

Board of Directors Meeting

**Wednesday, September 4, 2024
East-West Center | Burns Hall
9:00 a.m.**



Meeting
BOARD OF DIRECTORS
Research Corporation of the University of Hawai'i
Date: Wednesday, September 4, 2024 | Time: 9:00 a.m.
Public Meeting Location: East-West Center Burns Hall 4th Floor, Makai Wing, Room 4012
1601 East-West Road, Honolulu, HI 96848

AGENDA

Public Testimony on Agenda Items

Written testimony may be submitted via email to rcuhed@rcuh.com; U.S. mail to 1601 East-West Road, Burns Hall 4th Floor, Makai Wing, Honolulu, HI 96848; or facsimile to (808) 956-0502. All written testimony submitted are public documents and will be posted on the board's website and distributed to the board. Oral testimony will be limited to three (3) minutes per testifier.

1. Call to Order
2. Approval of Minutes of the June 27, 2024 meeting
3. Appointment of Audit Committee & Delegation of Authority to Approve FY 2024 Audited Financial Statements
4. Executive Session – Matters Exempted by HRS §92-5(a)(2) [evaluation of Executive Director]
5. Election of Officers
6. Financial Statements for Fiscal Year 2024
7. Financial Statements for July 2024
8. Project Presentation: GoFarm Hawaii
9. Executive Director's Report
 - a. Strategic Plan Update
10. Adjournment

Reasonable accommodations for people with disabilities are available upon request. Requests for accommodations should be submitted via email to rcuhed@rcuh.com or by calling Kaylee Hull at (808) 956-0503. Requests should include a detailed description of the accommodation needed. In addition, please include a way for RCUH to contact the requester if more information is needed to fulfill the request. Last minute requests will be accepted, but may be impossible to fill.

c: Office of the Lieutenant Governor



DRAFT Minutes

BOARD OF DIRECTORS

REMOTE MEETING

Research Corporation of the University of Hawai'i

Thursday, June 27, 2024

In-Person Location: East-West Center, Burns Hall 4th Floor, 4005/4009
1601 East-West Road, Honolulu, HI 96848

PRESENT: William Haning, David Karl, Ken Kawahara, Jaret KC Leong, Taryn Salmon, Vassilis Syrmos, Ernest Wilson

RCUH Staff: Leonard Gouveia, Kira Higa, Glenn Yee, Kaylee Hull
Attorney General's Office: Candace Park

CALL TO ORDER

The meeting was called to order by Director Karl at 9:04 a.m. Ms. Hull indicated that no written or oral testimony was received.

WELCOME NEW BOARD MEMBER

Director Karl recognized Ken Kawahara as a new member of the RCUH Board of Directors. Director Kawahara is the Business Sector appointee from the Governor's Office and is serving on an interim basis until his appointment is confirmed by the Legislature. Director Kawahara is the President of Akinaka & Associates and previously served as Deputy Director for the State of Hawaii Department of Land and Natural Resources. His professional experience in both the private and public sectors includes planning, design, contracting, construction, construction management, regulatory compliance and environmental quality monitoring.

Director Kawahara thanked Director Karl for the introduction and shared that this is his first time serving on a State board, but he currently serves on a City & County board. He's also been employed with both the State and City & County. Director Kawahara noted that half of his career has been spent in Government, with the other half in the private sector. He's also a proud graduate of the University of Hawai'i at Manoa and is involved with other UH groups (e.g., alumni, athletics).

APPROVAL OF MINUTES OF THE MARCH 13, 2024 MEETING

Upon motion made (Wilson), seconded (Salmon), and duly carried, the minutes of the March 13, 2024 meeting were approved as circulated.

DISCUSSION AND POTENTIAL ELECTION OF INTERIM CHAIR

Director Karl explained that Ken Hayashida resigned from the board on fairly short notice as he was appointed to the Land Use Commission Board and could not serve on two State boards at the same time. He added that Vice Chair Kelli Goodin recently served the end of her term, so RCUH is currently without an active chair or vice chair. Director Karl stated that he is leading the meeting per the request of Executive Director Gouveia. He explained that typically the RCUH Board holds elections at the September meeting due to the timing of the UH Board of Regents appointments in late summer. Director Karl also noted that RCUH has one outstanding appointment from the Governor's Office and hopes to fill that seat by the September meeting.

Director Karl introduced some options including electing an interim chair that would serve in this capacity until the September meeting or to postpone the election until the September meeting, but did not think this was a desirable outcome as it could pose a risk to RCUH's identity. Another factor is that per RCUH bylaws only the chair has the power to appoint members to the Personnel Committee, which evaluates the performance of the Executive Director. The bylaws currently don't comment on what occurs if there is no active chair or vice chair.

VPRI Syrmos commended Director Karl for running the meeting and recommended that he serves as interim chair given his 40 years of experience with RCUH. Director Wilson, Director Taryn, and Director Haning concurred with the recommendation. Upon motion made (Syrmos), seconded (Wilson), and duly carried, Director Karl was unanimously elected to serve as interim chair. Director Haning brought up the fact that UH is currently seeking a new president and Director Karl agreed that this new individual may not understand the role RCUH has played for the University so there may be some education needed, depending on when the new president is selected. He thanked the Board for their trust in his leadership.

FINANCIAL STATEMENTS FOR MAY 2024

Mr. Yee reviewed the balance sheet and highlighted RCUH's total assets at \$31.1 million, total liabilities at \$18.5 million, and total retained earnings at \$12.6 million. In regards to RCUH's cash and cash equivalents, RCUH reported a significant decrease from the prior year as a direct result of the return of advances from Revolving accounts from RCUH to UH. Mr. Yee believes that this reduced level will be the new norm for RCUH and added that RCUH still has a sizeable balance with UH ship operations, which will also be returned to the University at the end of this fiscal year or likely sometime in the next few months. Mr. Yee noted that RCUH's cash balance will decrease with the transfer of those funds. Correspondingly, RCUH's receivables balance will increase because RCUH will be billing UH as a receivable. Mr. Yee explained that RCUH gets weekly reimbursements from UH so he doesn't anticipate it being an issue. Lastly, he highlighted RCUH's working capital which remains at about \$8.6 million, which is within RCUH's working capital reserve policy.

Director Kawahara inquired how much Mr. Yee anticipates the numbers changing with one month left in the fiscal year. Mr. Yee responded that he believes the balance sheet will remain steady, but possibly with less cash and more receivables.

On the statement of revenues and expenses, Mr. Yee explained that the YTD Actual column represents 11 months of activity. He reported that total operating revenues remained at \$8.6 million, which is 96.6% in terms of percentage of RCUH's budget. This is due largely in part to the interest income from high interest rates. In terms of total operating expenses, RCUH expended \$7 million, with an operating income of \$1.6 million. Mr. Yee highlighted the salaries & wages row and explained that the number is slightly down due to vacant positions. He also pointed out the investment in capital assets figure that does not appear in RCUH's income statement with the biggest item being allocated for RCUH's transition to the Lumisight enterprise platform. Mr. Yee added that RCUH will be launching the new Financial Portal on July 15 and has a webinar scheduled the week prior with over 300 registrants.

Director Karl inquired whether the 20% gap in salaries and wages has affected the performance of RCUH if at all. Mr. Yee shared that certain pockets have struggled, but overall RCUH has been able to maintain our level of service. Executive Director Gouveia added that RCUH has made an intentional effort to save as much money as it can overall. RCUH has also made many changes to its policies and procedures and commended his leadership team for making necessary changes to allow RCUH to be more efficient. He acknowledged that the risk is that staff is lean and some areas have

struggled, but overall RCUH is moving in the right direction. Both ED Gouveia and Ms. Higa praised the core staff for their efforts. Director Karl clarified that he was inquiring about load-balancing and support for staff and ED Gouveia shared that there's been more cross-training for staff. He recognized that burnout is a concern for a few individuals, but thanked staff for their hard work. Ms. Higa added that RCUH leadership will continue to monitor and have an ongoing assessment of staff workload.

Under retained earnings and assets, Mr. Yee reviewed the volume of business with \$324 million in expenditures run through RCUH, a 7% increase compared to last fiscal year. He recognized that the bulk of work RCUH performs is for Extramural projects, which expended \$248 million through RCUH in 11 months, or 76.4% of total expenditures. Mr. Yee also highlighted the differential in UH's Extramural awards from Fiscal Year 2023 (\$467,460,243) to Fiscal Year 2024 (\$577,727,795), which reflects an increase of more than 20%. Director Salmon thanked Mr. Yee for his clarity regarding the financial statements.

BUDGET APPROVAL FOR FISCAL YEAR 2025 (JULY 1, 2024 – JUNE 30, 2025)

Mr. Yee mentioned that the executive summary provides a high-level overview of the budget proposal, but went into detail on the actual spreadsheet on the following page. He broke it down into three sections—Operating Revenues & Expenses, Capital Expenditures, and Working Capital Reserve & Cash Flow. Mr. Yee also explained that the second column is the forecasted expenditures for the remainder of the fiscal year, while the third column is the actual budget proposal for the board's approval. While reviewing the forecast, he anticipates \$9.3 million in revenue based on the interest income, \$7.7 million in expenditures, and \$1.6 million in net income. Mr. Yee reiterated that the capital expenditures is mainly for the enterprise platform for the financial system and the AS400 to SAP conversion. In terms of working capital reserve at the end of the fiscal year, he anticipates \$8.6 million, which is the median of the acceptable working capital reserve range per RCUH policy. Upon a request for clarification from Director Haning, Mr. Yee explained that SAP is the software vendor that RCUH will be transitioning to.

In terms of budget revenue, Mr. Yee estimates that RCUH will collect \$9.1 million with the largest portion coming from Extramural fees, which should be around \$6.6 million. He added that Intramural fees will basically be flat and the SRRC/Revolving account fees will probably decrease in the next year due to the transfer of the final Revolving accounts. In terms of Direct projects, the revenue projection is based on the number of current and active Direct projects. Mr. Yee projected that interest income in Fiscal Year 2025 will remain close to the original 2024 projection due to RCUH's decreased cash balance and the anticipation that the federal government will lower interest rates, potentially twice, in the next fiscal year.

