

**GUAM COUNCIL ON THE ARTS AND HUMANITIES AGENCY**  
**Regular Board Meeting, Via ZOOM**  
**September 8, 2020 – 3:00 pm**  
**A G E N D A**

**1. CALL TO ORDER**

**2. REVIEW AND APPROVAL OF MINUTES DATED 4 AUGUST 2020.**

**3. EXECUTIVE DIRECTOR’S REPORT**

**4. FINANCIAL REPORTS**

**5. OLD BUSINESS**

- a. Bank Accounts
  - i. Signing authority resolution
  - ii. Investments
- b. Strategic Planning
  - i. Themes: Building capacity, Building community

**6. NEW BUSINESS**

**7. OTHER ANNOUNCEMENT & DISCUSSIONS**

- A. Next Board Meeting scheduled for October 6, 2020 at 3:00 p.m.

**IX. ADJOURNMENT**

GUAM COUNCIL ON THE ARTS AND HUMANITIES AGENCY  
Regular Board Meeting via Zoom  
August 4, 2020 • 3:00 p.m.

1. CALL TO ORDER

The Guam Council on the Arts and Humanities Agency's regular board meeting was called to order at 3:00 p.m. via Zoom by the Vice Chairman of the Board, Joey Certeza. Board members present included Mayor Jessie Gogue, Patricia Krise, Donna Kloppenburg, Dr. Judy Flores, Frank Rabon, Rolando Zepeda, Vince Reyes and Max Ronquillo. Also present was Director Jillette Leon Guerrero and CAHA staff: Jackie Balbas, Angie Taitague, Mark Duenas and Genevey Kloulubak.

2. REVIEW AND APPROVAL OF MINUTES

Mr. Ronquillo motioned to table the meeting minutes of July 7, 2020 to be reviewed by the Board prior to adjournment of the meeting. Motion seconded by Dr. Flores.

UNANIMOUSLY APPROVED

3. EXECUTIVE DIRECTOR'S REPORT

a. Introduction of New Staff

Director Leon Guerrero introduced CAHA's new Administrative Officer, Ms. Genevey Kloulubak to the Board.

b. Organization

Director Leon Guerrero stated that she has reached out to Dr. Doreen Crisostomo, Associate Professor, Business and Public Administration, University of Guam to try to obtain an intern to conduct research on the best organizational status for CAHA. Dr. Crisostomo stated that the internship is more hands-on work rather than research related. Director Leon Guerrero indicated that she would explore this matter further

c. By-Law Amendments and Revision

Director Leon Guerrero indicated that this too is a work in progress and may be something an intern could help with this.

d. Strategic Planning

Director Leon Guerrero informed the Board that strategic planning meetings with the staff began this week. She and the staff are really happy going through this process. Meetings centered on the history of the organization, the by-laws, reason for its existence, staffing duties and responsibilities, and what they have been tasked to do over the years, as well as all of the programs (new and old). Pending topics include an evaluation of the job tasks in relation to programs. A report will be provided to the Board upon completion of the assessment. We then look at how this relates to the programs and how the various activities support our mission. Once completed, we will provide the board with our report for their review.

e. Community Focus Groups

Executive Director Leon Guerrero announced that Community Focus Group Sessions will be conducted every Friday in August with the first meeting scheduled for this Friday. There will be 6 – 8 focus groups with a limited number of outside attendees from all cross sections of the community. Joe Quinata, Chief Program Officer of the Guam Preservation Trust will serve as co-facilitator for the focus groups. Director Leon Guerrero inquired from the Board as to whether they had received the Strategic Plan Focus Group Schedule, which will be held on the first three Fridays of August (August 7<sup>th</sup>, 14<sup>th</sup>, & 21<sup>st</sup>). She added that she needed 2 more board members for the focus groups, one for Literary Arts/ Spoken Word session and one for the youth session. Literary Arts/ Spoken Word is set

for 1:00 p.m. this Friday, August 7<sup>th</sup>, while the Youth group is scheduled for 1:00 p.m., August 21<sup>st</sup>. Director Leon Guerrero remarked that any Board Member interested in volunteering for the focus group, to please let her know.

f. Operation: Office Space

Director Leon Guerrero informed the Board that the bids for the lease were supposed to be opened on July 6<sup>th</sup>, but no bids were received by that deadline. The General Services Agency (GSA) extended the deadline to July 23, 2020. GSA received 1 bid, but it did not meet specifications. The Director has to make adjustments to the specifications in order for GSA to reissue the bid. This will restart the process. August 7 is the deadline to turn in the amended. The Director added that she has sent an email to the Director of Administration and copied it to the Lt. Governor and Chief of Staff in hopes that this will impact GSA to facilitate CAHA's request to reissue the bid.

g. 2021 Budget

Director Leon Guerrero stated that during CAHA's budget hearing and through communications thereafter, the FY 2021 budget that was submitted to the legislature will be reduced. She has not received word on the specific amount, but it is anticipated that the cuts may be across the board. Most of CAHA's funding comes from the Tourist Attraction Fund. If the Legislature cuts the agency's matching funds, our federal funding will be in jeopardy. Due to the uncertainty of next year's funding, the Director is working towards getting some things done this year to include the following:

Operational Upgrades

Grant Management Software

Director Leon Guerrero indicated that the requisition for the Grant Management Software has been submitted to GSA and we are for their response. The website upgrade will include the crowd funding platform.

Re-opening Guidelines

Director Leon Guerrero stated that in anticipation of moving into a new office/exhibit space or when the Angela Flores building is habitable, Mr. Duenas has been tasked to establish re-opening guidelines and standard operating procedures (SOPs) and is work in progress.

Personnel

Administrative Officer - Director Leon Guerrero stated that yesterday, August 3<sup>rd</sup> was Ms. Kloulubak first day as CAHA's Administrative Officer.

Program Officer I - Director Leon Guerrero remarked that 4 candidates were interviewed for the Program Coordinator I positions. The candidate with the highest score was offered the job but turned it down. CAHA is waiting on documentation from the Department of Administration's Human Resources Division to proceed and interview another candidate before making a selection.

Stage/Maintenance Technician – in progress

h. Programs

a. FY 2021 Grant Program

Director Leon Guerrero informed the Board that the deadline to submit grant applications for CAHA FY 2021 Grant Cycle was 5:00 p.m., Friday, July 31, 2020. Applications and supporting materials were submitted electronically to CAHA. Twenty-three (23) applications were submitted on time by 5:00. For one applicant, Justin Green, CAHA only received his resume. Justin Green called CAHA and informed staff that he has submitted his application before the deadline. Two other applications came in at 5:01 p.m. Director Leon Guerrero stated that this was the first time that the agency received the applications electronically. She added that because of the new submission process there may have been some glitches. Director Leon Guerrero requested the Board's guidance as to whether the staff would abide

by the criteria to not review applications submitted after the 5:00 p.m. deadline and that those applications that came in at 5:01 p.m. would not be reviewed.

b. Arts Across America

As Director Leon Guerrero had reported at the last board meeting, CAHA received an invitation from the Kennedy Center for the Performing Arts in Washington D.C. to participate in a digital performance series called Arts across America. This program is intended to showcase artists and organizations across the United States and 6 jurisdictions including Guam during this unprecedented time. The goal of the event is to uplift and tell the story of their communities in the time of corona virus. Each participating state and jurisdiction is assigned 2 days to perform, 60 minutes per show. Initially the 60-minute performance was to have been a live set but with the time difference, it makes more sense in this case to pre-record the performances. Guam's performance dates are September 17<sup>th</sup> and November 12. Due to time constraints, CAHA had to submit the names of the artisans that would be showcased on September 17<sup>th</sup>. Inetnon Gef Pago and Microchild will be featured in September. But for the November 12 performance, selection will be made via an audition process. CAHA will be doing a call soon for interested artisans to submit a short video (2-3 minutes performance). CAHA is collaborating with PBS Guam on the technical aspect of the project.

Director Leon Guerrero informed the members that Ms. Simone Bollinger has been appointed to the Board and is just waiting for her confirmation. Director Leon Guerrero indicated that she had nothing else to report. Vice Chairman Certeza thanked Director Leon Guerrero for her report.

Vice Chairman Certeza inquired about 2 points that the Director had mentioned in her report specifically regarding the FY 2021 grant applications and Board volunteers for the focus group session. He asked that these issues be addressed right away.

Director Leon Guerrero stated that regarding applicant Justin Green there may have been some technical problems. She inquired whether the Board was going to go by the 5:00 p.m. deadline or were they going to accept the two applications that were submitted at 5:01 pm? Vice Chairman Certeza asked how many applications came in after the deadline. Director Leon Guerrero responded 2. Mayor Gogue inquired what would be the total number of applications received if the 2 applications were included. She answered twenty-five (25). Mayor Gogue commented that the additional 2 applications to be reviewed would not make a difference and there was still enough time for the working groups to get through all of it.

Vice Chairman Certeza moved to accept the two applications received at 5:01 p.m., and to include Mr. Green. Motion seconded by Mr. Ronquillo.

UNANIMOUSLY APPROVED

Vice Chairman Certeza proceeded to the second item that Director Leon Guerrero requested, for two board members to volunteer for the literary arts and the youth focus groups, 1 board member per group. The Vice Chairman asked if any of the board members would be able to fulfill the Director's need. Mr. Ronquillo inquired if these were in person working groups? Director Leon Guerrero replied no, sessions would be held via Zoom. Mr. Ronquillo volunteered for the Youth group and asked that the schedule be emailed to him. Director Leon Guerrero responded that the Youth focus group will be meeting at 3:00 p.m. on August 21<sup>st</sup>. Vice Chairman Certeza inquired about the Literary Arts/ Spoken Word focus group. Mr. Ronquillo volunteered to sit in on that group too.

