

MINUTES
HAWAII STATE BAR ASSOCIATION
BOARD MEETING

Via Zoom
Honolulu, HI 96813

Thursday, October 28, 2021

A. CALL TO ORDER

President Levi Hookano called the meeting to order at 12:00 p.m. with a quorum present.

The following persons were present for all or part of the meeting:

Officers Present

Levi Hookano
Shannon Sheldon
Rhonda Griswold
Russ Awakuni
Alika Piper

Directors Present

Tristan Andres
Craig De Costa
Vladimir Devens
Jessica Domingo
William Harrison
Geraldine Hasegawa
Carol Kitaoka
Jacob Lowenthal
Paul Naso
Ralph O'Neill
Christopher St. Sure

Directors Absent

Steven Chow
Kristin Izumi-Nitao
Erin Kobayashi
Mark K. Murakami
Zale Okazaki

Others Present

Jeremy Patricio
Stanley Sawai
Maricris Serrano

HSBA Staff Present

Patricia Mau-Shimizu
Iris Ito
Sean Perez
Brian Simon

- B. **REPORT ON AUDIT OF 2020 YEAR** - Stanley Sawai, Audit Partner at Gilford Sato & Associates, CPAs, presented an overview of the audit conducted on HSBA for year 2020. Audit Manager Jeremy Patricio and Tax Manager Maricris Serrano were also present. Mr. Sawai reported that the audit went smoothly, that all transactions were recorded accurately and completely, and no adjustments needed to be made on the financial statements. He noted that the Statement of Assets, Liabilities, and Net Assets, as well as the Statement of Revenue, Expenses, and Changes in Net Assets had no significant changes compared to last year. On the Statement of Functional Expenses, he remarked that there was a significant decrease last year in conference, conventions, and meeting expenses due to COVID restrictions. On the Notes to the Financial Statements, Mr. Sawai stated that a Method of Allocation column was added for major expense and a new disclosure was made for net assets; otherwise, there were no major changes from the previous year. A report on the 2020 tax returns will be presented at next month's board meeting.
- C. **APPROVAL OF MINUTES** - A motion was made (Jacob Lowenthal), seconded, and carried without opposition to approve the minutes of the September 23, 2021 board meeting.
- D. **TREASURER'S REPORT** - Treasurer Alika Piper reported that the PPP loan forgiveness application was approved by First Hawaiian Bank and full forgiveness was granted by the Small Business Administration. She also delivered the financial report as of September 30, 2021.
- E. **EXECUTIVE DIRECTOR'S REPORT** - Executive Director Patricia Mau-Shimizu reported that testing on the attorney registration portal is scheduled for early to mid-November. She also reported that the HSBA email system had been compromised, but no personal information of members was accessed. Passwords have been changed, security scans done, remote access has been limited, and monitoring of systems will continue.
- F. **YLD PRESIDENT'S REPORT** - YLD President Christopher St. Sure reported that the YLD was concluding its Wellness Challenge at the end of the month with over 100 participants. He also reported that planning is underway for the Mock Trial project and attempts are being made to get more high schools to participate.

G. NEW BUSINESS

1. **Proposed 2022 HSBA Operating Budget** - Treasurer/Finance Committee Chair Piper highlighted.

Action taken: A motion was made (Russ Awakuni) and seconded to adopt the recommendation of the joint Executive-Finance Committee to approve the proposed 2022 HSBA operating budget.

Ms. Piper noted that no increase in member dues was being proposed. She reviewed the following areas of the proposed budget:

- Reserves Summary
- Expense Budget by Department
- Dues Projection
- Dues History
- CLE Department Budget
- Conference Expenses
- Technology Budget
- Payroll Budget

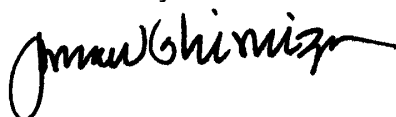
The Board discussed the length of time since member dues were last increased and whether, due to rising costs, an increase needs to be considered. President Hookano stated that he would leave it to President-elect Shannon Sheldon to form a committee/task force to study that issue.

After further discussion, the motion carried without opposition.

H. ADJOURNMENT

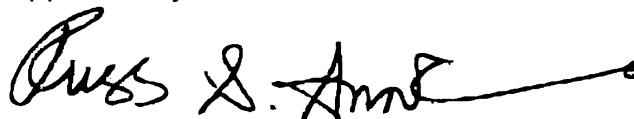
The meeting adjourned at 12:57 p.m.

Submitted by:



Patricia Mau-Shimizu
HSBA Executive Director

Approved by:



Russ S. Awakuni
HSBA Secretary