

PacFAA EC Meeting Minutes
December 5, 2022
1:00 - 3:00 pm

1. Call to Order - The meeting was called to order at 1:06 pm by Kolby Santiago, President.
 - a. Members present:
 - i. Kolby Santiago
 - ii. Eli Jennings
 - iii. Heather Florendo
 - iv. Troy Takahashi
 - v. Kirk Ishida
 - vi. Dayna Isa
 - vii. Jeff Anderson
 - viii. Frank Green
 - ix. Carna Brown
 - x. Tammie Fonoimoana
 - xi. Shana Kaneshiro
 - xii. Pam Palermo
 - b. Members not present:
 - i. Jannine Oyama
2. Approval of Minutes from previous meeting
 - a. Motion: Jeff Anderson motioned to approve the minutes.
 - b. Second: Troy Takahashi
 - c. Discussion: None
 - d. Motion passed
3. Treasurer's Report
 - a. Report is in shared drive
 - b. Carna will need to reconcile as we will need to prepare for the accountant to review for filing 2022 taxes.
 - c. CDs - when there are no transactions, they are automatically renewed
 - d. There are large balances in the checking account - are we going to move any of the funds into another CD?
 - i. There will need to be an approved motion to give the Treasurer authorization to move the funds. Since we would move more than \$1,000, there will need to be two signatures to approve the transfer.
 - e. Currently authorized on accounts are: Admins: Jannine Oyama and Carna Brown, Active: Kirk Ishida and Kolby Santiago
 - f. Request to move funds (\$10,000) from checking account to a CD ending in 7181 that matures on 12/11
 - i. Motion: Eli Jennings motioned to approve the transfer of funds.
 - ii. Second: Kirk Ishida
 - iii. Discussion: None
 - iv. Motion passed
 - g. 2021 taxes have finally been filed electronically; Carna just recently sent a payment to the accountant
4. AffiniPay
 - a. Method of collecting funds (online) when we take payments on the PacFAA website
 - b. Only Jodie has access - Kolby will email Jodie to see how we can switch account

- administrators and based on what is involved, decide who would be the best person. Jeff asked if more than one person can be admin.
- c. Fees to use AffiniPay are set up to automatically debit from the account based on the number of transactions that are processed.
 - d. The decision was made to use AffiniPay after we were informed that we would need to pay a surcharge if we were to continue using PayPal to collect payments.
5. PacFAA Conference Update (Heather and Dayna)
- a. It is confirmed that the conference will be held at the Kroc Center
 - b. Hotel accommodations
 - i. We inquired with 3 hotels, only one got back to Heather: The Hampton Inn & Suites
 - ii. Proposed room rate: \$270/night; we need to book a minimum of 10 rooms to qualify for that rate
 - iii. We need to provide a credit card for a deposit
 - c. Looking for a general session topic/presenter
 - i. Kolby mentioned a NASFAA speaker who did a session on SAI at WASFAA
 - ii. Fed sessions are in place
 - d. Registration?
 - i. How will we be doing it?
 - ii. Will ask Troy to assist with the process
 - e. Save the date has already been sent out; maybe send out another in January
 - f. Food - will be ordered through the Kroc Center
 - i. Continental breakfasts
 - ii. Hot buffet lunches
 - iii. Try to keep it similar to how meals were planned when the conference was held at Ala Moana Hotel.
6. Outreach Updates
- a. Frank Green: "It's been a good year!" as far as volunteers go.
 - b. FAFSA completion (every Wednesday) - not doing well; very few participants
 - c. In-person FAFSA completion is starting to take off again
 - d. Starting to layout schedule for next year; will continue with virtual FAFSA completion
 - e. In-person will continue to grow - will need to get more volunteers again
7. NASFAA Leadership Conference
- a. Jeff Anderson and Kirk Ishida will attend the NASFAA Leadership Conference in Washington D.C. (February 5-8, 2023).
 - b. Kolby Santiago will possibly attend the Succession Planning Pathway Sessions.
 - c. PacFAA will pay for members to go but only \$7090 was budgeted
 - i. We will wait to see who is able to go before we decide whether or not a vote is needed to increase the budget
 - d. Great opportunity for future PacFAA leadership
 - e. Registration deadlines: none
 - f. Carna will check in with Jannine on how flights will be booked as well as how everything will be paid for.
 - g. Hotel rooms need to be booked by Jan. 16 in order to get the conference rate
8. WASFAA Transition Meeting - State Presidents
- a. March 20-22, 2023 in Las Vegas
 - b. Jeff Anderson plans to attend.
9. Elections
- a. We need to start looking for the next group of people to be on the ballot

- b. Eli is the chair - he will coordinate with Troy on possibly sending out an email blast to solicit "interest" in being on the EC
- 10. Awards
 - a. Lifetime Membership
 - i. Jeff Scofield?
 - 1. Start collecting pictures
- 11. New Business
 - a. None
- 12. Adjourn
 - a. Motion: Eli Jennings motioned to adjourn the meeting.
 - b. Second: Pam Palermo
 - c. Motion: Approved - The meeting was adjourned at 2:23 pm.