

**GUAM COUNCIL ON THE ARTS AND HUMANITIES AGENCY**  
**Regular Board Meeting**  
**March 3, 2020 – 3:00 pm**  
**Guam Public Library, Hågatña**  
**A G E N D A**


- I. CALL TO ORDER**
- II. REVIEW AND APPROVAL OF MINUTES February 4, 2020**
- 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 – Ratification of Memorandum of Agreement**
      - e. Pending: GIAT (Airport), GCC, UOG, GHURA**
  - B. Masters Program and Policy**
  - C. FestPac 2020 – Approval of Expenditures**
    - 1. United Airlines**
    - 2. Official T-shirt and fabric**
    - 3. Miscellaneous Expenses - \$1,500 Threshold**
    - 4. Needs of Artists**
  - D. Sub-Committee updates on Gallery and Art Bank Program & Artists' Membership Program**
- V. NEW BUSINESS**
  - A. Bank Accounts - Resolutions**
  - B. Board Appointment of Director**
- VI. BUDGET REPORTS**
  - A. 2020 Appropriation Accounts**
  - B. CAHA Non-Appropriation / Revolving Accounts**
- VII. OTHER ANNOUNCEMENT & DISCUSSIONS**
  - A. Next Board Meeting April 7, 2020**
- VIII. ADJOURNMENT**

# LEGAL MEMORANDUM

20-0229

Date: February 19, 2020

To: Jacqueline Balbas, Acting Executive Director, Guam  
Council on the Arts & Humanities Agency

From: Legal Counsel Haig T. Huynh 

cc: Governor Lourdes A. Leon Guerrero,  
Lt. Governor Joshua F. Tenorio

Re: **Fundraising Activities to Support and Defray Expenses  
of the 13<sup>th</sup> Festival of Pacific Arts and Culture**



**PRIVILEGED & CONFIDENTIAL  
ATTORNEY – CLIENT COMMUNICATION**

*Buenas yan Håfa Adai,*

Pursuant to the direction of the Lieutenant Governor and because of the need for an expedient response, we are providing you with an opinion. Please rely on any formal opinion from the office of the Attorney General if any part of our response is in conflict to their advice.

You have asked whether the Council on the Arts and Humanities Agency (“CAHA”) may conduct fundraising activities to support and defray expenses of the 13th Festival of Pacific Arts and Culture (“FestPac”).

The recent enactment of Public Law 35-60 codified CAHA's designation as the lead agency in planning for FestPac. CAHA's enabling law provides that it may "accept gifts, contributions, and bequest of funds or artifacts and property" in furtherance of its mandate. 5 GCA § 85102(g); see also 5 GCA § 85104(a) (providing the governing board with the power to apply for and accept gifts). This mandate would include all activities related to and essential to FestPac. 5 GCA § 85102(m). Funds specifically raised for projects such as FestPac must be deposited into a separate account under CAHA's revolving fund. 5 GCA § 85109.

Absent any law or executive order<sup>1</sup>, CAHA's Board must also act to establish a committee that enables persons who are not Board members to make decisions as it relates to FestPac activities. 5 GCA § 85104(c) (the governing board may appoint panels, committees, and commissions in furtherance of its duties). This would include decisions not only related to fundraising, but also to other activities such as choosing members of the FestPac delegation and determining its budget and authorizing expenditures. It is also our opinion that such actions are all subject to Chapter 8 of Title 5 Guam Code Annotated, Guam's Open Government law. Finally, because P.L. 35-60 has determined a funding source of \$350,000 for airfare expenses for Guam's delegates to FestPac, it may

<sup>1</sup> Previous FestPac committees and task forces were created by Executive Order or through legislation.



# LEGAL MEMORANDUM

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20-0229

be subject to section 85112.1 of Chapter 85, Title 5, Guam Code Annotated. This requires that the Director give adequate public notice as to the availability of funds for travel awards including application submission periods<sup>2</sup>.

In conclusion, CAHA may fundraise to further its mandate as the lead agency for FestPac. However, it may only do so, as with all other FestPac related activities, through board action. The Board should officially establish the 13<sup>th</sup> FestPac Guam Planning Committee and review all of its actions if it so desires. The Board should then ratify those previous actions.

*Si Yu'us ma'ase.*

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<sup>2</sup> This provision was added by PL 31-132 which dealt solely with the creation of and the administration of the Off-Island Educational and Cultural Enhancement Fund. Even so, Section 85112.1 is not vague in its requirement that all awards for travel be subject to its requirements.

