



KASAGANA-KA  
Mutual Benefit Association, Inc.

**KASAGANA-KA Mutual Benefit Association, Inc.**  
**Minutes of 3<sup>rd</sup> Special Board Meeting**  
**5 Don Francisco St., Don Enrique Heights**  
**Brgy. Holy Spirit, Quezon City**  
**October 10, 2017 9:00 am**

**In Attendance**

**Board of Trustees**

- |                             |  |
|-----------------------------|--|
| 1. Isabel M. Iliw-iliw      | – President, Treasury & Ethics Committee Chairperson       |
| 2. Marissa A. Loyola        | – Treasurer, Treasury Committee Member                     |
| 3. Jerlene B. Perez         | – Secretary, Product Dev't & Innovation C'ttee Chairperson |
| 4. Marilyn C. Aldave        | – Member, Nomination & Election Committee Chairperson      |
| 5. Anita L. Manundo         | – Member, Product Dev't & Innovation Committee Member      |
| 6. Ma. Teresa G. Bucad      | – Member, Product Dev't & Innovation Committee Member      |
| 7. Ma. Elizabeth G. Fuentes | – Member   |
| 8. Philip Arnold P. Tuaño   | – Independent Board Member                                 |

**Board of Advisers**

- |                           |                                    |
|---------------------------|------------------------------------|
| 1. Elizabeth N. Yayon     | – Special Project Committee Member |
| 2. Martiniana G. Mancio   | – Ethics Committee Member          |
| 3. Chona B. Capayas       | – Ethics Committee Member          |
| 4. Leticia T. Rodriguez   | – Ethics Committee Member          |
| 5. Wenifreda F. Rodriguez | – Ethics Committee Member          |
| 6. Ma. Anna DR Ignacio    |                                    |


**Management & Staff**

- |                         |   |
|-------------------------|---|
| 1. Silvida R. Antiquera | – General Manager, Treasury Committee Member          |
| 2. Evangeline E. Pe     | – Operations Manager, Nomination & Election Committee |
| 3. Evelyn A. Lagmay     | – Finance Manager                                     |
| 4. Analyn A. Shih       | – Executive Assistant                                 |

**Absent**

- |                      |   |
|----------------------|---|
| 1. Perla F. Batingal | – Independent Board Member, Audit Committee Chairperson |
|----------------------|---|

**Certified Correct by:**

  
Jerlene B. Perez  
BoT Secretary



KASAGANA-KA  
Mutual Benefit Association, Inc.

### **Order of Business**

- I. Invocation
- II. Determination of Quorum
- III. Approval of the proposed agenda
- IV. Matters for Discussions and Approval
  - a. HR Committee Report
  - b. Internal Audit Matters
  - c. Official Travel budget for ICMIF conference
  - d. Building Updates
  - e. BLIP enhancement
- V. Adjournment



KASAGANA-KA  
Mutual Benefit Association, Inc.

**I. Invocation**

The meeting started at 9:15 a.m. with a prayer.

**II. Determination of Quorum**

The Board Secretary announced the presence of a quorum, there being eight out of nine Board members present.

The Board also adopted the proposed Agenda, there being no other matters for discussion/ approval.

**III. Matters for Discussion/ Approval**

**a. HR Committee Report**

Efforts have been made to harmonize the salaries of the employees across KSOs. In line with this, HR Manager Ms. Celine presented the recommendations of the HR Committee on the salary adjustments for the executive positions in the KDCI and K-Coop. Aside from comparing current salary levels to prevailing market rates, HR also looked into the performance of the organizations through the years through their respective key result areas (KRAs). Should the KMBA Board decide to review as well the salaries of the General Manager (GM) and Operations Manager (OM) of the KMBA, HR proposed the following KRAs as basis for the adjustments:

<b>Proposed KRA</b>	<b>GM</b>	<b>OM</b>
SEGURO	/	/
Social Impact	/	
Compliance to Regulations	/	
Partnerships Established	/	/
Net Income	/	
Return on Assets	/	
Claims Settlement		/

Board adviser MeAn noted that owing to the differences in the functions and scope of responsibilities of the executives in the different organizations, harmonizing the salaries would prove to be a challenge. She suggested determining a basic salary per position across KSOs. Premium or additional incentives will be given depending on the incumbent's qualifications and the performance of the organization.

Board adviser Letty and Board adviser Weni both agreed to the use of qualifications as basis for additional incentives. Ms. Weni also expressed apprehension over the ability of KMBA to pay for higher salaries. IC regulations should also be taken into consideration, particularly the cap on administrative expenses, as emphasized by Board adviser Chona and President Isabel.



