I. **Call to Order:** PacAIR President John Stanley called the regular Board Meeting of PacAIR to order at 2:00 p.m. Other Board Members in attendance were: Jan Lubin (Vice President), David Mongold (Treasurer), Sarah Takemoto (Secretary), Kathy Pulotu (AIR Liaison), and Jennifer Tran (Guest).

II. **President’s Report:** John reported that PacAIR board elections were successfully completed at the PacAIR annual meeting on February 3rd, 2014, at Hawaii Tokai International College. The next item of business is planning this year’s annual meeting and creating a newsletter to reflect on PacAIR.
   a. Jan noted that several interested constituents might not be receiving information about PacAIR events.
      i. John will work on verifying the membership list.
         1. Jan will send John the emails and contacts of interested constituents from neighbor Pacific Islands.

III. **Treasurer’s Report:**
   a. Number of new/continuing memberships received:
      i. Total memberships: 19
         1. Total institutional memberships: 16
         2. Total individual memberships: 3
   b. Outstanding / upcoming bills
      i. Web hosting is paid for a year.
      ii. Domain is outstanding.
      iii. Post office box is paid until July 2014.
   c. Other
      i. PacAIR is currently is classified as an “unincorporated nonprofit status.” John and David will continue to investigate this.

IV. **Old Business:**
      i. Continued targeting institutional memberships
      ii. After the newsletter goes out, follow up about individual memberships.

V. **New Business:**
   a. Board voted unanimously to appoint Jennifer Tran, from the Honolulu CC IR Office, to the position of Special Assistant to the President.
   b. Creating a newsletter to members by the end of March (everyone). John will get the newsletter started and send out a rough draft within the next two weeks.
      i. Jan to follow up with Wanda about photos taken at IPEDS training.
   c. Organizing the PacAIR Affiliate Meeting at AIR (Kathy, John).
   d. Annual meeting to-do list:
      i. Choosing a plenary speaker
      ii. Choosing a location
      iii. Choosing a date
   e. Sarah to look at FaceBook and LinkedIn media sites.