**13th Festival of Pacific Arts Task Force  
Working Budget - as of February 12, 2020**

Based on travel dates beginning June 9 - 22, 2020

EXPENSES		IN-KIND		INCOME	
No. Description	Amount	No. Description	Amount	No. Description	Amount
<b>1. Travel - Airfare</b> 105 pax @ \$1,361.25/pax	\$ 142,931.25	<b>1. Insurance</b> 105 pax x \$10	\$ 1,050.00	<b>1. NEA Travel</b>	\$ 10,000.00
<b>2. Lodging/Meals Accommodations</b> \$326/day x 13 days x 4 CAHA Staff	\$ 16,952.00	<b>2. Delegation Gifts</b>	\$ 1,000.00	<b>2. FestPac T-Shirt Sales</b> \$12 shirt/each x 500 500 x \$5 profit	\$ 2,500.00
<b>3. Transportation</b> 2 vans x \$250 x 13 days	\$ 6,500.00	<b>3. Shipping Costs - 20' container</b> And related costs (customs, trucking, etc.)	\$ 20,000.00	<b>3. Showcases</b> 150 seats x \$10/each 150 seats x \$100/each Senior - \$5/each	\$ 1,500.00 \$ 15,000.00 \$ 16,500.00
<b>4. Uniforms</b> Fabric Design & Purchase Official T-Shirts Performing Group w/ accessories	\$ 10,000.00 \$ 5,000.00 \$ 10,000.00	<b>4. Technical Production</b> Videography / Photography -1 vignette, up to 3 minutes -live stream video of showcase (can be replayed) -showcase performances in Hawaii -1 commercial for showcase	\$ 17,000.00	<b>4. Happy Hour - 2x</b> \$10 x 1000 tickets x 2 venues (\$10 x 10 tickets x 50 delegates x 2 venues) Less: Bar tab \$3 x 1000 x 2	\$ 10,000.00 \$ (3,000.00) \$ 7,000.00
<b>5. Host Country Requirements i.e. flags</b>	\$ 1,000.00			<b>5. Car Wash</b> \$10 x 1000 tickets (\$10 x 10 tickets x 100 delegates)	\$ 10,000.00
<b>6. Culinary Demonstrations</b>	\$ 1,000.00			<b>6. Silent Auction</b>	\$ 2,000.00
<b>7. Banners for disciplines and genres</b>	\$ 6,000.00				
<b>8. Miscellaneous</b> Contingency Emergency Fund	\$ 15,000.00				
<b>TOTAL: \$</b>	<b>214,383.25</b>		<b>TOTAL: \$</b>	<b>38,000.00</b>	<b>TOTAL: \$</b>
					<b>48,000.00</b>

<b>Legislative Funding</b>	\$ 350,000.00	<b>Savings from \$350,000</b>	\$ 135,616.75
<b>Expenses</b>	\$ 214,383.25	<b>Anticipated Income/Fundraisers</b>	\$ 48,000.00
	\$ 135,616.75	<b>Income to Date:</b>	\$ 1,700.00
			\$ 185,316.75



# FestPac 2020 Fundraising

**March 6, 2020**  
**4:00 – 6:00 pm**

**Coin Drive (Hagatna, ITC, Micronesia Mall Intersections)**

**March 20, 2020**

**Breezin Band @ Guam Plaza Hotel (\$10 admission)**

**April 17, 2020**  
**4:00 – 6:00 pm**

**Coin Drive (Hagatna, ITC, Micronesia Mall Intersections)**

**May 9, 2020**

**\*General Showcase / Raffle Sales (13 tix @ \$10.00 = \$130)**

**May 17, 2020**

**VIP Showcase / Silent Auction**

**Open Date**

**\*Auto Car Wash (25 tix @ \$10.00 = \$250/2 = \$125)**

**Ticket sales: March 9, 2020 – May 22, 2020**

**Tickets Expire: June 30, 2020**

**First Collection Date: 12:00 noon, Friday, April 3, 2020**

**Second Collection Date: 12:00 noon, Friday, May 1, 2020**

**FINAL Collection Date: 12:00 noon, Friday, May 29, 2020**

**Open Date**

**\*T-Shirts (General Sales)**

**\*Activity in which each delegate is required to sell**

**Delegate goal - \$500 (\$125 profit sales per activity)**



United Sales Sales Invoice  
United Airlines and Atkins Kroll Inc.  
Date: February 28, 2020

