

**MINUTES OF
 13th ANNUAL GENERAL MEETING (AGM)
 INSTITUTION OF CHEMICAL ENGINEERS MALAYSIA BRANCH (IChemE)**

Date : 23 March 2019 (Saturday)
 Time : 9.30am – 12.30pm
 Venue : Monash University Malaysia Campus
 Meeting Room 5-4-59
 Engineering & Information Technology
 Monash University Malaysia
 Building 5, Level 4, Jalan Lagoon Selatan
 47500 Bandar Sunway
 Selangor Darul Ehsan
 Chair : Ir Dr Christina Phang CEng FIChemE
 Chair, IChemE Board in Malaysia
 Attendance : **Appendix 1**

NO.	MATTERS DISCUSSED / DECISION	FOLLOW UP ACTIONS
1.	<u>OPENING REMARKS BY THE CHAIR</u>	
1.1	The Chair thanked Prof Chan Eng Seng and team for hosting 13 th IChemE AGM at Monash University and welcomed all members to the Annual General Meeting 2019.	
1.2	The meeting started with a safety briefing by Mr. Balaram Nair of Monash University Malaysia Campus.	
1.3	The Chair, in her opening remarks, highlighted that IChemE Malaysia had overall improved in activities and financial position in 2018.	
2.	<u>ADOPTION OF AGENDA</u>	
2.1	The agenda was adopted without any amendments (attached as per <u>Appendix 2</u>).	
3	<u>CONFIRMATION OF MINUTES FROM 11th ANNUAL GENERAL MEETING 2017</u>	
3.1	Minutes of the 12 th Annual General Meeting, held on 11 March 2018, were accepted. Proposed by Poh Phaik Eong and seconded by Dr Ragunath Bharath.	
4.	<u>MATTERS ARISING FROM 12th ANNUAL GENERAL MEETING 2017</u>	
4.1	There were no matters arising from the previous meeting that are not included in other parts of this meeting.	
5.	<u>REPORTING OF THE ICHEME BOARD ANNUAL REPORT 2018</u>	
5.1	The Chair presented the Board's Annual Report for 2018. A summary report of	

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	<p>2018 is as follows:</p> <ul style="list-style-type: none"> a) The Special Interest Group (SIG) also performed well. A special mention to our continued POP SIG members for their active level of participation. b) HRH Tuanku Zara Salim graced the IChemE Malaysia Awards 2018 and she has agreed to grace the same event in 2019. c) Highlights of 2018 on Training and Events: <ul style="list-style-type: none"> i) Regional Palm Oil Processing Seminar (with 80 attendees); ii) SOMChE (with 70 attendees); iii) Awards Dinner with 200 attendees; and iv) Successful outcome on Training Programmes. 	
5.1.1	<p>The meeting records its sincere appreciation to all members who make a significant contribution to IChemE Malaysia on a voluntary basis.</p>	
5.2	<p><u>Staff</u></p>	
5.2.1	<p>Professor Michael Cloke finished his assignment as Director of South East Asia and the Board records its appreciation for his tremendous work. Peter Slane took on the role of Director of Asia Pacific beginning March 2018.</p>	
5.2.2	<p>In addition to the above, Hayati Rejab was replaced by Dharshani Ravindran Naidu as Finance and Administrative Assistant, and Mohan Balasingam role is more focused in Business Development Manager, SE Asia for Events, Training and Membership Development. His specific responsibilities include planning and marketing of IChemE training courses, events, conferences, etc., mostly in Malaysia.</p>	
5.2.3	<p>Lojini Soomaran (Tharshinye) started with IChemE Malaysia as Office Manager effective 1 March 2018 and her role is in handling Board matters, Finance, Registrar of Society (ROS), tax assessment and oversee other operational matters.</p>	
5.2.4	<p>The meeting was further informed that only two staff as Membership and Customer Service Administrator namely Norazerina Rejab and Amir Aiman in the KL office. These are Global role dealing with all new memberships, transfer of membership and member customer service for IChemE. It was noted that about 90% of the staff charges for the Global Staff is re-charged back to the UK.</p>	
5.2.5	<p>Two Global team namely; ICE and IMechE continued collaboration.</p>	
5.3	<p><u>Membership</u></p>	
5.3.1	<p>The change in overall membership in Malaysia from 2017 to 2018 was from 5388 to 4107. These statistics are based on the exclusion of one-year arrears "members" from the membership total. The overall Chartered members increased by 29 in 2018 which reads as 352 Chartered Members, which includes 78 Fellows. Please refer to the given chart below:</p>	

