



**AGA Guam Chapter
Chapter Executive Committee
Meeting Minutes**

Wednesday, January 8, 2020 at
12:00p.m.
Onward Mangilao Golf Course –
Club Restaurant, Mangilao

Debbie Ngata
President
Pilar Pangelinan
President- Elect
Frances Danieli, MBA, CB, CGFM
Immediate Past President
Shannon Bartonico, CFE
Treasurer
Fierce Catoc, CPA
Treasurer-Elect
Llewelyn Terlaje, CGFM, CGAP, CFE
Secretary

Present at the Meeting were:

- | | | |
|--------------------|-------------------|---------------------|
| - Debbie Ngata | - Rodalyn Gerardo | - Pilar Pangelinan |
| - Llewelyn Terlaje | - Maripaz Perez | - Shannon Bartonico |
| - Clariza Roque | - Pamela Aguigui | - Ricky Hernandez |

- I. Meeting called to order at 12:18 PM by President Debbie Ngata.
- II. Approval of Minutes: December minutes- tabled.
- III. Treasurer's Report:
 - a. Last meeting there was an inquiry of whether July and August minutes were approved. Shannon stated that she recalls the reports were approved subject to correction during a meeting a prior meeting.
 - b. September and October reports – Shannon sent the reports on the Whatsapp group. Debbie asked that she send out a summarized version for approval. She asked that moving forward the reports be generated monthly even if it is still in draft form for the website. Debbie will send the September and October reports for motion to approve.
 - c. Financial filings – Grace mentioned to Shannon that the filings for this year is up-to-date. Shannon will look through the files to verify.
- IV. President's Report
 - a. Old Business:
 - i. Bylaws/SOPs:
 - Debbie reported that Yuka sent out the draft Bylaws on December 15th and is awaiting any comments from the CEC. Yuka inquired whether we want to have the Directors elected as suggested in the prototype or keep it as appointed as the current practice. The CEC agreed to keep the current practice. Another area needing clarification was the NCC representative. CEC agreed to go with Doreen's suggestion, which is to have the NCC Representative appointed based on a majority vote of the CEC. The Treasurer-elect position will also be retained.
 - Rodalyn inquired how far along are the Bylaws and SOPs to be completed. Llewelyn reported that Yuka stated that the Bylaws are pretty much done and the SOPs are about 80% on which Llewelyn is assisting in completing. Llewelyn suggested that the Bylaws can be approved first since it needs to be approved by the General Membership. The SOPs are approved by the CEC. We can report to the General Membership that the SOPs are pending completion. With the suggestion, Debbie stated will try to get a clean draft to be discussed in the February meeting and put it on the floor for voting in the March General Membership Meeting.
 - For the SOPs, a suggestion was made to add the process for contesting the results of the election of officers. Also, the SOPs should reflect that no person can have more than one (1) vote, should a CEC Director hold multiple committees the Co-Director of the committee can vote on behalf of the committee. For the Membership SOP, it had been approved in a prior meeting subject to corrections based on feedback provided. Wording will be kept to have the SOP indicating this program year.



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- ii. Purchase of projector and clicker/pointer – Debbie is in the process of obtaining quotes. She acknowledged the recommendations made by Ricky.
 - a. New Business
 - i. Nominations for officers and NCC representative - the NCC Representative from the Guam Chapter is due on January 27, 2020. Debbie opened the floor for any nominations. Ricky moved to nominate Yuka as the next NCC Representative, subject to her acceptance. Rodalyn seconded the motion. All were in favor and motion passed.
- V. Committee Reports:
- a. Program:
 - January General Membership meeting will feature John Benavente from GPA
 - For February, Edmund Brobesong from Ernst & Young will present on Tax Updates.
 - Debbie reported that Doreen is also looking at have the visiting Professor from Japan conduct a training in February regarding Ethics.
 - b. Education – Rodalyn sent out the CPE certificates for the meetings. She is hoping Mr. Benavente can do 50 minutes for a CPE. She also will hold the first GPDC planning committee after the CGFM Coffee Klatch. The Education Committee has met the maximum points.
 - c. CGFM – Paz will hold the first Coffee Klatch of the year. She aims to have the CGFM proclamation signing in February or early March to have a full month recognition of CGFM month in March. A suggestion was made for Jojo to conduct a training on program management for the free CGFM training in March. Paz is reviewing the plan from last year to see if there was anything we did not get to do (e.g., planting trees).
 - d. Membership – New incentive SOP was approved. Jojo would like to schedule meetings with agencies to try to recruit new members. Debbie mentioned that per Taling, the CRP allows points for sponsors.
 - e. Young professionals – Debbie shared that Jason wants to roll-out the Mentorship program with UOG by Fall 2020 semester. SOPs or guidelines need to be developed. Debbie will follow-up with Jason as the plan was to develop the guidance this semester prior to starting the program in Fall.
 - f. Accountability – Tabled.
 - g. Community Service – No event is slated for January, but the committee has started planning for the 5K, which is tentatively scheduled for June 27th. The committee is looking at having another feeding at Guma San Jose and career day in the months of April and May.
 - h. Newsletter & Website – It looks like the committee can exceed points. The newsletter is pending the President’s message monthly. Also, the website still needs to be updated.
 - i. Scholarship – The committee inquired whether one or two scholarships can be given for the Spring semester. Debbie mentioned that while the scholarships were budgeted for Fall and Spring semesters, only \$6,000 was budgeted. Pam stated \$5,000 was given for Fall. Pam proposed that the remaining \$1,000 be set aside for the GCC Scholarship and amend the budget by increasing it by \$1,500 for the UOG Scholarship for Spring 2020. Ricky seconded the motion subject to the availability and review of the financial position of the Chapter to ensure the \$30,000 minimum cash balance is met for GPDC. All were in favor and motion was passed.
 - j. Bylaws – See discussions above under Old Business.



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- k. Awards –Tabled.
- l. Chapter Recognition Program – Tabled.

- VI. Other Matters:
 - a. Debbie mentioned the NCC meeting and Lead meeting is upcoming.
 - b. Ricky reported that National is revisiting the Chapter Recognition Program.

- VII. Next Meeting – February 12, 2020, 12:00 PM. CEC agreed to hold the meeting at Crust.

- VIII. Adjourn Meeting – Debbie adjourned the meeting at 1:20 PM.

Official Minutes prepared by: Llewelyn Terlaje
AGA – Guam Chapter Secretary