



AGA Guam Chapter
Chapter Executive Committee
Meeting Minutes
Wednesday, August 14, 2019 at
12:00p.m.
Sejong Korean Restaurant

Debbie Ngata
President
Pilar Pangelinan
President- Elect
Frances Danieli, MBA, CB, CGFM
Immediate Past President
Shannon Bartonico, CFE
Treasurer
Fierce Catoc, CPA
Treasurer-Elect
Llewelyn Terlaje, CGFM, CGAP, CFE
Secretary

Present at the Meeting were:

- Debbie Ngata
- Llewelyn Terlaje
- Vanessa Valencia
- Mary Grace Edrosa
- Jojo Guevara
- Yuka Hechanova
- Rodalyn Gerardo
- Pilar Pangelinan
- Justin Castro
- Margie Francisco
- Doreen Crisostomo
- Maripaz Perez
- Pamela Aguigui

- I. Meeting called to order at 12:01 PM by President Debbie Ngata.
- II. Approval of Minutes:
 - a. June Minutes – Tabled but approved later in the meeting. See write-up under Other Matters.
 - b. July Minutes - Doreen moved to approve minutes subject to corrections. Grace seconded the motion. All were in favor and minutes were approved.
- III. Treasurer’s Report:
 - a. Grace reported that for the June General Membership meeting \$715.00 was collected and there were about 37 attendees.
 - b. Doreen commented that when she received the financial statements for the CCR, she noted that it appears assets appear overstated. This is related to the undeposited funds. Grace is working with Shannon to reconcile that line item. This stemmed from the prior transition. Shannon has created a manual for better transition in the future. Yuka mentioned that she also created an SOP when she was Treasurer. It was suggested that the SOP and other SOPs be placed in Google drive.
 - c. Doreen moved to approve the June Treasurer’s Report subject to reconciliation of the undeposited funds. Yuka seconded the motion. All were in favor and the Treasurer’s Report was approved.
- IV. President’s Report
 - a. Old Business
 - PDT Donation for the Chapter Challenge was made in July at the PDT.
 - Bylaws will be discussed during the Committee Reports below.
 - SOPs:
 - SOP 3: CGFM Scholarship and Study Guides – Paz will discuss this during her committee report below.
 - SOP 10: Annual PDC Raffle – Debbie mentioned there is a desire to update this policy. Doreen mentioned that she thought it had been previously updated, however, Llewelyn mentioned that it was never approved as there were concerns that were never resolved. Llewelyn will send out the last draft she had to the CEC to be looked at and which can be utilized as a starting point to update this SOP.

It was suggested that these SOPs be placed on the Google Drive, which Taling sent a linked. It was noted that not all CEC members received the link so Debbie will send out the link.

Paz has an SOP on how to put an SOP together that we can adopt or utilize as a reference.



