



Speaker Won Pat <speaker@judiwonpat.com>

MESSAGES AND COMMUNICATIONS: CAHA Board Reporting Requirements - August 5, 2014

1 message

Speaker Won Pat <speaker@judiwonpat.com>

Fri, Aug 8, 2014 at 9:10 AM

To: Guam Legislature Clerks Office <clerks@guamlegislature.org>

8/8/2014 8/5/2014

Guam Council on the Arts and Humanities Agency

CAHA Board Reporting Requirements - August 5, 2014 *emailed

32-14-1936

----- Forwarded message -----

From: **Sherrie Barcinas** <sherrie.barcinas@caha.guam.gov>
Date: Fri, Aug 8, 2014 at 9:01 AM
Subject: CAHA Board Reporting Requirements - August 5, 2014
To: Speaker Won Pat <speaker@judiwonpat.com>, centralfiles@guam.gov

ATTN: Speaker & Legal Office

Pursuant to Public Law No. 31-233 attached are the following for CAHA's board meeting held on August 5, 2014.

- 1. Agenda
- 2. Approved minutes of June 3, 2014
- 3. Attachments

Should you have any questions, please feel free to respond via email or contact me.

© Sherrie Barcinas
Administrative Officer
Guam Council on the Arts & Humanities Agency
300-1204-8

Ufisinan I Etmås Ge'helo'Gi Liheslaturan Guåhan
Office of Speaker Judith T. Won Pat Ed.D.
Kumiten Idukasion yan Laibirihan Publeko
Committee on Education and Public Libraries & Women's Affairs
155 Hesler Place, Suite 201, Hagatna, Guam 96910
472-3586 Fax: (671) 472-3589
www.guamlegislature.com / speaker@judiwonpat.com

3 attachments

Agenda.pdf
15K

Minutes_of_June_3,_2014.pdf
69K

Attachments.pdf
22K

32-14-1936
Office of the Speaker
Judith T. Won Pat
Date 8.8.14
Time 9:10am
Received by: [Signature]

2014 AUG - 8 AM 9:49

Tel: (671)

1936

GUAM COUNCIL ON THE ARTS AND HUMANITIES AGENCY
Regular Board Meeting
June 3, 2014

I. CALL TO ORDER

The Guam Council on the Arts and Humanities Agency's regular board meeting was called to order at 3:40 pm by Vice Chairperson of the Board, John Ibanez. Board members present were Judy Flores, Donna Kloppenburg and Michael Bevacqua. Also present were CAHA Staff, Program Coordinator IV Jacqueline Balbas Administrative Officer Sherrie Barcinas.

II. REVIEW AND APPROVAL OF MINUTES DATED MAY 13, 2014

Ms. Kloppenburg moved to approve the minutes of May 13, 2014 subject to corrections. Motion seconded by Mr. Bevacqua.

UNANIMOUSLY APPROVED

III. PRESIDENT / CHAIRPERSON'S REPORT

No report was presented due to the absence of Chairperson Guzman and President Joseph Cameron,

IV. OLD BUSINESS

A. Percent for the Arts

1. **GCEF** – Ms. Flores reported that although the ten artists selected had already been contracted for the program, the process had been held back due to not having the museum curators involvement in the designing aspect when the committee met with the artists. However, meetings with the artists and curators have been ongoing to match up the text with what is needed to complete the designs as well as renegotiating artist proposals to draw up new contracts.
2. **GPA** – CAHA Staff Barcinas reported that May 30, 2014 was the deadline of the Request for Qualifications and as of that date, there were 36 submissions. Based on the revised project schedule, the week of June 2-6, 2014 is to evaluate the applications in which CAHA Staff Balbas is currently work with Heidi Ballendorf on setting up a meeting with the committee. On June 9, 2014, the committee would have already made a decision on their selection and notify the artists as the next step would be to have the artists submit their design concepts/proposals by the deadline of June 30, 2014. Should there be any changes to the revised project schedule, the artists would be notified.
3. **Pending GIAA' (Airport), GCC, GRMC (Medical City), Children's Library**

Vice Chairperson Ibanez reported on behalf of Chairperson Guzman that she will be meeting with GRMC this week.

