



**Association of Government Accountants
Guam Chapter
Chapter Executive Committee
Meeting Minutes**

Wednesday, January 12, 2022
Virtual Meeting via Zoom

**Maripaz Perez, CGFM, CGAP,
CICA, CIA, CFE**
President
Josephine Villanueva, CPA, CGFM
President-Elect
Pilar Pangelinan
Immediate Past President
**Llewelyn Terlaje, CGFM, CGAP,
CFE**
Treasurer
Justin Castro, CFE
Treasurer-Elect
Joy Bulatao, CGFM
Secretary

Present for the meeting were:

Clariza Roque	Justin Castro	Odeth Ignacio
Debbie Ngata	Llewelyn Terlaje	Pilar Pangelinan
Doreen Crisostomo-Muña	Lorbea Kim	Royelle Carter
Jose Guevara	Margie Francisco	Vanessa Valencia
Josephine Villanueva	Maripaz Perez	Yukari Hechanova
Joy Bulatao	Mary Grace Edrosa	

1. Call to Order
 - a. Meeting was called to order at 12:00 p.m. and was presided by Maripaz Perez.
2. Approval of Minutes
 - a. A motion to approve the Nov. 2021 Chapter Executive Committee (CEC) meeting minutes, subject to corrections, was made by Clariza Roque. Jose “Jojo” Guevara seconded the motion. The motion carried with 100% in favor and 0% against by a poll.
 - b. The Dec. 2021 CEC meeting minutes is tabled and will be provided in the next CEC meeting.
3. Treasurer’s Report
 - a. Financial Report
 - i. As of 10/31/2021 (Revised):
 1. The Statement of Financial Position showed total assets and total liabilities and equity at \$54,754.03.
 2. The Statement of Activities showed total income at \$307.88, total expense at \$3,865.47, and excess of expense over income at \$(3,557.59).
 3. Llewelyn Terlaje explained that the revision was due to subsequent transactions for the Guam Memorial Hospital Authority (GMHA) donation drive. She gained access to the Paypal account in November and found October transactions. She recorded the donations based on the transaction date, which changed the amounts initially reported.
 - ii. As of 11/30/2021:
 1. The Statement of Financial Position showed total assets and total liabilities and equity at \$55,082.09.
 2. The Statement of Activities showed total income at \$328.06, total expense at \$0, and excess of expense over income at \$328.06.

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- iii. As of 12/31/2021:
 1. The Statement of Financial Position showed total assets and total liabilities and equity at \$55,082.09.
 2. The Statement of Activities showed total income, total expense, and excess of expense over income at \$0.
 - iv. A motion to approve the Oct. (revised), Nov., and Dec. 2021 financials, subject to audit and corrections, was made by Yukari Hechanova. Jojo seconded the motion. The motion carried with 100% in favor and 0% against by a poll.
- b. Finance Committee Updates
 - i. Llewelyn submitted the bank signatory forms to Bank of Guam and stated that her point of contact was off-island. She worked with Coast 360 to revise the forms several times and will meet with them tomorrow to finalize. Maripaz asked if she or Josephine Villanueva were needed for the meeting. Llewelyn replied no but will inform them otherwise.
 - ii. Llewelyn stated that the \$150 accounts receivable from the Guam Department of Education (GDOE) was pending resolution. Maripaz confirmed that Llewelyn and Fierce Catoc submitted a memo; and will include the topic for discussion during the next meeting.
4. President's Report by Maripaz
 - a. Guam Chapter Policies and Procedures
 - i. Maripaz will email the final draft Standard Operating Procedures (SOPs) to the CEC today. She will reach out to Yuka and another CEC member to do a cold read before presenting it to the CEC for approval. The SOPs will complement and guide the CEC on the implementation of the by-laws.
 - b. Guam Economic Development Authority Qualifying Certificate Community Contribution Grant Application
 - i. Josie shared that the Chapter applied for \$25,000 but was not selected for the award. The funds were to be used for scholarships and to subsidize training or conference costs/fees. Fourteen entities were awarded and were mostly non-profit organizations for social services.
 - ii. Josie will continue to search for international scholarships or other opportunities outside of Guam.
5. Committee Reports
 - a. Accountability (Citizen Centric Report or CCR) by Doreen Crisostomo-Muña
 - i. Doreen stated that she followed-up with Dessamine Vince Cruz from AGA National on the status of the CCRs and is pending Dessamine's reply. Doreen and Debbie Ngata completed their review of CCRs for AGA National.
 - b. Awards (Achievements in Chapter Excellence) by Maripaz

