

TO ALL BOT MEMBERS OF UERMMMC-AFUSA :

Enclosed is my first report. I don't have any idea how the previous format of the report is being done. I based my report on the communications I received from all the other BOT Chairmen of other committees, past meetings I have attended, the Board Manual and the book that I used to have an idea of non-profit organization: Managing a Nonprofit Organization in the 21st Century by Thomas Wolfe. Please feel free to critique and to correct my report if there is any discrepancy from your committee's report.

AUDIT AND ETHICS COMMITTEE REPORTS

From page 25 of the Board Manual: it states that the Audit and Ethics Committee shall recommend an external auditor for the foundation to be appointed by the Board of Trustees.

- # The Board has Romeo Coronacion, CPA, as the external auditor.
- # Attached is the letter of communication between the Board and Mr Romeo Coronacion.
- # A review of the Annual Financial statement of the Foundation was done before submission to the Board.
- #The audited Treasurer's Report is disseminated to the different members and is available in the internet.

1. SCHOLARSHIP AND FINANCIAL AID COMMITTEE: CHAIRMAN - DR. CHUCK GOTARDO

Committee's responsibilities: To establish the terms of award and the Memorandum of Agreement related to the scholarship program. Evaluate and give recommendation to the Board to expand award project

Dr. Gotardo has done a great job of communicating with everybody and disseminating information as to what the Scholarship and Financial Aid Committee does . He has submitted the annual budget proposal for the committee for 2010 - 2011, Framework Budget 2010 - 2014.

Based on the Board Manual: There are 3 grants and awards: Partial Tuition Fee Scholarship, Book Scholarship and Academic Excellence Awards.

The description on page 36 of the Board Manual, stated for PARTIAL TUITION FEE SCHOLARSHIPS there are 12 recipients per year, 3 for each medical year at a cost of \$300/year/recipient. For 2009: there were 13 recipients for this category at \$500 /recipient. There were 5 - fourth year students, 7 - third year students and 3 - second year students. The funding of the 2 recipients came from 2008 as reported.

BOOK SCHOLARSHIP AWARD: page 36 of the Board Manual: There are 60 student recipients for the College of Medicine at \$100 each and 2 for the College of Physical Therapy at \$50 each. In 2009: There were 16 recipients at \$250 each -all from the College of Medicine.

ACADEMIC EXCELLENCE SCHOLARSHIP AWARDS: There were 48 recipients at \$ 150/ recipient. There were 10 first year medical students, 17 second year medical students and 11 third year medical students and the remaining 10 fourth year medical students

reported to be awarded at the end of the school year.

SPECIAL AWARDS: There were 15 recipients, 7 of which from 2008 disbursement and 8 recipients from 2009 disbursement at \$400/recipient.

ANOTHER CATEGORY: GOLD TUITION FEE SCHOLARSHIP AT \$2000/RECIPIENTS - 4 awards

SILVER TUITION FEE SCHOLARSHIP AT \$1000/RECIPIENT - 6 awards

BUDGET PROPOSAL FOR 2010 - 2011:

Partial Tuition Fee Scholarship: Proposal : 15 at \$500 each. Approved : 10 at \$500 each
Book Scholarship : Proposal : 30 at 250 each- 28 from College of Medicine and 2 from College of Physical Therapy: Approved : 14 from College of Medicine and 2 from College of Physical Therapy at \$250 each.

Special Award: Gold Tuition Fee at \$2000 each - 4 awards

Silver Tuition Fee at \$1000 each - 6 awards

Special Honors: 20 proposed - 8 qualified at \$ 400 each

COMMUNICATION FROM Dr. Lily Sia-Vargas for 2009- 2010:

Partial Tuition Fee Scholarship : 15 recipients at \$500 each : 5 fourth year students, 7 third year students and 3 first year students.

Book Scholarship : 16 at \$250 each : 1 fourth year student, 9 third year students and 6 second year students

Special Awards: 5 Gold Tuition Fee at \$2000 each - 2 fourth year students and 3 second year students. 12 Silver Tuition Fee at \$1000 each - 2 fourth year students, 5 third year students and 5 second year students.

Special Honors: 15 first year medical students at \$400 each.

OTHER ISSUES: HOW THE FOUNDATION CAN IMPROVE DOCUMENTATION

GATHERING TARGETING GRANTEEES: We have started emailing grantees and 2 responded and 1 wrote the Scholarship Committee on her own itemizing the books she bought through the book scholarship award. Enclosed are the 3 letters.

