



**HĀLĀWAI KŪMAU A KE KŌMIKE HO'okele A HŌ'OIA
KE'ENA KULEANA HO'OKIPA O HAWAII**

**AMENDED
ADMINISTRATIVE AND AUDIT STANDING COMMITTEE MEETING
HAWAII TOURISM AUTHORITY**

**HĀLĀWAI KELEKA'A'IKE
VIRTUAL MEETING**

Date Correction

***Pō'alima, 16 Ianuali 2025, 10:00 a.m.*
Friday, January 16, 2025 at 10:00 a.m.**

E mālama 'ia ka hālāwai ma o ka Zoom.

Meeting will be held via Zoom.

<https://us06web.zoom.us/j/82587883236>

E noi 'ia paha 'oe e kāinoa me kou inoa a leka uila paha. E 'olu'olu, e ho'okomo i kou inoa piha akā hiki nō iā 'oe ke ho'ohana i ka inoa kapakapa e like me kou makemake.

You may be asked to enter your name or email. The Board requests that you enter your full name, but you may use a pseudonym or other identifier if you wish to remain anonymous.

Kelepona / Call In: (360) 209-5623
Helu Hālāwai / Webinar ID: 825 8788 3236

Hiki i ka lehulehu ke hō'ike mana'o ma o ka palapala a i 'ole ma o ka waha. E kau palena 'ia ka hō'ike mana'o waha (ma ke kino a i 'ole ma o ka Zoom) he 'elima minuke ka lō'ihī no kēlā me kēia kumuhana. E kāinoa no ka hō'ike mana'o waha ma ke pākaukau ho'okipa ma ka lumi hālāwai. E kāinoa no ka hō'ike mana'o waha ma o ka Zoom ma o ke pihi "Q&A."

Members of the public may provide written or oral testimony on agenda items. Oral testimony (in-person or via Zoom) will be limited to five minutes for each testifier per agenda item. Signup for oral testimony via Zoom will be accepted through the Q&A feature on Zoom.

E ho'ohui 'ia nā palapala hō'ike mana'o i hiki ma ka pū'olo hālāwai. E leka uila 'ia nā palapala iā Carole Hagihara-Loo ma carole@gohta.net, a i 'ole, e lawe kino 'ia i ke ke'ena. No nā palapala hō'ike mana'o i hō'ea mai ma hope o ka pa'a o ka pū'olo hālāwai ('elua lā ma mua o ka hālāwai), e kāka'ahi 'ia nā kope i ke kōmike a e mākaukau no ka 'ike 'ia e ke anaina ma ka hālāwai.

Written testimony received ahead of the preparation of the committee packet will be included in the packet. Email written testimony to Carole Hagihara-Loo at Carole@gohta.net or hand-deliver or send via postal mail to the Hawaii Tourism Authority office, 1801 Kalākaua Avenue, 1st Floor, Honolulu, HI 96815. Written testimony received after the issuance of the committee packet (two business days prior to the meeting) will be distributed to the committee.

PAPA KUMUMANA'O
AGENDA

1. *Ho'omaka*
Call to Order
2. *Kikolā*
Roll Call to Announce Name of Participating Board Members and to Identify Who Else is Present with Board Member if Location is Nonpublic
3. *'Āpono Mo'olelo Hālāwai*
Approval of Minutes of the July 22, 2024 and December 13, 2024 Administrative & Audit Standing Committee Meetings
4. *Kūkākūkā A Ho'onoho I Ka Hope Luna Ho'omalu*
Discussion and/or Action on the Selection of a Vice Chair for the Administrative and Audit Standing Committee
5. *'Āpono I Ke Kulekele Ho'ohana Lumi Kikowaena Hālāwai*
Approval of the Hawai'i Convention Center Space Use Policy
6. *Kūkākūkā A Ho'oholo No Nā Kānāwai Ke'ena*
Discussion and/or Action on Modification of Bylaws of the Hawai'i Tourism Authority
7. *Kūkākūkā A Ho'oholo No Ka 'Ōlelo Ho'okumu Kōmike Ho'okele A Hō'ōia Ke'ena*
Discussion and/or Action on Modification of the Administrative and Audit Standing Committee's Charter
8. *Kūkākūkā A Ho'oholo No Nā Kuleana 'Aha'ōlelo A Aupuni*
Discussion and/or Action on Legislative and Government Affairs
9. *** *Kūkākūkā No Nā Kumuhana Pili Limahana*
***** Discussion of Personnel Issues**
10. *** *Kūkākūkā No Nā Kumuhana Pili Kū'ai*
***** Discussion of Procurement and Vendor issues**
11. *Ho'oku'u*
Adjournment

