

**Association of Government Accountants
Guam Chapter**

General Membership Meeting Minutes

Wednesday, October 26, 2022

7:30am – 10:30am

In-Person Meeting at RIHGA Royal Laguna Guam Resort

Prepared by: Odeth F. Ignacio, CGFM – AGA Guam Chapter CEC Secretary

Present: 84 Attendees (See Appendix 1 Attached)

I. Call Meeting to Order

a. Meeting was called to order at 8:01 a.m. and was presided by Josephine Villanueva.

II. Welcome New Members

New Members, 2022-2023 – Guam Chapter

| Full Name | Company | Join Date |
|-------------------------------|---|-----------|
| Mrs. Maria Cristina S. Bansil | Security Title, Inc. | 1-Jun-22 |
| Mr. Kyle Matthew S. Bungubung | Office of Public Accountability | 1-Jul-22 |
| Flordeliza G. Franco | Santa Barbara Catholic School | 12-Sep-22 |
| Miss Rachele Ann D. Manansala | | 1-Jun-22 |
| Mr. Thomas Quichocho | Office of Public Accountability | 23-Aug-22 |
| Mr. Matthew P. Quinata | GU Bureau of Budget and Management Research | 1-Jun-22 |
| Paige Sablan | | 12-Oct-22 |
| Ms. Marites V. Schwab | Bishop Baumgartner Memorial Catholic School | 1-Jun-22 |
| Mrs. Dafne M. Shimizu | Guam Dept of Revenue & Taxation | 1-Jul-22 |
| Mr. Solmars M. Torcelino | | 1-Jul-22 |
| RizaJoy G. Vinluan | | 30-Aug-22 |

III. Motion to Table Other General Membership Meeting Items

a. Motion to table other October 2022 General Membership items:

i. First Motion: Rizalito “RG” Paglingayen

ii. Second Motion: Pilar Pangelinan

b. The motion carried with majority in favor by Conference I/O poll.

IV. Treasurer’s & Finance Report

a. June 2022

b. July 2022

c. August 2022

i. Motion to approve Treasurer’s & Finance Report for June 2022, July 2022, and August 2022:

1. First Motion: Pilar Pangelinan

2. Second Motion: Maria Christina “Chris” Lizama

ii. The motion carried with majority in favor by Conference I/O poll.

V. Scholarship Recipients

a. Herminia Dierking Scholarship Fall 2022

i. Solmars M. Torcelino

ii. Denzyl M. Ngiralan

b. AGA Chapter Scholarship Fall 2022

i. Isabella M. Serrano

c. CGFM Scholarship

i. Cheryll Taisacan Estrada

VI. Professor John M. Phillips Accountability Award

- a. 2022 Professor John M. Phillips Award Recipient
 - i. Daniel S. Fitzgerald, Partner at Deloitte & Touche

VII. Training (2-Hour CPE)

- a. Working Smart Not Hard – MS Excel Tips & Tricks & Useful MS Office Functionality & Other Platforms & Applications
 - i. Presenter: Mr. Christopher “Chris” Duenas, Chief Financial Officer at Triple J Enterprises

