

MINUTES
HAWAII STATE BAR ASSOCIATION
BOARD MEETING

Via Zoom
Honolulu, HI 96813

Thursday, November 18, 2021

A. **CALL TO ORDER**

President Levi Hookano called the meeting to order at 12:09 p.m. with a quorum present.

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

Officers Present

Levi Hookano
Shannon Sheldon
Russ Awakuni
Alika Piper

Others Present

Jocelyn Chong
Joanne Hoe
Lanson Kupau
Jesse Souki

Directors Present

Tristan Andres
Steven Chow
Craig De Costa
Vladimir Devens
Jessica Domingo
Geraldine Hasegawa
Kristin Izumi-Nitao
Carol Kitaoka

HSBA Staff Present

Patricia Mau-Shimizu
Iris Ito
Sean Perez
Brian Simon

Directors Absent

Rhonda Griswold
William Harrison
Erin Kobayashi
Jacob Lowenthal
Mark K. Murakami
Paul Naso
Ralph O'Neill
Zale Okazaki
Christopher St. Sure

President Hookano welcomed new 2022 board members who were present.

- B. **REPORT ON AUDIT OF 2020 YEAR** - Joanne Hoe, Tax Partner at Gilford Sato & Associates, CPAs, reported on HSBA's Form 990 that was filed for 2020. She called attention to Part VI, Section A related to Governance and noted that there was no diversion of assets and no family relationships on the Board or staff. On Section B related to Policies, she encouraged the Board to review Form 990; noted that all board members must sign the conflict-of-interest policy; conduct a regular review of the Executive Director; document all action taken by the Board; ensure Board members are aware of their duties.
- C. **APPROVAL OF MINUTES** - A motion was made (Shannon Sheldon), seconded, and carried without opposition to approve the minutes of the October 28, 2021 board meeting.
- D. **TREASURER'S REPORT** - Treasurer Alika Piper delivered the financial report as of October 31, 2021, including YTD revenues and expenses. She also noted that the PPP loan forgiveness amount was credited to payroll costs.
- E. **EXECUTIVE DIRECTOR'S REPORT** - Executive Director Patricia Mau-Shimizu reported on the continued Microsoft Outlook issues that the staff had been experiencing which apparently is a worldwide problem. She also reported that postcards will be mailed to all members regarding the annual attorney registration process to begin on December 1st. Finally, she noted that a recent order from the Judiciary stated that proof of COVID-19 vaccination or bona fide exemption letter will be required to enter the Judiciary facilities.

F **NEW BUSINESS**

1. **Proposed Revisions to HSBA Online Judicial Evaluation Form** - In an effort to improve the HSBA judicial evaluation process, an HSBA member (and per diem judge) suggested that the online form be revised to be more relevant to the judge being evaluated.

Action taken: A motion was made (Russ Awakuni) and seconded to adopt the recommendation of the Executive Committee to approve the suggestion to include the date of the judge's term for the particular evaluation period.

After further discussion, the motion carried without opposition.

2. **Proposed Amendment to Rules of the Supreme Court of Hawaii (RSCH)** - An amendment being proposed by the Hawaii Supreme Court would add a new section to Rule 17 (d)(1) that requires members to answer whether they have a plan for their law practice in case of the member's death, disability, or disappearance.

Action taken: A motion was made (Vladimir Devens) and seconded to adopt the recommendation of the Executive Committee to inform HSBA members of the

proposed rule amendment to Rule 17(d)(1) and to submit written comments to the Court if so desired.

The motion carried without opposition.

3. **Banking Resolution & Signature Cards 2022 HSBA Officers**

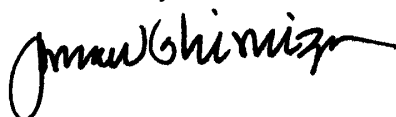
Action taken: A motion was made (Russ Awakuni) and seconded to approve the proposed Banking Resolution which authorizes the 2022 HSBA Officers, HSBA Executive Director, and the Director of Operations (in the absence of the Executive Director) to make monetary transactions on behalf of the HSBA.

The motion carried without opposition.

H. **ADJOURNMENT**

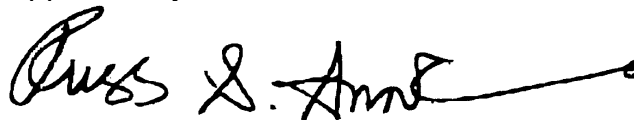
The meeting adjourned at 1:19 p.m.

Submitted by:



Patricia Mau-Shimizu
HSBA Executive Director

Approved by:



Russ S. Awakuni
HSBA Secretary