Speaker's Office <speaker@guamlegislature.org>

M&C Fwd: CAHA Board Meeting Requirements for July 2019

1 message

Speaker's Office <speaker@guamlegislature.org> Fri, Aug 16, 2019 at 9:06 AM
To: Clerks Office <clerks@guamlegislature.org>
Cc: Rennae Meno <rennae@guamlegislature.org>
Bcc: Tina Muna Barnes <tinamunabarnes@gmail.com>

08-15-19	5:05 PM	08-15-19	Board Meeting Requirements for July 2019.*	Guam Council on the Arts and Humanities Agency	35GL-19-0901

35GL-19-0901
Speaker Tina Rose Muña Barnes

AUG 15 2019
Time 5:05 ( )AM (X)PM
Received By: Matt

Sinseru yan Minagâhet,

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

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Gumai pribilehu yan konfedensia este siha na mensâhi. Solo espesiâtmente para hâgu ma entensioña pat ma aturisa para unrisibi. Sen prubidu kumu ti un ma aturisa para manribisa, na'setbe, pat mandespâtcha. Yanggen lachi rinisibu-mu nu este na mensâhi , put fabot ago' guatu gi I numa'huyong gi as speaker@guamlegislature.org yan despues destrosa todu siha I kopian mensâhi. Si Yu'os ma'âse'.

2019 AUG 16 AM 9:10

---------- Forwarded message ---------
From: **Sherrie Barcinas** <sherrie.barcinas@caha.guam.gov>
Date: Thu, Aug 15, 2019 at 5:05 PM
Subject: CAHA Board Meeting Requirements for July 2019
To: <speaker@guamlegislature.org>, <centralfiles@guam.gov>

ATTN: Speaker and Legal Counsel Office

Pursuant to Public Law No. 31-233, attached is the agenda, board meeting minutes of May 16, 2019 & June 13, 2019 along with attachments which were disseminated at CAHA's Board Meeting held on July 11, 2019.

Sherrie PD Barcinas

Administrative Officer
Guam Council on the Arts & Humanities Agency
Tel: 671 300-1204-8 Fax: 671 300-1209

CAHA Board Meeting - July 11, 2019.pdf
611K

0901

GUAM COUNCIL ON THE ARTS AND HUMANITIES AGENCY
Regular Board Meeting
July 11, 2019 – 3:00 pm
Guam Museum Multi Purpose Room, Hågatña
A G E N D A

I. CALL TO ORDER

II. REVIEW AND APPROVAL OF MINUTES May 16 & June 13, 2019

III. EXECUTIVE DIRECTOR's REPORT

IV. OLD BUSINESS

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

B. Masters Program and Policy
C. FestPac 2020
D. CAHA FY 2020 Grant Cycle
E. Sub-Committee updates on Gallery and Art Bank Program & Artists' Membership Program
F. CAHA Reorganization / Move – Expenditure Approval

VI. NEW BUSINESS

A. CAHA Administration Status Update – Acting Appointment
B. Board Nomination Updates

VII. BUDGET REPORTS

A. FY 2019 Appropriation Accounts
B. CAHA Non-Appropriation / Revolving Accounts

VIII. OTHER ANNOUNCEMENT & DISCUSSIONS

A. Next Board Meeting August 8, 2019

IX. ADJOURNMENT

GUAM COUNCIL ON THE ARTS AND HUMANITIES AGENCY
Regular Board Meeting
May 16, 2019

I. CALL TO ORDER

The Guam Council on the Arts and Humanities Agency's regular board meeting was called to order at 3:06pm by Chairperson of the Board, Francis Guerrero. Board members present were Vice Chair Joseph Certeza, Francisco Lizama, Frank Rabon, Fanai Castro and Vice Mayor Chris Fejeran. Also present were President Ann Marie Arceo, Program Coordinator Jackie Balbas and Administrative Officer Sherrie Barcinas.

II. REVIEW AND APPROVAL OF MINUTES DATED

Mr. Lizama moved to approve the board meeting minutes of April 18, 2019. Motion seconded by Vice Mayor Fejeran.

UNANIMOUSLY APPROVED

III. PRESIDENT'S REPORT

The President has deferred to have Ms. Monica Guzman report on NASAA updates first.

President Arceo reported that a request was submitted to the Governor's Office to have all current board members from each division remain on board until the reorganization has been completed. The main task is to visit the make up of all boards and to try to decrease the boards government wide. Chairperson Guerrero requested that Michael Bevacqua be placed back on CAHA board. At this time, filling the vacancies on board remains status quo.

In the next month or two through the government's reorganization plan, the Department of CHamoru Affairs is seeking for a more permanent location for CAHA to include gallery space as CAHA is currently being housed at the Angela Flores Building which is specifically for cultural repository. In the mean time, a cultural repository is being built at the University of Guam and DCA is trying to get CAHA moved into the Museum until a place could be identified. Consideration was made to have CAHA housed in Latte of Freedom, however it does not provide enough room for both gallery and office space. Other options are being looked into and the board would be kept apprised.

IV. NASAA Board Member Report Updates – Monica Guzman

Ms. Guzman, a board member of the National Assembly of State Arts Agencies reported that at a Board of Directors meeting was held in Washington DC on May 1-3,2019. The board meeting minutes will be made available via email to Sherrie Barcinas who will then distribute to the board. The highlights of the meeting were:

Advocacy on the Hill which were to review the National Endowment for the Arts budget and encouraged board members to meet with their Congressman. Ms. Guzman met with staff of Congressman San Nicolas, Eli and Saharah, Congressman Kilili and had a brief discussion with Congresswoman Radewagon. Also attending the meeting was Acting National Endowment for the Arts Chair, Mary Ann Carter who will be in Japan for the Olympics in 2020 and will make a stopover in Guam. Ms. Guzman also met with Michael Orlov who replaced Laura Scanlan from the National Endowment for the Arts. Mr. Jay Rojas had placed a call to the National Endowment for the Arts to assist with the Festival of Pacific Arts in Hawaii. Ms. Guzman recommended that Hawaii also approach the Department of Interior as they had funded the festival in American Samoa in 2008. Mr. Orlov would reach out to Mary Ann Carter to see what NEA could do to provide funding for the festival in Hawaii. Ms. Guzman also spoke to Vicky Takamine of Hawaii to reach out to the Dept. of Interior.

