



**Association of Government Accountants  
Guam Chapter  
Chapter Executive Committee  
Meeting Minutes**

Wednesday, June 1, 2022  
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:

Debbie Ngata	Joy Bulatao	Maripaz Perez	Rachel Cubacub
Jorizaira Borja	Justin Castro	Odeth Ignacio	Taling M Taitano
Jose Guevara	Llewelyn Terlaje	Pamela Aguigui	Vanessa Valencia
Josie Villanueva	Margie Castro	Pilar Pangelinan	Yuka Hechanova

1. Call to Order
  - a. Meeting was called to order at 12:02 p.m. and was presided by Maripaz Perez.
2. Approval of Minutes – Tabled
3. Treasurer’s Report
  - a. Financial Report – Tabled
  - b. Cash on Hand Estimate as of 05/31/2022 was \$44,527.28. Cash Balance prior to 5K Expenditures is \$37,104.99.
    - i. Llewelyn Terlaje shared that the bank statements were pending and reimbursements were pending equipment delivery.
4. President’s Report – Tabled
5. Committee Reports
  - a. Accountability – Tabled
  - b. Award (Achievement of Chapter Excellence or ACE) by Taling Taitano
    - i. Taling stated that she submitted the ACE pulse check. The Chapter maximized points except for one area. She has not heard of the Chapter’s award being approved, but congratulated Dr. Doreen Crisostomo-Muña for the Educator of the Year award.
  - c. By-Laws – Yukari Hechanova stated no updates.
  - d. Certification/Certified Government Financial Manager (CGFM) by Josephine Villanueva
    - i. CGFM Virtual Study Session is held every Monday, Wednesday, and Friday from 4:00 to 6:00 a.m. Zoom Meeting ID is 821 9047 5443.
    - ii. CGFM Study Guide 2 is available for use. Please inform Josie if anyone would like to borrow it.
  - e. Communications – Newsletter by Debbie Ngata
    - i. Debbie needed to contact the new officers for this month’s feature.

- ii. Debbie will summarize the 36 Membership Mondays entries for the raffle drawing during the general membership meeting. She asked Maripaz if the 11 CGFM Month entries should be added to the raffle. Maripaz replied yes, because the entries were used for the membership feature.
- f. Communications – Website – Tabled
- g. Community Service by Vanessa Valencia
  - i. Vanessa stated that Josie sent her an announcement, on behalf of Rodalyn Gerardo, from the Habitat for Humanity Guam. The Habitat was looking for volunteers to count for the Guinness Book of World Records and do labor work for builders. The event is from June 12 to 20, 2022.
  - ii. Josie added that volunteers will verify the counts and reconcile until the builders are finished building their tower. Maripaz asked if volunteers were expected to spend 50 minutes per individual. Vanessa replied that one day equates to one community service credit and volunteers were not required to stay for the whole day.
  - iii. Vanessa will find out more from Rodalyn and send details to Clariza Roque to send to the members. Margie stated that the Habitat has media release that could be forwarded.
- h. Education by Maripaz
  - i. The Committee tentatively set the Guam Professional Development Conference (GPDC) in Jan. 2023. Please save the date. More details to follow.
- i. Membership & Nominations by Jojo Guevara
  - i. Jojo stated that Amy Legaspi was able to provide information on the attendance for the raffle. We have met three additional members from Josie.
  - ii. Maripaz thanked and congratulated Jojo for receiving the Top Recruiter award with Pilar Pangelinan.
- j. Programs and Technical by Pamela Aguigui
  - i. Pamela stated no updates and Josie secured the guest speaker.
- k. Research and Standards by Maripaz
  - i. Maripaz asked CEC members to inform herself or Rizalito Paglingayen if they would like the Committee to review topics, which will be included in the monthly newsletter.
- l. Scholarships – Tabled
- m. Young Professionals by Rachel Cubacub
  - i. Rachel shared that students have graduated last Sunday and Friday before that. She anticipates a new Junior Accountants Society representative for next program year.
  - ii. Rachel is pending reflection papers from the mentorship program. She will email a follow-up. Maripaz added that the program was inaugural and the participants' feedback is valuable for strengthening the program.
  - iii. Maripaz congratulated Rachel for a successful April 2022 mixer.



