

Building **UNITY** in Comm**UNITY**

Updated
12/23/09

2nd DHHL Homestead Leadership Conference
January 22-24, 2010
Waikīki Beach Marriott Resort and Spa

Aloha Homestead and Hui Kāko'o `Āina Ho`opulapula Leaders: ,

On behalf of the Hawaiian Homes Commission and the Department of Hawaiian Home Lands, I extend my heartfelt appreciation for all of your hard work, commitment, and dedication to better the conditions in our native Hawaiian homestead communities. Our commitment remains steady in our mission to provide beneficiaries with the necessary tools for long-term homeownership and sustainability by supporting capacity building programs to assist in strengthening our communities.

Continuing the course, the second **DHHL Homestead LEADERSHIP CONFERENCE is planned for January 22-24, 2010.** In collaboration with the Department of Business, Economic Development and Tourism's Community-Based Economic Development Program, together we are all committed to "Building UNITY in CommUNITY," our theme for the conference.

Please send three (3) representatives from your Homestead Association. They may be board members, grant preparers, project managers, and young adults poised to assume leadership positions. The DHHL will cover costs for RT inter-island air, hotel, meals, and some ground transportation. Please complete the enclosed registration form and return to DHHL by January 4, 2010. Due to budget constraints, the invitation is limited to three, no exceptions (not even if they are paying their own way and expenses).

We appreciate the positive and constructive feedback we've received from the beneficiary consultations, the commission and community meetings held statewide. Your participation is critical to fulfilling our mission, as native Hawaiians, as beneficiaries continuing the legacy. We are sure you will find this conference well worth your time.

Aloha and mahalo,



Kaulana H. R. Park, Chairman
Hawaiian Homes Commission

The Department of Hawaiian Home Lands, in collaboration with the Department of Business, Economic Development and Tourism (DBEDT), presents this conference featuring a series of workshops and keynote speakers focused on building unity. The conference has been designed for DHHL's beneficiary organizations and DBEDT's non-profit entities from the Leeward Coast of O'ahu. This conference is an excellent opportunity for networking, partnering, sharing experiences and fostering new relationships, and ultimately, building unity in our community.

OPTIONAL MORNING EXCURSION

YOUR COMMUNITY AT THE CAPITOL (DHHL participants only; limited to 35)

This workshop is designed for community leaders who are interested in building a presence at the Hawaii State Legislature and working in partnership with DHHL during the legislative session

9:30	Refreshments
10:00	Workshop -Learning the "Ledge" -Legislation 101 -Grants-in-Aid
12:30	Lunch with Legislators

A shuttle will leave the Honolulu airport at 9:00 for neighbor island participants attending this workshop. A bus will also be available from the capitol to the hotel after lunch. O'ahu participants may meet at the capitol and then drive to the hotel.

DAY 1 - FRIDAY, JANUARY 22

7:30 - 2:00

DHHL Registration

9:00 - 11:45

**Training Workshops
(Sponsored by DBEDT, Optional for DHHL)**

Session 1: Organizational Assessments

Session 2: Introduction to CED

Session 3: Budgeting

Session 4: Proposal Writing (Part 1 of 2)

Session 5: Project Venture Assessment

Session 6: Board Governance

12:00 - 1:30

LUNCH

1:45 - 5:00

Training Workshops Repeated

Sessions 1, 2, 3, and 5 will be repeated.

Session 4 (Part 2 of 2) will continue during this time.

Session 6 in the afternoon will be "Strategic Planning"

5:30 - 8:00

WELCOME RECEPTION

Agenda is tentative and subject to change.

DAY 2 - SATURDAY, JANUARY 23

7:00 – 8:30

Registration & Breakfast

8:30 – 10:45

Training Workshops

Session 1: Legal Structures for CBED Ventures

Session 2: Community Involvement/Organizing

Session 3: Strategies for CBED & Asset Building

Session 4: Board Governance

Session 5: Project Venture Assessment

11:00 – 1:30

LUNCH

Keynote Speaker; Kaulana Park, Chairman
Pupukahi i holomua – Unite to move forward and
establishing a formal relationship.

