



Methodist Girls' School Alumnae Association

11 Blackmore Drive Singapore 599986 • Tel: (65) 6469 4800 • Fax: (65) 6469 8717 • www.mgsalumnae.com

6 June 2020

To All Members

NOTICE OF THE MGSAA 59TH ANNUAL GENERAL MEETING

Notice is hereby given that the 59th Annual General Meeting of the MGS Alumnae Association will be held by way of electronic means on **Saturday, 20 June 2020** at **3.00pm**

AGENDA

- 1 Address by President
- 2 To approve an extension of time from 30 April 2020 to 30 June 2020 to hold this Annual General Meeting
- 3 To approve an extension of the office bearers due for election this year namely; President, Vice-President, Honorary Secretary, Assistant Honorary Secretary and 4 Committee Members
- 4 To approve and ratify all decisions duly made by the Committee from 1 May 2020 to 20 June 2020
- 5 To confirm the minutes of the 58th Annual General Meeting held on Saturday 13 April 2019
- 6 To adopt the 2019/2020 Annual Report
- 7 To adopt the Statement of Accounts for the year ended on 31 December 2019
- 8 To re-appoint SH Ong LLP as Honorary Auditor
- 9 To elect Office Bearers and Members of the Management Committee for 2020/2021



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- 10 To approve budget and expenses for Financial Year 2020
- 11 Any Other Business (notice of which shall be given to the Honorary Secretary at least 7 days before the meeting)

As Special Business

- 12 To approve a sum of up to \$50,000 to be utilised from the MGSAA current account to be disbursed to beneficiaries within the extended MGS community to help provide relief for loss of income. The amounts and persons receiving such relief will be decided upon by the MGSAA Committee.

Attached are:

- Minutes of the 58th Annual General Meeting
- Details of the electronic means by which the meeting will be conducted and how members may participate in/ access the meeting (including pre-registration requirements, if any), and other administrative details (Annex A)

Important Notes:

1. Audited Financial Statements and Auditor's Report for Financial Year ended 31 December 2019 will be available for member's access on our website. If you require a hard copy please email enquiries@mgsalumnae.com
2. Nominations for the committee positions must be received by 5.00 p.m. on Monday, 15 June 2020 with the name of a proposer and seconder, both of whom have to be members of the Association. The nomination forms are available for download from the MGS Alumnae website at www.mgsalumnae.com from 10 June 2020. Please send the completed nomination forms to enquiries@mgsalumnae.com and put as subject: Nomination Form.
3. In light of the COVID-19 situation and pursuant to the relevant order under the COVID- 19 (Temporary Measures) Act 2020, the following arrangements will be adopted for the Annual General Meeting:



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- a. A member will not be able to attend the Annual General Meeting in person. A member may only attend the Annual General Meeting by observing and listening to the proceedings of the meeting by electronic means with the video camera turned on so that the member can be identified. The details of the electronic meeting are attached in Annex A
- b. A member may submit questions to the society via email at enquiries@mgsalumnae.com. The questions must reach the MGSAA at least 7 days prior to the Annual General Meeting (ie by 13 June 2020);
- c. All substantial and relevant questions will be addressed by the Management Committee prior to, or at, the Annual General Meeting. Questions that concern a matter that will be put to a vote will be addressed by the Management Committee before the closing date for the lodgment of proxy forms. Such questions will be addressed at the AGM before the matter is put to a vote
- d. If a member is unable to attend the meeting via electronic means, she may only vote by appointing the chairman of the meeting as the member's proxy to vote at the meeting by depositing an instrument of appointment ("the proxy form") by electronic mail to enquiries@mgsalumnae.com. The completed proxy form must reach us at least 72 hours before the time for holding the Annual General Meeting (ie by 3.00pm on 17 June 2020). A copy of the proxy form (known as Annex B) can be downloaded from www.mgsalumnae.com from 10 June 2020 onwards. In appointing the chairman of the meeting as a proxy, a member must give specific instructions with regards to voting, or abstentions from voting, in the form of proxy, failing which the appointment may be treated as invalid.

Yours sincerely,

Sharmila Nair

Sharmila Nair
Honorary Secretary