

IMechE Singapore Branch
c/o School of Mechanical & Aerospace Engineering
Nanyang Technological University
50 Nanyang Avenue
Singapore 639798

Minutes of 22nd Annual General Meeting of the Institution of Mechanical Engineers, Singapore Branch, held at the Tanglin Club on Friday 17th March 2017.

Meeting Call to Order

The Chairman, Mr Yeap Boon Hooi, called the meeting to order at 7.00 pm, with a quorum reached at 47 members present.

Approval of Minutes of the 21st AGM held on 1st April 2016

The minutes of the 21st AGM were approved.

Proposer: Graeme Britton

Seconder: Poi Sik Tan

Branch Chairman's Annual Report

The Chairman presented a report on the branch activities over the proceeding 12 months. There had been a total of 26 meetings and other events. Notable highlights include the Christmas meeting talk from John Wallace of Dyson on the 7th December 2016, which had 61 attendees. David Hardacre of Lloyd's register gave a well received talk on Additive Manufacturing on the 7th March 2017. There were two joint talks with GAS; the first on the 23rd November discussing the future supply of natural gas for Singapore and its development as an LNG hub. The second on the 12th Jan 2017, a talk from B&V on the development of FLNG. The branch had technical visits to the MPA Port Operation Control Centre on the 21st October and the Sports Institute at Singapore Sports Hub, on the 17th February. A focus on membership development resulted in three membership talks; on the 5th April at The University of Glasgow on the routes to Professional Development, on the 30th November to Rolls-Royce as part of their "career conversation" seminar, and on 20th January again at the University of Glasgow for a talk on student membership and setting up a Student Chapter.

Regional events included the SEAR handover meeting, when the outgoing chairman PE Chong handed over to Mathew Thomas, this was held in Singapore at the Park Hotel, 20-21 April. The meeting was also attended by Singapore branch representatives, Ivan Tam and Clive Ford, as well as the Malaysia Branch Chairman.

Boon Hooi informed members that the IMechE has recently appointed a full time local Business Manager for South East Asia, Mr Zen Teng, who will be based at the IChemE offices in KL.

The Branch held our SOFE local heat on the 4th October, which was won by Smrithi Keerthivarma and runner up Kent Lin Yeyang. Kent subsequently won the regional SOFE, which was in KL on the 15th October and he went on to represent SE Asia at the International SOFE, which was held on the 26th Feb, again in KL, where he was placed 3rd.

There were several visits by staff of IMechE HQ to the branch during the year. Stephen Tetlow and Jo Horton were here on the 14th July and met with committee executive members; the main topic of discussion was the plan by the IMechE to appoint a local representative in the region and discussions on whether to co-locate with another Institution and where. On the 9th and 10th February, the current

President, Jon Hilton, visited Singapore and gave the George Stephenson Lecture at NUS to an audience of over 100 attendees. Additionally the President made courtesy visits to Dyson, Rolls-Royce and the University of Newcastle (SIT /Ngee Ann Polytechnic campus).

During the year the branch has supported a number of events organised by other Institutions; this includes the IChemE hazards conference, 16 – 18 May 2016, where members received a discount. IMarEST also offered members a discount at their OSV conference on the 8-9 September. On the 13th February, IMarEST invited IMechE members to their Lord Kelvin lecture by Past President, Frank Mungo, in which he predicted a presentation by the President of IMarEST in 2100 looking back on developments in maritime technology during the 21st century.

NTUC have invited IMechE to participate in their U-Associate programme. The objectives of U-Associate are to extend NTUC representation to professional organisations representing the interests of Professionals, Managers & Executives (PMEs). The Chairman asked for any comments from the members and other than to seek assurance that this would not result in a cost to the branch, there were no concerns raised.

There were 5 committee meetings during the year, the discussions have focussed around member activities, including events, regional developments, and membership growth.

The membership of the branch has been stable with a small increase in the number of members since the last meeting. There has been some decrease in the number of affiliates, it is likely these are ex-student affiliates graduates who have not converted to fee paying members after graduating.

Membership update

39 fellows
175 Members
100 Associates
197 Affiliates

The Hon. Secretary has identified that a large number of the local members (159 as of 20 Septemeber 2016) cannot be contacted by the branch either by email or post, as they have chosen not to receive news on events from the IMechE. The committee believes that this is inadvertent in most cases and the Chairman encouraged members to help to find members who are not receiving news from the branch.

The branch is making a concerted effort to increase the pool of PRI Assessors available, there are currently only 4 assessors with up to date training. We have had 6 new volunteers come forward after a recent call for volunteers and with the revalidation of training for some of the existing assessors, this should bring the pool up to a more reasonable level to ensure the workload is not all on just a few. It was welcome news that IMarEST have offered to provide the use of their meeting room to conduct PRI Interviews. In 2016, there were 6 PRI's (5 CEng, 1 IEng). To date in 2017 there have been 10 PRI.

The outgoing committee has also made a push to develop a full calendar of events for 2017 and there is a strong Programme of events lined up and intention to keep this look ahead going through to 2018 and beyond.

Honorary Treasurer's Report

The Honorary Treasurer, Dr John Heng, presented his report, a copy of which was provided to members. The closing balance on 31 December 2016 was \$16,023.26. (this excludes the second tranche of 2016 income of \$6044.76 from the IMechE HQ which was received in 1st January 2017). This is recorded as a receivable (amount owing from IMechE HQ) under the income and expenditure statement.

The bank movement for FY2016 is as follows:

Bank Movement for FY2016

1 Jan 2016 Bank statement	\$22,901.09
Income	\$12,982.82
Expenses	-\$19,860.65
31 Dec 2016 Bank statement	Total
	\$16,023.26

It was noted that the branch income would further reduce in 2017 due to the weak pound and a slight reduction in the GBP allocation, our income expected in 2017 is £8,400, about S\$14,400 at current exchange rates.

The Honorary Treasurer thanked Honorary Auditors Dr Cheah Kean Wee and Prof. Graeme Britton for auditing the accounts.

Election of Officers and Committee Members and Appointment of Honorary Auditors

Position	Name
Chairman	Yeap Boon Hooi
Vice Chairman	Clive Ford
Honorary Secretary	Chia Chun Wah
Honorary Treasurer	Cheah Kean Wee
Asst Hon Secretary	T. Kumaresan
Committee	Lim Song Hau
	Chris Poczka
	Chu Xiangnan*
	John Sears
	Ivan Tam
Young Member Rep	Alex Stergiou

* Chu Xiangnan agreed to step in to replace John Heng who wished to retire from the committee due to his other commitments and urged for one of the members present to volunteer. The new committee was presented to the meeting. Since there was only one nomination for each position, the motion was carried by acclamation.

All the above nominations were approved unanimously by the meeting.

The following members were nominated for appointment as Honorary Auditors:

Auditor 1: John Heng	Auditor 2: Patrick Carey
Proposed: Ivan Heng	Proposed: Graeme Britton
Seconded: Clive Ford	Seconded: Tony Martin

The Chairman declared the election process closed.

Vote of Thanks to Outgoing Committee

The Chairman motioned a vote of thanks to the outgoing committee for their relentless effort in steering the branch during this tenure.

Close of Meeting

There being no other business, the Chairman declared the meeting closed at 8.00pm.

Recorded by:

Confirmed by:

Clive Ford
Hon Secretary, Singapore Branch

Yeap Boon Hooi
Chairman, Singapore Branch