



# University of Hawai'i at Mānoa

## Board of Publications

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### Board of Publications General Meeting

Monday, September 22, 2009 ♦ 18:00 ♦ Hemenway Hall 204

#### I. Convene

• Call to Order—18:03

• Attendance:

**Board Members:** Present—Devika Wasson, Ronald Gilliam, Henri-Lee Stalk, Cassandra Harris, Lori Ann Saeki, Marlene Mattos, Azti Nezia Suriyanti Azmi, R.K Jayanth Kumar, Anthony Talat, Yang Ming Joaquin Villarreal

*absent:* Stan Lee

**Program Heads:** Present—Mark Brislin, Stephanie Mizushima

**Support Staff:** Present—Jay Hartwell, Addy Mattos

**Guests**—Chad Fujihara, Junghee Lee

**Meeting Secretary**—Ronald Gilliam

#### II. Welcome New Members & Introduction of Old Members

Introduction of R.K. Jayanth Kumar

#### III. Read and Approve Minutes

Motion by Marlene Mattos that the approval of previous meeting minutes be deferred until the next general meeting in October; 2nd by Cassandra Harris; **passes by acclamation.**

#### IV. Reports

Staff:

• **Editorial Advisor—Jay Hartwell**

Submitted report online; see attachment #1

Wants to invite the spanish club to do an event with Hawaii Review.

*Q: Does the board have to approve the event?*

*A: No*

• **Business Manager—Addy Mattos**

Submitted report online; see attachment #2

*Q: Both reports from Addy and Jay, in terms of The Advertiser production, speak of problems. Can this be explained in more detail?*

*C: Indesign files need to be modified for the Advertiser's technology. Learned from this process that the Advertiser should be brought in earlier. This summer didn't have a problem because only 8 page issues. The main problem occurred because so many new staff.*

*C: Concerned if Advertiser doesn't bid on the job again, it will create more problems.*

*Q: Why didn't the Staff training have more exciting opportunities in comparison to the High School day?*

*A: Different outcomes expected. Ka Leo is focused on training while the high school event is more about publicizing our programs and possibly recruiting future Ka Leo writers.*

● **Student Media Coordinator—Bob Duesterhaus**

No report submitted and absent from the meeting

Committee:

● **Screening Committee—Joaquin Villarreal**

Committee did not meet.

● **Rule Committee—Henri-lee Stalk, Chair**

Committee did not meet.

● **Planning & Finance Committee—Ronald Gilliam, Chair**

Report submitted online; see attachment #3

● **Personnel Committee—Cassandra Harris, Chair**

Report Submitted online; see attachment #4

● **Strategic Development Committee—Azti Nezia Suriyanti Azmi, Chair**

Committee did not meet.

● **Executive Committee—Devika Wasson, Chair**

Chair's goals for the semester: programs should run smoother and BOP as a whole will continue to work as cohesive whole while helping each other out. She would appreciate responses to emails much faster than the current standard. A response time will be posted in the header of future bop emails for reference. Also Chair is currently re-worked the roster and the committees. These need to be approved by the end of the meeting. Will be sent out to members once confirmed by each individual.

*C: we run the meetings as Robert's rules of order because it is a public forum.*

Program:

- **Ka Leo O Hawaii**

Report submitted online; see attachment #5

*C: Appreciative of the hard work so far on the Ka Leo, especially summer articles.*

- **Kalamakua**

Program EIC currently vacant

- **Hawaii Review**

Report submitted online; see attachment #6

*Q: Issue #71, how many are outside of UH, non-students, etc.*

*A: Many are outside, but poetry has a lot of local contributions. All art submissions by UH students.*

V. **Old Business**

- **Procedures for Submission of Committee Reports**

A reminder that reports and agendas should be cc'd to Ronald Gilliam, as the webmaster, so these can be added online. Also new members can ask for previous minutes which describe the method of agenda/minutes reporting. Ronald will send out an email to Chairs with the template.

- **BOP Manual**

Rules committee will meet in October to look over the completed manual. Committee chairs will add manual to each meeting in terms of committee description and check for content. Committees will then resubmit their changes before the next Exec. meeting in November.

