



KASAGANA-KA Mutual Benefit Association, Inc.
2ND Special Meeting of the Board of Trustees
#5 Don Francisco Street St., Don Enrique Heights Brgy. Holy Spirit, Quezon City
May 25, 2019, 09:00 am

In Attendance

Board of Trustees

- | | |
|-----------------------------|----------------------------|
| 1. Isabel M. Iliw-iliw | - President |
| 2. Ma. Elizabeth G. Fuentes | - Board Member |
| 3. Marilyn C. Aldave | - Board Member |
| 4. Ma. Teresa G. Bucad | - Board Member |
| 5. Anita L. Manundo | - Board Member |
| 6. Philip Arnold P. Tuaño | - Independent Board Member |

Board of Advisers

- | |
|----------------------------|
| 9. Leticia Rodriguez |
| 10. Chona B. Capayas |
| 11. Maria Anna dR. Ignacio |

Management and Staff

- | | |
|--------------------------|-----------------------|
| 12. Silvida R. Antiquera | - General Manager |
| 13. Analyn Shih | - Executive Assistant |

The following were not able to attend:

- | | |
|-----------------------|----------------------------|
| Brenda F. Lumbao | - Secretary |
| Marissa A. Loyola | - Treasurer |
| Atty. Gettie Sandoval | - Independent Board Member |
| Wenifreda Rodriguez | - Board Adviser |



ORDER OF BUSINESS

- I. Call to Order
- II. Prayer
- III. Determination of Quorum
- IV. Approval of the proposed agenda
- V. KMBA Building
 - a. Approval of Purchase of Air-Conditioner Units
 - b. Approval of Purchase of CCTV Cameras
 - c. Approval of Purchase of Projectors, Screens and Brackets
 - d. Approval of Purchase of Window Blinds
 - e. Approval of Purchase of Sound System
 - f. Approval of Purchase of Lightning Arrester
 - g. Approval of Contracting Service of a Security Agency
 - h. Approval of Contracting Service of Maintenance Officer
 - i. Approval to acquire the services of pool of Housekeeping
- VI. Proposal of KMBA Building Name
- VII. Investment of Petron Shares
- VIII. Annual General Meeting
- IX. Term of General Manager
- X. Adjournment



DISCUSSION HIGHLIGHTS

I. The meeting started at 09:02 a.m. with a prayer.

II. Quorum and Agenda

Pres. Isabel announced the presence of a quorum, with the attendance 6 out of 9 Trustees.

Pres. Isabel presented the proposed agenda for the day's meeting. It was unanimously approved by the Board.

III. KMBA Building

Air-Conditioner Units

GM Salve presented the three brands of Air-Conditioner Units which are Hitachi with 2 Horsepower; Carrier with 2 Horsepower and Kolin with 2.5 Horsepower. She explained that the building, as recommended by Architect Yusingco, have the need of air conditioner units with at least 2.5 Horsepower each to cater the necessity of each floors. The brand of Kolin was recommended by GM Salve for having specifications that match the needs of the building.

In consonance to this proposal, GM Salve presented three quotation of Kolin Air-Conditioner from different suppliers which canvassed amount are as follows:

Supplier	Amount
Kolin Philippines Inc. (Direct)	Php 817,519.00
Abenson Home Appliances	Php 882,400.00
Western Appliances	Php 888,700.00

GM Salve proposed the purchase of sixteen (16) units of Inverter Air Conditioner with 2.5 Horsepower for the purchase price of Eight Hundred Seventeen Thousand, Five Hundred Nineteen Pesos (Php 817,519.00) directly from Kolin Philippines Inc.

Further, the Board of Trustees agreed to incorporate in KMBA's purchase requisition for Kolin Philippines Inc. the purchase of air conditioner units for the respective floors of K-Coop and KDCI and that the acquisition cost of said units will be paid directly by each respective organization. The official receipts of these purchases shall also be named after each respective organization.

The Board, having no concerns or question on the proposal, BoT Anita moved for the approval of the Purchase of Air-Conditioners directly from Kolin, and seconded by Mrs. Marilyn Aldave.



BOARD RESOLUTION NO. 2019-19: APPROVAL OF PURCHASE OF AIR CONDITIONERS

RESOLVED to approve the purchase of sixteen (16) units of Inverter Air Conditioner with 2.5 Horsepower for the purchase price of Eight Hundred Seventeen Thousand, Five Hundred Nineteen Pesos (Php 817,519.00) directly from Kolin Philippines Inc.

RESOLVED FURTHER to incorporate in KMBA's purchase requisition for Kolin Philippines Inc. the purchase of air conditioners units for the respective floors of K-Coop and KDCI and that the acquisition cost of said units will be paid directly by each respective organization. The official receipts of these purchases shall also be named after each respective organization.

