



ATOSSCOM

Association of Terminal Operators,
Stevedoring, and Shipping Companies of Micronesia



**ATOSSCOM
Executive Committee**

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**Executive Committee -Annual Meeting
March 17-18, 2025
Koror, Palau**

MINUTES

I. Call to Order

The annual meeting of the ATOSSCOM Executive Committee was call to order at 10:28am, Wednesday, March 17, 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
Marge Duenas – Recording Secretary

Also, present were: Robert Pinho, Carolyn Takada, Bill Keldermans, Aric Nakamura, Briana J. Takada, Vivica Nakamura based on sign in sheet Attached.

II. Approval of Minutes:

Minutes for the March 20 and 21, 2024 Executive Committee meeting minutes in Koror, Palau at the Longshoreman's Restaurant.

Sec. Muna made a motion to approve minutes subject to corrections. The motioned was second by G. Torwan, Motion passes.

- **Secretary S. Muna, announced roll call of all in attendance.**

III. Financial Report- Tabled for later in the meeting pending correction and printing. Moving to old business.

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 for the period of April 1, 2025 to March 31, 2026. **Motion made by V.P. C. Stinnett, motion 2nd by Sec. S. Muna to approve payment for annual renewal of website, for subscription year 2025 to 2026. Motion passes.**
- Discussions for profession accounting and tax preparation services for Mr. Joey Claveria. Sec. Muna briefly discussed the filing of our business license, the application process, the

filing and approval of the Tax Exemption Certificate. Overall ATOSSCOM is current in its financial filings and is currently in "Good Standings" with the Guam Department of Revenue and Taxation. Sec. Muna also explained the breakdown of Mr. Claveria's invoice for the work he performed in reconciling the Tax year's 2023 (\$250) and 2024 (\$375) for a total amount of \$625.00. Motion was made to approve payment of the invoice by Sec. S. Muna, Treasurer Torwan stated for the record that since the executive committee has approved the contract for Professional Accounting and Tax Preparation Services, the EC should not have to approve the payments and the payments should be made. Sec. Muna then clarified that because the invoice exceeded the annual budgeted amount, he just wanted to be clear for the record the increase was due to the work performed for 2-years filing. Motion second by V.P C. Stinnett. Motion passed.

- Tres. Torwan then made a motion to adjust and correct the agenda, to adjust the "Proposed 2025 Budget" to "2026" and to add AB Santos Scholarship Fund and General Checking Account to Item Number III on the agenda. Sec. Muna second the motion. Motion Passed.
- Bank of Guam -Sec. Muna reported on online access to save \$480.00 annually. Pres. Cabrera elaborated to Tres. Torwan that he may request thru Bank of Guam for a User ID and Password. Motion was made by Sec. S. Muna to issue a resolution and or the minutes to Tres. Torwan and his accountant Jeff Lorenzano to have "Read Only" online access to the ATOSSCOM bank account for checking and the Alfred B. Santos Scholarship Fund. Sec. Muna withdrew his resolution. Due to confusion the resolution will not be issued.
- Bank of Guam – TCD discussions were to cancel the TCD and re-invest for higher returns. Pres. Cabrera recommends tabling the item until EC meeting with Brandon Cruz of BOG Palau.
- Bank of Guam – TCD's and Investments were tabled
- Bank of Guam - Corporate Credit Card also tabled
- Bank of Guam – Discussions on the Scholarship Fund. Discussion was to change the name from the Alfred B. Santos Scholarship Fund to the Alfred B. Santos/Kuniwo Nakamura Memorial Scholarship Fund (to include the name Nakamura) Santos Scholarship would be for Transportation and Nakamura would be for Economics and Business. Motion made by Treas. Torwan and second by V.P. Stinnett. Motion passes.

III. Financial Report

President L. Cabrera stated the discussion with balances of our accounts ATOSSCOM general checking account with a balance as of March 14, 2025, of \$119,577.35, the AB Santos Memorial Scholarship Fund with a balance of \$24,590.00 as of March 14, 2025. The TCD has a balance of \$27,660.73 as of March 14, 2025.

- **Income and Expense Report 2024 –**
 - **Revenue** – 23 membership dues -- \$23,000.00
9 Assoc. Members -\$8,100.00
Total Collected \$31,100.00
 - Sponsorship Collection - \$28,800.00
 - Registration Collection - \$6,500.00
 - Interest Income -\$140.00 (TCD)

- **Total Revenue Collected- \$66,540.00 for 2024**
- **Expenses – 2024 ECM \$1,916.24**
- 2024 Annual Conf Venue in CNMI \$34,233.00
- Airfare for ATOSSCOM Rec. Secretary \$586.99
- Website Maintenance \$955.00
- Tax Services -\$840.00
- Supplies – \$144.95
- Bank Service Charges- \$245.00
- **Total Expenses \$39,151.18**
- **TOTAL NET INCOME OF \$27,388.82**
- Alfred B Santos Scholarship Fund – Discrepancies on balance, Treas. Torwan to reconcile.
- Delinquent Accounts- Collection Efforts to continue.
- Proposed 2026 Budget –
 - General Membership # 23 @ \$1000 = \$23,000
 - Associate Membership #9 @\$900= \$8,100
 - Registration est. 34 @ \$100 =\$3,400
 - **Total Proposed Receivables =\$34,500.00**
- Expenditure -2026 Annual Conference \$8,000**
 - Airfare for Recording Sec. - \$ 1,500.00
 - Legal/Professional - \$1,000.00
 - Website – \$955.00
 - Tax Services - \$350.00
 - WTTP - \$11,200.00 Per Diem (Training)
 - Bank Service Fees - \$480.00
 - **TOTAL EXPENDITURE PROPOSED = \$24,745.00**

***PLEASE NOTE CORRECTION WERE REQUESTED TO BE MADE BY TREASURER**

Motion made by Sec. S. Muna to approve Proposed 2026 Budget subject to correction, motion second by V.P. C. Stinnett. Motion passed.

