

NA LEO O HAWAII, INC.

In Hilo: 91 Mohouli Street, Hilo, HI. 96720
Tel: (808) 935-8874 Fax: (808) 961-3621 e-mail: naleo@interpac.net
In Kona: 74-5590 Eho Street, Suite #115, Kailua-Kona, HI. 96740
Tel: (808) 329-9617 Fax: (808) 329-9630 e-mail: naleo@gte

RECEIVED

August 11, 2006

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Mr. Mark Recktenwald
Director
Department of Commerce and Consumer Affairs
State of Hawaii
P O Box 541
Honolulu, HI 96809

Dear Mr. Recktenwald,

As per your July 12, 2006 directive, attached is the information you requested:

1. Access Fees as of July 30, 2006

First Hawaiian Bank	
Checking Account	45,157
Savings Account	649,064
Certificates of Deposits	800,000
BancWest (as of 6/30/2006)	510,172
Home Street Bank (as of 6/30/2006)	215,120
HFS Federal Credit Union (as of 6/30/2006)	111,607

Total Access Fees \$2,331,120

2. Facilities & Equipment Fund as of June 30, 2006

Bank of Hawaii	
Savings Account	245,182
Certificates of Deposit	560,000
BOH Investment Services (as of 6/30/2006)	495,815

Total F&E Funds \$1,300,997

3. Building & Real Estate

Building – 91 Mohouli Street, Hilo, HI	\$ 533,841
Real Property – 91 Mohouli Street, Hilo, HI	\$ 190,198

An Inventory listing is attached, as is a listing of activities and responsibilities. In the case of the financial information, it was not possible to break it down to July 15, 2006. Consequently, the latest available bank statement balances were used. It should also be noted that Na Leo has purchased a Synergy playback system to be delivered and installed in September/October 2006. A balance of approximately \$65,000 will be payable at that time.

Very truly yours,

Juergen Denecke
General Manager

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CABLE DIVISION AND
COMMERCE AFFAIRS

Combined Na Leo Inventory

Na Leo O Hawaii Inventory

Inventory By Group and Type, Owner: Na Leo

#	Manufacturer	Model	Description	Capital	Owner	Location	Status	Acquisition Cost
193	Pesa	RM4000 Mainfram	Switcher Matrix M/F	Yes	Na Leo	Controll Room	in use	\$19,807.77
194	Pesa	PS140	Supply, Power, Video	Yes	Na Leo	Controll Room	in use	\$0.00
195	Pesa	6600EX	Contoller Switcher matrix	Yes	Na Leo	Controll Room	in use	\$0.00
196	Pesa	PS140	Supply, Power, Audio	Yes	Na Leo	Controll Room	in use	\$0.00
197	Pesa	Manual Override	Switcher Matrix Rotary	Yes	Na Leo	Controll Room	in use	\$0.00
198	Pesa	RM4000 Matrix	Switcher Matrix Audio	Yes	Na Leo	Controll Room	in use	\$0.00
199	Pesa	RM5000 Matrix	Switcher Matrix video	Yes	Na Leo	Controll Room	in use	\$0.00
200	Bogen	TP50A	AM/FM Receiver	Yes	Na Leo	Controll Room	in use	\$194.00
201	Leightronix	TCD1000	Event Controller	Yes	Na Leo	Controll Room	in use	\$2,995.00
202	Leightronix	TC2JVRCA	Remote Control Interface	Yes	Na Leo	Controll Room	in use	\$150.00
203	Leightronix	TC2JVRCA	Remote Control Interface	Yes	Na Leo	Controll Room	in use	\$150.00
204	Leightronix	TC2JVRCA	Remote Control Interface	Yes	Na Leo	Controll Room	in use	\$150.00
205	Leightronix	TC2JVRCA	Remote Control Interface	Yes	Na Leo	Controll Room	in use	\$150.00
206	Leightronix	TC2JVRCA	Remote Control Interface	Yes	Na Leo	Controll Room	in use	\$150.00
207	Leightronix	TC2JVRCA	Remote Control Interface	Yes	Na Leo	Controll Room	in use	\$150.00
208	Leightronix	TC2JVRCA	Remote Control Interface	Yes	Na Leo	Controll Room	in use	\$150.00
209	Leightronix	TC2JVRCA	Remote Control Interface	Yes	Na Leo	Controll Room	in use	\$150.00
210	Leightronix	TC2JVRCA	Remote Control Interface	Yes	Na Leo	Controll Room	in use	\$150.00
211	Leightronix	TC2JVRCA	Remote Control Interface	Yes	Na Leo	Controll Room	in use	\$150.00
212	Leightronix	TC2JVRCA	Remote Control Interface	Yes	Na Leo	Controll Room	in use	\$150.00
213	Leightronix	TC2JVRCA	Remote Control Interface	Yes	Na Leo	Controll Room	in use	\$150.00
214	Leightronix	TC2JVRCA	Remote Control Interface	Yes	Na Leo	Controll Room	in use	\$150.00
215	Leightronix	TC2JVRCA	Remote Control Interface	Yes	Na Leo	Controll Room	in use	\$150.00
216	Leightronix	TC2JVRCA	Remote Control Interface	Yes	Na Leo	Controll Room	in use	\$150.00
217	Stantron	VCSF2007830	8' Equipment Rack	Yes	Na Leo	Controll Room	in use	\$820.00
218	Stantron	VCSF2007830	8' Equipment Rack	Yes	Na Leo	Controll Room	in use	\$820.00
219	Stantron	VCSF2007830	8' Equipment Rack	Yes	Na Leo	Controll Room	in use	\$820.00
220	Stantron	SF2006130	Broadcast DVD's and Equipment	Yes	Na Leo	Controll Room	in use	\$403.00
221	Kramer	VS-1202	Vertical Interval 12x2 Matrix Switcher	Yes	Na Leo	Controll Room	in use	\$1,242.00
222	Hotronics	AP41	Time Base Corrector	Yes	Na Leo	Controll Room	in use	\$879.00
223	Hotronics	AP41	Time Base Corrector	Yes	Na Leo	Controll Room	in use	\$879.00
224	Hotronics	AP41	Time Base Corrector	Yes	Na Leo	Controll Room	in use	\$879.00

Combined Na Leo Inventory

225	Furman	C-128	Audio Limiter/Compressor	Yes	Na Leo	Controll Room	in use	\$244.00
226	Furman	C-128	Audio Limiter/Compressor	Yes	Na Leo	Controll Room	in use	\$244.00
227	Furman	C-128	Audio Limiter/Compressor	Yes	Na Leo	Controll Room	in use	\$244.00
228	Leightronix	TCD-1000	Event Controller	Yes	Na Leo	Controll Room	in use	\$2,995.00
229	Sony	PVM-1354Q	Monitor	Yes	Na Leo	Controll Room	in use	\$1,093.00
230	Sony	PVM-1354Q	Monitor	Yes	Na Leo	Controll Room	in use	\$1,093.00
231	Sony	DVP-NS325	DVD Player	Yes	Na Leo	Controll Room	in use	\$98.00
232	Sony	DVP-NS325	DVD Player	Yes	Na Leo	Controll Room	in use	\$98.00
233	Sony	DVP-NS325	DVD Player	Yes	Na Leo	Controll Room	in use	\$98.00
234	Sony	DVP-NS325	DVD Player	Yes	Na Leo	Controll Room	in use	\$98.00
235	Sony	DVP-NS325	DVD Player	Yes	Na Leo	Controll Room	in use	\$98.00
236	Sony	DVP-NS325	DVD Player	Yes	Na Leo	Controll Room	in use	\$98.00
237	Sony	DVP-NS325	DVD Player	Yes	Na Leo	Controll Room	in use	\$98.00
238	Sony	DVP-NS325	DVD Player	Yes	Na Leo	Controll Room	in use	\$98.00
239	Sony	DVP-NS325	DVD Player	Yes	Na Leo	Controll Room	in use	\$98.00
240	Sony	DVP-NS325	DVD Player	Yes	Na Leo	Controll Room	in use	\$98.00
241	Sony	DVP-NS575P	DVD Player	Yes	Na Leo	Controll Room	in use	\$100.00
242	Sony	DVP-NS575P	DVD Player	Yes	Na Leo	Controll Room	in use	\$100.00
243	Sony	DVP-NS575P	DVD Player	Yes	Na Leo	Controll Room	in use	\$100.00
244	Sony	DVP-NS575P	DVD Player	Yes	Na Leo	Controll Room	in use	\$100.00
245	Sony	DVP-NS575P	DVD Player	Yes	Na Leo	Controll Room	in use	\$100.00
246	Sony	DVP-NS315	DVD Player	Yes	Na Leo	Controll Room	in use	\$98.00
247	Horita	RM-50	Test Signal Generator	Yes	Na Leo	Controll Room	in use	\$469.00
248	Sony	PVM-1380	Monitor	Yes	Na Leo	Controll Room	in use	\$890.00
249	Gateway	2000	Computer	Yes	Na Leo	Controll Room	in use	\$1,499.00
250	Tripplite	LRC-2400	Line Power Conditioner	Yes	Na Leo	Controll Room	in use	\$374.00
264	Radiant	VABX-VT	Fiber Module	Yes	Na Leo	Controll Room	in use	\$753.24
265	Radiant	VABX-VR	Fiber Module	Yes	Na Leo	Controll Room	in use	\$753.24
266	Sigma	VAS-120A	Video Switcher	Yes	Na Leo	Controll Room	in use	\$316.00
267	Optivision	AP-2037	Encoder Cards	Yes	Na Leo	Controll Room	in use	\$2,000.00
402	Synergy	Synergy Broadcast System		Yes	Na Leo	Playback Room		\$133,864.00
270	Sony	FX-100	Video Editing System	Yes	Na Leo	Checkout	out of service	\$1,731.66
271	JVC	BR-S800U	VHS Player/Recorder	Yes	Na Leo	Checkout	out of service	\$3,059.00
272	JVC	BR-S800U	VHS Player/Recorder	Yes	Na Leo	Checkout	out of service	\$3,059.00
273	JVC	BR-S605UB	VHS Player/Recorder	Yes	Na Leo	Checkout	out of service	\$2,108.32
274	JVC	BR-S605UB	VHS Player/Recorder	Yes	Na Leo	Checkout	out of service	\$2,108.32
275	TEAC	W-600R	Dual Cassette Tape Deck	Yes	Na Leo	Checkout	out of service	\$101.65

