



**AGA Guam Chapter
Chapter Executive Committee
Meeting Minutes**
Wednesday, March 11, 2020 at
12:00p.m.
Capricciosa, Hagatna

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
- Llewelyn Terlaje
- Justin Castro
- Pilar Pangelinan
- Yuka Hechanova
- Ricky Hernandez
- Shannon Bartonico
- Rodalyn Gerardo
- Fierce Catoc
- Pamela Aguigui

- I. Meeting called to order at 12:03 PM by President Debbie Ngata.
- II. Approval of Minutes:
 - a. January minutes- Shannon motioned to approve the minutes subject to corrections. Pilar seconded the motion. All were in favor and the January minutes were approved.
 - b. February minutes – tabled.
- III. Treasurer’s Report:
 - a. Shannon sent the revised September through December reports which were approved in the last meeting subject to the reconciliation of account receivables. Debbie asked CEC to review for their respective areas.
 - b. January through February minutes – tabled.
- IV. President’s Report
 - a. Old Business:
 - i. LEAD! 2020 – Yuka, Pilar, and Llewelyn have registered for the meeting as the deadline was March 6.
 - ii. Google Drive – Debbie reminded the CEC to place all files on the Drive as there are points we can receive.
 - b. New Business:
 - i. National Awards Nominees is due by the end of the month. Debbie will utilize the template from Frances. Doreen suggested to submit for the Transparency Award.
- V. Committee Reports:
 - a. Program:
 - For March, Tyrone Taitano from the Bureau of Statistics and Plans will discuss the 2020 Census.
 - Confirmation from is needed from Doreen about whether she intends to have a CPE issued because there is a lot on the agenda for March.
 - Research is pending on the micro CPE units.
 - b. Education – Rodalyn reported that the March 9th GASB Updates training is complete. There were 65 who registered and 64 attended. For the February 27th training on Ethics/CCR, 98 people signed up, but 89 attended. The March 27th meeting will be at UOG with Vince Camacho and Jojo. For GPDC, the tentative dates are July 29 through the 31st, but with the Covid-19 pandemic, an alternate date of September 14 – 16 was proposed. The committee is pending confirmation from Hyatt if the dates are available.
 - c. CGFM – Paz was not able to attend but emailed a report of the following:
 - 3/9 – CGFM Recognition Letters emailed, Free GASB Training for CGFMs



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- 3/12 – CGFM Month Governor Proclamation & Legislative Resolution, 3:30PM @ Adelup, Wear RED
 - By 3/20 – Plan to contact at least 2 government accountability leaders to promote CGFM
 - 3/25 – GM Mtg. free for CGFM, Presentation of CGFM Video and 2020 CGFM Power Point Presentation, CGFM Red Velvet Cake
 - 3/27 – Fundamentals of Project Management & Ethics Training, free for CGFM, to show CGFM presentation
 - Canned Food Drive (in conjunction with community service) 3/25 and 3/27
 - d. Membership – The committee will do some outreach in April for those agencies in the ITC building.
 - e. Young professionals – Debbie reported that the committee will hold the Annual Mixer after April 15. For those interested in helping to plan the Mixer, contact Rachel.
 - f. Accountability – Tabled.
 - g. Community Service -The committee will hold the Guam San Jose feeding on April 18, which is a Saturday, from 11am – 1pm. About 90 people is estimated. The committee will order food similar to last year including mash potatoes and karage. For the 5K, a concern was raised about the attendance, which is declining for all 5Ks. Yuka suggested, we may want to start considering a new event. The CEC agreed to continue this year’s 5K event, but estimates should be at a lower level. T-shirts is one of the biggest expense items, which can be lowered with better estimates. A concern was also raised as the Chamorro Village is asking for a cleaning fee. A permit has not been issued pending securing the maintenance contract. In times past, Yuka stated that there is a deposit, which is given back if the facility is cleaned.
 - h. Newsletter & Website – Riza emailed Debbie the synopsis for the year. Debbie will work on the President’s message.
 - i. Scholarship – Pam will send the UOG scholarship recipient award picture to PDN. The GCC scholarship picture will be sent after Pam is able to coordinate a picture taking with the recipient.
 - j. Bylaws –Pam motioned to approve the updated Bylaws. Yuka seconded the motion. All were in favor and motion to approve the Bylaws was passed. The Bylaws will be emailed to the membership and the membership will be asked to approve the Bylaws at the March General Membership Meeting. The SOPs will follow at a later time as the committee is still working on updating it. The committee will send the draft SOP for each Officer and Director to review their respective position’s duties and responsibilities as the write-up was based on the prototype from National. In the committee’s review, there were concerns as it appears some duties listed is not the current practice. We need to determine whether we will follow what national indicated or base it on each position’s current responsibilities.
 - k. Awards – See discussion under New Business.
 - l. Chapter Recognition Program – Taling sent out the report for committees to review.
- VI. Other Matters:
- a. Purchase of projector and clicker – Debbie will work with Rodalyn to procure these items for the GPDC.
 - b. Chapter Survey – Taling sent something to Debbie to consider.



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- c. Concerns were raised regarding the travel to LEAD! 2020. Yuka mentioned that National is asking us to finalize travel plans by this weekend. We may not be able to attend because there are discussions that Government of Guam may restrict travel. She suggested that we try to contact Louise to see if the training will be postponed or if we can have the meeting at the PDT.
- VII. Next Meeting – April 8, 2020, 12:00 PM. Location TBD.
- VIII. Adjourn Meeting – Justin motioned to adjourn the meeting. Pam seconded the motion. All were in favor and the meeting was adjourned at 12:35 PM.

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