On August 2, 2019, received email resignation from Jennifer Bradley, President.

On August 5, 2019, email motion and vote.

a. MOTION: Johanna E. Falenofoa motion to approve Jannine Oyama as President for 2019-20 & Sherrie Padilla as Past-President for 2019-20.

b. SECOND: Jodie Kuba.

c. DISCUSSION: None.

d. MOTION: Passed.

On August 6, 2019, email motion and vote.

a. MOTION: Jeffrey Anderson motion to approve Troy Takahashi as Rep-at-large for web contact.
b. SECOND: Sherrie Padilla
c. DISCUSSION: None
d. MOTION: Passed

On August 7, 2019, email motion and vote.

a. MOTION: Troy Takahashi motion to remove Jennifer Bradley and Kilohana Fujii-Miller from PacFAA checking account signature cards and add Jodie Kuba
b. SECOND: Johanna E. Falenofoa
c. DISCUSSION: None
d. MOTION: Passed

On August 19, 2019, email motion and vote.

a. MOTION: Kim Harada motion to approve budgets for 2019-20 year.
b. SECOND: Troy Takahashi
c. DISCUSSION: None
d. MOTION: Passed

On September 13, 2019, email motion and vote.

a. MOTION: Jeff Anderson motion to add Kahea Nacole as Rep-at-Large
b. SECOND: Sherrie Padilla
c. DISCUSSION: None
d. MOTION: Passed

1. Transition Mtg
   a. Responsibilities
      i. Review PacFAA website for the various functions inherent to the job function (some of the big responsibilities listed below)
         1. Past President – recruitment of upcoming executive council
         2. President Elect – recruitment of reps-at-large, fundraising
         3. Vice President – training, assist President with ideas for 2020 PacFAA conference (2 hour, ½ day session), working with President elect for future trainings (ease of transition for next EC).
            a. Perhaps request WASFAA/NASFAA trainers from WASFAA conference to do some additional professional development workshops at PacFAA conference
         4. Treasurer – Manage finances. Budget spending set-up. Focus on incoming funding amounts
         5. Secretary – Minutes, tracking of online voting, update web with pertinent information
         6. Rep-at-large (Voting member) – In charge of website
   b. Use of PacFAA Website
      i. Questions on navigation/functionality, reach out to Troy
      ii. PacFAA drive that includes Treasurer’s report
      iii. PacFAA EC to move to loading more documents, information to PacFAA drive for record keeping and historical purposes
c. Pacific Bizbeds – Ala Moana Hotel  
   i. PacFAA board has access to Pacific Bizbed account to set up special rates  
   ii. Reimbursement forms – submit reimbursement form with committee chair signature for ease/faster processing by Treasurer  
   iii. Reimbursement form can be found on PacFAA website

2. Call to Order – Regular EC Mtg  
   a. The meeting was called to order by Jannine Oyama, President, at 2:18 p.m. at Honolulu Community Collee, Honolulu, HI.  
   b. Members Present  
      i. Jannine Oyama – President  
      ii. Jodie Kuba – President Elect  
      iii. Sherrie Padilla – Past President  
      iv. Jeffrey Anderson – Vice President  
      v. Johanna E Falenofoa – Secretary  
      vi. Kim Harada – Treasurer  
      vii. Kilohana Fujii-Miller – Past Treasurer  
      viii. Kahea (Davileigh) Naeole – Rep-at-large  
      ix. Troy Takahashi – Rep-at-large (Web)  
      x. Frank Green – Coordinator

3. Approval of Minutes  
   a. MOTION: Troy Takahashi  
   b. SECOND: Kim Harada  
   c. DISCUSSION: None  
   d. MOTION: Passed

4. Treasurer’s Report  
   a. Reviewed Treasurer’s Report 10/22/19  
   b. Kim and Jannine have debit cards for checking account  
      i. MOTION: Troy Takahashi motion to remove ‘meetings’ category from 1920 Outreach Budget to bring overall budget to $2560  
      ii. SECOND: Sherrie Padilla  
      iii. DISCUSSION: None  
      iv. MOTION: Passed

5. Moving from PayPal to Wild Apricot for payments  
   a. Based on fees, Troy suggests moving over to Wild Apricot (from PayPal) to handle online payments.  
   b. Troy will work with Kim to change over to Wild Apricot  
   c. Kim to move money from PayPal to checking account so that it can be closed

6. Conference Wrap-up  
   a. Budget vs. Actual  
      i. Reviewed by EC  
   b. Income vs. Expenses  
      i. Overall, PacFAA made income from 2019 PacFAA conference  
   c. Cancellation Policy  
      i. Discussion included updating language in conference registration (policy/procedure) that clearly outlines the cancellation process regarding:  
         1. Cancelling registration for those who have not paid and made firm commitment
2. Refund policy/deadlines
3. No Show policy
4. Late registration fee policy
5. Switching of attendees’ policy
   ii. No change needed to bylaws and will be left up to chair to determine refund/cancellation/no show/switching attendees policy for event
d. PacFAA 2020 half-day conference (end of third day of 2020 WASFAA conference)
   i. WASFAA 2020 registration site not available
   ii. Jannine will work with WASFAA regarding conference topics, sessions, presenters for more information
   iii. Jannine will work with Jeff as PacFAA 2020 conference chair
e. High School Counselor Workshops & Financial Aid Nights
   i. Hawaii Island:
      1. High School counselor workshop went well
         a. Deep-dive into UH common scholarship
         b. Comparing award offers
         c. Attendance: Between 50 – 60 people
      2. Financial Aid nights/completion
         a. Workshops based on geographical sites
         b. Eight workshops scheduled, more than half already completed
         c. Financial aid presentation at College Fair but not completing of FAFSAs
   ii. Kauai Island:
      1. High School Counselor Workshop
         a. Extensive involvement from Kauai CC Vice-Chancellor
         b. Financial Aid presentation given at the end
      2. Financial Aid nights/completion
         a. Attendance seems higher than in previous years
         b. Working with/at the high schools
   iii. Maui Island:
      1. High School Counselor Workshop
         a. First time having workshops in some years
         b. Financial Aid and Scholarship focus
            i. Kamehameha presented
            ii. Hawai’i Community Foundation presented
            iii. A few local scholarships presented
      2. Financial Aid nights/completion
         a. Finished with all high school presentations
         b. Increase in student attendance
         c. Depending on school, will offer both presentation and completion
   iv. Oahu Island:
      1. High School Counselor Workshop
         a. Went well
         b. 120+ Counselors in attendance
         c. No PacFAA Fall training
         d. Did FAFSA 101 workshop for new counselors (22 people)
2. Financial Aid nights/completion
   a. Late start with scheduling for 2019-20
   b. Most of the schools on Oahu have been scheduled/been completed

f. Treasurer-Elect
   i. Ideas on who we can approach for Treasurer-Elect?
   ii. Kim to move to online version of QuickBooks to make functionality of Treasurer position more efficient and user friendly.

g. Upcoming Events
   i. WASFAA Fall Training at Kapiolani CC – November 15
   ii. President and Past President to attend MLI/WASFAA EC Conference in Long Beach in November
   iii. WASFAA 2020 Conference

h. Next Meeting
   i. Tuesday, December 17, 2019 (tentatively set for after Systems Meeting)

i. Adjourn
   i. MOTION: Sherrie Padilla motion to adjourn
   ii. SECOND: Troy Takahashi
   iii. MOTION: Passed.
   iv. Meeting adjourned at 4:02 p.m.