

MINUTES
COMMITTEE ON THE STATUS OF WOMEN

Thursday, March 16, 2006, 10:00 a.m.
Kailua Trade Center
County Council Office

PRESENT

Dawn Pung, Chair
Carol Kitaoka, Vice-Chair
Nancy Kelly, Secretary
Ellen Takazawa, Treasurer
Charmaine Ka-ipo
Katie Nova
Kathleen Peters
Diane Noda, Corporation Counsel
(ex-officio)

EXCUSED

Star Newland
Margaret Masunaga, HSCSW
Commissioner (ex-officio)

ABSENT

Janet Coburn

CALL TO ORDER

The meeting was called to order at 10:20 a.m.

ROLL CALL

A quorum was present.

APPROVAL OF AGENDA

C. Ka-ipo moved to approve the agenda as submitted. C. Kitaoka seconded the motion. The motion was passed.

APPROVAL OF MINUTES

C. Ka-ipo made correction to the minutes on page 2, Reports, A. Education, 5. Hawaii County Women's Hall of Fame: The award luncheon should be award dinner.

J. Viernes made correction to the minutes on page 1, Treasurer's Report: The amount \$20,000 should be \$15,000.

C. Kitaoka made correction to the minutes on page 4, Teen Dating Violence Prevention Initiative Program: Delete 5,000.

K. Peters made correction to the minutes on page 2, Reports, A. Education, 3. Essay Contest: The sentence should read K. Peters volunteered as the photographer. Delete since she has had professional photography experience.

N. Kelly moved to approve the February 17, 2006 minutes as corrected. C. Kitaoka seconded the motion. The motion was passed.

TREASURER'S REPORT

The treasurer's report was circulated.

K. Peters moved to accept the treasurer's report. N. Kelly seconded the motion. The motion was passed.

STATEMENTS FROM THE PUBLIC

None.

CORRESPONDENCE

A. A report of Women in State Policy Leadership, 1998-2005: An Analysis of Slow and Uneven Progress

B. National Association of Commissions for Women (NACW) Renewal or New Membership Application Fiscal Year 2006 (1/1/2006 thru 12/31/2006)

C. Kitaoka moved to discontinue membership to NACW. C. Ka-ipo seconded the motion. The motion was passed.

REPORTS

A. Education

1. Urgent Services Directory

E. Takazawa reported that she dropped off a packet with the Community Policing Officer, Lieutenant James Sanborn.

2. First Female Booklet

Tabled.

3. Essay Contest

D. Pung reported that the event was nice even though it was smaller than it usually is. She liked the idea of the winners reading their essays.

D. Noda suggested that the winning essays be displayed in the Aupuni Center hallway next year. She offered to draft a waiver for the students consenting to release their essays. The waiver may be mailed with the invitation.

C. Kitaoka volunteered to chair next year's essay contest. She would like to have the awards luncheon in Waikoloa or in Kona. The cost of the lunch will most likely determine the location of the event. She will try to encourage more participants from West Hawaii. D. Pung suggested alternating locations between Hilo, Waikoloa, and Kona. Secondly, CSW has a good working relationship with the catering manager at Hapuna Beach Prince Hotel.

4. Mentoring

Tabled.

5. Hawaii County Women's Hall of Fame

C. Ka-ipo reported that she confirmed the reservation with the Hilton Waikoloa Village, Water's Edge Ballroom for October 28. The same buffet menu as last year will cost \$50. The room rate varies from \$150 to \$159 depending on the head count. The bar fee is \$175 with a \$75 charge for a cashier for the no-host bar. If the event does not sell \$500 worth of liquor, then the bar fee of \$175 will be charged.

C. Ka-ipo stated that J. Moon agreed to be a part of this event. CSW would pay for J. Moon's airfare, hotel, and ground transportation. C. Ka-ipo suggested that CSW present a basket of Big Island items to J. Moon as a token of appreciation. In addition, she contacted M. Leed who was delighted to be a part of the event. C. Ka-ipo suggested that CSW pay M. Leed's airfare, hotel, and a stipend of \$500. M. Leed will provide entertainment for approximately 45 minutes. D. Pung asked if the entertainment will detract from the honorees.

D. Noda said that CSW needs to be aware of the following fiscal considerations when working on the proposed budget: who is the target audience, what is the money being spent for, is this the wisest use of public funds, and what goals is it going for. From a legal standpoint or devil's advocate, there may be bad publicity if there was a front-page article in the newspaper about the committee spending more than a \$1,000 on a lavish banquet for six women. The best that CSW can do is to justify the decision and the reason behind the decision. Everything that the committee does is a reflection of the Mayor.

C. Ka-ipo moved that CSW provide airfare, one night hotel, and car rental for J. Moon. E. Takazawa seconded the motion. The motion was passed.

C. Ka-ipo moved that CSW have M. Leed entertain and the committee provide airfare, one night hotel, and a stipend of \$500. E. Takazawa seconded the motion. K. Peters felt that having M. Leed may boost attendance. N. Kelly said it's worth a try. The motion was passed.

K. Peters offered to research the awards for the honorees.

B. Health

1. Women's Health Month

Same as last month.

C. Liaison

1. HSCSW

No report.

2. Legislative Update

No report.

