



**MINUTES OF THE 19TH ANNUAL GENERAL MEETING OF THE SOCIETY OF LOSS PREVENTION IN THE PROCESS INDUSTRIES**

**HELD ON WEDNESDAY, 30 JUNE 2010 AT 6.30PM AT SINGAPORE POLYTECHNIC GRADUATES' GUILD, BLUEBELL ROOM.**

**1. Commencement of AGM and confirmation of Minutes of 18<sup>th</sup> AGM**

The meeting was declared open by Acting President, Mr Tay Cheng Pheng, when a sufficient quorum was present. See the attendance list.

Mr Tay was acting for our President Mr Ong because the latter was on a business trip. The Hon. Secretary, Mr Ngiam Tong Yuen, then explained that Mr Ong was now holding a global position within his company and his extensive business travelling would keep him away from Singapore for much of the time. For this reason, as members would find out later in the meeting, Mr Ong was stepping down from his position of President.

Mr Tay extended a warm welcome to all attendees. He thanked the members for their continued support

**1.1 The Minutes of the 18<sup>th</sup> AGM was read and confirmed without amendment.**

Proposer: Hor Nam Chook  
Secunder: Gregory Poi

**2. Annual Report for the Year Ended 31 March 2010**

**2.1 Activities**

The Acting President noted that the Annual Report had already been circulated. He highlighted the Society's main events for the year. They included Plant Visit cum Technical Talk, Corporate Best Practice Sharing and Training courses. In addition, SLP organised a corporate members' appreciation night, on March 11, at the Marina Barrage to thank corporate members for their support.

**2.2 Membership**

Mr Tay reported that the membership status as at 31 March 2010 was :

- 4 Honorary Fellows
- 24 Corporate Members
- 37 Ordinary Members
- 2 Absent members
- 1 Associate Member

He encouraged Companies to join as Corporate members to support the mission of SLP in promoting and enhancing loss prevention in the process industries. Being a corporate member also helped its employees to network.

Mr Tay urged members to continue encouraging their friends or colleagues who were interested in Loss Prevention to join SLP.

### 2.3 **Newsletter**

Mr Tay reported that the SLP Newsletter had been replaced by an electronic newsletter named "SLP Update". He welcomed all members who have interesting and relevant articles to contribute to our SLP Update.

### 2.4 **Adoption of the Annual Report**

The Annual Report was adopted.

Proposer: Jacob Soh

Secunder: Teng Chong Seng

## 3. **Statement of Accounts for the Financial Year (1 April 2009 to 31 March 2010)**

3.1 The financial report had been audited and approved by our Honorary Auditors. The Hon. Treasurer, Mr Jacob Soh thanked the past Hon. Treasurer, Mr Michael Yan as well as the Hon. Auditors, Mr Anthony Neo and Mr Hor Nam Chook.

He briefed the members on the items in the Profit & Loss Statement. The following were the main items that contributed to our surplus of \$9975.58:

• Surplus from Training courses	\$16460.05
• Dividends received	\$1299.42
• Honorarium fees received from SEI	\$698.75

The Hon. Treasurer reported a saving arising from going green. SLP updates were now done through internet publishing to cut down expenses on printing and postage.

He reported that SLP accounts were in order.

### 3.2 **SLP Award**

The Hon. Secretary, Mr Ngiam, highlighted the item on SLP Award. He reported that, in accordance with the terms of the Schering Plough Award, that SLP had commenced using the funds to promote Loss Prevention Excellence. SLP made the inaugural awards for Temasek and Ngee Ann Polytechnic chemical engineering final year diploma students in 2010. The award was in the form of a \$ 200 Book Prize. The inaugural awards were won by Ms Debbie Teo Jia Ling from Temasek and Ms Teh Cai Lin from Ngee Ann. SLP proposed to expand the award to other polytechnics.

### 3.3 **Adoption of the Treasurer's Annual Report**

The Treasurer's Report was duly adopted.

Proposer : Lam Kit Wing  
Secunder : Khoo Boo Cheong

A vote of thanks was given to the Auditors Mr Hor Nam Chook and Mr Anthony Neo and Honorary Treasurer Mr Jacob Soh for 2009/2010.

#### **4. Election of Executive Committee for 20010/2012 and Honorary Treasurer 2010/2011**

4.1 The Acting President announced that a new Executive Committee had to be elected at this meeting. The positions were President, Vice President, Honorary Secretary, Honorary Treasurer and 6 Committee members. All office bearers would serve a 2-year term (July 1, 2010 to June 30, 2012) except for the Honorary Treasurer who would be annually elected.

By June 4, 2010 we had received one nomination each for President, Vice President, and Hon. Secretary. In addition we received 6 nominations for Committee members. Since the number of nominations equalled the number of positions, there was no need for any voting. The Acting President then declared these candidates to be duly elected for 2 years. In addition, there was only one nomination for Hon. Treasurer. He was also duly elected as Hon. Treasurer for July 1, 2010 to June 30, 2011. The following is the incoming Executive Committee.

