

PacFAA Meeting Minutes

October 7th, 2016

3:29 p.m. – 4:45 p.m.

Web Conference

1. Call to Order
 - a. The meeting called to order by Shawn Domingo, President, at 3:29 p.m., via Web Conference.
 - b. Members Present:
 1. Shawn Domingo – President
 2. Sherrie Padilla – President Elect
 3. Dayna Isa – Past President (called in at 3:54 p.m.)
 4. Troy Takahashi – Secretary
 5. Kim Harada – Treasurer Elect (left at 4:41 p.m.)
 6. Jeff Anderson – Rep at Large (called in at 4:06 p.m.)
 7. Peteru Lam Yuen – Rep at Large (called in at 3:45 p.m.)
 8. Frank Green – FAN/College Goal 808 Committee Chair (left at 4:26 p.m.)
2. Approval of Meeting Minutes:
 - a. Minutes from 07/29/16
 1. MOTION: Sherrie Padilla motioned to approve meeting minutes from 07/29/16.
 2. SECOND: Kim Harada.
 3. MOTION: Passed.
3. Treasurer's Report
 - a. Kim emailed the Treasurer's Report and Profit & Loss Budget vs. Actual to the group prior to the meeting. The documents are current with the amount of donations received as well as current balances. Shawn stated we are still waiting for funds from GearUP for the High School Counselor workshop.
 - b. Frank requesting that the Treasurer's Report includes the CD amount and maturity date. The reason is so we know when they mature and have them spaced out throughout the year in case we need the money. One of the CD's should be maturing in a week; it appears we have enough in our Checking/Savings to move \$5,000 to the maturing CD. Shawn and Dayna to follow up on when the CD matures and increasing the CD by an additional \$5,000.
 - c. Frank to review the Profit & Loss Budget vs. Actual spreadsheet and send his notes to Kim. Under the College Goal 808 section we are budgeting \$1,000 for Postage and Delivery. Amount will be allocated to other categories within the College Goal 808 section.

[Peteru Lam Yuen called in at 3:45 p.m.]
4. Fall Training Recap
 - a. Of those on the call who went to Fall Training, Sherrie and Shawn. Sherrie stated that the Fall Training went well. Set back was Bruce changing his webinar time, but that was out of PacFAA's control. Amount of food ordered for breakfast ran short.

[Dayna Isa called in at 3:54 p.m.]
5. Web Site – Renewal, Functions, Content
 - a. Functions and Content. New content on the website include the update to the home page (Big Island Financial Aid Night flier added), new tabs (Volunteer Opportunities and Campus News), and update to the Workshops & Training content.
 - b. PayPal Express Checkout. Troy went over the functionality of using PayPal Express Checkout. If we were to use this option, PayPal takes a nominal fee (2.2% + \$0.30 per transaction) for Non-Profit Organizations. Troy to work with Kim to setup PayPal Express Checkout. Once the PayPal account is set-up, Troy to add the feature to the PacFAA website.
 1. MOTION: Sherrie Padilla motioned to approve going forward with PayPal Express Checkout.
 2. SECOND: Kim Harada.
 3. MOTION: Passed.

- c. Assigning Content. PacFAA Board to review the various tab on the website and let Shawn know which content peaks your interest.
 - d. Renewal. Troy briefly explained that we still use PairNIC to keep our domain name (pacfaa.org). Wild Apricot does not have a service to provide a custom domain name. If we did not renew our domain name with PairNIC the domain name would no longer be ours and anyone could purchase the domain name. We would then be stuck with using Wild Apricot's free domain name (pacfaa.wildapricot.org), which is something the group was against when transitioning from PairNIC to Wild Apricot.
 - 1. MOTION: Sherrie Padilla motioned to renew domain name.
 - 2. SECOND: Kim Harada.
 - 3. MOTION: Passed.
6. Financial Aid Nights (FAN) Updates
- a. Sherrie had Financial Aid Nights at Kealakehe on Wednesday night and Waimea on Thursday night. There were a total of 142 people who attended at Kealakehe. Huge success!
 - b. Dayna reported that they held a FAFSA completion on September 30 and had 120 people come in to complete their FAFSA for 2017-2018.
- [Jeff Anderson called in at 4:06 p.m.]
7. WASFAA Training – Site, Cost, Food
- a. WASFAA Training date is November 04, 2016 at University of Hawaii – West Oahu. Discussion held about changing the location to Honolulu Community College. Shawn to check with Jannine if that would be a possibility. The training will last 8 hours (7 hours of training + 1 hour lunch break). WASFAA to include NASFAA credential certification for Professional Judgment.
 - b. Cost of the training will be \$105 for non-WASFAA members and \$55 for WASFAA members. The cost for non-WASFAA members will be the cost of the training plus membership to WASFAA. Registration information will be posted on the PacFAA website. Actual registration will be done through the WASFAA website. Anticipating a maximum amount of 20 registrants.
 - c. Discussion held on what to do about food for training. Suggestions on whether to cater food or have the participants eat lunch on their own. Suggestion of having at least a Continental Breakfast in the morning and have the participants eat lunch on their own. Shawn to check with Jannine if their cafeteria may provide Continental Breakfast.
 - 1. MOTION: Troy Takahashi motioned for PacFAA to provide Continental Breakfast; lunch for participant is on their own.
 - 2. SECOND: Kim Harada.
 - 3. MOTION: Passed.
- [Frank Green left at 4:26 p.m.]
8. NASFAA Credentials – Training Structure, Pricing
- a. Discussion regarding when and how to do training for NASFAA credentials for the PacFAA membership. We have one year from September 23, 2016 to do the training. One (1) was completed at the PacFAA Fall Training and six (6) will be completed at the PacFAA Spring Conference. This leaves us with nine (9) more we can provide the membership. Suggestion to offer one a month (except in March) starting with October. Trainings would be done via webinar. Currently Shawn is the only person credentialed, so he would need to do the training or he can ask someone within WASFAA who is credentialed in the topic. Order of topics based on NASFAA lay out.
- [Kim Harada left at 4:41 p.m.]
9. Spring Conference
- a. Shawn stated we will need to ask campuses for the use of projectors/laptops. Will discuss further at a future meeting.
 - b. Ala Mona Hotel – March 12 – 14, 2017.
 - 1. Contract to be sent to Reyna.
 - c. Session Topics.
 - 1. Currently have 6 NASFAA credential topics.
 - d. Conference Chairs – Reyna, Jeff, Sherrie

10. FAFSA Completion Outreach

- a. Advertising on the website, Email blasts

11. New Business

- a. NASFAA came out with a training program that asks each region to send 3 members. This group will try to align the state, regional, and national groups. WASFAA already has the 3 members to participate.

12. Adjourn

- a. MOTION: Jeff Anderson motioned to adjourn the meeting.
- b. SECOND: Peteru Lam Yuen.
- c. MOTION: Passed.
- d. Meeting adjourned at 4:45 p.m.

Email 10/12/2016 to 10/13/2016

1. Shawn Domingo emailed the PacFAA Executive Board on Wednesday, October 12, 2016 at 10:09 a.m. about the discussion to move \$5,000.00 from the Savings Account to the Certificate of Deposit (CD) which is maturing. There is currently a CD in the process of renewing now.
 - a. MOTION: Kilohana Miller motions to move \$5,000.00 over from the PacFAA Savings Account over to the next CD that matures.
 - b. SECOND: Troy Takahashi.
 - c. MOTION: Passed (Thursday, October 14, 2016 at 1:09 p.m.).