



# 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 #6

February 27, 2007

Campus Center 309

4:00 p.m.

## I. OPENING

### A. Call to Order

The 6<sup>th</sup> Meeting of the Board of Publications, UHM, was called to order by Carl Polley at 4:10 p.m.

### B. Attendance

#### Members

**Present:** Carl Polley, Amanda Corby, Grant Chartrand, Naomi Allan, Jonathan Lillie, Wayne Kawamoto, Matthew Lum, Lori Ann Saeki.

**Absent:** Jay Chrisman, Luis Concepcion, Joseph Hanley, Bobby Lambrix.

#### Program Heads

**Present:** Matthew Ing, Edgar Lobachevskiy.

**Absent:** Blaine Tolentino.

#### Support Staff

**Present:** Bob Duesterhaus, Jay Hartwell, Marlene Mattos.

**Absent:** Jim Reis.

**Guest(s):** Christopher Niemczyk.

## II. REPORTS

### A. Departments & Programs

#### 1. BOP Advertising

Written report submitted. Discussion about the possibilities for inserts into Ka Leo, but no feasible solution could be reached at this time. Dilemma lies in stuffing of papers and lack of individuals to complete task because of the amount of time it takes.

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

Written report submitted. No questions asked. Any questions should be sent via GoogleGroups.

#### 3. *Ka Lamakua*

No report submitted.

## III. NEW BUSINESS

### A. **Motion by Naomi Allan to move Item 6A and 6B on the agenda to after the Program Head Reports; second by Grant Chartrand.**

Motion passes by acclamation

### B. **Motion by Lori Ann Saeki to enter into Executive Session with Chris Niemczyk being invited to stay; second by Grant Chartrand.**

Motion passes by acclamation

### C. **Entered Executive Session at 4:40 p.m.**

### D. **Exited Executive Session at 5:41 p.m.**

### E. **Motion by Matthew Lum to appoing Matthew Ing as the Ka Leo O Hawai'i Editor in Chief for the 2007-2008 term; second by Amanda Corby.**

Motion passes by acclamation.

#### IV. REPORTS - continued

##### B. Staff Reports

1. Business Manager

Written report submitted. Staffing issue is a concern, especially for the front desk. Discussion about insert advertising and finding a way to accommodate.

**Motion by Naomi Allan to refer the insert advertising issue to the Planning and Finance committee for action; second by Matthew Lum.**

Motion passes by acclamation.

2. Editorial Advisor

No report submitted.

3. BOP Advisor

No report submitted.

##### C. Committee Reports

1. Planning and Finance – Grant Chartrand

A. CAPS Director requires a more realistic budget from the BOP; budget had previously left out expenditures for replacements/maintenance for office and program equipment/software, as well as vehicle replacement. Revised budget projection submitted.

B. BOP should consider outsourcing the printing of Ka Leo. Allow staff to negotiate for a more feasible deadline. Previous proposal of cutting two Production staff is not feasible. Wayne Kawamoto suggested resubmitting the proposal with proper planning and backing of the board. Bob Duesterhaus reminded the board that the budget would be in the red in 1 year and 4 months. Grant Chartrand proposes that the board seek outsourcing with a favorable and realistic deadline. Matthew Lum noted that there were issues that affected the Fundraising Ad-Hoc committee.

**Motion by Naomi Allan for the Board to pursue the outsourcing proposal with the end goal of securing a favorable deadline; second by Lori Ann Saeki.**

Wayne Kawamoto asked what is a feasible deadline. Naomi Allan pointed out that the board did not pursue negotiations with the vendors. Grant Chartrand suggested setting the deadline similar to what Ka Leo currently has. Matthew Ing discussed with his staff and agreed within staff that 9:30 p.m. is a feasible deadline. Naomi Allan reminded the board that the board can no longer have a short-term vision. Wayne Kawamoto questioned current deadlines and Matthew Ing responded, saying currently features and commentary has a two day in advance deadline. Time paper is delivered to campus could be affected by pushing deadline back.

**Naomi Allan moved to amend the previous motion to read “the Board to pursue the outsourcing proposal with the lowest bid with the end goal of securing a favorable deadline;” second by Lori Ann Saeki.**

Motion to amend passes by acclamation.

**Matthew Lum motions to enter Executive Session with Matthew Ing being invited to remain; second by Jonathan Lillie.**

Motion passes by a vote of 3 for, 2 against, 2 abstain.

**Entered Executive Session at 6:23 p.m.**

**Exited Executive Session at 6:40 p.m.**

Marlene Mattos clarified that the current motion meant that if a 9:00-10:00 p.m. deadline was agreed to by the vendor, the board would be awarding the contract. Discussion centered on a deadline of 10:00 p.m. as being an acceptable time. Bob Duesterhaus reminded the board that they could still approve the deadline. Jonathan Lillie noted that the last time the board considered this issue, there were a lot of people who attended the meeting and that it should again be publicized.

**Naomi Allan moved to amend current motion to read “the Board pursue the outsourcing proposal with the lowest bid with the end goal of securing a favorable deadline, pending final BOP approval;” second by Amanda Corby.**

Motion as amended passes by acclamation.

**V. OLD BUSINESS**

**A. Hawaii Review**

1. Carl Polley received letter from Ian McMillan discussing future of Hawaii Review. Naomi Allan stated that the ideas in the letter are great but it will come down to a budget decision; the board is currently unable to fund the publication. Wayne Kawamoto stated that the board can keep the costs down by not allowing color printing in Hawaii Review and that it is an overall low-cost budget item. Jonathan Lillie noted that there is a lack of management.

**Motion by Matthew Lum to allow the Business Manager to begin refunding outstanding subscriptions until budget situation is clearer; second by Naomi Allan.**

Motion passes by acclamation.

**VI. CLOSING**

**A. Open Forum**

Fundraising Ad Hoc Committee – Jonathan Lillie volunteers to be co-chair; Bob Duesterhaus points out that non-student members are able to serve as chairs on Ad Hoc committees; Jonathan Lillie accepts chair position.

**B. Announcements**

Next meeting is scheduled for Tuesday, March 20<sup>th</sup> at 4:00 p.m. Location to be confirmed.

**C. Adjournment**

Naomi Allan moved to adjourn the meeting at 7:10 p.m., second by Grant Chartrand.

Motion passes by acclamation. The meeting was adjourned at 7:10 p.m.

Submitted by:

---

**Amanda Corby and Marlene Mattos**

*Vice Chair and Business Manager, Board of Publications, UHM*

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

---

**Carl Polley**

*Chair, Board of Publications, UHM*

---

**Grant Chartrand**

*Treasurer, Board of Publications, UHM*