

**Guam Community College
Association of Junior Accountants (A.J.A)
Room C23 / online via Google Meet**

Date: Wednesday, August 17, 2022

❑ Call To Order:

- Advisor Pilar Pangelinan called the meeting to order at 3:30PM

❑ Roll Call/ Introductions

- Pilar Pangelinan (Advisor, at E124 but on leave from 8/22-25)
- Emma Bataclan (Advisor, at Health Center)
- ZhaoPei Teng (new Advisor, at D8B)
- Haani Sanchez
- Vincent Fernandez
- Agnes Flisco (online via Google Meet)
- Esabelle Eldridge (online via Google Meet)
- Cleo Ylalim
- Vanessa Rayphand
- Isabella Serrano
- Mark Quilitis
- Franco Rosario
- Leola Layan
- Jerimiah Rosario

❑ Old Business:

A. Organization Background shared by Ms.Pilar

- We work closely with the AGA Guam Chapter FKA the Association of Government Accountants Guam Chapter Young Professional Chair Ms. Rachel C. (from UOG) on a few projects. They provide guest speakers for our meetings and Ms Josie (accounting adjunct faculty is current president). I am the current National Chapter Representative and former chapter president. In the past they would feature our officer team on their newsletter, which they probably will do this year too.
- As we have resumed face to face instruction, COPSA has a busy semester planned. All student orgs need to participate in meetings,

trainings, and events if possible. COPSA usually provides us support & funding for our activities. See below.

FALL 2022 STUDENT ACTIVITIES

Important Dates and Activities for Students

AUGUST	Time	Activity	Location
Fri., Aug. 12 th	9:00am & 12:00pm	GCC Campus Tour	MPA, Bldg. 400
Mon., Aug. 15 th	9:00am & 12:00pm	Fall 2022 Student Orientation 9:00am (Last Names A-L) & 12:00pm (Last Names M-Z)	MPA, Bldg. 400
Wed., Aug. 17 th		First Day of Monday/Wednesday Classes	
Thurs., Aug. 18 th		First Day of Tuesday/Thursday Classes	
Fri., Aug. 19 th		First Day of Friday Classes	
Sat., Aug. 20 th		First Day of Saturday Classes	
Sat., Aug. 27 th	7:00am - 8:00pm	2022 Primary Election - VOTE! VOTE! VOTE!	
SEPTEMBER	Time	Activity	Location
Mon., Sept. 5 th		HOLIDAY - Labor Day (Observed)	
Fri., Sept. 9 th	12:00pm	Student Organization Officer & Advisor Induction Ceremony Training	MPA, Bldg. 400
Fri., Sept. 9 th	2:00pm	COPSA General Membership Meeting	MPA, Bldg. 400
Fri., Sept. 16 th	3:00pm	DEADLINE for Student Organizations' 22-23 Plan of Action	Center for Student Involvement
Fri., Sept. 23 rd	1:00pm	COPSA General Membership Meeting	Training Room 5108
Fri., Sept. 23 rd	2:00pm	Health Certificate Training Workshop	MPA, Bldg. 400
Fri., Sept. 30 th		The NEED to LEAD Student Conference	TBA
OCTOBER	Time	Activity	Location
Tues., Oct. 4 th	4:00pm	Meet the President	MPA, Bldg. 400
Wed., Oct. 5 th	4:00pm	Meet the President	MPA, Bldg. 400
Fri., Oct. 7 th	1:00pm	COPSA General Membership Meeting	Training Room 5108
Fri., Oct. 21 st	1:00pm	COPSA General Membership Meeting	Training Room 5108
Thurs., Oct. 27 th	4:00pm - 8:00pm	Fall Festival & "Tour of the Pacific"	Student Center Courtyard
Fri., Oct. 28 th		Last Day to Withdraw - Full Term Courses	Admissions, Bldg. 2000
Mon., Oct. 31 st		Recreational Activity	
NOVEMBER	Time	Activity	Location
Wed., Nov. 2 nd		HOLIDAY - All Soul's Day (Observed)	
Fri., Nov. 4 th	1:00pm	COPSA General Membership Meeting	Training Room 5108
Tues., Nov. 8 th	7:00am - 8:00pm	2022 General Election - VOTE! VOTE! VOTE!	
Tues., Nov. 8 th	8:00am - 4:00pm	NO CLASSES (8:00am - 4:00pm) - College Assembly	
Thurs., Nov. 10 th		GCC 45 th Anniversary Open House	GCC Campus
Fri., Nov. 11 th		HOLIDAY - Veteran's Day (Observed)	
Fri., Nov. 18 th	1:00pm	COPSA General Membership Meeting	Training Room 5108
Nov. 24 th - 27 th		Thanksgiving Break	

B. We are seeking Officer Nominations (you can self nominate) and Advisor Confirmation. If you are interested please let any of the advisors know.

We need a PRESIDENT, VICE PRESIDENT, SECRETARY, TREASURER and a PUBLIC RELATIONS OFFICER.

