



**MINUTES OF THE 17TH ANNUAL GENERAL MEETING OF THE SOCIETY OF LOSS PREVENTION IN THE OIL, CHEMICAL AND PROCESS INDUSTRIES (SINGAPORE)**

**HELD ON MONDAY, 25 JUNE 2008 AT 6.30PM AT SINGAPORE POLYTECHNIC GRADUATES' GUILD, EVENT STUDIO ROOM.**

**1. Commencement of AGM and Minutes of 16<sup>th</sup> AGM**

The meeting was declared open by the President, Mr. Ong See Hee, when a sufficient quorum was present. See the attendance list.

- 1.1 The President addressed a warm welcome to all attendees. He thanked the members for their continued support. He urged all the members to assist in recruiting new members.

The Minutes of the 16<sup>th</sup> AGM were confirmed without amendment.

1.2

Proposer: Teng Chong Seng  
Secunder: Jacob Soh

**2. Annual Report for the Year Ended 31 March 2008**

The President highlighted the Society's main events for the year.

- Executive Committee

As SLP was a small society, the Executive Committee and Technical Sub-Committee have worked very hard to get new members, both individual and corporate. SLP needed support from its members for its activities such as technical talks, training courses, technical visits, and technical information sharing and exchanges.

- Training Courses

SLP conducted a two-day training course on Gas, Vapour and Dust Explosion & Electrostatic Hazards on 22 and 23 May 2007. The Instructor was Mr. Ian Pavey of Chilworth.

SLP in collaboration with IChemE conducted a two-day course on Incident Investigation-Root Cause Analysis on 26 and 27 Nov 2007. The trainers were Mr. John Lockwood and Mr. Tan Kian Hock.

They were well supported and yielded a surplus for SLP.

- Other Activities

SLP members continued to serve on SPRING Singapore's committees, and were also involved in SCDF CERT Program guidelines. The President announced that SLP's name would be published in the SCDF CERT Guidelines.

- Members' Survey

SLP conducted a members' survey in April 2008. See Hee, Tong Yuen and Gregory would review the results and respond to the members with the proposed action plans.

- Honorary Treasurer

Praveen had stepped down as Honorary Treasurer in Nov 2007. The Executive Committee then unanimously elected Sam Tsen to replace him until 30 June 2008.

- The president paid a tribute to the late Mr Richard Gillis, our Past President. Richard would always be remembered and respected by SLP for his dedicated contribution to SLP.

### **3. Adoption of the Annual Report**

The Annual Report was adopted.

Proposer: Dennis Tay  
Secunder: Tay Cheng Pheng

### **4. Statement of Accounts for the Financial Year (April 1, 2007 to March 31, 2008)**

The financial report had been duly audited and approved by our Honorary Auditors Professor Khoo Boo Cheong and Mr. Hor Nam Chook.

The Hon. Treasurer reported that we had recorded a surplus of \$17,458.96 for the financial year ended 31 Mar 2008. It was due mainly to the yield from the two training courses we conducted and the net dividends from the SLP Investment (\$3,325.83) We did not have any expenditure for Members' Night last year.

### **5. Adoption of the Treasurer's Annual Report**

The Treasurer's Report was adopted.

Proposer : Lam Kit Wing  
Secunder : Teng Chong Seng

### **6. Election of Executive Committee for 2008/2010 and Honorary Treasurer 2008/2009**

The 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 (2008/2010) except for the Honorary Treasurer who would be annually elected.

By June 4, 2008 we had received single nominations for President, Vice President, Hon. Secretary and Hon. Treasurer. 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 President then declared these candidates duly elected.

<b>Post</b>	<b>Nominee</b>
President	Ong See Hee
Vice President	Tay Cheng Pheng
Hon. Secretary	Ngiam Tong Yuen
Hon. Treasurer	Michael Yan Kin Tuck
Committee Member	Gregory Poi
Committee Member	Jacob Soh
Committee Member	Lam Kit Wing
Committee Member	Reginald Tan
Committee Member	Sam Tsen
Committee Member	Teng Chong Seng

#### **7. Election of Two Honorary Auditors for 2008/2009**

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

<b>Nominee</b>	<b>Proposer</b>	<b>Secunder</b>
Harry Ho	Jacob Soh	Gregory Poi
Dennis Tay	Sam Tsen	Tay Cheng Pheng

A vote of thanks was given to the previous Auditors Prof. Koo Boo Cheong and Mr Hor Nam Chook and Honorary Treasurer Mr Sam Tsen for 2007/2008.

#### **8. Proposed Amendments to The Constitution**

The President highlighted the major proposed Amendments to the Constitution: (See attachment)

- Name of the Society would be changed to “Society of Loss Prevention in the Process Industries”.
- Representatives of Corporate Members could now take part in elections and be members of the Executive Committee.
- Membership fees for Associate and Student members would be revised.

- Place of Business would be at an address to be decided upon by the Executive Committee of the Society and approved by the Registrar of Societies.

The President informed the meeting that the proposed Amendments to the Constitution had to be approved by the ROS before they become effective.

He then put the proposed Amendments to the meeting for discussion after which they were unanimously approved.

The Hon Secretary would now follow up with the ROS and seek its approval.

**9. Any other business**

There being no other business, the President, Ong See Hee, thanked the members for their support and declared the meeting closed at 7.20 pm. Members were then invited to dinner.

Minutes recorded by Penny Pan  
Reviewed by Ngiam Tong Yuen

**17TH AGM ON 25 JUNE 2008  
ATTENDANCE LIST**

1. Ong See Hee
2. Tay Cheng Pheng
3. Ngiam Tong Yuen
4. Tsen King Foh
5. Yan Kin Tuck, Michael
6. Jacob Soh
7. Ngiam Bo Han
8. Dennis Tay
9. Chai Wee Thong
10. Lam Kit Wing
11. Harry Ho
12. Kavitha K Karsogod
13. Grogory Poi Jun Khaw
14. Hor Nam Chook
15. Teng Chong Seng