



**AGA Guam Chapter
Chapter Executive Committee
Meeting Minutes
Wednesday, August 12, 2015
Khoa Ham Thai**

Artemio "Ricky" Hernandez, CGFM
President
Yuka Hechanova, CPA, CIA, CGFM, CGAP,
CGMA
President-Elect
Rachel F. Cubacub, PMBA
Immediate Past-President
Josie Villanueva, CPA, CGFM
Treasurer
Clariza Mae Roque
Secretary

Present for the meeting were:

Doreen Crisostomo
Maripaz Perez
Pamela Aguigui
Artemio "Ricky"
Hernandez

Yuka Hechanova
Clariza Roque
Rodalyn Gerardo
Ariana Villaverde
Jason Katigbak

Mark Palarca
Josephine Villanueva
Debbie Ngata

1. Meeting was called to order at 12:11pm.
2. Approval of Minutes. Rodalyn moved to approve the September minutes subject to correction. Josie seconds. All were in favor. Motion passed.
3. Treasurer's Report.
 - a. BOG Change in Bank Signatory. Mark moved to change the Bank of Guam and Coast360 bank signatories from PY 2014~2015 AGA Guam Chapter Officers to the PY 2015~2016 AGA Guam Chapter Officers: President Artemio "Ricky" Hernandez, President-Elect Yuka Hechanova, Immediate Past-President Rachel Cubacub, Treasurer Josie Villanueva, and Secretary Clariza Roque. Rodalyn seconds. All were in favor. Motion passed.
 - b. Approval of Year-end Finances
 - i. Financials for the last three months of the prior program year were provided. Please refer to the attachments.
 - ii. Ricky and Rod noted that the training costs seems low. There may have been a reallocation of costs. Josie to check training costs and GPDC expenses and will send out details. Expense laptop in July. Josie noted that
 - iii. Need to approve financials by the September 30th deadline for the CCR. Maripaz will work with Josie.
 - iv. Josie clarified that we are on an accrual basis of accounting and noted that there are some items that were recorded in July that was recorded in June. Josie will fix it. Doreen moved to approve the April, May, and June 2015 financials subject to correction and review. Maripaz seconds. All were in favor. Motion passed. Josie will have the final financials ready for the next meeting.
4. President's Report
 - a. AGA PDT 2015 Report
 - i. Ricky, Zeny, and Doreen tried to get the current AGA National President John Homan to come to Guam, but there is no budget for it.
 - ii. Attendance to PDT is handled by Community Service and Membership.
 - b. Committee Budgets

- i. Approval of budget will be addressed during the September CEC Meeting.
 - ii. Received budgets from Accountability, CGFM, Early Careers, Membership, Education, and Website. Need to work on Community Service budget.
 - iii. Going to compile all the budgets into one document.
 - iv. Need equipment to include a new camera and projector. Jason is going to donate his DSLR to AGA Guam Chapter. Only thing missing is the SD Card. The issue with AGA Guam Chapter's equipment and materials is that we don't know where things are or who has it. Suggestion to create a listing of items for certain officers to be responsible for. Ricky suggested to purchase an external hard drive because there are a lot of documents and templates that can be passed on to each President.
- c. Upcoming Events

5. Committee Reports:

- a. Program Committee (Vince)
 - i. August 2015 General Membership Meeting Speaker: Dr. Robert A. Underwood. No topic confirmed yet. Maripaz suggested he discuss about Obama's Community College Plan that proposes to offer two years of tuition-free community college. Ricky noted that we should prepare with Hyatt for a huge crowd.
 - ii. September 2015 General Membership Meeting and Program for GovGuam 40 and Under: Emerging Leaders in the Government of Guam
 - 1. Also, going to include the Professor John M. Phillips Excellence in Government Accountability Award. Nominations are accepted through September 11th. If you have a nomination, please let Vince know.
 - 2. There is an issue of whether it will be a luncheon or dinner. A large portion of the list are Teachers and principals and they may not be able to attend the luncheon. We are inviting everyone on the list and there is a \$2,000 budget for them, but if they want to bring someone, they will have to pay for their family. If we do dinner, we may expect 250 people. If it's a luncheon, it'll be cheaper. Maybe work with Superintendent Fernandez on the timing. It'll be a two-hour lunch. Determining the dignitaries to invited because there is representation from each level of government.
 - 3. Planning to release the 40 and Under publication. There are 100 people on the list and it will be a 70-page spread. Vince is looking for sponsors for it. Suggestion to sell it to the people who are not on the list. Planning to print 300 copies. Any questions, please forward to Vince.
 - 4. Looking at September 23rd for the September General Membership Meeting.
- b. Education Committee (Rodalyn)
 - i. Rodalyn's new co-chair is Reginald and possibly Zeny.
 - ii. Rod inquired AGA National on how to get a hold of their webinars and present it classroom style to AGA Guam Chapter. There is an upcoming webinar of interest on Cyber Security. Hopefully to have one in September.
 - iii. Co-sponsorship with OPA on Internal Controls training in November. Expenses noted were for printing of materials.
 - iv. We should start planning the GPDC, especially in securing the speakers.

