**BOARD OF MANAGEMENT MEETING NO. 13/T24-25 HELD AT THE TANG PLAZA MARRIOTT HOTEL ON 11 MAR 2020 AT 1830HRS**

**Note: Meeting no. 13 was supposed to be held on 13 Feb 2020. However in light of COVID-19 and also there was no urgent matter to discuss, it was decided to postpone the meeting to the following month on 11 March 2020. In addition, only 6 key position holders attended the meeting to avoid unnecessary gathering.**

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 |
| **Not required to attend:** | |
| Doris Leong | Asst Honorary Secretary |
| Ivory Liew | Asst Honorary Treasurer |
| Jess Loo | Asst Public Relations Officer |
| Diana Duan | Asst Activity Chairperson |
| Jane Foo | Activity Committee |
| Margaret Tan | Activity Committee |
| Gwee Soo Thong | Activity Committee |
| Cindy Koh | Activity Committee |
| Timothy Cheong | Internal Auditor 1 |
| Estrellita Tay | Internal Auditor 2 |

Absent with apologies:

|  |  |
| --- | --- |
| NIL |  |

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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 Jan is $88,800.93 | Info |
| **3** | **Members Movement**   * Ms Jeannie Tan has resigned from Fullerton Bay Hotel and her last day of work will be on 9 April 2020. | Info |
| 4 | **Activities**   * In view of COVID-19, all activities will be halted till the situation improved. * Meeting discussed the possibility of holding AGM and annual dinner and dance. No decisions made as the situation is very fluid. |  |
| 5 | **Any Other Business**   * NIL |  |

There being no other matters, the meeting adjourned at 7.00pm.

Minutes taken by Vetted by

Eve Lee Ivan Loh

Honorary Secretary President