

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

2 Executive Room, NATCCO Bldg.,

3 Project 4, Quezon City

4 September 11, 2017

5 9:40am- 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 9:40 o'clock in the morning.

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27 **II. Approval of the Agenda**

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29 The Agenda was presented, Trustee Banga then moved for the approval which was  
30 seconded by Vice-President Tizon. Motion Approved.

31 i. Call to Order

32 ii. Approval of the Agenda

33 iii. Reading and Approval minutes of the meeting:

34 a. July 12 (regular meeting)

35 b. August 7 (special meeting)

36 iv. Management Report

37 v. Approval of Anti-Fraud Plan

- 38 vi. Approval of HR Manual
- 39 vii. Treasurer's Report
- 40 viii. Evaluation of MBAI GM
- 41 ix. Adjournment

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### 43 **III. Consideration of Minutes of Previous Meetings**

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#### 45 **A. July 12, 2017 Regular Meeting**

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47 Vice President Tizon moved to dispense with the reading of the Minutes of July 12  
48 Regular Meeting which was seconded by Trustee Banga. Motion Approved.

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50 As a response of the Manager regarding the updates on partnership with CLIMBS, she  
51 relayed that the management has already signed a partnership agreement with CLIMBS  
52 as reinsurer.

53

54 Vice-President then made a motion directing the Management to explore on the  
55 possibility to take seat in the Board with CLIMBS which was duly seconded by Trustee  
56 Banga. Motion Approved.

57

#### 58 **Resolution No. 15-S2017. Resolution, directing the Management to explore possibility of** 59 **Board membership with CLIMBS.**

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61 Vice President Tizon asked update regarding the external auditor, if Banaria Banaria will  
62 remain our External Auditor since they have been MBAI's external auditor from the  
63 beginning.

64

65 President Pastores replied that they will provide recommendations next meeting.

66

67 Also, the Board made a tentative plan to schedule the Lakbay-Aral on November 27-30.  
68 After discussing all matters in the minutes, Vice-President Tizon moved for the approval  
69 of the minutes of July 12 BOT Regular Meeting, seconded by severally. Motion  
70 Approved.

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72 **B. August 7, 2017 Special Board Meeting**

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Trustee Magdaong moved to dispense with the reading of the minutes of August 7, 2017 Special Board Meeting. The motion was seconded by Trustee Sierra. Motion Approved. After the reading and discussing all matters in the minutes, Trustee Banga moved for the adoption of the Minutes, duly seconded by Trustee Sierra. Motion Approved.

79 **IV. Management Report**

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Manager Tejada presented her report. Discussion followed.

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It was requested to present report by percentage.

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The increase of numbers on claims was also observed. It was also suggested to check its percentage based on enrollees and if reinsurer is needed in this aspect.

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Regarding the discussion on the retained risk amount, the Management was asked to present to the board a report of computation if MBAI increase the retained risk amount, this shall be tabled in the next meeting.

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The body discussed what benefits can be given to the members, they agreed to provide a kit to help monitor members health. Trustee Banga made a motion directing the management to purchase BP monitoring kit for coop members as part of their membership benefit with NATCCO MBAI, duly seconded by Trustee Garcia. Motion Approved.

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**Resolution No. 16-S2017. Resolution, to provide BP monitoring kit to coop members of NATCCO MBAI.**

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The Board also created Marketing Advisors per region as follows:

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- Visayas - Atty. Ibanez
- North Luzon - Trustee Garcia
- South - Trustee Banga
- Mindanao - Trustee Sierra

107 **V. Approval of Anti-Fraud Plan**

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109 Manager Tejada presented and sought the approval of the Anti-Fraud Plan as required  
110 by Insurance Commission. This has been reviewed deliberately during the ExeCom  
111 meeting. After discussing this item, Trustee Sierra moved to confirm the resolution made  
112 by the ExeCom adopting the Anti-Fraud Plan as presented, duly seconded by Trustee  
113 Banga. Motion Approved.

114

115 **Resolution No. 17-S2017. Resolution, adopting the Anti-Fraud Plan required by the IC.**

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117 Management to check with RIMANSI the underwriting tool for MBAI fraud, and provide  
118 the Board a copy.

119

120 In connection with this, Vice-President Tizon made a motion mandating the Management  
121 to provide a list of all policies and guidelines to schedule a regular visit and review of  
122 these items, the motion was duly seconded by Trustee Banga. Motion Approved.

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124 **Resolution No. 18-S2017. Resolution, mandating the management to provide list of all the**  
125 **policies and guidelines of MBAI.**

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127 **VI. Approval of HR Manual**

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129 The final revision of HR Manual was deliberated during the meeting. Thereafter, Trustee  
130 Banga moved for the final approval of the HR Manual, seconded by Vice-President  
131 Tizon.

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133 **Resolution No. 19-S2017 Resolution, approving the revised HR Manual of MBAI.**

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135 **VII. Treasurer's Report**

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137 Treasurer's Report was presented by Ms. Cafirma. Discussion ensued.

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139 Figure under the free and unassigned value was noticed by the board. Trustee Atty.  
140 Ibanez made a motion directing the management to come up with a policy for member's  
141 equity enhancement, the motion was seconded by Trustee Banga. Motion Approved.

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143 **Resolution No. 20-S2017 Resolution, directing the management to come up with a policy**  
144 **for member's equity enhancement.**

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146 Trustee Banga moved for the acceptance of the Treasurer's Report which was seconded  
147 by Trustee Atty. Ibanez. Motion Approved.

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149 **VIII. Evaluation of MBAI GM**

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151 The board held an executive meeting to conduct the 2016 performance evaluation of  
152 Manager Tejada, presided by President Pastores.

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154 After due deliberation, the Board agreed on the 5% increase to be given in addition to  
155 the monthly salary of the Manager effective May 1, 2017. The motion was made by  
156 Trustee Magdaong and was seconded unanimously.

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158 **Resolution No. 21-S2017. Resolution, approving the 5% increase of salary of Manager**  
159 **Tejada effective May 1, 2017.**

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161 **VI. Adjournment**

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163 There being no other matters discussed, Trustee Banga moved for the adjournment of  
164 the meeting at 4:30 o' clock in the afternoon.

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166 Prepared by:

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169  Mildred Cerezo

170 Board Secretary

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Attested by:



Ellen Pastores

President