**Hawaii Estate Planning Council**

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Board of Directors Meeting

At Pioneer Plaza, Plaza Club

MEETING MINUTES

September 14, 2016 - Wednesday

In attendance: M. Coppes, F. Lui-Kwan, J. Creadick, S. Asato, B. Fong, E. Kemp, E. Lee, D. Oshima, J. Nakamura, M. McConnell, M. Boland, T. Augustin, J. Sheu, C. Au, and C. Shnack-Lee

Excused absences: D. Bello

Noting a quorum, President Coppes called the meeting to order at 12:20 p.m.

MINUTES:

Proposed minutes of the June 8, 2016 meeting were unanimously approved.

TREASURER'S REPORT:

Treasurer Lui-Kwan distributed the Balance Sheet as of September 13, 2016 and described account balances. Accounts receivable related to member no-show fees were written off. Ms. Lui-Kwan then presented the Profit & Loss Budget vs. Actual statement for February 1 through September 13, 2016. Revenue for the period was higher than budget primarily due to symposium and advertising fees. It was recognized that Mr. Dick Oshima was responsible for the positive revenue results.

Treasurer's report was unanimously approved.

COMMITTEE REPORTS

Membership — Stephanie Asato distributed current list of members. Thirteen (13) new members to date in fiscal year 2016, including eight (8) new members from HEPC symposiums.

A discussion was had regarding new member goals and an approach to attracting new members.

Programs — Vice President Creadick indicated the last few meetings of the year are planned. The first meeting of the year has typically been held at the Stan Sherriff Center and has coincided with a University of Hawaii basketball game. It was noted that there will not be a basketball game on the date of the meeting in February 2017. Other venue options for the February 2017 meeting were discussed.

Hospitality — Chairwoman Asato reported that the August "member-plus-one" event was a success and the golf event went well.

Ad Hoc Committees on Website — Website Committee member Kemp indicated that a report on the additional features associated with a level 3 website would be provided at the December 2016 board meeting.

M. Boland reported that a cloud-based document storage service is available through "[BoardBookit.com](http://BoardBookit.com)" which could be an option as a central storage site for HEPC historical documents. Mr. Boland indicated the service is free for entities with under $2 million of annual revenue.

Genesis Committee — Chairman McConnell reported the Genesis Committee continues to identify and recruit new members. An event is scheduled for September 14, 2016 (this evening) at Ferguson's Irish Pub on Bishop Street. Budget remains $2,000 per year.

Chairman McConnell reported that a volunteer effort is also being discussed.

Ad Hoc By-Laws Review Committee — T. Augustin indicated that committee members have started considering regulations that might allow for voting by email.

Future CE Programs and Sponsorship — President Coppes initiated a discussion regarding the issues associated with sponsoring CE programs, including the symposiums. President Coppes inquired if the symposiums are part of the mission of the HEPC. There was general agreement that the symposiums are good and could be a part of the mission of the HEPC.

C. Au made a motion to create a committee to prepare a framework for future CE programs. The motion was unanimously approved. Initial members of the newly formed CE Committee are C. Au, B. Fong, J. Creadick, and E. Kemp.

Governance Committee — F. Lui-Kwan made a motion for the creation of a Governance Committee which would develop criteria for nominations, develop a mission statement, review criteria for membership, and other matters of governance that may arise. The Governance Committee will consist of past presidents, which will be a way to keep them engaged after leaving the Board. The motion was unanimously approved.

E. Kemp put forward a motion to provide Brian Lee two years of HEPC membership at no cost as a show of gratitude for his efforts in putting on the symposiums.

Adjournment — the meeting was adjourned at 1:40 p.m.

Respectfully submitted,

Ethan Lee

Secretary

Next meeting: December 14, 2016 — Goodsill, Anderson, et al.