

GUAM COUNCIL ON THE ARTS AND HUMANITIES AGENCY
Regular Board Meeting, Via ZOOM
October 27, 2020 – 3:00 pm
A G E N D A

- 1. CALL TO ORDER**
- 2. REVIEW AND APPROVAL OF MINUTES DATED 8 SEPTEMBER 2020.**
- 3. EXECUTIVE DIRECTOR’S REPORT**
- 4. FINANCIAL REPORTS**
- 5. OLD BUSINESS**
 - a. Bank Accounts
 - i. Signing authority resolution [Action required]
 - ii. Investments
 - b. Strategic Planning [Action required]
- 6. NEW BUSINESS**
 - a. **CARES Act Grants** [Action required] Approve online voting.
 - b. **Program Grants** [Action required]
 - i. **Revisions and Extensions FY2020**
 - ii. **Grant Approvals FY2021**
- 7. OTHER ANNOUNCEMENT & DISCUSSIONS**
8. Next Board Meeting scheduled for November 10, 2020 at 3:00 p.m.
- 9. IX. ADJOURNMENT**

GUAM COUNCIL ON THE ARTS AND HUMANITIES
Regular Board Meeting via Zoom
September 8, 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 Chairman of the Board, Francis Guerrero. Board members present included Vice-Chair, Joseph Certeza; Secretary, Patricia Krise, and members: Dr. Judy Flores, Mayor Jessy Gogue, Donna Kloppenburg, Frank Rabon, Vince Reyes, Max Ronquillo and Rolando Zepeda. Also, present was Executive Director, Jillette Leon Guerrero and CAHA staff: Jackie Balbas, Angie Taitague, Mark Duenas and Genevey Kloulubak.

2) REVIEW AND APPROVAL OF MINUTES (Attachments 1 & 2)

The minutes of CAHA Board of Directors meeting dated 4 August 2020 were reviewed by the members, Vice-Chairman Joseph Certeza motioned for approval.

On the motion:

"to approve the minutes of the August 4, 2020 meeting of the CAHA Board of Executive Directors" moved by Joseph Certeza and seconded by Donna Kloppenburg. Motion carried unanimously.

3) EXECUTIVE DIRECTOR'S REPORT (Attachment 3)

The Executive Director delivered her monthly report updating the board members on the following items:

ORGANIZATION

Code of Ethics – The Executive Director stated this will be addressed after the strategic plan is completed and is ongoing.

Strategic Plan – The Executive Director informed the board that the strategic planning process was continuing with eight community focus group sessions held on August 7, 14th, and 27th. The sessions were facilitated by Mr. Joe Quinata and were met with enthusiasm by the participants. A full report of the strategic planning process to date was provided to the board members.
[Attachment 4]

OPERATIONS

Grant Management Software

Executive Director Leon Guerrero indicated that CAHA staff are working on developing the application for CARES Act funding program and are hoping to have it complete by the end of the month.

Website Upgrade

Executive Director Leon Guerrero informed the board that GSA is working on purchase order and we should get this by the end of this month.

Opening Guidelines

Executive Director Leon Guerrero commented that Mark is working on the reopening guideline in preparation of the Gallery and Office Space, which hope to get soon.

Personnel

Executive Director Leon Guerrero informed that CAHA has a new employee, Mr. Joey Manibusan who will commence his employment on September 14, 2020.

Funding for the Stage Maintenance Technician has been deleted by BBMR due to lack of funding.

4) PROGRAMMING

2021 Grant Program

Executive Director Leon Guerrero stated that CAHA staff received 21 applications for the annual grant program and review is on-going.

The CARES Act Emergency Relief Funding Program will have three grant lines when launched:

- Art and Cultural- based Nonprofit Organizations.
- Other Nonprofit organizations that have arts/cultural programming for calendar year 2020
- Individual artists

All grants require that the applicant has been impacted by the COVID19 Pandemic.

Arts Across of America

Executive Director informed the board that due to the lockdown, the original dates for the Guam Arts Across America performances have been postponed until November 12 and December 18, 2020.

5) FINANCIAL REPORTS

Executive Director summarized CAHA's Financial Status as follows:

Bank of Guam Accounts [Attachment 5]

Revolving Fund Balance: \$5,537.24

FestPac 2016 Balance: \$2,225.10

% of the Arts Balance: \$912,856.25

Chairman commented that the FestPac account needs to be closed and the transfer of \$200,000 to fund CAHA's operation will be confirmed after the FY2021 budget is passed.

Executive Director summarized August 30, 2020 account balances. She informed the board that the 2020 NEA grant has been extended until 2022. The Chairman recommended a complete reformat of the financial report and commented that maybe the Covid 19 funding may be used for rent.

Executive Director stated that Cares Act funding deadline is December 30, 2020 and amounts awarded will fall within two categories – organizations (\$10,000) and individuals (\$5,000). The grants management software will allow the Board of Executive Directors to review applications online. The FY2020 budget bill currently being considered includes the possibility that all FY2020 funding be carried over until next year except the overmatch account.

Executive Director reported on the FY 2020 budget balances as of 31 August 2020. [Attachment 6 & 7]

Executive Director presented a draft FY2021 budget based on the amounts presented in the draft budget bill being considered by the Legislature. [Attachment 8] She addressed the following expenditures: Contracts include required advertisements for board meetings at \$3,000; The Copier Lease which is currently under a 5-year lease; \$1,200 for the much-needed website upgrade and \$4,387 that was earmarked for special projects.

She reported that the budget was already bare bones and required further cuts in Personnel, Grants, Supplies, Contractual Services, Membership in NASSA and costs for graphic designers. The budget show total funding cuts of \$964,439.00.

Executive Director mentioned that BBMR staff informed her that the Governor had submitted a substitute budget of \$794,598.00 for CAHA. Chairman reiterated that due to the major budget cut, Senator Marsh requested that CAHA use \$200,000.00 of the \$350,000.00 that the Legislature allotted to FestPac from the percent for the arts for operations.

The Chairman questioned the funds in the FestPac bank account. He believed they were for the 2016 FestPac. Ms. Jackie Balbas informed him that all 2016 FestPac funds were transferred to GVC and that the CAHA FestPac account contains funds that were donated from vendors for the 2020 FestPac.

Member Max Ronquillo recommended that CAHA Representative should write a letter to inform the donors of the status of the FestPac and ask if their donations may be used for the upcoming 2024 FestPac. Mayor Gogue commented that an option to returning their donation should be considered as well.

6) OLD BUSINESS

Signatory Authorization Resolution: Chairman commented that at the last meeting Mayor Gogue stated that he believes the Chairman should be a signatory authority for all accounts. Mayor Gogue reiterated that he needs to review the bylaws and went on to mentioned that the mayor's office has a revolving account and that he is the only signatory to the account if the purchase is less than \$500.00 and if more than \$500.00 two signatures are required and the same concept may be applicable to CAHA. [Attachment 9]

Executive Director Leon Guerrero expressed her concern that if the Chairman goes off-island and unable to sign the check(s) this may cause a delay in CAHA's operation. Therefore, it is necessary to have several board members authorized to sign checks.

The Chairman concluded that he will revisit the bylaws and work with the Executive Director Leon Guerrero to finalize the Resolution for the next meeting.

The board chairman asked for volunteers to work with the Executive Director to finalize the strategic plan. The following members volunteered. Vice Chair, Joseph Certeza, Secretary, Patricia Krise, and members Donna Kloppenburg and Roland Zepeda.

The Executive Director will contact committee members and arrange to meet the following week to finalize the strategic plan.

7) OTHER ANNOUNCEMENTS & DISCUSSIONS

Next Board Meeting—October 6, 2020.

Chairman Guerrero announced that the next Board of Directors Meeting is scheduled for October 6, 2020 at 3:00 pm via Zoom.

8) ADJOURNMENT

Motion to adjourn the meeting by Mayor Gogue, and seconded by Board Secretary, Patricia Krise.

Meeting adjourned at 4:58 p.m.

MINUTES CERTIFIED BY:

Patricia Krise
Secretary, CAHA Board of Executive Directors

Date: _____

ATTESTED TO BE TRUE AND CORRECT BY:

Francis Guerrero
Chairman, CAHA Board of Executive Directors

Date: _____

Attachments Follow

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 7th, 14th, & 21st). 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 7th, while the Youth group is scheduled for 1:00 p.m., August 21st. 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 6th, 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 3rd 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 17th and November 12. Due to time constraints, CAHA had to submit the names of the artisans that would be showcased on September 17th. 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 21st. 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 Velezrubio: 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

**Executive Director's Report
Meeting of the Board of Directors
3 p.m. 8 September 2020
Via Zoom**

ORGANIZATION:

- **Organizational status:** In their budget bill, the Legislature approved the creation of a non-government, non-profit Foundation to support CAHA.
- **Bylaw Amendments\Revisions:** Work on this as time permits - to date I have two amendments to formally allow to hold meetings and vote via video conference calls and establish a signatory limit for staff on bank accounts.
- **Code of Conduct and Code of Ethics:** ongoing – work on this after strategic planning process is completed.
- **Strategic Planning:**
 - Community Focus Groups: These were held on 7, 14, 28 August. They were very well received by the participants. Due to the timing of the lockdown several participants cancelled at the last moment but some turned in their written contributions.
 - The staff reviewed the notes of the meetings and came up with the general themes that arose during the sessions. The two overarching themes that emerged were Building capacity and Building community. The draft report with this information this has been sent to all of you.

OPERATIONS:

- **Office space:**
 - The bids for the lease is still with GSA, we are hoping it will be announced soon.
- **FY2021 Budget** – The Legislature approved our FY2021 budget. The cuts amount to \$96,439.00. This is significant and a draft budget has been included in the meeting material today. The Governor is expected to submit a revised budget to the Legislature.
- **Operational Upgrades**
 - **Grant Management Software** - we just received this and are working on the grant application for the CARES Act funding. We hope to have this complete by the end of the month in time to announce in October for Arts & Humanities month.
 - **Website upgrade** including crowd funding platform is in progress and we hope to have it before the end of the month.
 - **Re-opening guidelines** – Mark is working on establishing guidelines in anticipation of moving into a new office/exhibit space or when the Angela building is habitable.
 - **Standard Operating Procedures [SOPs]** – in progress
- **Personnel**
 - Program Officer I – Joey Manibusan has been hired and will start on 14 September.
 - Stage/Maintenance Technician – in progress

PROGRAMS:

CARES Act Emergency Relief Grant Program

2021 Grant Program – 21 Grant applications were received. Panel review is ongoing.

Special Program: Arts Across America – Our dates changed due to the lockdown. Our new dates are: 12 November and 8 December 2020.

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%) | • Etsy (10.5%) | • Spotify (3.5%) |
| • Instagram (61.4%) | • Pinterest (7%) | • Dribbble (1.8%) |
| • Youtube (31.6%) | • Patreon (5.3%) | • Ebay (1.8%) |
| • Website (28.1%) | • Deviant Art (3.5%) | • Vimeo (1.8%) |
| • Twitter (15.8%) | • Itunes (3.5%) | |

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

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

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

- | | |
|--|---|
| • Grants/Fundraising (66.1%) | • Community Involvement (47.5%) |
| • Value of the Arts (55.9%) | • Legal issues/contracts/copyrights (44.1%) |
| • Networking and Marketing Connections (52.5%) | • Taxes and Finance (44.1%) |
| • Publishing (50.8%) | • Strategic Planning (40.7%) |
| • Pricing your work and time (50.8%) | • Talking about your work (37.3%) |
| • Technology/Marketing/Social media (47.5%) | • 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 Probecu'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, Inadahana 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 Micronesia 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, Micronesian 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

Executive Director's Report
Meeting of the Board of Directors
3 p.m. 20 October 2020
Via Zoom

1. ORGANIZATION:

- a. **Bylaw Amendments\Revisions:** In reference to the two amendments I was working on:
 - i. To formally allow virtual meetings and voting via video conference calls: An existing resolution [Attachment 1] exists that allows, "*a member of the Board may attend and participate in a meeting of the Board by telephone conference **or similar communications equipment** which enables all persons participating in the meeting to speak and hear comments and votes of member councils who are physically present or using a **telecommunication device**, and such participation in a meeting shall constitute presence in person, at the meeting. A member attending a meeting electronically may vote telephonically.*" I think that this covers the use of video conferencing as an acceptable means of meeting and voting.
 - ii. To establish a signatory limit for staff on bank accounts. This will be addressed at this meeting.

- 1. **Code of Conduct and Code of Ethics:** Staff have received the Government of Guam Ethical Standards for Employees. A video conference meeting with staff is scheduled for next week. [Attachment 2]

2. Strategic Planning:

- The Ad hoc committee met and reviewed and commented on the Strategic Plan. The committee met virtually and concurred with the draft plan. We are hoping that this plan will be formally approved at this meeting. Please remember that this is a living document. Once that is done, we will transmit to our community focus group participants and others to solicit their input into the specific activities for each objective. This will ensure that we have community input and collaboration in each specific area and that we ensure that the programs that are developed will be appropriate for the specific audience and participants.

OPERATIONS:

3. Office space:

- We received two bids:
 - Serena Building at \$3.30 per sq. ft
 - DNA building at \$2.18 per sq. ft.
- Government regulations state that if all bid specifications are met we must take the lowest bidder.
- Mark and I visited the space and while it is not ideal, it is sufficient. The landlord said they will renovate it to our specifications.
- We are currently awaiting confirmation of the bid selection which is pending the review of the AG.
- After the bid is formally accepted, the landlord has 30 days to make the renovations.
- I think that we will not be in the space until December and possibly January.

4. Operational Upgrades

- **Website upgrade** including crowd funding platform is in progress and we hope to have it before the end of next month.
- **Re-opening guidelines** – Guidelines attached. [Attachment 3]
- **Standard Operating Procedures [SOPs]** – still in progress.

PROGRAMS:

CARES Act Emergency Relief Grant Program - As of Tuesday, 20 October we received 20 applications totaling \$115,000.00. One application for \$10,000.00 was rejected, one for \$10,000.00 was withdrawn and three totaling \$15,000.00 passed final review. The balance of the remaining is \$80,000.00 [Attachment 5]

2021 Grant Program – 21 Grant applications were received. [Attachment 5]

Special Program: Arts Across America – Our dates changed due to the lockdown. Our new dates are: 12 November and 8 December 2020. Filming was scheduled for this past week.

Arts in public places [% for the Arts]:

- Received a call from UOG attorney Anthony Camacho regarding the Cultural Repository. He said the project includes funding for Percent for the Art and that they intend to follow the law. He believes that the buildup office is in error regarding the use of federal funds. They will use the funds for artwork on the exterior of the building.
- I have been working with the AGs office to figure out what is needed to finalize the rules and regulations. They have not been able to find anything that indicates that the 2013 *Procedures and Guidelines for Art In Public Buildings and Buildings supported by Federal and Government of Guam funds in the Territory of Guam and the Percent for the Arts Enhancement Grant Program* were ever reviewed or adjudicated as indicated on 03/13/2013. The rules and regulations were presented for review again in 2016 but were withdrawn for some reason. Jackie and I are prioritizing this as the AG indicated that until we have rules and regulations approved, we should not utilize the funds. They suggested that we develop basic rules and regulations as they felt that the documents that they have seen are very detailed and convoluted. Once the basic rules and regulations are approved then we can tweak them as we find areas that need revision. I would like to suggest in order to expedite this that Jackie and I revise the existing documents in consultation with the AGs office before submitting to the Board of Directors for review and revision if necessary.
- I have been in discussions with EPA regarding collaborating with the agency to bring sustainable art to public places such as beaches, parks and green areas in the village. Conchita Taitano is very excited about this collaboration. I believe that the funds that building owners in the percent for the arts program opt to give to CAHA can fund what I see as becoming an anchor program of CAHA: Art in Outdoor Public Places. We can revise the Percent for the Arts Enhancement Grant Program that already exists.

STEAM Workshop – I have also been in discussions with PREL regarding a workshop on STEAM for Educators. This is in line with our efforts to collaborate with other organizations.

GUAM COUNCIL ON THE ARTS AND HUMANITIES AGENCY
KAHAN I KUTTURAN GUAHAN
P.O. BOX 2950
HAGATNA, GUAM 96932

DEPT. OF REVENUE & TAXATION
GOVERNMENT OF GUAM
JAN 30 2014
BUSINESS REGISTRATION

RESOLUTION NO. 2013-001

**RELATIVE TO THE AMENDMENT OF BY-LAWS OF THE
GUAM COUNCIL ON THE ARTS AND HUMANITIES AGENCY
TO PERMIT ATTENDANCE AT MEETINGS BY
TELEPHONE CONFERENCE CALL AUTHORIZING THE USE OF A
TELEPHONE CONFERENCE CALL BY SPEAKER PHONE FOR
PARTICIPATION AND VOTING**

WHEREAS, the Guam Council on the Arts and Humanities Agency ("Council" or "Guam CAHA") is a public agency established by Title 5, Guam Code Annotated Chapter 85 to develop and provide opportunities for professional training in the practice of arts and humanities, and for coordinating the application for, and expenditure of, federal funds supporting the arts and humanities; and

WHEREAS, pursuant to Title 5, Guam Code Annotated Section 85103(a) and (b), the Council is governed by a governing board ("Board") consisting of eleven (11) members appointed by the Governor with the advice and consent of the Legislature; and

WHEREAS, Title 5, Guam Code Annotated Section 85103(e) provides that the Board shall meet "at least monthly" to conduct business, and that a quorum of the Board shall consist of a majority of members duly appointed and qualified; and

WHEREAS, in order to promote efficiency and ensure a quorum for the conduct of business, the Board desires to allow its members who are absent and wish to participate and vote at a meeting by an alternative means thru telephonic communication; and

WHEREAS, Article XIII (Amendment) of the By-Laws provides that said By-Laws may be amended by 2/3 majority affirmative vote of the Council, and upon written notice of proposed change given to Council members no less than fourteen (14) days prior to the date of the meeting at which the change or addition is to be considered; and

NOW THEREFORE BE IT RESOLVED that pursuant to the laws of Guam, the governing Board of the Guam Council of Arts and Humanities Agency hereby finds and determines the following:

A. Article VIII (Meetings) of the Council's By-Laws as adopted on February 28, 1985 is *AMENDED TO ADD A NEW SUBSECTION 8 AND 9* as follows:

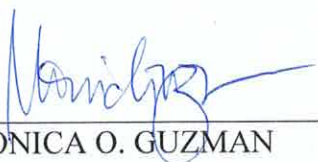
Section 8. Attendance by telephone conference call. For regularly scheduled meetings of the Board, members are expected to attend in person. Unless prohibited by law or by these By-Laws, however, under exceptional circumstances such as illness, off-island presence or other personal reasons, a member of the Board may attend and participate in a meeting of the Board by telephone conference or similar communications equipment which enables all persons participating in the meeting to speak and hear comments and votes of member councils who are physically present or using a telecommunication device, and such participation in a meeting shall constitute presence in person at the meeting. A member attending a meeting electronically may vote telephonically.

Section 9. Compliance with Open Government Law. Telephone conferencing, emails, faxes, or other electronic communications shall not be used to circumvent any public government purposes established by the Guam Open Government Law (Title 5 G.C.A. Chapter 8), and all requirements of the Open Government Law such as notice and minute-keeping requirements shall be complied with.

