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CAHA Board Meeting Requirements - July 11, 2017

BENJAMIN CRUZ <speaker@senatorbjcruz.com> Wed, Jul 12, 2017 at 9:00 AM
To: 34th Guam Legislature Clerks <clerks@guamlegislature.org>
Cc: Rennae Meno <rennae@guamlegislature.org>

7/12/2017	7/12/2017	Guam Council on the Arts and Humanities Agency	Pursuant to Public Law No. 31-233 CAHA'sBoard meeting minutes of March 7, 2017 from CAHA's board meeting held on July 11, 2017.*	34-17-711

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OFFICE OF SPEAKER BENJAMIN J.F. CRUZ

Committee on Appropriations and Adjudication

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Speaker Benjamin J.F. Cruz

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GUAM COUNCIL ON THE ARTS AND HUMANITIES AGENCY
Regular Board Meeting
July 11, 2017 – 3:00 pm
A G E N D A

I. CALL TO ORDER

II. REVIEW AND APPROVAL OF MINUTES March 7, 2017

III. PRESIDENT'S REPORT

IV. 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
      b. GRMC
      c. Guam Congress Building (Legislature)
      d. Ken Corporation
      e. Pending: GIAT (Airport), GCC, UOG, GHURA

V. NEW BUSINESS

A. FY 2018 Grant Process
B. Appointment of Executive Director

VI. BUDGET REPORTS

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

VII. OTHER ANNOUNCEMENT & DISCUSSIONS

Next Board Meeting scheduled for August 1, 2017

VIII. ADJOURNMENT

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

I. CALL TO ORDER

The Guam Council on the Arts and Humanities Agency's regular board meeting was called to order at 3:31pm by Vice Chairperson of the Board, Dr. Michael Bevacqua. Board members present were Francis Guerrero, Tes Reyes Burrier, Francisco Rabon and Donna Kloppenburg. Absent were Kristal Koga, Reyna Calvo and Francisco Lizama. Also present were President Johnny Sablan, Sherrie Barcinas, Administrative Officer and Program Coordinators Brea Bailey and Angie Taitague.

II. REVIEW AND APPROVAL OF MINUTES DATED FEBRUARY 7, 2017

Ms. Kloppenburg moved to approve the minutes of February 7, 2017. Motion seconded by Mr. Guerrero.

UNANIMOUSLY APPROVED

III. PRESIDENT'S REPORT

President Sablan stated that his report would be inclusive in the line items of today's meeting agenda.

IV. FESTPAC UPDATES

President Sablan reported that the FestPac Coordinating Committee met on February 24, 2017 and closed out all issues and its account on FestPac. The audit however for FestPac is still ongoing.

V. OLD BUSINESS

A. Percent for the Arts

Reporting on the following is CAHA Staff Angie Taitague.

1. **Update on Occupancy Permits for % for the Arts**
   Listing from the Department of Public Works for the months of January & February 2017 remain pending, as well as Qualifying Certificate listing from GEDA.

2. **Update - % for the Arts Regulations & Guidelines Amendment – Triple "A" Process**
   Heading the panel is Mr. Guerrero. A list has been established for those interested in serving on the panel for the Arts Regulations & Guidelines. The list will be provided to President Sablan for his review to ensure a variety of selected individuals from the community. The composition would consist of 3 panel members to include a staff from Senator Terlaje to assist in the Triple A process for the rules and regulations.

3. **Update – Current Projects**
   a. **GCEF –** Joe Guerrero was given an extension to complete his project on March 31, 2017. However, Mr. Guerrero is requesting another extension as he was informed by other sources that the Museum would not be opening until a later date. CAHA Staff Angie informed Mr. Guerrero that he must abide by the contract with Guam CAHA at an extension of March 31, 2017 and not use media as his basis on completing the project. A letter had to be drawn up by DCA President to the Guam Economic Development Authority for an extension of July 2017 for Mr. Guerrero and TASI as there was no documentation of an extension given to the artists to begin with. Board members questioned the date of completion for the projects per the

contract but none was specified per CAHA Staff Taitague. Communications pertaining to the projects were made via telephone conversations and email that were addressed to both CAHA Staff Balbas and Simeon Palomo, DCA staff assigned to oversee the Guam Museum.

b. **GRMC** – remains status quo.

c. **GPLS Children's Library** – project has been completed.

d. **Guam Congress Building (Legislature)** – The contract is currently at the Attorney General's Office for review and approval.

e. **Ken Corporation** – Pending Qualifying Certificate listing in order to clarify QC and provide letter for compliance.

f. **Pending: GIAA (Airport), GCC, UOG, GHURA** – 2nd letter of notice of compliance was sent out in January 2017. President Sablan stated that the amendment to the % for the Arts law provides for GCC and UOG to include other educational institutions to account for % funding separate and apart from the initial law.

B. Strategic Plan

CAHA Staff Bailey provided the board with the planning activities pending activities for one goal. Once that has been completed and finalized, the board will then adopt the activities via electronic vote or by next board meeting.

VI. NEW BUSINESS

A. Election of Officers

Vice Chair Bevacqua reported that based on the current board listing, he and two other members will be expiring at the end of the month while three others are expected to expire in December 2017. With this, the board will then have only two members on board.

Mr. Guerrero recommended that the board shall elect an Interim Chair until such time that the Governor appoints new members to fill the vacancies on the board. Those appointed would then have longevity that would provide continuity versus having an election now amongst present officers.