The assembly will be held in Puerto Rico in 2020 which will be the first time an assembly would be hosted in a territory. This was also to help Puerto Rico's economy. The leadership assembly will be held in Providence, Rhode Island on September 17-20, 2019 for council members and management.

Mary Margaret Schoenfield, Director of U.S. Regional Arts Organization gave a report on all regional arts organizations and was reminded of Board's goal for regional organization for the arts for territories. Ms. Pam Breaux will make an effort to discuss with the National Endowment for the Arts on its format, funding or how its organization will be. In the past, Guam was part of a regional arts organization which included American Samoa and Hawaii which is was based out of. There exist a council for the Pacific which is housed out of the South Pacific Commission which Guam is a part of. Funding from the National Endowment for the Arts can only fund American territories and there are six regional organizations.

Chairperson Guerrero questioned whether the council is part of the Culture Talk as there was a survey that was sent out that needed to be completed. The email will be forwarded to Jackie Balbas.

Ms. Guzman further reported that in 2018, there was an informal meeting of territories of which CAHA did not attend. However, suggested that in 2019 have a more formal meeting in its next NASAA Assembly in Rhode Island and perhaps launch the regional organization at the 2020 Assembly in Puerto Rico.

Ms. Guzman presented a booklet published by the National Endowment for the Arts and National Governor's Association entitled "Rural Prosperity through the Arts in Rural Sector" which provides good ideas in working with Governors and government administration on how to incorporate the arts into rural development planning. As a board member on the Guam Housing and Urban Renewal Authority (GHURA), they provide community development block grants and in doing so, CAHA could possibly incorporate art into their planning for CBDG. There's currently a project ongoing called the Central Community Art Center and there are plans in converting the midsection into an arts area to provide training and workforce development during the day and during the evening to a theatre.

The next NASAA board meeting will be in August 2019 via TelCon and in September 2019 at the NASAA Assembly in Providence, Rhode Island which will be self paid.

Ms. Guzman continues to serve as a member of the Earned Income Task Force and the Development Committee of NASAA.

V. OLD BUSINESS

Reporting on the following is CAHA Staff Jackie Balbas.

A. Percent for the Arts

1. **Update on Building Permits for % for the Arts**
   CAHA Staff Angie Taitague continues to monitor the permits

2. **Update - % for the Arts Regulations & Guidelines Amendment – Triple "A" Process**
   Ms. Balbas spoke to staff of Senator Marsh and the amendment is currently being reviewed along with the penalty issue. Once reviewed, the amendment will be brought back to the subcommittee.

3. **Update – Current Projects**
   a. **GCEF – TASI**
   President Arceo met with GEDA and spoke of the issue with TASI of how the work was incomplete and not up to quality and is therefore providing the remaining funds to DCA

to contract for the unfinished work of TASI. President Arceo gave GEDA permission to begin the Request for Proposal process.

b. GRMC
CAHA met with representatives of GRMC and requested that the entire balance of $900,000 be dedicated to programming of which $400,000 is to be made out in cash to CAHA. A letter however was sent to GRMC requesting that the $400,000 be paid out and the $500,000 will go towards programming.

c. Guam Congress Building (Legislature) – Status Quo
Previously, CAHA Staff Angie Taitague reported that there remains a balance owed to CAHA for artworks not purchased. CAHA Staff Balbas met with staff of Senator Marsh's Office for assistance in resolving the issue and was advised by Marsh's Chief of Staff to send a letter stating the need to comply. The argument is that there is no language in the current law that CAHA is the vehicle to receive the monies. The language should also be inclusive in amendment.

d. TNN Corporation – Status Quo

e. Pending: GIAA (Airport), GCC, UOG, DOE & GHURA – Status Quo

B. Masters Program and Policy
Mr. Rabon reported that the Masters Program and Policy remains status quo since Dr. Michael Bevacqua's non-appointment to the board. There are only two items that CAHA would like to reinforce that would have to go through legislation to amend the law. Chairperson Guerrero stated that Dr. Bevacqua could sit on the committee as part of community and has given his approval to do so. President Arceo requested from CAHA Staff Balbas to provide a time line on the completion of the amendment of the program and policy to push forward in meeting that goal. A copy of which shall be sent to the board as well. The timeline is important as CAHA is losing several artists that are of value to become a master.

C. FestPac 2020
President Arceo reported that the Governor has appointed her as the Head of Delegation as well as Senator Kelly Marsh as the Oversight Chair for the department. Communication with Hawaii has already been established and forms are currently being prepared for an announcement. Guam is only allowed 100 delegates to participate in the upcoming festival. Senator Marsh is preparing legislation for an appropriation of $400,000 with additional funding through fundraising efforts. There are officials who will be part of the delegation however further clarification is being sought on whether the officials are part of the 100 member delegation. Guam's contact person in Hawaii is Jay Rojas.

Chairperson Guerrero questioned whether Guam will allow CHamoru's from abroad to part of the Guam delegation or just the locals. President Arceo stated that the committee has ruled that it will just be local as the funding will be coming from the local taxpayers unlike FestPac 2016 where the Diaspora were invited to come to Guam. A standard letter will be prepared explaining and justifying the committee's reasoning regarding diaspora.

Mr. Rabon questioned what is the requirement of the board with regards to FestPac. President Arceo stated that CAHA is basically the entity which provides the ground work to get the delegates to Hawaii. A lot has already been prepared in the past as far as paperwork and its process which will be used moving forward. CAHA as the lead agency for FestPac shall not have any interference from the Department of CHamoru Affairs board since CAHA has its own governing board.

CAHA Staff Barcinas added to say that the forms and its process that were ratified by the board for previous FestPac is being re-ratified by the planning committee unless there's major changes.

President Arceo then stated that the planning committee is supporting CAHA's plan for FestPac. Mr. Rabon wanted to ensure that there was no crossover from the planning committee and CAHA. President Arceo added to say that CAHA Staff Balbas and Barcinas are part of the planning committee and CAHA is taking lead and the planning committee supports its decisions with no major changes.

