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BENJAMIN CRUZ <speaker@senatorbjcruz.com>

CAHA Board Meeting Requirements - March 7, 2017

BENJAMIN CRUZ <speaker@senatorbjcruz.com> Tue, Jun 6, 2017 at 11:22 AM
To: 34th Guam Legislature Clerks <clerks@guamlegislature.org>
Cc: Rennae Meno <rennae@guamlegislature.org>

6/6/2017	6/6/2017	Guam Council on the Arts and Humanities Agency	Pursuant to Public Law No. 31-233 CAHA's board meeting agenda and minutes held on February 7, 2017.*E-Mailed	34-17-609

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GL#34-17-609
Speaker Benjamin J.F. Cruz

JUN 06 2017
Time: 11:22 AM [ ] PM File No. ____
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OFFICE OF SPEAKER BENJAMIN J.F. CRUZ

Committee on Appropriations and Adjudication

I Mina'trentai Kuattro na Liheslaturan Guåhan

Guam Congress Building | 163 Chalan Santo Papa | Hagatna, GU 96910

T: (671) 477-2520/1 | F: (671) 477-2522 | www.senatorbjcruz.com

3 attachments

- **03.07.2017 Agenda.pdf** 19K
- **02.07.2017 Board Mtg Minutes.pdf** 148K
- **03.07.2017 Attachments.pdf** 341K

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GUAM COUNCIL ON THE ARTS AND HUMANITIES AGENCY
Regular Board Meeting
February 7, 2017

I. CALL TO ORDER

The Guam Council on the Arts and Humanities Agency's regular board meeting was called to order at 3:15pm by Chairperson of the Board, Dr. Judy Flores. Board members present were Tes Reyes Burrier, Francisco Rabon, Donna Kloppenburg and Dr. Michael Bevacqua. Absent were Francis Guerrero, Kristal Koga, Reyna Calvo and Francisco Lizama. Also present were President Johnny Sablan and Sherrie Barcinas, Administrative Officer.

II. REVIEW AND APPROVAL OF MINUTES DATED DECEMBER 13, 2016 & JANUARY 10, 2017

Ms. Kloppenburg moved to approve the minutes of December 13, 2016. Motion seconded by Ms. Reyes Burrier.

UNANIMOUSLY APPROVED

Ms. Kloppenburg moved to approve the minutes of January 10, 2017 subject to correction. Motion seconded by Vice Chairperson Dr. Bevacqua.

UNANIMOUSLY APPROVED

III. PRESIDENT'S REPORT

President Sablan reported that he had a telephone conversation with the Chief Executive Officer of the National Assembly of State Arts Agencies, Ms. Pam Breaux who had called to welcome and congratulate him on board NASAA. The main topic was on the issue of federal funding cuts to the National Endowment for the Arts by President Trump. Ms. Breaux stated that the funding for Fiscal Year 2017 has already been awarded. However, the 2018 budget would be up for discussion with President Trump. The National Assembly of State Arts Agencies has already begun strategizing for discussion with President Trump. In late March, early April there would be seminars/conferences held on what would happen then.

President Sablan also reported the recent passage of the amendment to the percent for the arts, Bill No. 404-33 which was signed into law. The amendment is to allow the inclusion of all disciplines under the percent for the arts program.

The Festival of Pacific Arts Coordinating Committee is expected to have a meeting next week with an anticipated close out.

IV. FESTPAC UPDATES

Chairperson Flores reported that based on an email between Zita Pangelinan and the Guam Visitors Bureau, that a check was being prepared for programming and would like that it be followed up on. In addition, that Canoe and Navigation is not forgotten in the process and wants to ensure that their entertained and is placed on the agenda for FestPac's Coordinating Committee Meeting.

V. OLD BUSINESS

A. Percent for the Arts
Reporting on the following on behalf of CAHA Staff Taitague is CAHA Staff Barcinas.

1. **Update on Occupancy Permits for % for the Arts**
   An updated listing was provided to the board. The qualifying certificate listing has yet to be provided by the Guam Economic and Development Authority per letter sent in December 2016.

2. **Update - % for the Arts Regulations & Guidelines Amendment – Triple "A" Process**
   CAHA will begin its process in getting a working group together to review and make any corrections/changes to the current percent for the arts regulations and guidelines as it pertains to the amendment to the law.

3. **Update – Current Projects**
   a. **GCEF, Chairperson Flores**
      There remains two artists pending completion of their artwork. Joe Guerrero requested an extension of March 31, 2017 while TASI was given until the completion of the 2nd floor of the Guam Museum exhibit area.

