Speaker's Office <speaker@guamlegislature.org>

MC Fwd: DCA BOT MEETING - 03.27.19

Speaker's Office <speaker@guamlegislature.org> Fri, Apr 5, 2019 at 11:16 AM
To: Clerks Office <clerks@guamlegislature.org>
Cc: Rennae Meno <rennae@guamlegislature.org>
Bcc: Tina Muna Barnes <tinamunabarnes@gmail.com>

04-04-19	4:42 PM	4-419	Board of Trustees meeting agenda, approved minutes, and other supporting documents for the meeting held on March 27, 2019*	Dipåttamenton Kaohao Guinahan CHamoru	35GL-19-0326

Sinsenru yan Magahit,

Office of the Speaker • Tina Rose Muña Barnes
Committee on Public Accountability, Human Resources & the Guam Buildup

35th Guam Legislature
I Mina'trentai Singko na Liheslaturan Guåhan

Guam Congress Building | 163 Chalan Santo Papa | Hagatna, GU 96910
T: (671) 477-2520/1
speaker@guamlegislature.org

35GL-19-0326
Speaker Tina Rose Muña Barnes

APR 05 2019
Time 1116 ( )AM ( )PM
Received By:

---------- Forwarded message ----------
From: **Marilyn Reyes** <marilyn.reyes@dca.guam.gov>
Date: Thu, Apr 4, 2019 at 4:42 PM
Subject: DCA BOT MEETING - 03.27.19
To: Speaker's Office <speaker@guamlegislature.org>, <jessica.cruz@guam.gov>

Håfa Adai!

I Dipåttamenton I Kaohao Guinahan CHamoru is submitting its electronic copy of the regular monthly Board of Trustees meeting agenda, approved minutes, and other supporting documents for the meeting held on March 27, 2019.

Si Yu'os Ma'åse!

Marilyn Q. Reyes
Administrative Officer
President's Office
Dipåttamenton Kaohao Guinahan CHamoru
Tel: (671) 989-2426 Fax: (671) 989-7219

2019 APR -5 AM 11:29

DCA BOT MEETING AGENDA AND OTHER DOCUMENTS - 03.27.19.pdf
2783K

0326

DIPÅTTAMENTON I KAOHAO GUINAHAN CHAMORU
Department of CHamoru Affairs
Board of Trustees – Regular Meeting
Guam Museum Board Room
Wednesday, March 27, 2019 @ 10:00 a.m.

AGENDA

I. Call to Order *Inifresi*

II. Roll call of Members

III. Reading/Approval of Minutes

-Regular Board Meeting held on 01/30/2019

IV. President's Report

Guam Museum:

a. Guam Museum Rates (Triple AAA Process)

b. Galaide Contract Expires 03/31/2019

c. Status on artifacts/collections at the Guam Museum Repository

Chamorro Village

a. Meetings held for Entertainers, Retail and Food Merchants

V. Other Discussion/Announcement

VI. Adjournment

DIPÅTTAMENTON I KAOHAO GUINAHAN CHAMORU
Department of CHamoru Affairs
Board of Trustees – Regular Meeting
Guam Museum Board Room
Wednesday, March 27, 2019 @ 10:00 a.m.

BOT Attendance Sheet

Joseph D. McDonald, Chair	
Leonard Iriarte, Vice Chair	
Maria Vilante, Secretary	
Beatrice Limtiaco, Member	Absent
Darlene Taitano, Member	Absent
Dina Hernandez, Member	Off-island
Francisco Lizama, Member	
Vicente Meno, Member	
Hoby San Nicolas	
Anna Marie Arceo, President	
Marilyn Reyes, Admin. Officer	
Patti Hernandez	

INIFRESI

Ginen i màs takhelo' gi hinasso-ku
I màs takhalom gi kurason-hu
Yan i màs figo' na nina'siñå-hu,
Hu ufresen maisa yu'
Para bai hu prutehi yan hu difende
I HINENGGE, i KOTTURA, i LENGGUÅHI,
I AIRE, i HANOM, yan i TANO' CHAMORU,
Ni' irensiå-ku direchu ginen as Yu'os Tåta.
Este hu afitma gi hilo' i Bipblia,
Yan i Banderå-hu, i Banderan GUÅHAN.

MINUTES OF THE
DEPARTMENT OF CHAMORU AFFAIRS
DIPÅTTAMENTON I KAOHAO GUINAHAN CHAMORU
REGULAR MEETING OF THE BOARD OF TRUSTEES
Wednesday, January 30, 2019 – 2:00 p.m.
Guam Museum Conference Room

I. **CALL TO ORDER**

There being a quorum, the regular meeting of the Board of Trustees was called to order at 2:09 p.m., Wednesday, January 30, 2019 by Chairman J. McDonald.

II. **ROLL CALL OF MEMBERS**

Present at the meeting were:

Joe McDonald, Chairman
Leonard Iriarte, Vice Chairman
Maria Vilante, Secretary
Dina Hernandez, Member
Francisco Lizama, Member
Vicente Meno, Member

Others Present:
Anna Marie Arceo, *Mås Ge'hilo'*
Marilyn Reyes, Administrative Officer
Bonnie Tenorio, Secretary
Koby San Nicolas, Public

Absent members were Beatrice Limtiaco and Darlene Taitano

III. **APPROVAL OF THE MINUTES**

Member V. Meno made a motion to approve meeting minutes and was seconded by member F. Lizama and subject to changes.

IV. **INTRODUCTION OF ACTING DCA PRESIDENT**

Acting DCA President Anna Marie B. Arceo introduced herself brings her (30) years of experience in the CHamoru Language and Culture in every aspect. She has done work with all Government of Guam Agencies, partnering with them, working for them and working with them- making the work at DCA very familiar to her. Anna Marie also explained for the record that she has officially resigned from the HURAO Academy.

Member V. Meno stated that since the DCA Board of Trustees has to approve the appointment of currently Acting President Anna Marie B. Arceo, it is extremely important by the virtue of the law to ensure that he asks some questions of her. Member V. Meno asked if Mrs. Arceo is willing to carry out the (8) agencies under the Department of CHamoru Affairs. Member V. Meno also stated because Mrs. Arceo is the legal owner of the Hurao Academy, it will be a conflict of interest with her being the President of Department of CHamoru Affairs. Mrs. Arceo explained that there was a request months ago to use half of the Festival huts for the Hurao Academy and

later found out was approved in the prior administration. However, for whatever reason, the previous DCA President did not work out the arrangements until the day before her confirmation had been announced. Because of this situation, Mrs. Arceo stated that to it is a subject that will no longer be brought up and has asked the Hurao Academy to start looking for another location. She has asked the Board of Trustees to give the Academy until at least May 2019 and unless they cannot find a new location, a request for extension may be in place. Member D. Hernandez has asked that a letter comes from the Hurao Academy regarding this. Chairman McDonald stated that since the subject of Hurao is not on the agenda, that until it is to please be prepared for when it does get brought up on the agenda.

