**KAKA'AKO MAKAI COMMUNITY PLANNING ADVISORY COUNCIL**
**STEERING COMMITTEE MEETING SUMMARY**
**December 12, 2007**

**Attendance**:

Steering Committee Members Present:  Jennifer Thompson,  Michelle Matson, Bob Crone, Nancy Hedlund, Wayne Takamine, John Thorpe, Mike Dang, Erik Takamine

Steering Committee Members Not Present: Ron Iwami, Mark Wong

CPAC Member Present:  Sol Nalua'I

HCDA Staff: Deepak Neupane
Facilitators: Karen Cross, Kem Lowry
Recorder: Anne Smoke

It was agreed during a preliminary Committee meeting discussion that it would not be necessary for the facilitators to lead the Committee meeting, but they were requested to assist with developing the agenda for the CPAC meeting as consistent with the CPAC's consensus on the Steering Committee's duties and indicated in their contract.

The Steering Committee meeting convened at 5:20 p.m. at JABSOM Room 301.

1.    **Finalize Report to HCDA**

      Michelle presented a condensed format for the CPAC progress report recommended  for the HCDA's January meeting, and the first of the CPAC's reports to be provided regularly to the HCDA. The report was condensed from five pages to two pages that included a) a) a single-page summary of the CPAC's organizational structure and operating procedures condensed from the four-page document adopted to date and distributed at the CPAC December 4 meeting, and b) Anne's list of presentations provided to the CPAC from June through December for informational purposes, where descriptive text was added to the presentation summaries along with a second section listing anticipated future presentations for CPAC meetings.  She explained that the draft tracking dates at the end of each page indicated the different sources, but normally to save space these would be better formatted at the end of document.

      The Committee agreed that the updated two-page document was more efficient.  John suggested adding an attendance count to the presentations listed in the report.  Committee members agreed that this would help illustrate the interest level of the community.

      **There was consensus by the Committee to forward the condensed two-page summary report to the HCDA, with the addition of the number of people attending the presentation meetings listed below each presentation date.**

**2.     Steering Committee Review Deadlines**

Steering Committee review deadlines for draft documents were discussed per Mike's emailed suggestion.  Committee members agreed that established review deadlines would increase the Committee's efficiency and assist with getting materials to HCDA by prescribed deadlines.

Michelle reported the following:  At the HCDA board meeting on December 5, she and Nancy had an opportunity to meet the new HCDA executive director and discuss HCDA board submittal deadlines directly with the new HCDA board chairman, who a) informed them that two (2) weeks would be more than adequate to provide CPAC monthly reports to him as the chairman, and he would be sure that all board members receive the CPAC material for review prior to HCDA meetings; and b) offered to include the opportunity at HCDA meetings for any questions from board members and comments from the CPAC concerning the CPAC report.

a.  CPAC Final Draft Meeting Summaries
   1) The meeting recorder will have one week to draft the monthly CPAC meeting notes, which Anne agreed would be more than adequate.
   2) The Steering Committee will generally have a week to review and correct the CPAC meeting notes, with Bob's suggestion of up to two weeks as a maximum deadline, to ensure that the final draft will be completed by the HCDA's deadline.

b.  Steering Committee Meeting Summaries
   1) The meeting recorder will have four days to prepare Steering Committee meeting draft notes.  Anne agreed that the draft notes will take less turn-around time if provided in brief bullet form to the Committee.
   2) The Steering Committee will review and correct the Committee meeting notes needed for the Committee's work, and will provide them in summary format for posting and distribution prior to the next CPAC meeting.

c.  Monthly CPAC Reports to the HCDA
   1) The Steering Committee will draft the monthly report with summary updates at the Steering Committee meeting following each CPAC meeting.
   2) Steering Committee members will review and approve the report in time to deliver it to the HCDA two weeks before the next HCDA board meeting.

**3.     Steering Committee Chairperson**

The need for a Steering Committee chairperson was discussed per Ron's emailed recommendation.  Two options were listed on the agenda:  1)  Interim Steering Committee Chairperson or 2) Wait until the CPAC Chairperson is Elected.

Discussion followed concerning whether this was a Steering Committee question or would be a question best addressed by the entire CPAC:

- Sol stated that this discussion should be with the entire CPAC because otherwise this would give a perception of privilege.
- Bob commented on the preference of keeping organizational operations as they have been adopted by the CPAC, and noted that there would be no need for more leadership levels once the CPAC officers are in place.
- Michelle noted that CPAC officers would need to participate in Steering Committee meetings given their responsibilities as adopted at the December 4 CPAC meeting.
- It was suggested that a Steering Committee chairperson could be an alternative if the CPAC fails to elect a CPAC chairperson.
- Sol reiterated his statement from the December 4 CPAC meeting that there should be only a CPAC chairperson; and also an executive committee to elect, if they choose, an advisory committee; and once these officers and their serving committees are in place, the Steering Committee should sunset.
  - Sol was reminded that as of the last CPAC meeting on December 4, the CPAC had already approved the Steering Committee as one of the CPAC Standing Committees.

