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 Alumni Foundation, Inc.

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**MINUTES OF CONFERENCE CALL**

**Date:** May 24, 2016

**Phone Number and Access Code:** (712) 775-7031; Access Code: 414187

**Started at:** 9:40 pm EST

**Attendance:** Drs. Orson Battad, Isabelita B Casibang, Jacqueline F Gamiao, Elmer Gilo, Maria Rita Guevara, Larry Miranda, Renato Querubin, Ruby Reyes, Mrs. Amor Castro and Mr. Ernesto Suguitan

**Excused:** Dr. Freshnedie Valen

**Not available:** Drs. Rommel Aquino, Hedy Jimenez-Windsor, Ruby Mae Ong, Renato Raymundo, Leandro Maranan, Epifania Caturay, Renato Flores, and Mrs. Elma Pascual

**Presided by:** Dr. Isabelita B. Casibang

**Agenda Taken:**

TOPICS	DISCUSSIONS	OUTCOME
Roll Call: Dr Ruby Reyes	8 Voting members logged on	Quorum requirement met
Donor Appreciation Hour (DAH) on the occasion of the 35th year anniversary of the AFUSA	<ul style="list-style-type: none"> <li>change of venue - to use same room as the AFUSA meeting</li> <li>program to include Welcome address, Brief history, Introduction of the Members of the Board, Invocation, etc.</li> </ul>	<ul style="list-style-type: none"> <li>ADHOC Committee was formed to discuss and arrange details of the DAH program</li> <li>Drs. Elmer Gilo &amp; Freshnedie Valen to prepare the program</li> <li>Dr. Elmer Gilo to prepare the list of donors &amp; certificates</li> <li>Confirmed Wine &amp; Cheese Cocktails for DAH</li> </ul>

Annual Business Meeting	<ul style="list-style-type: none"> <li>• clarification re: lunch with the annual business meeting</li> <li>• Chair, Dr. Isabelita B Casibang asked to have pre-convention meeting wednesday night (6/29/16) to start the business meeting and have more time for the DAH</li> </ul>	<ul style="list-style-type: none"> <li>• Dr. Ruby Reyes to clarify with the NCC, Dr. Susan Suntay about the arrangements for the room, AV and food &amp; beverage for the annual business meeting and DAH</li> <li>• Announcement made for a pre-convention meeting on 6/29/16, Wednesday, at 7:30/8pm - venue in the hotel to be announced</li> </ul>
Diagnostic Autosimulator (Auto-sim) requested by the Dept of ENT	<ul style="list-style-type: none"> <li>• Status reported by Dr. Orson Battad from his recent visit to the medical school and conversation with Dr. Sia-Vargas from ENT department</li> <li>• Cost = \$10,000 for one unit</li> <li>• Mr. Ernesto Suguitan informed the group that Alliance &amp; Friends had promised to sponsor one unit and the fund is already there. They (Alliance &amp; Friends) are also prepared to support the request for the 2nd unit</li> <li>• The instructions on the process of requesting grants, medical equipment, etc. were not followed as outlined in the website algorithm and every year is reviewed by Dr. Renato Querubin (AFUSA liaison) during his visits to the medical school</li> </ul>	<ul style="list-style-type: none"> <li>• Need written feedback for documentation. This from (Request for Medical and/or Teaching Equipment Questionnaire) will be made by the AFUSA with the guidance of Mrs. Amor Castro</li> <li>• Re: process of requesting medical and/or teaching equipment - RE-EMPHASIZE procedure that is outlined clearly in the AFUSA website</li> <li>• The check of \$10,000 will be given to the Dean when she attends the meeting in July 2016</li> <li>• All the Trustees should be knowledgeable and go to the website where the process is clearly spelled out.</li> <li>• Include review of the algorithm on process of grant requests in agenda of next meeting</li> </ul>
AGENDA FOR MEETING	<p>To include the following topics:</p> <ul style="list-style-type: none"> <li>• Review the process of grant requests</li> <li>• Website: professional maintenance needed</li> <li>• Venue for next year's annual meeting: i.e. "in-house" or alternate place</li> <li>• Resume the combined AFUSA and MAAAI closed-door meeting of officers &amp; Trustees of both organizations</li> </ul>	<ul style="list-style-type: none"> <li>• suggestions noted to be included in meeting Agenda</li> <li>• Questions regarding the website to be discussed when Dr. Samuel Piga is present</li> <li>• Announcement made for another teleconference 1-2 weeks before annual meeting in June</li> </ul>

**Adjourned:** by Dr. Isabelita B. Casibang at 11:05 pm EST after closing prayer by Dr. Renato Querubin

**Recorded by:** Dr. Ruby CE Reyes