The board recommended obtaining legal advise on electing an Interim Chair until such time an election can be made with full on board members.

President Sablan placed a call to Rose Ramsey and had clarified that an Interim Chair could be elected as it is understood that it'll take time for more board members to be appointed. Therefore an Interim Chair could be elected at today's meeting.

Mr. Guerrero moved to elect an Interim Chair in the event that the Acting Chairperson / Vice Chairperson is not reappointed to the board. Motion seconded by Ms. Reyes-Burrier.

UNANIMOUSLY APPROVED

Ms. Reyes-Burrier moved to elect Francis Guerrero as Interim Chair of the CAHA Board. Motion seconded by Ms. Kloppenburg.

UNANIMOUSLY APPROVED

VII. BUDGET REPORTS

Reporting on financials is CAHA Staff Barcinas.

A. CAHA FY 2017 Appropriation Accounts

In the federal match account, a balance of approximately $4,723.60 remains status quo from last reporting. While the balance in the local over match would have a negative balance which shall be covered with reserved funds at the end of fiscal year.

B. CAHA Non-Appropriation / Revolving Accounts

The revolving account went up approximately $2,000 due to the 20% sales commission on artworks sales during Viktoria Sayrs and Maria Fritzpatrick's exhibit. The balance on the account is currently at $4,032.43.

The % for the arts account remains status quo from its last reporting. While the FestPac account still retains the 10% retainage on the hut construction of approximately $219,450. This amount is still being withheld pending review and approval of documents by the Attorney General's office.

C. FESTPAC Accounts

FestPac account via the Guam Visitors Bureau has been closed.

VIII. OTHER ANNOUNCEMENTS & DISCUSSIONS

Guam CAHA is currently being audited as its inclusive as a division of the Department of Chamorro Affairs.

Ms. Kloppenburg announced that the Women's History Month Art Show will be held on March 17, 2017 at 6:30pm at the Infiniti Gallery Nissan Showroom in Upper Tumon.

Mr. Bevacqua also announced that next Tuesday, March 14, 2017 is Charter Day at the University of Guam and the Chamorro Language Competition. Also invited everyone to a launch party on Jeremy Bevacqua's comic book on March 9, 2017 at Java Junction.

Ms. Reyes-Burrier announced that the Lotte Hotel is currently celebrating Chamorro Month with special Chamorro dishes being served during lunch every Thursday and Friday at the Lacene and if you take in three paying guests, your meal is free.

Next Board Meeting scheduled for April 4, 2017.

IX. ADJOURNMENT

With no further discussion, Ms. Reyes-Burrier moved to adjourn the meeting at 4:09pm. Motion seconded by Mr. Guerrero.

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:

Francis Guerrero
Interim Chair, Guam CAHA Board of Directors
Div. of Dept. of Chamorro Affairs

FY 2017 APPROPRIATION ACCOUNTS

FY2017 CAHA Appropriation - As of: 06.27.2017 (Local / Federal Match Account)

General Fund	Total Appropriation	Expenditures	Outstanding Encumbrance		Available		Unalloted Montly Release			
Salaries	224578	154376.4		$	18,373.60	+	$ 51,828.00	=	$	70,201.60
Benefits	79385	54974.24		$	6,092.76	+	$ 18,318.00	=	$	24,410.76
In Direct Cost										
									$	94,612.36
			Anticipated Salaries/Benefits Expense til end of fiscal year:						$	(81,514.37)
									$	13,097.99
Operations										
Travel						+		=	$	-
Contractual	34782	18181.69	45997.95	$	602.36	+		=	$	602.36
Office Space Rental	80855	60639.3	20213.1	$	2.60				$	2.60
Supplies	5000	1519.39	927.9	$	1,302.71	+	$ 1,250.00	=	$	2,552.71
Equipment						+		=	$	-
Sub Grants	160000	83175	23925	$	22,900.00	+		=	$	22,900.00
Miscellaneous									$	-
Telephone	3000	2067.92	428.59	$	503.49	+		=	$	503.49
	$ 587,600.00	$ 374,933.94	$ 91,492.54	$	49,777.52		$ 71,396.00		**$**	**39,659.15**
										(7,900.00) From sub grants
										(832.17) Tel./DSL (3 mos)
										(15,000.00) Sub grants
										(2,669.54) Supplies / Water / Fuel
									$	**13,257.44 Balance**

FY2017 CAHA Appropriation - As of: 07.05.2017 (Local Overmatch Account)

General Fund	Total Appropriation	Expenditures	Outstanding Encumbrance		Available		Monthly Release		Reserve
Salaries	46009	32892.8		$	5,807.20	+	$ -	$	7,309.00
Benefits	20590	14838.82		$	2,065.18	+	$ -	$	3,686.00
Contractual	47665							$	47,665.00
Equipment	3000							$	3,000.00
	117264	47731.62		$	7,872.38		$ -	$	61,660.00
				$	7,872.38				
				$	(17,585.96)				
				$	(9,713.58)				

Doc. No. 34GL-17-0711.*

NON-APPROPRIATED / REVOLVING ACCOUNTS

07.11.2017

Revolving Fund Account		
Balance on Register as of 06.06.2017	$	23,187.39
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	**$**	**3,833.27**

% 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-17-0711.*