REPORT

AJIS CONFERENCE FINANCE COMMITTEE

December 5, 2019

Committee Members

Russell Lau     Co-Chair
Ivan Lui-Kwan  Co-Chair
Tim Johns
Larry Okinaga
Beth Lum
Randy Tanaka

A. Please see attached the following:

1. Proposal and signed contract with Pacific Rim Concepts LLC for conference coordination services. Exhibit A

2. Conference Budget and Sponsorship Opportunities. Exhibit B

3. List of Potential Funding Sources determined by the Finance Committee. Exhibit C

4. Sample Solicitation Letter (without attachments). Exhibit D

5. List of Organizations To Which the Committee Will Reach Out. Exhibit E

B. Policy Regarding Financial Contribution by Board Members.
Proposal for Professional Conference Organizer Services
American Judicature Society
November 22-25, 2020

PACIFIC RIM CONCEPTS LLC
Professionals in meeting and event design

Submitted by:

PACIFIC RIM CONCEPTS LLC
Phone: 808-864-9812
Email: lee-ann@pacificrimconcepts.com
July 8, 2019
Aloha!

Pacific Rim Concepts LLC is a Hawaii-based company, operating in the islands and internationally since 2000. Our strengths are in execution and logistical planning in event/conference management and registration combined with personalized customer service.

Specializing in government conference and professional meetings in and around the Pacific, US Territory and Islands, and Asia, our team is familiar with the culture, business and community, especially in the areas of marine, fisheries, environment, conservation, and health.

Pacific Rim Concepts LLC, a full-service professional conference organizer has coordinated conferences and events from 50 to 10,000 attendees; working in all major hotels, Hawaii Convention Center, and many of Hawaii’s unique outdoor venues. We are familiar with the rules, regulations, and procurement process of the State of Hawaii, University, and the Federal government.

Our team strives for a positive experience for our client and their attendees, and our motto - "Let you, be a guest at your own event/conference"!

Thank you in advance for the opportunity to share this proposal.

Watch, observe. Help others and accept help. That is the family way
- Olelo Noeau, Mary Kawena Pukui

Mahalo nui loa,

Lee-Ann Choy, President
OUR ORGANIZATION AND TEAM

Pacific Rim Concepts mission is to offer personalized service in meeting and event planning, provide value, and exceed expectations. . . and to ensure that your event be successful and rewarding. Whether you are hosting a videoconference or a convention of thousands, we offer personalized service for all your meeting and event planning needs.

In our 18th year of service, we are a full-service event planning company, starting with event concept to execution, and every logistic and detail in-between. Based in Hawaii, Pacific Rim Concepts has mobile capabilities and has serviced events and conferences in Guam, Saipan, American Samoa, Japan, Costa Rica, and the neighbor islands. Pacific Rim Concepts also specializes in Green conferencing.

Pacific Rim Concepts has over 60 years of combined leadership in event planning; convention service; hospitality; food and beverage; and catering. This meeting and event design team has expertise in “front of the house” hospitality for positive guest experiences to “back of the house” logistical planning up to the finest detail. Our strengths are in logistical planning from the very intimate to the very large, in a controlled venue, or off-property in an outdoor setting.

Lee-Ann Choy
Prior to opening Pacific Rim Concepts, Lee-Ann was on the opening team of the Hawaii Convention Center managing the Events Department. She has over 25+ years of experience in the travel industry including conference management at the Hilton Hawaiian Village. She is experienced in registration systems, trade show set up, meeting and production arrangements. The portfolio of clients includes many environmental and conservation programs to include the recent 2016 World Conservation Congress - IUCN Hawaii Host Committee, Association for Tropical Biology & Conservation, Hawaii Conservation Alliance, National Oceanic Atmospheric Administration, Western Pacific Fisheries Management Council and many more. Lee-Ann is a graduate of the University of Hawaii, School of Travel Industry Management.