Combined Na Leo Inventory

276	TEAC	W-600R	Dual Cassette Tape Deck	Yes	Na Leo	Checkout	out of service	\$101.65
277	eMachine	C2480	Computer	Yes	Na Leo	Checkout	in use	\$770.00
278	X-Flat	Monitor	17" computer monitor	Yes	Na Leo	Checkout	in use	\$399.00
279	Panasonic	WJ-MX30	Digital AV Mixer	Yes	Na Leo	Checkout	out of service	\$1,799.95
280	Panasonic	WJ-AVE5	Digital AV Mixer	Yes	Na Leo	Checkout	in use	\$1,799.95
306	Wrap Around Des	Yes			Na Leo	Front Desk	in use	\$978.00
374	Systemax	Ascent	Office Area	Yes	Na Leo	Checkout	in use	\$940.96
378	Samsung	Syncmaster 910t	Monitor	Yes	Na Leo	Checkout	in use	\$498.00
		MJ19HCJY117112						
379	Antec	Computer	Premiere Edit Suite Computer System	Yes	Na Leo	Checkout	in use	\$1,800.00
380	KDS	Computer Monitor		Yes	Na Leo	Checkout	in use	\$299.95
317	Panasonic	Hard Camera case		Yes	Na Leo	Storage	out of service	
318	Panasonic	Hard Camera case		Yes	Na Leo	Storage	out of service	
319	Panasonic	Hard Camera case		Yes	Na Leo	Storage	out of service	
320	Panasonic	Hard Camera case		Yes	Na Leo	Storage	out of service	
321	Panasonic	Hard Camera case		Yes	Na Leo	Storage	out of service	
322	Panasonic	Hard Camera case		Yes	Na Leo	Storage	out of service	
323	Panasonic	Hard Camera case		Yes	Na Leo	Storage	out of service	
324	Panasonic	Hard Camera case		Yes	Na Leo	Storage	out of service	
325	Panasonic	Hard Camera case		Yes	Na Leo	Storage	out of service	
326	Panasonic	Hard Camera case		Yes	Na Leo	Storage	out of service	
327	Panasonic	AG-456	SVHS Cameras with Case	Yes	Na Leo	Storage	out of service	\$1,675.00
328	Panasonic	AG-456	SVHS Cameras with Case	Yes	Na Leo	Storage	out of service	\$1,675.00
329	Panasonic	AG-456	SVHS Cameras with Case	Yes	Na Leo	Storage	out of service	\$1,675.00
330	Panasonic	AG-456	SVHS Cameras with Case	Yes	Na Leo	Storage	out of service	\$1,675.00
331	Panasonic	AG-456	SVHS Cameras with Case	Yes	Na Leo	Storage	out of service	\$1,675.00
332	Panasonic	AG-456	SVHS Cameras with Case	Yes	Na Leo	Storage	out of service	\$1,675.00
333	Panasonic	AG-456	SVHS Cameras with Case	Yes	Na Leo	Storage	out of service	\$1,675.00
334	Panasonic	AG-456	SVHS Cameras with Case	Yes	Na Leo	Storage	out of service	\$1,675.00
335	Panasonic	AG-456	SVHS Cameras with Case	Yes	Na Leo	Storage	out of service	\$1,675.00
336	Panasonic	AG-456	SVHS Cameras with Case	Yes	Na Leo	Storage	out of service	\$1,675.00
337	JVC	BR-S500U	Video Cassette Player	Yes	Na Leo	Storage	out of service	\$2,500.00
338	JVC	BR-S500U	Video Cassette Player	Yes	Na Leo	Storage	out of service	\$2,500.00
339	JVC	BR-S500U	Video Cassette Player	Yes	Na Leo	Storage	out of service	\$2,500.00
340	JVC	BR-S500U	Video Cassette Player	Yes	Na Leo	Storage	out of service	\$2,500.00
341	JVC	BR-S605UB	Video Cassette Player	Yes	Na Leo	Storage	out of service	\$2,500.00
342	JVC	BR-S605UB	Video Cassette Player	Yes	Na Leo	Storage	out of service	\$2,500.00

Combined Na Leo Inventory

343	JVC	BR-S605UB	Video Cassette Player	Yes	Na Leo	Storage	out of service	\$2,500.00
344	JVC	BR-S605UB	Video Cassette Player	Yes	Na Leo	Storage	out of service	\$2,500.00
345	JVC	BR-S605UB	Video Cassette Player	Yes	Na Leo	Storage	out of service	\$2,500.00
346	Sony	FXE-100	Video editing System	Yes	Na Leo	Storage	out of service	\$5,195.00
347	Sony	FXE-100	Video editing System	Yes	Na Leo	Storage	out of service	\$5,195.00
348	Panasonic	WJ-MX30	Digital AV Mixer	Yes	Na Leo	Storage	out of service	\$1,799.95
349	Panasonic	WJ-MX30	Digital AV Mixer	Yes	Na Leo	Storage	out of service	\$1,799.95
350	Panasonic	WJ-MX30	Digital AV Mixer	Yes	Na Leo	Storage	out of service	\$1,799.95
351	Sony	DFS-100	Digital Effects Keyer	Yes	Na Leo	Storage	out of service	
352	Panasonic	WJ-AVE5	Digital AV Mixer	Yes	Na Leo	Storage	out of service	
353	Akai	747-DBX	Reel to Reel recorder	Yes	Na Leo	Storage	out of service	
355	Sony	EV-C100	High 8 Recorder	Yes	Na Leo	Storage	out of service	\$499.95
356	Sony	EV-C100	High 8 Recorder	Yes	Na Leo	Storage	out of service	\$499.95
357	JVC	SVHS Player		Yes	Na Leo	Storage	out of service	\$1,449.00
358	JVC	SVHS Player		Yes	Na Leo	Storage	out of service	\$1,449.00
359	Panasonic	AG-7350	SVHS Player	Yes	Na Leo	Storage	out of service	\$1,449.95
360	Panasonic	AG-7350	SVHS Player	Yes	Na Leo	Storage	out of service	\$1,449.95
361	Hotronic	AP41	Video Gen Loc	Yes	Na Leo	Storage	out of service	\$879.00
362	Sony	VP-9000	VHS Player	Yes	Na Leo	Storage	out of service	\$2,108.00
363	Panasonic	AG-7300	SVHS Player	Yes	Na Leo	Storage	out of service	\$1,600.95
364	Panasonic	AG-7300	SVHS Player	Yes	Na Leo	Storage	out of service	\$1,600.95
365	Panasonic	AG-5700	SVHS Player	Yes	Na Leo	Storage	out of service	\$1,449.95
366	Hon	5 Drawer Metal Desk		Yes	Na Leo	Storage	out of service	
367	Hon	4 Drawer File Cabinet		Yes	Na Leo	Storage	in use	
368	Tecktronix	1740	Vector Monitor	Yes	Na Leo	Storage	out of service	\$4,154.00
369	Panasonic	WJ-MX30	Digital AV Mixer	Yes	Na Leo	Storage	out of service	\$1,799.95
370	8' Table	8' Table		Yes	Na Leo	Front Desk	out of service	
371	Panasonic	CT-1384	Monitor	Yes	Na Leo	Storage	out of service	\$285.95
372	Compaq	Computer Monitor		Yes	Na Leo	Storage	out of service	\$299.00
373	Hon	6' wide File Cabinet		Yes	Na Leo	Storage	in use	
386		12' Conference Table	Yes		Na Leo	Conference Room	in use	
387	Vizio	L32 HDTV 10 A	32" HD TV	Yes	Na Leo	Conference Room	in use	\$1,040.63
388	Sony	Communication Terminal		Yes	Na Leo	Conference Room	in use	\$11,000.00
389		Green Chair		Yes	Na Leo	Conference Room	in use	
390		Green Chair		Yes	Na Leo	Conference Room	in use	
391	Green Chair			Yes	Na Leo	Conference Room	in use	
392	Green Chair			Yes	Na Leo	Conference Room	in use	

