

MINUTES  
HAWAII STATE BAR ASSOCIATION  
BOARD MEETING

Via Zoom  
Honolulu, HI 96813

Thursday, April 22, 2021

A. **CALL TO ORDER**

President Levi Hookano called the meeting to order at 12:01 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  
Steven Chow  
Craig De Costa  
Vladimir Devens  
Jessica Domingo  
William Harrison  
Geraldine Hasegawa  
Kristin Izumi-Nitao  
Carol Kitaoka  
Erin Kobayashi  
Mark K. Murakami  
Paul Naso

Directors Absent

Jacob Lowenthal  
Ralph O'Neill  
Zale Okazaki  
Christopher St. Sure

Other Present

P. Gregory Frey

HSBA Staff Present

Patricia Mau-Shimizu  
Iris Ito  
Sean Perez  
Brian Simon

- B. **APPROVAL OF MINUTES** - A motion was made, seconded, and carried without opposition to approve the minutes of the March 25, 2021 board meeting.

C. **TREASURER'S REPORT** - Treasurer Alika Piper reported that for the month of March, dues revenue was \$6k and income from penalties was \$7.3k. YTD revenue in these areas increased by \$8.5k over last year at this time. On the expense side, YTD expenses were \$495k compared to \$493k in 2020 at this time. Treasurer Piper also noted that the acquisition loan balance was \$589k, and that loan forgiveness on the PPP loan will be applied for in May.

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

- HSBA Annual Audit and Tax Returns - Staff has provided information to new auditors Gilford Sato & Associates. A timeline is being developed in anticipation of in-person field work by the auditors in a few months.
- Legislative Update - Things looks good for the Judiciary. There will likely be CIP funding for Judiciary facilities on each island. The proposal to transfer the PD's office to the Judiciary has died.
- Courts in the Community - The virtual event will occur on May 7<sup>th</sup> at 10:00 AM. Participating schools include Waipahu, Konawaena, and Lahainaluna.
- Civic Education Committee - 2021 Calendars designed by public school students are available. Let Pat know if you would like one.

E. **UNFINISHED BUSINESS**

1. **PPP Loan Update**

**Action taken:** After discussion, a motion was made, seconded, and carried without opposition to approve the joint Executive-Finance Committee's recommendation to select budget scenario 2 which will utilize 100% of the PPP loan for eligible payroll expenses. Treasurer Piper stated that there is more certainty that payroll costs will have incurred before the PPP's August deadline and it would be simpler than splitting the costs among several other items.

Director of Operations Sean Perez informed the Board that First Hawaiian Bank will recommend that HSBA be allowed to apply for forgiveness on the PPP loan immediately.

F. **NEW BUSINESS**

2. **Real Property and Financial Services Section's Request for Assistance with E-Book Sales**

**Action taken:** A motion was made, seconded, and carried without opposition to approve the joint Executive-Finance Committee's recommendation to open a new checking account at First Hawaiian Bank for the purpose of handling the Real Property and Financial Services Section's e-book revenues and expenses, and keeping it separate from other Sections' general accounts.

Ms. Mau-Shimizu explained that the same staff handling the general accounts for Sections will also administer the RPFSS's e-book checking account; she did not anticipate that it would cause much more work for staff.

3. **iMIS Membership Database Upgrade** - Ms. Mau-Shimizu expressed the need for an upgrade to membership database system to improve operations. Treasurer Piper explained that funding would come from \$50k that has been budgeted under special reserves for technology and the savings from the PPP loan. If additional funds are needed, it will be taken from general reserves.

**Action taken:** After further discussion, a motion was made, seconded, and carried without opposition to approve the joint Executive-Finance Committee's recommendation to upgrade the iMIS membership database in the amount of approximately \$225k by funding it through the budgeted line item for technology under Special Reserves, the savings from payroll expenses by sing the PPP loan, and if necessary, excess funds from General Reserves.

- G. **YLD PRESIDENT'S REPORT** - In the absence of YLD President Christopher St. Sure, President Hookano reported that the YLD is working with the SCD on the upcoming Wellness Challenge.

H. **ANNOUNCEMENTS**

- Leadership Institute Program - In its 13<sup>th</sup> year, the program starts next month.
- Remote Court Proceedings Survey - Judiciary would like members' comments on remote proceedings thus far and how it can improve. Please respond.

I. **ADJOURNMENT**

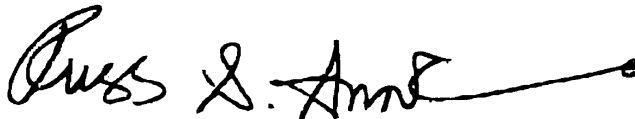
The meeting adjourned at 12:35 p.m.

Submitted by:



Patricia Mau-Shimizu  
HSBA Executive Director

Approved by:



Russ S. Awakuni  
HSBA Secretary