



## SMALL BUSINESS REGULATORY REVIEW BOARD

Department of Business, Economic Development & Tourism (DBEDT)  
No. 1 Capitol District Building, 250 S. Hotel Street, Fifth Floor, Honolulu, HI 96813  
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### AGENDA

**Thursday, June 18, 2020 ★ 10:00 a.m.**

**David Y. Ige**  
*Governor*

**Michael McCartney**  
*DBEDT Director*

#### **Members**

Robert Cundiff  
*Chairperson*  
*O'ahu*

Garth Yamanaka  
*Vice Chairperson*  
*Hawai'i*

William Lydgate  
*2nd Vice Chairperson*  
*Kaua'i*

Harris Nakamoto  
*O'ahu*

Dr. Nancy Atmospera-  
Walch  
*O'ahu*

Mary Albitz  
*Maui*

James (Kimo) Lee  
*Hawai'i*

Jonathan Shick  
*O'ahu*

Taryn Rodighiero  
*Kaua'i*

Director, DBEDT  
*Voting Ex Officio*

As authorized under the Governor's June 10, 2020, Ninth Supplementary Proclamation Related to the COVID-19 Emergency, the meeting will be held remotely with Board Members, Staff, and Agencies participating via online meeting venue. The public can participate in the meeting via video-audio livestream; to join the meeting, go to:

<https://zoom.us/j/98427794043?pwd=cVg3T2xxSGNTUm1qL0t3KzcyYkd5UT09>

Copies of the Board Packet will be available on-line for review at: <https://sbrb.hawaii.gov/meetings/agendas-minutes?yr=2020>. An electronic draft of the minutes for this meeting will also be made available at the same location when completed.

Members of the public may submit written testimony via e-mail to: [DBEDT.sbrb.info@hawaii.gov](mailto:DBEDT.sbrb.info@hawaii.gov) or via postal mail to **SBRRB 250 South Hotel Street, Room 506A, Honolulu, Hawaii 96813**. Please include the word "Testimony" and the subject matter following the address line. All written testimony should be **received no later than 4:30 p.m., Wednesday, June 17, 2020**.

The Board may go into Executive Session under Section 92-5 (a)(4), HRS to Consult with the Board's Attorney on Questions and Issues Concerning the Board's Powers, Duties, Immunities, Privileges and Liabilities.

#### **I. Call to Order**

#### **II. Approval of May 21, 2020 Meeting Minutes**

#### **III. Strategic Planning Discussion**

A. Discussion and Action on the Board's fiscal year-to-date 2020 actual budget and projected fiscal year 2021 budget

B. Discussion and Action on the Board’s Strategic Plan regarding: 1) Outreach Activities, and 2) Events to Attend during Fiscal 2021 pursuant to Section 201M-5, Hawaii Revised Statutes (HRS):

1. Outreach Activities

- a. ThinkTech Hawaii and Akaku–Maui Community Media – Approach media platforms with small business audience to plan, schedule and participate in informational program segment
- b. Discussion on outreach letter to send to various organizations, review draft letter for approval, and create a list of organizations and contact information
- c. Association Meetings – Discussion on attending meetings to educate association members about this Board and decide which associations, when, who, and talking points
- d. Board Brochures / Handouts – Review all current marketing material and update / change as needed
- e. State/County Agency Meetings – Review meetings conducted to date; formalize a plan for Board members to visit State and County Agencies to include talking points

2. Other Considerations

- a. U. S. Small Business Administration (SBA) on Oahu and Maui - Explore working with local SBA offices for purposes of outreach and other small business purposes
- b. Discussion on identifying other small business organizations to explore potential cooperative outreach
- c. Discussion on attending Industry/Association events – which events, who to attend, materials to share

**IV. Election by the Board of the following Officers:**

- A. Chairperson, under Section 201M-5(c), HRS
- B. Vice Chair
- C. Second Vice Chair

**V. Next Meeting:** Thursday, July 16, 2020, at 10:00 a.m.

**VI. Adjournment**