



**AGA Guam Chapter**  
**Chapter Executive Committee**  
**Meeting Minutes**  
Wednesday, July 10, 2019 at  
12:00p.m.  
Three Squares

**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  | - Jojo Guevara      | - Margie Francisco |
| - Frances Danieli   | - Mary Grace Edrosa | - Vanessa Valencia |
| - Shannon Bartonico | - Clariza Roque     |                    |

- I. Meeting called to order at 12:08 PM by President Debbie Ngata.
- II. Approval of Minutes – June CEC minutes were tabled
- III. Treasurer’s Report – June report was tabled.

For the next General Membership meeting Debbie would like to resume having the Treasurer report on the finances of the Chapter and to include a straight-to-the-point summary of money in/out (even if in summary or by totals).

Frances clarified that the Treasurer is the one who will pick up the mail and Clariza handed the keys over to Shannon.

- IV. President’s Report
  - a. PDT – The Guam Chapter typically makes a donation for the PDT fundraising causes below. The funds are authorized from the President’s discretionary spending.
    - Community Service Fundraiser - The Guam Chapter will donate a Guam themed gift basket for the silent auction. The budget will be within \$100,00.
    - Chapter Challenge – The Guam Chapter will make a \$100 donation to the National Community Service Fund
    - “The Road to Success” display – Debbie will search for a local bumper sticker that will be collected at the NCC meeting on July 21.
  - b. Although it appears that we may be missing SOPs based on the numbering of the SOPs posted on the website, Llewelyn explained that those SOPs are all the SOPs as when they were first created and introduced by Randy Weigand. Llewelyn mentioned, it may have been the Annual PDC Raffle that was the first approved, but the CEC agreed that it should not be SOP 1 in terms of significance or governance of the Chapter SOPs. The other SOPs were then evaluated by the CEC and slotted to fill in the other numbers.

It was suggested that the SOPs need to be revisited and updated, especially for the eligibility of PDC raffle as concerns/suggestions have been previously raised by the CEC. There is also the CGFM Scholarship SOP that was approved last year that needs to be posted, but there will be revisions to add JAS and AJA study materials. Once revisited and updated, the SOP numberings can be revised. Frances also mentioned that the committee may want to consider utilizing the template by National and tailoring it to meet the needs of the Guam Chapter.

Debbie has spoken to Yuka to also update the Bylaws to include the NCC position. There is also an AGA checklist that the committee should look at to ensure we meet everything.



**AGA Guam Chapter**  
**Chapter Executive Committee**  
**Meeting Minutes**  
Wednesday, July 10, 2019 at  
12:00p.m.  
Three Squares

**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*

- c. CEC Directory – Debbie sent out the Directory to National. There was a question about voting members to ensure we have the right number for the quorum. Debbie and Llewelyn stated that we need at least 7 members for a quorum based on the Bylaws, which states 1/3 of voting members. There is one voting member per committee and if you hold multiple voting positions, you only get one vote. Therefore, we counted 21 voting members of which 1/3 is 7 members. There was a question of whether co-chair votes will count, it was discussed that if the chairperson designated the co-chair to represent the committee for the meeting then the chair should be able to vote on behalf of the chairperson. Per Frances, during her term co-chairs did not have any voting rights, but it was mentioned by Jojo and Llewelyn that in the past co-chairs were able to in the event the chairperson did not attend the meeting. There was also a question of whether the student representative is a voting member. It was clarified that the student representative is technically a sub-committee under the Young Professionals. Debbie mentioned that she will look into the issue of co-chairs voting.
- d. Goals & Budget
  - Debbie mentioned Louise set a goal for our Chapter at 19,501 credits based on review of trying to see where we can maximize points.
  - Goals and budget due by August 1 to National, which Debbie requested to have everyone submit it to her by July 24<sup>th</sup>.
- e. Llewelyn's swearing-in – Vanessa will coordinate with Senator San Agustin to swear Llewelyn at this month's General Membership meeting.

V. Committee Reports:

- a. Program
  - Doreen was not present, but Llewelyn reported that Doreen sent an update. Her goal is to have 1 CPE per meeting.
  - July Meeting: Sponsorship Appreciation Luncheon; Ricky to confirm if he can present on the new AGA structure/AGA history as we lead into 50 years.
- b. Education – Tabled.
- c. CGFM – Maripaz was not present, but sent an update. The committee is looking into purchasing four study materials. Concerns were raised about whether four sets are needed as there are current sets already. The CEC requests that Maripaz assess the need. It was suggested that there are Study Guide e-text scholarships, which three sets should not cost more than \$150.
- d. Membership – Jojo will be the Chairperson with Grace as the Co-chair. Debbie suggested to have an Officers' table during General Membership meetings for points.
- e. Young Professionals – The student representative from JAS is pending. It was suggested that we also have a student representative from AJA.
- f. Accountability - Doreen was not present, but Llewelyn reported that Doreen sent an update. OPA plans on sending out the CCR notices next week and then she plans on sending out a follow-up letter to agencies on their specific due dates.
- g. Community Service – The committee requested that the Logos for the sponsors be placed on the website. Also the following are the community service projects until December:
  - Bus stop clean-up – TBD
  - Coastal clean-up- September 21, 2019
  - Get Smart about Credit – October 17, 2019



**AGA Guam Chapter  
Chapter Executive Committee  
Meeting Minutes**  
Wednesday, July 10, 2019 at  
12:00p.m.  
Three Squares

**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*

- Salvation Army Bell ringing – TBD

Debbie requested that the Community Service Committee have statistics ready to report out for the General Membership meeting as well as the announcement of who won the race bib sales competition.

- h. Newsletter & Website – The goal will be try for monthly newsletters. Debbie mentioned to have anniversaries and birthday announcements. Margie suggested a CGFM trivia. Clariza will need to have an orientation with Vanessa especially with the website on the AGA National platform. Frances requested that the WhatsApp group be maintained with only the current CEC members.
- i. Scholarship – Pam was not present, but sent an update. Debbie reported that the committee would like to focus on issuing scholarships once a year.
- j. By-Laws – As mentioned previously under the SOPs item, NCC position needs to be included in the Bylaws.
- k. Awards – Vince mentioned the John Phillips Award happens every year and notices should be sent out soon. Vanessa has also been nominated as Volunteer of the Year.

VI. Other Matters

- a. Christmas Party – We need to start discussing so we can book a hotel ASAP. Debbie suggested that we can try a cocktail party instead of the regular lunch meeting.

VII. Next Meeting

- a. August 14, 2019, 12:00 PM, Location: TBD

- VIII. Adjourn Meeting – Vanessa moved to adjourn and was seconded by Shannon. All were in favor and meeting was adjourned at 1:17 PM.

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