

REQUEST FOR ACTION

Subject	2018 Annual Meeting Date & Hiring of a Parliamentarian				
Preparer	Jon McKenna	AOUO Title	Management Executive		
Date	March 16, 2017	For Board	x	Action	Info

EXECUTIVE SUMMARY

- A. Purpose – The purpose is to request the Board to establish the 2018 Annual Meeting date on April 26, 2018 in order to have the annual audit available in time for the meeting and, to secure a parliamentarian for the meeting.
- B. Rationale –
- a. Section 2.6.2 of the Bylaws requires the Annual Meeting to be held within 120-days following the close of the calendar year or at such other time as the Board shall from time to time determine.
 - b. Section 4.4 of the Bylaws requires the auditor, within ninety **(90) days** of the end of the Association’s fiscal year (December 31st), prepare an audited financial statement for the preceding fiscal year.
 - c. Having a professional registered parliamentarian at the annual meeting will provide for an independent and impartial professional to preside. The cost for the parliamentarian to preside at the 2017 Inaugural Meeting was \$885. Steve Glanstein, who presided over the Inaugural meeting, is available on the first (5th) or second (12th) Thursday’s of April. Another parliamentarian from his team is available on the third (26th) Thursday.
 - d. Although the audit is not required to be made available at the annual meeting, it is preferred.

RECOMMENDATION

Establish the 2018 Annual Meeting and hire a Professional Registered Parliamentarian to preside as Chair.

Exhibits <small>(If applicable)</small>	Index	Title
	A	N/A
	B	

FOR BOARD USE ONLY

CERTIFICATE OF BOARD ACTION

X	Approved		Declined		Noted		Returned		Deferred		Withdrawn
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Stipulations

None.

Coordinating Instructions					
Inform Hawaiiana administrative services department of 2018 Annual Meeting date and confirm availability/attendance of Steve Glanstein.					
Distribution Instructions					
None.					
Recording Secretary	Howard Kam	Action Date	2/21/17	RFA No.	003-2017

3/23/17