



**KASAGANA-KA Mutual Benefit Association, Inc.**  
**6<sup>th</sup> Regular Meeting of the Board of Trustees**  
**via Zoom Videoconference**  
**October 30, 2020 8:00 am**

**In Attendance:**

Board of Trustees:

- |                             |                           |
|-----------------------------|---------------------------|
| 1. Enriqueta V. Navarro     | -President                |
| 2. Alma D. Gilbaliga        | -Vice President           |
| 3. Lilibeth C. Molina       | -Treasurer                |
| 4. Jonalyn T. Andres        | -Board Secretary          |
| 5. Teresita D. Padel        | -Board Member             |
| 6. Rita Dela T. Cruz        | -Board Member             |
| 7. Jenifer L. Abao          | -Board Member             |
| 8. Philip Arnold P. Tuaño   | -Independent Board Member |
| 9. Atty. Gettie C. Sandoval | -Independent Board Member |

**Also Present:**

Board of Advisers:

10. Chona B. Capayas
11. Isabel M. Iliw-iliw
12. Maria Anna dR. Ignacio

Board Member Emeritus

13. Leticia T. Rodriguez
14. Wenifreda F. Rodriguez

Management and Staff

- |                          |                  |
|--------------------------|------------------|
| 15. Silvida R. Antiquera | -General Manager |
| 16. Evelyn Lagmay        | -Finance Manager |



## ORDER OF BUSINESS

### A. Presentation of First Metro Asset Incorporated

### B. Board Agenda

- I. Call to Order
- II. Prayer
- III. Determination of Quorum
- IV. Approval of Proposed Agenda
- V. Reading and Approval of the minutes of the previous meeting
- VI. Business Arising
- VII. Financial Report
  - a. Financial Statement for the month of August and September 2020
  - b. Investment as of October 29,2020
- VIII. Operations Update
  - a. January to September Report
- IX. Building Update
- X. Account Opening to Union Bank
- XI. Performance Evaluation
  - a. Board of Trustees (January to June 2020)
  - b. GM Silvida Antiquera (January to June 2020)
- XII. Other Matters
- XIII. Schedule of next regular/special board meeting
- XIV. Adjournment

## DISCUSSION HIGHLIGHTS

- I. Before the Board Meeting formally started, KMBA management invited Ms. Jane Abbasi of First Metro Asset Management, Inc. (FAMI) to present updates on KMBA’s investment in their First Metro Save and Learn Fixed Income Fund (SALFIF).

Ms. Jane presented updates in the portfolio as follows:

Transaction Type	Date	Allocated Shares	Allocated Amount	NAVPS
Purchase	04/15/2013	2,348,914	Php 5,000,000.00	2.1180

Current Share Holdings	Investment Amount	Current Cost (net of charges)	Current Value of Holdings	Unrealized Profit/Loss (%)
2,348,914	Php 5,000,000.00	Php 4,975,000.00	Php 5,762,825.61	<b>Php 762,825.61 (15.33%)</b>

After presenting KMBA’s portfolio, Ms. Jane discussed opportunities open for KMBA – the Save and Learn Money Market Fund (SALMMF). She said that this fund seeks to provide steady growth of income and liquidity through investment in peso-fixed income instruments with a portfolio duration of one (1) year or less. The fund is suitable for investors who are conservative and have a short-term investment horizon. She emphasized that the SALMMF displays a more conservative features compared to the SALFIF where the former contains best rate time deposits, short-term Government Securities, and high-quality Corporate Papers with seven (7) days holding period only. Lastly, she presented comparatives as follows:



As of October 9, 2020	Term	Gross Yield	Net Yield
Government Securities	91-days	1.09	0.87
	182-days	1.60	1.28
	364-days	1.70	1.43
FAMi Money Market Fund	7-days		2.13

GM Salve expressed appreciation on the presentation of Ms. Jane and said that KMBA management will best discuss further together with the Board regarding appropriate and sound decision for that purpose.

II. After the presentation, Pres. Enriqueta called the meeting to order at 8:23 a.m.

### III. Quorum and Agenda

Board Secretary Jonalyn conducted a roll call and determined the presence of a quorum. Pres. Enriqueta presented the proposed agenda for the day's meeting. It was approved by the Board upon motion by BoT Alma, duly seconded by Sir Randy.

