

PacFAA Meeting Minutes
February 15th, 2018
3:30p.m. – 5:00p.m.
Kapiolani Community College
4303 Diamond Head Rd.
Honolulu, HI 96816
Room 'Ilima 202B

1. Call to Order
 - a. The meeting called to order by Sherrie Padilla, President, at 3:36 p.m., at Kapiolani Community College, Honolulu, HI.
 - b. Sherrie Padilla asked Troy Takahashi to take the meeting minutes as Nani Munekata, Secretary, was not present.
 - c. Members Present:
 - i. Sherrie Padilla – President
 - ii. Jannine Oyama – President Elect
 - iii. Shawn Domingo – Past President
 - iv. Eli Jennings – Vice President
 - v. Kilohana Miller – Treasurer-Elect
 - vi. Jeff Anderson – Representative-At-Large
 - vii. Dayna Isa – Representative-At-Large
 - d. Members Not Present:
 - i. Kim Harada – Treasurer
 - ii. Nani Munekata – Secretary
 - iii. Raquel Fulton – Representative-At-Large
 - e. Committee Chair:
 - i. Reyna Iwamoto – Conference Chair
 - f. Guest:
 - i. Troy Takahashi
2. Approval of Meeting Minutes from 12/05/2017.
 - a. Nani Munekata emailed the minutes to the PacFAA Executive Council on February 08, 2018. No corrections or discussions were raised.
 - b. MOTION: Shawn Domingo motioned to approve meeting minutes from 12/05/2017.
 - c. SECOND: Jannine Oyama.
 - d. MOTION: Passed.
3. Treasurer's Report
 - a. Kim Harada emailed Treasurer's Report 02-15-18 to the PacFAA Executive Council on February 13, 2018. No questions or discussions were raised. Kilohana Miller mentioned everyone has access to the budget documents via Google Documents.
4. 18-19 Budget Development
 - a. Kilohana Miller went over the budget requests. Per the Policy and Procedures, Sherrie Padilla put a call out for the budget requests to the respected committee chairs on February 01, 2018. Budget committee reviewed request, and now bringing the request to the Executive Council.
 - i. Outreach Budget Request Form
 - Shawn Domingo removed the Moloka'i and Lana'i 'Aha cost. This wasn't done during the 1718 year, and there were no complaints.
 - MOTION: Eli Jennings motioned to approve Outreach Budget for 1819 expenditures.
 - SECOND: Shawn Domingo.
 - MOTION: Passed.
 - ii. Conference Budget Request Form
 - Sherrie Padilla reduced the amount for Mahalo Dinner and gifts.
 - MOTION: Eli Jennings motioned to approve Conference Budget for 1819 expenditures.
 - SECOND: Shawn Domingo.
 - MOTION: Passed.

iii. Training Budget Request Form

- Jeff Anderson requested to add food as part of Kauai Community College training budget. However, in the past Kauai Community College paid for their food costs. Jeff will check with his campus and if they are not going to pay for the food cost, Jeff will submit a request to increase the Training Budget to include food cost for Kauai Community College.
 - MOTION: Eli Jennings motioned to approve Training Budget for 1819 expenditures.
 - SECOND: Shawn Domingo.
 - MOTION: Passed.

iv. Administrative Budget Request Form

- Shawn Domingo mentioned the PacFAA website pricing plan is increasing. The price change is effective February 05, 2019. Per discussion, it was agreed that the next PacFAA Executive Council can request for an increase if needed as the budgeted amount covers majority of the 1819 year. Kilohana Miller made a slight increase to airfare and parking, and added per diem as part of the budget.
 - MOTION: Eli Jennings motioned to approve Administrative Budget for 1819 expenditures.
 - SECOND: Shawn Domingo.
 - MOTION: Passed.

- b. 1819 Executive Council will use the budget created for the respective committees. If an increase is needed, the committee chair will need to request for an increase from the 1819 Executive Council.

5. Communications

- a. Sherrie Padilla asked what everyone thought about the forum. Jannine Oyama indicated it was good and she believes not all members will post, but majority will read what is being posted. Eli Jennings mentioned it is a good way to ask a question and is a motivator to get people involved. Shawn Domingo mentioned a need for a disclosure statement. Sherrie Padilla will inform the PacFAA membership about the forum at the PacFAA Conference.
- b. Eli Jennings asked if we are able to record presentations at the PacFAA Conference. Eli would provide equipment and host the video on YouTube since Troy Takahashi mentioned the maximum file upload size on Wild Apricot is 100MB. Sherrie Padilla mentioned we would need to seek approval from the presenter and post the video well after conference if this is something we were going to do. Kilohana Miller opposed this as this could get out of hand quickly, and campuses could end up sending one person to the conference if the presentation is readily available. Jannine Oyama also opposed this since handouts are available for all sessions. Furthermore, the group discussed the best presentation to record would be one presented by the U.S. Department of Education. However, we would not be allowed to record their session.

