

KASAGANA-KA MUTUAL BENEFIT ASSOCIATION, INC.

Internal Procedures for the Conduct of Meetings via Remote Communication

July 2020

In line with the safety guidelines brought about by the COVID 19 pandemic, the Association's annual general meeting originally scheduled on May 31, 2020 was postponed indefinitely given this volatile situation. To address this concern, the Securities and Exchange Commission issued Memorandum Circular No. 6 Series of 2020 guidelines on the conduct and participation of trustees, members and other persons of corporations in regular and special meetings through teleconferencing, videoconferencing and other remote or electronic means of communication.

The following outlines the internal procedures of KMBA in the conduct of meetings via remote communication, which will allow its trustees, members and other persons to participate and vote in meetings. The internal procedures take into consideration the location of the representatives of the general membership that are mostly in remote communities, their access to the internet and computer facilities, and the health and safety of their well-being.

A. Facility for videoconference.

KMBA has subscribed to Zoom, a videoconferencing software apps commonly used in the market that allows people to interact when in-person meetings are not possible. Zoom is a cloud-based videoconferencing service that can be used to virtually meet others either by video or audio only, or both, all while conducting live chats, and records the sessions that can be viewed later. Zoom has been an essential tool for KMBA to keep in touch and continue the daily workflows with minimal disruption during the quarantine, including the regular conduct of weekly meetings with staff members, board and area coordinators monthly meeting, partner's meetings and annual general assembly.

B. Mechanism to verify the identity of members and who among them have the right to vote during the meeting.

1. Each member is entitled to one vote only.
2. Zoom meeting link, ID and password will be sent through email and/or social media account of representatives.
3. Before the start of the meeting, all meeting participants will be asked to turn on their videos to get a picture documentation of all the meeting participants.
4. The list of voting members will be flashed on the screen occasionally during the meeting.
5. A roll call of meeting participants shall be done by the Board Secretary at the start of the meeting. Every attendee shall state for the record the following:
 - a. Full name and position;
 - b. Location;
 - c. Confirmation that he/she can clearly hear and/or see the other attendees;

- d. Confirmation that he/she received the Notice of the Meeting including the agenda and materials; and
- e. Specify the device being used (ie., smartphone, tablet, laptop, desktop, television, etc.)

C. Measures to ensure that all members have the opportunity to participate in the meeting including an opportunity to read or hear the discussion substantially.

1. Meeting participants will be asked to check-in 15 minutes before the meeting to ensure the technology works correctly including internet connection, device to be used (laptop, desktop, tablet or cellphone) and check background and surrounding noise.
2. Materials that needs to be discussed and/or approved shall be sent to meeting participants at least one week before the meeting.
3. All pertinent materials for discussion and/or approval shall be numbered and marked in such a manner that the member participating through remote communication can easily follow and participate.
4. The Secretariat shall also share on video screen the materials being discussed.
5. The meeting chair and presiding officer shall facilitate the meeting ensuring participation from meeting attendees.
6. Meeting participants to give full and focused attention and participation at the whole duration of the meeting.
7. Meeting participants ask questions if there are items that need to be clarified or elaborated.
8. Should there be resource persons, remind them of the expected time to finish before starting the meeting for maximum benefit in the use of time.
9. The guidelines and protocols for the conduct of in-person meeting shall as far as practicable be used in the conduct of the videoconference meeting.
10. Meeting participants adhere to the Meeting House Rules.

D. Mechanism to enable members to vote during the meeting including ensuring that the integrity and secrecy of the votes are protected. The right to vote of members may be exercised through remote communication or in absentia when authorized by a resolution of the majority of the Board of Trustees.

(Refer to the proxy voting procedure)

E. Procedures for documenting the meeting and any process/motion which may be done afterwards.

1. The videoconference meeting will be recorded via Zoom's audio and video record function.
2. A written minutes of meeting will also be done by the Secretariat for back-up as the videoconference progresses.
3. Meeting attendees will also be taken pictures on screen via computer screen shots.

4. The Association's Secretary through the Secretariat is duty-bound to safe-keep and perpetuate in updated data storage equipment or facility the visual and audio recordings.

F. Mechanism in making the record of the meeting, either video or audio recording, available to the stockholders or members.

1. The audio recording of the Zoom will be made available to the members via a link that will be provided after the meeting.

2. A written and signed minutes of meeting will also be provided and made available to members anytime in the office for inspection, with the register of attendance.

G. House rules for the videoconference meeting. Participants in joining the Zoom videoconference shall take note of the following:

1. Be on time. Check in 15 minutes before start of meeting.

2. Set ZOOM DISPLAY NAME to this format: organization/full name/designation, for easier reference.

3. Make sure that the VIDEO is on or have PROFILE PICTURE on display.

4. Check at the start if AUDIO is well-functioning.

5. Minimize background noise.

6. Mute MIC if not speaking.

7. If participant wish to speak, click PARTICIPANTS > RAISE HAND and wait to be acknowledged before speaking.

8. May also use CHAT if participant wish to share some thoughts or if s/hewant to say something.

9. May use the following REACTIONS as a response: CLAP and/or THUMBS UP.

10. Give full and focused attention and participation at the whole duration of the meeting.

11. Be respectful at all times.

12. Ask questions if there are items that need to be clarified or elaborated.

13. If there are issues encountered, please send private message to any of the members of MiMAP Secretariat through CHAT.

H. Other matters to address administrative, technical and logistical issues. The minutes of the Board of Trustees meeting must record the occurrence of any technical incident occurring in the course of the videoconference call if this disturbs the proceedings.