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- i. Maripaz stated that the Chapter met the Nov. 30, 2021 deadline. The second post report is due Feb. 28, 2022 and will cover Committee activities from Dec. 2021 to Feb. 2022.
 - c. By-Laws by Maripaz
 - i. Maripaz stated that the SOPs were to be finalized by the Feb. 2022 CEC meeting.
 - d. Certification/Certified Government Financial Manager (CGFM) by Josie
 - i. Josie reported that, as of yesterday, there are 34 active CGFMs but should be 35 with Odeth Ignacio. Justin Castro and Jerricho Garcia are new CGFMs. All three are waiting for their experience eligibility.
 - ii. Josie stated scheduling the third Coffee Klatch catch up in Feb. 2022. It would most likely be virtual depending on changes with the COVID-19 restrictions.
 - iii. Josie contacted the Legislature to ensure that the legislative resolution for CGFM month occurs in late Feb. 2022 in time for the March celebration.
 - iv. Josie is looking into providing free trainings for future and current CGFMs.
 1. She reached out to Jason Katigbak to invite a visiting professor from the University of Guam (UOG) to help with the training, and to Dave Sanford from the Guam Society of Certified Public Accountants and Guam Board of Accountancy (GBA). She asked the CEC if they could provide topics for these trainings.
 2. She stated that the training for future CGFMs will be up to two hours, with the first hour on motivation and the second hour on experiences of the CGFMs.
 - v. Josie and Mary Grace Edrosa yesterday decided to schedule presentations to government agencies in the following order: the Department of Administration (DOA), the GDOE, the Guam Community College (GCC), the UOG, and the Port Authority of Guam.
 1. Grace added that she will coordinate the virtual presentation with the DOA Director. DOA is first because it is one of the agencies that have plenty of accountants. Grace is hopeful that the presentation will encourage those who scheduled to take the exam, especially for the one that was unsuccessful in her attempt at passing the first exam.
 2. Maripaz asked Josie and Grace to inform the CEC if panelists are needed for the presentation.
 - vi. Josie shared that the UOG Junior Accountants Society invited the Chapter to present on Feb. 24, 2022. The CGFM and Membership Committees and Maripaz will do a presentation on the CGFM.
 - e. Communications Newsletter by Debbie
 - i. Debbie stated that she received the January 2022 guest speaker information from Pilar, and two emails relative to FASB and UOG's visiting professor from Taling Taitano. Debbie asked the CEC for more articles, especially for Membership Mondays. There are only enough Membership Monday articles

until Feb. 14, 2022. She also asked for recommendations of which CGFMs to be featured for March.

