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Lihue, HI. 96766
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hoike@hoike.org

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Barbara Morrison
Vice-President

Paula Schultz
Secretary

Joseph Figaroa
Treasurer

DIRECTORS

Tom Beck

Steven Kline

Corban Garcia

Michelle Rundbaken

STAFF

J Robertson
Managing Director

William "bc" Charles

Tiare Nichols

Roger Olsen

Kainoa Palama

Jul3ia Richard

Michelle Rozon

CABLE DIVISION
COMMERCE AND
CONSUMER AFFAIRS

October 03, 2012

2012 OCT -4 P 2: 33

Donn Yabusaki, Cable Administrator
Department of Commerce & Consumer Affairs
335 Merchant Street, Room 101
Honolulu, Hawaii, 96813

SEARCHED _____
SERIALIZED _____
FILE _____

Dear Mr. Yabusaki,

On behalf of Ho'ike: Kauai Community Television it is my pleasure to submit the following application to provide Public, Education, and Government Access services for the County of Kauai. We appreciate this opportunity to apply for the management agreement for our island.

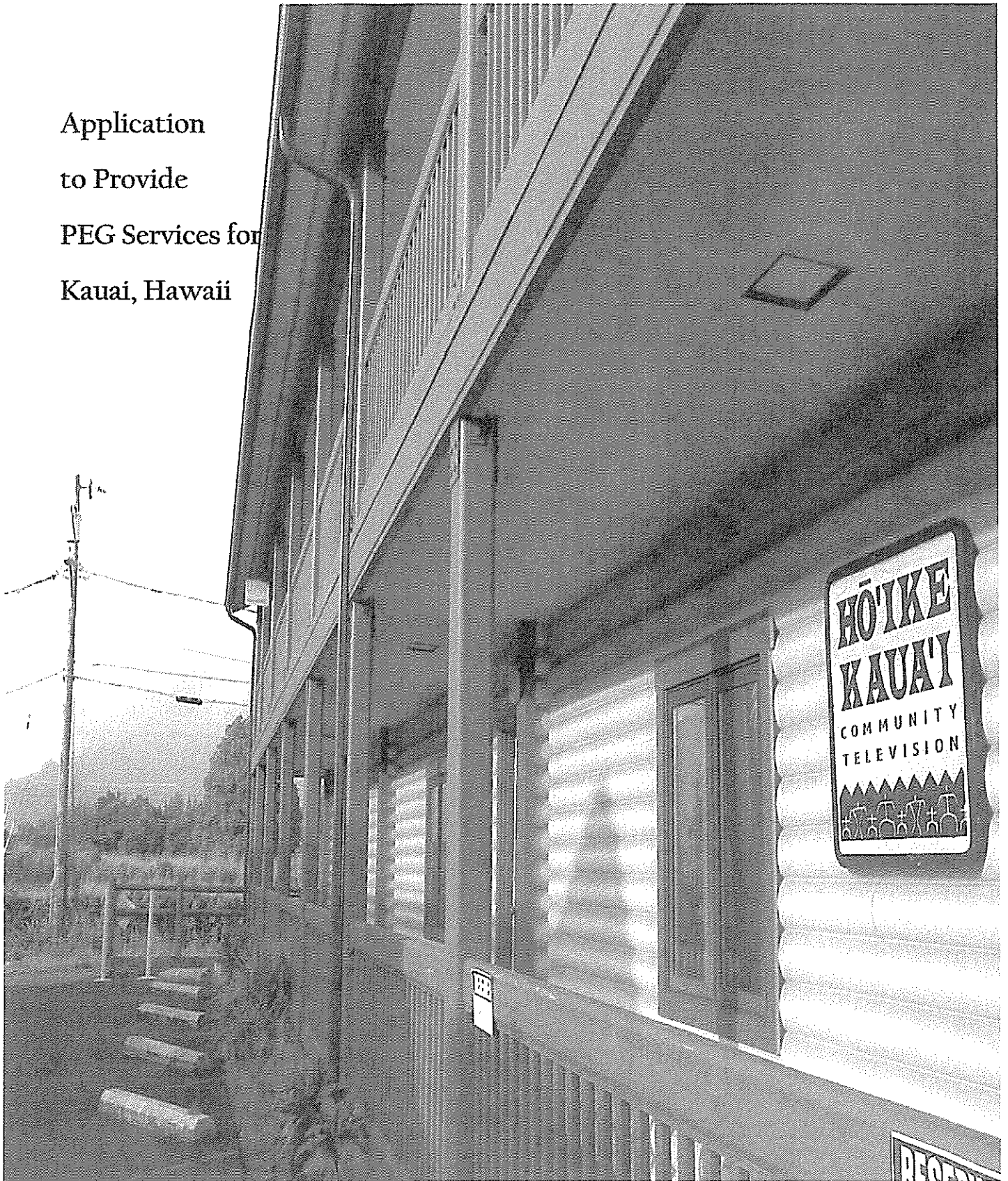
Should you have any questions or require additional details please contact me at your convenience at Ho'ike: Kauai Community Television – 4211 Rice Street #103, Lihue, Hawaii, 96766 or email me at jrobertson@hoike.org. We look forward to working with the department in this process.

Sincerely,

J S Robertson
Managing Director



Application
to Provide
PEG Services for
Kauai, Hawaii



Ho'ike: Kauai Community Television, Inc.
October 2012

Department of Commerce and Consumer Affairs
335 Merchant Street
Honolulu, Hawaii, 96813

**Application to Provide PEG Services for
Kauai, Hawaii
October 2012**

Ho'ike, Kauai Community Television, Inc.

Contact:

J Robertson, Managing Director
Ho'ike, Kauai community Television
4211 Rice Street #103
Lihue, Hawaii, 96766
(808) 246-1556

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Executive Summary

Ho'ike: Kauai Community Television is grateful for the opportunity to submit this application to the State of Hawaii Department of Commerce and Consumer Affairs for the designated management services for the Public, Education and Government Access operations in the County of Kauai, Hawaii.

After 19 years of successful operations devoted to the residents of Kauai we are confident that we are capable of continuing this service to the people of our island. Since 1993 our experience, continued technological research, development and deployment as well as the organizations participation with many sectors of the community make us a uniquely qualified applicant.

Throughout this time Ho'ike has provided dynamic service oriented operations focused on quality training, innovative media and exceptional locally driven and produced content. This has resulted in capacity expansion for our residents and an incredible platform for sharing cultural diversity, points of view, successes and challenges within our community – all from the operations and opportunities provided by our Public, Government and Education Access television.

This application details Ho'ike's continuing commitment to providing leadership, resources, technological advancement, and partnerships in developing a robust and responsive PEG system for Kauai. You will learn about Ho'ike's capacity to provide these services and our hopes for the future development of meaningful community resources

Ho'ike's qualifications include:

- Good standing as a 501 c (3) non-profit organization.
- Hawaii Tax #W40444654-01
- FEIN #99-0297296
- State Department of Labor Unemployment Insurance ID#0005002435
- Certificate of Vendor Compliance (attached)

As well as:

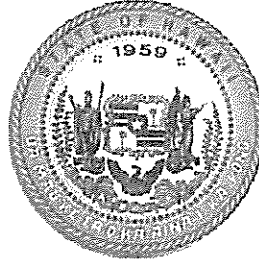
- A veteran team of professionals with excellent experience in PEG access administration, channel management, facility operation, equipment management, training of clients, marketing and promotion, and client support and production assistance.
- A dedication and record of outreach with community organizations and critical partnerships with essential organizations.
- Significant financial capacity as documented by its balance sheet including liquidity, sufficient operating reserves and the lack of any debt obligations.
- Strong financial and administrative management evidenced by excellent financial audits, as well as documentation of client and employee-related policies and procedures.
- Reporting ability that defines and documents Ho'ike's performance.
- A comprehensive inventory control system that enables tracking all items of equipment.
- An excellent record and experience in scheduling all program submissions including on-going series programs and individual, onetime special, programs in a fair and equitable manner.
- A training program for clients in the basic areas of camera, production, and editing. Ho'ike also conducts advanced certification classes in lighting, green screen chromakey technology, field production shoots, multi-camera shoots, and special assistance with studio shoots.
- A skilled production staff that provides videotape coverage of important community events to expand community awareness and education.
- Extensive experience in management of all sectors of Public, Education, and Government Access.
- A history of partnerships within the community that provides a mechanism for Kauai residents to freely express their First Amendment rights.
- Experience with innovative media technology that can provide viewers alternative means of access such as internet streaming, internet archiving, and use of social media.
- Experienced and dedicated relationships with vendors and service providers in the areas of equipment and software for broadcasting, acquisition, editing, facilities maintenance, insurance, banking, employee health and retirement benefits, and payroll.



Ho'ike's Nonprofit Status

DCCA Guideline: Proof that the applicant is a nonprofit organization.

- The name of the Hawaii non-profit corporation is: Ho'ike: Kauai Community Television, Inc.
- Maintains good standing as a 501 c (3) non-profit organization.
- IRS letter of determination (attached)
- Hawaii Tax #W40444654-01
- FEIN #99-0297296
- State Department of Labor Unemployment Insurance ID#0005002435
- State of Hawaii SPO Certificate of Vendor Compliance (attached)



STATE OF HAWAII
STATE PROCUREMENT OFFICE

CERTIFICATE OF VENDOR COMPLIANCE

This document presents the compliance status of the vendor identified below on the issue date with respect to certificates required from the Hawaii Department of Taxation (DOTAX), the Internal Revenue Service, the Hawaii Department of Labor and Industrial Relations (DLIR), and the Hawaii Department of Commerce and Consumer Affairs (DCCA).

Vendor Name: HO'IKE: KAUA'I COMMUNITY TELEVISION, INC.

DBA/Trade Name: HO'IKE: KAUA'I COMMUNITY TELEVISION, INC.

Issue Date: 08/14/2012

Status: Compliant

Hawaii Tax#: W40444654-01
 FEIN/SSN#: XX-XXX7296
 UI#: XXXXXX2435
 DCCA FILE#: 88115

Status of Compliance for this Vendor on issue date:

Form	Department(s)	Status
A-6	Hawaii Department of Taxation	Compliant
	Internal Revenue Service	Compliant
COGS	Hawaii Department of Commerce & Consumer Affairs	Exempt
LIR27	Hawaii Department of Labor & Industrial Relations	Compliant

Status Legend:

Status	Description
Exempt	The entity is exempt from this requirement
Compliant	The entity is compliant with this requirement or the entity is in agreement with agency and actively working towards compliance
Pending	The entity is compliant with DLIR requirement
Submitted	The entity has applied for the certificate but it is awaiting approval
	The entity is not in compliance with the requirement and should contact the issuing agency for more information

INTERNAL REVENUE SERVICE
DISTRICT DIRECTOR
2 CUPANIA CIRCLE
MONTEREY PARK, CA 91755-7406

DEPARTMENT OF THE TREASURY

Date:

SEP 20 1994

HO-IKE: KAUAI COMMUNITY TELEVISION
INC
C/O HO IKE
3432 POIFU ROAD
KOLOA KAUAI, HI 96756

Employer Identification Number:

99-0297296

Case Number:

954186060

Contact Person:

RANDY HOWARD

Contact Telephone Number:

(213) 725-7002

Accounting Period Ending:

June 30, 1992

Foundation Status Classification:

170(b) (1) (A) (vi)

Advance Ruling Period Begins:

June 18, 1992

Advance Ruling Period Ends:

June 30, 1996

Dear Applicant:

Based on information you supplied, and assuming your operations will be as stated in your application for recognition of exemption, we have determined you are exempt from federal income tax under section 501(a) of the Internal Revenue Code as an organization described in section 501(c)(3).

