

First Informal Meeting
July 19, 2002
Banana Leaf, The Podium, Ortigas Complex
Elected Officers - SHS 1984 Foundation

AGENDA

Elected Members

Ma. Alice *Bustos - Orosa*
Ma. Ninya *Castillo - Gan*
Angeline *Diokno*
Ma. Lourdes *Doria - Velarde*
Betty Lynn *Lugay - San Luis*
Ma. Leah *Magallanes - Pastores*
Mona Liza *Magno - Veluz*
Beverly Ann *Mozo - Monsueto*
Ma. Rosario *Nava*
Raquel *Neis - Zamora*
Deidre *Rodriguez - Corpus*
Ma. Concepcion *Walet - Arcinas*

A. Foundation/Association

1. *Lateral Comparison between a Foundation and an Association* - discuss and compare which one to adopt.
2. *Election of Officers* - conduct secret votation; discuss duties and responsibilities.
 - a. Chairman - must have a deep sense of responsibility;
 - must always be present during board meetings;
 - knowledgeable on all acts and duties pertained by a presiding officer.
 - b. Vice Chairman - takes over the duties of the Chairman in the absence or disability of the Chairman.
 - c. Internal Secretary - keeps an updated and complete list of all the members;
 - acts as custodian of all pertinent documents until such time these docs shall be turn-over to his successor.
 - d. External Secretary - takes down the minutes of all board meetings;
 - gives prior notice for all board meetings called;
 - prepares agenda/business for board meetings.
 - e. Treasurer - acts as custodian of all monies, securities, financial papers;
 - keeps complete records of all cash transactions;
 - submits and reports to Board of Trustees correct financial statement, cash position etc.
 - f. Public Relations Officer - in charge of correspondence(school/members)
 - g. Board Members (6)
3. *Registration Procedure* - discuss who shall be assigned to prepare and facilitate documentation.
4. *Financial Status Report* - cash on hand; proceeds from last reunion.

B. Formal Board Meetings

1. *Venue* - discuss where we shall hold our formal meetings;
2. *Fixed Date* - set an exact date : monthly, bi-monthly, quarterly;
3. *Quorum* - how many should be present to declare a quorum;
4. *Procedure/Conduct*
5. *Staffing* - secretariat, office

C. Committees - to be headed by Board Members

1. Finance Committee - provides financial opinion, summary, cost, etc for every project the Foundation will go into;
2. Events/Programs Committee - comes up with unique ideas for fund raising events/activities, reunions etc. to be presented to the Board of Trustees;
3. Marketing/Promotional Committee - in charge of the over all marketing and promotions of every event;
4. Social/Special Projects Committee - comes up with programs and projects for our socio-civic obligations to be presented to the Board.

D. Consultants/Advisers - we may have to tap some prominent advisers/consultants in order to project a credible and honest organization. Most willing to extend help even without compensation.

1. Senior Adviser - one of our favorite SHS Teachers
2. Spiritual Adviser
3. Legal Consultant - Lawyer (same age, well acquainted with our batch)
4. Finance Adviser - Certified Public Accountant/Bank Manager

E. Programs and Projects

1. Fund Raising Events - ASAP
2. Christmas Event
3. School Fair Participation
4. Annual General Assembly - this is important for election of new officers
5. Grand Home Coming 2004
6. Priority Projects - social/ socio-civic activities

F. Other Matters

1. Dioky's status;
2. Printables/Miscellaneous
3. Time Table