

Guam Council on the Arts and Humanities Agency

Regular Meeting of the Board of Directors

Friday, July 16, 2021 3:00 pm

Hybrid Zoom and In-Person

AGENDA

1. Call to Order
2. Attendance
3. Review and approval of April minutes.
4. Executive Director's Report - Sandy Flores
5. Financial Report - Joey Manibusan
6. Grant Reports
 1. Projects, Underserved and Folkarts
 2. Cares Act Grants
 3. Performing Arts, Visual Arts, Media Arts and Arts in Education
 4. Vote for grant extensions
 5. Creative Aging Award
 6. ARP Proposals
 7. CAHA Building
 8. New NEA Grant Opportunities
7. Ratification of online nomination
8. Approval of Resolution to change signatories
9. Other Announcements
 1. First Gallery Show
 2. Christmas Cheer
 3. Next Board Meeting Scheduled for August 10, 2021 at 3:00 pm.
10. Adjournment

GUAM COUNCIL ON THE ARTS AND HUMANITIES AGENCY

Regular Meeting of the Board of Directors

3:00 p.m. Tuesday, April 27, 2021

Via Zoom

I. CALL TO ORDER

The Guam Council on the Arts and Humanities Agency's Board meeting was called to order at 3:02 p.m. by Mr. Francis Guerrero, Chairman of the Board.

Attendance

CAHA BOARD MEMBERS

Joseph Certeza (Vice Chairman)

Patricia Krise (Secretary)

Donna Kloppenburg

Frank Rabon

Max Ronquillo

Simone Bollinger

Dr. Judy Flores

Mayor Jessy Gogue

Rolando Zepeda

CAHA MANAGEMENT AND STAFF

Jacqueline Balbas (Acting Executive Director)

Angie Taitague (Program Coordinator III)

Genevey Kloulubak (Administrative Officer)

Mark Duenas (Program Coordinator I)

Joey Manibusan (Program Coordinator I)

II. REVIEW AND APPROVAL OF MINUTES

Chairman Guerrero requested a motion to approve the March 9, 2021 meeting minutes.

On the motion:

"To move to approve the March 9, 2021 meeting minutes by Mayor Gogue on a condition that page 6 be corrected, and seconded by Donna Kloppenburg." Motion carried unanimously.

III. EXECUTIVE DIRECTOR'S REPORT [Attachment 2]

Chairman announced that that Ms. Jacqueline Balbas, CAHA-PCIV, is now the Acting Director for Guam Council on the Arts and Humanities. He indicated that Ms. Balbas has been assigned as CAHA Acting Director numerous times.

Acting Executive Director, Jacqueline Balbas, reported the status of the operation and programs of the Guam Council on the Arts and Humanities.

OPERATION AND PROGRAM

1. [Office Space and Gallery](#)
Acting Executive Director informed that May 15, 2021 is the tentative date of CAHA staff and management to move into the DNA office space.
2. [Interest Bearing Account](#)
Acting Executive Director indicated the Administrative Officer contacted the BOG Representative and the BOG Representative informed that it is necessary to submit a Resolution to include the new authorized signatories for the online banking. She commented that amount to be transferred from the % of Art account to the interest-bearing savings account has to be specified by the BOD members.

Member, Max Ronquillo, read the law which clearly defines that FDIC insured of \$250,000.00 covers one official custodian (collectively) which refers to us as BOD. He added that the \$250,000.00 will cover per Bank base on what he read. Mayor suggested that he will consult with the present Public Auditor's for his opinion.
3. [Cares Act and FY2020/21 Grants](#)
All Cares Act Grantees have received their 1st installment payments. FY2020 Grantees are still ongoing due to change of scope of work and request for extension. The FY2021 Grantees have received their 1st installment payment. Acting Executive Director commented that staff continues to monitor these grants.
4. [Guam Cultural Repository -Arts in Public Buildings](#)
Acting Executive Director informed that the Artisans that made it to the last final selection for the artwork for the exterior of the Guam Cultural Repository Building at UOG, their proposals are being reviewed by the percent for the Arts Committee. She indicated that the Committee should make the final selection this week or later part of next week.
5. [Poetry Out Loud](#)
Acting Executive Director announced that Guam 1st Poetry Out Loud award ceremony will be this Friday, April 30, 2021 at 3:00 p.m. , and the announcement for the Guam Champion will be made. She invited all BOD members to come and show their support for this award ceremony. Chairman asked the names of the BOD members who can make it for this presentation. Member, Donna Kloppenburg, stated that she will try and Vice Chairman.
6. [Art Bank](#)
Acting Executive Director stated that CAHA staff are working on the inventory to include the guidelines and procedures.

