

MILILANI TOWN ASSOCIATION
BOARD OF DIRECTORS MEETING

NO. 386

TIME AND PLACE The 386th regular meeting of the Mililani Town Association Board of Directors was held on Wednesday, January 19, 2011 at 7:00 p.m. in the Conference Room of Recreation Center III at 95-281 Kaloapau Street, Mililani, Hawaii.

CALL TO ORDER President Will Kane called the meeting to order at 7:00 p.m.

ROLL CALL Silent roll call noted the following directors were present and absent respectively:

PRESENT Will Kane Michelle Kidani Glenn Yoshimori
Roger Babcock Farouk Wang Eric Matsumoto
Ed Oshiro Dennis Ihara Josie Ka'anehe

ABSENT General Manager, Calvin Maeda and Member Relations Manager, Wayne Sekiya

MANAGEMENT REPRESENTATIVES Kevin Murphy, Dianne Hara and Laurie Usui

QUORUM The required number of directors to constitute a quorum was present.

GUEST SPEAKERS Alan Hirota – AES Design Group Inc. - To discuss Recreation Center II Facility

GUESTS Davis Walker and Jeannie Walker – Boy Scouts

HOMEOWNER FORUM None

APPROVAL OF AGENDA The agenda was revised to add under Discussion Item, Letter to Homeowners. Agenda was approved as amended.

MINUTES The Board of Directors Minutes of November 17, 2010 was approved as circulated.

PRESIDENT'S REMARKS President Will Kane thanked the Board of Directors and staff for their support.

TREASURER'S REPORT The Financial Report for November 2010 was reviewed by the Board.

COMMITTEE REPORTS

AUDIT & FINANCE Committee Chair, Roger Babcock reported that the Audit & Finance Committee met on January 11, 2011. There is one item requiring Board action.

BUILDING & GROUNDS Committee Chair, Eric Matsumoto reported that the Building & Grounds Committee met on January 5, 2011. There is one item requiring Board action.

- MGT. & PERSONNEL Committee Chair, Eric Matsumoto reported that the Management and Personnel Committee met on January 5, 2011, January 11, 2011 and January 19, 2011. There are six items requiring Board action.
- MEMBER RELATIONS Committee Chair, Dennis Ihara reported that the Member Relations Committee met on January 11, 2011. There are no items requiring Board action.
- RECREATION Committee Vice-Chair, Josie Ka'anehe reported that the Recreation Committee met on January 5, 2011. There are no items requiring Board action.
- GOVERNMENT AFFAIRS Committee Chair, Eric Matsumoto reported that the Government Affairs Committee did not meet in January.
- DESIGN None
- MANAGER'S REPORT The Acting General Manager's Report was reviewed.
- DISCUSSION ITEMS Letter to Homeowners regarding new feature for Homeowners to use for assessment payments.
- UNFINISHED BUSINESS None
- NEW BUSINESS
- SPECIAL RESOL. NO. 673: Moved and seconded by Yoshimori and Ihara to adopt Special Resolution No. 673: Approve the Proposed 2011-2012 Fiscal Budget. **In favor:** Eric Matsumoto, Glenn Yoshimori, Roger Babcock, Michelle Kidani, Farouk Wang, Dennis Ihara and Josie Ka'anehe. **Against:** None. Director Ed Oshiro absent from voting. Motion carried unanimously.
- SPECIAL. RESOL. NO 674: Moved and seconded by Yoshimori and Ihara to adopt Special Resolution No. 674: Authorize the Engagement of the AES Design Group, Inc. to Conduct Phase II for Design Development, Construction Documents, Bidding/Permitting and Construction Administration for the Recreation Center II Facility. **In favor:** Eric Matsumoto, Glenn Yoshimori, Roger Babcock, Michelle Kidani, Farouk Wang, Dennis Ihara and Josie Ka'anehe. **Against:** None. Director Ed Oshiro absent from voting. Motion carried unanimously.
- ADMIN. RESOL. NO 093: Moved and seconded by Yoshimori and Kidani to adopt Administrative Resolution No. 093: Revise the Title and Job Description of the Office Manager to Administrative Manager. **In favor:** Eric Matsumoto, Glenn Yoshimori, Roger Babcock, Michelle Kidani, Farouk Wang, Dennis Ihara and Josie Ka'anehe. **Against:** None. Director Ed Oshiro absent from voting. Motion carried unanimously.