❑ Next Meeting Tentative:

- Monday August 29 at 3:30pm C23

- ❑ Adjournment:
 - Adjourned the meeting at 3:59pm

- ❑ Minutes Taken By:
 - Pilar Pangelinan
- Dated: Aug 19, 2022

Guam Community College
Association of Junior Accountants (A.J.A)
General Membership Meeting Agenda
August 29, 2022, 3:30 PM - 4:00 PM in C23 & Google Meet

Date: Monday, August 29, 2022

- ❑ Call to order:
 - Pilar Pangelinan (Advisor) called the meeting to order at 3:30 PM in google meets and face to face at room C23
- ❑ Roll call/Introduction
 - Pilar Pangelinan (Advisor)
 - Emma Batclan (Co-Advisor)
 - Cheryl Guyton-Mafnas (Online)
 - Vincent Fernandez
 - Haani Sanchez
 - Fides Cortez
 - Ram Austine Eay
 - Franco Rosario
 - Cleo Ylalim
 - Vanessa Rayphand
 - Leola Layan (Online)
 - Ardel Tumbaga (Online)
- ❑ New Business
 - a. Discussions for Officer nominations and Election/Advisor confirmation
 - **President: Cheryl Guyton Mafnas**
 - **Vice President: Vincent Fernandez**

- **Secretary: (Tentative)**
- **Treasurer: Haani Sanchez**
- **Advisor: Pilar Pangelinan**
- **Advisor Emma Roque**
- **Advisor: Zhaopei Teng**

Fides Cortez made the first motion to approve the AJA Officers and a motion to approve the AJA officers and Advisors for AY 2022-2023. Cleo Ylalim seconded the motion. No further discussions. All in favor. Motion carried.

- b. Officer inductions are on September 9, 2022
- c. Ideas for fall festival fundraiser (Food sales)
- d. Health certification workshop
- e. COPSA Training in September (For officers)
- f. Open campus on November 10, 2022 for high schoolers (Ideas: mini workshops and activities)
- g. Guest speakers: If you have any suggestions of any guest speakers let Professor Pangelinan know

❑ Next meeting: Meetings are now scheduled every other thursday, next meeting is on September 13, 2022

❑ Adjournment: Meeting adjourned at 4:00 PM by Pilar Pangelinan (Advisor)

Dated August 29, 2022

Minutes taken by: Vincent Fernandez

Guam Community College
Association of Junior Accountants (A.J.A)
Room C23

General Membership Meeting

September 13, 2022

I. CMTO:

Cheryl Mafnas-guyton (President) called the meeting to order at 1:30 PM

II. Roll Call and Introductions:

Advisor: Pilar Pangelinan

Co-Advisor: Emma Bataclan

President: Cheryl Mafnas-guyton

Vice President: Vincent Fernandez

Treasurer: Haani Sanchez (Online via Google Meet)

Members:

Marian Felicity Oliveros

Jessica Blas

Mary Jane Nisperos

Anne Marie Salomes

Avanni Paulino

III. Old Business:

No old business.

IV. New Business:

- a. Student Organization' 22-23 Plan of Action
 - Officers discussed the plan of action and budget for activities in \$100 food sales and decorations at Fall festival, \$100 for activities and prizes planned for Open house, \$100 food sales and decorations at Spring festival, and remaining funds of \$250 will be spent for regalia for graduates of accounting.
 - *Anne-marie Salomes* motioned to approve the plan of action
 - *Jessica Blas* seconded the motion
 - No further discussion, Unanimous vote, motion carried.
- b. AJA By-Laws & Constitution
 - Cheryl Mafnas-Guyton (President) explained the updated AJA By-Laws & Constitution to all members of AJA.

- *Marian Oliveros* motioned to approve the updated By-Laws & Application
 - *Mary Jane Nisperos* seconded the motion to approve
 - No further discussion, Unanimous vote, motion carried.
- c. List of people to attend Health Certificate Training Workshop September 23 at 2pm at MPA.
- All members of AJA are encouraged to join the Health Certificate Workshop
 - Interested members message Professor Pilar Pangelinan before tomorrow September 14, 2022 at noon
- Jessica Blas* motioned to approve the updated By-Laws & Application
- Avanni Paulino* seconded the motion
- No further discussion, Unanimous vote, motion carried.

IV. Next meeting: Thursday, September 22, 2022 at 1:30pm will invite a guest speaker from AGA Guam chapter.

V. Adjournment: Meeting adjourned at 2:00 PM by Vincent Fernandez

Anne Marie Salomes motioned to adjourn the meeting

No further discussion, Unanimous vote, motion carried.

Submitted By:

Vincent Fernandez
(Acting Secretary)

Guam Community College
Association of Junior Accountants (A.J.A)
Room C23 / Online via Google Meet
General Membership Meeting
September 22, 2022

III. CMTO:

Cheryl Mafnas-guyton (President) called the meeting to order at 1:30 PM

IV. Roll Call and Introductions:

Advisor: Pilar Pangelinan

Co-Advisor: Emma Bataclan

President: Cheryl Mafnas-Guyton

Vice President: Vincent Fernandez

Secretary: Marian Oliveros

Members:

Deanna Lynn Gumataotao (online)

Jessica Blas

Mary Jane Nisperos

Jasmine Cruz

Margarita David

Nicolas Dela Cruz

Ann Marie Salomes

Eunice Lingal

Anne Marie Salomes

Jasmine Cruz

Nora Puliafico

Franco Rosario (online)

Shawnella Bautista (online)

III. Old Business:

No old business.

IV. New Business:

- A. Introduced Marian Oliveros who volunteered to be our secretary.
No further discussion, Unanimous vote, motion carried.

B. Guest Speaker Amacris (Amy) Legaspi Accountant II from Port Authority of Guam and the Co Director of the AGA Guam Chapter Membership Committee. Shared her career path since graduating from college and motivational journey.

