

**PacFAA Executive Council**  
**AGENDA**  
September 25, 2018  
3:30 p.m. – 5:00 p.m.  
University of Hawaii at Manoa  
Bachman Hall, Room 113

On September 10-11, 2018, email motion and vote.

- a. MOTION: Kilohana Fujii-Miller motion to revise the Oahu Fall Training and High School Counselors Workshop original budget due to last minute change in location. New proposed budget: Oahu (meals) \$6,300 and Hilo (meals) \$921.08 for a total of \$7,221.08.
- b. SECOND: Kim Harada.
- c. DISCUSSION: Jennifer asked if we already collected our sponsorship commitment on paper and if it is specifically for Fall training only or can it be used for other events? If we do not have paper commitment yet, do we have sufficient funds to cover the proposed budget? Jannine replies with not having paper commitment yet, but confirmed with Kilohana that we should have enough to cover the proposed budget. If sponsorship does not come in as expected, we will have to look at the other budgets to see what we can move around. No other discussion.
- d. MOTION: Passed.

1. Call to Order

- a. The meeting was called to order by Jannine Oyama, President, at 3:48 p.m. at University of Hawaii at Manoa, Honolulu, HI.
- b. Members Present
  - i. Jannine Oyama - President
  - ii. Jennifer Bradley - President Elect
  - iii. Sherrie Padilla - Past President
  - iv. Eli Jennings - Past President
  - v. Kilohana Fujii-Miller - Treasurer
  - vi. Nani Munekata - Secretary
  - vii. Heather Florendo - Representative at Large
  - viii. Sean Ho - Representative at Large
  - ix. Kalei Ruiz - Representative at Large
  - x. Troy Takahashi - Web Page
- c. Members Not Present
  - i. Kim Harada - Treasurer Elect
  - ii. Frank Green – High School Counselor Training

2. Approval of Meeting Minutes from 05/14/2018

- a. MOTION: Kilohana Fujii-Miller motion to approve meeting minutes.
- b. SECOND: Heather Florendo.
- c. MOTION: Passed.

3. Treasurer's Report

- a. Everyone should now have access to the PacFAA Google Team Drive.
- b. Jannine now has signing authority and a checkbook.
- c. The PacFAA laptop used for Quickbooks by the treasurer is no longer working. Options are to either buy a new laptop and download Quickbooks or purchase Quickbooks online for \$250/year and can then have the ability to access software on any computer. Main use of Quickbooks is for tax purposes.
- d. MOTION: Kilohana Fujii-Miller motion to purchase online version of Quickbooks for \$250/year and adding that cost to the Admin budget.
- e. SECOND: Sherrie Padilla.

- f. DISCUSSION: Sherrie thinks it is a good idea to utilize online version of Quickbooks. May want to start looking into PacFAA credit card, since most accounts associated with credit card (PacFAA website, Quickbooks) are currently tied to Kilohana's personal credit card. Kilohana will look into getting a PacFAA credit card.
  - g. MOTION: Passed.
4. Budget
- a. Jannine thanks everyone for approving new, increased budget for Fall Training and HSCW. Cost of Oahu Fall Training ended up being less than what was expected and a refund is in the process of being issued from the vendor.
5. Committee Assignments
- a. The board discussed the idea of creating a webmaster position and what that would entail. Someone needed to manage the PacFAA website.
    - i. MOTION: Sherrie Padilla motion to create a webmaster position on the PacFAA Executive Council.
    - ii. SECOND: Kilohana Fujii-Miler.
    - iii. DISCUSSION: Would this position be treated like all other positions or can it just be an appointed position by the president? Jennifer Bradley will research the Bylaws to see where we can place the appointment of webmaster.
    - iv. MOTION WITHDRAWN until further research is done on how to create this position.
  - b. Conference Committee Update
    - i. No conference chair is assigned yet, but that is because we haven't secured the venue.
    - ii. Possible dates: Currently looking at either March 28-29 or April 4-5. Concern is that Ellucian Conference is on April 7th in New Orleans and don't want to lose people due to time conflicts.
    - iii. Location: Currently looking at the Kroc Center on the leeward side of Oahu for March 28th and Aulani Resort for March 29th. At Aulani Resort, plan might include doing a big verification session and an Aulani customer service training session. Overnight hotel option: Hampton Inn rate \$169/night and Aulani Resort group rate \$299/night. Jannine will let us know once she has confirmation on the location so that further planning can begin.
6. Future Meetings
- a. Next UH System meeting is on December 11th and may be held in Hilo, Hawai'i. If held in Hilo, are council members who do not normally attend the UH System meetings able to fly in? There is a concern with what that would cost. It was proposed that if the UH System meeting is held in Hilo, that the Oahu council members that do not fly in for the meeting can meet in a room and we can do a conference/video call from Hilo. All agreed this would be okay for our next meeting, which will most likely focus on conference preparation.
7. FAN's
- a. Oahu high school counselors were given Eli's contact information to schedule FAN's. However, Jannine is pushing for high schools to contact the specific schools in their district directly to coordinate/assist with FAN's. The high school counselors like being able to know who to contact to plan their FAN's.
  - b. Jannine will send an email out to membership to let them know if they are planning/scheduling any FAN's to let her know so we can update the events calendar on the PacFAA website.
8. Fall/High School Counselor Training - Recap
- a. September 13th - Hilo event. Sherrie said the Hilo workshop went well. They did something new with a student panel, "What I Wish I Would Have Known", which consisted of UH Hilo college seniors talking about things they wish they knew as high school students or what things their high school counselors could have helped them with to better prepare them for college.
  - b. September 14th - Oahu event. Jannine said the cost ended up being a little less than expected and a refund is in the process of being issued. It was expressed that the Pagoda Hotel was not the best or ideal location for the workshop. Eli is already looking at securing a location for next

year's training and workshop so that it can be reserved and save the dates can be sent out well before the event.

- c. Jannine mentions HI-DOE initiative to have 70% FAFSA completion for high school seniors for 2019-20 and 90% FAFSA completion for high school seniors for 2020-21. She talked with someone on HACAC and they are talking about doing College Goal 808 again.
- d. Scholarship `Aha Events - KapiolaniCC is having a FAFSA completion prior to this event and then workshops will be held throughout the event. They are having families register for FAFSA completion prior to the event, so they know how many people to plan for.

9. New Business

- a. PacFAA PO box key currently with Frank Green, do we need the key and/or still need the PO box? Cost is \$150/year and we currently receive bank statements, tax statements, etc, at this PO box. Jannine will look into finding a new PO box and talk more with Frank about it, then loop back with the council.

10. Review tasks assigned

- a. Jennifer Bradley: Research the Bylaws to find out where/how we can go about creating the webmaster position. To be discussed/followed-up in a later email to the council.
- b. Jannine Oyama: Email to membership asking if they plan/schedule a FAN to let her know so we can update the events calendar on the PacFAA website. Look into finding a new PO box; discuss more with Frank. Send out more information regarding next meeting and conference location.

11. Next Meeting

- a. Tentatively December 11th in Hilo, Hawai'i.

12. Adjourn

- a. MOTION: Kilohana Fujii-Miller motion to adjourn.
- b. SECOND: Eli Jennings.
- c. MOTION: Passed.
- d. Meeting adjourned at 4:47pm.