

MINUTES OF MEETING – ACTION ITEMS

Date: November 23, 2025

Time: 2:00 PM – 5:30 PM

Venue: Starbucks SM Legazpi

Attendees: Phoebe Dumagco, Karen 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

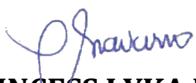
Fundraising initiatives will be open to participants interested in learning about Virtual Assistant (VA) programs and the organization's advocacy.

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