



# 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 #5

January 22, 2007

Campus Center 309

4:00 p.m.

## I. OPENING

### A. Call to Order

The Meeting of the Board of Publications, UHM, was called to order by Carl Polley at 6:10.

### B. Attendance

#### Members

**Present:** Carl Polley, Amanda Corby, Naomi Allan, , Luis Concepcion, Bobby Lambrix, Matthew Lum, Lori Ann Saeki, , Jonathan Lillie, Wayne Kawamoto

**Absent:** Paulo Maurin, Jay Chrisman, Grant Chartrand, Joseph Hanley

#### Program Heads

**Present:** Matt Ing,

**Absent:** Edgar Lobachevskiy, Blaine Tolentino

#### Support Staff

**Present:** Bob Duesterhaus, Jay Hartwell, Marlene Mattos (absent for 1<sup>st</sup> half of meeting)

**Absent:** Jim Reis

## II. REPORTS

### A. Departments & Programs

#### 1. *Ka Leo O Hawai'i*

Written report submitted by Matt Ing. No questions asked.

Issues Discussed:

- Staff Workshop
- Understaffing is affecting quality of paper. Matt suggested forming committee for recruitment. Matt Lum suggested sending to personnel committee at later time.

#### 2. Ka Lamakua

Written report not submitted.

#### 3. BOP Advertising

Written report submitted.

### B. Staff Reports

#### 1. Business Office

Written report submitted.

Marlene not present so Jay Hartwell reviewed report.

Issues Discussed:

- Staffing issues is concern, especially for the front desk.
- Pay and staffing shortage is also an issue.
- Discussion about Inserts
  - Naomi made a motion to refer this issue about how to handle the inserts for the Ka Leo to Planning and Finance. Seconded by Matt Lum.
  - If P&F find a solution then Edgar and Marlene will follow through.
  - Passes by acclamation.

## Carl move to start with Committee Reports 5:15

### C. Committee Reports

1. **Fundraising Report** -Jay Chrisman not present for report.
2. **SDC Committee Report** by Naomi, no questions asked
3. **Personnel Report**-Bobby- Chair
2. Issues Discussed:
  - o Need to correct minutes from last meeting for him being new chair
  - o Need to find new chairs for next semester
  - o Bobby asked for clarification on proposal from P&F for cuts from staff for budget purposes and about the restructuring process. Jay Hartwell suggested getting together with Bobby to follow through with this request. Agreed by both parties. No further questions asked.
4. **Planning & Finance**—Grant Chartrand not present for report so Carl reported on his behalf.
3. Issues Discussed:
  1. Circulation issue- We report 14000 but we actually print 10,000. Proposal to cut printing to 10,000 and lower advertising rates due to this cut.
  2. Awareness of previous vote that passed- and issue of current budget and current funds needed to keep press on campus.
    - a. Full time production personnel from 3 to 1 would be too much so P&F considering reducing staff by only 1. Figures will be circulated at further time.
    - b. Supplies- we need money to buy paper. If we do printing cut then we can afford printing for remainder of budget year. Issue tabled momentarily to discuss CCB breakfast meeting.
  3. CCB and future of BOP programs-no clear deadline for contacting them, board agrees that the sooner the better as per when we submit a proposal to them about the future of the BOP and the reconstruction of Campus Center.
    - a. Campus Center renovations were discussed in a breakfast meeting and concern of the press being protected historically was presented.
    - b. Lolly Gretzs should have information on standing of building.
    - c. Issue of moving press was also discussed as per the financial burden of moving press.
    - d. Question is how do we balance the cost.
  4. Clarification of Fundraising committee as per what their role is. Suggestion of determining specific roles of each committee who needs to be involved in fundraising. Carl suggested chairs of 3 committees (Fundraising, P&F and Exc.) scheduling meeting to further discuss. Create master timeline for each group. Carl will communicate at further date with Executive Committee, Planning and Finance and Fundraising committee to schedule meeting to define roles and create responsibilities.
  5. No further questions asked.