Mr. Ronquillo suggested to Director Leon Guerrero that she work with the Guam Department of Education (GDOE) to inquire about CAHA utilizing the Southern High School Theater and its adjacent wing which would address CAHA office space and a permanent art facility for Guam. He added that Mayor Gogue is undergoing a project similar to the facility that was recently constructed in Sinajana. Mr. Reyes responded that he is currently working on an art curriculum for GDOE and that he is based down at Southern High School. He added the space that Mr. Ronquillo is referring to is amazing, they have classrooms, recording studios, offices, a 3 story tower which includes sub-offices and the auditorium, however, the air conditioning unit is broken and it will cost \$500,000 to repair and

there are issues with the roof, but otherwise the everything inside is fairly new and the rest of the building is fine. As far as working with GDOE, they are open to partnering. Mr. Reyes commented that Senator Moylan was trying to get funds to cover the repairs. He suggested that, although it would be a major undertaking, CAHA should work with the Legislature to resolve the issue and appropriate funds for the repairs. Furthermore, businesses were reluctant to invest in this endeavor because it is a GovGuam facility. Presently, there is no solution and wasting away. The GDOE Superintendent is open to discussing options on how use the facility and partnering with different organizations. The theater is amazing and could be a revenue generating facility. Vice Chairman Certeza remarked that a different wing could be utilized for the gallery and workshop space. Mr. Ronquillo offered to make the arrangements to tour the facility.

#### 4. FINANCIAL REPORTS

Vice Chairman Certeza commented that the Board has not received a financial report. Director Leon Guerrero responded that there are only slight changes on the financial report compared to last month.

##### a. Revolving Account

CAHA received a reimbursement of \$1,200.00 from Cali Cakery for the reception for Mary Anne Carter, Chairwoman for the National Endowment for the Arts (NEA) which was cancelled; a payment of \$149.90 for Zoom platform fees; and \$50.00 to Sanford Technology for a router so that CAHA could hook-up our computers at the Library. Current Revolving Account Balance is \$5,338.73

##### b. The FestPac account remains the same at \$2,225.00.

##### c. Percent for the Arts Account

CAHA received \$200,000 from TNN for the Tsubaki Towers which brings the current balance of that account to \$912,856.00

Director Leon Guerrero mentioned that the budget from last month is basically the same which showed all the encumbered funds, therefore, there are no changes and with the new administrative officer onboard, we will be providing a more detailed report. With no questions from the Board, Vice Chairman Certeza moved on to the next item on the agenda.

#### 5. OLD BUSINESS

##### a. Interest Bearing Bank Accounts:

Mrs. Krise stated that Mayor Gogue had provided all the details as to what may be needed to proceed to move the Percent for the Arts monies to an interest-bearing account. Mrs. Krise asked the Director if she was able to get an opinion from the Office of the Attorney General as to whether the monies could be placed in a credit union. Director Leon Guerrero stated that she attempted a couple times via telephone and email but was unsuccessful. She indicated that she would keep trying. Mrs. Krise asked Mayor Gogue that regarding TCDs do we have to use a bank that is FDIC insured. Mayor Gogue responded absolutely. The reason being is that they were able to quickly roll the money over because the revolving funds were already in the bank. They went out to solicit quotes for investment percentages and TCDs and seek out the bank with had the highest percentage offer. They did not contact Coast 360 because of the current verbiage of the law. They reached out to BOH, FHB, Bank Pacific and BOG. BOG had the highest TCD percentage compared to the other banks based on their financial investment portfolio.

Mrs. Krise commented that she needs to get the BOG point of contact from the Mayor because the information she received across the board was that is .10% regardless of whether it's a checking, savings and TCD. Mayor Gogue responded that he will send the POC of BOG. He added that they opened the account 12 years ago. The competitiveness with other banks has changed over the years and the Mayor didn't want to be moving the monies around to different banks every year just because the interest rates changed, but 12 years ago they were the highest at the time and maybe because they were an existing customer, that is the reason they've stuck with that bank for so long. Mrs. Krise stated that she could share that their rates are not as competitive as the other banks and could ask the other banks to match it, especially if we're not going to get a response from the attorney.

Mayor Gogue indicated that the difference between a Credit Union and FDIC Bank is that a credit union is member-owned and a cooperative institution while BOG or most banks have stockholders. At that time, CAHA has a lot of money that needs to be invested in a bank right away and since we received the three quotes/ responses from these institutions we have enough information to move forward and invest our monies. Anything is better than a savings account.

He stated that he keeps enough in their savings and checking account to pay for what the law guides them to do and that is 120% of their annual expense. To keep it that much between their savings and checking account, the balance they invested provides huge dividends to them where normally most mayors do not have that because they're depending solely on the annual appropriation from the Legislature, unlike the Percent for the Arts; they get their money for the Guam Solid Waste Authority.

Mrs. Krise suggested to the Director that she seek out the Auditor's advice but a legal opinion is still needed and although CAHA has accounts at Bank of Guam she expressed her concerns of losing \$1,800 a year on interest for just letting the monies sit at .10 percent. Mr. Ronquillo stated that he already reached out to Attorney General, Mr. Leevin Camacho and waiting for his reply. The Director thanked him.

Vice Chairman Certeza reiterated that the pending issues relative to interest bank account are the opinion of the Office of the Attorney General and Mrs. Krise's suggestion on getting an opinion from the Public Auditor. Mayor Gogue asked the Director whether CAHA's Percent for the Arts account was a savings or checking account. Director asked Ms. Balbas to respond. Ms. Balbas answered that she believes that it's a checking account.

Mayor Gogue stated that that the whole point is that CAHA is not accruing interest in any of its accounts. There is no restriction from moving some of those monies from a checking account to a savings account at a minimum that does not need to be governed by a resolution or whatever because we already have a checking account with a banking institution. Moving some of those monies into a saving account is something we should be doing right away, as quickly as possible as an investment of those monies by putting them into TCD, which is actually guided by Title 21. The Mayor indicated that he provided the law regarding the investment of funds to the Director and Mrs. Krise. As far as the savings of those monies, we should not be keeping the whole amount strictly in a checking account. Mrs. Krise concurred and mentioned that she had spoken with a BOG employee and could not believe that they provide the same interest rate, .10%, regardless of whether it is a saving, checking or TCD, which the employee confirmed. Mrs. Krise went on to say that another issue is that we're only protected up to \$250,000, so we're not really protected. She added that she doubts that Bank of Guam would roll over the money so we are protected for the full amount and with no set -up plan.

Mayor Gogue mentioned that how we're protected is always an issue of concern and understands that we're protected up to \$250,000 based on FDIC or whatever the insurance is. The Mayor stated that there are 12 Board members, so each member has an interest in that account. He stated that he could on get clarification regarding if something were to happen to that account, each Board member could file a claim on the insurance company for the full amount; we are insured and that would be \$250,000.00 x 12 (Members) because we are the keeper of the CAHA account (CAHA). Mrs. Krise went to say that regardless we're still getting a very low interest rate and there are opportunities to get more money back to us; we just have to get some type of ruling from the AG's Office. Mayor Gogue agreed. Mrs. Krise asked the Director if CAHA had a savings account. Director mentioned that it is a checking account and that she still does not have access to Bank. Hopefully, the Board will approve the resolution today to add her on as a bank signatory for CAHA. Mrs. Krise indicated that she didn't know what needs to be done to open a savings account, but at CAHA should be putting at least \$250,000 into a savings account right away to get whatever interest rate. This has been an ongoing discussion for several months now and there is approximately \$913,000 in an account that is not accruing interest, therefore, the Council needs to do whatever it takes to put some money in an interest bearing account

Director Leon Guerrero commented that she needs to go over the legislation but recalls being informed that she could not go and open an account and that there was a process. Mayor Gogue stated that the monies CAHA is responsible for falls under the Revolving Fund Legislation so there are certain entities allowed a revolving fund account. In fact, CAHA account was created through a resolution so to transfer funds from one account to another just requires a resolution. A resolution could be drafted stating that we're going to keep a percentage, etc. The whole purpose of these revolving accounts means that once the money is received, the Legislature cannot touch it ever again and that it cannot be reprogrammed without legislation because it is not general fund money. The Mayor's concern is that we invest these monies and when it matures it can be used, but at this point the Council needs to move some or all of these monies into a savings account. Vice Chairman Certeza mentioned that this calls for a resolution and Mayor Gogue stated that if the Board agrees, he can type up a resolution today. Mrs. Krise indicated that the Director does not have access to the account now so how is that going to affect her. Who has access to the account? Director Leon Guerrero replied Ms. Balbas. The Director stated that there is a Resolution the agenda that hopefully the Board could approve today that will give her access. The resolution has been drafted and was sent via drop box earlier. Some members claimed that they didn't receive the resolution via drop box or are having problems. Dr. Flores remarked that she received the resolution after several attempts. A member suggested that on this resolution a line needed to be added authorizing the Director to open a savings account and to move money appropriately.

The Vice Chairman took a screenshot of the resolution and shared it with all the members via WhatsApp in case they couldn't access drop box at this time. Mayor Gogue stated that the draft needs to be properly formatted. He indicated that if everybody is able to see and read the draft board resolution, he made a motion to adapt the general intent to include authorizing Director Leon Guerrero the authority to open up a savings account and to move an amount or percentage of the monies from the current account into an interest bearing savings account. The draft resolution could be modified to give the Director authority over the account and that was his motion pending.

Mayor Gogue formally moved to approve the Purpose Board Resolution 020 JGB DOC and that the Board adopt the intent of the Resolution and to include a clause giving the CAHA Executive Director the authority to open up interest bearing savings accounts and move all the Percent for the Arts monies into an interest bearing savings account. Motion seconded by Mrs. Krise.

Vice Chairman Certeza asked if there was any discussion. Mr. Ronquillo asked if the Director would be the sole signer. Mayor Gogue responded no. He stated that if you take a look at the law, the Board Chairman is the co-signer for all the expenditures, so Director Leon Guerrero or Ms. Balbas cannot transact without the Board Chairman, In fact, the account holder is actually the Board if you look at our enabling legislation we are a fiduciary board. Mr. Ronquillo inquired, for the sake of FDIC and the insurance, does the number of signers equate to the number of account holders that are covered under FDIC? How is it done with the Mayor's Council? Mayor Gogue stated no, it doesn't. It is the number of Council members that have an interest into this account so if any loss to this account or market crashes or something happens each member of the council with a fiduciary interest can make a claim against the bank. Mayor Gogue stated that he will verify everything while he works on the amended version of the resolution.