Combined Na Leo Inventory

393	Green Chair			Yes	Na Leo	Conference Room	in use	
394	Green Chair			Yes	Na Leo	Conference Room	in use	
395	Green Chair			Yes	Na Leo	Conference Room	in use	
396	Green Chair			Yes	Na Leo	Conference Room	in use	
281	Systemax	Ascent	Computer System	Yes	Na Leo	Front Desk	in use	\$940.96
282	Systemax	Ascent	Computer System	Yes	Na Leo	Front Desk	in use	\$940.96
283	Systemax	Ascent	Computer System	Yes	Na Leo	Front Desk	in use	\$940.96
284	Systemax	Ascent	Front Office Area	Yes	Na Leo	Front Desk	in use	\$940.96
289	Samsung	Syncmaster 910t	Front Office Area	Yes	Na Leo	Front Desk	in use	\$498.00
290	Samsung	Syncmaster 910t	Front Office Area	Yes	Na Leo	Front Desk	in use	\$498.00
291	Samsung	Syncmaster 910t	Front Office Area	Yes	Na Leo	Front Desk	in use	\$498.00
292	Samsung	Syncmaster 910t	Front Office Area	Yes	Na Leo	Front Desk	in use	\$498.00
293	Ecke-Adams	8400	Rolling Chair	Yes	Na Leo	Front Desk	in use	\$191.67
294	Ecke-Adams	8400	Rolling Chair	Yes	Na Leo	Front Desk	in use	\$191.67
295	Ecke-Adams	8400	Rolling Chair	Yes	Na Leo	Front Desk	in use	\$191.67
296	Ecke-Adams	8400	Rolling Chair	Yes	Na Leo	Front Desk	in use	\$191.67
297	Ecke-Adams	8400	Rolling Chair	Yes	Na Leo	Front Desk	in use	\$191.67
298	Ecke-Adams	8400	Rolling Chair	Yes	Na Leo	Front Desk	in use	\$191.67
302	Wrap Around Desk			Yes	Na Leo	Front Desk	in use	\$978.00
303	Wrap Around Desk			Yes	Na Leo	Front Desk	in use	\$978.00
304	Wrap Around Desk			Yes	Na Leo	Front Desk	in use	\$978.00
305	Wrap Around Desk			Yes	Na Leo	Front Desk	in use	\$978.00
399	Xerox	Copy Machine		Yes	Na Leo	Front Desk	in use	\$5,078.00
88	Shure	Shure	20' XLR - XLR 1	No	Na Leo	Checkout	in use	
10	Bogen	3063	Bogen Tripod (T4)	No	Na Leo	Checkout	in use	\$300.00
11	Bogen	3063	Bogen Tripod (T4)	No	Na Leo	Checkout	in use	\$300.00
12	Bogen	3063	Bogen Tripod (T4)	No	Na Leo	Checkout	in use	
13	Bogen	3063	Bogen Tripod (T4)	No	Na Leo	Checkout	out of service	\$300.00
14	Bogen	3063	Bogen Tripod (T4)	No	Na Leo	Checkout	in use	\$300.00
15	Bogen	3063	Bogen Tripod (T4)	No	Na Leo	Checkout	in use	\$300.00
16	Bogen	3063	Bogen Tripod (T4)	No	Na Leo	Checkout	in use	\$300.00
180	Sony	PDX-10	PDX-10 DVCam	Yes	Na Leo	Checkout	in use	\$1,964.27
182	Sony	NP-FM50	Battery	Yes	Na Leo	Checkout	in use	\$90.00
183	Infotech	LISQM9	Battery	Yes	Na Leo	Checkout	in use	\$120.00
184	Doscil	DVCam Hardcase		Yes	Na Leo	Checkout	in use	\$54.99
384	Bogen/Manfrotto	Tripod		Yes	Na Leo	Checkout	in use	\$359.95
54	Sony	DSR-PDX-10	PDX-10 DVCam	Yes	Na Leo	Checkout	in use	\$1,964.37

Combined Na Leo Inventory

55	Sony	DSR-PDX-10	PDX-10 DVCam	Yes	Na Leo	Checkout	in use	\$1,964.27
57	Sony	NP-FM50	Battery	Yes	Na Leo	Checkout	in use	\$90.00
58	Infotech	LISQM91	Battery	Yes	Na Leo	Checkout	in use	\$120.00
59	Doskocil	DVCam Hard Case		Yes	Na Leo	Checkout	in use	\$54.99
62	Sony	NP-FM50	Battery	Yes	Na Leo	Checkout	in use	\$90.00
63	Infotech	LISQM9	Battery	Yes	Na Leo	Checkout	in use	\$120.00
64	Doscil	DVCam Hard Case		Yes	Na Leo	Checkout	in use	\$54.99
66	Sony	DSR-PDX-10	PDX-10 DVCam	Yes	Na Leo	Checkout	in use	\$1,964.27
68	Sony	NP-FM50	Battery	Yes	Na Leo	Checkout	in use	\$90.00
69	Infotech	LISQM91	Battery	Yes	Na Leo	Checkout	in use	\$120.00
70	Doskocil	DVCam Hard Case		Yes	Na Leo	Checkout	in use	\$54.95
72	Sony	DSR-PDX-10	PDX-10 DVCam	Yes	Na Leo	Checkout	in use	\$1,964.27
74	Sony	NP-FM50	Battery	Yes	Na Leo	Checkout	in use	\$90.00
75	Infotech	LISQM91	Battery	Yes	Na Leo	Checkout	in use	\$120.00
76	Doskocil	DVCam Hard Case		Yes	Na Leo	Checkout	in use	\$54.99
94	Sony	DSR-PDX-10	PDX-10 DVCam	Yes	Na Leo	Checkout	in use	\$1,964.27
96	Sony	NP-FM50	Battery	Yes	Na Leo	Checkout	in use	\$90.00
97	Infotech	LISQM9	Battery	Yes	Na Leo	Checkout	in use	\$120.00
98	Doscil	DVCam Hardcase		Yes	Na Leo	Checkout	in use	\$54.99
100	Sony	PDX-10	PDX-10 DVCam	Yes	Na Leo	Checkout	in use	\$1,964.27
101	Bogen	3063	Tripod	Yes	Na Leo	Checkout	in use	\$203.95
102	Sony	NP-FM50	Battery	Yes	Na Leo	Checkout	in use	\$90.00
103	Infotech	LISQM9	Battery	Yes	Na Leo	Checkout	in use	\$120.00
104	Doscil	DVCam Hardcase		Yes	Na Leo	Checkout	in use	\$54.99
105	Bogen	Tripod case		Yes	Na Leo	Checkout	in use	\$46.95
186	Sony	PDX-10	PDX-10 DVCam	Yes	Na Leo	Checkout	in use	\$1,964.27
188	Sony	NP-FM50	Battery	Yes	Na Leo	Checkout	in use	\$90.00
189	Infotech	LISQM9	Battery	Yes	Na Leo	Checkout	in use	\$120.00
190	Doscil	DVCam Hardcase		Yes	Na Leo	Checkout	in use	\$54.99
307	Bogen/Manfrotto	Tripod		Yes	Na Leo	Checkout	in use	\$359.95
308	Bogen	Tripod Hardcase Cases		Yes	Na Leo	Checkout	in use	\$161.00
309	Bogen/Manfrotto	Tripod		Yes	Na Leo	Checkout	in use	\$359.95
310	Bogen	Tripod Hardcase Cases		Yes	Na Leo	Checkout	in use	\$161.00
311	Bogen	Tripod Hardcase Cases		Yes	Na Leo	Checkout	in use	\$161.00
312	Bogen/Manfrotto	Tripod		Yes	Na Leo	Checkout	in use	\$359.95
313	Bogen/Manfrotto	Tripod		Yes	Na Leo	Checkout	in use	\$359.95
314	Bogen	Tripod Hardcase Cases		Yes	Na Leo	Checkout	in use	\$161.00

Combined Na Leo Inventory

315	Bogen	Tripod	Hardcase Cases	Yes	Na Leo	Checkout	in use	\$161.00
316	Bogen/Manfrotto	Tripod		Yes	Na Leo	Checkout	in use	\$359.95
381	Bogen/Manfrotto	Tripod		Yes	Na Leo	Checkout	out of service	\$359.95
383	Bogen/Manfrotto	Tripod		Yes	Na Leo	Checkout	in use	\$161.00
385	Bogen/Manfrotto	Tripod		Yes	Na Leo	Checkout	in use	\$359.95
397	Lowell	VP98	Light Kit	Yes	Na Leo	Checkout	in use	\$663.95
398	Videssense	Light Kit		Yes	Na Leo	Checkout	in use	\$1,678.00
17	Panasonic	Monitor	TV Monitor 15"	Yes	Na Leo	Edit Bay 1 (Premiere)	in use	\$285.95
18	Panasonic	Monitor	TV Monitor 15"	Yes	Na Leo	Edit Bay 1 (Premiere)	in use	\$285.95
19	Sony	EVC-100	Hi8 Tape Player	Yes	Na Leo	Edit Bay 1 (Premiere)	in use	\$499.95
20	Sony	EVC-100	Hi8 Tape Player	Yes	Na Leo	Edit Bay 1 (Premiere)	in use	\$499.95
375	Systemax	Ascent	Computer system w/ Adobe	Yes	Na Leo	Edit Bay 1 (Premiere)	in use	\$940.96
376	Samsung	Syncmaster 910t	Monitor	Yes	Na Leo	Edit Bay 1 (Premiere)	in use	\$498.00
377	JVC	SR-VS10	MiniDV/VHS Player	Yes	Na Leo	Edit Bay 1 (Premiere)	in use	\$1,568.00
78	Shure	SM-59	Hand held mic	Yes	Na Leo	Checkout	in use	\$80.00
79	Shure	SM-59	Hand held mic	Yes	Na Leo	Checkout	in use	\$80.00
80	Shure	SM-58	Hand held mic	Yes	Na Leo	Checkout	in use	\$80.00
81	Radio Shack	33-3008	Hand held mic	Yes	Na Leo	Checkout	in use	\$80.00
82	Senheiser	Boom Mic		Yes	Na Leo	Checkout	in use	\$80.00
83	Audio Technica	Pro 88W/R	Wireless Lapel	Yes	Na Leo	Checkout	in use	\$80.00
84	Audio Technica	Pro 88W/R	Wireless Lapel	Yes	Na Leo	Checkout	in use	\$80.00
85	Audio Technica	Pro 88W/R	Wireless Lapel	Yes	Na Leo	Checkout	in use	\$80.00
86	Realistic	PZM Microphone		Yes	Na Leo	Checkout	in use	\$80.00
87	Realistic	PZM Microphone		Yes	Na Leo	Checkout	in use	\$80.00
1	Lowell	L50	Lowell 3 Piece Light Kit	Yes	Na Leo	Checkout	in use	\$663.95
2	Sony	PDX-10	Sony PDX-10 DV Camcorder	Yes	Na Leo	Checkout	in use	\$2,500.00
3	Sony	PDX-10	Sony PDX-10 DV Camcorder	Yes	Na Leo	Checkout	in use	\$2,500.00
4	Sony	PDX-10	Sony PDX-10 DV Camcorder	Yes	Na Leo	Checkout	in use	\$2,500.00
5	Sony	PDX-10	Sony PDX-10 DV Camcorder	Yes	Na Leo	Checkout	in use	\$2,500.00
6	Sony	PDX-10	Sony PDX-10 DV Camcorder	Yes	Na Leo	Checkout	in use	\$2,500.00
7	Sony	PDX-10	Sony PDX-10 DV Camcorder	Yes	Na Leo	Checkout	in use	\$2,500.00
8	Sony	PDX-10	Sony PDX-10 DV Camcorder	Yes	Na Leo	Checkout	in use	\$2,500.00
9	Sony	PDX-10	Sony PDX-10 DV Camcorder	Yes	Na Leo	Checkout	in use	\$2,500.00
89	Power Cord/Camera Charger			Yes	Na Leo	Checkout	in use	
90	Power Cord/Camera Charger			Yes	Na Leo	Checkout	in use	
91	Power Cord/Camera Charger			Yes	Na Leo	Checkout	in use	
92	Power Cord/Camera Charger			Yes	Na Leo	Checkout	in use	