CCTV Cameras

GM Salve presented quotation of CCTV Cameras from four different suppliers which canvassed amount are as follows:

Brand	Amount
Expose PH	Php 338,430.40
Good Hands 88	Php 349,900.00
American Technologies	Php 547,054.00
Circuit Solution	Php 562,128.00

The management proposes the purchase of Twenty-One (21) units of CCTV Cameras with the purchase price of Three Hundred Thirty-Eight Thousand, Four Hundred Thirty Pesos and Forty Cents (Php 338,430.40) from Expose PH.

BoT Teresa moved to approve the purchase of CCTV Cameras from Expose PH. BoT Marilyn seconded the motion.

BOARD RESOLUTION NO. 2019-20: APPROVAL OF PURCHASE OF CCTV CAMERAS

RESOLVED to approve the purchase of Twenty-One (21) units of CCTV Cameras with the purchase price of Three Hundred Thirty-Eight Thousand, Four Hundred Thirty Pesos and Forty Cents (Php 338,430.40) from Expose PH.

Projectors, Screens and Brackets

GM Salve presented quotation for projectors, screens and camera from three different brand which canvassed amount are as follows:

Brand	Amount
American Technologies	Php 148,500.00
S and S IT Solution Co.	Php 153,900.00
31B Data Solutions Inc.	Php 155,400.00



The management proposes the purchase of three (3) units of projectors, (3) screen and brackets with the purchase price of One Hundred Forty-Eight Thousand, Five Hundred Pesos (Php 148,500.00) from American Technologies.

BoT Marilyn moved to approve the purchase of Projectors, Screens and Brackets from American Technologies. BoT Elizabeth seconded the motion.

BOARD RESOLUTION NO. 2019-21: APPROVAL OF PURCHASE OF PROJECTORS, SCREENS AND BRACKETS

RESOLVED to approve the purchase of three (3) units of projectors, (3) screen and brackets with the purchase price of One Hundred Forty-Eight Thousand, Five Hundred Pesos (Php 148,500.00) from American Technologies.

Window Blinds

GM Salve presented quotation for window blinds from three different suppliers which details and canvassed amount are as follows:

Supplier	Floors Covered	Amount
Mein Interior Concepts	2 Floors	Php 176,944.00
Excellent Home Decor	Entire Building	Php 238,796.00
AA Interior Enterprises	Entire Building	Php 182,816.00

The management proposes the purchase of Window Blinds with the purchase price of One Hundred Eighty-Two Thousand, Eight Hundred Sixteen Pesos (Php 182,816.00) from AA Interior Enterprises.

BoT Marilyn moved to approve the purchase of Window Blinds from AA Interior Enterprises. BoT Teresa seconded the motion.

BOARD RESOLUTION NO. 2019-22: APPROVAL OF PURCHASE OF WINDOW BLINDS

RESOLVED to approve the purchase of Window Blinds with the purchase price of One Hundred Eighty-Two Thousand, Eight Hundred Sixteen Pesos (Php 182,816.00) from AA Interior Enterprises.

Sound System

GM Salve presented quotation for sound system from three different suppliers which canvassed amount are as follows:

Supplier	Amount
Sanjun Music Lights and Sports Center	Php 207,200.00
American Technologies	Php 258,337.00
Audiophile Components Inc.	Php 187,641.00



The management proposes the purchase of Sound System with the purchase price of One Hundred Eighty Seven Thousand, Six Hundred Forty-One Pesos (Php 187,641.00) from Audiophile Components Inc.

BoT Elizabeth moved to approve the purchase of Sound System from Audiophile Components Inc. BoT Marilyn seconded the motion.

BOARD RESOLUTION NO. 2019-23: APPROVAL OF PURCHASE OF SOUND SYSTEM

RESOLVED to approve the Purchase of Sound System with the purchase price of One Hundred Eighty Seven Thousand, Six Hundred Forty-One Pesos (Php 187,641.00) from Audiophile Components Inc.

Lightning Arrester

GM Salve presented quotation for lightning arrester from three different suppliers which canvassed amount are as follows:

Supplier	Amount
Rodsey	Php 576,610.00
Jaira Philippines	Php 209,100.00
Green Lee Facility Solutions Inc.	Php 448,853.16

The management proposes the purchase of Lightning Arrester with the purchase price of Two Hundred Nine Thousand, One Hundred Sixteen Pesos (Php 209,100.00) from Jaira Philippines.

BoT Anita moved to approve the purchase of Lightning Arrester from Jaira Philippines. BoT Marilyn seconded the motion.

