

## 2025 EXECUTIVE COMMITTEE MEETING

March 17-18, 2025

Koror, Palau

### AGENDA

- I. **CALL TO ORDER – 10:00am**
- II. **Approval of 2024 Executive Committee Minutes**
  - Koror, Palau March 20-21, 2024 (Longshoremen Restaurant)
- III. **Financial Report**
  - Expenditures for the 49<sup>th</sup> Annual Conference in Saipan CNMI at Crowne Plaza Resort Saipan.
  - 49<sup>th</sup> Annual Conference Member and Guest Receivables.
  - Past Due Accounts
  - Proposed 2025 Budget - expenditure
- IV. **Old Business**
  - Website Annual Renewal- exp. 3/31/25 \$955.00
  - Professional Services – CPA Joey Claveria - \$625.00 (2 years).
  - Bank of Guam Account Status
    - Certificate of Exemption – 501(c)(4)
    - Online Access
    - TCD- Letter not to renew
    - Investment Opportunities
    - Corporate Credit Card Travel/Conference Expenses
  - Alfred B. Santos/Kuniwo Nakamura Memorial Scholarship Fund
- V. **New Business**
  - 2025 Water Transportation Training Program (Yap, Saipan, Chuuk and Pohnpei)  
Dates: May 1 to 28, 2025.  
Agreements, Per Diem, Waivers.
  - Scholarship Committee (Creation and Appointment).
  - New Associate Membership AM Insurance and Pacific Trucking.
  - Election of Officers (President/Secretary).
  - 50<sup>th</sup> Annual Conference Venue/Date (Koror, Palau October 13-17, 2025. Hosted by **Belau Terminal and Transfer Company**).
  - 50<sup>th</sup> Annual Conference Agenda
    - Resolution to Pres. Kuniwo Nakamura – *Aric/Caroline/Briana/ Vivica*
    - Venue
    - Opening Ceremony
    - Guest Speakers
    - Presenters
    - Closing Ceremony
    - Master of Ceremony
    - Sponsorships
    - Financial Report on conference expenditure from Host
- VI. **Open Discussion**
- VII. **Meeting Adjourned**

**Executive Committee -Annual Meeting  
March 20<sup>th</sup> and 21st, 2024  
Koror, Palau**

**MINUTES**

**I. Call to Order**

The annual meeting of the ATOSSCOM Executive Committee was call to order at 9:46am, Wednesday, March 20, 2024 at the Longshoreman's restaurant by President Lee C Cabrera. Present at the meeting were:

Lee C. Cabrera – President  
Charles B Stinnett- Vice-President  
George R Torwan – Treasurer  
Steven P. Muna – Secretary

Also Present were: Jason Kesolei, Robert Pinho, Wil Kamarang, Carolyn Takada, Bill Keldermans and Aric Nakamura.

**II. Approval of Minutes:**

Minutes for the August 15 and 16, 2023 Executive Committee meeting minutes in Guam (Port Authority of Guam Board of Director's Conference Room. **Sec. Muna made a motion to approve minutes subject to corrections. The motioned was second by VP Stinnett. Motion passes**

**III. Financial Report**

VP Stinnett requested we discuss the Proposed 2024 budget and have Sec. Muna explain the reduced amount and savings regarding the secretary's recording equipment. Sec Muna, explained the purchase of a \$120 dollar recording device instead of a \$2,500 recording and transcribing system. Saving the association a substantial amount. Discussed next was the financial report. Tres. Torwan requested to come back to the report as it was being printed. Discussions moved to Item IV.

**IV. Old Business**

Sec. Muna reported on the annual renewal for the ATOSSCOM website which is maintained by Guam WEBZ at \$955.00 per year. Sec Muna requested a check be issued to pay for annual subscription. **Motion made by Sec. Muna, 2<sup>nd</sup> motion to approve by VP Stinnett. For subscription**

**year 2024 to 2025. Motion passes.** Discussions continued with Bank of Guam Status and Signature cards. Sec Muna reported that Bank of Guam currently has a copy of our new filing and the signature card has been brought current with all the current officers' signatures as well as address change to reflect our treasurers address in Yap. Discussions continued with Tax Exemption Certificate. Sec Muna reported the Federal EIN number is still valid and is what we are currently using, however, we still are required to file for a 501 (c)3 which we have already done and is under review by the Guam Dept of Revenue and Taxation pending approval. Discussion on the TCD continued, it was suggested to transfer the funds in the BOG new investment banking program. Sec. Muna reported he will look into it. Tres. Torwan, expressed his concerns with the additional bank statement fees doubling from \$20 monthly to \$40 dollars a month, because the additional Alfred Santos Scholarship Fund was created. We will look to going online to avoid those fees. We will also look into re-investing the current TCD with investments that yield a higher return than what we are currently getting in our TCD. Again, the Alfred Santos Scholarship Fund has been established and it is its own Scholarship Fund Account aside from the ATOSSCOM account. Tres. Torwan also requested for his accountant (Jeff) to have online access to the bank accounts and statements

