

2nd Annual General Meeting (AGM)

University of the Philippines Alumni and Associates in Manitoba, Inc.

October 20, 2012, 4:00-6:00pm

1007 Sinclair Street, Winnipeg, MB

Minutes of the Meeting

1.0 Registration and Renewal of Membership

A total of 31 members attended the 2nd AGM, renewed their membership and paid the \$5 membership fee. The following are the members in attendance: Anna Lorraine Reyes, Anna Maniquiz, Arianne Angela Solis, Arlene Lontoc, Arwin Chua, Christine Rosales, Danilo Medina, Darren Gonzales, Dennis Flores, Edwin Yazon, Jeffrey David, Jerome Javier, Jeusa Raffles, Joanna Flores, Jullie Marie Briones, Jullie Rona Quijano, Kristine Acab-David, Lei Manguerra, Lourdes Casanares, Luv Maramag, Maria Raquel Legaspi, Mary Grace Francisco, Mervin Maramag, Michelle Chua, Norman Garcia, Oliver Francisco, Paulo Fabian, Ramon Buenaventura, Ramon Sales Jr., Salvador Maniquiz and Sarah Anne Gonzales.

2.0 Call to Order/ Welcome

The meeting was called to order at 4:20pm. Chairperson Jullie Quijano gave the Welcome Remarks.

3.0 Apologies

Master of Ceremony Jeffrey David mentioned the following individuals who expressed regrets that they were unable to attend the AGM due to prior engagements they were not able to cancel: Bless Ramos, Ces Gutierrez, Christine Custodio and Dominique Mailom.

4.0 Presentation of Amendments to the Constitution

Constitution Ad Hoc Committee Chair Salvador Maniquiz presented the amendments to the Constitution and By-laws. The following are the key amendments:

4.1 Added the word "Inc." to the official name of the organization as a result of incorporation, thus making the official name of the organization: "University of the Philippines Alumni and Associates in Manitoba (UPAA-MB), Inc."

4.2 Required attendance for all members is now "6 Association sanctioned events," previously "50% of Association sanctioned events."

4.3 Associate Membership has been redefined, to wit: "Associate Members must be nominated by a Regular Member, eligibility will be determined by Membership Committee;" "Can only be an Associate Member if individual does not meet Regular Member criteria;" "Same rights and responsibilities as Regular Member" and "Required attendance: 6 Association sanctioned events."

4.4 Membership application and renewal process have been clarified, to wit: "Regular members must fill out application form and pay fees;" "Membership is renewed annually at the AGM" and "Members must update current information and pay annual fees upon renewal."

4.5 Member duties and responsibilities have been clarified, to wit: "To complete application/renewal forms and to ensure that information is current;" "To pay Association dues;" "To meet attendance requirements of the Association;" "To select a committee to work with;" "To promote the Association to potential members;" "To exercise right to vote" and "To confirm attendance in all sanctioned activities."

4.6 Member rights and privileges have been clarified, to wit: "To propose amendments and resolutions and to vote on those presented at the meetings...;" "To inspect the records and books of accounts of the Association;" "To receive, upon payment of the proper fees, publications of the Association;" "To nominate and elect members of the Board of Directors;" and "To be nominated and elected as members of the Board of Directors."

4.7 Term of Office of the Governing Body has been changed from "October to September" to "January to December." Transition Period has been defined, to wit: "[It] will be the period subsequent to the election and prior to start of new term."

4.8 The purpose of the Transition Period has been defined, to wit: it will be the period when: "Newly elected Board members will plan for activities and set budgets for upcoming term;" "the existing Board will "Turnover/Audit documents" and when newly-elected Board members "receive any necessary training (software, procedures, etc) from the existing Board."

4.9 The Chairperson and Treasurer were defined as the required signatories for the Association's bank account.

4.10 AGM schedule was changed from "second Saturday of October" to "sometime in October, as determined by Board of Directors."

4.11 Regular meeting schedule was changed from "second Saturday of each month" to "at least once per month, as determined by Board of Directors." Other new amendments regarding Regular meetings are as follows: "Schedule will be communicated prior to the beginning of calendar year and again at least a month prior to scheduled activity;" "Committee-in-charge records attendance and minutes;" "Attendance must be forwarded to the Secretary and minutes posted within a week of the meeting;" "A regular meeting is defined as any sanctioned event including but not limited to planning sessions, teambuilding events, and charity/volunteer work."

4.12 Eligibility requirements for members to get nominated was changed from "Must be a member for at least two (2) consecutive years at time of nomination" to "Must be a member at time of nomination."

