



**AGA Guam Chapter
Chapter Executive Committee
Meeting Minutes**

Wednesday, October 15, 2014
Khaohom Thai Restaurant, East Agana

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	Joy Bulatao	Taling Taitano	Randy Weigand
Ricky Hernandez	Llewelyn Terlaje	Lourdes Perez	Francis Danielli
Cora Montellano			

1. Meeting called to order at 12:15 pm.
2. Rachel moved to approve the August and September 2014 Chapter Executive Committee (CEC) Minutes, subject to correction. Cora seconded and all were in favor.
3. The approval of July and August 2014 Treasurer's Report. September 2014 was not yet prepared due to pending invoices for the Guam Professional Development Conference (GDPC) receivables.
 - a. July 2014 activity was as follows: 5K collections amounted to \$9,740, expenses \$1,458, we gained \$8,282. Some expenses paid in June were recorded in last program year. The Chapter made \$7,000+ from the 5K because there were shirts that were paid in June. The funds were credited in the Chapter Fund, so Cora transferred funds from the Chapter Fund, and took half from Community Service and Professional Development funds. Cora also transferred 10% from the 5K earnings to the Chapter Fund. In June, the Chapter Fund was negative by \$13,000, so Cora transferred funds. The Chapter's Cash in Bank showed \$1,047 in the Chapter Fund, \$17K in the Community Fund, and \$16K in the Professional Development Fund, for a total of \$35K for July.
 - b. August 2014 had basically the same amount, as there were minimal activities. The Chapter collected \$1,500 for the GPDC (\$1,000 is for registration and \$500 is sponsorship). PDT has \$8,431 for the three people that we sent and they submitted their travel vouchers in August. Advances to Rachel and two people from OPA. The Chapter still had cash of \$35,974.
 - c. September 2014 activities have yet to be reconciled with the bank statement. As of 9/30/14, the Chapter had \$68,348.
 - i. Activity of GPDC in September is not complete. The Chapter collected a total of \$48K, approximately, and the expenses were \$25K. According to Cora, Rod has yet to provide a complete listing of the GPDC accounts receivables.
 - ii. Randy inquired about the \$13K reimbursement to Yuka Hechanova on the GPDC report. Cora said it was a reimbursement for GDPC expenses (\$12,896 for the hotel and the rest are supplies.). Cora said she has Yuka's check.
 - d. For the Chapter financials financial review/audit, Cora provided the financials for audit to Bobbie Howard and QuickBooks financials to Dr. Doreen Crisostomo. Cora

was not certain when the audit would be complete. Joy mentioned that she thought Jason was volunteering E&Y to do the audit. Ricky asked for a background of history of the audit discussion for context as it was mentioned that there was no audit for a couple years. Lou Perez said when Yuka was the treasurer Rizalito Pangligayan was the auditor. Rachel said the last complete audit was performed by Rizalito. Cora said Bobbie is the auditor for PY 2013-2014.

4. President's Report

- a. On behalf of the Chapter Officers and CEC members, Ricky thanked and congratulated the GPDC Committee for a job well done for the GPDC. The Committee took time out of their personal lives to put this event together.
- b. The October 2014 General Membership meeting speakers were discussed. The outcome was for Vince Duenas, Ricky and Rachel to plan for a Consolidated Commission on Utilities Candidate Forum/Meet and Greet. Logistics to be handled by the Chapter Officers in conjunction with Vince.

5. Old Business

- a. Budget for PY 2014 to 2015
 - i. Cora reported that the PY 2014-2015 budget of \$52,800 included \$4,460 for CGFM, \$1,321 for Early Careers, \$31,000 for Education, \$2,000 for AGA 5K, \$5,000 for Scholarship, \$500 for CCR printing cost. Taling moved to approve the budget. Rachel seconded and all were in favor.
- b. Lunch fees
 - i. Cora's analysis showed a 54% increase in the Chapter's subsidy for the General Membership lunch fees. Therefore, she moved to increase the fees to \$8 for JAS/Students, \$14 for Members, and \$22 (full cost) to Non-Members, effective immediately. Rachel seconded and all were in favor.
- c. Protocol for in Support of or Against Introduced Legislations/Resolutions
 - i. Llewelyn indicated that the AGA National website did not have, and Billy Morehead and Bill Miller were not aware of any guidance on this matter. She also e-mailed AGA National, but did not receive a response. She needed CEC to discuss how to move forward in order for her to draft a Standard Operating Procedure (SOP). Billy Morehead has stated that if members were affected, the Chapter may want to provide a testimony.
 - ii. Ricky indicated that the Chapter was asked if it could provide a testimony for Retirement Hybrid Plan Bill. Taling recalled CEC passing a motion that supported changes to the retirement plan. Ricky believed that Dr. Doreen Crisostomo sent a letter to the Congresswoman regarding the retirement plan. Taling shared that the Government of Guam Retirement Fund was circulating a petition for the retirement plan. She asked if AGA would consider letting its members know of the petition. Ricky replied that the CEC does not necessarily need to do so.
 - iii. Ricky said that the Chapter has provided testimonies in the past. Someone brings the matter up to the CEC for discussion and voting. The matter is kept