In regards to Operating Expenses, he explained that salaries & fringes are always RCUH's largest item. The proposed budget includes a 5% salary increase for eligible staff. IT services will continue to be allocated, and Mr. Yee noted that he missed including the SAP license fee in last year's budget. RCUH's consultants recommended that RCUH purchase the license in Fiscal Year 2024 to lock in the lower price. Moving on to depreciation, Mr. Yee announced that the depreciation expense will increase due to the new financial system. He added that there was also an increase in Professional and Technical Support for headhunter's fees for the upcoming Finance Director position, as well as legal fees for a specialist to review HR's benefits policies. Furthermore, he noted that there is a breakdown of Item H "Other." In regards to net income, Mr. Yee stated that the projected income for Fiscal Year 2025 will be \$529,000, but without the interest income RCUH would be in a deficit of approximately \$200,000. He reinforced that RCUH tries to operate at a breakeven level.

In terms of capital expenditures, the \$885,000 reflects the remaining cost to replace the AS400 and transition to SAP, as well as the enterprise platform. Human Resources is also anticipating updating its Employee Self-Service system. Lastly, Mr. Yee explained to calculate the working capital number he starts with the beginning balance, adds in income, removes the capital expenditures, and adds back any depreciation, resulting in a projected total of \$8.9 million at the end of Fiscal Year 2025.

Director Karl thanked Mr. Yee for the budget projection and asked whether the Board had any questions. He acknowledged that the proposal included a 5% increase in salary and fringes and asked Ms. Higa what she anticipates the average increase will be across the projects. She responded that the salary adjustments really depend on the project's funding, some projects offer the minimum percentage while others offer the maximum 5%. Ms. Higa added that she's seeing less merit evaluations come through due to supervisor training regarding performance appraisal, as they are reviewing performance evaluations and pay increases separately. Director Karl inquired whether Human Resources keeps statistics in terms of performance evaluations and Ms. Higa acknowledged that the system records that data. She explained that the three-part supervisor training reinforced that supervisors need to evaluate employee performance rather than granting merit ratings to distribute funds, despite employees having performance issues. ED Gouveia concurred with Ms. Higa's statement and noted that it's difficult for both UH and RCUH, but it's especially complicated on the RCUH side since employees are funded with Extramural funds and PIs don't want to leave money on the table. He agreed that training on performance appraisals is important, especially when it comes to employee terminations.

Director Kawahara thanked Mr. Yee for the detailed breakdown of the "Other" budget category and asked whether there was a big expense in the current fiscal year in "Other" when comparing the Year-to-Date Actual column on the May 2024 financial statements to the Fiscal Year 2025 proposal. Mr. Yee said that was a good observation, but did not have a breakout of the specific budget category at the moment. He added that he could look it up and email it to the Board following the meeting. ED Gouveia and Mr. Yee suspected that it could have been due to related moving costs from the Manoa Innovation Center to East-West Center.

Upon motion made (Salmon), seconded (Kawahara), and duly carried, the Fiscal Year 2025 budget was unanimously approved. Director Karl thanked Mr. Yee and his team for the detailed proposal. Upon a search in the Financial Portal, Ms. Hull revealed that the main reason for the disparity in the Other category this fiscal year was due to external recruiting costs. ED Gouveia noted that in the past RCUH hasn't needed to reach out to "headhunters" for their services, however it was needed in the last year due to the number of vacancies. Mr. Yee affirmed that at least three employees in the Finance Department were placed by external agencies (with fees ranging from 15-20%) after normal advertising methods were not successful. ED Gouveia added that these individuals have all been excellent choices. Director Karl asked whether it was a local company recruiting local people and ED Gouveia revealed that they were local companies, mostly looking at local applicants.

SELECTION OF PERSONNEL COMMITTEE FOR EVALUATION OF EXECUTIVE DIRECTOR

Director Karl conveyed that this committee has a very important task and shared that last year's committee was comprised of Ken Hayashida, Kelli Goodin, and Director Leong. Ms. Hull clarified that typically the chair would appoint committee members (including a chair of the committee). Director Karl asked Director Leong to share his experience and estimated time commitment for this assignment. Director Leong expressed that the workload wasn't too heavy and that this would be a great opportunity for new board members, but would support any decision Director Karl makes. Director Karl inquired when the committee is expected to report back and Ms. Hull stated that typically the committee would provide a recommendation at the September meeting.

Directors Salmon, Kawahara, and Wilson volunteered to serve on the committee and Director Karl subsequently appointed them to serve on the Personnel Committee with Director Salmon serving as the committee chair. ED Gouveia noted that he volunteers to participate in UH's 360 evaluation, which will be shared with the committee. Director Karl asked whether the procedure is to use a survey and Ms. Hull responded that she typically coordinates a separate meeting for the committee members to coordinate how they'd like to execute the evaluation.

EXECUTIVE DIRECTOR'S REPORT

ED Gouveia started his report by thanking his leadership team regarding their work on the budget and shared that RCUH is making extra efforts to be transparent as possible. He also thanked the directors and their staff for keeping costs down to the best of their ability, as well as Director Karl for chairing this meeting. ED Gouveia also expressed appreciation to Director Kawahara for joining this Board and Deputy Attorney General Candace Park for filling in for Reese Nakamura.

LEGISLATIVE UPDATE

ED Gouveia reported that RCUH made efforts to keep the Board informed of the status of Senate Bill 1511 and provided an update that the bill was passed. On May 22nd, RCUH was asked to submit a comments and recommendations form to the Governor's Office and provided a detailed response on May 24th that was shared with the Board. His understanding is that the Governor's Office needed to announce the intent to veto by June 25th (which was done) and must deliver the veto by July 10th. The bill will not become law unless the Legislature overrides the veto with a special session and a two-thirds vote from each chamber by July 10th. ED Gouveia expressed that if the bill were to take effect, he would have to meet with UH President David Lassner, VPRI Syrmos, and CFO Kalbert Young immediately to address and implement the necessary changes from the bill. He's concerned that the vague language in the bill is subject to interpretation, so it'd be important for UH and RCUH to be on the same page. If the bill does get vetoed, ED Gouveia stated that RCUH can continue its ongoing efforts, and referenced the working group that VPRI Syrmos had put together to begin the evaluation of the UH/RCUH relationship. The University was in the process of addressing these issues before the Legislature became involved, and although ED Gouveia expressed his appreciation of the legislators' attempt to clarify issues, the opposite was happening.

VPRI Syrmos concurred with ED Gouveia's assessment and shared that there's a couple of issues to straighten out. ED Gouveia added that RCUH is committed to working with the University and move forward to meet the needs of UH, the State, and researchers. Director Wilson asked about the likelihood of the Legislature convening a special session to overturn the Governor's veto, but VPRI Syrmos responded that he didn't believe the Legislature would be able to obtain a two-thirds vote in each chamber.

STRATEGIC PLAN 2024 UPDATE

- LUMISIGHT & SAP IMPLEMENTATION: ED Gouveia thanked the staff who've been working on this project, the UH IT Department for their support, and the users who have provided feedback on their needs. The release is planned for July 15th with a webinar on July 10th. Mr. Yee added that although the majority of processes will remain the same, RCUH's legacy platform is antiquated. He stressed the enormity of the project, which included a lot of testing, vendor meetings, and documentation of more than 370 bugs. As an industry professional, Director Salmon recognized the complexities of software implementation and noted that 300+ defects is actually quite positive. She applauded the staff's work in navigating this project. Director Wilson also referenced his experience with change

management and the importance of communicating the change to stakeholders. ED Gouveia reiterated his appreciation for RCUH staff who have executed this project and shared the importance of setting and balancing expectations with vendors. He looks forward to this new system which should be able to provide better metrics. Mr. Yee added that some of his staff experienced an unsuccessful rollout in the past and that DataHouse has been providing additional support to handle and assist with questions upon the release.

- FINANCE DIRECTOR POSITION: ED Gouveia reminded the Board that the Director of Finance position was posted earlier in the year, but RCUH did not interview any applicants at that time as no one held both the procurement and finance requirements he's seeking. He's currently evaluating other options and will discuss with his leadership team in the next couple of weeks.
- HAWAII BROADBAND INITIATIVE: In response to Director Wilson's inquiry on any updates regarding the broadband contract, ED Gouveia informed the Board that VPIT Garret Yoshimi presented to the UH Board of Regents recently, however there has been no changes in regards to the agreement itself. He provided a historical overview of how the Public-Private Partnership (P3) with UH and Ocean Networks, Inc. (ONI) came to fruition. ED Gouveia shared that the attorneys for both parties are working together to determine who the specific funding groups will be as a contract deadline is approaching. If ONI doesn't meet the deadline, it may affect the contract, deliverables, and next payment. ED Gouveia described how the University processed these federal funds through RCUH and VPRI Syrmos clarified that the monies for this project did not go through the normal Extramural award process since the award wasn't truly research and training. The Office of Research Services was the vehicle for these funds, which are not counted as part of the Extramural awards for the University. ED Gouveia added that if SB1511 were to pass, the Deputy Attorney General assigned to RCUH opined that RCUH shouldn't be executing any further amendments on this agreement, however the language isn't clear. He reiterated that the payment structure for the P3 agreement was altered to prevent distributing \$60 million at one time (which would have been nearly impossible for either UH or RCUH to pay at once) compared to splitting it in smaller increments. Director Wilson acknowledged that this is a tremendous undertaking for UH and RCUH that is indirectly tied to the bill. Lastly, ED Gouveia reported that there are other sources of funds coming to the State to support this initiative, some of which may or may not be processed through RCUH, depending on the circumstance.
- OTHER ITEMS:
 - Clarify RCUH's Identity with UH and the State: ED Gouveia shared that he's been working on this goal, which is directly related to the bill. He added that he recently met with Lloyd Unebasami, who was recently hired by the Mauna Kea Stewardship and Oversight Authority (MKSOA), to discuss services that RCUH offers. MKSOA is currently evaluating how to transfer a group of RCUH employees who support the facilities on the mauna. ED Gouveia emphasized the complexities of the situation, as these employees conduct some research, but are not fully research positions under the new definitions in SB1511. He stated that many universities classify federal funds as Extramural awards, but the bill's language states that if individual's responsibilities are not primarily research, they should not be employed by RCUH. VPRI Syrmos conveyed that the UH Office of Human Resources is working on UH's employment policy with RCUH, regardless of whether the bill goes through, as there are issues surrounding positions that are within collective bargaining. He gave the example of the Maunakea Rangers, many of whom are retired law enforcement