RESOLVED FURTHER, that the Chairperson and the Secretary attest to the adoption of this Resolution.

DULY AND REGULARY ADOPTED THIS 4th DAY OF December 2013.

Certified by:



MONICA O. GUZMAN
Chairperson
Guam CAHA Board of Directors

Attested by:



JENEVIEVE OOKA
Secretary
Guam CAHA Board of Directors

ETHICS and GOVERNMENT EMPLOYEES

1 GCA § 1906	Public Auditor Qualifications
4 GCA § 4205	Miscellaneous Prohibitions
4 GCA § 4402	Quorum
4 GCA § 10105	Right of Organization
4 GCA, Ch. 15	Standards of Conduct for Elected Officials, Appointed Officers, and Public Employees of the Government of Guam
5 GCA Ch. 56, Art. 11	Ethics in Public Contracting
5 GCA § 10112	Penalties for Nondisclosure
5 GCA § 43112 § 43116 § 43117	Conflict of Interest of Members Development of the Boards and Commissions Training Program Boards and Commissions Training
7 GCA § 5105	Procedure for Considering Removal
7 GCA § 42309	Ethical and Training Standards for Neutrals
10 GCA § 121303	Exceptions to licensure
17 GCA § 3112	Same: Duties and Responsibilities
21 GCA § 63105	Conflict of Interest

1 GCA § 1906. Qualifications.

The Public Auditor shall be a citizen of the United States and a resident of Guam for the five (5) years preceding his or her election, and shall not have been convicted of a felony or suspended in any U.S. or non-U.S. jurisdiction by an ethics board overseeing the certified public accountant or attorney, as the case may be. The Public Auditor must either:

1. be a certified public accountant, or
2. be an attorney at law, or
3. have at least five (5) years of experience in the establishment or enactment of government budgets.

SOURCE: § 1906 repealed/reenacted by P.L. 25-42:06.

4 GCA § 4205. Miscellaneous Prohibitions.

(a) Preferences, conditions and prohibitions concerning employment in the Government shall conform with the provisions of the Organic Act of Guam. No person shall be discriminated against in connection with any of the processes provided for by this Chapter or in the rules adopted there under because of race, color, political opinions or religious opinions or affiliations.

(b) Any person who uses or attempts to use political influence or promises any advantage in connection with the selection or promotion of any employee in the classified services, solicits contributions for political purposes or solicits during office hours or at any time makes demands

upon employees in the classified services for such contribution shall be guilty of a petty misdemeanor.

(c) Any person who willfully makes a false or misleading statement in order to secure employment, advancement or other benefits under this Chapter or under the rules adopted thereunder shall be guilty of a petty misdemeanor and, in addition, shall forfeit the position, employment, benefit or advancement sought through the false or misleading statement or statements.

(d) No person who advocates, or who aids or belongs to any party, organization or association which advocates the overthrow by force or violence of the government of Guam or of the United States shall be qualified to hold a Government position.

(e) No officer or employee of the Government shall conduct or engage in any business or trade outside the government service without the prior approval of his department head as provided in § 4105 of this Chapter.

In addition to the limitations contained in § 4105(d) of this Chapter:

(1) No approval shall be granted if such business or trade may be prejudicial to the best interests of the people or if there may be a conflict of interest between the officer's or employee's government position and the outside trade or business;

(2) Every officer or employee who has a direct or indirect interest in any firm, partnership, business or corporation which contracts with the Government, at the time of submission of bids or commencement of negotiations as the case may be, shall file a statement under oath with the Director of Administration for Executive Branch employees, and the Court Administrator for Judiciary employees describing such interest. Any such statement shall also be given to the department head of such employee and shall also be a public record for all purposes.

As used in this Section, interest includes ownership of not less than five percent (5%) of the firm, corporation or partnership or the employee having a position with the said firm, corporation or partnership equivalent to that of officer, manager or other decision-making position.

(f) Failure by an officer or employee to comply with any of the provisions of Subsection (e) of this Section shall be grounds for dismissal from government service and the Director of Administration or Court Administrator, as the case may be, shall order the compensation stopped of any officer or employee found to be in violation.

(g) Any contract entered into involving a violation of Subsection (e) of this Section may be declared null and void at the discretion of the Government.

(h) No contract may be entered into whereby any officer or employee shall have any administrative, supervisory or directory power over the execution thereof if such officer or employee has any direct or indirect interest in the contractor or in the contract. All contracts entered into in violation of this Subsection are void.

SOURCE: § 4134 GCA, reenacted by P.L. 16-23, amended by P.L. 17-5.

4 GCA § 4402. Quorum.

The quorum of the Commission shall be four (4) members. The affirmative vote of four (4) members shall be required for any action of the Commission. The Commission may adopt rules

to govern its procedures and the standards to be maintained by non-attorney representatives; provided, that rules adopted by the Commission shall recognize that representative is not an attorney and cannot be bound by the same standards and **ethics** as an attorney; and, further, provided, that in cases where an employee represents oneself, the Commission shall render all possible assistance to the employee to insure a fair and impartial hearing.

SOURCE: § 4171 GCA, as reenacted by P.L. 16-23. Amended by P.L. 24-60:2. Repealed and reenacted by P.L. 26-88:2.

4 GCA § 10105. Right of Organization.

Public employees shall have the right to form, join, assist and participate in the management of employee organizations or their own choice and to act as organization representative or to refrain from any such activity, without interference, restraint, coercion or discrimination and without fear of penalty or reprisal; provided that, employees shall not participate in the management of an organization or act as an organization representative, where such activity would result in a conflict of interest or otherwise be incompatible with law or with employee's official duties.

SOURCE: GC § 4404 GC.

4 GCA, Ch. 15. STANDARD OF CONDUCT FOR ELECTED OFFICERS, APPOINTED OFFICERS, AND PUBLIC EMPLOYEES OF THE GOVERNMENT OF GUAM

NOTE: Chapter 15 was added by P.L. 23-105:1.

Article 1. General Provisions.

Article 2. Specified Standards.

Article 3. Guam Ethics Commission.

Article 4. Administration and Enforcement.

ARTICLE 1 GENERAL PROVISIONS

§ 15100. Construction.

§ 15101. Applicability.

§ 15102. Definitions.

§ 15100. Construction.

This Chapter shall be liberally construed by the courts of this Territory to promote the highest standards of ethical conduct within the Territorial government.

§ 15101. Applicability.

This Chapter shall apply to every employee as defined herein.

§ 15102. Definitions.

When used in this Chapter, these key words shall have the indicated meaning:

(a) *business* includes any corporation, partnership, any sole proprietorship, any trust or foundation, or any other individual or organization carrying on any business whether or not operated for profit;

(b) *compensation* means any money, thing of value or economic benefit conferred on or received by any person subject to this Chapter, in return for services rendered or to be rendered by himself or another;

(c) *controlling interest* means any proprietary or ownership interest in a business or other undertaking;

(d) *employee* means any nominated, appointed, or elected officer or individual employed with a territorial agency as defined herein, including members of boards or commissions, and persons under personal services contracts;

(e) *employment* means any rendering of services for compensation;

(f) *financial interest* means an interest held by an individual, his or her spouse, or dependent children, which is:

- (1) an ownership interest in a business;
- (2) a creditor interest in an insolvent business;
- (3) an employment, or prospective employment for which negotiations have begun;
- (4) an ownership interest in personal or real property;
- (5) a loan or other debtor interest; or
- (6) a directorship or officership in a business.

(g) *judicial officers* includes the Justices of the Supreme Court, whether full- or part-time, and Judges of the Superior Court, including Judges pro tem and referees;

(h) *legislator* means any duly elected members of the Guam Legislature;

(i) *official act* or *official action* means a decision, recommendation, approval, disapproval, or other action, including inaction which involves the use of discretionary and non-discretionary authority;

(j) *official authority* includes administrative, judicial or legislative powers of decision, recommendation, approval, disapproval, or other discretionary or non-discretionary action; and

(k) *territorial agency* or *agency* shall mean every branch of government, public corporations, all government of Guam departments, bureaus, and line agencies, autonomous and semi-autonomous agencies, instrumentalities, entities or sub-entities thereof, the Mayor's Council, and Mayors' Offices.

ARTICLE 2
SPECIFIED STANDARDS

- § 15201. Gifts.
- § 15202. Reporting of Gifts.
- § 15203. Confidential Information.
- § 15204. Fair Treatment.
- § 15205. Conflicts of Interest.
- § 15206. Contracts.
- § 15207. Contracts Voidable.

- § 15208. Requirements of Disclosure.
- § 15209. Disclosure Files; Disposition.
- § 15210. Restrictions on Post Employment.
- § 15211. Violation.

§ 15201. Gifts.

No employee shall solicit, accept, or receive, directly or indirectly, any gift valued singly or in the aggregate from a single source in excess of \$200, whether in the form of money, prize, service, loan, travel, entertainment, hospitality, thing or promise, or in any other form, when a reasonable person would infer that the gift is intended to influence the employee in the performance of that individual's official duties or is intended as a reward for any official action on that individual's part.

§ 15202. Reporting of Gifts.

(a) Every employee shall file a gifts disclosure statement with the Guam Ethics Commission on June 30 of each year if all the following conditions are met:

(1) The employee, or spouse or dependent child of an employee, received directly or indirectly from any source any gift or gifts valued singly or in the aggregate from a single source in excess of \$200, whether the gift is in the form of money, services, goods, or in any other form;

(2) The source of the gift or gifts have interests that may be affected by the official action or lack of action by the employee; and

(3) The gift is not exempted by subsection (d) from reporting requirements under this section.

(b) The report shall cover the period from January 1 of the preceding calendar year through December 31 of the year of the report.

(c) The gifts disclosure statement shall contain the following information:

(1) A description of the gift;

(2) A good faith estimate of the value of the gift;

(3) The date the gift was received; and

(4) The name of the person, business entity, or organization from whom, or on behalf of whom, the gift was received.

(d) Excluded from the reporting requirements of this section are the following:

(1) Gifts received by will or intestate succession;

(2) Gifts received by way of distribution of any inter vivos or testamentary trust established by a spouse or ancestor;

(3) Gifts from a spouse, fiancé, fiancée, any relative within three degrees of consanguinity or the spouse, fiancé, or fiancée of such a relative. A gift from any such person is a reportable gift if the person is acting as an agent or intermediary for any person not covered by this paragraph;

(4) Political campaign contributions that comply with territorial law. This section shall not exempt the recipient of campaign contributions from the reporting requirements of the Election Code.

(5) Anything available to or distributed to the public generally without regard to the official status of the recipient;

(6) Gifts that within thirty days after receipt, are returned to the giver or delivered to a public body or to a bona fide educational or charitable organization without the donation being claimed as a charitable contribution for tax purposes; and

(7) Exchange of approximately equal value on holidays, birthday, or special occasions.

(e) Failure of an employee to file a gifts disclosure statement as required by this section shall be a violation of this chapter.

§ 15203. Confidential Information.

No employee shall disclose information which is considered a private document by existing law, and which the employee acquires in the course of official duties, or use the information for personal gain or for the benefit of someone else.

§ 15204. Fair Treatment.

No employee shall use or attempt to use an official position to secure or grant unwarranted privileges, exemptions, advantages, contracts, or treatment, for himself or herself, a spouse, children, or others, including but not limited to the following:

(a) seeking other employment or contract for services by the use or attempted use of the individual's office or position;

(b) accepting, receiving, or soliciting compensation for the performance of official duties or responsibilities except as provided by law;

(c) using government time, equipment, or other facilities for private business purposes;

(d) soliciting, selling, or otherwise engaging in a financial transaction with a subordinate or a person or business whom the employee inspects or supervises in official capacity.

(e) Nothing herein shall be construed to prohibit a legislator from introducing bills and resolutions, serving on committees or making statements or taking action in the exercise of legislative functions. Every legislator shall file with the Guam Ethics Commission a full and complete public disclosure of the nature and extent of the legislator's interest on any legislative transaction which primarily affects only the legislator or legislators involved or their spouses and not the community as a whole or a segment thereof. Disclosure must be made at time of introduction of such legislation, or when the legislator shall first have knowledge of such legislation.

§ 15205. Conflicts of Interest.

(a) No employee shall take any official action directly affecting:

(1) business or other undertaking in which the employee has a financial interest; or

(2) private undertaking in which the employee is engaged as legal counsel, advisor, consultant, representative, or other agency capacity.

A department head who is unable to be disqualified on any matter described in item (1) or (2) of this Subsection may be in violation of this Subsection even if the individual has complied with the disclosure requirements of § 15208; and a person whose position on a board, commission or committee is mandated by statute, resolution or executive order to have particular qualifications shall only be prohibited from taking official action that directly and specifically affects a business or undertaking in which such person has a financial interest; provided that the financial interest is related to the member's particular qualifications.

(b) No employee shall acquire financial interests in any business or other undertaking which the employee has reason to believe may be directly involved in official action to be taken by the employee.

(c) No employee shall assist any person or business or act in a representative capacity before any territorial agency for any compensation in any transaction involving the Territory.

(d) No employee shall assist any person or business or act in a representative capacity for a fee or other compensation to secure passage of a bill or to obtain a contract, claim, or other transaction or proposal in which the employee has participated or will participate as an employee, nor shall the employee assist any person, or business, or act in a representative capacity for a fee or other compensation on such bill, contract, claim, or other transaction or proposal before the Legislature or territorial agency of which the individual is an employee.

(e) No employee shall assist any person or business or act in a representative capacity before a territorial agency for a fee or other compensation, on any bill, contract, claim, or other transaction or proposal involving official action by the agency if the employee has official authority over that agency unless such employee has complied with the disclosure requirements of § 15208.

(f) Nothing herein shall preclude an employee from having outside business interests or employment so long as such interests or employment do not interfere with performance of official duties and is not otherwise in direct conflict with this Chapter.

§ 15206. Contracts.

(a) A territorial agency shall not enter into any contract with an employee or with a business in which an employee has a controlling interest, unless the contract has been awarded through an open, public process. A territorial agency may, however, enter into such contract without resort to competitive bidding process when, in the opinion of the General Services Agency or the procurement officer of that branch of government, the property or services does not fall within the purview of competitive bidding; provided that written justification for the non-competitive award of such contract be made a matter of public record and shall be filed with the Guam Ethics Commission at least ten (10) days before such contract is entered into.

With regards to members of boards, commissions, and committees, this Subsection shall apply only to contracts entered into between a business in which a member has a controlling interest and a territorial agency in which the board, commission, or committee to which the individual is appointed has jurisdiction.

(b) A territorial agency shall not enter into a contract with any person or business which is represented or assisted in a material manner in the matter by a person who has been an employee of that agency within the preceding twelve (12) months and who participated while in

territorial office or employment in a material manner in the matter with which the contract is directly concerned.

§ 15207. Contracts Voidable.

In addition to any other penalty provided by law, any contract entered into by the Territory in violation of this Chapter, is voidable by the Territory; provided that in any act to void a contract pursuant to this Section, the interests of third parties who may be damaged thereby, shall be taken into account, and the action to void the transaction is initiated within ninety (90) days after the determination of a violation under this Chapter. The Attorney General shall have the authority to enforce this provision.

§ 15208. Requirements of Disclosure.

(a) All financial disclosure reports required to be filed with the Guam Election Commission pursuant to Chapter 13 of Title 4, Guam Code Annotated, shall be reported to the Guam Ethics Commission within three working days of filing with the Guam Election Commission.

(b) The Guam Election Commission shall require additional information on its financial disclosure reports, as may be requested by the Ethics Commission in accordance with this Section, and the Ethics Commission may request such information directly of the employee if it is not forthcoming from the Election Commission.

(c) Failure of an employee to file a disclosure of financial interests as required by this Chapter shall be a violation of this Chapter.

§ 15209. Disclosure Files; Disposition.

(a) All financial disclosure statements filed by an employee shall be maintained by the Guam Ethics Commission during the term of office of the employee, and for a period of three years thereafter. Upon the expiration of the three-year period, the financial disclosure statement and all copies thereof shall be destroyed.

(b) Nothing herein shall bar the Guam Ethics Commission from retaining a financial disclosure statement or copy of a financial disclosure statement that has become part of a charge case or advisory opinion request, or is part of an ongoing investigation.

§ 15210. Restrictions on Post Employment.

(a) No former employee shall disclose any information which by law is not available to the public and which the employee acquired in the course of official duties or use the information for personal gain or the benefit of anyone.

(b) No former employee shall, within twelve (12) months after termination from employment, assist any person or business, or act in a representative capacity for a fee or other consideration, on matters involving official action by the particular territorial agency with which the employee had actually served.

(c) This Section shall prohibit any agency from contracting with a former employee to act on a matter on behalf of the Territory within the period of limitations stated herein, unless exempted by law.

§ 15211. Violation.

(a) Any territorial action obtained in violation of this chapter for employees is voidable in the same manner as voidable contracts as provided for under § 15207; and the Territory, by the Attorney General, may pursue all legal and equitable remedies available to it.

(b) The Territory, by the Attorney General, may recover any fee, compensation, gift, or profit received by such person as a result of a violation of these standards by an employee or former employee. Action to recover under the Subsection (b) shall be brought within two (2) years of such violation under this Chapter.

ARTICLE 3
GUAM ETHICS COMMISSION

§ 15301. Guam Ethics Commission Established; Composition.

There shall be within the government of Guam, a commission to be known as the >Guam Ethics Commission=. The Commission shall consist of seven (7) members to be appointed by *I Maga'lahi*. Each appointee shall be a United States citizen and a bona fide resident of Guam. No person who has ever been convicted of a felony shall be eligible to serve on the Commission. Members of the Commission shall not be an employee, as defined herein, or have any member of their immediate family employed by the government of Guam. All appointments to the Guam Ethics Commission shall be confirmed by *I Liheslatura*.

The Chairman of the Commission shall be elected by the majority of the Commission. The term of office of each member shall be for four (4) years, provided that of the original members, two (2) shall hold office for two (2) years, two (2) shall hold office for three (3) years, and one (1) shall hold office for four (4) years. The determination of these members= length of office shall be by lot drawn by the members at their initial meeting. No person shall be appointed consecutively to more than two (2) terms as a member of the Commission.

Members shall serve without compensation, except that they shall receive a stipend of Fifty Dollars (\$50.00) per meeting not to exceed four (4) meetings per calendar month, and shall be compensated for all normal expenses of travel, and for the cost of meals while in session.

Vacancies shall be filled for the remainder of the unexpired term in the same manner as the original appointments. *I Maga'lahi* may remove or suspend any member of the Commission for cause, upon the filing of a written finding with the Commission and upon service of a copy of the written findings on the member removed or suspended.

SOURCE: Amended by P.L. 27-141:3.

ARTICLE 4
ADMINISTRATION AND ENFORCEMENT

- § 15401. Duties of Commission; Complaint, Hearing, Determination.
- § 15402. Filing of False Charges.
- § 15403. Procedure.
- § 15404. Disciplinary Action for Violation.
- § 15405. Cooperation.
- § 15406. Concurrent Jurisdiction.
- § 15407. Staff.
- § 15408. Prohibition From Political Activity.
- § 15409. Judicial Branch.
- § 15410. Repeal.
- § 15411. Severability.

§ 15401. Duties of Commission; Complaint, Hearing, Determination.

(a) The Commission shall have the following powers and duties:

(1) It shall prescribe a form for the financial disclosures required by § 15208 and shall establish an orderly procedure for implementing the requirements of that Section.

