



## KCCDFI Mutual Benefit Association Inc.

**DATE:** September 16, 2021

**TO: Board of Trustees and Member Representatives**

**Ms. Ellen M. Benitez**, President  
**Ms. Mary Ann R. Candoy**, Vice President  
**Ms. Araceli J. Amlih**, Secretary  
**Ms. Myrna D. Gregorio**, Treasurer  
**Ms. Mercedes G. Faustino**, Member  
**Ms. Dezza S. Mohammad**, Independent Trustee  
**Ms. Nevilyn P. Abualas**, Independent Trust  
**Atty. Ibarra A. Malonzo**, Advisory Member  
**Ms. Catherine A. Elumbra**, Advisory Member  
**Ms. Jessica A. Araneta**, Coordinator  
**Ms. Arlene C. Sevillano**, Coordinator

**Ms. Hermie A. Hasan**, Coordinator  
**Ms. Lida A. Santos**, Coordinator  
**Ms. Ma. Cristina D. Bugay**, Coordinator  
**Ms. Daniela V. Barredo**, Coordinator  
**Ms. Rachel S. Natividad**, Coordinator  
**Ms. Imelda F. Bautista**, Coordinator  
**Ms. Alona D. Inso**, Coordinator  
**Ms. Evangeline D. Recalde**, Coordinator  
**Ms. Argelyn P. Pable**, Coordinator  
**Ms. Ludivina Q. Suminog**, Coordinator  
**Mr. Wilfredo A. Biwang**, Coordinator

**THRU :** **Ms. Maria Teresa C. Gonzales**, General Manager

**SUBJECT:** **Notice of Annual General Membership Meeting**

This is to respectfully request your presence and participation to the 2021 Annual General Membership Meeting (12<sup>th</sup> AGMM) of the KCCDFI Mutual Benefit Association, Inc. (KCCDFI MBA) on October 15, 2021, Friday at 8:00 o'clock in the morning to be held at the 3<sup>rd</sup> Flr. KCCDMFI Bldg., MCLL Highway, Guiwan, Zamboanga City to consider and approve matters set form in the following agenda.


1. Call to Order;
2. Proof of Notice of Meeting;
3. Determination of Presence of Quorum;
4. Approval of the Agenda;
5. Reading and Approval of the Minutes of the 2020 Annual General Membership Meeting (11<sup>th</sup> AGMM) held on November 16, 2020;
6. Business Arising from the Previous Annual General Membership Meeting;
7. President's Report;
8. Treasurer's Report;
9. Ratification of Management and Board Actions;
10. Amendment of KCCDFI MBA By Laws
11. Election of four (4) Board of Trustees;
12. Confirmation on the appointment of (1) Board Adviser (1 ) Trustee representative from KCCDMFI
13. Appointment of External Auditor;
14. Questions and Answer; and
15. Adjournment.

Details and rationale of the Agenda is available on the next page.

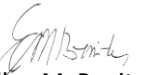
In compliance with the IATF safety and health protocol, all participants that will be physically present during the meeting are advised to wear facemask, face shield and practice physical distancing.

Furthermore, the conduct of our Annual General Membership Meeting during this GCQ period is a combination of virtual (via zoom videoconferencing) and physical attendance.

For any question or inquiries, please call (062) 990-2429 or email us at [kccdfi\\_mba@yahoo.com.ph](mailto:kccdfi_mba@yahoo.com.ph)

  
**Araceli J. Amlih**  
Corporate Secretary

Noted by:

  
**Ellen M. Benitez**



# KCCDFI Mutual Benefit Association, Inc.

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## Details and Rationale of the Agenda

1. **Call to Order.** The Chairman of the Board of Trustees and President of KCCDFI MBA, Ms. Ellen M. Benitez, will call the meeting to order.
2. **Proof of Notice of the Meeting.** The Corporate Secretary, Ms. Araceli J. Amlih, will certify that copies of this Notice were published through KCCDFI MBA website, Facebook page and through an advisory served to the members through the KCCDFI Branches.
3. **Determination of Presence of Quorum.** The Corporate Secretary, Ms. Araceli J. Amlih, will determine the number of attendees, whether in person, virtually via zoom or by proxy, for the purpose of determining the presence of quorum to validly transact business. A simple majority (50%+1) of the voting membership will constitute a quorum (12<sup>th</sup> Annual General Membership Meeting).
4. **Approval of the Agenda.** The President of the Board of Trustees will present the agenda for the 2021 Annual General Membership Meeting.
5. **Reading and Approval of the Minutes of the 2020 Annual General Membership Meeting (11<sup>th</sup> Annual General Membership Meeting) held on November 16, 2020.** A copy of the draft Minutes are with the Office of the Corporate Secretary and is available at the website of KCCDFI MBA, ([www.kccdfimba.com](http://www.kccdfimba.com)). Members will be asked to approve the draft Minutes and acknowledge the completeness and accuracy thereof. Below is the excerpt of the proposed resolution:

**“RESOLVED,** that the reading of the Minutes of the 11<sup>th</sup> Annual General Membership Meeting of the KCCDFI Mutual Benefit Association, Inc., held on November 16, 2020 via Zoom videoconferencing, be, as they are hereby approved.”

6. **Business Arising from the Previous General Meeting.** The President will present a report on unfinished business/es and updates on these matters, if any.
7. **President’s Report.** The President of KCCDFI MBA will deliver her report to the association which needs acceptance by the general membership.
8. **Treasurer’s Report.** The Treasurer, Ms. Myrna D. Gregorio, will present the 2020 Audited Financial Statements for approval by the Members. Below is the excerpt of the proposed resolution:

**“RESOLVED,** that the 2020 Audited Financial Statements of the KCCDFI Mutual Benefit Association, Inc., be, as they are hereby approved.”

9. **Ratification of Management and Board Actions.** The ratification of all the acts and resolutions of the Board of Trustees will be requested from the Members. A documentation of the acts and resolutions of the Board of Trustees are with the Office of the Corporate Secretary and may be examined by anyone interested. Below is the excerpt of the proposed resolution:

**“RESOLVED,** that the acts and resolutions of the Board of Trustees of the KCCDFI Mutual Benefit Association, Inc. for the year 2021, be, as they are hereby ratified and approved.”



- 10. Approval of Amendment of KCCDFI MBA By-Laws.** Approval of the amendment of the Bylaws will be requested from the members. Amendment will be done on Composition and Term of Office the Board of Trustees. Below is the excerpt of the proposed resolution;

**“RESOLVED,** that the Amendment of KCCDFI By-Laws be, as they are hereby approved.”

- 11. Election of four (4) Board of Trustees.** Four (4) new Board of Trustees will be elected by the members in person, virtually and in proxy. The elected Board will serve for 3 years or 2 years on staggered basis depending on number of years elected from October 15, 2021 – October 15, 2024.

**a. Presentation of the General Responsibilities of the Board of Trustees**

- An overview of the general responsibilities of a Board Member will be presented so that, the nominees will be aware of their upcoming duties and responsibilities as member of the Board.

**b. Nomination and Selection Procedures**

- The guidelines of the election process, as provided under the by-laws will be presented and discussed.

**c. Election of the Board of Trustees**

- The present Board of Trustees, nominees and selected representatives will elect four (4) members of the Board from the nominees to replace the outgoing members of the Board whose term of office will expire. The manner of election will be through secret balloting and will be supervised by the Nomination Committee.

- 12. Ratification of the Appointment of (1) Advisory Board, (1) Trustee representative from KCCDMFI and Reappointment of (2) Independent Board Member.** The Ratification of the appointment of (1) Advisory Board, (1) Trustee representative from KCCDMFI and reappointment of (2) Independent Board Member will be requested from the general assembly. Below is the excerpt of the proposed resolution;

**“RESOLVED,** that the appointment of (1) Advisory Board, (1) Trustee representative from KCCDMFI and reappointment of (2) Independent Board Member be, as they are hereby ratified and approved.”

- 13. Appointment of External Auditor.** Upon recommendation of the Audit Committee, The Chairperson, Ms. Nevilyn P. Abualas will be going to ask the Members to approve the appointment of the External Auditor.

**“RESOLVED,** that Quilab and Garsuta, CPAs’, be as they are hereby reappointed as external auditor of KCCDFI Mutual Benefit Association, Inc., for the year 2021-2022 for a remuneration to be approved by the Board.”

- 14. Questions and Answers.** There will be an open forum for the members to ask questions for clarification on issues and matters concerning them.

- 15. Adjournment**