

**Minutes of Society of Otolaryngology Head and Neck Surgery, Singapore (SOHNSS)
17th Annual General Meeting 2023**

Date: Thursday, 20 April 2023

Venue: Hai Tien Lo, Pan Pacific Singapore

Attendance

1	Chan Ching Yee, Full Member	31	Valerie Tay, Full Member
2	Chan Kawi Onn, Full Member	32	Alex Tham, Full Member
3	Charn Tze Choong, Full Member	33	Xu Shuhui, Full Member
4	Nelson Chee, Full Member	34	Samuel Yeak, Full Member
5	Gerard Chee, Full Member	35	Yeo Seng Beng, Full Member
6	Dennis Chua, Full Member	36	Jenica Yong, Full Member
7	Celeste Ann Chua, Full Member	37	Yong Jui May, Full Member
8	Hsu Pon Poh, Full Member	38	Edward Zhang, Full Member
9	Huang Xinyong, Full Member	39	Zhu Runyu, Full Member
10	Isabelle Jang, Full Member	40	Rosslyn Anicete, Associate Member
11	Lynn Koh, Full Member	41	Alarva Victor III Aquino, Associate Member
12	James Kwek, Full Member	42	Jeremy Chee, Associate Member
13	Lee Tee Sin, Full Member	43	Hasmin Hannah Lara-Layno, Associate Member
14	Leong Zhou Hao, Full Member	44	Lee Pei Yu, Associate Member
15	Lim Chong Teck, Full Member	45	Michael Tay, Associate Member
16	Lim Keng Hua, Full Member	46	Yeo Wei Xin, Associate Member
17	Pau Lock, Full Member		
18	Low Mei Yi, Full Member		
19	David Low, Full Member		
20	Euan Murugasu, Full Member		
21	Christina Ng, Full Member		
22	Ng Chew Lip, Full Member		
23	Raymond Ngo, Full Member		
24	Kenneth Oo, Full Member		
25	Siow Jin Keat, Full Member		
26	Soma Subramaniam, Full Member		
27	Barrie Tan, Full Member		
28	Linette Tan, Full Member		
29	Vanessa Tan, Full Member		
30	Henry Tan, Full Member		

No. Agenda

The meeting was called to order at 1910hrs.

1 CONFIRMATION OF MINUTES OF THE 16TH SOHNSS AGM

Minutes of the last AGM was passed with no amendments. Proposed by Dr Lynn Koh and seconded by Dr Lee Tee Sin.

2 SOHNSS ANNUAL ACTIVITIES REPORT 2022

Dr Valerie presented the activities report from January to December 2022, which includes

- 16th Annual General Meeting, CME Webinar by Prof Robert Briggs & Fellowship Sharing by Dr Vanessa Tan on 26 April, Virtual
- Combined SOHNSS & Chapter of ORL CME Dinner Symposium on 04 July, Pan Pacific
- Annual Sports Day on 24 September, Turf City
- 4th SOHNSS & Chapter of ORL Annual Scientific Meeting (Facial Plastic Surgery) on 01 October, Novotel on Stevens
- Social Event: 25hours Wine Appreciation Masterclass

SOHNSS had also supported 7 CME applications in 2022.

SOHNSS is now nation member of the followings societies:

- ASEAN Otorhinolaryngological Head & Neck Federation
- International Federation of ORL Societies
- International Federation of Head and Neck Oncologic Societies

As of 31 December 2022, there are 96 full members, 42 associate members and 2 life members.

This activity report was unanimously approved by the house. Proposed by Dr Charn Tze Choong and seconded by Dr Barrie Tan.

3 SOHNSS ANNUAL FINANCIAL REPORT 2022

- 3.1 The audited financial report for year 2022 was presented by Hon. Treasurer, Dr Tze Choong, with a surplus of S\$16,442.89.
- 3.2 Dr Tze Choong also reported the financial statement for ASEAN ORL Federation on behalf of Dr Song Tar, as the account is kept under the auspice of SOHNSS.
- 3.3 The financial reports were approved with no questions. Proposed by Dr Valerie Tay and seconded by Dr Soma Subramaniam.

4 ANNUAL SCIENTIFIC MEETING 2022

- 4.1 Dr Valerie reported that a physical annual scientific meeting was held on 01 October 2022. The theme was Developments in Asian Facial Plastic and Reconstructive Surgery.

A total of 63 members attended the meeting and the finalised surplus of the event is \$17,477.

- 4.2 Meanwhile, she also informed that the next ASM will take place on 27 May 2023, at the Raffles City Convention Centre. Theme for this year's meeting is "Sleep: Not Always a Bed of Roses".

5 FIXED DEPOSIT

- 5.1 At the last virtual AGM, the house suggested exploring SSB & T-bill as an alternative to fixed deposit due to the low interest rate.

- 5.2 Dr Valerie updated that the EXCO explored various investment channels. Unfortunately, the Singapore Saving Bonds are open to individual investors only. And due to compliance issues, the society is not allowed to proceed with other investment products as the society constitution did not indicate any conditions for investment.

- 5.3 Hence, the committee has decided to withdraw the principle and interest from the current fixed deposit account and deposit a fresh fund of \$200,000 into MayBank to lock the current interest rate of 3.0% for 24 months.

- 5.4 For future investment purpose, the committee proposed amending the constitution by including an investment clause. However, the house decided to keep the investment to fixed deposit only as the society is not aiming at generating profit.

6 ELECTION OF OFFICE BEARERS

The office bearer for 2023 – 2025 are as follows:

Officer Bearers	EXCO for 2023/2025	Proposed By	Seconded By
President:	Soma Subramaniam	Valerie Tay	Lee Tee Sin
Vice President:	Charn Tze Choong	Soma Subramaniam	Valerie Tay
Hon Secretary:	Ng Chew Lip	Lee Tee Sin	Charn Tze Choong
Hon Treasurer:	Lynn Koh	Soma Subramaniam	Valerie Tay

The new office bearers will co-op EXCO members separately as some of the interested members were not present at the meeting.

7 ELECTION OF INTERNAL AUDITORS

In accordance with Constitution Article 10.1, an internal auditor should not hold office for more than a term. Current internal auditors, Dr Huang Xinyong & Dr Jeevendra Kanagalingam will step down.

Newly appointed internal auditors for 2023 – 2024 are Dr Chan Kwai Oon and Dr Edward Zhang.

Dr Valerie proposed a vote of thanks to Drs Xinyong & Jeevendra for auditing the society account.

8 INTRODUCTION OF NEW MEMBERS

Dr Valerie took the opportunity to welcome new members, who have joined the society after their exit exam.

They are Dr Isabelle Jang (SGH), Dr James Kwek (Navy Medical Service), Dr Yong Jui May (NUH) and Dr Zhu Runyu (SKH). The new members did a brief self-introduction at the meeting.

9 OUTGOING MEMBERS

Dr Valerie presented a certificate of appreciation to all outgoing EXCO members. A vote of thanks to the President was recorded.

10 ANY OTHER BUSINESS

Dr Valerie informed that the Singapore Tourism Board wrote in to the society, asking if SOHNSS would be interested in hosting the World Congress of the International Federation of Head and Neck Oncologic Societies. She highlighted that the next series will be 12 years down the road, it would be difficult to organise any concrete decision now. However, she has brought forward this to the Head & Neck fraternity for them to further discuss.

There being no other business, the meeting adjourned at 2000hrs.

Minutes prepared : Ms Shirley Tay (Secretariat)
Minutes vetted : Dr Ng Chew Lip (Hon. Secretary)
Minutes approved : Dr Soma Subramaniam (President)