- officers with the State. ED Gouveia hoped that this scenario shows the value of RCUH and emphasized that everything needs to be evaluated on a case-by-case basis.
- Reform RCUH's Internal Operations: ED Gouveia reported that RCUH has continually worked on improving its internal operations for efficiency. This included onboarding an IT administrator who recently developed new internal IT policies and procedures.
 - Increase Engagement and Outreach to Clients: RCUH will continue to expand its outreach and engagement moving forward. Outreach opportunities include the annual forum and the development of the revamped RCUH website.
 - Direct Projects: RCUH reported 27 active direct projects, with one addition since the last board meeting. The HI Local2030 Hub is a \$86,000 project between Hawaii Green Growth and the County of Hawai'i Department of Research and Development. Other opportunities have been evaluated, but nothing has occurred from those discussions yet.

MAHALO TO OUTGOING BOARD CHAIR

ED Gouveia recognized former RCUH Board Chair Ken Hayashida, who recently resigned as he was appointed to the State Land Use Commission by Governor Green. Since he could only serve on one State board, he stepped down from his position on the RCUH Board. ED Gouveia thanked Mr. Hayashida for his mentorship and service to RCUH. VPRI Syrmos echoed ED Gouveia's sentiments and applauded Chair Hayashida's willingness to volunteer and for his family's ongoing support of the University. Director Karl requested that ED Gouveia pass along the Board's appreciation to Mr. Hayashida.

ED Gouveia reminded the Board that RCUH still has an open position for the non-UH research organization appointee. Director Karl inquired how Board of Regents (BOR) appointments are handled and VPRI Syrmos stated that the UH Board of Regents Chair determines the appointments with input from the BOR Vice Chair and UH administrators. Director Haning commended the Board's congeniality and Director Karl echoed his statement.

ADJOURNMENT

The meeting adjourned at 10:45 a.m. The next Board of Directors meeting is tentatively scheduled for September 4, 2024.

/s/

Kaylee Hull
Executive Administrator

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

RESEARCH CORPORATION OF THE UNIVERSITY OF HAWAII
BALANCE SHEETS
JUNE 30, 2024 and 2023

ASSETS	2024	2023
CASH AND CASH EQUIVALENTS	\$ 22,164,986	\$ 31,943,905
RESTRICTED CASH (RETIREE MEDICAL AND LIFE INSURANCE)	1,700,000	1,700,000
TIME CERTIFICATES OF DEPOSIT	3,000,000	4,500,000
SHORT TERM INVESTMENT	4,076,039	3,974,156
RECEIVABLES UNIVERSITY OF HAWAII, NET	-	-
PREPAID EXPENSES	<u>222,993</u>	<u>210,950</u>
TOTAL CURRENT ASSETS	<u>31,164,018</u>	<u>42,329,011</u>
FIXED ASSETS (Less accumulated depreciation of \$8,396,159 and \$8,197,947 for FY 2024 and FY 2023, respectively)	<u>4,098,380</u>	<u>3,404,837</u>
TOTAL ASSETS	<u>\$ 35,262,398</u>	<u>\$ 45,733,848</u>
LIABILITIES AND RETAINED EARNINGS		
LIABILITIES:		
ACCOUNTS PAYABLE	\$ 421,972	\$ 1,000,447
ACCRUED EXPENSES AND PAYROLL TAXES WITHHELD	3,022,758	3,016,834
ADVANCES UNIVERSITY OF HAWAII, NET	4,802,418	16,455,519
OTHER SPONSORING AGENCIES, NET	2,804,679	2,833,074
WORKER'S COMPENSATION RESERVE	2,582,523	2,714,403
UNEMPLOYMENT RESERVE	3,312,823	3,255,348
VACATION PAY OUT RESERVE	<u>963,315</u>	<u>739,024</u>
TOTAL CURRENT LIABILITIES	<u>17,910,488</u>	<u>30,014,649</u>
LEASE LIABILITY	145,554	257,434
SUBSCRIPTION LIABILITY	140,844	-
ACCRUED SUPPLEMENTAL RETIREMENT BENEFITS	1,793,069	1,928,724
RETIREE MEDICAL AND LIFE INSURANCE BENEFITS	<u>2,530,309</u>	<u>2,550,857</u>
TOTAL LIABILITIES	<u>22,520,264</u>	<u>34,751,664</u>
RETAINED EARNINGS:		
INVESTED IN CAPITAL ASSETS	4,098,380	3,404,837
DESIGNATED FOR:		
WORKING CAPITAL	7,531,556	6,496,085
PROJECT CONTINGENT LIABILITIES RESERVE	<u>1,112,198</u>	<u>1,081,262</u>
TOTAL RETAINED EARNINGS	<u>12,742,134</u>	<u>10,982,184</u>
TOTAL LIABILITIES AND RETAINED EARNINGS	<u>\$ 35,262,398</u>	<u>\$ 45,733,848</u>

NOTES:

- 1) This balance sheet does not include accruals for liabilities related to project expenditures.
- 2) Outstanding purchase orders totaled \$132,013,700 and \$75,152,105 at June 30, 2024 and 2023, respectively.

RESEARCH CORPORATION OF THE UNIVERSITY OF HAWAII
STATEMENT OF REVENUES, EXPENSES AND CHANGES IN NET ASSETS
FOR THE PERIOD ENDED JUNE 30, 2024 and 2023

	FYE 6/30/24 BUDGET	YTD ACTUAL	% OF BUDGET	YTD LAST YEAR
REVENUES:				
UNIVERSITY OF HAWAII	\$ 7,678,480	\$ 7,367,517	96.0%	\$ 7,235,001
OTHER SPONSORING AGENCIES	540,000	574,892	106.5%	555,513
INTEREST AND OTHER INCOME	750,000	1,619,675	216.0%	1,170,322
TOTAL OPERATING REVENUES	8,968,480	9,562,084	106.6%	8,960,836
OPERATING EXPENSES:				
SALARIES & WAGES	3,831,864	3,376,341	88.1%	3,217,848
FRINGE BENEFITS	997,194	823,954	82.6%	824,346
INFO TECH SERVICES	500,000	783,521	156.7%	702,618
HUMAN RES./PAYROLL SYSTEM	707,401	683,369	96.6%	687,789
SUPPLIES	120,000	66,234	55.2%	54,819
TRAVEL	32,500	18,100	55.7%	15,089
CPA SERVICES	51,832	51,832	100.0%	49,005
UTILITIES	18,850	20,209	107.2%	24,024
RENTAL - SPACE/EQUIP/OTHER	142,200	137,252	96.5%	240,685
REPAIRS & MAINTENANCE	-	-	0.0%	-
BANK FEES	24,000	40,301	167.9%	34,987
TRANSPORTATION	500	-	0.0%	-
BOARD OF DIRECTORS MEETINGS	10,000	1,588	15.9%	2,581
INSURANCE	600,000	632,090	105.3%	586,066
PROFESSIONAL/TECHNICAL SUPPORT	242,500	124,005	51.1%	183,545
DISCRETIONARY FUND	10,000	5,129	51.3%	2,162
STAFF DEVELOPMENT	25,700	14,828	57.7%	14,597
TRAINING MATERIAL DEVELOPMENT	80,000	69,530	86.9%	48,078
TUITION SUPPORT	75,000	48,954	65.3%	40,478
OTHER	140,100	198,317	141.6%	116,536
DEPRECIATION EXPENSE	632,000	631,200	99.9%	683,165
CLAIMS & SETTLEMENTS	-	61,967	0.0%	22,500
PROJ OVERRUNS & DISALLOWANCE	-	0	0.0%	-
TOTAL OPERATING EXPENSES	8,241,641	7,788,721	94.5%	7,550,918
OPERATING INCOME (LOSS)	\$ 726,839	\$ 1,773,363		\$ 1,409,918
INVESTMENT IN CAPITAL ASSETS				
FIXED ASSETS	25,000	26,483		217,242
IT SYSTEM DEV - INFO TECH SERVICES	2,094,240	1,099,476		1,308,900
IT SYSTEM DEV - HR/PAYROLL SYSTEM	210,000	172,603		132,391
TOTAL INVESTMENT IN CAPITAL ASSETS	\$ 2,329,240	\$ 1,298,562		\$ 1,658,533

RESEARCH CORPORATION OF THE UNIVERSITY OF HAWAII
RETAINED EARNINGS (NET ASSETS)
JUNE 30, 2024

CHANGES IN RETAINED EARNINGS

	INVESTED IN CAPITAL ASSETS	WORKING CAPITAL	PROJ CONTING LIABILITIES	TOTAL OPER FUND BALANCE
BEGINNING BALANCE	\$ 3,431,018	\$ 6,425,555	\$ 1,112,198	\$ 10,968,771
OPERATING INCOME	(631,200)	2,404,563	-	1,773,363
INVESTMENT IN CAPITAL ASSETS	1,298,562	(1,298,562)	-	-
ENDING BALANCE	<u>\$ 4,098,380</u>	<u>\$ 7,531,556</u>	<u>\$ 1,112,198</u>	<u>\$ 12,742,134</u>