***** 'Aha Ho'okō:** *Ua hiki i ka Papa Alaka'i ke mālama i kekahi hālāwai kūhelu i kū i ka Hawai'i Revised Statutes (HRS) § 92-4. E mālama 'ia kēia hālāwai kūhelu nei ma lalo o ka § 92-5 (a)(4), § 92-5 (a)(8) and §201B-4(a)(2) no ka pono o ko ka Papa Alaka'i kūkā a ho'oholo 'ana i nā nīnūnē a nīnau i pili i ko ka Papa Alaka'i kuleana me ko ka Papa Alaka'i loio. He hālāwai kūhelu kēia i 'ole paulele 'ia ka 'ikepili a i mea ho'i e mālama kūpono ai i ko Hawai'i 'ano, he wahi i kipa mau 'ia e nā malihini.*

***** Executive Session:** The Board may conduct an executive session closed to the public pursuant to Hawai'i Revised Statutes (HRS) § 92-4. The executive session will be conducted pursuant to HRS § 92-5 (a) (2), § 92-5 (a)(4), § 92-5 (a)(8) and §201B-4(a)(2) for the purpose of consulting with the board's attorney on questions and issues pertaining to the board's powers, duties, privileges, immunities, and liabilities; to consider hiring and evaluation of officers or employees, where consideration of matters affecting privacy will be involved; and to discuss information that must be kept confidential to protect Hawai'i's competitive advantage as a visitor destination.

Inā he lawelawe a mea like paha e pono ai ke kīnānā, e ho'oka'a'ike aku me Carole Hagihara-Loo ma (808)-973-2289 a ma ka leka uila e like me ka wikiwiki i hiki, 'a'ole ho'i a ma 'ō aku o ka 'ekolu lā ma mua o ka hālāwai. Inā 'ike 'ia he noi i ka lā ma mua o ka hālāwai, e ho'ā'o mākou e 'imi i ka lawelawe a mea like paha, 'a'ole na'e ho'i e hiki ke ho'ohiki 'ia ke kō o ua noi lā. Ua noa pū kēia ho'olaha ma nā kino 'oko'a e like me ka mea pono.

If you need an auxiliary aid/service or other accommodation due to a disability, contact Carole Hagihara-Loo at (808) 973-2289 or carole@gohta.net as soon as possible, preferably no later than 3 days prior to the meeting. Requests made as early as possible have a greater likelihood of being fulfilled. Upon request, this notice is available in alternative/accessible formats.

E like nō me ka 'ōlelo o ke Kānāwai Hawai'i i ho'oholo 'ia māhele 92-32.7, e mālama ana ke Ke'ena Kuleana Ho'okipa o Hawai'i i kekahi wahi e hiki ai ka po'e o ka lehulehu ke noho a komo pū ma nā hālāwai ma o ka ho'ohana 'ana i ka 'enehana pāpaho (ICT). Aia ana kēia 'enehana pāpaho ma ka papahale mua o ka lumi ho'okipa i mua o ke Ke'ena Kuleana Ho'okipa o Hawai'i ma ka Hale 'Aha. 'O 1801 Kalākaua Avenue, Honolulu, Hawai'i, 96815 ka helu wahi.

In accordance with HRS section 92-3.7, the Hawai'i Tourism Authority will establish a remote viewing area for members of the public and board members to view and participate in meetings held using interactive conference technology (ICT). The ICT audiovisual connection will be located on the 1st Floor in the Lobby area fronting the Hawai'i Tourism Authority at the Hawai'i Convention Center at 1801 Kalākaua Avenue, Honolulu, Hawai'i, 96815.

