

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

MINUTES OF 11TH ANNUAL GENERAL MEETING

DATE: 13th March, 2013

TIME: 3.30 pm – 5.00 pm

VENUE: Impiana KLCC 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. Azizin Zainuddin | 6. Chan Kah Yin |
| 7. Zaiton Sharif | 8. Bakini Mhd. Nor | 9. Marina Zainal Farid |
| 10. Yu Mei Huey | 11. Norhamimi Mohd. Yusof | 12. Hui Seng Kit |
| 13. Hj. Ridzwan Hj. Hussain | 14. Marina Yong | 15. Norafiza Saim |
| 16. Dr. Jalauddin Dahalan | 17. Rajesh N. Jackson | 18. Hj. Mohd Puzi Hj Ramlan |
| 19. Harimah Hamdan | 20. Ir. Zaidi Ayub | 21. Syahirman Abdul Hamid |
| 22. Syazwan Aizat | 23. Fadzil Osman | 24. Noor Azimah Mustaffa |
| 25. Suhaily Amran | 26. Dr. Subramaniam
Karuppannan | |

Associate Member

- | | | |
|-----------------|-------------|-------------------|
| 1. Ivan Tan | 2. Syazline | 5. Yuzainie Yusof |
| 4. Jessvin Kaur | | |

Others:

1. Rahmawati Mohamad 2. Nor Baiti Haji Hamzah

32% Attendance of Full Members. Minimum full members required to meet quorum required is 22 (twice the number of committee members) or 50% of the full member, whichever is lower.

Two (2) proxy forms were received for this Annual General Meeting.

Proceedings:

1. Meeting was called to order by the President, Wan Sabrina at 3:30 pm as soon as the quorum was fulfilled.
2. Wan Sabrina welcomed everybody to the 11th MIHA AGM and went through the agenda for the day. She shared with all present on the highlights and development of IH in Malaysia by MIHA in 2012/2013. One of the highlights for MIHA in 2012 was the success in organizing IOHA 2012 conference as one of the best in IOHA conference history.

3. The 10th MIHA AGM minutes was presented by Chan Kah Yin. Zaiton Sharif proposed to accept the minutes and it was seconded by Yu Mei Huey.
4. The report on the running of MIHA since 22nd March 2012 to 12th March 2013 was presented by the Honorary Secretary, Chan Kah Yin.
5. Details of the annual report were provided to all attending members in a booklet entitled "MIHA 2012 Annual Report".
6. Hj. Ridzwan Hj. Hussain proposed to accept the MIHA 2012 Annual Report and it was seconded by Zainal Mubarik.
7. The Honorary Treasurer, Mimala Arasaratnam presented that MIHA Financial Report as at 31/12/2012 has a balance of RM498,103.55 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. The 2012 net current assets has increased by 24.03% of 2011.
8. Yu Mei Huey proposed to accept the MIHA 2012 Financial Report and it was seconded by Marina Zainal Farid.
9. Wan Sabrina proposed to retain both the current auditors - Ivan Tan and Patsy Chia and the book keeper, Chew Li Yoong. The nomination was agreed unanimously by all.
10. Azizin Hj. Zainudin proposed to discuss with IOHA board to request the profit shared during IOHA 2012 of RM66,700 to be given back to MIHA as IOHA grant for our local university. At the same time, if this proposal is rejected, Azizin proposed the same amount to be returned to IOHA as agreed in the MOU signed. Both proposals were agreed unanimously by all.
11. Lim Geok Tian proposed to close MIHA-IOHA 2012 account. All the balance in MIHA-IOHA 2012 account is to be transferred to MIHA account. It was seconded by Dr. Subramaniam Karuppanan.
12. Lim Geok Tian proposed to invest some money to buy property and Dr. Jalaluddin proposed to set up a feasibility study team to look into the purchase of property.
13. Hui Seng Kit informed MIHA to check whether the interest for fixed deposit is taxable.
14. Wan Sabrina introduced the 2011/12 Committee Members to the attendees and extended her appreciation to all of the committee members for the efforts and contributions in 2011/12.
15. Wan Sabrina explained that a fresh election for all committee members need to be carried out once every 2 years based on MIHA Constitution and the last

full committee members election was carried out in 2012. The maximum terms to remain in the same post for President, Vice President, Secretary and Treasurer is 3 consecutive terms. The election of ordinary committee members (7 persons) shall be held annually. The President, Vice President, Secretary and Treasurer were elected in 2012 for 2012-2014 are as listed below:

- (a) President : Wan Sabrina Wan Mohamad
- (b) Vice President : Azizin Hj. Zainudin
- (c) Secretary : Chan Kah Yin
- (d) Treasurer : Mimala Arasaratnam

16. A motion to dissolve the current Ordinary Committee Members was proposed by Wan Sabrina and agreed unanimously by all.

17. Only full members were given the power to vote for the committee members.

18. The following full members were nominated as ordinary committee members:

Ordinary Committee Members

- 1) Noormahani Harun : Proposed: Wan Sabrina Wan Mohamad
: Seconded: Azizin Hj. Zainudin
- 2) Norhazlina Mydin : Proposed: Azizin Hj. Zainudin
: Seconded: Lim Geok Tian
- 3) Rajesh N. Jackson : Proposed: Mimala Arasaratnam
: Seconded: Wan Sabrina Wan Mohamad
- 4) Rina Cheong Ronaldin : Proposed: Marina Zainal Farid
: Seconded: Azizin Hj. Zainudin
- 5) Marina Zainal Farid : Proposed: Chan Kah Yin
: Seconded: Wan Sabrina Wan Mohamad
- 6) Zaiton Sharif : Proposed: Yu Mei Huey
: Seconded: Suhaily Amran
- 7) Yu Mei Huey : Proposed: Zaiton Sharif
: Seconded: Rajesh N. Jackson
- 8) Bakini Mhd. Nor : Proposed: Zaiton Sharif
: Seconded: Azizin Hj. Zainudin
- 9) Syazwan Aizat : Proposed: Bakini Mhd. Nor
: Seconded: Zaiton Sharif

19. Zainal Mubarik proposed nomination closed and was seconded by Dr. Jalaluddin.

20. All Full Members were given voting paper to submit their vote. Votes were counted Rahmawati Mohamad and witnessed by Nor Baiti Hj. Hamzah.

The following members were elected to be the Committee Members for 2013/2014 term. The individual portfolios of the Ordinary Committee Members will be determined in the subsequent committee meeting.

- 1) Noormahani Harun
- 2) Norhazlina Mydin
- 3) Rajesh N. Jackson
- 4) Rina Cheong Ronaldin
- 5) Marina Zainal Farid
- 6) Zaiton Sharif
- 7) Syazwan Aizat

21. Other matters – The following suggestions were raised by the members for the newly elected committee members consideration.

- a) Free seminar/ short talk/ forum related to IH to be offered to MIHA members.
- b) Organize activities to commemorate 10th year anniversary to the MIHA members/ public/ NGO/ interested parties.
- c) Link NIHC with 10th year anniversary celebration
- d) Lifetime membership criteria as a new member category

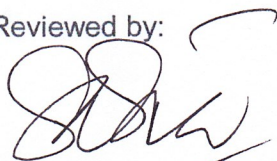
Meeting adjourned at 5.00 pm

Minutes prepared by:



Chan Kah Yin, Honorary Secretary

Reviewed by:



Wan Sabrina Wan Mohamad, President