

GUAM COUNCIL ON THE ARTS AND HUMANITIES AGENCY
Regular Board Meeting
December 3, 2019 – 3:00 pm
Guam Museum, Hågatña
A G E N D A

- I. **CALL TO ORDER**
- II. **REVIEW AND APPROVAL OF MINUTES November 5, 2019**
- III. **EXECUTIVE DIRECTOR's REPORT**
- IV. **OLD BUSINESS**
 - A. **Percent for the Arts**
 - 1. **Update on Building Permits for % for the Arts**
 - 2. **Update - % for the Arts Regulations & Guidelines Amendment - Triple "A" Process**
 - 3. **Update – Current Projects**
 - a. **GCEF – TASI**
 - b. **GRMC**
 - c. **Guam Congress Building (Legislature)**
 - d. **TNN Corporation**
 - e. **Pending: GIAT (Airport), GCC, UOG, GHURA**
 - B. **Masters Program and Policy**
 - C. **FestPac 2020**
 - D. **Sub-Committee updates on Gallery and Art Bank Program & Artists' Membership Program**
- V. **NEW BUSINESS**
- VI. **BUDGET REPORTS**
 - A. **FY 2019 / 2020 Appropriation Accounts**
 - B. **CAHA Non-Appropriation / Revolving Accounts**
- VII. **OTHER ANNOUNCEMENT & DISCUSSIONS**
 - A. **Next Board Meeting January 7, 2020**
- VIII. **ADJOURNMENT**

GUAM COUNCIL ON THE ARTS AND HUMANITIES AGENCY
Regular Board Meeting
November 5, 2019

I. CALL TO ORDER

The Guam Council on the Arts and Humanities Agency's regular board meeting was called to order at 3:08 pm by Chairperson of the Board, Francis Guerrero. Board members present were Francisco Rabon, Maximo Ronquillo, Jr., Vincent Reyes, Francisco Lizama, Donna Kloppenburg & Dr. Judy Flores. Also present were Acting Director Jacqueline Balbas, Program Coordinator Angie Taitague and Administrative Officer Sherrie Barcinas.

II. REVIEW AND APPROVAL OF MINUTES DATED October 15, 2019

Dr. Judy Flores motion to approve the minutes of October 15, 2019. Motion seconded by Ms. Kloppenburg.

UNANIMOUSLY APPROVED

III. EXECUTIVE DIRECTOR'S REPORT

Acting Director Balbas reported that Ms. Fanai Castro tendered her resignation to CAHA Board as she accepted a job offer and was advised that there may be a conflict of interest if she remains on the board. There are now three vacant positions on the board.

Chairperson stated previous recommendations included Kaz Endo, Cora Bejado & Zita Pangelinan. CAHA is seeking members to strengthen the board in their area of expertise and requested resubmission of previous board recommendations. Any other recommendations may be submitted to Acting Director Balbas.

Arts & Humanities Month just concluded on October 29, 2019 with a celebration of a month long exhibit, performances and carving presentations at the Agana Shopping Center which included FY 2019 grantees performing and providing story telling based on grant award stipulation. Arts & Crafts Fair were also held on two weekends at the Guam Premier Outlet. Next year CAHA would like to make the event bigger & broader by soliciting and hopefully more staff on board. Acting Director Balbas commended the staff for their hard work and dedication in working almost every day for the entire month of October 2019.

Ms. Kloppenburg brought up the possibility of reviving the Governor's Art Awards at which Acting Director Balbas stated that the program is one CAHA is looking into for next year during the month of October to coincide with Arts & Humanities Month.

IV. OLD BUSINESS

Reporting on the following is CAHA Staff Taitague

A. Percent for the Arts

1. Update on Building Permits for % for the Arts – Status Quo

- 2. Update - % for the Arts Regulations & Guidelines Amendment – Triple "A" Process**
Acting Director Balbas reported that a meeting was held on October 22, 2019 with Roland Villaverde of Senator Marsh Office regarding the amendments to the Percent for the Arts Law. CAHA was advised that the proposed verbiage must be simplified since too much text will hinder the process. Another meeting is scheduled for Tuesday, November 12, 2019 at 10:00am with Roland Villaverde and Vice Chair Joey Certeza.