Mr. Rabon recommended that the letter regarding the diaspora should not exclude them but rather could be included if they return to Guam and auditioned which was done in the past. President Arceo however stated that the criteria calls for a number of years as a resident of Guam. Mr. Rabon further stated that CAHA will get repercussions as the diaspora are voters of the People of Guam. Mr. Rabon recommended that the Chairs of each discipline make the decision in how they would handle the diaspora. President Arceo stated it will be brought up to committee for discussion.

D. Guam-Micronesia Island Fair

CAHA Staff Balbas reported that everything is in place for the fair and that a vendor's meeting was held on Monday, May 13, 2019.

E. CAHA FY 2020 Grant Cycle

Chairperson Guerrero stated grant announcements have gone out via email with scheduled orientations for May 25 & June 29, 2019. CAHA Staff Barcinas added to say the announcement is also in the newspaper, facebook, twitter and CAHA website and the advertisement ran on Monday, May 13, 2019.

F. Sub-Committee updates on Gallery and Art Bank Program & Artists' Membership Program

CAHA Staff Balbas reported that the staff assigned are currently reviewing the documentations and making revisions and upon completion will contact respective chairs to meet for review.

Vice Chair Certeza stated its challenge was getting the outside community involved and identifying key people from departments. However, the committee shall have an update by next board meeting.

V. NEW BUSINESS

A. **Guam Trademark Commission**

Chairperson Guerrero reported that a law exists for the Guam Trademark Commission. However, the rules and regulations have yet to be established. Senator Marsh has begun to get the commission back in order by having its first meeting last week. CAHA Staff Balbas and Chairperson Guerrero were present at the meeting. The discussion centered around the significance of the Guam trademark as opposed to the Guam Product Seal Program under the Guam Economic Development Authority. The Guam Product Seal is more of a commercial venture in which anyone who has a business that is Guam centric could apply as long as 51% of their production and business expense is here on Guam as opposed to the Guam Trademark where it is more around trademarking things that are cultural and historic of Guam and the lineage. Chairperson Guerrero added to say that he suggested that if the commission is looking for more defining things, the CAHA Masters Program would be the first to look at as some have already been named Masters to some of the cultural/historical things of that nature. Chairperson Guerrero had also recommended Mr. Rabon to serve as an alternate to the Trademark Commission as he is well versed or any other member under the Masters Subcommittee.

President Arceo expressed the need for CAHA to continue its efforts in this regards as its part of the revitalization process moving forward.

After some discussion regarding the CHamoru Village, President Arceo stated that DCA's goal is to ensure that the products sold are in line with its requirements.

B. **Cara Mays – Project Period Extension**
CAHA Staff Balbas reported that Ms. Cara Mays submitted a request for project period extension for her short film project entitled "My Grandma the Sun" until the end of September 2019 due to the contract amendments that had to be made on the grant agreements which delayed processing the 1st installment payment. Payment is normally received in the month of January. The project will continue but requests for project to be completed by September 2019 from her initial project end date of May 2019.

Chairperson Guerrero requested that CAHA be proactive in reaching out to other subrecipients who may be faced with the same situation so their requests could be entertained. President Arceo stated that the need is measured through the submission of mid progress report. CAHA Staff Barcinas then stated that the purpose of the mid progress reports are also to address any issue or concerns.

Vice Chair Certeza motion to approve Cara Mays extension until September 30, 2019. Motion seconded by Vice Mayor Fejeran.

UNANIMOUSLY APPROVED

Chairperson Guerrero requested that during the Grant Workshops, CAHA staff elaborate on grant extension requests that project must be completed on time and its impact which would require to obtain final approval from federal grantor, the National Endowment for the Arts which is not guaranteed. In addition, it is of the applicant's best interest to complete the project on time otherwise if they are unable to complete it, then don't accept the grant. It would make the process easier in administering the grant.

Vice Chair Certeza questioned whether it was a National Endowment for the Arts policy on having installment payments. Chairperson Guerrero then explained that the process is similar to that of a home construction where payments are made in phases to ensure the project is completed. CAHA Staff Barcinas further added to say that the current process is fair as subrecipients are given an initial installment payment. The government does not receive the federal funds upfront but rather reimbursed through expenditures. This process would be difficult to apply to the subrecipients. CAHA's current process provides either two installment payments to established applicants or three installment payments to new applicants.

President Arceo reminded the board of its ethics as it pertains to the upcoming grant cycle Process. Vice Mayor Fejeran added to say that should any board member know of any conflict during its process, that they recuse themselves.

Mr. Rabon expressed his concern regarding the turn around time of funding on grants and should be expressed to the applicants. After some discussion, Chairperson Guerrero requested that this also be included in the upcoming grant workshops. In addition, Mr. Rabon requested that CAHA stipulate at grant workshops what type of applications are acceptable based on its policies and procedures.

Chairperson Guerrero reminded the board that they are part of the panel process at which most of the scrutiny of applications are done. After some discussion on the grants process, Vice Mayor Fejeran reiterated the discussion on repetitive grants as applicants should be self sustaining and not dependent on the grants after some time. This issue should also be stated at the grant workshops.

CAHA Staff Balbas stated that the board should consider having the applicants present at the panel review process level as done in the past.

VI. BUDGET REPORTS

Reporting on the following is CAHA Staff Barcinas.

A. CAHA FY 2019 Appropriation Accounts

Balance of account had an increase of approximately $1,000+ from previous reporting of $28,000+ for a total of $30,0732.41. However, part of the balance will go towards the anticipated retirement of one staff which has yet to be calculated. A more accurate balance shall be presented at the next board meeting.

President Arceo then stated that a recruitment shall be made as CAHA prepares for FestPac in Hawaii in 2020.

Current balance in the local overmatch account is approximately $295.82 which would most likely be exhausted with other anticipated telephone fees.

B. CAHA Non-Appropriation / Revolving Accounts

All account balances remains status quo.

Chairperson Guerrero questioned whether the FY2020 budget shortfall had been addressed at which time President Arceo stated that the budget was submitted "as is" with budget ceiling and the issue of the shortfall in salaries and benefits shall be addressed with Senator Marsh to lobby during its budget hearing as federal funds should not be utilized to pay for the shortfall.

Chairperson Guerrero had also recommended to Senator Marsh as the % for the Arts is being addressed, to look at the possibility of having some of the funding be utilized for CAHA's projects as the government has not provided additional funding. This would also include earmarking at least 10% from monies given to CAHA to build a fund to create a Guam Cultural Center to include performing arts, a gallery, etc. and the remaining funds for other art programs.