Committee members acknowledged that here needs to be a high level of trust and productivity among the Steering Committee members.

Kem noted the lateness of the hour and noted that the CPAC agenda needed to be addressed before the facilitators' departure at 7:00 p.m.
- It was recommended at this point that the facilitators lead the meeting.

Michelle suggested that discussion should be completed on this agenda item, and the next item, "Streamlining the Process of Complete Meeting Records," could be deferred until the end of the agenda following development of the January agenda with the facilitators.

A brief discussion continued:
- It was reiterated that the Steering Committee has been fine as it has been functioning, and the facilitators' role at the Steering Committee meetings has been to encourage dialog and provide input regarding the agendas for future meetings.
- It was reiterated that the Steering Committee should have the CPAC officers at large.

It was requested that a vote be taken at this time, and the Committee agreed to vote on the questions on the agenda:

a. Should the Steering Committee have an interim chairperson?
- **There were no votes in favor of electing an interim Steering Committee chairperson.**

b. Should the Steering Committee wait until the CPAC chairperson is elected?
- **Four Committee members voted in favor of waiting until the CPAC chairperson is elected. However, this did not meet the majority of votes needed for a Committee recommendation at this time**.

Mike recommended that the Committee vote on whether the facilitators should conduct Steering Committee meetings. It was generally agreed to vote on this idea.

- **Three Committee members voted in favor of facilitators presiding over Steering Committee meetings, and one Committee member abstained from the vote. This did not meet the majority of Committee votes needed to support this proposal.**

  Sol voted in favor of the motion and emphasized that the record should reflect that 4 members voted for the motion and therefore it passed.

Karen commented on various levels of facilitation, from heavy to light. She mentioned the flexibility of the facilitators and suggested light facilitation if that would meet the needs of the Committee.

4. **Streamlining the Process of Complete Meeting Records**

   Discussion was deferred.

5. **Recommendation for Updated Nominations Process for CPAC Officers**

   The timing of the elections of CPAC officers at the February CPAC meeting remained to be determined for the process approved by the CPAC at the December 4 meeting. Several recommendations were made and the following final recommendations were generally agreed upon by the committee:

   a. Nominations by e-mail or fax will be accepted by the facilitators. Written nominations can also be delivered to the HCDA office;
   b. Self nominations will be accepted;
   c. Nominations must include the name of candidate, office being filled, and reasons for nomination including any relevant background or experience.
   d. All candidates should provide a biography ("bio") of 150 words maximum highlighting their relevant background, experience and qualifications.
   e. Facilitators will receive the nominations and bios, and will manage the nomination and election process.
   f. Those whose nominations are submitted by January 7, 2008, will be given time at the January 15 CPAC meeting to introduce themselves;
   g. Any additional nominations will be taken from the floor at the January 15 CPAC meeting and nominations will close at the end of the meeting;
   h. All candidates' bios must be submitted within seven days of the January 15 CPAC meeting;
   i. Ballots for each operations office with all candidates' names and bios will then be posted with the February 12 CPAC meeting agenda;
   j. CPAC voting members will vote for their candidates of choice at the February 12 CPAC meeting.

Bob emphasized that those eligible for office should be CPAC participating members. Additional questions arose concerning how the CPAC voting process will be conducted at the February 12 CPAC meeting. Due to the time restriction it was generally agreed that further discussion would need to take place at the CPAC meeting for consensus or a majority vote.

**6.     Discussion for Committee Recommendations**

Regular Meeting Attendance and Fair Voting Practices and Representation
- It was suggested that one way to achieve fair voting practices would be to allocate two votes per stakeholder group. It was noted that this would also eliminate the need for keeping track of who is or is not present.
- Sol commented that anyone present at CPAC meetings should have the option to vote. He further stated that the CPAC is not an advisory group but instead is in a partnership with the HCDA, and as a working group should have decision-making authority. He noted that HCR30 does not advise the HCDA that the working group should be "advisory", but that the working group should "meaningfully participate" in the planning process.
- Committee members reiterated the concern regarding stacking votes with exceptional attendance by stakeholder groups who do not regularly have high levels of participation. It was noted stakeholder group members who do not regularly attend CPAC meetings often may be at a disadvantage to make informed planning recommendations. It was recognized that there was an effort to draw a large number of one stakeholder group's members to the December 4 meeting, and this could be seen as a way to stack votes.. Michelle noted that this was appreciated because it presented the Steering Committee with an example and an opportunity to recommend a fair process for voting.
- This prompted discussion about 'special interests' versus community public interests. It was generally agreed by the Steering Committee that the public interest groups concept originally proposed for the CPAC sub-committee structure will take additional time to fully define.
- It was further agreed by the Steering Committee that CPAC meeting participation guidelines are in order if the vote is to be fair.
- Bob proposed a formula for CPAC participating member voting, where CPAC participating members who have attended 4 out of the previous 6 CPAC meetings, i.e., 2/3 regular attendance, would be eligible voting members.
- Discussion followed on adapting this formula to the forthcoming CPAC election.