It was requested that the draft MOA be sent to Okkodo. The Chair will be on-island June 14, 2014 and would like to have media event/signing of MOA. CAHA Staff Balbas stated that the MOA had already been sent to Okkodo and is currently being reviewed.

The Dept. of Chamorro Affairs / Guam CAHA should be signing off on building permits already. CAHA Staff Balbas is to work with Dept. of Public Works to fine tune process.

4. Administrative Cost Fees

Vice Chairperson Ibanez reported that the administrative cost fee is set at 2% from the 1%. CAHA Staff Barcinas stated that this had already been approved at a prior board meeting. There was discussion on the policy of the administrative costs as far as its usage. During the last board meeting, Chairperson Guzman stated that according to Senator Yamashita, the board could direct the administrative fees if the board came up with a policy. Basically to program the funds for something else. CAHA Staff Barcinas interpreted this to be that the funds can be programmed for other uses other than those listed on the guidelines provided the board approves it, which could be deliberated on a case by case basis.

CAHA Staff Barcinas recommended that the funds be deposited into its non-appropriated account. However, Barcinas would check if it is required that these funds be placed in a government account which would have to be channeled through Bureau of Budget & Management as well as the Dept. of Administration. Vice Chair Ibanez stated that we should be able to track the funds in the account.

B. New/Renewal of Board Members / Strategic Plan

Vice Chairperson Ibanez reported that the newest member to the board is being confirmed on this date, June 3, 2014 at 6:00pm. The strategic planning is still on hold.

C. Memorandum of Agreement for Gallery in Guam Museum

CAHA Staff Jackie Balbas handed out the revised Memorandum of Agreement based on the changes requested during its last board meeting. Balbas stated that part of the change was clarification on the term of the agreement in which President Cameron was to look into with the procurement office, General Services Agency (GSA) and the queuing area of the museum. Due to these pending issues, MOA could not be acted on for approval. Ms. Flores moved to table the approval of the MOA. Ms. Kloppenburg seconded the motion.

UNANIMOUSLY APPROVED

D. Special Project – Pilot Program

Vice Chair Ibanez stated that at the last board meeting, there were concerns on the original proposal of the pilot program that needed to be addressed. Those items were:

1. The recruitment process/selection criteria in obtaining the apprentices? Would it be open to the public?
2. Reduce the number of subject areas to teach from four to two.
3. Provide detail information on the contact hours per month.
4. Would there be a fee for students to participate?
5. Increase masters fee
6. Pilot Program to begin in July instead of June.

Ms. Flores first pointed out the fact that the recruitment process had already begun. CAHA Staff Barcinas stated that the project should not begin unless notified of its approval. Vice Chair Ibanez added to say that the focus of the project should be to perpetuate the art and having the program properly conducted.

Of the concerns, the subject areas was reduced from four to two covering seafaring & weaving. The total contact hours of the program is 168 from June 9 to September 9, 2014. Ms. Flores recommended that the coordinator have flexibility in achieving the contact hours.

After some discussion, the board still needed clarification on other issues such as:

1. The program could not begin unless approved by the board and notification has been given to proceed. Program dates must reflect July 1, 2014 and can be extended until September 30, 2014.
2. Who is the project director?
3. Who is the curriculum director?
4. Who are the practitioners? Would their total contact hours of 168 remain the same to complete Level I? Reduction of hours suggested between the range of 140-150 hours.

Upon clarification on the above issues, an e-vote would be sent out for approval/disapproval. The board recommended that the pilot program become a CAHA Project as Hurao currently has a grant and this would set precedence in allowing to fund a second project. Guam CAHA would contract Hurao to conduct the program.