VII. OTHER ANNOUNCEMENTS & DISCUSSIONS

Next Board Meeting scheduled for June 13, 2019

VIII. ADJOURNMENT

With no further discussion, Mr. Certeza moved to adjourn the meeting at 4:57pm. Motion seconded by Mr. Rabon.

UNANIMOUSLY APPROVED

Minutes prepared by:

Sherrie A.D. Barcinas
Administrative Officer, Guam CAHA

Date: 8-15-19

Attested to be true and correct by:

Francis Guerrero
Chairperson, Guam CAHA Board of Directors

Date: 8/15/19

GUAM COUNCIL ON THE ARTS AND HUMANITIES AGENCY
Regular Board Meeting
June 13, 2019

I. CALL TO ORDER

The Guam Council on the Arts and Humanities Agency's regular board meeting was called to order at 3:10pm by Chairperson of the Board, Francis Guerrero. Board members present were Vice Chair Joseph Certeza, Francisco Lizama, Frank Rabon, Fanai Castro and Vice Mayor Chris Fejeran. Also present were President Ann Marie Arceo, Program Coordinators Jackie Balbas and Angie Taitague and Administrative Officer Sherrie Barcinas.

II. REVIEW AND APPROVAL OF MINUTES DATED

Vice Chair Certeza moved to table the board meeting minutes of May 16, 2019. Motion seconded by Vice Mayor Fejeran.

UNANIMOUSLY APPROVED

III. PRESIDENT'S REPORT

President Arceo reported that CAHA had to moved out of the Angela Flores Building due to a mold situation which may have manifested from a couch in one of the offices. The Governor's Office is desperately seeking office space for CAHA.

The Governor and Lt. Governor has agreed that CAHA will be moved out of the Department of CHamoru Affairs and become its own entity. This is not official but are the plans for the administration.

Chairperson Guerrero questioned whether the bones are at risk with the mold. President Arceo stated they will no longer be studied and will be reinterned. The mold situation is currently being taken care of. During the previous administration, a dehumidifier was not attached to the air conditioning unit which could have prevented the mold situation. Small sized dehumidifiers were purchased however the maintenance of having to constantly drain is affecting efficiency. These issues are being addressed immediately.

The Guam Public Library System is also expected to be on its own as it is anticipated that a Territorial Librarian will be on board to head the department. Issues within the divisions have all been directed to the President and therefore needed someone to manage and supervise each division shall the President become unavailable for some reason. CAHA Staff Balbas has been designated to lead CAHA absent an administrator.

IV. OLD BUSINESS

Reporting on the following is CAHA Staff Angie Taitague.

A. Percent for the Arts

1. Update on Building Permits for % for the Arts

CAHA continues to receive the updated listing. However, most of the projects are not applicable to the % program as it pertains to public buildings. There is no update on QC listing and awaits on one hotel project in which CAHA did meet on but plans are still being worked on and CAHA will be informed.

2. **Update - % for the Arts Regulations & Guidelines Amendment – Triple "A" Process**
Awaiting review from Roland Villaverde of Senator Marsh's Office. Challenge is the penalty fees which is being researched as to what would a standard fee to charge. A call out was made to other state arts agencies with regards to setting standard fees for % program. However, no one has encountered problems with their % program and looks upon Guam in setting that standard.

Chairperson Guerrero recommended that CAHA Staff provide Mr. Villaverde to possibly research on what the percentage of a project is worth instead of a standard fee which may be not be condusive to this program as the amount collected in the program is much larger than most. There has been no feedback on flexibility of the law on how the money is used. The current law is all directed to purchasing art. In addition, to include lapse funds to be turned over to CAHA to be utilized.

3. **Update – Current Projects**
   a. **GCEF – TASI**
   The contract is closed and CAHA is working with GEDA on the balance of funds. GEDA will be issuing another Request for Proposal for the finishing of the remaining items to be completed in the permanent exhibit.

   b. **GRMC**
   President Arceo reported that she had received a phone call from GRMC but has yet to return the call. CAHA Staff Balbas reported that a letter was sent requesting that GRMC make a payment on the balance of $400,000 that is due to CAHA but has yet to hear back from GRMC. President Arceo stated that a meeting was held requesting if the $400,000 could be used towards programming in the community that GRMC would decide on instead of handing it over to CAHA. This was in addition to the $500,000 which was allocated for programming. President Arceo however responded that the law was clear and could not make any changes. GRMC is waiting on the amendment of the law to incorporate other programming disciplines.

   CAHA Staff Barcinas reported that CAHA Staff Paul Cruz received a message during this meeting that the $400,000 payment is ready for pick up.

   c. **Guam Congress Building (Legislature)**
   The new Executive Director of the Guam Legislature was informed of the situation on the remaining balance of funds from project. CAHA Staff Taitague recommended utilizing the funds in purchasing additional artwork from artists who were part of the Request for Proposal process. However, the Legislature stated that their legal stated they did not need to as the Memorandum of Agreement did not state as such. A letter was sent to Speaker Barnes requesting assistance in retrieving the balance of the funds as CAHA is the administrator of the % for the Arts Program.

   Chairperson Guerrero requested that the MOA be emailed to the board. In addition, it may require to meet with Senator Marsh to prove the deficiencies in the law in order to expedite the amendment process.

   Monies for % for the Arts are placed in a non-appropriated account strictly under CAHA and not General Fund.

   d. **TNN Corporation** – new hotel on status quo

   e. **Pending: GIAA (Airport), GCC, UOG, DOE & GHURA** – Pending AG's Opinion on federal funds. CAHA Staff Taitague will prepare a follow up letter and provide President Arceo update on previous requests.

B. Masters Program and Policy – Status Quo; Pending appointment of Dr. Michael Bevacqua on CAHA Board.
President Arceo is in communication with Senator Marsh regarding Dr. Bevacqua. The administration is looking at adding more board members. Part of the reorganization government wide, the administration would like to decrease the number of boards as well as the number of members on a board.

C. FestPac 2020
President Arceo reported that the call out for FestPac is only for Programming Chairs in four categories. All requirements are listed on the application and deadline to submit is June 28, 2019. After the selection of the Chairs, the application for delegates will then be disseminated.

