

# PacFAA Executive Council

## MINUTES

March 10, 2020

9:00 a.m. – 1:00 p.m.

Honolulu Community College

Building 5, 1<sup>st</sup> Floor 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

### Event and Committee Chairs

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

Sherrie Padilla – Nomination & Elections Chair

Troy Takahashi – Web and Conference Registration Chair

### Not Present

Eddy Tsing

1. Call to Order
  - a. Jannine Oyama call to order 9:10am
2. Approval of Minutes
  - a. MOTION: Sherrie Padilla and Kahea (Davileigh) Naeole motioned to approve amended minutes
  - b. SECOND: Kim Harada
  - c. DISCUSSION: None
  - d. MOTION: Passed
3. Treasurer's Report
  - a. Kim Harada reviewed current checking and savings accounts
  - b. Kim Harada working directly with PacFAA accountant to do 2019 taxes
    - i. Filed 2019 PacFAA Taxes
    - ii. PacFAA accountant can be given access to accounting software to directly pull information
    - iii. Kim Harada requested that motion to update signing authority for CD Accounts so that accounts can be uploaded to online QuickBooks
    - iv. Kim Harada requested a motion to add Carna Brown as a signer on all the bank accounts
    - v. Kim Harada will work with Carna Brown to be added as signatory to bank accounts
  - c. Successfully transferred from PayPal to Wild Apricot and already processing payments for Spring 2020 PacFAA conference
  - d. MOTION: Johanna Falenofoa motions to have Kim Harada give PacFAA accountant online access to QuickBooks for tax purposes

- e. SECOND: Jeff Anderson
  - f. DISCUSSION: None
  - g. MOTION: Passed
  - h. MOTION: Sherrie Padilla motions to add Carna Brown to checking, savings accounts and adding Carna Brown, Jodie Kuba, Kim Harada, and Jannine Oyama to CD accounts
  - i. SECOND: Jodie Kuba
  - j. DISCUSSION: None
  - k. MOTION: Passed
4. 2019-20 Budget
- a. For this year's budget, our overall costs will be under previous years
    - i. Under budget for conferences/trainings. PacFAA is not fully hosting the Spring 2020 conference as we are piggy backing on WASFAA Conference.
    - ii. PacFAA hosting lunch March 10, 2020 as a 'Mahalo' lunch for PacFAA 2019-20 Executive Council members
    - iii. Under budget on High School Training, FANS, High School Counselor Training
      - 1. Will work with Frank Green to determine printing costs for future reference
  - b. Kim Harada will work with Kilohana Fujii-Miller to determine what old Treasurer's documents can be shredded and what needs to be stored (financial documents need to be held for five years)
    - i. Kim Harada will determine pricing for possible storage solutions
      - 1. Possible storage solutions: Rolling file cabinet (hard copies) or external hard drive (scanned documents)
5. 2020-21 Budget
- a. Majority of costs rolled over from 2019-20 to 2020-21
  - b. Reduction in High School Counselor Training as will not be having in-person planning meeting
  - c. Paid Wild Apricot with debit card and as company is international, cost slightly higher than previous discussed due to transaction fee
  - d. MOTION: Jodie Kuba moves to approve 2020-21 Budget
  - e. SECOND: Kim Harada
  - f. DISCUSSION: None
  - g. MOTION: Passed
6. FAN's and FAFSA Completion
- a. Frank Green requested that schools give him heads up of campus FANS/FAFSA Completion in order to add to his data collection (facilitates with Grant writing)
    - i. Frank Green will draft email and send to Jannine Oyama to send to listserv to solicit information regarding FANS, FAFSA completion
  - b. Frank Green writing a 2020-21 grant application for Bank of Hawaii for FAN based funding
    - i. Jannine Oyama will draft 2018-19 summary and Kim Harada will review figures. Information will be provided to Frank Green to use with grant application
  - c. Oahu High School Counselor Workshop is scheduled for Friday, September 18, 2020
    - i. PacFAA training to coincide with High School Counselor Workshop?
      - 1. Break out session/time for mingling between High School Counselors and Financial Aid professionals due potential new State of Hawaii legislation regarding required FAFSA completion for graduating seniors?
    - ii. Hosted lunch?
      - 1. Hawaii Community Foundation and Kamehameha Schools are in for hosting lunch, University of Hawaii Foundation is probably not on board

## 7. Nominations & Elections

- a. Sherrie Padilla does not have a full slate of nominees for the 2020-21 PacFAA Executive Council
  - i. Future of PacFAA Executive Council (and therefore PacFAA organization) is in question due to lack of nominees for 2020-21
  - ii. Sherrie Padilla will draft reminder email to go to Executive Council to review.
    1. Incentives/Benefits to volunteering
      - a. Networking with other state financial aid professionals
      - b. Leadership training
      - c. Professional development
  - iii. Once email has been reviewed, Troy Takahashi will send out reminder email to membership
- b. 2020-21 PacFAA Executive Council will not be settled before conference

## 8. Awards

- a. No awards requested

## 9. Conference 2020

- a. Fifty-two people registered for PacFAA Spring 2020 Conference
- b. Jannine Oyama will finalize head count with hotel
  - i. No deposit needed to secure room, food, AV Cost due to piggy backing on WASFAA conference
- c. PacFAA will pick up leis
  - i. Out-going PacFAA Executive council
  - ii. VIPs from WASFAA Conference
  - iii. Bruce Honer and WASFAA President during PacFAA general meeting
- d. WASFAA conference will donate money towards community scholarship via Hawaii Community Foundation
  - i. Email will go out to solicit donations
  - ii. Scholarship will be geared towards Hawaii Resident students attending 4-year not-for-profit colleges and university

## 10. New Business

- a. None

## 11. Review tasks assigned

- a. Sherry Padilla will draft nominee reminder email
- b. Jannine Oyama will provide 2018-19 income summary to Frank Green
- c. Johanna E. Falenofoa will have draft of minutes available by March 25, 2020
- d. Kim Harada will update bank

## 12. Next Meeting

- a. TBD

## 13. Adjourn

- a. MOTION: Troy Takahashi motion to adjourn meeting
- b. SECOND: Jodie Kuba
- c. DISCUSSION: None
- d. MOTION: Passed
- e. Meeting adjourned 10:44 am