

GUAM COUNCIL ON THE ARTS AND HUMANITIES AGENCY

Regular Meeting of the Board of Directors

3:05 p.m. Tuesday, February 8, 2022

Via Zoom, Live Streaming on Facebook

I. CALL TO ORDER

The Guam Council on the Arts and Humanities Agency's February 8, 2022 Board meeting was called to order at 3:05 p.m. by Mr. Francis Guerrero, Chairman of the Board.

II. ATTENDANCE

CAHA BOARD MEMBERS

ZOOM Attendance:

Francis Guerrero, Chairman

Simone Bollinger

Frank Rabon

Donna Kloppenburg

Max Ronquillo

Rolando Zepeda

Al Edrich Labang (new member) Chairman Guerrero introduced Mr. Labang to the CAHA Team. We welcome him aboard!

CAHA MANAGEMENT AND STAFF:

Sandra Flores, Director (Zoom)

Jacqueline Balbas, Program Coordinator IV (Zoom)

Joey Manibusan, Program Coordinator I (Zoom)

Angie Taitague Program Coordinator III (Zoom)

Mark Duenas, Program Coordinator I (Zoom)

Ordilia Cruz, Administrative Officer (Zoom)

ATTACHMENTS:

ATTACHMENT 1: Board Meeting Agenda December, 21, 2021

ATTACHMENT 2: Meeting Minutes January 22, 2022

III. REVIEW AND APPROVAL OF MINUTES [Attachment 2]

Chairman Francis Guerrero requested a motion to approve the December 21, 2021 & 5 January 22, 2022 meeting minutes.

Before the motion, Director Sandy requested that the minutes for January 22, 2022 be *TABLED* for the next meeting.

On the motion: To move to approve the *December 21, 2021 board meeting minutes* by board member Donna Kloppenburg, and seconded by board member Frank Rabon, with no call outs or objections. Motion carried unanimously.

On the motion: To move and approve to table the *January 22, 2022 board meeting minutes* to the next board meeting by board member Donna Kloppenburg, and seconded by board member Frank Rabon. Motion carried unanimously.

IV. EXECUTIVE DIRECTOR'S REPORT – Director Sandy Flores

Director Sandy Flores reported on the following:

- Grant Program: A new process is being put into place.
- Artist Directory: Mark Duenas is working with Guam Webz to create a webform vs. the current downloadable PDF and an interactive online database.
- Art Bank Program: Joey Manibusan will be working to update the system, updating the inventory and working with Guam Webz to create a database online, viewable by the public.
- Percent for the Arts: Still updating the rules and regulations for the program.
- Artist Market Program: A new program to create new sales opportunities for our artists. Packaging the way CAHA allows artists to sell. This will debut with the Sirena Festival.
- Angie is working to identify documents from prior meetings and upload them to the website

FINANCIAL REPORT:

Staff: Lily Cruz on financial status report:

The financial activity report is for February 7, 2022. There are now funds available for salary and benefit allocations, indicating that we are on track for the future. According to the office rent, we have five (5) months left in FY 2021 and must transfer monies from FY 2021 appropriations to FY 2022 appropriations. The agency has sufficient cash to cover the remainder of Fiscal Year 2022. In terms of budget appropriations for FY 2023, we are currently working on a budget report to submit to the BBMR office by the deadlines. All grantees' installments were paid using ARP funding. There are no updates for the Guam Territorial Band. We are planning to purchase a CAHA car and other office equipment in FY 2023. Chairman Francis Guerrero requested a report on CAHA's various financial accounts and balances on their financial statements. Festpac; Revolving; and the Percent for the Arts were among the account activities covered by Director Sandy.

Chairman Francis Guerrero inquired about bank service charges, specifically if they would be waived for non-profit accounts and if CAHA would be qualified for such services. According to Director Sandy, a source from a BOG official, the only way to avoid it was to transmit tiny amounts of money quarterly. This type of service, according to board member Donna Kloppenburg, is no longer available.

Board member Max Ronquillo inquired about the festpac account, namely how the organization obtains funding of this nature and how it generates revenue from its activities. According to Chairman Francis Guerrero, a group from the Orchid Club organization donated monies during the final Festpac in 2020,

and the remainder of the solicitation efforts were halted due to the pandemic situation. Furthermore, Festpac 2024 is planning a June event. The government subsidized the objective of raising enough money to ensure that the Percent of the Arts funds were not touched. Under the Department of Chamorro Affairs (DCA), a final committee was formed at the time. And there was also doubt over whether CAHA will still be the governing body to make such decisions for Festpac 2024.

Board member Simone Bollinger, expresses gratitude to the board chair for the process and ongoing monitoring of the Festpac initiatives.

Board member Donna Kloppenburg, asked if the Percent for the Arts account is now a Savings or a Checking account. According to Director Sandy, the new resolution will be scanned and sent to BOG, with the intention of establishing the connection account within the next few days or weeks.

OLD BUSINESS:

1. GRMC Percent for the Arts:

During the last week, according to Director Sandy. We reached out to GRMC (Francis Santos) and GEDA (Melanie Mendiola) and expressed our support for this initiative. Mr. Santos advises making payments in this case. There have been follow-ups and there haven't been many disagreements about it, and the Governor's office is aware of the matter as well. Chairman Francis Guerrero suggested that we stay on top of this problem to ensure that, as a result of their reorganization efforts, we are not at risk of this issue, in which they may no longer be bound on their side on this matter in the future due to their reorganization.

