**BOARD OF MANAGEMENT MEETING NO. 18/T24-25 HELD VIA ZOOM ON 30 OCTOBER 2020 AT 1730HRS**

Present:

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| Ivan Loh | President |
| Patricia Tan | Vice President |
| Eve Lee | Honorary Secretary  |
| Catherine Choo | 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 |

Absent with apologies:

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| Doris Leong (retired) | Asst Honorary Secretary |
| Ivory Liew | Asst Honorary Treasurer |
| Estrellita Tay | Internal Auditor 2 |

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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 Sep is $72,271.93  | Info |
| **3** | **Members Movement*** Patricia Tan has retracted her resignation in Orchard Hotel
 | 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*** Treasurer informed that ROS has informed that ASH has to hold the AGM by 31 December 2020. There is election of EXCO committee this year.
* After much discussion, it was decided that Zone leaders are to call their zone members to check on their preference of AGM – is it Zoom or face-to-face. Deadline: 6 November2020.
* Once decision is made on meeting format, PR will send official invites to collate the attendees
* Quorum required for AGM is 25% of total number of ordinary members. Total members (93) – exco members (15) = ordinary members. We need 20 ordinary members plus exco members for the AGM.
* Proposed date of AGM is 2 December 2020 Wednesday at 4pm.Shopping vouchers will be prepared for each attendee.

**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.
* ALL EXCO member to read and review the entire constitution
* President asked if we should have a PO box rather than using a hotel’s address. HPA has a PO box.
 | CatherineAll to note |

There being no other matters, the meeting adjourned at 6.25pm.

Next meeting will be on 13 November 2020 Friday at 5.30pm

Minutes taken by Vetted by

Eve Lee Ivan Loh

Honorary Secretary President