1. Call to Order
   a. Meeting called to order by Jodie Kuba at 3:12 pm
   b. Members present
      i. Jodie Kuba - Past President
      ii. Kolby Santiago - President Elect
      iii. Heather Florendo - Vice President
      iv. Carna Brown - Treasurer
      v. Jannine Oyama - Treasurer Elect
      vi. Troy Takahashi - Rep-at-Large/Webmaster

2. Approval of Meeting Minutes from February 1, 2022
   a. MOTION - Jannine Oyama motioned to approve minutes
   b. SECOND - Heather Florendo
   c. DISCUSSION - None
   d. MOTION - Passed

3. Treasurer’s Report
   a. Treasurer’s report is attached
   b. Wild Apricot payment made
   c. Current year’s budgets need to be updated to reflect approval
   d. Need to start preparing budgets for next year

4. PacFAA Spring 2022 Conference
   a. Registration
      i. only 1 person registered so far
   b. Program/Sessions
      i. Look into creating more break out session (“Birds of a Feather” sessions)
      ii. Carna will look into “Languages of Appreciation in the Workforce” and other sessions. Angela Coloretti McGough - acoloret@hawaii.edu
   c. Gifts
      i. Conference committee will decide on gifts for presenters. Budget is $300.
      ii. Look into Starbucks or McDonalds bulk purchase of gift cards

5. Elections
   a. Nominations will be extended to March 11

6. Adjourn
   a. MOTION - Jannine Oyama motioned to adjourn
   b. SECOND - Kolby Santiago
   c. DISCUSSION - none
   d. MOTION - passed
   e. Meeting adjourned at 4:29 pm
Next Meeting: March 15 at 3:00 pm