

5/23/00

**Administrative Goals--Projects**

**Short-term**

**Complete budgets**

**Finalize report to Hawaii Community Foundation**

**(\$25,000 organizational development grant)**

**Complete evaluation/paperwork for Homecoming Event**

- Thank you notes
- Cost analysis
- Final report for file

**Complete evaluation/paperwork for Fundraising Dinner**

- Thank you notes
- Cost analysis
- Auction evaluation
- Auction acknowledgments/receipts
- Final report for file
- Recommendations/committee set up for next year

**Finalize brochure mailing**

**Finalize strategic/operational plans**

**Convene board meeting**

- Budget approval
- Strategic/operational plan approval
- Final reports, homecoming, fundraiser

**Convene leadership team meeting, review statewide sail, strategic/operational plans**

**Finalize statewide sail policies**

**Determine next steps for strategic planning - identify partners to meet with, initiate meetings etc.**

**Finalize long-term use agreement with Bishop Museum**

**Board profiles**

**Board development/succession planning (leadership vacancies)**

Initiate planning for annual meeting

Medium term

Review grant proposals, identify prospects for coming year  
Determine additional fundraiser efforts for remainder of 2000,  
1<sup>st</sup> half of 2001  
Begin work for 2001 budget  
Address web page management/determine staffing needs/hire  
staff  
Convene committee for 2001 fundraising event/begin planning  
Performance evaluation system  
Job descriptions  
Board training  
Board recruitment  
Board committees (fund development, personnel, finance,  
strategic planning etc.)  
Revise by-laws - address membership issue  
Review compensation/benefit structure  
Annual report to donors  
Consistent, professional newsletters  
Membership recognition

Long term

Endowment campaign

Additional initiatives

Malama Hawaii steering committee  
Regents  
Bishop Estate (potential)  
New Zealand

**Polynesian Voyaging Society  
Governance Committee  
Meeting Agenda  
July 28, 2000**

- I. Strategic Plan Overview
- II. Bylaws Report
- III. Next Steps

**Polynesian Voyaging  
Society  
Board of Directors**

1/11/00  
Hawaii Maritime Center  
Pacific Room

Meeting called by:

Myron Thompson

Note taker:

Uluwehi Hopkins

Attendees:

**Agenda**

Minutes

Myron Thompson

Financial Report

Elisa Yadao

President's Report

Myron Thompson

Executive Director's Report

Elisa Yadao

Old Business

Nominating Committee

Ben Tawera - -

New Business

- Leg 5/Tahiti Departure
- Tautira Hookupu
- Statewide Sail

14<sup>th</sup>, 22<sup>nd</sup>, 26<sup>th</sup> - ev. 2/5 to 16/10

Open

Next Meeting

Adjournment

**Additional Information**

Resource persons:

Ray, Angie, Ben T., M.B.T., Moku, Wally, Catherine, Bricks,  
Billy, Mike, Ben F., L.C.T. - Elisa, Ulu

**Polynesian Voyaging Society  
Executive Director's Report  
January 11, 2000**

Fundraising

Fundraising efforts are going well. We have received \$25,000 from the Atherton Foundation, \$5,000 from the Frear Foundation and \$100,000 from the Hawaii Tourism Authority for the Hokule'a homecoming celebrations.

With regard to the HTA grant, \$35,000 of our \$100,000 will be going to Tom Kiely and his company TEAM Unlimited for completion of a nationally broadcast television documentary on Hokule'a's voyage to Rapa Nui. National dissemination of material was a requirement of the grantor and TEAM Unlimited included in our initial funding request for \$250,000.

In his current negotiations with PVS, Mr. Kiely is acting as an agent for HTA. A copy of our most recent round of correspondence is available for your review.

We currently have funding requests pending before the Bank of Hawaii and Friends of Hawaii Charities. A proposal will be submitted to First Hawaiian Bank shortly and we will also be doing an additional direct mail campaign later this month.

Hokule'a Dinner

We are hard at work on the dinner planned for April 18<sup>th</sup>. The fundraising committee will be having its first meeting on Thursday, at a breakfast meeting hosted by Bert Kobayashi. A kickoff reception is planned for January 19th at Washington Place. Board members who have not RSVP'd please let Ulu know your plans.

To date, we've received \$2,500 in dinner revenue and have commitments for roughly \$70,000 without having actually begun the solicitation campaign. Our costs for the dinner have yet to be determined but we're anticipating about \$75,000. Negotiations with the Hawaii Convention Center have not proceeded as quickly as we'd like, so we are now also pursuing the Hilton Hawaiian Village.

#### Magic Island Event

This is currently planned for April 16<sup>th</sup>. Kamaaina Kids is also planning a large event at McCoy Pavilion that day, and we are hoping to work together as our two functions seem to dovetail nicely. McNeil Wilson Communications has offered to plan this event for us pro bono and I will be meeting with them tomorrow.

I will also be making a presentation to the Malama Hawaii group tomorrow morning, to solicit participation from these groups. Malama Hawaii is also a sub-theme of the Kamaaina Kids group displays.