3. Update – Current Projects – Status Quo

a. GCEF – TASI

Email was sent to Dept. of CHamoru Affairs President Ann Marie Arceo regarding the status on the Request for Proposal spearheaded by GEDA. Chairperson Guerrero requested CAHA to follow up with GEDA.

b. GRMC

There remains a \$500,000 balance on contract for programming. CAHA awaits the amendment on rules and regulations for inclusion of other art disciplines.

c. Guam Congress Building (Legislature)

A meeting is to be scheduled with Joe San Agustin, Executive Director of the Guam Legislature to resolve the distribution of the fund balance from project. Chairperson Guerrero requested that CAHA review the initial Request for Proposal to ensure that art works could still be procured as CAHA is suppose to be administering the program. Otherwise another Request for Proposal would have to be announced.

d. TNN Corporation

Meeting with TNN representative and GEDA is scheduled for Thursday or Friday this week.

e. Pending: GIAA (Airport), GCC, UOG, DOE & GHURA

CAHA to resend letters on AG's opinion

Chairperson Guerrero expounded on projects for those incoming board members. CAHA was questioning GIAA's eligibility under the Percent Program as it had multiple projects that were broken down under the threshold of \$100,000. In the case of GCC and UOG, before the law was amended, they were under the jurisdiction of Percent for the Arts with CAHA. After the amendment, GCC, UOG and DOE, as educational institutions was separated and monies that were suppose to go to Percent for the Arts from their projects were retained and administered by them and still used in the same way.

The projects that remain outstanding in terms of payment are those that were before the law was amended.

GHURA is challenging those projects that were federally funded and claims they do not fall under Guam's guidelines for Percent for the Arts. There has been different opinions to that effect and is therefore requesting the Attorney General's opinion.

Chairperson Guerrero requested that CAHA Staff provide a copy of all Percent for the Arts Law to board members.

B. Masters Program and Policy

Mr. Rabon reported that he'd be meeting with Ricky from Senator Marsh-Taitano's Office. A request was made to provide proper verbiage to move forward on triple "A" process.

C. FestPac 2020

Acting Director Balbas reported that October 31, 2019 was the deadline for delegates to submit their applications to CAHA. Approximately 120 applications were received at the office and 70 via email. The applications are currently being sorted under the various sub categories and verifying if the applicant meets the residency requirement and supporting materials. Once completed, all applications will be forwarded to Programming Chairs. Orientations will be held under each category to provide information to applicants on what is expected of them as a delegate which requires complying with laws and policies set forth by Guam and Hawaii and to participate in fundraising efforts if any.

A public hearing was held today at the Guam Legislature on Bill No. 158-35 on the FestPac funding. Dr. Judy Flores submitted her testimony. Chairperson Joe San Agustin on Committee on General Government Operations, Appropriation and Housing conducting a hearing to appropriate \$400,000 from the Tourist Attraction Fund to cover Guam's participation to FestPac in 2020. The bill was also intended to set funds on a yearly basis for FestPac. The Head of Delegation, Ann Marie Arceo was asked by the Committee to provide certain documents and there may be a possibility of another scheduled hearing to address the matter.

D. Sub-Committee updates on Gallery and Art Bank Program & Artists' Membership Program – Vice Chair Joey Certeza currently off-island

Chairperson Guerrero expounded on the Artists' Membership which was what does CAHA offer to entice others to be members with CAHA which is free to register. The challenge is to get others to be a part of CAHA. A request was made to inquire whether grants can be restricted to members of CAHA.

Mr. Ronquillo, Jr. requested that CAHA Staff look upon him for assistance on automation due to discussion made with regards to the Art Bank Program Assessment.

Mr. Reyes inquired whether CAHA had planned activities throughout the year at which time Chairperson Guerrero stated that a five-year Strategic Plan is in place however, CAHA is due for update on its plan. Mr. Reyes requested the board's review of the plan.

V. NEW BUSINESS

Chairperson Guerrero recognized Ms. Monica Guzman to provide updates on the National Assembly of State Arts Agencies (NASAA). Ms. Guzman attended the NASAA General Assembly in Providence, Rhode Island along with Vice Chair Joey Certeza. Two key items were that of one being the meeting with territories which convened and organized by NASAA with inclusion of the Regional Arts Organization and the National Endowment for the Arts (NEA). The NEA will take the lead in forming Task Force committee members to be identified to discuss options for creating Territories Regional Organization. Representative from all territories will be included (Guam-Acting Director/NASAA member). Anticipated first meeting some time after November 2019. The Regional Arts Organizations receive funding from NEA based on territory and population. The goal is to create our own Pacific Island Regional Organization and that would take funding away from other Regional Art Organizations which would be one option. The other option would be for Guam, Northern Marianas and American Samoa to join an existing organization. NASAA would look into what's best for the territories.

