

# MINUTES OF CHIJ ST NICHOLAS GIRLS' SCHOOL ALUMNAE ASSOCIATION (SNGSAA) 37TH ANNUAL GENERAL MEETING (AGM) 2018

Date : 7 April 2018  
 Time : 2:45pm  
 Venue : CHIJ St. Nicholas Girls' School Primary Multi-Purpose Room

Total number of members present: 38

Chairperson and President: Ms Kok Moi Lre  
 Secretary: Ms Jamie Lim Chay Miang  
 Assistant Secretary: Ms Han Lilin

1.	<p><b>WELCOME</b></p> <p>The Secretary Ms Jamie Lim welcomed everyone and briefly went through the agenda for the meeting. There was a quorum present.</p>
2.	<p><b>MINUTES OF THE 36<sup>TH</sup> AGM HELD ON 1 APRIL 2017</b></p> <p>2.1 The minutes were passed with no amendments.</p> <p>Proposer: Dr Kang Mei Ling          Seconder: Ms Margaret Chong</p> <p>2.2 The two matters arising from the 36<sup>th</sup> AGM were:</p> <ul style="list-style-type: none"> <li>(a) increase in membership fees; and</li> <li>(b) removal of ordinary membership.</li> </ul> <p><u>2.3 Increase in membership fees</u></p> <p>At the 36<sup>th</sup> AGM, the following motions were passed unanimously by the Members present at the time of voting to approve:</p> <ol style="list-style-type: none"> <li>1. All amendments to the Constitution based on the suggested amendments as circulated to the Members, save that:             <ul style="list-style-type: none"> <li>a) the quantum of the membership fee be removed in the Constitution, and that such fee shall be approved by a General Meeting from time to time;</li> <li>b) changes to be made to the fees shall be approved by the General Meeting and not by two-third majority of Executive Committee ("Exco") members present at the Exco Meeting, or 10 Exco members, whichever is higher.</li> </ul> </li> <li>2. The membership fee for Life Members to be increased from S\$300 to S\$500.</li> </ol> <p>Ms Jamie Lim updated the Members present that Registry of Societies ("ROS") had minor queries as regards the registered office of the Alumnae Association as we had proposed to change the reference from "St Nicholas Girls' School" to "CHIJ St Nicholas Girls' School" to correctly reflect the name of the school, and the solution may be to lodge a separate change in registered address with ROS. However, approval of proposed Constitution changes should not be an issue.</p>

	<p>It was proposed and passed that the increase in membership fees from \$300 to \$500 shall come into effect on:</p> <ul style="list-style-type: none"> <li>(i) 1 July 2018 if the ROS approval is received on or before that date; or</li> <li>(ii) the first day of the following month from the date of approval from ROS if the approval from ROS is received after 1 July 2018.</li> </ul> <p>Proposer: Ms Lee Huay Leng  Secunder: Ms Kok Moi Lre</p> <p>Update: As of 13 April 2018, ROS has since approved the said proposed amendments to the Constitution.</p> <p><u>2.4 Removal of ordinary membership</u></p> <p>At the 36th AGM, it was informed that there are no longer any active Ordinary Members as they have all have been converted to become Life Members.</p> <p>It was proposed to amend the Constitution to remove references to the Ordinary Membership.</p> <p>A vote was held and majority of the present members voted in favour to remove references to “ordinary” membership in the Constitution. The Exco will thus change the relevant wordings in the Constitution to reflect this decision.</p> <p>Proposer: Ms Rachael Tay  Secunder: Ms Lim Hee Joo</p>
3.	<p><b>SUMMARY REPORT OF ACTIVITIES IN 2017</b></p> <p><u>3.1 Membership</u></p> <p>The President reported that there were 54 new Life Members and the entire Sec 4 graduates in 2017 were given Associate Membership. There were also many new volunteers who came forward to support the alumnae activities (especially for Moonlight Party). This would bring the total active Life members and Associate members to 1,821 and 3,028 respectively.</p> <p><u>3.2 Key events in 2017</u></p> <p>The President summarised the key events in 2017 which included:</p> <ul style="list-style-type: none"> <li>(a) Moonlight Party;</li> <li>(b) Retired Teachers’ Day Lunch;</li> <li>(c) Lee Poh See Foundation;</li> <li>(d) Chinese Translation Programme; and</li> <li>(e) Secondary 2 camp.</li> </ul> <p>The President commented that the Moonlight Party had grown in scale and was pleased to note that the event expanded to provide a chance for community engagement by hosting “Dinner In The Dark” and engaging massage services by the Singapore Association for the Visually Handicapped. The event involved approximately 150 volunteers. The President also thanked Ms Nichol Ng, Ms Kris Chan Yan Yi and Ms Margaret Chong for organising the event. She informed that the Moonlight Party will not held in 2018 in view of the 85<sup>th</sup> anniversary celebration.</p> <p>As regards the Lee Poh See Foundation, the President explained how it started and noted that what sets the foundation apart was that in addition to awards recognising academic capabilities, it also had “爱心奖” which recognised values such as care and compassion.</p>

