



KASAGANA-KA Mutual Benefit Association, Inc.
3rd Regular Meeting of the Board of Trustees
Via zoom
April 30,2021, 9:00 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 T. Dela Cruz | -Board Member |
| 7. Jenifer L. Abao | -Board Member |
| 8. Philip Arnold P. Tuaño | -Independent Board Member |
| 9. Maria Cleofe Gettie C. Sandoval | -Independent Board Member |

Also Present:

Board of Advisers:

10. Chona B. Capayas
11. Isabel M. Iliw-iluw

Board Member Emeritus

12. Leticia T. Rodriguez
13. Wenifreda F. Rodriguez

Management and Staff

- | | |
|--------------------------|------------------|
| 14. Silvida R. Antiquera | -General Manager |
| 15. Evelyn A. Lagmay | -Finance Manager |

The following were not able to attend:

- | | |
|--------------------------|----------------|
| 16. Ma. Anna dR. Ignacio | -Board Adviser |
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Jonalyn T. Andres
Board Secretary



ORDER OF BUSINESS

A. 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 from the previous meeting
- VII. Financial Report
 - a. Financial Statement for the month of March 2021
 - b. Investment as of April 29, 2021
- VIII. For Discussion and Approval
 - a. Internal Audit (Charter, Plan and Findings)
 - b. Scanned Documents for Claims
 - c. SEC Application for Online Submission of AFS and GIS and Official Representative
 - d. Re-appointment of Atty. Maria Cleofe Gettie C. Sandoval
 - e. Support to Board, Coordinators across KSO
 - f. Presentation of Mobile Application
 - g. GA Draft Program
- IX. Updates/Upcoming Schedules
 - a. Proxy Voting
 - b. ACGR Workshop, May 6, 2021
- X. Other Matters
- XI. Schedule of next regular/special board meeting
- XII. Adjournment

DISCUSSION HIGHLIGHTS

I. The meeting started at 9:00 a.m. with a prayer.

II. Quorum and Agenda

Board Secretary Jonalyn conducted a roll call and determined the presence of a quorum. Pres. Enriquetta presented the proposed agenda for the day's meeting. Bot Alma moved to approve the proposed agenda duly seconded by BoT Rita.

III. Reading and Approval of the Minutes of the Meeting



Board Secretary Jonalyn read the minutes of the previous meeting.

The Board noted a need to reapprove the final list of qualified nominees for the election of trustees. Prior approval was observed to be moved by BoT Teresita who presented the Election Committee Report. To cure the defect, BoT Jennifer moved to approve the eight qualified nominees in the final list for the election of Board Trustees. The motion was seconded by BoT Alma.

**BOARD RESOLUTION NO. 2021-12:
APPROVING THE FINAL LIST OF QUALIFIED NOMINEES**

RESOLVED, to approve the final list of qualified nominees for the Election of Trustees in the 2021 Annual General Meeting.

There were no other comments and clarifications that needed further discussions. BoT Teresita moved to approve the previous board meeting minutes including the correction, duly seconded by BoT Lilibeth.

IV. Business Arising

There was no business arising from the previous meeting. However, GM Salve informed the Board that her term of presidency in MiMAP ended last March 23, 2021.

V. Financial Report

A. Financial Report

FM Eve presented the Statement of Financial Position as of March 31, 2021. The summary of the report is provided below:

Particular	As of March 31, 2021	As of March 31, 2020	Variance	
			Amount	%
Total Assets	Php 238,330,980.69	Php 225,004,858.49	Php 13,326,122.20	6%
Total Liabilities	155,348,829.05	150,956,150.22	4,392,678.83	3%
Total Fund Balance	82,982,151.64	74,048,708.27	8,933,443.37	12%

On the other hand, the summary of the Income Statement for the month ended March 31, 2021 is as follows:



Particular	As of March 31, 2021	As of March 31, 2020	Variance Amount
Gross Revenue	Php 9,773,603.79	Php 10,791,379.79	Php (1,017,776.00)
Total Benefit Expense	8,575,130.23	9,187,944.33	(612,814.10)
Total Operating Expense	2,690,067.22	2,918,518.47	(228,451.25)
Total Investment Revenue and Other Income	1,137,748.37	849,657.33	288,091.04
Net Surplus (Loss)	Php (353,845.29)	Php (465,425.68)	Php 111,580.39

