



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

Wednesday, August 11, 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:

Clariza Roque	Joy Bulatao	Odeth Ignacio
Debbie Ngata	Llewelyn Terlaje	Pamela Aguigui
Doreen Crisostomo-Muña	Lorbea Kim	Pilar Pangelinan
Fierce Catoc	Margie Francisco	Royelle Carter
Jose Guevara	Maripaz Perez	Taling Taitano
Josephine Villanueva	Mary Grace Edrosa	Vanessa Valencia

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

- a. A motion to approve the July 2021 Chapter Executive Committee (CEC) minutes, subject to corrections, was made by Clariza Roque. Pilar Pangelinan seconded the motion. The motion carried with 100% in favor and 0% against by a poll.

3. Treasurer's Report by Fierce Catoc

- a. As of 5/31/21 (Revised):
  - i. The Statement of Financial Position showed total assets and total liabilities and equity at \$64,438.97.
  - ii. The Statement of Activities showed total income at \$18,200.00, total expense at \$6,151.20, and excess of expense over income at \$12,048.80.
  - iii. Fierce revised the financials after correcting the invoiced amount to Pacific Islands Club for the 2020 Guam Professional Development Conference.
  - iv. A motion to approve the (revised) May 2021 financials was made by Dr. Doreen Crisostomo-Muña. Josephine ("Josie") Villanueva seconded the motion. The motion carried with 97% in favor and 3% against by a poll.
- b. As of 6/30/21 (Draft):
  - i. The Statement of Financial Position showed total assets and total liabilities and equity at \$65,089.86.
  - ii. The Statement of Activities showed total income at \$6.59, total expense at \$1,578.38, and excess of expense over income at (\$1,571.79).
  - iii. Doreen asked if the Membership Support expense was primarily due to the non-members who registered for the 2021 Guam Professional Development Conference (GPDC). Fierce confirmed. Doreen asked if Fierce included the \$5 as a revenue for the Chapter. Fierce replied that the Chapter fee is recorded as Chapter Dues upon notice from AGA National. It was easier to monitor the

amount of revenue gained from the GPDC if the entire non-member rate of \$350 was recognized as income. If the non-member registered to become a member, the Chapter will recognize the membership fee as an expense. Maripaz added that Rodalyn Gerardo, from the Education Committee, will be able to provide details.

- c. As of 6/30/21 (Unaudited/For Publication):
  - i. The Statement of Financial Position showed total assets and total liabilities and equity at \$65,090.
  - ii. The Statement of Activities showed revenues at \$20,468, expenses at \$18,247, and ending net position at \$62,799.
  - iii. Maripaz stated that Fierce has been working with the Guam Daily Post to publish the Chapter's financials by 8/13/21. Fierce will submit the audited financials to the Accountability Committee for the Citizen Centric Report (CCR) as recommended by Doreen.

#### 4. President's Report

- a. Strategic Plan and Goals
  - i. Maripaz thanked the CEC for meeting the 7/31/21 deadline to submit the Strategic Plan (with goals embedded in the plan) to AGA National. The Chapter earned 100 extra points for the submission.
- b. Guam Chapter Policies and Procedures
  - i. Maripaz is working with Yuka Hechanova (By-Laws Committee) to review the by-laws and draft policies and procedures. The policies and procedures contain committee acquisitions, duties, and responsibilities.
  - ii. Maripaz will be emailing the draft to each respective committee directors and co-directors, within a week or two, to review and update with the Chapter's processes by 10/31/21. Instead of individual Standard Operating Procedures (SOP), the processes will be consolidated into a manual.
- c. 2021 Chapter Communications Award
  - i. Maripaz congratulated Debbie Ngata, Clariza, and Mariella Cruz for the award. The CEC may now use the award logo on every social media, posters, signature line, and literature.

#### 5. Status of Finance Turn Over by Fierce

- a. Fierce stated that the transition will occur once the subsidiary ledger is complete.

#### 6. New Business by Maripaz

- a. Program Year (PY) 21-22 Theme: "Turning Obstacles into Opportunities"
  - i. The theme was based on a concept by AGA National President Gerry Boaz; and the challenge of enticing members to be active during this period.
- b. 2022 Chapter Budget

- i. Maripaz emailed the budget last night. The CEC was guided by SOP-1 Minimum Cash Policy in deciding each committee's budget. The required minimum balance is \$30,000.
- ii. Doreen stated that AGA National is promoting a free ethics session as a benefit for becoming a member. Maripaz replied that members have been sharing free training opportunities, which will be included in the membership communications.
- iii. Maripaz stated that this year's budget totaled \$42,250, based on projected revenues of \$12,700 (from training and 5K events) and expenditures of \$29,550. Cash in bank as of 6/30/21 was \$65,333.
- iv. Taling Taitano asked if the Chapter would continue to subsidize the quarterly lunches as part of the incentive program for the membership. Maripaz replied that the Chapter paid for the cost not covered by the lunch fees as was done in the past. Fierce confirmed that the fees were \$15 for students, \$20 for members, and \$25 for non-members. Maripaz stated that the subsidy is found under Chapter Meeting Venue.
- v. Taling asked if the cost of paying for winner's lunches are included in the budget as a separate line item or under each committee's budget. Maripaz suggested including it in each committee's budget and, if insufficient, under Chapter Meeting Venue.
- vi. Taling asked if the budget for "Other" under Community Service included events hosted by AGA National. Maripaz confirmed its inclusion; and clarified that funds may be transferred between committee's budgets, as long as the transfers do not exceed the approved total budget.
- vii. A motion to approve the PY 21-22 Budget was made by Doreen. Taling seconded the motion. The motion carried with 100% in favor and 0% against by a poll.

