

## Persatuan Alumni Sekolah Menengah Assunta, Petaling Jaya, Selangor (1999)

MINUTES OF SEVENTEENTH (17<sup>th</sup>) ANNUAL GENERAL MEETING of the Society duly convened and held at Mutiara Block, Assunta Secondary School, Jalan Changgai, Petaling Jaya on Saturday, 23rd March 2017 at 3.00pm.

**1. Present**

As per attendance list attached.

**2. Chairperson**

Ms Deborah Fiona Steiner (Debbie) was the Chairperson of the Meeting. She welcomed everyone to the meeting and noted that the attendance for this AGM had met the quorum. A note of thanks was mentioned to Peggy Liu (VP 2015-2017) who came despite earlier sending apologies, to Puan Lee Poh Eng, school Principal for allowing the use of the classroom in Mutiara Block to hold the AGM, to Puan Shanthi Balakrishnan for helping with arrangements and to Sunny Hee and his team for catering the tea.

**3. Quorum**

Having established a quorum, the Chairperson commenced the meeting at 3.00pm. The Peace Prayer was recited before starting on the Agenda.

Deborah also announced that one of the 5 newly nominated and unopposed committee members, Mirosha Somasundram, was unable to attend the AGM as her grandaunt was in critical condition in hospital and she needed to be with her family. Deborah requested we say a silent prayer for Mirosha and her family.

There was interruption by Rosie Chan who demanded to know why Crystyn Loo was given ballot forms despite being 15 minutes late. After a quick assessment of the situation, Debbie explained that the registration counter was being manned by Tanya Ding (2011) who had taken over for the Secretary and Treasurer after the AGM had commenced. She was not aware that late comers were allowed to register and attend but not to vote. Debbie apologized for this error and Crystyn's ballot forms were returned to the registration counter. AGM was continued after this incident.

**4. Minutes of the 16th Annual General Meeting**

There being no amendment to the Minutes of the previous AGM, it was proposed by Yap Su Lin and seconded by Noremilia Izma Zaidun.

**5. Financial Statements for the year ending 31st December 2016**

The Audited Accounts for the year ended 31st December 2016 were tabled for discussion.

Chan Kok Kum required clarification on Sr Enda Expenditure (2016 expenses paid in 2017). Marianne explained the expense occurred in 2016 and payment was made in 2017. Kok Kum suggested for the entry to be worded as "Sr Enda Expenditure (2016 expenses to be paid in 2017)"

Profit from Touch N Go sales was RM5,600.00. Deborah clarified project was not meant to be a profit making project but to create more awareness for Assunta Alumni. Carmel shared that she loves her card and no longer has to fight with her spouse on Touch N Go card ownership.

Total income earned in 2016 was RM150,334.72. Total expenses was RM113,597.62 with a profit of RM36,737.10.

After a short discussion, it was resolved that the Audited Accounts for the year ended 31st December 2016 as tabled be received and noted.

The Financial Statements were proposed by Razlin Dawina and seconded by Yeoh Tjean Nee.

**6. Financial Statements for Sr Enda's Biography for the year ending 31st December 2016**

The Audited Accounts for the year ended 31st December 2016 were tabled for discussion.

There was not much income for this account compared to the previous year as total book sales and donations received were lower compared to 2015.

Several donations were made from the Bio account after consulting with and receiving Sr Enda's approval.

After a short discussion, it was resolved that the Audited Accounts for the year ended 31st December 2016 as tabled be received and noted.

The Financial Statements were proposed by Razlin Dawina and seconded by Yeoh Tjean Nee.

A note of thanks by the Treasurer, Marianne to the internal auditor, Yap Su Lin was recorded for auditing both sets of Financial Statements.

#### 7. **Past Year's Activities**

Deborah gave a short overview and explanation of the past year's activities which was available on the Alumni website.

She updated that the Board of Managers fundraising effort for SK Assunta 1 & 2's new desk & chairs was a success and thanked everyone who donated generously. Peggy added the primary schools also upgraded white boards and teacher's tables in every class with the excess funds raised.

