

Minutes of First Baptist Church (FBC) Annual General Meeting (AGM) 2019/2020
Held on Sunday, 13th December 2020 at 2.00pm over ZOOM Meeting

SN	ITEMS	ACTION
1.0	<p><u>OPENING</u></p> <p>At 2.00pm, the Chairman, Dr. Peter Ng (PN) called the meeting to order. He started the meeting with an opening prayer.</p> <p>Upon enquiry by PN whether there was a quorum, the Secretary Desmond Yong (DY) confirmed that a quorum was present.</p> <p>The required quorum is 1/5 of 297 active members, i.e. 60 members The number as at 2.00pm stood at 97.</p>	
2a	<p><u>MINUTES OF PREVIOUS AGM HELD ON 15 DECEMBER 2019</u></p> <p>PN referred to last year's AGM minutes which have been made available to all members on FBC Website prior to the meeting and was shared on the screen just before the meeting starting while waiting for other members to enter the meeting. He asked the congregation if they had any comments or corrections to be made to the minutes. There was no comment or objection. PN requested for a proposer and a seconder to accept the minutes.</p>	
2b	<p><u>PASSING OF PREVIOUS AGM MINUTES HELD ON 15 DECEMBER 2019</u></p> <p>Proposer : Arnold Lim Say Han Seconder : Diana Ton</p> <p>A vote was taken by a show of hands. The vote was 100% from those present and voting. The minutes of the previous AGM was passed.</p>	
2c	<p><u>MATTERS ARISING :-</u></p> <p>There were no matters arising from the AGM of 2018/2019.</p>	
3.0	<p><u>Amendment to Constitution</u></p> <p>There was a total of seven amendments to the constitution. The amendments were made available prior to the meeting on the notice of meeting which was posted on notice board and FBC Website. Secretary, Desmond had briefly read out the amendments and voting over polls were carried out. All seven were passed with more than two-thirds majority of over 67%. The amendments passed are as given below. A summary description of each amendment is given with a label starting with "A" and a running number (1-7):</p> <p>CLAUSE 4 MEMBERSHIP</p> <p>A1 Clause (4) – to remove references to categories of members that no longer exist or are</p>	

relevant

1. Members of the Church are those who:

- (i) Have received Jesus Christ as Saviour and Lord resulting from their being "born again" as evidenced by the manifestation of fruits in their lives consistent with a true faith in God, and
- (ii) Subscribe completely to and agree without reservation to the Articles of Faith, and
- (iii) Have been baptized, preferably by immersion, and
- (iv) Covenant to regularly attend the Church's Sunday worship services and meetings
- (v) Are not a member of another Church in any other location, and
- (vi) Is at least 18 years of age or older, there being no upper limit.

2. At the sole discretion of the Church Council ("The Council "), the Church may receive new Members who fulfill the above criteria.

3. The categories of members formerly classified as "Active", "Reserve", "Absentee" are now abolished. There shall only be one category of membership which shall be known as Members and only those who are Members are entitled to the privileges of membership as outlined in this Constitution

CLAUSE 7 **GENERAL MEETING**

A2 Clause (7)(3)(a) – to add provision for conducting an election in a Special meeting

3 Special Meetings

- a) Apart from the AGM or any EGM which might be called, the Council may convene any Special Meetings to discuss any matter *and/or to conduct an election.*

A3 Clause (7)(4)(b) – to add the requirement for the following meeting.

4 Quorum

- a) For all Church meetings except EGM there shall be a minimum quorum of at least twenty percent (20%) of Members whose names appear in the Church Register at the relevant time.
- b) Unless specified otherwise, at least 14 days Notice shall be given for any meeting to be held. Where no quorum is present, the meeting shall be adjourned to a date no later than 4 weeks from the date of the meeting . *Should there not be a quorum present at the following meeting, Members present shall be considered to have achieve a quorum. However they shall only be permitted to deliberate on the matters adjourned from the previous meeting and no new matter shall be introduced or decided at this adjourned meeting. Any new matter passed at the adjourned meeting shall be null, void and invalid.*

A4 Clause (7) – to add sub-clause (5) for the provision of digital meetings and voting.

Insert a new sub-clause 5 as below. Subsequent sub-clauses will be pushed one number below.

