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PERSATUAN HIGIEN INDUSTRI MALAYSIA (MALAYSIAN INDUSTRIAL HYGIENE ASSOCIATION) (MIHA)

MINUTES OF 5<sup>TH</sup> ANNUAL GENERAL MEETING

DATE: 8<sup>th</sup> March, 2007

TIME: 11:00am – 12:30 pm

VENUE: Corus 1, Corus Hotel, Kuala Lumpur

PRESENT:

FULL Member

- |   |                         |                             |
|---|-------------------------|-----------------------------|
| 1. Alfred Manai Luang                       | 2. Azhar Masadi         | 3. Daryl Low                |
| 4. Fadzil Osman                             | 5. Ivy Ng Siok Ean      | 6. Khairuddin Hairan        |
| 7. Mimala Arasaratnam                       | 8. Lim Geok Tian        | 9. Zainal Mubarik Zainuddin |
| 10. Normahani Harun                         | 11. Ridzwan Hj. Hussain | 12. Wan Sabrina Wan Mohamad |
| 13. Zulfikar Said                           | 14. Mohd Azmi Ali       | 15. Patsy Chia              |
| 16. Abd. Rahman Hashim                      | 17. Norhazlina Mydin    | 18. Ng Wei Kiang            |
| 19. Dr. Chin Teen Teen                      | 20. Zaiton Shariff      | 21. Lee Choong Loui         |
| 22. Tn. Hj. Ir. Abu Bakar Che Man (Advisor) |                         |                             |

27% Attendance of Full Members.

ASSOCIATE Member

- |                 |                 |                  |
|-----------------|-----------------|------------------|
| 1. Malik Hamzah | 2. Jessica Chan | 3. Kim Kek Seong |
| 4. Ivan Tan     | 5. Richard Tan  | 6. Zaidi Ayub    |

1. Meeting was called to order by the President, Zainal Mubarik Zainuddin at 11:20am as soon as quorum was fulfilled.
2. Zainal welcomed everybody to the 5<sup>th</sup> MIHA AGM and went through the agenda for the day.
3. The 4<sup>th</sup> MIHA AGM minutes were presented and accepted by all attendees.
4. A report on the running of MIHA since 1<sup>st</sup> April 2006 until 7<sup>th</sup> March 2007 was presented by the Honorary Secretary, Mimala Arasaratnam. Details of the report were provided to all attending members in a booklet entitled "MIHA 2006 Annual Report"
5. The Honorary Treasurer, Lim Geok Tian then presented the annual financial report. He reported that MIHA has a balance of RM91,754.73 at the closing of accounts. The financial records were audited by the appointed auditors for the year, Ivan Tan Kean Yok and Patsy Chia and were found to be satisfactory.
6. Zainal informed everyone that last year's proposal to amend the constitution was approved and is now in effect. As such, this year's election will be for the posts of 7 Ordinary Committee Members only. The post of President, Vice

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President, Honorary Secretary and Honorary Treasurer will not be contested this year.

7. Tn. Hj. Ir. Abu Bakar Che Man was proposed as Election Chairman and accepted by all attendees.
8. Zainal Mubarik introduced the 2006 Ordinary Committee Members to the attendees.
9. Zaiton Shariff proposed to retain the entire 2006 committee. However, Wan Sabrina mentioned that there are some committee members who have voiced out difficulties committing their time & effort to the committee. Noormahani Harun suggested that the attendees refer to the attendance percentages of the current committee as specified in the annual report to determine who to nominate. After this discussion, the attendees unanimously agreed to have a fresh election instead of reinstating the entire 2006 committee.
10. Only full members were given the power to vote for the committee. The attendees also agreed that even members who are not present can be nominated. The proceedings from the Committee Election are stated below.