A board member will sit on the panel for selection of Programming Chairs. As far as the reorganization, should CAHA be separated, CAHA will have its own Director and the President of DCA will no longer have a part in FestPac except to remain as a leg in its cultural aspect. CAHA is seeking Programming Chairs in the areas of Performing Arts, Literary Arts, Demonstrations/Exhibitions and Special Events & Activities.

The appropriation request is still being routed through committee.

Chairperson Guerrero stated that the board could make comments via email and take action also via email as well and ratified at the next meeting.

D. CAHA FY 2020 Grant Cycle
CAHA Staff Balbas reported that there were 40 participants during its grant workshop on May 29, 2019 with majority being new participants. The next grant workshop is scheduled for June 29, 2019 at the Guam Museum Theatre at 9:00am. The deadline for submission of grant applications is July 26, 2019. CAHA Staff Taitague reported that one application was received thus far and attendance to grant workshop is mandatory in order for one to apply for a grant.

E. Sub-Committee updates on Gallery and Art Bank Program & Artists' Membership Program
Vice Chair Certeza reported that this remains status quo as the committee has yet to receive a response from Guam Preservation Trust specifically for the Art Bank Program as it pertains to conservation. As for the gallery, the committee hopes to revamp the process and is seeking to have Ron Castro sit on the committee in providing guidance on how to improve the gallery and its process and what could be done to innovate the gallery concept. Once confirmed, a meeting date shall be scheduled.

Chairperson Guerrero then added to say that this is one reason why CAHA should push the issue with Senator Marsh in amending the % for the Arts Law to provide flexibility for CAHA to utilize the funds received from the program such as for gallery space. Any ideas from the sub committee would assist in providing some leverage in negotiating with Senator Marsh and if need be Chairperson Guerrero will then rely on board members to lobby.

Public attendee Monica Guzman requested to speak at which time Chairperson Guerrero allowed her to. Ms. Guzman stated that she is currently a board member of the Guam Housing and Urban Renewal Development Authority and there was a project recently approved entitled "Community Center for Arts" which is being funded by GHURA. The proposed project entails taking the existing Community Center and building up the middle section to a theatre. Private businesses are donating audio equipment and seating for 100-150 with retractable bleachers. There was a power point on the project and this would be an opportunity for CAHA but would need to identify property.

Chairperson Guerrero stated that Mr. Robert Hoffman placed a call requesting if % for the Arts funds could be utilized for this project as GHURA would cover the construction under the grant program. However, it lacks the funding source in making it state of the art but has already reached out to private sector for other support. Mr. Hoffman was informed that until the law is change, CAHA does not have the ability to reprogram monies into the project.

Chairperson Guerrero requested to consider possibly having the same in the northern and southern as well for the kids, artists and the community to go to. If CAHA could build a Cultural Center, these could all tie into the centers for the entire community.

Chairperson Guerrero added to say that there is always a challenge when private sectors have to put out money to support anything in the community, yet they're never sure how it'll be used by the government. Private sectors are reluctant even if it were just outright purchases. If CAHA could show in the process of the law that the flexibility is still controlled and the board still honors the commitments and objectives of the law but expanding to support these types of projects, the private sector would probably be more willing to contribute.

Ms. Guzman added to say that the challenge Mr. Hoffman faces is that they cannot fund movable items such as microphones & speakers which is a HUD policy. Equipment must be permanent and is therefore seeking other funding sources. Ms. Guzman also stated that the property for new Guam Police Department precinct in Sinajana was purchased by GHURA and building was also funded by GHURA. If CAHA puts together a grant application and makes the argument that it's for the underserved, although everyone on Guam is underserved, CAHA would be competing against Police and Fire but CAHA would have to raise the profile in what the arts can do to minimize crime.

Chairperson Guerrero stated that this drew interest when Mr. Hoffman shared that funding for the community center came from GHURA and that he is seeking further funding in building one in the north and south at which time the Chairperson added there may be a way for CAHA to tag team in building one big main center in Hagatna.

Vice Chair Certeza reported that a regular meeting with Ms. Castro was held for Artists Membership. Both understood that artists lost the belief that CAHA membership is a great thing but with the program, its main focus is to make the islands artists believe in CAHA again. The Artist Registry is being reviewed to be more defined as CAHA has been accepting registrations from businesses who sell Guam Art but rather have artists to have businesses. CAHA offers to its artists, gallery space, access to the 1%, discounted rates to the Guam Micronesia Island Fair, opportunities annually for the National Endowment for the Arts grant, participate and be involve in Arts & Humanities Month exhibit and activities and some international representation. With this, other ways are being sought to offer artists to continue to believe in CAHA such as providing incentives through stipends and tax deductibles. In addition, through thematic art exhibits with awards so artists can want to create more and push their boundaries. Artists need to grow and travel expenses is one to be considered. Also allowing artists to partake in international cultural exchanges with per diem and looking at other agencies that benefits the artists community and felt that the Guam Visitors Bureau bypasses artisans when they select to represent Guam. Therefore CAHA would like to build a stronger relationship with GVB so they contact artists when they want to send a delegation to showcase Guam. These should allow for artisans to believe in CAHA and is a great opportunity to address the need for 1 % to be amended so the proposed incentives could come to fruition.

Chairperson Guerrero stated that the awards would be a good thing for CAHA. The Masters Award Program would be kept as its own separate award but other disciplines would not be part of the Masters Program and are never recognized.

CAHA Staff Barcinas added to say that CAHA could revive the Governor's Art Awards which encompasses all the other disciplines and was held annually up until 2004. Vice Chair Certeza requested a copy of the awards documentation.

With some discussion regarding the Masters and the coffee table book created, it was made clear that the masters book was copyrighted by CAHA and that former Congresswoman Madeleine Bordallo's Office reprinted the masters book. The board then requested if CAHA could obtain the digital copy of the masters book from former Congresswoman Madeleine Bordallo for reprinting to include the newly recognized masters.

V. NEW BUSINESS

A. **CAHA Reorganization / Move –** Addressed under President's Report

B. **Amber Sanchez, Christelyn Ochoco & Guam International Film Festival – Project Period Extension**

CAHA Staff Balbas reported that all three (3) applicants commented on how they each received their funding late which does not allow them to finish their project on time.

