



**AGA Guam Chapter
Chapter Executive Committee
Meeting Minutes
Wednesday, October 14, 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:

Yukari Hechanova

Rachel Cubacub

Clariza Roque

Zeny Nace

Taling Taitano

Llewelyn Terlaje

Frances Danieli

Vincent Duenas

Reginald Diaz

1. Meeting was called to order at 12:10pm by President-Elect Yuka.
2. Approval of Minutes. Taling moved to approve the September CEC minutes subject to correction. Zeny seconds. All were in favor. CEC minutes approved.
3. Treasurer's Report.
 - a. Josie was unable to attend the meeting, but she did have a number of discussion items:
 - i. Need assistance if we need to transfer funds from Coast 360 to restore balance to \$20,000 in our BOG Account. Yuka mentioned that the amount needed to transfer is unknown and will need to be discussed when Josie is present. Rachel said that we have CDs at Coast360, which makes the Coast360 account in accordance with our SOPs. Suggestion to get rid of the negative balance. Taling noted that unless we have big upcoming bills, we don't really have to transfer funds.
 - ii. Outstanding Checks and Deposit in Transit
 - iii. Schedule of Audit for PY 2014-2015
 - iv. Other Reports Filing, FS (Unaudited) Publication at MV (Need assistance from Ms. Cora)
 - v. Next Membership Meeting: Will issue money receipt and invoice for better control and tracking of attendance. Receipts are separable.
 - vi. Last Membership Meeting Lunch Raffle Pending
 - vii. Renewal of Hyatt Contract
 - viii. Christmas Party Venue Reservation
 - b. Zeny moved to approve the September financials subject to the elimination of the negative balance through journal entry. Taling seconds. All were in favor. Treasurer's Report approved. See attached.
4. President's Report. Tabled.
5. Committee Reports:
 - a. Program
 - i. **October Guest Speaker:** Mr. John Benavente, Guam Power Authority General Manager. He will discuss our power bill breakdown and rates. Plus load shedding and solar farm.

- ii. **November Guest Speaker:** Mr. Joseph Bradley, Bank of Guam SVP/Chief Economist and Business Continuity Officer.
 - iii. Vince mentioned that the January and February General Membership Meetings are expected to be CPE sessions. Coordinate with Education Committee.
- b. Education. Reginald met with Rodalyn before she left. They discussed providing a training before the end of the year or piggybacking with another association or UOG. GSCPA has training in December. Consider issuing a CPE for November General Membership Meeting. Mr. Bradley would need to speak for 50 minutes for the CPE. Check with Rodalyn on the listing of trainings for the program year was provided to GBOA.
- c. CGFM. No update from Jojo. Zeny is requesting for a CGFM Speaker this quarter for her class before December 10th.
- d. Membership. Jason and Debbie were unable to attend.
 - i. Member Anniversary Announcements
 - ii. For more points, Member Satisfaction Survey may be sent out to members during the year to assess our services to our members or what trainings would they like to see.
- e. Early Careers. Working with Community Service on the Get Smart About Credit. Suggested to have our own Get Smart About Credit apart from BOG for one hour with other public schools. Taling will assist with notifying the public schools. Also, they are teaming with UOG EMSS and Financial Aid Office go out to public schools to market UOG.
- f. Accountability
 - i. Best CCR Contest FY 2014 – Due Date 10/31/15 (Guam Time). Please have Mark resend the contest email to all members again. As of 10/13/15 – only one submitted. Vince also has access to the email and will resend the email notification.
 - ii. Working with OPA in securing email distribution list to notify government agencies about the CCR contest. Clariza to email Zeny of the agencies who submitted CCRs.
 - iii. Target Date for Best CCR Contest Announcement – November 2015 General Membership Meeting
 - iv. AGA Guam Chapter PY 2014-2015 CCR
 - 1. Submitted to National on 9/30/15
 - 2. Certificate of Excellence Application submitted to National on 10/14/15
 - 3. CCRs to be printed (about 300 copies). To be distributed during the October General Membership Meeting
- g. Community Service
 - i. Get Smart About Credit (October 15th, 8am – 9am Father Duenas Memorial High School). Only five schools were noted in the BOG listing.
 - ii. Soup Kitchen (November 15th, 5:30pm) Need two more volunteers for a total of four volunteers. There are different categories for Community Service National Points to include contributions. For PDT Raffle, Community Service attendance is needed for it to count.
 - iii. GHURA is looking for helpers to maintain facilities at Guma Trankilidat for the HUD Review (November 7th). Taling suggested to post this activity on the

- Service Learning website for high school seniors. Frances will check to see if GHURA will allow minors to assist. If so, a liability waiver is needed and check Taling for the Service Learning website.
- iv. Suggested a Can Drive for the October or November General Membership Meeting. All we need is to suggest who to give the cans to, maybe Catholic Social Services or Kamalen Karidat.
 - v. Public School Get Smart About Credit for next year. Frances to work with Taling on which schools.
 - h. Scholarship. Cora will work with UOG and GCC on the forms.
 - i. By- Laws
 - i. AGA Guam Chapter By-laws Confirmation by National. Llewelyn noted that the current by-laws were submitted in August. A comparison is needed of our by-laws with the prototype, which Llewelyn is currently doing. It is due in March.
 - j. Newsletter & Website. Vince will update the website to include the current Strategic Plan. UOG and OPA did a press release of their Who's Who Honorees.
 - k. Awards
 - i. Audit Review of Program Years. For points, an audit is done 90 days after the end of the program year (June). Yuka will inquire with Randy to audit both program years (PY 2014-2015 and PY 2015-2016). Zeny volunteered to be an alternate.
 - ii. Historical Report. Due 90 days after the end of the year. Suggestion to have the Historian Jerrick complete this. A short summary of AGA Guam Chapter's major activities and snapshots can also be used for the newsletter.
6. Other Matters
- a. Excess booklets from the Who's Who Event will be placed in all libraries. All the department heads were provided a copy. Any overage will be \$15 per booklets.
 - b. Jason's Mixer Reimbursement. JAS only provided receipts for \$180, but the receipts for \$220 cannot be found per the JAS memo. Suggestion to have JAS reimburse Jason for the \$220. Inquire with Doreen about it. Photobooth is still an outstanding payment, but it should've been paid for by JAS.
 - c. Billy Morehead training. SBPA has been communicating with him teaching a UOG class during Summer 2016. Vince mentioned that Mr. Morehead offered his training services since he will be out here.
7. Adjourn Meeting. Reginald moved to adjourn the meeting. Taling seconds. All were in favor. Meeting was adjourned at 1:00pm.

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