She encouraged students to join as a FREE student e-members to the National AGA, Website link <https://www.agacgfm.org/Membership/Students.aspx>

1. I'm a student, but I have a part-time job. May I still avail of the free student membership?

Part-time jobs to support students are acceptable. Yes, you still qualify for the free student membership.

2. I'm a professional, but also a part-time student. May I avail of the free student membership?

The free student membership is not designed for professionals who are pursuing a degree and gainfully employed. In this scenario, you do not qualify for the free membership. However, you may qualify for the Young Professional bracket, which is only \$45 a year.



Please list Ms. Pilar as your referring member with #99790. Last year she was awarded by AGA as one of the top recruiters, along with Jojo Guevara AGA Guam Chapter Membership Director.

IV. Next meeting: Thursday, October 20, 2022 at 1:30pm will invite a guest speaker from AGA Guam chapter.

V. Adjournment: Meeting adjourned at 2:00 PM by *Anne Marie Salomes* second by *Margaret David* motioned to adjourn the meeting
No further discussion, Unanimous vote, motion carried.

Submitted By:

Marian Oliveros
(Secretary)

Guam Community College
Association of Junior Accountants (A.J.A)
Room C23 / Online via Google Meet
General Membership Meeting
September 29, 2022

I. Call To Order:

Pilar Pangelinan (Advisor) called the meeting to order at 1:30 p.m.

II. Roll Call / Introductions:

Advisor: Pilar Pangelinan

Co-Advisor: ZhaoPei Teng

President: Cheryl Guyton-Mafnas

Vice President: Vincent Fernandez

Secretary: Marian Oliveros

Members:

Mary Jane Nisperos

Nora Pulfico

Jasmine Cruz

Jessica Blas

Eunice Lingal

Avanni Paulino

III. Old Business:

No old business.

IV. New Business:

A. Discussion of Fall Festival

- *Cheryl Guyton-Mafnas* (President) requested for a motion for AJA's participation in GCC's 2022 fall festival, in both the storyboard & food sale. *Jessica Blas* motioned to approved participation *Eunice Lingal* seconded the motion
- No further discussion, Unanimous vote, motion carried.
- We discussed ideas for the storyboard, in which we were assigned the island: Marshall Islands
- Ms. Pilar encouraged members to volunteer as a spokesperson for the storyboard contest on Oct. 27, 2022, 4:30-5:30 PM
- Food Sales ideas: **Assorted desserts**, Pizza, Donuts, **Drinks**, **Barbecue & Rice**

B. Food Sales Requirements

- Food-sales assigned AJA members must have a health certificate. All AJA members who have attended the Health Certificate Workshop on Sept. 23 must retrieve their health certificates at the Health Certificate Processing Center Section in Agana.
- Members with health certificates are as follows: *Pilar Pangelinan, Cheryl Guyton Mafnas, Isabella Serrano, Mary Jane Nisperos, Marian Oliveros, Vincent Fernandez*

C. Allotment of Funds

- *Cheryl Guyton-Mafnas* (President) requested for a motion for the allotment of \$100 of COPSA funds, and \$100 of AJA funds towards the club's preparation for the Fall Festival, totalling an amount of \$200. *Vincent Fernandez* made the motion for the allotment. *Eunice Lingal* seconded the motion. No further discussion, Unanimous vote, motion carried.

D. Suggestions for Next Speaker , please email Ms. Pilar

V. Next Meeting: TBA

VI. Adjournment

Meeting adjourned at 2:00 PM by Pilar Pangelinan. Marian Oliveros motioned to adjourn the meeting.

No further discussion, Unanimous vote, motion carried.

Submitted By:

Marian Oliveros
(Secretary)

Guam Community College
Association of Junior Accountants (A.J.A)
Room C23 / Online via Google Meet
General Membership Meeting
October 13, 2022

I. Call To Order:

Cheryl (President) called the meeting to order at 1:30 p.m.

II. Roll Call / Introductions:

Advisor: Pilar Pangelinan

Co-Advisor: ZhaoPei Teng

President: Cheryl Guyton-Mafnas

Members:

Mary Jane Nisperos

Nora Pulfico

Jasmine Cruz

Jessica Blas

III. Old Business:

Ideas for storyboard. Cheryl put together some research she had collected on the Marshall Islands. She hopes to have some volunteers meet up with her on campus Friday October 14 to work on the storyboard.

Food quote for Barbeque shish kabobs from Kris BBQ . Ms. Pilar spoke with owner and he said he will be off-island for Oct 27 but his daughter is working with someone from GCC already (not from AJA). We need to have another plan should BBQ not be available. Suggested need to have Plan B, Karaagge chicken from TokyoMart Fast food at Agana Shopping Center. We will also seek donations for drinks and maybe a Marshall Island themed dish for additional points for the Fall Fest StoryBoard contest.

IV. New Business:

Encouraged members to participate in AGA Student Mentorship Program and Student e-membership.

V. Next Meeting: Thursday October 27 at 1:30pm in C23. Guest speaker series; Pam Aguigui, Budget Officer and AGA member, will discuss her career path.

VI. Adjournment

Meeting adjourned at 2:00 PM by Pilar Pangelinan.
No further discussion, Unanimous vote, motion carried.

Submitted By:

Pilar Pangelinan
(Advisor)

Guam Community College
Association of Junior Accountants (A.J.A)
Room C23 / Online via Google Meet
General Membership Meeting
October 27, 2022

I. Call To Order:

Pilar Pangelinan (Advisor) called the meeting to order at 1:30 p.m.

