

PacFAA Meeting Minutes
November 21st, 2016
9:00 a.m. – 4:00 p.m.
Windward Community College
45-720 Kea'ahala Road
Kāne'ōhe, HI 96744
Hale Ākoakoa 107/109

1. Call to Order
 - a. The meeting called to order by Shawn Domingo, President, at 10:06 a.m., at Windward Community College, Kāne'ōhe, HI.
 - b. Members Present:
 1. Shawn Domingo – President
 2. Sherrie Padilla – President Elect
 3. Dayna Isa – Past President
 4. Kilohana Miller - Treasurer
 5. Troy Takahashi – Secretary
 6. Jeff Anderson – Representative-At-Large
 7. Frank Green – FAN/College Goal 808 Committee Chair (left at 11:30 a.m.)
2. Approval of Meeting Minutes:
 - a. Minutes from 10/07/16
 1. MOTION: Kilohana Miller motioned to approve meeting minutes from 10/07/16.
 2. SECOND: Dayna Isa.
 3. MOTION: Passed.
3. Treasurer's Report
 - a. Kim Harada emailed the Treasurer's Report and Profit & Loss Budget vs. Actual to the group prior to the meeting. The Treasurer's Report now includes the CD Maturity Dates. The \$5,000 which was approved (approved on 10/13/2016) to be moved from the Savings Account will move to the CD which is maturing on December 11, 2016.
 - b. FrankGreen requested that the amounts of each of the CD also be included on the Treasurer's Report.
 - c. The changes to the Profit & Loss Budget vs. Actual was made based on information from Frank Green. Frank Green will review the updated worksheet and inform Kilohana Miller/Kim Harada of any additional changes.
4. WASFAA Training
 - a. WASFAA training was held at Honolulu Community College on November 04, 2016 at Honolulu Community College. There were a total of 17 registrants. Shawn Domingo reported that the training went well, and they were able to streamline the content to 5 hours instead of 7 hours. He will be reporting back to WASFAA about how they streamlined the content.
5. Web Site – Renewal, Functions, Content
 - a. Shawn Domingo renewed the domain name. Since GEAR UP's grant will be expiring in a year and a half, Shawn's vision is for PacFAA's website to be a one-stop shop for information. The functions and content are being redesigned for better utilization.
[Frank Green left at 11:30 a.m.]
6. Bylaws – Revise, Restructure
 - a. Shawn Domingo is tracking the proposed changes to the Bylaws which must be put forth for a vote by the membership. In summary, Shawn Domingo created a committee to develop the Policy and Procedure. The Policy and Procedure will go hand-in-hand with the Bylaws so specific details could be removed from the Bylaws and instead have them in the Policy and Procedure.
7. Spring Conference
 - a. Shawn Domingo will send a list of speakers to Jeff Anderson of who is confirmed and who is still pending . JeffAnderson is working on putting together the program.

8. New Business
 - a. Shawn Domingo created a Policy & Procedure committee. The committee will meet on December 13, 2016 to start putting together the Policy & Procedure.
 - b. The next PacFAA Executive Council Meeting is tentatively scheduled for February 06, 2016.
9. Adjourn

PacFAA Emails
November 28, 2016

1. Sherrie Padilla put the costs together for the NASFAA Leadership and Legislative Conference to be held in Washington DC, February 27 to March 1, 2017. The estimated costs to attend the conference:

Conference Registration	\$ 650
Airfare	\$1500
Parking	\$ 45
Lodging Costs	\$ 810
Meals	\$ 150
Total	\$3155

- a. MOTION: Dayna Isa motioned to approve the travel costs for Sherrie Padilla to attend the NASFA Leadership Conference
- b. SECOND: Troy Takahashi
- c. MOTION: Passed.

January 09 - 12, 2017

1. 2017 Spring Conference Registration fees. This topic was discussed during the September 01, 2016 PacFAA Teleconference, but a motion or vote was not taken. The discussion is to increase the conference registration fees by \$25 to pay for the NASFAA credentials.

2016 Spring Conference Registration:

Early Bird:

PacFAA Members: \$235

Non PacFAA Members: \$305

Regular:

PacFAA Members: \$285

Non PacFAA Members: \$355

- a. MOTION: Sherrie Padilla motions that the registration fees for the 2017 PacFAA conference be as follows (Early Bird: PacFAA Members \$235, Non PacFAA Members \$305; Regular: PacFAA Members \$285; Non PacFAA Members \$355).
- b. SECOND: Kilohana Miller
- c. MONTION: Passed.