	<p>The President updated the Members on the Chinese Translation Programme for which lecturers from China were invited to assist students with spoken interpretation skills. This programme is meant to support the School's bilingualism and is meant as a kickstarter effort by the Alumnae Association, with the hope that it will be implemented by the School as its own programme.</p> <p>The Secondary 2 Camp held in July 2017 headed by Ms Jamie Lim and Ms Diana Ser was also a success and the President commented that it was an important avenue for creating a bond between the Alumnae Association and the current students. The Secondary 2 Camp is a well-loved event, and is now a school event.</p>
4.	<p><b>TREASURER'S REPORT</b></p> <p>Ms Yeow Hui Cheng presented the Financial Statement 2017 and noted that the Alumnae Association currently holds over S\$400,000 in cash. She also confirmed that the account is in order.</p> <p>With no queries or comments, the Financial Statement 2017 was approved and adopted with Dr Kang Mei Ling as Proposer and Ms Lim Jo See as Seconder.</p>
5.	<p><b>UPCOMING EVENTS</b></p> <p>The main events for the school's 85<sup>th</sup> anniversary celebration will be organised by both the school and the Alumnae Association.</p> <p><u>85<sup>th</sup> Anniversary Logo</u></p> <p>The official logo was shown to members. The President informed that it was designed by an old girl from the School.</p> <p><u>5.1 School events</u></p> <p>Ms Baey Ee-Lyn, the current Vice-Principal of the secondary section and a fellow alumnae member, shared that there will be a series of events to celebrate the 85<sup>th</sup> anniversary in 2018, with the first held on 15 February 2018 to celebrate Chinese New Year and Mrs Hwang's birthday. There will be a Founder's Day Mass on 22 May 2018 where everyone is invited to attend. Performance groups from both the primary section (3 groups) and secondary section (8 groups) will be performing in Jubilante XII which will be held at Republic Polytechnic on 26 May 2018. There will also be an Outdoor Fun Day on 29 June 2018 in which students from Primary 4 to Secondary 4 will walk from the School compound and gather at Bishan Park for a picnic and concert.</p> <p><u>5.2 Alumnae events</u></p> <p>The Alumnae Association will be organising the follow celebratory events:</p> <ul style="list-style-type: none"> <li>(a) special merchandise;</li> <li>(b) 85<sup>th</sup> anniversary lunch;</li> <li>(c) alumnae choir performance; and</li> <li>(d) archival film screening and commemorative book launch.</li> </ul> <p><u>5.2(a) Special merchandise</u></p> <p>There will be a set of sister dolls (one representing an alumnae 姐姐 and another representing a current student 妹妹) made for sale as commemorative merchandise. An order has already been placed for 250 sets. Publicity for the dolls will be made via Facebook once they have arrived.</p>

5.2(b) 85<sup>th</sup> anniversary lunch

Ms Margaret Chong informed the Members that the anniversary lunch will be held at Suntec City Convention Hall on 1 September 2018 for 85 tables with capacity to add more tables if necessary. This event will be combined with the annual retired teachers' lunch. Lunch tickets will be priced at S\$88 per person. There will be about 20 table-top sales at the start of the event for alumnae members to sell or display their products or advertise their business. The fund raised from the said table-top sales will go towards covering the cost of venue decoration and sound system.

