publications

Co-curricular Activities, Programs, and Services
1755 Pope Road, Bldg. 31-D
Honolulu, Hawai'i 96822

Minutes of Meeting #3

October 26, 2006

Campus Center Room 310

5:00 p.m.

I. OPENING

A. Call to Order

The 3rd Meeting of the Board of Publications, UHM, was called to order by Carl Polley at 5:17 p.m.

B. Attendance

Members

Present: Carl Polley, Amanda Corby, Grant Chartrand, Naomi Allan, Jay Chrisman, Luis Concepcion, Bobby Lambrix, Matthew Lum, Lori Ann Saeki.

Absent: Joseph Hanley, Jonathan Lillie, Paulo Maurin, Wayne Kawamoto.

Program Heads

Present: Danielle Flud, Edgar Lobachevskiy.

Absent: Julia Wieting.

Support Staff

Present: Bob Duesterhaus, Jay Hartwell, Marlene Mattos, Jim Reis.

Guest(s): Kimberly Shigeoka, Blaine Tolentino.

II. REPORTS

A. Departments & Programs

1. *Ka Leo O Hawai'i*

Written report submitted. Editorial and advertising graphic designers working together to start getting ads integrated on editorial pages beginning on Monday. Unsure about process regarding power outage; there should be something in place to deal with similar situations and will work on proposing a policy.

2. BOP Advertising

Written report submitted. Senior graphic designer selection being finalized; introducing weekly staff meetings; some clients (earthquake) didn't like move to Tuesday so working on Make Goods. Has not heard anything relating to Honolulu Weekly issue being on campus. There is a need for an advertising/marketing database to improve communication with advertisers and make operations more efficient. AdPro is an option; Naomi reported that Microsoft's CRM system is due out soon and may work for advertising's needs. Jay Hartwell volunteered to follow up on the Honolulu Weekly issue.

3. *Ka Lamakua*

Written report submitted. Blaine Tolentino reported on behalf of Julia Wieting. Published eighth issue. Staff knows Contribute software. Trying to get events going such as coordinating a Halloween poetry event at Campus Center. Julia has spoken to Edgar regarding advertising on the site. Still in the initial stages of getting more people contributing regularly. Amanda asked if Ka Lamakua can work with classes to get more students involved. Blaine said that they are working on that and are trying to get involved with the Academy of Creative Media, Showdown in Chinatown, etc.

Motion by Jay Chrisman to amend the agenda for a five minute break and move agenda and enter into Executive Session for agenda item #4; second by Luis Concepcion.

Motion passes by acclamation.

III. NEW BUSINESS

- A. **Entered Executive Session at 5:54 p.m.**
- B. **Exited Executive Session at 6:51 p.m.**
- C. **Motion by Lori Ann Saeki to appoint Matthew Ing as the Spring 2007 Editor in Chief of Ka Leo O Hawaii; second by Luis Concepcion.**
Motion passes by acclamation.

IV. REPORTS - continued

A. Standing Committees

- 1. Strategic Direction Committee
Committee has tackled several challenges in the last two weeks. Getting difficult to work piecemeal with people's schedules. Naomi Allan wants to open committee to as many people as possible. Committee is recommending a strategic planning retreat. Tentative date is November 4, 2006. Carl Polley recommended Donna Ching as a facilitator. Jay Chrisman pointed out that these sessions are not effective. Bob Duesterhaus indicated that there are a variety of models that might be more beneficial. Committee will shoot for a November 10, 2006 planning session.
- 2. Planning & Finance
Committee met on October 19, 2006. Discussed CSO Leadership Conference; recommending funding of up to ten individuals at this time, although they may allocate more money depending on interest. The conference is open to all BOP members and program staff. Released budget proposals; committee is not considering Option 1.
- 3. Rules & Policy
Minutes of first meeting were sent out. Next issue is to get latest approved rules out to the board. There is also an issue of training and whose responsibility it is. Edgar Lobachevskiy requested clarification on statement three of the minutes as he believes the committee should not be telling the board how to do their business. Matthew Lum explained that the recommendation is to ensure that BOP adheres to the existing rules and what is contained in the Charter and Bylaws.
- 4. Personnel
Committee has completed screening of the Ka Leo O Hawaii Editor in Chief position. Has begun the Ka Lamakua Editor in Chief screening. Also conducting mid-term evaluations of Program Heads.
- 5. Screening
Committee chair has received copies of approval letters for Naomi Allan and Bobby Lambrix from the Vice Chancellor for Students.
- 6. Executive
Met with Campus Center Board, who introduced their renovation plans. Committee would like copies of the professional consultant report distributed to the board. Clarified committee chairs need to be voting student members and therefore, Matthew Lum and Lori Ann Saeki will serve as vice chairpersons on the Rules and Policy and Personnel committees until student chairs are appointed.

