Speaker's Office <speaker@guamlegislature.org>

CAHA Board Meeting Requirements for August 2019

2 messages

Sherrie Barcinas <sherrie.barcinas@caha.guam.gov> Tue, Aug 20, 2019 at 9:18 AM
To: centralfiles@guam.gov, speaker@guamlegislature.org

ATTN: Speaker and Legal Counsel Office

Pursuant to Public Law No. 31-233, attached is the agenda, board meeting minutes of July 11, 2019 along with attachments which were disseminated at CAHA's Board Meeting held on August 15, 2019.

Sherrie AD Barcinas

Administrative Officer

Guam Council on the Arts & Humanities Agency

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CAHA Board Mtg 08.15.2019.pdf
1044K

Speaker's Office <speaker@guamlegislature.org> Tue, Aug 20, 2019 at 9:28 AM
To: Clerks Office <clerks@guamlegislature.org>
Cc: Rennae Meno <rennae@guamlegislature.org>
Bcc: Tina Muna Barnes <tinamunabarnes@gmail.com>

08-20-19	9:18 AM	08-15-19	Board Meeting Requirements for August 2019.*	Guam Council on the Arts and Humanities Agency	35GL-19-0909

Sinseru yan Minagåhet,

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

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35GL-19-0909
Speaker Tina Rose Muña Barnes

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Time 9:18 (X)AM ( )PM
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Gumai pribilehu yan konfedensia este siha na mensåhi. Solo espesiåtmente para hågu ma entensioña pat ma aturisa para unrisibi. Sen prubidu kumu ti un ma aturisa para manribisa, na'setbe, pat mandespåtcha. Yanggen lachi rinisibu-mu nu este na mensåhi , put fabot ago' guatu gi I numa'huyong gi as speaker@guamlegislature.org yan despues destrosa todu siha I kopian mensåhi. Si Yu'os ma'åse'.

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GUAM COUNCIL ON THE ARTS AND HUMANITIES AGENCY
Regular Board Meeting
August 15, 2019 – 3:00 pm
Guam Museum Multi-Purpose Room, Hågatña
A G E N D A

I. CALL TO ORDER

II. HAYA Foundation – Amot Presentation

III. APPROVAL OF MINUTES - July 11, 2019

IV. EXECUTIVE DIRECTOR'S REPORT

V. 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 – (TNN Guam)
      e. Pending: GIAT (Airport), GCC, UOG, GHURA

B. Masters Program and Policy
C. FestPac 2020
D. CAHA FY 2020 Grant Cycle Applications and Panel Assignments
E. Sub-Committee updates on Gallery and Art Bank Program & Artists' Membership Program

VI. NEW BUSINESS

VII. BUDGET REPORTS

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

VIII. OTHER ANNOUNCEMENT & DISCUSSIONS

A. Next Board Meeting September 17, 2019

IX. ADJOURNMENT

GUAM COUNCIL ON THE ARTS AND HUMANITIES AGENCY
Regular Board Meeting
July 11, 2019

I. CALL TO ORDER

The Guam Council on the Arts and Humanities Agency's regular board meeting was called to order at 3:18pm by Chairperson of the Board, Francis Guerrero. Board members present were Vice Chair Joseph Certeza, Francisco Lizama and Fanai Castro. Also present were Acting Executive Director Jackie Balbas, Coordinators Angie Taitague, Brea Bailey and Mark Duenas, Administrative Officer Sherrie Barcinas, Monica Guzman and Kevin Kerrigan from the Guam Daily Post.

Chairperson Guerrero acknowledged Ms. Guzman's presence and asked her to say a few words. Ms. Guzman is once again reaching out to the CAHA Board regarding a NASAA Assembly Meeting that will take place in September. She is hopeful that CAHA will be represented at the Leadership Assembly. Ms. Guzman shared some news that Chairperson Guerrero and Ms. Balbas may already be aware of. Ms. Guzman went on to state that during federal budget sessions, The National Endowment for the Arts, Humanities, and PBS are always on the chomping-block. She was saddened to announce that the state arts agency in Alaska may also be abolished due to the Governor vetoing the appropriation for the arts council. She shared that reached out to the Chairman of the Alaskan Arts Council who is also the Chairman for the NASAA Board of Directors to see if there was a resolution that each state arts agency can come up with. The Alaskan Arts Council was very appreciative of the gesture; however, he was very confident that the arts council would be abolished. Ms. Guzman went on to state how Guam is fortunate to have an administration who are very supportive of culture and arts.

II. REVIEW AND APPROVAL OF MINUTES DATED

Vice Chair Certeza moved to approve the board meeting minutes of May 16, 2019 and June 13, 2019. Motion seconded by Mr. Lizama.

UNANIMOUSLY APPROVED

III. EXECUTIVE DIRECTOR'S REPORT

Acting Executive Director Balbas stated that per Executive Order 2019-14, on June 21, CAHA was established as a separate entity from Department of Chamorro Affairs. She went on the state that in reference to new board members, Dr. Judy Flores had a confirmation hearing on July 10 and another confirmation hearing is scheduled on July 18 for former board member Donna Kloppenburg and Patricia Krise (wife of UOG President).

Director Balbas announced that the Guam Liberation Art Contest Exhibit is scheduled to open on July 12 and the unveiling of posters and the distribution of awards is scheduled for Saturday, July 13, 11:30 a.m. at the Guam Museum Multipurpose Room. The Lt. Governor will be presenting the certificates.

