



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

Wednesday, September 8, 2021
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:

Amacris Legaspi	Josephine Villanueva	Margie Francisco	Rachel Cubacub
Clariza Roque	Joy Bulatao	Maripaz Perez	Royelle Carter
Debbie Ngata	Jorizaira Borja	Mary Grace Edrosa	Taling Taitano
Doreen Crisostomo-Muña	Llewelyn Terlaje	Odeth Ignacio	Vanessa Valencia
Fierce Catoc	Lorbea Kim	Pilar Pangelinan	Yukari Hechanova

1. Call to Order

- a. Meeting was called to order at 12:05 p.m. and was presided by Maripaz Perez.

2. Approval of Minutes – Tabled

3. Treasurer’s Report

- a. Maripaz thanked Past Treasurer Fierce Catoc for publishing the Program Year 2021 Unaudited Financials on Aug. 13, 2021, ahead of the Aug. 15 deadline.
- b. Status of Turn Over
 - i. Fierce reported that he and Llewelyn Terlaje plan to devote time over the weekend to do the turnover. The Jul. and Aug. 2021 financials were not prepared due to the delay in turnover.
 - ii. Fierce committed to Dr. Doreen Crisostomo-Muña to finalize the financial reports and the audited financials with Jerricho Garcia this month. Fierce only needs to finalize journal entries in QuickBooks. Fierce posted the billing in the General Ledger; and would need to clear some old entries posted in the subsidiary ledgers or Aging Report before turning it over to Llewelyn.
- c. Purchase of Laptop
 - i. Justin Castro emailed request for quotes from Megabyte, COMPacific, Halo Tech, and Techies. Megabyte provided a quote for \$4,083. Techies will provide a quote by today. No response from the other vendors.
 - ii. Justin saw a laptop in Amazon for \$1,900 and B&H for \$1,300, both excludes shipping and handling. The laptops contained lithium batteries and may not be shipped to Guam.
 - iii. Justin checked Navy and Anderson Exchange. On Aug. 21, 2021, Maripaz sent photos of laptops from the Navy Exchange. The laptops did not meet the desired specifications (e.g., 15” display, lightweight, Intel Core i7, 12 GB RAM to run QuickBooks, GPU for monitor, and SSD). In September 2021, Justin’s sister checked Anderson Exchange and found an HP OMEN laptop for \$1,200 (discounted from the original price of \$1,300).

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- iv. Doreen cautioned the purchase at the Exchange as the store is meant for military personnel and their families.

4. President's Report

a. Guam Chapter Policies and Procedures

- i. Maripaz thanked Pilar Pangelinan and Yuka Hechanova for last year's passage of the By-Laws.
- ii. Maripaz stated that this year, the Standard Operating Procedures (SOP) will be completed to supplement the By-Laws and guide future Chapter leadership with their responsibilities. Over the weekend, she emailed draft procedures from the AGA National to the Chapter Executive Committee (CEC) members. She asked if the CEC could review, update accordingly, and email it back to her by Sept. 30, 2021. She thanked those who have provided their feedback. The deadline for completion is Oct. 31, 2021.

5. New Business by Maripaz

a. Sept. 22, 2021 General Membership Meeting – Virtual

- i. The Sept. meeting to award the John M. Phillips recipient was initially planned for face-to-face. However, due to circumstances, the meeting will be held virtually.

b. AGA Guam Chapter Logos

- i. Maripaz reminded to use the logos that she will email to the CEC leadership.

6. Committee Reports

a. Accountability (Citizen Centric Report or CCR) by Doreen

- i. Doreen thanked Debbie Ngata for assisting with the CCR's layout. Doreen also stated a possible cut-off date for the submission of audited financials on Sept. 25, 2021. Otherwise, the CCR will disclose that the financials were being reviewed. Maripaz suggested to provide the draft CCR to the CEC for final edits and asked Doreen if the deadline for submission to AGA National was Sept. 30, 2021. Doreen agreed with the suggestion and confirmed the deadline.
- ii. Doreen asked Clariza Roque if the Office of Public Accountability was reviewing the Government of Guam agencies' compliance to the CCR mandate. Clariza confirmed, stated that the scope of review is from Fiscal Years 2017 to 2020, and anticipated providing the results to Doreen by this week. Doreen stated that she will ask the compliant agencies to submit their CCR for the CCR award, which will be presented in Oct. or Nov. 2021.

b. Awards (Achievements in Chapter Excellence) by Royelle Carter

- i. Royelle reported receiving three nominees for the John M. Phillips award:
 1. Edward Birn, CPA, Director of the Department of Administration,