1:45 – 4:00

Training Workshops

Session 1: Legal Structures for CBED Ventures

Session 2: Community Involvement /Organizing

Session 3: DHHL Grants

Session 4: Strategies for CBED & Asset Building

Session 5: Starting Smart

Session 6: DHHL Agricultural Program
(open to agricultural and pastoral lessees only)

5:30 – 8:00

DINNER

Featured Entertainment, Kawaiolaonapukanileo Ensemble
Keynote Speaker TBD

DAY 3 - SUNDAY, JANUARY 24

8:00 – 10:30

Breakfast / Plenary Session

Roundtable led by Homestead Leaders

10:30 – 12:00

Weaving It All Together

Closing Remarks
Call to Action

Agenda is tentative and subject to change.

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DEPARTMENT OF HAWAIIAN HOME LANDS

Building **UNITY** in Comm**UNITY**

WORKSHOP DESCRIPTIONS

ORGANIZATIONAL ASSESSMENTS

Learn about Organizational Assessments – what is it? Why do one? How to use it as a tool for leadership development and for organizational capacity building. *(Friday AM and PM)*

INTRODUCTION TO COMMUNITY ECONOMIC DEVELOPMENT

This session will introduce you to community economic development – various strategies, project examples, and the process to plan, develop and implement your new social enterprise. *(Friday AM and PM)*

BUDGETING

Sound financial management and planning are crucial to a nonprofit's ability to deliver cost-effective services. This workshop introduces you to the nonprofit budgeting process and preparation. This workshop is geared for smaller non-profits that do not have a professional budget analyst. *(Friday AM and PM)*

PROPOSAL WRITING

Learn how to identify funding sources and how to organize and complete a proposal or grant application. *(Part 1, Friday AM; Part 2 Friday PM)*

PROJECT VENTURE ASSESSMENT

Learn simple steps to determine a project's feasibility. Learn what factors are crucial in developing successful projects within a nonprofit. Learn what works, what doesn't work and how to avoid expensive mistakes. This session is for those with a clear vision for a community development project or economic development project. *(Friday AM and PM, Saturday AM)*

BOARD GOVERNANCE

Effective board governance is critical to ensuring a nonprofit delivers on its mission, manages its resources effectively and maintains its reputation. Join us for a session that highlights the critical elements and best practices that help assure high quality board governance. *(Friday AM, Saturday AM)*

ACHIEVING YOUR VISION – STRATEGIC PLANNING

This session is for boards who want to explore the critical components for successfully implementing a strategic plan *(Friday PM)*

LEGAL STRUCTURES FOR COMMUNITY-BASED ECONOMIC DEVELOPMENT (CBED)

Learn how to develop and re-develop your community-based organization to be a productive tool for economic development. Review legal and tax issues that arise when nonprofit organizations do community development. Explore areas such as nonprofit/for-profit relationships, Limited Liability Corporations – advantages and disadvantages. This session is for those with a basic understanding of nonprofit organizations and for those

WORKSHOP DESCRIPTIONS (Continued)

seeking to develop a business venture. *(Saturday AM and PM)*

COMMUNITY INVOLVEMENT/ ORGANIZING

Community organizing is key to the success of our communities. The most sustainable community-building initiatives come from a well-organized, enthusiastic and accountable group of community residents. What is "community organizing"? What can happen when it is done well . . . and what can happen when *(Saturday AM and PM)*

STRATEGIES FOR CBED & ASSET BUILDING

Explore the range of strategies and examples to promote economic prosperity – but especially those that directly benefit long-term residents and do so without sacrificing everything they already love about the community *(Saturday AM and PM)*

STARTING SMART: NAVIGATING THE NON-PROFIT START UP PROCESS

This session is designed to assist communities to make an informed decision on whether to incorporate as a nonprofit organization. For those considering a federal 501(c)(3) nonprofit, this session will highlight the pros and cons and the steps involved in the incorporation process. *(Saturday PM)*

DHHL GRANTS

Meet the staff who administer DHHL's community development grants programs, learn the grants process from start to finish, and preview some of the grants program changes that will go into effect on July 1, 2010. Any DHHL grantee with any outstanding grants should especially attend this workshop. *(Saturday PM)*

"OPEN SPACE"

The final day (Sunday) is designed as a time to process, get more detail information and address individual and specific questions, and building a peer network among homestead organizations. The final plenary is designed to help participants weave all of the information and discussions into a coherent frame for moving forward with their community and organizational development work and providing participants with an energizing call to action

PARTICIPANT #2

Last Name First Name (must match ID) Title (if any)

Mailing Address

City, State ZIP

Phone Alternate Phone E-mail

AIR TRAVEL: Need air reservation? YES NO If yes, ROUNDTRIP or ONE WAY ?

