

Cooperative Alliance for Responsive Endeavor Mutual Benefit Association (CARE MBA), Inc.
Minutes of the Regular Meeting of the Board of Trustees held on September 26, 2024
via Zoom Videoconferencing

PRESENT:

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

ABSENT:

- | | | |
|------------------------|---|----------------|
| 1. Atty. JOYCEE M. SIO | - | Vice-President |
|------------------------|---|----------------|

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

Mr. Lavadia, Independent Trustee, led the opening prayer.

2. CALL TO ORDER

President Abuel, called the meeting to order at exactly 2:12 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. Six (6) Trustees were present Atty. Joyce M. Sio was absent due to jail visitation until afternoon of Sept. 26, 2024. There having six out of seven Trustees present, the Secretary certified that there is a quorum and therefore the meeting may proceed.

5. APPROVAL OF AGENDA

The agenda for September 26, 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 Fajardo, duly seconded by Trustee Lavadia, the agenda for September 26, 2024 board meeting were approved.

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

The Minutes of previous meeting of the Board held on August 22, 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 Labitigan, duly seconded by Trustee Azul, the Minutes of the previous board meeting dated August 22, 2024 was approved.

MARY JULIET D. LABITIGAN
Independent Trustee

GAUDIOSO A. LAVADIA
Independent Trustee

LUCILO G. JIMENEZ
Trustee

ARMIEL A. AZUL
Trustee

PERSEVERANDO C. FAJARDO
Treasurer

ERLENE E. BARANDINO
Corporate Secretary

ATTY. JOYCEE M. SIO
-absent-
Vice-President

CRISELDA R. ABUEL
President

7. BUSINESS ARISING FROM THE MINUTES OF THE PREVIOUS MEETING AND ACTION TAKEN

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

AREAS OF CONCERN	STATUS/ ACTIONS TAKEN
Free Members Benefits	✓ Enrolled 8,025 members in good standing including the 30 coordinators from RHUDARDA MPC
Text Blast	✓ Send text blast to 6,604 members from St. Jude MPC on September 06, 2024 (<i>reminder about BLIP contribution</i>)

Remark: The Board duly noted the information.

8. REPORTS

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

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

TOTAL ASSETS	P 180,646,648.00
TOTAL LIABILITIES	P 97,630,809.00
TOTAL FUND BALANCE	P 83,015,839.00
TOTAL GUARANTY FUND	P 22,861,636.00

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

Contributions	P 3,305,961.00
Reserves	(1,099,496.00)
Net Contributions	2,206,465.00
Less: Claims	(606,712.00)
Underwriting Expense	(666,216.00)
Total	P 933,537.00
Add: Other Income/Reinsurance	920,300.00
Net: Contribution and Other Income	1,853,837.00
Less: Administrative Expenses	(465,362.00)
Net Surplus for the Month	P 1,388,475.00

C. FINANCIAL RATIOS

RATIOS	STANDARD	ACTUAL as of August 31, 2024	Compared with Data as of July 31, 2024
Solvency	>120%	158%	156%
Liquidity	>100%	573%	390%
OpEx – BLIP	<=15%	18%	18%
OpEx – CLIP		16%	16%
Overall OpEx	<=20%	17%	17%
Claims- BLIP	<=30%	16%	16%
Claims – CLIP		17%	18%
Return on Assets	>0%	5%	5%
Return on Equity	>0%	15%	12%
Equity Value	>=50%	227%	210%

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

(1) Liquidity Ratio suddenly increased to 573% from 390%, because there were many long-term investments that matured.

- (2) This is why the target liquidity ratio is still at 500%, and as of August 31, 2024, the actual liquidity rate is 73% more the ratio

9. COMMUNICATIONS RECEIVED

Mrs. Ma. Lourdes E. Quesea, Administrative and Operations Manager (AOM) presented the communications received for the month of September 2024, as follows:

DATE	FROM	PARTICULARS	REMARKS/ ACTIONS TAKEN
Aug. 22, 2024	Insurance Commission <i>Admin Div.- Records Section</i>	Circular Letter No. 2024-16, Guidelines for the Conduct of Institutional Risk Assessment (IRA)	Received, for information
Aug. 22, 2024	Insurance Commission <i>Admin Div.- Records Section</i>	Insurance Commission Advisory No. RS-2024-017 re: AMLC NRA Project Data/Information Collection Requirement for the Insurance and Mutual Benefit Associations Vulnerability AML/CTF Questionnaire	Received and Submitted via e-mail last Sept. 12, 2024
Aug. 28, 2024	ICMIF <i>ICMIF Secretariat</i>	ICMIF webinar: Mastering liquidity for mutual/cooperative insurers Thursday 26 September, 2pm BST (UK time) or 9:00 PM - 10:00 PM GMT+8	Received and registered the following: Paz L. Bobadilla Reinnie Rose Torres Pelagia Mendones Lourdes Quesea
Sept. 03, 2024	MIMAP <i>Ms. Vianca Maria A. Castillo</i>	2024 Management Forum Power point Presentations	Received and for reference
Sept. 04, 2024	MIMAP <i>Ms. Judith A. Torres</i>	Request for consent: Investment Tool Sample Data	Received and give consent
Sept. 23, 2023	Insurance Commission <i>Admin Div.- Records Section</i>	Advisory No: RS-2024-020: Submission of Application for Renewal of License Expiring on 31 December 2024. Submission of requirements is from Sept. 23, 2024 to Nov. 13, 2024	Received and for preparation of documents for IC License Renewal
Sept. 23, 2023	Institute of Corporate Directors	Client Survey: Preview to Corporate Governance Orientation Program + Zoom Q&A (1-Month Access) *Projected charge is PHP 3,000 per attendee for a minimum of 10 attendees.	Received but not yet responded.

10. MATTER/S FOR DISCUSSION AND APPROVAL

10.1 Report of the Board Risk Oversight Committee (BROC) Meeting re: Output of BROC meeting held on September 11, 2024 at 1:00 p. m. via zoom videoconferencing:

Agenda	Key Resolutions & Recommendations	Status
Terms of Reference	• Terms of Reference was discussed and confirmed by the Committee.	For information of the Board.

Agenda	Key Resolutions & Recommendations	Status
Vulnerability Data Collection	- The committee reviewed and gave recommendations and suggestions to the Anti-Money Laundering Council – National Risk Assessment IC Data/Information Collection (AML/CTF Questionnaire) for mutual benefit association. <u>NOTE: New compliance-upon request only</u>	Accomplished and submitted through e-mail on September 12, 2024.
AML Alternate Officer	The committee recommended the following officers for AMLA: - Ma. Lourdes E. Quesea – Compliance Officer - Gilda R. Babasa – Alternate Officer	For Board approval thru a resolution
Data Protection Officer	The committee recommended: - Graemarc Lester L. Alzaga - Marianne C. Castro	For Board approval thru a resolution

BOARD'S ACTION: After thorough discussion, the Board approved the recommendations of BROCC, particularly in designating AML Compliance and Alternate Officers and Data Protection Officers.

BOARD RESOLUTION NO. 035-2024
Designation of AML Compliance Officer and
AML Alternate Compliance Officer

WHEREAS, pursuant to Insurance Commission Circular No. 2015-13 re: submission of names of contact details of the AML Compliance and Alternate Officers for the purpose of ensuring compliance with the directives of the AML Council;

WHEREAS, the Board Risk and Oversight Committee (BROC) appointed Mrs. MA. LOURDES E. QUESEA, Admin and Operations Manager as AML Compliance Officer, being the overall overseer of the whole operations of CARE MBI, and new AML alternate Officer to ensure efficiency of generation and production of required reports.

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

RESOLVED, AS IT IS HEREBY RESOLVED, to designate MA. LOURDES E. QUESEA, as Compliance Officer, and GILDA R. BABASA as AML Compliance and Alternate Officer, respectively concurrent to their designation in the operations of CARE MBI.

RESOLVED FURTHER, that as such officers, they are authorized to sign, execute, and deliver any and all documents, including but not limited to, application, assignment, and the like. Their specimen signatures appear below:

<u>Name</u>	<u>Position</u>	<u>Specimen Signature</u>
1. MA. LOURDES E. QUESEA Contact No.: 09988610358 Email Address:	AML Compliance Officer	_____
2. GILDA R. BABASA Contact No.: 09085207914 Email Address:	AML Alternate Officer	_____

RESOLVED FURTHER, that the foregoing designations shall be effective immediately and shall be in force until revoked.