1. Doreen asked there appears to be a lack of interest in the UOG visiting professors' courses. Debbie replied she received only their profile information and that they were sponsored by the GBA. Maripaz stated that the Chapter was soliciting free training worth two Continuing Professional Education units (CPEs) from the professors, like past trainings taught by Dr. Billy Morehead and Dr. Mark Morgan.
- f. Communications Website – Tabled
- g. Community Service by Vanessa Valencia
- i. Vanessa stated that the Solo Community Service is the only service in January 2022. The Bus Stop community service event, scheduled for Jan. 8, 2022, was cancelled due to the increase in COVID-19 cases.
 - ii. Vanessa stated that the Committee will be providing Yuka the \$1,074.68 check from the GMHA equipment drive.
 - iii. Vanessa stated that the Committee planned to host donation drives for the American Red Cross in Mar. 2022 and Guma San Jose in Apr. 2022. The Committee is looking for other services, such as career days and cleanups.
 - iv. Maripaz confirmed with Margie Francisco that about 400 lbs. of donations were collected from the Canned Food Drive for the Catholic Social Services.
- h. Education by Maripaz
- i. Maripaz stated that Rodalyn Gerardo emailed the members their CPE certificates as of Nov. 2021. Maripaz asked to email her and/or Rodalyn if certificates were not provided.
- i. Membership by Jojo
- i. Doreen asked the CEC if they saw the AGA National's post in Membership Matters about the Chapter's initiatives. Maripaz replied no and asked Doreen if she could send a copy to herself, Clariza, and Debbie. Jojo added that the post was from last Monday or two Mondays ago.
 - ii. Jojo thanked Clariza for helping with contacting Megan Brien from AGA National to resolve Yukari Buccat's registration. Yukari reset her password to register through the National's website. She is now a Chapter member.
 - iii. Jojo presented to the CEC a 3-page draft flyer to market AGA membership.
 1. The first page was about membership benefits.
 2. The second page needs Debbie's assistance to add a "local flavor" to it. The Committee will give the draft to Debbie to insert snippets from the Chapter's Membership Mondays feature, using the AGA National's template for "What AGA Means to Me".
 3. The third page was about renewing membership through the AGA National website. The Committee encourages members to renew now and will send a reminder about the Mar. 31, 2022 deadline.

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- iv. Maripaz confirmed with Jojo that membership helps with the Professional Development Training (PDT) raffle. Jojo stated that the raffle will be held in May as the PDT is from Jul. 17 to 20, 2022.
 1. Jojo stated that members must attend eight out of 10 meetings and be in good standing to be eligible. The Committee is preparing the eligibility criteria for the raffle; and will discuss with Maripaz about the requirement for two community service activities.
 2. Jojo asked if Maripaz would be increasing the \$8,000 budget. It was insufficient for three people unless the CEC wanted to limit the raffle to one member and one incoming officer. Maripaz recalled obtaining scholarships to defray some costs for the President-Elect. Maripaz confirmed with Jojo that they will be working to finalize the criteria in time for the Feb. 2022 General Membership meeting.
 - j. Programs & Technical by Pilar Pangelinan
 - i. Pilar stated that Bjorn Hauerbach from Empower Retirement will be presenting on personal financial planning for the Jan. 2022 General Membership meeting. She asked for the CEC to message her in WhatsApp for questions on the presentation.
 - ii. Pilar stated that the Feb. 2022 guest speaker will be Edmund Brobesong from Ernst & Young, LLP for tax updates.
 - k. Research/Standards by Maripaz
 - i. Maripaz asked the CEC to email her for any research on accounting topics. She will relay the message to the Committee.
 - l. Scholarship by Lorbea Kim
 - i. Lorbea stated that the application deadline is on Feb. 4 and that the award to the UOG and the GCC will be made during the Feb. 2022 meeting.
 - m. Young Professionals by Maripaz
 - i. Maripaz shared that eight of 10 students attended the Mentoring Program kick-off meeting in Dec. 2021. The Committee paired the students with professionals and will assess this pilot program's performance.
6. Other Matters
 - a. Maripaz thanked Rachel Cubacub, CK Escalona, and Marie Christel Espiritu for hosting the Chapter's Christmas Party on Dec. 21, 2021.
 7. Next Meetings
 - a. The General Membership Meeting will be held virtually on Jan. 26, 2022.
 - b. The CEC Meeting will be held virtually on Feb. 9, 2022.
 8. Adjournment
 - a. Meeting was moved to be adjourned at 12:35 p.m. by Doreen. Jojo seconded the motion.
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