During the first weeks of Mrs. Arceo's acting appointment, some of the first tasks she had the DCA divisions work on were the issues with space. Mrs. Arceo gathered some of the staff from each division, a team of volunteers (including her husband and cousin) and parolees with the assistance in coordination of the staff at the CHamoru Village. They first assessed the amount of items and had a logistics plan. All the buildings were affected. The Terlaje building had a room full of items such as furniture, old filing cabinets and other items that needed to be surveyed through GSA. She had staff from each of the divisions who had items stored at the Terlaje building come out and take either what belonged to them and what needed to be surveyed through GSA. Because GSA is not accepting any items to be surveyed, the items are at the HURAO lot until GSA is open to accept them.

DCA was on a month to month basis and paying $4,500.00 for the remains to be stored in the 3rd floor. This included the remains, artifacts and rifles. Some items from the DNA building had already been stored at the Cultural Repository in the Angela Flores Building during the move.

HPO had some Commission files that were returned to them, legislature documents that were returned to them as well and the Guam Public Library to start processing for their files.

There were over (25) truckloads of remains, artifacts, rifles and rocks from DNA to HPO. The rest of the remains in one room at the DNA building but will be all out of DNA by the end of this week. DCA has an understanding with Lynda Aguon at HPO that we have (2) rooms available for us for at least (1) year. The problem with the Cultural Repository is that it is specifically for the remains, however CAHA and HRRA are occupying the space there.

Requisitions are being worked on for dehumidifiers for the remains at the Cultural Repository. Per Lynda Aguon, DCA is paying $100,000 only for the architectural design and not to build the Naftan. Per Lynda, it will take (3) more years to build.

After sitting a few hours with staff and getting to know the operations of each division under the Department of CHamoru Affairs, Mrs. Arceo has been finding that there is a lot of inorganization and leave forms where employees had already taken leave and she would like to be working on matters like that to start following rules and regulations.

Mrs. Arceo has spent a few nights with Ms. Jennifer Paulino, Program Coordinator I to see how she has been able to somehow manage the operations at the CHamoru Village. Some of the issues with vendors are that they still owe the government and many of them complain and post comments on Facebook. Ann Marie has a plan to meet with the vendors sometime next week and for now, she will be honoring a month to month basis.

There are currently (4) vendors that are on a waiting list, and from the last administration, (2) vendors were approved to move in.

Guam Museum: The biggest thing is the contractual agreement with the operator, Galaide Group until March 31, 2019 and may have the option to renew up to (2) more years, per the contract. Yesterday's discussion with Mr. Clifford Guzman and Mrs. Arceo was to give an update to date as far as services and where are they situated. One of the things on the contract that has not been complied is that the operators have not had an external audit so DCA will be requesting for one and will be asking the Galaide Group to comply.

CAHA: We are still trying to resolve the balance of $400,000 short with the hospital. The last payment made was this month of $100,000. The project that CAHA is working on right now is to digitalize the artwork that belongs to them but we are finding that a lot of artwork is missing. What is supposed to be happening is every year these artwork need to come back in for reinventory. However when CAHA started to do site visits, they were finding that art pieces were missing. Mark was tasked to do research and track the artwork and report it to the President.

It seems that all in all with all divisions, they just needed to direction and got used to finding things on their own. Some decided to just be bosses on their own in the case of the Library. Mrs. Arceo wants to just do things the right way based on the rules and regulations.

The President's Office holds a CORE meeting every Monday just with all the AOs and Assistants to find out what's going on with all the divisions, what do we need to put in place, etc. and just to be in communication. Starting this Friday, The President's office will also be holding a Staff meeting to change up the culture with everyone having the attitude of entitlement.

Chairman McDonald stated that he understood that the Territorial Band falls under DCA. Mrs. Arceo to follow up.

Mrs. Arceo also stated that by law as the DCA President, she is a part of the Board of the CHamoru Kumision.

Old Business: None was discussed.

Appointment of Mrs. Anna Marie Arceo as the Department of CHamoru Affairs President: Member V. Meno made a motion to approve her appointment. Member F. Lizama seconded the motion. Praising comments were made by the rest of the Board Members present.

Meeting was adjourned at 3:09 p.m. by Member V. Meno and seconded by Member D. Hernandez.

V. ADJOURNMENT

There being no further business to discuss, Member V. Meno made motion to adjourn therefore, Chairman McDonald adjourned the meeting at 3:13 p.m.

APPROVED BY:

Joe McDonald, Chairman — Date 3/24/19
Board of Trustees
Dipåttamenton I Kaohao Guinahan CHamoru

Maria Vilante, Secretary — Date 3/27/19
Board of Trustees
Dipåttamenton I Kaohao Guinahan CHamoru

ATTESTED TO BE TRUE AND CORRECT:

Anna Marie B. Arceo, *Mås Ge'hilo'* — Date 3/27/19
Dipåttamenton I Kaohao Guinahan CHamoru

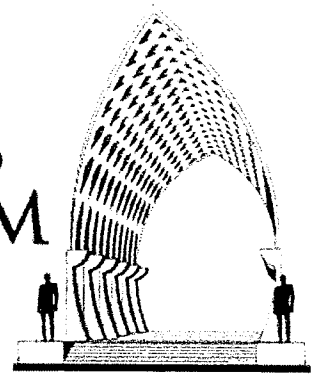
Bonnie Tenorio, Secretary — Date 3/14/19
Dipåttamenton I Kaohao Guinahan CHamoru

Senator Antonio M. Palomo

GUAM MUSEUM

Chamorro Educational Facility

A Division of the Department of Chamorro Affairs



REPORT ON MUSEUM OPERATIONS FOR JANUARY 2019

TO THE DEPARTMENT OF CHAMORU AFFAIRS

FEBRUARY 20, 2019

SUBMITTED BY THE GALAIDE GROUP, LLC

REPORT SUMMARY

Senator Antonio M. Palomo
GUAM MUSEUM
Chamorro Educational Facility

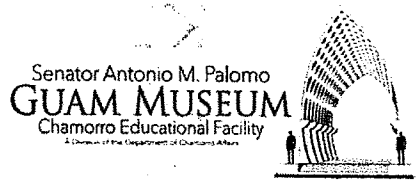
- This report covers January 2019 and reflects visitor numbers, revenues generated and events during this month.
- A total of 1,860 people visited the Museum during January 2019, down from 1,880 in December 2018.
- January 2019 admissions gross revenue was $13,524.00, up from $13,430.00, in December 2018, while events, sales and retail revenues were $21,195.33, down from $22,706.75 the previous month.
- Guam Museum social media posts reached 3,592 Facebook users in January, while the Museum's home page was viewed 3,944 times.
- The Museum overall was busy with community meetings and several large-scale scheduled events, including the Santo Nino Festival organized by Filipino Community of Guam, the CLN 1st Anniversary reception, and another special interactive Ha'anen Familia to close out the "B(reef)ly Ours" exhibition. Marketing efforts are on hold pending approval of the AAL proposed rates. Repairs to the flooring and roof also have not yet been executed, pending final approval to move forward.