Preferred in-bound flight: _____ Preferred out-bound flight: _____
date and time date and time

GROUND TRANSPORTATION: Need transportation from airport to hotel? YES NO
Need transportation from hotel to airport? YES NO

HOTEL: Need hotel room: **Friday, January 22** YES NO **Saturday, January 23** YES NO

Need ADA compliant room? YES NO Vegetarian meal? YES NO

Roommate request: 1st Choice _____ 2nd Choice _____

PARTICIPANT #3

Last Name First Name (must match ID) Title (if any)

Mailing Address

City, State ZIP

Phone Alternate Phone E-mail

AIR TRAVEL: Need air reservation? YES NO If yes, ROUNDTRIP or ONE WAY ?

Preferred in-bound flight: _____ Preferred out-bound flight: _____
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Building UNITY in CommUNITY**CONFERENCE WORKSHOP & EVENT REGISTRATION FORM**

- **Deadline for registration is January 4, 2010.** Return completed forms to DHHL by mail (P.O. Box 1879, Honolulu, HI 96805) or by fax (808-620-9559).
- Please have each participant from your organization indicate his/her top three choices of workshop for each session (Friday AM and PM Sessions and Saturday AM and PM Sessions) by marking a 1, 2 or 3 next to the workshop title. Space in each workshop is available on a first come, first served basis.
- Please have each participant from your organization indicate whether he or she will attend the other events (reception and meals) by placing a check mark next to the event.
- Participants may be photographed during the conference. DHHL reserves the right to use photographs on its website and in publications.

Homestead Association _____

PARTICIPANT #1

Last Name

First Name

FRIDAY, JANUARY 22 - AM SESSION

- _____ YOUR COMMUNITY AT THE CAPITOL
 _____ Organizational Assessments
 _____ Introduction to CED
 _____ Budgeting
 _____ Proposal Writing (Part 1 of 2)
 _____ Project Venture Assessment
 _____ Board Governance

FRIDAY, JANUARY 22 - PM SESSION

- _____ Organizational Assessments
 _____ Introduction to CED
 _____ Budgeting
 _____ Proposal Writing (Part 2 of 2)
 _____ Project Venture Assessment
 _____ Strategic Planning

FRIDAY, JANUARY 22 - EVENTS

- _____ Lunch at hotel
 _____ Welcome reception at hotel

SATURDAY, JANUARY 23 - AM SESSION

- _____ Legal Structures for CBED Ventures
 _____ Community Involvement/Organizing
 _____ Strategies for CBED & Asset Building
 _____ Board Governance
 _____ Project Venture Assessment

SATURDAY, JANUARY 23 - PM SESSION

- _____ Legal Structures for CBED Ventures
 _____ Community Involvement / Organization
 _____ DHHL Grants
 _____ Strategies for CBED & Asset Building
 _____ Starting Smart
 _____ DHHL Agricultural Program
 (open to agricultural and pastoral lessees only)

SATURDAY, JANUARY 23 - EVENTS

- _____ Breakfast _____ Lunch
 _____ Dinner

SUNDAY, JANUARY 24 - EVENTS

- _____ Breakfast

PARTICIPANT #2

Last Name

First Name

FRIDAY, JANUARY 22 - AM SESSION

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- Proposal Writing (Part 1 of 2)
- Project Venture Assessment
- Board Governance

FRIDAY, JANUARY 22 - PM SESSION

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- Proposal Writing (Part 2 of 2)
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SATURDAY, JANUARY 23 - EVENTS

- Breakfast Lunch
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SUNDAY, JANUARY 24 - EVENTS

- Breakfast

PARTICIPANT #3

Last Name

First Name

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- Budgeting
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- Project Venture Assessment
- Board Governance

FRIDAY, JANUARY 22 - PM SESSION

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- Introduction to CED
- Budgeting
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- Strategic Planning

FRIDAY, JANUARY 22 - EVENTS

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SUNDAY, JANUARY 24 - EVENTS

- Breakfast