

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

2 NATCCO Board Room, NATCCO Bldg. Quezon City

3 June 10, 2019

4 1:19pm-5:41pm

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6 Attendees:

7
8 Ms. Ellen Pastores - Chairperson
9 Ms. Evelia Tizon - Vice-Chairperson
10 Mr. Jupiter Bonilla - Member
11 Atty. Adolfo Ibanez - Member
12 Mr. Angel Garcia Jr. - Member
13 Mr. Romeo Magdaong - Member
14 Mr. Ryan Arthur Padilla - Member
15 Ms. Minerva Tejada - Manager
16 Ms. Mildred Cerezo - Board Secretary

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18 Regret:

19 Ms. Zorahayda Cafirma - Treasurer

20 **I. Call to Order**

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22 The meeting was called to order by Chairperson Ellen Pastores at 1:19 o'clock in the
23 afternoon.

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25 **II. Approval of the Agenda**

26 Trustee Magdaong moved for the approval of the following agenda:

- 27 i. Call to order
28 ii. Approval of the Agenda
29 iii. Reading and Approval of the Minutes of the previous meetings
30 a. March 11, 2019 Regular BOT Meeting
31 b. March 27, 2019 Special Board Meeting
32 c. May 9, 2019 Special Board Meeting
33 d. May 27, 2019 Pre-GA Meeting
34 iv. Management Report
35 v. Treasurer's Report
36 vi. Committee Report
37 vii. Communication: Audit Findings of BIR
38 viii. Evaluation of 2019 Annual Meeting
39 ix. Adjournment

40 The motion was seconded by Vice-Chair Tizon. Motion Approved.

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

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43 **A. March 11, 2019 Regular BOT Meeting**

44 Vice-Chair Tizon moved to dispense with the reading of March 11, 2019 BOT meeting, which was
45 seconded by Trustee Atty. Ibanez. Motion Approved.

46 Correction and discussion of matters arising followed.

47 Vice-Chair Tizon asked update about the comparative statistics report of all cooperatives so as
48 to see how to strategize the reaching of 300T members.

49 The Board instructed the Management to speed up the marketing. Prioritize all the small coops
50 of NATCCO members and CDA registered. Also, Management was tasked to provide the Board
51 statistics report of all non-member cooperatives nationwide.

52 Also discussed was the status of current MBAI members. It was reported that there are
53 members under the MICOOP partnership which contracts to MBAI are about to expire. The
54 Board then suggested reviewing the renewal policy and consider giving them attractive offer so
55 as to retain their membership with the NATCCO MBAI.

56 Some feedbacks were relayed that there were Coops signified interest to NATCCO MBAI but
57 were not visited yet. Management to look into these coops and coordinate well with MRNG for
58 marketing.

59 The Board followed up status of MBAI to being a regular member to RIMANSI. In relation, Vice-
60 Chair Tizon requested to the board copy of list of benefits and other assistance they provide
61 once NATCCO MBAI become a regular member of RIMANSI.

62 Part of the matter arising was the need to make a clear policy of productivity bonus of the
63 officers and staff. This shall be presented to the Board next meeting.

64 It was also suggested to check the possibility of availing ISO certification for the organization.

65 The Board reiterated and recommended the following items to be discussed and reviewed by
66 the Execom on July 8.

- 67 • Review on Damayan Product
- 68 • Productivity Bonus Policy
- 69 • Statistics of Coops Nationwide
- 70 • Marketing Presentation
- 71 • Review of IRR
- 72 • MOA for Coops to be transferred fully to NATCCO MBAI.

73 Also agreed was the need to create a committee for the product development, Trustee Sierra
74 made the motion appointing the following as members of the Committee: the Chairperson,
75 Vice-Chair, Independent Trustees and Trustee Magdaong. Trustee Bonilla seconded the motion,
76 there being no objection, the motion is approved.

77 ***Resolution No.01-S2019. Resolution, appointing the following members of the Product***
78 ***Development Committee: Chairperson, Vice-Chairperson, Independent Trustees and Trustee***
79 ***Magdaong.***

80 After discussing all matters in the Minutes, Trustee Magdaong moved for the approval of
81 Minutes of March 11, 2019 Board of Trustees Regular Meeting. The motion was duly seconded
82 by Trustee Bonilla. Motion Approved.

