

SHS HS 1984 Alumnae Association

School of the Holy Spirit of QC
F. Sotto St., BF Homes, Barangay Holy Spirit,
Quezon City, Philippines

MINUTES OF THE MEETING

Second Informal Meeting – SHS HS 1984 Alumnae Association

August 9, 2002

Ericsson Boardroom, Octagon Bldg., Ortigas Center

I✓ Meeting was called to order at 7:00 PM with Ninya Castillo-Gan presiding and Deidre Corpus taking down the minutes.

II✓ In attendance were:

Ma. Ninya C. Gan

Deidre R. Corpus

Ma. Lourdes D. Velarde

Marcy W. Arcinas

Mona Liza M. Veluz

Beverly Ann M. Mansueto

III✓ SECRETARY'S CERTIFICATE AND BOARD RESOLUTION

The creation of a Secretary's Certificate and Board Resolution will be put on hold until we clear out the issues of the members. The number of elected Board Members is dwindling and therefore the issue on the quorum was brought up. Mona Veluz suggested cleaning up the members and pushing the number to 8 and adjusting the quorum to a lower number.

IV✓ APPROVAL OF ORGANIZATION'S TITLE AND CONSULTANS/ ADVISERS

Mona Veluz has written a letter to the directress, Sr. Crispina Tolentino to inform Her of the Association's plans. Mona Veluz wrote another letter to the Principal, Mrs. Paraiso formally asking her that we will use the school address as the Association's formal mailing address. The address will be an important factor in our Incorporation. The letters also informed them of our Organization's title which is SHS HS 1984 Alumnae Association. We shall await the response of Sr. Crispina regarding the approval of our Consultants and Advisers.



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V√ ASSOCIATION'S LOGO

Mona Veluz has created an Association Logo which should appear in every template that she will release to provide every member with a copy to use in communicating. All outgoing documentation has reference numbers and should be controlled and kept track by Deidre R. Corpus. Another template should be used for internal documentation.

VI√ PROJECT PROPOSAL OF EACH COMMITTEE FOR FIRST FUND RAISING EVENT

Two Projects were proposed as a point of discussion among the members. Beng Velarde proposed a Show band and Ninya and Mona proposed a Movie Premiere. Ninya Gan is partial with a Movie Premiere because we can get the Student Body to support us if we get a blockbuster film, we can bring the whole family with us and is easier to sell because it is cheaper. Beng Velarde is keen on a Show Band because we can at least mingle and socialize with our friends at the same time. The project costing and budgeting will be discussed further in our next meeting.

Other options are to contact Landa Zialcita who coordinates in organizing Show Bands and Rex Navarette who is a stand-up comedian.

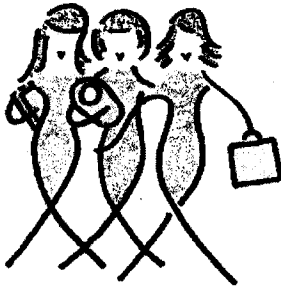
VII√ OTHER MATTERS

A Time Table of Activities should be created for the year. Each committee should Create a mini project with the school for the whole year. The projects don't have to be fund-raising in its nature, can be a tie-up with the school or socio-civic.

A newsletter or published report co-authored by Beng Velarde will include Financial Reports, Schedule of Activities and Clean up of our Yahoo Website.

Association dues and Member's Benefits will be presented by Beng Velarde in our next meeting.

VIII. SCHEDULE OF NEXT MEETING: August 23,2002 at Beng Velarde's Office.



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IX. ADJOURNMENT:

The meeting adjourned at 10:00pm.

PREPARED BY:

Deidre Ann R. Corpus
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