(2) It shall render advisory opinions upon the request of any employee or former employee as to whether the facts and circumstances of a particular case constitutes or will constitute a violation of the code of **ethics**. The opinion rendered, until amended or revoked, shall be binding on the Commission in any subsequent charges concerning the employee or former employee who sought the opinion and acted in reliance on it in good faith, unless material facts were omitted or misstated by the employee or former employee in the request for an advisory opinion.

(3) It shall initiate, receive and consider charges concerning alleged violations of this Chapter, initiate or make investigations, and hold hearings.

(4) It may subpoena witnesses, administer oaths, and take testimony relating to matters before the Commission and require the production for examination of any books, papers or electronic records relative to any matter under investigation or in question before the Commission. Before the Commission shall exercise any of the powers authorized herein with respect to any investigation or hearings, it shall by formal resolution, supported by a vote of five or more members of the Commission, define the nature and scope of its inquiry.

(5) It may, from time to time, make, amend, and repeal such rules and regulations, not inconsistent with this Chapter as in the opinion of the Commission, seem appropriate for the carrying out of this Chapter for the efficient administration thereof, including every matter or thing required to be done or which may be done with the approval or consent or by order or under the direction or supervision of or as prescribed by the Commission. The rules and regulations, shall be adopted in conformance with the Administrative Adjudication Law, and shall have the force and effect of law.

(6) It shall have jurisdiction for purposes of investigation and taking appropriate action on alleged violations of this Chapter in all proceedings commenced within three (3) years of

an alleged violation of this Chapter by an employee, or a former employee. Nothing herein shall bar proceedings against a person who by fraud or other device, prevents discovery of a violation of this Chapter. A proceeding shall be deemed commenced by the signing of a charge by five (5) or more members of the Commission.

(7) It shall distribute its publications without cost to the public and shall initiate and maintain programs with the purpose of educating the citizenry and employees on matters of **ethics** in government employment.

(b) Charges concerning the violation of this Chapter shall be in writing, signed by the person making the charge under oath, except that any charge initiated by the Commission must be signed by five (5) or more members of the Commission. The Commission shall notify in writing every person against whom a charge is received and afford him an opportunity to explain the conduct alleged to be in violation of this Chapter. The Commission may investigate, after compliance with this Section, such charges and render an informal advisory opinion to the alleged violator. The Commission shall investigate all charges on a confidential basis, having available all the powers herein provided, and proceedings at this stage shall not be public. If the informal advisory opinion indicates a probable violation, the person charged shall request a formal opinion or within a reasonable time comply with the informal advisory opinion. If the person charged fails to comply with such informal advisory opinion or if a majority of the members of the Commission determine that there is a probable cause for belief that a violation of this Chapter might have occurred, a copy of the charge and a further statement of the alleged violation shall be personally served upon the alleged violator in accordance with the rules for personal service found in Guam Rules of Civil Procedure. The person so charged shall have twenty (20) days after service thereof to respond in writing to the charge and statement.

(c) Any Commission member or any individual, including the individual making the charge, who without permission of the Commission, divulges information obtained from the Commission or who reveals confidential actions of or what happened in closed proceedings before the Commission concerning the charge prior to the issuance of the complaint or other final action by the Commission, except as permitted by this Chapter, shall be guilty of a misdemeanor.

(d) If after twenty (20) days following personal service, a majority of the members of the Commission conclude that there is reason to believe that a violation of this Chapter has been committed, then the Commission shall set a time and place for a hearing, giving notice to the complainant and the alleged violator. All parties shall have an opportunity (1) to be heard, (2) to subpoena witnesses and require the production of any books, papers, records, or electronic recordings relative to the proceedings, (3) to be represented by counsel, and (4) to have the right of cross-examination. All witnesses shall testify under oath and the hearings shall be closed to the public unless the party complained against requests an open hearing. The Commission shall not be bound by the strict rules of evidence but the Commission's findings must be based upon competent and substantial evidence. All testimony and other evidence taken at the hearing shall be recorded. Copies of transcripts of such record shall be available only to the complainant and the alleged violator at their own expense, and the fees therefor shall be deposited into the General Fund.

(e) The Commission shall make its findings and render its decision based on a preponderance of the evidence. A decision of the Commission pertaining to the conduct of any

employee shall be in writing and signed by five (5) or more of the members of the Commission. Deliberations of the Commission shall be closed to the public and to all parties.

(f) The Commission shall cause to be published yearly summaries of decisions, advisory opinions, and informal advisory opinions. The Commission shall make sufficient deletions in the summaries to prevent disclosing the identify of persons involved in the decisions or opinions.

§ 15402. Filing of False Charges.

(a) Any person who knowingly and intentionally files a false charge with the commission, or any member of the commission who initiates action against any Guam official, Guam employee, or any other person covered by this chapter, knowing such charge to be false, shall be guilty of the crime of perjury and subject to the penalty set forth in Title 9 of Guam Code Annotated (Crimes and Corrections).

(b) Whoever is convicted in a court of competent jurisdiction of the crime of perjury under this section, in addition to any other punishment prescribed by law thereof, shall be required by court order to reimburse the person against whom the false charge was filed for all of the person's legal expenses and court costs incurred in relation to that person's defense against the false complaint.

(c) If such charge is filed within six months prior to an election in which the accused's name appears on the ballot, the person filing the false complaint shall pay to the accused the amount set out above, and shall also pay an equal amount to the general fund of the Territory.

(d) This section shall not supersede or preclude any other right or remedy at law available to the person falsely accused.

§ 15403. Procedure.

(a) When the Commission, after due hearings, believes that there is cause for the possible filing of criminal charges, it shall refer the complaint to the Attorney General's Office or appropriate authority for its disposition.

(b) With respect to former employees, the Commission may, with the consent of five (5) or more members of the Commission, issue a public statement of its findings and conclusions, and the Attorney General may exercise whatever legal or equitable remedies are available to the Territory.

(c) When after due hearing, the Commission finds that the violation committed by an employee is non-criminal in nature, the Commission will remand the case to the agency where the employee is employed with the recommendation that the agency impose the corresponding punishment in accordance with the agency's personnel rules and regulations.

§ 15404. Disciplinary Action for Violation.

In addition to any other powers the Civil Service Commission or other government agency may have to discipline employees, the appropriate agency involved may reprimand, put on probation, demote, suspend, or discharge any employee found to have violated this Chapter.

§ 15405. Cooperation.

The Guam Ethics Commission may request and shall receive from every governmental agency cooperation and assistance in the performance of its duties.

§ 15406. Concurrent Jurisdiction.

In addition to any provision contained in this Chapter, the Legislature and the Judicial Branch may each prescribe further rules of conduct covering its members and may investigate and discipline its employees for any violation of this Chapter, or its own Rules, or both.

§ 15407. Staff.

The Guam Ethics Commission may employ such persons as it deems necessary for the performance of its functions. They shall submit an annual budget request to the Legislature for its required operations.

§ 15408. Prohibition from Political Activity.

Members of the **ethics** commission and its staff shall not take an active part in political management or in political campaigns during the term of office or employment.

§ 15409. Judicial Branch.

The Chief Justice of the Supreme Court shall have jurisdiction and governance over all justices and judges of the judicial branch in matters of **ethics** as covered in this Chapter 15.

NOTE: Pursuant to P.L. 28-076:9 (Nov. 25, 2005), this section will be repealed and reenacted, effective, January 1, 2007, as follows:

“§ 15409. Applicability of Ethics in Government Program.

(a) Any person who is an elected official of the government of Guam shall attend an **ethics** in government program within ninety (90) days of taking office. Additionally, elected officials shall undergo refresher **ethics** in government program at least once every four (4) years. The Guam Ethics Commission (“Commission”) may grant permission for an elected official to attend a later program for good cause shown. The Commission shall award a certificate of completion to those completing the program.

(b) Any person who is appointed to a position as board or commission member, including autonomous agencies, director, deputy director, or by whatever title denotes the head and first assistant of a government of Guam agency, department, public corporation, authority, or any other entity of the executive branch, shall attend an **ethics** in government program within the first six (6) months of his or her appointment. Additionally, appointed officials shall undergo refresher **ethics** in government program at least once every four (4) years. The Commission may grant permission for an appointed official to attend a later program for good cause shown. The Commission shall award a certificate of completion to those completing the program.”

SOURCE: P.L. 28-076:2 (Nov. 25, 2005).

§ 15410. Repeal.

Those portions of the Guam Code Annotated, which are in conflict with any section of this Chapter, are hereby repealed.

NOTE: Pursuant to P.L. 28-076:9 (Nov. 25, 2005), this section will be repealed and reenacted, effective, January 1, 2007, as follows:

“§ 15410. Ethics in Government Program Guidelines.

The **ethics** in government program shall be provided by the University of Guam (“UOG”) or other providers. The Public Auditor shall develop standards for the **ethics** program until the Guam Ethics Commission is appointed and functioning, at which time the Commission shall assume authority to develop the standards. The providers shall repeat the course as necessary to accommodate those who are required to attend. The course shall not exceed four (4) hours and shall be available in a single day and its scheduling shall accommodate the different work schedules of the persons affected by this Act.

(a) The program topics shall include, but not be limited to:

- (1) Guam statutes concerning **ethics**;
- (2) Guam statutes concerning lobbying;
- (3) Group participation in discussing, analyzing, and solving general **ethics**-related dilemmas;
- (4) Guam procurement laws and regulations;
- (5) Guam contracting laws and regulations;
- (6) Parliamentary procedure;
- (7) Fiduciary responsibility;
- (8) Personnel policy;
- (9) Government finance; and
- (10) Open Government Law and Sunshine Reform Act of 1999.

(b) The cost of tuition, books and training materials for the **ethics** in government program of the officials specified in §15409(b) of this Chapter, shall be paid by the agency that employs the official.”

SOURCE: P.L. 28-076:3 (Nov. 25, 2005).

§ 15411. Severability.

If any part of this Chapter 15 shall, for any reason, be adjudged by a court of competent jurisdiction to be invalid, or invalid as applied to a class of cases, such judgment shall not affect, impair, or invalidate the remainder thereof, and shall be confined in its operation to the part thereof directly involved in the controversy in which such judgment shall have been rendered.

NOTE: Pursuant to P.L. 28-076:9 (Nov. 25, 2005), this section will be repealed and reenacted effective January 1, 2007 as follows:

“§ 15411. Judicial Branch.

The Chief Justice of the Supreme Court shall have jurisdiction and governance over all justices and judges of the judicial branch in matters of **ethics** as covered in this Chapter 15.”

SOURCE: P.L. 28-076:4 (Nov. 25, 2005).

§15412. Repeal. [This new § 15412 will be effective January 1, 2007]

Those portions of the Guam Code Annotated and the Government Code of Guam, which are in conflict with any section of this Chapter, are hereby *repealed*.

SOURCE: Added by P.L. 28-076:5 (Nov. 25, 2005).

§ 15413. Severability. [This new § 15413 will be effective January 1, 2007]

If any part of this Chapter 15 shall, for any reason, be adjudged by a court of competent jurisdiction to be invalid, or invalid as applied to a class of cases, such judgment shall not affect, impair, or invalidate the remainder thereof, and shall be confined in its operation to the part thereof directly involved in the controversy in which such judgment shall have been rendered.

SOURCE: Added by P.L. 28-076:6 (Nov. 25, 2005).

5 GCA, Ch. 56, ART. 11. **ETHICS IN PUBLIC CONTRACTING**

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|------|----|----------------------------|
| Part | A. | Definitions. |
| Part | B. | Standards of Conduct. |
| Part | C. | Remedies. |
| Part | D. | Ethics Enforcement. |

PART A
DEFINITIONS

§ 5601. Definitions.

§ 5601. Definitions.

As used in this Chapter:

(a) *Blind Trust* means an independently managed trust in which the employee-beneficiary has no management rights and in which the employee-beneficiary is not given notice of alterations in, or other dispositions of, the property subject to the trust.

(b) *Confidential Information* means any information which is available to an employee only because of the employee's status as an employee of this Territory and is not a matter of public knowledge or available to the public on request.

(c) *Conspicuously* means written in such special or distinctive format, print or manner that a reasonable person against whom it is to operate ought to have noticed it.

(d) *Direct or Indirect Participation* means involvement through decision, approval, disapproval, recommendation, preparation of any part of a purchase request, influencing the content of any specification or procurement standard, rendering of advice, investigation, auditing or in any other advisory capacity.

(e) *Financial Interest* means:

(1) ownership of any interest or involvement in any relationship from which, or as a result of which, a person within the past year has received, or is presently or in the future entitled to receive, more than Two Thousand Five Hundred Dollars (\$2,500) per year, or its equivalent;

(2) ownership or such interest in any property or any business as may be specified by the **Ethics** Commission; or

(3) holding a position in a business such as an officer, director, trustee, partner, employee, or the like, or holding any position of management.

(f) *Gratuity* means a payment, loan, subscription, advance, deposit of money, services, or anything of more than nominal value, present or promised, unless consideration of substantially equal or greater value is received.

(g) *Immediate Family* means a spouse, children, parents, brothers and sisters.

(h) *Official Responsibility* means direct administrative or operating authority whether intermediate or final, either exercisable alone or with others, either personally or through subordinates, to approve, disapprove, or otherwise direct territorial action.

(i) *Purchase Request* means that document whereby a using agency requests that a contract be entered into for a specified need, and may include, but is not limited to, the technical description of the requested item, delivery schedule, transportation, criteria for evaluation, suggested sources of supply, and information supplied for the making of any written determination required by this Chapter.

SOURCE: GC § 6980. MPC § 12-101.

PART B
STANDARDS OF CONDUCT

- § 5625. Statement of Policy.
- § 5626. General Standards of Ethical Conduct.
- § 5627. Criminal Sanctions.
- § 5628. Employee Conflict of Interest.
- § 5629. Employee Disclosure Requirements.
- § 5630. Gratuities and Kickbacks.
- § 5631. Prohibition Against Contingent Fees.
- § 5632. Restrictions on Employment of Present and Former Employees.
- § 5633. Use of Confidential Information.

§ 5625. Statement of Policy.

Public employment is a public trust. It is the policy of the Territory to promote and balance the objective of protecting government integrity and the objective of facilitating the recruitment and retention of personnel needed by the Territory. Such policy is implemented by prescribing essential standards of ethical conduct without creating unnecessary obstacles to entering public service.

Public employees must discharge their duties impartially so as to assure fair competitive access to governmental procurement by responsible contractors. Moreover, they should conduct themselves in such a manner as to foster public confidence in the integrity of the territorial procurement organization.

To achieve the purpose of this Chapter, it is essential that those doing business with the Territory also observe the ethical standards prescribed herein.

SOURCE: GC § 6980.1. MPC § 12-201.

§ 5626. General Standards of Ethical Conduct.

(a) General Ethical Standards for Employees. Any attempt to realize personal gain through public employment by conduct inconsistent with the proper discharge of the employee's duties is a breach of a public trust.

In order to fulfill this general prescribed standard, employees must also meet the specific standards set forth in §§ 5628 through 5633 of this Chapter.

(b) General Ethical Standards for Non-Employees. Any effort to influence any public employee to breach the standards of ethical conduct set forth in this Section and §§ 5628 through 5633 of this Chapter is also a breach of ethical standards.

SOURCE: GC § 6980.2. MPC § 12-202.

§ 5627. Criminal Sanctions.

To the extent that violations of the ethical standards of conduct set forth in this Article constitute violations of Title 9 of the Guam Code Annotated (Crimes and Corrections), they shall be punishable as provided therein. Such sanctions shall be in addition to the civil remedies set forth in this Chapter.

SOURCE: GC § 6980.3. MPC § 12-203 modified to refer to appropriate portions of Guam law.

§ 5628. Employee Conflict of Interest.

(a) Conflict of Interest. It shall be a breach of ethical standards for any employee to participate directly or indirectly in a procurement when the employee knows that:

(1) the employee or any member of the employee's immediate family has a financial interest pertaining to the procurement;

(2) a business or organization in which the employee, or any member of the employee's immediate family, has a financial interest pertaining to the procurement; or

(3) any other person, business or organization with whom the employee or any member of the employee's immediate family is negotiating or has an arrangement concerning prospective employment is involved in the procurement.

(b) Financial Interest in a Blind Trust. Where an employee or any member of the employee's immediate family holds a financial interest in a blind trust, the employee shall not be deemed to have a conflict of interest with regard to matters pertaining to that financial interest, provided that disclosure of the existence of the blind trust has been made to the Civil Service Commission.

(c) Discovery of Actual or Potential Conflict of Interest, Disqualification, and Waiver. Upon discovery of an actual or potential conflict of interest, an employee shall promptly file a written statement of disqualification and shall withdraw from further participation in the transaction involved. The employee may, at the same time, apply to the Civil Service Commission in accordance with § 5676(c) of this Chapter for an advisory opinion as to what further participation, if any, the employee may have in the transaction.

(d) Notice. Notice of this prohibition shall be provided in accordance with regulations promulgated by the Civil Service Commission.

SOURCE: GC § 6980.4. MPC § 12-204 modified.

COMMENT: Modification is to refer employees to the Civil Service Commission for opinions on conflicts of interest, since this Chapter does not create a separate **Ethics** Commission, but continues the general supervision of employment matters with the Civil Service Commission and gives the Policy Office responsibility for opinions requested by non-employees. Change by Committee on GGO.

§ 5629. Employee Disclosure Requirements.

(a) Disclosure of Benefit Received from Contract. Any employee who has, or obtains any benefit from, any territorial contract with a business in which the employee has a financial interest shall report such benefit to the Civil Service Commission; provided, however, that this Section shall not apply to a contract with a business where the employee's interest in the business has been placed in a disclosed blind trust.

(b) Failure to Disclose Benefit Received. Any employee who knows or should have known of such benefit, and fails to report such benefit to the Civil Service Commission is in breach of the ethical standards of this Section.

(c) Notice. Notice of this requirement shall be provided in accordance with regulations promulgated by the Civil Service Commission.

SOURCE: GC § 6980.5. MPC § 12-205 modified to reflect participation of Civil Service Commission.

§ 5630. Gratuities and Kickbacks.

(a) Gratuities. It shall be a breach of ethical standards for any person to offer, give or agree to give any employee or former employee, or for any employee or former employee to solicit, demand, accept or agree to accept from another person, a gratuity or an offer of employment in connection with any decision, approval, disapproval, recommendation, preparation of any part of a program requirement or a purchase request, influencing the content of any specification or procurement standard, rendering of advice, investigation, auditing, or in any other advisory capacity in any proceeding or application, request for ruling, determination, claim or controversy, or other particular matter, pertaining to any program requirement or a contract or subcontract; or to any solicitation or proposal therefor.

(b) Kickbacks. It shall be a breach of ethical standards for any payment, gratuity or offer of employment to be made by or on behalf of a subcontractor under a contract to the prime contractor or higher tier subcontractor or any person associated therewith, as an inducement for the award of a subcontract or order.

(c) Contract Clause. The prohibition against gratuities, kickbacks and favors to the Territory prescribed in this Section shall be conspicuously set forth in every contract and solicitation therefor.

