

**Association of Government Accountants
Guam Chapter
General Membership Meeting Minutes
Wednesday, February 22, 2023
11:30am – 1:00pm
Virtual Meeting**

Prepared by: Odeth F. Ignacio, CGFM – AGA Guam Chapter CEC Secretary
Present: 69 Attendees

I. Call Meeting to Order

- a. Meeting was called to order at 11:35 a.m. and was presided by Josephine Villanueva.

II. Approval of Minutes

- a. January 2023 – Tabled
 - i. Motion to table the Minutes of the Meeting for January 2023
 - 1. First Motion: Christy
 - 2. Second Motion: Pilar Pangelinan
 - ii. The motion carried with majority in favor by Conference I/O poll.

III. Treasurer's & Finance Report

- a. January 2023 – Tabled
 - i. Motion to table the Minutes of the Meeting for January 2023
 - 1. First Motion: Pilar Pangelinan
 - 2. Second Motion: Maripaz "Paz" Perez
 - ii. The motion carried with majority in favor by Conference I/O poll.

IV. President's Report

- a. Volunteer of the Year Award
 - i. Chapters may nominate one individual each year by May 31, 2023
 - 1. Email nominations to: agaguamchapterpresident@gmail.com and agaguamchapter@gmail.com
 - 2. Deadline to email is April 15, 2023
- b. Shenandoah Valley AGA Chapter Webinar
 - i. Date: February 28, 2023 from 12 to 1 p.m. ET
- c. Townhall Meeting Open to Members
 - i. Succession Planning
 - 1. Date: February 28, 2023 at 2 p.m. ET
 - ii. Young Professionals
 - 1. Date: March 21, 2023 at 2 p.m. ET
- d. Leadership Matters
 - i. Nominations for NGB Directors for Chapters
 - ii. Nominations close on March 15, 2023 at midnight ET
- e. LEAD '23
 - i. Date: April 20-22, 2023 in Baltimore

V. Committee Reports

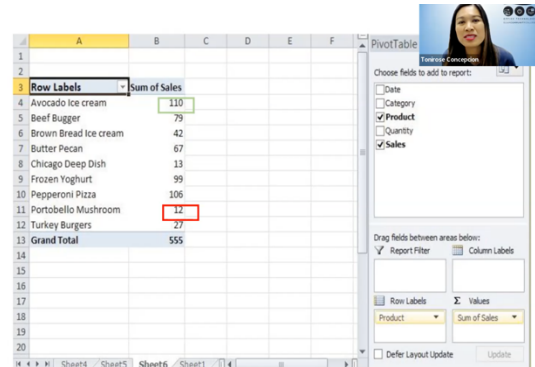
- a. National Council of Chapter Representative (NCC Rep)

- i. Pilar Pangelinan:
 - 1. NCC Representative Meeting on February 02, 2023
 - a. Reminder for chapters to submit their ACE reporting
- b. Leadership & Development/Adviser/ACE & Nominating Committee
 - i. Josephine Villanueva:
 - 1. Current Nominations
 - a. President-Elect – Llewelyn Terlaje
 - b. Treasurer-Elect – Kate Jeszenszky
 - c. Secretary – Sungeun (Kenny) An
 - 2. Independent nominations can be made by at least 25 members and must be received by March 10th by the nomination committee
 - a. Via Email o Google Form
 - i. Email: agaguamchapter@gmail.com
- c. Accountability Committee
 - i. Josephine Villanueva:
 - 1. Awarding of Citizen-Centric Report for GovGuam Agencies
 - 2. GWA Employee Weekly Update During the GPDC
- d. Awards & Chapter Recognition Committee
 - i. Josephine Villanueva:
 - 1. Announcement for Local Awards for June 2023 Meeting
- e. By-Laws & Procedures Committee
 - i. Yuka Hechanova:
 - 1. Selection of NCC Representative During CEC Special Meeting on February 10, 2023
 - a. Pilar Pangelinan was selected to be the NCC Representative for Program Year 2023-2024
- f. CGFM & Professional Certification Committee
 - i. Maripaz “Paz” Perez:
 - 1. CGFM Month Activities
 - a. Governor’s Proclamation
 - b. Legislative Resolution
 - c. CGFM Agency Recognition Letters
 - d. CGFM Canned Food Drive
 - e. 3-CPE CGFM Training at the University of Guam
 - f. Daily CGFM Feature
 - g. CGFM Promotion
 - h. CGFM FAQs Handbook/Guide
 - 2. \$23 CGFM Application Fee
- g. Community Service & Resource Development Committee
- h. Education Committee
 - i. Josephine Villanueva:
 - 1. Becker – Three CPE Subscriptions for \$99 for AGA Guam Members
 - 2. The GPDC Numbers
 - a. 116 Attendees

