

# SMU Alumni Association Meeting Minutes

<b>Subject</b>	12 <sup>th</sup> Annual General Meeting (“AGM”) 2017	<b>Date</b>	24 March 2017
<b>Location</b>	The Basement, SMU SIS Building, Concourse Level 1	<b>Time</b>	8.00pm to 10.30pm
<b>Attendees (Advisory Board Members)</b>	Associate Prof Low Aik Meng, Yeo Zhong Yi (Ordinary Member)		
<b>Attendees (SMUAA EXCO, Ordinary Members, Proxy)</b>	Executive Committee: Deborah Wee, Allan Tan, Cheryl Er, Ford Lai Ordinary Members: Adeline Loh, Bill Bowman, Chua Jia Rong Isaac, Edwin Lim, Foo Jek Luan, Gerald Tan Han Jie, Lee Chin Ying Jeanie, Nicholas Wong Pui Meng, Timothy Tio, Yeo Ying Hao, Teo Xiang Zheng, Low Jin Hao, Samuel Tan, Mok Zhi Wei, Benjamin Mui Je Min, Rei Chong, Alexi Lim, Lim Yi Sheng, <b>(Quorum is not achieved-23)</b>		
<b>Attendees (SMUAA Staff)</b>	Elaine Lim, Delvina See, Hajarah		
<b>Invited Guests</b>	Adeline Bek, Angela Kwok, Jocelyn Thng, Eileen Choo, Chan Chew Seng, Vincent Tan, Jason Tan		

S/N	Topics
<b>1.</b>	<b>Item 1: Matters Arising / Adoption of Minutes</b>
	<p>President Deborah Wee called the meeting to order at 8pm even through a quorum of 30 was not established yet. There were 23 Voting Members in attendance. The notice of meeting was taken as read.</p> <p>All members confirmed and adopted the minutes of last AGM with no matters arising.</p> <p>Nicholas Wong (BBM 2007) proposed the adoption of minutes and Cheryl Er (BAcc 2014) seconded the item.</p>
<b>2.</b>	<b>Item 2: Constitutional Review</b>
	<p>The constitutional review was updated as of 24 March 2017. Henceforth item 2 will not be brought up during the 12<sup>th</sup> Annual General Meeting.</p> <p>Adeline Loh (MAF 2014) proposed the item and Gerald Tan (JD 2012) seconded the item.</p>
<b>3.</b>	<b>Item 3: To receive financial report for fiscal year 2016, ending 31st December 2016.</b>
	<p>A copy of the Balance Sheet and Profit/Loss Statement was presented to SMUAA members and presented by Secretary Allan Tan.</p> <p>Adeline Loh (MAF 2014) inquired about monthly revenue of B3 and its sustainability when Secretary Allan Tan further announced that the Alumni Bistro B3 would be normalising operation.</p> <p>Allan Foo Jek Luan (ExecMBA 2012) expressed concerns in difficulties understanding the financial statements as the income components breakdown was available but not the expenditure breakdown. He advised SMUAA to include the breakdown of the expenditure components for future AGMs for good practice, including:</p> <ul style="list-style-type: none"> <li>• Workplan/Task review of the financial year</li> <li>• Membership numbers growth and subscription income growth of the financial year</li> <li>• B3 retail income growth of the financial year</li> <li>• Budget for SMUAA next financial year’s activities</li> </ul> <p>President Deborah Wee noted to take ordinary Member Allan Foo’s feedback in.</p> <p>Allan Foo Jek Luan (ExecMBA 2012) also asked for management report for the AGM and enquired if there are any discounts given to SMU staff and students in order to attract more crowds due to the location of the Bistro.</p>

This, in his opinion, may help to increase the revenue of the bistro and the performance of the Bistro can be better accessed.

Edwin Lim, General Manager of the SMUAA noted on Allan Foo Jek Luan's feedback and advised that the draft report shall be sent out once it is ready. The final accounting statements from auditors will be submitted in end April and moving forward will work towards having it ready within 3 months. There were discounts given to Alumni and students for the fiscal year though the information was not presented in the AGM. Moving forward, information on such kinds shall be updated in future AGMs.

Allan Foo Jek Luan (ExecMBA 2012) also asked if Ordinary members' consensus were sought on the loan of SGD\$300,000 from SMU to SMUAA where repayment is 2% interest for 30 years.

