

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

2 Executive Room, NATCCO Bldg.,

3 Project 4, Quezon City

4 March 12, 2018

5 1:30pm-5:05pm

6
7 **Attendees:**

8
9 Ms. Ellen Pastores - President
10 Ms. Evelia Tizon - Vice-President
11 Atty. Adolfo Ibanez - Member
12 Ms. Veronica Sierra - Member
13 Mr. Leonardo Banga - Member
14 Mr. Romeo Magdaong - Member
15 Ms. Minerva Tejada - Manager
16 Ms. Zorahayda Cafirma - Treasurer
17 Ms. Mildred Cerezo - Board Secretary
18

19 **Not Present:**

20 Mr. Angel Garcia Jr. - Member
21 Mr. Robert Abao - Auditor
22
23

24 **I. Call to Order**

25
26 The Meeting was called to order by President Pastores at 1:30 o'clock in the
27 afternoon.
28

29 **II. Approval of the Agenda**

30
31 The agenda was presented, Trustee Atty. Ibanez moved for the approval which
32 was seconded severally. Motion Approved.
33

- 34 i. Call to Order
35 ii. Approval of the Agenda
36 iii. Reading and Approval Minutes
37 a. December 1, 2017 Regular BOT Meeting
38 b. January 13, 2018 Special BOT Meeting
39 iv. For approval
40 v. Management Report
41 vi. Treasurer's Report
42 vii. Committee Report
43 viii. Other Matters
44 ix. Adjournment

45
46
47
48
49
50
51
52
53
54
55
56
57
58
59
60
61
62
63
64
65
66
67
68
69
70
71
72
73
74
75
76
77
78
79
80
81
82
83
84
85
86
87
88
89

III. Reading and Approval of the Minutes

Trustee Banga moved to dispense with the reading of the minutes of previous meetings, seconded by Vice-President Tizon. Motion Approved.

a. December 1, 2017 Regular BOT Meeting

Line 93, Trustee Atty. Ibanez made a correction to his name to Adolfo not Rodolfo.

After discussing all matters and correction in the minutes, Trustee Sierra moved for the approval of the Minutes as corrected, the motion was seconded by Vice-President Tizon. Motion Approved.

b. January 13, 2018 Special BOT Meeting

Trustee Banga suggested adding page number on each page of the minutes.

After discussing all matters in the minutes, Trustee Banga moved for the approval of the minutes which was seconded by Trustee Sierra. Motion Approved.

IV. For Approval

A. Proposed Budget for 2018 GA

The Manager presented and sought the approval from the Board the budget for the 2018 GA of the NATCCO MBI. After the short discussion, Trustee Sierra moved for the approval of the proposed budget for the GA, seconded by severally. Motion Approved.

Resolution No. 7-S2018. Resolution, approving the budget amounting to PhP500,000 for 2018 NATCCO MBI GA. This will include the MICCOP sponsorship amount to P100,000.

B. Unit Investment Trust Fund Thru RIMANSI

Manager Tejada presented to the Board the need for the NATCCO MBI to invest in the Unit Investment Trust Fund thru RIMANSI.

After due deliberations, the body decided to defer the approval. The Board requested the Treasurer to study further and make recommendation to the Board.

C. 2017 Audited FS

90 The board discussed the result of the 2017 Audited Financial Statement for the
91 NATCCO MBAI. Thereafter, Vice-President Tizon moved for the approval of the
92 Audited FS, duly seconded by Trustee Magdaong. Motion Approved.

93
94 **Resolution No. 8-S02018 Resolution, approving the 2017 Audited Financial**
95 **Statement of the NATCCO MBAI.**

96
97 **D. Approval & Release of the Productivity Bonus**

98
99 The productivity bonus for the year has been discussed and reviewed by the
100 board. After a short deliberation, Trustee Banga moved for the approval of the
101 productivity bonus amounting to P20,000 for the trustees and officers, and 1
102 month equivalent salary for the staff based on the performance evaluation of the
103 Manager. The motion was seconded by Trustee Sierra. Motion Approved.

