

**MINUTES OF THE THIRTEENTH ANNUAL GENERAL MEETING OF THE SOCIETY OF LOSS PREVENTION IN THE OIL, CHEMICAL AND PROCESS INDUSTRIES (SINGAPORE)
HELD ON FRIDAY, 25 JUNE 2004 AT JURONG COUNTRY CLUB, ALBIZIA 1**

1. Commencement of meeting

- 1.1 SLP President Richard Gillis called the meeting to order at 6.50pm after a quorum was formed.

We received apologies from Vice President Ong See Hee, Hon Treasurer Sam Tsen and Executive Committee Member Michael Yan .

2. Minutes of 12th AGM

- 2.1 The Minutes of the 12th AGM were confirmed without amendment.

Proposer: Fong Mun Seong

Secunder: Ngiam Bo Han

3. Annual Report for Year Ended 31 March 2004

- 3.1 The President highlighted the Society's main evens for the year 2003/4.

3.1.1 The Executive Committee

The Committee was unchanged for 2003/ 2004. Per the constitution, a Hon Treasurer had to be elected. Sam Tsen, was nominated and duly elected to serve one year (2003/4).

3.1.2 The following activities were held:

- (a) 2 Security Awareness Roundtable discussions
- (b) Visit to Newater plant at Bedok
- (c) Talk on Layer of Protection Analysis (LOPA)
- (d) Course on Vapour and Dust Explosions and Electrostatic Hazards
- (e) 2004 Member Night and Dinner

3.1.3 Major Initiatives

- (a) Members Forum on SLP Website -- This was one of the many improvements made by Webmaster Sam Tsen. This is for members to discuss loss prevention issues with each other and other authorized readers.
Members were encouraged to visit our website at www.slp.org.sg
- (b) Cooperation with Other Societies -- The President spoke on chemical marine spills at a seminar jointly organized by IES and MOM.
- (c) SLP Representation on SPRING Singapore's Standards Committees -- SLP continued to serve on the SPRING General Engineering and Safety Standards Committee and Technical Committee. SLP had been invited to nominate members to serve for the coming term.

(d) New Membership Recognition Program -- Exco had decided to introduce

this program to honor members who had made significant contribution to SLP. This program is to supplement the Honorary Fellowship which is granted to a small select group.

3.1.4 Newsletter

A total of 4 issues of the Newsletter were published for the last year.

3.1.5 Secretariat

With the resignation of Ms Gan Hui Hui from IES, Ms Lylian Law had agreed to provide Secretariat Support to SLP. The President thanked Ms Gan for her dedicated service during her time with SLP.

3.2 Adoption of the Annual Report

The Annual Report was adopted.

Proposer: Jacob Soh

Secunder: Tay Cheng Pheng

4. **Statement of Accounts for the Financial Year Ended 31 March 2004 and Other Financial matters.**

4.1 The President reported on the Statement of Accounts and went through the Summary of Income & Expenditures on behalf of Hon Treasurer. The year had produced a small surplus of \$5400.00. This was made possible because SLP had organized training courses and/or seminars. SLP would continue organizing these and meet the training needs of members. For 2004/5, Exco had decided to collaborate with ABS to offer training courses.

The cash balance was \$100,054.36.

4.2 Investment

During the year (2003/4) Exco decided to seek ways to increase the returns on our cash balance in the bank. While doing this, we would preserve our capital and earn a reasonable return. The decision was taken to invest \$ 50,000. This would leave us enough cash to take care of our operational needs. At the time of writing, SLP had the following investments:

- a) 140 units of DBS 6% NCPS
- b) 100 units of OCBC 4.5% NCPS
- c) 7000 units of Ascendas Real Estate Investment Trust
- d) 7000 units of CapitaMall Real Estate Investment Trust
- e) 4200 units of CapitaCommercial Real Estate Investment Trust

These investments would give SLP some capital gain and a return of about 5.00% per year.

4.3 Adoption of the Treasurer's Report

The report was adopted.

Proposer: Stephen Phong

Seconded: Reginald Tan

5. Membership

5.1 The President reported that with an increase of 2 Corporate members, 4 new Ordinary Members and 1 New Associate Member, the current membership was as follows:

3	Honorary Fellows
25	Corporate Members
48	Ordinary Members
1	Absent Member
1	Associate Member

As increasing membership continued to be a challenge, members were invited to give suggestions and ideas on how to increase membership.

5.2 Absent Member

During the year, Exco had decided to introduce a group of members called Absent. This was to accommodate members who would be working/residing outside Singapore for extended periods (one year or more). The principal reason was to preserve a link with these members and to make it easy for these members to reactivate their memberships when they returned.

6. Election of Executive Committee Members for 2004/ 2005

6.1 The Honorary Secretary explained that in accordance with our constitution, the whole Executive Committee had to retire this year and to stand for re-election. Since the nominations received equaled the number of positions available, there would be no election and the nominees were declared returned.

Post	Nominee	Proposer	Seconded
President	Richard Gillis	Michael Yan	Fong Mun Seong
Vice President	Ong See Hee	Ngiam Tong Yuen	Jacob Soh
Hon Secretary	Ngiam Tong Yuen	Tay Cheng Pheng	Jacob Soh
Committee Member	Reginald Tan	Ngiam Tong Yuen	Fong Mun Seong
Committee Member	Sam Tsen	Jacob Soh	Fong Mun Seong
Committee Member	Lam Kit Wing	Sam Tsen	Jacob Soh
Committee Member	Jacob Soh	Fong Mun Seong	Sam Tsen
Committee Member	Tay Cheng Pheng	Michael Yan	Fong Mun Seong

Committee Member Michael Yan Tay Cheng Pheng Fong Mun Seong

These persons would serve two years – 2004 to 2006.

6.2 Hon Treasurer

Per the constitution the Hon. Treasurer had to be elected each year.

Since there was exactly one nomination, the nominee was declared returned.

Hon Treasurer	Nominee	Proposer	Secunder
	Fong Mun Seong	Jacob Soh	Richard Gillis

- 6.3 The Honorary Secretary informed members that they could be co-opted into Exco if they were interested to serve. In fact, several of the Exco members were originally co-opted.

7. Election of Two Honorary Auditors for 2004/2005

Nominations were called for Honorary Auditors.

Hon Auditor	Nominee	Proposer	Secunder
	Stephen Phong	Lam Kit Wing	Jacob Soh

Mr Phong was duly elected.

As there was no other eligible Ordinary Member at the meeting, the Hon Secretary proposed that the second Honorary Auditor be appointed by Exco.

A vote of thanks was given to the Auditors Mr Teng Chong Seng and Mr Ngiam Bo Han, and Hon Treasurer Mr Sam Tsen for 2003/2004.

8. Other Business

There being no other business the President declared the meeting closed at 7.30pm. Members were invited to dinner.

Minutes recorded by Lylia Law

Reviewed by Ngiam Tong Yuen

THIRTEENTH AGM ON 25 JUNE 2004

ATTENDANCE LIST

Ordinary Members

Fong Mun Seong
Richard Gillis
Ngiam Bo Han
Ngiam Tong Yuen
Stephen Phong
Jacob Soh
Reginald Tan
Tay Cheng Pheng
Lam Kit Wing
Teng Chong Seng

Corporate Members

Hor Nam Chook – Merck Sharp & Dohme (S) Ltd
John Ngo – Invista Singapore Pte Ltd
Peter Tan – Det Norske Veritas Pte Ltd
Vaithilingam K – Singapore Refining Co Pte Ltd

Associate Member

Lylian Law