Chairperson Guerrero acknowledged the presence of Mr. Kevin Kerrigan.

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. CAHA Staff Taitague just received the listing for June and is currently reviewing it with most of the projects are not applicable to the % program as it pertains to public buildings.

2. Update - % for the Arts Regulations & Guidelines Amendment – Triple "A" Process

Director Balbas spoke with Senator Kelly Marsh's staff and was informed that the committee will be able to meet at the end of the month to go over the changes. Staff Taitague will schedule a meeting with the members. Chairperson Guerrero requested that the amendments be sent out prior to the meeting for review.

3. Update – Current Projects

a. GCEF – TASI

CAHA Staff Taitague reported that she is waiting on GEDA as they will be generating the request for proposal and noted that she followed up, however, she is still awaiting a response. Chairman Guerrero requested that he continue to be informed of any updates, more importantly an ETA.

b. GRMC

Director Balbas reported that a $400,000.00 check was prepared and made payable to CAHA around June 21, 2019. Chairperson Guerrero questioned if CAHA has received the check. She indicated that CAHA has not received the check as of date. Chairperson Guerrero requested that CAHA staff follow up.

CAHA Staff Barcinas referenced the last board meeting when she was informed by GRMC that the check was ready for pick up. CAHA staff was directed to pick up the check, however, upon pick up, staff was told that Francis Santos hand delivered the check to the Lieutenant Governor's Office. CAHA Staff Barcinas reiterated that CAHA doesn't have the check physically, nor was it deposited and that only a copy of a copy of the check was provided.

Vice Chair Certeza asked whether the check was made payable to CAHA. Staff Barcinas replied that the check was made payable to Percent for the Arts and that the account is separate and specific to the Percent for the Arts in care of CAHA.

Chairperson Guerrero expressed the urgency of retrieving the check and depositing it as soon as possible. He understands that if the check was delivered to the Lt. Governor's Office there must be someone to receive the check.

CAHA Staff Barcinas requested that Executive Director Balbas follow up.

c. Guam Congress Building (Legislature)

CAHA Staff Taitague reported that a memo was issued to the Speaker in regards to the remaining balance. She indicated that the remaining balance be used to purchase more art work or be returned to the Percent for the Arts fund. A follow up was made on July 10. Chairman Guerrero asked if Senator Marsh's Office is also copied on this memo so they could expedite the process. CAHA Staff Taitague replied that Staffer Victor Lujan is aware. Director Balbas noted that it was at Senator Marsh's advise that the memo be addressed to the Speaker.

d. TNN Corporation – CAHA Staff Taitague reported that she and Executive Director Balbas had a meeting last week with Ken Corp representatives. Their project is around $160M, however, the true figure still needs to be determined. Director Balbas stated that they intend to fully comply with the Percent for the Arts Program. Their plan is to incorporate the artwork in phases. They are also planning on incorporating and outdoor garden with sculptures. Chairperson Guerrero requested for a full plan on action. Director Balbas acknowledged that they are aware and will provide one to CAHA and will in turn be given to the board for approval. CAHA Staff Taitague shared that the meeting was more informative of the program overall and the do's and dont's.

Director Balbas noted that in 2016, TNN donated $100,000.00 in good faith. Chairman Guerrero questioned how TNN was able to donate the money (intended for Percent for the Arts). Director Balbas explained how a law was passed by Senator Barnes in 2016 that any of the percent monies that came in within a certain time frame would go to FestPac 2016. TNN and GRMC both donated $100,000.00 each. The law expired the day after FestPac started. Chairman Guerrero asked if CAHA Staff was aware of a similar law being introduced for the upcoming FestPac. CAHA Staff Taitague stated that the FestPac Committee would be the first to know. Currently, the only bill for FestPac that has been introduced is for the $400,000.00 appropriation from the general fund.

CAHA Staff Taitague stated that she requested clarification from CAHA Staff Barcinas in regards to the $400,000.00 check from GRMC. She questioned whether the check can be applied to FestPac 2020. She went on to state that during her conversation, CAHA Staff Barcinas indicated that the check cannot be applied towards FestPac because the check has already been issued to CAHA and there is no current law in place.

Vice Chair Certeza and CAHA Staff Taitague agreed that the check must be deposited into the Percent for the Arts account per Public Law 31-118 and that the Governor has no transfer authority.

Chairman Guerrero requested that a copy of all the public laws that are applicable to the Percent for the Arts be re-sent to the CAHA board. He explained the importance of the CAHA board being well versed with the verbiage of the law. He reiterated that because CAHA is the lead agency for FestPac, CAHA should have an update of who is the FestPac Committee and what are they doing. There also needs to be some clarity as to what is CAHA's role for FestPac 2020, especially because CAHA has been designated lead agency.

Director Balbas clarified that the letter that was sent by the Governor only stated that the President of Department of Chamorro Affairs would be Head of Delegation and that she should work closely with Senator Marsh's Office to establish a Task Force. There is no indication in the letter that recognizes CAHA as being the lead agency, which was the norm in the past. Chairman Guerrero reiterated the importance of being informed because two board meetings ago, the President of DCA announced that CAHA was officially designated as the lead agency, although he never saw anything in writing. CAHA Staff Taitague recalled the Lt. Governor announcing CAHA as the lead agency for FestPac during the FestPac Press Conference. Although it was verbally announced, Vice Chair Certeza expressed that a notice in writing would make it official.