Vice Chairman Certeza asked whether there were any more questions or comments. There were none, so the Vice Chairman called for a vote on Mayor Gogue's motion. All members voted in favor of the Mayor's motion.

Unanimously Approved

Mayor Gogue indicated that he would work on the resolution and would forward it to all the Board members when it is completed and also with interest bearing account discussion awaiting the AG's opinion. Mayor Gogue reiterated that it would give authorization to Director Leon Guerrero to open-up interest-bearing savings account, while we're waiting for an investment or whether or not we are restricted only in the FDIC insured banking institutions. The question right now is does COAST 360 qualify. Although

they came in with highest rate for investing funds, Coast 360 is not an FDIC insured banking institution. NCUA may prohibit us from investing in a credit union.

b. Code of Conduct

Vice Chairman Certeza shared a screen with the members. He informed the members that he's been researching other organization and gathering ideas and notes from them to create a code of conduct for Guam. The purpose of this code is to build human connections, create capacity and nurture creativity with our CAHA artists where they can contribute to a prosperous and vibrant community and be positive role models. He stated that it is not necessarily a code but would be more of a pledge that CAHA artists would have to sign. The process of developing this code or pledge is ongoing. He added that a separate code of conduct would be developed for the Board and staff. For the governing board members there are responsibilities we have to uphold but nothing detailing the code of ethics.

c. 2021 Grant Panel Assignments

Director Leon Guerrero shared a screen with the members. She stated that there are 7 panels. Mr. Zepeda has agreed to spearhead the Visual Arts Panel and Dr. Flores will be overseeing the Folk Arts Panel. Chairs and Co-Chairs are needed for the remaining 5 panels: Arts-in-Education, Media Arts, Performing Arts, Special Projects, and Underserved. Director Leon Guerrero stated that she is considering adding culinary arts as one of the focus groups and possibly a grant category. Mr. Ronquillo commented that this should be under special projects. Mayor Gogue asked what disciplines or categories would fall under Special Projects. Ms. Balbas responded that applications that are not specific to the other 6 disciplines are usually placed under special projects. Examples would be if an applicant wanted to publish a book, or conduct a survey in the villages of the number of art projects that are in within their jurisdiction or projects that are multi-disciplined.

Mayor Gogue commented that culinary art is art on itself and should not be categorized as a special project. He moved that culinary arts be added as one of the categories. Vice Chairman Certeza suggested that culinary art be addressed for the next cycle. Dr. Flores commented that more time was needed to discuss special projects and Mayor Gogue agreed to withdraw his motion. Mayor Gogue added that a culinary arts program needs to be created and the art form needs to be cultivated.

Vice Chairman Certeza moved the discussion along and asked if any of the Board members to oversee the review panels for Arts-in-Education, Media Arts, Performing Arts, Special Projects, and Underserved. After a brief discussion it was agreed that the following review panels would be spearheaded by the Board members indicated below:

1. Arts-in-Education – Mr. Reyes
2. Folk Arts - Dr. Flores
3. Media Arts – Mr. Ronquillo
4. Performing Arts – Mr. Rabon
5. Special Projects –Vice Chairman Certeza
6. Visual Arts – Mr. Zepeda
7. Underserved – Mrs. Kloppenburg and Mayor Gogue

d. Grant Program requests [Action items]

- i. Pacific Historic Parks - Day at the Museum: Request for extension and Reprogramming.  
Director Leon Guerrero stated that Pacific Historic Park's request for an extension to February 2021 and to reprogram their Day at the Museum project was reviewed at the last meeting, but the Board had requested a revised budget. The grantee has submitted a revised budget. Due to the pandemic they will produce a film highlighting children telling stories of historical individuals of WWII.
- ii. Kent Velesrubio: Fellowship



Director Leon Guerrero stated that Mr. Velesrubio's request for an extension to September 2021 and to reprogram his project was reviewed at the last meeting but the Board had requested a revised budget. Instead of producing a film, the grantee will produce YouTube podcasts.

Dr. Flores moved to approve the requests of the Pacific Historic Parks and Kent Velesrubio to extend and reprogram their projects as indicated in the above subsections. Motion seconded by Mrs. Kloppenburg.

UNANIMOUSLY APPROVED

**iii. GUMA**

Director Leon Guerrero stated that GUMA's grant extension and reprogramming was approved by email vote and ratified by the Board at the last meeting without a revised budget and narrative. At that same meeting the Board had requested that the grantee provide a revised budget and narrative. Director Leon Guerrero informed the Board that the required documents have been submitted. She reiterated that GUMA's request for an extension and reprogramming of their project has already been approved by the Board.

**6. NEW BUSINESS**

**a. New Grant Revisions (Action items)**

Director Leon Guerrero stated that CAHA has been receiving more requests for grant extensions from its grantees.

**a. Extension only**

1. Austin Domingo: Fellowship grant  
Grantee is requesting an extension from September to December 2020.
2. Manelu: Art in the Ville project –  
Grantee is requesting an extension to January 2021.
3. Yeon Sook Park: Art strengthens Communication project  
Grantee is requesting an extension to December 2020.
4. Timothy Hanley  
Grantee is requesting an extension to December 2020

Mrs. Kloppenburg asked the Director if there were any reasons why the grantees' request for extension should not be approved. Director Leon Guerrero responded no, they are just asking for an extension.

Mrs. Kloppenburg moved to approve the request for extensions made by Austin Domingo, Manelu, Yeon Sook Park and Timothy Hanley. Motion seconded by Mayor Gogue.

UNANIMOUSLY APPROVED

**ii. Extension and Revision**

1. Kel Muna: 1901 House  
Grantee is requesting for extension to December 2020. In addition, he wants to shorten the final product to 10 to 15 minutes of total run time [original run time was 20 to 25 minutes], use of more archival material and interviews via video conferencing platforms instead of in-person. There are no revisions in budget.
2. Dr. Ronald Canos: Mask making project for at-risk students

Grantee is requesting to reduce the number of workshops from 8 weeks to 6 weeks, accept digital photographic evidence of completed work instead of a face-to-face exhibit and reduce the grant amount from \$6,000 \$4,500 and to consider the project “complete”.

3. Humanities Guahan  
Grantee is requesting an extension to November 30, 2020, and to reduce the number of workshops from 6 in person workshops to four 2-part online workshops. Grantee has turned in a revised budget with a narrative.
4. Antonio Azios - Silent by Design: Voices at the Edge of Empire  
Grantee is requesting to change the scope of work and format from full length video focusing on incongruence between voting rights and democratic representation of residents of U.S. Territories to a 5 episode podcast series; [Memoirs Pasifika] that will focus on first person accounts of historical events that have impacted Micronesia linking history to the lived experience of individuals residing in the Mariana Islands, Palau, FSM, Marshall Islands, and Kiribati. [Note: This fits into special call for proposals-Keeping our Distance]
5. Jacqueline Sablan: Lash and makeup artistry  
No action needed is needed for this grantee. She did provide an update on her project to the staff. Grantee just provided an update to staff.)
6. Eric Borja  
Grantee is also requesting an extension and change on his scope of work.

Vice Chairman Certeza asked the CAHA Director and staff if there is any conflict with these requests for extension and revision. Director answered no and Mark commented that based on what is stated in their request the project will be accomplished.

Mrs. Kloppenburg moved to approve the above requests for extension for the 5 grantees: Kel Muna, Dr. Ronald Canos, Humanities Guahan, Antonio Azios and Eric Borja. Motion seconded by Mr. Reyes.

UNANIMOUSLY APPROVED

- b. Resolution authorizing signing authority for Executive Director on bank accounts to include transfer funds in Percent for the Arts account to an interest-bearing savings account.  
Vice Chairman Certeza stated that this was already addressed earlier in the meeting and action was already taken. (Item #5, section a)
- iii. Strategic Plan and Mission Statement  
Director Leon Guerrero stated that the proposed mission statements were sent to all members. Vice-Chairman Certeza shared the screen for the (4) purposed mission statement for CAHA and stated that members can choose which of the four best suits CAHA. Vice Chairman Certeza gave the Board a few minutes to review the mission statements. Mayor Gogue commented that a Mission Statement is an expression to define “why we do what we do” and to get it done, we need funding to support artisans in their craft to make it their career. Mr. Reyes commented that identifying CAHA’s role is vital to the Arts & Humanities and should be reflected in mission statement and noted that he needs time before voting. He said more thought is needed and that we need to delve in deeper for a mission. What is CAHA’s role? How does art impact the community? Director Leon Guerrero responded that the statements do not speak to the humanistic aspect, but it does mention about CAHA’s mission to help the community. After a brief discussion it was agreed upon by the members that for the purpose of the focus groups, they would choose one of the proposed mission statements with the understanding that changes or amendments could be made in the future.

Vice Chairman Certeza asked each member, which of the four (4) mission statements presented they were in favor of. Majority favored and voted for the #1 mission statement: 7 votes for no. 1 and 1 vote for no. 2.

APPROVED

Vice Chairman mentioned that the Director has 3 questions prepared for the focus group sessions. The Director requested that the Board review the questions that were shared via screen. Mayor Gogue asked if the Director is requesting that the Board choose only one question for the focus group presentations. Director Leon Guerrero answered yes, that is correct.

Mayor Gogue moved for the Board to vote for one of the three questions given by the CAHA Director. The question that receives the most votes will be used for the upcoming focus group sessions. Motion seconded by Dr, Flores. Majority of the members voted for question no. 2: 1 vote for question no. 1, 5 votes for question no. 2 and 3 votes for question no. 3.

APPROVED

BOARD MINUTES – July 7, 2020

Vice-Chairman Certeza called for a motion pertaining to the minutes of the last Board Meeting.

Dr. Flores moved to approve the minutes of the July 7, 2020 meeting. Motion seconded by Mrs. Krise.

UNANIMOUSLY APPROVED

7. OTHER ANNOUNCEMENTS & DISCUSSIONS

A. Next Board Meeting - September 1, 2020

Vice-Chairman Certeza announced that the next Board Meeting is scheduled for September 1, 2020 at 2:00 p.m. Several Board members requested that the meeting be at 3:00 p.m. instead. With no objections, the Board concurred that the meeting would be at 3:00 p.m.

