



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

Wednesday, February 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:

Clariza Roque	Josephine Villanueva	Maripaz Perez	Pilar Pangelinan
Debbie Ngata	Joy Bulatao	Mary Grace Edrosa	Taling Taitano
Jorizaira Borja	Llewelyn Terlaje	Odeth Ignacio	Vanessa Valencia
Jose “Jojo” Guevara	Lorbea Kim	Pamela Aguigui	Yukari Hechanova

1. Call to Order

- a. Meeting was called to order at 12:04 p.m. and was presided by Maripaz Perez.

2. Approval of Minutes

- a. A motion to approve the Dec. 2021 and Jan. 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. The Jan. 2022 financials were tabled.
- b. Finance Committee Updates
  - i. Llewelyn Terlaje reported that account signatories were updated at Coast 360. She also made a deposit because the bank was charging \$5 for inactivity.
  - ii. Llewelyn reported that Bank of Guam asked for signed minutes, which she received from Joy Bulatao and forwarded to the bank. Llewelyn is pending the bank’s response.

4. President’s Report

- a. Membership Survey
  - i. Maripaz stated that Pilar gave her last year’s survey, which was conducted in Mar. 2021. Maripaz’s target is Mar. 31, 2022 and has contacted Megan Brien, AGA National Chapter Services Manager, for guidance on the survey. Maripaz will reach out to some committee members to assist in reviewing and updating the Membership Satisfaction Survey questions.
- b. Guam Chapter Policies and Procedures
  - i. Maripaz emailed the final draft to the CEC yesterday and sent a copy to Yukari Hechanova (By-Laws Committee). Per the By-Laws, the policies and procedures does not need approval from the members and could be approved by the CEC. The By-Laws were presented to the membership last year.

- ii. Maripaz would like the Standard Operating Procedures (SOP) finalized and adopted. She also asked for the CEC to approve and adopt draft SOP-06 Chapter Scholarships Program and renumber SOP-08 to SOP-04 and SOP-10 to SOP-05.
  1. Yuka asked if the intent was to separate the SOPs from the policies and procedures. Maripaz confirmed because the SOPs were more detailed. For example, SOP-10 Annual PDC Raffle contains the eligibility and parameters of expenditures.
  2. Yuka stated that she incorporated the SOPs into the policies and procedures, so that there would be no need for separate SOPs. She suggested for the CEC to review the policies and procedures to ensure that it does not conflict with the SOPs and prevent redundancy.
  3. Maripaz recalled a prior discussion on the incorporation and stated that she will highlight the areas (e.g., Certified Government Financial Manager (CGFM), membership for the Professional Development Training (PDT), budget, and scholarship) and re-submit the draft to the CEC next week. A key addition to the PDT raffle was limiting it to only members, for clarity and lessons learned. She sought input from the Membership Committee and past presidents on this change.
  4. Taling asked if the re-numbering of SOPs was necessary or part of Yuka's incorporation. Maripaz replied that if the SOPs were included in the policies and procedures, then the re-numbering is moot. The procedures are by committee in the policies and procedures.

## 5. Committee Reports

- a. Accountability (Citizen Centric Report) – Tabled.
- b. Awards (Achievements in Chapter Excellence or ACE) by Taling
  - i. Taling inquired with the committees for items that need to be updated in the ACE awards. She asked for the committees to provide feedback, so that the updates could be made before Feb. 28, 2022.
  - ii. Taling shared that the applications for the AGA PDT awards will need to be submitted by Mar. 2022. Maripaz added that the awards consist of CGFM, community service, and communications. Pilar also added membership.
- c. By-Laws by Maripaz
  - i. Maripaz desired for the By-Laws to be approved by Feb. 28, 2022 and asked Yuka if an e-mail vote is possible. Yuka confirmed. Taling suggested to check the By-Laws to make sure. Maripaz stated that, if it was permitted, she will use that method to include the approval in this reporting period.
- d. Certification/CGFM by Josephine Villanueva
  - i. Josie stated that the Coffee Klatch will be postponed due to the increasing number of COVID-19 cases. The event will be revisited in Mar. 2022.