Again, Chairman Guerrero expressed the importance of receiving the notice in writing because of what was experienced during FestPac 2016. Secondly, he noted

that if there is a FestPac Committee currently in place, it was established by the Administration and not by CAHA. He is hopeful to come up with a solution to work together so efforts are not duplicated. Chairman Guerrero noted that there will be a point in time where CAHA will be held liable for the outcome of FestPac especially because of all the mixed reaction from the public.

Chairperson Guerrero expressed to fellow board members to thoroughly review the Percent Laws in case they were questioned by someone in public.

Mr. Lizama asked for clarification as to whether or not the Department of Chamorro Affairs is the lead agency for FestPac. Chairperson Guerrero explained that two meetings ago, the President of DCA announced that CAHA was designated as lead agency, however, there is nothing is writing. At the time, CAHA was still a division under DCA, but since the separation, there has been no clarification

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

B. **Masters Program and Policy** – Status Quo; Mr. Rabon was not present to report. Mr. Lizama stated that the Ad Hoc Committee has yet to meet. The Ad Hoc Committee members consist of Mr. Rabon, Mr. Lizama, Mr. Bevacqua and Executive Director Balbas.

C. **FestPac 2020**

Referencing the last board meeting, Chairperson Guerrero recommended that Mr. Rabon and Mr. Certeza sit on the FestPac panel for the selection of programming chairs. He also questioned if there is a current plan in place to issue another callout since we already know that we didn't receive any submissions of applications for certain disciplines. He expressed that he would hate for these types of details to fall in between the cracks because it will cause more delays. He recommended that since the FestPac Committee is taking the lead, CAHA as the lead agency should augment what they're doing.

Chairperson Guerrero noted that once the selection of chairs are finalized, then comes the selection of delegates. He requested that CAHA staff seek clarification from the Administration if need be.

Mr. Lizama questioned if there is enough money appropriated for the festival. Chairperson Guerrero stated that at this time $400,000.00 dollars has been appropriated for FestPac, however, because there are 100 delegates, it may not be enough. In previous festivals, the delegates would fundraise to supplement extra costs. He is concerned because we are already less than a year out and he hasn't heard of any organizing being done to fundraise.

CAHA Staff Bailey asked Director Balbas if the FestPac Committee has reviewed the Chairs applications. Director Balbas replied that the Committee will not review applications until a panel is in place. The Committee will consist of CAHA board members as well as members of the community.

Mr. Lizama asked whether the Governor's request to increase the number of delegates was approved or not. Director Balbas stated that she hasn't heard anything and as of now it is still at 100 delegates. Chairperson Guerrero noted that the request was sent to Hawaii FestPac Committee. Staff Taitague mentioned that the FestPac Planning Committee in Hawaii will need to see how many delegates from each country are confirmed before they can increase the number of delegates for Guam.

Chairman Guerrero expressed that the selection of the panel members needs to happen quickly because the applications are just sitting. He asked for clarification regarding the review of applications. whether the FestPac Committee or CAHA will be the ones to review the applications. Director Balbas indicated that currently the FestPac Head of Delegation is still the President of Chamorro Affairs, Ann Marie Arceo. She has not received any other notice stating otherwise. The FestPac Review Committee will consist of the committee members and CAHA board members for the selection of Programming Chairs. Chairman Guerrero stated although he is aware of the process, he wants to know if the process has commenced, especially knowing that CAHA is no longer a division of Chamorro Affairs, afraid it will fall within the cracks due to the lack of clarity.

According to Director Balbas, the Planning Committee has a plan in place to make selection of chairs during the second week of August. Chairman Guerrero asked whether the application to be a chair is currently in place. Mr. Certeza responded yes and the deadline was on June 28, 2019. Staff Taitague stated that only seven applications were submitted. Five applications came in for Performing Arts and one for Demonstrations and Exhibits. There were no submissions for Literary Arts and Special Events. Chairman Guerrero reiterated that if there was a panel in place, the committee can then issue another callout specifically for the other two committees.

Chairman Guerrero asked who is on the FestPac Committee. Staff Taitague responded that Director Balbas and Staff Barcinas are on the committee in which Director Balbas indicated that they are only staffers and do not have any say in the decision making. She went on to name the other committee members: DCA President Ann Marie Arceo, Senator Marsh's Office, Speaker Tuna Muna-Barnes Office, Senator Sheltons Office and Ms. Arlene Santos, however, both Director Balbas and Staff Barcinas were unsure of her role. Chairman Guerrero expressed his frustration regarding the clarity of the FestPac Committee. He noted that CAHA being the lead agency for FestPac, should be on the Planning Committee and not just designated as staffers. Staff Duenas stated that no one is informing the FestPac Committee that CAHA is the lead agency for FestPac and that CAHA should have more say. Chairman Guerrero stated that when the committee was formed, Ann Marie Arceo, DCA President was overseeing CAHA as one if its division, however, since the separation, there has been no indication as the whether she is still the Head of Delegation. If she is, there needs to be some type of memorandum so that CAHA is not scrambling in the end. Staff Barcinas clarified that she and Director Balbas are not staffers. Her role is overseeing the finance aspect of the committee such as researching charters and budgets. At the committee level they are able to sit in discussion and are in fact doing the work. Chairman Guerrero acknowledged that since Director CAHA and Staff Barcinas are included in those meetings, then CAHA is well represented. He stated that because of their experience in planning other FestPac's they are utilized more often. He explained the importance of being asked questions from the public regarding FestPac and having to confidence and authority to answer.

