

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

2 Executive Room, NATCCO Bldg.,

3 Project 4, Quezon City

4 September 24, 2018

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6 **Attendees:**

7  
8 Ms. Ellen Pastores - Chairperson  
9 Ms. Evelia Tizon - Vice-Chairperson  
10 Atty. Adolfo Ibanez - Independent Trustee  
11 Mr. Jupiter Bonilla - Member  
12 Mr. Leonardo Banga - Member  
13 Mr. Angel Garcia Jr. - Member  
14 Mr. Romeo Magdaong - Independent Trustee  
15 Ms. Minerva Tejada - President  
16 Ms. Zorahayda Cafirma - Treasurer  
17 Mr. Robert Abao - Auditor  
18 Ms. Mildred Cerezo - Board Secretary  
19

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21 **I. Call to Order**

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23 Chairperson Pastores called the meeting to order at 1:40 o' clock in the afternoon.

24  
25 All Board of Trustees were in attendance, the Secretary certified a quorum.

26  
27 **II. Approval of the Agenda**

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29 Trustee Magdaong moved for the approval of the agenda which was seconded by  
30 Trustee Banga. Motion Approved.

- 31  
32 i. Call to order  
33 ii. Approval of the agenda  
34 iii. Reading and approval of Minutes of the meetings  
35 a. June 18, 2018 BOT Meeting  
36 b. July 11 & 12 Special BOT Meeting  
37 iv. NMBAI 2019 Programs - For Approval  
38 a. Lakbay – Malasakit Program  
39 b. Privileged Loyalty Program  
40 c. Kaagapay-Consultant & Referral Program  
41 d. Customer Feedback  
42 v. Product Development Partner Actuary Proposals– For Approval  
43 a. Rimansi/MI-MAP

- b. Mr. Lyndon Fadri
- c. Zalamea Actuarial Services
- vi. Release of 2018 Cash Gift
- vii. Management Report
- viii. Other Matters
  - a. ISO Certification
  - b. Schedule of Meeting
- xii Adjournment

**III. Reading and Approval of the Minutes of Previous Meetings**

**a. June 18, 2018 BOT Meeting**

Trustee Banga moved to dispense with the reading of the Minutes of June 18, 2018 meeting, which was seconded by Atty. Ibanez.

Correction on Line 138, insert "continuously" between has and served.

After discussing matters arising in the minutes, Vice-Chair Tizon moved for the approval of the Minutes of June 18, 2018 BOT Meeting, the motion was seconded by Trustee Bonilla. Motion Approved.

**b. July 11 & 12 Special BOT Meeting**

Trustee Banga moved to dispense with the reading of the Minutes of July 11-12 Special Board Meeting, and was duly seconded by Trustee Garcia.

Correction on Line 61, replace the word "Manager" to President.

The body revisited and reviewed thoroughly the copy of amendments which was revised during the special board meeting. Thereafter, Trustee Bonilla made the motion to adopt the minutes of the July 11 & 12 Special BOT meeting as corrected. The motion was seconded by Trustee Banga. Motion Approved.

**IV. NMBAI 2019 Programs**

President Tejada presented to the Board the following programs of NMBAI for 2019. Upon discussion, the Board decided to designate a Trustee to further review the following programs which final details shall be presented next meeting:

- a. Lakbay- Malasakit Program – Vice-Chair Tizon
- b. Privilege Loyal Program –Trustee Bonilla
- c. Kaagapay-Consultant & Referral Program –Trustee Banga
- d. Customer Feedback – Trustee Garcia

**V. Product Development Partner Actuary – For Approval**

83 President Tejada presented the proposals of possible partnership on actuarial services  
84 for NMBAI. The Board requested the Management to present details of terms of services  
85 for each proposal.  
86

#### 87 **VI. Release of 2018 Cash Gift**

88 Also discussed was the amount to be released as cash gift for the 2018. After due  
89 deliberations and considerations of the high inflation rate, the Board agreed to release  
90 Php30,000 cash gift for this year to be released on December 10. The motion was made  
91 by Trustee Atty. Ibanez which was duly seconded by Trustee Magdaong. Motion  
92 Approved.

93 **Resolution No. 24-S2018. Resolution, approving the amount of Php30,000 as cash**  
94 **gift for 2018 for both officers and staff of NMBAI.**

#### 95 **VII. Management Report**

96 The President presented the Management Report. Discussion followed. The Board  
97 mandated the President to also present her report in graphic presentation. After  
98 discussing all matters in the Management Report, Trustee Bonilla moved for the  
99 acceptance of the report which was seconded severally. Motion Approved.

#### 100 **VIII. Other Matters**

##### 101 **a. ISO Certification**

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103  
104 The Board discussed about NMBAI ISO Certification.

105 Vice-Chair Tizon made a motion directing the Management to have a cost analysis for  
106 the ISO Certification, the motion was seconded by Trustee Banga. Motion Approved.

107 **Resolution No. 25-S2018. Resolution, directing the Management to have a cost**  
108 **analysis for the ISO Certification for NMBAI.**

109 Also considered during the meeting, the need to conduct a Risk Management  
110 Assessment for NMBAI. Trustee Banga then moved to conduct a Risk Management for  
111 NMBAI, severally seconded.

112 **Resolution No. 26-S2018. Resolution, to conduct a Risk Management Assessment**  
113 **for NMBAI.**

##### 114 **b. Schedule of Meeting**

115  
116 November 15 – Committees' Meeting  
117 November 16 – Annual Planning  
118 December 10 – Board and Xmas Party  
119 January 7, 2019 – 1<sup>st</sup> Regular Board Meeting.

120

121 **IX. Adjournment**

122 The meeting adjourned at 6:15 o'clock in the evening.

123

124 Recorded by:

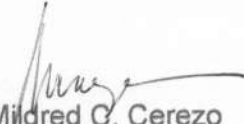
Attested by

125

126

127 Mildred C. Cerezo

128 Secretary



Ellen R. Pastores

Chairperson