

**STATE OF HAWAI‘I  
HAWAI‘I COMMUNITY DEVELOPMENT AUTHORITY  
AT-LARGE BOARD MEETING**

**Wednesday, December 4, 2024  
MINUTES**

**I. CALL TO ORDER/ROLL CALL**

The Hawai‘i Community Development Authority (“Authority” or “Board”), a body corporate and a public instrumentality of the State of Hawai‘i (“State”) met in person at the HCDA’s physical meeting site, American Brewery Building, 547 Queen Street, 2<sup>nd</sup> Floor Boardroom and provided an option to attend virtually (utilizing the State-supported Zoom Meeting platform) for a Regular meeting on December 4, 2024.

Chairperson Sterling Higa called the December 4, 2024, HCDA At-Large Authority Regular meeting to order at 10:30 a.m.

Acknowledgment that the Meeting is Being Convened Virtually

Executive Director Craig Nakamoto reiterated the wording contained in the Meeting Agenda regarding the guidelines and directives provided by Section 92-3.7, Hawai‘i Revised Statutes (“HRS”), to enable public boards and commissions to conduct business virtually with a meeting site open to the public.

About the foregoing, Mr. Nakamoto reiterated wording contained in the Meeting Agenda, noting that the HCDA welcomes public attendance via the Zoom link provided and also at the meeting site, located at The American Brewery Building, 547 Queen Street, 2<sup>nd</sup> Floor Boardroom, Honolulu, Hawai‘i 96813. The HCDA welcomes public comment and public participation via submission of written or oral testimony. Mr. Nakamoto stated that individuals, if any, from the public who had requested to provide testimony were on standby and would be permitted to speak during the public testimony session of the specific agenda item. Mr. Nakamoto also noted the time limits for public testimony.

Chair Higa conducted the roll call. Those present were as follows:

**Members Present:**

Sterling Higa, Chairperson  
Chason Ishii, Vice Chairperson  
Miki‘ala Lidstone, Secretary  
Melissa Miranda-Johnson, DOT (Ex Officio)  
Mary Alice Evans, DBEDT (Ex Officio)  
Tim Streitz, City & County of Honolulu DPP (Ex Officio)  
David Yamashita, Maui County DP (Ex Officio)  
Michael China  
Kevin Sakoda  
JoAnn Leong  
Debbie Cabebe  
Glenn Yamasaki

**Members Excused:** Mark Anderson, B&F (Ex Officio)  
Russell Tsuji, BLNR (Ex Officio)  
David Rae  
Punihei Lipe  
Cultural Specialist, VACANT

A quorum was present.

**Legal Counsel:** Kelly Suzuka, Deputy Attorney General  
Kevin Tongg, Deputy Attorney General

**Staff Present:** Craig Nakamoto, HCDA Executive Director  
Garet Sasaki, HCDA Chief Financial Officer  
Lindsey Doi, HCDA Asset Manager  
Francine Murray, HCDA Community Outreach Officer  
Ryan Tam, HCDA Director of Planning & Development  
Armaine Tomacder, HCDA Board Secretary

**II. APPROVAL OF MINUTES**  
**Regular Meeting Minutes of November 6, 2024**

Chair Higa asked for comments or corrections. There were none. The meeting minutes were approved as presented.

**III. DECISION MAKING**  
**Consider Adopting the HCDA Communications and Marketing Plan, Which is Included as a Goal in the Strategic Plan, revised June 5, 2024.**

Ms. Francine Murray, Communications Officer, presented the staff report provided in the board packet. Ms. Murray shared that updates to the HCDA website were already in effect, including the addition of the Newsroom section. Ms. Murray expressed her appreciation to the Board for prioritizing this Strategic Plan goal, to the Executive Director for acknowledging the need for transparency from HCDA, and to the media outlets for providing avenues to achieve a broader reach.

Member Sakoda advised that marketing HCDA's broad community impacts, especially for a relatively small agency, will be pivotal to secure other sources of funding and reduce the reliance on Legislative funding only.

Chair Higa acknowledged the increase in media coverage in all channels since the adoption of the Strategic Plan, and suggested that a wider variety of stories highlighting HCDA's work should be shared to the public.

There were no further comments or questions from the board members.

**MOTION:**

Chair Higa asked for a motion to adopt the HCDA Communications and Marketing Plan, which is included as a goal in the Strategic Plan, revised June 5, 2024.

A motion was made by Member Sakoda and seconded by Member Leong.

Member Streitz suggested the draft date of the Communications and Marketing Plan be added to the motion.

**Chair Higa asked for an amended motion to adopt the HCDA Communications and Marketing Plan, *dated November 6, 2024*, which is included as a goal in the Strategic Plan, revised June 5, 2024 (see italicized language).**

Member Sakoda and Member Leong accepted the suggestion to the motion.

Ms. Murray conducted the roll call vote. Amended motion passed with 12 ayes, 0 nays, 4 excused, and 1 vacant.

**IV. REPORT OF THE EXECUTIVE DIRECTOR**

**Monthly Report and Other Status Reports**

**a. Monthly Financial Highlights for October 2024**

Mr. Craig Nakamoto, Executive Director, referred to the report provided in the board packet, and stated that Mr. Garet Sasaki, Chief Financial Officer, is available for questions.

There were no questions or comments by the Board.

**Public Testimony**

Chair Higa called for public testimony. There were no inquiries to provide oral testimony, and no written testimonies were received.

**V. ADJOURNMENT**

Chair Higa thanked those who joined the meeting on Zoom and then adjourned the meeting at 10:42 a.m.



Miki'ala Lidstone, Secretary

January 8, 2025

Date Board Approved