



**AGA Guam Chapter
Chapter Executive Committee
Meeting Minutes
Wednesday, September 9, 2015
Carmen's Restaurant**

Artemio "Ricky" Hernandez, CGFM
President
Yuka Hechanova, CPA, CIA, CGFM, CGAP,
CGMA
President-Elect
Rachel F. Cubacub, PMBA
Immediate Past-President
Josie Villanueva, CPA, CGFM
Treasurer
Clariza Mae Roque
Secretary

Present for the meeting were:

Reginald Diaz	Artemio "Ricky" Hernandez	Llewelyn Terlaje
Ariana Villaverde	Vincent Duenas	Debbie Ngata
Frances Danieli	Yuka Hechanova	Maria Sayo
Rachel Cubacub	Clariza Roque	Jojo Guevara

1. Meeting was called to order at 5:56 pm.
2. Approval of Minutes. Rachel moved to approve the August CEC minutes subject to correction. Llewelyn seconds. All were in favor. CEC minutes approved.
3. Treasurer's Report. July financials: Assets of \$55,619. August financials: Assets of \$52,953. Frances moved to approve the July and August financials. Vince seconds. All were in favor. Treasurer's Report approved and are now current.
4. President's Report
 - a. Committee Budgets.
 - i. Budget was provided. See attached. Should anyone have any questions on how the amounts were made, see Ricky for details.
 - ii. Still subsidizing luncheon costs despite increased rate.
 - iii. PDT tickets at \$1,900, Registration \$650/\$750, and Per Diem \$125.
 - iv. Programs Budget: Mostly for the 40 & under event.
 - v. Membership Recruitment Scholarship from AGA National for Membership Committee to apply for. Send an email; their budget will be adjusted to account for this scholarship.
 - vi. Early Careers: Mixer event budget is assuming that GSCPA doesn't fund 50%. Ricky compared to a prior odd year.
 - vii. Community Service on financial is high due to two 5Ks within the year.
 - viii. Issue of holding so much cash as a non-profit. Consider something to spend on. Per SOP-1, it is the policy of the CEC that the chapter account balance minimum target be set at \$30,000.
 - ix. Jojo moved to approve the AGA Guam Chapter Program Year 2015 – 2016 Budget. Vince seconds. All in favor. Budget approved and should any other expenses be included, it will be subject to CEC approval.
 - b. Upcoming Events. Segue to Program Committee discussion.
5. Committee Reports:
 - a. Program
 - i. September 2015 General Membership Meeting and Program for GovGuam 40 and Under: Emerging Leaders in the Government of Guam (Monday, September 28th)

- Presenting John Phillips Award and 45th Anniversary Guam Chapter.
 - Inviting 110 winners anticipating an additional 40/50. If the honorees bring a non-AGA member as a guest, full price for lunch.
 - Booklet draft is 95% done. Letters needed from distinguished individuals. Editorial committee going through bios.
 - The meeting will be two hours and booklet will be presented there.
 - By Friday, all notices will be sent out and RSVP is due by September 18th.
 - Requesting a letter from John Homan for the publication.
 - Video montage.
- b. Education. Webinar plans for September or October.
- c. CGFM. In communication with other members for a study group.
- d. Membership
- i. Member Anniversary Announcements. John Phillips will be celebrating his 45 years as a member of AGA. Ask Jason to do a segment for this.
- e. Early Careers. High School Essay Competition in January. Will work with Doreen.
- f. Accountability. CCR Release by September 30th. Ricky and Yuka still reviewing.
- g. By- Laws. Still in review.
- h. Community Service
- i. Coastal Clean-up on September 19th at Matapang Beach
 - ii. October: BOG Get Smart on October 15th
 - iii. November: Island Thanksgiving. Looking for donations to feed the homeless with turkey, red rice, potato salad, and dessert. Frances has already reserved a time slot for AGA. Might be November 15th.
 - iv. December: Bell-Ringing and 2nd Annual Christmas Charity Raffle for St. Dominic's elderly. Work with St. Dominic's to see what the elderly need and will raise funds.
 - v. Tax clinic. Need to bring materials such as printer and software. Working with UOG and DRT for Tax Clinic.
 - vi. 5K scheduled for June 24, 2016; \$100 deposit for Chamorro Village. Start working on the permits with DPW.
- i. Newsletter & Website. Committee pages clearer. Hopefully convert to Mail Chimp for Newsletter. Mail Chimp announcement for September meeting with press release.
- j. Scholarship. Hoping to get a write-up by September. Need more applicants by November. Close-out by December.
- k. Awards. Each committee chair to create a write-up for their committee. Taling said to send her any activities that are AGA-related for points.
6. Other Matters
- a. Pacific Rim Chapters. Billy Morehead 4-month trainings during Summer 2016. Considering a shared cost among the islands or organizations. Consider lodging fee and no speaker fees. This is not budgeted, but open to discussion.
7. Adjourn Meeting. Yuka moved to adjourn the meeting. Jojo seconds. All were in favor. Meeting was adjourned at 7:00 pm.

