Cooperative Alliance for Responsive Endeavor Mutual Benefit Association (CARE MBA), Inc.
Minutes of the Regular Meeting of the Board of Trustees held on August 22, 2024
Via zoom videoconferencing

PRESENT:

1. Mrs. CRISELDA R. ABUEL - President
2. Atty. JOYCEE M. SIO - Vice-President
3. Mr. PERSEVERANDO C. FAJARDO - Treasurer
4. Mr. ARMIEL A. AZUL - Trustee
5. Mr. LUCILO G. JIMENEZ - Trustee
6. Mr. GAUDIOSO A. LAVADIA - Independent Trustee
7. Mrs. MARY JULIET D. R. LABITIGAN - Independent Trustee

ALSO, PRESENT WERE:

1. Mrs. PAZ L. BOBADILLA - Board of Adviser
2. Mrs. PELAGIA C. MENDONES - General Manager
3. Mrs. ERLENE E. BARANDINO - Corporate Secretary
4. Mrs. MA. LOURDES E. QUESEA - Admin & Operations Manager
5. Mrs. GILDA R. BABASA - Executive Secretary

MEETING PROPER

1. OPENING PRAYER

Mrs. Mendones, General Manager, led the opening prayer.

2. CALL TO ORDER

President Abuel, called the meeting to order at exactly 2:00 p. m.

3. PROOF OF NOTICE

All Trustees were duly notified of the board meeting through the group chat intended for use of the members of the Board of Trustees.

4. ROLL CALL & SECRETARY'S CERTIFICATION OF QUORUM

The Secretary called the roll of all the participants. All seven (7) Trustees were present. Thus, the Secretary certified that there is a quorum and therefore the meeting may proceed.

5. APPROVAL OF AGENDA

The agenda for August 22, 2024 board meeting were presented as indicated in the Notice of Meeting. There were no additional matters for discussion raised.

BOARD'S ACTION: On motion of Trustee Lavadia, duly seconded by Trustee Sio, the agenda for August 22, 2024 board meeting were approved.

6. READING & APPROVAL OF MINUTES OF THE PREVIOUS BOARD MEETING

The Minutes of previous meeting of the Board held on July 26, 2024 were sent to all Trustees. The said Minutes were presented during the meeting for perusal. All items were read and the Secretary emphasized on the highlights from the said meeting.

BOARD'S ACTION: On motion of Trustee Sio, duly seconded by Trustee Fajardo, the Minutes of the previous board meeting dated July 26, 2024 was approved.

7. BUSINESS ARISING FROM THE MINUTES OF THE PREVIOUS MEETING

Mrs. Mendones clarified the details of the following matters discussed during the previous meeting:

CRISELDA R. ABUEL, President
ATTY. JOYCEE M. SIO, Vice-President
ERLENE E. BARANDINO, Corporate Secretary
PERSEVERANDO C. FAJARDO, Treasurer
ARMIEL A. AZUL, Trustee
LUCILO G. JIMENEZ, Trustee
GAUDIOSO A. LAVADIA, Independent Trustee
MARY JULIET D. LABITIGAN, Independent Trustee

AREAS OF CONCERN	STATUS/ ACTIONS TAKEN
Building Committee Meeting	✓ Second week of September 2024

Remark: The Board duly noted the information.

8. REPORTS

8.1 Financial Report- the Treasurer reported the financial status of CARE MBAI, as follows:

A. FINANCIAL HIGHLIGHTS AS OF JULY 31, 2024 (Rounded Off to the Nearest Peso)

TOTAL ASSETS	P 180,365,801.00
TOTAL LIABILITIES	P 98,454,149.00
TOTAL FUND BALANCE	P 81,911,652.00
TOTAL GUARANTY FUND	P 22,696,332.00