Combined Na Leo Inventory

93	Power Cord/Camera Charger			Yes	Na Leo	Checkout	in use	
27	Antec	Computer	Premiere Edit Suite Computer System	Yes	Na Leo	Edit Bay 2 (Premiere)	in use	\$1,800.00
28	Sony	Flatscreen	Flatscreen Monitor	Yes	Na Leo	Edit Bay 2 (Premiere)	in use	\$350.00
29	KDS	Flatscreen	Flatscreen Monitor	Yes	Na Leo	Edit Bay 2 (Premiere)	in use	\$350.00
30	JVC	SR-VS10	MiniDV/VHS Player	Yes	Na Leo	Edit Bay 2 (Premiere)	in use	\$1,568.00
31	Antec	Computer	Premiere Edit Suite Computer System	Yes	Na Leo	Edit Bay 3 (Premiere)	in use	\$1,800.00
32	Sony	Flatscreen	Flatscreen Monitor	Yes	Na Leo	Edit Bay 3 (Premiere)	in use	\$350.00
33	Emachine	Flatscreen	Flatscreen Monitor	Yes	Na Leo	Edit Bay 3 (Premiere)	in use	\$350.00
34	JVC	SR-VS10	MiniDV/VHS Cassette Deck	Yes	Na Leo	Edit Bay 3 (Premiere)	in use	\$1,568.00
35	Panasonic	Monitor	TV Monitor	Yes	Na Leo	Edit Bay 3 (Premiere)	in use	\$307.95
192	Panasonic	TV/Monitor	TV/Monitor	Yes	Na Leo	Edit Bay 2 (Premiere)	in use	\$307.95
287	Sony	LMD-1410	Monitor	Yes	Na Leo	Edit Bay 6 (Screen Play)	in use	\$559.87
36	Sony	PVM-20NSU	Video Monitor	Yes	Na Leo	Edit Bay 4 (Screen Play)	in use	\$923.00
37	Panasonic	Monitor	TV Monitor	Yes	Na Leo	Edit Bay 4 (Screen Play)	in use	\$307.95
38	JVC	SR-VS10	MiniDV/VHS Cassette Deck	Yes	Na Leo	Edit Bay 4 (Screen Play)	in use	\$1,568.00
39	Applied Magic	SP-D60-EN	Screenplay Editing Suite	Yes	Na Leo	Edit Bay 4 (Screen Play)	in use	\$3,676.00
40	Western Digital	External	120 Gig External Hard Drive	Yes	Na Leo	Edit Bay 4 (Screen Play)	in use	\$200.00
41	Pioneer	DVR-220	DVD Recorder	Yes	Na Leo	Edit Bay 4 (Screen Play)	in use	\$400.00
42	Sony	PVM-20NSU	Video Monitor	Yes	Na Leo	Edit Bay 5 (Screen Play)	in use	\$923.00
43	Panasonic	Monitor	TV Monitor	Yes	Na Leo	Edit Bay 5 (Screen Play)	in use	\$307.95
44	JVC	SR-VS10	MiniDV/VHS Cassette Player	Yes	Na Leo	Edit Bay 5 (Screen Play)	in use	\$1,568.00
45	Applied Magic	SP-D60-EN	Screenplay Editing Suite	Yes	Na Leo	Edit Bay 5 (Screen Play)	in use	\$3,676.00
46	Western Digital	External	120 Gig External Hard Drive	Yes	Na Leo	Edit Bay 5 (Screen Play)	in use	\$2,500.00
47	Panasonic	DMR-E50	DVD Video Recorder	Yes	Na Leo	Edit Bay 5 (Screen Play)	in use	\$400.00
48	Sony	PVM-20NSU	Video Monitor	Yes	Na Leo	Edit Bay 6 (Screen Play)	in use	\$923.00
49	Panasonic	Monitor	TV Monitor	Yes	Na Leo	Edit Bay 6 (Screen Play)	in use	\$307.95
50	JVC	SR-VS10	MiniDV/VHS Player	Yes	Na Leo	Edit Bay 6 (Screen Play)	in use	\$1,568.00
51	Applied Magic	SP-D60-EN	ScreenplayEditing Suite	Yes	Na Leo	Edit Bay 6 (Screen Play)	in use	\$3,676.00
52	Western Digital	External	120 Gig External Hard Drive	Yes	Na Leo	Edit Bay 6 (Screen Play)	in use	\$200.00
53	Pioneer	DVD Video Recorder		Yes	Na Leo	Edit Bay 6 (Screen Play)	in use	\$300.00
285	Sony	LMD-1410	Monitor	Yes	Na Leo	Edit Bay 6 (Screen Play)	in use	\$559.87
286	Sony	LMD-1410	Monitor	Yes	Na Leo	Edit Bay 6 (Screen Play)	in use	\$559.87
288	Sony	LMD-1410	Monitor	Yes	Na Leo	Edit Bay 6 (Screen Play)	in use	\$559.87
299	Shure	SM-57	SM57 Hand Mic/2' to 25' cord/Stand	No	Na Leo	Checkout	in use	\$80.00
300	Shure	SM-57	SM57 Hand Mic/2' to 25' cord/Stand	No	Na Leo	Checkout	in use	\$80.00
301	Shure	SM-58	SM58 Hand Mic/2' to 25' cord/Stand	No	Na Leo	Checkout	in use	\$80.00
106	Diversified Electrc	24 Channel	Light board	Yes	Na Leo	Studio	in use	\$1,500.00

Combined Na Leo Inventory

107	Compix Media	LCG4000	Character Generator w/ Computer	Yes	Na Leo	Studio	in use	\$4,096.70
108	Sony	SDM-HS73	Flat screen 17" Monitor	Yes	Na Leo	Studio	in use	\$552.84
109	Mackie	12 Channel Audio Mixer		Yes	Na Leo	Studio	in use	\$420.00
110	JVC	SR-365U	VCR	Yes	Na Leo	Studio	in use	\$3,149.95
111	Panasonic	WJ-MX50A	A/V Mixing Board	Yes	Na Leo	Studio	in use	\$1,799.95
112	Sony	PVM-5041Q	5" Monitor	Yes	Na Leo	Studio	in use	\$849.95
113	Sony	PVM-5041Q	5" Monitor	Yes	Na Leo	Studio	in use	\$849.95
114	Sony	PVM-5041Q	5" Monitor	Yes	Na Leo	Studio	in use	\$849.95
115	JVC	SR-V530	VCR	Yes	Na Leo	Studio	in use	\$770.00
116	Panasonic	1384	Monitor	Yes	Na Leo	Studio	in use	\$285.95
117	Canon	GL-1	Digital Video Camera	Yes	Na Leo	Studio	in use	\$2,144.00
118	Canon	GL-1	Digital Video Camera	Yes	Na Leo	Studio	in use	\$2,144.00
119	Shure	Boom	Microphone stand	Yes	Na Leo	Studio	in use	\$49.95
120	Shure	Boom	Microphone stand	Yes	Na Leo	Studio	in use	\$49.95
121	Shure	Boom	Microphone stand	Yes	Na Leo	Studio	in use	\$49.95
122	Buhlight	Fresnel	Light Unit	Yes	Na Leo	Studio	in use	\$979.00
123	Buhlight	Fresnel	Light Unit	Yes	Na Leo	Studio	in use	\$979.00
124	Buhlight	Fresnel	Light Unit	Yes	Na Leo	Studio	in use	\$979.00
125	Buhlight	Fresnel	Light Unit	Yes	Na Leo	Studio	in use	\$979.00
126	Buhlight	Fresnel	Light Unit	Yes	Na Leo	Studio	in use	\$979.00
127	Buhlight	Fresnel	Light Unit	Yes	Na Leo	Studio	in use	\$979.00
128	Buhlight	Fresnel	Light Unit	Yes	Na Leo	Studio	in use	\$979.00
129	Buhlight	Fresnel	Light Unit	Yes	Na Leo	Studio	in use	\$979.00
130	Buhlight	Soft	Light Unit	Yes	Na Leo	Studio	in use	\$1,075.00
131	Buhlight	Soft	Light Unit	Yes	Na Leo	Studio	in use	\$1,075.00
132	Buhlight	Soft	Light Unit	Yes	Na Leo	Studio	in use	\$1,075.00
133	Buhlight	Soft	Light Unit	Yes	Na Leo	Studio	in use	\$1,075.00
134	Buhlight	Soft	Light Unit	Yes	Na Leo	Studio	in use	\$1,075.00
135	Buhlight	Soft	Light Unit	Yes	Na Leo	Studio	in use	\$1,075.00
136	Buhlight	Elipsoidal	Spot Light	Yes	Na Leo	Studio	in use	\$645.00
137	Keller	6 foot	Step Ladder	Yes	Na Leo	Studio	in use	\$49.50
269	Global	GK942866	15' Step Ladder	Yes	Na Leo	Studio	in use	\$479.95
138	Diversified Electr	"Lite"	Light Board	Yes	Na Leo	Studio	in use	\$1,500.00
139	Cobra	Microtalk	Communicator	Yes	Na Leo	Studio	in use	\$29.00
140	Cobra	Microtalk	Communicator	Yes	Na Leo	Studio	in use	\$29.00
141	Cobra	Microtalk	Communicator	Yes	Na Leo	Studio	in use	\$29.00
142	Cobra	Microtalk	Communicator	Yes	Na Leo	Studio	in use	\$29.00