V. **New Business**

- **Movement of Agenda Items**

**Motion** by Cassandra Harris to to move approval of program staff to the top of new business; second by Azti Nezia Suriyanti Azmi; **passes by acclamation.**

- **Approval of Ka Leo Program Staff**

**Motion** by Marlene Mattos to accept Ka Leo's Executive Staff for Fall 2009; second by Ronald Gilliam; **passes by acclamation.**

*Q: How are you preparing to cover the two positions not hired yet?*

*A: We have 5-6 photographers, so we should be ok. We will be hiring an associate photo editor.*

*Q: You mentioned in the report that you would have hired differently if you have the opportunity. Can you explain?*

*A: Only a few applied to the Web Editor position, so hired for the position too fast without opening the position.*

● **Movement of Agenda Items**

**Motion** by Ronald Gilliam to address Planning & Finance Committee proposals; second by Joaquin Villarreal; **passes by acclamation.**

● **BOP Employment Centralization Proposal**

**Motion** by Ronald Gilliam:

*All employment opportunities will be advertised on the main Board of Publications website and not on each program's individual website. Each program may link to employment opportunities on the Board's website. In addition, all personnel items, such as application packets and employment information, should be sent to the P&F Committee by our next committee meeting in order to place these items on the BOP website by the following General Meeting.*

**Second** by Joaquin Villarreal; **[restatement of motion]** by Ronald Gilliam to change "employment" to open positions; **Second** by Marlene Mattos; **passes by acclamation.**

*Q: What happens when Ronald is not in control of the site*

*C: We can address it at that time.*

● **Ka Leo Pay Scales**

**Motion** by Ronald Gilliam:

*The P&F Committee proposes the acceptance of the attached Ka Leo pay scale.*

**Second** by Joaquin Villarreal; **passes by acclamation.**

● **Hawaii Review Pay Scales**

**Motion** by Ronald Gilliam:

*The P&F Committee proposes the acceptance of the attached Hawaii Review pay scales.*

**Second** by Joaquin Villarreal; **passes by acclamation.**

● **Hawaii Review Promotional Items**

**Motion** by Ronald Gilliam:

*The P&F Committee proposes the acceptance of the attached Hawaii Review promotional items.*

**Second** by Joaquin Villarreal; **passes by acclamation.**

● **Hawaii Review Hosting Proposal**

**Motion** by Ronald Gilliam:

*\$75.00 from the Hawaii Review discretionary fund budget will be reallocated to a Website Hosting line item for fiscal year 2009-2010.*

**Second** by Joaquin Villarreal; **passes by acclamation.**

● **Travel Request Interview; see attachment #7**

*Q: What happens to the funds that were not previously used?*

*A: Rolls over to the next fiscal year.*

*Q: Why do you want to take the extra multimedia workshops?*

*A: Media moving toward more of a multimedia atmosphere. Ka Leo is a bit behind and hopes to find more ways to get involvement from the current student population.*

*Q: What were your emphasizes in terms of break out sessions?*

*A: Not enough time to attend those because busy with other sessions.*

*Q: We have 1600 allocated, how will you get the extra money?*

*A: Journalism dept. for more scholarships.*

*Q: Would you still plan to attend if needed to make up the difference yourself?*

*A: Yes*

**Motion** to enter exec. session by Ronald Gilliam; **Second** by Henri-lee Stalk;  
Enter exec. session at **19:08**

**Motion** to exit exec. session by Ronald Gilliam; **Second** by Joaquin Villarreal;  
Leave exec. session at **19:22**

**Motion** by Anthony Talat to fund Junghee's travel request for \$1600; **Second** by Lori Ann Saeki; **passes by acclimation.**

● **Interviews for Ka Lamakua and Hawai'i Review**

**Motion** to enter Executive Session by Lori Ann Saeki; **Second** by Azti Nezia Suriyanti Azmi; **passes by acclimation.**

Enter Executive Session at **19:30**

**Motion** to exit Executive Session by Joaquin Villarreal; **Second** by Azti Nezia Suriyanti Azmi; **passes by acclimation.**

Exit Executive Session at **20:29**

**Motion** by Marlene Mattos:

*to appoint Chad Fujihara as EIC of Ka Lamakua for the 2009-2010 term after meeting with Ronald Gilliam and Joaquin Villarreal.*

**Second** by Henri-Lee; **passes by acclimation.**

**Motion** by Marlene Mattos:

*to appoint Stephanie Mizushima as EIC of Hawai'i Review for 2009-2010 term;*

**Second** by Joaquin Villarreal; **passes by acclimation.**

**VI. Open Forum**

● **Meeting Time**

Some concerned with meeting time. Chair will send an updated list of a possible new time.

**VII. Adjourn**

**Motion** by Ronald Gilliam to adjourn; second by Lori Ann Saeki; **meeting adjourned at 20:34.**