Director Balbas informed the Board that she will request clarification in writing from the Governor's Office. Chairman Guerrero suggested that he be copied in the email. He explained how there are some individuals who truly support the arts and will have no issue with the monies going to FestPac and then those who may feel that there are other priorities that this money should go to. There were many individuals who called into K-57 Radio Station who were for and against the bill when the appropriation was introduced for FestPac. The ones who weren't for the bill weren't necessarily against the arts, but strongly felt that there were so many other issues that should have been a priority. Chairman Guerrero stressed that we need to show the community that the committee has its act together so the way the funds are spent is not questionable.

Mr. Lizama expressed the importance of FestPac, especially with it being the 12th festival. He stressed that FestPac brings the Micronesian, Melanesian and Polynesian cultures together.

Chairman Guerrero asked Director Balbas to copy him in the email that is being drafted to the Governor. He also welcomed a meeting with the Administration so that they are able to get their questions and concerns answered. He acknowledged that Staff Barcinas will be on leave and asked if she has an alternate. Director Balbas and Staff Barcinas responded that there is a plan in place. Mr. Lizama asked once Staff Barcinas is on leave, who would answer on behalf of her. Staff Taitague stated that all questions can be directed to Director Balbas.

Chairman Guerrero acknowledged the staff for all their hard work. He stated that their feedback is important because it allows the board to make decisions.

D. CAHA FY 2020 Grant Cycle

Director Balbas reported that the during the second grant workshop there was close to 50 participants and a total of 89 participants, which includes the first workshop. Vice Chair Certeza asked how many participants showed up last year. Staff Taitague responded that there were 67 participants with most of them being agencies and non-profits. Director Balbas stated that there were a lot of new faces. Chairman Guerrero congratulated the staff and was happy to hear that there were many new faces. He reminisced about how difficult it was to get new faces to apply and to persuade them that CAHA's mission is worth their time.

Director Balbas announced that the deadline for submissions is July 26, 2019 by 4:00 p.m.

Chairman Guerrero reminded the board members of their respective roles for panel reviews. He asked them to prepare for one of their most challenging reviews due to the number of participants during the workshops as well as the number of applications they'll have to deny to the limited funding.

Vice Chair Certeza recommended the members start seeking panel members due to the limited time restraints and to expedite the process. Chairman Guerrero requested that staff send the prior years panel chairs for the respective disciplines via email and from there the board members can choose which panel they'd like to chair. Staff Barcinas recommended that the board members rotate the disciplines. Chairman Guerrero also asked to include who among the staff would be assisting which panel.

The staff review process will commence on July 29 with the whole month of August to conduct panel meetings. Vice Chair Certeza directed board members to view the grants flow chart which was provided by Staff Barcinas.

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

Vice Chair Certeza reported that there were no updates as of the last board meeting in regards to the gallery and Art Bank program. He reiterated that it's been difficult trying to obtain key members, however, more recently, they were able to select someone from the Guam Preservation Trust and possibly Ron Castro. Staff Duenas also stated that he recommended some names in the community. Vice Chair Certeza expressed that it's been difficult trying to schedule a meeting because no one has confirmed. He then scheduled a deadline of August 15. Staff Duenas stated that he will follow up with the members.

Vice Chair Certeza reported that in regards to the Artist Directory membership. He and Fanai initially discussed the focus in terms of membership, which was allowing the artists to believe in CAHA and for CAHA to be that type of support in the community. Staff Bailey contacted Denise Mendiola from SBDC and Josh Tyquiengco from GVB, however, she never received a response from either of them. However, it was then discussed to schedule a meeting amongst the three of them. Staff Bailey shared that she's ready to meet whenever is most convenient for Vice Chair Certeza and Ms. Castro. Chairman Guerrero requested for a copy

of the latest Strategic Plan. Vice Chair Certeza also requested for a copy as he just came on board when the Strategic Plan was finalized. Staff Bailey shared that the Strategic Plan is posted on the CAHA website and was finalized in 2016. Chairman Guerrero stated that the Strategic Plan is for reporting purposes to the NEA every four years and as a guiding resource for the agency. He recommended for the board members to familiarize themselves and to prepare during for the next cycle. He also recommended Vice Chair Certeza to use it as a resource as there are some incentives that are applicable to the Artist Registry.

Chairman Guerrero advised staff to send a copy of the link to all the board members with a short description of how often it needs to be updated. The next Strategic Plan is for FY2021-2025. He explained that the current Strategic Plan is very comprehensive. Staff Duenas commented that it is also a good resource for the legislature so they can see how we're spending our budget. Vice Chair Certeza asked whether the Strategic Plan is also a way to evaluate ourselves as board and staff for the past four years. Chairman Guerrero responded that we will be evaluating ourselves to see what was actually accomplished and if there were items that weren't accomplished, then what are the reasons.

Chairman Guerrero acknowledged Donna Kloppenburg who was on the CAHA Board at the time. She graciously brought the Board and Staff on a retreat to the Valley of the Latte to finalize the Strategic Plan.