(d) Favors to the Territory. For purposes of this Section, a favor is anything, including raffle tickets, of more than de minimus value and whether intended for the personal enjoyment of the receiver or for the department or organization in which they are employed or for any person, association, club or organization associated therewith or sponsored thereby. It shall be a breach of ethical standards for any person who is or may become a contractor, a subcontractor under a contract to the prime contractor or higher tier contractor, or any person associated therewith, to offer, give or agree to give any employee or agent of the Territory or for any employee or agent of the Territory to solicit or accept from any such person or entity or agent thereof, a favor or gratuity on behalf of the Territory whether or not such favor or gratuity may be considered a reimbursable expense of the Territory, during the pendency of any matter related to procurement, including contract performance warranty periods.

SOURCE: GC § 6980.6. MPC § 12-206. Subsection (c) amended by P.L. 18-44:16; (d) added by P.L. 18-44:15.

§ 5631. Prohibition Against Contingent Fees.

(a) Contingent Fees. It shall be a breach of ethical standards for a person to be retained, or to retain a person, to solicit or secure a territorial contract upon an agreement or under standing for a commission, percentage, brokerage or contingent fee, except for retention of bona fide employees or bona fide established commercial selling agencies for the purpose of securing business.

(b) Representation of Contractor. Every person, before being awarded a territorial contract, shall represent, in writing, that such person has not retained anyone in violation of Subsection (a) of this Section. Failure to do so constitutes a breach of ethical standards.

(c) Contract Clause. The representation prescribed in Subsection (b) of this Section shall be conspicuously set forth in every contract and solicitation therefor.

SOURCE: GC § 6980.7. MPC § 12-207.

§ 5632. Restrictions on Employment of Present and Former Employees.

(a) Contemporaneous Employment Prohibited. Except as may be permitted by regulations pursuant to this Chapter or pursuant to Title 4 GCA, or rulings of the Civil Service Commission pursuant to this Chapter, it shall be a breach of ethical standards for any employee who is participating directly or indirectly in the procurement process to become or be, while such an employee, the employee of any person contracting with the governmental body by whom the employee is employed. Notice of this provision shall be provided in accordance with regulations promulgated by the Civil Service Commission.

(b) Restrictions on Former Employees in Matters Connected with Their Former Duties.

(1) Permanent Disqualification of Former Employee Personally Involved in a Particular Matter. It shall be a breach of ethical standards for any former employee knowingly to act as a principal, or as an agent for anyone other than the Territory, in connection with any:

- (i) judicial or other proceeding, application, request for a ruling, or other determination;
- (ii) contract;
- (iii) claim; or
- (iv) charge or controversy;

in which the employee participated personally and substantially through decision, approval, disapproval, recommendation, rendering of advice, investigation, or otherwise while an employee, where the Territory is a party or has a direct and substantial interest.

(2) One Year Representation Restriction Regarding Matters for Which a Former Employee Was Officially Responsible. It shall be a breach of ethical standards for any former employee, within one (1) year after cessation of the former employee's official responsibility, knowingly to act as a principal, or as an agent for anyone other than the Territory, in connection with any:

- (i) judicial or other proceeding, application, request for a ruling or other determination;
- (ii) contract;
- (iii) claim; or
- (iv) charge or controversy; in matters which were within the former employee's official responsibility, where the Territory is a party or has a direct or substantial interest.

(c) Disqualification of Business When an Employee Has a Financial Interest. It shall be a breach of ethical standards for a business in which an employee has a financial interest knowingly to act as a principal, or as an agent for anyone other than the Territory, in connection with any:

- (1) judicial or other proceeding, application, request for a ruling or other determination;
- (2) contract;
- (3) claim; or
- (4) charge or controversy;

in which the employee either participates personally and substantially through decision, approval, disapproval, recommendation, the rendering of advice, investigation or otherwise, or which is the subject of the employee's official responsibility, where the Territory is a party or has a direct and substantial interest.

(d) Selling to the Territory After Termination of Employment is Prohibited. It shall be a breach of ethical standards for any former employee, unless the former employee's last annual salary did not exceed Twelve Thousand Dollars (\$12,000.00), to engage in selling or attempting to sell supplies, services other than personal services, or construction to the Territory for ninety (90) days following the date employment ceased.

The term sell as used herein means signing a bid, proposal, or contract; negotiating a contract, contracting any employee for the purpose of obtaining, negotiating or discussing changes in specifications, price, cost allowances or other terms of a contract; settling disputes concerning performance of a contract; or any other liaison activity with a view toward the ultimate consummation of a sale although the actual contract therefor is subsequently negotiated by another person; provided, however, that this Section is not intended to preclude a former employee from accepting employment with private industry solely because the former employee's employer is a contractor with this Territory, nor shall a former employee be precluded from serving as a consultant to this Territory.

SOURCE: GC § 6980.8. MPC § 12-208 with salary amount added locally.

§ 5633. Use of Confidential Information.

It shall be a breach of ethical standards for any employee or former employee knowingly to use confidential information for actual or anticipated personal gain, or for the actual or anticipated personal gain of any other person.

SOURCE: GC § 6980.9. MPC § 12-209.

PART C REMEDIES

§ 5650. Civil & Administrative Remedies Against Employees Who Breach Ethical Standards.

§ 5651. Civil and Administrative Remedies Against Non-Employees Who Breach Ethical Standards.

§ 5652. Recovery of Value Transferred or Received in Breach of Ethical Standards.

§ 5650. Civil and Administrative Remedies Against Employees Who Breach Ethical Standards.

(a) Existing Remedies Not Impaired. Civil and administrative remedies against employees which are in existence on the effective date of this Chapter shall not be impaired.

(b) Supplemental Remedies. In addition to existing remedies for breach of the ethical standards of this Chapter or regulations promulgated hereunder, the Civil Service Commissions may, in connection with employees of the government of Guam, direct the appointing authority to issue any one or more of the following:

- (1) oral or written warnings or reprimands;
- (2) suspension with or without pay for specified periods of time; and
- (3) termination of employment;

but the Civil Service Commission members who made such recommendation shall not sit upon any appeal from the resulting adverse action and the Governor shall appoint members pro tempore, without the consent of the Legislature, to hear such appeals.

(c) Right to Recover from Employee Value Received in Breach of Ethical Standards. The value of anything received by an employee in breach of the ethical standards of this Chapter or regulations promulgated hereunder shall be recoverable by the Territory as provided in § 5652 of this Chapter.

(d) Due Process. All procedures under this Section shall be in accordance with existing law and regulations regarding adverse actions and employee discipline promulgated pursuant to Title 4 Guam Code Annotated.

SOURCE: GC § 6981. MPC § 12-301 modified.

COMMENT: Since Guam has an established Civil Service Commission strengthened by P.L. 16-23, this system is continued. Just as the Civil Service Commission is not intended to be the body making actual decisions as to an employee's discipline, so this Section gives the CSC the power to require the appointing authority to take certain action, conforming to the appointing authority's powers in other matters dealing with employees. Since, under existing law, an employee can appeal such a decision, the CSC is authorized to hear the appeal, but with members, either permanent or temporary, who did not participate in the original decision. There is no constitutional problem with having the staff of the Commission present the case to both the first Commission hearing (where it makes the binding recommendation) and to the second where the appeal is heard. Change by Committee on GGO.

§ 5651. Civil and Administrative Remedies Against Non-Employees Who Breach Ethical Standards.

(a) Existing Remedies Not Impaired. Civil and administrative remedies against non-employees which are in existence on the effective date of this Chapter shall not be impaired.

(b) Supplemental Remedies. In addition to existing remedies for breach of the ethical standards of this Chapter or regulations promulgated hereunder, the Procurement Policy Office, in connection with non-employees, may impose any one or more of the following:

- (1) written warnings or reprimands;
- (2) termination of transactions; and

(3) debarment or suspension from being a contractor or subcontractor under territorial contracts.

(c) Right to Recover from Non-Employee Value Transferred in Breach of Ethical Standards. The value of anything transferred in breach of the ethical standards of this Chapter or regulations promulgated hereunder by a non-employee shall be recoverable by the Territory as provided in § 5652 of this Chapter.

(d) Right of the Territory to Debar or Suspend. Debarment or suspension may be imposed by the Procurement Policy Office in accordance with the procedures set forth in § 5426 of this

Chapter for breach of the ethical standards of this Chapter, provided that such action may not be taken without the concurrence of the Attorney General.

(e) Due Process. All procedures under this Section shall be in accordance with the Administrative Adjudication Law.

SOURCE: GC § 6981.1. MPC § 12-302 modified.

COMMENT: The modifications are that (a) the Policy Office acts as the **Ethics** Commission with respect to non-employees, in order to avoid the creation of yet another commission and (b) that procedures are to be under the Administrative Adjudication Law rather than some undefined and variable "due process" requirement. Change by Committee on GGO.

§ 5652. Recovery of Value Transferred or Received in Breach of Ethical Standards.

(a) General Provisions. The value of anything transferred or received in breach of the ethical standards of this Chapter or regulations promulgated hereunder by an employee or a non-employee may be recovered from both the employee and non-employee.

(b) Recovery of Kickbacks by the Territory. Upon a showing that a subcontractor made a kickback to a prime contractor or a higher tier subcontractor in connection with the award of a subcontract or order thereunder, it shall be conclusively presumed that the amount thereof was included in the price of the subcontract or order and ultimately borne by the Territory and will be recoverable hereunder from the recipient. In addition, said value may also be recovered from the subcontractor making such kickbacks. Recovery from one offending party shall not preclude recovery from other offending parties.

SOURCE: GC § 6981.2. MPC § 12-303.

PART D

****Ethics** ENFORCEMENT**

§ 5675. **Ethics:** Non-Employees.

§ 5676. **Ethics** Commission.

§ 5677. Appeal of Decisions.

§ 5675. **Ethics: Non-Employees.**

In addition to the authority and duties of the Policy Office established under § 5101 of this Chapter, such office is hereby given the functions required under this Chapter with regard to non-employees and the Civil Service Commission is hereby given the functions required with regard to employees.

SOURCE: GC § 6982. New Section.

COMMENT: In the interests of continuing the employment structure already established and in not creating unnecessary commissions, the Civil Service Commission has jurisdiction over **ethics** violations by employees and the Policy Office has jurisdiction over non-employees. Change by Committee on GGO.

§ 5676. **Ethics Commission.**

(a) Regulations. The Civil Service Commission shall promulgate regulations to implement this Chapter with regard to employees. The Procurement Policy Office shall promulgate regulations to implement this Chapter with regard to non-employees, contractors and subcontractors and the Procurement Policy Office shall do so in accordance with the applicable provisions of the Administrative Adjudication Law of this Territory.

(b) Advisory Opinions. On written request of employees, the Civil Service Commission may render written advisory opinions regarding the appropriateness of the course of conduct to be followed in proposed transactions. The Policy Office may render such opinions to contractors regarding the appropriateness of the course of conduct to be followed by the contractors in proposed transactions. Such requests and advisory opinions must be duly published in the manner in which regulations of this Territory are published. Compliance with requirements of a duly promulgated advisory opinion of the Civil Service Commission or Policy Office shall be deemed to constitute compliance with the ethical standards of this Chapter.

(c) Waiver. On written request of an employee, the Civil Service Commission may grant an employee, or the Policy Office may grant a contractor, a written waiver from the application of § 5628 of this Chapter and grant permission to proceed with the transaction to such extent and upon such terms and conditions as may be specified. Such waiver and permission may be granted when the interests of the Territory so require or when the ethical conflict is insubstantial or remote.

SOURCE: GC § 6982.1. MPC § 12-401 modified.

COMMENT: Modification changes the reference to the applicable bodies responsible for the decisions.
Change by Committee on GGO.

§ 5677. Appeal of Decisions.

(a) General. Except as provided under Subsections (b) and (c) of this Section, a decision of the Policy Office under § 5481 of this Chapter shall be reviewable in accordance with the Administrative Adjudication Law of this Territory. The opinions of the Civil Service Commission shall be reviewable in the same manner, but only in connection with their duty to render opinions.

(b) Debarment or Suspension. A decision of the Policy Office regarding debarment or suspension under 5481(b) of this Chapter shall be reviewable as provided in 5481(b) of this Chapter.

(c) An appeal from the decision of the Civil Service Commission under § 5650 of this Chapter shall be taken before members, either permanent or pro tempore, who had no part in the decision being appealed from in accordance with the rules of the Civil Service Commission governing adverse actions in general. Further review by the Superior Court, where permitted, shall be pursuant to the provisions of Title 4 Guam Code Annotated.

SOURCE: GC § 6982.2. MPC § 12-402 modified.

COMMENT: Modification reflects the split in **Ethics** Commission responsibilities between the Policy Office and Civil Service Commission. Change by Committee on GGO.

5 GCA § 10112. Penalties for Nondisclosure.

(a) If the Court finds that the public official=s decision to refuse disclosure is *not* justified under this Chapter, the Court shall order the public official to pay a fine of One Thousand

Dollars (\$1,000.00). The fine shall be a personal expense for the responsible official and in no way shall the fine be paid by the agency or the government of Guam.

(b) There is created the >Government **Ethics** Fund= to assist the Guam **Ethics** Commission in ensuring ethical conduct in the government of Guam. This fund shall *not* be commingled with the General fund and shall be kept in a separate bank account. Any fines collected under Subsection (a) of this Section shall be deposited in the Government **Ethics** Fund, are appropriated to the Guam **Ethics** Commission for ethical investigations, audits and analyses of financial disclosure forms. This appropriation is continuous, contingent on the annual submission of a detailed budget to *I Liheslaturan Guåhan*, notwithstanding any other provision of law.

(c) Any officer or employee who acts arbitrarily or capriciously in withholding a public record from a requesting person shall be guilty of a misdemeanor.

(d) The Court shall award court costs and reasonable attorney fees to the plaintiff should the plaintiff prevail after initial filing of the complaint pursuant to this Section. The costs and fees shall be paid by the public agency of which the public official is a member or employee and shall *not* become a personal liability of the public official. If the Court finds that the plaintiff=s case is clearly frivolous, it shall award court costs and reasonable attorney fees to the public agency.

5 GCA § 43112. Conflict of Interest of Members.

(For the law governing employment in or contracting with the agency or instrumentality of a former member of its governing board, see 4 GCA § 2104.)

5 GCA § 43116. Development of the Boards and Commissions Training Program.

The University of Guam shall, within six (6) months of the receipt of funding for this Section, develop a training program for members of government of Guam boards and commissions. Such training programs shall include, but not be limited to, parliamentary procedures, **ethics**, fiduciary responsibilities, leadership and direction, personnel policy and government finance.

SOURCE: Added by P.L. 24-191:2.

NOTE: Pursuant to P.L. 28-076:9 (Nov. 25, 2005), this section will be repealed effective January 1, 2007.

5 GCA § 43117. Boards and Commissions Training.

The University of Guam shall, beginning with calendar year 1999, conduct a training program for members of government of Guam boards and commissions developed under the provisions of § 43116 of this Chapter. Such training program shall be conducted at least twice per year. If there are fewer than five (5) board members who wish to take a scheduled course, the two-year requirement may be waived. The cost of tuition for such training shall be the responsibility of the agency whose board or commission, the member serves on.

SOURCE: Added by P.L. 24-191:3.

NOTE: Pursuant to P.L. 28-076:9 (Nov. 25, 2005), this section will be repealed effective January 1, 2007.

7 GCA § 5105. Procedure for Considering Removal.

(a) Any charges against any Justice or Judge must be in writing, signed by the person making the charge under oath, except that any charge initiated by the subcommittee must be signed by at least two (2) members of the subcommittee. The subcommittee shall notify in

writing every Justice or Judge against whom a charge is received and afford the Justice or Judge an opportunity to explain the charge. The subcommittee shall investigate all charges on a confidential basis, having available all the powers herein provided, and the proceedings shall not be public. If a majority of the members of the subcommittee determine that there is probable cause for belief that a Justice or Judge appears to be so incapacitated as substantially to prevent the Justice or Judge from performing judicial duties or has acted in a manner that constitutes willful misconduct in office, willful and persistent failure to perform judicial duties, habitual intemperance, or conduct so prejudicial to the administration of justice that brings the judicial office into disrepute, the subcommittee shall certify its findings to the Chief Justice of the Supreme Court, or to the most senior Associate Justice of the Supreme Court if the Chief Justice is the subject of the charges, within thirty (30) days after such determination.

(b) Any Council member or individual, including the individual making the charge, who divulges information concerning the charge prior to the certification of the charge by the subcommittee to the Chief Justice of the Supreme Court, or if the investigation discloses that the certification should not be issued by the subcommittee, any Council member or individual who divulges at any time any information concerning the original charge or divulges the contents or discloses any matter except as permitted by this Title, shall be guilty of a misdemeanor.

(c) In the event that the subcommittee determines that a Judge or Justice should be removed from office, the Attorney General shall present the case to the Supreme Court pursuant to the provisions of § 5107, *infra*.

1985 SOURCE: CCP § 124, modified.

1985 COMMENT: Basically follows prior law, but specifies that the Attorney General act as prosecutor. This function would be similar to the Attorney General's role before a Grand Jury, except that the Commission, working with him, makes the actual decision to bring or continue charges. The Attorney General could also prefer charges to the Commission. There would be no conflict, since it is he who determines what to bring before Grand Juries, and then prosecutes. This is a better method than that used by the Bar Ethics Committee, since the Attorney General has the personnel and mechanisms for investigations and prosecutions already in place.

COMMENT: The 1992 Act does not involve the Attorney General as prosecutor until after the Council has determined that the case must be taken to the Supreme Court.

7 GCA § 42309. Ethical and Training Standards for Neutrals.

(a) Where the place of the arbitration is in Guam, a person serving as an arbitrator shall comply with the **ethics** and training standards for neutrals adopted by the Supreme Court of Guam pursuant to this Section. The Supreme Court of Guam shall adopt ethical and training standards for all neutral arbitrators and mediators.

Subsection (a) does not apply to an arbitration conducted pursuant to the terms of a public or private sector collective bargaining agreement.

SOURCE: NOTE: Chapter 42 was repealed by P.L. 27-81:2. Chapters 42-A and 42-B were enacted by P.L. 27-81:3 and 4 (May 6, 2004). Chapter 42-A becomes effective immediately.

10 GCA §121303. Exceptions to licensure.

(a) No person may practice individual, marriage or family therapy on Guam who is *not* licensed as an individual, marriage or family therapist by the Board, *unless* such practice is

approved by other licenses issued by another licensing board. *However*, this Article shall *not* be construed to prohibit:

- (1) an employee of the Federal government from performing official duties;
- (2) an individual, marriage and family therapist regularly licensed in another state of the U.S. consulting with a licensed individual, marriage and family therapist on Guam;
- (3) a person who is a regular student in individual, marriage or family therapy-related fields performing duties or actions as assigned by his instructors, or who is working under the supervision of a licensed, individual, marriage and family therapist.

(b) Nothing in these rules and regulations shall be construed to prevent qualified members of other professional groups, such as clinical psychology, school psychology, counseling psychology, social work or ordained clergy from doing work of a counseling nature consistent with their training and consistent with any code of **ethics** of their respective professions; *provided*, however, that they do *not* hold themselves out to the public by any of the following titles:

- (1) *individual therapist*;
- (2) *counselor*;
- (3) *marriage therapist*;
- (4) *family therapist*;
- (5) *psychotherapist*; or
- (6) *any combination thereof*.

