

**Kaka’ako Makai Community Advisory Group - Facilitator Selection Committee**  
**Summary of Meeting Notes – April 23, 2007** [Full notes follow pages 2-4]

---

**Background** – Meeting began with introductions and invitation to each person to express interests or reasons for being in this group discussion. The focus became interests in Kaka’ako Makai, not just interest in facilitator selection.

**Introductions** - Ron Iwami, Randy Ching, Kevin Killeen, Mark Wong, Tom Laidlaw, Andrew \_\_\_\_\_, Nancy Hedlund, Deepak Neupane (HCDA), Harmonee Williams (Townscape), Bruce Tsuchida (Townscape)

**Discussion** –

- Getting the advisory group started – One idea is to have an informal gathering for people to get to know each other.
- When to select facilitator – after the advisory group has formally organized – elect chairperson, etc.
- What is to be facilitated – Advisory group will need to define the kind of work the advisory group will do, how the advisory group will work with HCDA, and what timeline will guide the work. The size of the group and method by which membership is established will also be factors.
- The work to be facilitated –
  - 1) establish advisory group membership
  - 2) create a vision for the advisory group and how it will work with HCDA
  - 3) define the desired short-term outcomes (first year) for the advisory group, such as
    - (a) creating a vision for Kaka’ako Makai, and
    - (b) defining the guiding principles for the planning process
    - (c) educating ourselves as a collective group (see resources below)
  - 4) define a general timeline for the facilitation – for example, consider two phases:
    - (a) first year – focus on group purpose, vision, planning principles with one facilitator
    - (b) subsequent year (or more) – engage facilitator with waterfront or related planning expertise
- Primary functions of the facilitator: Generate meeting notices, assist with agendas, generate minutes (or advisory group), take care of meeting logistics, facilitate meetings, communicate with interested parties, assist advisory group to organize, and organize/summarize advisory group discussions.
- Desired characteristics of the facilitator: Values Hawai’i ways of doing things (talking, consensus); has knowledge and appreciation of local culture; maintains neutrality with no personal stake in the outcome; familiar with working with community people rather than a “business person;” capable of keeping discussions and meetings on track; not afraid to “think BIG;” and a person with a “high boiling point.” Avoid: strict parliamentarian types as well as people who “talk down” the group members. Minority viewpoint: facilitator should have experience and know-how relating to business
- Budget/funding – There is no specific budget but the facilitation will be funded. Advisory group has to generate requirements and request services within established HCDA procurement procedures (advisement from HCDA on this process is assured). Options include a) facilitator from HCDA’s Professional Services list (takes 2-3 months) or b) use RFP (Request for Proposal, takes 3-4 months)
- Resources to share:
  - 1) Information on possible facilitators with known expertise and their websites/bio information;
  - 2) The People’s Plan for Kaka’ako Makai (Matson, Takamine);
  - 3) Report from Internat’l Conf., The Waterfront Center, Portland, Oregon, Sept. 2006 (Hedlund);
  - 4) Other resources, information?
- Next Steps: Review information on possible candidates, refine qualifications and requirements

**Kaka'ako Makai Community Advisory Group – Facilitator Selection Committee – 4/23/07**  
**Recorded Meeting Notes, Topics, Ideas**

---

### **Facilitator Responsibilities**

- Preliminary discussion to achieve a “feel” for what is to be facilitated:
  - What kind of work should the advisory group do?
  - And how should the advisory group work with HCDA?
  - Possibly with: “Vision and Guiding Principles?”
- Question: How large will the advisory group be?
  - A very large group is a big job for a facilitator!
  - Will membership be limited? To date +/- 45 members?
  - General public can also participate
- More than one round on “Vision?”
  - Could brainstorm in small groups first?
- How to get started – Suggestion: informal gathering for people to get to know each other and organize after that
- Could select facilitator after the advisory group has gotten organized – elect chairperson, etc.
- Primary functions of facilitator:
  - maintain order
  - skilled with “group dynamics”
  - do minutes, send notices, record meetings, email and other correspondence
  - Should we post detailed minutes on the website? or just summary notes? =
- Potential negatives or characteristics to avoid: beware re strict parliamentary types as well as people who “talk down” the group members
- Question: What level of planning expertise would be needed?
  - Might want to bring in “waterfront experts” later?
  - Is Townscape on the HCDA list? Yes but is out of contention for this project
- Question: What is the HCDA budget for facilitation?
  - Answer: No set budget. Deepak said single contract is best.

- Question: How does the HCDA procurement process work?

Answers: Brief comments from Deepak Neupane from HDCA

Options: 1) Professional Services list – 2-3 months  
2) Request for Proposal – 3-4 months

Low bid requirement? Not necessarily

Would this contract disqualify consultant from doing other work on project? No

Would there be a set budget? Generally not

Is an RFP template available? Yes

- How long will this take? perhaps 1 year

Idea: Define 2 phases – 1) Vision and Guiding Principles, and then 2) Next Steps

Might set up with a fixed price and 1-year timeframe for first phase of advisory group

Also need an education process for the advisory group

Materials to share: 1) The People's Plan for Kaka'ako Makai (Matson, Takamine)  
2) Report from International Conference sponsored by The Waterfront Center,  
Portland, Oregon, September 2006 (Hedlund)

- More on essential characteristics of facilitator:

Facilitator who values Hawai'i ways of doing things – we like to talk, we value consensus

Someone who has knowledge and appreciation of local culture

Neutral person who has no personal stake in the outcome

Familiar with working with community people rather than a “business person” \*

\* One person noted a minority opinion to include “business” perspectives based on his belief that business elements would likely be involved in the final master plan...and further that the history of conflict between the community and the HCDA over the unsuitability of past HCDA plans meant the facilitator ought to have background facilitating between community and “business” interests.

Capable of keeping discussions and meetings on track

A person who is not afraid to “think BIG”

A person with a “high boiling point”

From one person who had to miss the meeting: A skilled facilitator should be someone who can assist/guide/lead a group in a way that all voices are heard and respected. Through the “process,” it is important that the group be able to arrive at some kind of consensus,

- Importance of Vision: reminder that “Money does not drive vision – vision drives the money”

Example of Central Park Conservancy as a way of funding a grand park

Suggestion/reminder that land can be managed by nonprofits – TPL – land trusts

- Advisory re current park use?

- Responsibilities of facilitator –  
 Review of draft list distributed by H. Williams:
 

Meeting notice	Assist with agendas
Minutes? or advisory group does this?	Meeting logistics
Facilitate meetings	Communicate with interested parties
Assist advisory group to organize	Organize/summarize advisory group discussions?

Not a responsibility: Represent advisory group; Prepare documents? Analyze/interpret data?
  
- Next things to do:
  - Write up notes on this meeting (Hedlund)
  - Committee members to communicate by email:
    - 1) Presenting ideas on May 8 re: qualifications, responsibilities  
 ask people at meeting for possible names
    - 2) Website addresses for potential facilitators (Deepak; others)
  - Need committee members to research, as feasible, some facilitators or planners  
 (Hedlund: The Waterfront Center; other?)
  
- Process of selecting a facilitator includes that advisory group or this committee can interview candidates and then rank them
  
- **Next meeting of this facilitator selection committee is May 23 (location to be announced)**