

## MINUTES OF MEETING – ACTION ITEMS

Date: November 23, 2025

Time: 2:00 PM – 5:30 PM

Venue: Starbucks SM Legazpi

Attendees: Phoebe Dumagco, Kareen Gay C. Yap, Alwyn Ayo, Rowena Sevillano, Princess Lyka Navarro

Presider: Phoebe Dumagco, Chairman of the Board

### 1. SOFT LAUNCH & CHRISTMAS PARTY

**Date:** December 14, 2025

**Venue (Tentative):** La Rocca Hotel

**Each incorporator must invite 5 attendees.** A link for submission of names is now available and must be completed **before the next meeting** to avoid duplicate invitees.

Task	Responsible Person(s)	Deadline / Notes
Guest Arrival & Welcome	Directors of Community Engagement, Strategic Development, Country Director	
Photo Area	Events Team	
Ushering / Table Seating	Usherettes (2–3 volunteers)	
Welcome Remarks	Weng	
AV Presentation	PB	
Incorporator Introduction	Weng	
Sponsor Referral Invitation	Kareen	
Ceremonial Toast	Ton	
Dinner	Team / Venue	
Social Media Moment	Alwyn	
Raffle Draws	Alwyn	
Lady of Ceremony	Lyka	
Special Participation	Dids & Ate K (faces of the corporation)	Confirmed
Venue, Food, Accommodation	Ton Cresencio	Finalize before event
Giveaways	Entire Team	Finalize
Budget Consolidation	Alwyn Ayo	Ongoing

## 2. SPONSORSHIP PACKAGES

Four (4) Official Sponsorship Types:

1. Laptop Sponsor
2. Training Logistics Sponsor
3. Program Partner (Combination of 1 & 2)
4. Affiliate Sponsor (bigger events + livelihood/tourism/cultural impact)

Visibility Add-ons: Weng

**Final Sponsorship Approval: November 30, 2025**

Task	Responsible Person(s)	Deadline / Notes
Finalize sponsorship structure	Phoebe & Weng	Nov 30
Prepare premium visibility options	Weng	
Corporate Outreach	Ton & Phoebe	Ongoing
Local Business Outreach	Rowena & Alwyn	Ongoing
Partner Organizations (NGOs)	Kareen & Princess Lyka	Ongoing
Political Outreach	Ton	Ongoing
International Outreach	Phoebe & Diwata	Ongoing

## 3. FUNDRAISING INITIATIVES

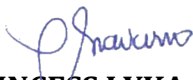
Fundraising initiatives will be open to participants interested in learning about Virtual Assistant (VA) programs and the organization's advocacy.

## 4. 2026 CALENDAR OF EVENTS

Month	Event	Notes
January 2026	2 Trainings – Daraga	
February 2026	1 Training – Legazpi	Includes visit to Google Philippines

Adjournment: Meeting ended at 5:30 PM.

Prepared by:



**PRINCESS LYKA NAVARRO**

*Director of Programs, Training, and Events*