Invoice # 2282020

Air Fare	Traveler Amount	Air Fare Travel						Total
\$1,351.25	100	Guam Fest Pac Delegation						\$135,125.00
\$1,351.25	4	CAHA Staff						\$5,405.00
							Depsit PAID	(\$21,000.00)
							Total Amount Due	\$119,530

Agreed by:  
*L Aflague*  
Loriegene Aflague Guam City Ticket Office Manager



**5 GCA CH. 22 (GENERAL FISCAL POLICIES AND CONTROLS)**

**§22302. Definitions.**

As used in this Article:

(a) Agency means all offices, departments, boards, commissions, councils, committees, public corporations, or other entities of the Executive Branch, offices of the Judicial Branch and offices of the Legislative Branch of the government of Guam.

**§ 22108. Revolving Funds.** (for CAHA, ref. E.O. No. 84-3)

(a) The Governor may, when he deems it necessary and proper, create, establish and continue from appropriated funds or service fees, revolving or other special funds to be used in providing services and in maintaining such activities of the government of Guam as the purchase and sale of seed by the Department of Agriculture and the purchase of books by the Department of Education.

(b) Such revolving or other special funds, if and when created and established, shall be maintained separate and apart from any other funds of the government of Guam, and independent records and accounts shall be maintained in connection therewith as prescribed by the Director of Administration.

(c) All moneys received from said activities shall be deposited in the appropriate revolving or other special funds, and all debts, liabilities, obligations and operating expenses in connection with such activities shall be paid therefrom. (ref. CAHA Treasury Agent, appointed by CAHA Director to collect funds.)

(d) The Director of the Department or such other officer who has cognizance and jurisdiction over such revolving or other special funds established as provided herein, shall monthly render to the Governor a statement reflecting the financial condition of the fund or funds under his jurisdiction.

(e) The Director of Administration shall periodically audit the accounts and records of such revolving or other special funds and render a report thereon to the Governor.

**§22818. Waiver of Immunity.** (*in reference to loan grants approved by the board*)

Notwithstanding any substantive or procedural provision of Chapter 6, Title 5, Guam Code Annotated (Government Claims Act), the government of Guam hereby waives immunity from any suit or action in contract on the Loans, but **does not** waive sovereign immunity as to the personal liability of elected or appointed officials and employees of the government of Guam.

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**5 GCA CH. 21 (INVESTMENTS AND DEPOSITS)**

**§21101. Available Investment Money: Determination.**

The Director of Administration shall at such times as he deems necessary determine, in accordance with the provisions of this Chapter, whether any portion of the money in the General Fund of the Treasury of Guam is **not necessary for the immediate use** of the government of Guam, and the amount thereof.

**§21102. Designation of Available Money.**

The Governor of Guam may, from time to time, designate as available investment money those accounts which the Director of Administration shall determine are not necessary for immediate use.



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**5 GCA CH. 85 (COUNCIL ON THE ARTS AND HUMANITIES)**

**§85101. Legislative Findings.**

Citizens of Guam lack the opportunity to view, enjoy or participate in living theatrical performances, musical concerts, operas, dance and ballet materials, art exhibits, examples of fine architecture and the performing and fine arts. The Territory desires to **foster the opportunity for participation in arts and humanities programs** designed to benefit citizens of all ages and from every community. It is the policy of the Government of Guam to stimulate the economic growth of the Territory through cultural activities. Therefore, it is in the best interest of the Territory to provide **more opportunities for professional training and practice of the arts and humanities**. Further, it is the policy of the Territory to join with the arts and humanities to insure that their role in the life of the community will grow and play a more significant part in the welfare and educational experience of the citizens. Coordinating and encouraging schools, organizations and individuals in their several artistic and cultural activities is in the best interest of the territory of Guam. Finally, the Territory desires to make prompt application for federal funds in support of the arts and humanities and hereby establishes an agency for application and expenditure of those funds.

**§85103. Governing Board.**

(a) Board. The Council shall be governed by a governing board as hereafter constituted and provided. [Term limit of four (4) years, without interruption P.L. 16-122, is not contained in the GCA.]

**§85104. Powers.** (abbreviated)

The governing board shall have those powers necessary to carry out the duties imposed on it by this Chapter, including, but not limited to, the power: (some of the ref. code, below has been abbreviated)

(a) prepare & submit an annual budget; apply for and accept for the arts & humanities grants; apply for, receive and disburse funds from the National Endowment for the Arts and Humanities; to apply for and to accept and expend any gifts, donations or bequests for all or any of the purposes of this Chapter; to accept and expend such funds as may be appropriated.