Acting Executive Director concluded by addressing the amount to be transferred to the interest bearing account. Chairman asked the BOD members for their opinion or what is considered a amount (that can be) transferred safely. Mayor stated on the Guam Annotated there is a law pertaining to the amount for unobligated funds, and there is a formula. He indicated that it stated that you can obligate above 120% of the annual obligation of that particular account. For example, if the annual obligation was \$100,000.00 every year, we would have to set aside \$120,000.00 and the difference can be invested, but because there has been no activity for this percent of the arts monies, we the BOD have to come up with a figure. Mayor reiterated that we need to figure out the annual average and anything above 120% can be invested. Chairman stated the challenge is figuring out the annual expenditures since there has been no activity and part from that are the revised policies and guidelines which are pending with legislature to include additional disciplines.

Mayor Gogue indicated that he has delt with government bureaucracy and it may be necessary that we the BOD figure out the amount. Mayor recommended a \$100,000.00 and stated why would we want to put over \$100,000.00 in an account that does not bear interest. He continued that if we put the amount in the interest bearing saving account it is accessible for obligations. Chairman agreed and stated that at this time we do not have decided on the amount to be invested but maintaining a checking account is good for tracking records. Therefore, we need to decide a safe amount to keep the checking account at a minimal and the rest of the funds can be invested unto the interest bearing savings account. Chairman commented that if there is not enough in the checking account we have the leverage to transfer funds into the savings account without penalty. Chairman stated that we will still be in line with the law because both accounts are liquidable.

Member, Max Ronquillo, asked if we are going to put the monies in multiple accounts, no more what is covered by FDIC? Chairman answered by stating that for now, BOD members have discussed on put some monies in the interest bearing saving account. He stated that the former Director was checking with the Attorney General's Office pertaining to the TCD's and the last FestPac law which obligated monies from the percent of the arts into FestPac account, which was \$200,000.00, we need to clarify if this is still lawful prior to transferring funds into the interest bearing account.

Mayor Gogue indicated that he consulted with a former Public Auditor pertaining the FDIC guidelines and stated that the former Public Auditor informed him that each Board of Directors has a judiciary right to each account, therefore, he/she will received \$250,000.00 if anything happens to these accounts. He stated that even though it is not stated in the Guam Annotated, there is a possibility that it is in the FDIC guidelines. Chairman instructed the Acting Executive Director to make a note.

Chairman announced that we leave the \$10,000.00 from percent of the Art checking account and the remaining be deposited into the interest bearing savings. Member, Donna Kloppenburg, commented that we have been talking about this for months and asked do we need to vote every time we need to transfer funds or does the staff have the authority? Chairman answered by indicating the transfer authority is the name that is on the online banking, which is myself (Chairman), Secretary, and probably just the Acting Executive Director for the sake of transparency and safe keeping because if we start to add more staff you tend to add more liability. He stated that the Acting Executive Director has a ceiling amount of funds he/she can transfer or move funds without the total Board approval. Chairman instructed the Acting Executive Director to verify this ceiling amount. Chairman indicated that an email can be sent to BOD Members to inform the amount and we can rectify on our upcoming BOD meeting. Members concurred were Donna Kloppenburg, Secretary, Vice Chairman, and Dr. Judy Flores.

Vice Chairman called on a motion:

“To move and motion to leave \$10,00.00 in the percent of the arts checking account (\$712,886.25) and the rest of the funds will be deposited into an interest bearing account, by Vice Chairman, Joey Certeza, and seconded by Dr. Judy Flores”. Motion carried unanimously.

Chairman instructed the Acting Executive Director to work on the Resolution for the Bank, signature cards, and ensure changes are done properly for all the accounts. He clarified that the authorized signatories are himself, Secretary, and Acting Executive Director, and get them into the Bank, let us know if they need the originals.

REPORT [Attachment 3]

Administrative Officer, Genevey Kloulubak, briefly went over the balances of the accounts as of March 31, 2021.

