

## **NOTICE OF THE ANNUAL GENERAL MEMBERSHIP MEETING**

Notice is hereby made that the Annual General Membership Meeting (AGMM) of the **COMPOSITE WING SAVINGS AND LOAN ASSOCIATION, INC. (CWSLAI)** will be held at CWSLAI Annex Building, Bayani Road Corner A. Luna Avenue, Fort Bonifacio, Taguig City on Tuesday, February 11, 2025, at 0900H.

The Agenda of the Meeting are as follows:

1. Call to Order
2. Proof of Notice
3. Determination of Quorum
4. Welcome Remarks of the Chairman of the Board
5. Approval of the Minutes of the previous General Membership Meeting held on February 13, 2024
6. Matters Arising from the previous General Membership Meeting held on February 13, 2024
7. President's Annual Report for CY 2024
8. Approval of the Audited Financial Statements CY 2024
9. Committee Reports for CY 2024
10. Approval of the Remuneration of the Board of Trustees
11. Ratification of the Acts of Management and Resolutions of the Board for CY 2024
12. Open Forum
13. Other Matters
14. Adjournment

Regular Members who may not be able to attend may choose to be represented by a proxy. Proxy Forms are available in different CWSLAI Offices nationwide or may also be downloaded from CWSLAI website at [www.cwslai.com](http://www.cwslai.com). Filled out proxy forms must be returned to CWSLAI Main Office at CWSLAI Bldg., Bayani Road, Corner A. Luna Avenue, Fort Bonifacio, Taguig City or at any CWSLAI Office near you not later than 1700H of February 10, 2025.

Registration will start at 0700H of February 11, 2025, Tuesday. The conduct of the said event will be recorded via audio and visual recording.

For more information, you may visit our website at [www.cwslai.com](http://www.cwslai.com).

**MATEO C PACIA**

Corporate Secretary

## **Guidelines on the Conduct of CWSLAI Annual General Membership Meeting (AGMM)**

The Annual General Membership Meeting (AGMM) will be held at CWSLAI Annex Building, Bayani Road Corner A. Luna Avenue, Fort Bonifacio, Taguig City on Tuesday, February 11, 2025, at 0900H.

In order to participate on this activity, please refer below for the following guidelines:

### *I. Registration Procedure*

a. Regular and Associate members may participate on the AGMM. Note however, that only regular members are allowed to participate in the notation, and approval of agenda items and reports;

b. Registration will start at 0700H of February 11, 2025, Tuesday;

c. Members will proceed to the registration table according to Classification - PAF Military, PAF Civilian Human Resource, PAF Member Retiree, PAF Civilian Human Resource Member Retiree, PAF Honorably Separated, PAF Technical Service/ PAF Technical Service Retiree/ PAF PNP, Associate Member.

d. Members will be given raffle and snack stubs. The members will drop the raffle stub at the designated area.

e. Upon registration, members will be given copies of the Agenda, Minutes of the previous AGMM & Election of Trustees, Summary of Board Resolution CY 2024, President's Report CY 2024 and the Audited Financial Statements CY 2024;

f. Members will take their seats at the row of seats provided.

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### *II. General Membership Meeting Proper*

a. The Chairman of the Board will preside the Annual General Membership Meeting;

b. Regular and Associate members must observe the following participation guidelines:

b.1. Listen attentively to the discussions.

b.2. Should the member have questions or comments, wait at the appropriate time (during open forum) for responding to questions or comments, and he should raise his hand.

b.4. Only one member will be acknowledged at a time.

b.5. If the member has been acknowledged by the Presiding Officer, he will state his rank, name, designation or assignment clearly.

b.6. The member shall state his comment/question politely and clearly. Once his/her query/ies and/or comment/s have been addressed, he/she should acknowledge that he has been clarified or thank the Presiding Officer for acknowledging his/her comment/s.

b.7. The member shall go back to his seat immediately after discussion.

c. As stated in the agenda of the AGMM, only regular members will be asked to vote on the following matters:

c.1. Approval of the Minutes of the previous General Membership Meeting held on February 13, 2024;

c.2. Approval of the Audited Financial Statements CY 2024;

c.3. Ratification of the Acts of Management and Resolutions of the Board for CY 2024;

c.4. Approval of the Remuneration of the Board of Trustees;

d. Regular members will be asked to note the following reports:

d.1. President's Annual Report for CY 2024;

d.2 Committee Reports

e. AGMM related materials will be posted in CWSLAI website.

### *III. Documentation of the AGMM*

a. The conduct of the activity on February 11, 2025, will be recorded via audio and visual recording. The record shall be kept by the Corporate Secretary of the Association and shall be the basis in preparing the minutes of the meeting for the AGMM.

#### *IV. Raffle Draw and Distribution of Refreshments*

a. Prizes for Raffle are as follows:

1 <sup>st</sup> Prize	1 x P10,000 = P10,000
2 <sup>nd</sup> Prize	2 x P5,000 = P10,000
3 <sup>rd</sup> Prize	3 x P3,000 = P9,000
4 <sup>th</sup> Prize	10 x P2,500 = P25,000
5 <sup>th</sup> Prize	25 x P1,500 = P37,500
Consolation Prize	150 x P1,000 = P150,000

b. Drawing of Raffle Stubs will be conducted right after the AGMM Proper. The 150 winners of consolation prizes and 25 winners of 5<sup>th</sup> prize will be pre-drawn. The draw date will be February 10, 2025, Monday at 10:00 a.m.

c. The Pre-draws and live draws shall be witnessed by the representative from the Internal Audit Office.

d. The prizes of the winners could be claimed at the Accounting Office in Taguig City. Winners who are present during the raffle draw may claim their prizes from the in-charge of this activity.

e. Unclaimed prizes for a period of thirty (30) days would be credited to their CWSLAI accounts.

f. The members shall present their snack stub to the attending CWSLAI employees to claim their refreshments.