Ms. Sanchez is requested a project period extension until September 2019.

University of Guam offered Ms. Ochoco to showcase her project as the first show of the season which will begin in September therefore requesting a month extension from initial project completion date of August 2019.

Guam International Film Festival which fell under the underserved projects submitted its mid progress report indicating that a survey was taken of the participants and only 49% were that of underserved that GIFF was servicing. CAHA requested for GIFF to expand the program to include underserved groups to meet the requirement. GIFF is requesting an extension up until September 30, 2019 to include Sanctuary, Inc. and Manelu into the project at which GIFF will be providing workshops at these organizations.

Chaiperson Guerrero questioned whether there may be a possibility of any other applicants who may request for an extension. CAHA staff Balbas that there is none at this time and those requesting extensions are within the Fiscal Year 2019 grant period.

Vice Mayor Fejeran motioned to approved project period grant extensions for Amber Sanchez, Christelyn Ochoco and Guam International Film Festival. Motion seconded by Vice Chair Certeza.

UNANIMOUSLY APPROVED

Chairperson Guerrero requested to include in the letters reminding applicants of the fiscal year ending September 30, 2019 and project must be completed then to avoid requesting another extension.

The board had a discussion on the grant agreement process and how funding gets delayed to its subrecipients. It was recommended to possibly have the process begin with the Attorney General's Office so its first review by legal. CAHA Staff Barcinas added to say that there is no exact time line on the routing of the grant agreements. Chairperson Guerrero requested a time line of the routing process so there could be a possibility for the administration to present the challenges CAHA is facing and request for those who may face the same challenges in order to stream line and make the process easier.

Public attendee Ms. Moncia Guzman stated that she could share a flow chart of a contract routing process created for another agency showing a total processing time of approximately four (4) months.

After further discussion on the grant routing process, Mr. Rabon recommended the continued process of opening the grant cycle but pushing back to fund projects for only a six month period beginning April 2019. However, CAHA Staff Barcinas stated that although this process could be a possibility, it prevents CAHA from awarding funding to those projects that could be worthwhile that would take one year versus a six month project to complete.

Chairperson Guerrero requested that the board review and understand the routing process and determine if there is a way in which the routing process could be shorten.

VI. BUDGET REPORTS

Reporting on the following is CAHA Staff Barcinas.

A. CAHA FY 2019 Appropriation Accounts

In the federal match account, the balance after anticipated expenses is estimated at $4,383.74 with the inclusion of expenses on one staff retirement.

In the local overmatch account, although there shows a negative balance of $504.18, this shall be covered with reserve funds of $808.

B. CAHA Non-Appropriation / Revolving Accounts

All accounts remain status quo.

VII. OTHER ANNOUNCEMENTS & DISCUSSIONS

CAHA Staff Taitague will reserve the Latte of Freedom for "Arts and Humanities" Exhibit for back up as CAHA is temporarily situated in the Guam Museum and utilizing the Latte of Freedom for exhibit space.

Chairperson Guerrero recognized Ms. Monica Guzman, NASAA Board member. Ms. Guzman reported that the National Assembly of State Arts Agencies Leadership Assembly will be held in Providence Rhode Island on September 17-20, 2019 which mainly consists of Executive Directors, Chairs and council members. NASAA will also hold a Boot Camp for new Executive Directors scheduled for August 1 & 2, 2019 and held every year at no cost.

Chairperson Guerrero requested that the President, Ann Marie Arceo be made aware of these scheduled meetings.

After some discussion on CAHA having a Executive Director on board, CAHA Staff Barcinas reiterated to the board that CAHA's initial proposed budget for FY2020 included funding for an Executive Director. However, the budget ceiling provided by the budget office does not allow for CAHA to recruit for one. The budget office included the position as a title but no funding and there may be a possibility that a request may be made to reprogram federal funds for this purpose as requested in the past. It has been stressed and reiterated to the budget office on its budget cover memo as well as via email that additional funding must be sought to cover the Executive Director position. This is one of the reasons why CAHA could not send anyone to NASAA as it was either funding travel expenses or Deputy Director in which case a Deputy was placed on board.

Ms. Guzman announced the soft opening of the new exhibition "In Hahasso'Ha" for the liberation exhibition at 6:00pm on June 20, 2019 at the Guam Museum.

Next Board Meeting scheduled for July 11, 2019

VIII. ADJOURNMENT

With no further discussion, Mr. Certeza moved to adjourn the meeting at 4:45pm. Motion seconded by Vice Mayor Fejeran.

UNANIMOUSLY APPROVED

Minutes prepared by:

Sherrie A.D. Barcinas
Administrative Officer, Guam CAHA

Date: 8.15.19

Attested to be true and correct by:

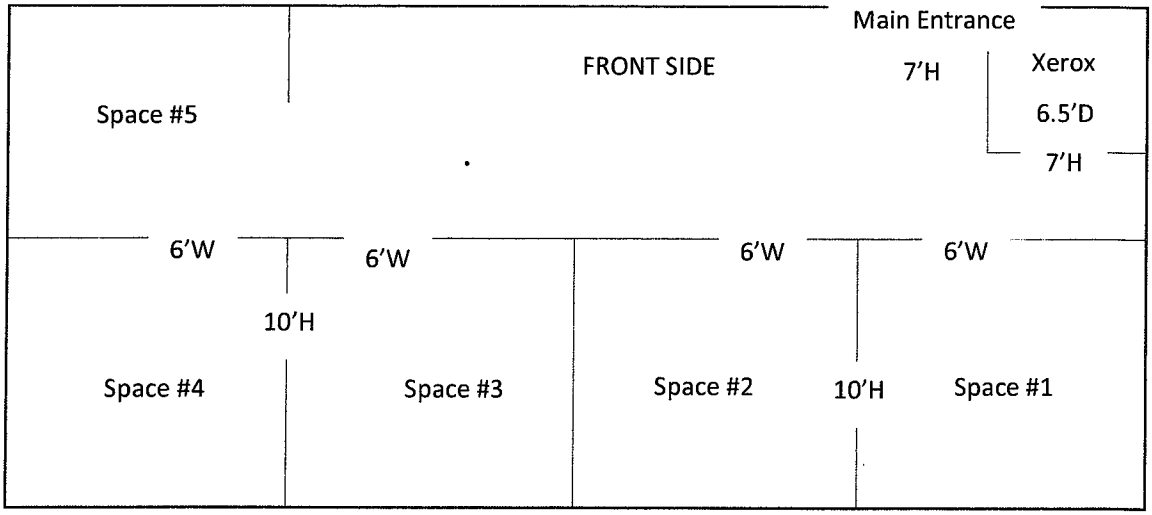
Francis Guerrero
Chairperson, Guam CAHA Board of Directors