D. Marketing

1. Newsletter

Tabled.

E. Community Reports

None.

UNFINISHED BUSINESS

A. Resignations and Appointments

CSW has full membership with the recent appointment of K. Nova.

B. Nominating Committee

The nominating committee consisting of C. Ka-ipo, S. Newland, and K. Peters needs to come up with a slate for Chair, Vice-Chair, Secretary, and Treasurer for the May meeting. Nominations may be made from the floor provided consent of the person has been obtained previously. Elections will be held at the June meeting.

C. Teen Dating Violence Prevention Initiative Training Program

C. Kitaoka reported that approximately 70 people registered for the conference. She is waiting for participants from the schools to respond because the schools just received the letter from the superintendent on March 13.

C. Kitaoka stated that the budget for the conference has been approved by the Mayor's Office on March 14, 2006. She requested that CSW members who will be attending the conference assist with registration. Therefore, those members need to come the night before and spend the night at the Hilton Waikoloa Village. She asked if CSW could pay for the committee members' rooms who are willing to help with registration. In addition, she asked if CSW wanted to do a small reception the night before the conference or an evaluation meeting after the conference with light snacks.

There will be three speakers from the mainland, one speaker from Honolulu, and a couple of speakers from the Big Island. Mayor H. Kim will also be speaking after lunch.

C. Kitaoka moved that CSW will have the committee's budget pay for the meals for the CSW members if the training budget of \$15,000 does not cover it. C. Ka-ipo seconded the motion. The motion was passed.

C. Kitaoka moved that CSW pay for the hotel rooms for the CSW members that come from more than one district away if the training budget of \$15,000 does not cover it. E. Takazawa seconded the motion. D. Noda said that CSW should specify a room as lodging expenses double occupancy because each CSW member should not get a room and bring their family. The motion was passed.

D. Noda mentioned that CSW members should e-mail C. Kitaoka with a cc to J. Viernes if they need hotel accommodations.

D. GEMS Program

K. Peters moved to remove the GEMS Program from the agenda. N. Kelly seconded the motion. The motion was passed.

E. Bullying – The Next Step

E. Takazawa reported that she has been unable to make contact with S. Labrenz. Therefore, she left a message with S. Labrenz to contact J. Viernes.

NEW BUSINESS

A. New Committees

None.

B. Sponsorships and Co-Sponsorships

None.

C. Training re: Duties & Responsibilities of Committee Members – D. Noda

D. Noda distributed binders for CSW members to file the membership list, laws, bylaws, agendas, minutes, notes, opinion letters, and miscellaneous items. She briefly reviewed HRS 367-4 which sets forth the state law for the formation of the county committees. D. Noda said that CSW needs to be sure that the Hawaii State Commission on the Status of Women (HSCSW) through M. Masunaga is informed of all CSW's activities and what is happening. D. Pung said that CSW informs the HSCSW by sending copies of our minutes.

D. Noda reviewed Section 13-12, Acceptance of Gifts or Donations of the Hawaii County Charter. The next section is the Code of Ethics of the Hawaii County Code which provides guidance of County officers and employees.

D. Noda stated that there needs to be five out of the nine voting members for quorum. You need five votes to pass any action. If there are only five members in attendance and there are only three votes, then there is no action. Therefore, the motion can be postponed until the next meeting.

D. Noda recommended that any request for travel (conference, seminar, etc.) should be voted on and approved by the Mayor. The Teen Dating Violence Prevention Initiative Training budget was brought up because in general only the Mayor can enter into contracts for the county. Even though arrangements are being made with the Hilton Waikoloa Village, only the Mayor can actually pay for it. She suggested the best process for CSW is that an itemized budget for a project be done, voted on by the committee, and then submitted timely through J. Viernes to the Mayor for approval.

D. Noda said that the bylaws cover the operation of the committee and it's 11 years old. Perhaps the bylaws should be updated if there is a committee that wants to review it and make amendments. There should be Standing Committees consisting of an Executive Committee, a Nominating Committee, a Legislative Committee, and such program committees as the committee may from time to time designate. The Legislative Committee can be brought up on a future agenda. D. Pung explained that CSW has relied on M. Masunaga on legislative issues because she would report back from the HSCSW. D. Noda suggested that if CSW knows that there is an upcoming bill of importance or relevance for CSW, then a motion could be made empowering the legislative committee with drafting something quick to be e-mailed within 48 hours.

D. Noda explained that she was wrong when she gave CSW the advice that the committee cannot fund the request from Barbra Green, AAUW, for the Math/Science Conference for 7th Grade Girls. She found out that there is a policy for co-sponsorship and this is a mechanism for utilizing CSW's budget.

D. Noda reported that she will briefly cover Sunshine Law at the next meeting.

D. Guest Speakers – Council Member V. Isbell

None.

ANNOUNCEMENTS

A. Next meeting

The next meeting will be held on Thursday, April 20, 2006, at 10:00 a.m. in Hilo. Location to be announced.

B. Schedules

C. Kitaoka will be unable to attend the April meeting.

ADJOURNMENT

The meeting was adjourned at 12:10 p.m.

RESPECTFULLY SUBMITTED,

JEAN VIERNES, STAFF SECRETARY