Because you are a newly created organization, we are not now making a final determination of your foundation status under section 509(a) of the Code. However, we have determined that you can reasonably expect to be a publicly supported organization described in sections 509(a)(1) and 170(b)(1)(A)(vi).

Accordingly, during an advance ruling period you will be treated as a publicly supported organization, and not as a private foundation. This advance ruling period begins and ends on the dates shown above.

Within 90 days after the end of your advance ruling period, you must send us the information needed to determine whether you have met the requirements of the applicable support test during the advance ruling period. If you establish that you have been a publicly supported organization, we will classify you as a section 509(a)(1) or 509(a)(2) organization as long as you continue to meet the requirements of the applicable support test. If you do not meet the public support requirements during the advance ruling period, we will classify you as a private foundation for future periods. Also, if we classify you as a private foundation, we will treat you as a private foundation from your beginning date for purposes of section 507(d) and 4940.

Grantors and contributors may rely on our determination that you are not a private foundation until 90 days after the end of your advance ruling period. If you send us the required information within the 90 days, grantors and contributors may continue to rely on the advance determination until we make a final determination of your foundation status.

If we publish a notice in the Internal Revenue Bulletin stating that we will no longer treat you as a publicly supported organization, grantors and

Letter 1045 (DO/CG)

HO-IKE: KAWAI COMMUNITY TELEVISION

contributors may not rely on this determination after the date we publish the notice. In addition, if you lose your status as a publicly supported organization, and a grantor or contributor was responsible for, or was aware of, the act or failure to act, that resulted in your loss of such status, that person may not rely on this determination from the date of the act or failure to act. Also, if a grantor or contributor learned that we had given notice that you would be removed from classification as a publicly supported organization, then that person may not rely on this determination as of the date he or she acquired such knowledge.

If you change your sources of support, your purposes, character, or method of operation, please let us know so we can consider the effect of the change on your exempt status and foundation status. If you amend your organizational document or bylaws, please send us a copy of the amended document or bylaws. Also, let us know all changes in your name or address.

As of January 1, 1984, you are liable for social securities taxes under the Federal Insurance Contributions Act on amounts of \$100 or more you pay to each of your employees during a calendar year. You are not liable for the tax imposed under the Federal Unemployment Tax Act (FUTA).

Organizations that are not private foundations are not subject to the private foundation excise taxes under Chapter 42 of the Internal Revenue Code. However, you are not automatically exempt from other federal excise taxes. If you have any questions about excise, employment, or other federal taxes, please let us know.

Donors may deduct contributions to you as provided in section 170 of the Internal Revenue Code. Bequests, legacies, devises, transfers, or gifts to you or for your use are deductible for Federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

Donors may deduct contributions to you only to the extent that their contributions are gifts, with no consideration received. Ticket purchases and similar payments in conjunction with fundraising events may not necessarily qualify as deductible contributions, depending on the circumstances. Revenue Ruling 67-246, published in Cumulative Bulletin 1967-2, on page 104, gives guidelines regarding when taxpayers may deduct payments for admission to, or other participation in, fundraising activities for charity.

You are not required to file Form 990, Return of Organization Exempt From Income Tax, if your gross receipts each year are normally \$25,000 or less. If you receive a Form 990 package in the mail, simply attach the label provided, check the box in the heading to indicate that your annual gross receipts are normally \$25,000 or less, and sign the return.

If you are required to file a return you must file it by the 15th day of the fifth month after the end of your annual accounting period. We charge a penalty of \$10 a day when a return is filed late, unless there is reasonable cause for the delay. However, the maximum penalty we charge cannot exceed

HO-1KB: KAUAI COMMUNITY TELEVISION

\$5,000 or 5 percent of your gross receipts for the year, whichever is less. We may also charge this penalty if a return is not complete. So, please be sure your return is complete before you file it.

You are not required to file federal income tax returns unless you are subject to the tax on unrelated business income under section 511 of the Code. If you are subject to this tax, you must file an income tax return on Form 990-T, Exempt Organization Business Income Tax Return. In this letter we are not determining whether any of your present or proposed activities are unrelated trade or business as defined in section 513 of the Code.

You need an employer identification number even if you have no employees. If an employer identification number was not entered on your application, we will assign a number to you and advise you of it. Please use that number on all returns you file and in all correspondence with the Internal Revenue Service.

If we said in the heading of this letter that an addendum applies, the addendum enclosed is an integral part of this letter.

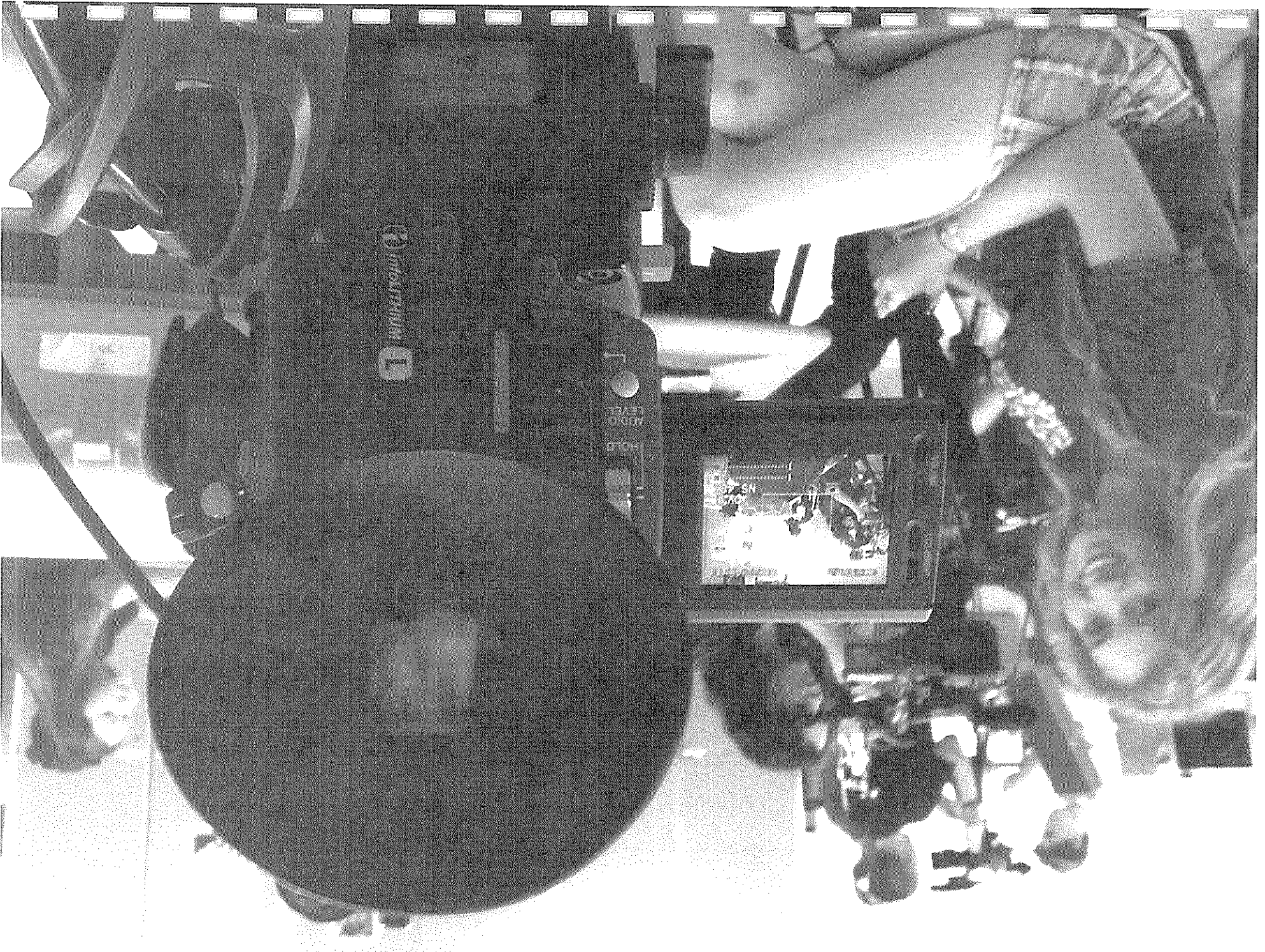
Because this letter could help us resolve any questions about your exempt status and foundation status, you should keep it in your permanent records.

If you have any questions, please contact the person whose name and telephone number are shown in the heading of this letter.

Sincerely yours,



Richard R. Orosco
District Director



Description of Ho'ike's Organizational Structure

Ho'ike is managed by a nine member Board of Directors comprised of outstanding citizens generally representing geographical, ethnic, public, education, and government sectors of the community. Two members are appointed by the Cable Operator and one is an elected position. The Board is also comprised of an Executive Committee and standing committees. Those Standing Committees are Finance, Development, Personnel and Legal Affairs.

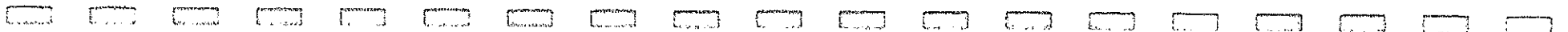
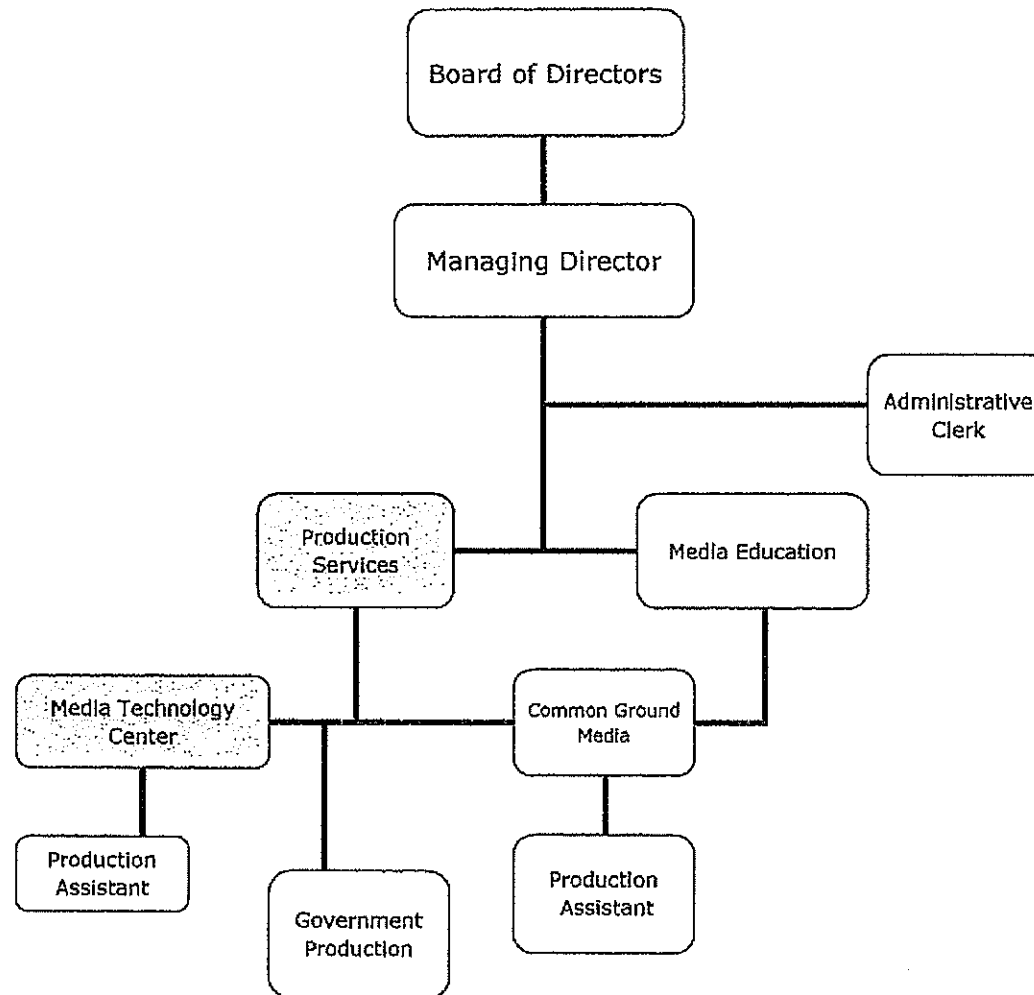
The property and business of the corporation is managed by the Board of Directors which exercises all power of the corporation and conducts all lawful acts. The Board conducts its business during six formal meetings annually. There are provisions to conduct special meetings of the Board of Directors whenever necessary or should a special occasion arise.