Date: 8/15/19

Guam Council on the Arts and Humanities Agency
Move Assessment
Update as of: July 9, 2019

No.	Description	Amount
1.	24,000 BTU split air conditioning unit	$1,140.00
2.	Pacific Data Systems – Relocation & change out of telephone lines	$1,010.00 **Note: Inside wiring based on site survey
3.	Electrician to install 120V/20amp dedicated line for Xerox machine & 120v/15A for stapler	Recommend resource from DPW
4.	Relocation of Xerox Machine & Server	$292.43
5.	Assembly/Disassembly of cubicles/workstations for staff of 5	$2,400
6.	Cleaning of Cubicles/workstations	Waiting on quotes
7.	Chairs for staff of 5	Waiting on one more quote c/o Brea
8.	Power usage – recommended to be addressed and formally in writing from Governor's Office to Dept. of CHamoru Affairs and/or CHamoru Village	
	TOTAL ESTIMATED COSTS:	$4,842.43 excluding those highlighted

RECOMMENDED LAYOUT - **NOTE: Layout does not include space for Director should one be appointed.



FY 2019 APPROPRIATION ACCOUNTS

FY2019 CAHA Appropriation - As of: 07.09.2019 (Local / Federal Match Account)

General Fund	Total Appropriation	Expenditures	Outstanding Encumbrance	Available		Unalloted Montly Release		
Salaries	313469	225353.6		$ 45,713.40	+	$ 42,402.00	=	$ 88,115.40
Benefits	110444	80003.33		$ 14,781.67	+	$ 15,659.00	=	$ 30,440.67
In Direct Cost								
								$ 118,556.07
			Anticipated Salaries/Benefits Expense til end of fiscal year:					$ (78,041.70)
								$ 40,514.37
Operations								
Travel					+		=	$ -
Contractual	37000		19529.84	$ 17,470.16	+		=	$ 17,470.16
-Post Advertisement								
-PDN								
-Post Subscription								
-Website Service								
-Xerox								
-Network								
Office Space Rental	15150	13475.4	0	$ 1,674.60				$ 1,674.60
Supplies	4737	3205.54	185.07	$ 1,346.39	+		=	$ 1,346.39
-Benson								
-ERC								
-Home Center								
Equipment					+		=	$ -
Sub Grants	112600	71613.75	35986.25	$ 5,000.00	+		=	$ 5,000.00
Miscellaneous								$ -
Telephone					+		=	$ -
	$ 593,400.00	$ 393,651.62	$ 55,701.16	$ 85,986.22		$ 58,061.00		**$ 66,005.52**
								$ (5,000.00) Subgrants
								$ (1,346.39) Supplies
								$ (26,343.65) Staff Retirement
								$ (10,000.00) Pending RFP
								Balance after anticipated expenses: $ 23,315.48

FY2019 CAHA Appropriation - As of: 07.09.2019 (Local Overmatch Account)

General Fund	Total Appropriation	Expenditures	Outstanding Encumbrance	Available		Monthly Release		Reserve
Contractual	21053	12001.39	5209.61	$ 3,034.00	+	$ -		$ 808.00
Telephone	3000	2067.92	806.3	$ 125.78	+	$ -		$ -
	24053	14069.31	6015.91	$ 3,159.78		$ -		$ 808.00
				$ 3,967.78				
				$ (2,968.50)		989.50 x 3mos (Xerox)		
				$ (738.06)		246.02 x 3mos (Tel.)		
				$ (319.11)		106.37 x 3mos (DSL)		
				Balance: ($57.89)				

