

1 **Minutes of the NATCCO MBI Board of Trustees Special BOT Meeting**

2 Executive Room, NATCCO Bldg.,

3 Project 4, Quezon City

4 August 7, 2016

5 1:00pm- 5:10pm

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8 **Present:**

9 Ms. Ellen Pastores - President
10 Ms. Evelia Tizon - Vice-President
11 Atty. Adolfo Ibanez - Member
12 Ms. Veronica Sierra - Member
13 Mr. Angel Garcia Jr. - Member
14 Mr. Leonardo Banga - Member
15 Mr. Romeo Magdaong - Member
16 Ms. Minerva Tejada - Manager
17 Ms. Zorahayda Cafirma - Treasurer
18 Ms. Mildred Cerezo - Board Secretary

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20 **Not Present:**

21 Mr. Robert Abao - Auditor

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23 **I. Call to Order**

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25 The meeting was called to order by President Pastores at 1:00 o'clock in the afternoon.

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27 **II. Approval of the Agenda**

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29 The Agenda was presented, thereafter, Trustee Atty. Ibanez moved for the approval
30 which was seconded by Trustee Garcia. Motion Approved.

- 31 i. Call to Order
32 ii. Approval of the Agenda
33 iii. 2017 Plans and Targets
34 iv. Committee Report
35 v. . Revised HR Manual
36 vi. 2016 Performance Evaluation of the Manager
37 vii. Adjournment

38 **III. 2017 Plans and Targets**

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40 The body discussed and revised Plans and Targets for MBAI. After due deliberations,
41 Trustee Banga moved for the approval Plans and Targets set for 2017 which was
42 seconded by Trustee Sierra. There being no objections, motion approved. (See Annex
43 A)

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45 ***Resolution No.12-S2017. Resolution, approving the 2017 Revised Plans and Target for***
46 ***the NATCCO MBAI.***

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48 **IV. Committee Reports**

49 **A. Remuneration Committee**

50 The committee presented their report and made some recommendations. Thereafter,
51 Trustee Banga made a motion to adopt the recommendations of the committee
52 which was seconded by Trustee Garcia. Motion Approved.

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54 ***Resolution No.13-S2017. Resolution, approving the recommendation of the***
55 ***Remuneration Committee on allowances and benefits of Officers and Staff effective***
56 ***September 2017 as follows:***

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| <i>Board and Officers</i> | <i>Amount in Peso</i> | <i>Notes</i> |
|--------------------------------------------------|------------------------------|---------------------------------------------|
| <i>Board meeting</i> | <i>4,000</i> | <i>regardless of time duration</i> |
| <i>Board meeting + Committee meetings</i> | <i>6,000</i> | <i>should not to exceed 6000/day</i> |
| <i>Other meetings</i> | <i>2,000</i> | |
| <i>Training and Seminar</i> | <i>2,000</i> | <i>Per day</i> |
| <i>Internal Audit Activities</i> | <i>2,000</i> | <i>Per day</i> |
| <i>Cancelled meeting due to</i> | <i>1,000</i> | <i>for board members who are</i> |

| | | |
|----------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|-----------------------------------------------------------------------------|
| <i>unforeseen circumstances</i> | | <i>present, and NO FEE for the board member who caused the cancellation</i> |
| <i>Life Insurance</i> | <i>Same coverage and MBAI to set-up FUND for uninsurable officers due to overage</i> | |
| <i>Staff</i> | | |
| <i>Per Diem (to cover all incidental expenses, excluding hotel and transportation)</i> | <i>900.00</i> | <i>for trainings and MBAI-related activities outside office</i> |
| <i>hotel accommodation</i> | <i>1,500.00</i> | <i>may increase based on the average rate in the area</i> |

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B. Nomination Committee

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Also presented was the report of the nomination committee, Trustee Banga then made the motion for the acceptance of the report and duly seconded by Trustee Veon. Motion Approved. (See Annex B)

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C. Audit Committee

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The Audit Committee presented their report, thereafter, Vice-President Tizon moved to accept the report which was seconded by Trustee Garcia. Motion Approved. (See Annex C)

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V. Revised HR Manual Policy

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Manager Tejada presented and sought the approval of some revisions in the HR Manual Policy for MBAI. After due deliberations, Vice-President Tizon moved for the adoption of the revised HR Manual Policy which was seconded by Trustee Banga. Motion Approved. (See Annex D)

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Resolution No. 14-S2017. Resolution, approving the revised HR Manual Policy of NATCCO MBAI.

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VI. Adjournment

There being no other matters discussed, Trustee Magdaong moved for the adjournment of the meeting at 5:10 o' clock in the afternoon.

Prepared by:



Mildred Cerezo
Board Secretary

Attested by:



Ellen Pastores
President