

**PacFAA Meeting Minutes**  
May 14, 2018  
1:00p.m. – 4:00 p.m.  
Honolulu Community College  
Building 5 Conference Room

1. Call to Order

- a. The meeting was called to order by Sherrie Padilla, President, at 1:14pm at Honolulu Community College, Honolulu, HI.
- b. Members Present:
  - i. Sherrie Padilla - President
  - ii. Jannine Oyama - President Elect
  - iii. Shawn Domingo - Past President
  - iv. Kim Harada - Treasurer
  - v. Kilohana Miller - Treasurer Elect
  - vi. Nani Munekata - Secretary
- c. Members Not Present:
  - i. Eli Jennings - Vice President
  - ii. Dayna Isa - Representative-At-Large
  - iii. Jeff Anderson - Representative-At-Large
  - iv. Raquel Fulton- Representative-At-Large
  - v. Frank Green - FAN Committee Co-Chair
  - vi. Reyna Iwamoto - Conference Chair
- d. Guests:
  - i. Sean Ho - UH Manoa
  - ii. Heather Florendo - Honolulu Community College
  - iii. Troy Takahashi - Banner Central

2. Approval of Meeting Minutes from 02/15/2018.

- a. Troy Takahashi emailed the meeting minutes on 02/20/2018 and Nani Munekata re-sent to the Executive Council on 05/09/2018. No corrections or discussion needed.
- b. MOTION: Jannine Oyama motion to approve meeting minutes.
- c. SECOND: Shawn Domingo.
- d. MOTION: Passed.

3. Treasurer's Report

- a. Kim Harada emailed the Treasurer's Report 05-14-18 to the Executive Council on 05/09/2018.
- b. Sherrie asked why we have \$10,000 more than previous balance; Kim mentioned it was due to a Gear Up deposit and conference registration fees. We ended up making some money from the conference which will be discussed more during conference wrap-up agenda item.
- c. The issue of signing authority was brought up but will be discussed later. Dayna Isa needs to be removed and Jannine Oyama would like to recommend Jennifer Bradley to be added.
  - i. MOTION: Kilohana Miller motion to remove Dayna Isa from signing authority and add Jennifer Bradley as signing authority.
  - ii. SECOND: Kim Harada.
  - iii. MOTION: Passed.

4. Conference Wrap-up

- a. Budget vs. Actual
  - i. Overall, we saved on Mahalo Dinner this year (allotted \$1,000 only spent \$450).

- ii. We ended up at least breaking even or making a little profit on conference, even after paying WASFAA membership dues for registrants that requested and followed through with that option.
      - iii. This year, we had more registrants than we had in the past three years of conference. Possibly can attribute that to the Disney's "Be Our Guest" training that was offered, as some people only registered for that specific training session.
      - iv. 97 total registered for conference (9 of them "Be Our Guest" only).
    - b. Income vs. Expenses
      - i. Went over PacFAA Budget line by line; everyone has access to budget breakdowns via Google Drive.
    - c. WASFAA Membership
      - i. Ended up paying about 50 2018-19 WASFAA memberships (\$2,900 total spent).
5. 18-19 Reps at Large
- a. Jannine Oyama recommends the following for 2018-19 Representatives-At-Large:
    - i. Kalei Ruiz - Academic Advisor at LeewardCC
    - ii. Heather Florendo - Financial Aid Director at HonoluluCC
    - iii. Sean Ho - Financial Aid Counselor at UH Manoa
      - 1. MOTION: Kilohana Miller motion to approve 18-19 reps at large.
      - 2. SECOND: Kim Harada.
      - 3. MOTION: Passed.
  - b. Chairs: Frank said he would continue to work with P20 for Financial Aid Nights and High School Counselor Training. Whenever dates for that is solidified, Jannine will ask Windward Community College to host this event again.
6. Website Training
- a. Secretary, Vice President, Treasurer all has duties that involve updating the website.
  - b. Everyone has access to updating the website.
  - c. Click on 'Admin View' to login and make edits.
  - d. Troy Takahashi went over how we can send emails, update/manage the website, add events, etc.
  - e. It is expected that those who need to utilize these tools of the website, that they be able to do so on their own. We will discuss the idea of having a "Webmaster" at a later time.
7. Financial Aid Nights
- a. Eli will be the chair for FAN's , but Jannine will create a sub-committee for O'ahu Island. Eventually sub-committee will be open to all islands. This is to address the constant issue with getting volunteers/presenters for O`ahu Island. The idea Jannine has is to break up O`ahu by region, so the high schools can contact the Financial Aid Offices in their region directly to coordinate their FAN's/FAFSA Completion events. The sub-committee would then update Eli so that he can update the website with the scheduled event dates. Hopefully this way we would have more volunteers to help with these events. With this new format, we also hope for better coordination and more presenters.
  - b. We went over the new financial aid brochure for 19-20 FAN's (<http://pacfaa.org/resources/Documents/Financial%20Aid%20Night%20Brochure.pdf>).
  - c. Shawn will still put together 19-20 FAN booklet and make corrections to financial aid brochure as needed. The plan is to continue to print the FAN booklets for Bank of Hawaii presentations only. This information will also be uploaded to the PacFAA website for High School Counselors to print for their own events, as needed.

- d. 2017-18 FAN Overview: Maui - 8 events, Oahu - 63 events, Kauai - 3 events, Hilo - 6 events, Palau - 2 events = 82 total FAN's and 13 total presenters.
- e. It was discussed the need for accurate data (i.e. the number of the schools we serviced through PacFAA for FAN's and the amount of volunteers we had).

#### 8. 18-19 Plans

- a. Eli will still be in charge of the training committee.
- b. Jannine and people in the UH System Financial Aid Office will assist her with the next conference.
- c. Planning to have 18-19 conference at Disney Aulani Resort (and include their training as a general conference session).
- d. The idea of adding a position of "webmaster"; will discuss at our next meeting.
- e. Shawn brought up the idea of adding a Diversity Chair/Committee (ethnicity, gender, sexual orientation, socioeconomic); state/regional/national initiative. NASFAA will be providing a toolkit that will go out to state and regional organizations for use. Incorporating into conference/training. Look into any resources/people that can assist with coordinating a conference session on diversity. Training is important at this point in time.
- f. WASFAA Conference coming to Hawaii in 2020; possibly at the Hilton. When WASFAA Conference previously came to Hawaii, we added on a day before/after for PacFAA membership. Somebody on Oahu needs to be a part of the WASFAA Conference committee.
- g. WASFAA Fall Training topic: "Getting to Yes: The Art of Negotiation".
- h. Google Drive access updated to all 2018-19 PacFAA Executive Council members.
- i. New committees/members already updated on the PacFAA website.

#### 9. Next Meeting

- a. Tentatively scheduled September 27-28, 2018, in coordination with the next UH System Financial Aid Meeting.

#### 10. Adjourn

- a. Motion: Sherrie Padilla motion to adjourn.
- b. Second: Kilohana Miller.
- c. Motion: Passed.
- d. Meeting adjourned at 3:38 pm.