

MEETING SUMMARY
Kaka‘ako Makai Community Planning Advisory Council
Steering Committee
November 20, 2007

In attendance:

Committee Members: Nancy Hedlund, Bob Crone, Michelle Matson,
Mark Wong, Jennifer Thompson, John Thorpe,
Wayne Takamine
CPAC Member: Amy Anderson
HCDA Staff: Neal Imada
Facilitator: Karen Cross
Recorder: Anne Smoke

A. Open discussion

- It was acknowledged that the CPAC is behind on adopting organizational and procedural guidelines, and needs to move forward on the remaining organizational items on the next agenda. It was noted that Roberts Rules of Order suggests that by-laws should be adopted in three meetings at the most. It was suggested that it is now the Steering Committee’s duty to move the CPAC forward on this.
- It was noted that a lot of work was done by the By-laws Committee and consent was almost achieved, but a few people disagreed and the process was thrown off track. It was suggested that the first draft of the By Laws may have been too detailed, but with the present streamlining they should be able to be adopted.
- It was pointed out that By Laws will always take a lot of time and patience.
- It was emphasized that some By Laws policies and principles have now been basically defined by consensus of the CPAC, but the major questions of operations officers and voting are slated again for the next meeting agenda - and these need to be completed before moving on to the greater objectives.
- It was noted that Roberts Rules were also not yet adopted by the CPAC, and thus should not be imposed arbitrarily but can be used as a guideline to gauge progress.

B. Agenda Discussion

Presentations

- Karen asked if presentations should be moved to the beginning of the meeting following approval of the previous meeting record. The Committee determined that consent agendas belong at the beginning of the meeting after the meeting minutes are approved, and if they cannot be quickly handled they can be moved to a discussion timeslot after the presentations.

- Amy Anderson will present an historical review of past planning studies at the December 4 meeting, with 20 minutes for the presentation and 15 minutes for Q & A.
ACTION: Amy will send presentation to Anne by noon that day (PC)
- As agreed with Deepak at the last Committee meeting, Michelle had contacted OHA Trustee Oswald Stender, who graciously agreed to discuss the ceded land issue with the CPAC. He added that Jonathan and Stanton might also join him, and suggested that all parties should be present to discuss the issue openly. Michelle also contacted the DLNR Land Division to provide background on the State Land Inventory 5a and 5b lands, and how the ceded lands are determined. She noted that Jonathan informed her that this is what OHA goes by as well. DLNR responded that they would prefer to defer to OHA at this time, but would be available to answer any questions sent to them following the CPAC discussion.
- It was reported that OHA's policy is that individual Trustees do not speak on behalf of OHA, and the administrators do this instead. In addition, a formal request may need to be submitted to OHA for an administrator to speak, and there has been no official request from the HCDA.
- It was suggested that the OHA presentation be deferred until another time because the presentation has to be meaningful. However, it was generally agreed that it may still be valuable to have Trustee Stender speak at the December meeting because he is highly respected and would be able to offer something of value to the CPAC, even if not on OHA's behalf *per se*. It was noted that the CPAC need not credit OHA, but instead could qualify Trustee Stender as a knowledgeable member of the community speaking from his own perspective.
- It was suggested that the Committee would need to confirm Trustee Stender's availability for the December meeting by the following day, or the ceded lands discussion should be deferred to a future CPAC meeting given the Thanksgiving holiday and that the agenda must be posted by the next Tuesday.
- It was pointed out that OHA is needed to address both the ceded lands issue and their own plans for the proposed OHA Headquarters adjacent to Waterfront Park, and it has been recommended that the two presentations should be made at two different meetings. If the discussion on ceded lands is postponed in December, this will postpone the second OHA presentation as well.
- A Committee member asked if the People's Plan would fit into the December agenda along with what Amy is presenting.
- It was generally agreed that the short lead time would not be enough time to prepare the People's Plan presentation, and that the People's Plan is visionary and should kick off the visioning discussion once the instructive presentations are completed..
- It was further agreed that keeping the December meeting focused on finishing the organizational business following one presentation might be a good idea in order to resolve the remaining organizational issues before preceding to define the Vision for Kaka'ako Makai.
ACTION: Michelle will follow up with Trustee Stender and tell him timing for presentation 20 minutes for presentation and 15 for Q & A

C. October 25 Meeting Summary

- There was a motion and a second to accept October 25 Meeting Summary revisions as presented. It was unanimously agreed to accept the Meeting Summary and post it as a 'Draft' for approval and adoption on December 4.

