

SACEOS 40th AGM 2020 Minutes of Meeting

Date: 9 June 2020, Tuesday	Time: 1400 hrs – 1600 hrs
Venue: Live Webinar via SACEOS AGM@Convene	

s/n	Notes
1	<p>Commencement</p> <p>In observance of safe distancing measures and the COVID-19 (Temporary Measures) (Alternative Arrangements for Meetings for Registered Societies) Order 2020, Honorary Secretary Anthea Tan reiterated SACEOS was following the prescribed guidelines. In the members’ letter on 19 May 2020 circulated on AGM documents, the guidelines were articulated as such:</p> <ol style="list-style-type: none"> (1) A member can only attend the AGM by observing and listening to the proceedings of the meeting via a “live” webcast; (2) Members can submit questions via electronic registration or email and questions to reach SACEOS by 27 May 2020, 5PM (UTC +8) Singapore time; (3) All substantial and relevant questions will be addressed at the Annual General Meeting. Questions that concern a matter that is tabled for voting at the AGM has been addressed before the closing date for the lodgement of proxy forms; (4) Ordinary Members voted by appointing the Chairman of the AGM as the Ordinary Member’s proxy to vote by depositing the proxy form via electronic registration by 27 May 2020, 5PM. In appointing the Chairman of the meeting as a proxy, a member has given specific instructions with regards to voting, or abstentions from voting, in the form of proxy. All failures of clear instructions have been treated as invalid. <p>At 4.02pm, there were 50 persons representing 35 member organisations. She also welcomed representatives from STB and ESG as observers. With the quorum met, Hon Sec called the meeting to order and introduced the AGM panel :</p> <ul style="list-style-type: none"> ▪ Chairman of SACEOS 40th AGM : Aloysius Arlando, President ▪ Ralph Hendrich, Honorary Treasurer ▪ Bita Seow, Executive Director <p>In arriving at this inaugural virtual AGM, Hon Sec acknowledged the contributions of</p> <ul style="list-style-type: none"> ▪ Legal Advisor: Vicki Heng from Vicki Heng Law Group ▪ Internal Auditor: Dylan Sharma from Tricom Events ▪ Internal Auditor: Bibiana Lau from Suntec Convention Centre <p>who independently reviewed and audited the process to ensure that it satisfied:</p> <ol style="list-style-type: none"> 1) The compliance to Rule of Law & Safety; 2) The provision for members’ attendance, to exercise their rights to be heard and vote via electronic means; 3) The allowance of access as well as transparency to required parties; ensuring the necessary safeguards are in place and to validate the proxy forms and votes submitted.
2.0	Resolutions Reviewed & the Motion Passed
2.1	AGM Resolutions

	<p>Hon Sec highlighted that all resolutions voted was conducted by electronic poll and has been taken through proxy forms by the closing date, in accordance with the guidelines released by Registry of Societies on 27th April 2020.</p>
<p>3.2</p>	<p>Ordinary Resolution (1) : Adoption of SACEOS 5th May 2020 Extra-Ordinary General Meeting Minutes</p> <p><u>Hon Sec reported:</u> Total number of votes: 26 The number of votes “FOR” is 26 (this is 100 % of the total votes) The number of votes “AGAINST” is 0 The number of votes “ABSTAIN” is 0</p> <p>Based on the result, the Honorary Secretary declared that Ordinary Resolution 1 passed and adopted.</p>
<p>3.3</p>	<p>Ordinary Resolution (2) : Adoption of SACEOS 39th AGM Minutes 5th April 2019</p> <p><u>Hon Sec reported:</u> Total number of votes is 26. The number of votes “FOR” is 25 (this is 96 % of the total votes) The number of votes “AGAINST” is 0 The number of votes “ABSTAIN” is 1</p> <p>Based on the result, the Honorary Secretary declared that Ordinary Resolution 2 passed and adopted.</p>
<p>3.4</p>	<p>Ordinary Resolution (3) : Adoption of 2019 Financial Statement</p> <p>Hon Treasurer, Ralph Hendrich presented an overview:</p> <ul style="list-style-type: none"> ▪ Audited Accounts for Period 31 Dec 2019 Surplus net of tax S\$80,860 for the year ended on December 31, 2019. Compared to the year before, the reported result FY 2019 was lower. Despite the economic situation, Hon Treasurer opined that this positive post-tax result was commendable and attributed to the hard work of SACEOS Secretariat and SACEOS members’ continuous support ▪ SACEOS recorded an average revenue of S\$1.15 million over the four years, S\$1.146 million in cost. Leading to an average yearly surplus of S\$100,000 after tax ▪ Due to Singapore government changes on financial accounting rules, this has led to the reclassification of all office rental from ‘Expenses’ to ‘Borrowings’ on the balance sheet (reference Pg 6 Balance Sheet) which is positive on the trade receivables ▪ Total employee costs for FY 2019 (ca. 12.5%) increased year-on-year due to further build-up of SACEOS secretariat staff strength and increased average salary cost ▪ Improvement in net current assets and in liquidity (as per 31.12.2019): <ul style="list-style-type: none"> ○ Net current assets increased from SGD 641,478 in 2018 to SGD 666,353 in 2019 – a rise of ca. +4%.