2. Miguel Bordallo, P.E., General Manager of the Guam Waterworks Authority, and
 3. Daphne Mansapit-Shimizu, CPA, Director of the Department of Revenue and Taxation.
- ii. Nomination applications were sent to the judges on Aug. 29, 2021. The judges were the previous winners of the award as follows: Benjamin J.F. Cruz, Joanne M. Brown, Robert J. Torres, Jr., Dr. Mary Okada, Jon J.P. Fernandez, and Doris Flores Brooks. Five of the six judges provided their feedback as of today. Royelle will follow up tomorrow for the last judge to submit the scoring results.
 - iii. Royelle will contact the vendor to finalize the awards on Sept. 10, 2021. Taling Taitano emailed Mr. John Phillips's family to inform them of the award ceremony. Maripaz stated that she will further discuss the ceremony's logistics with the committee.
- c. By-Laws by Yuka Hechanova
- i. Yuka asked Maripaz if the only pending item were the responsibilities. Maripaz replied that another pending item is the committee procedures. For example, she communicated with Lorbea Kim on developing a stand-alone SOP. The scholarship and the Certified Government Financial Manager (CGFM) are annually recurring events.
 - ii. Maripaz will compile and ask Yuka to assist in reviewing the SOPs.
- d. Certification/CGFM by Josephine Villanueva
- i. Josie reported 33 CGFMs with one that recently passed the exam. She will reach out to Leana Marie G. Willess, from the Guam Department of Education, who recently obtained her CGFM.
 1. Doreen asked Maripaz how many passed the CGFM last program year. Maripaz recalled two and explained that, although the test-takers passed the exam, they were not fully certified until this year. The count is based on the AGA National's recognition of the certifications. Clariza stated that the two passers from last year were Mary Grace Edrosa and Michelle Brillante.
 - ii. The committee is making great progress with the CGFM brochure. Odeth Ignacio's creativity is the primary contributor of the progress. The brochure will be sent to the CEC for review before distribution.
 - iii. The committee plans to reach out to government agencies to provide a presentation to those interested in taking the CGFM exam.
 - iv. The Coffee Klatch for Sept. 2021 is postponed until further notice.
 - v. The committee plans to include the latest CGFM scholarship recipient as part of the Sept. 2021 General Membership meeting.
 - vi. Josie sent out the notice for the Take One Get One (TO GO) promotion today. Members can receive full scholarship for taking the exam. Josie thanked Pilar Pangelinan for the reminder to notify members.

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- vii. The AGA National is hosting a training on “communications” today from 4 to 5 p.m.
 - viii. The Pacific and Virgin Islands Training Initiative (PITI-VITI) is hosting a training on Pandemic Relief Funding, for 12 Continuing Professional Education units, from 10 a.m. to 1:00 p.m., from Sept. 28 to 30, 2021.
 - e. Communications Newsletter by Debbie
 - i. Debbie asked Maripaz to confirm the inclusion of the nominees for the John M. Phillips award in the newsletter and for community service dates. Maripaz replied that the Community Service committee will respond to the dates. Debbie asked for the respective committees to provide her with information.
 - ii. Debbie asked for Pilar to provide a description of the conference IO used during the general membership meetings. Debbie stated her uncertainty of the anonymity of the questions posed in the IO and that the anonymity will potentially mitigate the audience’s reservations.
 - iii. Debbie asked if Yuka had any updates from the National Council of Chapters.
 - iv. Debbie reported that the articles for the Officers and the University of Guam (UOG) Junior Accountants Society (JAS) are in progress.
 - v. Debbie stated that the \$200 budget includes \$100 for the Membership Mondays to incentivize members to provide their name, picture, and quote. Contributors are entered in a raffle (until May 27, 2022) to win \$50.
 - 1. Maripaz suggested to lower the cash prize to \$25 to have four winners and may be more appropriate with the simplicity of submission requirements. She will discuss further with Debbie. Debbie asked Maripaz to inform her so that she could advertise in social media.
 - f. Communications Website by Clariza
 - i. Clariza is continuously updating the Chapter’s social media with Membership Mondays and fix the website’s mobile version. She is working with the CGFM and Programs committee for announcements.
 - 1. Maripaz asked the CEC if they could check their respective sections on the website and inform Clariza of any updates.
 - ii. Clariza asked the CEC to inform her of any changes to the email layout. Maripaz and Doreen confirmed that the layout needs to be fixed. Maripaz asked Clariza to send a screenshot of how it should look like.
 - g. Community Service by Margie Francisco
 - i. The Adopt a Bus Stop Program is from 8 to 11 a.m. on Sept. 25, 2021. The committee will email members to solicit paint to add onto the paint supply that the Chapter purchased. Volunteers are asked to confirm their participation ahead of time to adhere to the social gathering restriction of 25 people.
 - 1. Maripaz reminded Margie to also include the face mask requirement in the announcement.
 - ii. The Coastal Cleanup will not be happening any time soon.