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5.4	<p>Malaysian Awards in Innovation & Excellence 2018 The Chair took the opportunity to thank KLK Oleo who took up the yearly package & PETRONAS who sponsored the Oil & Gas award. The event was graced by HRH Queen of Perak. The Chair records her sincere appreciation to our judges who ensured all judging was done on timely fashion.</p>																																											
5.5 5.5.1	<p>Special Interest Groups (SIGs) SONG (Oil and Natural Gas Special Interest Group) – The Chair thanked Ir. Rafil Elyas and Zainab for resurrecting the SONG SIG. The Chair also encouraged members to subscribe to as many interest groups as they're at no cost. The meeting records its appreciation to all staff members working behind the scene from PETRONAS, IChemE, East 101 and special mention to Avinash, Azeera and Priya.</p>																																											
5.5.2	<p>Palm Oil Processing Special Interest Group (POPSIG) made in Malaysia original product and continued their success since their inception in 2015 with many talks in Peninsular Malaysia, East Malaysia and Indonesia. The POPSIG chairman records his appreciation to Monash and Desmet Ballestra for the continued support and sponsorship. POPSIG in 2018 has organised six (6) talks as follows: a) Four decades in ASEAN: Process Engineering and Innovation in the Oleochemical Industry</p>																																											

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5.5.3	<p>b) Biodiesel Production using liquid – Liquid Film Reactor c) Research on Oil Palm Biotechnology & Breeding - An introduction for Chemical Engineers d) Revolution X.O in the Palm Oil Industry e) Integrated Anaerobic – Aerobic (IAAB) for Palm Oil Mill Effluent (POME) Treatment f) Novel Process for Palm Phytonutrient Extraction</p> <p>The meeting acknowledged that BESIG in Malaysia is headed by Dr Edward Ooi who took over from Dr Ramanan after the BESIG AGM around April. The SIG organises BESIG Research Talk on Endocytic movement of membrane: studies of both model and actual cell membranes, Development of next generation platforms for the production of bio-therapeutics and animal vaccines in E.coli, Development of microbial cell factories for consolidated bioprocessing by synthetic bioengineering platform and Microalgae as a platform for biofuels production and circular economy</p>	
5.5.4	<p>The meeting noted that Education Special Interest Group (EDUSIG) organises Dynamic Simulation Workshop.</p>	
5.6	<p>Seminars</p>	
5.6.1	<p>31st Symposium of Malaysian Chemical Engineers (SOMChE) jointly organized by University Putra Malaysia and IChemE from 5 – 6 December 2018. The theme was “Innovative thought for chemical engineering practise” was successful in drawing speakers from Asia and the number of participants was 90.</p>	
5.6.2	<p>National Chemical Engineering Symposium (NACES) organised by the Chemical Technology Students Society (CTSS), University Kuala Lumpur Malaysian Institute of Chemical and Bioengineering Technology (UniKL MICET), Malacca.</p>	
5.6.3	<p>Regional Palm Oil Processing Seminar (RPOPS) – Value addition in the palm oil downstream sector organised by the POP SIG committee led by UR Unnithan. The event was successful. The committee provided great input & managed to attract 80 participants.</p>	
5.6.4	<p>It was noted that the following training courses had been organized in 2018:</p> <ul style="list-style-type: none"> • Inherent Safety, 18-19 April 2018 • HAZOP Study for Team Members & Team Leaders, 26-30 July 2018 • Fundamental of Process Safety, 26-30 November 2018 	
6.	<p><u>YEAR-END ACCOUNT 2018</u></p>	
6.1	<p>Zainab Kayat FICHEME tabled the year-end accounts for 2018. These were audited in the UK but not by the locally elected Honorary Auditors in Malaysia.</p>	
6.2	<p>The financial standing of the Branch recorded a net surplus of RM 434,600 in 2018, compared to a net surplus of RM 128,009 in 2017. The surplus in 2018</p>	

