**BOARD OF MANAGEMENT MEETING NO. 19/T24-25 HELD VIA ZOOM ON 13 NOV 2020 AT 1750HRS**

Present:

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| Ivan Loh | President |
| Patricia Tan | Vice President |
| Eve Lee | Honorary Secretary  |
| Catherine Choo | Honorary Treasurer |
| Ivory Liew | Asst Honorary Treasurer |
| Judy Tan | Activity Chairperson |
| Sue Quah | Public Relations Officer |
| Jess Loo | Asst Public Relations Officer |
| Diana Duan | Asst Activity Chairperson |
| Jane Foo | Activity Committee |
| Gwee Soo Thong | Activity Committee |
| Cindy Koh | Activity Committee |
| Margaret Tan | Activity Committee |
| Timothy Cheong | Internal Auditor 1 |
| Estrellita Tay | Internal Auditor 2 |

Absent with apologies:

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| Doris Leong (retired) | Asst Honorary Secretary |

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| **S/No** | **Description** | **Action By** |
| **1** | **Confirmation of Last Meeting Minutes**The minutes of last meeting was confirmed. | Info |
| **2** | **Treasurer Report**Bank balance as at end Oct is $71,302.93  | Info |
| **3** | **Members Movement*** Annie Tan left Amara Hotel and joined Louis Kienne Serviced Residence
* Eileen Chia left Park Hotel Alexandra
* Jeremy Ong joined Park Group as Adjunct Trainer
 | Info |
| 4 | **Activities** * Activity team will discuss and proposed a year-end gift for all ASH members.
 | Judy & team |
| 5 | **Any Other Business****AGM 2020*** After much discussion, we will have both zoom and face-to-face for the AGM
* PR will send official invites to collate the attendees
* Quorum required for AGM is 25% of total number of ordinary members. Total members (98) – exco members (15) = ordinary members. We need 21 ordinary members plus exco members for the AGM.
* Proposed date of AGM is 2 December 2020 Wednesday at 5pm.This will be followed by dinner.
* PR will email the last AGM power point slide to all for updating.

**Amendments to Constitution*** Procedure for amendments: Draft out request for 4 year term for Treasurer and Auditor, propose this request during AGM, to record in our minutes, submit to ROS for approval, then can amend in constitution
* Clarification on status (Singaporean/PR), job designation (RDM, Hotel Manager) for EXCO members. Suggestion to include clauses to manage future unforeseen circumstances.
* President asked if we should have a PO box for business address rather than using a hotel’s address. Assistant Treasurer and Treasurer will collect the letters from the box. Location of PO box -- $200 annually for city area. (Raffles City or Killiney). Raffles City is chosen.
* 4.1.1 Membership – ordinary member – EH…….related industry is ambiguous. Housekeeping professionals however exclude out-sourced. As a member, outsourced contractor have access to our members contact details and may use this to solicit business, thereby presenting a conflict of interest.
* 4.2.1 admission of membership.
* 6.1.2 payment of subscription fees. Current members renewal cut-off date is May. New members cut-off date is January. Any renewal after Feb will not be entitled to D&D and year-end dinner for that year. Need to complete one year first.
* Membership fees is $65 + $15 (new member)
* 10.1.3 Remove the 50% fees.
* President – If Exco Member leave the industry, he/she should write in and step down by the next AGM in August. President has the right to pick one person from EXCO committee (internal). If no suitable candidate or candidate refused, then President has the right to select from outside of EXCO. President also has the right to leave the position vacant.
* Activity team – should it be appointed by Activity Chair or by the EXCO committee? Suggestion by Tim: Activity Chair propose 6 persons and EXCO board committee pick 4 persons
* One time amendment cost is $30

  | CatherineAll to note |

There being no other matters, the meeting adjourned at 7.45pm.

Next meeting will be on 25 November 2020 Wednesday at 5.30pm

Minutes taken by Vetted by

Eve Lee Ivan Loh

Honorary Secretary President