	<ul style="list-style-type: none"> ○ Cash & cash equivalents as of December 31st of the year increased from SGD 163,565 in 2018 to SGD 211,714 in 2019 – an increase of ca. +29.4%. ▪ Net assets (net worth) increased by ca. 12% from SGD 667,355 in 2018 to SGD 748,215 in 2019 (NOTE: net assets increased by ca. 174% from SGD 430,786 in 2014). This reflected the continuous positive financial performance and status of the Association. <p>In his ending remarks, Hon Treasurer cautioned that the uncertainties caused by the pandemic will have a significant negative impact on SACEOS financial outlook for 2020. Despite the SACEOS Secretariat’s efforts to move the courses online, the reduction in ability to conduct physical classrooms, and physical events such as SMF, ABM, SMC will significantly reduce the association’s ability to generate income which are SACEOS’ tentpoles. The economic challenges have also dampened SACEOS membership renewals and acquisitions, curtailing another income source.</p> <p><u>Hon Sec reported the results for Ordinary Resolution (3) :</u></p> <p>Total number of votes is 26. The number of votes “FOR” is 25 (that is 96 %) The number of votes “AGAINST” is 0 The number of votes “ABSTAIN” is 1</p> <p>Based on the result, the Honorary Secretary declared that Ordinary Resolution 3 was passed and adopted.</p>
3.5	<p>President’s Report</p> <p>The agenda called for the President’s Report to be presented at this point.</p> <p>President Aloysius Arlando kicked off sharing that SACEOS has successfully update the Association’s mission and strategic objectives to enhance the value and support to the industry. The result was the formation of “3Cs” into SACEOS Mission,</p> <ul style="list-style-type: none"> ▪ Capability & Capacity – Building enterprises & workers capabilities & growth capacities ▪ Community – Extending our reach to extend our ability to serve a wider MICE & Events ▪ Commerce – Boosting opportunities for business development of the community <p>And the clearly defined objectives into the 5 Strategic Pillars, namely Community, Professional Development, Industry & Enterprise, Digital & Innovation, and Advocacy & Communications.</p> <p>SACEOS logo also took an updated look to embody the inclusive ambit and the strategic outcomes:</p> <ul style="list-style-type: none"> ▪ 5 core bodies of SACEOS (as represented by the rings), these being: MICEE (Meetings, Incentives, Conventions, Exhibitions and Events) ▪ the concept of Singapore being “The Little Red Dot” ▪ the rotational movements of the rings demonstrating Singapore’s MICEE global orbit <p>With that, the Exco focused on bringing our industry to the next level of growth.</p> <p>President elaborated the key highlights of 2019-2020 activities under “3Cs”.</p> <p>CAPABILITY & CAPACITY</p> <ul style="list-style-type: none"> ▪ Launched Event Security Program with UFI under Asia Executive Development Program ▪ Started work on a new degree program (BSc Event Management) with Singapore University of Social Sciences – status : under review by MOE, target release 2021

- Completed 5th edition of Singapore MICE Challenge in 2019 – a platform to nurture youth’s talent and creativity in MICE
- Signed “Service Industry Transformation Pledge” with WSG to transform the MICE workplace through the Service Industry Transformation Programme (SITP)
- Established workgroups for MICE Standards with BCA and Enterprise Singapore.
- Embarked on series of SME Clinics to ensure business fundamentals continues to be strengthened

BUILDING COMMUNITY: INTERNATIONAL & ADJACENT

- Building partnership with Global Associations. SACEOS was admitted to Joint Meetings Industry Council (JMIC) - 1st national trade association joining the community of a global body of the meetings and event industry
- SMF 2019 – SACEOS continues the dialogue by bringing the world leaders of Meetings Association in Singapore in order to tap on the collective wisdom to chart the next chapter of growth in the MICE Industry.
- Continued partnership with AFECA, other National Associations such as IEIA and other ASEAN community in order to strengthen our network and partnership and therefore get updated with solutions that are being thought as we confront the different challenges in the MICE community.
- Asia Community Building Pledge – To bring the ASEAN community together for all region to thrive. In times of good and crisis to depend and learn from each other to guide our Industry on challenging times.

