**CAMANSI FARMERS ASSOCIATION**

**Minutes of the Meeting**

**(Officers)**

**January 19, 2024 (Friday)**

**Time Started:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Time Ended: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Presiding Officer: Romel Vargas, ARPT**

**Officers Present:**

**1. Merlinda Bongot President (overall); Bookkeeper, Lending**

**2. Lourdes Guzmana Vice President (overall)**

**3. Verginia Bellota Treasurer (Overall and Lending)**

**4.**

**AGENDA:**

**1. Officers—Incentives, Structure**

**2. General Assembly**

**3. Action Plans- Operating Activities, Livelihood**

* **OFFICERS**

1. Incentives- Previous (@10% of Net Income)
   1. Functional Officers (Treasurer, Bookkeeper), equal sharing
2. Merging/ Centralizing of Officers- Lending and Overall 🡪 Overall
   * New Bookkeeper and Auditor
   * Incentives for new sets of officers
     + 10% based on net monthly income
     + Distribution: quarterly
       - End of March
       - End of June
       - End of September
       - End of December
       - Sharing, to be arranged later

* **GENERAL ASSEMBLY**

1. Date: Preferred Schedule: January 26, 2024
2. Budget
   1. Snacks, etc.= P 2,926.50
3. Programme- - c/o Lourdes Guzmana
4. Emcee- Lourdes Guzmana
5. Duration: half-day, morning
6. Activities
   1. Parlor games
   2. Zumba/ Mass Dance

* **ACTION PLAN**
  + - 1. **Regular Income-Generating Activities**

Vermicast Production

Collection of Carabao Manure

Raw, dry @ P3 per kilo (to be adjusted)

Source: Reserve fund/Emergency fund

Composting pile (grasscut)

P1 per kilo (fresh and dry)

New Cashbook, receipts

1. **Monthly Activities**

Officers’ Meeting (to be announced @ Officers’ group chat)

Audit- at Officers’ meeting, Audit team

Preparation of Financial Statements (Training needed)

Balance Sheet

Income Statement

Monthly Cash Flow

Regular Meeting (half-day)