(b) To hire personnel and consultants for the staff of the Council; to formulate policies, to adopt such reasonable by-laws, rules, regulations, operating guidelines and procedures consistent with the purposes and process of this Chapter and with law, and to effectuate the provisions of the Chapter; to hold hearings, enter into contracts, make and sign agreements and perform any acts which may be necessary, desirable or proper to carry out the purposes of this Chapter.

(c) To appoint committees, panels and commissions in furtherance of its duties; to request from any department, division, board, bureau, commission, council or other agency of the Territory such reasonable assistance and data as will enable it to properly carry out its powers and duties under this Chapter; to advise, to coordinate, to consult with and enter into agreements and arrangements with foundations, charitable and community institutions, business, private individuals, local, state and federal departments and agencies on means by which to coordinate, assist and effectuate the powers and duties under this Chapter; to establish grant application criteria and procedure and to award prizes and direct grants to individuals and organizations in accordance with the criteria and procedure established.

(d) To act as advisor to the Governor concerning the arts and humanities.



**5 GCA GOVERNMENT OPERATIONS  
CH 3 DEPARTMENTS OF THE GOVERNMENT**

**CROSS-REFERENCES:** See 17 GCA § 31110 (enacted by P.L. 17-17:2, amended by P.L. 18-12) for method of appointment of the President and change of name from Provost to President.

**§ 3117. Department of Youth Affairs.**

There is within the Executive Branch of the government of Guam a Department of Youth Affairs. The head of the department shall be the Director who shall be appointed by the Council on Youth Affairs with the approval of the Governor and with the advice and consent of the Legislature.

**SOURCE:** GC § 5120 added by P.L. 14-110:2.

**§ 3118. Department of Military Affairs.**

(See 10 GCA § 63100 for the creation of the Department of Military Affairs.)

**§ 3119. Council on the Arts and Humanities.**

There is within the Executive Branch of the government of Guam the Guam Council on the Arts and Humanities. The chief administrative officer of the Council shall be the Director who shall be appointed by the governing board with the approval of the Governor and with the advice and consent of the Legislature.

**SOURCE:** GC § 5123 added by P.L. 16-122:2.

**§ 3120. Agency for Human Resources Development.**

**[Repealed.]**

**SOURCE:** GC § 44100 added by P.L. 17-081:1 (Dec. 18, 1984). Repealed by P.L. 33-061:3 (Aug. 24, 2015).

**2015 NOTE:** Pursuant to 22 GCA §§ 1301 and 1302 (as added by P.L. 33-061:4 (Aug. 24, 2015), the Agency for Human Resources Development is now known as the Division of Workforce Development and Training within the Department of Labor. See 22 GCA, Div. 1, Ch. 1, Art. 3.

**§ 3121. Guam Behavioral Health and Wellness Center.**

(See 10 GCA § 85103, added by P.L. 17-021:2, for the creation of the Guam Behavioral Health and Wellness Center.)

**2013 NOTE:** Pursuant to P.L. 32-024:2 (May 6, 2013), which renamed the Department of Mental Health and Substance Abuse (DMHSA) to the Guam Behavioral Health and Wellness Center, all references to DMHSA were altered to the Guam Behavioral Health and Wellness Center.



LOURDES A. LEON GUERRERO  
MAGA'HAGA • GOVERNOR

JOSHUA F. TENORIO  
SIGUNDO MAGA'LÄHI • LIEUTENANT GOVERNOR

February 17, 2020

**GOVERNING BOARD**

Guam Council on the Arts & Humanities Agency  
243 Martyr Street, 3<sup>rd</sup> Floor  
Angela Flores Building  
Hagåtña, Guam 96910

**GUAM  
CAHA  
RECEIVED**  
2/18/2020 - 144pm  
Aet

**RE: NOMINATION TO THE POSITION OF DIRECTOR**

Dear Board Members:

Håfa Adai. I am writing to inform you that I am nominating Ms. Jillette Torre Leon Guerrero for the Position of Director for the Guam Council on the Arts & Humanities Agency ("CAHA").

Pursuant to my authority under the Organic Act of Guam and Title 5, Guam Code Annotated, Chapter 85, I respectfully request your favorable consideration of my nominee.

I am confident Ms. Leon Guerrero possesses all that is necessary to assist CAHA in increasing efficiencies in carrying out its statutory duties.