II. Roll Call / Introductions:

Advisor: Pilar Pangelinan

Co-Advisor: Emma Bataclan

Co-Advisor: ZhaoPei Teng

President: Cheryl Guyton-Mafnas (Online)

Secretary: Marian Oliveros

Members:

Mary Jane Nisperos

Jessica Blas

Adam Francisco

Nora Pulfico

Jasmine Cruz

Jeremiah Rosario

Eunice Lingal

Leola Layan

Isabella Serrano

III. Old Business:

No old business.

IV. New Business:

- Guest speakers Pamela Aguigui and Monica Calvo, Chief Budget Officer and Budget Analyst (respectively) of GPA were invited to share a presentation on what budgeting is, who budgeting officers are and how GPA uses budgeting to manage & allot their funds. They discuss the importance of budgeting, and the skills required to become a budget officer/analyst.
- Guest speakers also encouraged members to join AGA, as well as internship programs under GPA.



V. Next Meeting: TBA

VI. Adjournment:

Meeting adjourned at 2:00 PM by *Pilar Pangelinan* (Advisor)
No further discussion, Unanimous vote, motion carried.

Submitted By:

Marian Oliveros
(Secretary)

Guam Community College

Association of Junior Accountants (A.J.A)

Room C23 / Online via Google Meet

General Membership Meeting

November 17, 2022

I. Call To Order:

Pilar Pangelinan (Advisor) called the meeting to order at 1:30 p.m.

II. Roll Call / Introductions:

Advisor: Pilar Pangelinan

President: Cheryl Guyton-Mafnas (Online)

Secretary: Marian Oliveros

Members:

Jessica Blas

Nora Pulfico

Jasmine Cruz

Eunice Lingal

III. New Business:

- AJA continues its guest speaker mini-series with *Odeth Ignacio* and *Jorizaira Borja*, two young professionals who discuss their experience in building a marketable resume through certifications. *Maripaz Perez*, Certification Director of AGA Guam Chapter, also presented certifications offered by AGA, one of which being the CGFM (Certified Government Financial Manager) Certification. She talked about the initial requirements needed to apply for the certification, and encouraged members to make use of the free student memberships AGA provides.

IV. Next Meeting: TBA

V. Adjournment:

Meeting adjourned at 2:00 PM by *Marian Oliveros*

No further discussion, Unanimous vote, motion carried.

Submitted By:

Marian Oliveros

(Secretary)

Guam Community College
Association of Junior Accountants (A.J.A)
Room C23 / Online via Google Meet
General Membership Agenda
January 26, 2023

I. Call To Order:

Marian Oliveros (Secretary) called the meeting to order at 1:30 p.m.

II. Roll Call / Introductions:

Advisor: Pilar Pangelinan

President: Cheryl Guyton-Mafnas (Online)

Secretary: Marian Oliveros

Members:

Leola Layan

Mary Jane Nisperos

Kevin Jung

Cleo Ylalin

Eunice Lingal

Shaine Asuncion

Jasmine Cruz

Anne Marie Salomes (Online)

Nora Pulfico (Online)

Fundraising Balance \$4291.87

III. New Business:

1. New officers- Vice President & Treasurer. As we had 3 interested individuals, *Mary Jane Nisperos, Anne Marie Salomes, and Eunice Lingal*. It was suggested that we include the position of PRO, so each would have a position.

Vice-President: Mary Jane Nisperos

Treasurer: Anne Marie Salomes

PRO: Eunice Lingal

We then appointed them as our new officers. No further discussion,
Unanimous vote, motion carried.

2. Sashes for @ 14 Graduates (2 from Fall & 12 from Spring) Graduation May 19

- a. Mary Jane as she will be graduating will take the lead with the design & quotes.
3. Representative to COPSA Meeting Friday January 28 at 1pm room 5108.
Eunice volunteered to attend.
4. EDGE Student Conference Mar 3, 2023, need at least 2 members to do presentation with Ms. Pilar on “Financing Your Future” Skills Shop on Budgeting Money from 10:10am -11:40 at Westin.
5. AGA Guam Chapter needs help with their GPDC Guam Professional Development Conference. Ms. Pilar will share sign up sheet.
6. AGA Guam Scholarship Application due February 28. 2 scholarships \$500 each
7. Ideas for speakers for monthly meetings
8. LinkUP looking for accounting graduates Spring 2023 & Fall 2023 to be featured on April 27 & 28. Contact Kyeisha.Camacho@guamcc.edu
9. Spring Festival March 23

IV. Next Meeting: Thursday Feb 2, 2023 at D7 1:30pm

V. Adjournment:

Meeting adjourned at 2:00 PM by *Marian Oliveros*

No further discussion, Unanimous vote, motion carried.

Submitted By:

Marian Oliveros
(Secretary)

Guam Community College
Association of Junior Accountants (A.J.A)
Room D7 / Online via Google Meet
General Membership Agenda
February 2, 2023

I. Call To Order:

MaryJane Nisperos called the meeting to order at 1:43 p.m.

II. Roll Call / Introductions:

Advisor: Pilar Pangelinan

President: Cheryl Guyton-Mafnas (Online)

Vice President: Anne Marie Salomes (Online)

Secretary: Marian Oliveros

Treasurer: MaryJane Nisperos

PRO: Eunice Lingal

Members:

Kevin Jung

III. New Business:

A. COPSA Meeting Recap

- *Eunice Lingal* (PRO), who attended the COPSA meeting on January 27th, discussed what had been on the agenda on such. She talked about the Valentine Wall Recreational Activity and the Health Certificate Training Workshop.
- *Eunice Lingal* and *MaryJane Nisperos* volunteered to attend next meeting on February 10th, 2023.

