

1 **Minutes of the 2nd NATCCO MBAI Board of Trustees Regular Meeting**

2 NATCCO Board Room, NATCCO Bldg. Quezon City

3 September 9, 2019

4 1:40pm-5:58pm

5
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. Romeo Magdaong - Member
13 Mr. Ryan Arthur Padilla - Member
14 Ms. Minerva Tejada - Manager
15 Ms. Mildred Cerezo - Board Secretary
16

17 Regret:

18 Ms. Ma. Veronica Sierra - On official travel.
19

20 I. Call to Order
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22 The meeting was called to order by Chairperson Pastores at 1:40 o'clock in the
23 afternoon.
24

25 II. Approval of the Agenda

26 Trustee Magdaong moved for the approval of the Agenda as presented, seconded
27 by Trustee Atty. Ibanez.
28

29 i. Call to order

30 ii. Approval of the agenda

31 iii. Reading and approval of the Minutes of June 10 BOT meeting.

32 iv. Items for Approval

33 a. Budget and supplier for MIS & Accounting Systems Project

34 b. Productivity bonus

35 c. Enhanced Basic Life Insurance Product (Damayan Family Plan)

36 v. Management Report

37 vi. Treasurer's Report

38 vii. Amendments to AIC and ByLaws of NMBAI

39 viii. Other Matter

40 a. Schedule of Meetings

41 ix. Adjournment

42 III. Reading and Approval of the Minutes of June 10 BOT Meeting
43

44 Trustee Atty. Ibanez moved to dispense with the reading of the Minutes of the
45 previous meeting which was seconded by Trustee Bonilla.

46 Discussion and Matters Arising from the Minutes:

47 The body discussed once again the strategies on marketing in order to increase the
48 members and reach the target for 2020.

49 The Board decided to start the implementation of the Malasakit Program which has
50 been approved years ago so as to start with the membership outreach and benefits'
51 program. Trustee Bonilla was appointed to initialize the program under his area.

52 In line with this, the board decided to formalize the possible partnership with
53 NATCCO in helping the institution in marketing.

54 Trustee Magdaong then made a motion mandating the Management to send formal
55 letter to NATCCO partnership in marketing, the motion was duly seconded by Vice-
56 Chair Tizon. Motion Approved.

57 **Resolution No. 15. Series of 2019. Resolution, mandating the Management to send formal**
58 **letter to NATCCO regarding partnership in marketing for the NATCCO MBAI.**

59 Also, the Board would like to see the recruitment plan for the year 2019. Vice-Chair
60 Tizon then moved directing the Management to provide the Board this plan, which
61 time frame is set within the month of September. The motion was seconded by
62 Trustee Bonilla. Motion Approved.

63 **Resolution No. 16. Series of 2019. Resolution, directing the Management to provide**
64 **recruitment plan initially until December 2019.**

65 Trustee Padilla suggested a marketing person to focus on this activity and he
66 volunteered to provide training.

67 Thereafter, Trustee Bonilla moved for the hiring of the Marketing Officer which was
68 seconded Vice-Chair Tizon. Motion Approved.

69 **Resolution No. 17. Series of 2019. Resolution, to hire a Marketing Officer.**

70 The Board also discussed the issue on retirement policy of employees. Vice-Chair
71 Tizon made the motion recommending to the Remuneration Committee to discuss
72 and review existing policy of the retirement program of NMBAI. The motion was
73 seconded by Trustee Padilla. Motion Approved.

74 **Resolution No. 18. Series of 2019. Resolution, to review the retirement policy of NMBAI.**

75 After t discussing all matters in the Minutes, Trustee Atty. Ibanez moved for the
76 adoption of the Minutes of June 10 BOT meeting, the motion was seconded by
77 Trustee Magdaong. Motion Approved.

78 **IV. Items for Approval**

79

80 **A. Budget and Supplier for MIS & Accounting Systems Project**

81

82 -Deferred. The board required another proposals from other providers.

83

84 **B. Policy on Productivity Bonus of Officers**

85

86 -Deferred. Remuneration Committee to convene.

87

88 **C. Enhanced Basic Life Insurance Product (Damayan Family Plan)**

89

90 -Deferred. Product Committee to convene.

91

92 **D. Policy on Equity Value Withdrawal**

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94 The Board reviewed the policy presented. Thereafter, Vice-Chair Tizon moved
95 for the approval of Policy on Equity Withdrawal which was seconded by Trustee
96 Magdaong. Motion Approved.

97

98 **Resolution No.19. Series of 2019. Resolution, approving the Policy on Equity Withdrawal.**

99

100 **V. Management Report – Mid Year Evaluation**

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102 President Tejada presented her report for the mid-year evaluation of the Board.

103

104 After due deliberations, Trustee Magdaong moved for the acceptance of the report
105 presented which was seconded by Vice-Chair Tizon.

106

107 **VI. Treasurer’s Report**

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109 Treasurer Cafirma presented her report. Thereafter, Trustee Bonilla moved for the
110 acceptance of the report, seconded by Trustee Magdaong.

111

112 **VII. Amendments of AIC and ByLaws of NATCCO MBAI**

113 President Tejada discussed to the body the need to amend the AIC and ByLaws of
114 the NATCCO MBAI in order to resolves issues in the application of the Tax
115 Exemptions of the institution. It was agreed to hold a special Annual Meeting to seek
116 approval from the general assembly.

117 Trustee Magdaong then made the motion for the Approval of the AIC and ByLaws of
118 NATCCO MBAI, recommending to the General Assembly the final approval of the
119 amendments made. The motion was duly seconded by Trustee Padilla.

120 **Resolution No.20. Series of 2019. Resolution, recommending to the General Assembly**
121 **the adoption of the amendments of the Articles of Incorporation and ByLaws of the**
122 **NATCCO MBAI.**

123 **(Please copy paste the amendments, thank you)**

124

125 It was agreed that the Special Annual Meeting shall be held on November 11, 2019 in
126 Quezon City. Notice to be sent 30 days prior the GA.

127 **VIII. Other Matters**

128

129 a. Schedule of Meetings

- 130 • November 11 – Special Annual Meeting & Annual Planning
- 131 • December 9 - 3rd Regular Meeting & Christmas Party

132

133 **IX. Adjournment**

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135 After discussing all items in the Agenda, Vice-Chair Tizon moved for the adjournment
136 of the meeting at 5:58 o'clock in the afternoon.

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140 Prepared by:

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145 Mildred C. Cerezo
146 Board Secretary

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148 Attested by:

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153 Ellen R. Pastores
154 Chairperson

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