8. ADJOURNMENT

With no further business to discuss the meeting adjourned at 5:48 pm

MINUTES PREPARED BY:

ATTESTED TO BE TRUE AND CORRECT BY:

\_\_\_\_\_  
Genevey Kloulubak, Administrative Officer  
Program Coordinator IV, Guam CAHA

\_\_\_\_\_  
Francis Guerrero  
Chairman, CAHA Board of Directors

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**GUAM COUNCIL ON ARTS & HUMANITIES**  
**FISCAL YEAR 2020**  
**ACCOUNT STATUS as of August 31, 2020**

<b>PL 35-36 (LAPSED 9/30/2022)</b>	<b>CAHA PARTNERSHIP AGREEMENT</b>
Acct No.	Object Class
5101B204000EI101-111	Salary
5101B204000EI101-113	Fringe
<b>TOTAL</b>	

<b>PL 35-36 (LAPSED 9/30/2022)</b>	<b>CAHA PARTNERSHIP AGREEMENT</b>
Acct No.	Object Class
5101B204000EI101-230	Contract
5101B204000EI101-233	Bldg Rent
5101B204000EI101-240	Supplies
5101B204000EI101-280	Sub Recipient/Grants
5101B204000EI101-363	TeleCom
<b>TOTAL</b>	

<b>Grant Award #1855944-61-19 Lapsed 9/30/2022</b>	<b>PARTNERSHIP AGREEMENT</b>
Acct No.	Object Class
5101E204000PA103-220	Travel
<b>TOTAL</b>	

<b>Grant Award #1855944-61-19 Lapsed 9/30/2022</b>	<b>PARTNERSHIP AGREEMENT</b>
Acct No.	Object Class
5101E204000CV106-233	Bldg Rent
5101E204000CV106-280	Sub Recipient/Grants
<b>TOTAL</b>	

<b>PL 35-36 (LAPSED 9/30/2020)</b>	<b>GUAM TERRITORIAL BANCORPORATION</b>
Acct No.	Object Class
5206A204000EI207290	Miscellaneous
<b>TOTAL</b>	

<b>PL 35-36 (LAPSED 9/30/2020)</b>	<b>CAHA LOCAL FUND OVER</b>
Acct No.	Object Class
5206A204000GA206-111	Salary

5206A204000GA206-113	Fringe
5206A204000GA206-230	Contract
TOTAL	

<b>PL 35-36 (LAPSED 9/30/2022)</b>	<b>COMMUNITY SERVICES</b>
Acct No.	Object Class
5206B204000MT950-290	Miscellaneous
TOTAL	

**ANITIES**

**1, 2020**

<b>EEMENT</b>			
TOTAL APPROPRIATION	ALLOTMENT	EXPENDITURES	BALANCE
\$ 209,819.00	\$ 193,680.00	\$ 143,398.08	\$ 50,281.92
\$ 85,289.00	\$ 78,731.00	\$ 49,145.00	\$ 29,586.00
<b>\$ 295,108.00</b>	<b>\$ 272,411.00</b>	<b>\$ 192,543.08</b>	<b>\$ 79,867.92</b>

<b>EEMENT</b>			
TOTAL APPROPRIATION	ALLOTMENT	EXPENDITURES	BALANCE
\$ 47,340.00	\$ 47,340.00	\$ 32,907.54	\$ 14,432.46
\$ 77,252.00	\$ 77,252.00	\$ 77,220.00	\$ 32.00
\$ 5,000.00	\$ 5,000.00	\$ 3,583.06	\$ 1,416.94
\$ 160,000.00	\$ 160,000.00	\$ 120,360.00	\$ 39,640.00
\$ 4,900.00	\$ 4,900.00	\$ 2,648.59	\$ 2,251.41
<b>\$ 294,492.00</b>	<b>\$ 294,492.00</b>	<b>\$ 236,719.19</b>	<b>\$ 57,772.81</b>

<b>VT/BASIC STATE GRANT COMMUNITY SERVICES (FESTPAC)</b>			
TOTAL APPROPRIATION	ALLOTMENT	EXPENDITURES	BALANCE
\$ 10,000.00	\$ 10,000.00	\$ -	\$ 10,000.00
<b>\$ 10,000.00</b>	<b>\$ 10,000.00</b>	<b>\$ -</b>	<b>\$ 10,000.00</b>

<b>VT/BASIC STATE GRANT COMMUNITY SERVICES (COVID 19)</b>			
TOTAL APPROPRIATION	ALLOTMENT	EXPENDITURES	BALANCE
\$ 50,000.00	\$ 50,000.00		\$ 50,000.00
\$ 114,600.00	\$ 114,600.00	\$ -	\$ 114,600.00
<b>\$ 164,600.00</b>	<b>\$ 164,600.00</b>	<b>\$ -</b>	<b>\$ 164,600.00</b>

<b>D</b>			
TOTAL APPROPRIATION	ALLOTMENT	EXPENDITURES	BALANCE
\$ 50,000.00	\$ 50,000.00	\$ -	\$ 50,000.00
<b>\$ 50,000.00</b>	<b>\$ 50,000.00</b>	<b>\$ -</b>	<b>\$ 50,000.00</b>

<b>MATCH</b>			
TOTAL APPROPRIATION	ALLOTMENT	EXPENDITURES	BALANCE
\$ 64,350.00	\$ 59,400.00	\$ 56,682.08	\$ 2,717.92

\$ 22,099.00	\$ 20,400.00	\$ 19,868.39	\$ 531.61
\$ 7,598.00	\$ 7,598.00	\$ 7,490.00	\$ 108.00
<b>\$ 94,047.00</b>	<b>\$ 87,398.00</b>	<b>\$ 84,040.47</b>	<b>\$ 3,357.53</b>

TOTAL APPROPRIATION	ALLOTMENT	EXPENDITURES	BALANCE
\$ 294,800.00	\$ 294,800.00	\$ 142,193.83	\$ 152,606.17
<b>\$ 294,800.00</b>	<b>\$ 294,800.00</b>	<b>\$ 142,193.83</b>	<b>\$ 152,606.17</b>

\$ 1,203,047.00

RESERVED
\$ 16,139.00
\$ 6,558.00
<b>\$ 22,697.00</b>

RESERVED
0
0
0
0
0
\$ -

RESERVED
0
\$ -

RESERVED
0
0
\$ -

RESERVED
0
\$ -

RESERVED
\$ 4,950.00



\$	1,699.00
\$	-
\$	<b>6,649.00</b>

RESERVED	
0	
\$	-

<b>FY2020 CAHA Budget balances as of 31 August 2020</b>			
	<b>Budgeted</b>	<b>Expenditures</b>	<b>Balance</b>
<b>Personnel</b>	\$ 381,557.00	\$ 249,225.16	\$ 132,331.84
<i>Salary</i>	\$ 274,169.00	\$ 200,080.16	\$ 74,088.84
<i>Finge</i>	\$ 107,388.00	\$ 49,145.00	\$ 58,243.00
<b>Contractual Services</b>	\$ 51,338.00	\$ 40,397.54	\$ 10,940.46
<b>Bldg. Rent</b>	\$ 80,852.00	\$ 77,220.00	\$ 3,632.00
<b>Supplies</b>	\$ 4,200.00	\$ 3,583.06	\$ 616.94
<b>Sub-recipient Grants</b>	\$ 160,000.00	\$ 120,360.00	\$ 39,640.00
<b>Telephone</b>	\$ 4,900.00	\$ 2,648.59	\$ 2,251.41
	<b>\$ 682,847.00</b>	<b>\$ 493,434.35</b>	<b>\$ 189,412.65</b>
<b>FESTPAC Travel</b>	\$ 10,000.00	\$ -	\$ 10,000.00
<b>CARES Act</b>	\$ 164,600.00	\$ -	\$ 164,600.00
<i>Sub-recipient Grants</i>	\$ 114,600.00	\$ -	\$ 114,600.00
<i>Rent</i>	\$ 50,000.00	\$ -	\$ 50,000.00
<b>Guam Territorial Band</b>	\$ 50,000.00	\$ -	\$ 50,000.00

**FY2021 Draft CAHA Budget**

	<b>Local Match</b>	<b>Federal Math</b>	<b>Local Overmatch</b>	<b>Total Budgeted</b>
<b>Approved Budget*</b>	\$ <b>309,300.00</b>	\$ <b>309,300.00</b>	\$ <b>79,559.00</b>	\$ <b>698,159.00</b>
<b>Personnel FY2021</b>	\$ 184,596.00	\$ 184,596.00	\$ 51,800.00	\$ 420,992.00
<b>Grants FY2021</b>	\$ 65,000.00	\$ 65,000.00		\$ 130,000.00
<b>Rent</b>	\$ 54,630.00	\$ 54,630.00		\$ 109,260.00
<b>Contracts*</b>			\$ 19,207.00	\$ 19,207.00
<b>Telephone</b>	\$ 2,450.00	\$ 2,450.00		\$ 4,900.00
<b>Supplies</b>			\$ 2,400.00	\$ 2,400.00
<b>Equipment</b>	\$ 2,624.00	\$ 2,624.00	\$ 6,152.00	\$ 11,400.00
<b>Total</b>	<b>\$ 309,300.00</b>	<b>\$ 309,300.00</b>	<b>\$ 79,559.00</b>	<b>\$ 698,159.00</b>

**\*Detail of Contracts:**

Advertisements      \$3,000.00  
 Copier lease          \$10,620.00  
 Website                \$1,200.00  
 Special Project        \$4,387.00

**\$19,207.00 Total of Contracts**

**Funding Cuts:**

Personnel              \$53,689.00  
 Grants                  \$30,000.00  
 Supplies                \$1,802.00  
 Contractual Services \$10,948.00  
 NASSA Membership   \$6,500.00  
 Graphic Designer      \$3,000.00

**\$96,439.00 Total Funding cuts**

## CAHA STRATEGIC PLANNING PROCESS

The Guam Council on the Arts and Humanities [CAHA] was created in 1982 when it was also recognized as the State Arts Agency for Guam. In 1985 it became a permanent agency of the government. In its 38-year history, it has provided quality arts and humanities programming for the residents of Guam through its various programs and activities. In 2011, the Government of Guam was re-organized and CAHA was consolidated into the Department of Chamorro Affairs. Then in June 2019, another re-organization of the Government of Guam, placed CAHA as separate line agency of the Government of Guam.

