



**AGA Guam Chapter
Chapter Executive Committee
Meeting Minutes
Wednesday, July 8, 2020
12:00 p.m.
Zoom Meeting**

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

Revised #1.2 draft 7-25-20

Present for the zoom meeting were:

Pilar Pangelinan	Maripaz Perez	Debbie Ngata	Fierce Catoc
Llewelyn Terlaje	Justin Castro	Yukari Hechanova	Jorizaira Borja
Rachel Cubacub	Pamela Aguigui	Jose Guevara	Taling Taitano
Rodalyn Gerardo	Doreen Crisostomo	Clariza Roque	Lorbea Palaming
Mariella Cruz	Margie Francisco	Alfredo Tinoso	
Ranel Ranoa	Rizalito Paglingayen	Vanessa Valencia	

1. Meeting called to order at 11:59 p.m. by President Pilar Pangelinan – her first CEC Zoom meeting.
2. Approval of Minutes – No minutes from the last CEC meeting for June.
3. Treasurer’s Report – Last treasurer’s report approved was April Treasurer’s Report
4. President’s Report –
 - A. Bylaws and SOPs
Bylaws were approved and one of the requirements for the ACE. Need only signature page to finalize and send to National (Llewelyn). SOPs still in the works.
 - B. Check -last CEC minutes that were approved.
 - C. Zoom Meeting Link
Meeting templates to track motions to approve or number of attendees used now. If any documents for last year, post to link for 2019-2020 google server to be used for this upcoming program year. If recording video, file may be too large to send via email need to place in google drive - inform Pilar if out of space. In the Zoom account, per Doreen, you can leave recording in zoom account and not in google. Only the secretary needs zoom account, will be tried on next meeting. (Pilar used her computer to record this meeting and load to google drive for access).

D. Acknowledgement Award winners

Doreen for Accountability. Vanessa and Margie for Community Service. Ricky for Emerging leaders and Paz for Certification. AGA Guam Chapter received Platinum again! Thanks to Debbie and team. Work hard this year to continue.

E. Turnover Treasurer Documents: Fierce:

Fierce, Pilar Shannon and Debbie met to close out finances- awaiting June statement. For the audit review, Shannon provided documents to Fierce. Pending from Shannon – last Treasurer’s report, cash box and key, posting to newspaper and form 990.

F. Membership survey results: - Pilar Reported on Results:

- Survey was opened 6/26/20 for 10 days and closed on 7/3/20 with only 20 responses out of 200 members. Linked was sent out twice. Yuka asked to re-do the survey and get more responses – use incentives to respond like gift cards etc. Doreen mentioned 199 from Guam and Saipan and 41 memberships suspended in March 2020.

Pilar to decide as president to re-open survey again for new results or use current survey. Survey to be used as bench mark for strategic plan due August 1, 2020 and for Doreen planned to use in CCR.

Overall the survey results are membership feels good about our organization. 75% will recommend our group to friends.

- Networking – Overall everyone satisfied with most of the things we’re doing. Improvement on newsletter. Looked at other websites for newsletter award – done monthly. Try this year to produce monthly newsletter using strategic plan (Pilar and Debbie).
- Social media- Mariella is our student member and Riza is overall Communications Chairperson. Per Riza, only Facebook and Instagram accounts - No Twitter account.
- Value with the Membership – people are happy with membership
- Mentorship –survey on low side with Young professional. CGFM working with students for the workforce. Paz to share her ideas.
- Primary Reason to join the organization? – Employers pays for membership, meeting other professional in our field. 45 didn’t renew their membership – some deadlines missed by organization.
- Total membership count - Doreen provided the information 199. Pilar: Some issues when contacting expired memberships--members have no email, no valid phone number or are no longer with employer.

- Activities/Suggestions: Like lunch raffle and participate in more activities. Like topics most of the time – submit recommendations for new topics to be added to strategic plan.
For CGFM – people interested in self-study but can't share on-line testing unless print out and share. Like incentive plan to reimbursement for on-line. If anyone wants to assist in chapter committees, submit name if interested.

G. Strategic Plan –

Templates used from prior year by Debbie updated by Pilar to include items from ACE (Achievements in Chapter Excellence) Awards into strategic plan. For all the committee chairs, take a look at your strategic plan section to improve and work on how to get to the goals to continue to be Platinum – our 50th year!

Achieved bonus points for submission of name of Chapter Officer's and Committee Chairs – sent in time before June 15 deadline!

Next bonus points deadline – Strategic plan due August 1, 2020.

Debbie to Complete end of year Annual Report.