B. MEMBERS CONTRIBUTION/RESERVES AND SURPLUS
(For the Month of July 2024)

Contributions	P 3,326,440.00
Reserves	(480,053.00)
Net Contributions	2,846,387.00
Less: Claims	(1,234,926.00)
Underwriting Expense	(757,298.00)
Total	P 854,163.00
Add: Other Income	862,113.00
Net: Contribution and Other Income	1,716,276.00
Less: Administrative Expenses	(550,077.00)
Net Surplus for the Month	**P 1,166,199.00**

C. FINANCIAL RATIOS

RATIOS	STANDARD	ACTUAL as of July 31, 2024	Compared with Data as of June 30, 2024
Solvency	>120%	156%	156%
Liquidity	>100%	390%	474%
OpEx – BLIP	<=15%	18%	18%
OpEx – CLIP		16%	17%
Overall OpEx	<=20%	17%	17%
Claims- BLIP	<=30%	16%	14%
Claims – CLIP		18%	14%
Return on Assets	>0%	5%	4%
Return on Equity	>0%	12%	9%
Equity Value	>=50%	210%	259%

Remarks: The Board noted the following comments regarding financial reports:

(1) Liquidity Ratio is reduced from 474% to 390%, which is more favorable than the maximum target of 600%- due to new investments and reclassification of assets.

(2) Interest on deposits is below 50%- option is to place those under savings deposits to time deposits for higher yield.

9. COMMUNICATIONS RECEIVED

Admin & Operations Manager Quesea, presented the communications received for the month of August 2024, as follows:

DATE	FROM	PARTICULARS	REMARKS/ ACTIONS TAKEN
Aug. 08, 2024	**LCCDC** *Ms. Nimfa S. Arias*	**Free dentures** to qualified beneficiaries as part of the cooperative month celebration, qualifications are: ▪ 2 possible beneficiaries per cooperative ▪ Indigent patients ▪ Patient must have an edentulous anterior area (no front teeth) ▪ Resident of Lucena City	Received and will look for beneficiaries
Aug. 12, 2024	**MIMAP** *Ms. Vianca Maria A. Castillo*	Invitation to join the **Festival of Talents** on Aug. 29, 2024 during the Social Night of Management Forum. ▪ First Place-P3,000.00 ▪ Second Place-P2,000.00 ▪ Third Place-P1,000.00	Received and responded
Aug. 13, 2024	**AOA of the ICMIF** *Ms. Tatsuya Matsuura*	Announcement of new appointed AOA Director and elected new Chair of AOA-Mr. Yoshihiko Murayama. The term of Mr. Murayama is up to the next General Meeting on Nov. 14, 2024.	Received for information
Aug. 14, 2024	**First Life Financial Co.** *Mr. Christopher Jason O. Fernandez*	Renewal Notice: Group Insurance Policy due on Aug. 13, 2024	Received for information
Aug. 14, 2024	**STarCDC** *Ms. Gie Lamson, Treasurer*	Sponsor Letter-19th Southern Tagalog Coop Congress for Souvenir Program Advertising Contract as follows: ▪ Back Page – P25,000.00 ▪ Inner Front Back – P20,000.00 ▪ Whole Page – P10,000.00 ▪ Half Page – P7,500.00 ▪ One Fourth Page – P4,000.00	Received and will sponsor ¼ page (4,000.00)

10. MATTER/S FOR DISCUSSION AND APPROVAL

10.1 Report of the Remuneration Committee re: Output of the Remuneration Committee meeting held on August 21, 2024 at CARE MBA, Inc. office:

<table>
<tr><th>Subject</th><th>Brief Summary</th><th>Recommendation</th></tr>
<tr><td>1. Retirement Policy</td><td>The Committee set the types of retirement to the corresponding benefits, as follows:

