



**AGA Guam Chapter  
Chapter Executive Committee  
Meeting Minutes  
Wednesday, July 14, 2021  
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	Llewelyn Terlaje	Pilar Pangelinan
Debbie Ngata	Lorbea Kim	Rizalito Paglingayen
Fierce Catoc	Margie Francisco	Rodalyn Gerardo
Jorizaira Borja	Maripaz Perez	Royelle Carter
Jojo Guevara	Mary Grace Edrosa	Taling Taitano
Josephine Villanueva	Odeth Ignacio	Vanessa Valencia
Justin Castro	Pamela Aguigui	Yukari Hechanova

1. Call to Order
  - a. Meeting was called to order at 12:04 p.m. and was presided by Maripaz Perez.
2. Approval of Minutes
  - a. A motion to approve the June 2021 Chapter Executive Committee (CEC) minutes, subject to corrections, was made by Pilar Pangelinan. The motion was seconded by Debbie Ngata. The motion carried with 100% in favor and 0% against by a poll.
3. Treasurer's Report by Fierce Catoc
  - a. As of 5/31/2021:
    - i. The Statement of Financial Position showed total assets and total liabilities and equity at \$64,488.97.
    - ii. The Statement of Activities showed total income at \$18,250.00, total expense at \$6,151.20, and excess of expense over income at \$12,098.80.
    - iii. A motion to approve the May 2021 Treasurer's Report was made by Taling Taitano. The motion was seconded by Josie Villanueva. The motion carried with 100% in favor and 0% against by a poll.
  - b. June 2021 Statement of Activities is yet to be completed. Interest income was pending the Coast 360 bank statement.
    - i. Maripaz inquired about the classification of costs incurred during face-to-face meetings and individual committee meetings. Fierce replied that the former may be labeled as committee luncheon cost and the latter is a different expense item in QuickBooks.
    - ii. Maripaz confirmed with Fierce that the "Membership Support" expense line item was for the End of Year picnic hosted for the general membership.

- iii. Maripaz inquired about the availability of the Coast 360 bank statement. Fierce replied that the Chapter is not provided e-statements; hence, he receives the statements via mail every quarter. He anticipates receiving the June 2021 bank statement before the General Membership Meeting in 07/28/21.

#### 4. President's Report

- a. Turn-Over 2021 to 2022 Officers & CEC: Documents, Reference Materials, Tips, etc.
  - i. Maripaz thanked those who have transitioned their responsibilities and encouraged the sharing of helpful tips to a new officer or committee director.
- b. Guam Chapter By-Laws: Updated & Approved – 4/29/2020
- c. Guam Chapter Policies and Procedures: Target Completion – 12/31/2021
  - i. Maripaz thanked Yuka Hechanova for the draft policies and procedures. The draft is for the CEC to localize; incorporate activities, expectations, and duties and responsibilities; and ensure correct references in by-laws. The draft will be emailed by Maripaz to the respective committee directors and officers.

#### 5. 2021 National Awards

- a. Maripaz congratulated the 2021 Officers & CEC for receiving chapter awards in: (a) Accountability and Transparency, (b) CGFM, and (c) Community Service.

#### 6. Close-Out & Turn Over of Finances

- a. Fierce indicated that he and Llewelyn initiated their transition two weeks ago and will complete their transition after he finalizes the reports. Maripaz confirmed with Fierce that an update will be provided next month.

#### 7. New Business

- a. Program Year 2021-2022 Theme
  - i. Maripaz is soliciting for suggestions, via email, on this year's theme that will be part of the strategic planning. She also thanked those who attended last Saturday's strategic planning meeting.
- b. Membership Survey for 2022 Task Force Members
  - i. Pilar recalled a requirement for a membership survey in the last Achievements in Chapter Excellence (ACE). Part of goal setting was to use the survey to improve the Chapter's performance. No date was required. However, the survey was usually sent around Mar./Apr. for next year's planning.
  - ii. Taling stated that the survey could be conducted more than once a year. Although it was in the ACE, the survey was not recurringly utilized. She also added that the goal is to exceed an 80% membership satisfaction rate.
  - iii. Pilar stated that sample surveys were found at the AGA National website; and would share the samples, if necessary. Last time, Megan Brien from AGA National created the survey via Survey Monkey and provided the survey link and results to the Chapter.
- c. Strategic Plan: 2022 ACE Goals – To Be Emailed by Maripaz
- d. 2022 Committee Budgets – Due 7/31/2021
- e. 2022 Strategic Plans – Due 7/31/2021

- f. General Membership Meeting Frequency
  - i. Maripaz stated receiving favorable responses for a quarterly face-to-face meeting. She asked if the response was sufficient to move forward with this frequency, to be able to reserve meeting venues, or to expand the survey to the rest of the membership.
  - ii. Jojo Guevara replied to begin the quarterly now.
  - iii. Mary Grace Edrosa suggested surveying interested participants to determine the number of people to be accommodated for the venue. Maripaz emphasized the importance of RSVP and Guam’s pandemic status.
  - iv. A motion to hold the general membership meetings, face-to-face, in Sep. and Dec. 2021, and Mar. and Jun 2022. was made by Rodalyn Gerardo. The motion was seconded by Jojo. The motion carried with 100% in favor and 0% against by a poll.
- g. General Membership Meeting Luncheon Fee
  - i. Maripaz stated that the luncheon fee will be revisited upon availability of pricing information. She asked up to how much the CEC was willing to subsidize for the membership. However, she will be requesting Fierce for last year’s pricing to project estimated costs for this year.

