

PacFAA Meeting Minutes
February 23, 2023
8:30-10:00

1. Call to Order
 - a. Meeting called to order at 8:34 am by President Kolby Santiago.
 - b. Members Present:
 - i. Kolby Santiago
 - ii. Jeff Anderson
 - iii. Carna Brown
 - iv. Jannine Oyama
 - v. Kirk Ishida
 - vi. Shana Kaneshiro
 - vii. [Tammie Fonoimoana](#)
 - viii. Dayna Isa
 - ix. [Heather Florendo](#)
 - x. Frank Green
 - xi. Troy Takahashi
 - c. Members Not Present:
 - i. Pam Palermo
 - ii. Eli Jennings
2. Approve previous minutes from [December 5, 2022](#)
 - a. Motion to approve minutes: Jeff Anderson
 - b. Second: Shana Kaneshiro
 - c. No discussion
 - d. Motion passed to approve minutes from 12/5/22.
3. PacFAA Conference Update - Heather & Dayna
 - a. Kroc Center approved as conference location via email voting
 - i. Motion: Jeff Anderson
 - ii. Second: [Tammie Fonoimoana](#)
 - iii. Discussion: None
 - iv. Motion passed with 5 in favor
 - b. Registration Fee set at \$250 via email voting
 - i. Motion: [Jannine Oyama](#)
 - ii. Second: [Pamela Palermo](#)
 - iii. Discussion: None
 - iv. Motion passed with 6 in favor,
 - c. Vendor Exhibitor Fee set at \$500 via email voting. Fee includes conference registration, membership, tabling, small ad on conference agenda/pamphlet.
 - i. Shana Kaneshiro made motion to approve
 - ii. Jeff Anderson second
 - iii. No Discussion
 - iv. Motion passed with 6 votes in favor, 1 abstention
 - d. Currently at 75 registrants

- e. Last minute presenters
 - i. OIG
 - ii. Greg Kerr, ECMC
- f. Heather has been in continuous contact with the hotel to make sure all who are attending (registrants and presenters) will have rooms at the correct rates
- g. Normal introductions (presentation of the board, etc.) may not happen - will need to adjust schedule/agenda
- h. Presidents Plaque - normally made to thank the outgoing President for their service. The committee decided to not do one for this year's conference - can be removed from the budget proposal.
- i. Requesting digital logos from vendors for inclusion on agenda; "slide show" or rolling ads; what should we include besides vendor logos? Pictures?
- j. Each session will include 4 topics; Heather will send out a tentative agenda
- k. We needed to expand on the facility use and food ordered since the number of registrants ended up being more than we estimated. We will probably go over budget so we will need to request a budget increase.
- l. E-Travel for all the CCs will be taken care of by the System Office in collaboration with the VCSAs at each campus.
- m. PacFAA president normally will coordinate a dinner (on day 1 of the conference) with the NASFAA Chair, the WASFAA President and the PacFAA EC Board. We cannot invite anyone from ED and presenters do not need to be invited.
- n. We plan to set up an "Ask a Fed" table where Virginia Hagins will sit and be available for questions during the sessions she is not presenting.
- o. Conference Budget
 - i. Originally planned to print hard copies of the program/agenda. We are not going to print anything so that line item will be removed from the budget.
 - ii. Approximately \$1,000 is set aside for the PacFAA Presidents dinner. Send Kolby suggestions on where to have dinner.
 - iii. Lei - EC opted out of receiving lei; will still need flower lei for presenters. Tammy will get kukui nut lei for the current board. Elections will not be done by then so we will not need lei for the incoming board
 - iv. Need to request for an increase in funding to pay for hotel accommodations for NASFAA Chair and WASFAA President/members.
 - v. Keynote speaker paying all of her own travel expenses - her fee includes her keynote address and one extra small group session.
 - vi. Budget approved at \$20,475; request for an increase of \$6,500
 - 1. Original budget did not include the \$4,500 for the keynote speaker
 - a. Motion to increase Conference budget by \$6,500: Jannine Oyama
 - b. Second: Jeff Anderson
 - c. Discussion: none
 - d. Motion passed to increase Conference budget.
- p. Need to do a call for session moderators.

- q. UH Hilo/Shana to print name tags for attendees.
- r. Session handouts will not be printed - attendees will be reminded to print handouts on their own and that paper copies will not be provided.
- s. Vendor List
 - i. Should we be reaching out to possible vendors
 - ii. Jeff is committee chair and request/communication should come from him.
 - iii. We can send out a request today or tomorrow and give a deadline of March 10?
 - iv. Some vendors may not want to come and do an exhibit, they may just want to provide sponsorship.
 - v. Are we going to allow vendors to speak briefly about their product? Possibly during lunch on either day.

4. Elections

- a. Election Committee and Timeline approved via email voting
 - i. Motion: Jannine Oyama
 - ii. Second: Pamela Palermo
 - iii. Discussion: None
 - iv. Motion Passed with 6 in favor
- b. Nominating Committee
 - i. Chair - [Eli Jennings](#)
 - ii. Members - Jeff Anderson, Troy Takahashi, Shana Kaneshiro and Sherrie Padilla
- c. Jeff suggested sending out reminder emails or reaching out to directors to recruit for PacFAA Board, recruiting at the conference.
- d. Positions that still need to be filled
 - i. Treasurer Elect
 - ii. President Elect
 - iii. Vice President
 - iv. Tammie and Shana agreed to continue on the Board in their current positions
 - v. Troy will vacate his position and Jannine agreed to step in as the Rep at Large/Webmaster with the understanding that she is training someone for the next year.
- e. Need to extend the deadline for PacFAA Board nominations.
 - i. Need to extend deadline for nominations from 2/21/23 to 3/6/23; get bios and pictures by 3/10/23; open elections 3/13/23 and close 4/13/23. Announcement of new board will be on or after 4/14/23, new board takes over 5/1/23.
 1. Motion: [Jannine Oyama](#)
 2. Second: [Shana Kaneshiro](#)
 3. Discussion: None
 4. Motion approved.

- ii. Troy will update nomination forms.
- 5. Treasurer's Report
 - a. Posted in shared drive
- 6. Awards to Present at the Conference
 - a. Jannine wants to nominate Carna for a Service Award
 - b. Will need to make a plaque
- 7. Outreach Update
 - a. Frank said "we still need help" and sessions are still continuing.
- 8. New Business
 - a. None
- 9. Adjourn meeting at 10:32 am.
 - a. Motion: Jannine Oyama
 - b. Second: Jeff Anderson
 - c. Motion passed.