

**NEIL ABERCROMBIE**  
Governor



**BRUCE A. COPPA**  
Comptroller

**JAN S. GOUVEIA**  
Deputy Comptroller

**STATE OF HAWAII  
WIRELESS ENHANCED 911 BOARD**

**Communications Committee Meeting  
9–10 am, Thursday, September 8, 2011**

**Kalanimoku Building Conference Room  
Room 410  
1151 Punchbowl Street  
Honolulu, HI 96813**

**AGENDA**

- I. Call to order**
- II. Introductions**
- III. Review of Minutes of July 14, 2011 meeting.**
- IV. Items for Discussion, Consideration and Action**
  - a. Master List of Media**
  - b. Meeting with Web Master-Proposal for expanded services.**
  - c. Vote on New Legislation Regarding Staff for Board**
  - d. Establishment of Governance and Admin. Rules**
  - e. Social Media Status**
  - f. Press Releases**
  - g. Legislative updates**
  - h. Creation of a Logo**
    - School Competition**
- V. Announcements**
- VI. Next meeting date– TBD**
- VII. Adjournment.**

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**MINUTES**

**Communications Committee members present:** Gordon Bruce (Chair), Paul Ferreira, Clayton Tom, Victor Ramos, and Morris Tamanaha.

**Communications Committee members absent:** none

**Staff members present:** Thera Bradshaw and Courtney Tagupa

**Guests:** Jayne Nantkes (Akimeka LLC) and Tony Ramirez (Akimeka LLC).

**I. Call to order**

The meeting was called to order at 10am.

**II. Introductions**

Introductions were made of all individuals present.

**III. Review and approval of the Minutes of August 11, 2011 meeting.**

Mr. Ferreira motioned to approve the minutes. The motion was seconded and unanimously approved by voice vote.

**IV. Items for Discussion, Consideration and Action**

**a. Master List of Media**

Mr. Tagupa stated that he will be posting the information to the website but is still waiting for Kauai's contribution. Mr. Tamanaha also stated that he is attempting to obtain a list from the Navy but has met some resistance.

**b. Meeting with Web Master-Proposal for expanded services.**

Mr. Tony Ramirez stated that he is still awaiting the proposal from his company's proposal department. He will be able to present the proposal next month.

**c. New Legislation Regarding Staff for Board**

Mr. Paul Ferreira stated that the additional staff legislation will not make the cutoff for the upcoming legislation, however, drafting of the legislation for the next legislative session. Mr. Ferreira had volunteered to draft the legislation for Board review.

**d. Establishment of Governance and Admin. Rules**

This responsibility will be assigned to the new administrator for the Board.

**e. Social Media Status**

This will be part of the proposal for expanded service of the Web Master. Mr. Tony Ramirez stated that the social media site will require just part-time help.

The Committee Chair will forward an action item to the Board that permission be obtained from the governor's office to use a Facebook and Twitter account with the State's logo.

**f. Press Releases**

Ms. Thera Bradshaw had submitted the press release for ACT 168 to the governor's office and received a response with requested changes and clarifications. Ms. Bradshaw will resubmit the proposed press release for further review.

**g. Legislative updates- None at this time.**

**h. Creation of a Logo contest.**

Mr. Bruce stated that the Finance Committee gave approval to move forward with developing a funding plan for the Logo contest to determine the prize amounts. The following items were discussed in preparation for the contest:

1. Public schools only.
2. State-wide contest only.
3. Board can pay for prized with prior approval of the Comptroller. Comptroller's approval will be based on their commendation from the pre-audit branch of the accounting division after review of proposed expenditures as it complies with policies, rules and statutes. Comptroller's approval should be obtained before the expenditure when the Board has a complete description of the contest including the amount and number of prizes.
4. Action item: Ms. Bradshaw volunteered to put together a budget for recommendation to the Finance Committee and Board.

5. Presentation of the award:
  - a. Medallions
  - b. Venue

**V. Announcements**

- VI. **Next meeting date**—The consensus is to move the meeting to Tuesdays along with the Technical and Finance meetings. The next meeting will be on Tuesday, October 11, 2011, 10 am, Conference room 426, Kalanimoku Bldg., 1151 Punchbowl St., Honolulu.

- VII. Adjournment - The meeting was adjourned at 9:25 pm.**