VOLUME OF BUSINESS

	FY 2024	FY 2023
UH PROJECTS		
EXTRAMURAL	\$ 271,806,746	\$ 266,558,062
INTRAMURAL (GRS)	23,438,695	16,094,345
REVOLVING & SSF	45,119,127	37,593,990
DIRECT PROJECTS		
FEDERAL	74,971	102,251
NON-FEDERAL	14,073,514	13,550,154
	<u>\$ 354,513,053</u>	<u>\$ 333,898,802</u>

UH EXTRAMURAL AWARDS

(obtained from UH Office of Research Services)

	FY 2024	FY 2023	VARIANCE	% VARIANCE
Fiscal Year to Date (Jul 01 to Jun 30)	\$ 621,360,303	\$ 515,915,570	105,444,733	20.4%
3 month period (Apr 01 to Jun 30)	142,652,753	140,241,363	2,411,390	1.7%

**RESEARCH CORPORATION OF THE UNIVERSITY OF HAWAII
STATEMENT OF CASH FLOW
FOR THE PERIOD ENDED JUNE 30, 2024 and 2023**

	CURRENT MONTH	FY 2024 YEAR-TO-DATE	FY 2023 YEAR-TO-DATE
BEGINNING CASH BALANCE	\$ 11,156,556	\$ 31,943,905	\$ 20,979,139
Receipts:			
UH Projects	38,689,011	305,114,830	284,734,353
Direct Projects	614,770	14,154,490	13,408,689
Revolving Funds and Other	581,512	7,662,307	20,250,128
UH Management Fee	1,607,120	6,261,481	5,579,244
	<u>41,492,413</u>	<u>333,193,108</u>	<u>323,972,414</u>
TCD Redemption	-	2,500,000	12,696,000
Total Receipts	<u>41,492,413</u>	<u>335,693,108</u>	<u>336,668,414</u>
Disbursements:			
Vendors	15,325,022	170,035,563	160,462,461
UH Payroll Clearing	-	448,773	2,983,077
Salaries & Wages	8,797,741	100,741,107	90,149,513
Payroll taxes	3,702,873	42,365,382	38,347,775
TIAA-CREF	1,229,201	14,104,440	12,805,436
HMSA/Kaiser/HDS	1,429,146	16,793,291	15,231,166
TCD Purchase	-	1,000,000	4,000,000
Short Term Investment Purchase	-	-	-
Other	-	-	-
	<u>30,483,983</u>	<u>345,488,556</u>	<u>323,979,428</u>
Total Disbursements	<u>30,483,983</u>	<u>345,488,556</u>	<u>323,979,428</u>
Increase(Decrease):			
Petty Cash Balances	-	6,490	(6,600)
Bank of Hawaii (PR)	-	-	-
Savings - TCD	-	-	-
Retricted Cash - Retiree Health Ben	-	-	(1,700,000)
Other	-	10,039	(17,620)
	<u>-</u>	<u>16,529</u>	<u>(1,724,220)</u>
ENDING CASH BALANCE	<u>\$ 22,164,986</u>	<u>\$ 22,164,986</u>	<u>\$ 31,943,905</u>

NOTES:

This statement of cash flow does not include transactions for revolving accounts or specialized service facilities which are processed by journal entry transactions.

RESEARCH CORPORATION OF THE UNIVERSITY OF HAWAII
BALANCE SHEETS
JULY 31, 2024 and 2023

ASSETS	2024	2023
CASH AND CASH EQUIVALENTS	\$ 19,468,284	\$ 23,165,708
RESTRICTED CASH (RETIREE MEDICAL AND LIFE INSURANCE)	1,700,000	1,700,000
TIME CERTIFICATES OF DEPOSIT	3,000,000	4,000,000
SHORT TERM INVESTMENT	4,174,071	3,991,410
RECEIVABLES UNIVERSITY OF HAWAII, NET	-	-
PREPAID EXPENSES	<u>380,932</u>	<u>175,792</u>
TOTAL CURRENT ASSETS	<u>28,723,287</u>	<u>33,032,910</u>
FIXED ASSETS (Less accumulated depreciation of \$6,394,942 and \$7,817,559 for FY 2025 and FY 2024, respectively)	<u>4,072,306</u>	<u>3,396,592</u>
TOTAL ASSETS	<u>\$ 32,795,593</u>	<u>\$ 36,429,502</u>
LIABILITIES AND RETAINED EARNINGS		
LIABILITIES:		
ACCOUNTS PAYABLE	\$ 397,469	\$ 262,842
ACCRUED EXPENSES AND PAYROLL TAXES WITHHELD	3,032,169	3,030,450
ADVANCES UNIVERSITY OF HAWAII, NET	1,616,221	7,461,944
OTHER SPONSORING AGENCIES, NET	3,374,230	3,074,174
WORKER'S COMPENSATION RESERVE	2,585,374	2,706,954
UNEMPLOYMENT RESERVE	3,333,799	3,325,142
VACATION PAY OUT RESERVE	<u>919,857</u>	<u>726,151</u>
TOTAL CURRENT LIABILITIES	<u>15,259,119</u>	<u>20,587,657</u>
LEASE LIABILITY	145,554	257,434
SUBSCRIPTION LIABILITY	140,844	-
ACCRUED SUPPLEMENTAL RETIREMENT BENEFITS	1,787,708	1,910,383
RETIREE MEDICAL AND LIFE INSURANCE BENEFITS	<u>2,528,869</u>	<u>2,549,315</u>
TOTAL LIABILITIES	<u>19,862,094</u>	<u>25,304,789</u>
RETAINED EARNINGS:		
INVESTED IN CAPITAL ASSETS	4,072,306	3,396,592
DESIGNATED FOR:		
WORKING CAPITAL	7,692,883	6,615,923
PROJECT CONTINGENT LIABILITIES RESERVE	<u>1,168,310</u>	<u>1,112,198</u>
TOTAL RETAINED EARNINGS	<u>12,933,499</u>	<u>11,124,713</u>
TOTAL LIABILITIES AND RETAINED EARNINGS	<u>\$ 32,795,593</u>	<u>\$ 36,429,502</u>

NOTES:

- 1) This balance sheet does not include accruals for liabilities related to project expenditures.
- 2) Outstanding purchase orders totaled \$128,662,254 and \$72,904,924 at July 31, 2024 and 2023, respectively.

RESEARCH CORPORATION OF THE UNIVERSITY OF HAWAII
STATEMENT OF REVENUES, EXPENSES AND CHANGES IN NET ASSETS
FOR THE PERIOD ENDED JULY 31, 2024 and 2023

	FYE 6/30/25 BUDGET	YTD ACTUAL	% OF BUDGET	YTD LAST YEAR
REVENUES:				
UNIVERSITY OF HAWAII	\$ 7,840,387	\$ 693,149	8.8%	\$ 625,205
OTHER SPONSORING AGENCIES	571,795	47,533	8.3%	44,205
INTEREST AND OTHER INCOME	740,000	117,081	15.8%	149,188
TOTAL OPERATING REVENUES	9,152,182	857,763	9.4%	818,598
OPERATING EXPENSES:				
SALARIES & WAGES	3,890,945	300,612	7.7%	277,419
FRINGE BENEFITS	982,431	74,025	7.5%	71,880
INFO TECH SERVICES	719,518	88,451	12.3%	70,680
HUMAN RES./PAYROLL SYSTEM	711,407	46,592	6.5%	51,341
SUPPLIES	45,000	6,757	15.0%	1,175
TRAVEL	35,000	159	0.5%	392
CPA SERVICES	54,450	15,707	28.8%	-
UTILITIES	15,000	-	0.0%	424
RENTAL - SPACE/EQUIP/OTHER	149,000	12,149	8.2%	11,486
REPAIRS & MAINTENANCE	-	-	0.0%	-
BANK FEES	32,000	2,000	6.3%	2,000
TRANSPORTATION	500	-	0.0%	-
BOARD OF DIRECTORS MEETINGS	5,000	-	0.0%	-
INSURANCE	642,000	54,411	8.5%	52,895
PROFESSIONAL/TECHNICAL SUPPORT	305,414	7,500	2.5%	7,500
DISCRETIONARY FUND	10,000	341	3.4%	47
STAFF DEVELOPMENT	24,000	560	2.3%	1,459
TRAINING MATERIAL DEVELOPMENT	90,000	52,228	58.0%	52,228
TUITION SUPPORT	75,000	1,413	1.9%	4,281
OTHER	128,555	9,251	7.2%	7,164
DEPRECIATION EXPENSE	708,000	59,000	8.3%	52,600
CLAIMS & SETTLEMENTS	-	-	0.0%	-
PROJ OVERRUNS & DISALLOWANCE	-	-	0.0%	-
TOTAL OPERATING EXPENSES	8,623,220	731,156	8.5%	664,971
OPERATING INCOME (LOSS)	\$ 528,962	\$ 126,607		\$ 153,627
INVESTMENT IN CAPITAL ASSETS				
FIXED ASSETS	-	33,717		-
IT SYSTEM DEV - INFO TECH SERVICES	675,000	78,534		-
IT SYSTEM DEV - HR/PAYROLL SYSTEM	210,000	20,000		40,000
TOTAL INVESTMENT IN CAPITAL ASSETS	\$ 885,000	\$ 132,251		\$ 40,000

**RESEARCH CORPORATION OF THE UNIVERSITY OF HAWAII
RETAINED EARNINGS (NET ASSETS)
JULY 31, 2024**

CHANGES IN RETAINED EARNINGS

	INVESTED IN CAPITAL ASSETS	WORKING CAPITAL	PROJ CONTING LIABILITIES	TOTAL OPER FUND BALANCE
BEGINNING BALANCE	\$ 3,999,055	\$ 7,639,527	\$ 1,168,310	\$ 12,806,892
OPERATING INCOME	(59,000)	185,607	-	126,607
INVESTMENT IN CAPITAL ASSETS	132,251	(132,251)	-	-
ENDING BALANCE	<u>\$ 4,072,306</u>	<u>\$ 7,692,883</u>	<u>\$ 1,168,310</u>	<u>\$ 12,933,499</u>

