

# PRIMETIME BUSINESS AND PROFESSIONAL WOMEN'S ASSOCIATION ("PrimeTime")

(Registered as a non-profit association with the Registry of Societies in Singapore)

## MINUTES OF ANNUAL GENERAL MEETING (AGM)

**Venue:** Voco Orchard Singapore, 581 Orchard Road, 238883

**Date/Time:** 13th April from 6.30pm to 9.00pm (SGT)

**Present:** As per Attendance List

**Directors of the Board:** President, Angela Low  
Vice President, Susan Rogers  
Treasurer, Florence Bostyn  
Events Director, Anna Ong  
Partnerships Director, Ayse Korkmaz,  
Marketing Director - Internal, Fernanda Nidecker  
Marketing Director - External, Tavy Cussinel  
Memberships Director - Shannon Pinto  
Programmes Director - Julie Kenny

**Absent with Apologies:** Secretary, Danielle Bateman

### 1. Welcome Address

Susan Rogers opened the formal meeting on behalf of the Secretary at 7.40pm, after an hour of dinner and networking. She welcomed all members, volunteers, SIG Co-chairs and Board Members present.

### 2. Call to order

After ascertaining that a quorum was present, Susan called the meeting to order at 7.45 pm and presented the agenda for the meeting:

The AGM Agenda

- Registration
- Dinner & Networking
- Welcome Address
- To confirm the Minutes of the AGM held on 28 April 2022



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Angela Low, President



Susan Rogers, Vice-President

- To receive the President's Report including Annual Report the Board for 2022/2023
- To receive, and if approved, to pass the Financial Statements for the year ended 31 January 2023
- To re-appoint Messrs. Edwin Tay & Co as Auditors for the following term 2023/2024
- To consider, and if thought fit, to pass the proposed PrimeTime Constitutional Amendments
- Any Other Business
- Volunteer Recognition
- Meeting Closes

No additional agenda items were brought forward by members.

Susan then called for a vote through real-time polling using Mentimeter to pass the minutes of the last AGM in 2022.

### **Ordinary Resolution 1 — To confirm the minutes of the AGM held on 28th April 2022**

No questions or comments were received regarding this resolution.

RESOLVED THAT the minutes of the AGM held on 28th April 2022 were passed unanimously.

### **3. President's Report**

Angela Low presented the President's Report. She opened with reflections on the last Annual General Meeting which was held with some social distancing measures in place due to COVID, and commented on how grateful PrimeTime members have been to meet for in-person events again since then.

The Board began their term with some vacancies; these were filled within the first few months and we now have a full Board. The President presented the members of the 2022-24 Board and shared the highlights of 2022 with an underlying focus on members first. This year, different event formats were adopted, from Fireside Chats to Workshops, to Panel Discussions and Keynote Talks. The outreach programme has undergone a revival this year since we were no longer in covid times. One key focus of the board has been to engage more with volunteers especially SIG leaders to ensure we work better as a volunteer team.

Angela thanked the previous website teams who were responsible over the past 4 years in ensuring that a new efficient interactive website is now up and running for the benefit of PrimeTime members.



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She also thanked Susan Rogers for playing a key role in the 25th anniversary party, reminding everyone that 2022 had been a milestone year for the PrimeTime community.

Angela then thanked the volunteers with deep gratitude, highlighting that PrimeTime is a 100% volunteer-led organisation and without them we would not be where we are today. She finally thanked members, past and present volunteers, and partners for their ongoing support.

As the President's report is also available for download on the website, Angela summarised the important contribution that each of the Board members has delivered over the past year, before sharing the agenda for the Board Reports. She then opened the floor to the Board members to present their individual reports.

#### **4. Membership Report**

The membership report was presented by Shannon Pinto, Membership Director. She shared the membership growth in the period 2021-2022, with a 15% increase in membership. The membership continues to grow this year with a total of 29 new/renewed memberships to date. She also shared the demographics and nationalities of the membership base using the 2022 survey data.

Last year the new members' platform, GlueUp, was launched, and the community space was launched on the platform earlier this year to connect members. Shannon summarised the use and benefits of the platform and encouraged members to download it if they haven't already done so.

She then presented some insights from the member survey and the steps taken based on the feedback from members. Shannon also highlighted a couple of members benefits eg AAS and use of the The Great Room facilities. She also reiterated some volunteer benefits ie AmCham membership and encouraged more members to consider volunteering.

#### **5. Events Report**

The Events Report was presented by Anna Ong, Events Director. She summarised the new events that had been run based on the feedback from the Membership Survey. The events offered to members now include varied 2nd Thursday event formats with informal settings, and an increased number of Special Interest Group events including more Social events eg Boxing and Breakfast and Decision Making through Poker.

She presented data on how many of each type of event were run last year and the topic highlights. Introducing paid tickets for Coffee Connections events has improved attendance rates.



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The Events Director shared a reminder that anyone who has ideas on new events to empower members can suggest them to the Events Team. She then shared what events are coming up for the rest of this year.

## **6. Programmes Report**

The Programmes report was presented by Julie Kenny, Programmes Director. She summarised the programmes that were run in 2022 on Leadership and Personal and Career Development. Several successful outreach activities were run including a successful Christmas box appeal and a recent Food Bank support day. A beach clean-up is planned for June. The upcoming programmes were also shared.

Based on feedback from the Membership Survey, members were looking for more outreach opportunities which has been a key challenge. The outreach focus this year has been to find a long-term partner due to the sheer time it takes to build momentum when looking for a suitable charity to work with. The Programmes Team is in the process of organising opportunities with Chen Su Lan Methodist Children's Home, with events for staff mindfulness, children meal etiquette, and children entrepreneurship. Julie also called out to the Special Interest Group members to help with the outreach programmes.