MARY JULET D. LABITIGAN
Independent Trustee

GALESO A. LAVADIA
Independent Trustee

LUCHO G. JIMENEZ
Trustee

ARMIELA AZUL
Trustee

PERSEVERANDO C. FAJARDO
Treasurer

ERLENE E. BARANDINO
Corporate Secretary

ATTY. JOYCEE M. SIO
Vice-President

CRISelda R. ABUEL
President

RESOLVED FINALLY, furnish the Authorities a copy of this resolution for their information and guidance.

APPROVED UNANIMOUSLY

BOARD RESOLUTION NO. 036-2024
Designation of Data Protection Officer

WHEREAS, as part of risk management, Board Risk and Oversight Committee (BROC), takes into consideration that utmost care and protection of data, both printed and digital, of the members and the Association itself, should be undertaken at all times.

NOW, THEREFORE, on motion of Trustee Fajardo, duly seconded by Trustee Azul,

RESOLVED, AS IT IS HEREBY RESOLVED, to designate GRAEMARC LESTER L. ALZAGA and MARIANNE C. CASTRO as the Data Protection Officers, effective immediately.

RESOLVED FINALLY, furnish the Authorities a copy of this resolution for their information and guidance.

APPROVED UNANIMOUSLY

10.2 Report of the Building Committee Meeting. The Committee presented the perspectives of the proposed construction and improvement of CARE MBA building for perusal of the Board.

BOARD'S ACTION: After a lengthy discussion and deliberation, the Board approved the proposed building construction and improvement, with modifications, the construction thereof, shall be on 'by phase' scheme, properly specified by the Building Committee. The Board also approved the estimated project cost of the said improvement, provided that the Management takes diligence in ensuring that expenditures are within the allowable limit.

BOARD RESOLUTION NO. 037-2024
Building Construction and Improvement for Office Use

On motion of Trustee Labitigan, duly seconded by Trustee Jimenez,

RESOLVED, AS IT IS HEREBY RESOLVED, to approve the proposed building construction and improvement, the construction thereof, shall be on 'by phase' scheme, properly specified by the Building Committee.

RESOLVED FURTHER, to approve the estimated project cost within the allowable limit. Allowable expenditure for the project office use will be based on 20% of fund balance amounting to 13.5 million.

Total Estimated Project Cost from SJM Builders is P19,600,000.00

Floor	Floor Area	Cost / Sqm.	Total Cost
Basement	220.00 sqm.	30,000.00	6,600,000.00
Ground Floor	260.00 sqm.	25,000.00	6,500,000.00
Second Floor	260.00 sqm.	25,000.00	6,500,000.00

RESOLVED FINALLY, furnish the Authorities a copy of this resolution for their information and guidance.

APPROVED UNANIMOUSLY

11. MANAGEMENT REPORT – General Manager Mendones reported the management updates as of August 31, 2024, as follows:

11.1 Membership and Claims.

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

MARY JULIETTE LABITIGAN
Independent Trustee

GAUDY SOYAL VADIA
Independent Trustee

LUCILO G. JIMENEZ
Trustee

ARMIEL A. ANIL
Trustee

PERSEVERANDO C. FAJARDO
Treasurer

ERLENE E. BARANDINO
Corporate Secretary

ATTY. JOYCEE M. SIO
Vice-President

CRISELDA R. ABUEL
President

MARY JULIETA D. LABITIGAN
Independent Trustee

GAUDILIO S. VADIA
Independent Trustee

LUCIO G. JIMENEZ
Trustee

ARMIEL A. AZUL
Trustee

PERSEVERANDO C. FAJARDO
Treasurer

ERLENE E. BARANDINO
Corporate Secretary

absent-
ATTY. JOYCEE M. SIO
Vice-President

CRISELDA R. ABUEL
President

Month	New Members
January	263
February	377
March	440
April	451
May	403
June	247
July	387
August	338
Total New Members	2,906

Total Active Members : 28,462

• **CLAIMS** - Claims paid for the month of August 2024:

BLIP/CLIP CLAIMS – August 2024						
	Members	Dependent	Cooperative	Beneficiaries	Re-insurance	Total Amount
BLIP	P 180,000.00	P57,500.00				P237,500.00
CLIP			P329,436.94	P78,401.15		P407,838.09
TOTAL						P645,338.09

Remark: The Board duly noted the report.