BOARD RESOLUTION NO. 2019-24: APPROVAL OF PURCHASE OF LIGHTNING ARRESTER

RESOLVED to approve the Purchase of Lightning Arrester with the purchase price of Two Hundred Nine Thousand, One Hundred Sixteen Pesos (Php 209,100.00) from Jaira Philippines.

Security Agencies

After taking into consideration the corporate profile, license to operate, business permit and government benefits of guards such as the SSS, Philhealth, and Pag-IBIG, GM Salve presented the short-listed quotation of three (3) security agencies:

Supplier	Location	Amount
Wild Hawk Security	Valenzuela	Php 35,000.00 per guard
Blazer Security and Investigation Agency	Del Monte Avenue	Php 25,000.00 per guard
Empire Guard Security Services	Tandang Sora	Php 20,000.00 per guard



The management proposes to acquire the services of two (2) security guards for the contract price of Forty Thousand Pesos (Php 40,000.00) every month, for a period of one (1) year from Empire Guard Security Services.

BoT Teresa moved to approve acquire the services of two (2) security guards from Empire Guard Security Services. BoT Marilyn seconded the motion.

BOARD RESOLUTION NO. 2019-25: APPROVAL TO ACQUIRE THE SERVICES OF EMPIRE GUARD SECURITY SERVICES

RESOLVED to approve to acquire the services of two (2) security guards for the contract price of Forty Thousand Pesos (Php 40,000.00) every month, for a period of one (1) year from the Empire Guard Security Services.

Maintenance

The management deems it reasonably necessary to acquire and hire the services of a maintenance officer to maintain acceptable standard and sustain the utility and value of KMBA Members' Resource Building. That being, GM Salve recommended Mr. Crisanto Saballegue, a trusted maintenance officer of KSO, to take care of the building maintenance, once every two weeks, for a flat rate of Ten Thousand Pesos (Php 10,000.00) every month.

BoT Elizabeth moved to approve acquire the services Mr. Crisanto Saballegue as Maintenance Officer of KMBA Members' Resource Center. BoT Anita seconded the motion.

BOARD RESOLUTION NO. 2019-26: APPROVAL TO ACQUIRE THE SERVICES OF CRISANTO SABALLEGUE

RESOLVED to approve to acquire the services of Crisanto Saballegue for the building maintenance once every two weeks for a flat rate of Ten Thousand Pesos (Php 10,000.00) every month.

Housekeeping

The management deems it reasonably necessary to acquire and hire services of housekeeping staffs who shall ensure the cleanliness and orderliness of the common areas of the KMBA Members' Resource Building, specifically those of the ground, second, third and fifth floor, including the comfort rooms, stairs and disposal of garbage.

In consideration of the expensive contract price of acquisition of services of a house keeping agency, GM Salve proposes to acquire the services of a pool of four (4) housekeeping staffs.

BoT Teresa moved to approve acquire the services a pool of four (4) housekeeping staffs for the KMBA Members' Resource Center. BoT Elizabeth seconded the motion.



BOARD RESOLUTION NO. 2019-27: APPROVAL TO ACQUIRE THE SERVICES OF POOL OF HOUSEKEEPING STAFF

RESOLVED to approve to acquire the services of pool of housekeeping staff that will serve housekeeping duties, and shall be compensated with Six Hundred Pesos (Php 600.00) per day, inclusive of food and transportation expense.

IV. Proposal of KMBA Building Name

In finding that the construction of the building is in recognition to KMBA members who has helped the association hand in hand to achieve its mission, GM Salve propose the following options as the name of KMBA Building:

- (i) KMBA Members' Center
- (ii) KMBA Resource Center
- (iii) KMBA Development Center

Sir Randy suggested to combine the first two suggestion of GM Salve by naming the building as KMBA Members' Resource Center. The Board was delighted to the suggestion thus, BoT Teresa moved to name the KMBA Building as KMBA Members' Resource Center, duly seconded by BoT Marilyn.

BOARD RESOLUTION NO. 2019-28: APPROVAL OF KMBA BUILDING'S NAME AS KMBA MEMBERS' RESOURCE CENTER

RESOLVED to approve that the KMBA Building located at 5 Matimpiin St. Barangay Pinyahan Quezon City be known as KMBA Members' Resource Center.

V. Investment of Petron Shares

Previously, the Board approved to invest with Petron shares Php 8Million of its assets for 5.5 years at 7.5% indicative interest rate. However, due to the fluctuating situation of the stock market, the said offer is no longer available. Thus, FMIC provided the association two options: (1) Placement of shares for 5.5 years at 6.64%-6.99% indicative rate or (2) 7 years at 6.9% to 7.25% indicative rate.

