



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

Wednesday, May 11, 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:

Amy Legaspi	Joy Bulatao	Mary Grace Edrosa
Clariza Roque	Justin Castro	Pamela Aguigui
Debbie Ngata	Llewelyn Terlaje	Pilar Pangelinan
Doreen Crisostomo-Muña	Lorbea Kim	Rizalito Paglingayen
Jorizaira Borja	Margie Castro	Vanessa Valencia
Josephine Villanueva	Maripaz Perez	Yukari Hechanova

1. Call to Order

a. Meeting was called to order at 12:00 p.m. and was presided by Maripaz Perez.

2. Approval of Minutes

a. A motion to approve the Apr. 2022 Chapter Executive Committee (CEC) Meeting minutes, subject to corrections, was made by Pilar Pangelinan. Mary Grace Edrosa seconded the motion. Polling was not conducted.

3. Treasurer's Report

a. Financial Report

i. As of 02/28/2022:

1. The Statement of Financial Position showed total assets and total liabilities and equity at \$52,481.37.
2. The Statement of Activities showed total income, total expense, and excess of expense over income at \$0.

ii. As of 03/31/2022:

1. The Statement of Financial Position showed total assets and total liabilities and equity at \$49,025.55.
2. The Statement of Activities showed total income at \$50.18, total expense at \$(3,506.00), and excess of expense over income at \$(3,455.82).

iii. As of 04/30/2022:

1. The Statement of Financial Position showed total assets and total liabilities and equity at \$49,936.80.
2. The Statement of Activities showed total income at \$911.25, total expense at \$0, and excess of income over expense at \$911.25.

iv. A motion to approve the Feb. 2022, Mar. 2022, and Apr. 2022 financials, subject to audit, was made by Pilar. Grace seconded the motion. Polling was not conducted.



- b. Llewelyn Terlaje shared that, last month, Bank of Guam (BOG) requested for a Certificate of Existence. Llewelyn contacted the Department of Revenue and Taxation (DRT) and found out that the Chapter was not in good standing due to missing reports. Llewelyn paid \$300 and filed the annual reports and the Annual Information Return for Tax Exempt Persons from 2017 to 2021 with the Business Privilege Tax Branch. As a result, DRT issued the certificate to Llewelyn two weeks ago and she submitted it to BOG. BOG cleared the Chapter.
  - i. Llewelyn could now process checks for reimbursement to herself, Rachel Cubacub, and Clariza Roque by the end of this week. If anyone else needs reimbursement, please let Llewelyn know.
  - ii. Maripaz thanked and asked Llewelyn to post the reports on the Chapter's website.

#### 4. President's Report

##### a. Satisfaction Survey

- i. Maripaz stated that the last day for the survey was May 7, 2022. She is pending the results from Dessamine C. Vince Cruz of AGA National. Maripaz will forward the results to the CEC as soon as she receives it.

##### b. Professional Development Training Raffle

- i. Maripaz stated that Llewelyn reported the budget to actuals. The approved budget for the Professional Development Training (PDT) was \$8,000.
  1. Maripaz stated that, based on the Chapter's policy, the President-Elect's training costs is always funded. AGA National used to give hotel scholarships for two people, but now Susan Fritzlen stated that the scholarships were for the President-Elect and National Council of Chapters (NCC) Representative.
    - a. Dr. Doreen Crisostomo-Muña shared that National used to pay for the Regional Vice-President's registration and airfare. Maripaz confirmed that National will cover Pilar's registration.
  2. Josephine Villanueva stated that the rate is \$182 and total is \$1,274 plus 17% room tax from July 16 to 22, 2022.
    - a. Doreen added that the lodging costs should only be for four nights. Josie replied that she would be arriving a day early and leaving a day later, both of which will be at her personal expense. Maripaz added that the Chapter would clearly state the number of nights covered.
  3. Yukari Hechanova asked the estimated costs for each traveler. Josie estimated \$3,751.76 per person from \$851.76 lodging (four nights), \$900 registration (by June 17), and \$2,000 airfare. The costs would be \$2,900 for the President-Elect and \$2,000 for the NCC Representative.
    - a. Josie stated that the total cost for the President-Elect, the NCC Representative, and one raffle winner is \$8,651.76 and is over



