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Minutes of the Mid-year Meeting
UERMMM ALUMNI FOUNDATION, Inc.
March 18-19, 2011
Four Points by Sheraton @BWI Airport
7032 Elm Road, Baltimore, MD 21240

Welcome Address: Dr. Rene Querubin, chairman, welcomed and thanked those present for taking time out from their busy schedules to attend this meeting

Invocation: by Dr. Rene Querubin

Call to Order: by Dr. Rene Querubin, Chairman of the Board, @ 8:50 pm, Friday, March 18

Roll Call: Conducted by the secretary, Dr. Ruby Reyes

Attendees: 12 BOTs, 4 Community volunteers, 1 MAAAI officer – Friday, March 18
12 BOTs, 8 Community volunteers, 3 MAAAI officers – Saturday, March 19

Declaration of Quorum: by Dr. Isabelita Casibang, parliamentarian

Reading of the Minutes of the previous regular meeting in July 2010 was read by the secretary with minor correction of SFAC – Scholarship & Financial Aid Committee instead of Scholarship & Financial Committee. The Minutes was previously sent by e-mail to all BOT members and officers and more hard copies were distributed during the meeting. No addendums or deletions were made.

Motion to approve the minutes of the July 2010 regular meeting was made by Dr. Sam Dona
Vote: Unanimous (12 BOTs) Status: Adopted, minutes approved

Treasurer's Report was given by Dr. Elmer Gilo (complete detailed report attached)

A detailed report was circulated electronically and additional hard copy reports were made available. The treasurer's report showed the total net assets of \$740,938 at the beginning of 2010. There was received from Cash Contributions of \$45,102; earned income from investments of \$14,685; and unrealized gains (losses) from investments of \$45,141; and revenue from special events of \$8,910, from Jan 1, 2010 to Dec 31, 2010, a total revenue of \$113,838. During the same period, the Total Expenses was \$86,280. There was a change in Net Assets of \$27,558. The Total Net Assets of the Foundation as of the end of the fiscal year 2010 is \$768,496.

Dr. Gilo also informed the group that AFUSA was current with the DNO Insurance with the same NY company. The group was also informed regarding changes in the filing of Federal tax returns affecting the Foundation which would be discussed in detail at the Strategic Planning seminar/workshop.

Motion made to accept the Treasurer's Report by Dr. Vic O'Yek

Vote: Unanimous

Status: Accepted

Community Service Committee (CSC) Report was presented by Dr. Vic O'Yek

The report is attached to the original of these minutes.

Dr. O'Yek gave an update on the community service projects supported by the Foundation which was described in detail in his report. The CSC has established a close working relationship, including on-site visits and funding of grants and awards, with the Dept of Preventive & Community Medicine in the following areas:

(1) MUCHSEP, (2) Antipolo CBHP, (3) Dr. Alejandra Paz-Garcia Excellence in Community Medicine Awards & (4) The Community Medicine Learning Center: Green Building.

Donations through the AFUSA : \$750 from Class 64 for the Nutrition Program/Soup Kitchen; \$1000 from Class 64 - funding for the Botika sa Barangay project to start in 2011 (fund now in UERM but not yet released to MUCHSEP); Community Medicine (CM) Awards - \$500 from the Dr. Alejandra Paz Garcia Professional Chair distributed as follows: \$200 for Most Outstanding Intern in CM, \$200 for Most outstanding Group in CM and \$100 for Citation for Outstanding Performance in CM – given out during yearly Commencement Exercises. With regards to the Green Building: this is a project of the Alumni & Friends UERMMMMC Foundation in the Philippines; CSC has no defined role in this project. Dr. O'Yek ended with presenting the committee's budget, fund raising sources, upcoming awards and grants.

Motion to file CSC report made by Dr. Elmer Gilo

Vote: Unanimous

Status: Approved

Gift-In-Kind (GIK) Committee Report given by Dr. Sam Dona.

The report is attached to the original of these minutes.

Dr. Dona distributed the itemized list of contents in the container shipped to the Medical School by the MARVADC chapter and will be presenting a certificate to the individual donors. Dr. Orson Battad also presented the details regarding process of sending the "container" and the various problems and difficulties encountered. He also distributed a 4-page article from the Philippine Customs blog ([HTTP://customslittlehelper.blogspot.com/2009/10](http://customslittlehelper.blogspot.com/2009/10)) outlining the requirements and steps on shipment of donations. The "container" was already in the Philippines but not released and incurring port fees for storage of about PHP 400,000 with a threat of abandonment.

Motion to file the GIK Report made by Dr. Elmer Gilo

Vote: Unanimous

Status: Report accepted with reservations

Will await findings of Dr. Querubin who was going to visit the Medical school and follow-up on status of the "container" issues.

Faculty Development Committee (FDC) Report given by Dr. Belen Gilo

The report is attached to the original of these minutes.

Dr. Belen Gilo presented tabulated summary of the various faculty development programs for school years 2009-2010 and 2010-2011 that were in line with the Foundation's mission. She also reported an income (for Faculty Development) of \$20,656 and expense of \$27,460 for the same period. The matter for discussion was the request for funding of Dr. Rio Carla Pineda for Fellowship training in Canada for one year starting July 2011. Dr. Pineda, although a graduate of UERM, also trained in UERM and highly recommended by the head of Neuroscience Dept, was not yet a member of the faculty of the College of Medicine. \$5000 was already available at the College of Medicine donated by Southern California Chapter.

Motion was made by Dr. Belen Gilo to determine if Dr. Rio Carla Pineda qualified to receive the \$5000 request for funding.