## 6. Other Matters

### a. 2022 Professional Development Training Raffle

- i. Maripaz believed that sending another member would make the Chapter well represented.
- ii. Maripaz stated that the estimated cost for sending the President-Elect and three raffle members is \$8,900 (or about \$4,000 per member). She added that if the members could have their employer subsidize, the Chapter's expense would be no more than \$9,000 and would be within the original budget.
- iii. Maripaz asked the attendees if they could speak to a National official about possibly subsidizing the cost to send more members.

### b. 5K Run Committee

- i. Margie reported that Steve Terlaje was able to get price quotes for 400 shirts (compared to prior year's 500 shirts). The quotes per shirt were \$8.58 for Hornet, \$11.17 for Island Footprint, and \$11.50 for the T-shirt Factory. The Committee selected Hornet.
- ii. Margie stated that Hornet would pre-sell race bibs ahead of time. On the day before the 5K, the Committee will set-up at Hornet and need volunteers to sell bibs. The race bib cost is higher than before due to inflation.
- iii. Margie reported that the Committee needs more people to sign up for solicitations, more monetary donors, and gift certificates donations for raffle. The Committee plans to have additional raffle tickets this year. Margie asked the CEC to look at Vanessa's email for solicitation Excel and templates; sign up or update the Excel to prevent duplication of efforts; and to include herself and Vanessa in the solicitation e-mails for tracking purposes. Vanessa added that she would resend the email and add interested members to the Committee's group chat for updates.
- iv. Vanessa reminded that the 5K is on July 23, 2022 and the Committee needs volunteers on the day of the event.
- v. Vanessa stated that the vendor from the last 5K was unable to create flyers for the event and so, she is working with Debbie to create, post, and issue a flyer.

### c. June 22 General Membership Hybrid Meeting

- i. Josie reported 11 people signed up for the meeting at the Royal B Ballroom in the Dusit Thani Resort Guam.
- ii. Josie stated that the venue will cost \$30 per person (plus 11% service charge that will be taken care of by Maripaz). The reservation is for 50 pax. Taling asked what would happen if the pax were not met. Josie replied that the Chapter will have to pay, but hopes a sufficient attendance for this first face-to-face meeting. Maripaz added that 50 pax was the guaranteed minimum. Josie stated that this was a discussion between her and Maripaz about year-end. Yuka asked if Dusit could accept a smaller pax like 30. Josie will attempt to negotiate with them.

