

**MINUTES OF THE MEETING**  
**First Informal Meeting - SHS 1984 Elected Board Members**  
**July 19, 2002**  
**Banana Leaf Restaurant, Ortigas Complex**

1. Meeting was called to order at 7:55pm with Ninya Castillo-Gan presiding and Ma. Lourdes Doria-Velarde taking down the minutes.

2. In attendance were:

Ma. Ninya Castillo-Gan  
Ma. Lourdes Doria-Velarde  
Betty Lynn Lugay-San Luis  
Mona Liza Magno-Veluz  
Beverly Ann Mozo-Mansueto

Ma. Rosario Nava  
Raquel Neis-Zamora  
Deidre Rodriguez-Corpus  
Ma. Concepcion Walet-Arcinas

3. Foundation/Association

Atty. Rose Nava being a lawyer discussed in detail the difference between a Foundation and an Association together with its advantages and disadvantages. She, however, suggested that setting up an association is more feasible for now, as it is less complicated and will need lesser amount for its paid-up capital. The Board voted unanimously on the recommendation. Ms. Ninya Castillo-Gan shall advance the amount needed for registration to be reimbursed upon SEC approval. Atty. Rose Nava also indicated that the Board needs to get an approval from the School of the Holy Spirit Administration prior to the use of its name as part of the Association's title. Ms. Ninya Castillo-Gan volunteered to confer with the school in behalf of the Board. The tentative titles for registration are as follows:

**SHS High School '84 Alumni Association**  
**SHS HS Batch '84 Alumni Association**  
**Spirit of '84 Alumni Association**

The Board then proceeded to conduct its election of officers. The result as follows:

Chairman	-	Ninya Castillo-Gan
Vice Chairman	-	Ma. Concepcion Walet-Arcinas
Internal Secretary	-	Raquel Neis-Zamora
External Secretary	-	Deidre Rodriguez-Corpus
Treasurer	-	Ma. Lourdes Doria-Velarde
Public Relations Officer	-	Mona Liza Magno-Veluz
Members	-	Ma. Alice Bustos-Orosa Angeline Diokno Betty Lynn Lugay-San Luis Ma. Leah Magallanes-Pastores Beverly Ann Mozo-Mansueto Ma. Rosario Nava

Ms. Lourdes Doria-Velarde being the Corporate Treasurer shall prepare, facilitate and register the organization. Atty. Rose Nava in her full capacity shall assist Ms. Lourdes Doria-Velarde with this task.

Ms. Ninya Castillo-Gan, being temporary custodian of the proceeds from last year's reunion, reported that the cash position as of July 19, 2002 is Seventeen Thousand Pesos Only (P17, 000.00). The total amount will be turned over to Ms. Lourdes Doria-Velarde as part of the organization's paid-up capital.

#### 4. Formal Board Meetings

Atty. Rose Nava and Ms. Mona Magno-Veluz have offered the use of their corporate boardrooms as venue for our Ortigas formal meetings while Ms. Concepcion Walet-Arcinas has volunteered their corporate boardroom as venue in Makati. Ms. Deidre Rodriguez-Corpus being the External Secretary shall arrange for food taken out.

The Association will have its First Fund Raising Event on November 30, 2002. The Board has agreed to hold regular board meetings on the ff. dates:

**August 9, 2002**  
**September 13, 2002**  
**October 11, 2002**  
**October 25, 2002**  
**November 8, 2002**  
**November 15, 2002**  
**November 22, 2002**

The Board has agreed that there must be seven (7) members physically present to declare a *quorum*. Such quorum may decide, approve, resolve, confirm, endorse and the like all matters of importance and urgency.

Atty. Rose Nava volunteered to draft the procedure/conduct of all board meetings and as such will be observed and acknowledged with due diligence.

No corporate staffing is needed as of the moment.

Atty. Rose Nava proposed the following Tenure of Service for the purpose of continuity thereby prompting the Board to conduct the next election of new officers on December 2004. This proposal will be made absolute by virtue of a Board Resolution:

Top 6 nominees	- 3 years
Next 6 nominees	- 2 years

#### 5. Committees

The *Treasurer* to be assisted by Atty. Rose Nava shall chair the Finance Committee.

The *Vice-Chairman* to be assisted by Ms. Leah Magallanes-Pastores and Ms. Alice Bustos-Orosa shall chair the Events/Programs Committee.

The *PRO* to be assisted by Ms. Beverly Mozo-Mansueto and Ms. Deidre Rodriguez-Corpus shall chair Marketing/Promotions Committee.

The *Internal Secretary* to be assisted by Ms. Betty Lugay-San Luis shall chair the Social/Special Projects Committee.

The *Chairman* shall serve as the Over-All Coordinator.

## 6. Consultants/Advisers

Ms. Concepcion Walet-Arcinas and Atty. Rose Nava agreed in principle that inviting consultants and advisers may give our organization a more distinguished and credible reputation. At this point in time, the board took note to recommend people who will extend help even without compensation. The following are some nominations to be considered:

Senior Adviser	- Ms. Paraiso (incumbent High School Principal); - Ms. Arcellana;
Spiritual Adviser	- will respect the Senior Adviser's recommendation;
Legal Consultant	-Atty. Rose Nava being a Lawyer will give recommendations;
Finance Adviser	-Ms. Lourdes Doria-Velarde being the Treasurer will give recommendations.

## 7. Programs and Projects

The following were some suggestions given for our First Fund Raising Event:

- Dinner Night with 80's Disco or Band;
- Popular 70's & 80's Band Show;
- Concert;
- Movie Premier with Cocktails;
- Raffle;
- Bingo Social;
- Tiangge;
- Fashion Show;
- Stage Play

School Fair Participation will be discussed in the next Board Meeting. Ms. Raquel Neis-Zamora will arrange/schedule a group visit and at the same time a courtesy call to the Principal of SHS.

The Board discussed the importance of holding annual general assemblies in order to report accomplishments and achievements, programs and projects, and financial status of the past fiscal year. Also included in the report is the outlined programs and budget for the next fiscal year.

## 8. Other Matters

Ms. Ninya Castillo-Gan proposed to designate Dra. Angeline Diokno as our Overseas Coordinator since she is now based in the US. However, Ms. Mona Magno-Veluz advised to consult Dra. Angeline Diokno first before finalizing her designation.

Ms. Mona Magno-Veluz offered her services to design and prepare the Association's Logo which will be used in all printables and correspondence. Ms. Ninya Castillo-Gan offered to design the Board's Uniform.

**To be discussed in the next Board Meeting:**

- Each committee will present at least one project proposal for our First Funding Raising Event;
- Timetable for Year 2002 - 2004;
- Newsletter/Published Report;
- Association Dues/Benefits

**The First Informal Board Meeting adjourned at 10:25 pm.**