The Board of Directors maintains responsibility for the goals and objectives of the access organization through a Managing Director. The Managing Director implements policy and oversees daily operations and staffing. The Managing Director provides the Board of Directors comprehensive reports on operations each quarter. The Board is also informed of activities, events, opportunities and information on a weekly basis with electronic reports.

The Operations Staff is comprised of divisions for management, media education, production services and government services. As is normal for our small island each of our staff members are capable of fulfilling various other roles within the organization with a high degree of efficiency.

The Staff and Management have daily contact with producers and clients allowing for the implementation of additional services. The continuous contact and feedback provides vital information in determining community needs and technical advancement. The staff also routinely meets with community leaders and organizations in an effort to both inform them of the services available and to determine various opportunities in the future.

Ho'ike Organization Chart



Management Bios:

J Robertson, Managing Director

J Robertson has been a Kauai resident for 36 years and lives in Omao. For the past 10 years he has been the Managing Director at Ho'ike: Kauai Community Television providing Public Education and Government access to Kauai's cable television system. He is currently serving as Board Chair for the Alliance for Community Media Western Region (Arizona, California, Colorado, Nevada, New Mexico and Hawaii) and a member of the Coalition of Regional Leadership. He also serves on the Board of Directors for the Kauai Chamber of Commerce and is the chairman of the Marketing and Public Relations committee. His other community involvement at this time includes serving as Treasurer on the Board of Directors of the Friends of the Children's Justice Center serving Kauai's abused and neglected children. Prior to Ho'ike J was with Grove Farm as marketing and promotions director at Kukui Grove Shopping Center. In his early Kauai life J was a substitute teach and baseball coach in High School and community leagues. He also spent twenty years at KUAI radio in Eleele as their General Sales Manager and Sports Director. During that time he was the Kauai representative on the Nissan Hawaii High School Hall of Honor scholarship selection committee. In the 1980's J spent several years as a volunteer Guardian Ad Litem.

Roger Olsen, Production Services Manager

Roger is a highly skilled video producer with a specialization in animation and claymation cinematography. For the past 6 years he has managed the production services for Ho'ike including all research and development of equipment acquisitions. He has been responsible and active in community youth program development creating both training curriculum and enhanced activities. Roger has vast experience with the Kauai Department of Education having conducted training programs and outreach services all of the High Schools on the island. He has a background in experimental video production and is a recipient of a Regional Western Access Video Excellence (WAVE) Award in that category. Roger employs special skills in Final Cut Pro editing, and field production.

Jul3ia Astatkie, Media Education

Jul3ia has been involved with public access and media development for the past 18 years specializing in creating computer graphics and advanced production techniques. She began her career in access in Yarmouth, Massachusetts. She has completed Graphic Arts and Illustration programs at Corcoran College in Washington, D.C. Her previous experience includes producing web comics for a local on-line newspaper. She has special experience in Adobe Photoshop, Premier, After Effects, Macromedia Flash, Autodesk 3ds Studio Max, Sony Sound Forge/Vegas and Toon Boom Digital Pro. Jul3ia won an Emmy Award for Advanced Media Animation and Motion Graphic Design in 2009 and in 2010 an Emmy Award for Outstanding Graphic Arts Program. She is a Pegasus Award of Excellence winner as well as having garnered a Telly Award. She is also the recipient of several Alliance for Community Media Hometown video Awards. She is an experienced video trainer with a background in public media process. On Kauai Jul3ia provides training each month at the media technology centers in addition to visiting the Kauai Public Schools training both media instructors and students.

Board of Directors

Allan Villaflor – President

Masters of Social Work degree from the University of Hawaii at Manoa.
Employed by Easter Seals Hawaii for 32 years as social worker, program coordinator and data information specialist. Retired in June 2010
Instructor at Ho'ola Fitness Center
Holy Cross Rosary Ministry coordinators
Event Chair, Kauai Council of Filipino Catholic Clubs Queen Coronation Celebration
President, Diocesan Congress of Filipino Catholic Clubs 2009-2010
Outstanding Member Award from Congress of Visayan Organizations
Hawaii Community Foundation, Filipino Community Initiative
Kauai Visayan Club, past President
Congress of Visayan Organizations, past Vice-President
Chair, Kauai Council of Filipino Community Council, Culture & Arts
Director of the Kasibulan Filipino Folk Dance Company
Ho'ike: Kauai Community Television, Inc. Board of Directors

Barbara Morrison – Vice President

Bachelor of Arts in English degree (minor in media and journalism), Adelphi University.
Author of short stories and non-fiction.
Documentary film making and photography
Director on "Horror House" production
Ho'ike: Kauai Community Television producer
Elected by producers to the Ho'ike Board of Directors, 2009

Paula Schultz – Secretary

Registered nurse for 30 years working in hospital and clinic settings, mental health, home health, and administration.
Currently RN with 3 Kauai agencies
Retired Lieutenant Colonel from US Army Reserves
Retired Hawaii State Department of Mental Health
Volunteer with Kauai Alzheimer's Association
Volunteer Wilcox Memorial Hospital events
Toastmaster
Ho'ike: Kauai Community Television, Inc. Board of Directors

Joseph Figaroa - Treasurer

University of Southern California
Native Hawaiian entrepreneur with "The Figaroa Collection"
Advocate for Hawaiian Culture and the Arts
Chairman of "The County of Kauai Public Access Open Space Natural Resources Preservation Funds Commission"
Kauai Charitable Foundations
Ho'ike: Kauai Community Television, Inc. Board of Directors (Cable Appointment)

Tom Beck - Director

Certified Ho'ike Kauai Community Television producer
Produced documentary on Guam music students visit to Japan and Crown Prince Mikasa
Producer of films since 1973
Graduate of Recording Institute of America in Modern Recording Techniques
Award winner of Mokihana Festival
Award winner from Kauai Independent Television Producers
Award winner as Ho'ike: Kauai Community Television Producer of the Year, 2005
Ho'ike: Kauai Community Television, Inc. Board of Directors, (Elected by producers)

Corban Garcia – Director

Behavioral Health Case Coordinator with APS Healthcare
Bachelor of Science in Applied Psychology
Graduate Program University of Hawaii, Myron B. Thompson School of Social Work
Kauai resident from 1988 to present
Ho'ike: Kauai Community Television, Inc. Board of Directors

Steve Kline – Director

Bachelor of Science degree in Occupational Therapy, Loma Linda University
Director of Occupational Therapy and Rehabilitation Services at Kauai Veterans Memorial Hospital and West Kauai Medical Center
Director of Occupational Therapy St. Luke's Sub Acute Care Hospital, San Leandro, California
Kauai Veterans Memorial Hospital Charitable Foundation, President
Kauai Community Players, Steering Committee
Hawaii children's Theater, volunteer
Kauai Ballroom Dance Club
Kasibulan Dance Company
Hula Halau O'Halelao
Director of musicals and theater production
Member of the Ho'ike: Kauai Community Television Board of Directors, Past President (Cable Appointment)

Michelle Rundbaken – Director

National Board certified Media Arts and Videography teacher
Member of the Kapaa High School faculty, 7 years
Ho'ike: Kauai Community Television certified producer
Volunteer at the Garden Island Arts Council
Volunteer at the Kauai Community Players
Ho'ike: Kauai Community Television, Inc. Board of Directors



Description of the specific PEG access services the applicant is proposing to provide to the public, educational institutions, and governmental entities

The specific and primary purpose of the corporation is to promote the creation, production and cable casting of programs by for and about Kauai and Hawaii.

Such programs will be aimed at the preservation, development and enhancement of the diversity of thought, culture, and heritage within Hawaii. Through these activities the corporation will facilitate lifelong learning and the community's participation in the democratic process.

To this end the Ho'ike does:

- Maintain cable channels dedicated to public, educational and governmental use in a manner that is free of censorship and control of program content, except as necessary to comply with state or federal laws.
- Provide a range of resources for program production for the users of these channels, and
- Develop and enforce such rules and policies that ensure equitable access to these channels and production consistent with applicable state or federal laws.

Furthermore, Ho'ike provides monthly training programs in basic video production with occasional workshops on advanced techniques. A minimum of 11 courses are offered at each of the two current locations for a total of 22 Basic Video Production classes. We will continue to offer additional courses in production technique including – lighting, audio, editing, green screen and Chromakey, and special effects. There is an on-going effort to provide continuing education to all producers and clients. Ho'ike also provides all the video equipment necessary for a full scale production at no charge to clients. Complete packages of inventory are available at each of the Ho'ike locations. We plan to expand the check out inventory in order to provide more opportunities for the general public.

On a daily basis Ho'ike provides quality staff support for community producers in order to insure solid production values. The process of submitting programming is extremely accommodating with staff available to assist in creating the final product and inserting the program into the broadcast server. Actually, Ho'ike has created such an inviting environment that we are widely known as a general community center where you are welcome to visit, work, or meet with other Kauaian's.