B. Guest Speaker Suggestions & EDGE Student Conference

- *Ms. Pilar* encouraged members to seek out new guest speakers for our continuing speaker series, and asked which fields of accounting the members are interested in, in order to help in finding speakers.
- She then encouraged members to help assist in the EDGE Student Conference (2 volunteers needed) on March 3rd, 2023.

C. Sashes for Graduating Members

- There will be 14 graduates under the accounting program this semester. AJA plans to fundraise for active members of the organization who want sashes, with an estimated \$60 per sash.
 - 1. *MaryJane Nisperos* is in charge of creating the new design for the sashes.
- D. Certified Bookkeeper Exam
- *Marian Oliveros* makes the motion for funding for AC240's Certified Bookkeeper Exam. *MaryJane Nisperos* seconded the motion. No further discussion, Unanimous vote, motion carried.

IV. Next Meeting: TBA

V. Adjournment:

Meeting adjourned at 1:58 PM by *Cheryl Guyton-Mafnas*.
No further discussion, Unanimous vote, motion carried.

Submitted By:

Marian Oliveros
(Secretary)

**Guam Community College
Association of Junior Accountants (A.J.A)
Online via Google Meet**

General Membership Agenda
February 9, 2023

I. Call To Order: Anne Salomes called the meeting to order at 1:30 pm.

II. Roll Call / Introductions:

Co-Advisor: Emma Bataclan

President: Cheryl Guyton-Mafnas

Vice President: Anne Marie Salomes

Secretary: Marian Oliveros

Treasurer: MaryJane Nisperos

PRO: Eunice Lingal

Members:

Jasmine Cruz

III. Old Business:

A. Sashes for Graduating Members

- *MaryJane Nisperos* had created eight sash designs since the last meeting. The graduating members who have attended today's meeting voted on their desired sash design, majority of which having chosen designs #5 and #6, #5 being first option for approval followed by \$6. MaryJane plans to send both to CSI for approval.
 - MaryJane calls motion to approve Design #5 to submit to CSI for SP2023 graduate sashes, followed by design #6 if first design fails.
 - First motion approved by: Eunice Lingal
 - Second motion approved by: Jasmine Cruz
 - No objections, motion carried.
 - Four out of the fourteen graduating under the accounting program have expressed interest in wanting a sash. The following are: *Jasmine Cruz, Eunice Lingal, MaryJane Nisperos* and *Nora Pulfacio*

B. Guest Speaker Suggestions & EDGE Student Conference

- Continuing AJA's Speaker Series, *Cheryl Guyton-Mafnas* has found an individual from ASC Trust (Retirement Plan Management

Company) willing to become our first guest speaker this semester. The date of the presentation is still to be determined.

- Eunice Lingal, Anne Salomes and MaryJane Nisperos have all volunteered and are registered in helping facilitate the EDGE Student Conference in March. They encourage members to help in finding activities relating to budgeting.

IV. New Business:

A. Spring Festival

- AJA has started discussing which food we plan to sell for this semester's Spring Festival. The members have decided on selling **barbecue skewers, rice, water, soda, & tea during the Spring Festival on March 23, 2023**, in which we plan to get from an outside vendor. We plan to discuss further on our plans for the Spring Festival after knowing our assigned island.
- Cheryl Guyton-Mafnas calls motion to approve AJA selling **barbecue skewers, rice, water, soda, & tea during the Spring Festival on March 23, 2023**.
 - **First motion approved by:** Marian Oliverosa
 - Second motion approved by: Anne Marie Salomes

B. Next COPSA Meeting

- *MaryJane Nisperos* and *Eunice Lingal* have volunteered to attend the COPSA meeting on Friday (February 10, 2023)

C. Health Certificate

- *Eunice Lingal* plans to attend the Health Certificate Training under AJA.

V. Next Meeting: February 16, 2023

VI. Adjournment:

Meeting adjourned at 1:59 PM by *Cheryl Guyton-Mafnas*.
No further discussion, Unanimous vote, motion carried.

Submitted By:

Marian Oliveros
(Secretary)

Guam Community College
Association of Junior Accountants (A.J.A)
Room D7 / Online via Google Meet
General Membership Agenda
February 16, 2023

I. Call To Order:

Cheryl Guyton-Mafnas called the meeting to order at 1:32 p.m.

II. Roll Call / Introductions:

Advisor: Pilar Pangelinan

President: Cheryl Guyton-Mafnas (Online)

Vice President: Anne Marie Salomes (Online)

Secretary: Marian Oliveros

PRO: Eunice Lingal

Members:

Nora Pulfacio (Online)

Jasmine Cruz

Kevin Jung

III. Old Business:

A. Update on Sashes

- There must be a redesign of the AJA sashes, for the two designs that the organization have sent to CSI have not been approved. Graduating members and officers discussed new designs reflecting GCC colors. Members and officers voted on new two new designs and will re-send request after motion has been approved.
- MaryJane calls motion to approve the two new design sashes.
 - First motion approved by Nora Pulfacio.
 - Secon motion approved by Jasmine Cruz.
 - No objections, no further discussions, motion carried.

B. Health Certificate and EDGE Student Conference

- Confirmed members attending these events are as follows:
 - EDGE Student Conference: *Eunice Lingal, Maryjane Nisperos, Anne Marie Salomes*
 - Health Certificate Training: *Eunice Lingal*

C. Guest Speaker

- AJA plans to continue its guest speaker series with the speaker from ASC (Retirement Plan Management Company) suggested by *Cheryl Guyton-Mafnas*. We plan to have it on March 9th, 2023.

