

MINUTES OF ACTION FOR AIDS ANNUAL GENERAL MEETING FY2015

Date : Thursday, 27 October 2016

Time : 6:00 pm

Venue : Level 5, Action for AIDS, 9 Kelantan Lane, Singapore 208628

EXCO (Life Members) Present:

Roy Chan

Lee Cheng Chuan

Thomas Ng

Dawn Mok

Terence Ng

Cheryl Yeo

Saxone Woon

Other Life Members Present:

Paul Toh

Caroline Fernandez

Leow Yong Fatt (Yangfa)

Tay Wen Jie

Staff Present:

Sumita Banerjee

Terry Lim

Anwar Hashim

Daniel Le

Lokman Hakeem Mohdar

Edwin Lim

Alex Tan

Murni Sab Adi

Hazim Rahman

Nurhidayah Ismail

Larvnya Raveen

Confirmation of quorum

1. The meeting was called to order at 6.30pm after the requisite quorum was reached.

President's Opening

2. President Prof Roy Chan (RC) called the meeting to order after the necessary quorum was present. He welcomed all present and expressed management's apologies for the delay in convening the AGM. He explained that the delay was due to a number of factors, including the responsiveness of the auditors.

Passing of Minutes AGM FY2014

3. Minutes of AGM FY2014 were reviewed.
4. RC brought the meeting's attention to point 10 regarding the embezzlement of funds. He reported that almost the full amount has been recovered. AfA received a response from the police in July 2016 informing that a warning letter had been sent to the former GM. The sector administrator has also been informed. Exco considers this matter closed.
5. There being no changes, the minutes were passed.

Proposer : Paul Toh

Annual Report

6. The meeting was invited to peruse the annual report. RC expressed that our work in advocacy, linkage to care, support, awareness, prevention education and reducing stigma continues. Our programmes are doing well and will carry on the following year.
7. The HIV/AIDS figures for 2015 bore good and bad news, RC remarked. There was a decrease in infection rates for heterosexuals. However, the 2014 dip in infections among MSM was reversed in 2015. This means more work needs to be done. RC said we will refocus and commit more resources to new ways of decreasing transmission in this group.
8. RC reported that AfA continues to refine our internal processes. This includes ensuring financial transactions are performed properly, are regularly monitored and reviewed – especially cash collections. He thanked the Hon. Treasurer, members of the Finance & Audit Committee, the GM and staff who have been diligently following policies and ensuring that there is no further possibility of mismanagement.
9. RC explained we didn't have a big fundraiser because of the challenges and distractions we faced last year. Instead, we are seeking new ways to raise money, for example working with pharmaceutical companies and other foundations to regularise targeted donations for our programmes.
10. RC acknowledged our diverse group of volunteers and thanked them and our managers for their hard work. He announced that AfA is hosting a Volunteer and Staff Appreciation dinner on 12th November.
11. The meeting was asked, but there were no questions or comments.

Proposer: Dawn Mok

Secunder: Thomas Ng

Statement of accounts

12. GM Sumita Banerjee (SB) presented the accounts. She summarised that our total income for FY2015 was a little over \$1 million. This was substantially lower than 2014's \$1.4 million income as there was no big fundraising event held.
13. She highlighted that statutory income went up by about \$200K in 2015 from the previous year. In terms of income and expenditure, there was a loss of \$13,906. This was offset by income from the endowment fund for a total surplus of \$36,995 in 2015, lower than the previous year.
14. SB brought the meeting's attention to the balance sheet's total equity and liabilities. She noted that despite high liabilities in 2014, we saw a net gain of \$36K in 2015, with net assets totalling \$3.98 million.
15. For more details, SB suggested reading the notes at the end of the Finance Report.
16. SB highlighted note 20 on page 27 of the Report regarding unutilised funds (for distribution of condoms and lubricants), which are to be utilised by December 2017.
17. SB invited questions and comments from the meeting. There being none, the accounts were passed.

Proposer : Anwar Hashim

Secunder : Roy Chan

Appointment of Auditors

18. RC thanked Hon Treasurer Terence Ng and Sumita Banerjee for their work on the Finance Report. He informed the meeting that Geetha & Associates have been AfA's auditors for 5 years. After a shortlisting process by the Finance and Audit Committee and approval by the Sector Administrator, we have appointed CA Trust Public Accounting Corporation as our new auditor.

Proposer : Lee
ChengChuan
Secunder : Thomas Ng

Election of Office Bearers

19. RC thanked Terence Ng for serving as AfA's Hon. Treasurer and welcomed Thomas Ng to this role. He then invited Saxone Woon to take up the position of Vice President, which SW graciously accepted.

20. The proposed Executive Committee for FY2016 was unanimously passed:

President	:	Roy Chan	Incumbent
Vice President	:	Saxone Woon	Incoming
Honorary Secretary	:	Benedict Thambiah	Retired and re-elected
Assistant Honorary Secretary	:	Dawn Mok	Retired and re-elected
Honorary Treasurer	:	Thomas Ng	Incoming
Members	:	Terence Ng	Incoming
		Cheryl Yeo	Retired and re-elected
	:	David Lye	Incumbent
	:	Lee Cheng Chuan	Incumbent
	:	Paul Ananth Tambyah	Retired and re-elected

Proposer : Paul Toh
Secunder : Leow Yangfa

Closing Remarks

21. RC announced that as a lead-up to the Singapore AIDS Conference on 3 December, there will be a PrEP community workshop on 12 November. He discussed his own initial concerns and fears surrounding PrEP but that these have been allayed by positive results from a number of programme rollouts and demonstration projects overseas. He opined that it is vitally important to get the conversation going to advocate for PrEP among health-care professionals, service delivery institutions, regulatory authorities, policy makers and affected communities as an effective and additional method of HIV prevention.
22. This year's Singapore AIDS Conference is in its 10th iteration and marks a significant milestone for us. The theme is "More Talk, More Action". He invited all present to attend the conference, which will be held at NUH Tower Block.
23. RC projected that AfA will be doing Fund-raising differently from 2016. The focus is on more direct and systematic funding/revenue streams, and effecting stronger linkage to care.
24. He invited the meeting to share any ideas on fundraising activities.
25. RC thanked the EXCO, staff and volunteers for their contributions and efforts in 2015.
26. AfA will strive to hold the next AGM by June 2017.

Meeting ended at 7.15pm

Minuted by : Dawn Mok
Verified by : Thomas Ng / Terence Ng
Approved by : Roy Chan