      Chairperson Flores reported that she made a site visit to Mr. Guerrero's shop and he is progressing although frustrated that he was not kept up to date.

   b. **GRMC –** remains status quo. A follow up is being made on its 4th installment payment per agreement.

   c. **GPLS Children's Library**
      There is one out of five artists who has yet to complete his artwork. The initial deadline given to the artists was February 6, 2017 however, the pending artist was given a deadline of February 13, 2017 to ensure that the federal funds are not lost by the end of the month.

   d. **Guam Congress Building (Legislature)**
      The contracts were submitted two weeks ago to the Guam Legislature and is waiting on their review and signature by its Executive Director. The contracts would require the review and approval of both the Attorney General and Governor and until such time, the artists cannot begin their project. Because of the delay, the Guam Legislature would have to be move back the artists deadline for project completion.

   e. **Pending: GIAA (Airport), GCC, UOG, GHURA, Ken Corp. –** remains status quo. President Johnny stated that a follow up with GEDA would be made with regards to Ken Corporation as part of the QC.

B. Strategic Plan
CAHA Staff Barcinas reporting on behalf of CAHA Staff Bailey. Strategic plan remains status quo. It was reported at the last meeting that goal 6 has yet to be completed with its activities.

C. % for the Arts Amendment to Law – Bill No. 404-33 –signed into law on January 13, 2017

VI. NEW BUSINESS

A. Election of Officers
Chairperson Flores stated that this would be the last meeting she would preside and Dr. Bevacqua along with Ms. Kloppenburg's term has expired and 90-day hold over will end in March. The CAHA Board must have continuity and had asked Mr. Guerrero if he would serve as Chairperson. However, Mr. Guerrero reminded her that he currently serves as Treasurer. Chairperson suggests that Dr. Bevacqua conduct the next board meeting as Vice

Chairperson and appointed him to do so. Chairperson Flores expressed the urgency to obtain new board members and recommended Joey Certeza.

CAHA Staff Barcinas stated that CAHA is waiting on the Mayor's Council for the appointed representative to serve on the board replacing Mayor Savares.

After some discussion on the importance of continuity of CAHA board members and its terms, President Sablan stated that the Governor's Office philosophy is to place new board members, new thoughts, new direction.

Chairperson Flores requested that board members follow up with respective recommended board members, submit list to CAHA Staff Barcinas to be forwarded to the Governor's Office for consideration.

VII. BUDGET REPORTS

Reporting on financials is CAHA Staff Barcinas.

A. CAHA FY 2017 Appropriation Accounts

There has been no significant changes to the budget. Balance estimated at $4,446.21 for fiscal year 2017.

The local overmatch account covers the salaries & benefits of Program Coordinator III with $61,660 placed in reserve.

B. CAHA Non-Appropriation / Revolving Accounts

A slight increase in the revolving fund account due to artwork sales from exhibits leaving a balance of $2,771.03. The percent for the arts remains status quo.

C. FESTPAC Accounts

The FestPac account at its last reporting was at $258,495.62. A deposit of $14,733 was made on GEDA vendor payments, less $53,778.62 paid out to Guam Visitors Bureau for donation, sponsorship, vendor payments, etc. leaving a balance of only the 10% retention on the festival huts construction of $219,450 in which CAHA has yet to receive final approval to pay out contractor.

VIII. OTHER ANNOUNCEMENTS & DISCUSSIONS

The Women's Art Show at Nissan Infiniti Gallery will be held on March 17–25, 2017 with an opening reception on the 17th.

Next Board Meeting scheduled for March 7, 2017.

IX. ADJOURNMENT

With no further discussion, Dr. Bevacqua moved to adjourn the meeting at 4:00pm. Motion seconded by Ms. Kloppenburg.

UNANIMOUSLY APPROVED

Minutes prepared by:

Sherrie A.D. Barcinas
Administrative Officer, Guam CAHA
Div. of Dept. of Chamorro Affairs

Attested to be true and correct by:

Dr. Michael Bevacqua
Vice Chair, Guam CAHA Board of Directors
Div. of Dept. of Chamorro Affairs

GUAM COUNCIL ON THE ARTS AND HUMANITIES AGENCY
Regular Board Meeting
March 7, 2017 – 3:00 pm
A G E N D A