A big thank you to Assuntarians who also successfully helped Assunta Secondary School raise funds for their Projector in every classroom project. Special mention was made for Class of '78 who raised RM2500 during the Alumni dinner in August 2016 and initiated an on the spot "passing the hat around" collection which saw a total of RM10000 (including what was raised by class of '78) being collected.

Next event organized by Alumni would be the Annual Breakfast with Teachers to be held as usual on the Agong's birthday which is on 3/6/2017 (this year).

Upcoming events organized by the school include ELDS Night (21/4/2017) and Sports Day (28/4/2017). Members should check out Facebook for announcements on these events.

Class of 87 is also organizing their 30th Anniversary Reunion in April 2017.

#### 8. **Resolutions passed to Amend the Assunta Alumni Rules & Regulations**

The following resolutions were made and unanimously passed by the floor FOR the following clauses amendments/inclusions after a thorough discussion. There were no votes against these resolutions.

##### Original Clause 4.2

Every application for membership shall be proposed and seconded by two (2) existing members and shall be forward to the Secretary who shall submit it to the Committee for approval. The Committee may at its discretion reject any application without assigning any reason therefor.

##### To amend Clause 4.2 as follows:

Every application for membership shall be supported either by proof of having attended Assunta Secondary or proposed and seconded by two (2) existing and paid up members or ex-Assuntarians and shall be forwarded to the Secretary who shall submit it to the Committee for approval.

New memberships may be accepted at any time, even during general meetings of the Alumni Association. However memberships must be subject to a 2 week processing period and these new members may attend and observe the alumni events and/or general meetings but may not participate in the decisions proposed, adopted at such general meetings including election of office bearers until the completion of the processing period.



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Original Clause 7.10

Registered and paid-up members who are unable to attend the Annual General Meeting be allowed to vote for office bearers via e-mail.

To amend Clause 7.10 as follows:

Registered and paid-up members residing outside of Selangor, Wilayah Persekutuan and Putrajaya who are unable to attend the Annual General Meeting be allowed to vote for office bearers via e-mail. Members' location of residence will be verified against their registered address in Alumni records prior to acceptance of vote.

Original Clause 7.4

The Secretary shall send a notice of meeting to all members at least 14 days before the meeting, an agenda including copies of minutes and reports, motions and nominations for the election of officers, together with the audited account of the Society for the previous year. Copies of these documents will also be made available at the registered address or place of meeting of the Society for the perusal of members.

To amend Clause 7.4 as follows:

The Secretary shall send a notice of meeting to all members at least 1 month before the meeting, an agenda including copies of minutes and reports, motions and nominations for the election of officers, together with the audited account of the Society for the previous year. Copies of these documents will also be made available at the registered address or place of meeting of the Society for the perusal of members.

Note: Reason for not allowing members living in Klang Valley to vote via e-mail is that there is a danger that there will not be a quorum for AGMs resulting in decisions and elections not being able to be carried out. Members need to be physically present at the meeting in order to establish a quorum.

**9. Appointment of Ballot Scrutineers**

The committee had requested Vivian Wan (1983) to be Election Chairman. Vivian requested for volunteers from the floor to be ballot scrutineers. The volunteers were as follows:

- 1) Chan Kok Kum (1966)
- 2) Sheila David (1983)
- 3) Crstyn Loo (1982)
- 4) Vivian Wan (1984)

**10. Election of New Committee for term 2015 – 2017**

Nominations for a new Committee were sent to the members in accordance with the notice period as stated in the Rules and Regulations of the Assunta Alumni and voting by secret ballot by the members present were conducted by the Joint Election Committee Chairpersons Vivian Wan and Sheila David and ballot scrutineers. Razlin handed over the online votes received via e-mail from overseas members to Sheila in a sealed envelope.

The candidates standing for the positions of President (Christina Chan Phaik May and Deborah Fiona Nonis) were allowed to address the floor before the voting began. The positions of Vice President, Secretary, Treasurer and 5 Committee members were unopposed.

At this point Deborah reminded the members that it was stated in the notice of AGM that nominees for the new committee, including unopposed candidates, have to be present in order to stand for election. However as the reason for Mirosha's absence was a family emergency, the attendees were asked to consider this extenuating circumstances and allow Mirosha to remain as committee member. All were in agreement.