- the budget.
- b. Maripaz asked for the cost of funding the President-Elect or NCC Representative and two raffle winners. Josie replied \$10,403.52 max.
  - ii. Maripaz stated that the Chapter did not participate in last program year's PDT. Doreen asked if Pilar's attendance was to make up for last year. Maripaz replied that it was not confirmed.
  - iii. Doreen asked if the Chapter was to follow its procedures on funding priority (i.e., President-Elect, raffle winners, national award winners, and additional attendance determined by the CEC).
    1. Maripaz replied that the President-Elect is required, for chapter representation, and if the Chapter was to send its NCC representative, the Chapter only needs to pay for their airfare. Doreen stated that if the Chapter were to send the NCC representative, then it would be non-complaint to its policy/procedures.
    2. Doreen asked Yuka if she planned to attend and if the Guam Memorial Hospital Authority (GMHA) would be paying for Yuka's airfare. Yuka replied she does not know and due to the COVID-19 pandemic, National is having financial issues and would not be able to provide funding as much as before. Yuka confirmed that GMHA would be paying her airfare.
    3. Maripaz clarified that Pilar was the NCC Representative. Doreen asked Pilar if the Guam Community College (GCC) could pay for Pilar's airfare. Pilar replied probably not as GCC has not approved any faculty travel. Yuka asked if GCC would deny Pilar's travel if AGA is paying for most of it. Pilar replied GCC would approve, but not pay for the airfare. Doreen suggested to ask President Dr. Mary Okada.
  - iv. To prepare for the raffle, during the General Membership Meeting on May 23, 2022, Maripaz asked for a consensus on the number of raffle winners from a pool of 17 eligible members.
    1. Doreen suggested moving forward with the President-Elect and two raffle winners, if the Chapter could afford it. Doreen added that Pilar might win the raffle.
    2. Maripaz asked if the number of alternates should be increased from two to three. Yuka agreed to minimize the frequency of drawing names. Clariza stated that three alternates were selected in prior years. Maripaz confirmed with the Chapter that there would be two raffle winners and three alternates.
  - v. Maripaz asked if the Chapter would like to use the number of participants or the maximum budget (no more than \$10,000 or \$12,000) as basis for the selection.



1. Doreen suggested for the budget maximum because the raffle winner may cover certain costs, such as using their personal mileage points for airfare. Maripaz added that the attendees could also share a room.
  2. Llewelyn reminded to maintain the minimum cash balance. The balance is currently at \$47,000. Maripaz added to consider the effect of the proposed increased PDT budget to \$12,000 and the upcoming 5K on the cash balance.
  3. Doreen suggested for a vote on the maximum budget amount. Maripaz asked CEC members present in the meeting. Fifteen of 18 attendees responded “yes”, on chat, to increase the 2022 PDT budget to \$12,000.
- c. 2022 PDT Community Service Raffle Donation
- i. Maripaz shared that in the past, the Chapter would bring a wooden carving that represents Guam’s culture and is worth between \$100 and \$150 for National to auction during the PDT.
    1. Doreen replied that prices have increased. Maripaz agreed and stated that the donation’s value should be between \$150 and \$200. Doreen stated that this community service contribution will carry over to the next program year and is part of the Achievement of Chapter Excellence (or ACE) points.
    2. Maripaz confirmed with Margie that the Chapter is to donate at least \$50 to the Community Service Fund. Margie stated that the attendees could deliver the check to National during the PDT.
    3. Maripaz added that technology equipment is usually the number one selling item for the auction. If the CEC has any other ideas, contact Maripaz and Josie.
  - ii. Doreen suggested for Josie to present the Chief Executive Officer of AGA National with Guam snacks, separate from the auction. Maripaz replied that she would donate Chamorro Chip cookies.

