

**KAKA‘AKO MAKAI COMMUNITY PLANNING ADVISORY COUNCIL
STEERING COMMITTEE MEETING SUMMARY
March 26, 2008**

Committee Members Present: Mark Wong, Bob Crone, Wayne Takamine,
John Thorpe, Ron Iwami, Tricia Dang,
Michelle Matson, Jonathan Scheuer
CPAC Members Present: Sol Nalua‘I
Facilitators Present: Karen Cross and Kem Lowry

CPAC Chair Mark Wong called the meeting to order at 5:30 p.m.

1. Resolution of Meeting Records

Concerns were briefly reiterated regarding notes received from CPAC meetings, and the continuing need for accuracy of general content and substantive points. The following remedies were agreed upon by the Steering Committee:

- Presenters would be asked to provide summaries of their presentation highlights as attachments to the meeting record along with any Power Point attachments;
- Substantive discussion points and presentation questions and answers would be accurately reflected, and procedural matters could be summarized without individual comments or positions;
- The final meeting summary format would continue to be a combination of text summaries, bulleted points, and highlighted actions;
- The CPAC Secretary will develop and provide the CPAC meeting summaries for Steering Committee review and CPAC adoption, and this will allow the facilitators more time to prepare for CPAC meetings.
- To streamline the CPAC meeting summary review process, Committee members will receive and review CPAC meeting summaries within one week of the CPAC meeting, and the draft summary will be discussed and approved for CPAC consideration at the monthly Steering Committee meeting.

2. Adequate CPAC Meeting Preparation and Vision Process Streamlining and Timeline

Committee members agreed that the Steering Committee did not intend to be directly involved with the vision process. However, questions had surfaced following the March CPAC meeting concerning confusion about the process and not enough time to complete the meeting’s visioning exercise. The following remedies were suggested:

- More time is needed to complete visioning tasks at CPAC meetings.
- CPAC members and others should keep current by reviewing updated information posted on the web site.
- CPAC members (and others) need to be better prepared for CPAC meetings in order to avoid redundancies in discussion and other delays.
- A cumulative document summarizing the history of CPAC deliberations could be developed and updated monthly.

The CPAC's present objectives were briefly discussed as being the vision and guiding principles leading to an action plan for developing the conceptual master plan in accordance with HCR 30, 2006, per Townscape Inc.'s recommended process. It was noted that the CPAC should also have the ability to provide input to the HCDA at appropriate times.

The following was agreed by the Committee and CPAC meeting facilitators:

- The CPAC Chair/Officers will convene, conduct and adjourn the CPAC meetings.
- The facilitators will continue to plan and manage the CPAC meeting discussions.
- The facilitators will provide examples of vision statements and guiding principles, as well as the related development processes and timelines.

The facilitators provided the Committee with a list of 7 suggested steps for the vision process and 9 suggested steps for the guiding principles process. Discussion followed:

- The facilitators commented on the vision statement as a shared image for which visioning exercises are needed to move forward, but it may be a challenge to complete CPAC visioning exercises in less than two hours of meeting time.
- The Committee and facilitators agreed that the facilitators would distribute for CPAC review the vision statement examples, words, phrases and images that have been generated at previous meetings.
 - It was noted that several of the CPAC visioning exercise suggestions included potential guiding principles and the more detailed plan elements to come later.
- The vision statement should be broad and brief, possibly not exceeding 4 sentences.
 - Examples of vision statements might include the HCDA vision statement, the new Oahu Land Trust vision statement, etc.
- The facilitators suggested again breaking the CPAC into small groups of 8 to 10 participants to generate individual vision statements and determine if a consensus vision emerges within each small group discussion, with no more than two vision statements from each group for open discussion by the full CPAC.
 - This was questioned with reference to the difficulties of the last meeting
 - It was suggested that participation in this exercise should be more open with the entire CPAC participating together to develop the shared image for the vision statement.