The other key item was the meeting of the National Endowment for the Arts with Lieutenant Governor Joshua Tenorio. A white paper was drawn up by Acting Director Balbas and Ms. Guzman to present to the Lt. Governor prior to his meeting with Chairman Mary Ann Carter of the National Endowment for the Arts along with key staff. The meeting was a fruitful discussion. Ms. Carter committed to visit Guam in February 2020 which would be the first time for the National Endowment for the Arts Chair to visit the island. Also visiting Guam this month is the National Endowment for Humanities Chair. There are no details on Ms. Carter's trip to Guam however, CAHA and the Office of the Governor will coordinate once an itinerary has been received. The Lt. Governor anticipates a reception at the Government House during Ms. Carter's visit. In addition, to possibly have Ms. Carter visit the Northern Marianas or have representatives Parker Yobei and/or Robert Hunter from the Northern Marianas come to Guam to meet with Ms. Carter.

The next NASAA Board meeting is scheduled for April 2020 immediately following Poetry Out Loud Finals. It is with hope that Guam participates in Poetry Out Loud. Ms. Guzman has been asked to serve on the NASAA Development Committee and had agreed to serve.

The next National Assembly will be in San Juan Puerto Rico, October 19-23, 2020.

Mr. Rabon questioned whether the regional arts organization was somewhat similar to that of the Consortium of Pacific Arts & Cultures (CPAC) which was based in Hawaii at which it is of the same. However, after CPAC folded, the funds were diverted to the Pacific Resources for Education and Learning (PREL).

Ms. Guzman stated that there may be a possibility that members of the board be part of the committee to discuss the format in establishing the territories regional organization and invites those who may be interested.

VI. BUDGET REPORTS

Reporting on the following is CAHA Staff Barcinas.

A. CAHA FY 2019/2020 Appropriation Accounts

FY 2019 accounts are near closing with no roll over of funds. Account remains open until December 31, 2019 for the completion of subrecipient grant project which were extended.

FY 2020 account balances remains status quo with no expenditures but encumbrances.

A market research was sent out to Ada's Trust, First Commercial Bank, Terlaje and Agana Shopping Center as a procurement requirement for bid on Office & Gallery Space Lease. Chairperson Guerrero requested to look into Docomo and Landmark Building in Tamuning.

B. CAHA Non-Appropriation / Revolving Accounts

No significant changes. Payments made were those for performances at Agana Shopping Center during Arts and Humanities Month.

The FestPac account remains open for 2020 funding for FestPac since CAHA remains the lead agency in its coordination.

VII. OTHER ANNOUNCEMENTS & DISCUSSIONS

Ms. Kloppenburg announced the Women's Art Show scheduled for April 17, 2020 at Nissan Infiniti Showroom which marks their 15th year.

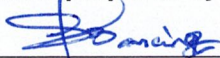
Next Board Meeting scheduled for December 3, 2019

VIII. ADJOURNMENT

With no further discussion, Mr. Ronquillo, Jr. moved to adjourn the meeting at 4:19pm. Motion seconded by Dr. Flores..

UNANIMOUSLY APPROVED

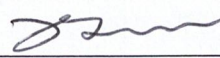
Minutes prepared by:



Sherrie A.D. Barcinas
Administrative Officer, Guam CAHA

Date: 12.3.19

Attested to be true and correct by:



Francis Guerrero
Chairperson, Guam CAHA Board of Directors

Date: 12/3/19

2020 Festival of Pacific Arts

Working Budget – as of November 27, 2019

Based on travel dates: June 10-21, 2019

<u>EXPENSES</u>	<u>IN-KIND/SWEAT EQUITY</u>	<u>FUNDRAISING</u>
1. Travel – Airfare		
105 pax x \$1,600/ea	\$336,000.00	
2. Travel – Insurance		
105 pax x \$35/ea	\$336,000.00	
3. Lodging/Meals/Accommodations		
\$326/dayx13 daysx4 CAHA staff		1. FestPac tshirt sales
		20 shirts/ea x 100
4. Transportation		2,000 x \$10 profit
2 vans x \$250 x 13 days	\$6,500.00	2. Showcases
5. Uniforms		150 seats x \$10/ea
Fabric design & Purchase	\$10,000.00	150 seats x \$100/ea
Official tshirts	\$5,000.00	3. Raffle
Performing groups		\$5-\$10 x 50 x 100
w/accessories	\$15,000.00	TOTAL
6. VIP reception		\$61,500.00
175 pak – Heads of State/ Delegations, Host dignitaries, Guam Delegation	\$10,000.00	
7. Delegation gifts	\$1,000.00	
8. Host Country Requirements		
Flags, etc.	\$1,000.00	
9. Culinary demonstrations	\$1,000.00	
10. Shipping costs – 20' container		
And related costs (customs, trucking, etc.)	\$15,000.00	
11. Technical production		
Videography/Photography		
-1 vignette, up to 3 min.		
-live-stream video of showcase		
-showcase performances in Hawaii		
-1 commercial for showcase	\$36,000.00	
12. Banners for disciplines & genres		
	\$6,000.00	
13. Misc./Contingency emergency fund		
	\$15,000.00	
TOTAL		
		\$310,127.00