F. **CAHA Reorganization/ Move – Expenditure Approval** – Staff Barcinas reported that CAHA has been established a separate entity from the Department of Chamorro Affairs. The front office directed CAHA to get a place of their own and had instructed staff to find a venue to move into immediately. During a meeting with President Arceo and Director Balbas, the front office offered the old security office in Adelup, however, it would require a lot of work to be done. President Arceo then offered a 20 x 30 ft. tenant space at the Chamorro Village. Staff Barcinas expressed that she is unaware how immediate CAHA would need to move and in the meantime was able to assess the space for operational needs. She provided a list and cost estimate during the meeting. Staff Barcinas explained that because of the small area, we would only be able to fit our basic operational needs such as cubicles, phones, copy machine and one large cabinet. The total cost came up close the $5,000 dollars and would come out of CAHA's non-appropriated funds because it'll take several months to procure the items through GSA. Staff Barcinas reiterated that if its an immediate move, we'll have no choice but to utilize our non-appropriated funds.

Staff Barcinas stated that because this move is only temporary, she recommended that we continue to be housed at the Guam Museum until the next fiscal year or at the Public Library since the DCA President still has jurisdiction. She requested that Director Balbas and Chairman Guerrero bring up this item during their meeting and seek clarification with the front office. Chairman Guerrero expressed that he feels that it is not wise to spend any money because there is only about 2.5 more months until the next fiscal year. He asked Director Balbas if DCA President Arceo has indicated that CAHA should vacate the Guam Museum immediately. Director Balbas agreed that we shouldn't exhaust the little monies we have for a temporary move. Staff Barcinas expressed that there is no guidance as to when to move, where to move or if were going to stay where we are in the Museum. Director Balbas reported that during her last conversation with President Arceo, she was advised by the front office that it wouldn't be wise to exhaust our funds and to remain at the Museum or move to the Library, but again there is still no clarification. Chairman Guerrero stated that any temporary move even to the library is not ideal because monies will still be used to accommodate the move. Staff Barcinas shared that the library is already set with cubicles, phones and copy machines. We just need to bring our own computers, but should we need to use our own copy machine, we could go across the street to the Flores Building.

Chairman Guerrero felt that at this time, there is no need to approve the expenditure. He encouraged Director Balbas to resolve the issue in her capacity of Acting Director for CAHA

until such time the Director position is permanently filled. He encouraged the meeting to happen and to invite other board members if needed. Staff Taitague asked to be present during that meeting in lieu of Staff Barcinas being on leave. Staff Barcinas responded that it would be for Director Balbas to decide. Chairman Guerrero felt that because the meeting is at the leadership level, it is not necessary. He did invite the staff to submit any of their questions or concerns to Director Balbas. The two main concerns to be brought up during the meeting is the clarification for FestPac and the CAHA Office situation.

Mr. Lizama suggested the space that the Chief Hurao Academy recently vacated. He mentioned that there are two spaces and he may be utilizing one. Director Balbas stated that although Hurao is moving, their lease is not up until the end if the summer.

Staff Barcinas urged that before we move to the Chamorro Village, we receive an official commitment letter from the Governor's Office to avoid us from getting evicted once GEDA takes over the Chamorro Village.

Chairman Guerrero asked if there is a plan in place to find a permanent building starting October 1, 2019. Staff Barcinas replied that we would have to go through the bidding process, however, we can't move forward until the budget is in place. Staff Duenas noted that the monies aren't loaded until November or December. Staff Barcinas recommended that we not pitch this to the front office because they may ask us to move forward with moving to a temporary location because realistically, we won't be able to rent a new space until November/ December.

Chairman Guerrero asked if the monies for the temporary move is even available. Staff Barcinas referred to the budget handout under non appropriated funds in which there is about $8,000.00, however approximately $4,300.00 are set aside for Arts and Humanities Month, leaving the balance for the temporary move to about $3,700.00. Therefore, it isn't enough to cover all the expenses. Staff Duenas expressed that the Governor has a transfer authority. He recommended that during the meeting with the Front Office, the board and management stress that CAHA is in dire need of emergency funds. Staff Barcinas replied that the items can be procured, however, if the direction is to move right away, there is no way that the procurement process will meet that timeframe. However, if we are given a longer timeframe, we could then procure most of the items. Staff Taitague commented that she prefer to stay at the Guam Museum since we are only here temporary. Chairman Guerrero addressed Mr. Duenas' point regarding the transfer authority. He mentioned that there are other agencies who are asking for these urgent funds because they are running up short for this fiscal year.

V. NEW BUSINESS

A. CAHA Administration Status Update – Acting Appointment

Vice Chair Joey Certeza reported that this was discussed during the Executive Directors report.

B. Board Nomination Updates

Chairman Guerrero asked whether management was aware of any other board members being introduced. Director Balbas replied not at the time.

VI. BUDGET REPORTS

Reporting on the following is CAHA Staff Barcinas.

A. CAHA FY 2019 Appropriation Accounts

In the appropriation account there is approximately $23,315.48. This amount may lessen due to another RFP that were targeting at about $15,000.00. She reiterated that there is enough funding to procure items for the move if given a longer timeline.

She made aware that GSA is relocating to the ITC Building, which would cause further delays in processing items to procure.

Chairman Guerrero asked whether the funding for RFQ's can be reprogrammed. Staff Barcinas replied that it can't because funds are already accounted for. She noted that the actual balance for the appropriation account is $66,005.52, however, there are several items that are anticipated expenditures such as the $15,000.00 that is put aside for the RFP's, which brings the actual available balance to $18,315.48.