#### Voting

##### Ordinary Committee Members

The following full members were nominated as ordinary committee:

- |                        |   |
|------------------------|---|
| 1) Fadzil Osman        | : Proposed: Wan Sabrina<br>Seconded: Khairuddin Hairan          |
| 2) Ridzwan Hj. Hussain | : Proposed: Alfred Manai Luang<br>Seconded: Mohd. Azmi Ali      |
| 3) Alfred Manai Luang  | : Proposed: Daryl Low<br>Seconded: Abd. Rahman Hashim           |
| 4) Daryl Low           | : Proposed: Ridzwan Hj. Hussain<br>Seconded: Alfred Manai Luang |
| 5) Marina Zainal Farid | : Proposed: Zaiton Shariff<br>Seconded: Wan Sabrina             |
| 6) Azizin Zainuddin    | : Proposed: Abd. Rahman Hashim<br>Seconded: Fadzil Osman        |
| 7) Zaiton Shariff      | : Proposed: Ivy Ng<br>Seconded: Khairuddin Hairan               |
| 8) Normahani Harun     | : Proposed: Zainal Mubarik<br>Seconded: Khairuddin Hairan       |
| 9) Ivy Ng              | : Proposed: Jessica Chan<br>Seconded: Daryl Low                 |
| 10) Dr. Chin Teen Teen | : Proposed: Zulfikar Said<br>Seconded: Norhazlina Mydin         |

Khairuddin proposed nomination closed and was seconded by Jessica.

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All Full Members were given voting paper to submit their vote. Votes were counted by MIHA's executives, Kayrul Hidayah & Azrul Hakim, and witnessed by Lim Geok Tian.

The following members were elected to be the Ordinary Committee members for 2007 term. Their individual portfolios will be determined in the subsequent committee meeting.

- 1) Marina Zainal Farid
- 2) Azizin Zainuddin
- 3) Ridzwan Hj Hussain
- 4) Daryl Low
- 5) Fadzil Osman
- 6) Alfred Manai Luang
- 7) Zaiton Shariff

Normahani, Ivy Ng & Dr. Chin Teen Teen were co-opted as Ordinary Committee Members.

11. Election of Auditors were then performed. Khairuddin nominated to retain both the current auditors - Ivan Tan and Patsy Chia. Zaiton seconded the nomination and was agreed by all attendees.
12. The meeting was then handed back to Zainal Mubarik as the President of MIHA for 2007 term.
13. No proposals for amendment to the constitution were received.
14. A short discussion was held for questions and answers
  - a. Malik Hamzah asked what special projects were done in 2006. Zainal briefed the attendees that this portfolio was held by Dr. Jalaluddin Dahalan and 3 projects are underway. The 3 projects are
    - i. Korean Study Trip in collaboration with KOSHA which is in planning stage and planned for April or May 2007. The trip will involve a week long IH skills training workshop in the Korean Institute of OSH, a tour of Seoul.
    - ii. Consolidation of IH labs into 1 database which includes verification, quality checks and endorsed by MIHA so that members can refer to it to get IH lab analysis.
    - iii. Deakin PostGraduate Program – to make arrangements to bring this 2 week practical training program to Malaysia for local IH practitioners. It involves 20 practical sessions. The setback is in getting a local facility with the right infrastructure. At the moment, the committee is trying to get Prof. Deakin to visit Malaysia in order to sort out this problem.

- b. Zaiton commented that MIHA is still not very well known in Malaysia and Zainal mentioned that it would be the job of the next Committee Member under the portfolio of Promotions to promote MIHA.
- c. Abd. Rahman commented that recently there were a few administrative directives from DOSH that pose some difficulties to assessors and IH practitioners. He suggested that DOSH should actually seek the opinion of MIHA through it's members before publishing such directives. Zainal suggested that MIHA may try to organize a Forum between members and DOSH to voice out and discuss these difficulties.

Meeting adjourned at 12:30pm

Minutes prepared by:

Mimala Arasaratnam

Reviewed by:

Zainal Mubarik Zainuddin, President