## 5. Committee Reports

- a. Accountability by Doreen
  - i. Doreen stated that she would update the agencies about the requirement. She met with Public Auditor Benjamin J.F. Cruz, and he said that the Government of Guam financial audit be issued next month.
- b. Award (ACE) by Maripaz
  - i. Maripaz asked for the CEC to respond to Taling Taitano’s emails about ACE.
  - ii. Maripaz confirmed with Josie that the Chapter might reach 5,500 points and maintain its Platinum award achievement.
  - iii. Maripaz congratulated Jojo Guevara and Pilar for winning the top recruiters. Maripaz stated that the Chapter has three new members and extra points for meeting its goal of 16% membership. She thanked Josie for asking her students to join.



- c. By-Laws by Yuka
  - i. Yuka stated that she will get the By-Laws stamped received by the Department of Revenue and Taxation before the end of the program year.
  - ii. Josie added that the Chapter is required to update its By-Laws due to National's rebranding. She asked if the By-Laws needed to be re-filed and would be sharing instructions with Yuka for consideration.
- d. Certification/Certified Government Financial Manager (CGFM) by Josie
  - 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. Josie recommended extending the session to other professionals.
- e. Communications – Newsletter by Debbie Ngata
  - i. Debbie would send a request this month for the new officers' pictures and short bio for next month's feature and swearing in. She also asked the CEC to send her information for the newsletter.
- f. Communications – Website by Clariza
  - i. Clariza stated that she is pending the Mar. 2022 minutes from the General Membership and CEC Meetings for posting and the May 2022 Guest Speaker's bio from the Programs Committee for e-mail announcement. Maripaz replied that she would send Clariza both minutes.
  - ii. Clariza is figuring out a way to highlight the financials and tax filings on the start page. She placed the policies, procedures, and meeting minutes at the top of the front page. She asked the CEC to e-mail her information on internships, job announcements, and trainings for issuance to the membership.
- g. Community Service by Vanessa Valencia
  - i. The Committee extended the solo community service event until May 15, 2022. Members can perform volunteer work on their own and get credit for it. This is the last event for this program year.
  - ii. The Committee would need to finalize the date for the Chapter's 5K.
- h. Education by Josie
  - i. The Committee is trying to explore the National Registry of Continuing Professional Education (CPE) sponsors.
    - 1. The initial application is about \$2,000 and annual renewal is about \$700. Doreen asked if AGA National could help pay for it. Josie replied that National said no. National Association of State Boards of Accountancy (NASBA) may sit-in and audit the training. Hence, it is at the Chapter level. Josie attempted to complete at 10-page application and is pending the portion about funding.
    - 2. Maripaz asked if Josie or Pilar asked other Chapters during the LEAD training. Josie replied that only few were NASBA-certified.
    - 3. The Chapter has asked the Guam Society of Certified Public Accountants (GSCPA) to cover the cost and, in return, provide labor.

The GSCPA has asked for a formal request with a narrative on the advantages of being a registered CPE sponsor.