For your review and consideration, I have attached Ms. Leon Guerrero's resume. Dångkulu Na Si Yu'os Ma'åse for your support in this matter.

*Senseremente,*

**LOURDES A. LEON GUERRERO**  
*Maga'hagan Guåhan*  
Governor of Guam

Enclosure(s): Resume



# Jillette Torre Leon Guerrero

P.O. Box 5763 • Hagåtña, Guam 96932 •

Cell phone: (671) 687-3167 • Home phone: (671) 477-1265 • Fax: (671) 472-1424

Email: [jillette@mac.com](mailto:jillette@mac.com) Websites: [www.guamologyinc.com](http://www.guamologyinc.com); [www.guamhistorybuff.com](http://www.guamhistorybuff.com)

## **PRESIDENT, GUAMOLGY INC., 2009-PRESENT**

Founder of Guamology Inc. a business dedicated to providing the community with information and resources about Guam, her history and people. The business has a publishing division and has published the following books: *The Useful Plants of Guam* by William Edwin Safford, *Guam ABCs* and *Guam 123* by Carlene Okiyama and Ric Castro, *Afterthoughts* by Lois Scruggs, *Seeing Guam Through Our Eyes* by Jillette Leon Guerrero, *Enchanting Tales of Guam* by Tina Pablo and *Estorian Inalahan* by Judy Flores, *Face Familiar* by Carina Fejerang and the award winning book, *A Year on the Island of Guam 1899-1900*. This book won the gold medal for 2018 nonfiction book of the year [Australia/New Zealand region] at the Independent Publisher Book Awards [IPPY] in New York. The most recent publication is a periodical entitled, *The Guam Genealogist*, that offers tips, tools and resources for those interested in the genealogy and or family history of the Mariana Islands. Guamology's products can be found online at [GuamologyInc.com](http://GuamologyInc.com) and [Guampedia.com](http://Guampedia.com) as well as at island bookstores, the Guam Museum, Payless Supermarkets and a variety of smaller establishments. Guamology also offers research services. Current contracts include preliminary genealogical research for the Rojas and Atoigue families of California.

## **FREELANCE WRITER AND RESEARCHER, 1990-PRESENT**

Freelance writer for various publications and video productions. Current projects include genealogical research for the Atoigue family in California and a memoir of Justo Torre Leon Guerrero's WWII experience. Ongoing work includes genealogical research for the Leon Guerrero and Torre families and the Hispanic origins of families residing in Hagåtña prior to 1898. Past work includes a monthly series on Guam history for Guahan magazine. Articles and interests can be viewed at [www.guamhistorybuff.com](http://www.guamhistorybuff.com) contracts for the National Park Service which included the research, development and implementation of exhibit components for the War in the Pacific National Historical Park's Visitor Center. Also provided contractual work for Ancestry.com on the roots of the Angoco family (California) and genealogical research for a local attorney regarding land inheritance.

## **CONSULTANT FOR ORGANIZATIONAL DEVELOPMENT, 2003 -PRESENT**

Assist community groups and nonprofit organizations to build support for their cause through workshops utilizing techniques from the Fundraising School, Center for Philanthropy, Indiana University/Purdue University at Indianapolis. Completed coursework in Fund Raising Management. Previously contracted with Guam Council on the Arts and Humanities and the Guam Humanities Council Guampedia project. Duties include grant writing, fund development, collaborating with potential audiences of Guampedia to ensure final product is user friendly, networking with community, local government, and federal stakeholders to ensure transparency and ongoing communication regarding the development of the Online Encyclopedia.

## **EXECUTIVE DIRECTOR, GUAM HUMANITIES COUNCIL, 1999-JULY 2005**

Responsible for day-to-day operations of a nonprofit organization dedicated to promoting the humanities in the Guam community. Responsibilities included overseeing federal grant program, supervising personnel, federal reporting to the National Endowment for the Humanities, overseeing production of marketing materials, carrying out fund-raising activities, grant-writing, and organizing council projects. Duties also included maintaining cooperative relationships with local, regional and national arts and humanities organizations. During my tenure the Council income increased from a negative balance to an annual budget of over a half a million dollars. Prior to my tenure, the Council's programming had been curtailed. The Council was able to restore community programming and establish five anchor programs and numerous special projects and fundraisers under my leadership. The Motherhead/Fatheread Literacy Program and Guampedia, an online encyclopedia, were two of several programs established under my leadership. Within two months of my hire, fiscal credibility was restored and the Council



received a clean bill of health from federal funding agencies and independent auditors. Annual audits revealed no findings under my leadership.