Combined Na Leo Inventory

143	Cobra	Microtalk	Charger	Yes	Na Leo	Studio	in use	\$22.50
144	Cobra	Microtalk	Charger	Yes	Na Leo	Studio	in use	\$22.50
145	Sony	PVM-5041Q	5" monitor	Yes	Na Leo	Studio	in use	\$849.95
146	Sony	PVM-5041Q	5" monitor	Yes	Na Leo	Studio	in use	\$848.95
147	Sony	PVM-5041Q	5" monitor	Yes	Na Leo	Studio	in use	\$849.95
148	Sony	20"	LCD Monitor	Yes	Na Leo	Studio	in use	\$1,073.00
149	NewTek	VT(3)	Video Toaster sys. W/ computer	Yes	Na Leo	Studio	in use	\$3,995.00
150	NewTek	SX-8	Video Toaster Breakout box	Yes	Na Leo	Studio	in use	\$395.00
151	TEAC	PD-D860	5 Disc CD Player	Yes	Na Leo	Studio	in use	\$101.65
152	Sony	17"	LCD Monitor	Yes	Na Leo	Studio	in use	\$923.00
153	Panasonic	1384	Monitor	Yes	Na Leo	Studio	in use	\$307.95
154	AxMan	5'	Light Stand	Yes	Na Leo	Studio	in use	
155	Buhlight	Fresnel	Light Unit	Yes	Na Leo	Studio	in use	\$979.00
156	Buhlight	Fresnel	Light Unit	Yes	Na Leo	Studio	in use	\$979.00
157	Buhlight	Fresnel	Light Unit	Yes	Na Leo	Studio	in use	\$979.00
158	Buhlight	Fresnel	Light Unit	Yes	Na Leo	Studio	in use	\$979.00
159	Buhlight	Fresnel	Light Unit	Yes	Na Leo	Studio	in use	\$979.00
160	Buhlight	Fresnel	Light Unit	Yes	Na Leo	Studio	in use	\$979.00
161	Buhlight	Fresnel	Light Unit	Yes	Na Leo	Studio	in use	\$979.00
162	Buhlight	Fresnel	Light Unit	Yes	Na Leo	Studio	in use	\$979.00
163	Buhlight	Fresnel	Light Unit	Yes	Na Leo	Studio	in use	\$979.00
164	Buhlight	Fresnel	Light Unit	Yes	Na Leo	Studio	in use	\$979.00
165	Buhlight	Fresnel	Light Unit	Yes	Na Leo	Studio	in use	\$979.00
166	Buhlight	Fresnel	Light Unit	Yes	Na Leo	Studio	in use	\$979.00
167	Buhlight	"Soft"	Light Unit	Yes	Na Leo	Studio	in use	\$1,075.00
168	Buhlight	"Soft"	Light Unit	Yes	Na Leo	Studio	in use	\$1,075.00
169	Buhlight	"Soft"	Light Unit	Yes	Na Leo	Studio	in use	\$1,075.00
170	Buhlight	"Soft"	Light Unit	Yes	Na Leo	Studio	in use	\$1,075.00
171	Buhlight	"Soft"	Light Unit	Yes	Na Leo	Studio	in use	\$1,075.00
172	Buhlight	"Soft"	Light Unit	Yes	Na Leo	Studio	in use	\$1,075.00
173	Buhlight	Elipsoidal	Spot Light	Yes	Na Leo	Studio	in use	\$645.00
174	Buhlight	Elipsoidal	Spot Light	Yes	Na Leo	Studio	in use	\$1,075.00
176	8'	Table		Yes	Na Leo	Studio	in use	
177	8'	Table		Yes	Na Leo	Studio	in use	\$58.07
178	6'	Desk		Yes	Na Leo	Studio	in use	\$46.70
179	Panasonic	DMR-E100H	HDD&DVD Recorder	Yes	Na Leo	Studio	in use	\$790.00
400	BeachTek	TX-82	Comm. Link Pkg.	Yes	Na Leo	Studio	in use	\$1,678.00

Combined Na Leo Inventory

\$493,664.91

Na Leo O Hawaii - Kona

Tag #	Manufacturer	Model	Description	Capital	Owner	Location	Cost
211	Sony	DVPNS575P	DVD player	Yes	Na Leo	Playback	\$98.00
213	Sony	DVPNS575P	DVD player	Yes	Na Leo	Playback	\$98.00
214	Sony	DVPNS575P	DVD player	Yes	Na Leo	Playback	\$98.00
215	Sony	DVPNS325	DVD player	Yes	Na Leo	Playback	\$98.00
216	Sony	DVPNS575P	DVD player	Yes	Na Leo	Playback	\$98.00
217	Sony	DVPNS325	DVD player	Yes	Na Leo	Playback	\$98.00
218	Sony	DVPNS325	DVD player	Yes	Na Leo	Playback	\$98.00
219	Sony	DVPNS575P	DVD player	Yes	Na Leo	Playback	\$98.00
221	Sony	DVPNS325	DVD player	Yes	Na Leo	Playback	\$98.00
223	Sony	DVPNS325	DVD player	Yes	Na Leo	Playback	\$98.00
224	Sony	DVPNS325	DVD player	Yes	Na Leo	Playback	\$98.00
226	Sony	DVPNS325	DVD player	Yes	Na Leo	Playback	\$98.00
227	Panasonic	CT1384VY	TV monitor	Yes	Na Leo	Playback	\$285.95
255	Lenmar	Mach 1	Speed chargers (5 qty.)	Yes	Na Leo	Playback	
264	Sony	DVPNS575P	DVD player	Yes	Na Leo	Playback	\$98.00
265	Sony	VP-9000	U-Matic SP	Yes	Na Leo	Playback	\$2,108.00
266	Optivision		I-NET	Yes	Na Leo	Playback	\$2,000.00
268	Leightronix	TCD1000	Automation system	Yes	Na Leo	Playback	\$2,995.00
269	PESA	RM4000	Video/audio switcher	Yes	Na Leo	Playback	\$19,807.77
270	VS1202	Kramer	12x2 matrix switcher	Yes	Na Leo	Playback	\$1,242.00
271	RM-50 II	Horita	TSG/VDA	Yes	Na Leo	Playback	\$469.00
272	VAS-120A	Sigma	video/audio switcher	Yes	Na Leo	Playback	\$316.00
273	LC-3A	Furman	limiter/compre:	Yes	Na Leo	Playback	\$244.00
274	C-128	Furman	limiter/compre:	Yes	Na Leo	Playback	\$244.00
275	C-132	Furman	lilimiter/compre	Yes	Na Leo	Playback	\$244.00
276	AP-41	Hotronic	TBC	Yes	Na Leo	Playback	\$879.00
278	DV6000	ALS	digital video transmission system	Yes	Na Leo	Playback	
124	Samsung	910TS	Computer Monitor	Yes	Na Leo	Misc	\$498.00
157	KDS	VS-70	TCD Monitor	Yes	Na Leo	Misc	\$299.95
161	Gateway 200	15 F13	IVBB Monitor	Yes	Na Leo	Misc	\$299.00
166	Digital Vision	TELEV/EYES/PR	Computer-TV Converter	Yes	Na Leo	Misc	
169	APC	650	IVBB Backup	Yes	Na Leo	Misc	
230	Gateway 2000	14SVGA	Computer monitor	Yes	Na Leo	Storage	
40	Panasonic	Monitor #1		Yes	Na Leo	Edit Bay 7 (Analog)	\$285.95