17 GCA § 3112. Same: Duties and Responsibilities.

(a) The duties and responsibilities of the Guam Education Policy Board shall include:

- (1) establish curriculum goals and policy;
- (2) establish student performance standards and a mechanism for standardized assessment of each student based upon the adopted standards;
- (3) establish policy for interscholastic sports;
- (4) establish and approve a textbook list;
- (5) establish student discipline policy;
- (6) establish school calendar;
- (7) establish graduation standards;
- (8) periodically review established policies for refinement and improvement;
- (9) serve as Guam's State Education Policy/Governing Board for Federal programs where such a board is required by Federal Law to include, but not be limited to, the Head Start Program;
- (10) make recommendations to I Magsa-lahen Guåhan and I Liheslaturan Guåhan for changes, additions or deletions to public law;

(11) approve or revoke a school's decentralization status for purposes of school-based management;

(12) act as the approving authority on behalf of the GPSS for collective bargaining agreements;

(13) establish rates and fees necessary for programs, including, but not limited to, the school lunch program;

(14) perform other duties and responsibilities as required by public law to provide an adequate public educational system; and

(15) establish a professional training and development program for its members; this program once developed and implemented, will make it mandatory that all Board members participate for the purpose of improving, expanding and refining their individual and collective policymaking skills. Some specific areas that will be covered by such a professional training and development program are: (a) Title 17, Guam Code Annotated; (b) Roberts Rules of Order; (c) Guam Public School System / government of Guam budgeting procedures and guidelines; (d) government of Guam code of **ethics** and conflicts of interests codes; (e) difference(s) between policymaking administration; (f) Board/staff relations; (g) Board media relations; and (h) conflict resolution-staff, parents, students, community, colleagues, etc.

(16) privatization of GPSS services or operations must be authorized by the Board and executed by:

(a) directing the Superintendent of Education to issue a Request for Proposal (RFP) or an Invitation for Bid (IFB) for the privatization of services within the Guam Public School System and implementing the privatization of services within the budgeted allocation level approved by the Board;

(b) the issuance of an RFP or an IFB and the award thereof shall be in conformance with all applicable procurement laws and regulations of Guam; and

(c) the disposition of any employee of the GPSS, affected or displaced by such action, shall follow all applicable laws and regulations of Guam.

(d) For all Guam Public School System privatized food services, cafeterias, or cafeteria services, contractors operating GPSS cafeterias and food services shall comply with 5GCA 5001(e) and Chapter 68 of Title 5, Guam Code Annotated, relative to the procurement of local products, in place and stead of the Guam Public School System. The Guam Public School System shall require compliance with these provisions as part of its contracts for privatization subsequent to the enactment of this Subsection.

(17) Review and approve by Board resolution the spending priorities as outlined in the fiscal year budget for the GPSS.

(b)The Board shall not collectively or individually:

(1) exert influence in the hiring, transfer, discipline or termination of any employee of the GPSS, unless expressly authorized by public law;

(2) interfere in or micro-manage the affairs of the GPSS or school within the GPSS;
or

(3) involve itself with student discipline cases, unless expressly authorized by public law, and only to the extent authorized by public law.

Any Board member shall report to I Liheslaturan Guåhan [Legislature] any potential or alleged violation of this Subsection (b).

SOURCE: Subsection (a)(16) added by P.L. 27-32:5. (10/31/03). Subsection (a)(16)(d) added by P.L. 27-106:VI:41. Subsection (a)(17) added by P.L. 28-010:3 as (a)(16) and renumbered by Compiler. Subsection (a)(14) amended by P.L. 28-045:21.

21 GCA § 63105. Conflict of Interest.

(a) No member of the Commission or employee of the Commission shall participate, in any official capacity whatsoever, in any proceeding, hearing, application, request for ruling or other official determination, judicial or otherwise, in which any of the following has a financial interests; the member or employee himself; his spouse, his child; his partner; any organization in which he is then serving or has, within two (2) years prior to his selection or appointment to or employment by the Commission, served in the capacity of officer, director, trustee, partner, employer or employee; any organization within which he is negotiating for or has any arrangement or understanding concerning prospective partnership or employment.

(b) In any case within the coverage of this section, the prohibitions herein contained shall not apply if the person concerned advises the Board in advance of the nature and circumstances thereof, including full public disclosure of the facts which may potentially give rise to a violation of this article, and obtains from the Board a written determination that the contemplated action will not adversely affect the integrity of the Commission. Any such determination shall require the affirmative vote of two-thirds of the members of the Board.

(c) Any person who violates any provision of this section shall be guilty of a felony.

SOURCE: GC ' 13414 enacted by P.L. 12-108; subsection (c) as amended by P.L. 13-187:112.



Guidelines

The CAHA Office and Gallery spaces are to reopen to an uncertain public workplace. This document provides guidance for businesses operating in office workspaces to support a safe, clean environment for workers and the community. Face coverings, Social distancing, Hand sanitizer will be the new norm. Based on a review and compilation measures that the Agency is taking to address COVID-19 to date. The guidance is not prescriptive or comprehensive. It does not supersede guidance from local, state, and national public health authorities.

As we welcome you back to CAHA we ask you to take a moment to read through the following measures and guidelines that have been put in place to ensure your visit is safe and stress-free:

1. **Required Use of Face Coverings** – Staff and Visitors must wear face coverings when they are engaged in work, whether at the workplace or performing along-side on or off-site, when:
 - Interacting in-person with any member of the public;
 - Working in any space visited by artist members of the public, regardless of whether anyone from the public is present at the time;
 - Working in any space where artwork or food is prepared or packaged for sale or distribution to others;
 - Working in or walking through common areas, such as hallways, stairways, elevators, gallery and parking areas;
 - In any room or an enclosed area where other people are present when unable to physically distance;
 - Driving or operating any public transportation or transit vehicle, or private car service or ride-sharing vehicle when passengers are present. When no passengers are present, face coverings are strongly recommended.
2. **Social distancing** – The six-foot minimal distance between people, as recommended by the Centers for Disease Control & Prevention, should be maintained in the following settings:
 - Visitors standing/seating arrangement (e.g., leave vacant seats between visitors; cap guests);
 - Section of entry and exit, and other common areas will use floor markings which visitors will pay attention to floor markers and signage throughout the gallery;
 - Workshops, performances, and reception activities especially vulnerable, due to close proximity;
 - Provide safety guides and materials on walls for guest information;
 - Provide and install hand sanitizing stations near the necessary spaces for safety precaution;
 - A limited number of gallery participants scheduled will be imposed to avoid heavy traffic;
 - Capacity restrictions will be enforced for visitors entering and monitoring traffic flow (e.g., only allowing a certain number of visitors in space at a given time);
 - Establish one-way flow through the gallery and within galleries, to facilitate distancing;

- Designate one restroom for public use, for outdoor spaces, marking trails to encourage one-way flow;
 - Elevators will have an occupancy limit of two people, physically distanced.
3. **Sanitizing Protocols** – To encourage staff and visitors to wash their hands frequently with soap and water, for at least 20 seconds. Disposable gloves and disinfectant, will be provided when cleaning surfaces. More actions to consider in the following:
- Perform thorough cleaning in areas of high traffic as break rooms and lunch areas;
 - Frequently disinfect commonly used surfaces including doorknobs, toilets, and handwashing areas;
 - Provide hand sanitizers and, if possible, disposable masks to audiences/visitors, staff, and artists;
 - Provide time for staff to implement cleaning practices during their shift. Cleaning materials should be provided during working hours as part of a worker's job duties;
 - Avoid sharing phones, other work supplies, or office equipment wherever possible, Never share PPE;
 - Frequently, disinfect between shifts or uses, whichever is more frequent, to include the following: office equipment (copiers, printers, telephones, keyboards, staplers, reception areas, and shared work stations);
 - Ensure that sanitary areas stay operational and stocked at all times and provide additional soap, paper towels, and hand sanitizer when needed.
4. **Virtual** –To implement digital and social media platforms to offer arts content to audiences, to plan for future exhibitions, hold conferences, webinars, and peer learning opportunities. The following will increase, that can help the agency make the transition more efficient:
- Enhance each art show to be curated through artistic objectives, audience size;
 - Determine and evaluate agency budget to plan which products and services for future overtime;
 - Plan focus groups with all art discipline to learn what works for them;
 - Implement models to account for new innovative ways to optimize revenue streams;
 - Implement virtual meetings to maintain current programs, learning modules;
5. **Communication** – Strategies will work effectively if the agency communicate clearly to staff, artists, and visitors. Safety is paramount, and sharing key information will accomplish the mission and vision of the agency's goals:
- The use of email, social media, and signage will be initiated to inform staff, artists, and the public about the agency's plans and initiatives to ensure safety;
 - Signs will be mounted at the appropriate areas in and out throughout the gallery;
 - Full public health compliance will be announced before and after arts events and during intermissions;
 - Upon arrival, there will be a random temperature check and hand sanitizers before entering the gallery;
 - Visitors exhibiting symptoms of COVID-19 will not be permitted to visit the Gallery;
 - If visitors are uncertain about anything, the staff will be happy to assist them.

The GCAHA Office and Gallery workspaces must comply with all the necessary COVID-19 guidelines during these uncertain times. It is important to note that the situation can change quickly. The community is reminded to only share official notices and visit the following links for the most up-to-date information:

- COVID-19 INQUIRIES DIAL 311
- CDC website: <https://www.cdc.gov/coronavirus/2019-ncov/global-covid-19/index.html>
- DPHSS website: <https://dphss.guam.gov/covid-19-educational-resources/>
- GHS/OCD website: <https://ghs.guam.gov/coronavirus-covid-19>

The Guam Council on the Arts & Humanities staff and management would like to THANK YOU for your cooperation, patience, and understanding. This is a learning experience for us all and we hope these measures will help provide a safe and comfortable office and gallery space for you to enjoy during these challenging times. We will keep you informed regularly if anything does not function the way it was intended.

We look forward to seeing you again soon! STAY SAFE EVERYONE!...

CARES Act Funding to 20 October 2020			
Name	Amount	Grant #	Passed Final Review [PFR]
Patel, Sanjiv	\$10,000.00	ONP-003	Rejected
Taitano, Richard	\$5,000.00	I-0002	PFR
Sablan, Jacklyn	\$5,000.00	I- 0003	PFR
Camacho, Beaudy Marea	\$5,000.00	I-0004	PFR
Mays, Cara	\$5,000.00	I-0016	
Delgado, Kevin	\$10,000.00	ONP-0006	
Ereno, Ryan Jay	\$5,000.00	I-0006	
Thomas, Eric	\$5,000.00	I-0005	
Estaquio, Maria-Angelica	\$5,000.00	I-0017	
Marquez, Emmariza	\$5,000.00	I-0007	
Imamura, Ryan	\$5,000.00	I-0008	
Pangelinan, Greg T.	\$5,000.00	I-0009	
Strohmeyer, Taliea	\$5,000.00	I-0010	
DeCandia, Jeanie	\$5,000.00	I-0011	
Pereira, Joseph	\$5,000.00	I-0012	
San Nicolas, Hila'an	\$5,000.00	I-0013	
Onedera, Peter Robert	\$5,000.00	I-0014	
Dell'Isola, Mark	\$5,000.00	I-0015	
Mays, Cara	\$10,000.00	ONP-004	Withdrawn and reapplied under Individual
Macaoay, Haezel Mae	\$5,000.00	I-0018	
TOTAL	\$115,000.00		
	-\$20,000.00	Withdrawn and rejected applications	
	-\$15,000.00	Passed final review	
Balance Available	\$80,000.00		

I = Individual

ONP = Other Nonprofit

ACNP = Arts and Cultural Nonprofit

**GUAM COUNCIL ON THE ARTS AND HUMANITIES AGENCY
FY 2021 GRANT APPLICATION SUBMITTALS BY DISCIPLINES**

July 31, 2020

ARTS-IN-EDUCATION (1)			
Application No.	Applicant Name	Project Title	Amount Requested
2021-008	John Siguenza	Chamorro Artifact Museum Curator Sagan Kuturan	\$9,375
SUBTOTAL			\$9,375

FOLK ARTS (3)			
Application No.	Applicant Name	Project Title	Amount Requested
2021-005	Phillip Sablan	No Title	\$10,000
2021-009	Justin Green	Local Carving	\$3,000
2021-020	Sandra Okada/ TASA	Restoring Our Saina	\$10,000
SUBTOTAL			\$23,000

MEDIA ARTS (4)			
Application No.	Applicant Name	Project Title	Amount Requested
2021-004	Geraldine Unpingco	Yengyong, Yengyong Munga Mamahlao	\$2,785
2021-007	University of Guam Press	Nihi Ta Fanekungok Taiguini (audio) Books	\$9,879
2021-015	Ruzelle Judicpa	"Good"	\$2,000
2021-018	Santa Teresita Church	Pastor	\$8,500
SUBTOTAL			\$23,164

PERFORMING ARTS (2)			
Application No.	Applicant Name	Project Title	Amount Requested
2021-001	Margarita Dancel	Moana Jr. - Performing Arts during Covid	\$10,000
2021-006	Mervin Tamayo	Miss Saigon Musical Project Grant	\$10,000
SUBTOTAL			\$20,000

SPECIAL PROJECTS (9)			
Application No.	Applicant Name	Project Title	Amount Requested
2021-002	Guam Aces Inc.	5th Guam International Dragonboat	\$10,000
2021-010	Frank Candaso Jr.	Resources for Advocating Reading (READ)	\$3,000
2021-011	Monica Guzman	Engaging Community - A Survey of	\$10,000
2021-016	Michael Bevacqua	An Taya Elektrisidat	\$8,000
2021-017	GDOE Chamoru Studies	Estorian Hinenggen Chamoru Siha	\$10,000
2021-019	Inadahan I Lina'la Kotturan Chamoru	Is Our Culture Really Important? No More Talk...Action is Required	\$10,000
2021-021	Humanities Guahan	Kumeukuentos Series: Pacific Islanders in Conversation on Identify and Social Justice	\$10,000
2021-023	Johanna Salinas	" My New Normal" A Work of Poems	\$3,000
2021-025	Deborah Ellen		\$10,000
SUBTOTAL			\$74,000

GUAM COUNCIL ON THE ARTS AND HUMANITIES AGENCY
FY 2021 GRANT APPLICATION SUBMITTALS BY DISCIPLINES
July 31, 2020

UNDERSERVED (3)			
Application No.	Applicant Name	Project Title	Amount Requested
2021-012	Elizabeth Abuan	Treasure Chest	\$10,000
2021-014	Kristen Rosario	ASL Interpreting Services for the Deaf and Hard of Hearing	\$10,000
2021-022	Shannon San Nicolas	Personality Matrix	\$10,000
SUBTOTAL			\$30,000

VISUAL ARTS (3)			
Application No.	Applicant Name	Project Title	Amount Requested
2021-003	Yeon Sook Park	Creating Art Strengthens Communications	\$10,000
2021-013	Farmer's Cooperative Association of Guam	I Metkao	\$10,000
2021-024	Maria-Lozalyn Romelo	Pacific Masks	\$3,000
SUBTOTAL			\$23,000

TOTAL AMOUNT REQUESTED (25 Applications)	\$202,539
---	------------------

FINAL 08.24.2020 jgb

FY2020 CAHA Budget balances as of 30 September 2020			
	Budgeted	Expenditures	Balance
Personnel	\$ 295,108.00	\$ 226,198.18	\$ 68,913.60
<i>Salary</i>	\$ 209,819.00	\$ 168,474.00	\$ 41,344.92
<i>Fringe</i>	\$ 85,289.00	\$ 57,724.18	\$ 27,568.88
Contractual Services	\$ 43,740.00	\$ 32,907.54	\$ 14,432.46
Bldg. Rent	\$ 80,852.00	\$ 77,220.00	\$ 32.00
Supplies	\$ 5,000	\$ 3,583.06	\$ 1,416.94
Sub-recipient Grants	\$ 160,000.00	\$ 120,360.00	\$ 39,640.00
Telephone	\$4,900.00	\$ 3,710.07	\$ 1,189.93
	\$ 682,847.00	\$ 493,434.35	\$ 189,412.65
FESTPAC Travel	\$ 10,000.00	-	\$ 10,000.00
CARES Act	\$ 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

ACCOUNT STATUS as of September 30, 2020

PL 35-36 (LAPSED 9/30/2022)	CAHA PARTNERSHIP AGREEMENT					
Acct No.	Object Class	TOTAL APPROPRIATION	ALLOTMENT	EXPENDITURES	BALANCE	RESERVED
5101B204000EI101-111	Salary	\$ 209,819.00		\$ 168,474.00	\$ 41,345.00	
5101B204000EI101-113	Fringe	\$ 85,289.00		\$ 57,724.18	\$ 27,564.82	
TOTAL		\$ 295,108.00		\$ 226,198.18	\$ 68,909.82	

PL 35-36 (LAPSED 9/30/2022)	CAHA PARTNERSHIP AGREEMENT					
Acct No.	Object Class	TOTAL APPROPRIATION	ALLOTMENT	EXPENDITURES	BALANCE	RESERVED
5101B204000EI101-230	Contract	\$ 43,740.00		\$ 32,907.54	\$ 10,832.46	
5101B204000EI101-233	Bldg Rent	\$ 77,252.00		\$ 77,220.00	\$ 32.00	
5101B204000EI101-240	Supplies	\$ 5,000.00		\$ 3,583.06	\$ 1,416.94	
5101B204000EI101-280	Sub Recipient/Grants	\$ 160,000.00		\$ 120,360.00	\$ 39,640.00	
5101B204000EI101-363	TeleCom	\$ 4,900.00		\$ 2,648.59	\$ 2,251.41	
TOTAL		\$ 290,892.00	\$ -	\$ 236,719.19	\$ 54,172.81	

Grant Award #1855944-61-19 Lapsed 9/30/2022	PARTNERSHIP AGREEMENT/BASIC STATE GRANT COMMUNITY SERVICES (FESTPAC)					
Acct No.	Object Class	TOTAL APPROPRIATION	ALLOTMENT	EXPENDITURES	BALANCE	RESERVED
5101E204000PA103-220	Travel	\$ 10,000.00		\$ -	\$ 10,000.00	
TOTAL		\$ 10,000.00	\$ -	\$ -	\$ 10,000.00	

Grant Award #1855944-61-19 Lapsed 9/30/2022	PARTNERSHIP AGREEMENT/BASIC STATE GRANT COMMUNITY SERVICES (COVID 19)					
Acct No.	Object Class	TOTAL APPROPRIATION	ALLOTMENT	EXPENDITURES	BALANCE	RESERVED
5101E204000CV106-233	Bldg Rent	\$ 50,000.00			\$ 50,000.00	
5101E204000CV106-280	Sub Recipient/Grants	\$ 114,600.00		\$ -	\$ 114,600.00	
TOTAL		\$ 164,600.00	\$ -	\$ -	\$ 164,600.00	

PL 35-36 (LAPSED 9/30/2020)	GUAM TERRITORIAL BAND					
Acct No.	Object Class	TOTAL APPROPRIATION	ALLOTMENT	EXPENDITURES	BALANCE	RESERVED
5206A204000EI207290	Miscellaneous	\$ 50,000.00			\$ 50,000.00	
TOTAL		\$ 50,000.00	\$ -	\$ -	\$ 50,000.00	\$ -