4.13 Elections Committee duties and responsibilities have been specified, to wit: "The Elections Committee shall post the official list of candidates two weeks prior to the Annual General Meeting;" "The Elections Committee is responsible for ensuring at least one nominee for each position;" "The Elections Committee shall be responsible for determining the validity of a nominee's intent to decline his or her nomination."

4.14 Procedures for nominating Board Members have been clarified, to wit: "Nominations for all positions shall be made during the meeting of members in September;" If a member is nominated for more than one position, he/she must submit a list ranking his/her preferred positions and reasons for such ranking;" "Nominees can submit a letter of decline to be submitted to the Elections Committee two weeks after being nominated or as determined by the Elections Committee."

4.15 The winner in the Elections will now be determined by "most votes," previously "Simple Majority (50% + 1 of Quorum)."

4.16 The annual membership fee has been reduced to Five Canadian Dollars (CAD \$5.00)" from "Twenty Canadian Dollars (CAD \$20.00)" and it is "due upon submission of application form or upon renewal of membership."

4.17 Budgetary provisions have been specified, to wit: "Committees must set budgets for each activity and funds shall be paid out only in accordance with budgets approved by the Board of Directors;" "Reimbursement of approved expenses requires completion of expense report, submission of official receipts and authorization from Executive Committee."

A suggestion has been made by Member Luv Maramag to change the Term of Office of the Governing Body from one (1) year to two (2) years. Master of Ceremony Jeffrey David acknowledged it as a good suggestion and deferred the matter to Chairperson Jullie Quijano. Member Kristine Acab-David has suggested voting on it during the AGM. Jullie Quijano, upon conferring with the Board of Directors, explained that it cannot be done at the current AGM because the ratified amendments came about due to a campaign made by the Board of Directors in August where they have called for suggestions and comments in improving the current Constitution and By-laws. It has been specified that the suggestion to change the duration of Term of Office will be addressed at the next round of Constitution and By-laws review. Likewise, it was expressed by Member Anna Maniquiz that simple changes that are readily implementable will be addressed as soon as possible, but major changes will be deliberated and may take time. Member Lourdes Casanares expressed concern that the 2-year suggested Term of Office is not expected by the currently nominated officers and thus shall not be implemented for the next year. Member Jay Javier said that when the Constitution and By-laws were first drafted, it was anticipated that there will be major changes/ amendments as the Association evolves, especially in the first two years. In the end, it has been agreed upon that suggestions for major Constitutional changes shall be forwarded to the Board of Directors as early as possible so that they can be reviewed and ratified on time as deemed appropriate.

5.0 Executive Committee Annual Report

Chairperson Jullie Quijano presented the report. Here are the highlights:

5.1 The UPA-MB Constitution and By-laws has been drafted in April 2011 and ratified by all those present at the 1st AGM on October 15, 2011.

5.2 The first set of Board of Directors was elected on the same day.

5.3 The Association's financial institution is the Assiniboine Credit Union where we have a Community Account. The following are the current signatories: Jullie Quijano and Joanna Flores (Treasurer).

5.4 As of October 13, 2012, the Association's income totals \$2120.00 and our expenses are \$1750.78. Our current total asset is therefore \$369.22.

5.5 An Adhoc Committee was formed this year to review the Constitution and By-laws based on the suggestions of members. The Committee proposed amendments and the Board of Directors approved the amendments prior to the AGM. For the summary of the amendments please see 4.0-4.17 above.

5.6 The Association teamed up again this year with UMSigaw to award a bursary amounting to \$250 to a deserving Filipino student. This year, the bursary was awarded to Ashley Saulog.

5.7 The Committee hosted two Association events this year, "Love Strike" in February and the Videoke Night in April.

6.0 Membership Committee Annual Report

Committee Head Jeffrey David presented the report. Here are the highlights:

6.1 Four (4) sanctioned activities were implemented: Narcisse Snake Pits Field Trip, Isko-Run Running Clinic, Manitoba Marathon and Winnipeg Beach Trip.

6.2 A membership confirmation drive was undertaken wherein emails were sent to current and potential members to confirm their intent to be members for 2011-2012. A total of 43 members confirmed their membership. They constitute the current Association roster of members.

6.3 The Committee also assisted the Secretary this year in keeping the record of attendance of members to various activities.

6.4 The following are the Committee's recommendations for the next term: (1) Create a Welcoming Subcommittee; (2) Recognize the efforts and milestones of members; (3) Quality vs Quantity: Less recruitment, more internal strengthening and (4) Build from within: maximize the strength of current membership.