V. NEW BUSINESS

A. DOI Tap Grant – Judy Flores

Ms. Flores reported that she and Mr. Bevacqua worked on a Technical Assistant Grant from the Department of Interior which was initially sourced by Chairperson Guzman. Chairperson Guzman & CAHA Staff Barcinas met with Guam Clearinghouse and felt that the proposed program fits within the grant requirements. The program is being patterned after a current one under the Bureau of Statistics & Plans titled "Guardians of the Reef" which is conducted through the schools under the Coastal Management. CAHA revised the program naming it "Guardians of our Culture" for practitioners from the various cultural arts groups who have been identified as Pa'a Taotao Tano, Inetnon Gef Pa'go and Hurao to establish high school clubs that would become guardians through extensive process of learning cultural arts. The guardians would then perpetuate it through the elementary schools from the high schools to extend the program, augment what is currently being done in the schools by the cultural arts individuals. The suggested cap to apply for was between the range of \$150k to \$200k but had requested \$194,400. This amount is to pay for the instructors, project director and supplies. It is a three year project grant which will begin October 1, 2014 until September 30, 2017.

Ms. Flores stated that she is also seeking for other grant opportunities for CAHA.

VI. BUDGET REPORTS

FESTPAC FY 2014

CAHA Staff Barcinas reported that the current balance in the account is \$137,234.13 which included the payment from GVB of \$60,000 from the balance of FY 2012 appropriation.

CAHA FY 2014

- **Revolving Account** - CAHA Staff Barcinas reported that the actual balance in the revolving account is \$137.54 with \$13,700 set aside for Louis Vuitton Masters Project, \$5,500 for FESTPAC Workshops, Interactive Activity at GMIF \$577.73 and \$128.68 on Guam Preservation Trust Sponsorship for PREL Talk Story.
- **Overall Budget** – The available funds as of this date is \$22,993.56 and with anticipated expenses of about \$20,796.76. The estimated balance would then be \$2,196.80.

VII. 2016 FESTIVAL OF PACIFIC ARTS

A. 2016 Guam Delegation

CAHA Staff Barcinas reported on behalf of Chairperson Guzman that the board shall continue to seek off-island individuals and/or organizations to assist with diaspora. As of this date, the following individuals have been listed as contacts:

Thelma Hechanova, LA, Sandy Uslander, San Diego, a request was sent to Bautista in Seattle, Jay Rojas, DC and the Congresswoman's Office to assist.

Ms. Kloppenburg recently submitted contact information for the Guam Club in Port Orchard WA (Bremerton area), President Manny Flores.

Ms. Flores had a concern with regards to the screening process such as the criteria stating that it shall be consistent and that the process be narrowed down. Ms. Flores recommended that a workshop be conducted for this purpose by establishing a committee here on Guam and work with the contacts off-island.

Ms. Flores brought up the subject matter of having the Guam delegation housed at the festival site for the duration of the festival. Several visual artists have expressed their concerns that there is no reason that they be housed with off-island delegations. If anything, it would be best that only the performing group be housed. This concern should be placed on the next Programming Committee Meeting for discussion.

B. Coordinating Committee Update

Vice Chair Ibanez reported that a FestPac fundraiser was held at Sheraton on May 27, 2014 and that Speaker Won Pat had resigned as the Finance/Fundraising Chair of FestPac.

C. Programming Committee Meeting

The budgets from the various committees were submitted to the Coordinating Committee, however the seafaring & design committees need to adjust their numbers.

VIII. OTHER ANNOUNCEMENTS & DISCUSSIONS


Next board meeting scheduled for July 1, 2014 at 3:00pm.

IX. ADJOURNMENT

With no further discussion, Mr. Bevacqua moved to adjourn the meeting at 4:46 pm. Motion seconded by Ms. Flores.


