

METHODIST GIRLS' SCHOOL ALUMNAE ASSOCIATION

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Minutes of the 59th Annual General Meeting of the Methodist Girls' School Alumnae Association held virtually on Zoom (a 3rd party meeting software), at 3pm on Saturday, 20th June 2020.

Present:

Barbara Chee	Sharmila Nair	Angelina Wong
Fock Yin Ling	Tjio Bee Ann	Muriel Chee
Rene Lim	Corinne Sim	Sim Suh-Ting
Melissa Fam	Fang Lum	Lynn Lee
Sng Jen Hwei	Grace Ng	Joy-marie Toh
Jean Lee	Ong Lee Wha	Sushiela Nair
Deborah Wong	Esther Mak	Wong Siew Geok
Vivien Goh	Ruth Yam	

The Methodist Girls' School (MGS) Alumnae Association (Alumnae) President for the 2019/2020 term of office, Tjio Bee Ann, called the meeting to order at 3pm with a quorum of 23 members. Bee Ann opened the meeting with a prayer followed by her welcome and address.

1. PRESIDENT'S ADDRESS & WELCOME

"Welcome to our 2020 AGM and the first to be held over Zoom. This year will be looked back upon in history as a period when mankind was held hostage by a seemingly innocuous but lethal virus. Globally, there's been many allusions to the 1918 pandemic, the 1929 depression and the 1968 racial riots – all three now occurring in the same year. For most of us, the new normal will be quite different from life as we knew it.

Where alumnae and school activities are concerned, the planned Carnival in July has been postponed into 2021 (though it remains to be seen if it can even be held next year). LoveMG on July 10 will be held for the first time as a broadcast event. Though the Love MG committee was initially reluctant to make this decision, they have taken up the challenge and now take heart that it will open the message on this year's theme "in God's Security" to a wider audience. We also plan to keep the link to the video of the event on our alumnae website, again to make it more accessible and for a longer period.

The decision in May to cancel this year's Founder's Day Dinner was not an easy one to make but turned out to be the right decision. Other events that have been cancelled include the Alumnae Day in August while we will likely have a scaled down Teachers' Day lunch, if at all. Though we will still show appreciation to our teachers in other ways.

These are undoubtedly tough times for everyone. We read of businesses in F&B and retail that have closed as they are unable to withstand the months of little income and fixed costs. Those that are surviving have had to retrench staff or cut salaries. We recently launched the first edition of the MGS Business Directory, for businesses owned mainly by MGS Alumna or their families. It is hoped this will facilitate old girls helping each other at this time.

Closer to home, my committee discussed how we can help the wider MGS community, including our canteen stall holders who have also suffered a few months of little or no income. We are proposing to set aside \$50,000 from the Alumnae's account, for a Welfare Fund that can help to alleviate some of the loss in income felt. Besides our canteen stall holders, we plan to reach out to former teaching and admin staff, also past and present students. This is the Special Business that will be discussed later, and members approval will be needed before we can proceed.

Where our financials are concerned, I would like to highlight that the 2019 accounts showed a deficit before tax of \$31,460. But if you factor in the depreciation charge of \$80,185 for the Heritage Centre and the Alumnae room (both of which are fully paid for), the Alumnae had an operating surplus of \$48,725. I have mentioned before we will continue to see high depreciation for a few more years. I thank my committee for this healthy state of affairs as we run most of our events on very lean budgets.

It seems not so long ago that I took on the position of Alumnae President, but it's been 4 years. I'm glad to announce that Sharmila Nair will be taking over as President starting this 2020 term. Sharm is no stranger to most of you as she has been serving on the committee for many years now and was also in charge of the Heritage Centre project. I'm also glad to confirm that Barbara Chee and I will remain on this committee, such is the joy we get from serving together with this wonderful team.

As always, a heartfelt thank you to each of my committee members for always giving of your best, to make all our meetings and events spontaneous yet meaningful and enjoyable.

Thanks also to the school especially Ms Grace Ng and Mrs Corinne Sim, for their time and support."

2. APPROVAL OF AN EXTENSION OF TIME FROM 30 APRIL 2020 TO 30 JUNE 2020 TO HOLD THIS 59TH ANNUAL GENERAL MEETING

The extension of time from 30 April 2020 to 30 June 2020 to hold this 59th Annual General Meeting was approved by a unanimous vote of Members in attendance who voted using the online polling function on Zoom.

3. APPROVAL OF AN EXTENSION OF THE OFFICE BEARERS DUE FOR ELECTION THIS YEAR NAMELY; PRESIDENT, VICE-PRESIDENT, HONORARY SECRETARY, ASSISTANT HONORARY SECRETARY AND 4 COMMITTEE MEMBERS

An extension of the office bearers due for election this year namely; president, vice-president, honorary secretary, assistant honorary secretary and 4 committee members was approved by a unanimous vote of Members in attendance who voted using the online polling function on Zoom.

4. APPROVAL AND RATIFICATION OF ALL DECISIONS DULY MADE BY THE COMMITTEE FROM 1 MAY 2020 TO 20 JUNE 2020

The approval and ratification of all decisions duly made by the Committee from 1 May 2020 to 20 June 2020 was approved by a unanimous vote of Members in attendance who voted using the online polling function on Zoom.

5. CONFIRMATION OF MINUTES OF THE 58th AGM HELD ON 13 APRIL 2019

The Minutes of the 58th AGM was proposed to be adopted by Barbara Chee and seconded by Sng Jen Hwei.

