

**PacFAA Meeting Minutes**  
February 26, 2019  
3:30 p.m. – 5:00 p.m.  
Honolulu Community College  
Building 6, Room 101

On February 20-21, 2019, email motion and vote.

- a. MOTION: Eli Jennings motion to approve the slate of 2019-20 PacFAA nominees.
- b. SECOND: Kalei Ruiz.
- c. DISCUSSION: None.
- d. MOTION: Passed.

1. Call to Order

- a. The meeting was called to order by Jannine Oyama, President, at 3:32 p.m. at Honolulu Community College, Honolulu, HI.
- b. Members Present
  - i. Jannine Oyama - President
  - ii. Jennifer Bradley - President Elect
  - iii. Sherrie Padilla - Past President
  - iv. Kilohana Fujii-Miller - Treasurer
  - v. Nani Munekata - Secretary
  - vi. Heather Florendo - Representative at Large
  - vii. Sean Ho - Representative at Large
  - viii. Kalei Ruiz - Representative at Large
  - ix. Troy Takahashi - Web Page
  - x. Kim Harada - Treasurer Elect, present via telephone call
  - xi. Eli Jennings - Vice President, entered at 3:41 p.m.
- c. Members Not Present
  - i. Frank Green – High School Counselor Training

2. Approval of Minutes from 09/25/2018

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

3. Treasurer's Report

- a. Checking balance had a big drop due to PacFAA Conference payments.
- b. Kilohana was able to get a debit card for PacFAA account; cards can only be issued to people who are signees on the account. Also in the process of setting up online banking. Can use [exec@pacfaa.org](mailto:exec@pacfaa.org) (gmail account) for this and other account set-ups. Troy will share password with president and treasurer so that they can have access to the account. Currently, the emails are getting forwarded to Troy's email and he responds accordingly.
- c. Procedure for auditing financial records - should be created.
- d. Wild Apricot is changing their fee policy; will start charging a 20% fee for customers using Paypal (which we do). Wild Apricot's financial/accounting system automatically transfers funds monthly. Only downfall is account would need to be connected to someone's personal information (name, social security number, and driver's license). Paypal account is currently connected to Frank, which should be updated. Kim is okay with her information being on the Wild Apricot account while she is treasurer, with the understanding that it will be changed when the new treasurer comes on board. Do not need to make changes/set-up until February 2020.
- e. MOTION: Sherrie Padilla motion to move from Paypal to Wild Apricot payment system.
- f. SECOND: Kalei Ruiz.

- g. DISCUSSION: How would we cancel our Paypal account? Would have to work with Frank to cancel the PacFAA Paypal account.
  - h. MOTION: Passed.
- 4. 2018-19 Budget
  - a. Conference price was over what was originally budgeted. \$15,000 was budgeted for facilities and meals and actual costs for facilities and meals is expected to be \$17,600 (based on 125 attendees, estimated using last years numbers).
  - b. MOTION: Sherrie Padilla motion to increase the conference budget for facilities and meals from \$15,000 to \$18,000.
  - c. SECOND: Eli Jennings.
  - d. DISCUSSION: None.
  - e. MOTION: Passed.
- 5. 2019-20 Budget
  - a. No major changes to the proposed 2019-20 budgets as compared to 2018-19 budgets.
  - b. Are we expected to still receive all the same donations next year? Still receiving Gear Up? Not sure. We have to put out the requests to Hawai'i Community Foundation, UH Foundation, Kamehameha Schools, Gear Up and Bank of Hawaii for donations.
  - c. We're currently underspent in a lot of our 2018-19 budgets, and if we do not plan on any major changes to events, activities, then proposed 2019-20 budgets should be okay.
  - d. MOTION: Eli Jennings motion to approve the 2019-20 proposed budgets.
  - e. SECOND: Sherrie Padilla.
  - f. DISCUSSION: None.
  - g. MOTION: Passed.
  - h. Kim will create the 2019-20 budgets in the PacFAA team drive.
- 6. FAN's and FAFSA Completion
  - a. Eli mentioned that he had old contacts because the senior high school counselors change each year and he did not have updated contact info. It was suggested he contact Leslie Yogi (with P20) for an updated high school counselor list, so that we can update our information before sending out outreach emails for FANs and FAFSA Completions.
  - b. Eli said about 15-20 events done on the Honolulu side and not sure how many were done across the island of Oahu. Jannine said that we would need the information on how many events we're done and how many presenters we had for 2018-19.
- 7. By-law Change
  - a. Don't think a by-law change is needed to have a Representative-at-large specific to web support.
  - b. Wouldn't want to have Representatives-at-large outnumber Executive Council members but we should ensure that we still have a broader representation of the Pacific Islands and other outer Hawaiian Islands. Important to have the distinction of the web Representative-at-large from the three segmental Representative-at-large.
  - c. MOTION: Kilohana Fujii-Miller motion to add a web Representative-at-large in addition to the three segmental Representative's-at-large.
  - d. SECOND: Eli Jennings.
  - e. DISCUSSION: None.
  - f. MOTION: Passed.
- 8. Nominations & Elections
  - a. On track to send out nominations tomorrow to provide membership at least 30 days for voting.
  - b. Voting will close on March 28th (first day of conference).
  - c. Sherrie will get with the Nominations and Elections committee to check polls before March 29th and new board will be announced by the President at the second day of conference.
- 9. Awards
  - a. It was proposed to recognize Bruce Honer (Federal Trainer) with a lifetime PacFAA membership, plaque and small "mahalo" gift.
  - b. MOTION: Heather Florendo motion to recognize Bruce Honer at conference.

- c. SECOND: Kilohana Fujii-Miller
  - d. DISCUSSION: None.
  - e. MOTION: Passed.
  - f. MOTION: Kilohana Fujii-Miller motion to increase our Admin budget for 2018-19 from \$50 to \$300.
  - g. SECOND: Sherrie Padilla.
  - h. DISCUSSION: None.
  - i. MOTION: Passed.
10. Conference 2019
- a. Have had good and bad responses from membership about having the conference at the Kroc Center.
  - b. We have to get gifts (Jennifer will do) and leis (Heather will do) for the eight conference presenters.
11. New Business
- a. None.
  - b. It was mentioned that the 2020 WASFAA conference may be in Portland or Hawaii, we will find out at the 2019 WASFAA Conference where next conference will be held.
12. Review tasks assigned
- a. Eli - Report to Bank of Hawaii regarding FAN's and FAFSA Completion events for 2018-19. Reach out to Leslie Yogi for an updated high school counselor contact list. Collect data on how many FAN's/FAFSA Completions were done for 2018-19 (including how many presenters).
  - b. Jennifer - Gifts for conference presenters.
  - c. Heather - Leis for conference presenters.
  - d. Kilohana - More research on Wild Apricot payment/financial system.
13. Next Meeting
- a. Tentatively scheduled for May 2019.
14. Adjourn
- a. MOTION: Kilohana Fujii-Miller motion to adjourn.
  - b. SECOND: Ei Jennings.
  - c. MOTION: Passed.
  - d. Meeting adjourned at 4:52 p.m.