C. Haunani Maunu-Hendrix
Of native Hawaiian ancestry, Haunani has been immersed in a career in travel with a tangible passion for integrating heritage and culture. She has extensive experience with hotel sales and marketing, as Director for various Hawaii properties. She has held key management positions as destination management companies operating groups, meetings and citywide conventions. In her career, she has designed custom itineraries for the non-profit National Park Conservation Association, National Geographic Kids and the Smithsonian Institute. She is a board member with Aloha Festivals and University of Hawaii Kapiolani Community College School of Travel Industry Management. Haunani is a graduate of Eastern Washington University with a Bachelor of Fine Arts degree.
REQUIRED INFORMATION AND DISCLOSURES:

Offeror's Legal Name
Pacific Rim Concepts LLC
45-520 Kamooalii Street
Honolulu, HI 96744
Phone : 808-864-9812
Fax : 866-211-3427

Email : lee-ann@pacificrimconcepts.com
Web Site : pacificrimconcepts.net

Principal : Lee-Ann W. Choy

DUNS No.
00643602

Federal Employer EIN
Tax ID: 99-0348481

General Excise Tax License State of Hawaii
GE Tax ID: GE-102-345-1136-01

State of Hawaii Certificate of Vendor Compliance (Available upon request)
BACKGROUND QUALIFICATIONS AND REFERENCES

Our professional resume and references will attest to the professional track record of our team in exceptional customer services and timely responses.

International Union for Conservation of Nature, 2016 World Conservation Congress
September 2016, Hawaii Convention Center

Hawaii was selected as the host state for the inaugural meeting held in the United States. Pacific Rim Concepts was contracted to plan, execute and operate all operational logistics/budgets within the convention center and serve as operational liaison for the headquarters IUCN Congress staff. Responsibilities included:

- Exhibitor management - set up, breakdown and coordination with show contractor
- Meeting room logistics, including audio-visual coordination
- Contracting /management of facilitators (pre-session and during meetings)
- Simultaneous translation
- Oversight of volunteer workforce (600+)
- Management of IUCN staff/diplomat offices, supplies, business center, press room
- Oversight of VIP lounge, VIP office suites
- Coordination of security staffing (private/state and federal)
- Staffing, maintenance of office machines for business center
- Coordination of all signage, banners, posters and individual room session signage, graphic design and print ordering
- Oversight of all food and beverage events, hosted receptions
- Planning / execution of Opening Welcome Reception with 14 Hawaii regional chefs
- Coordination and execution of field trips and excursions, hospitality desk and tours
- Oversight of all live feeds (community television networks)
- General Session set up and operation
- Coordination of press conferences, including live stream
- Management of all subcontractors within the Hawaii Convention Center
- Transportation movements between hotels, Convention Center, and Neal Blaisdell Center
BACKGROUND QUALIFICATIONS AND REFERENCES (continued)

Since 2001 Pacific Rim Concepts LLC has had the privilege of coordinating the conference logistics for this annual conference in its rotation when hosted by the City & County of Honolulu Department of Planning and Permitting or the Hawaii State Office of Planning (5-year rotations between the counties and State). Pacific Rim Concepts has been contracted as a full-service conference coordinator with venue management (includes housing, AV and F&B), registration systems, budget and finance management, consultation over program, marketing and promotions, mobile workshop coordination, exhibit / sponsor solicitation and delivery of benefits.