6. FAN's

- a. Shawn Domingo is working on the electronic booklet for aid year 1920, and will provide the copy to Troy Takahashi to upload on the website once completed. Shawn completed the pamphlet which is one-page, two-sided, tri-fold to be distributed during FAN's. Shawn will provide a final copy to the Executive Council before going to print.
- b. Shawn Domingo notified the High School Counselors to let PacFAA know if they will want a presentation in April/May for their Juniors and then in Fall for their Seniors. Shawn will handle coordination for the neighbor islands and Eli Jennings will handle Oahu schools.
- c. High School counselors may also use the voice over presentation on the PacFAA website. The presentation is not aid year specific.

7. Conference Update

- a. Troy Takahashi provided the current registration numbers: 74 total registrants. Full conference: 61, Disney "Be Our Guest" Customer Service Training Only: 6, and out-of-state presenters: 7. Troy will provide a head count to Reyna Iwamoto on February 23, 2018.

- b. Reyna sent an email to Ala Moana regarding the room dashboard. Depending on how many rooms we are able to book via PacFAA link, we may receive a free room. Kilohana Miller mentioned that the Kona Rooms were already sold out.
 - c. Sherrie Padilla asked for status updates on the following:
 - i. Vendors: Jannine Oyama sent out the vendor requests. She is still waiting to hear back from two vendors. Jannine will contact current sponsors to see if they would like to speak at the conference.
 - ii. Presentation Materials: Jeff Anderson will contact the presenters and ask to submit their presentation via pdf handout format by March 16, 2018.
 - iii. Bios and Moderators: Jeff Anderson has all the bios except for Adam Shanedling. All presentations have moderators.
 - iv. Mahalo Dinner: Sherrie Padilla is requesting everyone to email her with suggestions on where to host the Mahalo Dinner.
 - d. Sherrie Padilla asked for volunteers for the following:
 - i. Mahalo gifts and leis: Jannine Oyama volunteered to do the Mahalo gifts and ordering of the leis. Eli Jennings volunteered to pick-up the leis. Once the 1819 PacFAA Executive Council is announced, Jannine will know how much leis to order.
 - ii. Check-In and Name tags: Dayna Isa volunteered to do the name tags. Troy Takahashi will provide the information to Dayna. Both Dayna and Troy will do check-in.
8. New Business
- a. Kilohana Miller to create a PacFAA Team Drive and place all of the Google Documents in the drive.
 - b. Shawn Domingo mentioned that elections went out. Indicated that we stress to the membership at PacFAA Conference about getting involved with PacFAA. Slight snafu with the settings. Jeff Anderson mentioned he received the reminder to vote email and when clicking on the link, he was able to submit his ballot even though he already voted. Shawn updated the settings and went through the ballots to remove any duplicates. He received 34 ballots (unduplicated) out of 96 members. Once the ballot closes, Jannine Oyama and Shawn will review per Policy and Procedures and announce the winners.
9. Review task assigned
- a. Sherrie Padilla: Work on a slide with PacFAA's accomplishments and places to host the Mahalo Dinner.
 - b. Jannine Oyama: Reach out to our sponsors to see if they want to speak during the PacFAA Conference. Work on Mahalo gifts and leis.
 - c. Shawn Domingo: Finalize electronic booklet for FAN's. Finalize election results with Jannine Oyama once election is closed.
 - d. Eli Jennings: Coordinate with Jannine Oyama for lei pick up.
 - e. Kilohana Miller: Put together PacFAA Team Drive.
 - f. Jeff Anderson: Contact the presenters and request for a copy of their presentation via pdf handouts and send to Troy Takahashi.
 - g. Dayna Isa: Work on name tags for PacFAA Conference.
 - h. Troy Takahashi: Provide conference registrants to Reyna Iwamoto by February 23, 2018. Update the PacFAA website with conference documents as it is received. Provide list of conference registrants to Dayna Isa for name tags.
10. New Meeting
- a. Sherrie Padilla to call a Transition Meeting with the 1718 & 1819 PacFAA Executive Council. Will know everyone's availability after elections. Meeting to be held in April 2018.
11. Adjourn
- a. MOTION: Kilohana Miller motioned to adjourn.
 - b. SECOND: Shawn Domingo.
 - c. MOTION: Passed.
 - d. Meeting adjourned at 5:00 p.m.