KASAGANA-KA  
Mutual Benefit Association, Inc.

Noting the above observations, the Board, upon motion by BoT member Teresa and seconded by BoT member Marilyn, directed the HR to proceed with the study on the appropriate salary rates and adjustments for the KMBA GM and OM.

**b. Internal Audit Matters**

Internal Audit Manager Ms. Hazel reported to the Board the timely submission of the KMBA Anti-Fraud Plan, in accordance with the requirements of the Insurance Commission.

She sought Board inputs regarding subject matters that must be submitted to audit. Aside from the review of the passbook, which is regularly undertaken, GM Salve requested for spot checks and document checks. To this, Ms. Hazel committed to submit audit findings to the Board beginning next year.

Ms. Hazel also noted the importance of Ulat Hotline and submitting the document for Ulat ng Pangyayari. She encouraged KMBA and their members to use these facilities so members' concerns may be addressed as quickly as possible. She assured them that reports on the Ulat Hotline will not affect the loan evaluation of members

**c. Approval of the Official Travel Budget of the GM on ICMIF Conference**

The International Cooperative and Mutual Insurance Federation (ICMIF) is the only global representative body for the cooperative and mutual insurance sector. As may be recalled, the Board has earlier resolved to send GM Salve to the said Conference. GM Salve submitted a proposed travel budget to cover her reasonable expenses. Each item of the budget was explained and thoroughly discussed.

Upon motion by BoT member Beth Fuentes, duly seconded by BoT Treasurer Marissa, the Board approved the two-week official overseas travel budget of the GM in the amount of US\$5,512.60, inclusive of registration fee, airfare, accommodations, travel and clothing allowances, and per diem.

***BOARD RESOLUTION NO. 96, SERIES OF 2017: OFFICIAL TRAVEL BUDGET OF THE GENERAL MANAGER***

***RESOLVED***, to approve the office travel budget of the KMBA General Manager

**d. Building Updates**

Based on the discussions of the Coordinating Committee, the suggested revisions on the floor plans were submitted to the architect. The plans, as revised accordingly by the architect, was presented by GM Salve to the Board.

The current building plan and the approved budget does not incorporate solar panels, which may be considered in the future as suggested by Independent board Randy.



KASAGANA-KA  
Mutual Benefit Association, Inc.

**e. BLIP Enhancement**

GM Salve asked the Board to formally approve the proposed enhancements on the BLIP. Since the matter has been thoroughly discussed in previous meetings, Board member Marilyn moved to approve the following BLIP enhancements:

Additional two dependents  
MVAH of at least 12 hours to entitle a member to claim benefits.

Board member Anita seconded the motion. There being no objections, the motion was approved.

***BOARD RESOLUTION NO. 97: BLIP ENHANCEMENTS***

***RESOLVED*** to approve the following BLIP enhancements, for submission to and consideration of the Insurance Commission:

- 1. Additional two dependents*
- 2. MVAH of at least twelve hours to entitle a member to claim benefits*

**IV. Other Matters/ Updates**

- A.** OM Vangie is still working on the transfer of the land title to KMBA.
- B.** AMLA Training will be attended by Board member Anita, Marilyn, KMBA MIS Officer Aljon and Accounts Officer Diobert. Board Adviser Ana is among the speakers.
- C.** GM Salve gave a few reminders to the authorized check signatories: (i) They must refuse to sign blank documents; (ii) Always compare the amount indicated in the check and in the voucher; (iii) There must be two signatories for checks in an amount exceeding P20,000.
- D.** Procurement for the civil works is underway. Within the month of October, identification and invitation of potential bidders should be completed. On November, the conduct of pre-bid conference is expected.

Architect Yusingco will head project management. For his services, he will be entitled to 2% of the total project cost. He will be assisted by OM Vangie.

- E.** The annual management forum of all MBAs is scheduled on November. KMBA will attend along with representatives from its principal partners – K-Coop and KDCI.

**V. Adjournment**

The next regular Board meeting is on November 10, 2017.

There being no other matters to discuss, the meeting ended at 10:35 am.



KASAGANA-KA  
Mutual Benefit Association, Inc.

Prepared by:

Jerlene B. Perez  
Board Secretary

Attested by:

Isabel M. Iliw-iliw  
President

Marissa A. Loyola  
Treasurer

Marilyn C. Aldave  
Board Member

Ma. Teresa G. Bucad  
Board Member

Elizabeth G. Fuentes  
Board Member

Anita L. Manundo  
Board Member

Philip Arnold P. Tuaño  
Independent Board