Since June, CAHA has not been able to acquire its own office space and gallery space. CAHA staff have moved 3 times and are now housed in an extra room in the public library with no telephones. The staff use folding chairs and tables for their workstations.

Early this year the COVID19 pandemic came to Guam. On 14 March the Governor placed the island in a state of emergency in response to the pandemic. On the 30 April the island was placed in Pandemic Condition of Readiness 1 [PCOR1]. The Governor ordered a lockdown of the island restricting resident's movement and closing businesses. Only essential workers were allowed to work. PCOR2 was declared on 8 May loosening some restrictions. On 19 July PCOR3 was declared and allowed businesses and other activities to operate with moderate restrictions. On 16 August in response to a sharp increase in COVID19 cases Guam was placed in PCOR1 with even more restrictive measures. On 21 August the Governor issued a stay-at-home mandate due to the sharply increasing numbers and positivity rate of Guam's people.

Since March of this year, CAHA staff have been forced to telework from home.

It is within this environment that CAHA has undertaken the strategic planning process.

The planning process includes several components: A review of the history and programming of the Council by staff members, an artist survey and a series of community focus groups and review by the staff and board of the results.

The methodology applied to the strategic planning process is the positive change method called the "Appreciative Inquiry" also known as AI. This method focuses on the strengths of the community to foster strategies that identifies the best of "what is" to pursue the possibilities of "what could be."

AI was developed by David Cooperrider and Surech Srivastva in the 1980s. The approach is based on the premise that "organizations change in the direction which they inquire." Using this premise – if we look at problems, we will find problems. So, appreciating the positive in our community will reveal more and more of what is positive.

### STAFF REVIEW OF HISTORY AND PROGRAMMING OF CAHA

The staff spent about 3 days reviewing the history of the Council and all programming that was conducted since the inception of the organization. They discussed how programs could be improved. The staff were very enthusiastic about the process. [Notes attached]

### ARTISTIC ONLINE SURVEY

An online artist survey was developed and posted on the CAHA website. The survey was advertised through social media platforms, direct email with our constituents, online radio and by telephone communication. We received sixty-three (63) responses from Guam artists.

The purpose of the survey was to gauge the online capabilities of our constituents, get to know a little about them, determine their priorities for future development and let us know how CAHA could help them to achieve their goals as well as contribute to the community. The survey was made up of four sections:

1. Demographic information

2. Online capabilities
3. Your Practice [How they identified as an artist and information about their artistic practice]
4. Specific to CAHA

#### Online Capabilities

Respondents indicated they share their work online via:

- Facebook (75.4%)
- Instagram (61.4%)
- Youtube (31.6%)
- Website (28.1%)
- Twitter (15.8%)
- Etsy (10.5%)
- Pintrest (7%)
- Patreon (5.3%)
- Deviant Art (3.5%)
- Itunes (3.5%)
- Spotify (3.5%)
- Dribble (1.8%)
- Ebay (1.8%)
- Vimeo (1.8%)

An impressive 95% of the respondents would be interested in joining and arts & humanities-centric online platform to help promote their work, connect with art opportunities, network with arts businesses and engage art appreciators.

The respondents ranked the following in level of importance (1 being the most important):

1. Opportunities
2. Exposure
3. Professional Development
4. Grant Funding
5. Networking
6. Marketing Support
7. Digital Portfolio
8. E-Commerce
9. Micro-Loans

The respondents generated the following percentages of their income from all activities they undertake as part of their artistic practice.

- 13.8% generated 100% of their income
- 5.2% generated 76%-99% of their income
- 1.7% generated 51%-75% of their income
- 15.5% generated 32%-50% of their income
- 17.2% generated 10%-31% of their income
- 46.6% generated less than 10% of their income

45.8% of the respondents identified as an artist regularly working through exhibiting/performing/publishing in their artform AND working with communities/participants in their artform.

32.2% of the respondents identified as an artist primarily working through exhibit/performing/publishing in their artform.

22% of the respondents identified as an artist primarily working with communities/participants in their artform.

#### Artist Level

4.8% identified as a student

14.5% identified as a teacher

21% identified as an emerging artist

27.4% identified as a mid-career artist

32.3% identified as an established artist

#### Specific to CAHA

Respondents selected the following answers to these questions:

1. What kind of training or technical assistance do you think would help you respond to the current economic situation, respondents replied:

- Website/Social media (62.7%)
- Grant writing (50.8%)
- Develop Collaborative/Merger Opportunities (47.5%)
- Professional Development Workshops (47.5%)
- Marketing (45.8%)
- Fundraising (39%)
- Leadership Development for Board/Staff (33.9%)
- Business Planning & Forecasting (33.9%)
- Fiscal & Administrative Practices (22%)

2. What professional development workshop, forum, or seminar topics are you interested in?

- Grants/Fundraising (66.1%)
- Value of the Arts (55.9%)
- Networking and Marketing Connections (52.5%)
- Publishing (50.8%)
- Pricing your work and time (50.8%)
- Technology/Marketing/Social media (47.5%)
- Community Involvement (47.5%)
- Legal issues/contracts/copyrights (44.1%)
- Taxes and Finance (44.1%)
- Strategic Planning (40.7%)
- Talking about your work (37.3%)
- Work Critique (30.5%)
- Writing/artist statements (27.1%)

3. What things do you need to build a sustainable practice?
  - Time and space
  - Exhibitions/Exposure
  - Community Support
  - Money
  - Patron/Connections
  - Professional Development
  - Collaborators
  - Critical Dialogue
  
4. What kind of government support do you think would produce the greatest positive impact on the arts and cultural programming in Guam?
  - Provide spaces for exhibits and performance (86.9%)
  - Provide grants to artists (80.3%)
  - Purchase public art (73.8%)
  - Promote grants to support operations of arts and cultural organizations (65.6%)
  - Provide support for marketing (57.4%)
  - Provide tax relief for artists/arts organizations (54.1%)
  
5. Are there any activities or services that you would like CAHA to offer?
  - Digital catalog of artwork by local artists for sale.
  - Support for musicians
  - Advocate fine art as a creative outlet for troubled youth
  - Home and Traveling residencies, collaborative exhibits between islands
  - Higher quality exhibits, longer promotional lead ins, paid mentorship programs for mentor and apprentice.
  - Permanent Art Gallery, CAHA Art Gallery, Permanent exhibit space
  - ADA compliant Gallery space
  - Training and outreach
  - Co-op store/studio
  - More opportunities for the visual arts, art programs to support local artists
  - Marketing/Internet activities/Social media
  - Monthly Art exhibitions, Art shows,
  - Craft workshops, workshops,
  - Artist collaboration
  - Mentorship and for students who are interested in learning a craft - Create a director. Maybe an artist conference once a year to show new work, new artist and more.
  - I like a CAHA that is proactive in providing a multitude of opportunities for artists to participate in- grants, public spaces, public projects, etc.
  - Artists need a site for regular exhibitions where standards for the type of work and the presentation of work is on par with professional standards, with a decent amount of marketing that will help improve participation in opening nights.
  - A more informative website that showcases individual artists' work in a more visual presentation

- Gallery space. Publicity/advertising for gallery shows. Galleries (yes, more than one) that are opened evenings and weekends. Don't lock out the 9 to 5 workers who might want to purchase art. Gallery shopping has always been a weekend past time.
- resources for apprentices and apprenticeship programs
- CAHA should collaborate with Artsy online gallery to establish global connection with other galleries and potential patrons - or any other gallery that can do the same. here is link to Artsy partnership - <https://partners.artsy.net/>
- CAHA should invest in space rental or storage where artist can work and store large works at a rental price or part of a "fellowship grant" - or residency type of outlet.
- Promote LOCAL SUPPORT LOCAL
- Two festivals minimum per year...
- Mentor artists and provide forums for constructive criticism
- none for now
- Annual space reservation for student work showcase/individual artist showcase (free of charge)
- Perhaps artists in the CAHA directory can give back to the community by workshopping occasionally with youths, more consistent gallery shows/exhibits, regular updates for opportunities or events on the CAHA website.
- Exhibiting my students' nativity murals done by 4th and 5th visually gifted DOE GATE students.
- Resource person or center we can tap on to assist us with publishing, technology, social media; engage or involve traditional healing in your community outreach/programs
- Addressing community state of affairs in terms of chronology and future impact on the arts.
- Funds and Space for artists to perform, create, collaborate and work.
- Good ethical coordination for the arts and humanities

## COMMUNITY FOCUS GROUPS

We conducted eight (8) community focus groups made up of a diverse group of community members. The sessions were facilitated by Mr. Joe Quinata, Chief Program Officer, Guam Preservation Trust and assisted by Executive Director, Jillette Leon-Guerrero. At least one member of the Board of Directors was present at each meeting.

Originally the sessions were planned to take place in face-to-face meetings but because of the current health crisis we had to conduct the meeting via zoom. While this was not ideal for the sessions, it worked well with smaller groups.