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Approval of the Minutes of the July 22, 2024 and December 13, 2024 Administrative & Audit Standing Committee Meetings



**ADMINISTRATIVE & AUDIT STANDING COMMITTEE MEETING
HAWAII TOURISM AUTHORITY
Monday, July 22, 2024, at 2:00 p.m.**

Virtual Meeting

MINUTES OF THE ADMINISTRATIVE & AUDIT STANDING COMMITTEE MEETING

MEMBERS PRESENT:	Mike White (Chair), Mufi Hannemann (Vice-Chair), David Arakawa, Mahina Paishon, James Tokioka (Ex Officio, DBEDT Director)
NON-VOTING MEMBERS:	James McCully, Roy Pfund
HTA STAFF PRESENT:	Daniel Nāho'opi'i, Isaac Choy, Maka Casson-Fisher
LEGAL COUNSEL:	John Cole

1. Call to Order and Opening Protocol

Chair White called the meeting to order at 2:16 p.m. Mr. Casson-Fisher did the opening cultural protocol.

2. Roll Call to Announce Name of Participating Board Members and to Identify Who Else is Present with Board Member if Location is Nonpublic

Mr. Casson-Fisher did the roll call, and members were confirmed in attendance by themselves.

3. Approval of Minutes of the May 28, 2024 Administrative and Audit Standing Committee Meeting

Mr. Arakawa proposed a motion to approve the minutes, and Dir. Tokioka seconded. Mr. Arakawa said he had just submitted some revisions to the minutes a few minutes before this meeting. Mr. Casson-Fisher said he would ensure the stenographer corrected it. Mr. Arakawa withdrew his motion to approve the minutes, and Dir. Tokioka withdrew his second. Chair White stated that approval of the revised May 28, 2024, minutes would be on the agenda of the August Administrative & Audit meeting.

4. Discussion and/or Approval on the Establishment of a Selection Process for the Next HTA President and Chief Executive Officer***

Chair White reminded committee members that the last Board meeting had concluded that a Permitted Interaction Group (PIG) would be the most effective and efficient structure to manage the process of selecting a President/CEO for the HTA. He asked whether committee members agreed with this conclusion.

There was no dissent, and the Chair went on to state that during the previous Board meeting, it had become clear that nine out of the eleven members of the Board were interested in serving on the selection committee. There had been significant discussions about the Board members assigned to this PIG. It was important to move forward through a fair and transparent process.

Chair White stated that he had considered all the contributions during the previous Board meeting. He suggested that the Administrative and Audit Committee recommend to the HTA Board that a PIG be established to manage the selection process of the CEO of HTA by selecting members through a written ballot, with the HTA staff responsible for counting the votes.

He recommended that all Board members should be involved in the voting and that each member should vote for the six members they felt should serve on the selection committee. If the top six were not decided on the first vote, subsequent rounds of voting would take place until the top six members were identified.

Chair White proposed a motion that the Administrative and Audit Committee recommend to the full Board that a PIG should be authorized to function as its selection committee for managing the process of selecting the President/CEO of the HTA and that committee members should be chosen through a voting process by written ballots. Mr. Arakawa seconded the motion.

Chair White called for discussion on the motion.

Mr. Arakawa asked for clarification on whether the final vote on the committee members would take place in an open session. Chair White responded that the written ballot was just a way to establish the slate upon which the Board would vote.

In response to a question from Dir. Tokioka, Chair White explained that everyone would be asked to write down their top six names for the slate. Mr. Choy added that Mr. Kishi would count the votes.

Dir. Tokioka went on to state that at the previous Board meeting, some members had expressed the opinion that it was not appropriate for himself and Chair Hannemann to serve on the selection committee. Dir. Tokioka agreed with this statement and, as a

result, asked for his name to be removed from the list of possible members of the selection committee. At that time, he had asked Chair Hannemann if he thought that was a fair response but had received no reply. Dir Tokioka asked for Chair White's opinion on this issue.

Chair White replied that this was a personal decision, and he was willing to ask at the beginning of the process if there were members who did not wish to be considered. Dir. Tokioka's name could be put forward at that time, and Chair White believed that Mr. Miyasato and Mr. West had also opted not to be part of the selection committee. Voting would take place for those who were interested.

Mr. Hannemann explained that the request of Mr. Miyasato and Mr. West not to be considered had been based on a deadline. This was a time of year when members of the Board were asked about standing committees on which they would like to serve. Mr. Hannemann had sent out that request at the end of the previous week, and noon on the present day was the deadline for Board members to request either to be taken off the initial list or to express a preference to remain on it.

