



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

Wednesday, March 9, 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:

Amacris Legaspi	Jorizaira Borja	Margie Castro	Rodalyn Gerardo
Danica Anne Batac	Joy Bulatao	Maripaz Perez	Taling Taitano
Debbie Ngata	Justin Castro	Odeth Ignacio	Vanessa Valencia
Doreen Crisostomo-Muna	Llewelyn Terlaje	Pam Aguigui	Yukari Hechanova
Grace Edrosa	Lorbea Kim	Pilar Pangelinan	

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

a. A motion to approve the Feb. 2022 Chapter Executive Committee (CEC) meeting minutes, subject to corrections, was made by Taling Taitano. Pilar Pangelinan seconded the motion. The motion carried with 100% in favor and 0% against by a poll.

3. Treasurer's Report

a. Financial Report

i. As of 01/31/2022:

1. The Statement of Financial Position showed total assets and total liabilities and equity at \$52,481.37. An accounts receivable of \$150 from the GDOE remains. A memo is pending to be presented to the CEC to write-off the receivable.
2. The Statement of Activities showed total income at \$10.00, total expense at \$(2,602.37), and excess of expense over income at \$(2,592.37). Interest income is pending the quarterly Coast 360 bank statements.

ii. A motion to approve the Jan. 2022 financials, subject to audit and corrections, was made by Taling. Pilar seconded the motion. The motion carried with 100% in favor and 0% against by a poll.

b. Finance Committee Updates

- i. Taling asked if the Chapter filed a Form 990 last year. Maripaz read Fierce Catoc's message to her, from months ago, that Form 990-EZ was filed on Nov. 30, 2021. The form was to be posted on the Chapter website. However, as Doreen Crisostomo-Muña mentioned, not all the website links worked.
- ii. Maripaz stated that the Chapter did not file its annual information return for tax-exempt in 2008, 2013, 2017, and 2020. In addition to resolving this issue,

the Committee will investigate the difference between 501c3 and 26203c for non-profit organizations. Doreen added that the Guam Department of Revenue and Taxation (DRT) recognizes the Chapter as a 26203c entity, but the tax return states 501c3. Margie Castro recalled that the Chapter has always been a 501c3 entity. Doreen replied that the status may have changed because of the By-Laws. Yukari Hechanova stated that there was no officially stamped copy of the By-Laws submission because DRT was closed for a long time. Maripaz asked the CEC to give her contact information of a DRT staff that can provide information about the requirements. She will work with the Finance Committee thereafter.

4. President's Report

a. Guam Chapter Policies and Procedures

- i. Maripaz thanked those who responded and provided comments and review. The final revised Standard Operating Procedures manual e-mailed last night incorporates updates and suggestions received. Maripaz asked for the CEC to approve the manual as she did not receive a unanimous poll vote last time she asked. After the CEC's approval, she will finalize the manual and date it today. The manual will complement the By-Laws.
- ii. A motion to approve the Guam Chapter Policies and Procedures was made by Taling. Yuka seconded the motion. The motion carried with 100% in favor and 0% against by a poll.
- iii. Taling asked if the manual needs membership approval or if the CEC's approval was sufficient. Maripaz replied that the CEC's approval sufficed. Taling asked if the By-Laws were reviewed for compliance with AGA National's recommendations. Yuka stated that the Chapter took National's latest protocol and mirrored it.

b. Membership Satisfaction Survey

- i. Maripaz asked for two to three volunteers to help her develop questions for the survey. The survey is generally conducted in March, is an update from last year, and is part of the Achievements in Chapter Excellence or ACE program. If interested, please e-mail Maripaz.
- ii. Pilar asked if AGA National will host the Chapter's survey on their platform, SurveyMonkey. Maripaz replied that Megan Brien provided the link and password. Maripaz will contact Pilar for details.

c. AGA Logo Rebranding

- i. Maripaz shared that the Chapter and CGFM have new logos. Maripaz stated that Debbie Ngata noticed that the new AGA logo was a lighter blue. Maripaz asked Debbie for assistance to make the logo consistent. Once Maripaz receives the updated logo, before end of this week, she will e-mail it to the CEC to use.

5. Committee Reports

- a. Accountability (Citizen Centric Report or CCR) by Doreen
 - i. Doreen noticed that the Guam Preservation Trust submitted its Fiscal Year (FY) 2021 CCR. She reminded agencies to begin working on their CCR instead of waiting for their audits to be released. Doreen asked for Joy Bulatao's assistance in listing the agencies and their CCR submission status. Joy replied that she will help. Maripaz stated that they will need to find a new point of contact at the Office of Public Accountability for the information.
 - ii. Doreen reported that AGA National has not yet issued the Certificate of Excellence for FY 2020. National is fixing their website due to the rebranding and postponed a lot of their activities.
- b. Awards (ACE) by Taling
 - i. Taling reported that the Chapter received bonus points for the CGFM resolutions. She will contact Rodalyn Gerardo for some of the Education Committee requirements (e.g., networking and attendance). Some items will be in-progress until the end of the program year (e.g., using the right logos and website updates). The membership survey needs to be completed. Taling will confirm with Maripaz about the CEC composition.
 - ii. Taling shared that she will work with Justin Castro and Royelle Carter to develop a historical report for the year. Justin and Royelle will contact Maripaz to confirm this program year's activities. Maripaz added that the report will be submitted in March or April for National's Professional Development Training (PDT) awards. Maripaz asked for the CEC to respond to Taling's e-mail inquiries.
- c. By-Laws by Maripaz
 - i. Maripaz stated that the CEC adopted the manual.
- d. Certification/CGFM by Odeth Ignacio
 - i. Odeth reported 35 of 269 members are CGFMs. Of the 35, 33 are active, one is retired, and one is inactive.
 - ii. Odeth reported that for CGFM Month:
 1. the Chapter held a Virtual Proclamation Signing with Governor Lou Leon Guerrero and Legislative Resolution Presentation with Senator Joe San Agustin on March 4, 2022.
 2. Josephine Villanueva issued recognition letters to agency directors.
 3. the Chapter will be hosting a 4-hour Continuing Professional Education training on March 18, 2022.
 - iii. Odeth stated that the Committee is still accepting responses for the CGFM Month features. She asked for CGFMs to e-mail her if they would like to use last year's feature. Maripaz suggested featuring future CGFMs as well (e.g., members that actively participate in CGFM study groups).
 - iv. Doreen asked Odeth to contact Michael Conner at the University of Guam. He shared with Doreen his interest in becoming a CGFM.