The eight (8) focus groups were:

1. Literary Arts & Spoken Word
  - a. Rita Nauta, Guampedia Inc.
  - b. Anthony "Malia" Ramirez, Historian, Department of Parks and Recreation
  - c. Kim Kihleng, Executive Director, Humanities Guahan
  - d. Simone Bollinger, Guam Community College, appointed to Board of CAHA by Governor and awaiting confirmation from Guam Legislature.
  - e. Melvin Won Pat Borja, Commission on Decolonization



2. Visual Arts
  - a. Andrew Laguana, Architects Laguana & Cristobal
  - b. Rolly Zepeda, CAHA Board member, Art Teacher @ St. John's Episcopal school
  - c. Joshua Agerstrand, Founder of GAX [Guam Arts Exhibit]
  - d. Mar-Vic Cagurangan, Publisher Pacific Island Times
  - e. Velma Yamashita, Director, Isla Center for the Arts, UOG
  - f. Yeon Sook Pak, Artist
3. Performing Arts
  - a. Zina Ruiz – Executive Director, Para i Probechu'n i Taotao-Ta, Inc. (PIPIT)
  - b. Kyana Tuncap – Dancer, Musician, Weaver • Inetnon Gef Pa'go
  - c. Michelle Blas – Assistant Professor and Theater Director, University of Guam
  - d. Margarita Dancel – Program Director, Step Up Entertainment & Dance Co. • Executive Producer & Choreographer, World Theater Productions
  - e. C'Zer Medina – Dance Program, GATE, Guam GDOE • Director, DanzJazz Entertainment Co. • Founder, Guam Dance Coalition
  - f. Ernest Ochoco – Director, Theater Program, GATE, Guam GDOE • Theater, Film and Television Actor
4. Culinary Arts [Morning Lockdown was announced – 3 members cancelled]
  - a. Bertrand Haurillon, Chef Instructor with Guam Community College Culinary School
  - b. Calvin Salemi, Restaurant Manager, Aldente's at the Dusti Thani.
  - c. Peter Duenas, President of Micronesian Chefs Association
  - d. Mel Mendiola, Director of GEDA
5. Media Arts
  - a. Myracle Mogul – Artist, Co-chair, Serve Guam Commission, Associate Directors of Corporate and Foundations, UOG Endowment Foundation
  - b. Don Muna – Filmmaker, Co-Founder, Guam International Film Festival, Producer, PBS Guam
  - c. Cara Flores Mays – Small business owner, web and media production, filmmaker, producer, Nihi Children's Show
  - d. Monica Guzman – CEO, Galaide Group, former CAHA Chairperson
  - e. Jeneieve Sablan – CEO, Big Fish Creative, Former CAHA Boardmember
6. Folk and Traditional Arts
  - a. Sandra Okada – President of Tasi, Seafaring society
  - b. Monica Guzman – CEO, Galaide Group, former CAHA Chairperson
  - c. Dee Hernandez – Cultural Heritage Officer, Guam Visitor's Bureau
  - d. Monique Carriveau Storie – Dean, University Libraries, University of Guam
7. Young Artists
  - a. Jenei Aguon – Youth Development Coordinator, University of Guam Endowment Foundation
  - b. Heidi Ballendorf – Executive Director, Tourism Education Council, Coordinator, WAVE (Welcome All Visitors Enthusiastically), Communications Manager, Guam Waterworks Authority
  - c. Maria Eugenia Leon Guerrero – Chanter, I Fana la Lian, Chief Operating Officer, Bank of Guam
  - d. Fu'una Sanz – Fafanague, Inetnon Gef Pa'go, Teacher, CHamoru Language Immersion School

## 8. Underserved – General Community

- a. Raphael “Raph” Inpingco – Artist, President, Inadahan I Lina’la Kotturan CHamoru
- b. Samantha Taitano – Executive Director, Mane’lu
- c. JoeLyn Borja – Executive Director, Guma Mami
- d. Patricia Krise – Secretary, CAHA Board of Directors

The Appreciative Inquiry method uses a 4-phase process:

The Discover phase – Each participant contributed what they thought was the best thing that CAHA had done in the past or they related the best experience they had in reference to CAHA. If they had no experience with CAHA they talked about the best arts, humanities or cultural experience they had.

The Dream phase – Each participant contributed their “dream” for arts & humanities and CAHA. They were encouraged to dream big with no restrictions on money/resources or time. [Focus group notes attached]

The Design phase – The participant’s contributions were compiled and common themes were identified. A small team made up of the Executive Director and the staff design ways of creating the organization that the participants dreamed about in the dream phase. This design is then presented to the board of directors for their input and approval.

Four common themes identified by the participants:

1. By far, the first and most often identified theme was that more arts & humanities resources were needed for the community to be able to learn, express, share and inspire residents as well as non-residents. The most common “dream” was for a state-of-the-art permanent home for CAHA that was centrally located and served as a hub for the arts & humanities – one place that served the entire community and the world – a place that included space for genres of the arts and a place that people could gather. The second resource identified was for CAHA to use technology and the Internet to provide services for their artists, clientele and the general community.
2. The second most common theme was for CAHA to provide more opportunities for people to connect, gather and network through the arts & humanities. Participants dreamed of a variety of exhibits and festivals, poetry groups, monthly artist gatherings, more highly visible arts shows/exhibits using diverse settings and that catered to the youth and underserved communities. The gathering of arts/humanities and cultural leaders to share ideas about how to bring the arts and culture to the forefront of the community – a think tank of community leaders. Increase art in public places – parks and beaches where residents can sit, enjoy and admire art.
3. The third most common theme was for CAHA to promote arts education through projects like STEAM [Science, Technology, Engineering, Arts and Math] and promote the development of arts curriculum starting at pre-K to high school to nurture and encourage young artists, develop curriculum for the literary arts, develop traveling exhibits to tour the schools, develop arts programs that promote a sense of place; self-identity; instill pride in one’s heritage and connects the generation’s. Hold a variety of workshops: creative writing,
4. The fourth common theme was for CAHA to provide easier access and more opportunities and programming for those in the underserved community especially the youth, persons with disabilities, at-risk populations and those in other underserved communities.

## **Staff Review of results**

The comments from the participants of the focus group were reviewed by the staff who came up with the suggested broad categories:

### **Building Capacity**

**Capital Project** – State of the arts facility that includes: Office space, Theater [with orchestra pit, black stage], Gallery, workshops areas, studios, outside artisan village, lecture hall, retail store, culinary arts café/restaurant, assistive technology for disabled, children’s arts area. Climate controlled.

**Technology** – Utilize grant management software, Complete the website upgrade & crowd funding platform, assistive technology, Virtual gallery, instructional/demonstrative podcasts, barcode reader for gallery, state-of-the-art lighting & sound system.

**Non-profit Foundation** – Establish 501c(3) non-government, non-profit foundation, provide access to grants & fundraising opportunities for CAHA and the public by providing easier access to resources for the underserved community, provide higher visibility and to motivate and mobilize community leaders to support the arts. Provide resource center for artists that in addition to arts-related resources, information about healthcare, financial, professional development and sustainability.

### **Education and Outreach –**

**Education** - STEAM, Curriculum development, start arts education at young age, internships & service learning, traveling exhibits, workshops, after-school program, virtual education programs, field trips, Chamorro Language revitalization program, literary arts curriculum, spoken word, support research on arts & humanities-related topics. Public Forums on the arts & humanities, fellowships.

**Outreach** - Develop and nurture young artists, partnering with DOE, DOD, GCC, UOG, private entities, NPOs, Chamber of Commerce, government agencies and others to collaborate with CAHA to provide resources that service underserved communities, outreach to the Micronesian community, at-risk youth, Manamko, people with disabilities, families at the poverty level, village mayors, farmers. Community outreach to raise awareness of CAHA, membership recruitment grant program, special projects, coffee table book of local artists that speaks to the value of the arts in the community.

### **Building Community**

**Networking** – Think tank of community leaders to develop, create a community of artists that meet regularly, bring in international talent to nurture and inspire local artists of all genres, artist exchange, programs that connect generations, network with the media to highlight local artisans being sure to include the value of the arts to the community (showing how arts impacts the community) – arts and humanities month -

**Gathering** – Arts Shows and exhibits [pop up shows, including virtual exhibits], community gatherings including artist, art enthusiasts; create opportunities for CAHA members to gather and network. Festivals and other public activities.

**Connecting** – Virtual chats with artists that are available online – topics on arts and humanities – Art matters. Collaborative projects [CAHA, P&R, EPA] Guam Museum Foundation – artist camp, connecting generations, host a conference on arts education, culture and sustainability. Collaborate with other organizations. An umbrella artist organization. Grant program [community projects]

### **Ensuring Success**

Evaluation – program/activity evaluations

Income Generation – crowd funding platform, membership fee, gallery rental, % for sales [website, gallery and exhibits, art trade show booth sales] charging an administrative fee from other agencies projects], solicit donations, and sponsorships.

Policy – % for the arts needs to be revised, resources for healthcare for the artists or tax breaks, [activity where health officials are present],

Sustainability of the organization: need home, financial stability, Internal policies [SOPS], succession plan, partnership with NEA, adequate human resources as well as physical resources, partnerships with other entities.

Misc. Notes:

Covid19 – zoom, Internet, we need think how to carry our program in this environment? Not completely rely on government funds – website needs to be more user friendly

Internships from small business school at UOG to help set up Internet and Social media programs

## CAHA Strategic Plan Notes as of 7/30/2020

### HISTORY

- **Visual Arts/ Performing Arts (1965-1975)**
    - **Programming**
  
  - **Insular Arts (1975- 1982)**
    - **University of Guam (non-profit)**
  
  - **Council on the Arts & Humanities Agency (1982-present)**
    - **Public Law 16-22**
    - **Government of Guam Agency**
    - **State Agency**
- 

### Study and Presentation

- *PERFORMING ARTS*
  - Fest Pac
  - Arts & Humanities Month (October)
  - Cultural & Enhancement Fund
  - Guam Micronesian Island Fair (GMIF)
  - Village Fairs (island wide)
  - Community Initiated Project (grant(s))
  
- *STUDY*
  - Fellowship
  - Project Grant
  
- *FINE ARTS (Visual Arts; Painting; Sculpting; Music; Architect; Poetry; Theater; Dance)*
  - Art bank
  - Percent for the Arts
  - Guam Symphony
  - Poetry-Out-Loud
  - Theater
  - Dance
  - Painting

### **Supporting Arts Institutions**

- Isla Center for the Arts
  - Percent Funding problematic
- Guam Department of Education (GDOE)
  - Arts Program
  - CHamorro Studies
- University of Guam (UOG)
  - Fine Arts Theater
  - Isla Center for the Arts
  - Guam Pedia
- Private Schools
- Non-Profit Institutions
- Guam Territorial Band

### **Art bank /Exhibitions**

- Percent for the Arts
- Administer Art bank to Government Agencies

### **Increase Art Quality to Community**

- To bring highest 'quality' to the community
- Guest Artist
- Guest Dancers
- Guest Authors

### **Collaboration with Others**

- South Pacific Corporation (SPC)
- Pacific Resources Education Learning (PREL)
- Guam Pedia
- Outrigger Guam
- Mini Exhibitions
- Guam Reef Hotel
- Shopping Centers (ASC, GPO, Micronesia Mall)
- Guam Museum Foundation
- KGTF
- PBS
- Department of Chamorro Affairs (DCA)
- Guam Visitors Bureau (GVB)
- Governor's Office
- Military (Navy)