CONTRACT AND AAL CONCERNS

Senator Antonio M. Palomo
GUAM MUSEUM
Chamorro Educational Facility

- With the new administration in place, the contract was extended to March 31, 2019. Galaide Group met with DCA President Ann Marie Arceo and Transition Team member Dr. Laura Souder to help the new president get up to speed on Museum operations. Formal negotiations for renewal of Galaide's contract are expected to begin in February.
- DCA has moved their administrative office to the Guam Museum and shares the space with operations staff. DCA and Galaide staff are working together to make the transition and office arrangements smooth with minimal disruption.

CONTRACT AND AAL CONCERNS



- Museum materials were moved out from DNA 3rd floor storage and into the Flores Building and Department of Parks and Recreation Headquarters by DCA staff. Some materials were transferred to the Guam Museum. The move, as well as the establishment of the cultural repository, make clear the need for the KOSAS advisory board to fully be in place to create policy regarding accession/deaccessioning of materials in the Museum's collections. This is especially important to prepare for lifting the current moratorium on collections from archeological/cultural resource management firms.
- SEARCH consultant and Museum Collections Manager Lynn Leon Guerrero has advised DCA to conduct an inventory of the boxes now at Flores and DPR.

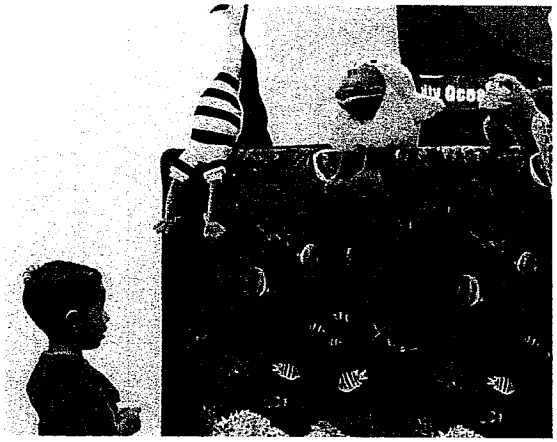
CONTRACT AND AAL CONCERNS

Senator Antonio M. Palomo
GUAM MUSEUM
Chamorro Educational Facility

- Galaide Group is continuing efforts to complete the necessary documentation to apply for accreditation from the American Alliance of Museums. This includes updating the strategic plan, facilities report and emergency preparedness plan.
- Galaide Group has revisited the AAL proposal for the Museum's rates and is providing modifications to address the concerns brought up by the Office of the Attorney General and to clarify the proposed rates and terms. The edited proposal will be submitted to DCA Board of Trustees for review by February.
- Marketing efforts remain in a holding pattern until final rates are approved. In the meantime, original rental fees and admission rates remain in place, but donations equal to the proposed retail admission rates are requested and encouraged.

Senator Antonio M. Palomo
GUAM MUSEUM
Chamorro Educational Facility

UPDATES, ACTIVITIES, REVENUE REPORTS







MARKETING AND SALES ACTIVITIES

Senator Antonio M. Palomo
GUAM MUSEUM
Chamorro Educational Facility

- The absence of approved admission fees and marketing budget continue to affect visitor traffic to the Guam Museum by limiting the Marketing Manager's ability to fully engage with the visitor market. However, the Museum marketing manager continues to conduct meetings with local tour operators to discuss potential travel campaigns for 2019.
- Museum inspection tours were conducted throughout January with local tour agencies in preparation for the 2019 Japan school trip season.
- Discussions with local tour companies have continued on the development of cooperative incentive programs. A benefit campaign with HIS Group offering LeaLea cardholders a complimentary calamansi iced tea with purchase of general admission commenced in January and will run through March 31, 2020.

MARKETING AND SALES ACTIVITIES

Senator Antonio M. Palomo
GUAM MUSEUM
Chamorro Educational Facility

- **Events and Guided Tours**:
  - Facility walk-throughs increased slightly in January compared with December 2019. Twelve walk-throughs noted on the Museum's shared calendar resulted in events scheduled for all quarters of 2019.
  - Reservations for group tours from local and foreign organizations, schools and travel agents increased slightly after the start of the new year. Of the six reservations noted on the shared calendar, close to 300 students and adults visited the *B(reef)ly Ours* and *I Hinanao-ta* exhibitions.

PERMANENT EXHIBITION UPDATE

Senator Antonio M. Palomo
GUAM MUSEUM
Chamorro Educational Facility



- A new Governor's Welcome message for the queuing room featuring Governor Lou Leon Guerrero was produced.
- CAHA and DCA need to finalize the inventory of work completed by TASI for the *I Hinanao-ta* exhibition.
- As reported previously, no repair work, particularly on the hanging *sakman* model, has been done in the permanent exhibition although TASI agreed to repair it back in October. We are still awaiting further instructions from CAHA/DCA about moving forward to complete the exhibition and mitigate potential condition issues within the exhibition. These issues include some mold growth in the *latte* hut and drying out of thatch materials, peeling vinyl panels, electronics issues and carpet tile staining.
- The staff continues to monitor, do repairs, clean and troubleshoot as much as possible.

FACILITIES MAINTENANCE CONCERNS

Senator Antonio M. Palomo
GUAM MUSEUM
Chamorro Educational Facility

- Galaide Group has discussed with DCA President Ann Marie Arceo the larger maintenance and repair projects that need to be prioritized.. These include:
  - Flooring replacement in Multi-Purpose room and Changing Exhibition Gallery
  - Leaking windows and paint degradation on roof of arch (paint bubbling and fading)
  - Wall cracks in indoor theater, and ladies' toilet on first floor
  - Wall and beam cracks in lobby area
  - Grass diamonds in the courtyard are saturated due to the recent rains and poor drainage.
  - Electrical fluctuations and equipment wear continue to impact the elevator in the main lobby, causing it to shutdown or stop the doors from closing.
- General maintenance work of the interior spaces and exterior of the Museum are ongoing, while repair work for these larger issues is on hold, pending final approval from DCA to move forward.

