**BOARD OF MANAGEMENT MEETING NO. 16/T24-25 HELD ONLINE VIA ZOOM ON 29 JULY 2020 AT 1830HRS**

Present:

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

Absent with apologies:

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| Doris Leong (retired) | Asst Honorary Secretary |
| Timothy Cheong | Internal Auditor 1 |
| Ivory Liew | Asst Honorary Treasurer |

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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 July is $79,915.58 | Info |
| **3** | **Members Movement**   * Darren Sze joined Furama Riverfront as Housekeeping Manager | Info |
| 4 | **Activities**   * Final quotation has been received. There will be no multiple delivery, only one to Aqueen Hotel. Suppliers will collect from Ivan. * Exco members need to take photos for the calendars. Catherine suggested Wellness theme for our photo shoots. Tentative third week of August 2020. * Meeting discussed the feasibility of buying T-shirts. Diana will find out from the supplier. White T-shirt with maroon ASH logo. * Meeting discuss the possibility of gifting cookies to all members during year end. |  |
| 5 | **Any Other Business**   * AGM can be deferred till September 2020 without the need to seek approval from ordinary members. Catherine will follow up with ROS in mid September. |  |

There being no other matters, the meeting adjourned at 7.19pm.

Minutes taken by Vetted by

Eve Lee Ivan Loh

Honorary Secretary President