Mr. Hannemann believed Chair White's proposal was good apart from the idea that the Chair would consider all the preferences that members had expressed. At present, there are only eleven Board members, not twelve. The recommendation was that the slate would be presented to the full Board for approval, and it could be changed if the requisite seven votes were not indicated at that time.

The Vice-Chair also reminded the committee that he was about to propose the formation of six new Board committees: the Branding Standing Committee, the Ho'okahua Standing Committee, the Budget, Finance and Convention Center Standing Committee, the Administrative and Audit Standing Committee, a new Executive Committee, and a new committee whose formation was to be discussed. The PIG would be part of this overall presentation by the Board Chair to the full Board. This would provide an opportunity to discuss each committee's makeup or offer an amendment to change one or more slates.

Mr. Hannemann had also spoken to the legal counsel, Attorney Cole, to determine if this was a proper procedure. Mr. Cole considered it unnecessary for the Chair to ask the Board for approval to present standing committees in this form. However, the Vice Chair believed it would be an efficient way to start the process. He also wanted to ensure that members' preferences would be considered when all committees were constituted. He hoped to ensure that individuals were not burdened with too many committees and to make the process fair and transparent.

Mr. Hannemann would reserve comment on who should be on the selection committee until he saw the course of the discussion. He had received calls and emails about various

preferences. He agreed with everything that had been said so far, apart from the idea that everyone would vote for the six members to serve on the PIG. He believed that this did not take into consideration how he, as Board Chair, was to present the members for the standing committees that were to be formed. It was important to remember that the replacement for former Board Member Zain might not be available by the end of July or possibly not even by August. The Board Chair would find it difficult to make a slate and then have to remove a member when the new Board member was appointed.

Chair White thanked Vice Chair Hannemann for his contribution and noted that his concerns could be approached by placing a discussion of the members of the PIG on the Board agenda prior to the discussion of the other committees. He noted that membership in the PIG was a short-term but critical assignment that kept being postponed.

Mr. Pfund thanked the HTA staff for the orientation session for new Board members, attended by Mr. West and himself, in which the staff explained the total picture of the HTA committees and responsibilities. Member Pfund had realized the overwhelming amount of work and effort that went into running the authority. He reminded the committee members that the selection of applicants at the executive level was a two-way street because the organization also had to sell itself. It was important for the selection committee to include a good champion who could promote the funding, leadership, and Board cooperation of the HTA. A key role of the committee would be to be able to “sell” the HTA to the applicants. Candidates need to be assured of their security when moving into a new position, and it was incumbent on the Board to ensure that the selection committee could effectively portray the HTA as an ongoing organization with a cooperative Board.

Chair White thanked Mr. Pfund and welcomed him to the Administrative and Audit Committee.

Ms. Paishon stated that Mr. Hannemann’s proposal was logical with respect to the allocation of members to standing committees and the timing of the replacement of former Mr. Zane. She believed that it was worth considering his proposal.

Mr. Arakawa agreed that Mr. Hannemann’s idea was good, but it was not on the agenda of the current meeting. He agreed with Chair White that it could be put on the agenda for a subsequent meeting, but the present agenda is solely concerned with discussing the process of creating a PIG for the selection of the CEO. Mr. Arakawa thought it was important to confine a discussion to the present agenda. The issues raised by Mr.

Hannemann had merit and could be discussed at a subsequent Board meeting, but during the present meeting, there was a single agenda item under consideration.

Mr. Arakawa appreciated Mr. Pfund's contribution and pointed out that there was more than one member, including Dir. Tokioka and Mr. Hanneman could function as champions for the authority. The ballot would include all members who wished to be considered. Mr. Arakawa believed that the task for the present meeting was to discuss the present agenda item. There was a huge problem and so much unevenness that perhaps committees should not be chosen at the next meeting. However, there were two separate issues, and the one on the agenda for the present meeting was the selection of the six-person PIG. Mr. Arakawa considered the process proposed by Chair White reasonable.

Chair White stated that he believed that the committee should proceed with the agenda item, which could be placed on the Board's agenda before or after the discussion of the other committees. Even if members were assigned to different committees, the PIG was a shorter-term committee than the other standing committees.