### **III. Financial Report (continued)**

Treasurer Torwan presented the financial report read out loud by Pres Cabrera stated with the 2023 Pohnpei conference report approximate cost \$15K (broke even). Delinquent attendees and sponsors were discussed Kosrae Stevedore, RMI Ports, etc. Delinquent membership accounts were discussed with the degree of attempts to collect past due membership fees (Pacific Shipping, SEAIR Transport (Christians) and how we handle the delinquent membership moving forward. Continued discussions on 2024 Proposed Budget, no discussions. Moving forward next topic for discussion 2024 proposed budget itemized, the travel allotment for the recording secretary was increased to \$1,500 from the \$1,000. 2024 Annual Conference \$8,000.00, Legal Services/Accounting and Tax Filing Services budget is still \$1,000. Website Annual Subscriptions have increased from \$895 to \$955.00. Matson has \$3,500 for the 2020 WTTP that never happened due to COVID. Miscellaneous carry's over. Bank Services fees increase from \$240 annually to \$480 per year. Total \$16,195.00 New 2024 Budget. As the EC moved to item IV on the agenda, Sec. Muna addressed Mr. Bill Keldermans question on certification training. Sec. Muna gave his report on the possibilities of certification training. Mr. Kelderman suggested in the discussions that since we increased the annual membership dues by almost double, we should also increase the amount taken from the membership dues and deposited into the Alfred B. Santos Scholarship fund. **A motion was made by Sec Muna to increase the memberships (General and Assoc.) contribution to the Alfred B. Santos Scholarship Fund from \$100 to \$200 dollars annually. The motioned was second by Wil Kamarang (Palau Shipping). Motion passed.**

## V. New Business

WTTP – Set for Palau and Kosrae to participate, in May 2024, Kosrae not in good standing and may not be allowed to attend. George Torwan also mentioned that the per diem of \$55.00 was set back during the Trust Territory times and may no longer be sufficient to survive on, Mr. Torwan suggested \$100.00. **Motion to increase per diem for trainees from \$55 to \$100 was made by VP Charles Stinnett. Motion was second by Sec. Muna, motion passes.**

**Motion was made by Sec. Muna to not have Kosrae participate in the 2024 WTTP as they are not in good standing and to have an additional member from Palau to take their place. Motion was second by VP Stinnett, motion passes.** Next Item...Resolutions Nakamura, Vitt, Weilbacher. Bill Kelderman opens the discussions that the scholarships fund also recognizes these individuals who have since passed away. Bill Kelderman suggests establishing a scholarship board or committee separate and apart from the Board. President Cabrera agrees and suggested to establish a board to review an award scholarship application and to be placed on the agenda at the at our 50<sup>th</sup> Anniversary. Next Item...New membership, Aspen Apis dba North Pacific Marine Services submitted a membership letter of intent and approved. No payment received yet. Next Item...election of officers for Vice-President and Treasurer. Next Item is annual conference venue, tentatively July 2024 in Majuro, RMI. VP shared the challenges with hosting as the Micro games will be happening right before us.

Next Item 49<sup>th</sup> Annual Conference agenda, plan for 2 days, pending input from MCS, need info on flights to RMI. President Cabrera suggested to recess until tomorrow, 3/21/24 at 10am to reconvene for all updates.

**Recess at 12:45pm 03/20/24**

**Meeting reconvened on 03/21/24 at 6.32pm** (due to an unplanned boat ride to Peleliu to visit the grave site of the Late President and Founding Father of ATOSSCOM Kuniwo Nakamura).

President Cabrera opened the discussions with an update on the financial report from the treasurer. President Cabrera recommended we retain the \$1,500 for the ECM venue, \$8,000 to the host member (RMI) for start-up money to secure our annual conference venue and incidentals (caterer, printing, supplies, etc.). Airfare for recording secretary is now increased from \$1,000 to \$1,500 only for the annual conference. Legal Service is changed from Legal/Accounting Services now changed to Professional Services at \$600.00 per year. Next item...website maintenance annual subscriptions is increased from \$895 to \$955. Also, the per diem for WTTP participants from \$55 a day to \$100 a day. Misc fees of \$2,500 for updated recording equipment for recording secretary (computer, transcribing software, microphones, etc.) has been removed as a \$120-dollar mini recorder has been purchased. Bank Service charges of \$480.00 stay until ATOSSCOM officers can access bank statements online. Total expense for 2024 annual expense budget is \$16,195.00. **Motion made by VP Stinnett, second by Aric Nakamura, motion passes with no objections.**

## VI. Open Discussion

Discussion opened with the scholarship fund only to be named Alfred B. Santos/Kuniwo Nakamura Memorial Scholarship Fund as these were founding fathers of ATOSSCOM. Recommendation to establish a scholarship board or committee to establish a criterion and to review and approve scholarship applications. Composition of the committee will be of 1 representative from each island nation. Nakamura scholarship in line with economist and business and Santos will be a transportation scholarship.

Further discussion continued on the military developments in all our neighboring Micronesian islands.

ATOSSCOM thanked BTTC for the hosting and hospitality of the ECM.

**Motion was made to adjourn by Sec. Muna and second by VP Stinnett, motion passed and meeting adjourned at 6:58pm.**

A handwritten signature in black ink, appearing to read "Steven P. Muna", written over a horizontal line.

Steven P. Muna  
ATOSSCOM Secretary