

UERMMMC ALUMNI FOUNDATION USA, INC.

Minutes of Convention Meeting

Held @ JW Marriott, Washington, D.C.

August 2, 2007

Attendees: 14 BOTs 3 Ex-Officio 2 Emeriti 21 Guests

Called to Order by Benjamin Rigor, MD – Chairman of the Board @ 12:45 pm

Welcome Remarks:

Chairman Benjamin Rigor, MD welcomed members and guests. He thanked them for coming to the meeting. He then asked Dr. El Castro to give the Invocation. A roll call was done subsequently.

Reading of Previous minutes were not done to save time since copies were distributed for review of the members. Dr. Casibang, the acting secretary at the previous meeting, also had distributed the minutes via email prior to the meeting. A motion was put forth to approve the minutes, this was seconded. A unanimous vote to approve the minutes as presented was done.

CHAIRMAN'S REPORT - Dr. Benjamin Rigor

(Report attached, distributed and posted on the website)

There was also discussion regarding the Electronic Meetings (E-meetings) regarding matters brought to the Board that need immediate or urgent attention after the AFUSA annual meeting. The officers & BOTs were made aware of this procedure, which was already in effect. Furthermore, Dr. Rigor appealed to the BOTs to check their e-mails regularly for matters requiring action by the Board. Dr. Gillo made a comment also that an executive committee meeting could be declared via the electronic meetings (E-meetings). The secretary was asked to summarize E meeting motions after the August 2007 meeting up to this annual meeting.

PRESIDENT'S REPORT – Dr. Isabelita Casibang

(Report attached, distributed and posted on website)

Dr. Casibang read her report, which was also distributed, to the attendees. Being also the parliamentarian, Dr. Casibang reminded the body about the guidelines of the “Approval Menu and Levels of Acceptance” that was written and used by Dr. El Castro since he was chairman of the AFUSA in May 1997. She had previously distributed this material including “The Convention Rules of Order” via e-mail on June 27, 2007 prior to this meeting.

Dr. Casibang also reminded everyone regarding the election that will take place and how the ballots will be distributed.

SECRETARY'S REPORT – Dr. Ruby Reyes

The secretary gave a summary of the motions conducted in the E-meetings.

1. Motion was made by Dr. Rigor on August 15, 2006 to approve the proposal of Dr. Brizuela, Dept of Preventive & Community Medicine, A longitudinal study and follow-up on the alumnus of the UERMMMCC College of Medicine requesting for funding of \$4,660.00 endorsed by Dean Paredes

Motion was seconded by Dr. Manalapaz

Result: **Motion was not approved**

Tally of Votes: YES - 4 NO – 8 Abstain - 0

2. Motion was made by Dr. Miranda on August 22, 2006 to approve the MOA for the DAP/Indigent Fund

Motion was seconded

Result: **Motion approved with a minority vote.**

Tally of Votes: YES – 6 NO – 4 Abstain – 1

3. Motion was made to expand the Scholarship Committee to Scholarship & Financial Aid Committee (SFAC)

Motion was then seconded

Results: **Motion was approved.**

Tally of Votes: overwhelming majority.

4. Motion was made to on November 8, 2006 grant supplemental scholarship to Ms. Estolas

Motion was then seconded.

Results: **Motion was approved.**

Tally of Votes: YES – 9 NO – 2 Abstain – 1

5. Motion was made on October 22, 2006 for BOT/Officers to donate \$80 each to pay for shipment of ultrasound machine to Dr. Susan Pelea-Nagtalón for Dept of OB-GYN @ UERMMMC

Motion was seconded

Results: **Motion was approved.**

Tally of Votes: YES – 5 NO – 1 Abstain - 0

6. Motion was made on 5/17/07 by Dr. Manlapaz to approve a Scholarship/Educational grant to Ms. Jacqueline Flores-Barredo, a deserving 3rd yr Med Student, who requested for financial aid in the amount of \$3000. Money to come from the Pacita Ibanez Manlapaz Memorial Fund.

Motion was seconded by Drs. Querubin & Casibang

Results: **Motion was approved.**

Tally of Votes: YES – 8 NO – 4

There was a discussion regarding the procedure of awarding to a specific individual and the need to develop an alternative pathway to be in compliance with the IRS.