- b. 18 Government Agencies
 - c. 21 Nongovernmental/Private Organizations
 - d. 25 Speakers (11 were attendees) 4.67/5.0 overall session evaluation feedback
 - e. \$30k+ net proceeds (subject to collections/recon)
 - i. Marketing & Communications Committee – Newsletter
 - j. Marketing & Communications Committee – Website
 - k. Marketing & Communications Committee – Social Media/News
 - l. Membership Committee
 - i. Josephine Villanueva:
 - 1. GPDC New and Reactivated Members
 - a. Reactivated Members – 5
 - b. Prospective New Members Pending Creation of Account – 7
 - 2. Membership Renewal
 - a. Deadline is March 31, 2023
 - m. Scholarship Committee
 - i. Josephine Villanueva:
 - 1. Spring 2023 Scholarship Application
 - a. Deadline is March 31, 2023
 - b. Three (3) students from UOG (\$1,000 each)
 - i. \$1,000 is sponsored by Dr. Zeny
 - c. Two (2) students from GCC (\$500 each)
 - d. Applications forms: <https://www.aga.guam.net/scholarships>
 - e. UOG Application: https://ugam.formstack.com/forms/aga_spring_2023_scholarship
 - 2. National Scholarship Opportunity
 - a. 2023 application will open in March 2023
 - b. Contact: scholarships@agacgfm.org
 - n. Young Professional Committee
- VI. Training (1-Hour CPE) (24:43)**
- a. Pivot Tables and Macros in Excel
 - i. Presenter: Tonirose Concepcion, Associate Professor at Guam Community College
 - 1. Pivot Tables
 - a. Similar to other tables in Microsoft Excel, and allows for data to be organized and analyzed

Pivot Tables

- Similar Tables
 - Organize data
 - Analyze data
 - Decisions
- Difference
 - Field List
 - Drag and drop
 - Rotate Fields, Pivot
- 4 Fields
- Programmed
 - Formulas
 - Functions



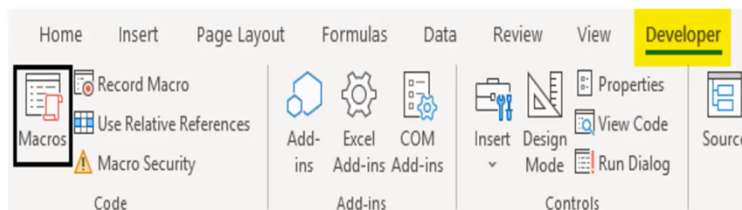
2. Pivot Charts

- Add visualization to summary data from a Pivot Table



3. Macros

- Programming Instructions
 - Visual Basic Analysis (VBA)
 - Automation
- Examples
 - Apply font color, background color, and font styles at One Go
 - Save workbook with headers and footers (timestamp, its name, etc)



```
TargetRange.FormatConditions.Add Type:=xlExpression, Formula1:=ValidFormula 'Add new cond formatting
TargetRange.FormatConditions(TargetRange.FormatConditions.Count).SetFirstPriority
With TargetRange.FormatConditions(1)
    .Font.Color = ArrFormat(1)
    .Font.Size = ArrFormat(2)
    If Strict = ArrFormat(3) Then
        If ArrFormat(4) = True Then .Font.Bold = ArrFormat(3)
        If ArrFormat(5) = True Then .Font.Italic = ArrFormat(4)
    End If
End With
```