Compulsory Retirement- The employees with age 60 but not beyond 65 years old shall be under the compulsory retirement as per RA 7641. The following compulsory retirement may be applied.
<table>
<tr><th colspan="3">COMPULSORY Retirement</th></tr>
<tr><th>Option</th><th>Age and Years of Service</th><th>Entitlement/Percentage of Salary</th></tr>
<tr><td>1</td><td><u>60 years old</u> but not beyond <u>65 years old</u> with at least 15 years in service</td><td>100 % of latest basic salary</td></tr>
<tr><td>2</td><td><u>60 years old</u> but not beyond <u>65 years old</u> with at least 10 years in service</td><td>75 % of latest basic salary</td></tr>
<tr><td>3</td><td><u>60 years old</u> but not beyond <u>65 years old</u> with at least 5 years in service</td><td>50 % of latest basic salary</td></tr>
</table>
</td><td>For Board approval</td></tr>
</table>

<table>
<tr><td></td><td>Optional Retirement-The employees may also be eligible for an optional retirement under certain circumstances, such as ill health or redundancy, family matter and other important matter. The following optional retirement may be applied.
<table>
<tr><th colspan="3">If an Employee Apply for an OPTIONAL Retirement</th></tr>
<tr><th>Option</th><th>Age and Years of Service</th><th>Entitlement/Percentage of Salary</th></tr>
<tr><td>1</td><td>At least <u>55 years old</u> with 20 years in service</td><td>100 % of latest basic salary</td></tr>
<tr><td>2</td><td>At least <u>55 years old</u> with 15 years in service</td><td>75 % of latest basic salary</td></tr>
<tr><td>3</td><td>At least <u>55 years old</u> with 10 years in service</td><td>50 % of latest basic salary</td></tr>
</table>(Details are provided for in the Retirement Policy Manual)</td><td>For Board approval</td></tr>
<tr><td>2. Policy on

International Travel</td><td>The committee grant travel privileges to the staff and trustee, in order to ensure the maximum efficiency in the performance of staff and trustee is to develop their skills by providing them activities such as training, educational conference and seminars local and abroad.

Qualifications:
▪ Employees - with five (5) years of service from his/her regularization date and with a satisfactory performance for the last three (3) years.
▪ Trustees who have completed three consecutive full terms or 6 years for regular and independent Trustees (See Policy on International Travel for details.</td><td>For Board approval</td></tr>
</table>

<u>BOARD'S ACTION</u>: After thorough discussion and deliberation, the Board approved the guidelines on compulsory retirement and optional retirement of employees, thereby updating the provisions stated in the CARE MBA Retirement Policy. Likewise, the Board approved the guidelines on international travel, thereby updating the provisions stated in the CARE MBA Policy on International Travel.

BOARD RESOLUTION NO. 030-2024
CARE MBAI Retirement Policy
Revised as of August 22, 2024

WHEREAS, CARE MBA has an existing Retirement Policy which provides for the guidelines on compulsory retirement only. Upon review, the said policy was updated and with the inclusion of the provisions for optional retirement.

NOW, THEREFORE, on motion of Trustee Jimenez, duly seconded by Trustee Labitigan

RESOLVED, AS IT IS HEREBY RESOLVED, to approve the CARE MBAI Retirement Policy Updated as of August 22, 2024. The copy is attached.

RESOLVED FURTHER, that the said Retirement Policy supersedes the existing policy referred to herein and shall be made available at the CARE MBAI Office as ready reference of authorized personnel, officials, and authorities.

APPROVED UNANIMOUSLY

BOARD RESOLUTION NO. 031-2024
CARE MBAI Policy on International Travel
Updated as of August 22, 2024

WHEREAS, CARE MBA has existing guidelines on international travel. Upon review, the said policy was updated and more specific as to who are entitled to participate.

NOW, THEREFORE, on motion of Trustee Lavadia, duly seconded by Trustee Sio,

RESOLVED, AS IT IS HEREBY RESOLVED, to approve the CARE MBAI Policy on International Travel Updated as of August 22, 2024. The copy is attached.

RESOLVED FURTHER, that the said foregoing supersedes existing guidelines on international travel referred to herein and shall be made available at the CARE MBAI Office as ready reference of authorized personnel, officials, and authorities.

