STATEWIDE
INDEPENDENT
LIVING COUNCIL
OF HAWAII

Statewide Independent Living Council of Hawaii (SILC)

Finance Committee Meeting Minutes [DRAFT]

Date: Thursday, May 14, 2026

Time: Approximately 1:00 PM – 1:45 PM

Location: Virtual Meeting (Zoom)

Presiding: Annette Tashiro, Treasurer and Finance Committee Chair

1. Call to Order and Roll Call

Chair Annette Tashiro called the meeting to order and conducted roll call.

Present:

- Annette Tashiro – Treasurer, Finance Committee Chair
- Philip Ana – Vice Chair
- Amanda Lowe – Executive Director (staff)

Excused / Not Present:

- Patrick Gartside – notified the Executive Director he was unable to attend
- Judy Guajardo – not present
- Cheryl Matthews (Division of Vocational Rehabilitation) – sent notice by email that she was unable to attend, and offered the assistance of the Designated State Entity (DSE) as needed

Members noted that Ms. Matthews had also asked whether her attendance at Finance Committee meetings is expected. The Committee agreed this should be clarified.

2. Form 990 and Tax Filing

Vice Chair Ana reported that Chair Gartside has been in contact with the bookkeeper regarding the Form 990, and that an extension has been filed. The Committee noted that Crystal, who handles tax filings, is a separate service provider from the bookkeeping firm. Members confirmed that Chair Tashiro, as Treasurer, is included on the related correspondence.

3. Review of the FY 2027 SILC Resource Plan

Executive Director Lowe shared the approved SILC Resource Plan on screen, describing it aloud for accessibility. She noted that the Resource Plan is contained in the State Plan for Independent Living (SPIL), has already been approved, and covers the budget period October 1, 2026 through September 30, 2027. The total is $101,615, the same amount received in FY 2025 and FY 2026.

Executive Director Lowe noted that the SPIL Committee (Vice Chair Ana, Executive Director Lowe, Roxanne, Leti, Chair Gartside and Brian Hauser) is separately considering whether to amend the Resource Plan, so the two committees are working on complementary matters. She reported that Chair Gartside had begun drafting possible amendments and had reviewed this same document at the Committee's previous meeting.

Current Line Items

- **Personnel costs —** Salaries $59,000; payroll taxes and assessments $10,065; total personnel $69,065.
- **Other current expenses —** Airfare inter-island; airfare out-of-state; audit services; contractual services (administrative and subcontracts); insurance; leases and rentals of equipment and space; mileage; postage, freight and delivery; publication and printing; repair and maintenance; staff training; supplies; telecommunications; professional fees; advertising and outreach; miscellaneous; and website.
- **Zero-funded lines —** Motor vehicle rental, subsistence/per diem, transportation, and utilities currently carry no allocation. Utilities are believed to be included in rent.

Chair Tashiro noted that as of March 31 the Council is running slightly under budget, and that the Committee should be prepared as the new fiscal year approaches.

4. Recommended Areas for Increase

The Committee discussed which categories should be increased so that the Council does not need to draw on its savings.

Personnel and Administrative Support

Members agreed the staffing allocation is low. Executive Director Lowe indicated that a full-time position is not yet needed, but that part-time administrative support would help with minutes, Zoom setup, posting to the State calendar, and similar duties. Members discussed engaging this position through contractual services rather than as an employee, keeping hours under 20 per week initially in view of tax and benefit thresholds. It was noted that the current contractor, Kylie, is already carried under contractual services, administrative.

Inter-Island Travel

Vice Chair Ana stated that travel needs to be adjusted if the Council intends to carry out neighbor island outreach, and that travel resources are a sound investment in outreach. Members identified the following drivers:

- The upcoming trip to Hawaiʻi Island with several members attending, which will serve as a useful cost benchmark
- The goal of holding quarterly meetings on different islands
- Travel for the DD Council Legislative Forums held last October, which members considered a worthwhile investment

Out-of-State Travel

Executive Director Lowe noted that the airfare, out-of-state line currently carries no funding. Anticipated needs include:

- Three members attending the NCIL conference in Washington, D.C. this fiscal year
- The APRIL conference in Niagara Falls in October, which falls in the next fiscal year
- NCSRC — Chair Gartside may attend as SRC Vice Chair, with costs potentially covered by the State as a comparable benefit; costs for any additional SILC attendees would need to be budgeted
- CSAVR and other national conferences, including possible youth-focused events, should the Council pursue youth leadership development

Members used the prior year's NCIL costs of $8,848.42 as a baseline and agreed that figure should be increased substantially — on the order of $10,000 per conference assuming three to four attendees — particularly given current airfare costs. Chair Tashiro noted that if an outreach specialist position is established, associated travel should be built into that position's budget.

Vice Chair Ana raised a youth conference announcement previously circulated by Chair Gartside; Executive Director Lowe located it (Tallahassee, Florida, July 7–11) and determined it is intended for youth ages 15–21 and appears limited to Florida participants.

5. Amendment Process — Technical vs. Substantive

Chair Tashiro asked whether changes to the Resource Plan require a formal amendment and public forums, or whether the Council has latitude to move funds between lines as it expends them.

Executive Director Lowe explained that ACL recognizes two types of SPIL amendment: technical amendments, which she believes do not require a public forum, and substantive amendments, which do. She cited the addition of an outreach coordinator position as an example of a substantive change. She indicated she would verify the statute and confirm how amendments to the Resource Plan specifically are classified.

