**BOARD OF MANAGEMENT MEETING NO. 17/T24-25 HELD AT JING RESTAURANT ON 23 SEP 2020 AT 1830HRS**

Present:

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| Ivan Loh | President |
| Patricia Tan | Vice President |
| Eve Lee | Honorary Secretary |
| Catherine Choo | Honorary Treasurer |
| Ivory Liew | Asst Honorary Treasurer |
| Judy Tan | Activity Chairperson |
| Jess Loo | Asst Public Relations Officer |
| Diana Duan | Asst Activity Chairperson |
| Estrellita Tay | Internal Auditor 2 |
| Jane Foo | Activity Committee |
| Gwee Soo Thong | Activity Committee |
| Cindy Koh | Activity Committee |
| Margaret Tan | Activity Committee |

Absent with apologies:

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| Doris Leong (retired) | Asst Honorary Secretary |
| Timothy Cheong | Internal Auditor 1 |
| Sue Quah | Public Relations Officer |

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| **S/No** | **Description** | **Action By** |
| **1** | **Confirmation of Last Meeting Minutes**  The minutes of last meeting was confirmed. | Info |
| **2** | **Treasurer Report**  Bank balance as at end July is $79,915.58 | Info |
| **3** | **Members Movement**   * Jess Loo joined M Social Hotel * Patricia Tan has resigned from Orchard Hotel, last day is 3 October 2020 | Info |
| 4 | **Activities**   * Exco members need to take photos for the 2021 ASH calendar. Date will be 5 October 2020 at Gardens by the Bay. * Activity team will discuss and proposed a year-end gift for all ASH members. | All  Judy & team |
| 5 | **Any Other Business**   * President requested Treasurer to seek 3 months extension for deferment of AGM with ROS. There is election of EXCO committee this year. * It was discussed and agreed that EXCO committee member should self exit from the chatgroup once he/she leaves the EXCO * President brought up the issue of whether stepped down President should still hold position in the EXCO committee. Meeting discussed and agreed that it should be allowed | Catherine  All to note  All to note |

There being no other matters, the meeting adjourned at 7.15pm.

Minutes taken by Vetted by

Eve Lee Ivan Loh

Honorary Secretary President