- iii. Josie and others tested a couple of places for the hybrid meeting logistics. The Dusit is the most they could get for the equipment provided. Maripaz added that although VIP Chinese Restaurant was reasonably prized, they could not provide Wi-Fi to livestream the meeting. Josie added that Westin \$35 for minimum and charged \$150 extra for use of their equipment.
- iv. Josie stated that the price for in-person is \$30 AGA members, \$35 Guam Society of Certified Public Accountants (GSCPA) members, and \$40 for non-members. The price for those attending virtually to obtain Continuing Professional Education (CPE) units is \$5 for AGA members, \$10 for GSCPA members, and \$15 for non-members. These prices were agreed upon last discussion with the Committee that is helping put together the meeting.
- v. Rachel asked about the student rate. Josie replied that the Chapter is unable to subsidize due to limited funding. Maripaz asked for the student price before the pandemic. Josie replied \$15 and \$20 for members. During Josie's term as Treasurer, the Chapter subsidized an average of \$800.
- vi. Maripaz confirmed with Josie that the \$30 member price was subsidized. Josie added that the actual price was \$35.20 or \$32 plus \$3.20. During their discussions with each other, about \$800 will be subsidized as the Chapter will not be hosting an end of year party.
- vii. Josie stated that the registration instruction is being finalized. Debbie is working hard to fine tune the print. Clariza is also on standby to send it out to the members.
- viii. Josie tested the Google Form with others. They were able to receive the registration and, immediately after, processed the invoice through the AGA PayPal account. Initially, there were hiccups on the account because it was under Vincent Duenas. The account needed an individual to be registered. Once the invoice is processed, the participant will receive an invoice and may click on the invoice to make payment via their personal PayPal or credit card.
  1. Josie explained that this was plan B because they were not able to implement the method they shared during the last CEC meeting. There is no subscription payment for the Google Form (unlike Survey Monkey) and AGA already had a PayPal account.
- ix. Maripaz reminded all attendees to log in to the Guam CNF.IO (conference.io) for CPE tracking and logistics. Josie added that attendees would need to participate in polling questions and to check in and out. This is the best practice and to automate the generation of CPE certificates. There may be a delay in the issuance of certificates because the Committee tries to ensure that the attendee met the 50-minute requirement.
- x. Josie thanked Maripaz for her support. This hybrid meeting will define the next program year's transition between networking, face-to-face meeting, and quarterly hybrid meeting. Maripaz added that this would be a good practice

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run for the 2023 GPDC. Maripaz thanked the CEC members who were key in planning the meeting.

## 7. Next Meeting

### a. Program Year 2022-2023 Strategic Planning Meeting

- i. Josie sent invites and 11 confirmed through Google Form. The meeting is to discuss plans for the program year and the strategic plan (which will need to be submitted for ACE bonus points). Maripaz asked the CEC to attend. Josie will coordinate with Maripaz.
- ii. The meeting will be held on June 18, 2022, Saturday, from 7:30 to 9:30 a.m. at Rootz Hill's Grillhouse in the Guam Plaza Hotel. Please RSVP before June 10, 2022, Wed., at 12:00 p.m. via <https://forms.gle/KA68twp9RaRusxKC7>
- iii. Josie explained that Rootz was selected for its breakfast menu, which includes drinks and is cheaper than lunch. It is not a hard reservation and is up for discussion. The buffet will open at 6:30 a.m.
  1. Taling shared that the Guam Museum caters and could be used as a venue. Josie contacted the Museum but did not receive a response. She also considered the cost of catering.
  2. Maripaz suggested for Josie to decide on the venue to not confuse the CEC. Josie replied that she only needs for Llewelyn to reimburse.
- iv. The cost will be \$21 plus 10% or \$23.10 with 12% possible discount if the group could show four Select Care membership cards. Majority of the CEC have Select Care Dental insurance from the Government of Guam. The estimated cost with discount is  $\$22.36 \times 40 = \$894.43$ .
- v. Josie asked the CEC for a budget. This year will be a challenge for the CEC to recoup the loss revenue opportunities from the last two years. The scholarship and CGFM will need to be maximized. The 5K Committee has already begun. There is also the GPDC.
  1. Josie stated that there is no budget for the June 22 meeting, which is the last meeting for Maripaz's term and first face-to-face meeting.
  2. Maripaz stated that the total cost for the CEC luncheon/strategic planning at Hilton in July 2021 was \$632. The funding source was the President's \$1,000 discretionary fund. The fund was also used for meetings by the CEC with dignitaries from the GPDC.
  3. Maripaz confirmed with Pilar that the fund was used for the year-end picnic, Zoom renewals, and other small things. Pilar added that the cost was mainly due to the picnic food from Tokyo Mart (\$800) and raffle (\$200). Maripaz stated that the picnic was an avenue for the members to meet each other during Pilar's term. Maripaz will not be hosting a picnic this year because of other activities planned between June and July (i.e., face-to-face meeting and 5K).