JANUARY HIGHLIGHTS

Senator Antonio M. Palomo
GUAM MUSEUM
Chamorro Educational Facility

- "B(reef)ly Ours: Guam's Changing Coral Reef Ecosystems," continued its run in the changing exhibition gallery. The exhibition, which looks at and celebrates the importance of Guam's coral reefs to the ecology, economy, history and culture of our island, is the culmination of the Guam Year of the Reef 2018 activities. The exhibition is open until February 2019.
- To close out the "B(reef)ly Ours" exhibition, Ha'anen Familia on January 26th was a special event featuring the George Washington High School Marine Mania Club's puppet show and Dept. of Agriculture's touch tank and other displays.
- The Museum was the site for several meetings for the Governor's inauguration committee and a reception was held on January 6th.
- On January 6th the Agana Cathedral Basilica parish celebrated their Three Kings fair on Skinner Plaza.

JANUARY HIGHLIGHTS

Senator Antonio M. Palomo
GUAM MUSEUM
Chamorro Educational Facility

- On January 10th, students from the School of Education and Dr. Matt Limtiaco conducted a special presentation for the Museum Director and lead staff regarding using the Museum as an educational resource..
- On January 13th, the Filipino Community of Guam hosted the 20th annual celebration of Santo Nino with a procession around Hagatna and a dinner/reception at Skinner Plaza and the Guam Museum. On January 14th, visiting cardinals and bishops from Cebu stopped by the Museum for a guided tour of the *I Hinanao-ta* exhibition.
- On January 31st, the Guam Chamber Delegadu Program held their mixer in the Museum Lobby.

JANUARY EVENTS

Senator Antonio M. Palomo
GUAM MUSEUM
Chamorro Educational Facility



Event	Gov't	Private	Museum
3rd Pastries in Paradise Chef's Meeting		✓	✓
Leon Guerrero-Tenorio Transition Volunteer Safety #1	✓		
Leon Guerrero-Tenorio Transition Volunteer Safety #2	✓		
Chelsea Baby Shower		✓	
Cathedral-Basilica 2019 Three Kings event		✓	
Leon Guerrero-Tenorio Inauguration Dinner	✓		
UOG-SOE Outreach session			✓
CLN 1st anniversary celebration		✓	
USN Cultural Resources Outreach	✓		
Guam Coalition Against Sexual Harassment planning #1		✓	

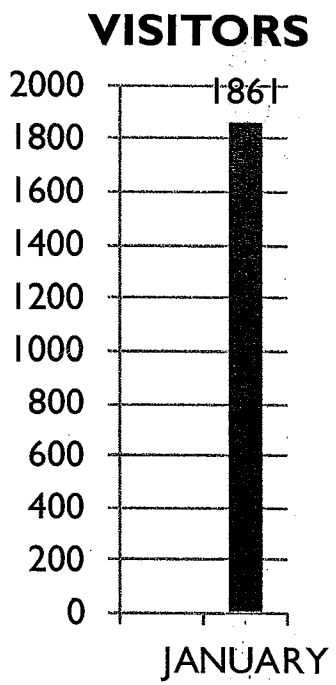
JANUARY EVENTS

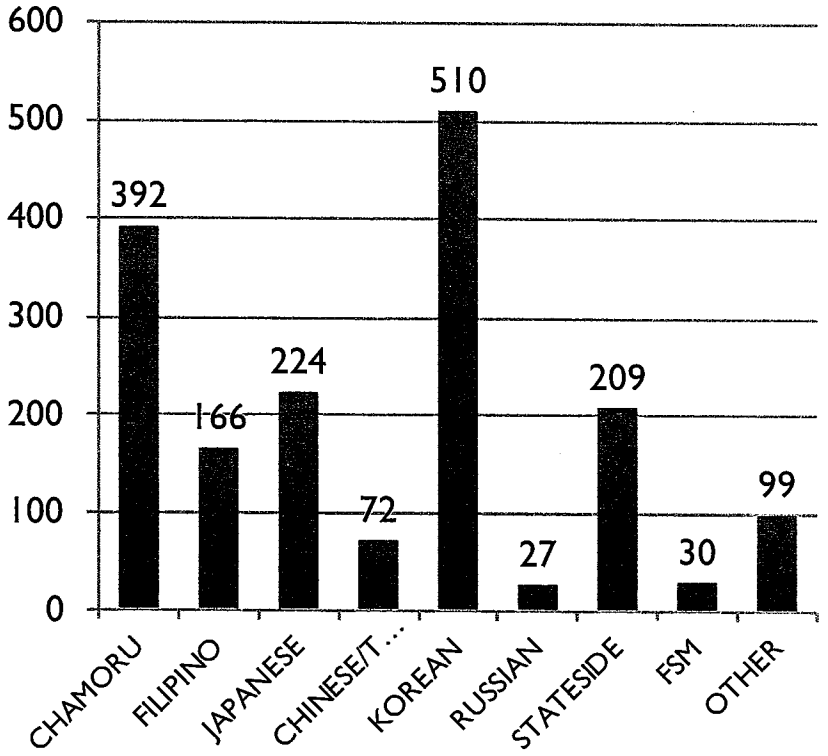
Senator Antonio M. Palomo
GUAM MUSEUM
Chamorro Educational Facility

Event	Gov't	Private	Museum
Guam Coalition Against Sexual Harassment planning #2	✓	✓	
Baby shower		✓	
Ha'anen Familia: B(reef)ly Ours activity			✓
Guam Chamber of Commerce Delegadu Program mixer	✓	✓	