Dir. Tokioka agreed with Chair White and Mr. Arakawa, pointing out that those who felt it was important to wait for a full slate of other committees were also concerned about finishing this process as soon as possible. Dir. Tokioka reminded committee members that the Speaker was to have selected a Board member to replace former Mr. Zane before July 1, but this had not taken place. If the Board had to wait for the twelfth member to be appointed before selecting members for the PIG, there might be a very long delay. When the twelfth member was appointed, they could be allocated to one or more standing committees. It was important to expedite the selection of the CEO. Dir. Tokioka agreed with Mr. Arakawa that this was a very specific agenda item.

Mr. Hannemann explained that he had not planned to wait for the appointment of a twelfth Board member before filling the standing committees. He pointed out that during July the Board Chair had to develop a slate to fill all the committee roles, including each committee's chair and vice chair. This was usually done by surveying to ascertain the committees upon which each Board member would prefer to serve. He aimed to be completely transparent and to couple the process of selecting members for the PIG with selecting members for the standing committees. In this way, as Board Chair, he would be able to determine that committees were balanced and fair and that the expressed choices of Board members were satisfied as much as possible.

Mr. Hannemann felt it was unnecessary to spend more time quibbling over the process since the proposed process was perfect. His only concern had been his responsibility as Board Chair to fill the standing committees. He intended to proceed with the formation

of the six committees. If seven votes were not obtained, he was open to utilizing other proposals such as that recommended by this committee.

The Vice Chair explained that he was informing committee members of what he intended to do at the next Board meeting because it was his responsibility as Board Chair to assign members to the six committees he would put forward.

Mr. Arakawa stated that committee members appreciated the information that Mr. Hannemann had given regarding his listing of committees, but committee members could not assent to this item because it was not on the agenda.

Mr. Hannemann pointed out that he was not asking permission since the agenda of the forthcoming Board meeting contained an item about standing committee selections. He had consulted Mr. Cole and Acting CEO Nāho‘opi‘i before drafting the agenda.

Chair White stated that he expected two separate agenda items, one for the selection committee and one for the standing committees, and Board Chair Hannemann confirmed this.

Referring to the preface to the next agenda item, an administrative committee matter, Mr. McCully requested Chair White to ask all committee members to reread the Bylaws, Article V on Committees, Section 1, the first three sentences of which explained everything. Members should then refer back to Article III Section 2 which contained elements that were relevant to the issues mentioned by Vice Chair Hannemann. Mr. McCully thought it was reasonable for the Board to delegate the specific responsibilities that Vice Chair Hannemann had mentioned. Mr. McCully recommended that this should be a request and the Board should approve it in a formal manner as a process. He recognized that he was a non-voting member but reminded the committee members that the Bylaws stated that all Board members were members of all committees.

There were no further contributions.

Chair White called for a vote, and Mr. Kishi took the roll-call vote. The motion was carried unanimously. Chair White further recommended that the selection committee be assigned the following tasks identifying the responsibility of the PIG, to be formalized in writing for the subsequent Board meeting:

1. They would decide on the number of committee members other than Board members and would decide on the categories of non-Board members from which selection would be made.
2. They would establish the schedule for hiring.
3. They would establish criteria for the search firm.
4. They would establish the number of finalists needed by the search firm.

5. They would develop a list of interview questions.
6. They would select the top two or three candidates for presentation to the Board for consideration and voting.

Chair White was not asking for confirmation at present, but this would be covered at the Board meeting.

Mr. Arakawa stated that he understood that voting was not taking place at present, but the Attorney General might suggest the addition of a catch-all sentence such as “And any other matters necessary for the selection process.”

Chair White thanked Mr. Arakawa for his suggestion. Mr. Arakawa added that the Attorney General would formalize this addition.

Mr. McCully noted that the charter for the search committee had just been described and that it would be debated and decided conclusively at the next Board meeting.

Dir. Tokioka stated that the questions that had just been asked were similar to those he had been about to ask.