Combined Na Leo Inventory

41	Panasonic	Monitor #2		Yes	Na Leo	Edit Bay 7 (Analog)	\$285.95
42	Panasonic	AG 5700	Video Cassette Recorder #1	Yes	Na Leo	Edit Bay 7 (Analog)	\$1,449.95
43	Panasonic	AG 5700	Video Cassette Recorder #2	Yes	Na Leo	Edit Bay 7 (Analog)	\$1,449.95
44	Panasonic	WJ-MX30	Digital AV Mixer	Yes	Na Leo	Edit Bay 7 (Analog)	\$1,799.95
45	Panasonic	WJ-KB50	Title Maker	Yes	Na Leo	Edit Bay 7 (Analog)	\$1,799.95
46	Teac	PD-D1200	Compact Disc Multi Player	Yes	Na Leo	Edit Bay 7 (Analog)	
47	Teac	W-600R	Stereo Double Cassette Deck	Yes	Na Leo	Edit Bay 7 (Analog)	\$101.65
1	Bogen	Bogen Manfrotto Tripod, Case		Yes	Na Leo	Checkout	\$161.00
33	Sony	DVP-NS41P	CD/DVD Player	Yes	Na Leo	Edit Bay 6 (Dub Station)	\$101.00
34	Pioneer	DVR-220	DVD Video Recorder	Yes	Na Leo	Edit Bay 6 (Dub Station)	\$400.00
35	Panasonic	AG-5700-P	S-VHS VCR	Yes	Na Leo	Edit Bay 6 (Dub Station)	\$1,449.95
36	Panasonic	AG-5700-P	S-VHS VCR	Yes	Na Leo	Edit Bay 6 (Dub Station)	\$1,449.95
37	Panasonic	CT-1384Y	TV Monitor #1	Yes	Na Leo	Edit Bay 6 (Dub Station)	\$285.95
38	Panasonic	CT-1384Y	TV Monitor #2	Yes	Na Leo	Edit Bay 6 (Dub Station)	\$285.95
39	Panasonic	CT-1384Y	TV Monitor #3	Yes	Na Leo	Edit Bay 6 (Dub Station)	\$285.95
70	Sony	EV-C100	Hi 8 VCR	Yes	Na Leo	Edit Bay 6 (Dub Station)	\$499.95
2	Sony	DSR-PDX10	DVCam, 2 Batteries, case	Yes	Na Leo	Checkout	\$1,300.00
3	Sony	DSR-PDX10	DVCam, 2 Batteries, case	Yes	Na Leo	Checkout	\$1,300.00
4	Sony	DSR-PDX10	DVCam, 2 Batteries, case	Yes	Na Leo	Checkout	\$1,300.00
5	Sony	DSR-PDX10	DVCam, 2 Batteries, case	Yes	Na Leo	Checkout	\$1,300.00
6	Sony	DSR-PDX10	DVCam, 2 Batteries, case	Yes	Na Leo	Storage	\$1,300.00
7	Sony	DSR-PDX10	DVCam, 2 Batteries, case	Yes	Na Leo	Checkout	\$1,300.00
8	Sony	DSR-PDX10	DVCam, 2 Batteries, case	Yes	Na Leo	Checkout	\$1,300.00
9	Sony	DSR-PDX10	DVCam, 2 Batteries, case	Yes	Na Leo	Checkout	\$1,300.00
63	Bogen Manfrotto	3046/3433	Tripod w/ hard case	Yes	Na Leo	Checkout	\$495.55
64	Bogen Manfrotto	3046/3433	Tripod w/ hard case	Yes	Na Leo	Checkout	\$495.55
65	Bogen Manfrotto	3046/3443	Tripod w/ hard case	Yes	Na Leo	Checkout	\$495.55
66	Bogen Manfrotto	3046/3433	Tripod w/ hard case	Yes	Na Leo	Checkout	\$495.55
71	Bogen Manfrotto	3046/3433	Tripod w/hard case	Yes	Na Leo	Checkout	\$495.55
72	Bogen Manfrotto	3046/3433	Tripod w/ hard case	Yes	Na Leo	Checkout	\$495.55
73	Bogen Manfrotto	3046/3433	Tripod w/ hard case	Yes	Na Leo	Checkout	\$495.55
74	Bogen Manfrotto	3046/3433	Tripod w/ hard case	Yes	Na Leo	Checkout	\$495.55
154	Lenmar	LISQM91	Battery	Yes	Na Leo	Checkout	\$120.00
149	Lenmar	LISQM91	Battery	Yes	Na Leo	Checkout	\$120.00
152	Lenmar	LISQM91	Battery	Yes	Na Leo	Checkout	\$120.00
153	Lenmar	LISQM91	Battery	Yes	Na Leo	Checkout	\$120.00
150	Lenmar	LISQM91	Battery	Yes	Na Leo	Checkout	\$120.00

Combined Na Leo Inventory

250	Lenmar	LISQM91	Battery	Yes	Na Leo	Checkout	\$120.00
155	Lenmar	LISQM91	Battery	Yes	Na Leo	Checkout	\$120.00
52	Lowell	Lowell V 2 Lights, Stand, Case		Yes	Na Leo	Checkout	\$663.95
14	Sony	LMD-1410	TV Monitor	Yes	Na Leo	Edit Bay 2 (Premiere Pro)	\$559.87
15	Sony	SDM-HS73	TFT LCD Computer Display	Yes	Na Leo	Edit Bay 2 (Premiere Pro)	\$552.84
16	JVC	SR-VS30U	Mini DV/S- VHS VCR	Yes	Na Leo	Edit Bay 2 (Premiere Pro)	\$3,149.95
17	Antec	Computer		Yes	Na Leo	Edit Bay 2 (Premiere Pro)	\$1,800.00
10	Panasonic	DMR-E50	DVD Video Recorder	Yes	Na Leo	Edit Bay 1 (ScreenPlay)	\$400.00
11	Applied Magic	ScreenPlay	Editor	Yes	Na Leo	Edit Bay 1 (ScreenPlay)	\$3,676.00
12	Sony	LMD-1410	TV Monitor	Yes	Na Leo	Edit Bay 1 (ScreenPlay)	\$559.87
13	Sony	PVM-20N5U	TV Monitor	Yes	Na Leo	Edit Bay 1 (ScreenPlay)	\$1,093.00
22	Sony	PVM-20N5U	TV Monitor	Yes	Na Leo	Edit Bay 4 (ScreenPlay)	\$1,093.00
23	Sony	LMD-1410	TV Monitor	Yes	Na Leo	Edit Bay 4 (ScreenPlay)	\$559.87
24	Panasonic	DMR-E50	DVD Video Recorder	Yes	Na Leo	Edit Bay 4 (ScreenPlay)	\$400.00
25	Teac	W-600R	Audio Cassette Recorder	Yes	Na Leo	Edit Bay 4 (ScreenPlay)	\$101.65
26	Applied Magic	ScreenPlay	Editor	Yes	Na Leo	Edit Bay 4 (ScreenPlay)	\$3,676.00
27	JVC	SR-VS20U	Mini DV/S- VHS VCR	Yes	Na Leo	Edit Bay 4 (ScreenPlay)	\$3,149.95
28	Sony	LMD-1410	TV Monitor	Yes	Na Leo	Edit Bay 5 (ScreenPlay)	\$559.87
29	Sony	PVM-20N5U	TV Monitor	Yes	Na Leo	Edit Bay 5 (ScreenPlay)	\$1,093.00
30	Panasonic	DMR-E50	DVD Video Recorder	Yes	Na Leo	Edit Bay 5 (ScreenPlay)	\$400.00
31	Applied Magic	ScreenPlay	Editor	Yes	Na Leo	Edit Bay 5 (ScreenPlay)	\$3,676.00
32	JVC	SR-VS20U	Mini DV/S- VHS VCR	Yes	Na Leo	Edit Bay 5 (ScreenPlay)	\$3,149.95
62	JVC	SR-VS10U	Mini DV/S- VHS VCR	Yes	Na Leo	Edit Bay 1 (ScreenPlay)	\$3,149.95
67	ACARD	ARS2000WB	External SCSIDE hard drive	Yes	Na Leo	Edit Bay 1 (ScreenPlay)	\$200.00
68	ACARD	ARS2000WB	External SCSIDE hard drive	Yes	Na Leo	Edit Bay 4 (ScreenPlay)	\$200.00
69	ACARD	ARS2000WB	External SCSIDE hard drive	Yes	Na Leo	Edit Bay 5 (ScreenPlay)	\$200.00
48	Shure	Hand Microphone		Yes	Na Leo	Checkout	\$112.00
49	Shure	Hand Microphone		Yes	Na Leo	Checkout	\$112.00
50	Shure	Hand Microphone		Yes	Na Leo	Checkout	\$112.00
51	Shure	Hand Microphone		Yes	Na Leo	Checkout	\$112.00
156	Sony	NPFM50	Battery	Yes	Na Leo	Checkout	\$90.00
253	Sony	NPFM50	Battery	Yes	Na Leo	Checkout	\$90.00
163	Sony	NPFM50	Battery	Yes	Na Leo	Checkout	\$90.00
165	Sony	NPFM50	Battery	Yes	Na Leo	Checkout	\$90.00
254	Sony	npfm50	Battery	Yes	Na Leo	Checkout	\$90.00
170	Sony	NPFM50	Battery	Yes	Na Leo	Checkout	\$90.00
168	Sony	NPFM50	Battery	Yes	Na Leo	Checkout	\$90.00

Combined Na Leo Inventory

167	Sony	NPFM50	Battery	Yes	Na Leo	Checkout	\$90.00
140	Desk			Yes	Na Leo	Misc	\$940.96
143	Table			Yes	Na Leo	Misc	
144	Table			Yes	Na Leo	Misc	
145	Time Master	TC100	Time Clock	Yes	Na Leo	Misc	\$2,995.00
147	mall Oak Bookshelf			Yes	Na Leo	Misc	
171	Tennsco	Cabinet (2 door)		Yes	Na Leo	Misc	
172	Pinnacle	K36634	File Cabinet	Yes	Na Leo	Misc	
174	Magic Chef	MCB780W	Microwave	Yes	Na Leo	Misc	
175	Sanyo	SR-172W	Refrigerator	Yes	Na Leo	Misc	
176	ZEE	First Aid Kit		Yes	Na Leo	Misc	
183	Eureka	7671	Vacuum	Yes	Na Leo	Misc	
229	Oasis	BSR	Water cooler	Yes	Na Leo	Misc	
178	Panasonic	AGA570	Video Edit Controller	Yes	Na Leo	Misc	
179	Panasonic	WJKB50	Video Title Maker	Yes	Na Leo	Misc	
180	Panasonic	WJMX30	Digital AV Mixer	Yes	Na Leo	Misc	\$1,799.95
182	Panasonic	AG5700	SVHS VCR	Yes	Na Leo	Misc	\$1,449.95
184	JVC	SVHS Video Cassette Recorder		Yes	Na Leo	Misc	\$3,059.00
185	Panasonic	AG5700P	SHVS VCR	Yes	Na Leo	Misc	\$1,449.95
186	Gateway 2000	DX15FG	Computer Monitor	Yes	Na Leo	Misc	\$498.00
187	Sylvania	F74A	Computer Monitor	Yes	Na Leo	Misc	\$500.00
190	Panasonic	CT1384Y	TV Monitor	Yes	Na Leo	Misc	\$285.95
191	Panasonic	CT1384Y	Tv Monitor	Yes	Na Leo	Misc	\$285.95
192	Panasonic	CT1384Y	TV Monitor	Yes	Na Leo	Misc	\$285.95
193	TEAC	PDD1200	Multi CD Player	Yes	Na Leo	Misc	
194	TEAC	W-600R	Multi CD Player	Yes	Na Leo	Misc	
195	TEAC	W600R	Stero Double Cassette Deck	Yes	Na Leo	Misc	\$101.65
196	Pasanonic	CT1384Y	TV Monitor	Yes	Na Leo	Misc	\$285.95
197	Panasonic	CT1384Y	TV Monitor	Yes	Na Leo	Misc	\$285.95
198	Panasonic	CT1384Y	TV Monitor	Yes	Na Leo	Misc	\$285.95
199	Panasonic	CT1384Y	TV Monitor	Yes	Na Leo	Misc	\$285.95
200	Panasonic	CT1384Y	TV Monitor	Yes	Na Leo	Misc	\$285.95
201	Sony	EVS550	Video 8	Yes	Na Leo	Misc	\$499.95
202	ackie Micro Serie	9M1707	12 Channel Mic/Line Mixer	Yes	Na Leo	Misc	\$420.00
204	Niles Audio	VDA6	Video Distribution Amplifer	Yes	Na Leo	Misc	
206	Pesa	PS140 Audio	Audio Power Supply	Yes	Na Leo	Misc	
207	Sony	DVPNS325	DVD Player	Yes	Na Leo	Misc	\$98.00

