



**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