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- ii. Josie stated that the CGFM presentation to the Department of Administration was also postponed with the increased staff absences, even in the Guam Visitors Bureau.
  - iii. Josie stated that the Committee discussed with Rodalyn Gerardo about the half-day virtual training on Mar. 18, 2022 (tentative).
    1. The training will be a follow through of Empowerment Retirement's presentation on personal financial planning. The training title is "Finding the Balance on Becoming a Personal CGFM" and includes topics such as investing in Guam real properties, creating last will and testament, and personal wealth.
    2. Josie spoke to the speakers personally and is working with Maripaz to issue a formal invitation to them. The speakers will not charge for their services. Maripaz asked Josie if she had a chance to speak with the Guam Society of Certified Public Accountants. Josie replied that there was a commitment for a guest speaker for the Mar. 2022 General Membership meeting.
    3. Josie asked the CEC if the training should be free to non-CGFM members.
  - iv. Maripaz asked Josie if more information will be obtained for CGFM Month. Josie confirmed. Maripaz asked the CEC to email Josie, Mary Grace Edrosa, and Odeth Ignacio for suggested activities to celebrate CGFM Month.
  - e. Communications Newsletter by Debbie Ngata
    - i. Debbie asked the CEC to email her updates for the newsletter. She will include the PDT award nominations and membership renewals.
  - f. Communications Website – Tabled
  - g. Community Service by Vanessa Valencia
    - i. Vanessa stated that, in collaboration with the CGFM Committee, the Chapter will be hosting a donation drive for Sanctuary Inc. The Community Service Committee will be collecting toiletries (e.g., soap, shampoo, toothpaste, etc.) for children staying in the shelter. The drive will be from Feb. 21 to Mar. 25, 2022. Donations will be delivered on the last week of Mar. 2022.
      1. Vanessa asked Taling if menstrual products or toilet paper are also being requested. Taling stated that she would be happy to get more information, but her impression was that Sanctuary wanted personal hygienic products.
      2. Taling asked if Vanessa wanted to limit the types of products to be donated. Vanessa replied that the request is fine.
      3. Vanessa stated that the Committee hoped for the CGFMs to coordinate in setting up collection boxes at their agencies by Feb. 18, 2022. She asked Maripaz to ask the CGFMs via email for their assistance. Maripaz replied yes.
      4. Vanessa asked Debbie to create a flyer. Debbie replied yes.

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- ii. Vanessa stated that, in honor of CGFM Month and Red Cross Month, the Chapter will donate \$5 per CGFM or a total of \$170 for 34 CGFMs to the American Red Cross.
  - iii. Vanessa stated that the 1-hour solo community service is on-going.
  - h. Education by Josie
    - i. Josie stated that the Education Committee is working to get registered for the National Association of State Boards of Accountancy for the Continuing Professional Education.
  - i. Membership by Jojo Guevara
    - i. Jojo thanked Debbie and Clariza Roque for helping the Committee create the flyer for membership renewal. Clariza e-mailed it to the members. The Committee will continue to remind the members of the deadline.
    - ii. Jojo stated asking Pilar for the attendance to the general membership meetings to identify eligible members for the PDT raffle.
    - iii. Jojo thanked Maripaz, Josie, Mary Grace, and Jorizaira Borja for the outreach to the University of Guam (UOG) students regarding AGA membership. He received a lot of positive comments from the students.
    - iv. Jojo stated that they will be reviewing the SOPs and contacting past presidents that will be part of the nominations for next program year's officers.
  - j. Programs & Technical by Pilar Pangelinan
    - i. Pilar stated that Edmund Brobesong and Minako Sakuta from Ernst & Young, LLP will be presenting on Tax Updates for the Feb. 2022 General Membership meeting. She gave their bio to Clariza and Debbie for the announcements.
    - ii. Pilar is pending the bio from the visiting professors at UOG for the Mar. 2022 General Membership meeting. Maripaz stated that she will forward the bio.
  - k. Research/Standards
    - i. Maripaz asked the CEC to email her suggestions for research topics. She will relay the message to Rizalito Paglingayen.
  - l. Scholarship by Lorbea Kim
    - i. Lorbea stated that the application deadline was last Friday.
      - 1. The Committee only received the Guam Community College (GCC)'s response. GCC received two applicants and so, the Committee asked for one more CEC member to help them select the awardee. If interested, please let Lorbea or Jorizaira know.
      - 2. UOG has until this Friday to respond.
      - 3. The Committee hopes to select by next week and award by Feb. 23, 2022 during the General Membership meeting.
  - m. Young Professionals by Maripaz
    - i. Maripaz extended congratulations to Christel Espiritu for being one of the 10 recipients for the 2022 National Collegiate Leadership Program in Washington, D.C.

1. Maripaz emailed the announcement for this opportunity to the student members. Several of them showed interest. One student was ineligible because the requirement was for the recipient to still be a student while attending the conference.
  - ii. Maripaz stated that, based on the calendar of events, mentors and mentees were supposed to meet face-to-face. However, the meeting is postponed until next month. Maripaz suggested for mentors to create a chat group with their mentees to periodically check-in with them. The main goal is to help mentees with their professional development.
6. Other Matters
  - a. Maripaz thanked Jojo for the invitation to speak with his BA 441 students on Feb. 1, 2022 regarding scholarships and CGFM. It reflects the Chapter's strong relationship with UOG. Maripaz looks forward to speaking with the GCC students as well. The other Chapters are working on improving relationships with their local colleges.
  - b. Maripaz stating receiving a comment and asked Josie to develop a schedule of training events and email it to the members every beginning of the month. Maripaz suggested for one to be sent next week.
7. Next Meetings
  - a. The General Membership Meeting will be held virtually on Feb. 23, 2022.
  - b. The CEC Meeting will be held virtually on Mar. 9, 2022.
8. Adjournment
  - a. Meeting was moved to be adjourned at 12:43 p.m. by Jojo. Taling seconded the motion.