PL 35-36 (LAPSED 9/30/2020)	CAHA LOCAL FUND OVERMATCH					
Acct No.	Object Class	TOTAL APPROPRIATION	ALLOTMENT	EXPENDITURES	BALANCE	RESERVED
5206A204000GA206-111	Salary	\$ 64,350.00		\$ 64,107.68	\$ 242.32	
5206A204000GA206-113	Fringe	\$ 22,099.00		\$ 22,470.44	\$ (371.44)	
5206A204000GA206-230	Contract	\$ 7,598.00		\$ 7,490.00	\$ 108.00	
TOTAL		\$ 94,047.00	\$ -	\$ 94,068.12	\$ (21.12)	\$ -

PL 35-36 (LAPSED 9/30/2022)	COMMUNITY SERVICES					
Acct No.	Object Class	TOTAL APPROPRIATION	ALLOTMENT	EXPENDITURES	BALANCE	RESERVED
5206B204000MT950-290	Miscellaneous	\$ 294,800.00		\$ 162,804.29	\$ 131,995.71	0
TOTAL		\$ 294,800.00	\$ -	\$ 162,804.29	\$ 131,995.71	\$ -

FY2021 CAHA Budget								
	Partnership Agreement - Local Match			Total PA LM	Federal Partnership Agreement	Local Overmatch		
Object Class	Former Fest Pac Funds	General Fund	Tourist Attraction Fund	PALM	NEA	General Fund	Former Fest Pac	Budgeted
	\$ 196,000.00	\$ 50,455.00	\$ 62,845.00	\$ 309,300.00	\$ 309,300.00	\$ 75,559.00	\$ 4,000.00	\$698,159.00
Salary	\$ 47,379.00	\$ 50,455.00	\$ 56,304.00	\$ 154,138.00	\$ 154,138.00			\$ 308,276.00
Fringe	\$ 58,387.00		\$ 6,541.00	\$ 64,928.00	\$ 64,928.00			\$ 129,856.00
TOTAL								\$ 438,132.00
Contractual						\$ 19,207.00		\$ 19,207.00
Bldg. Rent	\$ 25,234.00	\$ -	\$ -	\$ 25,234.00	\$ 25,234.00	\$ 41,652.00		\$ 92,121.00
Supplies						\$ 2,400.00		\$ 2,400.00
Equipment						\$ 7,400.00	\$ 4,000.00	\$ 11,400.00
Telephone						\$ 4,900.00		\$ 4,900.00
Sub-Recipient Grants	\$ 65,000.00	\$ -	\$ -	\$ 65,000.00	\$ 65,000.00			\$ 130,000.00
TOTAL								\$ 260,028.00
TOTAL BUDGETED	\$ 196,000.00	\$ 50,455.00	\$ 62,845.00	\$ 309,300.00	\$ 309,300.00	\$ 75,559.00	\$ 4,000.00	\$698,159.00

GUAM COUNCIL ON THE ARTS AND HUMANITIES AGENCY

(Kahan I Kutturán Guahan)

P.O. Box 2950

Hagåtña, Guam 96932

RESOLUTION NO. 2020-001

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 | 4. Chairman of the Board |
| 2. Administrative Officer; and | 5. Vice Chairman of the Board |
| 3. Program Coordinator IV; and | 6. Board Secretary; <i>and it further be</i> |

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 | 4. Francis Guerrero, Chairman of the Board; and |
| 2. Genevey Kloulubak, Administrative Officer; and | 5. Joseph Certeza, Vice Chairman of the Board; and |
| 3. Jacqueline Balbas, Program Coordinator IV | 6. Patricia Krise, Secretary of the Board; <i>and be it further</i> |

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 expenditures in excess of \$1,500.00 require the signature of at least one member of the Board of Directors; *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 20TH DAY OF October 2020.

Francis Guerrero, Chairman of the Board

Joseph Certeza, Vice-Chairman of the Board

Patricia Krise, Secretary of the Board

STRATEGIC PLANNING

2021-2026





VISION:

To inspire creativity and expression



MISSION STATEMENT

- *CAHA exists to encourage and promote the artistic practice of our artisans and create opportunities for Guam residents to learn, experience express and appreciate art and artistic talent in all its forms.*



MOTTO

*Weaving
Arts & Humanities
into our daily lives*



GOAL 1

- To build the capacity of CAHA and Guam's artistic community to advocate for, create, direct, oversee and implement programs and activities that increase public awareness, interest, promotion, participation and support for the arts & humanities.

OBJECTIVES FOR GOAL 1

- 1.a Move into adequate office and gallery space by the end of the 1st qtr. of FY2021.
- 1.b. Open bid for the construction of a permanent CAHA facility and space that is centrally located that can serve as the island's community hub for the arts & humanities by the end of the FY2025.
- 1.c Upgrade CAHAs use of technology to streamline work processes and increase the reach of the Council's programs and activities and provide opportunities to generate income for CAHA and member artists by the end of FY2021.
- 1.d Conduct a half-day workshop and/or other professional development opportunity once every quarter for all CAHA staff starting FY2021.
- 1.e Develop at least 2 collaborations with outside agencies, nonprofit groups and businesses to deliver arts & humanities programming to a wider audience each fiscal year.
- 1.f Develop a strategy for income generation by the end of the first quarter of FY2021.
- 1.g Develop standard operating procedures and an evaluation program to streamline operations and ensure efficiency and accountability by the end of the first quarter of FY2021.
- 1.h Research and apply for a planning and development grant to setup a nonprofit, nongovernment foundation to support CAHA by the end of the second quarter of FY2021.
- 1.i Develop an educational and professional development program for members of Guam's artistic/cultural community by the end of the third quarter of FY2021.
[Workshops/artist exchange programs, lectures, forums, demonstrations, interview & discussions programs etc....]
- 1.j Develop informational and instructional resources to inform the public about the role that the arts & humanities plays in society by the end of the fiscal year 2022.

OBJECTIVES FOR GOAL 1 CONTINUED

- 1.k Revise grant application materials to make them more user friendly.
- 1l. Establish grant funding priorities based on community needs identified in focus groups, surveys and special community ad hoc committees.
- 1m. Create a board enhancement program comprised of an orientation for members of the board of directors, a workshop series including topics such as the role and duties of a board member, fiduciary and legal responsibilities, resource development and relationship between board and staff.
- 1n. Support and enhance the integration of arts in the public and private school curriculum starting from the pre-K level through high school. [STEAM]
- 1o. Develop a program for potential Festpac delegates that specifically focuses on developing the best representative artists for FESTPAC.



GOAL 2

To build a vibrant Arts and Humanities Community where arts, humanities and culture are recognized as vital components of community life that are worthy of investment and support from the public, private and non-profit sectors.

OBJECTIVES FOR GOAL 2

- 2.a Form partnerships and cross-sector alliances with GDOE, GEDA, GVB and GEDA, Chambers of Commerce, SBDC, UOG, GCC and other organizations that facilitate cooperation and joint planning among public and private agencies. [involved with related issues such as economic development, heritage tourism and arts education]
- 2.b Launch a re-branding and marketing campaign by FY2022.
- 2c. Create places/activities that encourage the establishment of a vibrant cohesive community of diverse artists.
- 2d. Plan and organize Guam's participation in the 13th Festival of the Pacific Arts in 2024.



Goal 3

To build community engagement to increase access to arts & humanities related opportunities, programming and activities for Guam's visitors and residents alike.

OBJECTIVES FOR GOAL 3

- 3.a Develop an outreach program for young artists by end of the third quarter 2021.
- 3.b Develop a series of virtual classes, demonstrations, exhibits for the general public.
- 3.c Develop a section of the resource center that contains copies of the products of grants funded by CAHA, samples of successful grant applications, and other arts-related material

OBJECTIVES FOR GOAL 3 CONTINUED

- 3d. Create pop up events for artists during the holiday season beginning FY2022.
- 3e. Create and multi-cultural, inter-generational apprenticeship program by FY 2023.
- 3f. Develop a quarterly, year-long sequence of activities that showcase the various arts disciplines, to include music, theater, dance, literary events, culinary arts and visual arts exhibitions, as well as festivals devoted to diverse ethnic where each activity would be separately defined and promoted so as to maintain its distinctive character and recognition, but the timing and scope of activity would be coordinated to maximize their market appeal and minimize schedule conflicts.

CARES Act Funding to 20 October 2020			
Name	Amount	Grant #	Passed Final Review [PFR]
Patel, Sanjiv	\$10,000.00	ONP-003	Rejected
Taitano, Richard	\$5,000.00	I-0002	PFR
Sablan, Jacklyn	\$5,000.00	I- 0003	PFR
Camacho, Beaudy Marea	\$5,000.00	I-0004	PFR
Mays, Cara	\$5,000.00	I-0016	
Delgado, Kevin	\$10,000.00	ONP-0006	
Ereno, Ryan Jay	\$5,000.00	I-0006	
Thomas, Eric	\$5,000.00	I-0005	
Estaquio, Maria-Angelica	\$5,000.00	I-0017	
Marquez, Emmariza	\$5,000.00	I-0007	
Imamura, Ryan	\$5,000.00	I-0008	
Pangelinan, Greg T.	\$5,000.00	I-0009	
Strohmeyer, Taliea	\$5,000.00	I-0010	
DeCandia, Jeanie	\$5,000.00	I-0011	
Pereira, Joseph	\$5,000.00	I-0012	
San Nicolas, Hila'an	\$5,000.00	I-0013	
Onedera, Peter Robert	\$5,000.00	I-0014	
Dell'Isola, Mark	\$5,000.00	I-0015	
Mays, Cara	\$10,000.00	ONP-004	Withdrawn and reapplied under Individual
Macaoay, Haezel Mae	\$5,000.00	I-0018	
TOTAL	\$115,000.00		
	-\$20,000.00	Withdrawn and rejected applications	
	-\$15,000.00	Passed final review	
Balance Available	\$80,000.00		

I = Individual

ONP = Other Nonprofit

ACNP = Arts and Cultural Nonprofit

GUAM COUNCIL ON THE ARTS AND HUMANITIES AGENCY
FY 2021 GRANT APPLICATION SUBMITTALS

Via info@caha.guam.gov

July 31, 2020

Application No.	Name of Applicant	Project Title	Discipline	Amount Requested	Date Submitted
2021-001	Margarita Dancel	Moana Jr. - Performing Arts during Covid 19	Performing Arts	\$10,000	7/24/2020
2021-002	Guam Aces Inc.	5th Guam International Dragonboat Festival	Special Projects	\$10,000	7/29/2020
2021-003	Yeon Sook Park	Creating Art Strengthens Communications	Visual Arts	\$10,000	7/29/2020
2021-004	Geraldine Unpingco	Yengyong, Yengyong Munga Mamahlao	Media Arts	\$2,785	7/30/2020
2021-005	Phillip Sablan	No Title	Folk Arts	\$10,000	7/30/2020
2021-006	Mervin Tamayo	Miss Saigon Musical Project Grant	Performing Arts	\$10,000	7/30/2020
2021-007	University of Guam Press	Nihi Ta Fanekungok Taiguini (audio) Books	Media Arts	\$9,879	7/31/2020
2021-008	John Siguenza	Chamorro Artifact Museum Curator Sagan Kuturan	Arts-in-Education	\$9,375	7/31/2020
2021-009	Justin Green	Local Carving	Folk Arts	\$3,000	7/31/2020
2021-010	Frank Candaso Jr.	Resources for Advocating Reading (READ)	Special Projects	\$3,000	7/31/2020
2021-011	Monica Guzman	Engaging Community - A Survey of Inalahan Historic District	Special Projects	\$10,000	7/31/2020
2021-012	Elizabeth Abuan	Treasure Chest	Underserved	\$10,000	7/31/2020
2021-013	Farmer's Cooperative Association of Guam	I Metkao	Visual Arts	\$10,000	7/31/2020
2021-014	Kristen Rosario	ASL Interpreting Services for the Deaf and Hard of Hearing	Underserved	\$10,000	7/31/2020
2021-015	Ruzelle Judicpa	"Good"	Media Arts	\$2,000	7/31/2020
2021-016	Michael Bevacqua	An Taya Elektrisidat	Special Projects	\$8,000	7/31/2020
2021-017	GDOE Chamoru Studies	Estorian Hinenggen Chamoru Siha (Chamoru Cultural Value Stories)	Special Projects	\$10,000	7/31/2020
2021-018	Santa Teresita Church	Pastor	Media Arts	\$8,500	7/31/2020
2021-019	Inadahan I Lina'la Kotturan Chamoru	Is Our Culture Really Important? No More Talk...Action is Required	Special Projects	\$10,000	7/31/2020
2021-020	Sandra Okada/ TASA	Restoring Our Saina	Folk Arts	\$10,000	7/31/2020
2021-021	Humanities Guahan	Kumeukuentos Series: Pacific Islanders in Conversation on Identify and Social Justice	Special Projects	\$10,000	7/31/2020
2021-022	Shannon San Nicolas	Personality Matrix	Underserved	\$10,000	7/31/2020

GUAM COUNCIL ON THE ARTS AND HUMANITIES AGENCY
FY 2021 GRANT APPLICATION SUBMITTALS

Via info@caha.guam.gov

July 31, 2020

Application No.	Name of Applicant	Project Title	Discipline	Amount Requested	Date Submitted
2021-023	Johanna Salinas	" My New Normal" A Work of Poems	Special Projects	\$3,000	7/31/2020
2021-024	Maria-Lozalyne Romelo	Pacific Masks	Visual Arts	\$3,000	7/31/2020
2021-025	Deborah Ellen		Special Projects	\$10,000	7/31/2020
			TOTAL AMOUNT REQUESTED	\$202,539	

FINAL 08.24.2020 jgb

Extensions & Revisions

Frank Matanane:

Extension until November 2021

The staff see no problem with allowing this.

Dawn Reyes:

Revision to consider fellowship completed and eliminate exhibit requirements.

She has met all fellowship requirements.

She plans to showcase the work that she has done at the Castro Gallery from 7 to 28 November but this will depend on the lockdown.

She also plans to showcase the work virtually after it has been exhibited.

The staff see no problem with allowing this.

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

From: frankmatanane@yahoo.com <frankmatanane@yahoo.com>

Date: Wed, Oct 14, 2020 at 2:01 PM

Subject: Re: GRANT CHECK

To: Angie Taitague <angie.taitague@caha.guam.gov>

Hafa adai Angie!

I would like to request for an extension for my FY2020 grant project until November 2021 due to Covid-19. My initial project which had a Festpac 2020 theme will now be changed due to the cancellation of the event. As of now I'm only in the beginning stages of my new intended project which will be completed towards the end of next year. Should you have any questions please give me a call at 727-2878 or 787-8692. Si Yuos Maase.

Sincerely,

Frank Matanane

[Sent from Yahoo Mail on Android](#)

On Mon, Oct 12, 2020 at 9:16 AM, Angie Taitague

<angie.taitague@caha.guam.gov> wrote:

Hafa Adai! Frank,
yes please see below. If you would also like to contact DOA here is their number.
DOA - Accounting Office - 475-1228.
Check Information:
Check Issued = January 2,2020
Check Date = Jan 2,2020
Check # = 0683542
Check Amount = \$125.00

Furthermore, I would like to also let you know that CAHA is also providing FY 2020 Grantee's opportunity for extension, all I need is a letter from you requesting for an extension for your grant fellowship project and provide these:

Reason Why you are requesting for an extensions
Status of this point on your FY 2020 grant project
Give a timeline for competition for your project

Si Yu'os Ma'āse,

ANGIE R. TAITAGUE

PROGRAM COORDINATOR III

GUAM COUNCIL OF THE ARTS & HUMANITIES AGENCY

Dawn Reyes

Aug 7, 2020, 9:12
AM

to me

Mark-


Per our conversation this morning I am formally requesting an extension to my Fellowship until November 2020 so that I can complete my exhibit as planned in October.

I have confirmed with Ric Castro for an October showing.

1. A brief narrative of what has been completed so far [As you already have my final report submitted in April, I see no need to provide a brief narrative](#)
2. Reason for request [The request to extend is based on your recommendations](#)
3. The revised scope of work [No revisions, as I have completed the scope of work. The only change is that I will have an exhibit.,](#)
4. Revised budget [No change to the budget, as my budget was based solely on time spent creating the work. All other expenses were contributions in kind. This will now include the expense of the exhibit. If you would like me to add in these expenses, then I will have to revise my budget after the exhibit](#)
5. The new deadline for completion of the project [Following completion of the exhibit which is now scheduled for October. However, since no one knows what will happen during the pandemic crisis, I cannot guarantee that the October exhibit will most certainly happen.](#)

--

Dawn Reyes

From: Dawn Reyes dawncreyes@gmail.com 
Subject: Request For Revision of Fellowship
Date: October 12, 2020 at 4:37 PM
To: Mark, Anthony P. Duenas mark.duenas@caha.guam.gov
Bcc: jillette.leonguerrero@caha.guam.gov



Hi Mark,

I have recently learned that the extension requested was granted and extends my fellowship completion deadline to November 2020. This extension was deemed necessary due to the following statement in my grant proposal:

"Once the collection is completed, all will be on public display for a minimum of one month, planned for October 2020. Those pieces completed by March will be in the Annual Women's Art Show at Nissan."

As you are aware, the Annual Women's Art Show, which was planned for April 2020, was cancelled due to the island-wide pandemic closures. I had fully intended to have an exhibit at Castro Gallery in the Tumon Sands Shopping Center in October, but that too, was postponed, due to a second wave of closures. Although we currently plan to open an exhibit in early November, I cannot guarantee that the Governor will not shut down the island again. I have a virtual exhibit that is nearly ready to post. However, out of fairness to Ric Castro, who is supporting this exhibit when there is virtually no other place to have an exhibit, I do not want to post a virtual exhibit until the exhibit opens or until I am certain that there will be no physical exhibit at Castro Gallery. Should the November exhibit be cancelled, I will provide a copy of the virtual exhibit to CAHA.

With regard to the requirements of my fellowship I stated in my proposal that I would complete 8 abstract paintings based on what I learned from my self-study of 20th century western artists, in particular those who either influenced abstraction or worked abstractly themselves. I completed 16 paintings- well beyond the requirement.

With this information provided, I **respectfully request that CAHA consider a revision of my grant proposal to eliminate the exhibit requirements, and consider all requirements fulfilled.** I had every intention of doing everything as stated, but unfortunately the current circumstances make it nearly impossible to keep those promises.

Assuming the exhibit opens at Castro Gallery from November 7 to 28, 2020 as currently planned, CAHA will be recognized as the supporting organization for the work I completed, as required. This recognition will also be on the virtual exhibit, as required.

I have already submitted my final report and supporting documents. I've attached to this email a PDF of the work I completed that will be on display and/or uploaded as a virtual exhibit.

Appreciate your consideration in this matter.

--

Dawn Reyes

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Guam Textures
Project...rks.pdf

**History of Grant Management
and
Staff Evaluation/Comments**

APPLICANT NAME: DAWN REYES

APPLICATION NO. 2020-003

DISCIPLINE: VISUAL ARTS

PROJECT: TEXTURES OF GUAM

AMOUNT REQUESTED: \$3,000

PROJECT PERIOD: 10/1/2019-9/30/2020

HISTORY OF GRANT MANAGEMENT

This staff evaluation will be applied only to those applicants (individuals or organizations) who have previously received grants and/or who have a record of grant management on file with CAHA. The evaluation will not apply to "first-time" applicants, unless personnel who are named as participants in the application have had management responsibilities in previous grants awarded by CAHA. Is this a "first time" applicant?

