



**AGA Guam Chapter
Chapter Executive Committee
Meeting Minutes
Wednesday, January 11, 2017
Khaohom Thai Restaurant**

Yuka Hechanova, CPA, CIA, CGFM, CGAP, CGMA
President
Clariza Mae Roque
President-Elect
Artemio "Ricky" Hernandez, CGFM, MAcc
Immediate Past-President
Josie Villanueva, CPA, CGFM
Treasurer
Florengine Dela Cruz
Secretary

Present for the meeting were:

Yuka Hechanova
Josie Villanueva
Rodalyn Gerardo

Jojo Guevera
Llewelyn Terlaje
Florengine Dela Cruz

Clariza Roque
Ricky Hernandez

1. Meeting called to order at 12:05pm by President Yuka.
2. Approval of Minutes. Tabled.
3. Treasurer's Report. GPDC costs are reconciled. Rod confirmed that Department of Education and Department of Administration paid the GPDC fees. Josie discussed that \$75,500 is the Cash in Bank and \$40,000 transferred to Coast 360- Regular Savings Account, \$10,000 of chapter fund-Coast 360 Chapter Fund and \$(4,200) of chapter fund in Bank of Guam is \$(4,200). Josie explained that the chapter fund in BOG has negative balance due to the monthly meetings. Josie published the financial report for the last fiscal year. Josie will file the annual report.

In addition, we also discussed updating QuickBooks software to have more features. Josie suggested getting a new laptop and the desktop software.

4. President's Report.
 - a. The guest speaker of January AGA General Membership meeting is Edmund Brobesong, Senior Tax Manager of Ernst & Young.
 - b. Yuka shared that AGA president and GSCPA president are part of the committee for the visiting professor.
5. Committee Reports:
 - a. Program
 - i. The guest speaker of January AGA General Membership meeting is Edmund Brobesong, Senior Tax Manager of Ersnt & Young.
 - b. Education
 - i. Rodalyn made a motion to approve the Education Event Fee Waiver Standard Operating Procedures (SOP). Ricky seconded. All in favor. Motion was approved. The SOP is effective on January 2017.
 - ii. The January GM Meeting is a CPE Event. Rod will send out the e-certificates to the attendees of the meeting.
 - c. CGFM
 - i. We discussed a possible training of Manny Hechanova about data analytics either on February or March.
 - ii. Jojo will start the process of requesting for the CGFM proclamation. He will also publish the promotion on the online questionnaires.
 - iii. Jojo announced that there would be a CGFM webinar at 5 am on January 12, 2017.
 - iv. The scholarship application states program year and include questionnaires about passing the exam.

- v. Jojo clarified that the scholarship is awarded to members who passed the exams within the one year, subject to budget availability. The scholarship is the reimbursement of the registration and exam fees.
 - vi. Jojo stated that it would be difficult to keep track and award the scholarship to members who received their certifications since completing the work experience requirement can take more than one year after passing the exam.
 - vii. Yuka suggested awarding the Well Done Award to members who receive their CGFM certification. The committee agreed.
 - viii. After the careful discussion, the committee denied the awarding of the scholarship to one member since the chapter did not have scholarship incentive when he passed the exam in 2007.
- d. Membership
- i. Yuka discussed that due to the changes in our meeting schedules some members missed the few meetings. As per our policy, members are excused to attend meeting due to medical reasons or off-island training.
 - ii. Ricky moved to make the raffle requirement 7 out of the 10 meetings (instead of 8) for Program Year 2016-2017 due to the change of the meeting date for the GPDC. In addition, the attendance during the September General Membership meeting will still be valid and counted towards the requirement. Pam seconded. All were in favor. Motion was approved.
 - iii. We discussed possible amendments to the SOP for meeting attendance such as to include the following excuses: off-island for work-related, work-related, medical with a 30 days prior notice at least for the membership chair.
 - iv. Rod suggested to share the meeting calendar to the membership to avoid conflicts of schedules.
- e. Newsletter & Website
- i. AGA National will host the website. Ricky stated that there were different schedules to attend the webinar.
- f. Scholarship
- i. Pam stated that there are 2 applications from GCC and 5 applications from UOG. She shared that the scholarship committee reviewed the applications. All of the UOG students qualify and only one GCC student qualifies for the scholarship.
 - ii. Pam made a motion to use the money in the amount \$1,000 originally for GCC to award to another UOG applicant, and a request of additional \$500. Hence, the scholarships will be awarded to 3 UOG students (\$1,500 each) and 1 GCC student (\$1,000). Rods seconded. All were in favor. Motion was approved.
 - iii. Pam also stated that the scholarship will be awarded on January General Membership. Dr. Okada and Dr. Underwood will be invited to attend the meeting.
 - iv. Josie will prepare the checks. Yuka will create the mock checks for the presentation.
- g. By-Laws
- i. Llewelyn stated that the membership should provide their officer nomination by February 15, 2017. The voting can be conducted between February 15, 2017 to April 30, 2017.
6. Next Meeting: Wednesday, February 8, Location: Khaohom Thai Restaurant
7. Adjourn Meeting. Clariza moved to adjourn the meeting. Josie seconded. All were in favor. Meeting was adjourned at 1:30pm.