Members reached a preliminary view that rearranging amounts within the approved $101,615 total would likely be technical, while requesting funds above that total would be substantive. Executive Director Lowe agreed, noting that a request for additional money is not a small change.

Executive Director Lowe confirmed that amendment of the Resource Plan is on the SPIL Committee's agenda for discussion, but that the SPIL Committee has not yet worked through specific proposed amendments.

Vice Chair Ana described the outreach coordinator concept as Chair Gartside has framed it: a systemic role positioned between the SRC, DVR and the Centers for Independent Living, distinct from the direct service work of the Centers. He noted this remains under discussion with the Centers and would likely require public input.

6. Funding Source — Innovation and Expansion Funds

Chair Tashiro explained that SILC is currently funded through Innovation and Expansion (I&E) funds rather than the Part B funds she was familiar with during her prior service as SILC Chair, and that the Part B funds were needed elsewhere to balance the independent living budget.

Executive Director Lowe located and read the relevant SPIL passage on screen, which provides in summary:

- Part C funding is divided between the two currently recognized Centers for Independent Living, with an allocation to Access to Independence to serve urban Honolulu and $400,749 designated to Aloha Independent Living to serve rural communities. [Access to Independence figure to be confirmed against the SPIL — the recording is unclear.]

- Part B funding of $348,060 is passed through the designated state entity, the Hawaii Division of Vocational Rehabilitation, with a 10% State match of $38,673.33.
- Part B priorities identified by the SPIL Committee include supporting rural areas across the five counties and eight islands, and outreach to unserved and underserved populations.
- Innovation and Expansion funding of $101,615 is requested to fund the SILC Resource Plan, with the SPIL noting that SILC is undergoing significant restructuring and aims to rebuild and reassess the first year, with potential for a larger budget through resource development in subsequent years.

Members agreed it would be useful to ask Ms. Matthews to explain how this funding arrangement came about.

7. Office Space, Phone System and Referrals

Vice Chair Ana relayed a discussion with Dr. Donald regarding the need for a physical office, noting the Council needs space for a brailler and for computers equipped with JAWS, and questioning whether the current space is adequate.

Executive Director Lowe noted the current budget carries approximately $6,000 per year for rental of space, or roughly $500 per month, and that a physical office would require an increase. Possible options discussed included space at the Hub (where the Council already uses meeting rooms), the building where Jodi Asato is located, and the Aloha United Way building, with accessibility as a consideration.

On telephone service, Executive Director Lowe described the AI-based answering system Chair Gartside established, which greets callers, takes their message, and generates a transcript sent to both Chair Gartside and the Executive Director. Members discussed whether the same number could route messages to individual members, and agreed this is the kind of function a future office manager would handle.

Executive Director Lowe reported that Roxanne and Leti have provided the Centers' referral forms, allowing SILC to formalize warm handoffs. Members noted that information and referral is a core SILC function and that SILC should serve as a clearinghouse making referrals to the Centers.

8. Resource Development and Fundraising

Chair Tashiro raised, in addition to establishing an interest-bearing account, the need to begin developing a fundraising process. Vice Chair Ana agreed and suggested the Council could draw on the fundraising talent among its members and partners.

Members recalled past disability community fundraising efforts, including the United Cerebral Palsy and Lanakila Pacific fair held near the Frank Fasi Building, UCP's rubber duck fundraiser led by Donna Faust, the Aloha Independent Living fun run, and the walk organized under the American Council on the Blind. Members noted that several longtime fundraisers in the community have now retired, which may create an opening for SILC to initiate an event with its collaborators and partners. A walk-style event with pledges and sponsors was discussed as a low-barrier option, and Executive Director Lowe suggested a joint fundraiser with the Centers for Independent Living.

Vice Chair Ana observed that demonstrating active fundraising effort is itself valuable in the eyes of funders. Chair Tashiro noted an information sheet would be needed to approach sponsors.

Executive Director Lowe noted that the SPIL includes a provision on seeking alternative sources of funding, understood to refer principally to grants. She stated that with the Council's foundation now in place, SILC should be well positioned to pursue Grants in Aid next year, while noting that grant funds would be tied to specific activities rather than serving as general operating revenue. Members observed that grant funding could be a route to establishing the outreach coordinator position.

9. Annual Report and Reporting Cycle

Executive Director Lowe stated her intention to produce a SILC annual report this year, ideally completed by the annual meeting, distributed electronically this year. She suggested that in a following year the Council could print hard copies, noting the publication and printing line currently holds only $400. Members agreed a printed annual report would support resource development and the Program Performance Report (PPR), and reaffirmed the importance of members' monthly activity reports as source material.

On the quarterly reporting cycle, members confirmed that Supporting Strategies will report at the June meeting on FY 2026 Quarter 2 (January through March), matching the reporting period used by the Centers. The September meeting will cover Quarter 3. Chair Tashiro and Executive Director Lowe agreed to email Kim once the agenda is settled at the Executive Committee, and to place her early in the meeting for transparency.

10. Next Meeting

Next meeting: Thursday, June 11, 2026 at 1:00 PM via Zoom. Executive Director Lowe will send the Zoom invitation immediately and will add the agenda closer to the date, in consultation with Chair Tashiro. She will also prepare minutes for this meeting and share them, together with the recording, with Chair Gartside. Members noted it would be helpful to have Ms. Guajardo available at the next meeting given her prior work on the budget as Treasurer.

11. Adjournment

There being no further business, the meeting was adjourned.