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6.3	<p>comprises agreed recovery of historical costs of RM 264,028, placed on the Malaysia Branch Account by IChemE UK. The remaining surplus of RM 170,572 is attributable to overall cost reduction for staff and TCE charges and an increase in revenue from subscriptions. Cash position has improved for Malaysia Branch following the implementation in 2017 of proper arrangements of recharges for global staff salary, overheads, TCE, IMechE and ICE. This was further clarified by Prof Michael Cloke.</p> <p>Ir Razmahwata Bin Mohd Razali was nominated, as he was not nominated before for Honorary Auditor 2018/2019. Proposed by Ir Dr Christina Phang and seconded by Prof Law Chung Lim. The year-end accounts 2018 were then signed by Honorary Auditors 2018/2019 namely; David Hassell and Ir Razmahwata Bin Mohd Razali.</p>	
6.4	<p>It was noted that the year-end accounts will be submitted to the Registrar of Society sixty-days from the date of AGM.</p>	IChemE Malaysia
6.5	<p>The Chair informed that the Intercompany transfer of MYR100,000 to UK to be deliberated at the next Board Meeting for decision.</p>	
6.6	<p><i>Institut Jurutera Kimia Malaysia (IJKM)</i> fund of MYR65,000 for student chapter activity. The IChemE Board 2018/2019 decided to keep this fund running and encouraged student chapters to apply. For further details to get in touch with the IChemE office directly.</p>	
6.7	<p>Year-end accounts 2018 was amended with approval. Proposed by Paul Ellis and seconded by Dr Azlan Shah bin Hussain.</p>	
7.	<p><u>CONSTITUTION AMENDMENTS</u></p>	IChemE Malaysia
7.1	<p>The amendments to the constitution cannot go through as it was not circulated to members fourteen (14) days before AGM.</p>	
7.2	<p>AGM noted that its Constitution of 2017 requires a full review in line of the change in the IChemE governance.</p>	
8.	<p><u>COMPOSITION OF ICHEME BOARD MALAYSIA 2020-2021</u></p>	
8.1	<p>The meeting acknowledged Ir. Johan Alimin has resigned on 25 October 2018 and replaced by Professor Michael Cloke for the remaining term for 2019. Proposed by Ir Rafil Elyas and seconded by Paul.</p>	
8.2	<p>The closing of nomination is at 11.26a.m. Proposed by Paul and seconded by Ir Razmahwata Bin Mohd Razali.</p>	
8.3	<p>The composition of Board of IChemE Malaysia Branch 2020/2021 are:</p>	
	<p>Chair : Professor Ir Dr Law Chung Lim FIChemE</p>	
	<p>Immediate Past Chair : Ir Dr Christina Phang CEng FIChemE</p>	

**NOTICE is hereby given of an
13th ANNUAL GENERAL MEETING as follows**

Date: Saturday; 23 March 2019

Time: 08.30 am – Registration
09.00 am – Refreshments/Breakfast & Networking
09.30 am – AGM commences
12.30 pm – End of AGM

Venue: Meeting Room 5-4-59
Engineering & Information Technology
Monash University Malaysia
Building 5, Level 4, Jalan Lagoon Selatan
47500 Bandar Sunway, Selangor Darul Ehsan
Malaysia

Link to Monash University Malaysia map:

<https://www.google.com/maps/place/Monash+University+Malaysia/@3.0648662,101.5987938,17z/data=!3m1!4b1!4m5!3m4!1s0x31cc4eb079376a33:0xd9226112d1ae5b9d!8m2!3d3.0648608!4d101.6009825>

Agenda: **Introduction by Chair of IChemE Malaysia**
by Ir. Dr. Christina Phang CEng FIChemE

Confirmation of 2018 AGM Minutes

Matters Arising from the Minutes

Presentation of Board's Annual Report
by Ir. Dr. Christina Phang and Peter Slane

Presentation and approval of the accounts of preceding financial year
by Ir. Zainab Kayat and Peter Slane

Constitution amendments
by Ir. Dr. Christina Phang

Election of Board Members for year 2020/2021 (1st Jan 2020 – 31st Dec 2021)

Election of Honorary Auditors for 2020/2021 (1st Jan 2020 – 31st Dec 2021)

Any other matters properly brought forward

Notes: Members are to take note that in accordance with Article 7.5 of the Constitution of the IChemE Malaysia Branch,

“Any member who wishes to place an item on the agenda of a General Meeting may do so provided he gives written notice to the Honorary Secretary seven (7) days before the meeting is due to be held.”

Hong Wai Onn
Honorary Secretary,
IChemE Malaysia Branch
Date of Notice: 21st February 2019

Appended with this notice:

1. Draft Minutes of 12th Annual General Meeting
2. Annual Report 2018
3. Candidate Nomination Form 2019

The Audited Annual Accounts and Report by Honorary Treasurer will be made available at the AGM.