



**AGA Guam Chapter  
Chapter Executive Committee  
Meeting Minutes  
Wednesday, August 12, 2020  
12:00 p.m.  
Virtual Meeting via Zoom**

**Pilar Pangelinan**  
President  
**Maripaz N. Perez**  
President-Elect  
**Debbie Ngata,**  
Immediate Past-President  
**Fierce Catoc, CPA**  
Treasurer  
**Llewelyn Terlaje, CGFM, CGAP, CFE**  
Treasurer-Elect  
**Pam Aguigui, CM**  
Secretary

**Final -subject to correction**

Present for the zoom meeting were:

Pilar Pangelinan	Debbie Ngata	Fierce Catoc	Taling Taitano
Jose Guevara	Justin Castro	Lorbea Palaming	Margie Francisco
Maripaz Perez	Clariza Roque	Doreen Crisostomo	
Alfredo Tinoso			

- I. Call Meeting to Order: Meeting called to order at 12:05 p.m. by Pilar Pangelinan. Secretary may not be able to attend since she is off island.
- II. Approval of Minutes: Doreen Crisostomo moved to approve minutes' subject to corrections. 2<sup>nd</sup> by Clariza. Motion passed 11 out of 14 to approve July 22, 2020 minutes.
- III. Treasurer's Report: Fierce – Last deliverables (May and June 2020 financial statements)) from last financial year was completed by Shannon. Motion to approve Treasurer Report for May and June 2020 financial statements made by Taling and 2<sup>nd</sup> by JoJo. Polling done and motion passed.
- IV. President's Report
  - a. Old Business
    - i. Bylaws/SOPs- finalized version to be submitted
    - ii. Membership Survey Results sent to National with Strategic Plan w/ACE
    - iii. 50<sup>th</sup> Anniversary  
Committee had meeting to discuss nominations
    - iv. Budget and Finance Committee Deliverables – Fierce

Fierce: Recommended to clear previous deliverables for account receivable (A/R) and accounts payable (A/P), stale checks and security deposits from last financial years that have been outstanding for over a year. He was able to retrieve the details of the accounts.

Fierce requested if CEC approval needed or just Treasurer to make adjustment for record purposes.

*Pam Aguigui*  
Official CEC Minutes – August 12, 2020  
Prepared by: Pamela R. Aguigui, CM  
AGA Guam Chapter Executive Committee – Secretary

Discussions were made regarding if only correction needed (Doreen) but writing off stale dated checks are not corrections per Taling. Recommendation was to have CEC approval due to huge amount to write off and over a year.

Fierce answered Taling questioned regarding off-set to outstanding paid to Chamorro village but was never deposited. A credit to security deposit and debit to cash was posted.

USPS fee previously paid by former Treasurer (Josie Villeneuve) using her credit card which has since expired. Pilar paid the fee this year thru personal check and will seek re-imbusement. Note: Set up payable for yearly fee due by 6/1. Doreen recommended setting up AGA account but payments only thru credit card not auto checking. Postal fee to be handled now by Pilar.

Fierce explained writing off payable to fund balance. Previously, members renewing their membership or chapter fees paid to AGA Guam and in turn paid AGA Guam submit to AGA National. This process has since stopped and members submit directly to National. Only revenue is \$5.00-chapter fee.

Fierce to check with Shannon or previous treasurers why this was not taken out of the books.

Recommended by Doreen to put all treasurers' report together.

Motion by Fierce to correct accounts receivable, accounts payable, clear stale checks and security deposits and amend June 2020 treasurer's report.

Motion by Fierce, second by Doreen. Motion passed.

Fierce to check Shannon for the 9-90 form.

b. New Business

i. Budget

Pilar: Mostly everyone submitted or are ok with the budget excel file shown on the meeting.

i.a CGFM: (Paz). Debbie (Chat message) Lorbea is scholarship. Clariza (chat)- Mercedes is in the CGFM Co-director). Paz- revised budget from \$4700 to \$1800 (scholarship \$1k, no well done, review exam questions \$200 mentorship \$300, and CGFM study group \$300. Paz posed questions regarding purchase of manual books. Still buy the new ones "loaner" or push for eBook study guides? Getting inquiries for manual study guide loan

program – Final Result: “Temporarily suspended and encourage eBook online” - \$50 for 6 months. No study guides will be purchased at this time. Remove \$1200 for CGFM.

2017 last CGFM class for 35 participants for \$20k but request for on-line class estimated \$14k for 35 participants for virtual training.

i.b Membership: Jojo last year \$2800- ok

i.c Young professional: (Rachel not present) but ok with budget

i.d Chapter admin- Pilar - Usually 30-40 members per meeting, assumptions no luncheon for the entire year due to covid. Pilar proposed having xmas party outside like pool side or patio. Taling: Is the AGA going to pay part of the cost or is everyone going to pay like \$20.00? How much did we subsidize lunch meetings? For each member, cost of luncheon is \$20.00 and \$5.00 subsidized by AGA. Total cost of subsidization never really checked. For now, no luncheon subsidized except for virtual cost of \$164.41.