IV. **New Business:**

A. Spring Festival/Allotment of Funds

- *Cheryl Guyton-Mafnas* calls the motion to approve for the **allotment of \$100 of COPSA funds for Spring Festival and \$112.50 for supplies for fundraiser of COPSA funds with an additional \$187.50 of AJA funds** towards the club's preparation for the Spring Festival, totalling an amount of \$400. *Marian Oliveros* is first to approve the motion. *Kevin Jung* seconds the motion. No objections, motion carried.
- The funds would include the purchasing of barbecue skewers, which we intend to get from A&L Foods and other items such as rice, drinks, etc.
- AJA plans to get 40 pieces of pork skewers and 40 pieces of chicken skewers, totalling 80 pieces —of which we estimated to be approx. \$2.50/skewer.
- *Eunice Lingal* volunteers to get a quote from A&L Foods.

B. Certified Bookkeeper Exam

- Class AC240 plans to take the AIPB Certified Bookkeeper exam later within the semester. It is \$210 per test with eight students in total, which would amount to a total of \$1,680 from AJA funds. **Marian Oliveros calls the motion to approve funding for the tests of all eight students.**

First to approve the motion: Kevin Jung

Second to approve the motion: Jasmine Cruz

No objections, motion carried.

IV. **Next Meeting:**

- March 9 at 1:30 with Guest Speaker from ASC

V. **Adjournment:**

Meeting adjourned at 1:54 PM by *Kevin Jung*.

No further discussion, Unanimous vote, motion carried.

Submitted By:

Marian Oliveros
(Secretary)

LAST YEARS (2021-2022) MINUTES ARE BELOW

**Guam Community College
Association of Junior Accountants (A.J.A)
Room C23**

Date: Wednesday, August 18, 2021

☐ Call To Order:

- Pilar Pangelinan called the meeting to order at 3:30PM

☐ Roll Call/ Introductions

- Pilar Pangelinan (Advisor)
- Kimberly Balmores
- Cecile Katrina (CK) Escalona
- Darlanne Masang
- MaryJane Nisperos
- Darlynn Tolentino
- Roselani Centeno
- Aileen (Ayejay) Pangelinan

☐ New Business:

A. Organization Meeting Times

- CK Shared that last year we had guest speakers instead of a yearly conference. Kim shared that she had attended and worked with the Association of Government Accountants (AGA Guam Chapter) Young Professional Chair Ms. Rachel C. (from UOG) on a few

projects. They are willing to provide guest speakers and Ms.Pilar was the chapter president last year. They would like to feature our officer team on their newsletter.

- After discussion, it was agreed that we would have guest speakers at our membership meetings again this year (subject to change due to pandemic restrictions) and voted that we would have face to face meetings that would be on the third Wednesday of the month at 3:30pm in C23.
- Kimberly motioned for the election for AJA's Officers & Advisors for AY 2021-2022.

B. Discussion for Officer Nominations and Election /Advisor Confirmation

- Cecile Katrina (CK) Escalona (PRESIDENT)
- Kim Balmores (VICE PRESIDENT, graduating Fall 2021)
- MaryJane Nisperos (SECRETARY)
- Darlanne Masang (TREASURER)
- Aileen (Ayejay) Pangelinan (PUBLIC RELATIONS OFFICER)
- OFFICERS & ADVISOR CONFIRMED unanimous & unopposed.
- Cecile Katrina Escalona moved to accept the election of the officers and advisor for AY2021-2022. Kim Balmores seconded the motion. No further discussion. All in favor. Motion carried.

☐ Next Meeting:

- Wednesday September 15 at 3:30pm C23

☐ Adjournment:

- CK Escalona adjourned the meeting at 3:59pm

☐ Minutes Taken By:

- Pilar Pangelinan
- Concurred: MaryJane Nisperos

Pilar Pangelinan

Guam Community College
Association of Junior Accountants (A.J.A)
General Membership Meeting Agenda
September 15, 2021, 3:30 pm - 4:00pm via Google Meet

Date: Wednesday September 15, 2021

☐ Call To Order:

- Pilar Pangelinan called the meeting to order at 3:30PM in Google Meets.

☐ Roll Call/ Introductions

- Pilar Pangelinan (Advisor)
- Emma Batclan (approved Co-Advisor)
- Kimberly Balmores
- Cecile Katrina (CK) Escalona
- Darlanne Masang
- MaryJane Nisperos
- Darlynn Tolentino
- Aileen (Ayejay) Pangelinan
- Allyssa Lapid
- Angela Kylene Alba
- Josephine Henson
- Joshley Cabanting
- Jovelyn Concepcion
- Judd Oyardo
- Judith Terte
- Odeth Ignacio
- Josephine Villanueva

☐ New Business:

- A. Approval of additional Advisor. GCC Nurse Emma Bataclan

- Cecile (CK) started the motion to approve Nurse Emma Bataclan to be AJA's second advisor.
- First motion made by: Kimberly Balmores
- Second motion made by: Judd Oyardo
- No further discussion. Unanimous vote, motion carried.

B. Guest Speakers: Maripaz Perez, Lorbea Kim, and Kim's co-director Jorizaira Borja, Scholarship Committee Chair of the AGA Guam Chapter. Along with Odeth Ignacio presenting on Certified Government Financial Management (CGFM)

- Application for AGA Guam Scholarship due Friday, Sep 17, 2021 .

