

PacFAA Executive Council
MINUTES

December 17, 2019

3:15 p.m. – 4:30 p.m.

University of Hawaii – West Oahu

Student Affairs Conference Room

2019-2020 Executive Council:

Sherrie Padilla – Past President
Jannine Oyama - President
Jodie Kuba – President-Elect
Jeff Anderson – Vice President
Kim Harada - Treasurer
Carna Brown – Treasurer-Elect
Johanna Falenofoa - Secretary

Representatives-at-Large:

Kahea (Davileigh) Naeole
Troy Takahashi
Eddy Tsing

Coordinators

Frank Green – Financial Aid Night/Oahu High School Counselor Training
Sherrie Padilla – Nomination & Elections Chair
Troy Takahashi – Web and Conference Registration Chair

Not Present

Carna Brown, Eddy Tsing

1. Call to Order
 - a. Jannine Oyama call to order at 3:27pm
2. Approval of Minutes
 - a. MOTION: Jannine Oyama motion to approve minutes
 - b. APPROVE: Sherrie Padilla
 - c. SECOND: Kahea (Davileigh) Naeole
 - d. DISCUSSION: None
 - e. MOTION: Passed
3. Treasurer’s Report
 - a. Kim Harada reviewed Treasurer’s Report
 - i. Checking: \$40,861.91
 - ii. Savings: \$11,729.00
 - b. Kim Harada recommends online Quick Books Essentials \$40
 - i. MOTION: Kahea (Davileigh) Naeole motion to move forward with recommendation
 - ii. SECOND: Johanna E. Falenofoa
 - iii. DISCUSSION: None
 - iv. MOTION: Passed
 - c. Kahea (Davileigh) Naeole recommends increasing 2019-20 administrative budget

- i. MOTION: Johanna E. Falenofoa
 - ii. SECOND: Sherrie Padilla
 - iii. DISCUSSION: None
 - iv. MOTION: Passed
 - d. Kim Harada discussed process of switching from PayPal (current payment system) to Wild Apricot
- 4. Budget
 - a. Kim Harada will send out request for 2020-21 Budget information in January 2020
 - i. Kim Harada emailed 2020-21 Budget Information requests to council January 14, 2020
 - 1. Deadline to submit 2020-21 budget requests February 2, 2020
 - 2. Jannine Oyama submitted 2020-21 High School Counselor Training and Outreach budget requests January 28, 2020 via email
 - 3. Jodie Kuba submitted 2020-21 Administrative and Conference budget requests January 28, 2020 via email
 - ii. Old version of QuickBooks will be used to finish out 2019. New version of QuickBooks will be used going forward for 2020 for ease of tax preparation.
 - 1. QuickBook Users: Treasurer, Treasurer-Elect, President
- 5. FAN's and FAFSA Completion
 - a. Frank Green reported that financial aid nights (FANs) still on-going
 - i. Has 'Office' hours at Farrington, Campbell, Waipahu, and Kapolei High Schools throughout the school week
 - 1. 50+ appointments per week
 - ii. Some evening functions
- 6. Nominations & Elections
 - a. Jannine Oyama appointed two new members to PacFAA council: Carna Brown as Treasurer-Elect and Eddie Tsing for Representative-at-large
 - i. MOTION: Troy Takahashi motions to approve appointments
 - ii. SECOND: Kahea (Davileigh) Naeole
 - iii. DISCUSSION: None
 - iv. MOTION: Passed
 - b. Kim Harada will reach out to Carna Brown to transition treasurer information from 2019-20 to 2020-21
 - i. Carna Brown to fly to Maui Community College to meet with Kim Harada about treasurer duties as well as QuickBooks transition
 - c. Sherrie Padilla (via PacFAA email) will send out 2020-21 Nominations/Elections to PacFAA community
 - i. Feb. 3, 2020 – Call for Nominations
 - Feb. 17, 2020 – Deadline for Nominations
 - Mar. 3, 2020 – Elections Opened – List of nominees sent to membership
 - Apr. 7, 2020 – Elections Closed
 - Apr. 8, 2020 – Announcement of new Council

7. Conference 2020

- a. WASFAA to send registration for April 2020 WASFAA Conference out the week of December 23, 2019.
 - i. Theme of conference: Student Access & Success
 - ii. Jannine Oyama asked for volunteers. Kahea (Davileigh) Naeole volunteered and would work on using their resources to translate the conference theme into the Hawaiian language
 - iii. WASFAA executive council would like input/suggestions on a local charity that they can donate funds to during the April 2020 conference
 1. PacFAA executive council discussed focusing on homelessness or high risk populations as emphasis of charity efforts
 2. Kahea (Davileigh) Naeole suggested (via email January 10, 2020) to reach out to Hawaii Community Foundation (HCF)
 3. Jodie Kuba provided (via email January 15, 2020) HCF contact information to council members
 - a. Jaedine Ehia: jehia@hcf-hawaii.org
 - b. Tara Shibuya: TShibuya@hcf-hawaii.org
- b. Jannine Oyama to visit Hilton Hawaiian Village (Conference site) in January
- c. PacFAA will have second half of the third day to do lunch, general membership meeting, and an afternoon session
 - i. Due to WASFAA conference, PacFAA will 'piggyback' on third day of the conference and will not need to factor in cost of facilities but will need to purchase lunch for attendees
 - ii. Lunch Buffet estimated at \$75 per person
 - iii. Jannine Oyama will send out email in January 2020 regarding feedback and motion on potential Spring 2020 Conference Registration Fees

8. Next Meeting: TBD

9. Adjourn

- a. MOTION: Sherrie Padilla motion to adjourn
- b. SECOND: Kahea (Davileigh) Naeole
- c. DISCUSSION: None
- d. MOTION: Passed
- e. Meeting adjourned at 4:35 pm.

On January 10, 2020, email motion, discussion, and vote:

- a. MOTION: Sherrie Padilla motion to charge \$100 for PacFAA conference membership

On January 22, 2020, email motion, discussion, and vote:

- a. MOTION: Sherrie Padilla amended/updated motion to charge \$100 for PacFAA conference (members) and \$135 for PacFAA conference (non-members)
- b. SECOND: Kahea (Davileigh) Naeole
- c. DISCUSSION: None
- d. MOTION: Passed