Gerald Tan (JD 2012) responded to Allan Foo Jek Luan that in accordance to item 21.1 of the SMUAA Constitution, SMUAA Executive Committee shall represent the Ordinary members to decide on such projects. They have also sought prior approval with OAR on loan matters in accordance to the Constitution:

21.1 The Committee and the Association shall ensure that SMU does not assume any financial responsibility whatsoever (unless expressly agreed otherwise) for any projects undertaken or initiated by the Association without the express prior written approval of OAR. The Committee shall ensure that all fund raising projects initiated by the Association or the Committee shall be subject to SMU's Fundraising Guidelines, as approved by OAR. Contact in the first instance should be with the OAR Director and/or any OAR Staff as appointed by the OAR Director

Chua Jia Rong Isaac (BBM, 2012) asked why B3 was not put as a separate entity of SMUAA.

Teo Xiang Zheng (LLM CL 2015) asked when will the final account be submitted and when will the members receive the breakdown since the report is late. He also asked on the accountability if there is a large deviation from the draft report to the final report

Gerald Tan (JD 2012) responded that unless there is a large deviation from the draft report to the final report and strong disapproval from the members, EGM would not be necessary.

General Manager Edwin Lim reiterates that the final accounting statements from auditors will be submitted in end April and moving forward will work towards having it ready within 3 months. All major decisions undertaken by the Association works in tendon with OAR, SMU.

Bill Bowman (LLM C B&FL 2016) requested for transparency of the management report by having breakdowns of the information.

Adeline Loh (MAF 2014) echoes Allan Foo Jek Luan's request to have breakdown in the expenses besides the income. She also would like to know the plans for SMUAA in future

Allan Foo Jek Luan (ExecMBA 2012) proposed the closure of the AGM by approving on the drafted account unless the final account has strong deviation from the drafted account. Rei Cheong Wai Hwa (MBA 2013) seconded the closure.

#### **4. Item 4: SMUAA Elections**

President advises that there are 9 vacancies to be filled in the Executive Committee arising from the expiration of the terms of the current Executive Committee.

To date 9 nominations for election to the Executive Committee have been received. The members standing for election are as follows:

- 1 Deborah Wee Shu Zhen
- 2 Wong Pui Meng
- 3 Allan Tan Tse Chen
- 4 See Jing Zhong
- 5 Gerald Tan Han Jie
- 6 Lee Chin Ying, Jeanie

	<p>7 Chua Mui Shan, Jolyn</p> <p>8 Yeo Ying Hao</p> <p>9 Neoh Hsien Min, Brennan</p> <p>President Deborah invited each nominee to introduce himself/herself and state their intended contribution to the association. 3 Nominees Chua Mui Shan, Jolyn, Neoh Hsien Min, Brennan and See Jing Zhong were absent with apologies as they were overseas.</p> <p>As a total of 9 nominations have been received for election to the 9 seats available, all 9 nominees standing for election were accepted unopposed.</p> <p>President Deborah congratulated the newly elected 8<sup>th</sup> Executive Committee.</p> <p>Teo Xiang Zheng (LLM CL 2015) proposed the item and Adeline Loh (MAF 2014) seconded the item.</p>
5.	<p><b>Item 5: Any other business</b></p>
	<p>No notice was given to discuss any other business.</p> <p>Members raised the following questions:</p> <p>Allan Foo – what are the outsource accounting plans moving forward?</p> <p>GM Edwin Lim replied- We have an internal in-house Finance Manager who works with an outsource agency to introduce industry best practices.</p> <p>Adeline Loh – What are the expansion plans for B3?</p> <p>President Deborah Wee replied- SMUAA is taking over Basement and spectacle shop for secondary income through working with OSL and OAR.</p> <p>Alumni space is the 3<sup>rd</sup> stage, where SMUAA is working towards the vision of having its' own Guild House taking NUS Guild House as an example.</p> <p>Allan Foo Jek Lun- What is the utilisation capacity (space and seats) and business strategy</p> <p>GM Edwin Lim replied- The new alumni space is under OAR, hence zero rental to SMUAA. Each space is looking at a different set of clientele.</p> <p>Teo Xiang Zheng – How to reach the target of 12-15k of catering revenue</p> <p>GM Edwin Lim replied- 95% revenue comes from OAR and next step is to reach out to other schools</p> <p>Allan Foo- Suggest using Alma mater affinity to work with schools</p> <p>Adeline Loh – Suggest to beef up events for B3 to increase revenue</p> <p>Chua Jia Rong Isaac – request updates on Executive Committee Election/ Events / sponsorship / reviews</p> <p>Nil – End of AGM</p>