

**MILILANI TOWN ASSOCIATION
BOARD OF DIRECTORS MEETING**

NO. 410

TIME AND PLACE	The 410th regular meeting of the Mililani Town Association Board of Directors was held on Wednesday, October 16, 2013 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 7:02 p.m.
ROLL CALL	Silent roll call noted the following directors were present and absent respectively:
PRESENT	Will Kane Bob Barrett Roger Babcock Glenn Yoshimori Michelle Kidani Josie Hart Ka'anehe Rodney Park
EXCUSED ABSENCE	Neil Takeda
MANAGEMENT REPRESENTATIVES	David O'Neal, Lynelle Tamashiro, Katherine Cueva, Laurie Usui, Guy Makimoto, Carol Shimabuku, and Ashley Russell.
QUORUM	The required number of directors to constitute a quorum was present.
APPOINTMENT OF NEW BOARD MEMBER	Moved by Bob Barrett to accept the appointment of Michael Magaoay to the MTA Board to fulfill Director position until the next election in March 2014, and to accept his appointment to all Committees. Motion carried unanimously.
HOMEOWNER FORUM	None
GUESTS	None
APPROVAL OF AGENDA	The agenda was revised to remove New Business Item F. Approval of revised Member Activities Manager job description. The following New Business Items were added to the agenda: G. Approval of revised Member Services Manager job description; H. Approval of Aquatics Manager job description; I. Approval of revised Special Events Coordinator job description; J. Approval of revised Senior's Program Instructor job description; K. Approval of revised Tiny Tots Instructor job description; L. Approval of revised Activities Aide job description; M. Approval of revised Salary Ranges. The agenda was approved as amended.
MINUTES	The Board of Directors Minutes for September 18, 2013 were unanimously approved as circulated.
PRESIDENT'S REMARKS	President Kane congratulated and welcomed Michael Magaoay to the Board. President Kane noted that the Mililani and MTA tour provided to the Community Managers in the Community Associations Institute (CAI) Large-Scale Managers Workshop went exceptionally well; and thanked the managers and staff who participated in the preparations of the event.

TREASURER'S REPORT The Financial Report for September 2013 was reviewed by the Board and accepted subject to audit.

COMMITTEE REPORTS

AUDIT & FINANCE Committee Chair, Glenn Yoshimori reported that the Audit & Finance Committee met on October 9, 2013. Three items submitted requiring Board action.

BUILDING & GROUNDS Committee Chair, Roger Babcock reported that the Building & Grounds Committee met on October 1, 2013. One item submitted requiring Board action.

MGT. & PERSONNEL Committee Chair, Bob Barrett reported that the Management & Personnel Committee met on October 1, 2013 and October 16, 2013. Nine items submitted requiring Board action.

MEMBER RELATIONS Committee Vice Chair, Bob Barrett reported that the Member Relations Committee met on October 9, 2013. One item submitted requiring Board action.

GOVERNMENT AFFAIRS None

DESIGN Design minutes for September 9, 2013 were circulated.

MANAGER'S REPORT The General Manager's Report for October 2013 was reviewed.

UNFINISHED BUSINESS None

NEW BUSINESS

APPROVAL OF ADMINISTRATIVE RESOLUTION NO. 129 – TO CREATE A POLICY FOR HANDLING ISSUES RELATED TO TREES IN MILILANI TOWN ASSOCIATION COMMON AREA:
Moved by Glenn Yoshimori to accept the approval of Administrative Resolution No. 129 - To Create a Policy for Handling Issues Related to Trees in Mililani Town Association Common Area. **In favor:** Will Kane, Bob Barrett, Roger Babcock, Glenn Yoshimori, Michelle Kidani, Josie Hart Ka'anehe, Rodney Park, and Michael Magaoay. **Against:** None. Motion carried unanimously.

APPROVAL OF REVISED HOMEOWNER AUTHORIZING PROPERTY MANAGEMENT COMPANY/ INDIVIDUAL FORM: Moved by Glenn Yoshimori to accept the approval of revised Homeowner Authorizing Property Management Company/Individual form. **In favor:** Will Kane, Bob Barrett, Roger Babcock, Glenn Yoshimori, Michelle Kidani, Josie Hart Ka'anehe, Rodney Park, and Michael Magaoay. **Against:** None. Motion carried unanimously.

