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

MINUTES OF 7<sup>TH</sup> ANNUAL GENERAL MEETING

DATE: 27<sup>th</sup> March, 2009

TIME: 10:00 am – 12:15 pm

VENUE: Corus 1, Corus Hotel, Kuala Lumpur

PRESENT:

FULL Member

- |                             |                                 |                              |
|-----------------------------|---------------------------------|------------------------------|
| 1. Zainal Mubarik Zainuddin | 2. Wan Sabrina Wan Mohamad, CIH | 3. Mimala Arasaratnam        |
| 4. Lim Geok Tian, CIH       | 5. Aziz Zainuddin               | 6. Chan Kah Yin              |
| 7. Ridzwan Hj. Hussain      | 8. Kama Karim Mohd Lokman       | 9. Satwant Singh             |
| 10. Marina Zainal Farid     | 11. Mohd Azmi Ali               | 12. Yu Mei Huey              |
| 13. Nanisuria Aris          | 14. Ng Wei Khiang               | 15. Ir. Nimi Ahmad           |
| 16. Patsy Chia              | 17. Norhamimi Mohd Yusuf        | 18. Nor Azimah Mustaffa      |
| 19. Zarafina Abdul Rahman   | 20. Alfred Manai Luang          | 21. Dr. Jalaluddin Dahalan   |
| 22. Rosnan bin Hamzah       | 23. Lee Choong Loui             | 24. Chat Chee Hong (Leonard) |

59% Attendance of Full Members.

Three (3) proxy forms were received from the following full members:

1. Marina Yong appointed Wan Sabrina Wan Mohamad as her proxy to vote
2. Normahani Harun appointed Mimala Arasaratnam as her proxy to vote
3. Bakini Mhd. Nor appointed Ridzwan Hj. Hussain as his proxy to vote

Proceedings:

1. Meeting was called to order by the President, Zainal Mubarik Zainuddin at 10:15 am as soon as quorum was fulfilled.
2. Zainal welcomed everybody to the 7<sup>th</sup> MIHA AGM and went through the agenda for the day. He recapped on MIHA's vision to be the leader in promoting Industrial Hygiene in Malaysia and pleased to inform all present that MIHA has been recognized by the government and industry as the leader in promoting Industrial Hygiene.
3. The 6<sup>th</sup> MIHA AGM minutes was presented by Chan Kah Yin. Dr. Jalaluddin proposed to accept the minutes and it was seconded by Ng Wei Khiang.
4. A report on the running of MIHA since 28<sup>th</sup> March 2008 until 24<sup>th</sup> March 2009 was presented by the Honorary Secretary, Chan Kah Yin while the Financial Report was presented by Honorary Treasurer, Lim Geok Tian.

5. The Honorary Treasurer, Lim Geok Tian presented that MIHA has a balance of RM291,322.23 at the closing of accounts prepared by Chew Li Yoong (external book-keeper). 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. Details of the report were provided to all attending members in a booklet entitled "MIHA 2008 Annual Report". Dr. Jalaluddin proposed to accept the MIHA 2008 Annual Report and it was seconded by Mimala Arasaratnam.
7. A short discussion was held for questions and answers.
  - a. GT Lim initiated an idea of buying an office property for MIHA office by capitalizing current low bank interest. MIHA is currently paying about RM10,000 for rental per year.
  - b. Dr. Jalaluddin and Patsy Chia supported the proposal as it is better for MIHA to have its own office to prevent disruption of operation and the situation now is ideal for the purchase. Patsy recommended a single floor office with built-up area of 4000 square feet for the running of the office as well as possibilities of holding short courses or seminar in the office.
  - c. Leonard Chat suggested MIHA to perform a feasibility study to look into all the pros and cons. Azizin also suggested to form a project team to carry out the feasibility study. Wan Sabrina proposed to all present on the idea to conduct feasibility study and it was agreed unanimously.
8. Zainal Mubarik introduced the 2008/09 Ordinary Committee Members to the attendees and extended his appreciation to all of the committee members for the efforts they have given in 2008/09.
9. A motion to dissolve the current Ordinary Committee Members was proposed and agreed unanimously by all.
10. Only full members were given the power to vote for the ordinary committee members. The attendees also agreed that even members who are not present can be nominated. The proceedings from the Committee Election are stated below.