VOLUME OF BUSINESS

	FY 2025	FY 2024
UH PROJECTS		
EXTRAMURAL	\$ 23,808,729	\$ 21,303,419
INTRAMURAL (GRS)	1,523,835	1,479,648
REVOLVING & SSF	2,336,295	1,886,782
DIRECT PROJECTS		
FEDERAL	-	2,954
NON-FEDERAL	1,168,908	1,086,154
	<u>\$ 28,837,767</u>	<u>\$ 25,758,957</u>

UH EXTRAMURAL AWARDS

(obtained from UH Office of Research Services)

	FY 2025	FY 2024	VARIANCE	% VARIANCE
Fiscal Year to Date (Jul 01 to Jul 31)	\$ 66,282,918	\$ 24,705,363	41,577,555	168.3%
12 month period (Aug 01 to Jul 31)	662,937,858	514,129,663	148,808,195	28.9%
3 month period (May 01 to Jul 31)	153,174,282	129,632,264	23,542,018	18.2%

RESEARCH CORPORATION OF THE UNIVERSITY OF HAWAII
STATEMENT OF CASH FLOW
FOR THE PERIOD ENDED JULY 31, 2024 and 2023

	CURRENT MONTH	FY 2025 YEAR-TO-DATE	FY 2024 YEAR-TO-DATE
BEGINNING CASH BALANCE	\$ 22,164,986	\$ 22,164,986	\$ 31,943,905
Receipts:			
UH Projects	25,145,043	25,145,043	15,300,413
Direct Projects	1,650,694	1,650,694	1,311,581
Revolving Funds and Other	398,761	398,761	938,045
UH Management Fee	-	-	-
	<u>27,194,498</u>	<u>27,194,498</u>	<u>17,550,039</u>
TCD Redemption	-	-	500,000
Total Receipts	<u>27,194,498</u>	<u>27,194,498</u>	<u>18,050,039</u>
Disbursements:			
Vendors	13,829,970	13,829,970	11,908,524
UH Payroll Clearing	961	961	188,736
Salaries & Wages	9,356,912	9,356,912	8,601,225
Payroll taxes	3,920,814	3,920,814	3,619,231
TIAA-CREF	1,260,281	1,260,281	1,110,935
HMSA/Kaiser/HDS	1,522,262	1,522,262	1,387,685
TCD Purchase	-	-	-
Short Term Investment Purchase	-	-	-
Other	-	-	-
	<u>29,891,200</u>	<u>29,891,200</u>	<u>26,816,336</u>
Total Disbursements	<u>29,891,200</u>	<u>29,891,200</u>	<u>26,816,336</u>
Increase(Decrease):			
Petty Cash Balances	-	-	(810)
Bank of Hawaii (PR)	-	-	-
Savings - TCD	-	-	-
Retricted Cash - Retiree Health Ben	-	-	-
Other	-	-	(11,090)
	<u>-</u>	<u>-</u>	<u>(11,900)</u>
ENDING CASH BALANCE	<u>\$ 19,468,284</u>	<u>\$ 19,468,284</u>	<u>\$ 23,165,708</u>

NOTES:

This statement of cash flow does not include transactions for revolving accounts or specialized service facilities which are processed by journal entry transactions.



GOFARM
HAWAI'I

UNIVERSITY OF HAWAI'I

*A College of Tropical Agriculture and
Human Resources (CTAHR)
Extension Program*



GoFarm Hawai'i Mission and UVP

Mission:

- Our mission is to enhance Hawai'i's food security and economy by increasing the number of sustainable, local agricultural producers. We do this by offering those with an interest in agriculture a combination of knowledge, experience, and support to reach their full potential.

GoFarm Hawai'i's Unique Value Proposition (UVP):

- We strengthen Hawai'i's food system by providing farmers with practical and proven training programs, customized expert coaching, and a network of resources and relationships to support them from startup to scale.



GoFarm Hawai'i (GFH) History

2003: Established Agribusiness Incubator Program (AIP)* - team of agribusiness consultants
(4 employees)

2012: Beginning farmer training program started (1 site - Windward Oahu)

2018: Five sites statewide on four islands

2023: Incubator established at all five sites

Additional courses in orchard, poultry, flowers, etc.

(23 employees; 14.5 FTEs)

*Agribusiness Incubator Program is currently known as the GoFarm Hawai'i AgBusiness Team



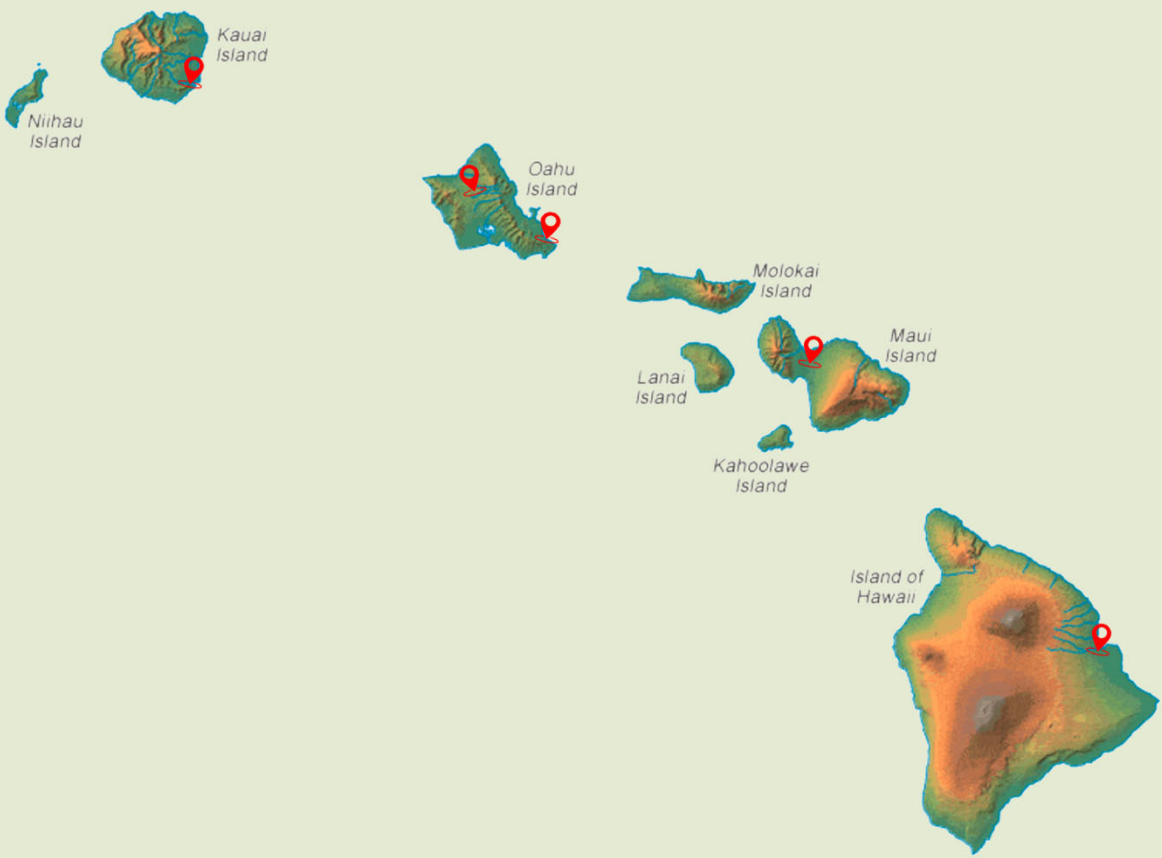
GFH Services – Training Program

GoFarm Hawai'i Beginning Farmer Training Program

- Target: adult learners who want to start a farm business or work in the industry
- AgCurious is free and open to all adult learners;
- Fees: AgXcel ranges between \$500-\$700 and AgIncubator (based on plot size; ~\$100/month for ¼ acre)
- GoFarm Hawai'i Certificates issued after AgXcel to successful graduates; recognized by Farm Service Agency, Hawai'i Department of Agriculture, and Kamehameha Schools
- Each site has a full-time farm coach; content taught by coach or subject matter experts
- Demand remains high; at capacity at most sites (345 attended AgCurious; 114 applied for AgXposure)
- Increased commitment and applications for each phase

Why GoFarm Hawai'i (for participants)?

- No Prerequisites
- Affordable
- Experiential + Practical
- Network
- Land Availability
- Ongoing Support System
- Participant Accountability
- Screening Process Focuses on Business Purpose (commercial not subsistence) and Ability to Commit



GoFarm Hawai'i Program Locations

PROGRAM SITES

Waimānalo
(East O‘ahu)

Kamananui
(North O‘ahu)

‘Alae
(East Hawai‘i
Island)

Ha‘ikū
(Central Kaua‘i)

Pūlehunui
(Central Maui)

PROGRAM PHASES

○ AgCurious
(Webinar)

↓

2. AgXposure
(5 Weeks)

↓

3. AgXcel
(7 Months)

↓

4. AgIncubator
(3 years)



GFH Services – Training Program

GoFarm Hawai'i Beginning Farmer Training Program

- Operates in a cohort system
- AgCurious is open to all
 - After AgCurious, competitive process to continue to next phase and there is a capacity limit
- AgXposure (5 weeks) – 20-25 capacity; 40 hours
 - Visit community farms for work projects and learning from farmers
 - Learn about crop planning, create a production plan for AgXcel (1/16th acre, 7 week CSA)
- AgXcel (7 months) – 12-15 capacity; 216 hours of organized instruction
 - Each student is assigned a 1/16th plot of land to independently manage
 - Weeknight class (2-3 hours; typically virtual)
 - Saturday class (6-7 hours; at GFH Farm Site)
 - Student puts in additional time to apply lessons learned, maintain plot, work on assignments, develop business plan and presentation, find customers, prepare and deliver 7-week CSA, etc. (~15-20 hours per week)
- AgIncubator (up to 3 years) - currently 28 incubator farmers total in program (4 sites)
 - Start at 1/8 acre and can expand
 - Participants form an independent business, select crops to grow, and find markets
 - Minimum revenue requirements set by program, business goals set by participants
 - 6-month check-ins with Coach and AgBusiness Team; monthly pau hana meetings at each site
 - Access to shared infrastructure and equipment (tractor, wash station, cold storage)
 - Community of farmers to provide technical and personal support
 - Must contribute community service hours to the farm