5. Adjournment

The meeting was adjourned at 2:47 p.m.
Respectfully submitted,



Sheillane Reyes
Recorder



**ADMINISTRATIVE & AUDIT STANDING COMMITTEE MEETING
HAWAII TOURISM AUTHORITY
Friay, December 13, 2024, at 9:00 a.m.**

Virtual Meeting

MINUTES OF THE ADMINISTRATIVE & AUDIT STANDING COMMITTEE MEETING

MEMBERS PRESENT:	Todd Apo, David Arakawa, James McCully, James Tokioka (Ex Officio, DBEDT Director)
MEMBERS NOT PRESENT:	Mufi Hannemann (Vice-Chair), Mahina Paishon
NON-VOTING MEMBERS:	Kimberly Agas
HTA STAFF PRESENT:	Daniel Nāho'opi'i, Isaac Choy, Talon Kishi
LEGAL COUNSEL:	John Cole

1. Call to Order

Mr. Choy called the meeting to order at 9:13 a.m.

2. Roll Call to Announce Name of Participating Board Members and to Identify Who Else is Present with Board Member if Location is Nonpublic

Mr. Kishi did the roll call, and members were confirmed in attendance by themselves.

3. Election of Officers

Mr. Choy opened the floor to nominate the Administrative and Audit Standing Committee Chair. Mr. Arakawa made a motion to nominate Mr. McCully, and Dir. Tokioka seconded. There were no other nominations. Mr. Apo asked whether the change of the Chair of the Administrative and Audit Standing Committee will be agendized in the December Board meeting. Mr. Nāho'opi'i confirmed it and said that he had spoken with Vice Chair Hannemann and all members that he intended to step off from this committee. Vice Chair

Hannemann recommended Mr. White as his replacement. According to the bylaw, the Board would have to vote on the membership of the committee. Mr. Nāho'opi'i read the bylaw that applies to this meeting and the December Board meeting, "The Board may establish any committee to assist the Board of Directors on any matters related to its powers, duties, and responsibilities. A Committee may be established and be terminated at the discretion of the Board. The Board may appoint a committee chairperson to head any committee and appoint any voting members to the committee." Mr. Kishi conducted the roll call vote, and the motion was passed unanimously.

Mr. Nāho'opi'i commented that the recommendation of Mr. McCully becoming the Chair of the Administrative and Audit Standing Committee needs to get official approval of the full Board in next week's Board of Directors meeting. Mr. Apo reconfirmed that it will go on the agenda for discussion next week. Mr. Arakawa commented in the bylaw the Board "may" be able to do certain things. The committee members could elect its Chair and Vice Chair in some PIGs. In the last Board meeting, the Board elected the committee member for the Administrative and Audit Standing Committee, and at the same time, Chair White resigned from this committee. A new Chair and Vice Chair were not elected at that time. Mr. Nāho'opi'i responded that typically, the full Board approves the membership of the committee and the assignment of Chair and Vice Chair, but it wasn't done in the November Board meeting.

Mr. McCully recommended appointing Mr. Arakawa to serve as the Vice Chair of this committee. There was no further nomination and no discussion. Mr. Kishi did the roll call vote, and the motion was adopted.

4. Adjournment

Mr. Choy adjourned at 9:25 a.m.

Respectfully submitted,



Sheillane Reyes
Recorder

5

Approval of the Hawai'i Convention Center Space Use Policy

Policy Purpose

The purpose of this policy is to provide guidelines for the use of the Hawaii Convention Center (HCC) boardrooms by the Hawaii Tourism Authority (HTA) and other entities. It aims to ensure compliance with State Laws, adherence to the Hawaii State Ethics Code, Hawaii Revised Statutes, and the State of Hawaii Accounting Manual regarding the appropriate usage of state resources and the expenditure of funds.

Policy Provisions

1. **General Public Use:**

For-profit and non-profit entities within the general public must contract directly with HCC management and obtain a standard license agreement to utilize the Convention Center.

2. **Governmental Organization Use:**

- a) The use of the Convention Center by government entities must adhere to state rules and Hawaii Revised Statutes, which restrict usage to government purposes and prohibit private business use.
- b) Governmental organizations in the State of Hawaii, including city and county organizations, must complete a General Licensing agreement with HCC to receive a state government discount.
- c) The discount will be 50% off Room rental and Food and Beverage at cost, as permitted by the meal and beverage conditions outlined in the State of Hawaii Accounting Manual.

3. **HTA Use of Boardrooms A & B:**

- a) Boardrooms A and B will be considered an extension of HTA's office space.
- b) The usage of these boardrooms is permitted only when internal meeting spaces within HTA cannot accommodate the required number of attendees due to safety or capacity limitations.
- a) Use of Boardroom A and B does not require a separate HCC licensing agreement, however an internal HTA Space Request Form must be completed and approved for all HTA internal and sponsored meetings utilizing these boardrooms.
- c) This provision applies exclusively to HTA, and other state government organizations permanently located within HCC.