#### Ordinary Committee Members

The following full members were nominated as ordinary committee:

- |                        |  |
|------------------------|--|
| 1) Norhazlina Mydin    | : Proposed: Wan Sabrina<br>: Seconded: Marina Zainal Farid |
| 2) Ridzwan Hj. Hussain | : Proposed: Ir. Nimi<br>: Seconded: Alfred Manai Luang     |
| 3) Ir. Nimi Ahmad      | : Proposed: Nanisuria<br>: Seconded: Norhamimi             |

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- 4) Daryl Low Yong Leong : Proposed: Lim Geok Tian  
: Seconded: Chan Kah Yin
- 5) Rina Cheong Ronaldin : Proposed: Ridzwan Hj. Hussain  
: Seconded: Mimala Arasaratnam
- 6) Zarafina Abdul Rahman : Proposed: Mimala Arasaratnam  
: Seconded: Alfred Manai Luang
- 7) Ng Wei Kiang : Proposed: Leonard Chat  
: Seconded: Dr. Jalaluddin
- 8) Marina Yong : Proposed: Patsy Chia  
: Seconded: Alfred Manai Luang
- 9) Normahani Harun : Proposed: Mimala Arasaratnam  
: Seconded: Alfred Manai Luang
11. Alfred Manai Luang proposed nomination closed and was seconded by Leonard Chat.
12. Patsy Chia proposed that those that are nominated but unsuccessful to be elected should be co-opted as committee members. It was seconded by Ir. Nimi.
13. All Full Members were given voting paper to submit their vote. Votes were counted by Chan Kah Yin and witnessed by Rahmawati Mohamad and Khairul Bariah.
- The following members were elected to be the Ordinary Committee members for 2009/2010 term. Their individual portfolios will be determined in the subsequent committee meeting.
- 1) Norhazlina Mydin
  - 2) Ridzwan Hj. Hussain
  - 3) Ir. Nimi Ahmad
  - 4) Daryl Low Yong Leong
  - 5) Rina Cheong Ronaldin
  - 6) Zarafina Abdul Rahman
  - 7) Marina Yong
14. Election of Auditors were then performed. Lim Geok Tian proposed to retain both the current auditors - Ivan Tan and Patsy Chia. Satwant Singh seconded the nomination was agreed unanimously by all.
15. Three (3) proposals for amendment to the constitution were received.
- First Proposal - Proposed by Wan Sabrina Wan Mohamad, CIH

Section 4 (3): Wan Sabrina proposed to introduce a new membership class “Affiliate Member”. This category shall be opened to all persons above 18 years of age who are employed full-time in an occupation requiring interaction with and cooperation of Full Members of MIHA. An Affiliate Member shall be entitled to attend all meetings of MIHA, but shall not be entitled to vote at such meetings, nor shall they be eligible for election to serve as members of Committee Members.

Wan Sabrina also proposed to redefine the qualification of the Associate Member to be the same as Full Member except that the number years of experience in Industry Hygiene to be less than 5 years. The Associate Member to be also given voting power as Full Member but would not be qualified as Committee Members.

The above proposal has been seconded by Chan Kah Yin and agreed unanimously by all.

- Second Proposal – Proposed by Wan Sabrina Wan Mohamad, CIH  
Section 4 (1): To change number of membership class from four (4) to six (6) to reflect the amendment on inclusions of Honorary Member class which was approved in 3rd AGM and also to introduce “Affiliate Member” as a new membership class.

The above proposal was seconded by Mimala and agreed unanimously by all.


- Third Proposal – Proposed by Zainal Mubarik Zainuddin


Section 2 (1): To change registered address to No. 19A, 1st Floor, Jalan 2/14, Bandar Baru Selayang, 68100 Batu Caves, Selangor Darul Ehsan.

The above proposal was seconded by Satwant and agreed unanimously by all.

16. Zainal Mubarik hopes that the new committee will do their best to be the reference point of Industrial Hygiene practitioners and act as the link to the government. MIHA also needs a lot of participation and volunteers for the preparation of IOHA 2012 conference and exhibition.
17. Zainal pointed out that MIHA needs to expand its current membership database and at the same time to also ensure that its existing members renew their membership.
18. Zainal also expressed the need for all members to be active in MIHA as it takes all members to get the association moving, not just the Committee Members.

Meeting adjourned at 12:15 pm

Minutes prepared by:   
Chan Kah Yin, Honorary Secretary

Reviewed by:   
Zainal Mubarak Zainuddin, President