VISITOR SUMMARY-JANUARY 2019

Senator Antonio M. Palomo
GUAM MUSEUM
Chamorro Educational Facility

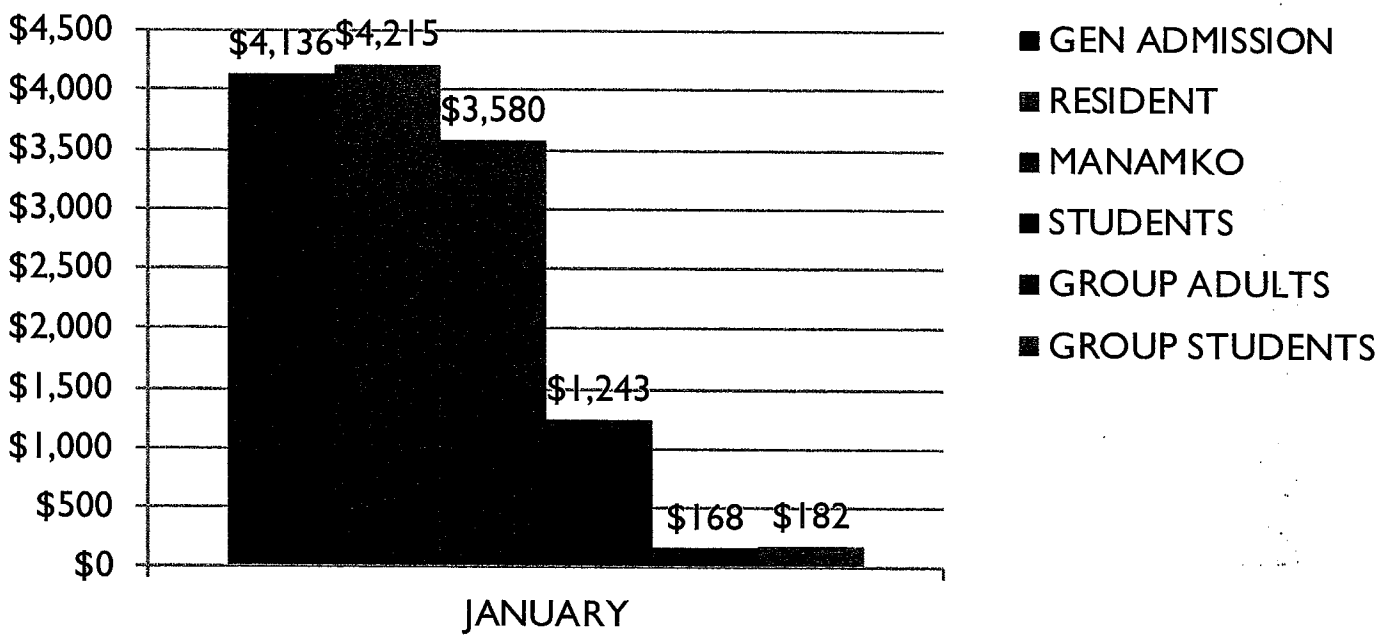




JANUARY ADMISSIONS REVENUES

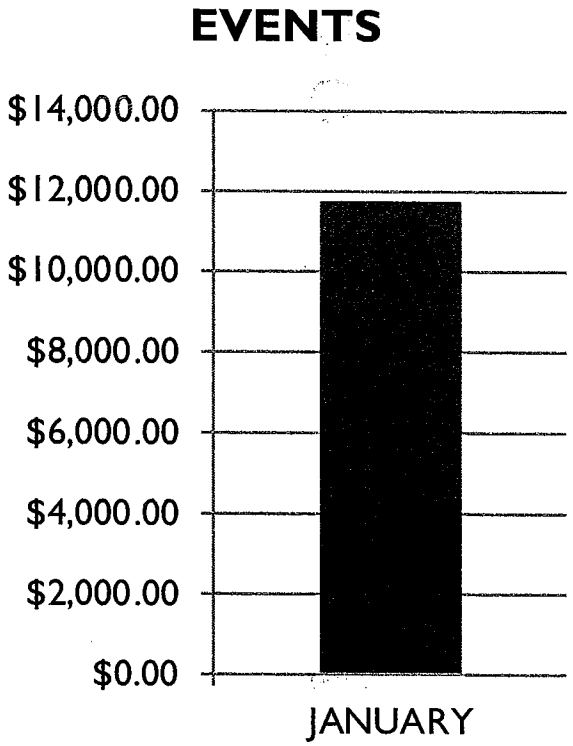
Senator Antonio M. Palomo
GUAM MUSEUM
Chamorro Educational Facility

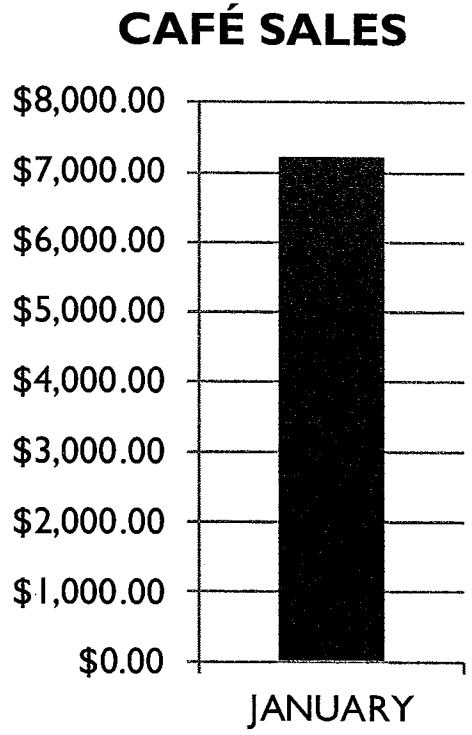
JANUARY Admissions Revenue: $13,524.00

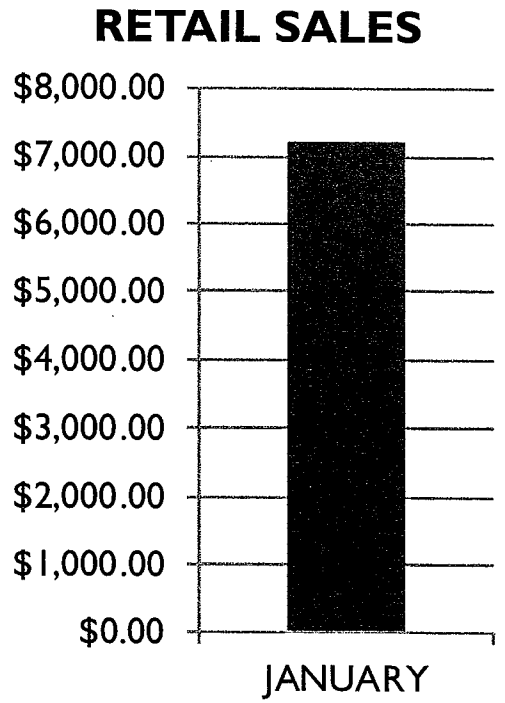


JANUARY
EVENTS AND SALES REVENUES

Senator Antonio M. Palomo
GUAM MUSEUM
Chamorro Educational Facility







Senator Antonio M. Palomo
GUAM MUSEUM
Chamorro Educational Facility

DEPARTMENT	GROSS REVENUE
ADMISSIONS	$13,524.00
EVENTS	$9,142.50
CAFE	$4,834.75
RETAIL	$7,218.08

TOTAL GROSS JANUARY 2019 REVENUES = $34,719.33

SOCIAL MEDIA

Senator Antonio M. Palomo
GUAM MUSEUM
Chamorro Educational Facility

77% viewed from a cellphone or tablet.