APPROVED UNANIMOUSLY

10.2 Free Members Benefits. Mrs. Mendones reported CARE MBA, Inc. will renew enrollment of 12,000 members in good standing, the effective date is from August 15, 2024 until August 15, 2025. Payment will come from fund assigned, expected amount to be paid is P320,000.00.

BOARD'S ACTION: Considering the impact of the free members benefits to individual members, the Board confirmed the renewal of enrollment of 12,000 members in good standing.

BOARD RESOLUTION NO. 032-2024
Renewal of Free Members Benefits

On Motion of Trustee Labitigan, duly seconded by Trustee Fajardo,

RESOLVED, AS IS IT HEREBY RESOLVED, to confirm the renewal of enrollment to free members benefits of 12,000 members in good standing.

RESOLVED FURTHER, that the effective date of the said benefit is from August 15, 2024 until August 15, 2025 and that the payment will come from fund assigned.

APPROVED UNANIMOUSLY

10.3 Free Insurance to RHUDARDA Coordinators. The Management reported that free insurance will be given to RHUDARDA coordinators who were duly identified by CARE MBAI.

BOARD'S ACTION: After thorough discussion, the Board confirmed the free insurance to the Coordinators of RHUDARDA.

BOARD RESOLUTION NO. 033-2024
Free Insurance to RHUDARDA Coordinators

On motion of Trustee Sio, duly seconded by Trustee Labitigan

RESOLVED AS IT IS HEREBY RESOLVED, to confirm free insurance will be given to the thirty (30) RHUDARDA Coordinators who were duly identified by CARE MBAI.

RESOLVED FURTHER, that the said RHUDARDA Coordinators who qualified to for free insurance will be insured for the period August 15, 2024 to August 15, 2025.

APPROVED UNANIMOUSLY

10.3 Free Insurance to Members. The Management reported that free insurance will be given to members ages 64 years old and below, who will re-date or update their BLIP contributions within the period September 2 to November 30, 2024.

BOARD'S ACTION: After thorough discussion, the Board confirmed the free insurance to members which can be availed within the period September 2 to November 30, 2024.

BOARD RESOLUTION NO. 034-2024
Free Insurance to Members

On motion of Trustee Sio, duly seconded by Trustee Labitigan

RESOLVED AS IT IS HEREBY RESOLVED, to confirm free insurance that will be given to members ages 64 years old and below, who will re-date or update their BLIP contributions with CARE MBAI.

RESOLVED FURTHER, that the said free insurance can be availed within the period September 2 to November 30, 2024.

APPROVED UNANIMOUSLY

11. **MANAGEMENT REPORT** - Admin & Operations Manager Quesea reported the management updates as of July 31, 2024, as follows:

11.1 Membership and Claims.

- **MEMBERSHIP**- total number of new members as of July 31, 2024:

Month	New Members
January	263
February	377
March	440
April	451
May	403
June	247
July	387
Total New Members	**2,568**

Total Active Members – **28,565**

- **CLAIMS** - Claims paid for the month of July 2024:

	BLIP/CLIP CLAIMS – July 2024					
	Members	**Dependent**	**Cooperative**	**Beneficiaries**	**Re-insurance**	**Total Amount**
BLIP	P 260,000.00	P97,500.00				P357,500.00
CLIP			P594,782.07	P201,467.93		P796,250.00
TOTAL						**P1,153,750.00**

Remark: The Board duly noted the report.