- v. Grants Management training and Super Circular. If there are any other topics, please let Rodalyn know.
- vi. Jason suggested a free internal control training to market for more members.
- c. CGFM Committee.
 - i. Jojo submitted a budget. March is still CGFM month and featuring a CGFM each month in the newsletter. Program is still the same as the prior program year.
 - ii. Maripaz received inquiries of why certain agencies were not included under the pay incentives for the CGFM, CIA, CFE, and CPA. Doreen noted that GCC follows GovGuam pay plan. The law should have noted any certified individual under the General or GovGuam pay plan is eligible for it instead of noting the agencies. It was not an AGA Guam Chapter initiative. It was specifically a certification initiative. Bill Miller sent a letter noting the outstanding legislation passed by Guam legislators.
- d. Membership Committee (Jason & Debbie)
 - i. Member Anniversary Announcements. Suggested to announce the new members as well.
 - ii. Competition of bringing in the most members. One for the professionals and one for the students. Prizes are free training, partial payment of training, and partial payment of membership cost. This is a recruitment initiative.
 - iii. Milestones for 5 year, 10 year, etc. or increments of 5 years. Recognizing them with a certificate and free lunch (included in the budget). Inviting them and hoping they will attend. Integrate a picture in the newsletter.
 - iv. Ricky picked up a bunch of souvenirs from the PDT for the milestone members.
 - v. To get student members, such as JAS members, we can offer them a student rate. Need a listing of members.
- e. Early Careers Committee (Doreen)
 - i. 3rd Annual High School Essay Competition. It will start in November and end in January. Ricky will work with Lorbea and Doreen. Once theme is decided, schools will be contacted.
 - ii. Budget was submitted. She noticed that almost \$1,400 was spent last year. Is that the total including the donation? When we get the matching from the Guam Society, unsure if it's included as revenue. Ricky will clear it up with Cora. Jason noted that the students haven't submitted the costs for the mixer, but they lost the receipts. Inquired on who paid for the photo booth.
 - iii. Doreen, with Membership, will be doing the same activities.
 - iv. Jason tried to give free membership to JAS students. Doreen mentioned that a state has an AGA Student Chapter that was approved at the National level, but there is an issue of turnover. Something to consider since we have a number of JAS students. Noted that there is a Guam Community College Association of Junior Accountants.
- f. Accountability Committee (Maripaz)
 - i. Email pictures to Maripaz for the CCR. She will check with Jerrick (Historian) on pictures.
 - ii. She will work with Josie on the financials.
 - iii. Trying to get the CCR out by September 30th.
 - iv. Requesting for a Co-Chair. Maybe from GWA or JAS.

- v. Maripaz wants to work with OPA on the reminder notices.
 - g. By-Laws (Llewelyn)
 - i. Llewelyn submitted the By-Laws to National
 - h. Community Service Committee (Frances & Ariana)
 - i. Saipan Donation for Typhoon Soudelor Relief. Frances will coordinate collecting donations and she has water from the 5K. Unsure of who to provide the donation. Maybe provide it to Red Cross or AGA Saipan Chapter. Maripaz moved to donate \$1,000 plus member donations for Typhoon Soudelor Relief. Pam seconds. All were in favor. Motion passed. Donation will be made to the NMI Red Cross. See Ariana or Frances for any non-monetary donations.
 - ii. Budget was submitted.
 - i. Newsletter & Website Committee (Ricky). Website is updated. Matt isn't comfortable with Mail Chimp yet, which is why it's in .pdf.
 - j. Scholarship Committee (Pam). Committee needs to revisit the eligibility criteria due to an individual who was at GCC, but went to UOG. Once the criteria is tweaked, a budget will be provided. For next CEC, consider a book scholarship of \$500 for accounting students.
 - k. Awards Committee. Set-up a committee for National Awards by end of the year.
6. Other Matters
- a. Hyatt extension for the General Membership meetings.
 - b. PDT Raffle. Doreen moved that no less than two members to attend the PDT for the raffle plus President-Elect. Jason seconds. All in favor. Motion passed. If anyone wins a Chapter Service award, subject to discussion. Budget would be \$4,000 per person to include ticket, registration and per diem of \$25 a day.
7. Adjourn Meeting. Meeting adjourned at 1:12 pm.