In the local overmatch account, there was a greater shortfall, however, this shall be covered with reserve funds of $808.

B. CAHA Non-Appropriation / Revolving Accounts
All accounts remain status quo.

Chairman Guerrero questioned the FestPac account. He was under the impression the FestPac funds were cleared. Staff Barcinas reported that there was one pending item when the funds were transmitted to GVB. GVB caught an item on a receipt in which a vendor purchased something using food stamps. The amount of approximately $22 was then returned to CAHA.

A budget review is scheduled on July 17 at Senator San Agustin's Office. Staff Barcinas noted she will not be in attendance due to the fact that she'll still be on leave. Vice Chair Certeza asked that staff email the board members should they need to be in attendance during the meeting. Director Balbas clarified that it is not needed and that usually only the Director and the Finance staff is present. Staff Barcinas opened the invitation to Chairman Guerrero as he initially met with Senator San Augustin in regards to the budget.

Staff Duenas asked what is being discussed during the budget review meeting. Staff Barcinas and Taitague replied that the FY2020 Budget is being reviewed. He asked whether board members and staff are able to give input, specifically to increase our budget to avoid issues are currently arising. He expressed that this should be the time to correlate our Strategic Plan and budget to justify in getting more programs and projects.

Chairman Guerrero informed staff that because CAHA is a smaller agency, Staff Barcinas was only given a spreadsheet to basically fill-in-the-blanks. With that being said, the budget is built from the top – down with a ceiling cap. Chairman Guerrero stated that all we can do is hope and pray that the budget is not cut. He then requested for a copy of the budget and suggested to review before the July 17 meeting. He recalled that two meetings ago Staff Barcinas brought up some shortfalls. He recommended that those items be brought up during the budget review meeting. Chairman Guerrero mentioned that during his conversation with Senator San Agustin, the Senator expressed that CAHA needs to voice what exactly they need before it's too late. He acknowledged that the budget that was submitted will have a shortfall.

Staff Duenas shared that he saw on the news that the government collected over $20 million in profit from taxes. He expressed that because the revenues are increasing, we should be able to increase out budget.

Staff Barcinas provided a flowchart for the purpose of seeing the process for contracts. She indicated that per last meetings discussion, she clarified with BBMR to inquire if the agreements can be routed a different way. She was informed that anything dealing with

contracts must be initially routed to BBMR. Chairman Guerrero asked if there is anything the board can do to simplify the process. He recommended that if there is no legal provision that states the applicant has a minimum of 30 days to respond to the grant notification letter, then the timeline can be reduced to two weeks. Staff Barcinas expressed that although the timeline will be shortened, the board will then have to take action if the applicant doesn't respond within the required time and the monies will therefore be reprogrammed. Chairman Guerrero stated that two weeks is sufficient time and we would have to assume that they decline the grant if we don't receive a response. He stressed that the award letter must specifically indicate that they have two (2) weeks to accept or decline and that if a response is not received by a certain day, we'll assume that they declined. Staff Duenas stated that we should be able to beat DOA to the punch with their process.

The other flowchart was done by another government agency and was provided by Ms. Guzman.

Chairman Guerrero invited the board members to look over the process and welcomed new suggestions.

VII. OTHER ANNOUNCEMENTS & DISCUSSIONS

Next Board Meeting scheduled for August 08, 2019

Director Balbas reminded the board members about the Liberation Art Contest Ceremony that is scheduled on July 13, 2019 at the Guam Museum Multipurpose Room.

VIII. ADJOURNMENT

With no further discussion, Mr. Rabon moved to adjourn the meeting at 5:00pm. Motion seconded by Ms. Castro

UNANIMOUSLY APPROVED

Minutes prepared by:

Brea Bailey
Program Coordinator I, 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

FY 2020 GRANT BREAKDOWN
NUMERICAL

NO.	APPLICATION NO.	NAME	PROJECT TITLE	GRANT AMOUNT REQUESTED	COMMENTS
1	2020-001	Yukiko Inoue-Smith	FELLOWSHIP: Legacy Project: An Island with Plumerias in Bloom	$ 3.000.00	Special Projects
2	2020-002	Dr. Ronald Canos	An exploration of self and symbolism through mask-making and storytelling	$ 6,000.00	Underserved - Mask-making/ storytelling at risk Saturdays
3	2020-003	Dawn Reyes	FELLOWSHIP: Textures of Guam	$ 3.000.00	Visual Arts
4	2020-004	Yeon Sook Park	Arts Strenghtens Communities	$ 10,000.00	Underserved/ Visual - Art workshops Dementia Adult Center
5	2020-005	Margarita Dancel	Frozen Jr. Guam	$ 10,000.00	Performing Arts
6	2020-006	Pacific Historic Parks	Day at the Museum: Preservation in Action	$ 10,000.00	2 disciplines - 75%Performing/ 25% Literary Arts = Special Projects
7	2020-007	Kel Muna	FELLOWSHIP: The 1901 House	$ 3.000.00	Media Arts
8	2020-008	Austin Domingo	FELLOWSHIP: Austimo's Solo Art Exhibit	$ 3.000.00	Visual Arts
9	2020-009	Tim Hanley	FELLOWSHIP: Paintings of Guahan Landscapes	$ 3.000.00	Visual Arts
10	2020-010	Ester Bidaure	Guam - Photography by Pearl Preis	$ 8,000.00	Letters of Supports not in Applicant name / incomplet Budget /Project started in July Visual Arts
11	2020-011	Eric Borja	Maseha Hafa Experience	$ 3,900.00	Media Arts
12	2020-012	John S. Acfalle	Ha'anen Fiesta	$ 10,000.00	Media Arts
13	2020-013	John Damian	Creating Videos for Learning and Education	$ 10,000.00	Media Arts
14	2020-014	Phillip Sablan	Strip Plank sailing canoes	$ 10,000.00	Folk Arts
15	2020-015	Frank Matananane	FELLOWSHIP: Kiko's Crafts	$ 3.000.00	Folk Arts
16	2020-016	Dorathina Herrero	FELLOWSHIP: Paintings and handmade art dolls	$ 3,000.00	More then 1 Application submitted Visual Arts
17	2020-017	Manelu	Art in the Ville: Island of Dreams	$ 10,000.00	Underserved - Manelu Multifaceted
18	2020-018	Jacqueline Sablan	FELLOWSHIP: Lash and Makeup Artistry	$ 3.000.00	Visual Arts
19	2020-019	Cielo de los Reyes	2020 Art Workshop for Guma San Jose Homeless Shelter	$ 5,000.00	Underserved - Visual (Guma San Jose)