Combined Na Leo Inventory

208	Sony	DVPNS325	DVD Player	Yes	Na Leo	Misc	\$98.00
209	Sony	DVPNS325	DVD Player	Yes	Na Leo	Misc	\$98.00
220	Panasonic	AG5700P	S-VHS VCR	Yes	Na Leo	Misc	\$1,449.95
222	Panasonic	AG5700P	S-VHS VCR	Yes	Na Leo	Misc	\$1,449.95
225	Leightronix	TC2PA	Interface	Yes	Na Leo	Misc	\$2,995.00
231	Leightronix	PRSYDVD	Interface	Yes	Na Leo	Misc	\$150.00
232	Leightronix	PRJVIR	Interface	Yes	Na Leo	Misc	\$150.00
233	Leightronix	PRJVIR	Interface	Yes	Na Leo	Misc	\$150.00
234	Leightronix	PRSYDVD	Interface	Yes	Na Leo	Misc	\$150.00
238	Panasonic	CT1384Y	TV Monitor	Yes	Na Leo	Misc	\$285.95
239	JVC	SR836OU	S-VHS VCR	Yes	Na Leo	Misc	\$770.00
240	JVC	SRS365U	S-VHS VCR	Yes	Na Leo	Misc	\$770.00
241	Sony	DVPNS325	DVD player	Yes	Na Leo	Misc	\$98.00
242	JVC	SRS365U	VHS VCR	Yes	Na Leo	Misc	\$1,449.00
243	JVC	SRS365U	S-VHS VCR	Yes	Na Leo	Misc	\$1,449.00
244	JVC	SRS365U	S-VHS VCR	Yes	Na Leo	Misc	\$1,449.00
245	Sony	DVPNS325	DVD player	Yes	Na Leo	Misc	\$98.00
246	Sony	DVPNS325	DVD player	Yes	Na Leo	Misc	\$98.00
247	Panasonic	AG7350P	S-VHS VCR	Yes	Na Leo	Misc	\$1,449.95
248	Panasonic	AG7350P	S-VHS VCR	Yes	Na Leo	Misc	\$1,449.95
249	Panasonic	AG7350P	S-VHS VCR	Yes	Na Leo	Misc	\$1,449.95
251	Panasonic	AG7350P	S-VHS VCR	Yes	Na Leo	Misc	\$1,449.95
252	JVC	SRS360U	S-VHS VCR	Yes	Na Leo	Misc	\$1,449.00
257	Leightronix	TC2JVRCA	Interface	Yes	Na Leo	Misc	\$150.00
258	Leightronix	TC2JVRCA	Interface	Yes	Na Leo	Misc	\$150.00
259	Leightronix	TC2JVRCA	Interface	Yes	Na Leo	Misc	\$150.00
260	Leightronix	TC2JVRCA	Interface	Yes	Na Leo	Misc	\$150.00
261	Leightronix	TC2JVSRM	Interface	Yes	Na Leo	Misc	\$150.00
262	Leightronix	TC2JVSRM	Interface	Yes	Na Leo	Misc	\$150.00
263	Leightronix	TC2JVSRM	Interface	Yes	Na Leo	Misc	\$150.00
101	Samsung	910T S	Computer Monitor	Yes	Na Leo	Misc	\$498.00
114	Chair (grey)			Yes	Na Leo	Misc	
115	Chair (plastic, white)	Yes			Na Leo	Misc	
116	Linksys	BEFSR41 ver. 4	Cable DSL Router	Yes	Na Leo	Misc	
117	Durabrand	DUR-1800	Portable DVD Player	Yes	Na Leo	Misc	\$98.00
118	Samsung	MJ198BSABV	Computer Monitor	Yes	Na Leo	Misc	\$498.00
122	APC	BK650M	Battery Back-Up	Yes	Na Leo	Misc	

Combined Na Leo Inventory

123	Hewlet Packer	Laser Jet 4L	Printer	Yes	Na Leo	Misc	
125	I Omega Zip	Z250P	Zip Drive	Yes	Na Leo	Misc	
128	Canon	P23DH11	10-Key Calculator	Yes	Na Leo	Misc	
132	31161	Desk		Yes	Na Leo	Misc	
133	Pinnacle	K33634C	File Cabinet	Yes	Na Leo	Misc	
136	Buffalo	HDH120LAN	Link Station	Yes	Na Leo	Misc	
138	Fastethernet	DSS-8+	Fastethernet Swithc	Yes	Na Leo	Misc	
75	VIZIO	L32 HDTV10A	32" LCD HD Television	Yes	Na Leo	Studio	\$1,040.63
79	Conference table			Yes	Na Leo	Studio	
80	HON	Desk		Yes	Na Leo	Studio	
82	KB Context	Chairs (6)		Yes	Na Leo	Studio	
83	Shelf (wood/2)			Yes	Na Leo	Studio	
84	File Cabinet			Yes	Na Leo	Studio	
85	Panasonic	Air conditioner		Yes	Na Leo	Studio	
86	Blue screen			Yes	Na Leo	Studio	
88	Panasonic	CT-1384VY	TV monitor	Yes	Na Leo	Studio	\$285.95
89	BISO board			Yes	Na Leo	Studio	
90	Silk tree			Yes	Na Leo	Studio	
92	Tennsco	Storage Cabinet (2 door)		Yes	Na Leo	Studio	
93	ak Cabinet (2 door)			Yes	Na Leo	Studio	
94	5 Shelf (metal)			Yes	Na Leo	Studio	
95	Table			Yes	Na Leo	Studio	
96	Desk (grey metal)			Yes	Na Leo	Studio	
97	Xerox	DC430	Copier	Yes	Na Leo	Studio	
98	hite plastic chairs (2)			Yes	Na Leo	Studio	
99	ld edit bay shelving			Yes	Na Leo	Studio	
100	Fellowes	P700-2	Paper shredder	Yes	Na Leo	Studio	
76	SONY	PCS - P1	Video Conference System	Yes	Na Leo	Studio	\$11,000.00
							\$146,713.08

Equipment	Quantity	Model	Serial	Mfr.	Supplier	Received
Sat Receiver	1	DSR4200	#####	Motorola	Bitcentral	2/23/2004
DualMonitor	1	DELV-LCD7	302650	Delvcam	Markertek	5/14/2004
DualMonitor	1	DELV-LCD7	306397	Delvcam	Markertek	5/14/2004
Monitor, LCD	1	SDM-S204B	9252913H	Sony	Isys	6/8/2004

Combined Na Leo Inventory

Repeater,Fiber Optic	Repeaters	Radiant	2	
Synergy System			1	

Combined Na Leo Inventory

Combined Na Leo Inventory

Price	Price	Location
	697	697 Hilo
	1299	1299 Kona
	1299	1299 Kona
	1449.99	1450 Hilo

Combined Na Leo Inventory

Freight	500	
Radiant	6-Aug TWC Head End	\$32,900.00
Media Control Systems	Hilo	133,500

Activities and Responsibilities

Contract Requirements

I. Management and Operation of PEG Access Facilities and Equipment

- Channels
- Provision of facilities and equipment
- Training of educational, governmental, community organizations and the general public
- Marketing and promotion
- Support services, may include
 - i. Assistance in production
 - ii. Support of special project
- Procure Insurance Coverage
 - i. Workers' compensation
 - ii. General liability
 - iii. Equipment and facilities
 - iv. Other as required by law
- Reporting

II. Channels

- Operate five cable channels
 - i. Program and maintain the channels and associated DVD players, matrix switchers, computer system, etc.
- Programs are accepted from any person wishing to submit a program
- Programming – General
 - i. receive client's program via drop-off or mail
 - ii. confirm that a signed playback form has been received
 - iii. log-in program as received
 - iv. assign a program number
 - v. negotiate the time period for the show and the number of showings
 - vi. confirm that the Total Running Time is correct and that the DVD will play on players
 - vii. develop and supply playback submission form, talent release forms, model release forms, training enrollment, Bulletin Board and such other forms as may be required
 - viii. mail, fax or otherwise distribute Bulletin Board forms
 - ix. transfer received Bulletin Board information to the Bulletin Board system
 - x. input program information into database for future scheduling
 - xi. during Legislative session, track and enter program information into database for scheduling

- xii. for series programs, send out reminders every thirteen weeks if client wants to continue program in the assigned time slot

- **Programming – Scheduling**

- i. make a weekly or monthly grid after negotiating with the clients for scheduling of programs in desired time slots
 - ii. a confirming letter is sent to the client detailing the agreed upon time slot and dates
 - iii. information from the grid is transferred into the scheduling software for the daily program log
 - iv. after the daily log has been printed, playback machines are assigned for each program
 - v. the information is sent to the Leightronix TCD controller for switching playback machines and channels via the PESA switcher at the appropriate time
 - vi. playback machines are loaded with the assigned programs
 - vii. the same procedure is repeated daily in both Hilo and Kona for Channel 52,53,and 54. The educational channels 55 and 56 are programmed in Honolulu and received via HITS for local playback.