**Association of Tropical Biology & Conservation (ATBC 2015)**
July 12 - 16, 2015, Hawaii Convention Center

The Association of Tropical Biology & Conservation requested Hawaii to host its 52nd Annual meeting, a first-time conference to Hawaii and the United States in its 52-year history. Pacific Rim Concepts LLC partnered with the conservation leaders of Hawaii to assemble a committee, and coordinate the details of the conference, to include the following task: assemble committee, build website, set up timeline and tasks, oversee and manage budget and sponsorship, exhibit sales, build & manage online registration, volunteer scheduling and collection, awards and scholarship committee, schedule management, venue set up, food & beverage programs, field trip and child care excursions, set up and manage hotel block, coordinate speakers, and audio visual.. to name a few.
Proposal for Full Service Professional Conference Organizer services  
300 persons, 3.5 Days

PRC Fees are cost for services
*Sub-Contractor are cost paid to another company, CVENT, for software license

<table>
<thead>
<tr>
<th>Item</th>
<th>Task</th>
<th>PRC Fees</th>
<th>Sub-Contractor*</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Attend meetings (hours incorporated in items below)</td>
<td>Included</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Negotiate and work with venue and coordinate function space</td>
<td>$ 3,500.00</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Coordinate audio visual requirements for events. Work with program committee and AV technicians in a logistic recommendation for collection and uploading of presentations.</td>
<td>Included in 2</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Coordinate ordering of food &amp; beverage requirements (Welcome Reception, Coffee breaks, lunches, excursions, evening events, dinner) - banquet orders or concession. Recommend guarantees based on registration.</td>
<td>Included in 2</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Assemble and manage sleeping room block for attendees; If required manage the group master (hosted guest accommodations)</td>
<td>Included in 2</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Assist in gathering and assembling copy for the following pieces which may be required for the Registration System build. Sub-contract for design, graphic and print services.</td>
<td>TBD</td>
<td>TBD</td>
</tr>
<tr>
<td></td>
<td>* Save the Date * Registration Packet * Sponsor / Exhibitor Packet * Conference Program * Evaluation Booklet * Event Signage * Name Badges</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Above items require graphic design services payable outside of this contract. Printing and postage fees not included. Website not included.</td>
<td></td>
<td>TBD</td>
</tr>
<tr>
<td>7</td>
<td>Build an online registration system for attendees &amp; exhibitors; Manage collection of fees, invoicing, receipts, confirmations and email invitation and communications. (250 attendees) Per registrant fee (includes cancellations) billable. $6.00 per registrant</td>
<td>$ 2,500.00</td>
<td>$ 1,500.00</td>
</tr>
<tr>
<td>8</td>
<td>Set up On Arrival - Kiosk check in for on-site registration desk. Equipment included in the quote. Badge supplies and hard wire internet connection not included in the quote</td>
<td>See Event Day Charges</td>
<td>Badge Supplies and Internet</td>
</tr>
</tbody>
</table>
Contract between Pacific Rim Concepts LLC and American Judicature Society (Hawaii)
Event: AJS National Convention, November 22 – 25, 2020

This AGREEMENT made on November 12, 2019 between Pacific Rim Concepts LLC, here in referred to as PRC of 45-520 Kamo'olii St., Kaneohe, HI 96744 and the American Judicature Society (Hawaii), here in referred to as AJS of c/o Larry Okinaga, Chair, Carlsmith Ball LLP, 1001 Bishop Street, Suite 2100, Honolulu, HI 96813-24

1. Services To Be Performed. PRC agrees to perform the following services as itemized in Appendix (A), which is hereby made a part of this agreement, and subject to the requirements met and outlined in #8. This agreement includes only those services specifically described in this agreement. Cost and time spent in other matters will be billed to you separately.

2. Time For Performance. PRC agrees to complete the performance of these services as follows: November 12, 2019 through December 31, 2020 (Event Dates: November 22 – 25, 2020). It is understood that responsibility for such services will encompass only during this time period and will not extend to any subsequent periods.

3. Payment. In consideration of PRC's performance of these services, AJS agrees to pay PRC the charges as detailed in Appendix (A), which is hereby made a part of this agreement. Billings for the services set forth in this agreement will be rendered on: a. Signing, $1,000.00 b. February 15, April 15, June 15, August 15, $1,500.00; c. September 15, October 15, $2,500.00; d. 45 days post event, $2,010.46 plus reimbursements and per registrant charges ($6 per registrant).