COMMERCE

- Launched Meet SG WeChat with Tencent and STB.
- Conducted the 1st Open Innovation platform challenge together with IMDA.
- Asia Business Meet 2019 – putting the customer at core and the range of exceptional experiences. It has been well received and hoping to bring it back in the post-COVID situation.
- SMF – Bringing of SMF to the next level. Particularly focusing on the Design, Community Building and Digital. This will be the new corner stone as we explore ways to strengthen the returns of experience and engagement of our Industry of which our customers depend on.

HIGHLIGHTS OF THE YEAR 2020

- SACEOS 40TH Anniversary held 16 Jan 2020. Graced by SMS Chee Hong Tat of MTI, acknowledging the work of industry. More than 1,000 industry members attended event. A truly good reflection of the many good 40 years of milestones to celebrate.
- IBTMxSMF Partnership - MOU inked in Nov 2019 to establish SMF as part of the new IBTM Asia Pacific event in Singapore. Planned for April 2020, now re-scheduled to 2021.

COVID-19 PAUSED PLANS

- “SMF 2020 – To Do The Brave Thing” rescheduled to 2021
- “Rethink, Reinvention and Reflection” – a period for us to evaluate what our Industry business means for us to stay ahead. COVID-19 is certainly a crisis of the generation that had led to 4 national budgets.
- Using the timeline from 29 January 2020 to Present, President walked members through the various efforts SACEOS took to support the members. This included dialogues with

	<p>government officials, letter of appeals, presentations to appraise the government on the plight of our members. This brought about the targeted support that is needed to address the different level of pain points over the successive 4 national budgets. On these points, they were also in direct response to written questions submitted by member from CEMS, Mr Edward Liu.</p> <p>POST COVID RECOVERY & PREPARATION</p> <ul style="list-style-type: none"> ▪ President shared that the reopening and opening of the Singapore economy and businesses is being taken on a very gradual basis. These cautious steps are necessary to ensure firmly the road to recovery. President implored members to take this opportunity together with the support rendered to strengthen our abilities to thrive. As we go to the 3-phase opening, we need to think on how and what our businesses needs to thrive. Making full use of the physical and digital realms. ▪ President articulated 6 areas on how to reinvigorate the Industry. More importantly bringing in new level of support. <ol style="list-style-type: none"> 1. Taking the customer needs as a core 2. Getting business fundamentals and cash flow in order 3. Re-organising the supply chain in business 4. Rethinking our workforce 5. Embracing digital technology 6. Future of work means to the Industry ▪ To bring our industry from COVID to COVID-Safe World, SACEOS together with STB & ESG has embarked on establishing the Industry Resilience Roadmap work group. Comprising industry leaders and government officials, the IRR will work to sharpen focus and the new cornerstones of strengthening our industry for new normal. 5 sub-workgroups has been formed that will be working on the aspects 1) safe re-opening for businesses, 2) new businesses models, 3) digital foundation, 4) capabilities and 5) an event community network. <p>PRESIDENT’S REPORT CLOSING REMARKS</p> <p>To conclude, President thanked the members and SACEOS Secretariat for a good 2019.</p>
3.6	<p>SERVICE APPRECIATION REMARKS FOR OUTGOING 40TH EXECUTIVE COMMITTEE</p> <p>To the outgoing Executive Committee Members, President acknowledged them individually for their valuable contribution to SACEOS growth and development.</p> <p>The members from the 40th Executive Committee who have served and completed their terms:</p> <ul style="list-style-type: none"> ▪ Honorary Treasurer, Ralph Hendrich ▪ Vice President, Industry and Enterprise, Oscar Cerezales ▪ Vice President, Professional Development, Lloyd Tan ▪ Committee Member, Eunice Chua ▪ Committee Member, Nancy Tan <p>In addition, Hon Secretary announced two movements :</p>