B. Investments as of April 29, 2021

The portfolio mix as of April 29, 2021 is as follows:

Type of Investment	Current Placement
Cash in Bank	Php 13,640,943.10
Time Deposit	5,740,613.93
UITF	20,328,757.00
Government Securities	73,162,000.00
Corporate Bonds	6,000,000.00
Mutual Fund	5,000,000.00
Stocks	13,000,000.00
LTNCD	5,000,000.00
KCOOP Loan	10,000,000.00
Investment Property	65,321,223.53
TOTAL INVESTMENTS	Php 217,193,537.56

With no further questions, BoT Alma moved to accept the financial reports for March 2021 and investment mix as of April 29, 2021, duly seconded by BoT Teresita.

VI. Internal Audit (Charter, Plan and Findings)

Sir Randy, Audit Committee Chairperson and Independent Trustee, presented to the Board, for approval, the Internal Audit Charter drafted by the KSO's Internal Audit Services. He highlighted the internal audit activity's scope of audit operations as follows:

Scope of audit operations
<ul style="list-style-type: none"> • Risks relating to the achievement of KMBA's strategic objectives are appropriately identified and managed. • The actions of KMBA's officers, directors, employees, and contractors comply with its policies, procedures, and applicable laws, regulations, and government standards. • The results of operations or programs are consistent with established goals and objectives. • Operations or programs are being carried out effectively and efficiently. • Established processes and systems enable compliance with the policies, procedures, laws, and regulations that could significantly impact the organization. • Information and the means used to identify, measure, analyze, classify, and report such information are reliable and have integrity. • Resources and assets are acquired economically, used efficiently, and protected adequately.

BoT Jenifer moved to approve the Internal Audit Charter duly seconded by BoT Lilibeth.



**BOARD RESOLUTION NO. 2021-13:
APPROVING THE INTERNAL AUDIT CHARTER**

RESOLVED, to approve the KMBA Internal Audit Charter of the KSO Internal Audit Services

Sir Randy presented also to the Board the 2021 Plans of the Internal Audit Services. Moreover, he informed the Board about the audit findings that were already addressed and managed by the Committee and the Management for the first quarter of the current year.

BoT Teresita moved to approved the 2021 Internal Audit Plan duly seconded by BoT Lilibeth. Finally, BoT Jennifer moved to accept the Internal Audit Findings and Recommendations Report duly seconded by BoT Alma.

**BOARD RESOLUTION NO. 2021-14:
APPROVING THE 2021 INTERNAL AUDIT PLAN**

RESOLVED, to approve the Internal Audit Services' 2021 KMBA Internal Audit Plan.

VII. Scanned Documents for Claims

GM Salve discussed the use of electronic copies or scanned documents as requirements of members in their claims in place of sending original hard copies. She said that it helped the Association in the fast processing of claims. She added that this practice is allowed and approved by the SEC and IC. Management recommended the official use of scanned documents as valid requirements in processing claims.

BoT Teresita moved to approve the use and acceptance of scanned documents as requirements for claims in the Association. BoT Rita seconded the motion.

**BOARD RESOLUTION NO. 2021-15:
APPROVING THE USE AND ACCEPTANCE OF SCANNED DOCUMENTS AS REQUIREMENTS**

RESOLVED, to approve the use and acceptance of scanned documents as requirements to KMBA.

VIII. SEC Application for Online Submission of AFS and GIS and Official Representative

GM Salve informed the Board about the need of KMBA to authorize Analyn Shih, Administrative Officer, as the official representative to file reports on behalf of the Association in the Online Submission Tool (OST) adopted by the Securities and Exchange Commission (SEC).



BoT Alma moved to approve the designation of Analyn Shih as the official representative of KMBA to file reports on behalf of KMBA. BoT Lilibeth seconded the motion.

**BOARD RESOLUTION NO. 2021-11:
AUTHORIZED FILER FOR SECURITIES AND EXCHANGE COMMISSION**

RESOLVED, to designate Analyn Shih, Administrative Officer, to represent the corporation and act for it in the submission of reportorial requirements with the SEC through the Online Submission Tool (OST).