4. Independent contractor. The parties intend PRC to be an independent contractor. in the performance of these service, PRC shall have the authority, right to control and determine the method and means of performing the above services; client shall not have the right to control or determine such method or means.

5. Other clients. PRC retains the right to perform services for other clients.

6. Consultants. PRC, at PRC's expense, may employ such consultants, as PRC deems appropriate to carry out this agreement. PRC will be responsible for paying such consultants, as well as any expense attributable to such consultants.

7. Equipment and Supplies. AJS will provide all stationary, and postage for correspondence, distribution and confirmation of registration materials.

8. Conditions of Agreement. AJS is ultimately responsible for the collection of attendees, fees, conference program agenda, and funding for the event activities. PRC shall assist in the forementioned task under AJS guidance. PRC shall assist in collection of registration and fees. PRC shall not be held responsible or liable for any non-collection of any fees due.

9. Hold Harmless and Indemnification. AJS agrees to hold harmless PRC, its partners, employees, affiliates and independent contractors from any and all claims, actions, suits or allegations for damages to person's or property which relates, emanates in any way pertain to the event. Further, AJS agrees to indemnify PRC for any and all costs or losses which may be incurred by PRC as a result of such claims, actions, suits and demands thereof or allegations, including, but not limited to reasonable attorney fees and expenses of litigation.

10. Liability. PRC's liability to you, if any, will in no event exceed the amount of the professional fees paid by AJS pursuant to this agreement. In addition, in no event will PRC be liable for any indirect, incidental, special, consequential or punitive damages based upon breach of Contract, negligence or any other legal theory, even if PRC was advised in advance of such potential damages.

The American Judicature Society shall in no event be liable to Pacific Rim Concepts LLC for any incidental, special or consequential damages of any nature, even if the American Judicature Society has been advised of the possibility of such damages.

11. Others. We retain the right to suspend or terminate our service in the event of nonpayment. If we terminate our services for nonpayment, you will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket expenses through the date of termination.

Pacific Rim Concepts LLC

American Judicature Society (Hawaii)

45-520 Kamo'oolii Street  Kaneohe, Hawaii 96744
toll free fax: (US & Hawaii) 1-866-211-3427 (International) 1-858-712-8776
e-mail: prc@hawaii.com
# American Judicature Conference 2020

**Projected Expenditures and Revenues**

As of September 2019

<table>
<thead>
<tr>
<th>PROJECTED CONFERENCE EXPENDITURES</th>
<th>COST</th>
</tr>
</thead>
<tbody>
<tr>
<td>For Approximately 300 Attendees</td>
<td></td>
</tr>
<tr>
<td>Conference Staffing</td>
<td>$30,000</td>
</tr>
<tr>
<td>Conference Materials</td>
<td>$5,000</td>
</tr>
<tr>
<td>Opening Ceremony and Award Ceremony</td>
<td>$65,000</td>
</tr>
<tr>
<td>Venue Costs</td>
<td>$100,000</td>
</tr>
<tr>
<td>Misc (Website, etc.)</td>
<td>$50,000</td>
</tr>
<tr>
<td>Conference Food and Beverage</td>
<td>$100,000</td>
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<tr>
<td><strong>TOTAL</strong></td>
<td><strong>$350,000.00</strong></td>
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<table>
<thead>
<tr>
<th>BEYOND THE CONFERENCE EXPENDITURES</th>
<th>COST</th>
</tr>
</thead>
<tbody>
<tr>
<td>Support for Creation of State Chapters</td>
<td>$500,000</td>
</tr>
<tr>
<td>Judge John Burns Memorial Speakers Program</td>
<td>$500,000</td>
</tr>
<tr>
<td>Start Up Costs for Law School Judicial Center of Excellence</td>
<td>$500,000</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>$1,500,000.00</strong></td>
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<table>
<thead>
<tr>
<th>PROJECTED REVENUES</th>
<th>Request</th>
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<tbody>
<tr>
<td>Registration Fees ($525 per attendee x 300)</td>
<td>$150,000</td>
</tr>
<tr>
<td>Sponsorships</td>
<td>$250,000</td>
</tr>
<tr>
<td>State GIA</td>
<td>$500,000</td>
</tr>
<tr>
<td>Grants for Education Etc.</td>
<td>$950,000</td>
</tr>
<tr>
<td><strong>TOTAL PROJECTED EXPENDITURES</strong></td>
<td><strong>$1,850,000.00</strong></td>
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</tbody>
</table>