6. ADOPTION OF THE ANNUAL REPORT 2019/2020

The Annual Report for 2019/2020, which contained a summary of the Alumnae activities in 2019/2020, was taken as read.

The Annual Report was proposed to be adopted by Melissa Fam and seconded by Fock Yin Ling.

7. APPROVAL OF THE AUDITED ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2019

Our Treasurer for the 2019/2020 term of office, Fang Lum, presented the Audited Accounts for the year ended 31 December 2019.

The budget of \$55,000 for income in 2019 was met by the membership fees. Whilst the fees were quite on target this year, it is not necessarily predictable and depends on a variety of factors including the number of applicants from each of the two fee categories. For 2020, the budget for income will be set at \$40,000, bearing in mind the current Covid situation. Regarding actual expenditure for 2019, the amounts spent on Founders Day Dinner and special functions (Teachers' Day, Youth Chapter, P6 Reunion, Alumnae Day) were within what we had forecast.

For 2020, we foresee that we will not be holding a significant number of physical events. Our online platforms for membership registration and merchandise sales were already

up and running prior to the Covid situation and income stream continues to flow from that. There are expenses related to using digital platforms eg. credit card charges (for \$200 memberships a 3.8% fee is imposed ; for \$500 memberships, a 2.88% fee is imposed). For the projected \$40,000 in membership fees, there would be a bank charge in the region of \$1500.

The projected deficit for the year is due to depreciation costs for the Heritage Centre and Alumnae Room. If not for this, we would probably have been cash flow positive due to our very lean costs. We note that the expenses also factor in costs for a simple Teachers' Day lunch.

Under Item (f) we note that we have given all staff with an email account a \$15 grab voucher to show our appreciation. For those who do not have an email account like cleaning staff, security guards and gardeners, we will be giving them physical vouchers. This comes out of the \$5000 expenses that the Committee is authorised under the Constitution to spend without special members' approval.

A question was raised regarding whether bank charges could be reduced by using PayNow or PayLah instead of credit cards. In response, it was clarified that those options are available but many applicants still prefer to use their credit cards.

The approval of the Audited Accounts for the Year Ended 31 December 2019 was proposed by Vivien Goh and seconded by Angelina Wong.

8. RE-APPOINTMENT OF SH ONG LLP AS HONORARY AUDITOR

The re-appointment of SH Ong LLP as Honorary Auditor was confirmed with a note of thanks and appreciation for their services rendered.

9. ELECTION OF OFFICE BEARERS AND MEMBERS OF THE MANAGEMENT COMMITTEE FOR 2020/2021

On behalf of the School, Grace Ng expressed heartfelt appreciation to the entire Alumnae Committee and the Alumnae as a whole, for the tremendous care, support and concern shown to MGS, the staff and students through the years and in particular for the MOCA awards to reinforce the kind of behavioral traits that the School would like to see from the teachers ; the Grab vouchers ; the love gifts to the canteen vendors.

A vote is only required for the 4 Committee Members as there was only one nominee for the other positions.

The positions that have been elected unopposed are :
President - Sharmila Nair

Vice-president - Tjio Bee Ann
Honorary Secretary - Fock Yin Ling
Assistant Honorary Secretary - Ruth Yam
Honorary Treasurer - Fang Lum
Honorary Legal Advisor - Angelina Wong
Honorary Publicity Officer - Lynn Lee

The following members were up for election as Committee Members : Barbara Chee, Dawn Chik, Deborah Wong, Esther Mak, Jean Lee, Joy-marie Toh, Melissa Fam, Olivia Loh, Sng Jen-Hwei.

Voting was conducted using the Zoom online polling function and votes counted included proxy votes that were submitted in accordance with the Notice of AGM.

The following members were elected to the Committee : Barbara Chee, Melissa Fam, Joy-marie Toh, Esther Mak

The following members were co-opted to the Committee : Dawn Chik, Deborah Wong, Jean Lee, Olivia Loh, Sng Jen-Hwei

10. APPROVAL OF BUDGET AND EXPENSES FOR FINANCIAL YEAR 2020

The Budget and Expenses for Financial Year 2020 was approved by a unanimous vote by Members in attendance who voted using the online polling function on Zoom.

11. SPECIAL BUSINESS - 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.

Tjio Bee Ann provided details regarding the proposed Welfare Fund. The purpose of the Welfare Fund is to provide financial assistance to persons within the extended MGS community (canteen vendors, past and present students and staff) whose income has been lost or reduced considerably due to difficult or unforeseen circumstances. Individual cases will be assessed on a case by case basis, and should be nominated by someone from the MGS community.

A subcommittee will be set up for this purpose and any disbursements will be reported and duly accounted for in our audited reports. Disbursements will be made in consultation with past or present Board members and Principals.

Disbursement could be a one-time payment or if it is a larger amount, it could be split up. For example for the 9 canteen stall holders, the Committee discussed and agreed

that we could give them \$1500-\$1800 each and this might be more helpful if it was disbursed over 2 months.

The utilisation of a sum of up to \$50,000 from the MGSAA current account to be disbursed to beneficiaries within the extended MGS community to help provide relief for loss of income with the amounts and persons receiving such relief to be decided upon by the MGSAA committee, was approved by a unanimous vote by Members in attendance who voted using the online polling function on Zoom.

12. ANY OTHER BUSINESS

There being no other business, the meeting was brought to a close and followed by fellowship amongst members present.

Recorded By



Ms Sharmila Nair
Hon Secretary

Confirmed By



Mrs Tjio Bee Ann
President