4. **HTA Use of Other HCC Spaces:**

If Boardroom A and B are unavailable for HTA internal or sponsored meetings, other HCC rooms may be utilized. However, the use of any HCC space other than Boardroom A and B requires a standard HCC licensing agreement.

5. **HTA Internal & Sponsored Meeting Requirements:**

All HTA internal and sponsored meetings utilizing HCC space require prior approval from HTA Senior Management.

Responsibilities

Responsible Officer:
Chief Executive Officer

Policy Owner:
Board of Directors

Approvals

Prepared:

Isaac W. Choy
VP of Finance

Date

Review and Recommended for Approval:

Daniel Nahoopii
Interim President and CEO

Date

Approved:

Mufi Hannemann
Chair, HTA Board of Director

Date

HTA SPACE REQUEST

Date of Request:	Requestor:	Phone:	Email:
Event Name:			
Event Date:		# Attendees:	Internal Attendees Only?
Move in Time:	Start Time:	End Time:	Move out Time:

MEETING SPACE (Select) Boardroom A Boardroom B

ROOM SET UP REQUIREMENTS (Select all that apply) **Must submit request at least 1 week prior to event**

Water	Easel
Registration Table (# of chairs:)	Podium
Whiteboard	Other (please describe)

AUDIO VISUAL (Select all that apply)

<input type="checkbox"/> Projector and Screen (Boardroom A only)
<input type="checkbox"/> Conference Microphones (Boardroom A only)
<input type="checkbox"/> Laptop (Boardroom A only)
<input type="checkbox"/> Monitor (Boardroom B only)
<input type="checkbox"/> Other (please provide details)
<input type="checkbox"/>

Please direct all A/V inquiries to China Anderson – 943-3041 / hccadmin@projection.com

IT / TELECOM SERVICES (Select all that apply)

<input type="checkbox"/> Polycom speakerphone (Boardroom B only)
<input type="checkbox"/> Other (please provide details)
<input type="checkbox"/>
<input type="checkbox"/>
<input checked="" type="checkbox"/> WiFi provided by SmartCity is always on

Please direct all IT inquiries to: Brian Takenaka – 943-3593 / btakenaka@hccasm.com

FOOD & BEVERAGE (Select all that apply) **Must submit request at least 2 weeks prior to event* for events 3-5hrs+ only*

Bottled water	Continental Breakfast
Coffee/ Decaf / Tea	Lunch
Canned beverages (soda, juice)	Other (please provide details)
Special F&B requests / instructions:	

Please direct all Food & Beverage inquiries to Gina Meyer – 943-3596 / gmeyer@levyrestaurants.com

PARKING (Select one)

<input type="checkbox"/> No Host (attendees to pay \$15.00 per exit)
<input type="checkbox"/> Hosted – HTA to provide validator
<input type="checkbox"/> Hosted – HCC validator to be issued
<input type="checkbox"/> Guests to arrive by bus, taxi, etc. in porte cochere

Third Party Billing: (for room rental/parking, if applicable)

Name:
c/o:
Address:
Ph/Fax:

Check here if you will not require any of the above services for your meeting

SETTLEMENT TYPE (HTA only) Bill under HCC/HTA Bill to HTA - #3
(Check one - See definitions on pg. 2) (pre-approved mtgs only #1 & #2) PO#:



SUBMIT REQUESTS BY EMAIL TO:

♦ Mapuana Oxiles Email: moxiles@hccasm.com - Board Room A & B Requests

HCC Use only:

Space Blocked	By	Date booked	USI Event Number

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Settlement Types:

1.	HTA Board and Board Committee Meetings	HCC/HTA Agreement
2.	HTA "Specify" Staff Meeting. Meetings initiated by HTA Staff for HTA Programs - HTA Authorized & Internal Meetings	HCC/HTA Agreement F&B – At Cost
3.	Meetings/Conferences/Seminars produced by HTA for industry and public	Invoice Rent – 50% Discount F&B - Retail

Approved by:

Signature:

Date: _____

Chief
Administrative
Officer :

Date: _____