C. Plan of Action

- CK: Tentative activities due to Pandemic and CAR scores are increasing.
- Ms. Pilar: Suggested to do a regalia for graduating members.
- Will be further discussed during the next meeting

D. Discussion

- President Okada (Meet the President) is having a meeting
- Link provided in the GCC website

❑ Next Meeting:

- Sep 29, 2021

❑ Adjournment:

- Cecile (CK) Escalona motioned to adjourn the meeting
- First motion made by: Allyssa Lapid
- Second motion made by: Josephine Henson
- No further discussion. Unanimous vote, motion carried.
- Cecile (CK) Escalona adjourned the meeting at 4:00pm

❑ Minutes Taken By:

- MaryJane Nisperos
- Concurred: CK Escalona

Guam Community College
Association of Junior Accountants (A.J.A)
General Membership Meeting Agenda
October 13, 2021, 3:30 pm - 4:00pm via Google Meet

Date: Wednesday October 13, 2021

☐ Call To Order:

- Cecile (CK) Escalona called the meeting to order at 3:30PM in Google Meets.

☐ Roll Call/ Introductions

- Pilar Pangelinan (Advisor)
- Emma Batclan (Co-Advisor)
- Cecile Katrina (CK) Escalona
- Kimberly Balmores
- Darlanne Masang
- Mary Jane Nisperos
- Josephine
- Cheryl Guyton Mafnas

☐ New Business:

- ☐ Ideas for Fall Festival Halloween themed contest
- ☐ Approval of funds: Cheryl suggested to withdrawing \$50.00 for Halloween Themed Totem Pumpkin Bucket
 - ☐ First motion made by Cheryl Guyton-Mafnas.
 - ☐ Second motion made by Kimberly Balmores.
 - ☐ No further discussion, Unanimous vote, motion carried.

☐ Mentorship Program (AGA, AJA and JAS)

❑ Graduating Students - Accounting Sashes

- ❑ Kimberly Balmores will be in charge of Graduating Sashes.

❑ Next Meeting:

- October 20, 2021

❑ Adjournment:

- Cecile (CK) Escalona motioned to adjourn the meeting
- First motion made by: Josephine Henson
- Second motion made by: MaryJane Nisperos
- No further discussion.
- Cecile (CK) Escalona adjourned the meeting at 4:00pm

❑ Minutes Taken By:

- MaryJane Nisperos
- Concurred: CK Escalona

Guam Community College
Association of Junior Accountants (A.J.A)
General Membership Meeting Agenda
October 20, 2021, 3:30 pm - 4:00pm via Google Meet

Date: Wednesday October 20, 2021

☐ Call To Order:

- Cecile (CK) Escalona called the meeting to order at 3:30PM in Google Meets.

☐ Roll Call/ Introductions

- Pilar Pangelinan (Advisor)
- Emma Batclan (Co-Advisor)
- Cecile Katrina (CK) Escalona
- Kimberly Balmores
- Darlanne Masang
- Mary Jane Nisperos
- Daniel Eclarinal
- Jovelyn Conception
- Judith Terte
- Resty Jay Versario
- Roselani Centeno
- Angea Kylene Alba
- Allyssa Lapid

☐ New Business:

- ☐ Submission of Fall Fest Halloween Themed Contest
- ☐ Guest Speaker: Graduates of GCC
 - Christine Del Carmen
 - Siarra Johnston

☐ Next Meeting:

- TBA

❑ Adjournment:

- Cecile (CK) Escalona motioned to adjourn the meeting
- First motion made by: Josephine Henson
- Second motion made by: MaryJane Nisperos
- No further discussion.
- Cecile (CK) Escalona adjourned the meeting at 4:00pm

❑ Minutes Taken By:

- MaryJane Nisperos
- Concurred: CK Escalona

Guam Community College
Association of Junior Accountants (A.J.A)
General Membership Meeting Agenda
February 4, 2022, 3:21 pm - 4:00pm via Google Meet

Date: Friday, February 4, 2022

☐ Call To Order:

- Cecile (CK) Escalona called the meeting to order at 3:21PM in Google Meets.

☐ Roll Call/ Introductions

- Pilar Pangelinan (Advisor)
- Emma Batclan (Co-Advisor)
- Cecile Katrina (CK) Escalona
- Kimberly Balmores
- Darlanne Masang
- Mary Jane Nisperos
- Aileen (A.J) Pangelinan
- Nora Pulfico

☐ New Business:

- ☐ Sash design approved by PIO that will be used by accounting students at the graduation ceremony.
 - ☐ Appropriation: \$240 from COPSA funds and \$240 from fundraising funds.
 - ☐ Total amount of \$480
- ☐ Approval of funds: \$480 for AY 2021-2022 graduation sashes.
 - ☐ First motion made by Aileen Pangelinan
 - ☐ Second motion made by Nora Pulfico
 - ☐ No further discussion, Unanimous vote, motion carried.
- ☐ Graduates who are receiving the sashes.
 - ☐ Kimberly Marie Balmores
 - ☐ McEllie Garcia
 - ☐ Desarie Mallari
 - ☐ Cecile Katrina Escalona
 - ☐ Tiffani Franki Rae Aguon
 - ☐ Kenneth Manalo
 - ☐ Jovelyn Concepcion
 - ☐ Leah Irish Datu