<b>Post</b>	<b>Nominee</b>
President	Tay Cheng Pheng
Vice President	Teng Chong Seng
Hon. Secretary	Ngiam Tong Yuen
Hon. Treasurer	Ivan Sin Siang Meng
Committee Member	Gregory Poi Jun Khaw
Committee Member	Jacob Soh Chong Seng
Committee Member	Lam Kit Wing
Committee Member	Michael Yan Kin Tuck
Committee Member	Reginald Tan Beng Hee
Committee Member	Sam Tsen King Foh

The Hon. Secretary congratulated the incoming President on his election. He had been in the committee for a long time and had wide knowledge of loss prevention in the process industries. He would be an outstanding President for SLP and would continue to grow our organization. As always, we needed strong support from members to accomplish the vision of SLP. We were continuing with our plans to collaborate with IES, SISO and allied bodies. In addition SLP was represented in SPRING, MOM and other advisory committees.

In terms of SLP/IES collaboration, there was currently a joint SLP/IES

committee that was planning a 2-year training program. SLP's representatives on this committee were Mr Ngiam Tong Yuen and Mr Ivan Sin.

Mr Ngiam strongly urged interested members to step forward and serve in various SLP sub-committees.

#### 4.2 **Election of Two Honorary Auditors for 2010/2011**

Two members were proposed for the position of Honorary Auditors and were duly elected:

<b>Nominee</b>	<b>Proposer</b>	<b>Seconder</b>
Ngiam Bo Han	Teng Chong Seng	Michael Yan
Dai V. Nguyen	Jacob Soh	Anthony Neo

### 5. **Any other business**

5.1 Mr Teng Chong Seng took the opportunity to thank our immediate Past President, Mr Ong See Hee for his dedication, leadership and personal commitment towards SLP. He was one of the founders of SLP. While he was at the helm of SLP, he initiated a strategic planning meeting with our Exco to assess the then position of SLP in the process industries and to chart the path forward for SLP. Since then, the plan had been gradually progressed by subcommittees headed by Exco members.

He looked forward to our Incoming President, Mr Tay Cheng Pheng, to continue the good work.

5.2 Several questions were raised during the AGM:

- Mr Anthony Neo asked about the frequency of the Executive Committee meeting. Mr Ngiam Tong Yuen replied that the Executive Committee met once a month to review and approve events and activities. The Sub-committees would meet as often as necessary for discussion and to work on their action items.
- In terms of training courses, Mr Neo proposed that SLP offered courses that were pitched at a professional level. He felt that this would differentiate us from other training providers. He requested for courses that were focussed on process safety management.
- On our collaboration with IES, Mr Neo raised a concern about whether we would dilute our focus on process safety. Mr Ngiam Tong Yuen gave an assurance that SLP would concentrate on process safety training. Mr Tay Cheng Pheng added that since our focus was on process industries, that our training courses would definitely cover areas such as PSM and incident investigation. SLP would cater to the needs of process industries.
- Mr Dai V. Nguyen asked about how SLP differentiated us from other similar societies. He also asked about how and what SLP could do to gain support from corporate members. Mr Tay Cheng Pheng replied that our objective was to promote loss prevention in the process

industries. Our training courses were organised to cater to this need. In addition, SLP organised activities such as plant visits and technical talks which were free for members. These provided opportunities for networking, exchange of ideas and best practice sharing.

- Mr Dai V. Nguyen further asked about the selling points or unique features of our training courses to attract members to participate. Mr Tay Cheng Pheng replied that we employed experienced, knowledgeable and respected trainers/facilitators to conduct our courses in process safety such as HAZOPs and LOPA courses.
- Mr Dai V. Nguyen then asked how SLP could help process industries to sustain a safety culture. Mr Ngiam Tong Yuen replied that SLP had organised round-table sessions for exchanging information on best practices. .
- Mr Anthony Neo suggested designing a space in SLP's website for receiving comments and new ideas.

### 5.3 **Vote of thanks to Ms Penny Pan**

A vote of thanks was given to Ms Penny Pan for her secretariat services in the past year.

- 6.0** There being no other business, the Incoming President thanked the members for their support and declared the meeting closed at 7.40 pm. Members were then invited to dinner.

Minutes recorded by Penny Pan  
Reviewed by Ngiam Tong Yuen

## **19TH AGM ON 30 JUNE 2010 ATTENDANCE LIST**

1. Tay Cheng Pheng
2. Ngiam Tong Yuen
3. Yan Kin Tuck, Michael
4. Jacob Soh Chong Seng
5. Ngiam Bo Han
6. Chai Wee Thong
7. Lam Kit Wing
8. Reginald Tan
9. Gregory Poi Jun Khaw
10. Hor Nam Chook
11. Teng Chong Seng
12. Stephen Phong
13. Anthony Neo
14. Ivan Sin
15. Maung Hla Myint
16. Khoo Boo Cheong
17. Dai V. Nguyen
18. Gloria Wang