### IV. Reading and Approval of the Minutes of the Meeting

The minutes of the previous Regular Board meeting were provided ahead of the meeting. That considering, Pres. Enriqueta asked the Board to suspend the reading of the previous minutes of the meeting.

BoT Teresita moved to suspend the reading of the minutes of the previous Regular Board Meeting duly seconded by BoT Alma.

Pres. Enriqueta asked the Board, based on their advanced reading, for clarification or comments that needed discussions. There being none, BoT Rita moved to approve the minutes of the previous meeting, duly seconded by BoT Jenifer.

### V. Business Arising

GM Salve informed the Board that KMBA's Operations Manager Evangeline Pe has officially resigned from the office effective September 30, 2020.

### VI. Financial Report

#### A. Financial Statements

FM Eve presented the Statement of Financial Position as of September 30, 2020. The summary of the report is provided below.

Particular	As of September 30, 2020	As of September 30, 2019	Variance	
			Amount	%
Total Assets	Php 231,203,457.14	Php 218,153,744.14	Php 13,049,713.00	6%
Total Liabilities	159,046,999.13	143,994,096.84	15,052,902.29	10%
Total Fund Balance	72,156,458.01	74,159,647.30	(2,003,189.29)	-3%

On the other hand, the summary of the Income Statement for the month ended September 30, 2020 is as follows:

Particular	As of September 30, 2020	As of September 30, 2019	Variance Amount
Gross Revenue	Php 26,744,813.20	Php 40,246,929.05	Php (13,502,115.85)



Particular	As of September 30, 2020	As of September 30, 2019	Variance Amount
Total Benefit Expense	24,061,730.61	29,758,784.77	(5,697,054.16)
Total Operating Expense	7,935,673.64	7,967,776.42	(32,102.78)
Total Investment Revenue and Other Income	3,314,954.70	3,303,946.68	11,008.02
Net Surplus (Loss)	Php (1,937,636.35)	Php 5,824,314.54	Php (7,761,950.89)

B. Investments as of October 29, 2020

The portfolio mix as of October 29, 2020 is as follows:

Type of Investment	Current Placement
Cash in Bank	Php 20,206,730.23
Time Deposit	5,730,279.40
UITF	20,328,757.00
Government Securities	78,162,000.00
Corporate Bonds	6,000,000.00
Mutual Fund	5,000,000.00
Stocks	13,000,000.00
LTNCD	5,000,000.00
Investment Property	61,067,929.13
<b>TOTAL INVESTMENTS</b>	<b>Php 214,495,695.76</b>

Sir Randy noticed the increasing operating loss of KMBA. FM Eve agreed and pointed out that the same scenario from the previous months of the pandemic where continuous disbursement of claims with corresponding low collection of premiums happened. GM Salve added that the implementation of grace periods to premium payments played major impact in KMBA's collection. She added that another 60-day extended grace period will be implemented pursuant to the newly passed Bayanihan Act II of the government which runs from September 15 to November 15.

With no further questions, Sir Randy moved to accept the financial reports for the month of August and September, 2020 and investment mix as of October 29, 2020, duly seconded by BoT Lilibeth.

**VII. Operations Update**

GM Salve updated the Board about KMBA's continuous operation. She underscored the following highlights:

**Member Count**

	September 2020	September 2019	Variance
<b>In-Force</b>	41,872	48,700	14% decrease
<b>Lapsed</b>	13,522	7,388	83% increase
<b>Total</b>	55,394	56,088	1% decrease

GM Salve presented the breakdown of the figures as follows:

Partner	Inforce	Lapsed	Total
KCOOP	29,747	6,418	36,165
CAPS-R	11,770	4,783	16,553
JVOMFI	26	1,644	1,670
Other Associate	329	677	1,006
<b>TOTAL</b>	<b>41,872</b>	<b>13,522</b>	<b>55,394</b>



**BLIP Claims**

Month	2020	2019	Variance
January	52	46	13% increase
February	47	35	34% increase
March	52	53	2% decrease
April	30	48	38% decrease
May	27	49	43% decrease
June	41	56	27% decrease
July	60	45	33% increase
August	35	47	26% decrease
September	68	46	49% increase
<b>Total</b>	<b>412</b>	<b>425</b>	<b>3% decrease</b>

Moreover, GM Salve disclosed data regarding the number of claims where causes of death were related to Pneumonia.

