



**AGA Guam Chapter  
Chapter Executive Committee  
Meeting Minutes  
Wednesday, January 10, 2018  
Khaohom Thai Restaurant**

**Clariza Mae Roque, CICA**  
President  
**Frances Danieli, CGFM**  
President-Elect  
**Yuka Hechanova, CPA, CIA, CGFM, CGAP,**  
CGMA  
Immediate Past-President  
**Reginald Diaz**  
Treasurer  
**Shannon Bartonico, CFE**  
Secretary

Present for the meeting were:

Rachel Cubacub  
Maripaz Perez  
Rodalyn Gerardo

Jojo Guevara  
Pamela Aguigui  
Clariza Roque

Doreen Crisostomo  
Grace Edrosa

1. Meeting was called to order at 12:13pm by President Clariza.
2. Treasurer's Report.
  - a. No financial statements. According to Josie, the PY 2015 – 2016 is closed out. Bank statements were provided. Hopefully, we will have something at the next CEC. Need invoice to Deloitte and E&Y for General Membership Meeting attendees. Need a point of contact.
  - b. Multiple passwords for the laptop and QuickBooks.
  - c. Grace created a reimbursement voucher for any requested reimbursements.
  - d. Need to complete Form 990.
3. President's Report. Discussed within the Committee Reports.
4. Committee Reports:
  - a. Program. Edmund Brobesong is the January Speaker. Guam Chapter CGFMs for February to kick off CGFM Month.
  - b. Education.
    - i. February. Cybersecurity Training, free for CGFMs.
    - ii. March. Looking at a personal development training. Karri is on sabbatical. Dr. John Rivera on Emotional Intelligence.
    - iii. November CPEs will be sent out for the Gary Hiles presentation.
    - iv. GPDC 2018. Looking for committee members, suggested topics and speakers. Suggested the week of September 10<sup>th</sup>. Doreen is interested in presenting on the CCR. Suggested panels for young professionals and women leaders.
    - v. Doreen is proposing a CCR training/presentation in August 2018 by the Accountability and Education Committees.
  - c. CGFM
    - i. CGFM Mentorship Program – Commenced in November 2017 and program is ongoing until June 2018. There are 12 participants in the program and 8 mentors.
    - ii. Working on Resolution and Governor's Proclamation for CGFM Month.
    - iii. Grace noted that there was another Public Law revision to the GovGuam certification pay. Committee will research.
    - iv. Preparing a pamphlet or informational leaflet to be circulated – Target Completion Date: NLT 01/20/18. Goal is to inform members about the various ways to assist them in pursuit of their CGFM i.e., scholarships, review/study materials, mentorship program, and practice exams scholarships.
    - v. September 2017 CGFM Training – Participants received their CPE forms.
    - vi. Recommend including a CGFM training-related course in the upcoming PDT.
  - d. Membership. TABLED.

- e. Young Professionals
    - i. Discussed suggested revisions for the Young Professionals PDT Raffle SOP. Classify drawing procedures. After it is approved, we will update the regular PDT Raffle SOP for consistency. The idea is to encourage membership of Young Professionals and the AGA National Scholarship. To become a member, not at the time of application, but if they win and before they register. Address the category of Young Professionals on both PDT Raffles. SOP work in progress. One-time raffle for Young Professionals. CEC will send out the draft.
  - f. Accountability
    - i. Best CCR Contest. Students used the rating sheet from the prior Accountability Committee to score the CCRs. They took those who met the qualifications based on the CCR Public Law for consideration. The top 5 agencies were then taken out for a vote by the students, which resulted in the top 3: DPW, GEC, and GCC. Those that didn't meet the qualification criteria were not voted on. An example, UOG's CCR was not submitted timely, therefore, did not meet the qualification criteria even though they had a great CCR. We should reward those that were in compliance with the law and hope that this will be an incentive for other agencies to submit timely. Another focus was on the performance measures.
    - ii. Winners need to be contacted, get plaques, present February 2018.
  - g. Community Service
    - i. Annual 5K Theme: Always Growing Accountability. Solicitation letters and flyers to be sent out. Scheduled for June 30<sup>th</sup> at Paseo.
  - h. Newsletter and Website. Newsletter issued in December 2017 and website transition still in progress.
  - i. Scholarship
    - i. Wanting to send out the scholarship. Scholarship criteria to be updated and identify the rationale behind the criteria. Do we really need the Mayor's verification? Transcript should tell semesters attended. Send out to CEC and finalize.
    - ii. Timeline of when to issue. Mirror the scholarship deadlines for the other scholarships. Need response back from GCC; always waiting for them to validate it. Always extending the deadline. Pilar is the POC.
  - j. By- Laws
    - i. Working Committee. Llewelyn emailed the draft prior to the meeting and discussed the changes to include voting of committee members. Approval will be sought at the next CEC meeting on March 9<sup>th</sup> and General Membership meeting on March 24<sup>th</sup>.
5. Other Matters.
6. **Next Meeting:** Wednesday, February 14, 2018 at Mangilao Golf Resort.
7. Adjourn Meeting. Pam moved to adjourn the meeting. Jojo seconds. All were in favor. Meeting was adjourned at 1:10pm

Official Minutes prepared by: /s/ Clariza Roque  
AGA – Guam Chapter President