4. Josie stated that the meeting would be a good way to say thank you for staying from Pilar and Maripaz's term, and for continuing to be of service to the AGA as we strengthen our Chapter. Josie hopes to be permitted to use the discretionary fund and to be able to replenish it.
- vi. Llewelyn asked if the cost will be charged to this year or next year. The strategic planning meeting is normally held in July. Since this time it is in June, the meeting is not budgeted.
  1. Llewelyn shared that the policy allows money to be transferred as long as it does not exceed the bottom line of \$42,250.
  2. Maripaz asked Josie the reason for the date as the strategic plan was not due until July 31<sup>st</sup>. Josie replied that June 15 is the deadline for the final CEC roster and would rather plan it ahead because the Professional Development Training (PDT) and 5K is in July.
  3. Josie will pay for the cost and be reimbursed in July. Maripaz asked if, in the past, current program year's funds were used to pay for the next program year's activity.
  4. Maripaz suggested to review the costs to not exceed the threshold. Josie stated that the Chapter has \$37,000 in its operations fund and the by-laws require giving \$30,000. Josie's concern is that the CEC cannot spend further because of the \$42,250 cap. Llewelyn stated that when the CEC passed the budget, the cash in bank was \$65,333, expenditures were capped at \$42,250, and estimated revenues was \$12,700 from the 5K. The remaining balance would have been \$35,783 if the budget was followed. Maripaz stated that the 5K was moved to July. Llewelyn stated that with the GDPC moved to January, she does not know how Josie will be able to spend for the other activities without having the minimum \$30,000.
- vii. Rachel asked if the Chapter was over-budget. Llewelyn replied no. Rachel suggested for a budget to actual analysis to identify available funds from specific funds. She was willing to reprogram the remaining from her Committee's approved budget to the strategic planning meeting. She hopes that by doing so, cash flow does not become problematic for next year. She stated that the Young Professionals activities were completed; and the mixer cost \$600, which was a split between AGA and GSCPA. She will talk to Jason Katigbak to confirm GSCPA's share.
  1. Maripaz suggested taking about \$1,000 from the Young Professionals budget for the strategic planning meeting. She will email Llewelyn and copy Josie.
- viii. Maripaz stated that, based on Llewelyn's actual to budget worksheet, there is \$3,000 from Chapter Admin funds and \$2,800 from CGFM. Maripaz asked Josie if she expected to issue any scholarships by the end of June. Josie

replied that they can spare at least a portion of it and is pending review of one scholarship application.

- ix. Llewelyn explained that when the budget was increased for the PDT raffle to \$12,000, the CEC did not specify where the money would be pulled from. Llewelyn needs the information to update the budget. Maripaz anticipates that the cost will be under \$12,000, but the Chapter needs about \$1,500 for the increase in PDT raffle. Maripaz suggested taking from the Chapter Admin funds. The budget was for Chapter meeting venues but was not used for this year. The \$2,500 could go towards the PDT attendees.

#### 8. PayPal Account

- a. Josie stated that she was coordinating with Clariza. They will place the Chapter's PayPal accounts to enable the members to donate and QR codes between the Chapter and members' PayPal accounts or credit cards. Josie suggested sharing it to the CEC to test it. Currently, the Chapter's website is at Premium Wix, which will enable the Chapter to activate PayPal donation.
- b. Maripaz suggested for the Community Service to continue to count \$50 donations to the Chapter as service credit.

#### 9. National President-Elect and Promotional Items

- a. Josie stated that she has an application that she needs to push to the website. It is a request for the President to visit the Chapter without subsidy. She will need to justify for the GPDC, but the form needs to be completed today.
- b. Josie was able to mail the request for marketing/promotional items. She hopes to receive the items by June 22, to be able to distribute it during the hybrid meeting.
- c. Josie shared that Dr. Billy Morehead was visiting and wanted to say hello to everyone. Maripaz confirmed with Josie that his last day was June 20. Josie said that the Education and GPDC Planning Committees will be meeting with him.

#### 10. Adjournment

- a. Meeting was moved to be adjourned at 1:08 p.m. by Taling. Josie seconded the motion.