Minutes prepared by: /s/ Clariza Roque
AGA – Guam Chapter Secretary



ASSOCIATION OF GOVERNMENT ACCOUNTANTS
GUAM CHAPTER

Statement of Financial Position
As of April 30, 2015

	Chapter Fund	Community Service Fund	Professional Development Fund	Total
Assets				
Petty Cash	\$ 100			\$ 100
Cash in bank	\$ (489)	\$ 13,424	\$ 12,218	\$ 25,153
Coast360	\$ 1,276		\$ 28,800	\$ 30,076
Accounts receivable, net	\$ 1,234		\$ 285	\$ 1,519
Deposit				\$ -
Undeposited Funds				\$ -
Equipment - Laptop	\$ 449			\$ 449
Total assets	\$ 2,570	\$ 13,424	\$ 41,303	\$ 57,297
Liabilities and net assets				
Liabilities				
Accounts payable	580	-	-	580
Deferred revenue	-	-	-	-
Other liabilities	-	-	-	-
Total liabilities	580	-	-	580
Net assets				
Earmarked				
Education	-	-	5,405	5,405
Accountability	-	-	500	500
CGFM	-	-	3,328	3,328
Community Service	-	47	-	47
Scholarships	-	1,000	-	1,000
Early Careers	-	-	1,321	1,321
Chapter Admin	(1,920)	-	-	(1,920)
Unrestricted	3,911	12,377	30,748	47,036
Total net assets	1,990	13,424	41,303	56,717
Total liabilities and net assets	\$ 2,570	\$ 13,424	\$ 41,303	\$ 57,297

Statement of Activities
For the month ended April 30, 2015

	Chapter Fund	Community Service Fund	Professional Development Fund	Total	10 Months Ended 04/30/15
Revenues					
Training				\$ -	\$ 50,783
Luncheon collections	\$ 774			\$ 774	\$ 5,065
Chapter dues	\$ 260			\$ 260	\$ 848
5k run				\$ -	\$ 9,740
Donations				\$ -	\$ 500
Other income				\$ -	\$ 1,635
Total revenues	\$ 1,034	\$ -	\$ -	\$ 1,034	\$ 68,570
Expenses					
Training costs				\$ -	\$ 25,770
Membership luncheon	\$ 1,298			\$ 1,298	\$ 9,009
CGFM				\$ -	\$ 1,132
Scholarships		\$ 4,000		\$ 4,000	\$ 4,000
Donations		\$ 500		\$ 500	\$ 1,500
Community Service Activities				\$ -	\$ 453
5k run				\$ -	\$ 1,933
PDC				\$ -	\$ 8,411
Bad debts				\$ -	\$ 500
Other expenses	\$ 99			\$ 99	\$ 839
Total expenses	\$ 1,397	\$ 4,500	\$ -	\$ 5,897	\$ 53,547
Increase (decrease) in net assets	\$ (363)	\$ (4,500)	\$ -	\$ (4,863)	\$ 15,023
Fund transfer	\$ -	\$ -	\$ -	\$ -	\$ -
Net assets at beginning of period	\$ 2,354	\$ 17,925	\$ 41,302	\$ 61,581	\$ 41,694
Ending net assets	\$ 1,991	\$ 13,425	\$ 41,302	\$ 56,717	\$ 56,717



ASSOCIATION OF GOVERNMENT ACCOUNTANTS
GUAM CHAPTER

Statement of Financial Position
As of May 31, 2015

	Chapter Fund	Community Service Fund	Professional Development Fund	Total
Assets				
Petty Cash	\$ 100			\$ 100
Cash in bank	\$ (1,479)	\$ 14,369	\$ 12,503	\$ 25,393
Coast360	\$ 1,276		\$ 28,800	\$ 30,076
Accounts receivable, net	\$ 1,304			\$ 1,304
Deposit				\$ -
Undeposited Funds	\$ 408			\$ 408
Equipment - Laptop	\$ 449			\$ 449
Total assets	\$ 2,058	\$ 14,369	\$ 41,303	\$ 57,730
Liabilities and net assets				
Liabilities				
Accounts payable	580	-	-	580
Deferred revenue	-	-	-	-
Other liabilities	-	-	-	-
Total liabilities	580	-	-	580
Net assets				
Earmarked				
Education	-	-	5,405	5,405
Accountability	-	-	500	500
CGFM	-	-	3,328	3,328
Community Service	-	47	-	47
Scholarships	-	1,000	-	1,000
Early Careers	-	-	1,321	1,321
Chapter Admin	(2,910)	-	-	(2,910)
Unrestricted	4,389	13,322	30,748	48,459
Total net assets	1,478	14,369	41,303	57,150
Total liabilities and net assets	\$ 2,058	\$ 14,369	\$ 41,303	\$ 57,730