11.2 Compliance Reports

Submitted the following reports: July 2024

- Negative list of officers – 2nd Q
- Quarterly Selected Financial Statistics – 2nd Q
- Investment Made and Sold or Disposed – 2nd Q
- Related Party Transactions (Annex B) – 2nd Q

11.3 Update of Activities – Admin & Operations Manager, Ma. Lourdes E. Quesea, presented the update of activities attended by the Management and Staff for the months of July and August 2024, as follows:

DATE	TITLE	PARTICIPANTS
July 26, 2024	Regular Board of Trustees Meeting @ via zoom videoconferencing	Board of Trustees General Manager Corporate Secretary Board of Adviser Admin & Operations Manager Executive Secretary
July 30, 2024	SP2, Quarter 2 Meeting with MIMAP @ 10:30 a. m. via zoom videoconferencing	Attended By: Pelagia C. Mendones Paz L. Bobadilla Ma. Lourdes E. Quesea Brein Symon P. Diala Reinnie Rose P. Torres
July 30, 2024	Meeting with St. Jude MPC Memorial RE: Presentation to be done @ Calauag St. Vincent MPC-Batangas	Attended By: Pelagia C. Mendones Ma. Lourdes E. Quesea
Aug. 01, 2024	Tax Briefing for TAMP Taxpayers and EFPS Enrollment and Compliance & EOPT @ 10:00 a. m. onwards via zoom	Attended BY: Ma. Lourdes E. Quesea Brein Symon P. Diala Reinnie Rose P. Torres
Aug. 01, 2024	BIR Webinar on Cooperatives & Association and EOPT Law @ 2:00 p. m. onwards via zoom	Attended BY: Brein Symon P. Diala Reinnie Rose P. Torres
Aug. 03, 2024	Orientation @ St. Vincent in Sto. Tomas, Batangas	Attended By: Ma. Lourdes E. Quesea Marianne C. Castro Gil Paolo B. Reynoso
Aug. 04, 2024	Orientation @ St. Vincent in Talisay, Batangas	Attended By: Ma. Lourdes E. Quesea Gilda R. Babasa Gil Paolo B. Reynoso
Aug. 06, 2024	RMSI Re-orientation of products and services @ CAREMBA office	Attended By: Pelagia C. Mendones Ma. Lourdes E. Quesea Marianne C. Castro Gilda R. Babasa Gil Paolo B. Reynoso
Aug. 08, 2024	LCCDC Social Activity @ Pandin Lake, San Pablo City	Attended By: Pelagia C. Mendones Ma. Lourdes E. Quesea
Aug. 16, 2024	Meeting and Re-orientation with KUMARE, Inc. (BOD; new manager and staff from Real and Polillo)	Attended by: Pelagia C. Mendones Ma. Lourdes E. Quesea Marianne C. Castro Gil Paolo B. Reynoso
Aug. 21, 2024	Remuneration Committee Meeting	Attended by: Criselda R. Abuel Paz L. Bobadilla Melody L. Bringel Pelagia C. Mendones Ma. Lourdes E. Quesea

Remark: The Board duly noted the information.

12. OTHER MATTER/S

- **Schedule of Next BOT meeting-** is on September 26, 2024 at 2:00 p. m. via zoom videoconferencing.

13. ADJOURNMENT

There having no other matters to be discussed, the meeting ended at exactly 4:30 p.m.

I hereby certify to the correctness of the foregoing Minutes.

ERLENE E. BARANDINO
Secretary

Attested by:

MRS. CRISELDA R. ABUEL
President

ATTY. JOYCEE M. SIO
Vice-President

MR. PERSEVERANDO C. FAJARDO
Treasurer

MR. ARMIEL A. AZUL
Trustee

MR. LUCILO G. JIMENEZ
Trustee

MR. GAUDIOSO A. LAVADIA
Independent Trustee

MRS. MARY JULIET D. LABITIGAN
Independent Trustee

CRISELDA R. ABUEL
President

ATTY. JOYCEE M. SIO
Vice-President

ERLENE E. BARANDINO
Corporate Secretary

PERSEVERANDO C. FAJARDO
Treasurer

ARMIEL A. AZUL
Trustee

LUCILO G. JIMENEZ
Trustee

GAUDIOSO A. LAVADIA
Independent Trustee

MARY JULIET D. LABITIGAN
Independent Trustee