- APPROVAL OF REVISED ADMINISTRATIVE RESOLUTION NO. 20 – CAPITALIZATION POLICY: Moved by Glenn Yoshimori to accept the approval of revised Administrative Resolution No. 20 – Capitalization Policy. **In favor:** Will Kane, Bob Barrett, Roger Babcock, Glenn Yoshimori, Michelle Kidani, Josie Hart Ka'anehe, Rodney Park, and Michael Magaoay. **Against:** None. Motion carried unanimously.
- APPROVAL OF MARKETING SPECIALIST JOB DESCRIPTION: Moved by Glenn Yoshimori to accept the approval of Marketing Specialist job description. **In favor:** Will Kane, Bob Barrett, Roger Babcock, Glenn Yoshimori, Michelle Kidani, Josie Hart Ka'anehe, Rodney Park, and Michael Magaoay. **Against:** None. Motion carried unanimously.
- APPROVAL OF MARKETING SPECIALIST SALARY RANGE: Moved by Glenn Yoshimori to accept the approval of Marketing Specialist salary range. **In favor:** Will Kane, Bob Barrett, Roger Babcock, Glenn Yoshimori, Michelle Kidani, Josie Hart Ka'anehe, Rodney Park, and Michael Magaoay. **Against:** None. Motion carried unanimously.
- APPROVAL OF REVISED MEMBER SERVICES MANAGER JOB DESCRIPTION: Moved by Glenn Yoshimori to accept the approval of revised Member Services Manager job description. **In favor:** Will Kane, Bob Barrett, Roger Babcock, Glenn Yoshimori, Michelle Kidani, Josie Hart Ka'anehe, Rodney Park, and Michael Magaoay. **Against:** None. Motion carried unanimously.
- APPROVAL OF AQUATICS MANAGER JOB DESCRIPTION: Moved by Glenn Yoshimori to accept the approval of Aquatics Manager job description. **In favor:** Will Kane, Bob Barrett, Roger Babcock, Glenn Yoshimori, Michelle Kidani, Josie Hart Ka'anehe, Rodney Park, and Michael Magaoay. **Against:** None. Motion carried unanimously.
- APPROVAL OF REVISED SPECIAL EVENTS COORDINATOR JOB DESCRIPTION: Moved by Glenn Yoshimori to accept the approval of revised Special Events Coordinator job description. **In favor:** Will Kane, Bob Barrett, Roger Babcock, Glenn Yoshimori, Michelle Kidani, Josie Hart Ka'anehe, Rodney Park, and Michael Magaoay. **Against:** None. Motion carried unanimously.
- APPROVAL OF REVISED SENIOR'S PROGRAM INSTRUCTOR JOB DESCRIPTION: Moved by Glenn Yoshimori to accept the approval of revised Senior's Program Instructor job description. **In favor:** Will Kane, Bob Barrett, Roger Babcock, Glenn Yoshimori, Michelle Kidani, Josie Hart Ka'anehe, Rodney Park, and Michael Magaoay. **Against:** None. Motion carried unanimously.
- APPROVAL OF REVISED TINY TOTS INSTRUCTOR JOB DESCRIPTION: Moved by Glenn Yoshimori to accept the approval of revised Tiny Tots Instructor job description. **In favor:** Will Kane, Bob Barrett, Roger Babcock, Glenn Yoshimori, Michelle Kidani, Josie Hart Ka'anehe, Rodney Park, and Michael Magaoay. **Against:** None. Motion carried unanimously.
- APPROVAL OF REVISED ACTIVITIES AIDE JOB DESCRIPTION: Moved by Glenn Yoshimori to accept the approval of revised Activities Aide job description. **In favor:** Will Kane, Bob Barrett, Roger Babcock, Glenn Yoshimori, Michelle Kidani, Josie Hart Ka'anehe, Rodney Park, and Michael Magaoay. **Against:** None. Motion carried unanimously.

APPROVAL OF REVISED SALARY RANGES: Moved by Glenn Yoshimori to accept the approval of revised Salary Ranges. **In favor:** Will Kane, Bob Barrett, Roger Babcock, Glenn Yoshimori, Michelle Kidani, Josie Hart Ka'anehe, Rodney Park, and Michael Magaoay. **Against:** None. Motion carried unanimously.

APPROVAL OF REVISED ORGANIZATIONAL CHART: Moved by Glenn Yoshimori to accept the approval of revised Organizational Chart. **In favor:** Will Kane, Bob Barrett, Roger Babcock, Glenn Yoshimori, Michelle Kidani, Josie Hart Ka'anehe, Rodney Park, and Michael Magaoay. **Against:** None. Motion carried unanimously.

APPROVAL OF SALARY INCREASE FOR FY 2014-2015: Moved by Glenn Yoshimori to accept the approval of Salary Increase for FY 2014-2015. **In favor:** Will Kane, Bob Barrett, Roger Babcock, Glenn Yoshimori, Michelle Kidani, Josie Hart Ka'anehe, Rodney Park, and Michael Magaoay. **Against:** None. Motion carried unanimously.

DISCUSSION ITEMS

FY 2014-2015 Departmental Budgets: President Kane requested that FY 2014-2015 Departmental Budgets be prepared and ready for the Board to review by November 1, 2013. Committee Chairs to review with respective department managers.

Rec. Center VII Pavilions: Moved by Glenn Yoshimori to accept the approval of eliminating Rec. Center VII Pavilions Architectural Drawings – Option One. **In favor:** Will Kane, Bob Barrett, Glenn Yoshimori, Michelle Kidani, Josie Hart Ka'anehe, Rodney Park, and Michael Magaoay. **Against:** Roger Babcock. Motion carried.
Moved by Bob Barrett to accept the approval of Rec. Center VII Pavilions Architectural Drawings – Option Two. **In favor:** Bob Barrett, Roger Babcock, Michelle Kidani, Josie Hart Ka'anehe, and Rodney Park. **Against:** Will Kane, Glenn Yoshimori, and Michael Magaoay. Motion carried.

ANNOUNCEMENTS

The next Board of Directors Meeting is scheduled for November 20, 2013 at 7:00 p.m. at Recreation Center III Conference Room.

ADJOURNMENT

Having no further business before the Board, the meeting was adjourned at 7:59 p.m.

RESPECTFULLY SUBMITTED,



Roger Babcock,
Secretary

RB/ar