* If not done yet, request the email address of each recipient to be recorded in the application form as this is the fastest and cheapest form of communication right now.

* The Office of the Dean has sent through email at least 6 of the grantees achievements.

SHORTCOMINGS: The grantees and the donors can not just communicate with each other as there is a rule that the grantees will have to communicate with the Foundation since Donors usually go through the Foundation. Maybe during the orientation or application by the grantees, part of the communication is to encourage them to write the Foundation through the Scholarship Committee. Maybe a group can be assigned to this assignment. I'm willing to volunteer myself and work with the MARVA-DC Chapter for their Young Alumni Development since they mentor alumni from transition of UERM graduate to the American Medical Practice and help them with career opportunities here in the US

REVIEW GRANTEEES DOCUMENTATION, COMPLIANCE AND TIMING OF GRANT

REQUEST: With Dr. Lily Sia-Vargas as liaison officer, there is already a good communication between Dr. Gotardo and Dr Sia.

COMMUNITY SERVICE COMMITTEE: There are 2 active Programs: Baranggay Imelda Area 38 Project with Dr. Ging Paredes as the Program Manager. They provide "Libreng Gamutan" (Medical Mission) and during the recent Ondoy disaster- they provided Soup Kitchen and distributed relief goods. The Foundation has donated \$750 on 12/21.2009 with the receipt given to Dr. Pasatiempo during her visit to the Philippines.

The other program is the UERM Antipolo Project (Green Building Project).

FUND RAISING COMMITTEE: Dr. Valen has submitted the commitment of the Fund Raising Committee with 2 approaches : the SPRINT APPROACH - Direct appeal for donation through letter writing and MARATHON APPROACH - Dinner dance, concerts,golf tournament which are all being practiced.

LIBRARY COMMITTEE: Goal is to enhance the number of volume of books, journals in the main library of UERMMM. In the Library Program of the Board Manual page 41: there is a statement that says there is an annual \$200 financial support to buy books or education materials for the Dept. of Radiology since 2000. I'm not sure if this is still current or does it needs to be remove from the manual.

There is an acknowledged receipt of 5 medical books that were hand carried by Dr. Pasatiempo 12/21/2009.

ADOPT PROGRAM: Dept of Psychiatry received \$4,600 from the Foundation to acquire WAIS TEST and WCIS TEST and bed mattresses for charity ward 12/21/2009 also through Dr. Pasatiempo.

AUDIT AND ETHIC COMMITTEE GOAL: To monitor compliance with the organization's code of conduct.

1. Chapter 2 of Managing Non-profit Organization in the 21st Century by Thomas Wolfe: one of the recommendation is to develop a set of conflict of interest policies. Trustees are liable when conflict of interest is involved - especially where a trustee's personal financial interest is put ahead of that of the organization.

Using Organization's property for personal purposes, taking advantage of a financial opportunity at the expense of the organization, or any kind of self - dealing without proper disclosure is generally NOT permitted by law.

pg. 51-52 : The conflict of interest policies should suggest : That an individual with a conflict fully disclose his or her relationship to the individual or organization benefiting from the decision; that the individual with the conflict not participate in the decision in which the conflict exist which means: DO NOT PARTICIPATE IN THE VOTE, DO NOT ENTER INTO DISCUSSION PRIOR TO THE VOTE AND ABSENTING HIMSELF OR HERSELF FROM THE ROOM DURING THE DISCUSSION AND THE VOTE.

ETHICS:

IMAGE - The image of any organization is very important. pg. 156 - Image is defined as the sum total of beliefs, ideas and impressions that people have of an organization or the programs, services or products it offers.

Positive image is a critical element in gaining followers or audiences, donors and broad community support.

In any organization - the general concept of "GOLDEN RULE" usually applies. We want to be respected and be dealt with courtesy and kindness. A lot of times what we want to happen or get can be more easily accomplished by talking pleasantly and with courtesy even in extreme situations. There are times that our patience is tested and these are usually the times where we can show our maturity how to handle the conflicts.

As members of BOT, we are expected a higher regard and to conduct ourselves as professionally and graceful both in meeting and especially in cyberspace because

cyberspace can always be recorded and traced. When we loose our cool we usually say things that we do not mean and regret afterward and most of the time we can not retract our statement.

The last thing is the "Rules of Conduct for Audio Conferencing and Audio Conferencing Meeting Rules of Order" that came from the Office of the Foundation President Isabelita Casibang that needs to be approved under the new business : Consent Agenda.

Thank you.
Teresita Torres, MD
Chairman, Audit and Ethics Committee