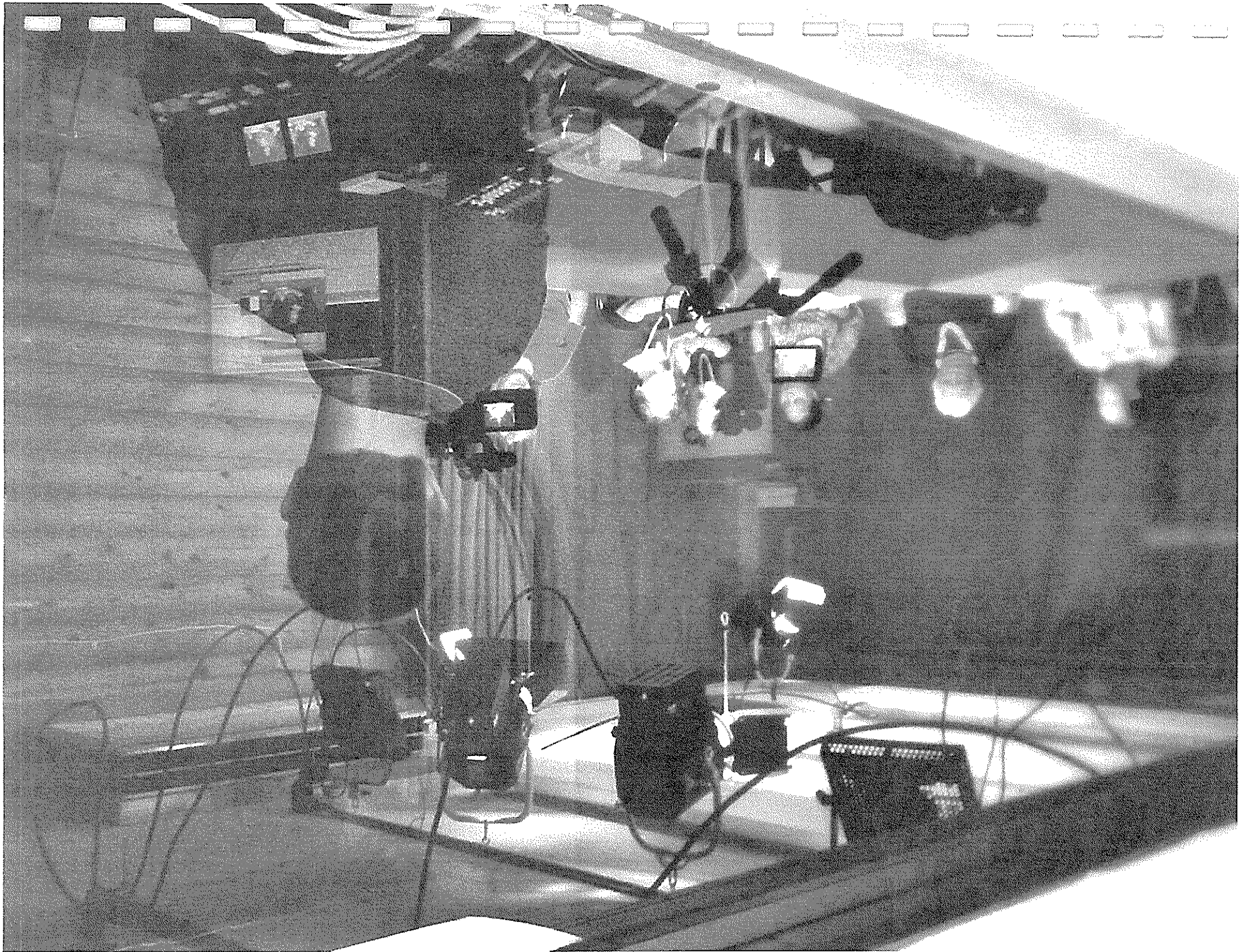
In addition, Ho'ike has developed strong relationships with Kauai's public, charter and immersion schools. We have provided specialized training in studio and field production, documentary film making, and editing. We routinely work with six or more schools during the year. In the past few years Ho'ike has supported and participated in Aloha Ike Grants providing more than \$50,000 in digital media equipment to our school students. This program will expand with additional outreach to our independent and charter schools. We will continue to work with the media arts department at the Hawaiian Charter School Kanui ka Pono in Anahola. That program introduces and develops media arts capacity for Hawaiian children in middle and high school. Ho'ike will also offer

special courses to each of our Department of Education institutions. One aspect of our operations is to collaborate with our schools in career development, youth skill building, and technical capacity. Ho'ike has been conducting discussions with the District Superintendent seeking ways to expand our reach and impact for Kauai's school programs.

Currently Ho'ike provides video production services to the County of Kauai and broadcasts the Kauai County Council, Planning Commission, Police Commission and a weekly Mayor's program. When requested Ho'ike works with the Kauai Legislative team to cover House and Senate efforts and communications. Ho'ike is vested in voter education programs and provides facilitated production for candidate forums and ballot information. We have also created special projects for the Kauai Police Department and the Kauai Fire Department. We anticipate extending our support for communication between our government officials and the community in providing technical and material support.

In addition to working with our local government officials we plan to extend our government access services to the Federal government agencies more specifically the Pacific Missile Range Facility. We collaborate with various State agencies when needed to provide an effective vehicle for information sharing. Recently Ho'ike provided services to the State Department of Transportation, the Department of Health and the Hawaii House of Representatives Leadership summit.

In addition to serving the above mentioned sectors Ho'ike is committed to the sustainability of the island in terms of providing critical support for community activities and issues. We will continue to seek out those who have limited resources and tend to be under represented in our society. Ho'ike plans to continue to support Hawaii cultural and political issues in an effort to inform the community and expand the understanding of these subject matters. Ho'ike routinely partners with Kauai's Economic Development Board and Chamber of Commerce in an effort to expand the economic viability of the entire community. One specific proposal currently being offered is to provide an exceptional opportunity to the community owned Kauai Island Utility Cooperative. This partnership would provide a significant vehicle for the coop to communicate with the members and provide vital information and education. Our plan also includes expanding services and opportunities to the more than 200 non-profit and community organizations. These partnerships will allow each of the agencies to improve their outreach and education as well as provide improved comprehensive services to the residents.



Ho'ike's short-term and long-term plans for PEG access services in a designated franchise area

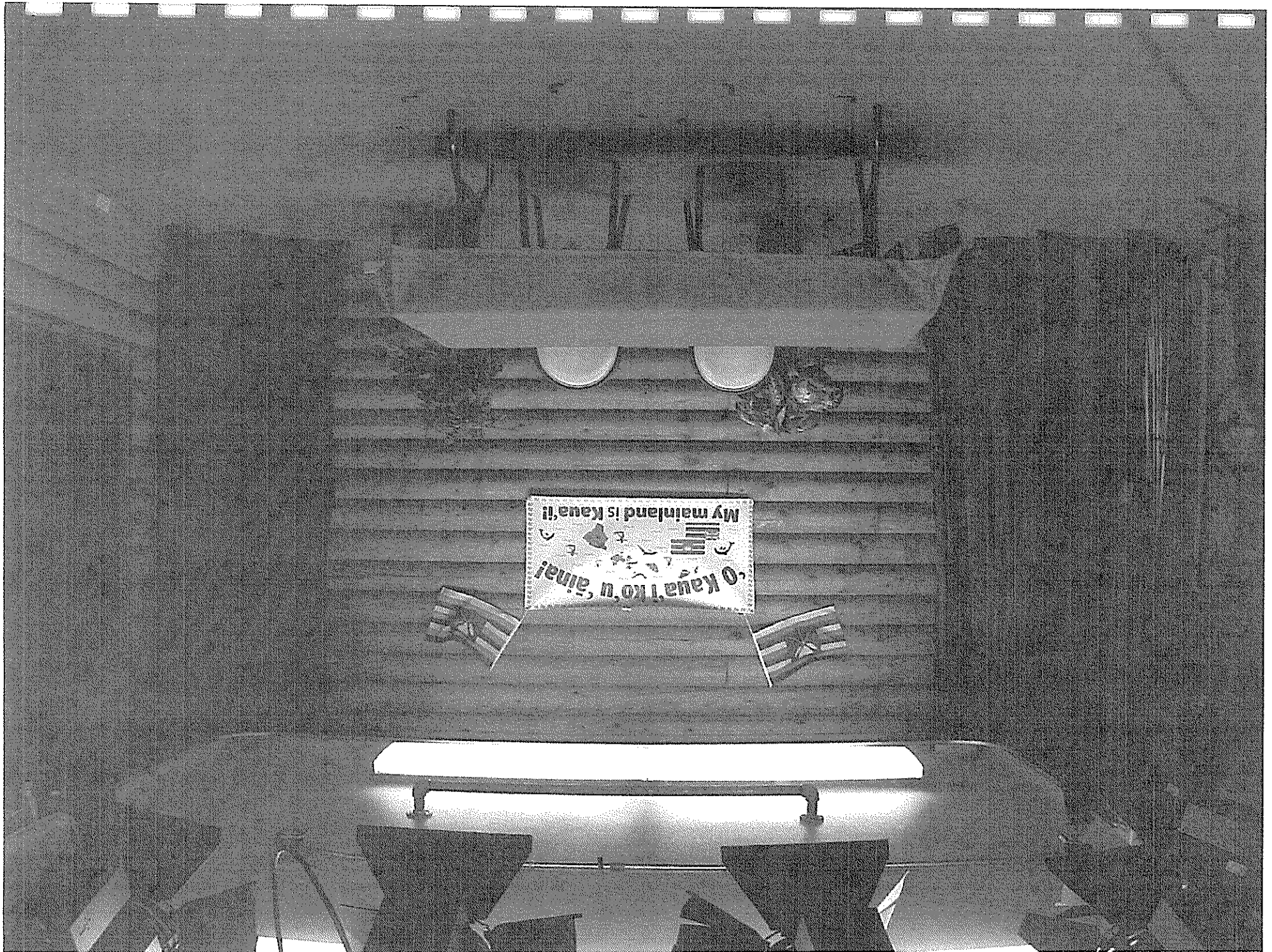
Short-Term Plans:

- Extend relationship and partnerships with an expanding network of community groups and organizations.
- Continue to expand current working relationships with Kauai's public and private schools.
- Incorporate advanced web technology to provide a simplified submission process allowing for program delivery via the internet to our playback servers.
- Work with Kauai Economic Development Board and the County of Kauai in a feasibility study and plan for a Kauai Digital Media Center.
- Transition and development of High Definition (HD) technology – depending upon and with the cooperation and assistance of the cable operator in the digital and HD tier of service.
- Seek new ways to provide services to under-represented sectors of our community.

➤

Long-Term Plans:

- Secure a permanent centrally located facility that will provide more of a core community technology development center.
- Add an additional satellite media center on the west side of Kauai providing equal services to the residents of the distant communities.
- Increase staff capacity and technical skills. Develop on-going support for the two community based media technology centers designed to serve the outlying communities on Kauai.
- Explore and incorporate additional distribution outlets with continuing partnerships in alternative sources ie; PEG.TV.
- Secure positions in the High Definition band and begin broadcasting public access in HD.



Ho'ike's Financial Capability

Ho'ike has demonstrated nearly twenty years of exceptional financial stewardship. All Financial Audits and annual compilations are on file with the DCCA and support the fiduciary care the Board and organization provide the community. Throughout these audits no issues or concerns been identified. Ho'ike maintains funds in several institutions on Kauai and has an excellent credit rating. Ho'ike maintains a low threshold of risk when dealing with franchise fee funds. We have annually grown the organizations assets and values.

The organization and assets are protected with annual insurance coverage in very specific areas. These policies include General Liability, Excess Liability Umbrella, Professional Media Liability, Property insurance, Directors and Officers insurance, and Worker's Compensation insurance.

We currently maintain two separate funding accounts. One is operating funds developed by franchise fees and is not limited. The second account is Capital funding from the franchise fee which is held in a separate "restricted" account. At no time is there co-mingling of any of these accounts.

Traditionally, Ho'ike has always provided more service with less funding. Despite limited resources the Management of Ho'ike has been able to provide the necessary services required by the residents of the island.

Over the past decade Ho'ike has been able to operate at full capacity while incorporating designed plans for growth and expansion of services. During that period there has been no challenge to the financial position of the organization. We have and offer superior budget planning exercises as well as being able to work within the projected budget allocations.



The Management, Technical and Operational Ability and Experience of Ho'ike and its Staff, to Provide the PEG Access Services

During the past 19 years of service Ho'ike has demonstrated an exceptional ability to provide service to the residents of Kauai. The management strategy has provided the organization with the ability to adapt to the ever changing technological world. We consistently evaluation our service levels and assess the needs of the community. This is done with both current users and our casual observers. The entire community is considered in the advancement of services.

In the past decade there has been a transformation from analog to complete digital operations including upgrades to the corporation website allowing for video on demand services and streaming capability. State of the art equipment has been provided for both the training and operational efforts. At the same time the demand from the public resulted in a dramatic increase in available inventory for community use.

