



STATE ENVIRONMENTAL COUNCIL

DEPARTMENT OF HEALTH, STATE OF HAWAII
235 South Beretania Street, Suite 702, Honolulu, HI 96813

Phone: (808) 586-4185
Email: oeqchawaii@doh.hawaii.gov

David Y. Ige
Governor

Chairperson
Puananionaona Thoene

Vice Chair
Mary Begier

Members
Roy Abe
Stephanie Dunbar-Co
Maka'ala Ka'aumoana
P. Ka'ano'hi Kaleikini
I. Robin Kaye
Keith Kawaoka (Acting)
Theresita Kinnaman
Robert Parsons
Ron Terry
Michael Tulang
N. Mahina Tuteur

Information and Outreach Committee November 5, 2019, 11:00 AM - 12:00 PM

Room 410, Capitol No. 1 Building, 250 South Hotel Street, Honolulu, Hawaii 96813

Minutes (Draft)

Members Present: Roy Abe (Chair), Mary Begier, Maka'ala Ka'aumoana
Members Absent: Robert Parsons (Vice-Chair)
Public/Guests: Bill Cooper (AG Office)

1. Call to Order, Roll Call, Introductions and Quorum.

Chair R. Abe called the meeting to order at 11:34 am with a quorum of three members present.

2. Review and approval of October 1, 2019 meeting minutes.

The minutes of the October 1, 2019 meetings were unanimously approved.

3. Review revised procedures and checklist for Environmental Council forums and presentations.

R. Abe reported the procedures and checklist for forums and presentations document was revised based on comments provided at the previous meeting. The committee decided that a new "Day Before Event (last business day before event)" item should be added as a reminder to reconfirm coordination tasks listed earlier in "Prior to Event." The committee voted to approve the document as amended. R. Abe indicated that he would edit the document during the break prior to the Environmental Council (EC) meeting so that the revised document can be distributed at the meeting. (See attached revised document.)

4. Environmental Council's participation in future conferences and public events.

R. Abe reported that since the Pacific Water Conference is held in early February and there would be limited time to prepare the materials for the exhibit board, he will rescind the request for a free EC exhibit booth. The committee decided that work on preparation of the exhibit materials should be started. Sources of materials include the EC Annual Report, OEQC (Office of Environmental Quality Control) photo files, and past OEQC PowerPoint presentations. M. Begier volunteered to do an initial markup of the materials. The intent is to keep the exhibit flexible so that appropriate information can be included for the event that the exhibit is being used. The goal will be to participate in the of Hawaii Congress of Planning Officials (HCPO) held in June. M. Begier suggested a future goal of using a laptop or iPad to present information on continuous loop.

20-156

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5. Potential new topics and issues for Information & Outreach committee.

a. Solid Waste and Landfill Diversion

No discussion was held on the topic since R. Parsons was not present.

b. Others.

There were no new topics brought up for discussion.

6. Next committee meeting date and agenda.

The next committee meeting date is scheduled for December 3, 2019.

7. Adjournment.

Adjourned 11:59 am.

20-156

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SUGGESTED PROCEDURES AND CHECKLIST FOR ENVIRONMENTAL COUNCIL PUBLIC FORUMS AND PRESENTATIONS

November 5, 2019

A. Purpose

A goal of the Environmental Council (EC) is to promote public outreach to disseminate helpful information related to protection of the environment and encourage discussion of environmental issues among stakeholders and the general public.

The purpose of this document is to assist EC members in planning and executing successful public forums and presentations.

B. Initial Planning

1. Identify appropriate speakers. Provide speakers representing various perspectives and expertise on subjects being addressed, including controversial issues.
2. Secure an appropriate venue. Factors to consider include: location, room capacity, cost, parking, availability of required audio-visual (AV) equipment, and suitability to serve refreshments and food (if applicable).
3. Designate an EC member responsible for the event and coordination. If assisted by outside organizations, establish a primary contact and closely coordinate the effort.
4. Identify budget requirements. Secure funding as needed, such as through the EC budget or donations. Donations shall be approved by the Department of the Attorney General representative for appropriateness.

C. Follow-up Planning

1. Identify and confirm availability of appropriate presenters. Review the speaker qualifications and subject matter to be covered. Obtain bio or CV for speakers. Discuss and coordinate forum format, schedule and timing with presenters.
2. Produce informative and visually appealing promotional materials in coordination with appropriate State communications department personnel at least 30 days prior to event. Materials should include the event title, presenters, event partners, location, date, time and other event specifics. Consider including links to additional related information.
3. In coordination with State communications department personnel, OEQC and event presenters and partners, provide event publicity, including posting in The Environmental Notice, press releases, social media communication, personal contacts, physical posting of the flyer, and announcements through stakeholder organizations.
4. Arrange video recording and internet posting of recording of event.

D. Prior to Event (recommend no later than 14 days prior)

1. Designated EC member to confirm venue set up, such as podium and seating arrangement, audio visual equipment, etc.
2. Confirm presenters and coordinate transmittal of presentation (electronic computer file). Confirm back up computer for presentations and ascertain any specific presentation or speaker requirements.
3. Verify event technical support and arrangements for backup support.
4. Coordinate and finalize introduction logistics and information with presenters.
5. Coordinate food and refreshments, lei, appreciation gifts as applicable.
6. Coordinate and produce a forum sign-in sheet, program schedule, and any handouts as applicable.

E. Day Before Event (last business day before event)

1. Reconfirm Items D.1 through D.6 above.

F. Day of Event

1. Arrive early to check venue and AV equipment. Rearrange tables and chairs as needed (have sufficient manpower to do this if required). Arrange food and refreshments.
2. Greet arriving speakers and guests. Have them to sign in and provide them with any handouts. Direct them to the refreshments if applicable.
3. Thank speakers and event assistants. Distribute gifts of appreciation if applicable.

G. Following the Event

1. Send out thank-you letter to event sponsors, key assistants and others as appropriate.
2. Coordinate editing of video recording. Post on appropriate websites and publicize availability (notify those on sign-in sheet).
3. Conduct post-event evaluation (what went well, what could be improved, etc.).

20-156