YES / / Not applicable as the applicant has not previously had a grant awarded by GCAHA.

NO / X / Staff evaluation as follows

STAFF EVALUATION (Past 3 years)

Fiscal Year - Project Description	Amount	Did the applicant have, if so, how many?			
		Late Reports	Repeated Reminders	Cancel Contract	Grant Extension
		no	no	no	no
Remarks: Applicant received funding since FY 2014 (\$ 5,000), FY 2010 (\$, FY 2009 (\$), FY 2008 (\$), FY 2007 (\$), FY 2006 (\$) totaling \$ 207,200					
TOTAL:					

Comments: _____

Prepared by: Mark A. Duenas

Guam CAHA Staff



GUAM COUNCIL ON THE ARTS & HUMANITIES AGENCY

Kahan I Kutturán Guåhan

P.O. Box 2950, Hagåtña, Guam 96932

Tel. (671) 300-1204-8 Fax. (671) 300-1209

GUAM
CAHA
RECEIVED
7/19/19

FY 2020 Fellowship Application

(Project Period – October 1, 2019 – September 30, 2020)

When completing this form, please remember to read the program guidelines carefully before filling out the application. Incomplete and illegible forms are not acceptable. All applications must be typed or computer generated. Supplemental information is limited to one page only. Please double-check all information to ensure that it is correct.

I. GENERAL INFORMATION:

A.	Applicant Name: Dawn Reyes		
	SSN or TIN: 545-27-8294		
	Mailing Address: HC1 Box 17378		
	City: Inarajan	Guam	Zip Code: 96915
B.	Are you a U.S. Citizen? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
	Are you a permanent resident of Guam? Yes		
	How long have you resided in the Territory of Guam? 20 years		
C.	Contact Phone Number (s): 727-7665		
D.	Fellowship Discipline: Visual Arts		
E.	Fellowship Project Title: Textures of Guam		
F.	Start Date: October 1, 2019		End Date: September 30, 2019
G.	Individuals to Benefit (#): Numerous		Artist(s) Involved (#): 1
	Youths to Benefit (#): Numerous		
H.	Fellowship Amount Requested: \$ 3000.00		

Note for item G: It is estimated that approximately 150 people visit Castro Gallery for a show over a period of 30 days. Approximately 400 people visit the Nissan Gallery during the one week that the Women's show is open. All my work is posted on my FaceBook Page and is shared publicly.

OK
reviewed by
MNC (Garcia)
7/29/19
(CD attached)

- II. **PROJECT DESCRIPTION:** Describe as briefly as possible the proposed Fellowship project and its purpose. What do you plan to do? When? Where? How is project to be accomplished? How are non-matching Fellowship funds to be spent and what are anticipated professional or creative results of project?

For much of my art career, I have celebrated the beauty of Guam from a story telling and historical perspective. Although much remains to celebrate using this approach, I have reached a point in my career where I would like to explore a new perspective. I want to do a series that focuses on the beauty of Guam from a more intimate and abstracted view. For the project year I want to spend time noticing and appreciating the way water sculpts the sand, the various colors and shapes of Guam dirt, the way tree bark changes color and splits with age, the way calm water reflects it's surroundings, the way roots push through the soil and sit quietly with tree droppings, the impact of salt on vegetation, how an insect sculpts a plant, the wet gooiness of a foot print in mud, the vulnerable quality of sea weeds at low tide, the interaction between soft and hard animals in the ocean. I want to represent this exploration through various media that I have years of experience working with, such as acrylics, silk paint, pastels, pencil, collage. I propose to complete a minimum of 8 works not smaller than 24 by 30 inches. All works will be completed by me in my studio in Inarajan. Although I have experience with abstraction, I have never made it a goal to complete a series with an emphasis on abstracted images. I believe that working in this manner, and with a concentrated effort to view Guam's beauty more intimately, will be an important self-study effort that will help me reach a new level of professional experience and significantly add to the body of work on island that represents Guam's natural beauty.

In preparation for this project, I am revisiting various artists and genres that have influenced me in the past. My review includes but is not limited to Aboriginal art for its connection to the earth and pattern-making qualities, Indian meditational pieces (mandalas) for a perspective on a point of focus, Mexican abstract artists (especially Castro Pacheco and Rufino Tamayo) for the solid forms and earthy colors, Claude Monet for the way light is painted into subject matter, Wassily Kandinsky for the lyrical way shapes are presented in composition, and Andy Goldsworthy who uses small natural items repetitively to present new and surprising ways of seeing nature. Although these teachers have not done the same kind of compositional work I plan to do, their approach and techniques have much to offer when revisited with fresh eyes and a desire to learn something new. Contemporary abstract and nature artists are also of interest, which includes images that can be found on the internet, but more importantly, I have made plans to attend the Festival in the Pacific in Hawaii in June 2020 for inspiration and additional learning opportunities.

Once the collection is completed, all will be on public display for a minimum of one month, planned for October 2020. Those pieces completed by March will be in the Annual Women's Art Show at Nissan. I intend to use fellowship funds to supplement the time I will need to complete the project as planned. Experience tells me that I will need 4 to 6 weeks to complete each piece, which may require that I take some time away from my current employment. I currently have supplies, frames and supports on hand that are valued at over \$3500.00. Although there is no requirement for applicant cash, I have resources available to me should additional supplies be required.

GCAHA USE ONLY:

Application No.:

2020-003

Date Received:

07/19/19

Grant Amount Requested:

3000

III. FELLOWSHIP PROJECT BUDGET

(Please attach a detailed summary of Actual Cash Expenses, Actual Cash Income and Actual In-Kind Contributions anticipated for project)

		PROJECT BUDGET
A.	Personnel – Artistic	\$ 4000
B.	Personnel – Administrative	\$ 0
C.	Personnel – Technical	\$ 0
D.	Outside Artistic Fees & Services	\$ 0
E.	Outside Other Fees & Services	\$ 420.85
F.	Studio & Space Rental	\$ 0
G.	Travel & Per Diem	\$ 0
H.	Marketing & Promotion	\$ 0
I.	Remaining Operating Expenses	\$ 3885.64
TOTAL Project Budget		\$ 6885.64

Legal Assurances

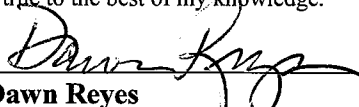
In the event that a grant is awarded as a result of this application, *the following terms and conditions shall be complied with* as signified by the applicant's signature. This application shall become a part of the legally binding contract between the applicant and the Guam Council on the Arts and Humanities Agency.

1. The **grant** cannot be assigned to a different project or transferred *without prior written approval* of GCAHA.
2. The **grantee** shall submit to GCAHA the dates, times and locations of the project to take place for on-site review by GCAHA. The grantee is requested to provide free admission to projects/events for review.
3. The **grantee** shall submit the completed **Final Project Report** form summarizing the project and expenditures to GCAHA within fifteen (15) days of the project's completion. The final 25% of the grant award will be made upon approval by GCAHA of the Final Project Report.
4. The **grantee** agrees to keep careful attendance and participation records of the project herein.
5. The financial accounts shall be subject to audit by appropriate agencies of the Territory of Guam and /or the Federal Government. The **grantee** shall be responsible for the safe keeping and identification of records maintained to account for funds awarded herein. Said records must be kept in the grantee's files for a period of three (3) years after completion of the project.
6. Credit is to be given as such "This project is supported in part by a grant from the **National Endowment for the Arts, Guam Council on the Arts and Humanities Agency, a division of the Department of Chamorro Affairs, Government of Guam, and the Office of the Governor**", in all brochures, press releases, programs, publications, tickets, and other printed materials. When no printed matter is utilized, *verbal credit* shall be given prior to each performance or presentation.

It is mutually agreed that all parties shall comply with the Fair Labor Standards under Section 5(l) and Section 7(g) of the National Foundation on the Arts and Humanities Act of 1965; Title VI of the Civil Rights Act of 1964, as amended; Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency; Title IX of the Education Amendments of 1972, as amended; Section 504 of the Rehabilitation Act of 1973, as amended; The Americans with Disabilities Act of 1990, as amended; The Age Discrimination Act of 1975, as amended; The National Environmental Policy Act of 1969, as amended; The National Historic Preservation Act (NHPA) of 1966, as amended; other National Policies such as debarment and suspension, the Drug Free Workplace Act, lobbying, Davis-Bacon and Related Acts (DBRA), as amended, the Native American Graves Protection and Repatriation Act of 1990, U.S. Constitution Education Program, Arts Endowment Enabling Legislation and Prohibition on use of funds to ACORN and The National Environmental Policy Act (NEPA) of 1969.

Authorizing Signature

I, the undersigned, do certify that the information contained within this application including all attachments and supporting materials is correct and true to the best of my knowledge.

Applicant Signature: 

Name (Please Print): **Dawn Reyes**

Date of Application: **7/19/2019**

DETAILED BUDGET FOR TEXTURES OF GUAM PROJECT

The following is an estimate based on personal experience and values obtained from businesses I frequent in order to complete art work.

Category	# of Positions	Description	Rate	Cash Expenses	Project Cash Income	In-Kind Contribution
Personnel - Artistic	1	Design and creation of 8 art pieces- multiple media	\$500 per piece	\$ 3,000.00		\$ 1,000.00
Outside Other Fees and Services	1	Mounting and Matting services	Art & Frame quote			\$ 420.85
		Materials on hand:				
		Approx 4 yards medium weight un-primed canvas	Dick Blick price \$8.42/yd			\$ 33.68
		Approx 14 feet Sanded pastel paper	Dick Blick price \$4.96/ft			\$ 69.50
		32 tubes 2 oz . Liquitex heavy body acrylic paint	Dick Blick price avg \$7/tube			\$ 252.00
Remaining Operating Expenses		13 tubes 4.65 oz . Liquitex heavy body acrylic paint	Dick Blick price avg \$14/tube			\$ 182.00
		Approx 120 soft pastel sticks	Dick Blick price \$101.97/set			\$ 101.97

Remaining Operating Expenses, cont.		Approx 100 soft hand made 1/2 stick pastels	Dick Blick price \$42.57 for a 45 piece set			\$	83.14
		Approx 36 8 oz. containers of silk paint	Dharma Trading price \$8 each			\$	288.00
		Framing on hand					
		24 by 30 with glass, no supports	Art & Frame estimated value			\$	122.50
		19 by 25 with glass, no supports (qty 2)	Art & Frame estimated value			\$	201.00
		45 by 63 Koa wood with glass, no supports	Art & Frame estimated value			\$	596.00
		28 by 33, no glass (qty 2)	Art & Frame estimated value			\$	235.00
		Utilities	\$25 per month			\$	300.00
Applicant Cash					\$ 1,000.00		
TOTALS				\$ 3,000.00	\$ 1,000.00	\$ 3,885.64	

~~\$ 7,885.64~~

6885.64

~~788~~

Dawn Lees Reyes
HC1 Box 17378 Inarajan, Guam 96915
dawncreyes@gmail.com 727-7665

BIOGRAPHY:

I am a native Californian born and raised in Walnut Creek, east of San Francisco. My undergraduate degree in Visual Arts was obtained from San Francisco State University. I also spent one year at California College of Arts and Crafts in Oakland on a scholarship. My education was further enhanced by a nine-year self-study in art and humanities in Western Europe. A variety of interests such as feminist art history, the myths and legends of various cultures, organic forms, and art forms from pre-historic cultures have been the catalyst for my creativity and an avenue in which to explore what all my formal and informal learning. My love for the tropics and connection to Guam led to further independent study. Twenty years ago, a move to Guam sparked new and personal interest in the spiritual aspect of the island, and I found that all of my previous experiences melded together quite naturally, resulting in a unique presentation of local themes.

EDUCATION/TRAINING/PERSONAL DEVELOPMENT:

- University of Guam; 1997, Teacher's Credential for Secondary Education.
- Lesley College, 1984- MS, Management/Microcomputer Applications
- 9 years of self-study in the area of fine arts and art history, Europe (1989 – 1998)
- Specialized courses in Marble Sculpting (Italy, 1994 - 1995)
- Specialize course in Mold Making and Bronze Casting (The Netherlands, 1996)
- San Francisco State University; 1982- BA, Fine Arts, Cum Laude
- California College of Arts & Crafts, 1976 (Scholarship)

EXPERIENCE:

Exhibits:

- While in Europe I participated in several exhibition events and developed an international customer base for commissions, with a moderate degree of financial success.
- Since my arrival on Guam, I have participated in numerous group shows to include:
 - ✓ Annual Women's art show sponsored by Nissan,
 - ✓ Group shows sponsored by CAHA,
 - ✓ Exhibits sponsored by local fund raising events such as the Vagina Monologue production, Guma Mami, KPRG, and Mount Carmel Catholic School,
 - ✓ Various exhibits sponsored by the various hotels.
- Individual exhibits include
 - ✓ The Nissan show room
 - ✓ CAHA
 - ✓ Various hotels
 - ✓ Valley of the Latte Visitor's Center, Talo'fo'fo

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Commissions/Competitions:

- Nine locally themed paintings are on display at the Tap House, a new venue in the Blue Lagoon Plaza in Lower Tumon.
- Finalist for the 2016 and 2018 Creative Hands juried exhibit at the Isla Center for the Arts on the University of Guam campus.
- Created and currently display eight paintings at the Valley of the Latte Visitors Center designed to depict the history specific to the area. Three of the paintings were supported by a grant from CAHA.
- Guam Delegate for the Festival of the Pacific 2016. Several of my art pieces were selected for exhibit at the Guam Museum and at the exhibit annex at the Agana Shopping Center. I also performed duties as an assistant curator for the exhibit annex.
- Participated in and selected as a finalist for the Gloria B. Nelson Public Service Building to provide two paintings for the conference room.
- Participated in and selected as a finalist for the Guam Cultural and Educational Facility (Guam Museum) to provide art work for the entrance mural, banners for several exhibit halls, and art work for a thematic area.
- Published and illustrated three children's activity books based on Guam Legends, one of which was supported by a grant from CAHA
- Participated in and selected as a finalist for the Guam Regional Medical City Art contest
- Commissioned by the former Old Hagatña Grill to complete a horizontal banner spanning the length of their banquet room on both sides. This was accomplished with silk paintings that presented an island theme.
- Participated in the Outrigger Hotel Chamorro Celebration cultural event, providing a 20 foot vertical banner (silk painting)
- Various commissions have included portraits and culturally thematic paintings for private collectors; Europe, California, and Guam.

Community Involvement:

Involvement in the art community has been a reality on several levels:

- As an art instructor for the Guam Department of Education for a period of 7 years, I provided well-rounded education to middle school students to include not only technical skills in the area of drawing, painting, and sculpture, but also skills in critique and an historical background which provided the basis for the work.
- On numerous occasions I have been asked to present my images and ideas to the Women's studies program at the University of Guam, at the request of Drs. Vivian Dames and Seyda Smith.
- Designed and presented a university level course on the historical representation of the feminine as part of the Women's Studies elective offering.
- Private art classes to adults at my residence in Inarajan
- Provided art activities for local cultural events sponsored by:
 - Dr. Judy Flores,
 - The Girl Scouts
 - Island Girl Power
 - The Department of Mental Health and Substance, Abuse Prevention division
 - Participated in the Guamazing Race as one of the activities sponsored by KUAM.

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Other Experiences:

- Quality Assurance Director, Latte Treatment Center
- Human Resources and Administrative Duties, Latte Treatment Center
- Co-Owner, Flame Tree Freedom Center (Non-Profit organization)
- Co-Owner, EDR Enterprises, LLC
- Supervisor, REM Associates, LLC (Locally known as Pacific Tyre)
- Assistant Principal, Guam Public School System (2005 - 2008)
 - Student Services
 - Business Office
 - Curriculum
- Educator, Guam Public School System (1998 - 2005)
 - Developed exploratory programs in which students were exposed to a wide variety of media, techniques and ideas, to include silk painting, bas relief sculpture, pastels, acrylics and self portraiture. Each lesson plan was supported with instruction in basic elements of design, culture, art history, art criticism, and approaches to positive personal analysis of technique.
 - Proactively promoted student art works, using public venues, such as the KAHA Gallery, Isla Center for the Arts, Under Water World, Outrigger Hotel and the Micronesian Mall.
 - Implemented recognition programs to honor students (Excellence in Art).
 - Developed an in-school prevention program, "Just Us Girls", designed to help girls make healthy decisions about their lives and achieve their full potential. Topics covered prevention of sexually transmitted disease and teen pregnancy, girl bullying, building positive relationships and mentoring.
 - Participated in Child Study Teams and IEP development meetings.
- Consulting Resources Teacher, Special Education, Guam Public School System (01/98 to 08/98)
- Merchandising Manager, J.C. Penney Company (1983-1989)

Dawn Lees Reyes
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dawncreyes@gmail.com 727-7665

REFERENCES:

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judyflores@guam.net
828-8040

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Tel: 671-646-3448 | Fax: 671-646-3449
Mobile: 671-727-1879

Ron J. Castro
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488-2787

Ric Castro, MFA
Professor of Fine Arts
University of Guam
riccastro3@gmail.com

Christine Wolke, RA
RIM Architechts (Guam), LLC
Principal
477-2111 ext 111

Bonnie Brandt
118 Duenas Rd
Talofofo, Guam 96915
bonnie.brandt@guamcedders.org
789-6233; 488-4818; 735-2398

<input type="checkbox"/> ESTIMATE		<input type="checkbox"/> ORDER		<input type="checkbox"/> INVOICE		<input type="checkbox"/> RECEIPT	
1ST	16TH	2ND	16TH	MAT NUMBER	BIN	ITEM	AMOUNT
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ARTICLES LEFT OVER 60 DAYS ARE SUBJECT TO SALE WITHOUT NOTIFICATION

24X30 - 68" - 111.75
45X63 - 101" - 154.50
596.75

RECEIVED BY _____ DATE _____

RECEIPT OF \$ _____
(SEE DETAILS ABOVE) * ☐ CASH ☐ CHECK

PAID REF. _____

ADDRESS (PRINT) _____ WORK PHONE _____
MONTH DAY YEAR
25129 LAST NAME FIRST HOME PHONE

<input type="checkbox"/> ESTIMATE		<input type="checkbox"/> ORDER		<input type="checkbox"/> INVOICE		<input type="checkbox"/> RECEIPT	
1ST	16TH	2ND	16TH	MAT NUMBER	BIN	ITEM	AMOUNT
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ARTICLES LEFT OVER 60 DAYS ARE SUBJECT TO SALE WITHOUT NOTIFICATION

24X30 - 68" - 111.75
45X63 - 101" - 154.50
596.75

RECEIVED BY _____ DATE _____

RECEIPT OF \$ _____
(SEE DETAILS ABOVE) * ☐ CASH ☐ CHECK

PAID REF. _____

ADDRESS (PRINT) _____ WORK PHONE _____
MONTH DAY YEAR
25129 LAST NAME FIRST HOME PHONE

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Blick Medium-Weight Cotton Canvas Rolls

[Jump down to all available items and pricing](#) **SAVE 13 - 36%** off List!

4.8

[149 Reviews](#)[Write a Review](#)

Double blade-coated with acrylic primer, Blick's medium weight (7 oz) 100% cotton duck canvas is ideal for painting with oils, acrylics, or alkyds. Its primed weight is 12 oz. Order the canvas by the yard or by the roll.