4. Excel Shortcuts

Cursor Movement						
VILLAGE	Q1	Q2	Q3	Q4	Date	
Yigo	180				Time	
Mangilao	200				Date + Time	
Tamuning					Hyperlink	
Merizo						
Total						
Move down	Enter				Add date	Ctrl :
Move up	Shift+Enter				Add time	Ctrl + Shift + :
Move right	Tab				Add hyperlink	Ctrl + K
Move left	Shift+Tab					
Remove border	Ctrl + Shift + _					
Add all borders	Alt + H + B + A					
Copy Right	Highlight, Ctrl + R					
Copy Down	Highlight, Ctrl + D					
Sum	Alt + =					

VII. Old Business

VIII. New Business

IX. Announcements

a. Next Meetings

- CEC Meeting – March 08, 2023 at 12:00 p.m. (Virtual)
- General Membership Meeting – March 22, 2023 at 11:30 a.m. (Virtual)

X. Adjournment

- Meeting was adjourned at 1:08 p.m. by Yuka Hechanova. Mary Grace Edrosa seconded the motion.

Appendix 1

AGA Guam Chapter General Membership Attendance
Virtual Meeting via Zoom
Date: February 22, 2023 (Wednesday)

AGA Members			AGA Non-Members		
1	Almira Balagtas	57		Amy Cho	
2	Anthony Macias	58		Elmera Lacap	
3	Antonio Buenviaje	59		Hyo Kim	
4	Arlita Mabini	60		Kathy Lee	
5	Barbara Banayat	61		Manny Hechanova	
6	Blanca Eata	62		Maria Lourdes Mendiola	
7	Cecile Katrina Escalona	63		Mikylla Abad	
8	Cheryll Estrada	64		Ruth De Leon	
9	Christine Joy Macaalay	65		Serjay Valencia	
10	Debbie Ngata	66		Sharlene Guerrero	
11	Dianne Gudmalin	67		Tonirose Concepcion	
12	Doreen Crisostomo-Muñia	68		Xyrah Ngata	
13	Dorianne B. Reyes	69		Yoko Yasunaga	
14	Edlyn Dalisay				
15	Elizabeth Cena				
16	Elizabeth Pendon				
17	Frances Danieli				
18	Gladys Sazon				
19	Helen Legaspi				
20	Janet Taitano-Arroyo				
21	Jason Perez				
22	Josie Villanueva				
23	Juanita Sablan				
24	Justin Castro				
25	Keisha Santos				
26	Lee Vensel				
27	Llewelyn Terlaje				
28	Lorbea Kim				
29	Marc Tanag				
30	Margie Castro				
31	Maria Cristina Bansil				
32	Mariane Dela Cruz				
33	Marie Antonnette Santos				
34	Marie Garcia				
35	Maripaz Nogoy Perez				
36	Mary Grace Edrosa				
37	Mary Jane Camacho				
38	Mercedes Poliarco				
39	Michael Moreno				
40	Odeth Ignacio				
41	Pilar Pangelinan				
42	Pilar Pangelinan				
43	Ren Jalandoni				
44	Rizalito Paglingayen				
45	Rose Mallari				
46	Sandra Angelica Doria				
47	See Leung				
48	Solae Yanto				
49	Steve Terlaje				
50	Tammy Batac				
51	Teresa Taitano				
52	Thelma Perez				
53	Thomas Eladio Battung				
54	Truc Van				
55	Vincent Jon Duenas				
56	Yuka Hechanova				