7.0 Fundraising Committee Annual Report

Committee Head Jerome Javier presented the report. Here are the highlights:

7.1 The Committee was able to implement the T-Shirt Design Contest. The winning design was used to create the T-Shirts for Fundraising. The total income for this project was \$845.

7.2 The Casino-Bingo project requires specific purpose upon implementation. This may be something the next term could work on.

7.3 A bowling event is currently being organized and may push through this November.

8.0 Social Responsibility Committee Annual Report

Committee Head Arwin Chua presented the report. The following projects were implemented this year: Winnipeg Harvest Volunteer work (done every other month); Career Gateway Program Seminar with Sam Grande and PalarOlympics.

9.0 Information and Communication Committee Annual Report

Committee Head Arianne Solis presented the report. Here are the highlights:

9.1 The main focus of the Committee this year was to train members in necessary programs and technologies.

9.2 The Association website is up-to-date with news, activity calendars and feature articles of interest to members, i.e., career development articles.

9.3 Internally, the Committee was able to: (1) Create the Association's official letterhead; (2) Train the Board members on Google Apps and (3) Create the Association's 1st Annual Newsletter.

9.4 The following are some suggestions for future projects: (1) Increase the number of volunteer members for the Committee; (2) Continue training of current and future members in WordPress, Google Apps, Photoshop and Web Development; (3) Train Board Member on new web or communication tools; (4) Coordinate with Committee Heads in promoting events, writing letters, etc; (5) Centralize communication from Facebook and Yahoo! Groups to the official website; (6) Commencement work with media outlets to promote the organization.

10. Nominations for Honorary and Associate Members

Three (3) individuals were nominated as Associate Members of the Association. They were: Oliver Francisco Michelle Chua and Mark Manansala. Their nominations will be reviewed Associate Membership status will be awarded as deemed appropriate. No nominations were received this year for Honorary Members.

11.0 Elections of 2012 Board of Directors

Elections Committee Chair Dennis Flores presided. He reviewed the nominations and the events leading to the Elections.

11.1 The following individuals were nominated during the Call for Nominations and the September 2012 meeting of members. For Chairperson: Arwin Chua, Jeffrey David and Peter Tan. For Secretary: Kristine Acab-David and Lourdes Casanares. For Treasurer: Danjae Medina. For Membership Committee Head: Arwin Chua, Norman Garcia, Jullie Quijano and Bless Ramos. For Fundraising Committee Head: Joanna Flores, Salvador Maniquiz, Anna Maniquiz and Peter Tan. For Social Responsibility Head: Arwin Chua, Anna Maniquiz and Divine Teodoro. For Information and Communication Committee Head: Arianne Solis, Dominique Mailom and Lei Manguerra.

11.2 The Elections Committee accepted all Letters of Decline (LODs) received on time. Thus, the following individuals were removed from the list of nominees: Arwin Chua (All Positions), Jeffrey David, Norman Garcia, Jullie Quijano, Arianne Solis, Joanna Flores and Anna Maniquiz (for the Fundraising Committee Head position only). The following individuals submitted their LODs late and were therefore still included in the list of nominees: Peter Tan, Lei Manguerra and Divine Teodoro. Peter Tan, after having been announced as Chairperson by default, declined/ resigned from the position. Anna Maniquiz then signified her intention to run for the Chairperson position. Another call for nomination for Chairperson was made on October 18 via the Facebook group. No one else was nominated for the Chairperson position.

11.3 Due the series of events, Elections were only undertaken for two positions: Secretary (Kristine Acab-David and Lourdes Casanares) and Information and Communication Committee Head (Lei Manguerra and Dominique Mailom). Dennis Flores declared that it was a close fight between the candidates.

11.4. The following individuals were proclaimed as the 2012 Members of the Board of Directors:

Chairperson: Anna Maniquiz

Secretary: Kristine Acab-David

Treasurer: Danjae Medina.

Membership Committee Head: Bless Ramos

Fundraising Committee Head: Salvador Maniquiz

Social Responsibility Head: Divine Teodoro

Information and Communication Committee Head: Dominique Mailom.

12.0 Closing and Adjournment

Jullie Quijano delivered the Closing Remarks. Herself and Jeffrey David thanked all those who attended the AGM.

Announcements were made for the next events: Winnipeg Harvest Volunteer (November 10, events page was already created in Facebook), Bowling (November 3), Christmas Party (December 8) and Consular Outreach Volunteer. The meeting was adjourned at 6:00pm.