Statement of Activities
For the month ended May 31, 2015

	Chapter Fund	Community Service Fund	Professional Development Fund	Total	11 Months Ended 05/31/15
Revenues					
Training				\$ -	\$ 50,783
Luncheon collections	\$ 478			\$ 478	\$ 5,543
Chapter dues				\$ -	\$ 848
5k run		\$ 1,100		\$ 1,100	\$ 10,840
Donations				\$ -	\$ 500
Other income				\$ -	\$ 1,635
Total revenues	\$ 478	\$ 1,100	\$ -	\$ 1,578	\$ 70,148
Expenses					
Training costs				\$ -	\$ 25,770
Membership luncheon	\$ 990			\$ 990	\$ 9,999
CGFM				\$ -	\$ 1,132
Scholarships				\$ -	\$ 4,000
Donations				\$ -	\$ 1,500
Community Service Activities				\$ -	\$ 453
5k run		\$ 155		\$ 155	\$ 2,088
PDC				\$ -	\$ 8,411
Bad debts				\$ -	\$ 500
Other expenses				\$ -	\$ 839
Total expenses	\$ 990	\$ 155	\$ -	\$ 1,145	\$ 54,692
Increase (decrease) in net assets	\$ (512)	\$ 945	\$ -	\$ 433	\$ 15,456
Fund transfer	\$ -	\$ -	\$ -	\$ -	\$ -
Net assets at beginning of period	\$ 1,991	\$ 13,425	\$ 41,302	\$ 56,717	\$ 41,694
Ending net assets	\$ 1,479	\$ 14,370	\$ 41,302	\$ 57,150	\$ 57,150



ASSOCIATION OF GOVERNMENT ACCOUNTANTS
GUAM CHAPTER

Statement of Financial Position
As of June 30, 2015

	Chapter Fund	Community Service Fund	Professional Development Fund	Total
Assets				
Petty Cash	\$ 100			\$ 100
Cash in bank	\$ (1,189)	\$ 18,145	\$ 7,009	\$ 23,965
Coast360	\$ 1,276		\$ 28,800	\$ 30,076
Accounts receivable, net	\$ 836			\$ 836
Advances to Members			\$ 5,494	\$ 5,494
Undeposited Funds				\$ -
Equipment - Laptop	\$ 449			\$ 449
Total assets	\$ 1,472	\$ 18,145	\$ 41,303	\$ 60,920
Liabilities and net assets				
Liabilities				
Accounts payable	-	-	-	-
Deferred revenue	-	-	-	-
Other liabilities	-	-	-	-
Total liabilities	-	-	-	-
Net assets				
Earmarked				
Education	-	-	5,405	5,405
Accountability	-	-	500	500
CGFM	-	-	3,328	3,328
Community Service	-	47	-	47
Scholarships	-	1,000	-	1,000
Early Careers	-	-	1,321	1,321
Chapter Admin	(3,935)	-	-	(3,935)
Unrestricted	5,407	17,098	30,748	53,254
Total net assets	1,472	18,145	41,303	60,920
Total liabilities and net assets	\$ 1,472	\$ 18,145	\$ 41,303	\$ 60,920

Statement of Activities
For the year ended June 30, 2015

	Chapter Fund	Community Service Fund	Professional Development Fund	Total
Revenues				
Training			\$ 50,783	\$ 50,783
Luncheon collections	\$ 6,037			\$ 6,037
Chapter dues	\$ 848			\$ 848
5k run		\$ 19,935		\$ 19,935
Donations		\$ 500		\$ 500
Other income	\$ 1,210	\$ 425		\$ 1,635
Total revenues	\$ 8,095	\$ 20,860	\$ 50,783	\$ 79,737
Expenses				
Training costs			\$ 25,770	\$ 25,770
Membership luncheon	\$ 10,989			\$ 10,989
CGFM			\$ 1,132	\$ 1,132
Scholarships		\$ 4,000		\$ 4,000
Donations		\$ 500	\$ 1,000	\$ 1,500
Community Service Activities		\$ 453		\$ 453
5k run		\$ 6,882		\$ 6,882
PDC			\$ 8,411	\$ 8,411
Bad debts			\$ 500	\$ 500
Other expenses	\$ 874			\$ 874
Total expenses	\$ 11,863	\$ 11,834	\$ 36,813	\$ 60,511
Increase (decrease) in net assets	\$ (3,769)	\$ 9,026	\$ 13,969	\$ 19,226
Fund transfer	\$ 17,299	\$ (8,039)	\$ (9,260)	\$ -
Net assets at beginning of period	\$ (12,058)	\$ 17,159	\$ 36,593	\$ 41,694
Ending net assets	\$ 1,472	\$ 18,146	\$ 41,302	\$ 60,920