4. As a sponsor, the Chapter could offer training to other professionals. However, the AGA CGFM and Guam Board of Accountancy do not require the CPEs to be from a registered CPE sponsor. Maripaz confirmed with Josie that, for example, if a Certified Fraud Examiner would like to obtain CPEs from the Chapter, the Chapter would need to be a registered sponsor.
  5. The Chapter also needs to fine-tune its marketing of CPE training, and to reinforce its Education Committee retention and refund policies.
- i. Membership by Amy Legaspi
    - i. Amy asked Maripaz if they would need to update the list for April attendees. Maripaz replied yes and to add May. Amy confirmed with Maripaz about the 50-minute rule. Josie added that it is a requirement for CPE training.
    - ii. Doreen asked if the Chapter notified those who qualified for the raffle. She has not received any e-mail. Amy apologized. She will be working with Jojo to send it, and will include those who qualified on attendance but not on community service. Maripaz stated that she will follow up with Amy and Jojo.
    - iii. Maripaz asked if the CEC would like to allow those who qualified based on attendance to be part of the raffle. In prior years, the CEC allowed them to fulfill their community service after they return from the PDT (e.g., participate in the 5K). Maripaz, Doreen, and Pilar stated their stance that those qualified should have already fulfilled their service. Maripaz confirmed with Margie and Amy for the deadline to be May 15, 2022.
  - j. Programs and Technical by Pilar
    - i. Guest speaker is Carlina Charfauros from the Attorney General (AG)'s Office. Maripaz stated that Pamela Aguiqui mentioned that, if the AG does not respond by Friday, Pamela is trying to reach the local Federal Bureau of Investigation for cyber security or consumer protection.
  - k. Research and Standards by Rizalito Paglingayan
    - i. Rizalito asked the CEC to suggest topics for him to cover in the next newsletter. Maripaz replied that the accounting standards for leases were covered last month.
  - l. Scholarships by Lorbea Kim – No updates
  - m. Young Professional by Josie
    - i. Maripaz shared that the April 2022 mixer was successful. Josie reported about 50 attendees and was grateful to have recruited one graduating student.
6. Other Matters
- a. General Membership (Hybrid) Meeting
    - i. Maripaz shared that the hybrid meeting will now be held on June 29, 2022 due to logistical planning and equipment purchase.



- ii. Josie and RG went to the venue to assess logistics. RG will be using his personal equipment to ensure a smooth operation. They chose VIP Chinese Restaurant in Tumon because the Chapter expects at least 50 attendees. The pricing is \$22 inclusive of the service charge. The food is standard.
  - iii. Josie stated that Director Dafne M. Shimizu confirmed her presentation during the meeting. Josie thanked Pilar for connecting with Judge Maria Cenzone for the Program Year 2022-2023 Officers' Oath of Office.
  - iv. Attendees will need to RSVP to ensure their attendance else, the Chapter will pay for the cost of no-shows. Josie stated that the Society of Human Resource Management has a platform for registration, but will cost 7.5 to 15% of the cost. The Chapter could use it to simultaneously book, reserve, and pay via credit card, but there is a service charge. Since a decision has yet to be made, most likely, the Chapter will send an invoice to the no-shows.
- b. Amazon Smiles (Fundraising Initiative)
- i. Josie shared that the Chapter is trying to find ways to use its non-profit status to get additional funds from programs like Amazon Smiles and eBay. However, the Chapter's EIN is not recognized as a non-profit because it starts with "96". Josie contacted GuideStar as they accredit non-profit organizations. The Chapter is compliant, but back then, the Department of Revenue and Taxation perhaps thought that the Chapter was a government agency.
- c. 5K Run
- i. Vanessa shared that the Community Service Committee began working with others, including Yuka, to confirm with the run group. Vanessa confirmed with Yuka that the date is set to July 23, 2022. For those interested (e.g., solicitations, t-shirt design, etc.), please let Vanessa and Margie know so that they may add you to the chat. Maripaz stated emailing members to seek volunteers and points of contact (Committee Director and Co-Director).
- d. Guam Professional Development Conference
- i. Josie shared that the conference date changed from October 2022 to January or February 2023 to accommodate the Marshall Islands. The islands will open their flights by then. Any suggestions, please let Josie know.

## 7. Next Meeting

- a. The Chapter General Membership Meeting will be held virtually on May 25, 2022.
- b. The next CEC Meeting will be held on June 15, 2022.
  - i. Maripaz stated that the polling is not working and will email for a vote of holding the meeting virtually or face-to-face.

## 8. Adjournment

- a. Meeting was moved to be adjourned at 1:12 p.m. by Doreen. Pilar seconded the motion.