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JOHN RICHARDS
GLENN TEVES
JESSICA WOOLEY, OEQC DIRECTOR

STANDING COMMITTEE ON ANNUAL REPORT ENVIRONMENTAL COUNCIL

Friday, October 2, 2015

1:30 PM – 3:00 PM

State Office Tower

235 S. Beretania Street, Suite 1500

Honolulu, Hawaii 96813

MINUTES

Members Present: Robert Parsons (Committee Chair), Joseph Shacat (Committee Vice-Chair), Roy Abe, Jessica Wooley
OEQC Staff: Meg DeLisle
Members of the Public: Ciara Chambers

1. **Call to Order-** the meeting was called to order at 1:30pm by Mr. Parsons.
2. **Review of draft Annual Report 2015**
 - a. **Revisions-** most current draft will be distributed in turn to all contributing writers to edit and add comments by Ms. DeLisle to maintain consistency and order to the editing process. Multiple issues were raised with the Aloha + Challenge sections and members would like to reframe the approach the Annual Report will take on this section. Mr. Parsons, as a Hawaii Green Growth member, will take on changes to this section. The Agency section is too long and needs to be edited to be no more than 4-5 pages. Lastly, the titles of all sections will be expanded to be more descriptive so readers can get more from the report if they only scan it. Mr. Abe suggested that a stronger conclusion be written for the Agency section.
 - b. **Suggestions for additional material-** New council members need to submit a photo and a short bio for the Environmental Council member section. Ms. Wooley suggested that small articles from the speakers that presented at the EC's annual strategy meeting be included. Ms. DeLisle will email those speakers and compile their responses. Mr. Parsons will write an executive introduction to help tie the sections together. Mr. Shacat is going to add a 'message from the chair' section that will discuss bigger picture environmental issues in Hawaii. Mr. Abe brought copies of the Summer 1979 Hawaii Health Messenger. An appendix will be added that includes this article and other historic articles that show how Hawaii was facing the same environmental issues years ago. This will add a historical perspective to current issues.
3. **Establish timeline for completion-** The report is estimated to be in final draft form by 10/16, so that it may be distributed to the Environmental Council before their next meeting. This may not include the section on the Genuine Progress Indicators, as the outside authors, Dr. Ostergaard and Dr. Koleson, have committed to finishing their section by 10/31. All other outstanding content will be sent to Ms. DeLisle by 10/9 and all committee members will take turns editing and commenting and will have a final draft by

10/16. The next EC meeting will tentatively be around the end of October or the beginning of November. Once the Council has approved the final draft, the final version will be completed and formatted the week after that. It is hoped that the final version can be presented to Governor Ige by the week of 11/16 or 11/23.

Personal timelines:

Mr. Parsons: Short Bio and Photo for EC member section 10/9/15
Executive Introduction 10/9/15
Aloha + Challenge section 10/9/15
Editing and comments on entire document 10/16/15

Mr. Abe: Short Bio and Photo for EC member section 10/9/15
Editing and comments on Agency Section 10/9/15
Editing and comments on entire document 10/16/15

Mr. Shacat: Message from the Chair section 10/9/15
Editing and comments on Agency Section 10/9/15
Editing and comments on entire document 10/16/15

Ms. DeLisle: Feature articles from speakers section 10/9/15
Conclusion to the Agency Section 10/9/15
Editing and comments on entire document 10/16/15

4. Recommendations for Outreach Plan- Once the Governor has approved the Annual Report, the OEQC and EC will hold a press release. Mr. Shacat would like committee members to brainstorm other outlets and publications that the Annual Report can be sent to. The Facebook page will have a link to the report.

5. Decision making and/or action plans- Ms. Wooley suggested that a final draft, which will be distributed to all members one week before, be approved by the whole Environmental Council at the next meeting. The Council can then make a motion to approve the Annual Report Committee to finalize the Report. The Council and the public will be able to make final comments before the report is sent to the Governor. When presenting the final report to the Governor, the EC will emphasize the statutory deadline for his review by January 2, 2016. Ms. Wooley also suggested that the heads of all State Departments be notified of the report and given the final draft.

6. New Business- Ms. Wooley suggested that the EC be officially represented at the Hawaii Green Growth meetings and this action will be added to the next EC meeting agenda.

7. Public Input- Ms. Chambers suggested the addition of graphics to increase the readability of the report. She also feels that the Aloha + Challenge section should focus more on updates to the initiatives set forth last year and a critical analysis to help address gaps.

8. Schedule Next Meeting- as Mr. Parsons lives off island, there was no next meeting scheduled, but the draft of the report will continue to be circulated through email.

Ms. Wooley had to leave the meeting at 2:52 pm.

9. Adjourn- the meeting was adjourned at 3:00 by Mr. Parsons.