I. CALL TO ORDER

II. REVIEW AND APPROVAL OF MINUTES February 7, 2017

III. PRESIDENT'S REPORT

IV. FESTPAC UPDATES

V. OLD BUSINESS

A. Percent for the Arts
   1. Update on Occupancy Permits for % for the Arts
   2. Update - % for the Arts Regulations & Guidelines Amendment - Triple "A" Process
   3. Update – Current Projects
      a. GCEF, Judy Flores
      b. GRMC
      c. GPLS Children's Library
      d. Guam Congress Building (Legislature)
      e. Ken Corporation
      f. Pending: GIAT (Airport), GCC, UOG, GHURA

B. Strategic Plan

VI. NEW BUSINESS

A. Election of Officers

VII. BUDGET REPORTS

A. CAHA FY 2017 Appropriation Accounts
B. CAHA Non-Appropriation / Revolving Accounts
C. FESTPAC Accounts

VIII. OTHER ANNOUNCEMENT & DISCUSSIONS

Next Board Meeting scheduled for April 4, 2017

IX. ADJOURNMENT

CAHA Strategic Planning Activities

March 7, 2017

Goal 1: Increase public awareness, interest, participation and support for the arts and humanities.

Arts and humanities programs are crucial components of any community strategy that seeks to improve the lives of children, youth and the island community.

OBJECTIVES & ACTIVITIES

1. To adapt the National Arts and Humanities Month in month of October. Instead of coast to coast collective celebration of culture in America, we celebrate by the island village to village by show casing through arts the "Guam's Pages of History" through arts and humanities.

2. Encourage the active participation of individual artists and other interested organization island wide. Create attention to the variety of arts and humanities programs for children and youth through private and public schools "Building Arts." Establish community arts and humanities programs "Building Arts" for children and youth to participate for a development.

a. Create safe places for children and youth where they can develop constructive relationships with their peers.
b. Offer small classes in the villages to give children and youth opportunities to develop interactive relationships with adults.
c. Use innovative teaching strategies such as hands-on learning, apprenticeships, and technology, often giving youth concrete job skills.
d. Emphasize excellence and expose children to quality staff and programming.
e. Establish clear expectations and reward progress.
f. Maintain sustained, regular art training program upon children can count and provide youth with opportunities to be valued community members.

3. Establish a highly visible vehicle for raising public awareness/program about arts and humanities by hosting with partners "For Art Sake" exhibit in Guam Museum.

a. The program is not only to provide youth with experience in the arts and the humanities, but also deliver needed support services. While establishing independent relationships with participants, they include and work with parents.
b. These arts and humanities programs teach youth how to navigate other networks and advocate for youth with other community institutions.
c. With diverse and limited staff and on small budgets. Technical assistance efforts, perhaps supported by the corporate sector, community foundations, or local arts and

humanities councils, are needed to strengthen their administrative and fund-raising capabilities.

d. Partnerships provide critical support, allowing limited staff to obtain much-needed resources. CAHA needs to operate in partnerships with other institutions such as schools, universities, youth organizations, churches, businesses, and health, housing, and social service agencies. Strategies to improve linkages among cultural programs and other community institutions would enhance coordinated responses to interrelated problems.

GOAL 2: Analyze, further develop, and sustain core CAHA programs and/ or initiatives

OBJECTIVES & ACTIVITIES

1. Review and analyze CAHA'S current programs for effectiveness and efficiency.

Percent for the Arts – law has been expanded to address other arts disciplines in addition to visual arts. Rules & Regulations have been expanded to accommodate this. The revised packet is currently being reviewed by the Attorney General's Office.

a. Traditional Masters Recognition- the original nomination criteria was reviewed and revised to make the process more understandable to the lay public. It was presented to the board for review on August 9, with request that board members email any corrections or changes before scheduling an e-vote. During their meeting, board voted to raise the years of active practice of a traditional art to 20 years for nominee eligibility. The final nomination packet was approved by the board on December 13. The board voted unanimously that the next solicitation for Masters will be 2019 in compliance with the law.

b. NEA Grants Program – staff revised the application packet in 2015. It will be used for the 2016 round of grant applications and further evaluated.

c. Gallery – the program of gallery exhibits is organized by assigned CAHA staff. Need to review the exhibition rules, fees, etc with input by Gallery staff.

d. Art Bank – has been dormant for approximately 10 years due to lack of funds to purchase art. Need to look at possible sources of funding through sponsorships, percent-for-the-arts partnerships with building owners looking for ways to comply.

2. Review other relevant programs and initiatives in the community to identify redundancies

In many cases redundancies have a positive effect of providing more opportunities for artists to apply for funds or to match CAHA grants with other community programs.