Shipping Notes for Canvas Sold by the Yard — All primed canvas will come on a roll. Any unprimed canvas 5 yards and under will come folded. Any unprimed canvas 6 yards and over will come on a roll. If you prefer something different to these standards, please add a note to your order once placed.

Ordering Note for Canvas Sold by the Yard — Please note "continuous yardage" in the Special Instructions field of your order if you'd prefer one continuous piece of canvas rather than separate one-yard pieces.

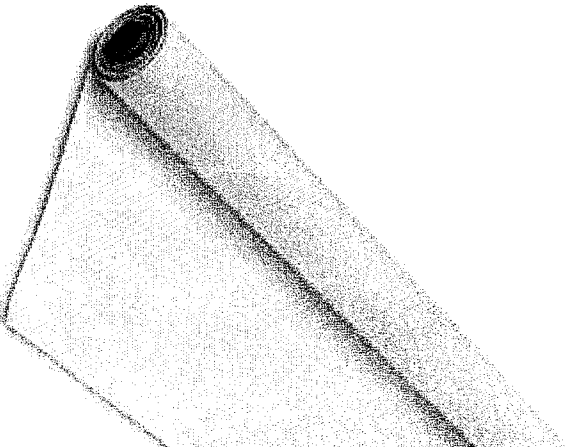
You Might Also Like

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- [Blick Studio Cotton Canvas Rolls](#)

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BLICK

Blick Brand



Primed Roll
([enlarge](#))



Hint — click a thumbnail to enlarge.

Purchase Items

Bulk Discounts available! **SAVE 13 - 36%** off List!

Item	Description	Style	Form	Weight	Size	List	Price	Bulk!	Qty
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[Bulk Discounts!](#) →

Each

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UArt Premium Sanded Pastel Paper Rolls

This premium-quality, neutral-colored sanded pastel paper combines quality, consistency, and durability.

The 400 and 500 grade have a moderate "bite," while the 600 and 800 grade are super fine. All grades accept many layers of hard or soft pastels, yet also work well with other mediums.

The low-profile surface allows for easy erasing. Each roll is pH neutral and acid-free. 56" x 10 yards (142 cm x 9 m).

Handling Charge — When ordering sheets of paper or board larger than 18" x 24" in quantities of less than 10, a \$3.00 per order handling fee applies. Paper or boards may be assorted to reach the quantity of 10.

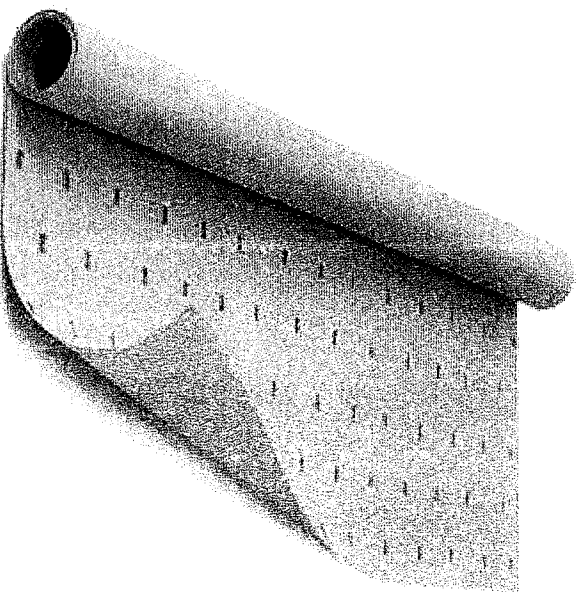
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- o UArt Premium Sanded Pastel Paper Boards
- o UArt Premium Sanded Pastel Paper Pads

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21 ReviewsWrite a Review
Ask a Question

5



Pastel Paper Roll
(enlarge)

Purchase Items

Item	Description	Style	Size	List *	Price *	Qty
10725-4056	Roll	400 grade	56" x 10 yards		\$173.67	0
out of stock, expected 07/15						
10725-5056	Roll	500 grade	56" x 10 yards		\$173.67	0
10725-6056	Roll	600 grade	56" x 10 yards		\$173.67	0
10725-8056	Roll	800 grade	56" x 10 yards		\$173.67	0

100% Satisfaction
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Liquitex Professional Heavy Body Acrylics



Jump down to all available items and pricing **SAVE 30 - 67% off**

List!

Liquitex Professional Heavy Body Acrylics are made to have an exceptionally smooth, thick, buttery consistency, ideal for traditional art techniques that employ brushes and painting knives, as well as experimental, mixed-media, collage, and printmaking applications.

out of stock, expected 07/15

00617-3534	116	Alizarin Crimson Hue Permanent	2 oz (59 ml)	List \$12.49	\$7.49	<input type="text" value="0"/>	<input type="checkbox"/>
00617-3533	116	Alizarin Crimson Hue Permanent	4.65 oz (138 ml)	List \$21.99	\$13.19	<input type="text" value="0"/>	<input type="checkbox"/>
00617-3538	116	Alizarin Crimson Hue Permanent	16 oz (473 ml)	List \$54.99	\$32.99	<input type="text" value="0"/>	<input type="checkbox"/>
00617-3539	116	Alizarin Crimson Hue Permanent	32 oz (946 ml)	List \$99.99	\$59.99	<input type="text" value="0"/>	<input type="checkbox"/>

out of stock, expected 07/26

00617-7204	660	Bright Aqua Green	2 oz (59 ml)	List \$9.99	\$5.99	<input type="text" value="0"/>	<input type="checkbox"/>
00617-7201	660	Bright Aqua Green	4.65 oz (138 ml)	List \$17.49	\$10.49	<input type="text" value="0"/>	<input type="checkbox"/>

out of stock, expected 07/12

00617-5064	570	Brilliant Blue	2 oz (59 ml)	List \$9.99	\$5.99	<input type="text" value="0"/>	<input type="checkbox"/>
00617-5061	570	Brilliant Blue	4.65 oz (138 ml)	List \$17.49	\$10.49	<input type="text" value="0"/>	<input type="checkbox"/>

out of stock, expected 07/12

00617-6074	590	Brilliant Purple	2 oz (59 ml)	List \$9.99	\$5.99	<input type="text" value="0"/>	<input type="checkbox"/>
00617-7614	840	Brilliant Yellow-Green	2 oz (59 ml)	List \$9.99	\$5.99	<input type="text" value="0"/>	<input type="checkbox"/>
00617-9624	530	Bronze Yellow	2 oz (59 ml)	List \$9.99	\$5.99	<input type="text" value="0"/>	<input type="checkbox"/>
00617-8043	127	Burnt Sienna	2 oz (59 ml)	List \$9.99	\$5.99	<input type="text" value="0"/>	<input type="checkbox"/>
00617-8044	127	Burnt Sienna	4.65 oz (138 ml)	List \$17.49	\$11.86	<input type="text" value="0"/>	<input type="checkbox"/>

100% Satisfaction
Guaranteed! ▶

Blick Artists' Soft Pastels Sets














Jump down to all available items and pricing **SAVE 22 - 50% off**

List!

Blick Artists' Soft Pastels are available in a variety of rich, vibrant colors and soft hues, ideal for all types of pastel painting and color sketching.

Purchase Items

SAVE 22 - 50% off List!













Item	Description	Format	List *	Price *	Qty	SDS
21948-1509	Set of 15 Assorted Colors	Full Stick	List \$58.99	\$44.93	0	
21948-3009	Set of 30 Assorted Colors	Full Stick	List \$119.19	\$79.59	0	
21948-1309	Set of 30 Landscape Colors	Full Stick	List \$119.19	\$79.59	0	
21948-0309	Set of 30 Portrait Colors	Full Stick	List \$119.19	\$79.59	0	
21948-4509	Set of 45 Assorted Colors	Full Stick	List \$147.59	\$112.38	0	
21948-9009	Set of 90 Assorted Colors	Full Stick	List \$283.75	\$220.13	0	
21948-1809	Set of 180 Assorted Colors	Full Stick	List \$566.99	\$329.00	0	
21948-0180	Deluxe Wood Box Set of 180 Assorted Colors	Full Stick	List \$592.00	\$329.00	0	
21948-1209	Set of 20 Assorted Colors	Half Stick	List \$45.29	\$22.59	0	
21948-1409	Set of 40 Assorted Colors	Half Stick	List \$76.19	\$38.09	0	
21948-1606	Set of 60 Assorted Colors	Half Stick	List \$106.99	\$53.48	0	
21948-1219	Set of 120 Assorted Colors	Half Stick	List \$203.99	\$101.97	0	
21948-1419	Set of 140 Assorted Colors and Sizes	Half Stick and Full Stick	List \$299.29	\$149.59	0	

Richeson Handmade Soft Pastels and Sets

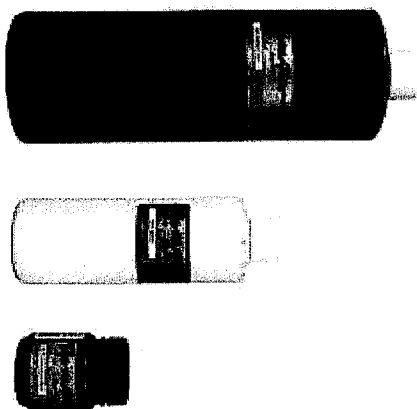
[Jump down to all available items and pricing](#) **SAVE up to 51% off List!**

Intended for the professional artist, Richeson Handmade Soft Pastels are 33% larger than most brands, measuring approximately 2-3/4" long x 5/8" in diameter (70 mm x 16 mm). These hand-rolled pastels have a velvety soft texture, come in a wide range of vibrant colors, and are excellent for layering.

Each

21942-1018	Assorted, Set of 18	List \$86.95	\$52.31	\$	0	
21942-1036	Assorted, Set of 36	List \$173.90	\$84.89	\$	0	
21942-1072	Assorted, Set of 72	List \$347.80	\$197.98	\$	0	
out of stock, expected 08/08						
21942-1209	Assorted, Set of 120	List \$555.35	\$267.98	\$	0	
21942-1006	Half-Stick Soft Pastels, Set of 6		\$16.40	\$	0	
21942-1024	Half-Stick Soft Pastels, Set of 24	List \$58.85	\$38.02	\$	0	
21942-1048	Half-Stick Soft Pastels, Set of 48	List \$117.75	\$87.86	\$	0	
21942-1120	Half-Stick Soft Pastels, Set of 120	List \$265.05	\$220.76	\$	0	
21942-3018	Landscape, Set of 18	List \$86.95	\$52.31	\$	0	
21942-3036	Landscape, Set of 36	List \$173.90	\$84.89	\$	0	
21942-2018	Portrait, Set of 18	List \$86.95	\$52.31	\$	0	
21942-2036	Portrait, Set of 36	List \$173.90	\$84.89	\$	0	

Jacquard Dye-Na-Flow Fabric Paint



#DNF2, DNF8, DNF32, DNFGAL
[\(View Full Size\)](#)

★★★★★ 4.61 (333 reviews)

USE FOR: Silk painting, Serti Technique, Salt & Alcohol effects, Airbrushing, Spraying, Sponge printing, faux Tie-dye and Batik
USE ON: Silk and all natural and synthetic untreated fabrics, untreated leather, suede, paper... just about anything!

Product Details	List Price	1-4	5-9	10+
2.25 oz. jars	\$4.79	\$3.19		\$2.95
8 oz. jars	\$14.99	\$9.89		\$8.99
32 oz. jars	\$39.99	\$29.25		\$26.79
1 Gallon	\$94.49	\$64.77	\$59.25	

Jacquard Dye-Na-Flow Fabric Paint is a free flowing, concentrated liquid color for use on any untreated fabric. Flows like a dye! Dye-Na-Flow is especially good for silk painting, either the serti (resist) method using water-soluble resists or for watercolor techniques.

J FLORES, INC.
PO Box 2329, Hagatna, Guam 96932 671-828-8040

judyflores@guam.net

July 7, 2019

Guam CAHA
3rd Floor, Angela Flores Bldg. 243 Martyr St.
Hagatna, Guam 96910

SUBJECT: LETTER OF RECOMMENDATION FOR DAWN REYES

Hafa Adai!

This letter serves to unreservedly recommend Dawn Lees Reyes in her application for a Fellowship for her proposed "Textures of Guam" project. I have known Dawn personally for many years and respect her creativity and unique style. Her portfolio effectively communicates ideas and feelings across a wide range of subject matter and mediums. I have no doubt that she can execute the proposed project as stated.

Dawn is an accomplished artist who has participated in several important creative events that benefit the community at large, such as her recent installation depicting Guam history and culture at the Valley of the Latte Visitor's center, and contributions to the Guam Museum. Dawn supports the local arts community by participating in the Annual Women's exhibit at Nissan Infinity Showroom. She was a Guam delegate for the visual arts portion of the Festival of the Pacific and has authored, illustrated, and published three children's activity books based on CHamorro legends.

Given her strengths as an established artist who continues to engage, learn and grow in her profession, supporting Dawn in her desires to explore her Textures of Guam project will benefit not only her, but will be a positive contribution to the community, as she allows the rest of us in to view our beautiful island from her perspective.

Sincerely,



Judy Flores

July 5, 2019

To:

Guam CAHA

3rd Floor, Angela Flores Bldg. 243 Martyr St.

Hagatña, Guam 96910

SUBJECT: LETTER OF RECOMMENDATION FOR DAWN REYES

Hafa Adai!

I highly recommend Dawn Lees Reyes in her application for a Fellowship for her proposed "Textures of Guam" project, as I believe the project will be a significant learning experience for her as an artist and also an important and relevant addition to the body of work on island. I have known Dawn professionally and personally for many years and respect her creativity, unique style and technical abilities. Her portfolio effectively communicates ideas and feelings across a wide range of subject matter and mediums. Dawn is an accomplished artist who has participated in several important creative events that benefit the community at large, such as her recent installation depicting Guam history and culture at the Valley of the Latte Visitor's center. She also has significant works installed at the Guam Museum and the Gloria B. Nelson Building. Dawn supports the local arts community by participating in, and more recently, curating the Annual Women's exhibit at Nissan Infinity Showroom. She was a delegate and helped to curate the visual arts portion of the Festival of the Pacific when hosted by Guam. She has also authored, illustrated, and published three children's activity books based on CHamorro legends.

I intend to provide exhibition space for her Textures of Guam series, once completed. Her work is original and reflects her knowledge and deep respect for the CHamorro culture, and I look forward to presenting the entire collection at Castro Gallery.

Sincerely,

A handwritten signature in black ink, appearing to read 'R. Castro', with a long horizontal flourish extending to the right.

Ric Castro, MFA
Professor of Fine Arts
University of Guam

RIM

June 25, 2019

Guam CAHA
3rd Floor, Angela Flores Bldg. 243 Martyr St.
Hagatna, Guam 96910

ALASKA

RE: LETTER OF RECOMMENDATION FOR DAWN REYES

CALIFORNIA

Hafa Adai!

GUAM

HAWAII

This letter serves to unreservedly recommend Dawn Lees Reyes in her application for a Fellowship for her proposed “Textures of Guam” project. I have known Dawn personally for many years and respect her artistic passion, creativity, and unique style. Her portfolio effectively communicates ideas and feelings across a wide range of subject matter and mediums.

I had the pleasure of overseeing the art selection for the Gloria B. Nelson Building and was very impressed with Dawn in terms of her professional presentation and the timely execution of the two very large works commissioned from her. I have no doubt that she can execute the proposed project as stated.

Dawn is an accomplished artist who has participated in several important creative events that benefit the community at large, such as her recent installation depicting Guam history and culture at the Valley of the Latte Visitor’s center, and contributions to the Guam Museum. Dawn supports the local arts community by participating in the Annual Women’s exhibit at Nissan Infinity Showroom. She was a Guam delegate for the visual arts portion of the Festival of the Pacific and has authored, illustrated, and published three children’s activity books based on Chamorro legends.

Given her strengths as an established artist who continues to engage, learn and grow in her profession, supporting Dawn in her desires to explore her Textures of Guam project will benefit not only her, but will be a positive contribution to the community, as she allows the rest of us in to view our beautiful island from her perspective.

Please feel free to contact me if you have any questions or wish to discuss this further.

316 Hernan Cortez Avenue
Suite 300
Hagåtña, Guam 96910

www.rimarchitects.com

June 25, 2019
LOR Dawn Reyes

Sincerely,

RIM Architects (Guam), LLC

A handwritten signature in black ink, appearing to read 'CWolke', followed by a long horizontal line extending to the right.

Christine Wolke, RA
Principal
671.477.2111 x-111

Bonnie Brandt

118 Duenas Rd., Talofofo, Guam 96915
bbrandt@teleguam.net • (671) 488-4818

July 5, 2019

Guam Council on the Arts and Humanities Agency
Terlaje Professional Building
Hagatna, Guam 96910

Re: Dawn Reyes FY2020 Fellowship Application: Distinguished Fellow Category

Hafa Adai,

I am writing to recommend Dawn Reyes for the FY2020 CAHA Fellowship. I have known Dawn for over 14 years, have visited her studio on numerous occasions, enjoyed exhibits of her work at CAHA and other venues, and am fortunate to own two of her paintings which are displayed in my home.

Ms. Reyes is an accomplished Guam artist whose work is original, creative, and reflects her love of the island and deep respect for CHamoru culture. Although not a native to Guam, Dawn has made the island her home and has actively promoted cultural awareness and understanding of Guam's unique history through her creative endeavors. She has created and published a series of children's books of Guam's legends; completed numerous competitive commissions, including seven paintings for Guam Museum; and in FY2017/18 received a grant from CAHA to create three paintings that are part of a nine painting series depicting different aspects of early CHamoru life and culture. This series is displayed at the Valley of the Latte, providing tourists and local visitors with the cultural context for what they experience during their tour of this beautiful site. Through the successful completion of these commissions and grants, Dawn has demonstrated her ability to create meaningful pieces of art reflecting the uniqueness of Guam, as well as her ability to successfully execute projects such as the proposed CAHA Fellowship.

I am particularly excited about Dawn's most recent proposal for the CAHA Fellowship titled, *Textures of Guam*. Through the creation of eight pieces of art, she will explore Guam's unique natural world from an intimate and abstract perspective using multiple mediums. This will represent a significant shift in her creative process which previously focused on historical and cultural themes through a narrative approach. When so many artists stay within the confines of a particular style and/or subject matter, Dawn is willing to challenge herself and the boundaries of her art. This is to be commended.

I have the deepest respect for Ms. Reyes. Her body of work clearly demonstrates the breadth of her creativity, technical expertise, and her ability to find new ways to convey what is so special about Guam through art. I am confident that the Fellowship will result in works that will be of benefit to the community and I recommend her without reservation. Please feel free to contact me if you have any questions or would like additional information. I can be reached at 488-4818 or via email at bbrandt@teleguam.net.

Sincerely,



Bonnie Brandt

Sample

Grant #	Poetry Out Loud	Arts Education	Underserved Communities
	\$ 10,000.00	\$ 10,200.00	\$ 51,800.00
1234		\$ (2,000.00)	\$ (2,000.00)
Total		\$ 8,200.00	\$ 49,800.00

Other Grants	Total
\$ 58,000.00	\$ 130,000.00
\$ (2,000.00)	\$ (2,000.00)
\$ 56,000.00	\$ 128,000.00