Vote: Unanimous – NO (Reason: she was not a faculty member)

Status: Disapproved funding of Dr. Pineda's request for funding

Fund Raising Committee (FRC) Report given by Dr. Ned Valen

The report is attached to the original of these minutes.

Dr. Valen presented the results of the major fundraising event (The \$100-ticket Raffle) held during the First Donor Appreciation Hour on July 2, 2010. They were able to generate almost \$9000 in raffle sales and netted at least \$5000. The expenses included the prizes = \$4000, ? other expenses. Total ticket sales \$2973 ?

He mentioned needing to investigate the rules & regulations (Individual states & Federal) for fundraising; continuing the mailing of appeal/solicitation letters and encouraging donations to the WGH 333 Fund.

Motion to file the FRC Report made by Dr. Sam Dona

Vote: Unanimous

Status: Approved with modifications (reconcile expenses)

Finance, Budget & Investment (FBI) Committee Report given by Dr. Elmer Gilo

The report is attached to the original of these minutes.

Dr. Elmer Gilo informed the group that a complete report will be presented in our July regular meeting. He mentioned that 14% of the Foundation's income is from the investments; H&R Block is now Ameriprise and JP Morgan not doing well. He also read the audited report from the accountant that he received just before this meeting. Furthermore, this was also a reminder to the Board & Executive Committee of its (their) fiduciary responsibility to review the status of our investments and make recommendations from the reports that will be supplied on a quarterly basis.

Motion to approve the audited report made by Dr. Sam Dona

Vote: Unanimous

Status: Adopted

Unfinished Business:

Review of the Foundation Requirements for Trustees & Community Volunteers that was previously distributed and accepted.

NEW BUSINESS:

1. Suggestion of Dean Reyes requesting an honoraria for Committee on Scholarship & Academic Honors of UERM College of Medicine.
- according to the treasurer, Dr. E Gilo, there has been \$500 included in the budget for administration expenses which has been ongoing
2. Book Scholarship – keep the same
3. Request from Dr. Lily Sia Vargas to transfer ENT models from Skills Lab to ENT Department (refer to email on 2/12/2011)
- Response: Keep ENT models where they currently are (Skills Lab) where there are more students and to get another set to go to the hospital side (ENT Dept)
4. Disclaimer A format was approved unanimously

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5. Whistleblower Policy – reminder to all trustees, officers and community volunteers to have a signed acknowledgement of this policy on file.
6. **Resolution presented by Dr. Elmer Gilo – Voting Rights of Officers**
(see attached copy of Resolution)

“Whereas, The elected officers of the UERMMMC Alumni Foundation, Inc., do not have voting rights;
Whereas, The position of the Treasurer is by nature vital and sensitive to the operations of the organization and requires a high degree of regard and respect to fiduciary duties;
Whereas, There are issues and occasions where the Treasurer is directed by the Board to execute that the Treasurer disagrees;
Whereas, There are instances where the Treasurer disagrees with the Board, the Treasurer should be able to write a minority opinion; now, therefore, be it
Resolved, That the Treasurer be afforded voting rights in all meetings of the Board of trustees; and
Resolved, That this should be implemented as an amendment to the Constitution and By-Laws.”

Vote: Unanimous

Status: Approved & adopted

7. Action of Medical School re: Library Committee (LC) recommendations from results of survey conducted by LC (refer to LC report from July 2010 regular meeting)
- Dr. Nanette Pasatiempo informed the group that there is now a ***liaison in the Philippines*** whom we can communicate with.

Meeting adjourned @ 12:40 a.m. to resume tomorrow afternoon.

March 19, 2011 – Saturday

1:10 pm meeting called to order by Dr. Querubin and resumed with Reports of Special Committees

Report from MAAAI given by Dr. Susan Suntay, President (2010-2012)

The report is attached to the original of these minutes.

Dr. Susan Suntay presented her report to “define and refine the policies/rules of the MAAAI in collaboration with the Foundation through coordination of “common projects” and distribution of income” as outlined in her report. Dr. Suntay has already started this involving the AFUSA President & Chairman of the Board including them in the Teleconference meetings of the MAAAI. There was some discussion regarding the annual “WISH LIST” from the Medical School which had to be carefully screened so that the requests should be reasonable and achievable. She further suggested possibly changing the format and creating some type of Annual Fund for the Medical School and having the Dean decide on awarding to deserving candidates and/or requests. It was also pointed out “The Wish List was always a project of the MAAAI and not of the AFUSA.”

Also outlined in her report were new projects and the venues of upcoming annual conventions for 2011 through 2013.

Strategic Planning Committee (SPC) report given by Mrs. Amuerfina Castro

Mrs. Castro presented a summary of the evaluations from the recently concluded workshop/orientation seminar. There were a total of 26 attendees; 18 returned evaluations which concluded that the specific objectives were met and an overall excellent rating.

Report of the Newsletter Editor given by Dr. Sam Piga

The report is attached to the original of these minutes.

Dr. Piga informed the group of further improvements and changes in the website explaining the analysis of information gathered by monitoring the traffic (#of hits), time spent on different parts of the website, etc. The bulk of website visitors are mainly from the US. There still appears to be no link to the Foundation website at the UERM Medical School website. He also mentioned that before you exit the website, there is an area for comments to get feedback. Everyone agreed that the changes were excellent.

Move to File the Editor’s report made by Dr. Ned Valen

Vote: Unanimous

Status: Approved

ADJOURNED @ 4:30 PM

Submitted by: Dr. Ruby CE Reyes, Secretary
June 19, 2011