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



Program Year 2015 - 2016 Budget

Committee	PY 2014-2015	Program Year 2015-2016		
	Net	Revenues	Expenses	Net
Administration	(\$12,952)	\$6,720	\$21,600	(\$14,880)
Programs	\$0	\$2,500	\$4,000	(\$1,500)
Membership	\$848	\$1,000	\$1,500	(\$500)
Accountability	\$0	\$0	\$500	(\$500)
CGFM	(\$1,132)	\$750	\$4,465	(\$3,715)
Community Service	\$11,300	\$13,000	\$13,425	(\$425)
Early Careers	\$0	\$0	\$2,000	(\$2,000)
Education	\$25,013	\$4,050	\$2,550	\$1,500
Communications	(\$99)	\$0	\$199	(\$199)
Scholarship	(\$4,000)	\$0	\$5,000	(\$5,000)
Total	\$18,978	\$28,020	\$55,239	(\$27,219)



Program Year 2015 - 2016 Budget Details

	Administration	Programs	Accountability	CGFM	Community Service	Early Careers	Education	Website	Membership	Scholarship	Total
Estimated Revenues											
CGFM Study Groups (3)				\$750.00							\$750.00
15th Annual 5K Run (Cash)					\$7,000.00						\$7,000.00
15th Annual 5K Run (In-Kind)					\$6,000.00						\$6,000.00
September 2015 Webinar							\$700.00				\$700.00
November 2015 Internal Controls											\$0.00
March 2016 Leadership/HR							\$1,300.00				\$1,300.00
May 2016 Ethics							\$2,050.00				\$2,050.00
Estimated New Members									\$150.00		\$150.00
Luncheon Collections	\$6,720.00										\$6,720.00
Membership Dues									\$850.00		\$850.00
GovGuam 40 and Under Sponsorship		\$2,500.00									\$2,500.00
											\$0.00
Total Estimated Revenues	\$6,720.00	\$2,500.00	\$0.00	\$750.00	\$13,000.00	\$0.00	\$4,050.00	\$0.00	\$1,000.00	\$0.00	\$28,020.00
Estimated Expenses											
External Hard Drive (2 TB +)	\$150.00										\$150.00
Printing Materials	\$150.00										\$150.00
President Discretionary Fund	\$1,000.00										\$1,000.00
GovGuam 40 & Under Luncheon Costs		\$2,000.00									\$2,000.00
General Membership Meeting Subsidies	\$11,000.00										\$11,000.00
Miscellaneous	\$500.00										\$500.00
GovGuam 40 & Under Publication Cost		\$2,000.00									\$2,000.00
PDT Raffle Prize	\$8,800.00										\$8,800.00
CCR Report Print Materials			\$300.00								\$300.00
3 Plaques			\$200.00								\$200.00
CGFM Scholarship				\$2,060.00							\$2,060.00
Well Done Award				\$250.00							\$250.00
CGFM Study Group Cost				\$750.00							\$750.00
CGFM Training Scholarship				\$600.00							\$600.00
Outreach Events				\$500.00							\$500.00
Study Guides (1 Set)				\$305.00							\$305.00
Community Service Supplies					\$570.00						\$570.00
Community Service Contractual					\$2,000.00						\$2,000.00
15th Annual 5K Expenses					\$10,505.00						\$10,505.00
Community Service Miscellaneous					\$350.00						\$350.00
Promotional Events						\$500.00					\$500.00
AGA/JAS Mixer						\$1,500.00					\$1,500.00
Education Supplies, Materials, etc.							\$1,000.00				\$1,000.00
Education Speaker Fees							\$1,200.00				\$1,200.00
Education Webinar Fee							\$350.00				\$350.00
Website Fee								\$99.00			\$99.00
Website Upgrade								\$100.00			\$100.00
Membership Awards/Prizes									\$960.00		\$960.00
Membership and Free Lunch									\$540.00		\$540.00
UOG Scholarships										\$3,000.00	\$3,000.00
GCC Scholarship										\$2,000.00	\$2,000.00
											\$0.00
Total Estimated Expenses	\$21,600.00	\$4,000.00	\$500.00	\$4,465.00	\$13,425.00	\$2,000.00	\$2,550.00	\$199.00	\$1,500.00	\$5,000.00	\$55,239.00
Net	(\$14,880.00)	(\$1,500.00)	(\$500.00)	(\$3,715.00)	(\$425.00)	(\$2,000.00)	\$1,500.00	(\$199.00)	(\$500.00)	(\$5,000.00)	(\$27,219.00)