B. Staff Reports

- 1. Editorial Advisor
Everything is "jim dandy" and is happy to answer any questions.
- 2. Production Manager
Still in the process of trying to replace student workers; lost three at the start of the fall semester, hired one recently and will be hiring two new students in the next week. Edgar Lobachevskiy asked about the Linda Lingle ad registration and quality variations between issues at Watanabe Hall versus Ka Leo building. Jim Reis responded that the press is old and, therefore, registration slips because of several factors such as paper stretching as it goes through the press, humidity, etc. The printing press that BOP owns is a black and white press, not a color press and the only way color can be done is to "jury-rig" the system and to constantly make adjustments. Pages 1 and 8 tend to stay in register while pages 4 and 5 usually shift. Regarding tying of bundles, there is a need to recycle excess papers so the issues at the bottom of the bins are left tied. Since Jim received permission to pay student more, bundles are being untied. Running about 12,000 copies, the number of copies hitting stands are about 11,000 "plus or minus." When printing 14,000 copies, got high returns of 8,000. Marlene Mattos reminded the BOP that the approved circulation rate is 14,000 and that the advertisers are contracting advertising space based on this circulation. Jim Reis is recommending that 10,000 issues would be a more appropriate

number for the campus. Regarding dark images, if laser print out is dark, no adjustment for dot gain is made. Jim Reis showed the October 23, 2006 issue of Kumar ad versus the October 24, 2006 issue and the difference between the two.

Motion by Grant Chartrand to amend the agenda by moving agenda items #6 and #7 to next item; second by Naomi Allan.

Motion passes by acclamation.

V. NEW BUSINESS - continued

A. Budget Proposal for CSO Leadership Conference

Motion by Amanda Corby to approve \$250 for funding of 10 delegates to the National Conference on

Student Leadership; second by Naomi Allan.

Motion passes by acclamation.

B. Approval of Past Minutes

Motion by Naomi Allan to approve the August 31, 2006 and September 28, 2006 minutes as is; second

by Amanda Corby.

Motion passes by acclamation.

VI. REPORTS - continued

A. Staff Reports - continued

1. Business Manager

Nothing to report.

2. Board Advisor

Asking for more listening at meetings.

VII. NEW BUSINESS - continued

A. Confirmation of Meeting Schedule

General meeting on November 30, 2006 is tentative, but plan to attend.

V. CLOSING

A. Open Forum

Kimberly Shigeoka: Announced the CSO Shindig taking place on November 15, 6-8 p.m. in the Campus Center Executive Dining Room. Invitations will go out sometime next week. Let Kim know if you want to attend.

Grant Chartrand: Campus Center Board president Shawn Burke and Advisor Sarah Yap brought master plan to discuss with Executive Committee. BOP is a stakeholder as plan encompasses Campus Center, Hemenway Hall and the Engineering Quad. CCB is asking for a resolution in support of CCB's plan. CCB is also asking what are the BOP's needs.

Motion by Amanda Corby for the Executive Committee to develop a letter in support of the Campus Center Board master plan; second by Luis Concepcion.

Motion is withdrawn by Amanda.

Motion by Naomi Allan that the board approve an executive resolution in support of the recreation center provided that the executive committee enters into negotiations to address the board's concerns; second by Bobby Lambrix.

Motion by Matthew Lum to amend original motion to change the word "provided" to "contingent on;" second by Luis Concepcion.

Amendment passes by acclamation.

Motion by Grant Chartrand to amend original motion to change "recreation center" to "Campus Center Renovation;" second by Naomi Allan.

Amendment passes by acclamation. No further discussion on motion.

Motion, as amended, passes by acclamation.

Danielle Flud: Announced the Ka Leo logo contest; Matthew Lum reminded board of UH logo process.

B. Announcements

None.

C. Adjournment

Amanda Corby moved to adjourn the meeting at 8:23 p.m., second by Grant Chartrand.

Motion passes by acclamation. The meeting was adjourned at 8:23 p.m.

Submitted by:

Signature on file

Marlene Mattos

Business Manager, Board of Publications, UHM

Approved on this date of: 11/30/2006

Signature on file

Carl Polley

Chair, Board of Publications, UHM

Signature on file

Amanda Corby

Vice Chair, Board of Publications, UHM