Each year Ho'ike devotes time to the training and education of the management, staff and Board of Directors. We attend workshops and training seminars in best practices of an Access Center, technology, production, education, public policy and community relations. The Board of Directors after orientation attend a conference giving them insights on the over arching goals and purpose of PEG Access. This includes board management best practices, public policy, non-profit finance and recruitment initiatives.

The training programs offer basic video production skills, audio, lighting, field production and editing in Final Cut Pro. We also incorporated special programs in lighting, chromakey and green screen techniques, and studio production. The media education has been successful in working with seven of our island media arts school programs. Ho'ike also provides daily consultation with producers and users assisting in creating improved production values.

Ho'ike provides access to Sony PD-170 cameras, LED light kits, and top of the line Bogen tripods for checkout. The audio checkout system is similarly excellent. There are a total of 15 field production kits available. Nine total edit stations featuring iMac's with Final Cut Pro software are in operation. We also offer Adobe Premier editing suites at each of the edit bays. The studio is equipped with JVC High Definition cameras and operated with a Mac Pro computer system. The studio lighting has been transformed into a complete LED square panel system. We also plan to continue to expand the inventory and take advantage of the development of equipment technology including High Definition.

One important factor is our considerable long-term relationship with the Cable Provider on Kauai, Oceanic Time Warner Cable. This positive association provides our organization with a superior additional resource for technical support and assistance.

Ho'ike provides 50 hours of operations at the main media technology center and an additional 46 hours at the satellite technology center that serves the north shore of the island. We are generally open Monday through Saturday except holidays.

Membership Organizations

Hawaii Employer's Council

Kauai Chamber of Commerce, Board of Directors & Executive Committee

Alliance for Community Media

Alliance for Community Media Western States Region, Chairman - West Region Board of Directors

Community Recognition and Awards

Governor's Kilohana Award for Outstanding Volunteerism

United States Census 2010 – valued partner recognition

Hometown Video Festival – National Award Winner

Western Alliance Video Excellence – Award Winner

Hawaii Business Magazine – Non Profit Small Business Success award

GTE Hawaiian Tel – Community Service Award

Kauai Economic Opportunity – Outstanding Media Services Award

Kauai Food Bank – Outstanding Media Services

Salvation Army – Advisory Board Certificate of Appreciation

Kauai High School – Certificate of Appreciation

Waimea High School – Certificate of Appreciation

Kapaa Middle School – Certificate of Appreciation



Ho'ike's Prior Experience in Providing PEG Access Services, and Other Broadcast or Cablecast and Telecommunications Experience

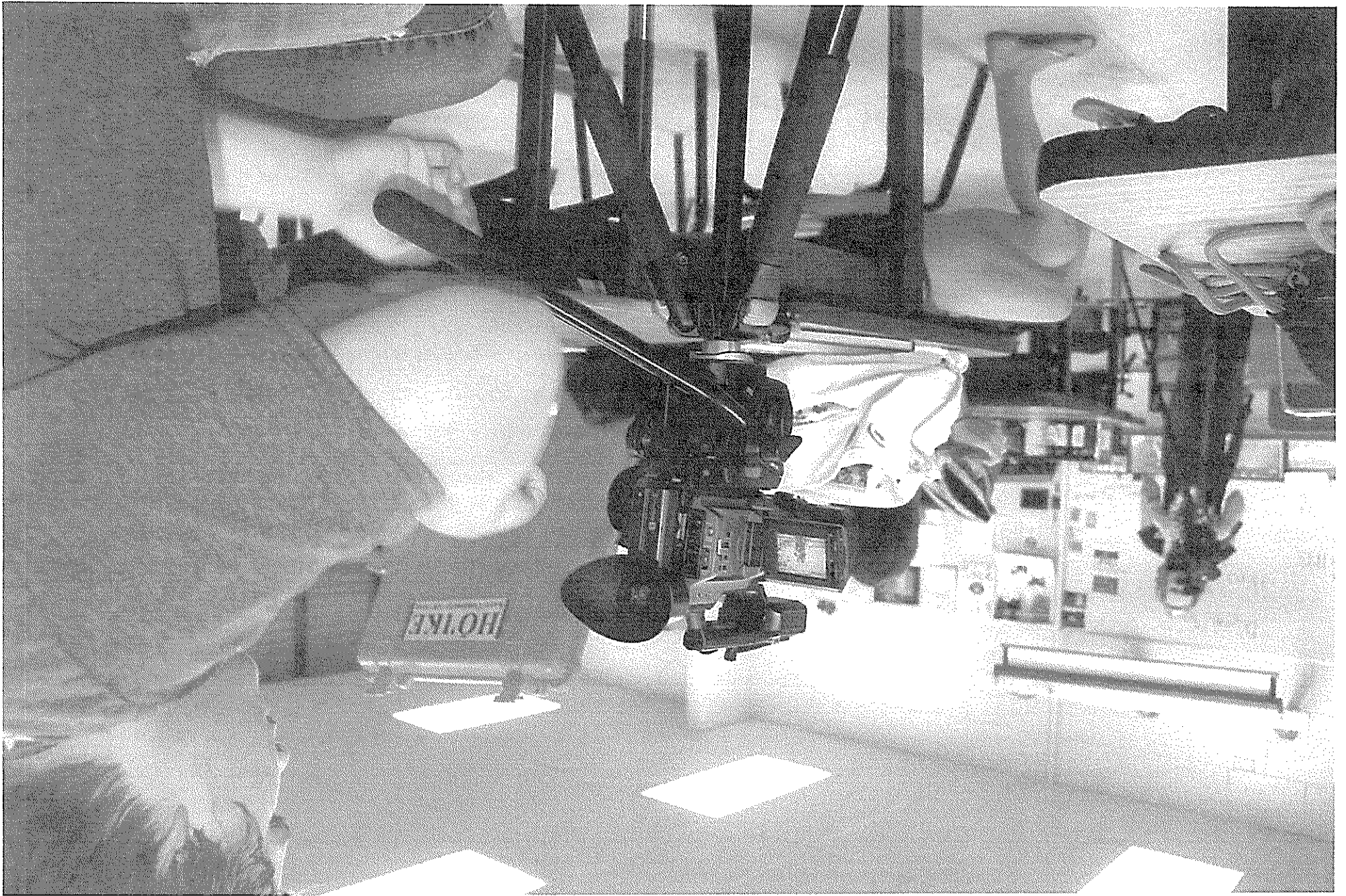
Since 1993 Ho'ike has met the challenge and provided more. It is often said that Ho'ike provides more per dollar for its community. These comments and descriptions are supported by the comparative analysis of the annual performance reports submitted to the DCCA.

Ho'ike provides a high quality digital broadcast signal to the cable operator from the facilities primary broadcast server. Initially Ho'ike depended upon a partnership with the Kauai Community College in order to broadcast through the cable system. In the past 10 years the entire operation has made a significant transition from analog to an all-digital media system. This included moving the playback system and center to the primary media center. Currently we are responsible for the entire operation of the broadcast system. This includes any final processing needed with the various formats of submissions plus encoding all programs to the server. From that point we maintain the library of program materials and schedule all broadcasts. We offer fixed positions to program series within our day parts. Part of the playback responsibility is to offer an additional service with our web based Video on Demand feature at www.hoike.org. Ho'ike provides the same full operation service to the Government Access channel. Our Educational programming

This capacity as enabled our community to experience increased production values and added alternatives to traditional distribution. Our producers and users now have the ability to share their unique messages either via the cable system or through the internet via a video on demand feature.

In the past nine years Ho'ike has trained more than 1024 community members in media literacy. Production services and community building relationships have been forged with more than 250 Kauai non-profits and organizations. The underserved and the underrepresented have had the opportunity to find a place in a communications world that traditionally denies them that right and opportunity. And their message results in a common connection. During this period over 20,500 people visited the Ho'ike Media and Technology Center to take advantage of the services provided.

Similarly Ho'ike has provided literally thousands of equipment packages for community use at no charge. The equipment is continually upgraded and improved going through three upgrades in the past six years. The community has access to high quality Sony video cameras, top quality tripods, an extensive assortment of audio recording devices, light kit options including LED packages. In post-production the producers use iMac computers with Final Cut Pro editing software as well as Adobe Premier options with "After Effects". We have provided a studio for community use that also offers new technology and techniques for advanced production. The studio is equipped with LED light panels with adjustments for color control. Producers also use the Green and Blue screens with Chromakey from the master control room using an iMac Pro.



The amount of funding required by the organization to provide the PEG access services

At a minimum Ho'ike would require 3% of the cable operator's annual gross income. With the migration of the educational channels to the digital tier we also expect that the digital service should be included in those calculations.

We also will require an additional capital contribution from the cable operator to be negotiated on a regular and timely basis. This will be no less than \$3.00 per subscriber in any fiscal year as agreed to by both parties.

Funding payments for both Operations and Capital would be made available to Ho'ike on or before January 31 of each year.

Contract Term

Ho'ike requests a 10-year contract with the State of Hawaii Department of Commerce and Consumer Affairs under this application. In addition we recommend two consecutive 5-year extensions when agreed upon by both parties with equal terms of funding and accountability

Ho'ike's Ability to Provide Reports, Audits, and Other Information to the Director

Ho'ike maintains accurate records of all PEG access services and programming, complaints, correspondence, financial and operational information, PEG Access Operating Fees, capital contributions, bank account balances, and inventory of all PEG access facilities and equipment and Board related documents. Ho'ike will provide DCCA any required reports in the timeframe and manner agreed upon.

Hoike currently provides information on the following areas to the DCCA:

- Annual Unaudited Financial Reports
- Semi-Annual Audited Financial Reports
- Annual Board Approved Operating and Capital Budgets
- Annual Board Approved Plan of Operations
- Facility and Equipment Usage and Value
- Marketing and Outreach Activity
- Summary of Revenue From Sources Other Than Franchise Fees
- Total Hours of Programming: First Run, Repeat and Submitted but Not Aired
- Programming by Origin: Locally Produced, Non-Locally Produced & Bulletin Board
- Programming by Source: First Run Hours from P, E and G Sectors in the Categories of Dropped off for Play, PEG Trained and Certified Producers and Hours Created by Hoike (Open Mic and Created by PEG)
- Open Mic and Community Camera program hours
- Video Production Training: All Locations
- Number of Students Trained and Certified as Producers: All Locations
- Summary of Compliments, Suggestions and Complaints
- Summary of Complaint Resolutions
- On-Air Outage Summary
- Comparative analysis of all data for a five-year period

Hoike's Agreement to Expand the Marketplace of Ideas, and its Commitment to Allowing Members of the Public to Express Their First Amendment Free Speech Rights

Both Ho'ike's mission and bylaws clearly state its commitment to the above free speech ideals.

Mission:

— To promote and provide fair and equal access opportunities to County of Kauai residents in presenting non-commercial programs via Public Government and Education channels.

Bylaws:

Article III of Ho'ike's bylaws states:

—The specific and primary purpose of the Corporation is to promote the creation, production and cable casting of programs by, for and about Hawai'i. Such programs will be aimed at the preservation, development and enhancement of the diversity of thought, culture and heritage within Hawai'i. Through these activities the Corporation will facilitate lifelong learning and the community's participation in the democratic process.