ADMIN. RESOL. NO 094: Moved and seconded by Matsumoto and Yoshimori to adopt Administrative Resolution No. 094: Establish the Member Activities Division and the Supervisor Position. **In favor:** Eric Matsumoto, Glenn Yoshimori, Roger Babcock, Michelle Kidani, Farouk Wang, Dennis Ihara and Josie Ka'anehe. **Against:** None. Director Ed Oshiro absent from voting. Motion carried unanimously.

ADMIN. RESOL. NO 095: Moved and seconded by Matsumoto and Yoshimori to adopt Administrative Resolution No. 095: Revise the Job Description of the Member Relations Manager. **In favor:** Eric Matsumoto, Glenn Yoshimori, Roger Babcock, Michelle Kidani, Farouk Wang, Dennis Ihara and Josie Ka'anehe. **Against:** None. Director Ed Oshiro absent from voting. Motion carried unanimously.

ADMIN. RESOL. NO 096: Moved and seconded by Matsumoto and Yoshimori to adopt Administrative Resolution No. 096: Establish the Assistant General Manager Position. Friendly motion to amend with second by Wang and Ihara to the following:

Reso. No. 096: Third WHEREAS to read: "WHEREAS, the Assistant General Manager will have oversight of the IT function and performing..." AGM JD: Essential Duties and Resp.: #1. "Oversee the IT function and personnel, to include hiring and firing in consultation with the General Manager...."

AGM JD: Essential Duties and Resp.: #6. "Report to the General Manager for supervision, who will exercise responsibilities of hiring, firing, evaluating and disciplining with concurrence of the Board of Directors for the hiring and firing actions only."

AGM JD: Supervisory Responsibilities: "... and administrative personnel so assigned for support in performing their duties."

AGM JD: Education and/or Experience: "Requires knowledge of computer use including word-processing, spreadsheets, database and scheduling software programs."

In favor of amendments: Eric Matsumoto, Glenn Yoshimori, Roger Babcock, Michelle Kidani, Farouk Wang, Dennis Ihara, Josie Ka'anehe and Ed Oshiro. **Against:** None. Friendly motion to amend carried.

Moved and seconded to amend the motion by Matsumoto and Kidani to delete from AGM JD Item #6: "However, in instances where the General Manager ...performing duties as the Acting General Manager."

In favor of amendment: Eric Matsumoto, Glenn Yoshimori, Roger Babcock, Michelle Kidani, Farouk Wang, Dennis Ihara, Josie Ka'anehe and Ed Oshiro. **Against:** None. Amendment carried.

Motion to accept Admin. Resolution No. 096 as amended: **In favor:** Eric Matsumoto, Glenn Yoshimori, Roger Babcock, Michelle Kidani, Farouk Wang, Dennis Ihara, Josie Ka'anehe and Ed Oshiro.. **Against:** None. Main motion as amended carried.

ADMIN. RESOL. NO 025: Moved and seconded by Babcock and Ihara to revise Administrative Resolution No. 025: Establishment of Committees. **In favor:** Eric Matsumoto, Glenn Yoshimori, Roger Babcock, Michelle Kidani, Farouk Wang, Dennis Ihara, Josie Ka'anehe and Ed Oshiro. **Against:** None. Motion carried unanimously.

ADMIN. RESOL. NO 097: Moved and seconded by Yoshimori and Ihara to adopt Administrative Resolution No. 097: Rescind Administrative Resolution No. 009: Recreation Committee Terms of Reference. **In favor:** Eric Matsumoto, Glenn Yoshimori, Roger Babcock, Michelle Kidani, Farouk Wang, Dennis Ihara, Josie Ka'anehe and Ed Oshiro. **Against:** None. Motion carried unanimously.

ANNOUNCEMENTS

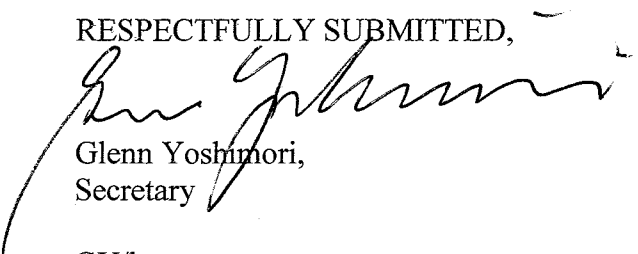
Next Board Meeting is scheduled for February 16, 2011 at 7:00 p.m. at Recreation Center III, Conference Room.

Executive Session will follow adjournment of this Board Meeting.

ADJOURNMENT

Not having any further business to come before the Board, the meeting was adjourned at 8:55 p.m.

RESPECTFULLY SUBMITTED,



Glenn Yoshimori,
Secretary

GY/lu