NON-APPROPRIATED / REVOLVING ACCOUNTS

07.09.2019

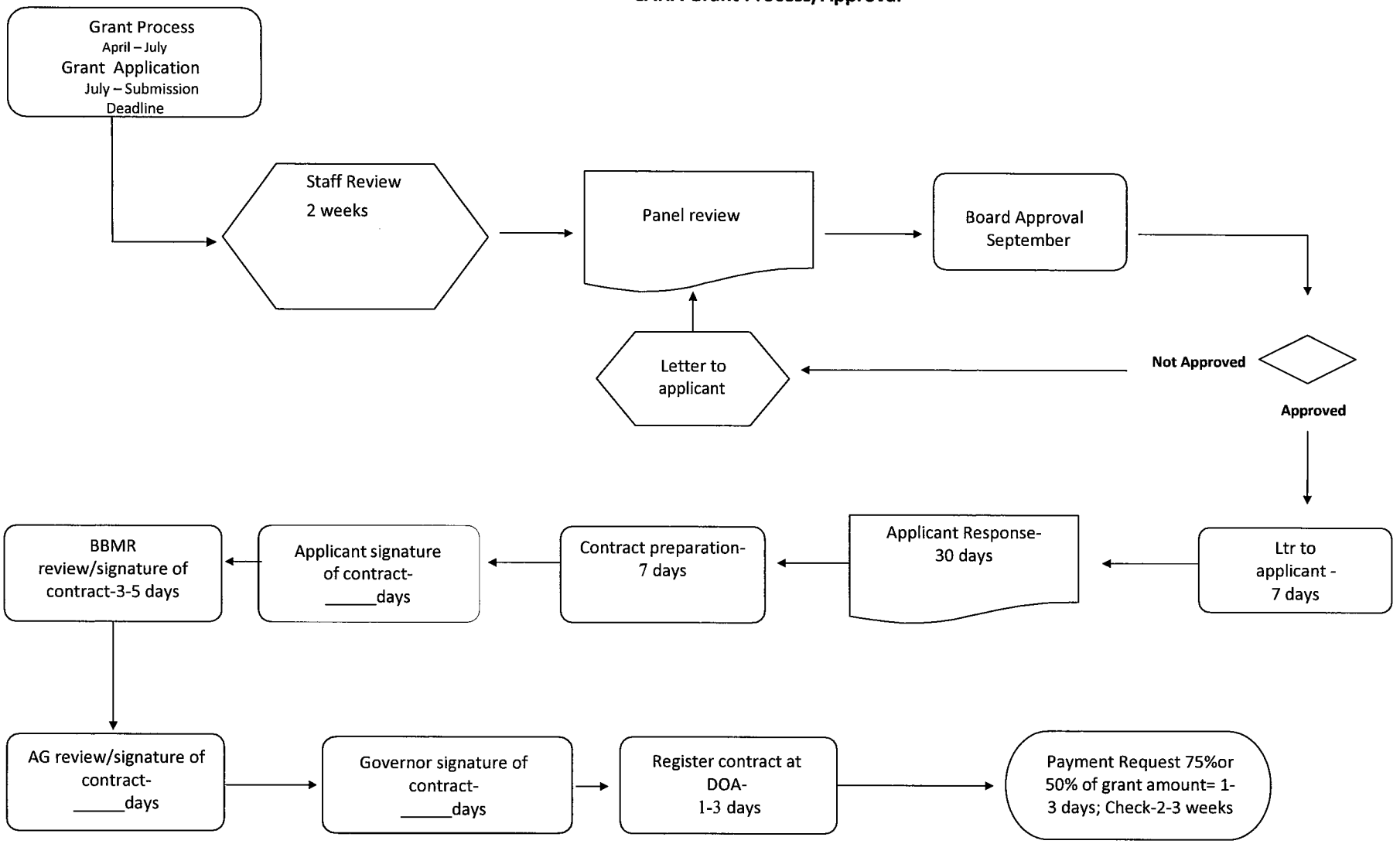
Revolving Fund Account		
Balance on Register as of 07.05.2019	$	8,122.92
2017 Arts & Humanities Month	$	(3,778.96)
2018 Arts & Humanities Month	$	(650.89)
Actual Balance to Date	**$**	**3,693.07**

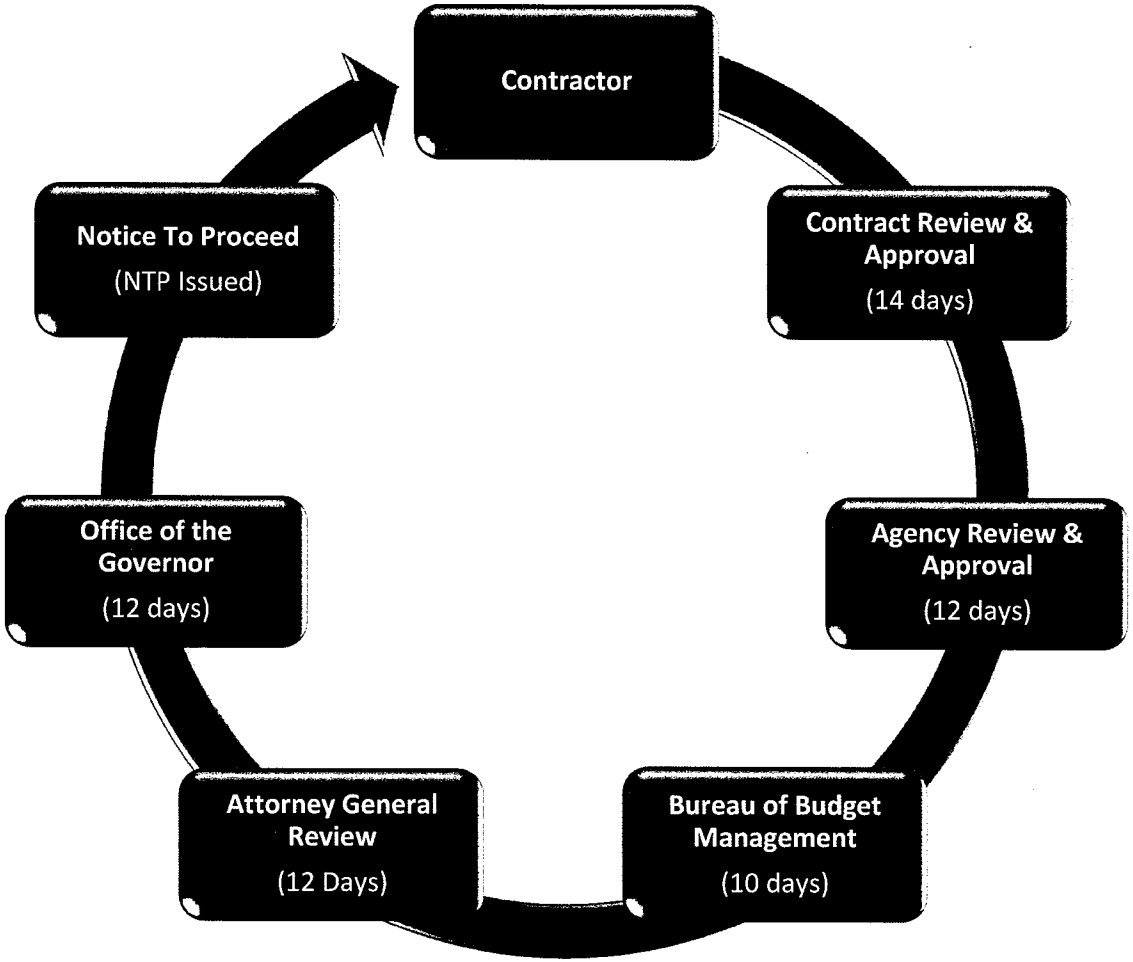
% for the Arts Account					**Remarks**
Previous reported balance as of 01.18.2019	$	312,885.75	(+)	(-)	
			$ -		
			$ -		
Balance to Date:	**$**	**312,885.75**			Status Quo

FESTPAC Account		
Balance to Date	**$**	**23.00**

Status Quo

CAHA Grant Process/Approval




Contractor
Contract Review & Approval
(14 days)
Agency Review & Approval
(12 days)
Bureau of Budget Management
(10 days)
Attorney General Review
(12 Days)
Office of the Governor
(12 days)
Notice To Proceed
(NTP Issued)