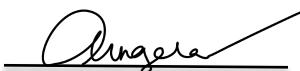
## **7. Partnerships Report**

The Partnerships report was presented by Ayse Korkmaz, Partnerships Director. She shared the 25<sup>th</sup> Anniversary Party partners that supported the event (through providing goodie bags, invitations etc.).

She then shared an overview of the PrimeTime partner organisations in 2022 which included Work Central, The Bulletin Box and KeyNote Women Speakers. The main purpose of the Partnerships Team is to provide member benefits, which has led them to explore alternative partnerships to improve the offering to members. The new partners in 2023 were presented, along with the benefits they are providing and how members can access these benefits. These include The Great Room, White Sails Yachts and American Association of Singapore. There are some other new partnerships in the pipeline. Details of all PrimeTime's partners and their events will be published on the Partner Events page on GlueUp.

## **8. Treasurer's Report**

The Treasurer's Report for the financial results of the past year was presented by Florence Bostyn, Treasurer. The restrictions due to COVID last year affected finances, and the year ended



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in a loss of \$29,000. Event fees were increased due to the increase in costs with resumption of in-person events. The upgrade of the website was also a significant expenditure for the past fiscal year. Florence shared that 2022 was an unusual year, but PrimeTime is still in a good position financially.

A question was raised by PrimeTime's founder, Juanita, about reserve funds. The Treasurer shared that funds in reserve were at around \$76,000 which is similar to the last couple of years.

One member asked whether PrimeTime has any corporate support. Florence Bostyn mentioned that there is a corporate membership package available but we currently do not have any corporate registrations.

Another member enquired about how ideas on events can be put forward. The Events Director shared her email address.

After no more questions being raised, the Vice President, Susan Rogers, called for a vote through the polling app for the following resolutions:

**Ordinary Resolution 2 - To receive the President's Report including Annual Report of the Board for 2022/2023**

RESOLVED THAT the President's report including annual report of the Board was received and adopted and the resolution was passed by majority vote of 30.

**Ordinary Resolution 3 - To pass the Financial Statements for the year ended 31 January 2023**

RESOLVED THAT the Financial statements for the year ended 31 January 2023 were received and adopted and the resolution was passed by majority vote of 27.

**Ordinary Resolution 4 - To re-appoint Messrs. Edwin Tay & Co as Auditors for the following term 2023/2024**

No questions or comments were received regarding this resolution.

RESOLVED THAT Edwin Tay & Co. were to be re-appointed as Auditor of PrimeTime and the resolution was passed unanimously.



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## **9. Review of the Constitutional amendments**

Susan Rogers presented proposed changes to the current Constitution. She shared the background on why the Constitution was being reviewed, explaining that the last major review was in 2017 and a quick change to allow for electronic voting due to COVID was done in 2020. As such it was about time that we relook the current Constitution and keep it relevant. She then outlined the process of Constitutional amendments, with the changes grouped into 4 categories. Susan summarised the proposed changes in each category.

The changes include:

- Membership changes: More emphasis on what Honorary Membership means and removal of Overseas or Alumni membership due to no uptake.
- Board Operation changes: changing the financial year to be in sync with that of the Board term. Reducing the term-of-office of Board members from 2 years to 1 year.

One member asked for clarification on what Honorary Membership means. This is awarded at the Board's discretion.

PrimeTime's founder, Juanita, asked about the reasons behind the change in date of the financial year and whether the financial reports would be shared at the Annual General Meeting. Angela Low responded that the audited financial report will not be available at the time of the Annual General Meeting, but the unaudited financial statements before the year ended will be shared at the AGM. The audited financial statements would be shared with the members when it's ready.

After all questions were answered, the Vice President called for a vote through the polling app to pass the Constitutional amendments for the new financial year.

## **Ordinary Resolution 5 - To pass the proposed PrimeTime Constitutional Amendments**

RESOLVED THAT the Constitutional amendments for the year 2023- 2024 were received and adopted and the resolution was passed by majority vote.

## **10. Volunteer Recognition**

Susan individually thanked and recognised each of the volunteers and called those in attendance up on stage to receive a PrimeTime pin as a token of appreciation. A group photo was then taken. Afterwards she announced the open positions across different volunteer teams and invited members to consider volunteering with PrimeTime.



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Angela then awarded PrimeTime's founding member, Juanita Woodward, with Honorary Life Membership and thanked her for her incredible contribution. Juanita thanked the Board for the recognition and shared the value of the PrimeTime community especially during the last 2 years of COVID. She reiterated that PrimeTime has always been a volunteer-led organisation and encouraged members to get involved in volunteering. Finally, she congratulated everyone on all the work this year.

## **11. Meeting closes**

The President closed the meeting at 8.55pm.

### **Appendix: Attendance List:**

Adelphia	Lim
Susan	Rogers
Mandy	Irvine
Sue	Lightfoot
Angela	Low
Louisa	Pattison
Julie	Kenny
Florence	Bostyn
Ayşe	Korkmaz
Valerie	Leong
Thanh Tuyen	Tran Nguyen
Shannon	Pinto
Tavy	Cussinel
Inga	Polec
Mangla	Sachdev
Miriam	Acquaah-Harrison
Juanita	Woodward
Milita	Dsilva
Helen	Wang
Anna	Ong
Fernanda	Nidecker
Aurelie	Prigent
Pieta	Jordan
Katarzyna	Sienkiewicz
Nadine	Nached
Anni	Wang
Nithia	Devan



Karen	Prager
Monika Patricia	Sturm
Eliza	Jiang
Edmee	Wrigley
Arishta	Khanna
Aurelie	Hansler
Shubhada	Bhave



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Angela Low, President



Susan Rogers, Vice-President



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