The secretary also reminded the body to complete the COI questionnaire every year and be placed on file.

TREASURER'S REPORT – Dr. Elmer Gilo

(See report in the Foundation Newsletter, website and distributed to BOTs and members)

The following were given:

Total net assets at the beginning of 2006 were **\$ 744,491**

Received from Cash Contributions income from investments, sale of related goods and unrealized gains (losses) from investments from Jan 1 2006 to Dec 31, 2006 a total of **\$157,532**

Total Expenses during same period was **\$ 80,195**

There was a change in Net Assets of **\$ 77,357**

The **Total Net Assets** of the Foundation as of the end of the fiscal year 2006 is **\$ 821,848**

There was a comment on the pie chart distribution/allocation of 0% indicated for Student Development. Dr. Gilo clarified that it was actually very small < 1% but comes out 0% when transferred into that diagram.

Dr. Cuanang offered some information, comments and questions concerning a situation that occurred during his term as Dean of the College of Medicine. He read his letter to Dr. El Castro dated July 15, 1998 reporting the purchase of the Antipolo property and also included the financial statement showing the use of the Professorial Chair Fund of the Alumni & Friends of UERMMM Foundation, Inc. (Total balance as of 5/30/97 of P 905,872.20) He also had another letter dated Oct 7, 1998 to Dr. Bonito Sanchez, Class 66, requesting to urgently send the money donated by his class (\$ 88,279.73) for the Antipolo property to pay back the loans and be able to run the Foundation (i.e., The Alumni & Friends of UERMMM Foundation Inc.) Dr. Cuanang added that he never received a formal response to his letter. His questions were: (1) How can the College of Medicine avail of funds here in the US? and (2) How can we make the UERM strong again for the re-development of UERM? He suggested that "we should analyze and re-think where our funds go."

Dr. Bayani Elma made a comment that the bulk of revenues from investment earnings (interest) not from the alumni donations per se.

The dean was also informed that the professorial chair fund could be started because there is money.

Dr. Habalo also asked some clarification regarding a specific donation to her department from Drs. Renato Flores and Myrna Ortega that she has not been able to avail of and how can this be re-directed. Dr. Gilo, the treasurer, was going to discuss the matter with Dr. Habalo at the end of the presentations.

DEAN'S REPORT – Dr. Alfaretta Tan-Reyes

(See attached tables and lists)

Dean Tan-Reyes presented her report as of May 1, 2007 when she officially started her term. Her report included a Summary of Donations for SY 2006-2007 from the AFUSA; List of Gold/Silver Scholars for SY 2004-2007; Special Honors Awardees funded by the AFUSA and Alumni Scholarship Grantees for ST 2007-2008.

She also informed the body of the change in the Dr Joven Cuanang Award back to the best teachers versus modules, which was a better incentive for faculty development.

STANDING COMMITTEES REPORTS:

(Reports attached and distributed)

Audit & Ethics: The report was read & presented by Dr. Querubin.

He re-emphasized the need for documentation from the *specific* recipients of the acknowledgement(s), which is already in place in the foundation's CBL.

The report was approved and seconded.

Finance & Budget: The report was read by Dr. Dekiam Ong

There was discussion on the floor regarding "How to invest?"

Dr. Manlapaz also suggested to keep the Ameriprise and H&R Block investments.

Constitution & By Laws (CBL): The report read and presented by Dr. Sam Dona.

He made some clarification regarding the case of the medical student asking for monetary assistance due to financial hardships. He said that “the Foundation cannot do it directly because it is not in our program.”

Dr. El Castro again emphasized the importance of compliance. He also made himself available for any one who had questions regarding the inception and history of the AFUSA.

Scholarship & Financial Aid (SFAC): Read and presented by Dr. Gotardo.

There was a discussion of an issue involving the Medical Alumni Association which was tabled for the committee to study and present in the next foundation meeting since Dr. Banez and Manlapaz were not present at that moment.

The committee made a recommendation to increase the number of partial tuition scholarships from 15 to 20. This was approved and seconded.

Faculty Development: The committee was represented by Dr. Ida Tiongco who was recently appointed chair of the committee. She informed the body that the members have not collectively met and will be having a meeting in the near future. Dr. Tiongco said that “potential and loyalty” would be some qualities to look for in the faculty.