FY 2020 APPROPRIATION ACCOUNTS

FY2020 CAHA Appropriation - As of: 12.03.2019 (Local / Federal Match Account)

<u>General Fund</u>	<u>Total</u>	<u>Outstanding</u>	<u>Unalloted</u>				
	<u>Appropriation</u>	<u>Expenditures</u>	<u>Encumbrance</u>	<u>Available</u>	<u>Monthly Release</u>		
Salaries	209819	22568.56		\$ 33,921.44	+	\$ 153,329.00	= \$ 187,250.44
Benefits	85289	7907.49		\$ 15,055.51	+	\$ 62,326.00	= \$ 77,381.51
In Direct Cost							
							\$ 264,631.95
							Anticipated Salaries/Benefits Expense til end of fiscal year: \$ (172,432.38)
							\$ 92,199.57
<u>Operations</u>							
Travel	0				+		= \$ -
Contractual	43740	6796	17386.68	\$ 19,557.32	+		= \$ 19,557.32
-Post Advertisement, PDN, Post Subscription, Website Service, Xerox, Network, etc.							
Office Space Rental	80852		72840	\$ 8,012.00			= \$ 8,012.00
Supplies	5000	56.12	843.88	\$ 350.00	+	\$ 3,750.00	= \$ 4,100.00
-Benson							
-ERC							
-Home Center							
Equipment					+		= \$ -
Sub Grants	160000		62500	\$ 97,500.00	+		= \$ 97,500.00
Miscellaneous							= \$ -
Telephone	4900		791	\$ 4,109.00	+		= \$ 4,109.00
	\$ 589,600.00	\$ 37,328.17	\$ 154,361.56	\$ 178,505.27		\$ 219,405.00	\$ 225,477.89

FY2020 CAHA Appropriation - As of: 11.05.2019 (Federal 100% Account - FestPac)

<u>General Fund</u>	<u>Total</u>	<u>Outstanding</u>				
	<u>Appropriation</u>	<u>Expenditures</u>	<u>Encumbrance</u>	<u>Available</u>	<u>Monthly Release</u>	
Travel	10000			\$ 10,000.00		= \$ 10,000.00
	\$ 10,000.00	\$ -	\$ -	\$ 10,000.00	\$ -	\$ 10,000.00

FY2020 CAHA Appropriation - As of: 11.05.2019 (Local Overmatch Account)

<u>General Fund</u>	<u>Total</u>	<u>Outstanding</u>					
	<u>Appropriation</u>	<u>Expenditures</u>	<u>Encumbrance</u>	<u>Available</u>	<u>Monthly Release</u>		
Salaries	64350	6903.68		\$ 10,421.32	\$ 47,025.00	= \$ 57,446.32	
Benefits	22099	2460.26		\$ 3,489.74	\$ 16,149.00	= \$ 19,638.74	
						\$ 77,085.06	
						Anticipated Salaries/Benefits Expense til end of fiscal year: -\$ 74,365.90	
						\$ 2,719.16	
Contractual	7598			\$ 7,598.00	+	\$ -	= \$ 7,598.00
	\$ 94,047.00	\$ 9,363.94	\$ -	\$ 21,509.06	\$ 63,174.00	\$ 10,317.16	

NON-APPROPRIATED / REVOLVING ACCOUNTS

2.03.2019

Revolving Fund Account

Balance on Register as of 11.15.2019	\$	5,092.88
2017 Arts & Humanities Month	\$	(2,658.37)
2018 Arts & Humanities Month	\$	(301.00)
Actual Balance to Date	\$	2,133.51

% for the Arts Account

Previous reported balance as of 07.16.2019	\$	712,886.00	(+)	(-)
			\$	-
Balance to date:	\$	712,886.00		

Remarks

FESTPAC Account

Balance as of 10.30.2019	\$	25.10
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