- Guam Congress Office (Annual Art Competition)

### **Grant / Loan**

- Grants & Aid Program
- No-loan Program

### **Gift's & Contributions**

- Art bank
- FesPac
- Duty Free (DFS)
- Staywell
- National Office Supply
- Bank of Guam
- Matson
- Calvo's Enterprises (Payless Markets)
- Ambros Inc.
- MidPac
- Oceanic Construction
- Hotel Industries

### **State Art Agency**

- Administer Partnership Grants
- Grant Award
- Poetry Out-loud
- Underserve
- Arts-In-Education
- Promote National Initiatives

### **Federal Funding**

- National Endowment of the Arts (NEA)
- Other grants (needs improvement)

### **Administer / Disbursement of Funds**

#### *GRANT PROGRAMS:*

- Annual Consultation of federal guidelines (PC iii & iv)
- Grant Cycle announcement (PC iii, iv, & AO)
  - Press Releases (media, directory, website)
- Website – (upload; announcements; guidelines)
- Respond to Grant application inquiries (all PCs)
- Receiving of applications (PC iv)
- First review (PC iv)
- Distribution to program coordinators (PC iv)

- Establish Panel members listing (all PCs)
- Assist with Panel members (all PCs)
- Schedule and hold meetings (all PCs)
- Consolidate all information for board consideration (PCs)
- CAHA Board (awardee of grants) (PCs)
- Preparation of grant letters (AO)

### **Award Letters / Contracts**

- Meet w/awardees (all PCs)
- Annually Templates (review annually)
- Routing of Grants (BBMR, AG's, Governor's Office)
- Department of Administration (DOA)
  - Payments distributions (AO)
- Mid-Progress Report (all PCs)
- Process Payments (AOs)
- Completion of Projects (15 days open window after completion)
- Preliminary review (all PCs) Final Report (PC iv)
- Archives (AO)

### **Special Projects**

- Director (notification)
  - Funding Resources
  - Mandate
  - Administrative Fee
  - Routing (PC iv)
- Develop the scope of work (PC iv)
- Close out report / evaluation
- East / West Exhibits
- Arts Across American (via Kennedy Center)

### **Gallery**

- Calendar (quarterly exhibitions)
- Genre's
- Catalog (20% of sales)
- Themes (call out)
- Panel Jury Selection
- Installations
  - Plan w/Artist on Resources
  - Opening or Closing reception
- Tour of Exhibitions
- Other Events



- Gallery Take down
- Evaluation / Survey
- Social distancing measures

### **Percent for the Arts**

### **Fest Pac**

### **Art bank**

### **Poetry-out-loud**

### **State Arts Agency**

#### *WHO?*

- Core Agency for the Art (all disciplines)
- Resources (local artisans)
- Arts Programming

#### *WHY?*

- Enhance well being of the citizens of Guam
- Protect, Preserve, Promote our culture traditions
- Arts have the power to connect a diverse community
- Expressing Social In-justice

### **What distinguish us from others?**

- Guam Preservation Trust (GPT)
- Humanities Guahan
- Longevity
- Government Agency
- Gallery
- Art bank
- Percent for the Arts
- Focus on all Arts Fields
- Fest Pac
- Administer Funds for others (non-profits)

### **Grant Program**

- Gives Voice/Funds to citizens to support projects of all disciplines
- Increase the number and skills for Apprenticeship /Master programs
- Bring the community together to improve society

- Providing opportunities for engagement and participation to citizens.
- Supporting the Arts & Humanities community's
- Support Non-Profit to provide opportunity's and programs for their constituency

#### **Gallery/ Art bank / Percent**

- Exhibitions
- Bring Visual Arts to the Public
- Provide Opportunities to Local Artist to showcase and sale
- Increase Inventory of CAHAs Artwork
- Enhance Public/Private Facilities
- Improve the quality of the Artwork
- Providing Professional Development for Artist Scholars

#### **Fest Pac / Flame Tree / GMIF**

- Bring Guam's Heritage to International Stage
- Providing Opportunities for Artist to participate in National/Regional Showcase
- Networking opportunities for local Artist
- Increase Organizational Skills & Experience in the organization & implementation of large events
- Provide opportunity for collaborating
- Increase pride in their culture

#### **Special Projects**

- Support outside Initiatives
- Support special programs/projects

#### **Territorial Band**

- Supporting other non-profits

#### **Guam Micronesia Island Fair (GMIF)**

- According to Guam law

**Focus Groups  
Compilation of Notes**

<b>UNDERSERVED</b>	<b>RESOURCES TECHNOLOGY</b>	<b>EDUCATION</b>	<b>CONNECTING GATHERING NETWORKING</b>
Outreach to the underserved community - CAHA should nurture young artists with workshops and other opportunities	Permanent home for CAHA	Trades Academy	Mini FestPac
Special grant application for underserved to increase the number of applicants from this sector.	Access to documentaries	Internship program for Middle, High school and University students in the different Art Medias	Programs that connect generations - instill pride in heritage and self-identity
CAHA Arts Center - a single place where all can gather and work - a place that includes at risk youth	Promote creation of books	Curriculum development around literary arts and create literature that highlight a greater Micronesia or regional sense of place	More Poetry Groups
CAHA host a Virtual Classes - Master Apprenticeship Program Class	Art Gallery Important - have more interpretive exhibits	Chamorro Language revitalization programs	Monthly Artist Meetings

**Focus Groups  
Compilation of Notes**

CAHA Masters Documentary Series	Full bookshelf of not only historical, educational, informational but creative works that are available and to the public especially the underserved.	Educate children about Art/CAHA using platforms and mediums that they are familiar with and can relate to.	More art shows that cater to younger group of artists
<b>UNDERSERVED</b>	<b>RESOURCES</b>	<b>EDUCATION</b>	<b>CONNECTING AND GATHERING</b>
Create arts-in-education programs specifically for those underprivileged or public school kids that don't have opportunities or resources to express themselves through the arts	Alternative Press like UOG Press	Workshops for teachers, students and artists [like PREL]	Have more interpretive exhibits - virtual and traveling
Expand the Masters' Program and make it viable by which Masters' would be financially supported,	Permanent home for CAHA - bldg. and permanent exhibit hall, gallery, performance areas, workshop space, cultural space	Early start at Arts Education - important to educate students - STEAM - starting pre-k though high school to nurture and encourage young artists	Find creative ways to help young people find their voice and other mediums in which they can express themselves
More collaboration between CAHA, other government agencies and nonprofits that service underserved groups.	Fundraising and Promotion - Capital Campaign	Make it easier for the underserved to apply for grants - make process simpler	Create programs and opportunities for artists to remain here and be able to have thriving careers in the arts

**Focus Groups  
Compilation of Notes**

CAHA host a canoe festival and symposium.	Hard bound artist directory	Coordinate with DOE - Art is not currently in the curriculum	Bring in International talent renowned artists to nurture and inspire local artists
More CAHA initiated art programs that are progressive and fresh that appeal to and are available to underserved children and youth.	Coffee table book featuring Guam Artists	Internship program with CAHA	Have an "EXTREME" Art Show
<b>UNDERSERVED</b>	<b>RESOURCES</b>	<b>EDUCATION</b>	<b>CONNECTING AND GATHERING</b>
Enriching and therapeutic CAHA initiated art programs for the youth.	Income generating activities and programs	Coordinate with DOE - provide a calendar of events/exhibits workshops	Quarterly festivals in showcasing a particular art form/ discipline. (Performing Arts, Visual Arts, Traditional Arts, Literary)
Expand and bring Masters' to DYA and other institutions/ organizations with outreach programs that service underserved youth	Series of workshops	Partner with DOE and private schools to highlight and showcase students work and exhibits	Have artwork all over the island in public places, parks, beaches, where a person can just sit, enjoy and admire the art.
Provide assistive technology that enhance learning, working, and daily living for persons with disabilities.	Quarterly Publication that will feature CAHA Artisans, events and is devoted to the Arts	Create internship programs with professional artists and inspiring amateur artists	More projects in the community that are visible and accessible to all.

**Focus Groups  
Compilation of Notes**

Have a gallery in the jungle where children can experience art in a natural environment and be able to engage with artists that are creating art.	CAHA should be located in Hagatna - specifically in the Museum	after school programs for students	More CAHA events and activities on a regular basis.
Have youth centered art presentations that will help to bridge the gap	Children's books	Spoken Word - Arts Education	CAHA develop programs that showcase, promote and perpetuate the Micronesian culture.
<b>UNDERSERVED</b>	<b>RESOURCES</b>	<b>EDUCATION</b>	<b>CONNECTING AND GATHERING</b>
Create art that is cool that appeals to young people.	One place that serves the community and the world. All art genres on Guam a place where people can gather - can be augmented with a virtual place	Creative writing workshops	CAHA take lead; collaborate and bring together art and cultural leaders on Guam to share ideas, brainstorm on how to bring arts and culture to the forefront of the community and to inform one another of their events and activities

**Focus Groups  
Compilation of Notes**

More art shows that cater to younger group of artists	A Facility - performing arts Center that will bring all genre's together, concerts, shows, a place that has the capacity to share space with all genre's Not just local audience/ but tourists and visiting artists	Develop programs for students that promote a sense of place; self-identity; instill a pride in one's heritage; and connects the generations.	Revive Recognition Program for artisans, arts and cultural organizations similar to CAHA's Master's Program or the Governor's Art Awards.
	A place that can bring all dance genre's together - not separated - divers-traditional - classical - jazz - hip hop	STEAM	Establish a culture, creative and visual arts industry on Guam
<b>UNDERSERVED</b>	<b>RESOURCES</b>	<b>EDUCATION</b>	<b>CONNECTING AND GATHERING</b>
	Arts Village - Centralized performing arts center with theater, green room, studio spaces, performing arts spaces	Introduce Art to young children	CAHA host year round pocket/ pop up exhibits and events