GFH Services – Training Program

GoFarm Hawai'i Beginning Farmer Training Program Curriculum Topics

- **Farm Management Skills**
 - Agroforestry
 - Farming Models
 - Farm Safety
 - Crop Types
 - Plant Taxonomy
 - Plant Anatomy
 - Crop Nutrients
 - Plant/Crop Selection
 - Pest Management
 - Composting
 - Crop Plan
 - Recordkeeping and Planning
 - Food Safety
- **Practical Skills**
 - Farm Tools
 - Equipment
 - Infrastructure
 - Irrigation
 - Soil Health
 - Cover Crops
 - Seeding and Planting
 - Pest Control
 - Weeding
 - Harvesting
 - Washing /Packing
- **Business Skills**
 - Business Operations
 - Financial Operations
 - Sales and Marketing
 - Cost of Production
 - Value-Added Products
 - Agri-Tourism
 - Communication
 - Networking
 - Presentation
- **Details:** <https://gofarmhawaii.org/agxcei-certificate-of-professional-development/>



GFH Services – Training Program

GoFarm Hawai'i Beginning Farmer Training Program Curriculum

- Organized on Google Classroom
- Typically 3-5 assigned readings each week and videos/resources provided
- Discussion questions for reflection
- Access to GFH Resource Library: <https://sites.google.com/hawaii.edu/gfh-resources/home>
- Production assignments:
 - o Master Calendar of production tasks planned
 - o Worksheets on pests, pesticides, weeds, crop research presentation
 - o Field records
 - o CSA shares log
 - o CSA member survey
- Business assignments:
 - o Completion of Business Plan Questionnaire, including production plan, estimated yields, market analysis, cash flow projection
 - o Business Plan Presentation (5 minutes) for peers and external panel

Sample

Week	Wednesday	Topic	Speaker	Saturday	Topic	Activities
1	11/15	Intros + Overview	Coach	11/18	Review Crop Plans	Intro to nursery SOIL TEST!
2	11/22	Intro to Soils	Amy Koch	11/25	Soils	Intro to BCS Flail Cover Crop Crop plan reviews Master Calendar due
3	11/29	Plant Anatomy + Physiology	Daniela Elliot	12/2	Nursery	
4	12/6	Intro to IPM	Jensen Uyeda	12/9		TP seed distribution day Pest + Pesticide worksheets
5	12/13	Irrigation	Josh Silva	12/16	Irrigation	DS seed distribution day
6	12/20	Crop Nutrient Management	Emilie Kirk	12/23		NO CLASS
7	12/27	Intro to AgBiz	AB	12/30		Weed worksheets
8	1/3	Fertility / Fertigation / Compost	Amjad	1/6		
9	1/10	Food Safety	Kyle Barber	1/13		
10	1/17	Canoe Crops + Hawaii Food System	Noa Lincoln	1/20		Agroforestry Tour Hua Orchards
11	1/24	Agroforestry? Plant Disease Management?	TBD	1/27		
12	1/31	Student Crop Presentations		2/3		
13	2/7	Soils II	Jonathan Deenik	2/10	Agroforestry Harvesting + Processing	
14	2/14	Production Planning	AB	2/17		
15	2/21	IPM II	Mark Wright	2/24	Food Safety	Food Safety Assessment
16	2/28	Cash Flow/Record	AB	3/2	Practice Harvest for CSA	Practice Harvest CSA
17	3/6	Marketing	AB	3/9	Food Safety	
18	3/13	COP + Biz Startup	AB	3/16		
19	3/20	Farmer Resource Panel	AB	3/23		
20	3/27	Irrigation 2 + Fertigation	Amjad	3/30		
21	4/3	Seed Saving	Jay Bost	4/6		
22	4/10	Plant Disease Management	Mike Melzer	4/13		
23	4/17	Field Sanitation + Cover Crops + Nematodes	Koon-Hui Wang	4/20	Market Opportunities Field Trip	
24	4/24	Business Assignment Review	AB	4/27		
25	5/1	Specialty Crops	TBD	5/4		
26	5/8	Business Plan Presentations	AB	5/11	BPQ Due	
27	5/15	Business Plan Presentations	AB	5/18		Final Due Date for All Classwork
28	5/22	Value Added Products	TBD	5/25		Exit Surveys Due
29	5/29	TBD	TBD	6/1	GRADUATION!	



GFH Services – Training Program Impact

3,000
Participants

in AgCurious since 2012

100
Farmers

have
participated
in AgIncubator

600
Graduates

from AgSchool/AgXcel since
2012

50
Avg.
Graduates
per Year

100% Hawai'i residents
25% Native Hawaiian
78% Started a Farm Business
16% Found Work in Agriculture/Food
System
11% Plan to Start a Farm in the Future

See Annual Report for Client Profiles and Participant Feedback:
<https://gofarmhawaii.org/gofarm-hawai%ca%bbi-annual-report/>



GFH Services – AgBusiness

GoFarm Hawai'i AgBusiness Team offers the following statewide:

- Business Training (both directly and in support of other programs)
- Technical Assistance
- Network to Local Resources
- 1:1 Coaching (to students, graduates, and local agricultural community) on:
 - Business Planning
 - Cost of Production
 - Cash Flow Projections
 - Financial Projections and Analysis
 - Marketing & Market Analysis
 - Value-added Products
 - AgTourism
 - Branding
 - Business Startup and Best Business Practices



GFH Services – Resources

- Farmer Resources (<https://gofarmhawaii.org/farmer-resources-2/>)
- Developed the Hawai'i Agribusiness Guidebook (<https://gofarmhawaii.org/agbusiness-guidebook/>)
- Resources and Cost of Production for Selected Canoe Crops (<https://gofarmhawaii.org/canoe-crop-collection/>)
- Increasing Land Availability Resources
- Annual 1:1 Matching Grant (\$100k per year) – only graduates are eligible



GFH Services – AgBusiness and Additional Training Impact



From 1/2023-3/2024



From 1/2023-
3/2024



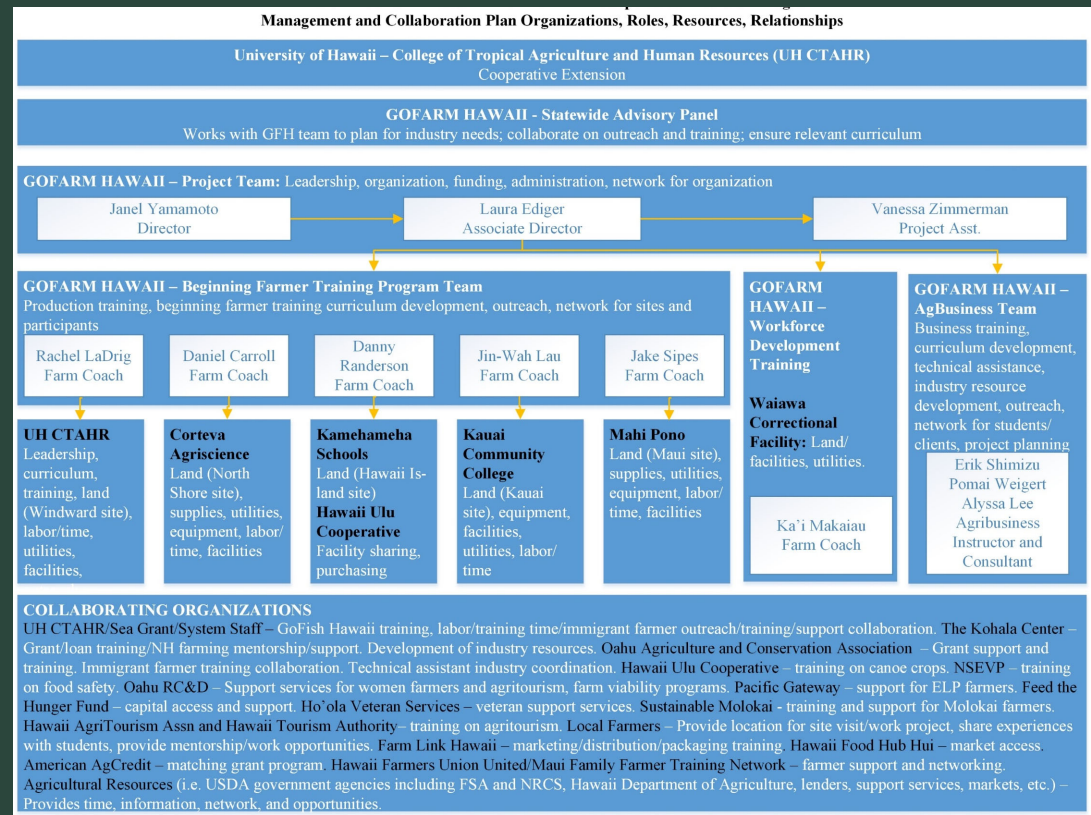
From 1/2023-
3/2024



GFH – Collaborative Work

- Coordinating Committee: Local Agricultural Huis (Training, TA, Finance) (<https://gofarmhawaii.org/aghelp/>)
- Steering Committee: Regional Food Business Center (<https://www.islandsandremotearareasrfdc.com/>)
- 2023-24 Food Systems Cohort and Funder Cohort: Hawaii Investment Ready (<https://hiready.net/community/food-systems-enterprise-cohort/>)
- Grants:
 - 2501: LIFE Project (collaboration w/Emilie Kirk CTAHR Extension)
 - 2501: Supporting Native Hawaiian and Pacific Islander Mahi'ai Farmers (collaboration w/O'ahu ACA)
 - BFRDP: Funds allocated to Oahu ACA, O'ahu RC&D, and Feed the Hunger Fund for services
 - Increasing Land, Market, and Capital Access Grant (collaboration w/Pacific Gateway Center)
- **Why GoFarm Hawai'i (for collaborators)?**
 - Reliable
 - Access to Network