2. Receipt Requirement:

According to Director Sandy, she inquired about the receipt problem with other Art State Agencies in other countries. The various state agencies responded with fourteen responses. And, from a legal standpoint, the majority of twelve (12) do not demand this type of action from the grantee.

Board member Max Ronquillo, inquired about the current staff workload and what CAHA needs to do in terms of artist service, as well as what circumstances sparked this concern and why it was added to the staff's extra responsibilities. Director Sandy believed this was coming from the cooperating side anytime there was a money transaction of receipt and for no other reason. This was shared with the staff prior to the board's ratification of her findings. This problem is the responsibility of grantees, who will be audited.

On the motion: Board member Max Ronquillo, moved to review the previous motion to repeal the need for staff to obtain receipts from grant recipients as part of their final reporting process, which was defeated. Board member Frank Rabon seconded. Further discussion and remarks, according to Board member Max Ronquillo, the rationale of the track record cited by CAHA staff Jackie, that no matter how long CAHA received federal monies, we were never on their radar as high-risk beneficiaries of federal funds. On the non-profit side, both the local and federal levels are important and if this is necessary to

publish such a report. Also, if this type of need necessitates the creation of a form in collaboration with Rev Tax requirements.

Board member Simone Bollinger, commented that there are fears that we will be able to avoid Rev-Tax inquiries and that there will be additional work for reporting requirements in the future if this is necessary going forward.

NEW BUSINESS:

- a. CAHA materials on website: According to Director Sandy, the CAHA website has all of the program presentation and board documents.
- b. New Savings Account: Updates on the savings account financial report were previously discussed.
- c. Traditional Masters Process:

According to board member Frank Rabon, had a talk with Director Sandy about this matter and conveyed his concerns about the program. During former Senator Kelly Marsh Tatiano tenure and as former oversight Chair for the Arts. The Senator had everything pertaining to this program for her review and recommendation going forward at the time. Further, when it comes to Master's awards, there should be a differentiation. Basically, you can't award any candidate to any art form because masters awards are based on long-standing customs that were established at the start of the legal procedures and the processes in accordance with the law.

According to board member Max Ronquillo, he questioned and commented on if there had been any other cases in which someone had been nominated and mastered, which led to this dialogue. According to board member Frank Rabon, there have been two previous incidents in this topic that need to be investigated since they will devalue the process, as well as anomalies in the nomination of the process. There was a nominee who did not have a master's in order to be considered for the award. This procedure must be carried out thoroughly. Board member Max Ronquillo, expressed his admiration for the program and stated his confidence that the process will be properly completed and that this would not happen again. Chairman advised that the topic and procedure be turned over to the new oversight chair, and that any CAHA board member be invited to participate in the discussions going forward with this program. Further, he recommended to board member Al Lebang, that the Youth Congress be recognized and be included in the legislative process pertaining to the Master's award program initiatives. Board member Al Labang, agrees on this matter and will address it going forward. Furthermore, CAHA over site Chair was brought up by board member Frank Rabon to clarify on what Senator represents the Arts when relating to CAHA matters.

Travel:

Background: has been working with UOG officials (Dr. Patti Krise and Norman Analista) on interacting with the Chamorro population of San Diego, according to Director Sandy. Over there, there will be an alumni group. We will travel for personal reasons as well as for work. During her visit, she will address the CAHA

Artist Directory to the general public and promote Festpac. If authorized, she sought a revised airfare itinerary with a per diem and car rental budget of no more than \$2,000 dollars. Excess rent money has been identified as a source of funds that can be used for these reasons.


Board member Simone Bollinger, has more to say. Are there any projected deliverables in terms of networking, and what kinds of goals and outcomes will be achieved as a result of this trip? According to Director Sandy, deliverables include visiting three dance groups (Pacific Island Art Museum, House of Chamorros, and Sons of Daughters of Guam Club) and offering and sharing the CAHA artist directory webform. Max Ronquillo, a board member, suggested that this concept and idea be submitted with a complete report. Board member Frank Rabon asked whether she knew if the government would allow a Festpac committee or if the existing group would be ineffective for the Festpac 2024 initiative. Chairman Guerrero said that the law was unique to the most recent amendment.

On the motion: Board member Max Ronquillo makes a motion to authorize appropriations of no more than \$2,000 for the purpose of covering per diem and ground transportation expenses in California, as well as CAHA's Guam groups and Fespac projects. Board member Donna Kloppenburg seconded the motion. Motion carried unanimously.

Meeting was adjourned at 4:12pm, motioned by Max Ronquillo, seconded by Donna Kloppenburg.

Net Board Meeting is scheduled for March 8, 2022.

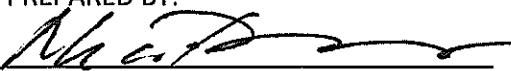
MINUTES CERTIFIED AND ATTESTED TO BE TRUE AND CORRECT BY:



Francis Guerrero
Chairman, Guam Council on the Arts and Humanities

5/12/22

Date

PREPARED BY:


Mark Duenas
*Program Coordinator I,
Guam Council on the Arts and Humanities*

4/22/2022

Date