**CHIEF EXECUTIVE OFFICER, AMERICAN RED CROSS (ARC) GUAM CHAPTER, 1997-1998**

Responsible for the day-to-day operations of the Guam American Red Cross Chapter. Was instrumental in carrying out the Chapter's typhoon Paka relief efforts. Worked along side national ARC staff to provide relief services to victims of typhoon Paka; organized assistance to families of victims and survivors of Korean Airlines flight 808 during the anniversary memorial service. Oversaw reorganization of Guam Chapter including implementation of a new staffing structure, upgrade of office technology and accounting program. Was responsible for carrying out nationally mandated integration of ARC stations on air force and navy bases with the Guam chapter.

**EXECUTIVE DIRECTOR, CONSORTIUM FOR PACIFIC ARTS AND CULTURES, HONOLULU, HAWAII, 1997**

Responsible for day-to-day operations of a nonprofit organization dedicated to promoting the arts in the Pacific Region. Responsibilities included overseeing re-grant program, supervising personnel, federal reporting to the National Endowment for the Arts, overseeing production of art exhibits, marketing materials, carrying out fund-raising activities, grant-writing, and organizing council projects. Duties also included maintaining cooperative relationships with local, regional and national arts and humanities organizations.

**EXECUTIVE DIRECTOR, GUAM HUMANITIES COUNCIL, 1993-1996**

Responsible for day-to-day operations of a nonprofit organization dedicated to promoting the humanities in the Guam community. Responsibilities included overseeing grant program, supervising personnel, federal reporting to the National Endowment for the Humanities, overseeing production of marketing materials, carrying out fund-raising activities, grant-writing, and organizing council projects. Duties also included maintaining cooperative relationships with local, regional and national arts and humanities organizations. Was responsible for forging relationships with the corporate community. Directly responsible for securing corporate sponsorship from such organizations as the Bank of Guam, Bank of Hawaii, IT&E, Sprint, Guam Hilton Hotel, Mobil Oil, Northwest Airlines and Continental Airlines.

**PRESIDENT, WORLD CONNEXIONS, 1991-2000**

Responsible for planning and organization of local, regional and international meetings, conferences and trade shows. Meetings included the largest conference hosted on Guam to date: The 7<sup>th</sup> International Coral Reef Symposium which brought 660 participants from 44 nations to Guam. Responsibilities included overseeing corporate solicitation, marketing, logistics, facility and accommodation arrangements, on-site registration and side tours to Micronesian Islands.

**COMMUNICATIONS CONSULTANT, UNITED NATIONS DEVELOPMENT PROGRAMME, 1990-1992**

**UNIFEM SUVA, FIJI**

Responsible for communications component of the UNDP\UNIFEM Pacific Mainstreaming Project. The major objective of the project was to accelerate national development through the promotion of greater participation of women in the development process. Project countries included: Papua New Guinea, Cook Islands, Marshall Islands, Tuvalu. Duties included assessment of communications programs as well as planning and implementation of training workshops in all four countries. In conjunction with project trainer, was also responsible for production of training handbook, training modules and other publicity\education materials (print, audio-visual and broadcast mediums)

**COMMUNICATIONS OFFICER, SOUTH PACIFIC COMMISSION, NOUMEA, NEW CALEDONIA, 1988-1990**

Established and directed communications program for the SPC Pacific Women's Resource Bureau. Responsible for all aspects of communications for women's programs. Duties included production of quarterly newsletter, conference organizing, development of resource material for women including: Directory of skilled Pacific Women, Directory of Funding Organizations for Pacific Women, A video documentary of the Fourth Regional Pacific



Women's Conference. Duties also included screening proposals for communications related projects and writing grants for regional and sub-regional projects.