Since there were no prior candidates nominated to fill in the 6th Committee member post, Kok Kum proposed the candidate who did not win the President post to fill up that position and was agreed by all present. Both Christina and Debbie were asked if they agreed to be the 6th Committee member should they not win the President post. Deborah agreed to be the 6th Committee member even though she would continue to contribute to the Committee as Immediate Past President. Christina declined to be the 6th Committee member if she did not win the President post as she would prefer to travel.

At this point, Sr Enda suggested to get an ex-Assuntarian from the 1990s onwards, to fill the final spot. There were 3 attendees from the 90s batch – Noremilia (1994), Chrishanne (1994) and Razlin (1995) and 1 attendee from 2000s – Tanya Ding (2011). Noremilia, Chrishanne and Razlin were already in the Committee. Tanya agreed to be the 6th Committee member when asked.

Voting took place for the President's post and there was a tea break while waiting for the scrutineers to count the votes. Dr Margaret Leow's ballot forms were torn in half as per procedure in full view of the attendees as she was on call and was called back on an emergency case before the voting took place. Sr Enda arrived just before the elections and before the tea break she cut a cake to celebrate her Feast Day which was on 21st March.

The results of the election were as follows:

President	Christina Chan Phaik May
Vice President	Angeline Koit (unopposed)
Treasurer	Marianne Rozario (unopposed)
Secretary	Razlin Dawina (unopposed)
Committee Members	Noremilia Izma Mohd Zaidun (unopposed)
	Chrishanne Sebastiampillai (unopposed)
	Mirosha Somasundram (unopposed)
	Yap Su Lin, Tina (unopposed)
	Yeoh Tjean Nee (unopposed)
	Tanya Ding (unopposed)

Vivian handed over the chairing of the meeting to the new President, Christina Chan after the election.

#### 11. Internal Auditors

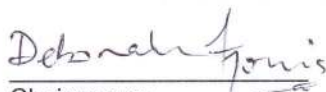
Volunteers were requested from the floor to be Internal Auditors for the next term.

Anushya Vijayanathan (1984) and Sue Yap (1978) volunteered to be auditors.


#### 12. Any Other Matters

There being no other matters arising the meeting was adjourned at 5.20pm with a vote of thanks to the Chair.

Confirmed and Signed as a correct record,



Chairperson  
Dated: 23 March 2017

  
Secretary

**Attendance – 23 March 2017**

1. Angeline Koit (1987)
2. Anushya Vijayanathan (1984)
3. Audrey Pittam (1964)
4. Bernadine Malini Martin (1984)
5. Carmel Dharmaraj (1979)
6. Carol Rozario (1982)
7. Chan Lai Yen (1977)
8. Cheah Sook Yuan (1977)
9. Chong Mei Leng (1977)
10. Choon Su-Yen (1989)
11. Chrishanne Sebastiampillai (1994)
12. Christina Chan (1977)
13. Claire Choo (1989)
14. Crystyn Loo (1982)
15. Deborah Fiona Nonis (1982)
16. Dina Rozario (1984)
17. Elizabeth Rozario (1977)
18. Grace Chan (1988)
19. Huee Cheau Eng (1977)
20. Kiran Dhaliwal (1982)
21. Kok Kum Chan O'Mullan (1966)
22. Lai Sim Ling (1977)
23. Liew Shiu Lee (1977)
24. Liu Peck Yee (1979)
25. Liu Poi Yee (1977)
26. Loke Yuen Kuan (1977)
27. Margaret Leow (1982)
28. Marianne Rozario (1976)
29. Ng Kwee Heong (1977)
30. Noremilia Izma M Zaidun (1991)
31. Ong Yean Hang (1977)
32. Razlin Dawina (1995)
33. Sandra Sathasivam (1977)
34. Sheila David
35. Shobana Sivalingam (1983)
36. Tanya Simone Ding (2011)
37. Tengku Zurina (1982)
38. Tjeannee Yeoh (1989)
39. Viola Chan (1979)
40. Vivian Wan (1983)
41. Winifred Chin (1981)
42. Yap Su Lin (1984)
43. Yap Suet Han, Sue (1978)