## 8. Committee Reports

- a. Programs & Technical by Pilar
  - i. July 2021: Daphne Leon Guerrero will be speaking on People Analytics.
  - ii. Pilar asked if the CEC would like to re-instate the policy that only members will receive Continuing Professional Education (CPEs) units and guests will need to pay.
  - iii. Maripaz stated the Education Committee would screen meeting attendees against the active members list. She asked for a reasonable price to charge non-members to receive CPEs; and will discuss with Rodalyn and Pilar.
- b. Accountability (Citizen Centric Report) – Tabled
- c. Education by Rodalyn
  - i. Lessons learned meeting recommendation was to possibly host the Guam Professional Development Conference (GPDC) in 2022 to be aligned with historical practice. However, the chances of that happening this program year are slim. The GPDC was held in 2021 due to the pandemic.
  - ii. The Guam Society of Certified Public Accountants is offering a free training on Data Analytics and other topics (8 CPEs) from 7/22 to 7/23/21. The instructor is Dr. Billy Morehead, CPA, CGFM. The notice was sent yesterday.
- d. Certification/CGFM by Josie
  - i. The committee will be scheduling Coffee Klatch meetings and reaching out to government agencies. The committee is soliciting input on the best approach for the outreach, and whether the pause on study guide loan program (due to the pandemic) could be lifted.
  - ii. The PITI-VITI will be hosting two trainings: (a) Intermediate Grants Management from 8/3 to 8/5/21, from 10 a.m. to 1 p.m.; and (b) Pandemic Relief Funding and Auditing Awarded Contracts from 9/28 to 9/30/21.

- e. Communications Website by Clariza Roque
  - i. The website will be updated with the new CEC listing. Clariza asked for officers to provide pictures for website posting.
  - ii. Clariza opened a Twitter account for AGA. GPDC videos are posted at YouTube.
- f. Communications Newsletter by Debbie
  - i. Update for newsletter will be emailed. Debbie asked for suggestions on new and current members to be featured in the newsletter. She will be working with Clariza and Mariella to post sections of the newsletter on social media.
- g. Membership by Jojo
  - i. The 2022 GPDC raffle is not feasible for this year.
  - ii. Taling asked if the Chapter can feature a member in Instagram or Facebook every day. Jojo replied that the committee will collect information on the membership and submit it to Debbie, same concept as Maripaz did for CGFM.
- h. Young Professionals by RG Paglingayen
  - i. The committee is looking into potentially hosting coffee meetings with students three times per quarter. The meeting will be held in a coffee shop, a small and informal group setting, where students talk with professionals about the government accounting profession.
- i. Community Service by Vanessa Valencia
  - i. The committee will discuss with the team about counting the coffee meetings as community service, as well as presentations for the University of Guam (UOG) and Guam Community College (GCC).
  - ii. Community service events:
    - 1. Back-to-School Supply Drive through 7/23/2021.
    - 2. Adopt a Bus Stop Program – to be discussed with the Guam State Clearinghouse.
    - 3. Guam International Coastal Cleanup on 9/18/2021.
- j. Budget & Finance – Tabled
- k. Scholarship by Lorbea Kim
  - i. Strategic plan to be sent this week.
  - ii. Maripaz asked for the amount from last year. Fierce confirmed that a budget of \$8,000 was approved, but \$4,000 was disbursed with \$3,000 to UOG and \$1,000 to GCC.
- l. By-Laws by Yuka
  - i. Yuka asked for the deadline of the CEC’s feedback on the By-Laws. Maripaz replied 12/31/2021 and will email the draft to the CEC.
- m. Awards (ACE) by Taling
  - i. AGA National posted the 2021-2022 awards on their website. Taling sent it out to the CEC. She suggested for the CEC to review and include the initiatives in the strategic plan. If the plan was submitted to National by 8/1/2021, the Chapter will receive 100 bonus points.
  - ii. Taling suggested for the officers to review the 1<sup>st</sup> page of the ACE program to ensure we meet the requirements to participate in the program.
- n. Research/Standards by RG

- i. The committee would like to solicit for questions from professionals regarding government accounting and have a column in the monthly newsletter to answer those questions.

9. Other Matters

- a. 2022 PDT Conference (Virtual)
  - i. Maripaz received a complimentary registration and will be attending the conference.
- b. National Council of Chapters Representative Report
  - i. Yuka stated that the Council held an orientation, same as last year. She will report after the next quarterly meeting.

10. Next Meetings

- a. General Membership Meeting (Virtual) – 7/28 and 8/25/2021
  - i. Based on the membership survey, Pilar asked if the CEC would like to start the meeting earlier, so that the 50-minute CPE does not extend beyond 1 p.m. A motion to approve to start the General Membership Meetings at 11:45 a.m. was made by Taling. The motion was seconded by Jojo. The motion carried with 100% in favor and 0% against by a poll.
- b. CEC Meeting – 8/11/2021
  - i. Depending on Guam's pandemic status on 7/21/2021, Maripaz will survey the CEC for a virtual or face-to-face meeting.

11. Adjournment

- a. Meeting was moved to be adjourned at 1:13 p.m. by Pilar. The motion was seconded by Jojo. The motion carried with 100% in favor and 0% against by a poll.