11.2 Compliance Reports

Submitted the following reports: September 2024

- AML/CTF Questionnaire

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 August and September 2024, as follows:

- Aug. 22, 2024 - Regular Board of Trustees Meeting @ via zoom videoconferencing
- August 28, 29 & 30, 2024 - 2024 Management Forum at Caoayan, Ilocos Sur
- Sept. 05, 2024 - Novena at Parokya ni Niña Maria at Castañias, Sariaya 4:00 p. m. onwards
- Sept. 10, 2024 - 11th Anniversary of St. Jude MPC – Catanauan Branch, presentation of CAREMBAI during the Coop Talakayan
- Sept. 11, 2024 - Board Risk Oversight Committee Meeting via zoom at 1:00 pm. Onwards
- Sept. 12, 2024 - PCDC Meeting at Queen Margarette Downtown 9:00 a. m. onwards, attended by: Pelagia C. Mendones
- Sept. 12, 2024 - LCCDC Meeting at Coop bank, 1:00 p. m. onwards
- Sept. 13, 2024 - NATRE-8th Annual Technical Forum at New World Hotel, Makati 1:00 p. m. to 6:00 p. m.
- Sept. 17, 2024 - Governance Committee Meeting of MIMAP via zoom, 2:00 p. m. onwards
- Sept. 18, 2024 - Orientation with the Board of Trustees and Members of Mauban Transport Service and Multi-Purpose Cooperative
- Sept. 18, 2024 - Visited Cagsiay-1 Multi-purpose Cooperative at Mauban, Quezon
- Sept. 21, 2024 - International Coastal Clean-up at Talao-talao, Lucena City 5:30 a. m. onwards
- Sept. 21, 2024 - Members' Orientation at Dolores Development Cooperative at 8:00 a. m. & 1:00 p. m. @ Dolores, Quezon
- Sept. 24, 2024 - Compliance Learning Circle: On Time, No Fine via zoom @ 8:30 a. m.
- Sept. 24, 2024 - Building Committee Meeting with Engr. Sonia 1:00 p. m. at CAREMBAI office
- Sept. 25, 2024 - Provincial Cooperative Quiz Bee @ Queen Margarette Hotel Downtown 8:30 a. m. to 12:00 noon

Remark: The Board duly noted the information.

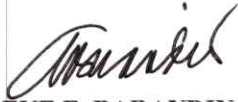
12. OTHER MATTER/S

- **Schedule Activities-** General Manager Mendones presented the schedule of activities of board of trustees, committee members and staff for the month of October, November and December 2024.
- **Schedule of Next BOT meeting-** is on October 24, 2024 at 2:00 p. m. via zoom videoconferencing.

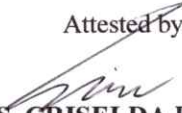
13. ADJOURNMENT

There having no other matters to be discussed, the meeting ended at exactly 4:20 p.m.

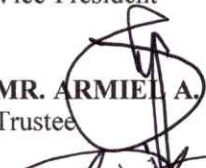
I hereby certify to the correctness of the foregoing Minutes.

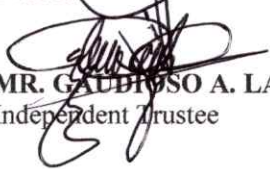

ERLENE E. BARANDINO
Secretary

Attested by:

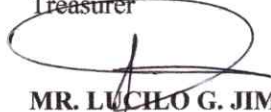

MRS. CRISELDA R. ABUEL
President

-absent-
ATTY. JOYCEE M. SIO
Vice-President


MR. ARMIEL A. AZUL
Trustee


MR. GAUBIOSO A. LAVADIA
Independent Trustee

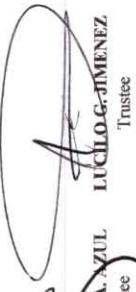

MR. PERSEVERANDO C. FAJARDO
Treasurer


MR. LUCIO G. JIMENEZ
Trustee


MRS. MARY JULIET D. LABITIGAN
Independent Trustee


MARY JULIET D. LABITIGAN
Independent Trustee


GAUBIOSO A. LAVADIA
Independent Trustee


LUCIO G. JIMENEZ
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ARMIEL A. AZUL
Trustee


PERSEVERANDO C. FAJARDO
Treasurer


ERLENE E. BARANDINO
Corporate Secretary

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ATTY. JOYCEE M. SIO
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CRISELDA R. ABUEL
President