IX. Re-appointment of Atty. Ma. Cleofe Gettie C. Sandoval

GM Salve revisited Atty. Gettie’s first three-year term as an Independent Trustee which expires this year. The Management recommended the re-appointment of Atty Gettie for another three-year term as Independent Board Trustee (2021-2024).

BoT Lilibeth moved to approve the re-appointment of Atty. Ma. Cleofe Gettie C. Sandoval as Independent Board Trustee for the year 2021-2024. BoT Teresita duly seconded the motion.

**BOARD RESOLUTION NO. 2021-16:
REAPPOINTING ATTY. MA. CLEOFE GETTIE C. SANDOVAL AS INDEPENDENT TRUSTEE**

RESOLVED, to approve the re-appointment of Atty. Ma. Cleofe C. Sandoval as Independent Trustee for the years 2021-2024.

X. Support to Board, Coordinators across KSO

GM Salve presented to the Board the updated and complete list of support given to KMBA’s Trustees, Coordinators and Officers for approval.

Support	Amount
Monthly Monitoring Support	Trustees and Adviser: Php 1,500/month Coordinators: minimum of Php 300/month, maximum of Php 1,000/month ***Most Board and Coordinators serve also as a Committee Member. Support shall only be provided for one position; officers with dual functions shall receive the benefit for the higher position.
Transportation	Actual transportation expense
Communication allowance for online meetings	Trustees and Adviser: Php 300 Coordinators: Php 150
Per Diem	Php 750/day for out of town meetings and conferences Php 500/day for meetings and conferences within Metro Manila
Life Insurance	Trustees and Adviser: Php 1,040/year
Burial Assistance (KoK)	Php 550/year
K-Kabataan Scholarship	Php 4,000/year
Christmas Gift	Trustees and Adviser: Php 1,500 Coordinators: Php 1,000



BoT Alma moved to approve the list of supports given to KMBA Trustees, Coordinators, and Officers duly seconded by BoT Lilibeth.

BOARD RESOLUTION NO. 2021-17:

APPROVING THE LIST OF SUPPORT TO KMBA TRUSTEES, COORDINATORS AND OFFICERS

RESOLVED, to approve the list of support to KMBA Trustees, Coordinators and Officers.

XI. Presentation of Mobile Application

GM Salve referred its past announcement to the Board about KMBA being selected as one of the pilot MBAs and beneficiary of the Mobile App Development Grant under the Citi Phase III Project of MiMAP and Citi Foundation.

Mr. Robert Aspe from MiMAP discussed the salient features of the project. He said that the purpose of the project is to enhance the value proposition of the MBA and its products and services in a way that will facilitate growth in members and revenue, reduced lapsation, greater member satisfaction, and positive word of mouth that builds the MBA's reputation in its area of operation. Moreover, he enumerated functionalities which are (1) Member Application and updating of member information, (2) Processing of Claims, Payments and Collection, (3) Lapsation Tracking, and (4) Member Engagement (complaints, suggestions and comments). Finally, he discussed in detail the three-mobile app access feature of the project (Member/User App, Field Agent App and Mobile Site).

Sir Randy asked Mr. Aspe on issues regarding consistency and accuracy of data in using both the system of KMBA and that developed by MiMAP and the possible changes of part/s of the systems if any. Mr. Aspe said that the mobile apps will get their data from KMBA's main system through a software intermediary or API (Application Programming Interface). The same is true with inputting data from the apps to KMBA's main system.

The Management and the Board accepted the project to be used by its associate members and consortium partners.

XII. GA Draft Program

GM Salve presented to the Board the program draft prepared by the Management for the incoming General Assembly. GM Salve recommended that a learning session will be conducted in the morning and the AGM proper in the afternoon. The program will be finalized and the Board will be given notice regarding this.

XIII. Updates

- A. **Proxy Voting**. GM Salve gave updates on the election returns.
- B. **ACGR Workshop**. May 6, 2021
- C. **Next Board Meeting** May 28, 2021



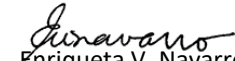
IX. Adjournment

There being no other matters discussed, the meeting ended at 11:22 am.

Prepared by:


Jonalyn T. Andres
Board Secretary

Attested by:


Enriqueta V. Navarro
President