



## **Panatag Ka.**

### **To: Board of Trustees and Member Representatives**

Ms. Mylin M. Chozas  
Ms. Rowena R. Bayuga  
Ms. Jenny R. Aquino  
Ms. Filda R. Tolen  
Ms. Marjorie R. Quisoy  
Ms. Beverly A. Sinadjan  
Ms. Jenelyn A. Sanchez  
Ms. Reazhyle A. Francisco  
Ms. Maribeth C. Magdato  
Ms. Leny E. Saber  
Ms. Cristy C. Sontosidad  
Ms. Maria Dolores P. Tatel  
Ms. Vida T. Chiong  
Mr. Francis M. Puzon  
Mr. Rolando A. Robles

Ms. Emily L. Bagares  
Ms. Leilani M. Caraliwan  
Ms. Vicylyn M. Guerrero  
Ms. Josefina D. Maranan  
Ms. Baby Lita C. Mernilo  
Ms. Lydia A. Noces  
Ms. Alma R. Pangan  
Ms. Marissa S. Florendo  
Ms. Virginia M. Garcia  
Ms. Dolores M. Mendoza  
Ms. Deneglen C. Peñaflorida  
Ms. Verna R. Ramirez  
Ms. Lerma M. Ricaplaza

### **Notice of Annual General Membership Meeting**

**Notice is hereby given that the 2023 Annual General Membership Meeting (24<sup>th</sup> General Membership Meeting) of the Center for Agriculture and Rural Development (CARD) Mutual Benefit Association, Inc. (CARD MBA) will be held on September 6, 2023, at 9:00 AM at Maharlika Square Events Place, Maharlika Highway with the following agenda:**

1. Call to Order;
2. Proof of Notice of Meeting;
3. Determination of Presence of Quorum;
4. Reading and Approval of the Minutes of the 2022 Annual General Membership Meeting held on 7<sup>th</sup> September 2022;
5. Business Arising from the Previous Annual General Membership Meeting;
6. Report to Members and Presentation of the 2022 Audited Financial Statements;
7. Ratification of all the Acts and Resolutions of the Board of Trustees in 2022;
8. Election of Board of Trustees;
9. Appointment of External Auditor;
10. Questions and Answers; and
11. Adjournment.

Details and rationale of the Agenda are available on the next page.

A record of the acts and resolutions of the Board of Trustees is with the Office of the Corporate Secretary and may be examined by anyone interested. A summary of these resolutions is shown on the Company's website. Also, the profiles of the Trustees for election are likewise disclosed on the Company website.

Every qualified Voting Member required to attend the regular center meetings of the partner institutions of CARD MBA is entitled to only one (1) vote.

The voting procedure during the meeting for the election of Trustees shall be by casting ballots, while that for voting on motions shall be by voice ("viva voce") or other applicable methods as may be determined by the Chairman of the Meeting.

Any Member entitled to vote may be present in person or represented by proxy. The proxy form is also available at our Main Office- the Office of the Corporate Secretary, at any of our Provincial Offices.

No Membership proxy shall be recognized unless a duly signed proxy form has been filed with the Office of the Corporate Secretary or at any of our Provincial Offices before **31 August 2023**.

Signed this 4<sup>th</sup> day of August 2023 at San Pablo City.

  
**ATTY. JOMER H. AQUINO**  
Corporate Secretary

#### Details and Rationale of the Agenda

**1. Call to Order.** The Board of Trustees Chairman and CARD MBA President, Ms. Mylin M. Chozas, will call the meeting to order.

**2. Proof of Notice of the Meeting.** The Corporate Secretary, Atty. Jomer H. Aquino will certify that copies of this Notice were published through the CARD MBA website and an advisory served to the members through the Provincial Offices.

**3. Determination of Presence of Quorum.** The Corporate Secretary, Atty. Jomer H. Aquino will determine the number of attendees, whether in person or by proxy, to determine the presence of a quorum to transact business validly. A simple majority (50% + 1) of the voting membership will constitute a quorum.

**4. Reading and Approval of the Minutes of the 2022 Annual General Membership Meeting held on 7 September 2022.** A copy of the draft Minutes is with the Office of the Corporate Secretary and is available for anyone interested during regular business hours. A copy is also available at the website of CARD MBA (<https://www.cardmba.com>). Members will be asked to approve the draft Minutes and acknowledge the completeness and accuracy thereof. Below is the text of the proposed resolution:

*“RESOLVED, that the reading of the Minutes of the 23<sup>rd</sup> Annual General Membership Meeting of the Center for Agriculture and Rural Development (CARD) Mutual Benefit Association, Inc., held on 7<sup>th</sup> September 2022 at Maharlika Square Events Place, Maharlika Highway, San Pablo City, Laguna be, as they are hereby approved.”*

**5. Discussion of Business Arising from the Previous General Meeting.** The Chairman and President will present a report on unfinished business/es, Board directives, and updates on these matters.

**6. Report to Members and Presentation of 2022 Audited Financial Statements.** The Chairman of the Board and President of CARD MBA will report a summary of milestones and key achievements of CARD MBA and how the institution has performed in relation to its goals during 2022. She will also present the 2022 Audited Financial Statements for approval by the Members. Below is the text of the proposed resolution:

*“RESOLVED, that the 2022 Audited Financial Statements of the CARD Mutual Benefit Association, Inc., be, as they are hereby approved.”*

**7. Ratification of all the Acts and Resolutions of the Board of Trustees.** Ratification of all the acts and resolutions of the Board of Trustees will be requested from the Members. A record of the acts and resolutions of the Board of Trustees is with the Office of the Corporate Secretary and may be examined by anyone interested. Below is the proposed resolution:

*“RESOLVED, that all the acts and resolutions of the Board of Trustees of the Center for Agriculture and Rural Development (CARD) Mutual Benefit Association, Inc. in 2022, be, as they hereby are ratified, and approved.”*

**8. Election of Board of Trustees.** New members Board of Trustees will be elected by the members in person and by proxy. The newly elected Board of Trustees will serve for two (2) years or until their successor is duly elected and qualified.

**a. Presentation of the General Duties of the Board of Trustees**

The general duties of a member and officers of the board of trustees will be presented so the nominees will know the duties and responsibilities of a member of the board of trustees.

**b. Nomination and Selection Procedures**

A presentation of the election guidelines as provided under the by-laws in the election of the Board of Trustees will be discussed, and the procedures of the election.

**c. Election of the Board of Trustees**

The current Board of Trustees and nominated member representatives will elect new members to replace the Board whose term of office will expire. The method of election will be through secret balloting supervised by an independent election committee.

**9. Appointment of External Auditor.** Upon recommendation of the Audit Committee, the Members will be asked to approve the appointment of the External Auditor.

*“RESOLVED, that SGV and Co., Inc. be as they hereby reappointed as external auditor of this association, Center for Agriculture and Rural Development (CARD) Mutual Benefit Association, Inc., for the Year 2023-2024 with remuneration to be confirmed by the Board of Trustees.”*

**10. Questions and Answers**

A portion of the questions and answers will be allotted to discuss the other issues and concerns of the members.

**11. Adjournment**