23% viewed from a computer or laptop.

@guammuseum

Current Followers: 356
Previous Month: 1313
Impressions: 1617
Avg. Reach: 908

Guam Museum Fans of the Page: 3,568 users

Number Per Month - 2019

January: 3,592

64% Female
35% Male

Top Age Group: 35-44 yrs = 20%
25-34 yrs = 16%
45-54 yrs = 14%
55-64 yrs = 6%
65+ yrs = 5%

Lowest Age Group: 18 -24 yrs = 2%
13-17 yrs = 0.138%

Guam Museum Posts Reached: 50,885 FB Users

Number Per Month - 2019

January: 28,904

57% Female
42% Male

Top Age Group: 25-34 yrs = 20%
35 44 yrs = 21%
45-54 yrs = 10%
18-29 yrs = 5%
55-64 yrs = 5%

Lowest Age Group: 65+ yrs = 2%
13-17 yrs = .267%

Top Countries Viewing our Page:
Guam
USA
Japan
Philippines
Taiwan
South Korea

Top Languages Viewing our Page:
English
English (UK)
Traditional Chinese (Taiwan)
Japanese
Korean

Engagement: Commenting, Liking or Sharing:

January 2019: 2,761

Guam Museum Searches:
Facebook
Google
Outlook Live
Naver
Guammuseum.org

GUAMMUSEUM.ORG WEBSITE

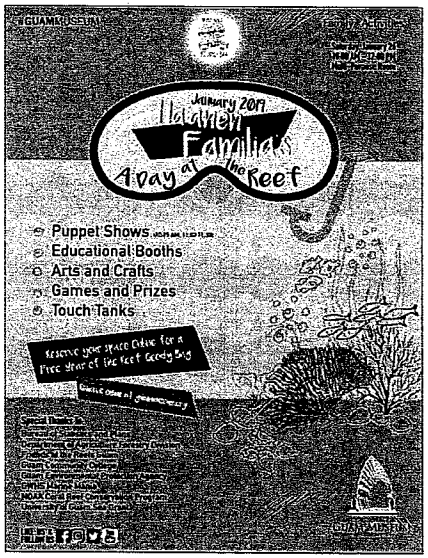
Senator Antonio M. Palomo
GUAM MUSEUM
Chamorro Educational Facility

Guam Museum Page Views: 66,013 Unique Visitors: 22,505

Number of Views Per Month
January 2019: 3,944

Top Posts and Pages: Home Page
Plan Your Visit
Calendar

Visit by Country : Guam
USA
Japan
Korea
Philippines



Search Engines , Key Search Words, Referrers

Top Search Engines
Google
Google. JP
Google. UK
Yahoo

Referrer Sites
Facebook
Instagram
Visitguam.jp (GVB Japan)
Google Mobile App
Naver (South Korea)

Top Search Words
Guam Museum
Guam Museum Website
Guam Museum Foundation

FEBRUARY 2019 CALENDAR

Senator Antonio M. Palomo
GUAM MUSEUM
Chamorro Educational Facility

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
					• Price Elem Tour • UOG Tour	• KPRG 25th Anniversary
3	4	5	6	7	8	9
• Private event		• Internal Mtg			• GMFI Movies in the Park	• Ha'anen familia
10	11	12	13	14	15	16
• GMFI Valentine's Bazaar • HIS Malaysia group tour		• Internal Mtg • FCG Meeting	• Shell PMTDR Awards		• Junior Achievement symposium	• Private event • HITA
17	18	19	20	21	22	23
• Birthday party	Presidents Day	• Internal Mtg		• Sunrise Rotary tour • Pastries in Paradise	• UOG Tour • AOLG '79 Tour • GMFI Movies in the Park	
24	25	26	27	28		
Private event (Tntv)	Food merchants mtg	• Internal Mtg • GMFI Board Meeting • Wed Nite Mkt Mtg • Guam Nikkei Party	• Strategic Plan Mtg	• Merchants Meeting		
	NOTES: GTB practice Tu/Th 6-9pm; B(reef)ly Ours open until February 2019					

2/20/19

MARCH 2019 CALENDAR

Senator Antonio M. Palomo
GUAM MUSEUM
Chamorro Educational Facility

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
					• St. John's Tour • Southern HS Tour • Cara Flores Film	
3	4	5	6	7	8	9
Osaka Seiki Univ. Tour		• Internal Mtg • Truman Elem Tour • Villages Exhibition Soft Opening	• GDOE+ Museum Teacher training • Private event • Villages Exhibition General Opening	• GMFI Work session • Tour Nara Ikuei High School #1	• A. Hattori Talk • Tour Nara Ikuei High School #2 • Movies in the Park	• Ha'anen Familia • Private event
10	11	12	13	14	15	16
	• DCA Core mtg	• Internal Mtg • FCG Meeting • Fukuchiyama Tour • Wettengel Tour	• MU Lujan Tour • Ordot/CP Tour • Strat Stakeholder mtg		• DCA Staff • Machananao Tour • UOG tour • Movies in the Park	• HITA
17	18	19	20	21	22	23
	• DCA Core mtg • UOG Outreach	• Internal Mtg	Andersen Tour	• Andersen Elem tour	• DCA Sstaff • Chief Brodie Tour • Movies in the Park	• GFT Convention
24	25	26	27	28	29	30
	• DCA Core • Programming Mtg	• Internal Mtg • GMFI Board mtg	• PIC/GIFF Workshop (tntv)	• PIC/GIFF Workshop (tntv)	• PIC/GIFF Workshop (tntv) • DCA Staff	Private event
31	NOTES: Tu-Thu GTB practice					
Coco-Palooza Kids Event						

2/18/19

APRIL 2019 CALENDAR

Senator Antonio M. Palomo
GUAM MUSEUM
Chamorro Educational Facility

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5	6
	DCA Core	Internal mtg			• DCA Staff	• GMFI Spring Show (tntv)
7	8	9	10	11	12	13
• GMFI Spring Show (tntv) • Nat'l Library Week Starts	• DCA Core	• Internal mtg • FCG Mtg			• DCA Staff • Sustainability Expo (tntv)	• Ha'anen familia • Manelu art show & dinner (tntv)
14	15	16	17	18	19	20
	DCA Core	• Internal mtg • FCG Meeting			• DCA Staff	• Private event • HITA
21	22	23	24	25	26	27
	DCA Core	• Internal mtg		• Pastries in Paradise	• DCA Staff	• Manelu art show & dinner (tntv)
28	29	30				
	DCA Core	• Internal mtg • GMFI Board Mtg				
	NOTES: GTB practice Tu/Th 6-9pm;					

2/20/19

Rules and Regulations Governing the Senator Antonio M. Palomo Guam Museum and CHamoru Educational Facility Fees and Facility Rental

5 Guam Code Annotated
Chapter 87
Article 1
Section 04 (c) and 13

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Title 5 Guam code Annotated, Chapter 9, Article 3

ECONOMIC IMPACT STATEMENT
SENATOR ANTONIO M. PALOMO GUAM MUSEUM AND CHAMORU EDUCATIONAL FACILITY

The Department of CHamoru Affairs anticipates increased revenue projections of over $500,000 as a result of a much-needed increase in its admission and event fees for the Senator Antonio M. Palomo Guam Museum and CHamoru Educational Facility (Guam Museum). The factors in making this determination are listed below.