FY 2021 CAHA Budget Balances as of March 31, 2021			
	Budgeted	Expenditures/Encumbrances	Balance
Personnel	\$438,131.00	\$101,623.53	\$336,507.47
Contractual Services	\$ 19,207.00	\$10,375.00	\$ 8,832.00
Bldg-Rent local/partnership	\$ 92,121.00	\$38,610.00	\$ 53,511.00
Supplies	\$ 2,400.00	\$ 1,021.68	\$ 1,378.32
Telephone	\$ 4,900.00	\$ 1,610.35	\$ 3,289.65
Equipment	\$ 11,400.00		\$ 11,400.00
Programming	\$130,000.00		
Grant Program	\$120,000.00	\$96,985.00	\$ 23,015.00
Poetry Out Loud	\$ 10,000.00		\$ 10,000.00
CARES ACT			
Grant Awards	\$114,600.00	\$114,600.00	
CAHA's Use (currently earmarked for rent)	\$ 50,000.00		
GCAHA Revolving			\$ 25,643.75
% for the Arts			\$712,886.75
FestPac			\$ 2,225.00

Secretary, Patricia Krise, suggested that a breakdown of the all expenditures for FY2022 be provided to ensure that we do not encounter any shortfall for FY2022, this may include a rent and utilities. Secretary expressed her concern on a potential shortfall for rent, utilities, and telephone lines. Chairman is requesting for a FY2021 and FY2022 expenditure breakdown in preparation of the Legislature Budget Hearing for a possibility that we might be at risk with Tourist Attraction Fund and to eliminate the usage of the percent of the Arts.

Member, Donna Kloppenburg, expressed her concern about the cost of the track lighting by asking if it is included in the contract. The Administrative Officer stated that the track lighting was not included in the contract as stated by the former Director. Nevertheless, the Lieutenant Governor did express his support for the Art Gallery by stating that he will try to seek funds to assist. Chairman instructed the Acting Executive Director to touch based with

the Lieutenant Governor to find out what transpired between him and the former Director pertaining to the purchase of the track lightings.

Administrative Officer stated that the rent is a little over \$8,000.00 which includes water and power with a stipulation that after certain hours CAHA will be responsible. She informed that a check from Tsubaki Tower in the amount of \$63,000.00 has been deposited to the percent of arts account with Bank of Guam as of April 1, 2021.

IV. COMMITTEE REPORT – ART BANK

No Reporting.

V. OLD BUSINESS

No Reporting.

VI. NEW BUSINESS

Mervin Tamayo
Request for Extension
\$7,000 Awarded
Project Date: July 21, 2021 to September 5, 2021
Saigon Musical

PCI, Mr. Mark Duenas informed that Mr. Tamayo is our FY2021 Grantee and has requested for extension to September 30, 2022 due setbacks. Mr. Duenas mentioned that the sponsors were not able to donate funds and venue, UOG was closed due to the pandemic. Mr. Duenas informed that the audiences are students, therefore, Grantee is asking the BOD members to grant his request base on these conditions. Acting Executive Director commented that we may need to request NEA for extension because this grant expires September 30, 2021 for us and we have 90 days to prepare the report. She indicated that requesting for NEA to grant the extension is a concern. Acting Executive Director mentioned that it is possible but with a BOD approval. She recommended that the Grantee change the scope of work and make it earlier. Vice-Chairman commented that we have to ask this question to the Grantee.

Member, Simone Bollinger, recommended that the Grantee should consider virtual performance instead and be recorded as well, and done separately if feasible with his budget.

Chairman instructed Mr. Duenas to inform the Grantee that NEA may not approved his request for extension. Vice-Chairman recommended that we should give Grantee two weeks for his response.

VII. OTHER ANNOUNCEMENT & DISCUSSIONS

Member, Donna Kloppenburg announced that our next meeting will be Tuesday, May 11, 2021 at 3:00 p.m.

Acting Executive Director informed that the next grant cycle FY2022 will open May 7, 2021 via Submittables, this will include application, rules and regulation, and etc., and the deadline will be July 30, 2021.

Acting Executive Director informed that Creative Aging Grant Project – She announced that the staff are working on the proposal that is going to be put out for the group to put together the guidelines and workshop for the Creative Aging.

MINUTES CERTIFIED AND ATTESTED TO BE TRUE AND CORRECT BY:

Patricia Krise
Secretary, GCAHA Board of Executive Director

Date

PREPARED BY:

Genevey H. Kloulubak
Administrative Officer, GCAHA

Date