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- e. Communications Newsletter by Debbie
 - i. Debbie stated that she will include pictures of the Association of Junior Accountants' community service, proclamation, and legislative resolution to the March newsletter. She will contact the CGFM Committee for the CGFM Month feature and Christel Espiritu for her experience from the National Leadership Training. She asked for members to submit candid pictures (e.g., study sessions) for Chapter flyers. She needs features for Membership Mondays and will be reminding members about the raffle. She will also wait for the discussion on nominations.
 - ii. Debbie stated that she e-mailed Maripaz regarding the Chapter logo for disposition. Maripaz replied that she looks forward to seeing the updated logo.
 - f. Communications Website by Maripaz
 - i. Maripaz asked for the CEC to help verify that documents and forms on the website are working.
 - g. Community Service by Margie
 - i. Margie stated that the toiletries drive for Sanctuary Incorporated of Guam is on-going. She heard that donation boxes were placed at various agencies. She asked the CEC to encourage donations and help market the drive.
 - 1. Mary Grace Edrosa asked if the donations could include toothpaste, shampoo, etc. Doreen asked Margie to re-issue the flyer.
 - 2. Maripaz asked Debbie if she could donate last year's small and medium-sized 5K shirts. Debbie stated that, due to National's rebranding, the old logos could no longer be used.
 - ii. Margie stated that the Red Cross donation is on-going and confirmed with Maripaz that there were 34 CGFMs.
 - h. Education by Rodalyn
 - i. Rodalyn introduced Danica Batac as the Co-Director of the Education Committee. Rodalyn thanked Josephine Villanueva for recruiting Danica. Maripaz added that the 3 a.m. CGFM study group session began due to Danica and Danica is very active in her pursuit for a certification.
 - ii. Rodalyn reported that the Guam Society of Certified Public Accountants will be co-sponsoring the March 18 training. The training, "Finding the Balance in Becoming a Personal Financial Manager", is free for all members. The Committee is finalizing the flyer for the training.
 - iii. Rodalyn asked Dr. Raymond Johnson to present "Evolution of the Accounting and Audit Professions" before lunch during the Mar. 2022 General Membership Meeting. He could not then but would be able to at lunchtime.
 - iv. Rodalyn stated that planning meetings for the Guam Professional Development Conference will begin next month. If interested, please e-mail her or Danica.

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- v. Doreen asked Rodalyn when the Jan. and Feb. 2022 certificates will be distributed. Rodalyn replied that she will be working with Danica to issue it within the next couple of weeks. Rodalyn thanked everyone for their patience.
 - i. Membership and Nominations by Amacris Legaspi
 - i. Amacris reported that Jojo Guevara is working with the officers to organize the Nominations Committee. For the PDT raffle, the Membership Committee is compiling last program year's data and completed this year's data. The Committee thanks Debbie and Clariza Roque for preparing and sharing membership matters.
 - j. Programs & Technical by Pilar and Pamela Aguigui
 - i. Pamela asked suggestions for guest speakers for the Apr. and May 2022 General Membership Meetings.
 - k. Research/Standards – Tabled
 - l. Scholarship by Lorbea Kim
 - i. Lorbea reported that the checks were delivered to the colleges.
 - m. Young Professionals by Maripaz
 - i. Maripaz thanked the mentors for continuing to meet with their mentees.
6. Other Matters
- a. Maripaz stated that the PDT raffle was not held last program year. Based on discussions with the Membership Committee, if a member qualified last year and this year, the member's name will be in the "pot" twice. The member's chances of winning the raffle will be doubled.
 - i. Doreen asked when the raffle will be held. Maripaz replied May 2022 and that this year's PDT will be in Anaheim, California.
 - ii. Maripaz asked Amacris if the Committee will be informing the members of their raffle eligibility status. Amacris replied that she will discuss with Jojo. Maripaz stated that it would be best if members knew by Apr. 2022.
 - iii. Pilar asked if community service was one of the requirements for eligibility. Maripaz replied yes and that activities such as donating \$50 or more to celebrate the Chapter's 50th anniversary counted as a service.
 - b. Taling reminded the CEC that the PDT award nominations are due Apr. 15, 2022. She will work with Debbie for the announcement. Maripaz mentioned having a draft from prior years.
7. Next Meetings
- a. The General Membership Meeting will be held virtually on Mar. 23, 2022.
 - b. The CEC Meeting will be held virtually on Apr. 13, 2022.
 - i. A poll was conducted to hold the Apr. 2022 CEC Meeting virtually or face-to-face. The poll results showed 62% in favor of virtual and 38% in favor of face-to-face.



- ii. Taling asked if she is still able to participate virtually if she was unable or do not want to attend face-to-face. Maripaz replied that a Zoom link for the meeting will still be provided.

8. Adjournment

- a. Meeting was moved to be adjourned at 12:58 p.m. by Pamela. Pilar seconded the motion.