3. Develop strategies to adjust and/or strengthen core programs.

Each of the above core programs should be scheduled for annual review and assigned staff shall present written reports of activities, citing issues, concerns and suggested ways to strengthen them. Admin and staff shall develop a calendar for presenting each core program to board members for discussion at least once during the year.

Goal 3: To build and strengthen the internal resources and capabilities of CAHA in support of its mission, goals and objectives.

OBJECTIVES & ACTIVITIES

1. Identify and participate in opportunities for the professional development of staff and board
   - Retreat programs in arts and culture strategy
   - Inspiring and motivation artist workshop
   - Identify key speakers in arts and culture within the Marianas Islands
   - Develop a budget for retreat programs and off-island speakers.
   - Finalize retreat programs and workshops and invitations for speakers.
   - Implement retreat programs and workshops

2. Identify and pursue funding needs, leveraged resources and potential revenue sources to support the professional development program
   - Portion of Percent for the Arts fund
   - Grants from NEA for enhancement on arts
   - Legislative allotment to CAHA

3. Identify and acquire the tools and equipment needed to support the mission and capabilities of CAHA
   - Government funding
   - Private business funding
   - Communication with artists on needs of CAHA to enhance mission.

Goal 4: Provide opportunities for the advancement of the arts and humanities disciplines through targeted, innovative programs, and initiatives.

OBJECTIVES & ACTIVITIES

1. Develop & implement a yearly series of innovative programs and/or initiatives that will advance the arts and humanities within our community.

- Outreach Program
    a. Presentations in schools by CAHA Masters, Guam's national treasures
    b. "CAHA Art in-a-Box" program - Portable traveling displays/exhibits highlighting different art forms to be used by staff for presentations in schools and community venues
    c. Produce resources, booklets, brochures on CAHA Masters and about CAHA and its different programs for dissemination to the public and for posting on the CAHA website
- Increase the knowledge and pride in artistic and cultural traditions and to foster its continuation
    a. Create opportunities for island residents to celebrate, share and participate in the evolving arts and traditions of Guam
        - Plan and Execute events: (One event per year/ per 4-year plan)
            - Folk Arts Festival – Showcase traditional art forms of Guam and Micronesia OR
            - Children's Festival & Art Walk- art lovers can stroll through Hagåtña and delight in children's creative expression displayed in store/ office windows; as well as, see live youth performance arts in the Plaza de Espana OR
            - Contemporary Arts Festival – Highlight the Guam's vibrant and versatile contemporary arts scene OR
            - Christmas in the Islands Celebration.
- Implement policy – charge administrative fee whenever CAHA assists with outside projects or activities CAHA
- Fundraising Events and Activities
    a. Annual "Friends of CAHA" Cocktail Party and Special Benefit Cocktail Parties for i.e. FestPac
    b. "Adopt-A-Painting" Program

Goal 5: To foster and develop potential opportunities, locally, nationally, and internationally for artists of all disciplines to participate.

OBJECTIVES & ACTIVITIES

1. Actively pursue financial partnerships and collaborations with private corporations in presenting the highest quality of arts programming available within the territory.
    a. Inform and encourage artists to apply for local, national, and international funding opportunities.
    b. Request for sponsorships from private corporations to provide other local funding opportunities
2. Develop local, national, and international networks for the advancement of artistic excellence among our local artists.

- Develop a partnership with the military bases
- Provide opportunities for local artists to conduct workshops, trainings, and demonstrations on base for educational purposes and to market their artworks.
- Engage in the local community: Provide outreach programs for military personnel and their families to attend local art shows and workshops that will benefit local artisans.
- Develop a partnership with public schools, private schools, and colleges
- Provide opportunities for local artists to conduct presentations and demonstrations to school-aged children and college students.
- Develop a partnership with local business and private corporations
- Incorporate traveling exhibits for exposure of local artwork.
- Utilize facilities within business establishments to conduct trainings, workshops, and exhibitions to promote artists.
- Develop and maintain a relationship with the media for artist exposure and events.
- Local, national, and international festivals
- Continue sending a delegation to the Festival of Pacific Arts, every 4 years.
- Opportunities to send local artists to arts and culture festivals in the Asia-Pacific region.
- Opportunities for artists to attend Chamorro or Guam-related festivals and large scale events in the U.S. (PIFA)
- Bring in artists to conduct trainings, workshops during annual local festivals.

3. Identify and evaluate local artists and their works to connect their talents within the networks (i.e.: artists in residency programs, art exchange programs, apprenticeships, trainings, etc.)

- Encourage artists to sign-up with Culturelist. CAHA to inform local artists of opportunities such as residency programs, exchange programs, apprenticeships, and training opportunities in the oceanic region.
- Implement more apprenticeship programs to encompass all disciplines.

