

**MINUTES OF THE TWELVETH ANNUAL GENERAL MEETING OF THE
SOCIETY OF LOSS PREVENTION IN THE OIL, CHEMICAL AND PROCESS
INDUSTRIES (SINGAPORE)
HELD ON TUESDAY, 17 JUNE 2003 6.50 PM AT JURONG COUNTRY CLUB,
BOARD ROOM**

1. Commencement of AGM and Minutes of 11th AGM

1.1 SLP President Richard Gillis called the meeting to order at 6.50 pm after a quorum was present. He also conveyed Hon. Secretary Ngiam Tong Yuen's apologies as he was away on urgent family matters. Jacob Soh was also unable to attend the AGM.

1.2 The Minutes of the 11th AGM were confirmed without amendment.

Proposer: Teng Chong Seng

Secunder: Sam Tsen

2. Annual Report for the Year Ended 31 March 2003

2.1 President highlighted the Society's main events of the year.

(i) The Executive Committee

The Committee was elected for a 2-year term, with the exception of the Hon. Treasurer Mr Tay Cheng Pheng who was elected for 1-year term. During this term Mr Sam Tsen replaced Prof Khoo Boo Cheong. Andy Choi would be retiring from the Committee due to work commitments. Mr Gillis recorded a vote of thanks to Mr Andy Choi, Prof Khoo and Mr Tay Cheng Pheng for their contributions.

(ii) The following activities were held:

- (a) Talk on Business Continuity Planning
- (b) Discussion on Disaster Risk Management in South East Asia.
- (c) Joint Seminar with Spring on Risk Management in Uncertain Times
- (d) Members Night.

(iii) Major initiatives

- (a) The SLP Website was established.
- (b) There was also representation on SPRING Singapore's Standard Committees.
- (c) The Executive Committee has also fine-tuned the five-year plan, to address the current needs of members such as continuing professional development.
- (d) Hon Fellowship was conferred on Prof Ching Chi Bun for his immense contribution to the Society.

- (e) On the deficit in the accounts, President felt that SLP should organise more fee-based activities to generate funds to cover the operating costs, and to recruit more corporate members. He requested Membership Committee to address the challenge of maintaining membership and aim to recruit more members – Membership Committee to look into it.
- (f) 3 issues of Newsletter.
- (g) There was a change in Secretariat. President thanked Ms Lylian Law, the ex-secretariat staff, for her excellent service and welcomed Huihui from IES who is the representative of the new Secretariat

2.2 The Annual Report was adopted.

Proposer: Steven Yang
 Secunder: Michael Yan

3. Statement of Accounts for the Financial Year Ended 31 March 2003

3.1 Hon Treasurer reported on the Statement of Accounts. The year had an operating loss of (\$14,698.69). This was due to the expenses incurred during the Members' Night and purchasing of gifts and mementos. The cash balance was \$94,352.66.

3.2 The Treasurer's report was adopted.

Proposer : Fong Mun Seong
 Secunder : Sam Tsen

4.1 Executive Committee for 2003/2004

President announced that there was no need to conduct an election to fill the positions of Committee Member to replace Andy Choi and Hon Treasurer as there was one nomination received for each position. The following nominees were thus declared elected:

Post	Nominee	Proposer	Secunder
Hon Treasurer	Sam Tsen	Tay Cheng Pheng	Ngiam Tong Yuen
Comm Member	Michael KT Yan	Ong See Hee	Tay Cheng Pheng

Mr Gillis thanked Andy Choi for his support and welcomed Mr Michael Yan as the Executive Committee Member.

5 Election of Two Honorary Auditors for 2003/04

5.1 The following ordinary members were elected as the Honorary Auditors for the financial year 2003/2004:

Nominee	Proposer	Secunder
Teng Chong Seng	Lam Kit Wing	Reginald Tan
Ngiam Bo Han	Tay Cheng Pheng	Fong Mun Seong

A vote of thanks was given to the Auditors Khoo Boo Cheong and Dennis Tay, and Hon Treasurer Mr Tay Cheng Pheng for 2002/03.

6 Matters Arising

There being no other matters, the meeting was declared closed at 7.30 pm. The Members were invited to dinner.