I. Purpose and Need

Section 87104 (c) of Article 1, Chapter 87 of Title 5 Guam Code Annotated (GCA) authorizes the Department of CHamoru Affairs (DCA) – a Public Corporation—to adopt, amend and repeal bylaws and other rules, regulations and directives governing the conduct of its business and the performance of the powers and duties granted to or imposed upon it by law. This includes going through the Administrative Adjudication Law to promulgate the Museum admission fees and facility event rental rates to support the operations and the curation of the collections at the Museum. Guam Museum Admissions Fees and Facility Rental Rates shall be compiled in the Guam Administrative Rules and Regulations (GARR), Title 5A, Chapter 5, Article 1.

The new Guam Museum in Hagåtña officially opened its doors to the public in October of 2016. On September 1, 2016, the Board of Trustees of the DCA approved interim admission fees and event space rental rates pending the completion of the permanent exhibit (*I Hinanao-ta*) in accordance with Public Law 25-069.

In May 2018, the *I Hinanao-ta* exhibition was launched and the DCA finds that a commensurate increase in admission fees and event rental rates are not only warranted, but crucial toward helping it meet the Museum's goal of becoming as self-sustaining as possible.

II. Financial Impact

The Guam Museum is considered a leisure activity that primarily attracts individuals who are highly interested in Guam's culture, history and heritage and dedicate their personal time and financial resources toward pursuing that interest. *As such, there is no mandate or requirement to visit the Museum – visits are purely by choice and based on the visitor's disposable income.*

The operations, management and maintenance of the Guam Museum are outsourced and funded through appropriations by the Guam Legislature. Government funds are augmented by admissions and event space rental revenues as well as revenues generated by the gift shop and café. Membership fees and fundraisers also provide some funding which assist in purchasing equipment and support recurring costs stemming from changing exhibitions or educational programming.

While the overall goal is to make the facility self-sustaining, it is anticipated that there will always be some form of government subsidy that will be required. This is due to the very nature of museum operations which includes collections management, facilities maintenance,

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public relations, educational programming and outreach, research, design, development and curation of changing exhibits as well as staffing and management, to name a few.

The purpose of increasing admission and event space rental fees is to offset government expenditures for the management, operations and maintenance of the facility to the greatest extent practicable.

III. Potential increase or Decrease to Cost of Living or Price of Goods or Services

As the museum is a leisure activity, there is no quantifiable increase or decrease to the price of goods or services on the overall economy.

IV. Direct or Indirect Impact of Employment

Currently the museum contractor employs 12 full-time employees and 8 part-time employees in specialized positions including: collections management, museum attendants, facilities maintenance personnel, educational programming specialists, researchers and museum management personnel. Additionally, they have 5 corporate office personnel providing administrative, operational, and design support, 1 subcontracted professional archaeologist serving as the Collections Manager, and several subcontracted highly trained personnel providing 24-hour on-site guard services. This staffing pattern is consistent with the Market and Economic Analysis of the Guahån Museum prepared by Knowledge Based Consulting Group for Guam Visitors Bureau in May 2006 and updated for DCA and Guam Economic Development Authority in September 2013. In this report, the total estimated staffing pattern for the Guam Museum was 30 employees.

V. Increase or Decrease in Cost of Business

As this is a leisure activity, there is no measurable effect on the overall cost of doing business on Guam.

VI. Adverse or Beneficial Economic Impact

As this is a leisure activity, there is no measurable adverse impact on Guam's economy. The beneficial economic impacts include reducing the overall financial burden on the general fund and providing another highly sought-after attraction in Guam's tourism industry. The facility also provides a unique alternative and cost-effective venue for private, public and community events. The museum also provides opportunities to build collaborative connections with both the military and private corporations who are instrumental for the economic growth of our island.

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§5100. Purpose.

The purpose of these rules and regulations is to set the maximum rates for admission fees and facility rentals that will help to sustain the operations for the Senator Antonio M. Palomo Guam Museum and CHamoru Educational Facility (Museum), a division of the Department of CHamoru Affairs. These rules and regulations shall be liberally construed by the Department of CHamoru Affairs and applied to ensure compliance with museum industry standards and best practices.

§5101. Authority.

Title 5 Guam Code Annotated, Chapter 87, Section 87113, and Section 87104 authorizes the Department of CHamoru Affairs (The Corporation) to create rules and regulations for the Corporation, regarding the functions and operations of the Corporation, according to the provisions of the Administrative Adjudication Law.

§5102. Definitions.

As used in these rules and regulations, the following definitions shall apply:

(a) *Administrator* means the DCA Guam Museum Administrator.

(b) *Adult* means any person 18 years old or older.

(c) *Board* means the Board of Trustees for the Department of CHamoru Affairs.

(d) *Cleaning fee* means the specific janitorial services that the Museum provides for events outside of normal operating hours.

(e) *Changing Exhibits* means exhibitions that change periodically, located on the ground floor of the Museum.

(f) *Corporation* means the Department of CHamoru Affairs.

(g) *Day* means event rental rates that correspond to occupancy of a space, generally from 8:00 A.M. – 4:00 P.M.

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(h) *Evening* means event rental rates that correspond to occupancy of a space, generally from 6:00 P.M. – 11:00 P.M.

(i) *Event staff fees* means fees associated with staffing events beyond daily operational duties or hours, e.g. opening exhibitions past normal operating hours.

(j) *Facility Rental* means the temporary use of specific Museum spaces with a corresponding rental agreement.

(k) *Fees* mean admissions fees for the Permanent or Changing Exhibits at the Museum, membership fees, facility rental fees and/or ancillary fees associated with events such as cleaning fees and event staffing fees.

(l) *Group* means guests in numbers of 10 or more per reservation.

(m) *Half-Day* means event rental rates that correspond to occupancy of a space for half the amount of time allotted for either the Day or Evening event rental rates.

(n) *Manåmko'* means persons in Guam who are 55 years old or older.