Goal 6: To incentivize individual artists and arts organizations to be proactive in heightening awareness of the arts and humanities.

Pending activities

6.a Include stipulations in all Grant Applications requiring applicants to include how grant funds will be used to heighten the awareness of the arts and humanities in our community. Grant awards will be towards cultural activities which will demonstrate the tremendous parts that arts and culture make to visitors spend in the local community; Initiate cooperative marketing tools to promote and to expand potential branding images. Strengthen pride in community through recognition of arts and culture assets; Create shared identity among citizens using visual design elements.

6.b Identify events designed to showcase the various arts and humanities disciplines to our community. Implement cultural events which will celebrate arts in all walks of life; Free events that are accessible to everyone; Arts and cultural events including visual arts exhibitions, artists talks, theatre, dance, writing and poetry workshops and readings; Festivals of Arts and Culture that would include and represent all groups in the community and celebrate the diversity.

6.c Identify pursue community partners (public and private) that can participate in a travelling art bank loan program.

Through partnership efforts, organization or non- profit who promote the arts or event will help grow the business and enable to invest in creative practice by allowing customers to buy the artwork and to promote new customers driven; Community Reward Accounts; Create more good, together by exposure for local arts exhibitions

FY 2017 APPROPRIATION ACCOUNTS

FY2017 CAHA Appropriation - As of: 03.07.2017 (Local / Federal Match Account)

General Fund	Total Appropriation	Expenditures	Outstanding Encumbrance	Available		Unalloted Montly Release		
Salaries	224578	85678.8		$ 26,615.20	+	$ 112,284.00	=	$ 138,899.20
Benefits	79385	30512.56		$ 9,182.44	+	$ 39,690.00	=	$ 48,872.44
In Direct Cost								
								$ 187,771.64
			Anticipated Salaries/Benefits Expense til end of fiscal year:					$ (186,318.56)
								$ 1,453.08
Operations								
Travel					+		=	$ -
Contractual	34782	12548.29	15637.11	$ 6,596.60	+		=	$ 6,596.60
Office Space Rental	80855	33688.5	47163.9	$ 2.60				$ 2.60
Supplies	5000	970.85	889.3	$ 639.85	+	$ 2,500.00	=	$ 3,139.85
Equipment					+		=	$ -
Sub Grants	160000	53200.01	39899.99	$ 66,900.00	+		=	$ 66,900.00
Miscellaneous				$ -				$ -
Telephone	3000	258.49	851.07	$ 1,890.44	+		=	$ 1,890.44
	$ 587,600.00	$ 216,857.50	$ 104,441.37	$ 111,827.13		$ 154,474.00		**$ 79,982.57**
								(66,900.00) Sub Grants
								(2,219.12) Tel./DSL (8 mos)
								(3,000.00) Printing services
								(3,139.85) Supplies / Water / Fuel
								$ 4,723.60 Balance

FY2017 CAHA Appropriation - As of: 01.10.2017 (Local Overmatch Account)

General Fund	Total Appropriation	Expenditures	Outstanding Encumbrance	Available		Monthly Release	Reserve
Salaries	46009	17312		$ 5,698.00	+	$ 15,690.00	$ 7,309.00
Benefits	20590	7809.1		$ 2,486.90	+	$ 6,608.00	$ 3,686.00
Contractual	47665						$ 47,665.00
Equipment	3000						$ 3,000.00
	117264	25121.1		$ 8,184.90		$ 22,298.00	$ 61,660.00
				$ 30,482.90			
				$ (40,196.48)			
				$ (9,713.58)			

Doc. No. 34GL-17-0609.*

NON-APPROPRIATED / REVOLVING ACCOUNTS

03.07.2017

Revolving Fund Account		
Balance on Register as of 03.02.17	$	23,386.55
2015 FESTPAC Workshops (GVB Sponsorship) - Balance on Weaving & Children's Books	$	(2,250.00)
2016 FESTPAC Workshops (GVB Sponsorship) - 25%	$	(2,104.12)
FestPac Gannett Funding	$	(15,000.00)
Actual Balance to Date	**$**	**4,032.43**

% for the Arts Account					**Remarks**
Previous reported balance as of 10.19.16	$	211,235.60	(+)	(-)	
Balance to Date:	**$**	**211,235.60**	Status Quo from last board meeting		

FESTPAC Account			
Balance on Register as of 02.06.2017	$	219,450.00	**10% retention on hut construction**

Doc. No. 34GL-17-0609.*