20	2020-020	Mycracle S. Mugol	Kantan Hereru: The Blacksmith's Song	$	5,000.00	Special Projects
21	2020-021	Kent Velesrubio	FELLOWSHIP: Guam Days	$	3.000.00	Media Arts
22	2020-022	Robert P. Taitano	Ifit Wood Carving Apprenticeship	$	10,000.00	Folk Arts Apprenticeship/ Underserved DOC
23	2020-023	Seargent Jesse Castro	Seargent Jesse Castro Rescue Sailboat, (Portable Mast and Sails)	$	10,000.00	Application Incomplete: No Budget breakdown/No supporting letters/ No work samples Folk Arts
24	2020-024	Humanities Guahan	Art + Ideas	$	10,000.00	1. Project Description was not scanned or part of scanned document given to me.
25	2020-025	Rosanna Perez Barcinas	Judy Flores, Visualizing History	$	10,000.00	Visual Arts/ Special Projects
26	2020-026	Antonio Azios	Silent by Deisgn: Voices at the Edge of Empire	$	10,000.00	Media Arts
27	2020-027	GUMA	Absolutely Guam trade Fair and Guam Micronesian Island Fair	$	10,000.00	Special Projects - Trade Fairs (T-Galleria & GMIF)
28	2020-028	Daniel Gurwell	Bringing Scrollsaw Art to Guam	$	10,000.00	Underserved - Island Girl Power
29	2020-029	Guam Allied Dance Force	Rainbow of Dances	$	10,000.00	Performing Arts - Dance Competition
30	2020-030	Amber Word & Dorathina Herrero	Rooted: Native and Invasive Specied of Guam Card and Game Exhibition	$	10,000.00	Joint Applicant but Amber Ward did not attend workshop and Dorathina submitted a CAHA Fellowship Appication for herself Special Projects
31	2020-031	Kirsten Rosario	Guam Sign Language Interpreter for the Deaf	$	10,000.00	Underserved - Multifaceted - Deaf/Blind/ Hard of Hearing
32	2020-032	Cassandra Flores	A 13 Disability Toolkit for Parents and Educators	$	10,000.00	Media Arts
33	2020-033	Justin Green	Jewelry and Craft Making	$	10,000.00	Late Submission drop to CAHA Office on Monday July 29,2019 Folk Arts
			Subtotal	**$**	**244,900.00**	

FY 2020 GRANT BREAKDOWN
DISCIPLINE

DISCIPLINE	APPLICANT	GRANT AMOUNT REQUESTED	PROJECT TITLE	CAHA Board Chair	CAHA Staff
Arts in Education				Francis Guerrero	Mark D.
	No Applicants	$ -			
	TOTAL	$ -			
Underserved				Joey Certeza	Angie T.
2020-002	Dr. Ronald Canos	$ 6,000.00	An exploration of self and symbolism through mask-making and storytelling		
2020-004	Yeon Sook Park	$ 10,000.00	Arts Strenghtens Communities		
2020-017	Manelu	$ 10,000.00	Art in the Ville: Island of Dreams		
2020-019	Ceilo de los Reyes	$ 5,000.00	2020 Art Workshop for Guma San Jose Homeless Shelter		
2020-028	Daniel Gurwell	$ 10,000.00	Bringing Scrollsaw Art to Guam		
2020-031	Kirsten L. B. Rosario	$ 10,000.00	Guam Sign Language Interpreter for the Deaf		
	TOTAL	$ 51,000.00			
Performing Arts				Frank Rabon	Angie T.
2020-005	Margarita Dancel	$ 10,000.00	Frozen Jr. Guam		
2020-006	Pacific Historic Parks	$ 10,000.00	Day at the Museum: Preservation in Action		
2020-029	Guam Allied Dance For	$ 10,000.00	Rainbow of Dances		
	TOTAL	$ 30,000.00			
Media Arts				Joey Certeza	Mark D.
2020-007	Kel Muna	$ 3,000.00	FELLOWSHIP: The 1901 House		
2020-011	Eric Joseph D. Borja	$ 3,900.00	Maseha Hafa Experience		
2020-012	John S. Acfalle	$ 10,000.00	Ha'anen Fiesta		
2020-013	John Diaz Damian	$ 10,000.00	Creating Videos for Learning and Education		
2020-021	Kent Velesrubio	$ 3,000.00	FELLOWSHIP: Guam Days		
2020-026	Antonio Benjamin Azio	$ 10,000.00	Silent by Deisgn: Voices at the Edge of Empire		
2020-032	Cassandra-Jay Flores	$ 10,000.00	A 13 Disability Toolkit for Parents and Educators		
	TOTAL	$ 49,900.00			