UNANIMOUSLY APPROVED

Minutes prepared by:



Sherrie A.D. Barcinas
Administrative Officer
Guam CAHA

Concurred by:



Joseph Artero-Cameron
President, Guam CAHA
Div. of Dept. of Chamorro Affairs

Attested to be true and correct by:



J. John Ibanez
Vice Chairperson
Guam CAHA Board of Directors

GUAM COUNCIL ON THE ARTS AND HUMANITIES AGENCY
Regular Board Meeting
August 5, 2014 – 3:00 pm
A G E N D A

- I. CALL TO ORDER**
- II. REVIEW AND APPROVAL OF MINUTES DATED JUNE 3, 2014**
- III. PRESIDENT / CHAIRPERSON'S REPORT**
- IV. OLD BUSINESS**
 - A. Percent for the Arts**
 - 1. GCEF, Judy Flores
 - 2. GPA, Jen Sablan-Ooka
 - 3. Okkodo High School
 - 4. Pending: GIAT (Airport), GCC, GRMC, Children's Library, UOG, GHURA
 - B. New Board Members / Strategic Plan**
 - C. Memorandum of Agreement for Gallery in Guam Museum**
- V. NEW BUSINESS**
 - A. Masters Nominations**
 - B. FY 2015 Grants**
- VI. BUDGET REPORTS**
 - FESTPAC FY 2014
 - CAHA FY 2014
- VII. 2016 FESTIVAL OF PACIFIC ARTS**
 - A. 2016 Guam Delegation**
 - B. Coordinating Committee Update**
 - C. Programming Committee Meeting**
- VIII. OTHER ANNOUNCEMENT & DISCUSSIONS**
 - A. Next Board Meeting scheduled for September 2, 2014 at 3:00pm.**
- IX. ADJOURNMENT**

FY2014 CAHA Appropriation - As of: 08.05.2014

General Fund	Total			Outstanding		Unallotted	
	Appropriation	Expenditures	Encumbrance	Available	Monthly Release	Reserve	
Salaries	\$ 180,053.00	\$ 150,590.88	\$	\$ 15,620.12	\$ 13,842.00	\$	-
Benefits	\$ 83,861.00	\$ 53,887.07	\$	\$ 23,525.93	\$ 2,948.00	\$	-
In Direct Cost						\$	-
Operations							
Travel	\$ 55,380.00	\$ 22,753.69	\$	\$ 1,184.31		\$	6,780.00
Contractual			\$ 14,445.27	\$ 1,574.19	\$ 6,780.00	\$	
-Advertisements							
-NASAA Membership							
-News Subscriptions							
-Website Maintenance							
-Strategi							
-Network Maintenance							
Office Space Rental	\$ 47,850.00	\$ 39,875.00	\$ 7,975.00	\$		\$	3,000.00
Supplies	\$ 5,000.00	\$ 2,431.18	\$	\$ 768.82	\$ 3,000.00	\$	
Equipment	\$ 185,962.00	\$ 1,076.45	\$ 2,025.50	\$ 398.05		\$	
Sub Grants	\$ 33,954.00	\$ 135,614.35	\$ 32,385.65	\$	\$ 33,954.00	\$	
Miscellaneous	\$ 5,740.00	\$ 2,145.74	\$ 200.98	\$ 155.28	\$	\$	33,954.00
Telephone	\$ 597,800.00	\$ 437,016.90	\$ 57,032.40	\$ 43,226.70	\$ 60,524.00	\$	43,734.00

(43734.00) Reserve
 (37608.00) Salaries - PPE 08.09 to 10.4
 (13402.35) Benefits - PPE 08.09 to 10.4

\$ 43,226.70 \$ (34,220.35) \$ **9,006.35**

(600.00) Fuel Exp.
 (124.26) Tel. Serv.
 (75.78) DSL Serv.

\$ 8,206.31

Guam CAHA Revolving Fund Account

Balance on Register as of 07.31.14

Louis Vuitton Masters Project

GVB Grant - FestPac Workshops

PREL

Interactive Activity

GTP Sponsor - Talk Story

% Okkodo High School

Actual Balance to Date

\$129,833.95
(\$11,700.00)
(\$3,500.00)
(\$1,500.00)
(\$627.73)
(\$128.68)
(\$112,000.00)
\$377.54

FESTPAC Revolving Fund Account

As of 06.11.14

\$138,534.13