PacFAA Executive Council
MINUTES
March 10, 2020
9:00 a.m. – 1:00 p.m.
Honolulu Community College
Building 5, 1st 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) Naoele 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