The Alumnae Association will invite School representatives to attend the lunch and will also reach out to the School's parent support group to participate as well.

5.2(c) Alumnae choir performance

The alumnae choir will be putting up a matinee performance at SOTA on 23 September 2018.

5.2(d) Archival film screening and commemorative book launch (the "Project")

Lee Huay Leng gave a history and background information that led to the decision to make the Film. She also spoke about the storyline of the Film and the justification for the costs, even though it was only an estimated 20 minute-film, including the difficulty to source for a suitable location and that certain portion may have to be filmed in Malaysia.

The President informed the Members that the Project will cost about S\$300,000. S\$250,000 will be for the production cost of the archival film and S\$50,000 will be for organising the screening event, the publishing of the post-production commemorative book and any related publicity. The Alumnae Association will be raising funds for S\$300,000. However, donations for the Project are not tax deductible as the Alumnae Association is not an Institution of Public Character. The fundraising cannot be done via the school due to strict regulations requiring the school to obtain fundraising permission from the Ministry of Education. The President also commented that obtaining grants from various foundations might not be a viable solution since it might mean that the film must be made in a certain way to meet specific content requirements stipulated by the relevant foundations. This may not be in line to what we would like the film to be.

The President explained that in view of the financial commitment and that the Constitution authorises spending of up to S\$10,000 per month, there is a need to table the S\$250,000 production costs for approval.

The President presented a chart proposing the various tiers of donations as reproduced below:

Each donation (S\$)	No. of donors	Total (S\$)
S\$40,000	2	S\$80,000
S\$20,000	3	S\$60,000
S\$10,000	5	S\$50,000
S\$5,000	10	S\$50,000

S\$1,000	20	S\$20,000
S\$500	80	S\$40,000
TOTAL	120	S\$300,000

The aforementioned tiers will allow more alumnae members to donate amounts they are comfortable with. This is to promote ownership among the alumnae members over the history of the school and the archival film.

The President informed the Members that to-date S\$100,000 has been raised for the Project, and that Ms Eva Tang of Irene Films (a fellow alumnae member) has been commissioned by the Alumnae Association to direct and produce the production of the archival film for S\$250,000.

Ms Ong Bee Cheong stressed the importance for the whole process leading to the engagement of Ms Eva Tang to be transparent, and queried as to whether a tender process is applicable.

The President replied that the 85<sup>th</sup> anniversary celebration provided a good opportunity to comprehensively document and present the history of the school given that many of the stakeholders/interviewees are elderly and it would be prudent to retain as much oral history when it is still possible.

Ms Eva Tang was engaged in view of:

- (i) her track record of handling such film genre given her success with her film “The Songs We Sang”; and
- (ii) the fact that she is an alumnae member and is therefore in a better position to understand and convey the history and ethos of the school, and the emotion which students (past and present) attach to the School.

A short teaser by Ms Eva Tang was then shown to the Members with Ms Eva Tang herself in attendance.

Dr Chow Wancheng spoke in agreement with the view of the Alumnae Association to have more people involved in the funding of the Film. She also shared her personal experience when the Alumnae Association raised S\$1m for PRIME from alumnae, parents of alumnae and members of the public who supported the School. She stressed the importance of the Alumnae Association maintaining in contact with these donors and to invite them to attend the screening whether or not donation is given by them.

She also queried as to whether there was any alternative plan, should the amount not be raised, and what was the maximum amount which the Alumnae Association will expend. The President assured that whilst the Alumnae Association enjoyed surplus revenue from general sources e.g. membership fees and merchandise etc, the expenditure for the Project shall come from donations or revenue sources specifically raised or set aside for the Project only.

Dr Chow Wancheng was of the view that as the Film is a work of art and not a commodity, the tender process is untenable as it is akin to an art commission.