Debbie usually \$500 given to JAS for Xmas party expense.

i.e. Education: Rodalyn (not present) submitted updated budget 8/12/20. (\$46,500 for training) based on committee meeting for live meeting. Cost will be less if virtual. Per Taling, are we going to pursue NASB certification? Per Pilar, Rod to review application that is very costly and not included in this budget. Revenues projected from training is \$30k.

i.f. Communications/Website (updated): Main cost \$150 for website hosting fee. Taling: Are we going to use national website template? Majority chapters have gone to national website. Problem using national is archiving. Currently, 10-15 years of data archived in AGA Guam website. National may only include only 1 hold current year of data. Per Riza, in 2017 or 2018, lost access to her update in national website and had to restart. As of this program year, Riza currently updating agaguam.net and national website. Riza has external hard drive with 10 years of data but the connectivity with national. Taling – any additional cost with the national? None per Riza. Makes sense to do use both website.

i.g PDT: PDT tabled last year. \$16k budgeted this program year.

i.h Community Service: Margie (chat) yes, budget is good. We removed the 5k.

i.i Scholarship: Like to go thru with providing scholarship with committee approval. Already one inquiry from AGA website when it will be issued. Lorbea (chat) we'll work with the recently approved budget to send out the scholarship info in time for the new school year.

i.j. Awards: Justin okay with \$500 (plaques)

i.k. 50<sup>th</sup> Anniversary: Everything is Self-pay- no budget for the anniversary

i.l. Accountability: Doreen (last year was \$5k) - plans to recognize agencies that had created CCR for the past 10 years. On 10<sup>th</sup> year anniversary for CCR. Any suggestions: plaques. Recognize GWA for 11 years for CCR. Per Paz, \$50-\$70 for plaques depending on size and might need to double up on your budget. Taling questioned need to print vice use of electronic. Last time, Doreen sent to agencies and policy makers, AGA, training. Doreen will consider not printing but leave budget for anticipated training/supplies. Budget increase for CCR, training and plaques (increase to \$1900) – new budget is \$2,500.

Debbie (chat) – you might also want to consider the wood plaques. There's some good local designs for less than \$50 each...just throwing it out there.

Fierce: What is the amount were supposed to keep as reserve? Fierce to check.

Per Taling, in reference to revenues, large amount is from GPDC. Where are the other revenues coming from? Are we doing 5k or some other fund raisers?

Margie thinking of silent auction – maybe members provide donations for points as community service (monetary or donation as service hours). To check Yuka under by-laws.

Doreen – since we are non-profit, can we issue a tax deduction?

Margie – to check if donations (Solicitations) can be used for tax purposes.

Motion by Jojo to pass budget for program year 2021 as presented. 2<sup>nd</sup> by Paz. Only CEC approval needed if over budget but use funds within-approved budget. Stay within your budget. If exceed spending, get quotes like GovGuam, need 3 quotes if over \$500.00. Polling done and approved.

As corrected, \$75,550 proposed budget, projected revenues of \$46,900 with expenses over budget by (\$23,650) (to be funded from fund balance).

II. LEED - August 20- Pilar and Llewelyn registered.

III. Selection Committee - Over 60 nominees for 50 under 40. One Phillips nominee and one more expected. Pilar, Debbie and Taling to assist in reviewing nominations.



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AGA Guam Chapter Executive Committee – Secretary

v. COMMITTEE REPORTS:

- A. Accountability/Program –Doreen needs number of members and retention from Jojo, Paz- number of CGFM and from Margie – total hours of community service. Survey will be included in CCR. Claudia Acfalle will be speaking on 8/26/20 and RJ for September 2020.
- B. Education/CPE/GPDC:
- C. Certification/CGFM: Paz no updates at this time
- D. Communications/Website/Newsletter: any updates see Riza & Debbie. Officers needs to provide info Debbie for newsletter.
- E. Membership: JoJo – checked with National regarding suspended membership. Should we charge for zoom meeting? Committee not in favor of this. How can we get back membership? Good way to market membership thru zoom. Issuance of CPE's thru speakers (from Doreen) – will bring members back. Trying to work on suspended members and have current members stay. Goal is 50 new members – waiting for classes to start.
- F. Young Professionals: Alfred – school starts Aug 19 to help recruitment!
- G. Community Service: Margie planned events like live streaming pre-recorded video for careers, food drivēs and BOG for get smart about credit day. Sept 19 Coastal Clean-up but due to covid maybe not at this time.
- H. Budget and Finance – Fierce (already reported earlier)
- I. Scholarship- Lorbea (chat) we'll work with the recently approved budget to send out the scholarship info in time for the new school year.
- J. By-Laws:
- K. Awards: Justin - deadline for John Philip due by August 25, 2020.
- L. Research/Standards- RJ will provide info for newsletter
- M. 50<sup>th</sup> Anniversary:

VI. OTHER MATTERS

Remind update email address on national website  
September training 9/2/20 – Build a positive workplace

VII. NEXT MEETING

- a. CEC Sept 9, 2020
- b. Membership Meetings Aug 26 & Sept 23

VIII ADJOURN MEETING

Motion by Doreen and 2<sup>nd</sup> by Jojo. Polling approved to adjourn at 1:23 p.m.