• Collaborators:





GFH Recent Work

In addition to the Beginning Farmer Training Program, the following are examples of additional classes offered:

- Tomato Grafting Workshop
- Intro to Growing Cacao Series
- Orchard Course
- Recordkeeping
- Land Access webinars
- Windbreak/farm design workshop
- Soil Health Workshop w/ NRCS
- Market Opportunity Field Trip
- Poultry Basics webinar
- Equipment Efficiency workshop
- Tax Basics for your Farm webinar
- Ho'ōla Farms: Groundwork to Grow - Financials for Farmers
- AgBusiness Team also supports other training programs in the

Hawaii's Agri-Tourism Webinar Summer Series 2020

OFFERING \$3,000 MINI-GRANTS

Webinar Series Overview:
This series provides a crash course to Hawaii's agri-tourism across the state of Hawaii, starting with island-based updates & market opportunity panels for each county. Sessions on compliance & planning will follow and grant application preparation for those eligible and interested.
• Moderated by Pamel & Lani Wright in collaboration with HTA, GoFarm Hawaii & Hawaii Agriculture Association

FOR WEBINARS, PRESENTATIONS & GRANT APPLICATION LINKS GO TO: WWW.GOFARMHAWAII.ORG

Grant Eligibility:
You or a member of your business must register and attend/view the following 3 webinars:
1) Market Opportunity for YOUR County
2) Compliance & Planning
3) Grant application process.
Collaborations and partnerships will be favored in the application process so come prepared to cultivate new ideas and enhance solutions. Open to for-profit & non-profit Hawaii-based businesses & organizations looking to collaborate with agriculture & tourism.

Market Opportunity Sessions Available Online:

Island	Facilitator
Hawaii Island	Hawaii Tourism Authority, Caroline Anderson, Hawaii County Office, Melissa Brink, Hawaii County Youth, Kalia Hester & Dr. Angela Peterson, Laysan Farms, Weli Lokupe
Kauai	Hawaii Tourism Authority, Caroline Anderson, Kauai County Office, Melissa Brink, Hawaii County Youth, Kalia Hester & Dr. Angela Peterson, Laysan Farms, Weli Lokupe
Maui County	Hawaii Tourism Authority, Caroline Anderson, Maui County Office, Lisa Peterson, Hawaii County Youth, Kalia Hester & Dr. Angela Peterson, Maui Hospitality, Mary Britton, Maui to Maui, Christine, Dan O'Rourke
Oahu	Hawaii Tourism Authority, Caroline Anderson, Honolulu County Office, Melissa Brink & Dr. Angela Peterson, Kalaheo Farms, Elyse Bender, Kula & Pine, Heather Miller, Maui County, Stephanie Mook
Compliance & Planning	Hawaii County, Dr. Angela Peterson, Maui County Office, Lisa Peterson, Maui Hospitality, Mary Britton, Maui to Maui, Christine, Dan O'Rourke
Grant Application	Application Preparation & Guidelines (Prize: \$3,000), Compliance & Planning (Prize: \$3,000), Application Preparation & Guidelines (Prize: \$3,000), Maui Hospitality, Mary Britton, Maui to Maui, Christine, Dan O'Rourke

TRACTOR TRAINING WORKSHOP

Thursday, June 15
3:30pm - 6pm

GoFarm Hawaii Site
Hilo, Hawai'i Island

Learn about tractor usage, safety, maintenance, and implement options.

- Basic tractor safety guidelines
- Tractor maintenance
- Selection of implements
- Use and maintenance of implements

More Info & To Register: www.gofarmhawaii.org

FINANCIAL SPRING CLEANING; PLANTING THE SEEDS TO FINANCIAL HEALTH

Join us for a 3-part series on analyzing the financial health of your farm and deciphering the financing process. A panel of business professionals will be sharing their experiences in three sessions covering the following topics:

SESSION #1: FINANCIAL ANALYSIS

- Intro to financial analysis and understanding your P&L
- Monday, May 6

SESSION #2: WORKING WITH LENDERS

- How to think like a lender and prepare to seek financing
- Monday, May 13

SESSION #3: GRANTS

- Preparing to apply for a grant
- Specific discussion of Rural Energy for America Program (REAP)
- Monday, May 20

ALL SESSIONS
Where: Via Zoom
Time: 5:30pm - 7:00pm

More information & to register: www.gofarmhawaii.org

Tax Basics for your Farm
Prepping for tax season

Webinar Details

- When: Monday, February 12th
- Where: via Zoom
- Time: 5:30pm to 7:00pm

Are taxes stressing you out? Join us for an informative webinar where we will cover some important dates and topics to help guide you through the essentials of tax preparation

- Finding and working with a tax preparer
- Tax forms and filing deadlines
- Upcoming regulations you should be aware of
- Panel discussion with tax professionals

More information & to register: www.gofarmhawaii.org

POULTRY BASICS WEBINAR

January 22, 2024

www.gofarmhawaii.org
info@gofarmhawaii.org

GoFarm Hawaii Summer Workshop Series
OPEN TO ALL ON MAUI

Recordkeeping
July 24th | 8:30 am - 11:30 am
Pre-Register to learn to sign up

Soil Workshop (2 days)
July 25th, 26th | 8:30 am - 1:30 pm
Pre-Register to learn to sign up
Pre-Register to learn to sign up

Kareoa Natural Farming
August 14th | 8 am - 12 pm
Pre-Register to learn to sign up
Pre-Register to learn to sign up

Growing Crop for Seed
August 26th | 8:30 am - 11:30 am
Pre-Register to learn to sign up



GFH Recent Work

- Expanded Training Opportunities on Maui
- Increased Mentorship
 - Piloted Pre-Incubator Mentorship
 - Advisory Panel Share Outs
- Increased Content on Canoe Crops
- Developed Resource Library



KALO MANA 'ULU

(Taro)

- Native variety of kalo called 'Ulu because of the resemblance the flesh of the corm has to the yellow poi made from breadfruit
- Mana means to branch - This kalo will branch two hā (stem) from the same corm
- Found extensively under upland culture in Kona, Puna, and Kau, Hawaii; does well under wetland culture on Kauai



References and Resources

'Ōlena

['Ōlena Cost of Production](#)

- [UH Hilo Hawai'i: The Medicinal Plant \('ōlena\)](#)
- [Mālama Learning Center: E ola with 'ōlena](#)
- [The Ku Project: Health benefits and cultural use of 'ōlena](#)

'Ulu Maoli

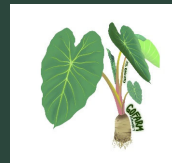
['Ulu Cost of Production](#)

- [Hawai'i 'Ulu Co-op: 'Ulu Varieties Hawai'i](#)
- [DLNR Hawai'i: Big Tree, 'Ulu](#)
- [UH CTAHR: Hawaiian Breadfruit – Ethnobotany, Nutrition, and Human Ecology](#)



GFH Recent Work

- Piloted Enhanced Technical Assistance with Incubators
- Developed an Orchard Education Curriculum
- Farmer Showcase and Professional Marketing Photos
- Canoe Crop Marketing and Network Opportunities
- K-12 Support and Career Exposure



 **GOFARM HAWAII**
UNIVERSITY OF HAWAII

O'ahu AgOrchard Course

May 29 - August 3, 2024
Wednesdays 5:30p-7:30p
Saturdays 8:00a-2:00p

Cost: \$200
(Scholarships available)

Learn how to plan, plant, and manage a healthy and productive commercial orchard!
Includes 10 weeks of field visits to diverse orchard plantings around O'ahu and business training on marketing and profitability.

More Info & To Apply:
www.gofarmhawaii.org
Applications due 5/13





Success Stories





GFH Budget and Funding Sources (2013-present)

2024 Annual Budget Estimate:
 Direct Expenses: \$1,794,264
 Indirect Costs: \$322,968
Total: \$2,117,232

Source	Entity	Amount	Percentage of Total	Indirect/Overhead
Federal	Various USDA NIFA Programs	\$9,920,257	52.23%	\$1,892,329
Private	American AgCredit/CoBank	\$3,000,000	15.8%	\$249,226
	Kamehameha Schools	\$2,443,613	12.87%	
	Other Private	\$387,425	2.03%	
State/ County	Hawai'i Department of Agriculture; Hawai'i DLIR; Hawai'i Tourism Authority; Department of Public Safety	\$1,434,580	7.55%	\$127,993
	County	\$594,527	3.13%	\$25,713
Internal	Program Fees	\$949,804	5%	
	CTAHR (Direct Funds)	\$262,822	1.38%	
TOTAL		\$18,993,028		\$2,295,261



GoFarm Hawai'i Grant Pipeline

- 2023 USDA Socially Disadvantaged Farmers and Ranchers (collaboration with Oahu RC&D) – awarded; pending ORS
- 2023 USDA FSA Land Capital & Market (collaboration with Pacific Gateway Center) – awarded; pending ORS
- 2024 County of Honolulu – awarded; pending ORS
- 2024 Alaska Native - Native Hawaiian Serving Institutions Grant – awarded; pending ORS
- 2024 Food Safety Outreach Grant – awarded; pending ORS
- 2024 Rural Business Development Grant (collaboration with Oahu ACA) – awarded; pending contract from primary
- 2024 Kamehameha Schools – awarded; pending UHF
- 2024 AFRI FAS Grant - pending disposition
- 2024 AgriProspects Grant – pending disposition
- 2024 Rosendin – pending disposition
- 2024 Maui County Agriculture Grant – pending disposition
- 2024 AFRI EWD Grant (collaboration with Center for Getting Things Started) – pending submission
- 2024 Hawaii County AgriTourism – drafted and in discussion with funder



GFH Value to CTAHR/University

- **Current**
 - Work Directly Aligns with CTAHR and State Initiatives to Increase: Workforce Development, Economic Development, Food Production, Food Security
 - Community Outreach and Technical Assistance Navigator
 - Strong Reputation
 - Proven Program
 - Strong Network and Ability to Build Relationships
 - Focus on Business Perspective (Scale, Revenues, Profitability, Diversification)
 - Individualized Support
 - Leverage CTAHR Staff and Resources to Support/Reach a Range of Producers
- **Future Considerations**
 - Increase business and production technical assistance services to support established producers
 - Expand program education to add training on a larger scale of farming
 - Coordinated Community Calendar and Outreach Support
 - Producer Help Line
 - Additional Producer Tools (cost of production; crop profitability)
 - Increased support for complementary skills (plumbing, carpentry, small engine repair, etc.)
 - Increased support for Succession Planning, Land Access, Farm Design + Layout
 - How to stabilize/institutionalize the program
 - In discussion with multiple groups where we can support aligned goals



GOFARM
HAWAII

UNIVERSITY OF HAWAII

Janel Yamamoto – Director (808-222-8659)
janelnoy@hawaii.edu



RCUH BOARD OF DIRECTORS MEETING – SEPTEMBER 4, 2024 EXECUTIVE DIRECTOR'S REPORT

This report presents programmatic updates and summarizes RCUH's major initiatives since the Board's June 27, 2024 meeting. It begins with updates, followed by a status report of the actions taken toward RCUH's 2022-2026 Strategic Plan.