**The Steering Committee agreed by consensus to recommend the following process for the election of CPAC officers:  In order to vote for CPAC officers, the eligible CPAC voting member must have attended four out of seven meetings including the January 15, 2008 CPAC meeting**.

Due to time constraints discussion on Consecutive Absences was deferred to another Meeting, if necessary given the present voting formula proposal.

7. **January CPAC Meeting Agenda**

The facilitators asked the Committee about what remains to take place in order to begin the visioning process.

- Committee members commented that several informational presentations remain that could affect the CPAC's visioning process, e.g., the traditional Hawaiian relationship with the *ahupuaʻa*, ceded lands and jurisdictional boundaries, and the community's "People's Plan."
- The facilitators suggested that the visioning process will not likely take only one meeting, and may need to be accomplished in several meetings. For this reason the facilitators recommended beginning some simple visioning exercises at the January meeting as the CPAC continues to gather information. The facilitators suggested that they could explain the visioning process and guide the group through each step.
- It was generally agreed that every plan, proposal and concept should have an opportunity to be presented to the CPAC. It was further noted that it is possible that any idea generated from public input could also add an important component to the final plan.
- Nancy pointed out that the People's Plan was the catalyst for the entire community-based planning process, and suggested that this needs to be presented to the CPAC as soon as possible.
- The Committee generally agreed that the ceded lands discussion would be critical to the visioning process given any land use restrictions that might be foreseen to accompany land in Kakaʻako Makai defined as ceded. Michelle noted that OHA Trustee Oswald Stender had accepted the Steering Committee's invitation to speak individually on this issue at the January 15 CPAC meeting. Deepak offered to send OHA Administrator Clyde Namuʻo an invitation as well since it was reported that OHA administrators speak formally for OHA. It was therefore anticipated that there may be two perspectives on ceded land discussed at the January CPAC meeting, and time should be allowed for this.
- The Committee and facilitators agreed to provide 45 minutes for this discussion, with 15 minutes for each speaker and 15 minutes for questions and answers together

Agenda summary: In addition to the two speakers on the question of ceded lands, time will be allotted for nominations of CPAC operations officers, the introduction of candidates and any background they wish to briefly share, as well as discussion and decision-making on the CPAC elections voting procedure. A visioning exercise also will be introduced at this meeting, and CPAC participating members will be asked to contribute one or two words to the vision concept at the February meeting. The facilitators will draft the January CPAC meeting agenda for the Committee's review and concurrence.

Sol repeated that the CPAC should pursue the Legislature's definition of meaningful participation of the working group, i.e., is the working group advisory to the HCDA or a partner in decision-making. This discussion was deferred for possible consideration by the CPAC.

Wayne suggested that a Memorandum of Understanding (MOU) should be drafted for nominees to sign to ensure that they will be accountable for being fair and unbiased. John noted that an MOU may require a legal review. Discussion on this was deferred to the CPAC meeting.

The facilitators commented on the need to move ahead with the CPAC's task to establish the vision and guiding principles for Kaka'ako Makai planning recommendations.

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The Steering Committee adjourned at 7:10 p.m.

Next Meeting(s):      CPAC, January 15, 2008

                         Steering Committee, January 30, 2008 (proposed)

Drafted by Anne Smoke  12/24/07
Reviewed and Corrected by the CPAC Steering Committee  1/10/08

LIST OF COMMITTEE TASKS TO BE COMPLETED BEFORE JANUARY 2008:

Anne will provide this meeting's draft meeting notes to the Steering Committee by December 16 for review, correction and conversion to a meeting summary for adoption by the Committee.

Deepak will send a ceded-lands presentation request letter to OHA Administrator Clyde Namu'o.

The Steering Committee will provide the CPAC's January Report to the HCDA chairperson no later than two weeks prior to the January 9, 2008, HCDA board meeting.

The facilitators will draft the January CPAC meeting agenda in time for Steering Committee review and concurrence prior to the January CPAC posting deadline.