



MINUTES OF THE 18TH ANNUAL GENERAL MEETING OF THE SOCIETY OF LOSS PREVENTION IN THE PROCESS INDUSTRIES

HELD ON TUESDAY, 30 JUNE 2009 AT 6.30PM AT SINGAPORE POLYTECHNIC GRADUATES' GUILD, BLUEBELL ROOM.

1. Commencement of AGM and Minutes of 17th 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 members to assist in recruiting new members in view of the slight decline in our membership.

The Minutes of the 17th AGM were confirmed without amendment.

1.2

Proposer: Lam Kit Wing
Seconder: Teng Chong Seng

2. Annual Report for the Year Ended 31 March 2009

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

Technical Talks

- Talk on "National Climate Change Strategy" by Mr. Ram Bhaskar, Head (Energy Conservation Unit), Resource Conservation Department, National Environment Agency on 29 April 2008 at Singapore Polytechnics Graduates' Guild.
- Talk on "A Journey through Biotech Manufacturing with a Health and Safety View" by Mr. Michael G Ratelle, Genentech, CIH, CSP, CHMM on 26 August 2008 at Singapore Polytechnics Graduates' Guild.
- Talk on "Loss Control & Risk Management" by Mr. Dan Steele of Chartered Semiconductor Ltd. on 18 February 2009

Corporate Best Practice Sharing

- Talk on "Engagement and Safety Culture" by Ms. Stella Eccles, MD. Pfizer Asia Pacific Pte Ltd. on 30 July 2008 at Singapore Polytechnics Graduates' Guild.
- SLP and SCIC jointly organised a Talk on "Toward Zero Injuries" by Ms Charleen Dickson of Chevron Philips Chemical on 16

January 2009 at International Business Park.

The President thanked Cheng Pheng for initiating and completing this arrangement.

Training Courses

- A two-day course for HAZOPS Leaders by Mr. John R. Lockwood, Senior Risk Consultant on 13 and 14 November 2008 at Singapore Polytechnics Graduates' Guild.
- It was well supported and yielded a surplus for SLP.

Technical Visit

- A half-day Technical Visit to Chartered Semiconductor Manufacturing Ltd on 14 August 2008.

Members' Night

- 2008 Members' Night and Dinner on 20 September 2008. The theme was Formula 1 and the function was well supported and enjoyable.

Other Activities

- SLP members continued to serve on SPRING Singapore's committees such as the Management Systems Standards Committee, General Engineering and Safety Standards Committee, the Chemical Committee and various other Technical Committees.
- Our Executive Committee member, Mr. Jacob Soh was nominated to represent SLP on WSHC's Technical Advisory Committee for Work in Confined Space on 1 December 2008

2.1 Investment

The Hon. Secretary, Mr Ngiam Tong Yuen reported that we had sold some of the shares and made a capital gain. We will keep the shares of DBS 6.0% NCPS and OCBC 4.5% NCPS until the banks recalled them in future. Our dividend return was good, at about 5.2%. Bearing in mind the current investment climate, SLP would not be making any new investment.

2.2 Membership

The President reported that there were a few corporate members who had withdrawn their membership. He stated that Corporate members were important to us as they helped substantially in defraying our operating costs. He encouraged Companies to join us as Corporate members so as to support the mission of SLP in promoting and enhancing loss prevention in the process industries.

There was a slight drop in ordinary members. The President urged members

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

The President encouraged all members to contribute to our Society by readily serving on our Exco. and sub-committees. Training was an area where experienced members could make a big contribution.

SLP was gaining recognition from Government Authorities. The President was invited to represent SLP in the WSHC Committee for the Chemical Industry. He had accepted the offer and would be attending the first Committee meeting on 7 July 2009.

2.3 **Newsletter**

The President thanked Mr Ngiam Tong Yuen for his hard work in editing the SLP Newsletters for the past year. He welcomed all members who have interesting and relevant articles to contribute to our newsletter.