### III. Circulation and Ad Rate Adjustment

1. ***Motion made by Lori for the Board to modify the circulation rate officially to 10,000 and for the advertising rates to be adjusted to \$10.00 for open rate and 5% to 10% reduction for other rates, pending finalization of the rate table by business manager. 2<sup>nd</sup> by Naomi.***
  - Discussion on motion. Bob made point that Jim Reis has been tasked with presenting figures and recommendations on printing and circulation issue.
  - Wayne made amendment to reflect strike Marlene from current motion and insert “the business manager. 2<sup>nd</sup> by Luis. Brief Discussion on motion.  
Lori moved **to Vote on Amendment. 2<sup>nd</sup> by Matt Lum**
    - 6 in favor
    - 1 Abstaining

- Amended motion passed by acclamation
2. **Motion made by Lori for the board to shift \$5000 from the unspent IT budget, \$3000 from the unfilled Marketing Distribution position, \$4000 from Hawaii Review stipends, \$5000 from Ka Leo editorial stipends, \$3000 from Advertising stipends, \$1000 from Kalamakua stipends, and \$1000 from Board stipends in order to fund a \$25,000 increase in the printing supplies budget. 2<sup>nd</sup> by Bobby.**
- Discussion on Motion. Matt Lum made point of Ka Leo having issue with \$5,000 stipend cut.
  - Discussion of possible option of eliminating Hawaii Review budget and refunding subscriptions.

**Lori moved to amend motion to reduce stipend from by \$5,200 and Ka Leo by \$3,800 instead of above stated motion. 2<sup>nd</sup> by Amanda Corby. Brief discussion on amendment.**

**Wayne moved to Vote on Amendment. 2<sup>nd</sup> by Bobby.**

- *Vote Called*
  - Amendment Passes by acclamation
- Wayne had a question about amendment, **so Carl restated amended motion.** (See above)
- *Vote Called-No objection to motion.*
  - Motion as amended passes by acclamation.

#### **IV. Approving of minutes from November meeting.**

**Motion to table minutes to next meeting. 2<sup>nd</sup> by Lori.**

- No discussion so passes by acclamation.
- Amanda and Marlene advise board that they will circulate minutes to entire board via list serve and advise members to send corrections to Amanda via email. Amanda will provide revised at or before next meeting.

#### **V. Scheduling of Meetings**

Everyone agreed upon Tuesdays at 4 p.m. in attendance. Next meeting scheduled for Feb. 27, 2007 at 4 p.m.

#### **VI. Open Forum**

- Discussion on Hawaii Review
- Planner question and delaying planner decision would be a scramble. Plan to put on agenda for another board meeting.
- **Motion made by Lori to send to S&D committee the issue of Hawaii Review and Planner to provide board with a recommendation whether to continue printing Hawaii Review and the Planner. 2<sup>nd</sup> by Naomi.**
- Discussion on Hawaii Review and meeting deadline of applicants for editor of Hawaii Review for March meeting and budget. Suggestion of keeping in budget but not funding it.
- **Naomi amended motion made by Lori to table discussion of Hawaii Review to February meeting and send discussion of Planner to S&D committee. So strike Hawaii review from motion. Clarification by Jay on motion at hand and motions were withdrawn**
- **Lori moved to postpone announcement of Hawaii Review program head pending the recommendation from the S&D committee. 2<sup>nd</sup> by Matt Lum. No discussion.**
  - No objections and motion passes by acclamation.
- Publicity techniques for recruiting. Word of mouth is proven best. Board members encouraged spreading the word of recruitment for BOP.
- Marlene pointed out that she sent out staff report and there is a rule that prohibits Program Heads from serving on other Executive Boards and three of the Ka Leo staff currently are breaking this bylaw. These people need to resign. Refer to bylaws under program staff. Suggest to the members that they must reduce their participation to volunteer level. Point made that stipends are part of sensitivity. Marlene is making recommendation to follow bylaws. Staff have been made aware of this violation by Marlene.
- BOP Chair will submit letter to Program Head to address these individuals giving final notice of Article 3 Section 1 C2 and this bylaw is currently being broken.

**Motion to adjourn at 8:10 p.m.**

**ADJOURNED!!**

Submitted by:

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**Amanda Corby**, *Vice Chair*, Board of Publications, UHM

Approved on this date of: \_\_\_\_\_

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**Carl Polley**  
*Chair*, Board of Publications, UHM

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**Grant Chartrand**  
*Treasurer*, Board of Publications, UHM