

SINGAPORE INSTITUTE OF FOOD SCIENCE & TECHNOLOGY

**MINUTES OF THE 32nd ANNUAL GENERAL MEETING HELD ON WEDNESDAY 30TH
APRIL 2008, AT 6.30 PM, AT SINGAPORE POLYTECHNIC GRADUATES' GUILD, 1010
DOVER ROAD SINGAPORE 139658**

As the quorum of the Meeting fell short of 30 voting members (see Appendix I), the Chairperson, Mrs Ser-Low Wai Ming, adjourned the meeting for half an hour and reconvened the Meeting at 7.05pm, in accordance with the Institute's Constitution.

1 Amendments to Minutes of the 31st AGM

- 1.1 Section 6.1 Para 2 should read as 23 members who were present voted for the idea to set aside an amount for seed money for the building fund. The proposed amount will be deliberated,

2 Confirmation of the Minutes of the 31st AGM

- 2.1 There being no further amendments with reference to 1.1, the minutes of the 31st AGM was confirmed as proposed by Mrs Ku-Chong Lee Fong and seconded by Ms Evelyn Lee Soo Min.

3 Matters Arising

3.1 Building Fund

Ms Toh Hui Kheng updated members that the Council had agreed to put aside 50% of annual profit into the building fund. The Council is still deliberating on the amount of money to be set aside for the seed fund.

3.2 Membership Fees

Ms Toh Hui Kheng informed the members that the sub-committee for the Review of the SIFST Constitution is finalising the amendments to the Constitution as well as the increment of the membership fees.

Mr Lim Wai Heng suggested allowing for a one-time life membership fee. Dr Lee Kim Lian replied that this has incorporated into the amendments and once the Constitution is finalised, an EGM will be called.

- 3.3 The President, Mrs Ser-Low Wai Ming took the opportunity to thank the members for their attendance and support.

4 Adoption of the Annual Report 2007/2008

- 4.1 The Annual Report was presented by the President and adopted as proposed by Mr Lim Kay Kong and seconded by Dr Huang Dejian.

5 Adoption of the Annual Statement of Accounts Ended 31st December 2007

- 5.1 The statement of accounts was read out by the Hon Treasurer and adopted as proposed by Dr Adrian Elangovan and seconded by Mrs Irene Tan.

6 Election of Office Bearers and Council Members for Fiscal Year, 2008/2009

6.1 Post of President

Mrs Ser-Low Wai Ming was proposed to be President by Ms Evelyn Lee Soo Min and seconded by Ms Lau Kum Yee.

As there was no other nomination, Mrs Ser-Low Wai Ming was duly declared to be the President of the Institute in the fiscal year 2008/2009.

5.2 Post of Vice-President

Mr Koh Boon Liang was proposed to be Vice-President by Ms Cheryl Ng and seconded by Mr Lim Kay Kong.

As there was no other nomination, Mr Koh Boon Liang was duly declared to be the Vice-President of the Institute in the fiscal year 2008/2009.

5.3 Post of Honorary Secretary

Mr Lawrence Low Kai Fong was proposed to be Honorary Secretary by Mrs Ser-Low Wai Ming and seconded by Ms Toh Hui Kheng.

As there was no other nomination, Mr Lawrence Low Kai Fong was duly declared to be the Honorary Secretary of the Institute in the fiscal year 2008/2009.

5.4 Post of Honorary Treasurer

Mrs Jeanette Wong-Chan Mei Hong was elected to be Honorary Treasurer by Mr Koh Boon Liang and seconded by Ms Cheryl Ng.

As there was no other nomination, Mrs Jeanette Wong was duly declared to be the Honorary Treasurer of the Institute in the fiscal year 2008/2009.

5.5 Posts of Council Members (4 Vacancies)

The following members were nominated to be Council Members:

	<u>Candidate</u>	<u>Proposed by</u>	<u>Seconded by</u>
1	Ms Cheryl Ng	Mrs Ser-Low Wai Ming	Dr Huang Dejian
2	A/Prof Zhou Weibiao	Ms Toh Hui Kheng	Mrs Ku-Chong Lee Fong
3	Mrs Ku-Chong Lee Fong	Ms Mah Siew Yong	Ms Evelyn Lee Soo Min
4	Dr Huang Dejian	A/Prof Zhou Weibiao	Mrs Irene Tan

As there were four nominations for the four posts of Council Members, the nominated members were duly declared to be the Council Members of the Institute in the fiscal year 2008/2009:

5.6 Posts of Honorary Internal Auditors (2 Vacancies)

The following members were nominated to be Honorary Internal Auditors:

	<u>Candidate</u>	<u>Proposed by</u>	<u>Seconded by</u>
1	Mr Tham Keng Leong	Ms Evelyn Lee Soo Min	Mr Lim Kay Kong
2	Dr Derek Yeo	Mrs Ser-Low Wai Ming	Mrs Ku-Chong Lee Fong

As there was no other nomination, the above members were duly declared to be the Honorary Internal Auditors of the Institute in the fiscal year 2008/2009.

6 Any Other Matters

No other matters were raised at the AGM.

The Meeting was adjourned at 8.10pm with a note of thanks to the Chair and the outgoing Council.

Recorded by: Ms Toh Hui Kheng, Hon Secretary 31st SIFST Council

Approved by: Mrs Ser-Low Wai Ming, President, 31st SIFST Council

APPENDIX I

THE 32nd ANNUAL GENERAL MEETING HELD ON WEDNESDAY 30TH APRIL 2008, AT 6.30 PM, AT SINGAPORE POLYTECHNIC GRADUATES' GUILD. 1010 DOVER ROAD SINGAPORE 139658

Attendance List - Members

Voting members (Hon Fellow, Fellow & Associate)	Non-voting members (Corporate, Licentiate & Student members)
1. Adrian Elangovan (Dr)	1. Ivan Siew (Mr)
2. Naina Mohamed Thoufeek Ahamed (Mr)	2. Deborah Wong (Ms)
3. Koh Boon Liang (Mr)	3. Sumitro Wijaya (Mr)
4. Ku-Chong Lee Fong (Mrs)	4. Eunice Choa (Ms)
5. Evelyn Lee (Ms)	
6. Tan Siok Min (Ms)	
7. Lim Wai Heng (Mr)	
8. Low, Lawrence (Mr)	
9. Ng, Cheryl (Ms)	
10. Lee Kim Lian (Dr)	
11. Ser-Low Wai Ming (Mrs)	
12. Tham Keng Leong (Mr)	
13. Toh Hui Kheng (Ms)	
14. Wong, Jeanette (Mrs)	
15. Derek Yeo (Dr)	
16. Zhou Weibiao (A/Prof)	
17. Tong Yock Jin (Mr)	
18. Anna Fock (Ms)	
19. Huang Dejian (Dr)	
20. Lim Kay Kong (Mr)	
21. Lim Chee Kian (Mr)	