H. 50th Anniversary – Brain storming to select a theme and fund-raising ideas to raise funds since no 5k this year. Per Fierce only \$54k available in AGA Chapter account. Taling and Vince provided ideas from last meeting. Ideas included blast to all agencies:

- 1) John Philip Award deadline August 21, 20 (award Sept meeting)
- 2) Other 50th under 40 or Emerging Leaders in GovGuam (award Sept meeting)
- 3) 50 Accountability Leaders in GovGuam (present in December)
- 4) Anniversary booklet (50th anniversary) in March 2021 CGFM (how agency progress within)

Plan is go digital and have sponsors fund publication.

25 years CGFM – Pilar recommended maybe 5 events. 50 miles per month for health wise and no cost – good for well-being.

Giving back to community: Taling mentions in July canned good drives. Each committee chair should try to incorporate ideas using 50! Please submit to Taling, Pilar or Vince your ideas. Next 50th anniversary planning meeting Wednesday, July 15, 2020 12:00 noon.

I. Budget and Finance Committee deliverables: Fierce

Discussion if CEC approval for write off for 2017 and 2018.

Already discussed with Shannon – June treasurer's report, form w9-99... Auditor review – no volunteer yet. Anyone not in management can volunteer to audit last year's financials.

Motion by Doreen to approve new bank signatories between the periods of July 1, 2020 thru June 30, 2021. Below are the new CEC officers

Pilar Pangelinan, President
Maripaz Perez, President-Elect
Fierce Catoc Treasurer
Llewelyn Terlaje Treasurer-Elect
Pam Aguigui, Secretary

19 out of 24 approved for new bank signatories.

Fierce: Accounts receivable & Accounts payable not moving since 2018 – related to GPDC. Waiting for the audit before we approve the write off. Fierce to provide email with details of write offs as requested by Yuka.

Motion tabled til next meeting. Only CEC approval needed for write off.

Undeposited account cleared by Shannon.

J. Committee Reports:

- a. Chapter Recognition Program – Doreen needs goals, strategic goals and challenges. Pilar to update new chat with new committee members.
- b. Education: Rodalyn, for GPDC planning committee has not met due to Corvid. Better reporting next meeting. Check if in line with ACE goals for CGFM activities in March. Pilar commented NASBA certification cost is high. Rod to work with Guam Society of CPAs.
- c. CGFM and Certification – Paz – unable to hear her. Read: updating scholarship and ACE goals. Working with training opportunities with Education possible virtual.
- d. Membership – Jojo -To work with marketing for some advertisement like National “What AGA means to me? One incentive suggestion: one free annual membership, as well as, national PDT convention.
- e. Young Professionals – Rachel has yet to meet JAS and AJA representatives. Going to get in contact to meet virtual for new program year. Up in air if face to face activities are going to happen like mixer.
- f. Accountability – Give Data to Doreen to meet October deadline. Retention rate 81%.
- g. Community Service -Margie No community service plan yet. Awaiting refund from Chamorro Village. More of donations expected this year for pdt raffle participation and virtual 5k.
- h. Communications, Newsletter and Website – Riza – email notification and open Twitter account. Guam AGA Website more user friendly. AGA national platform – problem with accessing 24/7. Updates needed for minutes, bylaws, treasurer report, list of national awards are complete in website.

- i. Scholarships – Bea and Pam. Trying to figure out whether to have reduced number of awardee or reduce scholarship amount. Decision to be made based on submission of scholarship budget.
 - j. Bylaws- Llewelyn – Bylaw approved, will work on signature page to submit to National.
 - k. Awards – Justin – will try to get more awards this year. Working with Vince on John Phillips awards, new CGFM and longevity awards. Per Justin – suggestion 3 cheers for 50 years!
- L. Presentation by Research and Standards: Preliminary review issued by GASB – RG - Some presentation items included:
- Category A related guidance how to recognize obligations
 - Category B – good reading and related preliminary new documents
 - Gasb – statement of concepts. Provide comp principles to be used for reporting standards. Hierarchy in the financial statements.
 - CARES Act - How to recognize certain money in the books and how it affects the financial reporting for the agency.
- RG to create a condensed version to put in newsletter for Debbie.
Maybe one topic each month for newsletter. Provide link to actual GASB document for reader access.
- Doreen – RG can you be our guest speaker for next membership meeting?
- M. BUDGET: Last year, everyone had their budget from last year, if you know what you spent, inform Pilar. Update with last's year budget on the ACE.
Start thinking of your budget due to limited funding. Maybe fundraising to celebrate anniversary.
- N. Fierce already attended the LEED and Llewelyn to attend this year. Leed virtual conference August 20, 2020.
- O. Next membership meeting: July 22, 2020.
- P. Next Meeting: Wednesday, August 12, 2020.
- Q. Adjourn Meeting: Pam moved to adjourn the meeting. Doreen second. Meeting was adjourned at 1:29 p.m.