



Minutes  
BOARD OF DIRECTORS  
Research Corporation of the University of Hawai'i  
Tuesday, September 3, 2019  
Mānoa Innovation Center, 2<sup>nd</sup> Floor Conference Room

**PRESENT:**

Eugene Bal, David Duffy, Kelli Goodin, Donna Ikeda, Michael Maberry, Randolph Moore, and Vassilis Syrmos. Raynard Soon was excused.

RCUH Staff: Sylvia Yuen, Brenda Kanno, Nelson Sakamoto, and Glenn Yee  
Attorney General's Office: Reese Nakamura

**CALL TO ORDER:**

The meeting was called to order by Chair Eugene Bal at 9:05 am.

**APPROVAL OF MINUTES**

Upon motion made (Maberry), seconded (Ikeda), and duly carried, the Board approved the minutes of the June 7, 2019 meeting as circulated.

**RCUH ONLINE INITIATIVES**

In our continuing effort to keep the Board apprised of progress on RCUH's Strategic Plan, a presentation on online initiatives was provided. Executive Director Yuen and the staff highlighted:

- Financial Forecast Report – provides ability to perform budget projections.
- eTimesheet System – eliminates paper timesheets; pilot with selected projects in 10/2019.
- eSign Service – routes documents for electronic signature.
- Online Training – reaches more people with 24/7 access, on demand anytime/anywhere.

**FINANCIAL STATEMENT FOR MONTH ENDED JULY 31, 2019**

Mr. Yee reviewed the financials. The new fiscal year has just begun so expenditures to date are on track. Higher returns are currently being realized on interest income. We are in a good cash position.

**EXECUTIVE DIRECTOR'S REPORT**

Executive Director Yuen's written report was provided to the Board in advance of the meeting, along with the report requested at the last meeting on risk management.

Director Moore had a question on the firearms policy update. If air rifles and air guns cause harm, shouldn't the users of such also be subject to the same requirements as individuals using firearms? Mr. Sakamoto responded that there is no regulatory basis to do criminal history/background checks for the use of such so unfortunately RCUH is not be able to impose the same requirements.

Director Moore also noted the process mapping exercise the RCUH core staff is undergoing. He mentioned the APQC (American Productivity & Quality Center) conducts research on benchmarking, best practices, process and performance improvements and knowledge management. They help organizations work better/smarter. Executive Director Yuen indicated that in addition to enhancing services to projects, it is necessary to review internal operations to identify where efficiencies can be identified.

## **EXECUTIVE SESSION**

Upon motion made (Moore), seconded (Maberry), and duly carried, the Board voted to enter into Executive Session to discuss matters exempted by HRS §92-5(a)(2) [evaluation of Executive Director] and HRS §92-5(a)(4) [consultation with the board's attorney on questions and issues pertaining to the board's powers, duties, privileges, immunities, and liabilities]. The Executive Session convened at 10:20 am and adjourned at 11:25 am.

## **REPORT ON EXECUTIVE SESSION**

Chair Bal reported that the Board conducted the performance evaluation of Executive Director Yuen and rated her performance as outstanding. The Board appreciates all of the work she has done and the resulting forward movement of RCUH. Executive Director Yuen thanked the Board for the positive rating and acknowledged the efforts of the staff as well.

## **APPOINTMENT OF AUDIT COMMITTEE AND DELEGATION OF AUTHORITY TO APPROVE THE FY 2019 AUDITED FINANCIAL STATEMENTS**

Chair Bal appointed the Audit Committee: Randy Moore, Chair; David Duffy, and Michael Maberry. The committee was also delegated authority to approve the audit report on behalf of the Board.

## **ELECTION OF OFFICERS**

Upon motion made (Moore), seconded (Duffy), and duly carried, the following were elected for a one-year term:

- Chair: Donna Ikeda
- Vice Chair: Michael Maberry

## **ADJOURNMENT**

The meeting was adjourned at 11:30 am.

*/s/ Brenda K. Kanno*

Brenda K. Kanno  
Corporate Secretary

NOTE: Unless otherwise noted in minutes, all motions were passed unanimously.