



AGA Guam Chapter
Chapter Executive Committee
Meeting Minutes
Wednesday, September 10, 2014
Sejong Korean Restaurant, Tamuning

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	Cora Montellano	Taling Taitano
Ricky Hernandez	Joy Bulatao	Lourdes Perez

1. Meeting called to order at 12:18 pm.
2. The approval of August 2014 Chapter Executive Committee (CEC) Minutes was tabled due to no quorum.
3. The approval of September 2014 Treasurer's Report was tabled due to no quorum.
4. President's Report
 - a. Rachel indicated that the October 2014 General Membership Meeting venue is pending. Onward (\$19.80 per person), Hyatt, and Sheraton were being considered for the venue. Taling suggested Papa's as the restaurant charges by the number of attendees and the Chapter could reserve the entire restaurant space. Papa's does not open for lunch unless it is reserved for functions. Rachel will check Papa's and Cora will check Hyatt and Sheraton.
5. Old Business
 - a. Budget for Program Year 2014 to 2015
 - i. Cora e-mailed the draft Program Year (PY) 2014-2015 Budget, which showed \$28,000 (K) beginning of year surplus and \$52K end of year surplus. As of August 2014, the Chapter's checking account showed \$35K. She needed to earmark the budgeted amounts in the financial statements. Rachel indicated that the budget may have to be adjusted.
 - ii. Ricky asked if the luncheon cost is net of collections. Cora confirmed and indicated that the luncheon cost increased over the years. Since the lunch fees charged to the meeting attendees stayed the same, the Chapter was subsidizing approximately 54% of the cost (\$20 per person). The fees charged were \$17 to non-members, \$12 to members, \$6 to students, and \$0 to guest speakers/guests. Cora suggested increasing the fees by \$3 to non-members, \$1 to members, and/or \$1 to students. Rachel suggested to revisit this matter.
 - iii. Taling suggested for the Accountability Committee to forgo or decrease the Chapter's Citizen Centric Report (CCR) \$500 printing cost by electronically providing the CCR to the members via e-mail or the Chapter website. Rachel said this was a good question to ask the Accountability Chair Maripaz Perez.

- iv. Cora indicated that the \$8K Professional Development Training scholarship for the Chapter President and two Chapter member raffle winners were not budgeted. The \$8K was from PY 2013-2014 and was charged to “Advances”. In August, this will be an expense under the Education Committee’s budget.
 - v. Joy asked if the CEC’s recent approval of absorbing costs for the Education Chair and Co-Chair’s registration fees was included in the Education Committee’s budget. Rachel replied that it was in the Guam Professional Development Conference (GPDC) budget, but not for upcoming trainings.
 - vi. Ricky observed that the delay in the Chapter’s budget was primarily due to the Education Committee’s pending budget. Rachel suggested giving a deadline for the Education Chair to submit its final GPDC budget by Friday, September 12, 2014 and adjust it after the GPDC. The budget should be finalized by the Regional Chapter Officers’ Workshop (RCOW) on September 18 or 19, 2014.
- b. Protocol for in Support of or Against Introduced Legislations/Resolutions
- i. Lou suggested for the By-Laws Committee to follow the AGA National guidelines on providing testimonies for introduced legislations/resolutions.
 - ii. Ricky inquired of whether AGA sent testimony in support of the Social Security legislation to ensure that any position taken on future legislations/resolutions are consistent with previous positions AGA has taken. Rachel believed that Immediate Past President Dr. Doreen Crisostomo sent a letter to Congresswoman Madeline Bordallo.
 - iii. Rachel recalled that in times past, the Chapter would have a committee to draft testimonies. It was up to the CEC to decide whether or not to support a legislation/resolution. Ricky asked how a testimony becomes a discussion. Rachel replied that someone from CEC introduces it. By-laws Chair Llewelyn Terlaje has volunteered to draft a Standard Operating Procedure for it, as long as the legislation is relative to the Chapter’s purpose (i.e. government financial management issues). Rachel recalled Chapter Auditor Randy Weigand wanted to help with updating the By-Laws as well.
6. Committee Reports/ Budget Presentations
- a. Education
- i. Rachel asked if the GPDC Committee expected to earn a profit. Taling asked for the expected breakeven amount. Rachel replied that the Committee expected 100 people (\$450 per person or a total of \$45K) and only needed 40 people to breakeven. Additionally, she recalled that 65 people have registered. Ricky mentioned that the GPDC Committee secured \$8K worth of sponsorships. Cora asked if the GPDC hotel cost was finalized. Rachel will ask Rod to adjust her Education budget.
 - ii. Ricky indicated that, according to GDPC Programs Chair Vince Duenas, the GPDC booklets have been paid for through ad sponsorships. Today was the last day to make changes for the booklets prior to printing.
 - iii. Taling asked if there will be a Sectional Leadership Meeting type of event. Rachel replied that an RCOW will be held Thursday or Friday night of the GPDC. Ricky added that the RCOW’s location was to be determined.

- b. Community Service
 - i. Rachel encouraged everyone to participate in the International Coastal Clean-up on Saturday, September 20, 2014, at 6 am in Paseo, Hagatna or the Get Smart about Credit Day on October 16, 2014.
 - ii. Rachel also added the Community Service Chair Frances Danielli suggested for the Chapter to participate in Matson's Adahi I Tano clean-up in November 2014. The money that the Chapter will receive from its participation will be used to sponsor newspaper subscriptions for public schools.
- c. Scholarship
 - i. Cora indicated that the availability of the Herminia Dierking and AGA Guam Chapter Scholarships were publicized. For both scholarships, the Selection Committee consisted of Carmen Kwek Santos from the Guam Community College (GCC), Zeny Nace from the University of Guam, Pilar Pangelinan (GCC), Scholarship Co-Chair Pamela Aguigui, and Cora. October 31, 2014 is the deadline for both scholarships.
- d. Communications/Newsletter/Website
 - i. Rachel indicated that the Newsletter Chair Matt Quinata will try to issue the Chapter's newsletter by September 17, 2014, first day of the GPDC.
 - ii. Ricky indicated that there is a dedicated, separate GPDC page for registration and presentations. GPDC registrants will be sent a link to the page. Yuka will be formatting all the presentations for consistency.
- e. Accountability
 - i. Taling indicated that she provided Maripaz the write-up and Maripaz re-formatted it. The re-formatting may have caused some of the information to be mixed-up (i.e. Ricky received an award from the Professional Development Conference). Taling will clarify some of the information with Maripaz.
- f. Early Careers
 - i. Ricky indicated that Zeny Nace asked Jojo to do a Certified Government Financial Manager (CGFM) presentation for her Audit class. It was held on August 28, 2014 at Room 261 of the School of Business and Public Administration.
- g. Awards
 - i. Rachel reminded for the Committee Chairs to update their respective committee's section in the Awards Recognition Points System spreadsheet sent by Taling. Community Service will have the most to update, with the number of participants and amount of hours spent for each service.
- h. There were no reports from the CGFM, Programs, and Membership Committees.

7. Other Matters

8. Announcements

- a. The September 2014 General Membership Meeting is on September 17, 2014 at Hotel Nikko, Tumon.
- b. The October 2014 CEC Meeting is on Wednesday, October 8, 2014 at 12 p.m. The venue is to be announced.

9. Meeting Adjourned at 1:00 pm.