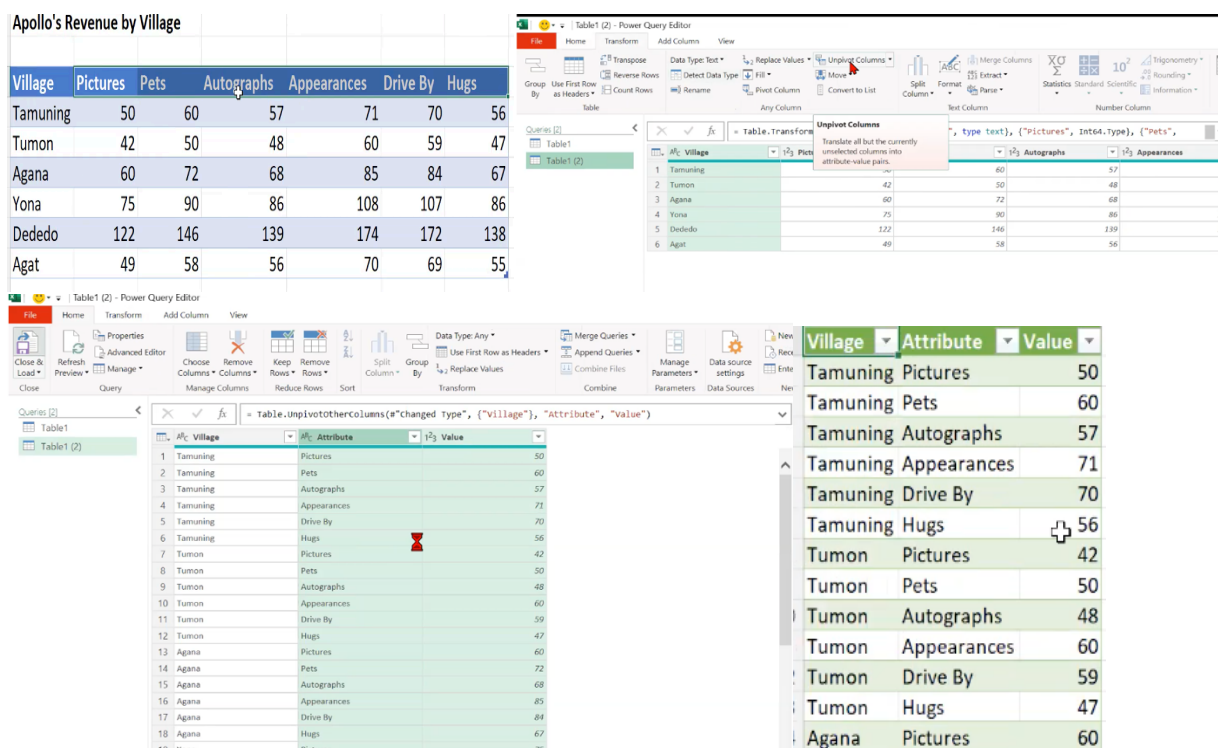
1. Excel Shortcuts

Lesser known daily shortcuts

- CTRL+F1 (Hide ribbon)
- CTRL+1 (Format cells)
- CTRL+Shift+4 (Format as currency)
- CTRL+Shift+5 (Format as percent)
- CTRL+Spacebar (Highlight Column)
- Shift+Spacebar (Highlight Row)
- CTRL+Shift+Space Bar (Highlight everything)
- CTRL+` (right above Tab key)
- CTRL+[or CTRL+Shift+[(highlight cells related to the formula)
- Alt, W, F, F (Freeze Panes)
- F4 repeat last format
- Show all worksheets
- CTRL+Shift scroll to browse horizontally

2. Power Query

- a. An excel function that is used to shape imported data into required charts or reports.



The screenshot displays the Power Query Editor interface. On the left, a table titled 'Apollo's Revenue by Village' is shown with columns: Village, Pictures, Pets, Autographs, Appearances, Drive By, and Hugs. The main area shows the 'Unpivot Columns' transformation being applied to the data. The resulting table has three columns: Village, Attribute, and Value. The data is as follows:

| Village | Attribute | Value |
|----------|-------------|-------|
| Tamuning | Pictures | 50 |
| Tamuning | Pets | 60 |
| Tamuning | Autographs | 57 |
| Tamuning | Appearances | 71 |
| Tamuning | Drive By | 70 |
| Tamuning | Hugs | 56 |
| Tumon | Pictures | 42 |
| Tumon | Pets | 50 |
| Tumon | Autographs | 48 |
| Tumon | Appearances | 60 |
| Tumon | Drive By | 59 |
| Tumon | Hugs | 47 |
| Agana | Pictures | 60 |
| Agana | Pets | 72 |
| Agana | Autographs | 68 |
| Agana | Appearances | 85 |
| Agana | Drive By | 84 |
| Agana | Hugs | 67 |
| Yona | Pictures | 75 |
| Yona | Pets | 90 |
| Yona | Autographs | 86 |
| Yona | Appearances | 108 |
| Yona | Drive By | 107 |
| Yona | Hugs | 86 |
| Dededo | Pictures | 122 |
| Dededo | Pets | 146 |
| Dededo | Autographs | 139 |
| Dededo | Appearances | 174 |
| Dededo | Drive By | 172 |
| Dededo | Hugs | 138 |
| Agat | Pictures | 49 |
| Agat | Pets | 58 |
| Agat | Autographs | 56 |
| Agat | Appearances | 70 |
| Agat | Drive By | 69 |
| Agat | Hugs | 55 |

3. Useful Applications

- a. Snagit
- b. Text Expander
- c. Clipboard History
- d. Emoji Shortcut
- e. Transposed Numbers

b. Knowing Your Niche and Maximizing Your Earning Potential

- i. Presenter: Ms. Jane Kwok, Association Network Director at Pacific Island Small Business Development Center

1. What is an Entrepreneur?

- a. One who organizes, manages, and assumes the risks of a business or enterprise.

2. Starting a Small Business

- a. Prepare and Evaluate Yourself before Starting
- b. Choose the Right Business
- c. Research the Market
- d. Choose the Form of Business
- e. Regulations, Requirements, Tax & Legal Issues
- f. Setup a Professional Workspace
- g. Insurance & Business Security
- h. Market Your Business

VIII. Old Business

IX. New Business

X. Announcements

- a. Next CEC Meeting – November 9, 2022 at 12:00 p.m.
- b. Next Membership Meeting – November 23, 2022 at 11:30 a.m.

XI. Adjournment

- a. Meeting was adjourned at 10:01 a.m. by Justin Castro. Pilar Pangelinan seconded the motion.