	<ul style="list-style-type: none"> ▪ VP Community, Priscilla Leong has resigned from Agility and thus the Community role (2019-2021) she was holding will also be vacated. Agility has decided not to appoint a replacement. This requires the Exco to find a suitable replacement within the board which will be done after the appointment of 41st Exco. ▪ Committee Member, Daniel Powell will be replaced by Karen Ng from Kingsmen to continue the rest of the 2020-2021 term. <p>To the new members that will be elected as the 41st SACEOS Executive Committee, President encouraged all to bring SACEOS, the MICE Industry and the Singapore economy to greater heights and truly overcome this crisis with confidence.</p>
3.7	<p>ELECTION OF 41ST EXECUTIVE COMMITTEE</p> <p>Five positions were opened for nominations :</p> <ol style="list-style-type: none"> 1) Honorary Treasurer 2) Vice President for Industry and Enterprise 3) Vice President for Professional Development 4) Committee Member 5) Committee Member <p>Honorary Secretary reiterated the process SACEOS took in accordance with the Constitution article VII Nominations & Elections:</p> <ul style="list-style-type: none"> ▪ 21 Jan 2020 <ul style="list-style-type: none"> ○ Appointed Nomination Committee - Immediate Past President, Janet Tan-Collis, Honorary President, Rosalind Ng and Vice President, Veemal Gungadin. ○ “Call for Nominations” issued to members. ▪ 16 March 2020 - Closing date for nominations submission (extended from 11 Feb due to the emergence of COVID-19). ▪ 5 May 2020 - SACEOS EOGM. Clauses were reviewed and updated. A few days after, Nomination Committee reviewed the recommendation of candidates based on the updated Constitution 2020. ▪ 13 May 2020 – Nomination Committee presented final recommendation to Exco. ▪ 9 June 2020 – Annual General Meeting. <p>Hon Secretary announced 3 positions were uncontested – SACEOS received a single nomination for a single seat each, thus they were walk-overs.</p> <p>Based on the walkover, the Honorary Secretary declared the 3 appointments of the following candidates as adopted by the members :</p> <ol style="list-style-type: none"> 1) Honorary Treasurer Don Tsai, Director & Founder, First Wave Agency 2) Vice President, Industry and Enterprise Oscar Cerezales, Global EVP, Corporate COO, Asia Pacific Region, MCI GROUP 3) Vice President, Professional Development Richard Ireland, Managing Director, Asia, Clarion Events