To this end the Corporation shall:

- maintain those cable channels dedicated to public, educational and governmental use in a manner that is free of censorship and control of program content, except as necessary to comply with state or federal law,*
- provide a range of resources for program production for the users of these channels, and*
- develop and enforce such rules and policies that will ensure equitable access to these channels and production consistent with applicable state or federal laws.*

In addition, this corporation is formed for the purpose of performing all things incidental or appropriate in the achievement of the foregoing specific and primary purposes and may have other exclusively charitable or educational purposes as the Board of Directors may authorize or approve.

Commitment to Expanding the Marketplace of Ideas:

Ho'ike remains committed to the proposition of the expansion of the marketplace of ideas within our jurisdiction. To that end we have and will continue to:

- Support efforts of inclusion of our participants
- Addition of satellite media centers bringing the equipment to the people in distant locals
- Increase outreach and efforts to include more diversity of content
- Seek out and provide services to underrepresented and under served
- Demonstrate support for first amendment rights for all residents regardless
- While we do not speak as the voice of Kauai we do provide the vocal chords for those who do want to share their perspective or opinion
- Enhanced the additional development of messages and content fostered with media technology education
- Worked to expand the distribution of content
- Seek means and ways to offer additional opportunity to those in need

Ho'ike continues to seek areas of concern in developing dialog and expansion of ideology among our constituents. We also offer services to community projects and efforts in creating mechanisms for new levels of consciousness. The Managing Director and staff keep an extensive schedule of community meetings and outreach with leaders, managers, and potential clients promoting the services and opportunities at Ho'ike.



Ho'ike's Prior Dealings and Relationship with the State

Ho'ike has a 19 year relationship with the State of Hawaii and the Department of Commerce and Consumer Affairs. We consider it to be an excellent association and have always worked with the department towards the common good of the residents of Kauai.

Ho'ike provides any and all materials related to requests for information. We have maintained continuous management agreements during this time including the current 23 agreement extensions. We maintain all business requirements and are complaint with Business Regulation Certification.

Ho'ike also fully complies with and cooperates with various management and inventory audits as ordered by the State. Our management and staff are available at all times to the DCCA.

***Hoike References whom the DCCA may contact
Public***

Pastor Harold Kilborn
Church at Koloa
P.O. Box 668
Koloa,, Hawaii 96756

Randy Francisco, President
Kauai Chamber of Commerce
2970 Kele Street, # 112
Lihue, Hawaii, 96766

Phyllis Kunimura,
Kauai Independent Day Care School
1346 Inia Street
Kapaa, Hawaii, 96746

Education

Terry Proctor, Principal
Wilcox Elementary School
4319 Hardy Street
Lihue, HI 96766

Bill Arakaki, Complex Area Superintendent
Department of Education
3060 Eiwa St
Lihue, HI 96766

Eric Knudsen, Executive Director
Ho'ouluwehi "The Sustainable Living Institute of Kauai"
Kauai Community College
3-1901 Kaumualii Highway
Lihue, Hawaii, 96766-9500

Government

Mayor Bernard Carvalho, Jr.
Office of the Mayor
4444 Rice Street, Suite 235
Lihue, HI 96766

Jay Furfaro, Council Chair
Kauai County Council
4396 Rice Street, Suite 209
Lihue, HI 96766

Mr. James Tokioka, House Representative
Hawaii State Capitol, Room 322
Honolulu, Hawaii, 96813



Ho'ike's Position on Ownership of PEG Assets Prior to and After New Contract Period

The properties and assets of the nonprofit corporation are irrevocably dedicated to cultural, charitable and educational purposes. No part of the net earnings, properties, or assets of this corporation, on dissolution or otherwise, shall inure to the benefit of any private person or individual or Director of this corporation. On liquidation or dissolution, (a) properties and assets and obligations shall be distributed and paid over as specified in the contract or agreement with the Department of Commerce and Consumer Affairs; and (b) any properties and assets remaining shall be paid over to an organization dedicated to cultural, charitable, and educational purposes, provided that the organization continues to be dedicated to exempt purposes as specified in Internal Revenue Code 501 (c) 3 and in chapter 415B of the Hawaii Revised Statutes.



Ho'ike: Kauai Community Television, Inc.

Annual Activity Report 2011

CATAGORIES	FIRST QUARTER	SECOND QUARTER	THIRD QUARTER	FOURTH QUARTER	2010 TOTALS
PUBLIC ACCESS PROGRAMS					
TOTAL HOURS	2160	2184	2208	2208	8760
Total Hours of Video Programming	2157	2181	2202	2202	8742
Total Hours of Original Programs	315	375	326	372	1388
Local	219	201	178	206	804
Non-Local	96	174	148	166	584
Total Hours of Repeat Programs	1842	1806	1876	1830	7354
Total Hour of interactive Video Bulletin Board	0	0	0	0	0
Total Hours of Programs not aired	3	3	6	6	18
GOVERNMENT ACCESS PROGRAMS					
TOTAL HOURS	2160	2184	2208	2208	8760
Total Hours of Video Programming	2152	2178	2206	2203	8739
Total Hours of Local Original	75	177	91	107	450
Total Hours of Repeat Programs	2065	1991	2113	2095	8264
Total Hours of Interactive Video Bulletin Board	0	0	0	0	0
Total Hours of Programs not aired	8	6	2	5	21
EDUCATIONAL ACCESS PROGRAMS (UHTV)					
TOTAL HOURS	2160	2184	2208	2208	8760
Total Hours of Local Original Programming	1642	1725	1766	1678	6811
Total Hours of Repeat Programs	518	459	442	530	1949
Total Hours of Programs not aired	0	0	0	0	0
EDUCATIONAL ACCESS PROGRAMS (DOE)					
TOTAL HOURS	2160	2184	2208	2208	8760
Total Hours of Local Original Programs	1102	1114	1126	1148	4490
Total Hours of Repeat Programs	1058	1070	1082	1060	4270
Total Hours of Programs not aired	0	0	0	0	0
FACILITY USE					
Total Number of Users	568	713	696	476	2453
Education & Training					
Total Number of Students to Earn Certification	18	19	14	14	65
Total Number of Students failing to be certified	5	5	4	4	18
Total Number of Students in DOE/UH Workshops	20	12	25	20	77
SUMMARY OF COMPLAINTS	SEE ATTACHMENT "A"				
SUMMARY OF MARKETING & OUTREACH	SEE ATTACHMENT "B"				
SUMMARY OF REVENUES (other than OTWH)	SEE ATTACHMENT "C"				

Summary of Complaints
2011

FIRST QUARTER	SECOND QUARTER	THIRD QUARTER	FOURTH QUARTER
No Complaints Received	No Complaints Received	1 Complaint Received Received one complaint regarding what the viewer considered to be objectionable content within a program. (Responded in writing to the complaint informing the viewer that the program in question did contain material that could be considered objectionable but was not within the scope of obscenity, slander or liable. Ho'ike had scheduled the program intentionally to air at mid-night for an adult audience.)	No Complaints Received

FIRST QUARTER	SECOND QUARTER	THIRD QUARTER	FOURTH QUARTER
Ho'ike's website www.hoike.org provides the community information on classes, procedures of operations, program schedules and other corporate information.	Ho'ike's website www.hoike.org provides the community information on classes, procedures of operations, program schedules and other corporate information.	Ho'ike's website www.hoike.org provides the community information on classes, procedures of operations, program schedules and other corporate information.	Ho'ike's website www.hoike.org provides the community information on classes, procedures of operations, program schedules and other corporate information.
A new playback system is implemented with a digital transformation. The improvement allows producers to submit programming in any format they choose to use.	Ho'ike opens its first satellite media center in Kilauea "Common Ground Media" serving the north shore of Kauai. A complete inventory of services are available including training and equipment.	Ho'ike provides a wider forum and distribution for producer's content with the PEG.TV service. This video on demand feature allows for national distribution of programs.	Ho'ike significantly upgrades the internet capacity of the media center switching ISP for a more robust broadband speed. This allows for streaming of the channel and improved response for the Video on Demand features.
A new service is installed using PEG.TV to provide the community with video on demand features delivered via the website.	Ho'ike launches an improved and upgraded website with more capacity and functions at www.hoike.org	Kauai People's News - weekly news publication distributed to all homes on Kauai, includes program information and feature stories.	Managing Director participates in the Alliance for Community Media - national work group on affiliate re organization.
Kauai People's News - weekly news publication distributed to all homes on Kauai, includes program information and feature stories.	Video on Demand functions are improved and inventory of programs is increased with selected categories of program features.	Kauai On-Line News publication promotes Ho'ike classes and programs via the newspaper and internet.	Managing Director participates in the Alliance for Community Media West Region Board of Directors (Chair) and promotes the Hawaii success models and gathers important methods of achievement for our island operations.
Hawaii's four PEG operations meet to discuss common issues and successful solutions to operations and planning.	Ho'ike is a featured organization on PEGTV.org offering Kauai programming nationwide via this unique internet application.	Hawaii's four PEG operations meet to discuss common issues and successful solutions to operations and planning.	Ho'ike attends and hosts the annual ACM West Regional Conference in San Jose, California. Ho'ike provides panel participation at the workshops and leads the plenary panel.
Ho'ike participates in the Alliance for Community Media Coalition of Regional Leadership and National workgroup on the organization's reform.	Kauai Online News provides program schedule information in the print publication.	Ho'ike is invited to and participates in the ACM National Work Group on revisions of the organizations Affiliates Handbook and general process of collectivizing the various PEG centers across the nation.	Ho'ike submits a record number of entries in the ACM West WAVE Awards video competition. And, receives our first ever first place award.

2011

Ho'ike's Managing Director is elected to the Alliance for Community Media West Region Board of Directors and subsequently elected as the Chair of the Regional Board.	Feature stories about Ho'ike producers and programs are printed in the Garden Island Newspaper.	Ho'ike continues to participate in the ACM Coalition of Regional Leadership creating new communications sharing and effectiveness.	Hawaii's four PEG operations meet to discuss common issues and successful solutions to operations and planning.
Ho'ike retains a web master to re-design and development the internet communications.	Ho'ike works with the Kauai County Government on planning and developing new technology in Government meeting broadcasts.	Managing Director participates in the Alliance for Community Media West Region Board of Directors (Chair) and promotes the Hawaii success models and gathers important methods of achievement for our island operations.	Ho'ike hosts the annual Board of Directors Recognition Dinner providing much needed support and appreciation for the volunteer efforts.
Video on Demand feature is launched offering more than 200 programs on the internet	Ho'ike airs live broadcasts of Hawaii State Government meetings.	Ho'ike produces a special program as a service to the Hawaii State Reapportionment Committee at their Kauai hearing.	Ho'ike presents Adult and Youth Producer of the Year awards to community producers at the Annual Recognition Dinner.
Ho'ike completes a new working agreement with Kauai Online newspaper (print and internet) for additional media center promotions.	Ho'ike attends ceremony at the State Capitol as a guest of Governor Abercrombie in signing Act 19 legislation into law.	Managing Director meets with Kauai Representative James Tokioka to discuss the current affairs at Ho'ike. We receive his pledge to assist as best he can in our continued development and work within the community.	Managing Director hosts the annual Chamber of Commerce General Membership meeting with more than 450 attendees.
Feature stories about Ho'ike producers and programs are printed in the Garden Island Newspaper.	Ho'ike attends the State Cable Advisory Commission meeting.	Ho'ike produces a special program for the Hawaii State House Finance Committee at their Kauai public hearing and presentation.	Managing Director serves the Kauai Chamber of Commerce on the Board of Directors, the Executive Committee and Chairing the Media & Public Relations and Membership committees.
Hawaii Business Magazine provides coverage of Ho'ike and our community impact in their monthly publication. This edition recognizes Ho'ike as one of Hawaii's top small non-profit organizations.	Hawaii's four PEG operations meet to discuss common issues and successful solutions to operations and planning.	Ho'ike cooperates with the American Flag Society in developing programming aimed at citizen awareness in US Flag protocol. (With Mayor Carvalho)	Ho'ike attends the Hawaii People's Fund awards program recognizing the value of Community Access and the exemplary work done by the Hawaii PEG organizations.