❑ AGA scholarship and AGA student membership

Site for student membership:

https://www.agacgfm.org/Membership/Connect/Students.aspx?utm_source=Informz&utm_medium=Email&utm_campaign=AGA%20Communications&_zs=ooSCc1&_zl=uao98

- ❑ A Spring 2022 Tour of the Pacific Lantern contest was presented and Cecile asked for volunteers to help with design and ideas.
- ❑ Discussion or concerns

❑ Next Meeting:

- Tentative

❑ Adjournment:

- Cecile (CK) Escalona motioned to adjourn the meeting
- First motion made by: Aileen Pangelinan
- Second motion made by: Nora Pulfico
- No further discussion.
- All approved, motion carried.
- Cecile (CK) Escalona adjourned the meeting at 4:00pm

❑ Minutes Taken By:

- Cecile Katrina Escalona

Guam Community College
Association of Junior Accountants (A.J.A)
General Membership Meeting Agenda
February 15, 2022, 3:30 pm - 4:00pm via Google Meet

Date: Tuesday, February 15, 2022

☐ Call To Order:

- Cecile (CK) Escalona called the meeting to order at 3:30PM in Google Meets.

☐ Roll Call/ Introductions

- Pilar Pangelinan (Advisor)
- Emma Batclan (Co-Advisor)
- Cecile Katrina (CK) Escalona
- Kimberly Balmores
- Darlanne Masang
- Mary Jane Nisperos
- Aileen (A.J) Pangelinan
- Jan Imson

☐ New Business:

- ☐ Collaboration with PTK Honor Society and AGA with PTK's Aloha Aina Beach clean up at Ypao Beach in Tumon.
 - ☐ Date and time : February 26, 2022 at 6:00 to 8:00 AM
 - ☐ First motion made by Aileen Pangelinan
 - ☐ Second motion made by Jan Imson
 - ☐ No further discussion, Unanimous vote, motion carried.
- ☐ Spring Tour of the Pacific Fest Lantern contest
 - ☐ Lantern and video is almost done and will submit by Thursday
- ☐ Discussion or concerns

☐ Next Meeting:

- Tentative

☐ Adjournment:

- Cecile (CK) Escalona motioned to adjourn the meeting
- First motion made by: Aileen Pangelinan
- Second motion made by: Kimberly Balmores
- No further discussion.
- All approved, motion carried.

- Cecile (CK) Escalona adjourned the meeting at 4:00pm

☐ Minutes Taken By:

- Cecile Katrina Escalona

Guam Community College
Association of Junior Accountants (A.J.A)
General Membership Meeting Agenda
March 11, 2022, 3:00 pm - 4:00pm via Google Meet

Date: Friday, March 11, 2022

☐ Call To Order:

- Cecile (CK) Escalona called the meeting to order at 3:04 PM in Google Meets and face to face.

☐ Roll Call/ Introductions

- Pilar Pangelinan (Advisor)
- Emma Batclan (Co-Advisor)
- Cecile Katrina (CK) Escalona
- Darlanne Masang
- Nora Puliafico
- Jovelyn Concepcion
- Josephine Henson
- Alyssa Lapid
- Vanessa Rayphand
- Angelo Manese (guest speaker-UOG student)
- Jaran Aguon (UOG representative)
- Iris Lapid (UOG representative)

☐ New Business:

- ☐ Guest Speaker and representative from UOG to provide tips on the Accounting Competency Exam (ACE) and transfer process to UOG.
- ☐ First batch of Sash/stole orders (for 8 students) are in process of being made. Check was given to Rosanna and a receipt was submitted to CSI.
- ☐ Additional orders of sash/stole for Graduates (largest group @20 graduates if all decide to walk). 4 sashes x \$60 = \$240
 - ☐ Alyssa Lapid
 - ☐ Alisha Candoleta
 - ☐ Demie Joy Marquez
 - ☐ Josephine Henson
- ☐ According to the original POA, allocation of funding was only Activity 4 \$300 for sashes (of which \$240 was used for the first order of sashes remaining of \$60).

- ☐ Appropriation of funds for 4 sashes/stoles: \$60 from COPSA funds and \$180 from AJA fund raising funds, in which amount of \$120 will be deposited back to AJA fundraising account #2253 once money is raised.
- ☐ Total of \$240.
- ☐ Appropriation and Approval of funds of \$240:
 - ☐ First motion made by: Jovelyn Concepcion
 - ☐ Second motion made by Nora Puliafico
 - ☐ No further discussion, Unanimous vote, motion carried.
- ☐ Funding of Bookkeeping certification (Prometric Exam) \$260 per student for accounting majors from remaining COPSA or/and AJA account.
 - ☐ Students:
 - ☐ Nora Puliafico
 - ☐ Esther Rebecca Muna
 - ☐ Faith Toves
 - ☐ Cecile Katrina Escalona
 - ☐ Approval of funds of \$260 per student x4 = \$1,040
 - ☐ First motion made by Nora Puliafico
 - ☐ Second motion made by Jovelyn Concepcion
 - ☐ No further discussion, Unanimous vote, motion carried.
- ☐ Next Meeting:
 - Tentative
- ☐ Adjournment:
 - Cecile (CK) Escalona motioned to adjourn the meeting
 - First motion made by: Jovelyn Concepcion
 - Second motion made by: Darlanne Masang
 - No further discussion.
 - All approved, motion carried.
 - Cecile (CK) Escalona adjourned the meeting at 4:00pm
- ☐ Minutes Taken By:
 - Cecile Katrina Escalona

Dated Apr 29, 2022