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- Budget:
 - Debbie provided the PY 2019 – 2020 Budget (earmarks) which indicated earmarks totaling \$81,915, Projected Revenues of \$70,800 for Net Expense of \$11,115.
 - The Scholarship Committee clarified that they are seeking \$6,000 instead of \$5,000; therefore, the total budget will increase by \$1,000.
 - Doreen moved to approve the budget of \$82,915. Jojo seconded the motion. All were in favor and the Budget was approved.
 - Goals:
 - Debbie will resend CRP, which she took out in last strategic plan and utilized the point system to project out the goals for each area to reach the target of the 19,501.
 - Debbie suggested that an AGA calendar be developed for community Service.
 - b. New Business – Cocktails at Hilton on 12/18/19 is suggested. Debbie will work with Hilton to get a quote.
- V. Committee Reports:
- a. Program – Doreen reported that her goal is to give a CPE most meetings. For September she will talk to EY, but also asked for suggestions. Some suggestions were to have someone discuss the GovGuam budget. Doreen will ask someone from the administration. Another suggestion was made to have the hospital talk about their budget. Yuka will ask Lilian.
 - b. Education – Rodalyn is open to suggestions. Calendar is open for now, but Doreen’s initiative to provide CPEs for most meeting will help. Billy Morehead is willing to provide training on data analytics. The President is also interested in visiting, but that would normally be around the GPDC. Another suggestion would be to have Revenue and Taxation to do a presentation. Doreen also suggested to survey the members.
 - c. CGFM – The committee requested a budget of \$5,000. The committee will continue the CGFM Scholarship and foresees two members who will already be seeking reimbursement for passing the CGFM. The 2019 study guides have been revised and available online. There are manual guides and e-test study guides now available. The committee will reimburse members, but there is a requirement that the candidate be an AGA member and pay \$75 application fee for the three-year qualification period and show proof that the guides were purchased. The committee wants to provide one set each to JAS and AJA to manage. Paz is reviewing if there has been any material changes as well and if not she is considering donating the current sets to JAS and AJA. Then two sets will be purchased for AGA members. There is also a suggestion to reach out to agencies to consider allowing study time for members. This can be promoted as a concerted effort with the Membership committee when they make presentations to agencies. Michele Santos from UOG is willing to meet with CGFMs for Coffee Kaltch.
 - d. Membership:
 - The committee requested for a budget of \$2,550. There are currently 228 members and the goal for the committee is 251.
 - The committee is proposing to incentivize members to recruit new members by including more opportunities to win the PDT raffle. The Top recruiter award currently in the SOP only incentivizes one person versus all members. Several options were proposed and concerns were raised to make sure that the minimum requirements of attending meetings and community service be met first so not to take away from the mission of the organization. A suggestion was to approve the concept of incentivizing the recruitment of new members subject to the committee establishing the details.



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- Doreen motioned to add one PDT raffle based on recruitment, subject to the procedures to be developed by the Membership Committee. Jojo seconded the motion. All were in favor and the motion was approved.
 - e. Young professionals – Tabled.
 - f. Accountability – Doreen will have the AGA CCR printed out and submit it to the Legislature and submit it in all senators’ boxes. A suggestion was made to try to go on to KUAM. This led to the discussion on Communications. It was suggested that AGA communication should only go out through one person. Debbie requested that an SOP be developed on the protocol for communications. A suggestion was also made to encourage agencies to send their CCRs to AGA National for a chance to receive the certificate of excellence.
 - g. Community Service – Same budget as last year was submitted. There will be a Part II to the bus stop clean-up. A shout out was made for all those who attended. They did a good job. Doreen also commended the Community Service committee for an excellent report which was included in the CCR.
 - h. Newsletter & Website – Clariza was not present, but Debbie reported that CEC is encouraged to send pictures/updates to Clariza to include in the Newsletter. Also, a request was made to update the website, which Vanessa mentioned that she is working with Clariza to update it.
 - i. Scholarship – The committee will be awarding scholarships to UOG and GCC for the Fall and Spring semesters.
 - j. Bylaws – Yuka updated the bylaws based on the AGA prototype. She will send out to the CEC for comment. However, for the meeting she wanted to focus on sharing the major changes, which includes: (1) No more references to Chairpersons or Vice-Chairpersons. The title is Director; (2) Treasurer-elect is optional; (3) Chapter Directors are elected; (4) Only one vote per Executive Committee can be counted for CEC meetings; and (5) The biggest thing is the prototype is suggesting to put certain articles from the Bylaws into an SOP instead.
 - k. Awards – Justin spoke to Vince who said he will take care of the John Phillips Award. However, Justin will work with Vince to transition. Debbie mentioned that last year the John Phillips Award was sent out in September.
- VI. Other Matters - June Minutes were provided by Justin. Pam moved to approve the minutes subject to corrections. Grace seconded the motion. All were in favor and minutes were approved.
- VII. Next Meeting -September 11, 2019, 12:00 PM, Location TBD
- VIII. Adjourn Meeting – Vanessa moved to adjourn and was seconded by Shannon. All were in favor and meeting was adjourned at 1:17 PM.

Official Minutes prepared by: Llewelyn Terlaje
AGA – Guam Chapter Secretary