

**PacFAA Executive Council**  
**AGENDA**

October 22, 2019  
12:00 p.m. – 4:30 p.m.  
Honolulu Community College  
Building 5, Room 120 (Conference Room)

**2019-2020 Executive Council:**

Sherrie Padilla – Past President

Jannine Oyama - President

Jodie Kuba – President-Elect

Jeff Anderson – Vice President

Kim Harada - Treasurer

TBD – Treasurer-Elect

Johanna Falenofoa - Secretary

**Representatives-at-Large:**

Kahea (Davileigh) Naeole

Troy Takahashi

**Coordinators:**

Frank Green – Financial Aid Night/Oahu High School Counselor Training

Sherrie Padilla – Nomination & Elections Chair

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. Hawaii 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.