

1 **Minutes of the NATCCO MBI 1<sup>st</sup> Board of Trustees Meeting**

2 Executive Room, NATCCO Bldg.,

3 Project 4, Quezon City

4 January 20, 2017

5 10am-12:00nn

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8 Present:

9 Ms. Ellen Pastores - Chairperson  
10 Ms. Ma. Veronica Sierra - Vice-Chairperson  
11 Atty. Ferdinand Casis - Member  
12 Atty. Adolfo Ibañez - Member  
13 Ms. Sylvia Paraguya - Member  
14 Mr. Angel Garcia Jr. - Member  
15 Mr. Leonardo Banga - Member  
16 Ms. Minerva Tejada - Manager  
17 Mr. Romeo Magdaong - Treasurer  
18 Ms. Mildred Cerezo - Board Secretary

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20 Regrets:

21 Ms. Ann Tampico - Auditor

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24 **I. Call to Order**

25 The meeting was called to order by Chairperson Pastores at 10:00 o'clock in the morning.

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27 **II. Approval of the Agenda**

28 Trustee Banga moved for the approval of the agenda which was seconded by Atty. Ibañez.

29 Motion Approved.

30 i. Call to Order

31 ii. Approval of the Agenda

32 iii. Consideration of the Minutes of the Previous Meeting and Updates

33 iv. Management Report

34 a. Updates on HR and Accounting Manuals

35 b. Performance Bonus

36 c. MBI's participation in NATCCO GA and MICOOP Forum

37 v. Treasurer's Report

- 38 ix. MBAI's GA Initial Plans
- 39 x. Schedule of MBAI's Quarterly Meeting
- 40 xi. Adjournment

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### 42 **III. Consideration of the Minutes of December 5, 2016 BOT Meeting**

43 Trustee Atty. Ibañez moved to dispense with the reading of the previous meeting, seconded by  
44 Trustee Banga. Motion Approved.

45 After the review of the minutes, Trustee Atty. Casis moved for the approval of December 5 BOT  
46 meeting, seconded by Trustee Atty. Ibañez. Motion Approved.

### 47 **IV. For BOT Decision/Approval**

#### 48 **a. Updates on HR and Accounting Manuals**

49 Manager Tejada presented to the board the need to update the HR and Accounting Manual. In  
50 line with this, the management informed the board that salary of staff has never changed for  
51 three years, therefore, proposed to the board to amend the policy on salary adjustment. After  
52 due deliberations, Trustee Atty. Casis moved to approve and implement the salary adjustment  
53 under the Compensation Policy, and the motion was duly seconded by Trustee Banga. Motion  
54 Approved

55 ***Resolution No.1-S2017. Resolution, approving updates on HR and Accounting Manual as***  
56 ***stated under***

#### 57 ***1. Compensation Policy***

##### 58 ***Salary Adjustment***

59 ***Salary adjustments shall be defined here as any employee salary increases.***

60 ***There shall be three types of increases:***

- 61 ***a. Merit increase – annual merit increase subject to the Board approval.***
- 62 ***b. Mandatory increase – increase of employees basic salary as mandated***  
63 ***by labor law.***
- 64 ***c. Inflationary increase due to economic inflation subject to the Board***  
65 ***Approval.***

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67 The body deliberated other items; however, referred to the Remuneration Committee the  
68 deferred items for further review.

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71 **b. Productivity Bonus**

72 The Manager reported that the organization has achieved its financial target for 2016.  
73 With this, Trustee Paraguya made a motion approving the performance bonus for  
74 officers and staff based on the policy made, the motion was seconded by Trustee  
75 Banga. Motion Approved.

76

77 ***Resolution No. 2 - S2017. Resolution, approving the productivity bonus amounting to***  
78 ***P20,000 for the officers and one month equivalent salary for the staff based on the***  
79 ***performance evaluation.***

80 **c. MBAI's participation in NATCCO GA and MICOOP Forum**

81 As part of marketing plan, the board agreed that MBAI will participate in NATCCO GA.  
82 Trustee Paraguya moved directing the management to participate in the NATCCO GA  
83 and the MICOOP Forum, seconded by Trustee Banga.

84 ***Resolution No. 3 – S2017. Resolution, MBAI to attend the NATCCO GA and MICOOP***  
85 ***Forum.***

86 Management was directed to email the budget that will incur to this activity.

87 **V. Management Reports**

88 Manager Tejada presented her report. After the discussions, Trustee Paraguya moved for the  
89 acceptance of the report presented, seconded by Vice Chair Sierra.

90 **V. Treasurer's Report**

91 Treasurer Madaong presented his report. Thereafter, Trustee Paraguya moved to adopt the  
92 treasurer's report, seconded by Trustee Vice-Chair Sierra. Motion Approved.

93 **VIII. Schedule of Meeting**

94 April 10 - 2<sup>nd</sup> Regular BOT Meeting

95 May 30<sup>th</sup> - 6<sup>th</sup> General Assembly

96 **V. Adjournment**

97 The meeting adjourned at 12:00 o' clock in the afternoon.

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99 Prepared by:

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102 **Mildred Cerezo**  
103 Board Secretary

Attested by:



**Ellen Pastores**  
Chairperson