FY 2020 GRANT BREAKDOWN
DISCIPLINE

DISCIPLINE	APPLICANT	GRANT AMOUNT REQUESTED	PROJECT TITLE	CAHA Board Chair	CAHA Staff
Visual Arts				Frank Lizama	Mark D.
2020-003	Dawn Reyes	$ 3,000.00	FELLOWSHIP: Textures of Guam		
2020-008	Austin Domingo	$ 3,000.00	FELLOWSHIP: Austimo's Solo Art Exhibit		
2020-009	Timothy F. Hanley	$ 3,000.00	FELLOWSHIP: Paintings of Guahan Landscapes		
2020-016	Dorathina Herrero	$ 3,000.00	FELLOWSHIP: Paintings and handmade art dolls		
2020-018	Jacqueline Sablan	$ 3,000.00	FELLOWSHIP: Lash and Makeup Artistry		
2020-025	Rosanna P. Barcinas	$ 10,000.00	Judy Flores, Visualizing History		
	TOTAL	$ 25,000.00			
Folk Arts				Fana'i Castro	Angie T.
2020-014	Phillip Sablan	$ 10,000.00	Strip Plank sailing canoes		
2020-015	Frank Matanane	$ 3,000.00	FELLOWSHIP: Kiko's Crafts		
2020-022	Robert Phillip Taitano	$ 10,000.00	Ifit Wood Carving Apprenticeship		
	TOTAL	$ 23,000.00			
Special Projects				Vice Mayor Fejeran	Angie T.
2020-001	Yikiko Inoue-Smith	$ 3,000.00	FELLOWSHIP: Legacy Project: An Island with Plumerias in Bloom		
2020-020	Myracle Mugol	$ 5,000.00	Kantan Hereru: The Blacksmith's Song		
2020-024	Humanties Guahan	$ 10,000.00	Art + Ideas		
2020-027	GUMA	$ 10,000.00	Absolutely Guam trade Fair and Guam Micronesian Island Fair		
	TOTAL	$ 28,000.00			
	SUBTOTAL	$ 206,900.00			

FY 2019 APPROPRIATION ACCOUNTS

FY2019 CAHA Appropriation - As of: 08.12.2019 (Local / Federal Match Account)

General Fund	Total Appropriation	Expenditures	Outstanding Encumbrance	Available		Unalloted Montly Release		
Salaries	313469	274283.81		$ 18,525.19	+	$ 20,660.00	=	$ 39,185.19
Benefits	110444	90861.81		$ 11,910.19	+	$ 7,672.00	=	$ 19,582.19
In Direct Cost								
								$ 58,767.38
			Anticipated Salaries/Benefits Expense til end of fiscal year:					$ (52,027.80)
								$ 6,739.58
Operations								
Travel					+		=	$ -
Contractual	37000		35300.15	$ 1,699.85	+		=	$ 1,699.85
-Post Advertisement								
-PDN								
-Post Subscription								
-Website Service								
-Xerox								
-Network								
Office Space Rental	15150	13475.4	0	$ 1,674.60				$ 1,674.60
Supplies	4737	3256.83	133.78	$ 1,346.39	+		=	$ 1,346.39
-Benson								
-ERC								
-Home Center								
Equipment					+		=	$ -
Sub Grants	112600	87988.75	24611.25		+		=	$ -
Miscellaneous								$ -
Telephone					+		=	$ -
	$ 593,400.00	$ 469,866.60	$ 60,045.18	$ 35,156.22		$ 28,332.00		**$ 11,460.42**
								$ (1,346.39) Supplies
				Balance after anticipated expenses:				**$ 10,114.03**

FY2019 CAHA Appropriation - As of: 08.12.2019 (Local Overmatch Account)

General Fund	Total Appropriation	Expenditures	Outstanding Encumbrance	Available		Monthly Release		Reserve
Contractual	21053	12346.39	4864.61	$ 3,034.00	+	$ -		$ 808.00
Telephone	3000	2584.9	223.8	$ 191.30	+	$ -		$ -
	24053	14931.29	5088.41	$ 3,225.30		$ -		$ 808.00
				$ 4,033.30				
				$ (2,968.50)		989.50 x 3mos (Xerox)		
				$ (492.04)		246.02 x 2mos (Tel.)		
				$ (212.74)		106.37 x 23mos (DSL)		
			Balance:	**$360.02**				

NON-APPROPRIATED / REVOLVING ACCOUNTS

08.15.2019

Revolving Fund Account		
Balance on Register as of 08.06.2019	$	7,538.92
2017 Arts & Humanities Month	$	(3,778.96)
2018 Arts & Humanities Month	$	(650.89)
Actual Balance to Date	**$**	**3,109.07**

% for the Arts Account					**Remarks**
Previous reported balance as of 06.26.2019	$	312,886.00	(+)	(-)	
			$ 400,000.00		5th to 8th installment payments by GRMC
			$ -		
Balance to Date:	**$**	**712,886.00**			

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