**Focus Groups  
Compilation of Notes**

	Space should include lecture space and black box theater	Develop a program to nurture and encourage young artists	Have a marketing plan and outreach program for CAHA in print and post on all social media platforms to promote and inform the public about CAHA, but more importantly to entice, reach out and to encourage new young artists
	State of the art working theater with backstage, orchestra pit, centrally located	Educate the community to recognize the value of the arts and artists	Create opportunities for local artisans/filmmakers to learn and engage with reputable folks in the film industry via projects, collaborations and workshops
	Space should have the capacity to accommodate dance classes - community-based dance classes	Traveling boxes or exhibits of various art mediums	Have events at UOG Field house
<b>UNDERSERVED</b>	<b>RESOURCES</b>	<b>EDUCATION</b>	<b>CONNECTING AND GATHERING</b>
	Space for culinary Arts students to develop skills - pop up restaurants where they can get OJT and experience		Create more murals



**Focus Groups  
Compilation of Notes**

	Virtual Library of the Arts		Utilize Southern High School auditorium and Ipao Beach pavilion for group practices
	Archives and Accessibility to Documentaries of the CAHA Masters and Master Artisans and Crafters on YouTube or Website		Work with Legislature to make CAHA the lead agency for the Guam Micronesia Island Fair (GMIF)
	Enhanced Artist Directory - detailed artist profile or organization's description (services & programs), photos and other pertinent information (e-directory and print media). Include artists from Micronesia.		Develop a educational, cultural industry and sustainability conference where Guam will bring together the best of what it means to be Guam and share it with its most trusted and dependable global markets.
<b>UNDERSERVED</b>	<b>RESOURCES</b>	<b>EDUCATION</b>	<b>CONNECTING AND GATHERING</b>
	An effective fine arts program so that artists are confident they're getting the best experience for the money they spent.		Give the artist communities a "bigger than life" purpose of re-creating Guam's global narrative and identity.

**Focus Groups  
Compilation of Notes**

	Provide more opportunities for artists to learn and create,		Collaborate with GCC/UOG to have student-led art projects that support CAHA's mission - projects would be part of their curriculum.
	A reoccurring display/shop that allows creators to sell their artwork without having to deal with the business side of it,		Collaborate with art organizations like GAX and GANG (Guam Artist Network Group) - reach out to help promote them on CAHA's channels
	Provide services like frequent and affordable art classes so that inspiring artists have all the resources they need to accelerate their art to a professional level.		Collaboration and partnership with traditional media outlets.
	Scholarships for artists		CAHA serve as lead and reestablish the Micronesian Council of Arts and Culture to bring together regional
<b>UNDERSERVED</b>	<b>RESOURCES</b>	<b>EDUCATION</b>	<b>CONNECTING AND GATHERING</b>
	A CAHA that actively encourages those with a creative drive to pursue what they love doing by allowing them to get the help they need to take it to the next level.		Create a place where artist can survive by being artists; help grown and develop the industry. Have health insurance and more job security.

**Focus Groups  
Compilation of Notes**

	More opportunities, resources and assistance for nonprofits and artists.		Collaborate with UOG MARC to investigate all art disciplines in terms of where their unique features come from and expand on categories how Art is identified.
	Art promoted as a career path.		Partnership with the Guam Museum
	Expansion and Appraisal of Art Bank Collection		Spread awareness and encourage young artists to register with and participate in CAHA programs by partnering with GCC Visual Arts and UOG art
	Amend Percent for the Arts law so that CAHA can utilize a small percentage of the monies to acquire pieces for the collection and support the maintenance, upkeep and restoration of the art work		More collaborations between PBS, CAHA and other government agencies, NGOs, and the public and private sector using video as a medium to portray and promote our island, culture and location globally.
<b>UNDERSERVED</b>	<b>RESOURCES</b>	<b>EDUCATION</b>	<b>CONNECTING AND GATHERING</b>
	Expand Art Bank to include more 3-Dimensional work		CAHA to work with legislature to establish policies that will assist artists to make art a career

**Focus Groups  
Compilation of Notes**

	CAHA research USDA programs for permanent housing and grant loan to include furniture and technology.		Take CAHA/Arts beyond Guam to an international stage
	Master Class: A series of online workshops in a 'master class' format lead by Guam Masters in traditional arts, visual, performance etc.		Youth-centered Art presentations
	Award more grants to artists and organizations / Seek more grants and resources for artists		Extreme and Street Art shows
	E-commerce Website		Artist in residence programs
	Library of Arts Website		International influence/exposure for local culinary arts students
	Marketing Website		Host an international dance festival that would enable outside dancers to come to Guam. (Performances, workshops, cultural exchange and vice versa)
	Virtual Website - Master Apprenticeship program		Provide more opportunities for a wider range of artists to participate in projects.
	How to documentaries on Internet		Provide more opportunities for artists to not only improve their craft, but also find places to get their art out there.

## Focus Groups Compilation of Notes

	Providing a thriving online virtual community of artists		Collaborate with struggling nonprofits by providing opportunities and resources that will help them to be self sustainable.
	Website could be restructured to focus more on community-centric content vs. agency-centric information.		Artist exchange to expose artists to others - regional, national, International
	<p>Artist Spotlight: Each month or week feature one artist and tell their story: background, artwork, inspiration</p> <p>Virtual Art Gallery: An online virtual tour of main exhibit space and mini exhibits held off-site</p> <p>Greater Online Presence</p> <p>Enhance Artist Directory to include: detailed artist profile, photos of artist &amp; organization; description of organization, their work and services, contact information, photos of their work or programs/projects</p> <p>Highlight/promote an artist on website/social media for each week</p> <p>Virtual Art Bank</p> <p>Instructional podcasts</p> <p>Online expanded artist directory</p> <p>Use social media platforms to cater to a younger group of artists</p> <p>Make entry point to CAHA more accessible to the public especially using social media</p> <p>Highlight a “Featured” artist on website and social media for 1 week</p> <p>Greater presence online</p> <p>Have an online shopping hub with products from Guam based artists managed by CAHA.</p>		

## Focus Groups Compilation of Notes

Introduce the arts to the students using technology.
Modernizing the way we communicate.
Provide assistive technology that enhance learning, working, and daily living for persons with disabilities.

**GUAM COUNCIL ON THE ARTS AND HUMANITIES AGENCY**

*(Kahan I Kutturán Guahan)*

P.O. Box 2950

Hagåtña, Guam 96932

**RESOLUTION NO. 2020-001**

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**RELATIVE TO CLARIFYING THE AUTHORITY GRANTED TO THE DIRECTOR OF THE GUAM COUNCIL ON THE ARTS AND HUMANITIES AGENCY (CAHA) IN THE ESTABLISHMENT OF “REVOLVING FUND” ACCOUNT(S) FOR REVENUES COLLECTED AND/OR ACCEPTED BY OR ON BEHALF OF THE GOVERNMENT OF GUAM, FOR THE SPECIFIC PURPOSE OF SUPPORTING THE MISSION AND/OR OPERATIONS OF CAHA, IN ACCORDANCE WITH EXECUTIVE ORDERS AND THE LAWS GOVERNING THESE REVENUES THAT DIRECTLY SUPPORTS CAHA.**

**WHEREAS**, Executive Order 84-3 authorized and provides the general guidelines pertaining to the establishment of a Revolving Fund for the Guam Council on the Arts and Humanities Agency (CAHA), which has been the current template used by CAHA; *and*

**WHEREAS**, the Guam CAHA, over the years, has established multiple Revolving Fund accounts in support of different CAHA Sponsored programs, and that these accounts are currently with the BANK OF GUAM, as follows:

1. Guam Council on the Arts and Humanities Agency – Account No. 0101-304902,
2. Festival of Pacific Arts – Account No. 0101-300627,
3. Percent for the Arts – Account No. 0101-339916; *and*

**WHEREAS**, with a growing revenue stream under the *Percent for the Arts* program, the CAHA **Board** has determined that “unobligated” collected revenues should be deposited in to an “**Interest Bearing**” Revolving Fund saving account, until such time as the **Board** of Directors approves the obligation and disbursement of these funds, which will then be transferred back to the program’s checking account for disbursement; *and*

**WHEREAS**, with the recent appointment of a new Director to CAHA and the hiring of a new Administrative Officer, **Board** action has been requested in authorizing these new employees to assume the duties as “signatories” of the established Revolving Fund accounts, in accordance with Executive Order 84-3; ***NOW THEREFORE BE IT***

**RESOLVED**, that the **Board** approves and reaffirms, in accordance with Executive Order 84-3 and 5 GCA Chapter 85, Section 85104, that the following positions within the Guam Council on the Arts and Humanities Agency (CAHA) are designated to be “authorized signatories” for all Revolving Fund accounts:

1. Executive Director; and
2. Administrative Officer; and
3. Program Coordinator IV; *and be it further*

**RESOLVED**, that the following person(s) are assigned as the “new” signatories for all CAHA Revolving Fund accounts:

1. Jillette Leon Guerrero, Executive Director; and
2. Genevey Kloulubak, Administrative Officer; *and be it further*

**RESOLVED**, that the following person remains as an authorized signatory for all accounts:

1. Jacqueline Balbas, Program Coordinator IV; *and be it further*

**RESOLVED**, the following person is to be removed as an authorized signatory for all accounts:

1. Angie Taitague; *and be it further*

**RESOLVED**, that the “authorized signatories” will continue to comply with all Executive Orders and applicable laws governing these Revolving Fund accounts, to include, but NOT limited to the endorsement of two (2) authorized signatures on all issued checks; *and be it further*

**RESOLVED**, that the Director of CAHA is ordered to establish an “**Interest Bearing**” Revolving Fund Savings Account and to transfer unobligated *Percent for the Arts* funds, not to exceed Eight-hundred Thousand dollars and no-cents (\$800,000.00), in to this savings account, unless otherwise approved by the Board, via a duly adopted Resolution.

**DULY ADOPTED AND RECORDED AT A REGULAR BOARD MEETING ON THE 4<sup>TH</sup>  
DAY OF AUGUST 2020.**

\_\_\_\_\_  
Francis Guerrero, Chairman of the Board

\_\_\_\_\_  
Joseph Certeza, Vice-Chairman of the Board

\_\_\_\_\_  
Patricia Krise, Secretary of the Board