

Kalapana Seaview Estates Community Association  
R.R. 2, Box 4537, Pahoa, HI 96778

**KSECA Bylaw Review Committee Meeting  
Monday, June 26th, 2017, 4:00 P.M. at the Pavilion**

**FINAL MINUTES**

**1. Call to Order:** At 4:00 PM by Jean Howell

Members present: John DuBois, Jacklyn Symonds, Kelly Finn, Mark Hinshaw, Uschi Snover, Jean Howell, Kevin Kalley, and David Currier

The first meeting of the newly convened 2017 Bylaw Review Committee (BRC) was held and all members present expressed interest in being on the BRC. Jean went over Board Best Practices and read the opening statement. Uschi suggested the KSECA Board identify the exact goals of the BRC, per HRS 421(J)5(F).

**2. Committee**

Discussion ensued regarding the make up of the BRC and the process for doing the work. We decided our order of business should be to develop a process for committee membership in terms of commitment and attendance. John suggested if members join the BRC they cannot drop in and out which causes a committee to back track and leads to going over business that was covered at prior meetings. Kelly suggests keeping on track could be the job of the Chair by keeping to an agenda and announcing that we won't be repeating information or going back, at the start of each meeting. John suggested that if a meeting was missed then the member must listen to the recording of missed meetings before the next meeting. Concerns were expressed about being too stringent with "musts" (as this causes people to lose interest). John expressed concern about how frustrating it can be when committee members do not fully commit to the process. Mark thought we should have a process to determine the BRC composition; and that perhaps at some point, membership would close. We also discussed the optimal number of members and 9 or 11 were considered (odd number in case of a tie vote).

**3. Committee Goals and Tasks**

The process for what the BRC does was also discussed. John suggested the 1<sup>st</sup> order of business should be 421(J) review to ensure compliance. We, as a community, have decided we are a 421(J) association and have incorporated this into our bylaws. BRC tasks to be solidified by the Board include dovetail our bylaws with HRS 421(J); and the issue of ballot voting.

**4. Motions**

John made a motion that the first three (3) meetings are open for membership to the committee, so the Board identifies membership of the BRC at their August meeting pursuant to 421(J)5(F), seconded by Uschi. Unanimous; motion passed.

Uschi made a motion that the BRC have an odd number of members with a maximum of eleven (11), seconded by Mark. Unanimous; motion passed.

Mark made a motion to hold future meetings in Jackie's carport, seconded by Kevin. Unanimous; motion passed.

Mark made a motion that Jean be the BRC Chair, seconded by Uschi. Unanimous; motion passed.

Kelly made a motion that John be Co-Chair, seconded by Kevin. One abstention (John); motion passed.

Mark made a motion that Kelly be Scribe, Uschi seconded. One abstention (Kelly); motion passed.

#### 5. Next Meeting

Mark made a motion that the next meeting be held Thursday, July 6, 2017; at 5PM at Jackie's, seconded by Kevin. Unanimous; motion passed.

Motion to adjourn at 5:51 PM; passed.