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- iii. The Island wide Beautification Task Force is pushing for a weekly village cleanup. The cleanup began last month and is held every Friday. The committee will inform members that they will receive credit for participating in the cleanup. This cleanup is part of the reinstated solo community service initiative due to the COVID-19 restrictions.
 - iv. Solo community service – Members are asked to perform service for at least 1 hour until Oct. 31, 2021. Members can self-certify their hours by emailing a photo with the description, date, and time/duration of the activity to the committee. Margie will email Clariza, Mariella Cruz, and Debbie the notice for publication.
 - h. Education – Tabled
 - i. Membership by Amacris Legaspi
 - i. Everyone Get One! This year, AGA National’s goal is to recruit 2,022 new members by Apr. 30, 2022. The Chapter’s target is 258 members or about 10% of that goal.
 - 1. Recruiters will receive a lapel pin and an AGA reusable face mask and qualify for monthly drawings for a chance to win the grand prize of 1 free virtual registration for the 2022 Professional Development Training. Recruiters will also be awarded in recognition. To be eligible, the recruiter’s membership must be in good standing, and their name and membership ID will need to be noted on the membership application.
 - 2. Students, professors, and retired and suspended members do not qualify for the rewards and award.
 - 3. Announcements were made in the Chapter’s Facebook and during the general membership meetings. The committee is soliciting for suggestions on how to better promote the recruitment initiative.
 - ii. Amacris reported, as of today, the Chapter has 258 active members with 30 new members. Eight of the 30 new members joined as of July 2021. Only two recruiters were noted by the new members and will be given the award.
 - 1. Maripaz confirmed with Amacris that the eight new members excludes students and other members who do not qualify.
 - j. Programs & Technical by Pilar
 - i. Pilar stated Nico Fujikawa from the Guam Visitor’s Bureau (GVB) will be the guest speaker for the Sept. 2021 membership meeting. She will follow up with Nico on the topic, presentation, and trial run of the presentation this Friday. She suggested for Nico to talk about the information technology used to advance GVB’s mission during the pandemic, performance measurements, and planned improvements based on his technology research.
 - 1. Yuka suggested for the CEC to prepare questions beforehand to help extend the presentation time. Pilar confirmed that this was a lesson learned from the last membership meeting.

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- k. Research/Standards – Tabled
 - l. Scholarship by Lorbea
 - i. Lorbea stated no updates. Application deadline is on Sept. 17, 2021. Lorbea asked for the CEC to remind those who are interested of the deadline.
 - ii. The committee presented to JAS on Aug. 31, 2021 and is pending the presentation to the Guam Community College’s Association of Junior Accountants (AJA). Lorbea will contact Pilar and Debbie for the AJA officers’ contact information.
 - m. Young Professionals by Rachel Cubacub
 - i. Rachel stated no updates to give time for students to settle in the new semester. She plans to meet with the students by end of the month.
 - ii. The committee was looking to host a mixer in Nov. 2021 to coincide with the UOG Accounting Day, and coffee meetings between students and professionals by Dec. 2021 or Jan. 2022.
7. Other Matters
- a. Pilar announced that the AJA meeting is on Sept. 15, 2021 from 3:30 to 4:00 p.m. Maripaz stated that, for this meeting, the Chapter will be providing a 10-minute presentation on a brief overview and scholarships offered by the AGA. This was a lesson learned from the JAS presentation that went over 40-minutes. Pilar will send Maripaz the meeting link.
 - b. Maripaz will review the Chapter chat group. She or Clariza will send invitations to the CEC members who are not yet in the WhatsApp group. Maripaz asked the CEC if the former CEC members should still be part of the chat group. Pilar replied that, last year, they were deleted and Maripaz agreed to do the same for this year.
8. Next Meetings
- a. General Membership Meeting (Virtual) – 9/22/21
 - b. CEC Meeting – 10/13/21
9. Adjournment
- a. Meeting was moved to be adjourned at 12:56 p.m. by Doreen. Clariza seconded the motion.