#### SPECIAL PROJECTS

##### ORGANIZED:

- Mardi Gras Celebrations for the Guam Women's Club that supports the University of Guam Scholarship program
- Numerous annual and special fund-raising events for the Guam Humanities Council;
  - Renaissance music workshops and fund-raising banquet (raised over \$30,000 for GHC);
  - Renaissance faire and fund-raising banquet that featured living history presentation (raised \$20,000 for GHC);
  - A series of public forums (8 events) entirely funded by corporate community (\$20,000);
- Pacific Islands Educational Leadership Summit (regional)
- 7th International Coral Reef Symposium (International - 600 people from 44 countries);
- Pacific History Association Conference (regional);
- Fourth Regional Pacific Women's Conference in Suva, Fiji (regional);
- South Pacific Conference's Pacific Women's Handicraft Exhibit (regional)

##### VIDEO PRODUCTIONS AND PUBLICATIONS:

- A Year on the Island of Guam – 2018 IPPY Gold Medal Winner for Australia/New Zealand region
- Across the Water in time – a genealogical journey [TV Special]
- Guam Through Our Eyes: Stories celebrating a Sense of Place
- Produced one-minute trailer for potential feature film on Runner who ran across Japan;
- Produced and wrote documentary of Fourth Regional Pacific Women's Conference;
- Co-produced and wrote a 45-minute television special: Guam Paradise Island;
- Wrote a series of newspaper article about Micronesian island culture and life;
- Compiled and edited a directory of skilled Pacific Island Women for the South Pacific Commission
- Compiled and edited a directory of funding agencies for Pacific Island Women

#### EDUCATION

##### MASTER IN SCIENCE DEGREE CANDIDATE 2018

GENEALOGY, PALEOGRAPHY AND HERALDRY, UNIVERSITY OF STRATHCLYDE, GLASGOW, SCOTLAND

##### CERTIFICATE IN GENEALOGICAL RESEARCH, 2012

GENEALOGICAL RESEARCH CERTIFICATE PROGRAM, BOSTON UNIVERSITY

##### COURSEWORK TOWARD CERTIFICATION IN FUNDRAISING MANAGEMENT, 2003

*Fundraising School, Center for Philanthropy*

*University of Indiana/University of Purdue at Indianapolis (IUPUI)*

##### MASTER'S DEGREE IN HUMAN RELATIONS, 1992

*University of Oklahoma*

##### BACHELOR'S DEGREE IN ANTHROPOLOGY, 1981

*University of Guam, Minor in Micronesian Area Studies, Graduated Magna Cum Laude*

## CIVIC\PROFESSIONAL ORGANIZATIONS

### **BOARD OF REGENTS, UNIVERSITY OF GUAM, 2012-PRESENT**

#### **VICE-CHAIR OF BOARD AND CHAIR OF ACADEMIC, PROMOTION AND TENURE COMMITTEE**

GOVERNING BOARD OF THE UNIVERSITY OF GUAM. THE BOARD HAS GENERAL SUPERVISION OVER THE UNIVERSITY AND SETS THE POLICIES GOVERNING THE DUTIES, CONDITIONS OF EMPLOYMENT, COMPENSATION, AND SALARY OF ALL UNIVERSITY EMPLOYEES. THE BOARD ALSO HIRES THE PRESIDENT OF THE UNIVERSITY AND SUBMITS AN ANNUAL BUDGET TO THE LEGISLATURE.

### **RESEARCH CORPORATION OF THE UNIVERSITY OF GUAM [RCUOG], 2017-PRESENT**

#### **BOARD MEMBER**

THE RESEARCH CORPORATION OF THE UNIVERSITY OF GUAM (RCUOG) WAS ESTABLISHED IN FEBRUARY 2014 BY PUBLIC LAW 32-114 TO CREATE AN EFFICIENT MANAGERIAL ENVIRONMENT TO COMPETE FOR AND MANAGE GRANTS. THE RCUOG IS GOVERNED BY A TEN MEMBER BOARD OF DIRECTORS.

### **GUAM WOMEN'S CLUB, 2001- PRESENT**

#### **HISTORIAN, PAST PRESIDENT, PAST VICE-PRESIDENT, PAST TREASURER**

GWC is the oldest women's organization on the island known for its fundraising capability. During my tenure as President significant changes were made to the operations of the club. We raised a record amount of money and contributed over \$55,000.00 to a record number of nonprofit groups (26).

### **NATIONAL SOCIETY OF THE DAUGHTERS OF THE AMERICAN REVOLUTION (NSDAR), OCTOBER 2012 – PRESENT**

#### **MARIANA ISLANDS CHAPTER**

#### **CHARTER MEMBER, REGISTRAR**

Non-profit, women's organization for the descendants of individuals who aided in achieving American independence. Engaged in historic preservation, genealogy, education and patriotism. As one of the most inclusive genealogical societies in the country, DAR boasts 170,000 members in 3,000 chapters across the United States and internationally. Any woman 18 years or older-regardless of race, religion, or ethnic background-who can prove lineal descent from a patriot of the American Revolution, is eligible for membership. The Guam Chapter was chartered in April of 2012.