Sir Randy shared his sentiments that the 6.9%-7.55% indicative rate is in fact a good deal, in comparison to usual long term investments where indicative rates falls only around 5%. In Nanay Leticia's affirmation, she suggested to choose the 6.9% to 7.25% rate for 7 years. In support to this suggestion, BoT Adviser Chona asked GM Salve if it is safe to place its investment for such long period, in consideration to the association's need and operating expenses. GM Salve assured the Board that placement of the investment for a longer term will not hamper its operation since KMBA has regular remittance from its members.

Without further ado, the Board approved to the placement of Php 8Million to Petron series 38 for a period of 7 years at an indicative rate of 6.9% to 7.25% upon motion of BoT Marilyn and seconded by BoT Elizabeth.



BOARD RESOLUTION NO. 2019-29: AUTHORITY TO INVEST TO PETRON SERIES 38

RESOLVED that the consent of the Board of Trustees is hereby accorded to invest to Petron Series 38 in the amount of Php 8Million for a period of seven (7) years at an indicative rate of 6.9% to 7.25%.

VI. Annual General Meeting

GM Salve reminded the meeting on the upcoming KMBA 13th General Assembly Meeting to be held at the new KMBA Building. The Board go through the details of the event. The t-shirts as well as the official invitation card was given to the Board.

VII. Term of General Manager

The 5 year term of GM Salve as KMBA General Manager expires this year. With consideration to her near retirement, she however shared that for the meantime, she does not have any personal plan to pursue. She express her willingness to serve the association and the potentials she can foresee for KMBA.

In light of the discussion, BoT Marilyn shared her thoughts that KMBA is still at the peak of its success. These accomplishments were reached with the guidance and support of GM Salve whose role has become very essential in the course of its achievements. She sustained that there is no potential successor yet to fill the role of KMBA General Manager if GM Salve will vacate the same. In this view, she commended GM Salve for her dedication to achieve the goals and aspirations of the association. BoT Teresa recommended to the Board to re-appoint GM Salve for another 5 year term.

Board Adviser Mean proposed to the Board to have a policy on succession planning and to consider creation of a search committee which will be supervised by KSO. The role of this committee basically is to form a succession plan to search for potential successors who will manage KSO organizations. She also seconded the recommendation to extend GM Salve's term for another 5 years, and that the Board that they shall give her the option to monetize her retirement benefits considering her near retirement. The matter on the application of the monetization of retirement benefits, whether it be for 10 years of service or upon reaching the age of sixty (60) or both, will be consulted to the KSO HR Committee.

ACTION POINT: Consult the HR on the terms on the monetization of retirement benefits for employees with 10 years of service or upon reaching sixty (60) years old or both.

With no further questions raised and in unanimous agreement of the Board, BoT Teresa moved for the appointment of GM Salve as KMBA General Manager for another 5 years effective 2020. This is seconded by BoT Marilyn.



BOARD RESOLUTION NO. 2019-30: APPOINTMENT OF MRS. SILVIDA REYES-ANTIQUERRA AS KMBA GENERAL MANAGER.

RESOLVED to appoint Mrs. Silvida Reyes Antiquerra as General Manager of Kasagana Ka Mutual Benefit Association Inc. for a term of five (5) years effective May 31, 2020.

Sir Randy then moved approve to creation of policy on Monetization of Retirement Benefits, seconded by BoT Elizabeth.

BOARD RESOLUTION NO. 2019-31: POLICY ON MONETIZATION OF RETIREMENT BENEFITS

RESOLVED the approval to create a policy on Monetization of Retirement Benefits of KMBA Employees.

Sir Randy also move for the approval of KMBA participation to the creation of Shared Services Unit particularly to study KMBA succession plan. The motion was seconded by BoT Elizabeth.


BOARD RESOLUTION NO. 2019-32: PARTICIPATION TO THE CREATION OF KSO SHARED SERVICES

RESOLVED to approve the participation of KMBA to the creation of Kasagana-Ka Synergizing Organization's Shared Services to aid the association on its succession planning initiatives.


IX. Adjournment

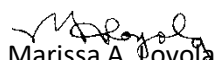
There being no other matters to discuss, the meeting ended at 12:00 noon.

Prepared by:


Brenda F. Lumbao
Board Secretary

Attested by:


Isabel M. Iliw-iliw
President


Marissa A. Loyola
Treasurer



M. Aldave
Marilyn C. Aldave
Member

P. Bucad
Ma. Teresa G. Bucad
Member

A. Manundo
Anita L. Manundo
Member

E. Fuentes
Elizabeth G. Fuentes
Member

Atty. Maria Cleofe Gettie C. Sandoval
Independent Board

Philip Arnold P. Tuaño
Independent Board