ACTION: Michelle will send final copy to Anne and Steering Committee Wednesday morning.

ACTION: Anne will post

D. Summary List of Operational Procedures

- Michelle produced a summary of organizational policies on which the CPAC has achieved consensus. It was proposed that this be shared with the CPAC at the December meeting. Michelle noted this document is a work in progress and is updated regularly. It was agreed that this summary would also be posted with the December agenda items (see more below under section: H. HCDA Communications).

E. Public Confusion Between Posted Meeting Notes and Summaries:

- Karen asked what the Committee's intention was concerning the CPAC meeting summaries.
- It was noted that comprehensive meeting records are valuable for future referral, especially when there are detailed presentations, questions and answers.
- Concern was expressed about draft notes being publicly posted on the HCDA web site before they have been reviewed by the Committee charged to do this and by the people who attended the subject meeting, who can receive them directly. It was pointed out that people logging onto the CPAC link on the HCDA web site are confused with meeting notes and a meeting summary posted for the same meeting, and would not be in a position to provide comments on these because they had not attended the meeting.
- It was recommended that the meeting notes should be reviewed by the Committee first as the CPAC had agreed, and completed as a final draft before posting so the draft can be as accurate as possible for approval and adoption at the next meeting.
- The Committee agreed that the proposed procedure for meeting notes would be the following:
 1. Anne will send meeting notes to Steering Committee within two to three business days.
 2. The Committee will review the notes and provide any additions or corrections, and return the final draft meeting summary within five business days.
 3. Anne will then send the Draft Meeting Summary to HCDA for posting on the Web site with any related attachments to be included, such as any PowerPoint

attachments or handouts that were distributed but not already posted with the subject meeting's agenda.

4. Any agenda items deferred or not discussed should be noted as such in the Meeting Summary, even if accompanying materials were distributed.
 5. A list of the materials distributed at the meeting will be included at the top of the Meeting Summary, and new material and presentation material will be posted as attachments.
- It was noted that working emails should be kept between Committee members, with only the final documents emailed to the facilitators.

ACTION: Everybody will check their e-mail lists and take HCDA names off of general lists so to limit group communications only to necessary recipients.

F. Video Taping CPAC Meetings

- It was suggested that video recordings of the CPAC meetings may provide more details from the presentations needed for future discussions, and may also serve to better capture any points not included in the meeting notes
- A Committee member asked if the level of detail being sought is necessary in this stage of the process, and noted some presentations may offer more technical depth than needed for purposes of the CPAC and meeting objectives.
- Others asked how this could be accomplished, and what it might cost.
- **ACTION: Mark will bring cost and logistic info to next Steering Committee meeting for further discussion**

G. Operations Officers and Their Duties

- It was noted that operations officers and their duties were not clarified at the last CPAC meeting, and it was recommended that the Committee should provide a complete recommendation to put forth so the CPAC can come to conclusion on leadership roles by the end of the next meeting.
- Recommendations were made regarding the CPAC Consent Agenda and what needs to be clarified so vote can take place.
- It was noted that again at the last CPAC meeting one person did not agree with the proposed leadership roles.
- The Committee wondered if it is possible that some organizations don't want the CPAC to have a say; as it appears they seem to have an intention to dilute the efforts of the CPAC. Karen asked why there would be such a threat. One suggestion was that if the CPAC appears unsuccessful the HCDA will revert back to their own process.
- Michelle read an excerpt from a report previously written for the By Laws Committee describing leadership roles and duties as well as their interaction with HCDA. It was suggested that the Committee recommend the positions as presented in the report.
- One member asked how officers would be elected.

- The Committee agreed that by leaving nominations open to all participating members this will remove any perceived or imagined threat of “dictatorship,” and a Nominations Committee could develop a slate while nominations would also be made from the floor. It was further agreed that the Consent Agenda should make it clear that these positions should be voted on and that they are not appointed.
- The Committee discussed operating officers’ roles in relation to the Steering Committee. One question asked was whether the four positions proposed by the Committee would serve to replace the Steering Committee. It was agreed that the Steering Committee should stay in tact as a standing committee.
- Karen will present a consensus-building procedure to the CPAC on December 4. Also on December 4, officers’ positions and descriptions will be presented as a visual for clarity of roles along with the voting process.
- It is important that the duties that will be required of officers are included in presentation on December 4; for instance, officers will need to attend both Steering Committee meetings and HCDA board meetings.
- Michelle will send the report she read to Karen for inclusion in the December 4 presentation.
- It was asked if the operations officers’ positions will be nominated or volunteered.
- A Nominations Committee was further discussed, and it was decided that during the organizational formation of the CPAC the facilitators will accept all nominations via e-mail, including self nominations... In addition, it was agreed that all nominations must include a short bio or profile of experience and qualifications. Karen agreed that the facilitators will put together a nomination sheet with this candidate information, and this will be posted with the CPAC meeting agenda five days prior to the meeting at which CPAC members will vote.

