



AGA Guam Chapter
Chapter Executive Committee
Meeting Minutes
Wednesday, September 11, 2019
at 12:00p.m.
Nits Thai Cuisine - Barrigada

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 | - Justin Castro | - Doreen Crisostomo |
| - Llewelyn Terlaje | - Jojo Guevara | - Ricky Hernandez |
| - Vanessa Valencia | - Rachel Cubacub | - Clariza Roque |
| - Frances Danieli | - Rodalyn Gerardo | - Pamela Aguigui |
| - Pilar Pangelinan | - Yuka Hechanova | - Maripaz Perez |

- I. Meeting called to order at 12:06 PM by President Debbie Ngata.
- II. Approval of Minutes: August minutes - Vanessa moved to approve minutes subject to corrections. Pilar seconded the motion. All were in favor and minutes were approved.
- III. Treasurer's Report: July Report - Tabled
- IV. President's Report
 - a. New Business
 - John Phillips Award – Vince Duenas is asking for a motion to pass the Resolution he put together to present at the September General Membership meeting. Debbie will email a copy to the CEC members for a vote.
 - GSCPA will be holding a CPE training in November 6-8 by Rob Moody. Taling has asked that AGA be a co-sponsor for the training. According to Rod, she had prior discussions with Jason Katigbak who stated that they will include AGA as a co-sponsor for all their training events.
 - The Relief Society Women's Organization is accepting donations of new or "gently used" school backpacks and/or school supplies from September 3 to 20, 2019. However, donations will still be accepted during the September AGA General Membership Meeting on September 25, 2019.
 - b. Old Business:
 - Bylaws:
 - Yuka sent out revisions and some feedback was provided. She is now working on the SOPs based on the template from AGA National. She will be refining it, but she is almost done. She is asking if the CEC would like the SOPs to include job descriptions.
 - Currently there are separate standalone SOPs, but she will incorporate it in the new manual. She wants to work on this alongside the Bylaws because the updated Bylaws makes a lot of reference to the SOPs. She will upload the draft onto Google Drive and hope the CEC can approve it by next CEC meeting.
 - A question was raised whether we will follow the fiscal year suggested and whether Directors should be elected. Llewelyn mentioned that the last time the Bylaws were updated, that was an option National put in their prototype, but the CEC decided to keep the fiscal year and the nomination of Directors, which AGA National approved. Discussions by the CEC was that it is an option and there was no need to change the fiscal year, but we can vote on it once we have the proposed bylaws. The NCC will be appointed and election will be for the officers.



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- Yuka requested for CEC's goal on passing the Bylaws, which should be approved by CEC a month prior to the membership approval at the General Membership meeting. Debbie stated we should aim for discussion in October and vote in November. Then we can send to membership for approval at the December or January General Membership meeting.
 - Yuka would like to keep the financial SOP separate and will make a reference to this SOP because of the volume of the information, but the goal is to consolidate all the standalone SOPs we currently have.
 - SOP 3 – CGFM Certification Programs: Scholarships and Study Guides
 - Paz had emailed the draft to the CEC. As a recap, the main change is that it now includes the online study guide reimbursement for \$50 per part for six months.
 - On Saturday, Paz met with those interested or actively pursuing the CGFM exam. The group prefers meeting once a month. The deliverable for next meeting is to put a timeline together to include when they want to complete the exam and to find out whether they applied or register.
 - CGFM Review Course – there is interest and inquiry as to whether we can offer the CGFM Review Course. Paz would do a little more research.
 - SOP 10 – Annual PDC Raffle
 - The goal is to increase the community service requirement to two. Before the raffle, you need to be a member for 8 out of the 10 meetings. A suggestion was made that Grace will verify the attendance listing to note who are members and non-members.
 - Membership Recruitment Incentive Policy:
 - First raffle is for members who attend 8 out of 10 meetings and participate in two community service events. This is the current Annual PDT raffle we have, which will this year will have two winners. Then another raffle will be for the membership recruitment raffle, which is a separate pool.
 - Debbie asked that an emphasis will be made for the community service requirement.
 - A suggestion was also made to clarify the definition of a “new member”, which means that the person did not have a membership number before. Therefore, it will not count if someone did not renew their membership for a few years and then you recruit them to come back and sign-up again.
 - Ricky also suggested that since the policy is not indicating that this is a pilot program, the caveat “subject to availability of funds” or “subject to CEC approval” should be included.
 - Clariza suggested to also change references to “this program year” to “each program year.”
 - A motion was made by Pilar to approve the policy subject to the above changes and was seconded by Jojo. All were in favor and motion was approved.
- V. Committee Reports:
- a. Program – The next speaker will be Lilian Perez-Posadas for the September General Membership meeting and one CPE will be offered. Also, the John Phillips Award Proclamation will be done after the Guest Speaker presentation. Vince may be a co-director for the committee, but this needs to be confirmed. For consideration for future meetings, a suggestion was made to consider the discussion of GovGuam Health Insurance.



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- b. Education – Rod is working on sending out the CPEs for the last meeting. She is also in communication with Billy Morehead for a training. She is asking for any suggestions for training, which can be emailed to her. Paz suggested an HR or personnel development training. She mentioned coordinating with Jerry Roberts who does such training.
 - c. CGFM – See discussions under the CGFM SOP above.
 - d. Membership – The committee will partner with the CGFM committee as part of their outreach efforts to be held quarterly.
 - e. Young professionals – Rachel is reaching out to the Presidents of JAS and AJA. She will coordinate with them to get their AGA membership completed.
 - f. Accountability – Doreen congratulated the four agencies who received the Certificate of Excellence award for their CCRs. They are GPA, GWA, GMHA and DOE. She is waiting for OPA to upload the CCRs on their website. Doreen will then have her students evaluate who should get the CCR award.
 - g. Community Service – Coastal clean-up is scheduled for September 21, 2019 at Pago Bay. Please bring your children as well who may need community service. Registration is at 6am and go-time is at 7am. There is also a backpack and school supplies drive, which can be submitted at the next General Membership meeting or at GDOE Buildings A or B. Lastly, AGA will be participating in Bank of Guam's Get Smart About Credit Day on October 15th. The top three sellers for the AGA 5K will be announced at the next meeting and prizes will be given.
 - h. Newsletter & Website – Vanessa is working with Debbie to get the checklist so they can update the website in accordance with National standards. The committee will also be doing more with social media and sharing it with National. Clariza is asking for clarification on whether the newsletter will be monthly or quarterly. Debbie will evaluate the points and get back to Riza and the preference. Debbie also asked whether Doreen's students can also contribute to the newsletter.
 - i. Scholarship – The committee sent out the information to UOG and GCC and is asking that it be posted on the AGA website.
 - j. Bylaws – See discussions above under Old Business.
 - k. Awards – Write-ups are due for the John Phillips Award. There is only one nomination currently, but nominations are due on Friday.
- VI. Other Matters – None discussed.
- VII. Next Meeting – October 9, 2019, 12:00 PM, Location TBD
- VIII. Adjourn Meeting – Doreen moved to adjourn and was seconded by Paz. All were in favor and meeting was adjourned at 1:10 PM.

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