It was then proposed by the President with Dr Chow Wancheng as the Seconder, for the following motion to be passed:

- (a) For the Alumnae Association to commission Irene Films to produce the 85th anniversary

	<p>archival film at a cost of S\$250,000.</p> <p>(b) Funding for the Project will be sourced from donations/contributions specifically for this purpose.</p> <p>(c) For the Alumnae Association to raise S\$300,000 of which S\$250,000 is for the production cost of the archival film and S\$50,000 is for other related costs. Any unused amount raised will be contributed towards the funds of the Alumnae Association.</p> <p>The motion was approved by the Members.</p> <p>Post-meeting Note: Extra-ordinary General Meeting was held regarding the Project on 27 October 2018 on the same topic. Please refer to the minutes of the EGM held on 27 October 2018 for details.</p>
6.	<p><b>ELECTION OF EXCO MEMBERS &amp; AUDITORS 2018/2019</b></p> <p>Ms Jamie Lim briefly explained the Constitution governing the election procedures before proceeding to call for the election with herself and Ms Han Lilin as election officers in their capacity as Secretary and Assistant Secretary respectively.</p> <p><u>Office Bearers</u></p> <p>The following Office Bearers were elected unopposed:</p> <p>President - Ms Kok Moi Lre Proposer: Ms Lee Huay Leng / Seconder: Ms Loy Hsueh-Juin</p> <p>1<sup>st</sup> Vice President: Ms Lim Hee Joo Proposer: Ms Margaret Chong / Seconder: Ms Fong Yoke San</p> <p>2<sup>nd</sup> Vice President: Ms Jamie Lim Proposer: Dr Chng Woei / Seconder: Dr Kang Mei Ling</p> <p>Secretary: Ms Han Lilin Proposer: Ms Chow Wanyong / Seconder: Dr Chow Wancheng</p> <p>Assistant Secretary: Ms Joanna Lim Proposer: Dr Chng Woei / Seconder: Ms Margaret Chong</p> <p>Treasurer: Ms Yeow Hui Cheng Proposer: Dr Chow Wancheng / Seconder: Ms Rachael Tay</p> <p>Assistant Treasurer: Ms Loy Hsueh-Juin Proposer: Ms Chow Wanyong / Seconder: Ms Diana Ser</p> <p><u>Exco Members</u></p> <p>The following 17 Members were nominated for 15 positions as Exco Members. Members present at the AGM agreed that the nominations were taken as proposed and seconded.</p> <ol style="list-style-type: none"> <li>1. Ms Chen Yiyang</li> <li>2. Ms Diana Ser</li> <li>3. Ms Fong Yoke San</li> <li>4. Dr Kang Mei Ling</li> <li>5. Ms Lee Huay Leng</li> <li>6. Ms Lee Hui Feng</li> <li>7. Ms Lim Jo See</li> <li>8. Ms Margaret Chong</li> <li>9. Ms Kong Shyun</li> <li>10. Ms Kris Chan</li> </ol>

	<p>11. Ms Rachael Tay  12. Ms Yong Shunyi  13. Ms Yvonne Chow  14. Ms Yvonne Lee  15. Ms Karen Yew  16. Ms Melissa Loh  17. Ms Nichol Ng</p> <p>Voting was carried out by a simple show of hands. The following 15 nominees were elected as Exco Members:</p> <p>1. Ms Chen Yiyang  2. Ms Diana Ser  3. Ms Fong Yoke San  4. Dr Kang Mei Ling  5. Ms Lee Huay Leng  6. Ms Lee Hui Feng  7. Ms Lim Jo See  8. Ms Margaret Chong  9. Ms Kong Shuyun  10. Ms Kris Chan  11. Ms Rachael Tay  12. Ms Yvonne Lee  13. <i>Ms Karen Yew</i>  14. <i>Ms Melissa Loh</i>  15. <i>Ms Nichol Ng</i></p> <p><i>(Italics denote newly elected Exco Members)</i></p> <p><u>Auditors</u></p> <p>The following Auditors were elected unopposed:</p> <p>1. Ms Yeong Wee Eng  Proposer: Ms Fong Yoke San / Seconder: Ms Kok Moi Lre</p> <p>2. Ms Chang Tze Ching  Proposer: Ms Kong Shuyun / Seconder: Ms Margaret Chong</p>
7.	<p><b>CLOSING ADDRESS BY PRESIDENT</b></p> <p>The President confirmed that there was no other business and the meeting ended at 5pm with a note of thanks for all who took time off to attend the meeting.</p>