



**AGA Guam Chapter
Chapter Executive Committee
Meeting Minutes**
Wednesday, August 13, 2014
Ruby Tuesday's, Tamuning

Rachel Field
President
Artemio Hernandez, CGFM
President-Elect
Doreen Crisostomo, Ph.D., CGFM
Immediate Past President
Cora Montellano, CGFM
Treasurer
Joy Bulatao, CGFM
Secretary

Present for the meeting are:

Rachel Field
Cora Montellano
Joy Bulatao

Rodalyn Gerardo
Llewelyn Terlaje
Frances Danielli

Jason Katigbak
Josephine Villanueva

1. Meeting called to order at 12:24 pm.
2. Rodalyn moved to approve the July 2014 CEC Minutes, subject to correction. Llewelyn seconded and all were in favor.
3. Treasurer's Report
 - a. Cora e-mailed a list of prior year earmarked amounts that did not clear. Cora requested for this program year's budget to be finalized this month to replace the earmarked amounts. Rachel suggested including the President's budget and other administrative items in the budget.
 - b. Based on the check listing provided by Cora during this meeting, Jason stated that the Drummond Khan training was the biggest expense last program year. Rod recalled that the Chapter paid for Drummond Khan and the venue, and was unsure whether the Treasurer finished collecting fees from the training participants. In light of this, Jason suggested for Cora to prepare last year's cash flow statement.
 - c. Cora stated that she was puzzled and have yet to determine why last program year's financials and bank statements reconciled only through March 2014. Llewelyn asked if last program year's financials were posted in the newspaper. Cora will send the unaudited prior year financials and pay \$120 to Marianas Variety this week. Cora will also file the annual report and Form 9990 to the Department of Revenue and Taxation. Cora stated that Joy has volunteered to be her assistant treasurer.
 - d. Approval of August 2014 Treasurer's Report was tabled.
4. President's Report
 - a. Rachel stated that the general membership meeting venue was yet to be finalized. For the venue, Rachel wanted to at least accommodate Cora as Cora was responsible for collecting lunch fees by the door. Llewelyn replied that she and Rodalyn will e-mail Rachel the quotes they received from Pacific Star and Outrigger. Rodalyn suggested rotating venues.
5. Old Business

- a. Rachel stated to have a budget for the President's \$1,000 discretionary expenditure. Cora replied to send the budget to everyone and adopt it by next meeting.
- b. Motion to void stale-dated checks. This motion did not pass on June and July 2014 when it was e-mailed to the CEC. Rodalyn said to void the stale-dated checks as the bank would not honor it. Frances moved to void last program year's state-dated checks. Jason seconded and all were in favor.

6. Committee Reports/ Budget Presentations

a. Education

- i. Rod reminded that the GPDC is on September 17 to 19, 2014. Registration was sent to the members. As of today, there were less than 20 interested participants and two has registered. Deadline for early registration is August 31, 2014. After the GPDC, the Chapter's other trainings will be scheduled for January 2015.
- ii. Rod asked if the CEC would be willing to pay for the Education Chair and Co-Chair's training, similar to previous years. The Education Chair and Co-Chair's presence ensures the training's smooth operation. Rodalyn moved to require the By-laws Chairperson to draft a Standard Operating Procedure for the Education Chair and Co-Chair to attend AGA Guam Chapter-sponsored trainings for free and for them to earn the Continuing Professional Education credits if available. Frances seconded and all were in favor.
- iii. Llewelyn requested for assistance to push for GPDC solicitations to help defray the conference costs. Cora suggested and will be sending grant applications for non-profit organizations.
- iv. For the PDT raffle, Rachel moved to begin tracking attendance from August 2014 to May 2015 to determine eligibility for the raffle and select and budget the number of raffle winners three months prior to the event. Rodalyn seconded and all were in favor.

b. Community Service

- i. Frances asked to use phone numbers of the Chapter members from the membership listing to encourage the members to sign-up for community service. Rachel said that it would be okay.
- ii. Frances stated that community service for September 2014 is the Coastal Clean-up, which called for 10 volunteers, and for October 2014 are the homeless coalition and another activity to receive \$500. Jason suggested for group pictures to be taken and posted at the AGA Facebook/newsletter for each community service event.
- iii. Frances asked for other community services. Joy suggested for Frances to calendar the Salvation Army bell-ringing for December. Jason suggested for the Tax assistance on April. Jason also volunteered for Get Smart about Credit for low-income families.
- iv. Frances stated that it is difficult to invite AGA 5K sponsors for appreciation luncheon last minute. Rachel suggested either moving the luncheon on October 2014 or giving gift bags instead of the luncheon. Rodalyn suggested to take pictures with the sponsors and publish it.

c. Scholarship

- i. Cora and Mark Duarte of the University of Guam are working on the scholarship applications. For the Guam Community College (GCC), Pamela Aguigui is working with the GCC Financial Aid.
- ii. Llewelyn asked if the balance for the Community Service Fund was enough to fund the two \$1,500 UOG scholarships and two \$1,000 GCC scholarships. Cora said there is \$25,000 for Community Service Fund.
- iii. Rodalyn said that the Chapter Service Fund did not have sufficient funds. Financials were late last program year. Rodalyn said that the Chapter Service Fund will be negative because of the general membership luncheon costs. Usually, the Treasurer would project the loss from the luncheon and then move the same amount from other funds to the Chapter Service Fund. Rachel said that 10% of net proceeds from each activity should be moved to the Chapter Service Fund and the rest are allocated to other funds. Jason suggested updating the bank reconciliation to determine true fund balances.
- d. There were no reports from the Accountability, CGFM, Communications/Newsletter/Website, Early Careers, Programs, Membership, and Awards Committees.

7. Other Matters

8. Announcements

- a. The CEC lunch raffle winner is Jason.
- b. The August 2014 General Membership Meeting is on August 27, 2014 at Onward.
- c. The September 2014 CEC Meeting is on Wednesday, September 10, 2014 at 12 p.m. The venue is to be announced.

9. Meeting Adjourned at 1:20 pm.