

PacFAA Meeting Minutes

December 5, 2017

3:30p.m. – 5:00 p.m.

University of Hawaii Manoa

Bachman Room 113

On October 22, 2017, email motion and vote.

- a. MOTION: Sherrie Padilla motion to adopt new Policies and Procedures.
- b. SECOND: Shawn Domingo.
- c. MOTION: Passed.

1. Call to Order

- a. The meeting was called to order by Sherrie Padilla, President, at 3:42 p.m. at University of Hawaii Manoa, Honolulu, HI.
- b. Members Present
 - i. Sherrie Padilla - President
 - ii. Jannine Oyama - President Elect
 - iii. Shawn Domingo - Past President
 - iv. Kim Harada - Treasurer, present via conference call
 - v. Kilohana Miller - Treasurer Elect
 - vi. Nani Munekata - Secretary
 - vii. Dayna Isa - Representative at Large
 - viii. Jeff Anderson - Representative at Large
 - ix. Eli Jennings - Vice President, entered 3:47pm
- c. Guests
 - i. Kahea Naeole - UH Maui College
 - ii. Carna Brown - KauaiCC
 - iii. Troy Takahashi - UH Manoa Banner Central

2. Approval of Minutes from 9/15/2017

- a. MOTION: Shawn Domingo motion to approve meeting minutes.
- b. SECOND: Kilohana Miller.
- c. MOTION: Passed.

3. Treasurer's Report

- a. Budget Planning
 - i. 1718 Budgets have been created by the Budget Committee
 1. 1718 Admin=\$6,760
 2. 1718 Training=\$6,900
 3. 1718 Conference=\$18,150
 4. 1718 Outreach=\$7100

- ii. Went over Budget vs. Actual shared google sheet
 - 1. Approved budget versus what has been spent. Google sheet keeps up to date by either Treasurer or Treasurer-Elect (both have edit access, all other members have view-access only).
 - 2. Treasurer will still communicate checking/savings balances but committees should refer to Budget vs. Actual spreadsheet for individual committee budgets going forward.
 - b. Approval of 1718 Budgets
 - i. MOTION: Jannine Oyama motion to approve 1718 budget.
 - ii. SECOND: Dayna Isa.
 - iii. MOTION: Passed.
 - c. 1819 Budget Proposals
 - i. Committee Chairs based on new/current policies and procedures, will be responsible for generating 1819 budget by February 1, 2018 (submitted to Budget Committee)
- 4. Policies and Procedures Update
 - a. P&P in place via email vote on October 22, 2017.
- 5. Committee Assignments
 - a. Transition old Committee Chairs to new Committee Chairs based on committee assignments in P&P.
 - b. Transition meeting recommended to pass on duties between “old” and “new” Committee Chairs.
- 6. Communications
 - a. Forum
 - i. Troy as an Administrator, cannot force a member to participate. We will have to do a callout for people that would like to opt-in. If a member opts-in, you can choose to receive alerts as posts are made or you can choose to get a weekly update on posts.
 - ii. The hope is for PacFAA members to have a space to talk about regulations, best practices, issues, etc.
 - iii. For now, all PacFAA Board to subscribe to forum to play around with/test for roll-out to the membership during conference.
- 7. FAN’s
 - a. Big Island FAN’s done
 - b. A few high schools have been using the recorded presentation for 1819 FAN’s. Send out to PacFAA membership via Listserv.
 - c. Move from printing the FAN presentation to making it more of a Q&A booklet.
 - d. Eli to assist in coordinating Oahu FAN’s since Shawn no longer on-island.
- 8. Fall Training Recap

- a. Need to coordinate better.
- 9. Conference
 - a. Registration Fee
 - i. Exploring the options of different conference registrations fees for Spring conference.
 - 1. Separate registration for WASFAA Customer Service Disney “Be Our Guest” training
 - 2. Jannine and Kilohana to workout pricing structure on different conference registration fees
 - 3. UHCC's Hawai'i Student Success Institute also scheduled for March 28th; possible issue for attendance. Should not be since mostly faculty attend.
 - 4. Have registration up by January.
 - b. WASFAA Training
 - i. Rather than trying to find a time for Fall Training, WASFAA is willing to offer Customer Service Disney “Be Our Guest” training at PacFAA Conference without an additional charge to members, but we have to pay for travel arrangements for one of the two WASFAA trainers that will come out.
 - ii. Offer to membership a way to get WASFAA membership via conference registration.
 - c. Vendors
 - i. To get more vendors, allow vendors to have 10 minutes to speak in a general session about their product.
- 10. New Business
 - a. Partner with ECMC on Persist or Realizing the College Dream (targeting TRIO groups) training to be on March 9, 2018.
- 11. Review tasks assigned
 - a. Jannine
 - i. Work on contacting new vendors for next years conference; promoting the 10 minute general session spiel thing.
 - b. Sherrie
 - i. Contact Billie Joe (NASFAA Chair) if NASFAA to pay for lodging expenses for PacFAA Conference.
 - ii. Call out for 1819 budget to committee chairs (due February 1st to Budgeting Committee).
 - iii. Send out signed Ala Moana conference contract to Reyna.
 - iv. Set date for next PacFAA meeting (in conjunction with next system meeting in February).

- c. Kilohana
 - i. Let Sherrie know contact for NHEA President so she can reach out regarding PacFAA involvement at `Aha events on outer islands?
 - ii. Kim to check Paypal account for membership dues
 - iii. Work with Jannine on pricing structure for Conference Registration Fees
- d. Shawn
 - i. Email to HS Counselors regarding new FAN format for 1819 (presenting to Juniors in Spring regarding 1920 FAFSA FAN, and once they are Seniors in Fall we do FAFSA completion nights)
 - ii. Reach out to Liz and Lisa to clarify if they want 1819 FAFSA completion nights for current seniors or 1920 FAN's for current juniors.
 - iii. Call out for feedback on what info to be included in brochure/Q&A worksheet/booklet. Create forum topic on PacFAA website; requesting feedback from the board by July.
- e. All PacFAA Board Members: Sign up for PacFAA Forum online via PacFAA.org
- f. Current Committee Chairs responsible for submitting proposed 1819 budget to Budgeting Committee for approval by February 1st.

12. Next Meeting

- a. Sherrie to send out next meeting date; to be in conjunction with next UH System meeting in February.

13. Adjourn

- a. MOTION: Shawn Domingo motion to adjourn.
- b. SECOND: Kilohana Miller.
- c. MOTION: Passed.
- d. Meeting adjourned at 5:00 pm.