



# 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 #7

March 20, 2007

Hemmingway 204

4:00 p.m.

Quorum was reached at 4:37 p.m.

## I. OPENING

### A. Call to Order

The Meeting of the Board of Publications, UHM, was called to order by Carl Polley at 4:15.

### B. Attendance

#### Members

**Present:** Carl Polley, Amanda Corby, Naomi Allan, Lori Ann Saeki, Grant Chartrand, Jonathan Lillie, Luis Concepcion

**Absent:** Matthew Lum, Bobby Lambrix, Paulo Maurin, Joseph Hanley, Wayne Kawamoto

#### Program Heads

**Present:** Matt Ing

**Absent:** Julia Wieting, Blaine Tolentino, Edgar Lobachevskiy

#### Support Staff

**Present:** Bob Duesterhaus, Marlene Mattos

**Absent:** Jim Reis, Jay Hartwell

## II. REPORTS

### A. Departments & Programs

#### 1. *Kalamakua*

- Written report submitted by Blaine Tolentino, no representative present.

#### 2. *Advertising*

- Written report submitted by Edgar Lobachevskiy via list serve, no representative present.

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

- Written report submitted by Matt Ing via list serve.
- Money is bottom line, especially related to personnel
  - Web editor is necessary, can handle as is now through summer
  - Carl brought up point of new web host impacting budget, Marlene explained it is free as trade for ad space on our website.
  - We can raise ad space and sell local ads for revenue
  - Bug problem was discussed and Marlene is following up with facilities personnel.

### B. Staff Reports

#### 1. *BOP Advisor*

- Bob stated his interest in being involved in BOP application process. Amanda will keep Bob involved and they will further plan for interviews.
  - 2. *Business Office-* (Continued to report after interviews)
    - Written report not submitted.
  - 3. *Editorial Advisor*
    - No representative present
- C. **Committee Reports**
1. *Planning & Finance*-Grant Chartrand
    - Grant reviewed submitted report
    - Initial budget assuming printing on campus was distributed by Marlene, which included all submitted budget requests from program heads.
    - Discussion and clarification on exact numbers of current budget predictions.
  2. *Fundraising Report*-Jonathan Lillie
    - Seeking funding from several organizations, nothing of a large amount has been discussed currently
    - Student is producing a 5 minute video on BOP and Printing press to bring awareness to the importance of the Beau Printing Press
    - Discussion has been had of asking state for funding
    - Issue raised about how to handle fundraising.
      - If we decided to begin raising money now to continue running press or are we going to outsource and raise money and save to buy new press.
      - How are we going to address the deadline for decision of outsourcing?

*Grant Chartrand made motion to start interview process and move the remainder of committee reports to after interview. 2<sup>nd</sup> by Lori Passes by acclamation.*

*Lori made motion to enter into Executive Session. 2<sup>nd</sup> by Naomi.*

*Entered executive session at 4:48 p.m.*

**Interview process began at 4:52 p.m.**

**Motion to exit executive session, by Amanda Corby. 2<sup>nd</sup> by Grant.**

**Exit executive session at 5:48 p.m.**

**Lori Ann Saeki moves to appoint Joel Binder as Advertising Manager, with stipulations that he prepare a vision statement and action plan and coordinate a strategic plan to deal with special issues and major advertising campaigns prior to leaving for the summer. 2<sup>nd</sup> by Luis Concepcion. No discussion. No objections Passes by acclamation.**

**Motion made by Lori Ann Saeki to reopen application process for Kalamakua for 2007-2008. 2<sup>nd</sup> by Amanda Corby. No discussion. Passes by acclamation.**

**(Returned to agenda item #4, Committee Reports)**

3. **SDC Committee Report**-by Naomi Allan

- Action on letter submitted to Board, what is the status? Carl is going to report to SDC committee meeting before next meeting.
  - Vision for SDC is to coordinate advisor roles to serve as advisor or participate on some level with our programs
4. **Personnel Report**-Bobby not present so Lori reported.
- Midterm review process has not started for this semester but is going to committee for action by next meeting session.
5. **Executive Report**-
- Carl brought the issue of Hawaii Review's future and the opportunity brought to the board. Correspondence on the Board's behalf issue as per Ian speaking on our behalf can be handled by a Board giving final approval.

*Naomi motions to allow Ian McMillian to have access to the key of the Hawaii Review office and to bring up to date all correspondences for the Hawaii Review, in corporation with Marlene Mattos. 2<sup>nd</sup> by Luis . Discussion on issue as per setting deadline.*

*Naomi amends motion to read:*

*Naomi motions to allow Ian McMillian to have access to the key of the Hawaii Review office for the assessment of it's current status with a deadline of a formal proposal be submitted to the board being April 17, 2007; and to bring up to date all correspondences for the Hawaii Review, in corporation with Marlene Mattos. 2<sup>nd</sup> by Luis.*

Vote on original Motion at hand:

No further discussion. No objections. Passes by acclamation.

Vote on Motion as amended:

No discussion, no objections. Passes by acclamation.

**(Returned to agenda item 3, Staff Reports)**

**STAFF REPORTS CONTINUED:**

**Marlene explained current situation with meeting with outsourcing vendor and what the discussion involved. Deadline remains at 6 p.m. but there is flexibility options once we establish a relationship with the vendor.**

**Grant moves to end discussion and move to item 8 on agenda. 2<sup>nd</sup> by Naomi. No objections. Passes by acclamation.**

**Move to Approval of Previous Meeting Minutes.**

**November minutes be chaged to report that both Amanda Corby and Marlene Mattos. 2<sup>nd</sup> by Luis.**

**Motion by Grant to approve previous minutes as amended. (Nov. Jan. and Feb.) Discussion.**

**Motion to amend 2<sup>nd</sup> amendment to include Jan 30, 2006 minutes page 4 under motion by Paulo Bryan 2<sup>nd</sup> by Luis.**

**No discussion. Passes by acclamation.**

**Motion as amended passes by acclamation.**

**OPEN FORUM**

- Schedule of meetings
  - Usually in April we have two meetings.

**Grant made motion to schedule meeting for April; on April 3 as well as April 17 at 4 p.m. 2<sup>nd</sup> by Amanda Corby. Discussion.**

**No objections. Passes by acclamation. Location TBA.**

**Motion to adjourn by Amanda Corby. 2<sup>nd</sup> by Naomi. Discussion. Jay came to resign from the Board due to personal issues. Concerned about relationship of Board with the Programs they govern.**

**ADJOURNED AT 6:43 P.M.!!**

Submitted by:

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

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

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

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*Member*, Board of Publications, UHM