EXHIBIT B
## Sponsorship Opportunities

<table>
<thead>
<tr>
<th>Sponsorship Level</th>
<th>Cost</th>
<th>Number Available</th>
<th>Benefits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maile Sponsor</td>
<td>$100,000</td>
<td>2</td>
<td>- 10 Tickets to VIP Pre-Reception</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>- 10 VIP Tickets to Justice Award Dinner</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>- Recognition on Stage Screens</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>- Company Name Sponsor for Justice Award</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>- Logo on Swag Bag</td>
</tr>
<tr>
<td>Ilima Sponsor</td>
<td>$50,000</td>
<td>2</td>
<td>- 10 Tickets to VIP Pre-Reception</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>- 10 VIP Tickets to Justice Award Dinner</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>- Recognition on Stage Screens</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>- Logo on Swag Bag</td>
</tr>
<tr>
<td>Orchid Sponsor</td>
<td>$25,000</td>
<td>4</td>
<td>- 10 VIP Tickets to VIP Pre-Reception</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>- Recognition on Stage Screens</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>- Logo on Swag Bag</td>
</tr>
<tr>
<td>Conference Materials Sponsor</td>
<td>$15,000</td>
<td>1</td>
<td>- Logo on Welcome Screen for Paperless Conference Materials and Agendas</td>
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<tr>
<td>Breakfast Sponsor</td>
<td>$10,000</td>
<td>3</td>
<td>- Logo on Breakfast Napkins</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>- Logo Recognition During Breakfast</td>
</tr>
<tr>
<td>Lunch Sponsor</td>
<td>$10,000</td>
<td>2</td>
<td>- Logo on Lunch Napkins</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>- Logo Recognition During Lunch</td>
</tr>
<tr>
<td>Session Sponsor</td>
<td>$5,000</td>
<td>8</td>
<td>- Logo Recognition on Screen during Session</td>
</tr>
<tr>
<td>Break Sponsor</td>
<td>$2,500</td>
<td>3</td>
<td>- Logo Recognition During Break</td>
</tr>
</tbody>
</table>
POTENTIAL FUNDING SOURCES

2020 State Grant in Aid
Cades Foundation
First Hawaiian Bank
Hawaii Community Foundation
Hawaii State Bar Foundation
Hawaii Women’s Legal Fund
HEI/ASB
Kamehameha Schools
Padosi Foundation
State Justice Institute
Cronin Fried Sekiya Kekina & Fairbanks
Goodsill Anderson Quinn & Stifel
Leavitt Yamane & Soldner
Davis Levin Livingston
Law Offices of Ian Mattoch
Galiher DeRobertis Waxman
Bickerton Law Group
Law Offices of Vladimir P. Devens
Lowenthal & Lowenthal
Remillard & Huynh
Turbin Chu Heidt
Accident Lawyer Hawaii
Marr Jones & Wang
Torkildson Katz Hetherington Harris & Knorek
Dentons
Kobayashi Sugita & Goda
Case Lombardi & Pettit
Settle Meyer Law
Watanabe Ing
Damon Key Leong Kupchak Hastert
McCorriston Miller Mukai MacKinnon
Chun Kerr
Schlack Ito
Coates & Frey
October 14, 2019

Mr. Micah Kane
President and Chief Executive Officer
Hawaii Community Foundation
827 Fort Street Mall
Honolulu, Hawaii 96813

Dear Micah:

Founded in 1913, the American Judicature Society (AJS) is a non-profit, non-partisan membership organization that has worked to protect the integrity of the justice system through its research, publications, and advocacy for judicial reform. The Hawaii Chapter of AJS and its successor entity1 have continued to pursue the national organization’s mission, working closely with judicial system stakeholders and the broader public to study and promote a range of improvements to judicial selection, retention, and accountability, judicial ethics, access to the courts, and the criminal justice system in the State of Hawaii.