83 **B. March 27, 2019 Special Board Meeting**

84 Vice-Chair Tizon moved to dispense with reading of March 27 Special Board Meeting which was
85 seconded by Trustee Bonilla. Motion Approved.

86 Correction on line 61, replace the word "RIMANSI" to "NATCCO MBAI Policy".

87 Discussion on line 73, regarding the equity of members.

88 Management was tasked to prepare written guidelines on policy for the termination of equity
89 value to be presented to the Board for approval.

90 After discussing all matters and corrections made, Trustee Bonilla moved for the approval of the
91 Minutes of March 27, 2019 Special Board of Trustees Meeting as corrected, seconded by
92 Trustee Magdaong. Motion Approved.

93 **C. May 9, 2019 Special Board Meeting**

94 Trustee Magdaong moved to the dispense with the reading of Minutes of May 9, 2019 Special
95 BOT Meeting which was seconded by Trustee Bonilla. Motion Approved.

96 After the reading and discussion, Trustee Magdaong moved for the approval of the Minutes
97 which was seconded by Trustee Bonilla. Motion Approved.

98 **D. May 27, 2019 Pre-GA Meeting**

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100 Trustee Sierra moved to dispense with reading of May 27, 2019 Pre-Annual Meeting, seconded
101 Trustee Bonilla.

102 Time should be corrected to 10:00am -3:30pm

103 After the reading and corrections made, Trustee Bonilla moved for the approval of Minutes
104 which was seconded by Trustee Magdaong. Motion Approved.

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106 **IV. Management Report**

107 President Tejada presented her report. Discussion followed.

108 It was reiterated that flow of report should be as follows: Target – Accomplishment - Action
109 Plan.

110 Issues on the enrolment system were deliberated, Management to address the issues ASAP.

111 The Board also discussed the feedback from Representatives during the Annual Meeting, the
112 Board mandated the Management to file incident report to Banaria, Banaria and present their
113 reply to the Board.

114 Trustee Sierra moved for the acceptance of the report of the Management which was duly
115 seconded by Trustee Bonilla. Motion Approved.

116 **V. Treasurer’s Report**

117 An issue on timeliness on Financial Statement was observed by the Board. The Body then
118 requested to send FS on time.

119 Thereafter, Vice-Chair Tizon moved to accept the Treasurer’s Report and was seconded by
120 Trustee Magdaong. Motion Approved.

121 **VI. Committee Reports**

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A. Nomination Committee

124 Trustee Sierra presented their report. After the discussion, Vice-Chair Tizon moved to accept the
125 report presented which was seconded by Trustee Atty. Ibanez. Motion Approved.

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B. Audit Committee

128 Trustee Atty. Ibanez presented the report. Thereafter, Trustee Sierra moved for the acceptance
129 of the report and was seconded by Vice-Chair Tizon. Motion Approved.

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VII. Communication - Audit Findings of BIR

132 President Tejada tabled the letter from BIR regarding their findings. Deliberations ensued.

133 After the lengthy discussions, the Board mandated the Management to work on the Certificate
134 of Tax Exemption as NATCCO MBI being a non-stock and non-profit organization.

135 Also, the Board required an Exit Conference from an External Auditors before finalizing their
136 report.

137 Management to seek other legal services to help address BIR issues.

138 Also, the Board mandated the Management that all Communications received should be part of
139 the Agenda of the meeting.

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VIII. Evaluation of 2019 Annual Meeting

142 The body discussed the feedback of Representatives regarding the printing of FS. Evaluation
143 feedback form should be distributed and consider conducive venue for the next annual meeting.

144 Trustee Bonilla recommended to create a committee for the Annual Meeting.

145 September 9 is set for the mid-year evaluation.

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147 **IX. Adjournment**

148 There being no other matter discussed, the meeting adjourned at 5:41 o'clock in the afternoon.

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150 Recorded by:

Attested by

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154 Mildred C. Cerezo

155 Secretary

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Ellen R. Pastores

Chairperson