**American History Association, Member**

**National Trust for Historic Preservation, Member**

**National Genealogical Society, Member**

**Pennington Research Association, Member**

**Association of Professional Genealogists, Member**

## **AWARDS\RECOGNITION**

- Guam Chapter American Red Cross Commendation for Exceptional Leadership 1998
- 28th Guam Legislature Resolution commendation for Years of service and accomplishment as Executive Director of the Guam Humanities Council, 2005
- Governor of Guam's **Guahan Award** for years of contributions to Guam community, 2005 [Honorable Felix Camacho]
- Marquis Who's Who in America, 2007-present
- Marquis Who's Who in the World, 2008 - present
- Award for recognition of significant contributions to Guampedia, Guam Humanities Council 2008
- Independent Publishers Book Awards, Gold medal for the Best Nonfiction for the Australia/New Zealand region for the book, "A Year on the Island of Guam." 2018
- Albert Nelson Marquis Lifetime Achievement Award for career longevity and demonstrated unwavering excellence in their field. 2018



# FY 2020 APPROPRIATION ACCOUNTS

## FY2020 CAHA Appropriation - As of: 03.03.2020 (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	56461.68		\$ 48,448.32	+	\$ 104,909.00	= \$ 153,357.32
Benefits	85289	19634.09		\$ 23,011.91	+	\$ 42,643.00	= \$ 65,654.91
In Direct Cost							
							\$ 219,012.23
							\$ (229,606.07)
							\$ (10,593.84)
<b>Operations</b>							
Travel	0				+		= \$ -
Contractual	43740	9072.15	18110.53	\$ 16,557.32	+		= \$ 16,557.32
-Post Advertisement, PDN, Post Subscription, Website Service, Xerox, Network, etc.							
Office Space Rental	80852		72840	\$ 8,012.00			\$ 8,012.00
Supplies	5000	1197.33	817.4	\$ 485.27	+	\$ 2,500.00	= \$ 2,985.27
-Benson							
-ERC							
-Home Center							
Equipment					+		= \$ -
Sub Grants	160000	72270	48090	\$ 39,640.00	+		= \$ 39,640.00
Miscellaneous							\$ -
Telephone	4900	1061.48	791	\$ 3,047.52	+		= \$ 3,047.52
	\$ 589,600.00	\$ 159,696.73	\$ 140,648.93	\$ 139,202.34		\$ 150,052.00	\$ 59,648.27
							AIE \$ (10,200.00)
							Underserved \$ (14,100.00)
							Others \$ (11,140.00)
							Supplies \$ (2,985.27)
						Tel. (\$183) DSL (\$82.37) x 8 mos	\$ (2,122.96)
							\$ 19,100.04

## FY2020 CAHA Appropriation - As of: 02.04.2020 (Federal 100% Account - FestPac)

<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>		
Travel	10000			\$ 10,000.00			= \$ 10,000.00
	\$ 10,000.00	\$ -	\$ -	\$ 10,000.00		\$ -	\$ 10,000.00

## FY2020 CAHA Appropriation - As of: 02.04.2020 (Local Overmatch 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	64350	24504.48		\$ 7,670.52	\$ 32,175.00	=	\$ 39,845.52
Benefits	22099	8592.84		\$ 2,457.16	\$ 11,049.00	=	\$ 13,506.16
							\$ 53,351.68
							Anticipated Salaries/Benefits Expense til end of fiscal year: -\$ 53,143.68
							\$ 208.00
Contractual	7598			\$ 7,598.00	+	\$ -	\$ 7,598.00
	\$ 94,047.00	\$ 33,097.32	\$ -	\$ 17,725.68		\$ 43,224.00	\$ 7,806.00



# NON-APPROPRIATED / REVOLVING ACCOUNTS

03.03.2020

Remarks

## Revolving Fund Account

Balance on Register as of 02.03.2020 \$ 3,892.88

(+)

(-)

**Balance to date: \$ 3,892.88**

## % for the Arts Account

Balance on Register as of 02.06.2020 \$ 712,886.25

**Balance to date: \$ 712,886.25**

\$

-

## FESTPAC Account

Balance as of 10.30.2019 \$ 25.10

\$

500.00

\$

1,200.00

**Balance to date: \$ 1,725.10**

Senator Kelly Marsh  
Guam Orchid and Exotics Club