(o) *Military* means active-duty, reserved, or retired member of the armed forces with valid military or veteran identification card.

(p) *Museum* means the Senator Antonio M. Palomo Guam Museum and CHamoru Educational Facility.

(q) *Non-Resident* means a visitor, tourist or guest who does not reside in Guam.

(r) *Permanent Exhibit* means the fixed exhibit at the Guam Museum located on the 2nd floor of the Museum and extending to the ground floor.

(s) *President* means the President of the Department of CHamoru Affairs.

(t) *Resident* means a resident of Guam.

(u) *Special Group* means organizations or groups with a known special interest.

(v) *Student* means any person from age 5 who is enrolled at a school or equivalent educational program, generally ranging from kindergarten to post-secondary education.

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(w) *Commercial Tour Group* means licensed Tour Groups that are contracted with the Guam Museum to provide regularly scheduled tours to the Museum.

(x) *Commercial Tour Operator* means any agent or entity that is legally licensed to conduct tours on Guam.

§ 5103. Fees.

Admissions Category for Admissions to Permanent and Changing Exhibits	**Rates**
Non-resident adult admission fee	A maximum of $20.00 per person per day
Non-resident student (Ages 5 – 18) admission fee	A maximum of $10.00 per student per day
Resident adult admission fee with a valid Guam Photo ID	A maximum of $15.00 per person per day
Resident student fee (Ages 5-18) with valid school photo ID	A maximum of $2.00 per student per day
Resident senior (manåmko') admission fee (Ages: 55+)	A maximum of $10.00 per person per day
Infant/Toddler (under 5 years of age)	FREE

a) The Guam Museum seeks to enter into negotiations and contracts with the optional tour industry to promote the facility as a destination of choice for visitors to our island. As such, it is necessary for admission rates to have a reasonable level of flexibility in order to respond to market forces. It is the intent of this fee schedule that the maximum rates be fixed at the prices stated herein, but that the President and the Board of Trustees of the DCA retain the discretionary authority to approve promotional, term-limited, wholesale, or otherwise non-permanent prices that are less than the stated maximum fee.

(b) The President, with approval of the Board, may decrease or waive fees and shall provide official notification of such to the Museum Director.

(c) The President, with approval of the Board, shall have the authority to approve negotiated group rates and shall provide official notification to the Museum Director.

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Fees for Membership

Like most museums, the Guam Museum seeks to drive consistent patronage via memberships. Basic Membership Benefits include:

- Free Museum Admission for the Permanent and Changing Exhibitions
- Discounts in the Museum Store and Café
- New Member Reception
- Invitations to members-only exhibition previews and events
- Advanced ticket purchase for Museum-sponsored paid events.

The proposed membership fee schedule is as follows:

Membership Category	Rates
Student Membership	A maximum of $35.00
Individual Membership: Basic Membership benefits for 1 adult for one year	A maximum of $70.00
Family/Dual Membership: Basic Membership benefits for 2 adults and 2 children (17 years and under) for one year	A maximum of $100.00
Supporter Membership: Basic Membership benefits for 4 adults for one year	A maximum of $150.00
Curator Membership: Basic Membership for 5 adults; behind the scenes tour with a senior docent or curator; recognition as a member in the Guam Museum Foundation website directory for one year	$500
Patron Membership: Basic Membership for 10 adults; behind the scenes tour with a senior docent or curator; recognition as a member in the Guam Museum Foundation website directory; monthly electronic calendar for one year	$1,000

§ 5104. Facility Rental.

The Museum rents temporary space for events that corresponds with a rental agreement. The space and fee schedule per space per day/evening shall be as follows:

Indoor (Climate Controlled) Spaces				
Space	**Description**	**Day**	**Evening**	**Half-day**
Indoor Theater	Indoor full screen theater facility with 156 seats	$600.00	$700.00	$350.00
Multi-Purpose Room	Activity/conference space located on the 1st floor	$350.00	$450.00	$225.00
Lobby	1st floor museum lobby	$400.00	$450.00	$225.00

Outdoor Spaces				
Space	**Description**	**Day**	**Evening**	**Half-day**
Atrium	2nd floor open area	$520.00	$620.00	$310.00
Arcade	1st floor outdoor area located outside of the lobby to the central gate	$890.00	$990.00	$495.00
Herbarium	Garden area located to the left of the courtyard	$545.00	$645.00	$322.00
Amphitheater	Outdoor stage area to the planter outside the Museum's back gate	$500.00	$600.00	$300.00
Plaza	Skinner's Plaza from the planter to the Purple Heart Memorial	$900.00	$1,000.00	$500.00

Ancillary Equipment Listing		
Equipment	**Description**	**Fees**
Outdoor Equipment Set	Large format projector, speakers, audio rack, and microphones	$257.00
Admin Video Set	Projector and mobile screen	$40.00
Admin Sound Set	Two speakers and two microphones for plug and play setup	$40.00
Additional Microphones	Extra microphones beyond those provided with Admin Sound Set	$12.00 each
Tables	Standard 6' x 3' rectangular plastic folding tables	$7.00 each
Chairs	Standard plastic folding chairs	$0.50 each

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In the course of hosting events at the Guam Museum, Cleaning and Event Staff—particularly for evening events— are necessary in order to ensure the success of the event and to ensure the facility is returned to optimum operational condition for the following business day. As this occurs outside of normal museum operations, there is a need to cover the cost of Cleaning and Event Personnel. The fee schedule is as follows:

(1) A Cleaning Fee not to exceed $200.00 per event, per day will be assessed on all event contracts.

(2) An Event Staffing Fee not to exceed $25.00 per person, per hour will be assessed on event contracts that require staffing.

(c) The President, under the authorization of the Board, may decrease, pro-rate, or waive fees for special groups or functions and shall provide official notification of such authorization to the Museum Director.

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§5105. President's Authority

Full authority is hereby granted to the DCA President to make final decisions in case of any question pertaining to enforcing the rules and regulations of the Museum. The President may grant a variance from the requirements of a particular rule subject to the submittal of a formal written request from the variance proposer to include a description of the proposed variance and reasons therefore along with relevant section number(s). Variance proposals shall be made in good faith and shall not pose any detrimental effect (immediate or long-term) to the Guam Museum. The written request shall include a plan to mitigate and/or repair any potential negative impacts or detrimental effects (immediate or long-term) to the Museum's operations, its agents, the facility or the Government of Guam.

§5106. Effective Date.

These rules and regulations shall become effective immediately upon passage into law.

§5107. Severability.

If any provision or the application of any provision of these rules and regulations are held invalid, such invalidity shall not affect the other provisions or applications of these rules and regulations.

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