- **Motion made by Sec. S. Muna to recess until 3/18/25 at 10:00am, motion second by V.P. C. Stinnett. Motion passed.**
- **Meeting reconvened at 03/18/25 at 10:31am.**

V. New Business

- **Water Transportation Training Program.** Secretary Muna reported the MOA between Matson, MSA and the Port of Guam is updated and current for the current training year. Agreement to be distributed to all participants. This year we will be training 4 participants, one participant from the islands of Palau, Saipan, Pohnpei and Chuuk. (Palau replaced Yap). The WTTP is set to go in May of 2025.
- **Scholarship Committee** – President Cabrera reported that the EC could serve as the intern committee until a committee is selected or established. Melanie Hashiguchi has reached out to Pres. Cabrera showing interest in participating. Pres. Cabrera suggested awarding individuals from each island nation totaling 8. Pres. Cabrera suggested that all 8 committee members be regular general members of ATOSSCOM and terminal

operator. RMI is MSTC, Kosrae is Kosrae Terminal and Stevedore Co., Pohnpei is Federated Shipping Co., Chuuk is Transco, Port Authority of Guam, Saipan Stevedoring, WAAB in Yap and BTTC in Palau. Ms. Marge Duenas reconfirmed the by-laws stated 3 or more members, must be regular member, appointed by President and in the absence of a member the EC will fill that slot. **Motion was made by Sec. Muna, to issue a resolution to establish the scholarship committee, members to be identified at a later date, committee member must be regular ATOSSCOM member, terminal operator and appointed by ATOSSCOM President and /or EC members.**

Motion was second by VP Charles Stinnett. No one opposed the motion, motion passes.

- **New Associate membership request** – A letter was received from Pacific Unlimited Incorporated represented by Mr. John Limtiaco. PUI is a heavy equipment company that support the construction industry as well as the shipping industry with cargo handling equipment. Pres. Cabrera request Ms. Marge to cite the provision in our articles governing Associate membership. Article 3 section 3 Associate Membership which is in line with PUI's Membership request. **Sec. Muna made a motion to approve the associate membership request by PUI. Motion was second by Treasurer George Torwan, no objections, motion passes.**
- **AM Insurance** - also made a verbal request to join. Sec. Muna presented the verbal request by AM Insurance, Sec. Muna explained the potential benefits to the membership have an associate member such as AM Insurance. AM Ins. understands the shipping industry, they also understand Port operations and currently provide property and auto/equipment insurance to the Port Authority of Guam and Commonwealth Ports Authority (CNMI). Other insurance provided is insurance for Directors and Board Members, Cyber Crimes and General Liability. **Motion was made by VP Charles Stinnett to honor the AM Insurance verbal request to join ATOSSCOM as an Associate Member, Motion was second by Treasurer George Torwan, no objections, Motion passed.**
- **Election of Officers** – President and Secretary are up for elections in October 2025 in Palau. Aric Nakamura stated for the record that he personally feels very comfortable with the leadership of the association and wishes for the leadership to remain the same for continuity purposes. Sec. Muna suggested to Aric Nakamura can make the motion to retain the leadership at the next annual conference when it is time for elections as he has done in the past.
- **Conference Venue** – Koror, Palau, October 13-17, 2025 Hosted by BTTC at the Cultural Center. Aric assured us we would get the resolution to present to the family of the Late Kuniwo Nakamura, President of Palau. All logistical details were discussed and covered (opening ceremony, guest speakers, presenters, closing ceremony, sponsors and financial report close out.

VI. Open Discussion

- Tres. George Torwan proposed that any new application for general membership that should the applicant member be approved, they will be approved under the conditions as an associate member for a period of two-years before being elevated to the status of a regular/general member. Tres. George Torwan said he will have his legal counsel look into properly wording the proposed amendment to our Articles and By-laws.

- Sec. Muna made a request to ATOSSCOM that the Port Authority of Guam will also be celebrating their 50th Anniversary the week after ATOSSCOM. Sec Muna requested if ATOSSCOM would be interested in taking out an ad in the Port of Guam's 50th Anniversary commemorative booklet. Consensus was yes, Sec Muna will provide the packages once they have been finalized (Gold, Silver, Bronze).
- Tentative Schedule for Monday October 13, 2025 for ATOSSCOM, Stevedores and Terminal Operators at Longshoreman's Restaurant at 10:00am
- **Motion was made to adjourn our meeting by Sec. Muna, motion was second by VP Charles Stinnett at 12:31pm.**



Steven P. Muna
ATOSSCOM Secretary