H. HCDA Communication

- Karen asked what will be presented to the HCDA at their next board meeting.
- It was noted that the HCDA meeting would be on December 5, and it was recommended that a summary of the CPAC’s progress be presented as a brief report at each HCDA meeting.
- It was pointed out however that the acting HCDA executive director, Teney Takahashi, wrote a letter denying the CPAC’s request for a place on the HCDA agenda to briefly make a progress report to the board members.
- Some Committee members commented that the excuse that there would be no time at the HCDA meetings for the CPAC’s brief report presents the impression that the HCDA is not interested in the CPAC’s progress. Others felt that this represents that the scope of the CPAC project is not as important as some of the other issues being dealt with by HCDA.

- One Committee member expressed a fear that one more item being sent to HCDA that does not show real progress and only generates more paper work for HCDA may not serve the CPAC, and may hurt them even more. This comment was questioned given that the report was discussed with Takahashi at the October 25 CPAC meeting, and the CPAC agreed by consensus at the November 14 CPAC meeting that regular CPAC progress reports should be presented to the HCDA.
- Karen asked what the intentions of the monthly report would be.
- It was pointed out that the report provided directly to the HCDA board members will inform the HCDA board of the CPAC's points of progress, and the HCDA board members will have the opportunity they would not otherwise have to ask their questions and receive answers straight from the CPAC.
- Some were concerned that what the CPAC has accomplished would not be enough for the HCDA in showing or giving an impression that the CPAC is making progress toward their goals.
- It was noted that the CPAC has been instructed that any document must go to HCDA three weeks in advance to be included in the HCDA board meeting packet, and if a report is to be submitted for the January, 2008, HCDA board meeting, it has to be submitted to HCDA by December 10, 2007.
- The Committee agreed that the report will be developed, and it would be valuable if a section listing the fact-finding presentations provided to the CPAC is added to the report. It was further agreed that this will show that the CPAC has done more than just organize, and that they have been actively gathering information for developing the Vision and Guiding Principles to be determined at forthcoming meetings.
ACTION: Anne to create a separate third page to add to the "Summary List of Operational Procedures" called something like: Presentations to CPAC. Anne will give page to Steering Committee to include in handout for HCDA.

I. Consensus-Building and Voting Membership

- Karen highlighted a presentation on consensus-building, "Consensus Definition," which she recommended for the next CPAC meeting. The presentation points were very well received and supported by the Committee.
- It was recommended that redundancies in group discussions need to be avoided.
- It was suggested that facilitators can state that a repeated opinion has been noted, and once a proposal is on the floor it is time to deal with the related issues and get past it.
- It was recommended that facilitators need to keep progress moving and prevent the discussion from being derailed, and some recurring problems should be dealt with right then and there or the problems will keep coming up.
- Karen suggested that one way to handle this is for the Steering Committee members to take the lead by making motions for appropriate solutions.
- Karen wants to encourage as many voices as possible. She noted that this is not currently a ground rule, but it is important to the CPAC and the facilitators will try to include more voices if possible.

- **ACTION: Anne to send the handout of Karen's presentation to SC members who were not present and or people who left meeting early (Eric, Ron, Mike, Neal).**
- It was recommended that parameters need to be set for attendance in order to establish meaningful participation.
- **ACTION: Michelle will send informational pieces regarding voting membership (previously done by By-Laws Committee) to Karen and Anne.**

J. Future Meeting Dates:

- **PROPOSED CPAC MEETING DATES:**
January 15
February 12
March 11
- **HCDA BOARD MEETINGS:**
The January HCDA meeting may be on January 9th instead of January 2nd due to New Years holiday.
ACTION: Facilitators will call to find out when meeting will be.
- **PROPOSED STEERING COMMITTEE MEETINGS:**
January 30
February 27

K. January Agenda

- In light of the difficulty meeting during the holidays, pending the outcome of the December 4 meeting the next Steering Committee meeting agenda will be drafted by the facilitators and emailed to the Steering Committee for approval.

The meeting adjourned at approximately 7:30