Library Committee: The report was read and presented by Dr. Dekiam Ong.

Q & A followed the presentation.

Q : Dr. Elma asked how to address the request of specific departments for books for the department?

A : This has been channeled via the wish list

Q: Dr. Querubin asked about a previous book donation that was not acknowledged

A : Dr. Ong answered that the Balikbayan box went to a department and was taken by someone. The rest of the books were then sent to the library.

Dr. Elma also commented on the report of the previous librarian. Dr. Dona expressed the same sentiments.

Dr. El Castro then suggested that we visit the medical school to actually see what's going on. There is continued lack of acknowledgement from the medical school.

The following recommendations for the library policy was proposed:

- Book requests would be done through the Dean's Wish List.
- To change the process wherein the books will go to the library then loaned to the Departments.
- To communicate with the Library Committee in the Philippines

Community Service: Dr. O'Yek brought out the map of the Antipolo project then requested Dr. Regalado from the Philippines to give a presentation on the current status of the Antipolo project. Dr. Regalado is the liason officer between UERM and the community. She stated that 50% of the property is occupied by squatters and most of them (squatters) acknowledge UERM Alumni & Friends as the owner of the land. According to the National Housing Authority (NHA), UERM Alumni USA **cannot** buy property of UERM Alumni Philippines.

Dr. Cuanang also made his plea recommending that the foundation support and develop this worthwhile community service project.

There was further discussion regarding securing the property, a memo of understanding between the UERMMMCM President and Medical School and building of a hospital.

Resident's Award Committee: The report was presented by Dr. Raymundo.

Dr. Elma mentioned the importance of speaking to the Chief of Clinics: regarding the 10 residency programs where the allocations will rotate accordingly.

Recommendations for revisions were made. This was approved and seconded.

Alliance & Friends: The report was presented by Dr. Penny Miranda & Esther Querubin. They had a question to the treasurer regarding the donations of \$12,075 since 2001. Dr. Gilo answered that from the time he started as treasurer, all donations have been recorded.

They also acknowledged Class 67 for their help.

ALL OTHER COMMITTEE REPORTS WERE TABLED because of time limitations.

NEWSLETTER EDITOR REPORT: Dr. Sam Piga

Dr. Piga presented the AFUSA website which was already up and running.

The website address is UERMAFUSA.com

The following are features of the website:

- approved committee reports I the next scheduled issue/updating
- forms for evaluation and acknowledgement when requesting for funding. During his visit to the medical school, he emphasized the process of requesting funding and access to the AFUSA website.
- Donations via website

The following suggestions followed discussions regarding the website:

- 1) Archives of information on the web
- 2) Linking the Aesculapian and AFUSA website (a question from Dr Elma)
- 3) Link to Guidestar (last 3 years) – suggestion from Dr El Castro

- 4) All reports and documents posted on the website should be approved by the Board. (Comment from Dr El Castro)
- 5) Dr Gilo suggested to advertise the website in our emails to friends and other alumni to increase awareness.

Dr. Piga added another feedback from his conversations with the medical school scholars: the need for more teaching from the consultants and more study time.

Finally, Dr. Piga requested increasing the budget to \$ 1000/yr

The report including the request for budget increase of \$1000/yr was approved and seconded.

STRATEGIC PLANNING ADHOC COMMITTEE:

The report was read and presented by Dr. Baldomero.

This was approved and seconded.

ELECTION

Elected BOT for 2007-2010

1. Conrad Miranda, IV, MD
2. Elmer Gilo. MD
3. Ruby Reyes, MD
4. Zosimo Herrera, MD
5. Ma. Elena Gragasín, MD

Elected by Acclamation!

UNFINISHED BUSINESS:

SFAC to discuss issue with the MAAA

Discussion regarding use of Lock Box

Reports of other committees nor presented: Recycling for Charity, Fund Raising, Conferences and Memorial Lectures, Wish List

Report of the President, UERMMMMC-MAAA, Inc – Dr. Banez

Meeting was adjourned @ 5:45pm

Subsequent Electronic Meetings:

8/7/07:

Motion to approve the budget made by Dr. Querubin and seconded by Dr. Casibang

Results: Unanimous approval YES - 8 No - 0

Passed and approved 8/9/2008