104
105 **Resolution No. 9-S2018. Resolution to approve and release the productivity**
106 **bonus for 2017, amounting to P20,000 for the trustees and officers, and 1**
107 **month equivalent salary for the staff based on the performance evaluation.**

108
109
110 **E. 3-day Training session with ICD**

111
112 Manager Tejada recommended to the Board the 3-day training session to be
113 conducted by the Institute of Corporate Directors to review the current Vision,
114 and Mission of the NATCCO MBAI. And also to discuss and formulate the Core
115 Values including other areas need improvement for the organization. This shall
116 be participated in by the Trustees, officers and the management staff.

117
118 Trustee Banga moved for the approval of the 3-day Training with the ICD, motion
119 was seconded by Trustee Magdaong. Motion Approved.

120
121 **Resolution No.10-S2018. Resolution, approving the 3-day Training with the Institute of**
122 **Corporate Directors.**

123
124 **V. Management Report**

125
126 Manager Tejada presented her report.

127
128 It was suggested to include in the report on the enrolees, which coops are new
129 and which among the coop members are under renewals.

130
131 After discussing all matters in the management report, Trustee Banga moved for
132 the adoption of the Management Report. The motion was seconded by Trustee
133 Atty. Ibanez. Motion Approved.

134

135 **VI. Treasurer's Report**

136
137 Treasurer Cafirma presented her report.

138
139 After the discussion all items in the treasurer's report, Trustee Magdaong moved
140 for the approval of the report presented, seconded by Trustee Banga. Motion
141 Approved.

142
143 **VII. Committee Report**

144
145 **A. Audit Committee Report**

146
147 Trustee Sierra presented the audit committee report.

148
149 The board deliberated the committee's recommendation on the payroll
150 preparation should be separated from NATCCO for confidentiality purposes. The
151 new HR contract with NATCCO should cover only be limited to selection, hiring,
152 evaluation, use of HRIS but should not include computation of salary and
153 benefits, computation of SSS, HDMF and Philhealth including its payment.

154
155 After due deliberations, Vice President Tizon moved for the adoption of the
156 recommendation of the Audit Committee on the HR for the NATCCO MBAI which
157 was seconded by Trustee Banga. Motion Approved.

158 **Resolution No. 11-S2018. Resolution, NATCCO MBAI to have separate payroll**
159 **preparation and separate computation of other benefits and its payment from NATCCO.**

160
161 After discussing all other items in the audit committee report, Trustee Atty.
162 Ibanez moved for the acceptance of the Audit Committee Report, duly seconded
by Trustee Magdaong. Motion Approved.

163 **B. Nomination Committee Report**

164
165 Vice-President Tizon presented the report.

166
167 After discussing all matters in the nomination committee report, Trustee Banga
168 moved for the adoption of the report presented. The motion was seconded by
169 Trustee Sierra. Motion Approved.

170
171 **C. Remuneration Committee Report**

172
173 Manager Tejada presented the report.

174
175 Items discussed are:

- 176 1. Life Insurance benefits for 7 original incorporators – lifetime
177 2. Release of productivity bonus: P20,00 for BoT and Officers, and equal to 1
178 month salary for the staff

179 3. Communication allowance – no increase in the communication allowance of
180 the staff, but it is recommended to add globe line as official number of NMBAI
181

182 After the discussion of the body on the report presented, Vice-President Tizon
183 moved for the acceptance of the report which was seconded by Trustee Sierra.
184 Motion Approved.
185

186 **VIII. Other Matters**

187
188 1. Official Representative of NMBAI to RIMANSI

189
190 Manager Tejada sought the approval of the board the official representative of
191 NMBAI to RIMANSI.
192

193 Thereafter, Trustee Sierra moved appointing President Pastores as the official
194 representative of the organization to RIMANSI, the motion was seconded by
195 Trustee Banga. Motion Approved.


196 **Resolution No. 12-S2018. Resolution, appointing President Ellen Pastores as the official**
197 **representative of the NMBAI to RIMANSI.**


198 **IX. Adjournment**

199 Trustee Banga moved for the adjournment of the meeting at 5:05 o'clock in the
200 afternoon.
201

202 Prepared by:

Attested by:

203
204 
205 Mildred C. Cerezo
206 Board Secretary


Ellen R. Pastores
President