## 7. Committee Reports

### a. Programs & Technical by Pilar

- i. Pilar stated that Lillian Perez-Posadas will be speaking on "New Medical Campus" for the August 2021 membership meeting.
- ii. Maripaz stated that the CEC would like to host a face-to-face meeting for September 2021. Josie obtained price quotes from Hotel Nikko, Hilton, and Tony Roma's.
  1. Josie stated that, for Hotel Nikko and Hilton, only six people can be seated to one table and has restrictions for the buffet. Tony Roma's offers one course meal with an appetizer starting from \$20 per person; and can set up an area for a podium and presentations. Making reservations is an on-going struggle due to the changing COVID-19 restrictions. Tony Roma's have yet to respond to her regarding cancellations.

2. Pamela Aguigui asked if the CEC would be willing to wait another month for the face-to-face meeting due to the COVID-19 situation; and to postpone making reservations for another two weeks. Maripaz thanked Pamela for the idea and will email the CEC for updates.
- b. Accountability (CCR) by Doreen
  - i. Pilar will be re-sending the CCR survey results to Doreen.
  - ii. Doreen stated that this year's CCR will be simpler and thanked Debbie Ngata for lending her graphical expertise. Maripaz asked if the committee can complete it by 9/30/21. Doreen confirmed.
  - iii. Doreen stated that the Office of Public Accountability (OPA) has done a good job with posting the CCRs on their website, but sometimes the transmittal to the Guam Legislature is excluded. Clariza stated that the OPA is finalizing their database—a few are being submitted after the deadline. Doreen reminded that the criteria for the CCR award considers late submissions.
- c. Education – Tabled
- d. Certification/Certified Government Financial Manager (CGFM) by Josie
  - i. The Coffee Klatch meeting on 7/24/21 had 11 attendees. Josie thanked Rachel Cubacub and Pilar for their assistance.
  - ii. The committee received a couple of CGFM scholarship applications from Franklin Cooper-Nurse, Mary Grace Edrosa, and Michael Moreno. Josie is pending Franklin's response as he planned to donate his scholarship back to the Chapter. The committee is working to schedule the awarding of the recipients.
  - iii. Mary Grade Edrosa announced that the CGFM Co-Chair Odeth Ignacio recently passed the CGFM.
  - iv. CGFM study materials are being loaned by Thelma Perez.
- e. Communications Website by Clariza
  - i. Clariza thanked Debbie for helping create more traffic to the Chapter's social media through membership Mondays. She also requested for the CEC to email Chapter announcements to her Hotmail email.
- f. Communications Newsletter by Debbie
  - i. Debbie thanked the officers who submitted for membership Mondays. She is soliciting for member-related announcements from agencies, such as new employment or new staff.
- g. Membership – Tabled
- h. Young Professionals – Tabled
- i. Community Service by Vanessa Valencia
  - i. The committee is seeking base coat paints for the Adopt a Bus Stop Program. They hoped to do the painting on 8/28/21. Volunteers are asked to comply with the requirements for face masks and the social gathering.
- j. Budget & Finance by Llewelyn Terlaje
  - i. Llewelyn sent the PYs 20-21 and 21-22 comparative schedule to Maripaz.

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- ii. Doreen asked why the committee was separate from the Treasurer.
    - 1. Pilar replied that, last year, the Chapter have not published the financials nor have an audit conducted. This Committee's establishment was based on the AGA National's handbook.
    - 2. Fierce stated that his focus is on the audit/publication of the financials, while Llewelyn's is the financials.
  - k. Scholarship by Lorbea Kim
    - i. Lorbea thanked Maripaz and Josie for their feedback. The scholarship announcements were sent to the University of Guam (UOG) and Guam Community College (GCC) today and to the Communications Committee. The scholarship will be awarded during the next membership meeting.
    - ii. Maripaz reminded Lorbea to email the announcements to Doreen, Pilar, the UOG Junior Accountants Society, and the GCC Association of Junior Accountants.
  - l. By-Laws – Tabled
  - m. Awards (Achievements in Chapter Excellence) by Taling and Royelle Carter
    - i. Taling thanked Clariza for posting the announcement on the Chapter's website.
    - ii. Royelle received confirmations from five past awardees to be judges: Joanne Brown, Jon Fernandez, Mary Okada, Doris Flores Brooks, and Benjamin J.F. Cruz. Royelle will be emailing them about the 8/27/21 nomination deadline. The committee hopes that the judges will select an awardee by September.
    - iii. Royelle is finalizing the awards with Promotions on 9/10/21. Maripaz stated that the winner will be identified by 9/3/21. If the face-to-face meeting will not occur in September, Maripaz wanted the committee to proceed with the award. Taling stated that she contacted the late John Phillips's family.
  - n. Research/Standards – Tabled
8. Other Matters
- a. AGA National's "Accountability Talks" Podcast by Josie
    - i. The AGA Guam Chapter will be featured with Danica Batac, one of Josie's students who is actively pursuing a CGFM. The podcast will be held at 11:30 p.m. on 8/20/21.
9. Next Meetings
- a. General Membership Meeting (Virtual) – 8/25/21
  - b. CEC Meeting – 9/8/21
10. Adjournment
- a. Meeting was moved to be adjourned at 1:16 p.m. by Doreen. Clariza seconded the motion. A poll was not conducted.