3. **Adoption of the Annual Report**

The Annual Report was adopted.

Proposer: Hor Nam Chook
Secunder: Tay Cheng Pheng

4. **Statement of Accounts for the Financial Year (1 April 2008 to 31 March 2009)**

The financial report had been duly audited and approved by our Honorary Auditors Mr Harry Ho and Mr. Dennis Tay

The Hon. Treasurer Mr Michael Yan briefed the members on the items in the Profit & Loss Statement for financial year April 1, 2008 to March 31, 2009. The following were the main items that contributed to our surplus of \$34,854.27:

- Sale of Investments \$26,623.75 (*)
- Award from Schering Plough \$3563.75 (**)
- Dividends received \$2546.03
- Surplus from HAZOP Training course \$6712.12

(*)This included a capital gain of \$ 3400.00

(**) This sum can be used by SLP to promote Loss Prevention

Adoption of the Treasurer's Annual Report

The Treasurer's Report was adopted.

Proposer : Anthony Neo
Secunder : Hor Nam Chook

6. Election for Honorary Treasurer 2009/2010

The President announced that only one member, Mr Jacob Soh, was nominated for the position of Honorary Treasurer for the term 2009/2010. He was proposed by Mr Michael Yan and seconded by Mr Tay Cheng Pheng.

Since there was no other candidate, Mr Jacob Soh was unanimously elected as Hon. Treasurer for 2009/2010.

7. Election of Two Honorary Auditors for 2009/2010

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

Nominee	Proposer	Secunder
Hor Nam Chook	Tay Cheng Pheng	Teng Chong Seng
Anthony Neo	Michael Yan	Lam Kit Wing

A vote of thanks was given to the previous Auditors Mr Harry Ho and Mr Dennis Tay and Honorary Treasurer Mr Michael Yan for 2008/2009.

8. Any other business

Several questions were raised during the AGM:

- Mr Hor Nam Chook asked about Mr Sam Tsen. The Hon. Secretary replied that Sam was granted medical leave by our Exco. He continued to oversee our website.
- Mr Teng Chong Seng proposed to appoint a professional accountant to do our final accounting. Mr Jacob Soh suggested that there was no necessity to do so as our account was very straightforward. It was not cost effective to incur such expenses. Mr Ngiam Tong Yuen replied that this matter would be taken up at our next Exco meeting.
- Mr Anthony Neo proposed that SLP should organise more training courses as they generated income for SLP. The President replied that we were always looking for the right person to conduct the course and to offer the course at an affordable price for the benefit of members. For the members' information, there would be an upcoming LOPA training course by Mr John Lockwood in August 2009.
- The President announced the Co-option of Major Ivan Sin into the Executive Committee. He was currently attached to SCDF and organising training courses for SCDF. He had vast work experience in the Emergency Response field.
- The President strongly encouraged more members to serve in the subcommittees of SLP. This would prepare them for the Executive Committee. Members who had new ideas especially on training courses were encouraged to email them to SLP.
- A vote of thanks was given to Ms Penny Pan for her secretariat

services rendered to SLP in the past year.

There being no other business, the President thanked the members for their support and declared the meeting closed at 7.30 pm. Members were then invited to dinner.

Minutes recorded by Penny Pan
Reviewed by Ngiam Tong Yuen

**18TH AGM ON 30 JUNE 2009
ATTENDANCE LIST**

1. Ong See Hee
2. Tay Cheng Pheng
3. Ngiam Tong Yuen
4. Yan Kin Tuck, Michael
5. Jacob Soh Chong Seng
6. Ngiam Bo Han
7. Dennis Tay
8. Chai Wee Thong
9. Lam Kit Wing
10. Reginald Tan
11. Gregory Poi Jun Khaw
12. Hor Nam Chook
13. Teng Chong Seng
14. Stephen Phong
15. Anthony Neo
16. D.S. Naidu
17. Sarojini Devi
18. Bernard Soh
19. Ivan Sin
20. Sunny Liew
21. Maung Hla Myint