



KASAGANA - KA
Mutual Benefit Association, Inc.

KASAGANA-KA Mutual Benefit Association, Inc.
Nomination and Election Committee Meeting
Via VideoConferencing/Zoom
1 February 2021 1:30pm

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| <p>Present</p> <p>Board Committee Members</p> <ol style="list-style-type: none"> 1. Philip Arnold P. Tuaño 2. Atty. Cleofe Gettie C. Sandoval 3. Nelly S. Vengano 4. Elvira A. Baldoza 5. Teresita D. Padel <p>Also Present:</p> <ol style="list-style-type: none"> 1. Adrian P. San Andres | <ul style="list-style-type: none"> - Chairperson, Independent Board - Committee Member, Independent Board - Committee Member - Committee Member - Committee Member - Committee Member - Committee Member - Account Officer |
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| Topic | Discussion | | | | | | | | | | | | |
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| Call to Order | The meeting started at 1:30pm | | | | | | | | | | | | |
| <p>List of Qualified Coordinators, Election Process, Nomination Forms and Schedule of Activities to Satellite Office</p> <p>AO Ian presented to the committee the existing coordinators who are qualified to be nominated for the upcoming election. Profile of each coordinator is presented including their number of years as center chief and KMBA coordinators, the nature of their business, educational background and the performance rating in their branch as a member.</p> <p>Chairperson Philip Arnold review the election process and ask the committee for any comments or suggestion. Since there is no comments made, they proceed with the review of the nomination form and the schedule of activities to satellite office. He suggested AO Ian to coordinate with the KCOOP Branch Manager to disseminate the schedules and forms as well and to conduct the proxy voting process in accordance with KMBAs guidelines and policy. Below are the schedule of activities for the proxy voting.</p> <p>Schedule of Activities</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Date</th> <th style="text-align: center;">Activities</th> <th style="text-align: center;">Person in Charge</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">February 8-19</td> <td>Nomination of Candidates thru Center meetings</td> <td>KCOOP-SO, FM and SOM</td> </tr> <tr> <td style="text-align: center;">February 22-26</td> <td>Submission of accomplished candidate's profile and nomination forms to KCOOP Satellite offices</td> <td>KCOOP S.O, SOM and CM</td> </tr> <tr> <td style="text-align: center;">March 1-14</td> <td>Reproduction of Proxy Votes Form</td> <td>KMBA and Election Committee</td> </tr> </tbody> </table> | | Date | Activities | Person in Charge | February 8-19 | Nomination of Candidates thru Center meetings | KCOOP-SO, FM and SOM | February 22-26 | Submission of accomplished candidate's profile and nomination forms to KCOOP Satellite offices | KCOOP S.O, SOM and CM | March 1-14 | Reproduction of Proxy Votes Form | KMBA and Election Committee |
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| March 5 | Recording of Proxy Votes form control number before distribution | Election Committee |
| March 8-10 | Delivery of nominee's profile and proxy votes for to KCOOP SATO; Panel interview of nominees via zoom | Account Officers |
| March 15-April 15 | Actual conduct of Proxy Voting | KCOOP S.O, SOM |
| April 16-20 | Checking of Proxy Votes Form | KCOOP SOM |
| April 21-23 | Pick-up and consolidation of accomplished proxy votes from the branch to KMBA head office | Account Officers |
| April 26-28 | Actual Canvassing of proxy votes form at KMBA office | Election Committee |
| May 31 | Actual BoT Election | Election Committee |
| Adjournment | | There being no other matter to discuss, the meeting ended at 3:30 pm. |