5 Digital Meetings and Voting

At the discretion of the Chairman and the Secretary, including the Nomination Committee for cases that involve voting of office bearers, all Church meetings specified above may utilise an appropriate online application platform for meetings and voting. The same duration of notice and quorum requirements shall apply for an online meeting as for a

	<p><i>physical meeting.</i></p> <hr/> <p>CLAUSE 8 COMMITTEE</p> <p>A5 Clause (8) – to add the criteria for successful votes in an election.</p> <p>The church shall be under the leadership of the Council whose members shall be elected by the Church members every three (3) years. The Council shall be led by the Chairman who shall be assisted by Council members as determined by the Chairman. <i>A Church member who fails to receive a simple majority of over 50% votes from the Church members at a Church Approved Meeting shall be deemed not elected to the Council</i></p> <hr/> <p>CLAUSE 23 CHURCH MEMBERS' VOTING RIGHTS</p> <p>A6 Clause (23)(1) – to add sub-clause (d) regarding the requirements for casting of votes in an electronic voting.</p> <ol style="list-style-type: none"> The right of members to vote shall be: <ol style="list-style-type: none"> At the Annual General Meeting to pass and accept Audited Accounts At an Approved Church Meeting called for the election of Council members At any meeting called by the Council and at any EGM as provided in this Constitution <i>Through an electronic online voting platform specifically designed for voting outside a physical meeting, provided that all matters are clearly explained before the voting exercise. Casting of votes may be done corporately during an online meeting or independent of a meeting at one's own time within a specified period of time when voting is open.</i> <i>For all meetings</i>, voting shall be limited to Members being present at that meeting. No proxy vote is allowed Every Member registered on the Church's Register shall be entitled to one vote The Council shall, except in the election of the Council, be responsible to conduct the voting. <p>A7 Clause (23) – to add sub-clause (5) regarding the notice period and quorum requirements for electronic voting.</p> <ol style="list-style-type: none"> <i>For electronic voting independent of a meeting, the same duration of notice shall apply, and the necessary voting instructions e.g. period where the online application platform is open for voting shall be clearly stated in the notice. There shall be a quorum of minimum votes submission, and the requirement is similar to that of the quorum in the meeting attendance.</i> 	
4.0	<p><u>Conducting Election of Council Member for a term of three (3) years</u> <u>01/01/2021-31/12/2023</u></p> <p>Steven Shia Teck Hock as Nomination Chairman announced that the nominations for</p>	

	<p>Council Members and elections were carried out via polls. All seven members standing for election received more than simple majority votes (over 50%) and are elected to office. The office bearers and ordinary members are as follows:</p> <p><u>Three (3) Office Bearers:</u> Chairman: Dr. Peter Ng Eng Pin Secretary: Desmond Yong Seng Yew Treasurer: Lim Khoon Chuan</p> <p><u>Four (4) Ordinary Members:</u> Lai Wah Kong Sim Quan Seng Lee Boon Ming Israel Kee Keok Kuay</p>	
5.0	<u>Approval and Acceptance of 2019/2020 Audited Accounts</u>	
5a	<p>Johnny Cheng (JC) acting on behalf of the treasurer explained to the members that there was not much activity for FBC this year. He highlighted one major cost which FBC paid for was the extension of the land lease up to 99 years starting from 17th July 2019. A question was asked about the rising cost for security which JC replied it is customary for security provider to increase cost year-on-year. There were no further questions from the floor and a voting was conducted via polls. Simple majority of over 50% was obtained and the financial accounts for 2019/2020 were approved and accepted.</p>	
5b	<p>JC, on behalf of treasurer then proceeded to recommend the re-appointment of Auditor, SL Ling Chartered Accountants and voting was conducted via polls. Simple majority of over 50% was obtained. The appointment of SL Ling, Chartered Accountants for 2020/2021 was approved.</p>	
6.0	<p><u>Update by the Chairman</u></p> <p>PN delivered the Chairman's report for the year. PN announced that both Chinese and English congregations have moved online (virtual) for their Sunday services in view of the COVID-19 pandemic. Both congregations have been working well together and fairly united especially in dealing with the new Standard Operating Procedures (SOP) introduced by the authorities as a result of the pandemic. He hopes that next year with new vaccines developed and administered, the new year will be a COVID free one and that physical services can resume. PN then invited Grace Lai Wah Kong, the chairman of Chinese congregation, also an elected member of the Council to say a few words.</p> <p>Grace started off by praising God that both Chinese and English congregations have been working well and closely. It was tough to organize the premises in order to handle the new COVID-19 SOPs. And the Chinese congregation had requested and obtained assistance from the English congregation in this matter. She is especially thankful for the help from Andrew Khoo, English congregation Church Administrator.</p>	

7.0	<p><u>Any Other Business</u></p> <p>There was no any other business discussed.</p>	
8.0	<p><u>CLOSING:</u></p> <p>There being no other matter, the Chairman thanked the Church for their attendance in this AGM and invited Grace Lai to close in prayer. Grace ended with a prayer in Mandarin.</p> <p>The meeting ended at 2.35pm</p>	