Towards this end, AJS established and maintains several standing committees comprised of judges, attorneys, and other concerned community leaders, to monitor and address issues affecting the judiciary. See enclosed listing of committee members. AJS has established a website at https://www.ajshawaii.org, posting reports of its various committees. AJS has testified before legislative committees in opposition to proposed legislation that sought to replace the current merit-based system for selection and retention of Hawaii state court judges with judicial elections. And in response to House Resolution 21, passed during the 2018-2019 legislative session and requesting AJS and the Hawaii State Bar Association to examine the proper role of Hawaii’s judiciary, AJS recently organized and sponsored a forum held at Kapiolani Community College, entitled “Hawai‘i’s Three Branches of Government: A Frank and Open Discussion,” which was well-received and attended by judges (including 80-90% of the Hawaii state court judges), lawmakers, and members of the community. See enclosed brochure.

AJS is now focused on its National Convention, which will be held in Honolulu on November 22-25, 2020. The theme of the conference, “Judicial Independence in the Age of Political Polarization,” was inspired by recent developments impacting the American justice system, including issues relating to judicial elections and the role of campaign fundraising, diversity in the courts, and public understanding of and confidence in the court system. The AJS convention will be attended by judges from across the country, attorneys (including many former

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1 In 2014, the (former) Hawaii State Chapter of AJS, under the leadership of the late Judge James Burns, established a separate non-profit organization as the national organization discontinued.
numbers of the national AJS organization), and interested community leaders, who will learn from conference panelists, invited legal experts, and active jurists, including the following:

- Chief Justice Tani Cantil-Sakauye, chief justice of the State of California and the first Asian-Filipina American and second woman to serve as the state’s chief justice.

- Alicia Bannon, managing director of the Brennan Center for Justice’s Democracy Program at NYU Law School, and author of nationally recognized reports and articles regarding judicial selection, access to justice, and judicial diversity.

- Justice Charles Wiggins, justice on the Washington Supreme Court.


- Judge Margaret McKeown, United States Circuit Judge of the U.S. Court of Appeals for the Ninth Circuit.

AJS anticipates needing to raise $350,000 to fund the 2020 conference, including travel expenses for invited panelists and guests, lodging and rental of conference facilities in Waikiki, and a conference dinner. The tentative conference budget and program are enclosed. Because the judiciary is unable to directly approach the community for funding, it is important for organizations whose mission aligns with AJS to become conference partners and supporters.

This request to the Hawaii Community Foundation is for $50,000 to support the 2020 AJS conference.

Thank you for your consideration of this request. Please feel free to contact me at larryokinaga@gmail.com or at 808-523-2554, if you have any questions or need additional information.

Sincerely,

Lawrence S. Okinaga
President

Ivan M. Lui-Kwan
Vice-President
HSBA
Affiliate bar associations (see HSBA website)

HSBA Sections
Young Lawyers Division
Senior Counsel Division

Former HSBA Presidents (see HSBA website)

County Bar Associations
Former members of JSC

Americans for Democratic Action
League of Women Voters
Common Cause Hawai‘i
Hawai‘i Friends of Civil Rights
Japanese Americans Citizens League
Hawaiian Civic Clubs

Labor Unions
NAACP
Community Alliance on Prisons

American College of Trial Lawyers (ACOTL)
ABOTA

WSRSL law students and faculty