within the CEC, unless otherwise noted. Nothing prohibits members from submitting their own testimonies on their behalf. Llewelyn replied that she will attempt to create an SOP. Ricky required for this matter to be tabled until such SOP was drafted.

6. Committee Reports/ Budget Presentations

a. Education

- i. Ricky congratulated the GPDC Committee for a job well done. The GPDC speakers elected to donate, on their behalf, \$25 per speaker per session they spoke on to the: (1) Autism Community, (2) University of Guam (UOG) Endowment Foundation, (3) Kusinan Kamalen Karidat, and (4) Make a Wish Foundation.
- ii. Ricky announced that there will be a CGFM Part 1, Government Environment, Study Group. Date and location are to be determined.

b. Community Service

- i. Francis reported 20 participants in the International Coastal Clean-up on September 20, 2014 in Paseo, Hagatna and four volunteers for the Get Smart about Credit Day on October 16, 2014 in Father Duenas, Mangilao. Volunteers for the Get Smart included Josie Villanueva and Jason Katigbak.
- ii. Frances will contact Matson this week to confirm the date for its Adahi I Tano clean-up at a beach in November 2014. The Chapter's application was approved and was required to have at least 10 volunteers. Francis and her family will volunteer and so, only six more are needed.
- iii. Francis has the schedule for the Salvation Army Bell Ringing from November to December. She will provide the date(s) and location(s) open for sign-up.
- iv. Francis asked if anyone was interested in sponsoring wreaths (\$15 for one and \$35 for 10) hosted by the San Antonio, Texas AGA Chapter to honor a veteran with no family members during Christmas. To see if there is a similar event for Guam, Francis would need to contact the Veterans' Affairs Office.

c. Scholarship

- i. Cora indicated that she will check the number of applicants for the Herminia Dierking (with UOG) and AGA Guam Chapter Scholarships (with the Guam Community College [GCC]). October 31, 2014 is the deadline for both scholarships. The Selection Committee consisted of Carmen Kwek Santos (GCC), Zeny Nace (UOG), Pilar Pangelinan (GCC), Scholarship Co-Chair Pamela Aguigui, and Cora.
- ii. Ricky asked, if there were few applicants, for Cora to report to CEC to allow CEC to aggressively market the scholarships. Cora agreed.

d. Communications/Newsletter/Website

- i. Ricky indicated that the last newsletter was published before the GDPC. Newsletter Chair Matthew Quinata has been doing a good job timely issuing the newsletters before the general membership meetings.

- e. Accountability, Membership, and CGFM
 - i. Rachel stated that the issuance of the Chapter's CCR depended on the audit or review of the Chapter's financials. The Chapter did not get to issue the CCR by Sept. 30, 2014 as the financials were not complete. Rachel asked Llewelyn if it is necessary to perform an audit every year and if it needs to be performed by a CPA. Taling Taitano said a review is sufficient, but if it is an audit, it has to be done by a CPA. She suggested to issue the CCR and re-issue if there were changes to the financials. Rachel's concerns were whether or not some items were actual program year expenses. Ricky asked for a timeline on when these issues could be handled. There was some additional discussion and the CEC agreed to follow up with Bobbie and E&Y could be requested to review prior years if necessary.
 - ii. Rachel announced that Membership Chair Bobbie Molarte asked to step down from her position. Rachel sought for anyone interested in the position.
 - iii. Rachel encouraged the CEC members to start obtaining their CGFM designation. AGA National is providing a \$20 discount for any CGFM examination taken in December 2014. Ricky added that for October 2014, the online CGFM application fee is only \$20.
- f. There were no reports from the Early Careers, Awards, and Programs Committees.

7. Other Matters

8. Announcements

- a. The October 2014 General Membership Meeting is on October 29, 2014 at Sheraton Laguna Resort, Tamuning.
- b. The November 2014 CEC Meeting is on Wednesday, November 5, 2014 at 12 p.m. The venue is to be announced.

9. Meeting Adjourned at 1:10 pm.