2011

Ho'ike attends and receives recognition at the Hawaii Business Magazine Small Business Success Award program in Honolulu.	Ho'ike attends the ACM East Regional Super Conference. Managing Director is a presenter in panels and attends to public affairs programs. Time is also spent promoting Ho'ike operations to the members of the two regions.	Common Ground media meets with Hanalei community organizations to promote the services and opportunities for the north shore.	Managing Director works with the Wilcox Elementary School Kids Video Institute. The program involves digital media education and production skills.
Managing Director works with the Kauai County Government in adapting new technology for Government broadcasts.	Managing Director participates in the Alliance for Community Media West Region Board of Directors (Chair) and promotes the Hawaii success models and gathers important methods of achievement for our island operations.	Managing Director makes a presentation for the Kauai Rotary club and continues planning for broadcast coverage of the Lights on Rice Street Parade	Managing Director hosts the annual Salvation Army Thanksgiving luncheon in Hanapepe with more than 250 participants.
Ho'ike airs live broadcasts of Hawaii State Government meetings including the opening of the Legislature and the Governor's State of the State Address.	Ho'ike participates in the ACM National Conference Planning Committee work group. This includes creating workshops, selecting keynote topics, inviting speakers and organizing events during the National Conference.	Managing Director serves the Kauai Chamber of Commerce on the Board of Directors, the Executive Committee and Chairing the Media & Public Relations and Membership committees.	Ho'ike participates in and assists the Merina & Associates "Management Performance" audit ordered by the Department of Commerce and Consumer Affairs.
Managing Director meets with Kauai Senator Ron Kouchi to discuss legislation and coverage of Government programs.	Ho'ike participates in the ACM Coalition of Regional Leadership developing improved communications nationally and working on re-organization potentials for the organization.	Ho'ike provides production services for the Kauai Chamber of Commerce Quarterly Membership Meeting and economic focus.	Ho'ike produces broadcast coverage of the Lights on Rice Street Parade. This is a holiday event that attracts more than 7,000 people to the event. Ho'ike is the sole televised outlet.
Managing Director meets with Kauai Representative Dee Morikawa discussing PEG matters and community successes.	Ho'ike produces programming for the Kauai Independent Foodbank in their efforts to provide services to those in need on island.	Managing Director serves the Kauai Chamber of Commerce on the Board of Directors, the Executive Committee and Chairing the Media & Public Relations and Membership committees.	Managing Director serves Kauai High School in mentoring students and evaluating their "Senior Research Project."

2011

Managing Director meets with and works with Kauai County Council Services on the implementation of new streaming process and renovation of the Historic Council Chambers.	Managing Director addresses the Kauai Rotary club providing information on the operations and service opportunities delivered to the community. An agreement is reached to support future Rotary projects in December.	Ho'ike attends the Hawaii People's Fund Recognition Dinner in Honolulu honoring community media and the fabulous work done by the PEG media operations in the State.	Managing Director hosts the Kauai Chamber of Commerce Annual Dinner with more than 450 attendees.
Ho'ike produces special programming to support the efforts of the Kauai March of Dimes. Special features on the 2011 Ambassador Family are also produced and aired.	Ho'ike supports the Friends of the Children's Justice System on Kauai producing special programming directed at sexual and physical abuse prevention for our children.	Ho'ike supports the Friends of the Children's Justice System on Kauai producing special programming directed at sexual and physical abuse prevention for our children.	Managing Director attends the Cable Advisory Commission meeting in Honolulu and provides testimony on the migration of PEG channels by Oceanic Time Warner.
Ho'ike supports the Friends of the Children's Justice System on Kauai producing special programming directed at sexual and physical abuse prevention for our children.	Managing Director meets with executives and Board of the Kauai Boys & Girls Club in exploring expanded services to youth and the west side of the island. Potential partnership and location sharing.	Ho'ike provides production services to the Kauai YWCA developing specific documentaries, discussions and PSSA's on Domestic Violence	Ho'ike initiates basic media education program at the Kanui Kaponu charter school in Anahola serving Hawaiian Youth.
Managing Director hosts the annual Kauai Independent Foodbank event. The media center also assists with special program development for food raising efforts.	Ho'ike assists in the production development of the promotional video for Kauai's PEG for the Hawaii People's Fund in their honoring of community media.	Ho'ike meets with community leaders in the exploration of creating a community broadband system. The Kauai Fiber Network seeks to bring legitimate high speed internet service to our island and affordable to all citizens.	Ho'ike continues to create programming to support the Friends of the Children's Justice System in fighting child abuse on the island.
Managing Director hosts the annual Miss Kauai and Miss Garden Isle Scholarship pageants	Ho'ike provides production services for the Kauai Chamber of Commerce Quarterly Membership Meeting and economic focus.	Ho'ike supports the Kauai Independent FoodBank in their food drive for the needy of Kauai. This includes special program production and a series of Public Service Announcements.	Ho'ike meets with community leaders in the exploration of creating a community broadband system. The Kauai Fiber Network seeks to bring legitimate high speed internet service to our island and affordable to all citizens.

**Outreach Marketing
2011**

Managing Director works with the Wilcox Elementary School Kids Video Institute. The program involves digital media education and production skills.	Managing Director serves the Kauai Chamber of Commerce on the Board of Directors, the Executive Committee and Chairing the Media & Public Relations and Membership committees.	Ho'ike provides mentorship to a Waimea High School Student in the "Senior Project" focused on digital media and presentations.	Ho'ike supports various Hawaiian Sovereignty movement with production and studio support. Kanaka Maoli, Re-instated Hawaiian Government and the lawful Hawaiian Government
Ho'ike participates in the Waimea High School Career Fair promotion our operations, opportunities and services.	Ho'ike provides production services to the Kauai Economic Development Board in broadcasting the Kauai Economic Summit	Ho'ike meets with the Executive Director of the Boys & Girls club on potential partnership and the status of the B&G on Kauai	Managing Director meets with principles of the Kauai Economic Development Board seeking ways for the organization to support the KEDB mission and activities.
Ho'ike participates in the Kauai High School Career Bridges program workign with sophmores on goal and career development.	Ho'ike trains and certifies student intern for the Kauai Police Department. We also assist in the development of various Traffic Safety Prevention programs related to infant car seats and drinking and driving preventiiion.	Ho'ike meets with the newly formed Waimea Educaiton Center Board to discuss the potential of a satellite facility in the complex located in Waimea, Kauai.	Ho'ike meets with the newly formed Waimea Educaiton Center Board to discuss the potential of a satellite facility in the complex located in Waimea, Kauai.
Media Educator conducts a Kapaa High School After Effects workshop for the advanced media students.	Ho'ike produces a special series of programs for the YWCA in conjunction with their Domestic Violence Prevention program.	Ho'ike provides production assistance to the Senior Law Conference in Lihue. This tremendously expands the messaging to the kupuna unable to attend the sessions.	Ho'ike provides production assistance for the Senior Law Corner providing important information to our kupuna on affairs of the aging.
Ho'ike provides judging for the annual 'Olelo Youth Xchange video competition. This provided an opportunity for the staff and producers to gain experience in a statewide experience.	Ho'ike produces special programming for the Kauai Parenting Association as related to parenting skills, crisis intervention, available services on the island.	Ho'ike provides production assistance to the Kauai Economic Development Board in documenting and broadcasting the community information regarding the "Kauai Agricultural Business Plan" competition.	
Ho'ike assists the ACM Northwest Regional in their annual "Best of the Northwest" Video competition by judging three categories.	Ho'ike produces a special Citizens panel related to the island issue of KIUC Hydro-electric power generation.	Managing Director meets with the newly formed Kauai Foodbank (not the KIF) to inform them of the opportunities availabe through the media center in support of their efforts.	

Managing Director serves the Kauai Chamber of Commerce on the Board of Directors, the Executive Committee and Chairing the Media & Public Relations and Membership committees.	Ho'ike provides production assistance with the Kapaa High School Media Arts program in creating a documentary on the "Shattered Dreams" program on teen aged drinking and driving.	Ho'ike meets with community leaders in the exploration of creating a community broadband system. The Kauai Fiber Network seeks to bring legitimate high speed internet service to our island and affordable to all citizens.	
Ho'ike provides production services at the Chamber of Commerce Quarterly membership meetings. Keynote speakers discuss economic development on Kauai.	Managing Director participates in the Kauai High School Senior Projects program as an advisor and judge for five presentations.	Ho'ike supports various Hawaiian Sovereignty movement with production and studio support. Kanaka Maoli, Re-instated Hawaiian Government and the lawful Hawaiian Government	
Managing Director meets with community leaders in Hanapepe Town exploring the potential of a satellite operation on Kauai's west side. The Seto Market building is identified as a potential location.	Managing Director attends the 'Olelo Youth Xchange ceremonies and presents an award.	Ho'ike provides production assistance for the "Senior Law Corner" providing important information to our kupuna on affairs of the aging.	
Ho'ike makes final arrangements to open a satellite media center on Kauai's north shore in Kilauea located at the Common Grounds Center.	Ho'ike supports various Hawaiian Sovereignty movement with production and studio support. Kanaka Maoli, Re-instated Hawaiian Government and the lawful Hawaiian Government		
Ho'ike supports various Hawaiian Sovereignty movement with production and studio support. Kanaka Maoli, Re-instated Hawaiian Government and the lawful Hawaiian Government	Ho'ike provides judging services for the national video competition "Hometown video Festival" for the Alliance for Community Media		
Ho'ike provides production assistance for the "Senior Law Corner" providing important information to our kupuna on affairs of the aging.	Ho'ike submits a record number of entries in the Hometown Video Festival and receives special recognition in two categories. And one overall winner		

FIRST QUARTER	SECOND QUARTER	THIRD QUARTER	FOURTH QUARTER
Sub-Contracts	Sub-Contracts	Sub-Contracts	Sub-Contracts
Sub-contract to Granicus for Video Production Services to the County of Kauai related to meetings of the Kauai County Council, Kauai Planning Commission, Kauai Police Commission and Mayor Bernard Carvalho's "Together We Can" program.	Sub-contract to Granicus for Video Production Services to the County of Kauai related to meetings of the Kauai County Council, Kauai Planning Commission, Kauai Police Commission and Mayor Bernard Carvalho's "Together We Can" program.	Sub-contract to Granicus for Video Production Services to the County of Kauai related to meetings of the Kauai County Council, Kauai Planning Commission, Kauai Police Commission and Mayor Bernard Carvalho's "Together We Can" program.	Sub-contract to Granicus for Video Production Services to the County of Kauai related to meetings of the Kauai County Council, Kauai Planning Commission, Kauai Police Commission and Mayor Bernard Carvalho's "Together We Can" program.
Amount	Amount	Amount	Amount
6,550.00	19,725.00	5,315.63	7,446.88
Sales	Sales	Sales	Sales
312.53	1160.46	359.55	155.7
Class Tuition	Class Tuition	Class Tuition	Class Tuition
320	720	0	400
Donations	Donations	Donations	Donations
0	0.34	0.34	0
Interest	Interest	Interest	Interest
55.43	59.19	67.28	37.24
TOTAL	TOTAL	TOTAL	TOTAL
7,237.96	21,664.99	5,742.80	8,039.82

Ho'ike: Kauai Community Television, Inc.