It was agreed by the Committee and facilitators that the vision material collected to date would be posted online and presented for review at the April meeting so the CPAC would be ready to move forward in developing the vision statement.

3. Recommendations for Election of Steering Committee At-Large Members

The Committee discussed the transition of the Steering Committee from the CPAC volunteers and nominees endorsed by CPAC consensus in September for a six-month interim term, to the new standing committee structure adopted by CPAC consensus at the March meeting. In addition to the four newly-elected operations officers and two appointed ex-officio members, the Steering Committee would also include five at-large elected CPAC members, and the following points were considered:

- A facilitator suggested that the previous election process for officers had worked well, i.e., with candidate profiles submitted, nominations at the meeting, ballots emailed, and a run-off election.
- Committee members questioned whether the Officers Election process might be too cumbersome and time-consuming for a committee transition.
- It was suggested that the election of at-large committee members could be more easily accomplished during the CPAC meeting, as it had been in September, and this would provide better continuity for Steering Committee functions.
- It was noted that there would be at least four incumbent candidates as well as open nominations from the floor.
- It was suggested that the CPAC election formula of attending at least 4 out of the past 6 meetings should apply to the candidates for the at-large positions on the Steering Committee as well as eligible CPAC voting members, because continuity in attendance reflects a sincere commitment to carry forward.
 - CPAC member Nalua'I objected to meeting attendance as a qualification for voting.

Committee member Matson moved, seconded by Committee member Thorpe, to recommend that the CPAC uphold the eligibility formula for CPAC voting members and candidates of attending at least four (4) out of the last six (6) CPAC meetings.

Discussion followed:

- Committee members Crone, Matson, Takamine and Thorpe expressed support for the 4/6-meeting eligibility voting formula; Committee members Dang, Iwami and Scheuer declined supporting the eligibility formula; and the Chair abstained.
- It was suggested that incumbents and nominees should have attended 4 out of the past 6 meetings and anyone present at the next CPAC meeting would be eligible to vote.
 - The question of resulting susceptibility to skewed voting was raised.
- It was noted that the election process might be better determined once the candidates for the at-large positions are known.

It was agreed by the majority of the Committee, with Committee member Scheuer dissenting, to recommend to the CPAC that both incumbent and nominated at-large candidates should have attended at least four (4) out of the last six (6) CPAC meetings, i.e. 2/3, to qualify as members of the Steering Committee.

Committee members agreed that the election procedure needs to be defined by consensus of the CPAC, including the options of a) a formal ballot election process and results announced at the following meeting, or b) an election conducted at the meeting.

4. April 8, 2008, CPAC Meeting Agenda

The Committee and CPAC facilitators summarized the priorities for the April 8 CPAC meeting:

- Election of At-Large Steering Committee Members
 - A. Steering Committee Recommendation
 - 4/6-meetings candidate eligibility formula
 - B. Determination of Election Procedure
- Vision Statement - continued 75-90 minutes
 - A. Explanation of Process and Timeline
 - B. Review of Examples
 - C. Review of Comments to Date
 - D. Consensus Building
- New Business – possible HCDA Presentation on public outreach software
- Next Meeting Steps
 - A. Visioning
 - B. Presentation Options
 - Pacific Bio-Hazard Lab (reactivated project)
 - Kewalo Keiki Fishing Conservancy – Program Description & Progress Report
 - Kaka‘ako Concepts (General Growth Properties Inc.)
 - It was noted that the General Growth concept introduces axis connections that would relate to the makai side.
 - Kewalo Boater’s Waterfront Ideas (individual request)
 - It was suggested that individual presentations could be integrated with the future planning process.

5. Continuing and New Business

The issues of Regular Meeting Participation and Fair Voting Practices were deferred to the April Steering Committee meeting.

6. Next Meeting Date

It was decided to determine the next meeting date by email to include absent Committee members.

The meeting was adjourned at 6:45 p.m.