

MINUTES  
HAWAII STATE BAR ASSOCIATION  
BOARD MEETING

Via Zoom  
Honolulu, HI 96813

Thursday, March 25, 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

HSBA Staff Present

Patricia Mau-Shimizu  
Iris Ito  
Sean Perez  
Brian Simon

Directors Present

Tristan Andres  
Steven Chow  
William Harrison  
Geraldine Hasegawa  
Kristin Izumi-Nitao  
Carol Kitaoka  
Erin Kobayashi  
Mark K. Murakami  
Paul Naso  
Ralph O'Neill  
Christopher St. Sure

Directors Absent

Craig De Costa  
Vladimir Devens  
Jessica Domingo  
Jacob Lowenthal  
Zale Okazaki

- B. **APPROVAL OF MINUTES** - A motion was made, seconded, and carried without opposition to approve the minutes of the February 25, 2021 board meeting. The minutes of the February 11, 2021 special board meeting was also approved later in the meeting.

- C. **TREASURER'S REPORT** - Treasurer Alika Piper reported that January revenues ended at \$1.445M, an increase of about \$29k over last year at this time. The CARES Act PPP application was approved, and the loan will be used for expenses such as payroll, utilities, and mortgage interest. On the expense side, total expenses were \$162k, a decrease of about \$75k compared to last year at this time. Under special reserves, \$9k was expended on database improvements.

Ms. Piper also stated that for the month of February, dues revenue increased by \$20k over last year at this time, surpassing the budget by \$1.5k. \$175k in CARES Act funding was received; HSBA has until August 2021 to use these funds. On the expense side, there was a \$12k increase in professional services due to database maintenance costs. Total expenses YTD were \$339k, a decrease of \$26k from the prior year at this time.

The funds in the Raymond James investment account were transferred to a Merrill Lynch account, and being kept separately as "pre-unified" funds.

- D. **EXECUTIVE SESSION** - The Board recessed the meeting to handle other business in executive session. The regular part of the meeting resumed at 12:55 p.m.

- E. **EXECUTIVE DIRECTOR'S REPORT** - Executive Director Patricia Mau-Shimizu reported on the following items:

- License Registration Update - COVID-19 has not affected the attorney renewal project negatively.
- 2021 Neighbor Island Allotments - FYI: see p. 7 of the board agenda.
- Legislative Update - The Judiciary budget and process server measures previously approved for HSBA advocacy are moving forward consistent with HSBA support.
- Vaccination Update - Law offices are calling every day to ask about getting the vaccine. Criminal law groups that submitted applications earlier have gotten approved, and some civil law practitioners have also gotten approved.

- F. **YLD PRESIDENT'S REPORT** - YLD President Christopher St. Sure reported that the High School Mock Trial project is now complete, and that Moanalua Blue prevailed at the finals. The YLD is now focusing on other projects including its Wellness Challenge with the SCD.

- G. **UNFINISHED BUSINESS** - None.

- H. **NEW BUSINESS**

1. **Annual HSBA Independent Audit**

**Action taken:** After discussion, a motion was made, seconded, and carried without opposition to approve the joint Executive-Finance Committee's recommendation to select Gilford Sato & Associates to conduct its annual audit

and handle its tax preparation. A board member queried whether the high ratio of staff to CPA meant that oversight by the principal(s) would be minimal. Other comments included that besides being the least costly, Gilford Sato has worked with other nonprofits. It was also noted that Spire Hawaii would outsource the tax preparation component, and that most principals were not local so might not be as familiar with Hawaii law.

2. **Board Vacancies on Hawaii State Board of CLE (aka MCLE Board)**

**Action taken:** A motion was made, seconded, and carried without opposition to approve the Nominating Committee's recommendation to appoint Mahealani Krafft to fill the unexpired term on the MCLE Board to begin immediately and expire on October 1, 2022.

I. **ADJOURNMENT**

The meeting adjourned at 1:15 p.m.

Submitted by:



Patricia Mau-Shimizu  
HSBA Executive Director

Approved by:



Russ S. Awakuni  
HSBA Secretary