UPDATES

Status of Lumisight and SAP Implementation

The Lumisight platform and the refreshed Financial Portal successfully went live on July 15, 2024 without any significant problems or issues. Prior to the launch, RCUH and DataHouse hosted a virtual demo attended by 327 individuals. In a feedback survey following the demo, 94% reported that the webinar was of high quality and 96% said they'd be able to use what they learned during the virtual session.

In the two-week period subsequent to the rollout, RCUH received an average of 15-20 inquiries or reports of bugs per day. A large majority of these inquiries and bugs were addressed or resolved within a few days. Post-launch, RCUH used DataHouse's help desk support services to triage questions and inquiries, which helped to efficiently manage responses and solution workflows. This process did reduce the stress level of the rollout. More recent data on inquiries and reports of bugs from Aug. 1 through Aug. 26 show a drop in reports to an average of 2-4 per day. There is a backlog of approximately 15 unresolved bugs (as of Aug. 26) that DataHouse is working to resolve. A post-launch survey was released on Aug. 26 and a town hall is scheduled for Sept. 25 at 2:00 p.m. to gain additional feedback.

With the successful launch of Lumisight and the refreshed Financial Portal, the resumption of weekly work sessions with RCUH Accounting staff restarted on July 25 for the transition to SAP. The current focus of these sessions are the Automation of Payroll Journal Entries, Grant/Project Management, Chart of Account setup and configuration, and the FIS RCUH Electronic Data Interchange (FREDI) and Reverse FREDI data and process. The forecasted completion of this project is the end of Q1 in 2025.

Recruitment of Finance Director

RCUH re-opened the search for the next Director of Finance on Aug. 5 and received several applicants. The Leadership Team has reviewed the applications and are currently in the process of scheduling interviews with candidates.

ACTIONS TAKEN TOWARD GOAL ACHIEVEMENT RCUH 2022 – 2026 STRATEGIC PLAN

GOAL 2. CLARIFY RCUH'S IDENTITY WITH UH AND THE STATE.

- **Ensure stakeholders understand RCUH's role and limitations.**
 - **Educate government agencies, private companies, not-for-profits about RCUH's services and capabilities.** ED Gouveia has been in communications with a Maui County representative for a possible direct project opportunity. He plans to visit Maui later this month to conduct a presentation for their council.

GOAL 3. REFORM RCUH'S INTERNAL OPERATIONS.

- **Identify and implement efficiencies in RCUH's operations.**
 - **Evaluate internal procedures and streamline for efficiencies.** The HR Applicant Portal went live on the RCUH homepage on July 26. Based on applicant inquiries, a separate login page was created for new and returning applicants to easily access their user account to submit applications when applying to positions at RCUH.
- **Ensure systems are secure and in compliance with applicable policies, regulations.** In order to strengthen its IT infrastructure, RCUH successfully migrated from Exchange 2016 to Exchange Online (Government Community Cloud). RCUH's IT Systems/Security Administrator conducted a training session for core staff on some of the new features and apps, which could increase internal efficiencies moving forward. This migration also enhanced RCUH's security with Multi-Factor Authentication, automatic updates, and modern authentication.
- **Reduce the administrative burden for researchers.** In an effort to reduce the administrative burden on Principal Investigators and project staff, RCUH HR enhanced options for submitting electronic personnel actions (ePAFs) involving one-time payments and terminations, effective Aug. 14. Projects can now process additional compensation, bonus, and holiday payoff electronically versus having to submit a manual personnel action form.
 - **Develop digital user guides, manuals for RCUH transactions.** The new Help Resources page on the RCUH website contains user guides with helpful information regarding RCUH procedures and internal systems in an effort to increase understanding and access to information for employees and project staff. The Help Resources page contains two subsections:
 - ❖ **Employee Resources:** This page will provide information pertaining to RCUH employees, including user guides on Employee Self-Service, log-in assistance, and more.
 - ❖ **HR Portal: Supervisor's Toolkit:** This page provides information to support project supervisors (i.e., Principal Investigators, Supervisory Authorities, etc.), including user guides that outline procedures across the employee life cycle, from HR Portal Access to employee terminations.
- **Enhance IT systems to reduce manual processes and eliminate paper documents.**
 - **Develop electronic service order processing for intramural accounts.** Initial discussions have been conducted with UH's Office of Research Services on the electronic service ordering of Intramural accounts. Currently, Intramural accounts are manually service ordered by the University to RCUH. UH's desire is that Intramural accounts be electronically serviced ordered to RCUH through the FREDI. This would be the same process as UH's Extramural and Special Fund Research Recharge Centers (SRRC) accounts. Given that RCUH is actively transitioning from the AS400 to SAP, RCUH will endeavor to include UH's request with the current work to transition the FREDI and Reverse FREDI process to SAP.

GOAL 4. INCREASE ENGAGEMENT AND OUTREACH TO CLIENTS.

- **Strengthen relationships with Pls, FAs, and Project Staff.** RCUH HR attended the annual Conservation Conference on Aug. 1, to educate emerging professionals about RCUH and how to apply for positions.
 - **Conduct virtual Q&A sessions each quarter on various RCUH-related topics.** RCUH HR staff held virtual Office Hours for Flexible Spending Account Healthcare participants on July 19. Following a brief presentation, attendees were engaged in the question and answer portion of the webinar. HR staff also conducted virtual office hours on the topic of Tuition Reimbursement on Aug. 19 and 21. Although turnout was relatively low, the
 - **Coordinate professional development opportunities for project staff.** RCUH partnered with the Hawaii Employers Council (HEC) to offer a new supervisor training topic, "Using Emotional Intelligence to Strengthen Work Relationships." This topic was selected from participant feedback from the last HEC series. A total of 57 individuals attended one of the 90-minute sessions on August 8 and August 15. Out of the 22 responses received in the feedback survey, 100% of participants said they'd be able to use what they learned on the job and
- **Improve external communications to projects.**
 - **Update RCUH website.** RCUH has made significant progress in collecting feedback on the new website design in preparation for the Request For Proposal (RFP). Corporate Services staff collected internal comments, as well as likes/dislikes, through group presentations at the July 26 Core Staff meeting. RCUH staff also coordinated and moderated four meetings with a focus group comprised of both project and core staff. The focus group shared their struggles with the organization of the current website and stressed the need for a clearer overview of what RCUH is on the homepage. The group also provided insights and suggestions on page content, length, and bandwidth. The Corporate Services team is currently crafting the RFP and hopes to release it to vendors by mid-October.
 - **Provide training on RCUH's policies & procedures by department/section to ensure consistent communications with projects.** RCUH HR staff offered a Recruitment Refresher Training on Aug. 21 attended by approximately two dozen individuals. The training was targeted towards new Principal Investigators or administrators who may be recruiting through RCUH for the first time. The feedback was overwhelmingly positive and HR hopes to have more one-on-one trainings as new Pls come in to assist them with the hiring process after getting set up in the Financial and HR Portals.

OTHER ITEMS OF INTEREST:

- **New Direct Projects (28 Active Direct Projects):**
 - **Hi Tobacco Prevention Control Block Grant 7 – \$179,992.** This direct project calls for an RCUH position to provide personnel assistance to the State Department of Health, Chronic Disease Prevention and Health Promotion Division (DOH). This project is being funded by a Block Grant through the Hawaii Community Foundation. At the direction of the DOH, the RCUH position duties include contact management for three tobacco control vendor contracts. These contracts include: (1) Operation of the Hawaii Tobacco Quitline

(HTQL); (2) Promotion of the HTQL and multimedia youth prevention messaging about Electronic Smoking Devices; and (3) Independently evaluate services provided under contracts No. 1 and No. 2 and additional tobacco control duties as directed by the DOH.

- **Elements: Enabling High Precision Citizens Science Photometry from Wide Field Color Images – \$144,277.** RCUH is providing administrative contact support service on behalf of Subaru Telescope. The University of Texas requires Subaru Telescope staff expertise in the operation of the PANOPTES, an open-source network of automated robotic telescopes. RCUH has entered into a service agreement with the University of Texas on behalf of Subaru Telescope for these PANOPTES services.
- **6882 Robust Deep Contrast Imaging Self-Calibrating – \$140,729.** RCUH is providing administrative support service on behalf of Subaru Telescope. University of Arizona researchers request physical and remote access to the Subaru Coronagraphic Extreme Adaptive Optics (SCEXAO) instrument installed on the Subaru Telescope, as well as Subaru Telescope personnel's expertise in the operation of the SCEXAO instrument. RCUH has entered into a service agreement with the University of Arizona on behalf of Subaru Telescope for these services.