III. **Provision of facilities**

- Production facilities are available in Hilo and Kona
- Hilo facilities include;
 - i. six edit bays, two fully equipped studios, a program playback room, equipment storage room, equipment distribution room, client lounge, administrative area, conference/training room, storage areas and other utility rooms
- Kona facilities include
 - i. six edit bays, playback equipment area, small “studio” area, administrative area
- Facilities are open from 9:00AM until 8:00PM
- Design, update and operate the facilities to meet the needs of the community producers
- Contract for security for the facilities
- Contract for office and/or grounds maintenance
- Provide studio and producer for open mic program
- Recruit volunteers for facilitated studio productions
- Develop, promote and produce voter information and candidate forums during election years
- Order and purchase all supplies, including production supplies, for the corporation
- Contract and renew, as required, all insurance coverage for the corporation as required by law, the DCCA contract and good business practice.
- Maintain staffing to efficiently operate the facilities

- Provide an additional dubbing station

IV. Equipment

- Please see the attached inventory listings for Hilo and Kona, including obsolete and retired equipment
- Reserve field production equipment upon client request and enter the request into the Na Leo database
- Make reservations for equipment and facilities as requested by clients
- Enter all requests into the Na Leo database
- Prepare requested equipment to make sure of its functionality
- Prepare the necessary paperwork for checkout and client signature
- Upon return, clean and check returned equipment for functionality prior to next checkout
- Reformat non-linear edit systems monthly for continued proper working of hard drives
- Repair any defects or send to repair facility
- Maintain database of facility and equipment usage and repair
- Attach inventory tags to new equipment put into service
- Purchase equipment for replacement as required
 - i. Research and select equipment for replacement or upgrade
 - ii. Prepare Purchase Order
 - iii. Place Order
 - iv. On delivery of order, check for completeness
 - v. Input equipment information, i.e. as Model, Serial, Tag numbers, etc, into inventory database.
 - vi. Check equipment for proper operation
 - vii. Prepare equipment to make sure it is ready for checkout

V. Training

- Monthly press releases announcing the availability of training
- Develop and produce training materials and other handouts
- Provide advice on applicable laws concerning copyright, obscenity, libel and other areas of production
- Introduce potential trainees to the concept and history of public access
- Familiarize trainees with Na Leo and its Policies and Procedures
- After a free orientation session, provide classes in
 - i. Production basics
 - ii. Field production
 - i. Field Camera Basics
 - ii. Digital Editing
 - iii. Studio production
 - i. Studio Production Basics
 - ii. Camera Basics

- iii. Titles
 - i. Advanced titles
- iv. Lighting
 - i. Advanced Lighting
- v. Audio/Video Switcher
 - i. Advanced A/V Switcher
- vi. Audio Board
- vii. Floor Manager
- iv. At the end of either field or studio production, trainees are required to demonstrate their proficiency by submitting two Public Service Announcements or a finished studio production project in order to receive certification .
- v. Upon being certified, trainees are promoted to certified Na Leo Producer status, able to borrow equipment, use the facilities at no charge and have their productions scheduled for playback
- vi. Certified producers are issued client photo ID badges
- vii. Members of the public desiring to take training classes complete a training enrollment form. Introductory classes are scheduled for Saturday mornings. Other classes are scheduled at the convenience of the students.
 - i. To assure individual attention and hands on experience during training, classes are limited to six to eight students
- vii individualized attention continues, if needed, during client production through tutoring or other help as needed or requested
- viii upgrading of old time producer's skills is provided if requested by the producer
- ix specialized training is provided as needed
- x advice and other help for software, equipment or other concerns is provided as required/requested
- xi. training and supervision of interns as required
- xii liaise with, teach classes, help setup video equipment at schools and community organizations
- xiii. training fees may be exchanged in return for volunteering, as arranged with staff

Marketing and Promotion

- Develop, print, distribute promotional brochures and flyers about Na Leo and its services
- Promote the use of the bulletin board to organizations for community information including
- Provide the bulletin board service to county government for the listing of employment opportunities and other information
- Develop community contacts through membership and participation in community organizations, such as Hui Laulima, Kona-Kohala Chamber of Commerce, Hawaii Island Chamber of Commerce, Rotary, Crime Stoppers, Salvation Army, Alternatives to Drugs, etc.

- Member of community steering committee inquiring into drug use and community resources available to combat drug use
- Send information about training opportunities on a monthly basis to media outlets
- Send daily program schedules to TV Data, Cable Prevue Guide and the local newspapers on a weekly basis for publication
- Contact schools, non-profits and community groups explaining Na Leo's mission and services. Send follow-up information packets.
- Make presentations to non-profits, community organizations and schools
- Conceptualize and promote the Big Island Youth Video Festival in cooperation with the County of Hawaii and the Big Island Film Commissioner's office. Design posters, brochures and other materials in cooperation with other Committee members. Solicit prize donations for contest winners
- Provide assistance to schools and community groups, among others
 - Kamehameha Schools
 - Hilo Intermediate
 - Honokaa High School
 - Keaukaha Charter School
 - Hilo High School
 - Crime Stoppers and the Hilo Police Department
 - Lanakila
 - Aha Punana Leo
- Provide summer training classes for teachers in field production
- Contact Big Island Department of Education for the names of principals for all schools
- Contact principals offering to help set up video equipment, if available, and to train teachers in video production
- Go into the community and invite the public to tape special greeting videos for Christmas and Valentine's Day
- Cooperate with the Hilo Police Department to produce a most wanted type program
- Cooperate with the Palace Theater in presenting a drug free New Year's dance event, featuring local bands
- Provide Na Leo T-shirts upon completion of training classes
- Conduct tours of the studios and facility to students, potential producers, community groups and other interested visitors
- Make Na Leo's conference room available to community organizations upon request
- Provide and enter information from more than 200 community organizations into the bulletin board system. Update as required on a daily basis.
- Maintain liaison with the local newspaper and its publisher.

- Design and produce promotional material, including four color brochure promoting Na Leo, its facilities, training and equipment
- Produce promotional DVDs for showing on the channels as well as to take along for presentations to community groups

Management of the Corporation

- **The Board of Directors**
 - Develop all Policies and Procedures for the Corporation
 - Nominate Directors for the Board according to criteria prescribed in the Bylaws
 - Attend Board meetings and functions
 - Keep informed of developments
 - Develop plans and policies for the future direction of the Corporation
 - Review and approve the finances of the corporation, including monthly Financial Statements and a yearly Audit.
 - Review pros and cons of purchases, approve if appropriate
- **Operations Management**
 - Implement all Policies and Procedures for the Corporation on a daily basis as determined by the Board of Directors
 - Human Resources
 1. Develop Human Resources Handbook
 2. Develop Job Descriptions
 3. Develop all necessary Human Resources Forms
 4. Hire and fire Staff
 5. Contract for and administer benefits
 6. Keep track of vacations and sick leave
 - Interpret Policies
 - Resolve Complaints
 - Keep abreast of legislative developments.
 - Interpret their likely effect on Na Leo and advise the Board
 - If appropriate, testify in person or by correspondence
 - Keep abreast of technical developments and equipment
- **Payroll**
 - Collect and Check Time Cards semi-monthly
 - Calculate payroll hours
 - Transmit payroll hours to the accountant
 - Receive relevant information from the accountant for transfer to, and balancing of, the check register
 - Semi-monthly pay appropriate State and Federal taxes
- **Book-keeping**

- Keep track of all accounts payable and receivable
 - Deposit any funds received
 - Cross-check and pay all bills
 - Cross-check invoices with goods received
 - Forward reports of all funds received and spent, including all supporting documents, for the accountant
 - Upon receipt of the bank statements from the accountant, reconcile the check book
 - Collect and prepare all necessary documents, including checks, check registers, bank statements, invoices, etc., etc in preparation for the annual audit and as requested by the auditor
 - Cooperate with the Auditors in obtaining any additional documentation from the accountant, banks and other financial institutions as required
- **Board Liaison Duties**
 - Prepare documents for the Board's review
 - Attend all Board and Committee meetings
 - Prepare Minutes and send to Directors
 - Advise/consult with the Board on legislative matters
 - Advise/consult with the Board on technical matters
 - Execute and/or advise/consult with the Board on financial/investment matters
 - Transmit monthly Financial Statements to the Board as received from the accountant
 - Advise/consult with the Board on DCCA matters
 - Advise/consult with the Board on planning for the future, including possible financial requirements
 - Prepare technology, legislation, position and other advisory reports as appropriate and necessary
 - Conduct client election for one Board seat
- **Budget Planning**
 - Prepare the annual operating budget
 - Prepare the annual capital budget
 - Advise the Board of variances from budget, if any
 - Obtain Board approval for any supplemental budget requests
- **The Department of Commerce & Consumer Affairs**
 - Advise DCCA of changes in Bylaws or Board composition
 - Forward nominations for Director appointments
 - Transmit the yearly Audit after adoption by the Board
 - Answer queries regarding complaints
 - Reply as appropriate to DCCA correspondence
 - Sign necessary documents as required and appropriate

- Submit necessary plans and information as called for in the contract
- **Reports**
 - Compile yearly reports as called for in the Contract
 - i. Public Access Programming
 - ii. Governmental Programming
 - iii. Educational Programming
 - iv. Facility Use
 - v. Training
 - vi. Summary of complaints
 - vii. Summary of Outreach and Marketing Efforts
 - viii. Summary of non cable related additional revenues
 - ix. Inventory
 - x. Such other reports as DCCA may require