Executive Summary 2011

"A" Course Title	Number of Sessions Offered	Total Number of Students Enrolled	Total Number of Students Completing the Course	Percentage of Students Completing the Course
Basic Video Producer	17	83	65	78
Kapaa High School After Effects	1	12	12	100
Wilcox Kids Video Institute	3	34	34	100
Kanui Kapono Charter School	2	15	15	100
Special Workshops	2	5	5	100
Blue Screen Chromakey	1	2	2	100
Totals	26	151	133	88
"B" First Run vs. Repeat	Total Hours of Programming	Total Hours of First Run Programming	Total Hours of Repeat Programming	Total Hours of Programming Submitted but not aired
Public	8,742	1,388	7,354	0
Education (2 channels)	17,520	11,301	6,219	0
Government	8,739	475	8,264	0
Totals	35,001	13,164	21,837	0
"C" Local vs. Non Local Programming	Total Hours of Programming	Total Hours of Locally Produced Programs	Total Hours of Non-Locally Produced Programs	Total Hours of Bulletin Board Programming
Public	8,742	6,799	1,916	0
Education (2 channels)	17,520	0	17,520	0
Government	8,739	8,714	25	0
Totals	35,001	15,513	19,461	0
"D" PEG Producer Programming	Total Hours of Programs Submitted for Play	Total Hours of Programs created by PEG Trained & Certified Producers	Total Hours of "Open Mic" programs	Total Hours of Programs Developed by PEG
Public	1388	804	22	35
Education (2 channels)	11,301	0	0	0
Government	450	0	0	425
Totals	13,139	804	22	460

Ho'ike: Kauai Community Television, Inc.

Executive Summary Comparative
2009-2011

"A" Education Class Name	Number of Sessions Offered			Total Number of Students Enrolled			Total Number of Students Completing the Class			Percentage of Students Completing the Class		
	2009	2010	2011	2009	2010	2011	2009	2010	2011	2009	2010	2011
Basic Video Producer	10	13	17	82	56	83	64	40	65	78	72	78
Educ. Media Workshop	1	2	5	12	61	61	12	61	61	100	100	100
Home School Media Arts	1	0	0	12	0	0	12	0	0	100	n/a	-
Final Cut Editing	1		0	2		0	2		0	100		-
PD-170 Camera Upgrade	1	2	0	1	3	0	1	3	0	100	100	-
Chromakey - Blue Screen	n/a		1			2			2			100
Production Skills Workshops	6	3	2	16	9	5	16	9	5	100	100	100
Totals	20	20	25	125	129	151	107	113	133	85	88	88

"B" First Run vs. Repeat	Total Hours of Programming			Total Hours of First Run Programming			Total Hours of Repeat Programming			Total Hours of Programming Submitted but not Aired		
	2009	2010	2011	2009	2010	2011	2009	2010	2011	2009	2010	2011
Public	8349	8715	8742	548	1011	1388	7801	7708	7354	0	0	0
Education (2 channels)	17,520	17,520	17,520	11,301	11,301	11,301	6219	6219	6219	0	0	0
Government	8451	8724	8739	383	265	475	8068	8462	8264	0	0	0
Totals	34320	34959	35001	12232	12577	13164	22088	22389	21837	0	0	0

"C" Local vs. Non Local Programming	Total Hours of Programming			Total Hours of Locally Produced Programming			Total Hours of Non Locally Produced Programming			Total Hours of Bulletin Board Programming		
	2009	2010	2011	2009	2010	2011	2009	2010	2011	2009	2010	2011
Public	8760	8715	8742	7008	7024	6799	1752	1691	1916	658	0	0
Education (2 channels)	17,520	17,520	17,520	0	0	0	17,520	17,520	17,520	0	0	0
Government	8760	8724	8739	8760	8724	8714		0	25	309	0	0
Totals	35040	34959	35001	15768	15748	15513	12272	19211	19461	967	0	0

"D" PEG Producer Programming	Total Hours of Programming Dropped for Play			Total Hours of Programming Created by PEG Trained & Certified Producers			Total Hours of Programming Created by "Open Mic"			Total Hours of Programming Developed by PEG		
	2009	2010	2011	2009	2010	2011	2009	2010	2011	2009	2010	2011
Public	548	1011	1388	381	789	804	39	23	22	49	41	35
Education (2 channels)	11,301	11,301	11,301	0	0	0	0	0	0	0	0	0
Government	383	265	450	0	0	0	0	0	0	366	265	425
Totals	12232	12577	13139	381	789	804	39	23	22	415	306	460

**Executive Summary
Comparative Complaints**

ISSUE	NUMBER OF COMPLAINTS					ACTION/RESOLUTION
	2006	2007	2008	2009	2010	
Records	0	0	0	0	0	0
access to records	0	0	0	0	0	0
cost related to record request	0	0	0	0	0	0
contesting response	0	0	0	0	0	0
accuracy of records	0	0	0	0	0	0
 Board of Directors	 0	 0	 0	 0	 0	 0
open meetings	0	0	0	0	0	0
BOD election process	0	0	0	0	0	0
 Facility Access	 0	 0	 0	 0	 0	 0
denied use of facility	0	0	0	0	0	0
 Programs	 0	 0	 0	 0	 0	 1
program channel placement	0	0	0	0	0	0
adherence to schedule	0	0	0	0	0	0
Objectional Material	0	0	0	0	0	1
						replied with 1st Amendment information
						**program aired late night
 Operations	 0	 0	 0	 0	 0	 0
misinforming public as a non-profit	0	0	0	0	0	0
long form programs	0	0	0	0	0	0

2003 16
2004 16
2005 0

Key Measures of Performance

Summary

Provide an exceptional tele-production and educational facility for use by all citizens and groups on Kauai on a non-discriminatory basis.

	2005	2006	2007	2008	2009	2010	2011
Number of individual visits to the facility	2158	2092	1815	2098	2109	1976	2453
Number of internet users served	4594	5416	7923	8632	14,094	18,687	
Number of interactive IVBB users	3276	563	625	558	n/a	n/a	n/a

Provide studio and equipment to citizens and organizations wishing to videotape and cablecast productions.

	2005	2006	2007	2008	2009	2010	2011
Number of studio hours provided	609	645	195	287	222	323	585
Number of studio uses	150	199	64	127	93	117	157
Number of equipment package checkouts	408	453	467	511	529	567	1002
Number of editing reservations or checkouts	232	373	443	567	1102	568	597
Number of organizations served	217	220	215	121	128	105	87

Provide training courses to Kauaiian's wishing to learn television production, post-production, electronic graphics, audio production, and media literacy.

	2005	2006	2007	2008	2009	2010	2011
Number of training courses held	13	10	9	14	12	18	17
Number of workshops held	6	8	5	7	8	2	7
Number of people trained	33	58	66	69	83	118	131
Number of Basic Video certifications issued	22	38	36	74	64	56	65
Number of Youth trained	126	107	57	19	28	58	66

Award grants for television productions and scholarships for production classes to needy Kauaiian's.

	2005	2006	2007	2008	2009	2010	2011
Number of Production grants awarded	6	8	9	34	34	31	37
Number of scholarships awarded	34	29	22	22	24	15	28

Provide television access services to individuals and groups.

	2004	2005	2006	2007	2008	2009	2010
Number of Premier programs cablecast	1236	1195	1441	1573	1904	1818	1441
Number of 1 st run Ho'iike programs cablecast	590	534	889	755	1007	912	568
Number of other Kauai programs cablecast	685	587	1084	910	336	385	461
Number of imported programs cablecast	551	608	393	435	561	521	412
Number of remote productions	34	89	286	14	139	201	156

Provide cable television programming to Kauai citizens.

	2005	2006	2007	2008	2009	2010	2011
Number of Public Access program hours	3554	5090	5392	6922	8349	8715	8742
Number of Educational Access program hours	17,520	17,520	17,520	17,568	17,520	17,520	17,520
Number of Government Access program hours	4461	4911	4744	5157	8,451	8724	8739
Number of Interactive Bulletin Board hours							
Channel 52 (P)	5206	3670	3368	1862	658	0	0
Channel 53 (G)	4299	3849	4016	3627	309	0	0
Channel 55 (E)	0	0	0	0	0	0	0
Channel 56 (E)	0	0	0	0	0	0	0

Year Ending December 31, 2011

Salary Benefit Cost Allocations

Ho'ike: Kauai Community Television

Position	2004	2005	2006	2007	2008	2009	2010	2011
	Admin	Admin	Admin	Admin	Admin	Admin	Admin	Admin
Managing Director	30	30	30	30	30	35	25	30
Production Services	30	25	20	20	20	20	15	15
Media Education	20	10	10	10	20	15	15	10
Programmer	40	30	30	30	25	25	20	15
Administrative Clerk	70	65	65	65	70	65	60	55
(percent of total)	0.38	0.32	0.31	0.31	0.33	0.32	0.27	0.25

	State Common	State Common	State Common	State Common	State Common	State Common	State Common	State Common
Managing Director	10	5	5	5	5	10	5	5
Production Services	5	5	5	5	5	5	5	5
Media Education	5	0	0	0	0	0	0	0
Programmer	5	5	5	5	10	5	5	5
Administrative Clerk	0	0	0	0	0	5	5	5
(percent of total)	0.05	0.03	0.03	0.03	0.04	0.05	0.04	0.04

	Education	Education	Education	Education	Education	Education	Education	Education
Managing Director	5	10	15	20	10	5	10	10
Production Services	10	15	15	20	25	15	15	15
Media Education	10	25	30	35	30	20	25	20
Programmer	5	10	5	5	5	5	5	5
Administrative Clerk	5	5	5	5	5	5	5	5
(percent of total)	0.07	0.13	0.14	0.17	0.15	0.08	0.12	0.11

	Government	Government	Government	Government	Government	Government	Government	Government
Managing Director	10	10	10	10	10	10	15	10
Production Services	10	15	15	10	10	15	15	10
Media Education	5	25	5	5	5	5	0	5
Programmer	10	10	20	15	15	10	15	15
Administrative Clerk	5	5	5	5	5	5	5	5
(percent of total)	0.08	0.1	0.12	0.09	0.09	0.1	0.1	0.09

	Public	Public	Public	Public	Public	Public	Public	Public
Managing Director	15	15	15	10	15	15	20	20
Production Services	25	25	30	35	35	40	45	50
Media Education	45	50	45	40	40	45	45	50
Programmer	25	30	35	40	40	50	50	60
Administrative Clerk	10	15	15	20	15	10	15	25
(percent of total)	0.24	0.27	0.26	0.29	0.27	0.32	0.35	0.41

	Outreach	Outreach	Outreach	Outreach	Outreach	Outreach	Outreach	Outreach
Managing Director	30	30	25	25	30	25	25	25
Production Services	20	15	15	10	5	5	5	5
Media Education	15	10	10	10	5	10	15	15
Programmer	15	10	5	5	5	5	5	0
Administrative Clerk	10	10	10	5	5	10	10	5
(percent of total)	0.18	0.15	0.13	0.11	0.1	0.11	0.12	0.10



For more than 17 years, Hoike has cablecast educational and civic programs to more than 23,000 homes on Kauai. The company maintains four channels on Kauai's cable system, works with youth groups on media-arts projects, and provides free production equipment and studio space for Kauai residents.



HOIKE KAUAI COMMUNITY TELEVISION INC.

SPONSORED BY:

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 **OCEANIC TIME WARNER Business Class**

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