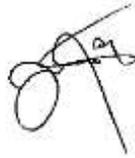
3.8	Ordinary Resolution (4a, 4b, 4c) : 2 Committee Members	<p>This is a resolution that requires SACEOS Ordinary Members to vote 2 out of the 3 candidates to be elected as Executive Committee Members. There were 3 nominees for 2 positions. The candidates nominated were : Resolution 4a: Grace Yang from Suntec Convention Centre Resolution 4b: Gerard Rodrigues from EXPO AV IN-SYNC Resolution 4c: Ivan Ferrari from Informa Markets</p> <p>The results for Ordinary Resolution 4a, 4b, 4c The two candidates that scored the highest number of votes were : Gerard Rodrigues of EXPO AV IN-SYNC Ivan Ferrari of Informa Markets</p> <p>Based on the result, Hon Sec announced that the elected candidates for Committee Members are Gerard Rodrigues and Ivan Ferrari.</p> <p>Grace Yang will be given the option to be a co-opted member on the 41st Executive Committee.</p>																																																		
3.9	41st Executive Committee Members (2020-2021)	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 5%;"></th> <th style="width: 30%;">SACEOS EXCO Position</th> <th style="width: 30%;">Name</th> <th style="width: 35%;">Company</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1</td> <td>President</td> <td>Aloysius ARLANDO</td> <td>Chief Executive Officer SingEx Holdings</td> </tr> <tr> <td style="text-align: center;">2</td> <td>Honorary Secretary</td> <td>Anthea TAN</td> <td>Director of Sales Marina Bay Sands</td> </tr> <tr> <td style="text-align: center;">3</td> <td>Honorary Treasurer</td> <td>Don TSAI</td> <td>Founder, Project Director First Wave Agency</td> </tr> <tr> <td style="text-align: center;">4</td> <td>Immediate Past President</td> <td>Janet TAN-COLLIS</td> <td>Chief Executive Officer East West Planners</td> </tr> <tr> <td style="text-align: center;">5</td> <td>Vice President, Industry & Enterprise</td> <td>Oscar CEREZALES</td> <td>Global EVP, Corporate, COO, Asia Pacific Region, MCI Group</td> </tr> <tr> <td style="text-align: center;">6</td> <td>Vice President, Professional Development</td> <td>Richard IRELAND</td> <td>Managing Director Clarion Events</td> </tr> <tr> <td style="text-align: center;">7</td> <td>Vice President, Advocacy & Communications</td> <td>Selina SINCLAIR</td> <td>Global Managing Director Pacific World</td> </tr> <tr> <td style="text-align: center;">8</td> <td>Vice President, Digital & Innovation</td> <td>Veemal GUNGADIN</td> <td>CEO Global Sign.In Pte Ltd</td> </tr> <tr> <td style="text-align: center;">9</td> <td>Vice President, Community (concurrent appointed by Exco at 1st meeting 24 June)</td> <td>Selina SINCLAIR</td> <td>Global Managing Director Pacific World</td> </tr> <tr> <td style="text-align: center;">10</td> <td>Committee Member</td> <td>Aik Cheong LOO</td> <td>General Manager CityNeon</td> </tr> <tr> <td style="text-align: center;">11</td> <td>Committee Member</td> <td>Gerard RODRIGUES</td> <td>Managing Director EXPO AV IN-SYNC</td> </tr> </tbody> </table>				SACEOS EXCO Position	Name	Company	1	President	Aloysius ARLANDO	Chief Executive Officer SingEx Holdings	2	Honorary Secretary	Anthea TAN	Director of Sales Marina Bay Sands	3	Honorary Treasurer	Don TSAI	Founder, Project Director First Wave Agency	4	Immediate Past President	Janet TAN-COLLIS	Chief Executive Officer East West Planners	5	Vice President, Industry & Enterprise	Oscar CEREZALES	Global EVP, Corporate, COO, Asia Pacific Region, MCI Group	6	Vice President, Professional Development	Richard IRELAND	Managing Director Clarion Events	7	Vice President, Advocacy & Communications	Selina SINCLAIR	Global Managing Director Pacific World	8	Vice President, Digital & Innovation	Veemal GUNGADIN	CEO Global Sign.In Pte Ltd	9	Vice President, Community (concurrent appointed by Exco at 1 st meeting 24 June)	Selina SINCLAIR	Global Managing Director Pacific World	10	Committee Member	Aik Cheong LOO	General Manager CityNeon	11	Committee Member	Gerard RODRIGUES	Managing Director EXPO AV IN-SYNC
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	13	Committee Member	Karen NG	Director, Strategic Accounts Kingsmen
	14	Committee Member	Kerry HEALY	Vice President Sales Accor Asia Pacific
4.0	<p>Ordinary Resolution (5) : Re-appointment of P.G. Wee Partnership LLP as external auditors.</p> <p><u>Hon Sec reported</u> Total number of votes is 26. The number of votes “FOR” is 24 (which is 92 %) The number of votes “AGAINST” is 0 The number of votes “ABSTAIN” is 2</p> <p>Based on the result, Hon Sec declared that Ordinary Resolution 5 is passed and adopted.</p>			
4.1	<p>Appointment of Internal Auditors</p> <p>Hon Sec announced that 2 members have stepped forward to volunteer to serve as “Internal Auditors for 2020-2021” in response to our call over a period of 3 weeks. There being no more contest for the 2 positions, she introduced SACEOS Internal Auditors for 2020-2021 as :</p> <ol style="list-style-type: none"> 1. Ms Michelle Lim, Managing Director of Reed Exhibitions, and, 2. Mr Jai Dhaliwal, Executive Director of Odyssey Concepts Pte Ltd <p>Honorary Secretary expressed her appreciation to both for coming forward and volunteering their services to be SACEOS Internal Auditors for 2020-2021. At this juncture, Honorary Secretary has concluded the business to be transacted at this AGM.</p>			
4.2	<p>Closing Remarks</p> <p>In his closing, President thanked the outgoing executive committee for their valuable contributions and the newly appointed members as the 41st SACEOS executive committee. President expressed his confidence in the new committee to bring together the Industry in our Association to the next level of growth and survival.</p> <p>He opined that 2020 is going to be a year of many firsts and a dawn of a new meaning, given that the whole world has closed and is now undergoing transformation. He urged everyone to take this opportunity to look on how we can continue to be emerge stronger for the next decade of growth. And through our unity and solidarity, look on how we can support each other during this unprecedented time. As we go through the industry resilience roadmap, the President expressed that the new initiatives uncovered will be the new foundation for our Industry to soar from.</p> <p>Being no other business, the SACEOS 40th Annual General Meeting ended at 1517hrs.</p>			

CONFIRMED BY



Aloysius Arlando
President



Anthea Tan
Honorary Secretary

CERTIFIED TRUE COPY

Aloysius Arlando
President

Cai Yu Jin
Honorary Treasurer