<b>BLIP Report Summary: ALL KCOOP Claims since March 16, 2020 – October 26, 2020 to Claims Associated with Pneumonia/Covid-19</b>		
Cluster	Branch/ SatO	Death Relating to Pneumonia
Central 1	Batasan	3
Central 1	Tandang Sora	2
Central 1	Fairview	1
Central 2	Bagong Silang	7
Central 2	Lagro	1
Central 2	Novaliches New	2
East 1	Marikina	4
East 1	Montalban	1
East 2	Padilla	5
East 2	Sumulong	3
East 2	Masinag	1
East 3	Taytay	4
East 3	Cainta	2
East 3	Binangonan	1
North 1	Norzagaray	4
North 1	Sapang Palay	3
North 1	Tungko	1
North 2	Marilao	2
North 2	Meycauayan	1
North 3	Baliuag	1
North 3	Pulilan	1
South 1	San Pedro	1
South 1	Las Pinas	1
South 2	Dasmaringas	2
South 2	GMA	2
South 2	Trece Martires	1
Cebu City	Bantayan	2
Cebu City	Camotes	1
Cebu City	Cebu City	1
Cebu City	Danao	1
Cebu City	Lapu-Lapu	2



<b>BLIP Report Summary:</b> <i>ALL KCOOP Claims since March 16, 2020 – October 26, 2020 to Claims Associated with Pneumonia/CoviD-19</i>		
<b>Cluster</b>	<b>Branch/ SatO</b>	<b>Death Relating to Pneumonia</b>
<b>GRAND TOTAL</b>		<b>64</b>

**CLIP Claims**

Month	2020	2019	Variance
January	32	11	182% increase
February	21	22	5% decrease
March	23	25	8% decrease
April	3	30	90% decrease
May	4	21	81% decrease
June	22	15	40% increase
July	15	28	46% decrease
August	22	20	10% increase
September	22	36	39% decrease
<b>Total</b>	<b>164</b>	<b>208</b>	<b>21% decrease</b>

**HIIP Claims**

Month	Number	Amount
January	5	Php 9,000.00
February	11	18,200.00
March	10	14,800.00
April	2	1,600.00
May	1	400.00
June	6	6,800.00
July	3	7,400.00
August	3	9,600.00
September	2	10,200.00
<b>TOTAL</b>	<b>43</b>	<b>Php 78,000.00</b>

**KJSP**

	High School	College	Total
KCOOP	70	34	<b>104</b>
CAPS-R	10	-	<b>10</b>
<b>TOTAL</b>	<b>80</b>	<b>34</b>	<b>114</b>

**VIII. Building Updates**

GM Salve shared that the building has been turned over properly to KMBA with minor finishing still to be done like fixing the decorative stones and waterproofing of some parts of the building.

**IX. Account Opening to Union Bank**

GM Salve informed the Board about KMBA processes in adaptation to the emerging needs in today's pandemic. One of these is the use of online or digital disbursement channels in disbursing claims to beneficiaries. She shared good feedbacks in using Union Bank in these transactions however she reminded the Board that the official depository bank for claims is that from Metrobank which already is distant from the office and has feature limitations with online transfers compared to Union Bank. She added that KMBA used Union Bank account with designated purpose for general expenditures or its General Fund. With that, GM Salve recommended the closing of claims accounts in Metro Bank for better fund management. In addition, she recommended an account opening in Union Bank to place the claims funds.



The Board found the recommendation sound and necessary. BoT Alma moved to approve the account closing in Metrobank and account opening in Union Bank, duly seconded by BoT Teresita.

**BOARD RESOLUTION NO. 2020-33:  
ACCOUNT OPENING TO UNIONBANK**

**RESOLVED**, to approve the closing of BLIP and CLIP account in Metrobank and the opening of accounts to Union Bank to place the said fund.

**X. Performance Evaluation (January-June 2020)**

Gm Salve reminded the Board about the organization's performance evaluation to the members of the Board of Trustees and to the General Manager. She said that same process shall be conducted.

Executive Assistant Analyn informed the board that the e-copies of the evaluation form for the assessment of performance of KMBA General Manager as well as Board Assessment will be sent through their respective email.

**XI. Upcoming Schedules**

7<sup>th</sup> Regular Board Meeting. December 10, 2020; KMBA Members' Center Building.


**IX. Adjournment**

There being no other matters discussed, the meeting ended at 9:56 a.m.

Prepared by:

  
Jonalyn T. Andres  
Board Secretary

Attested by:

  
Enriqueta V. Navarro  
President