



The Joint Branch of The Royal Institution of Naval Architects and  
The Institute of Marine Engineering, Science and Technology  
(Singapore)

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15<sup>th</sup> December 2023

### **MINUTES OF THE 23<sup>rd</sup> ANNUAL GENERAL MEETING**

The 23<sup>rd</sup> Annual General Meeting of the Joint Branch of RINA & IMarEST (Singapore) [hereafter referred to as the "AGM"] was held from 18.40 to 19.48 **on Friday 15<sup>th</sup> December 2023**, at the Singapore Polytechnic Graduates Guild (SPGG), Carnation room (Level 3), 1010 Dover Road, Singapore 139658 and online over Zoom as part of a hybrid AGM.

- A total of 26 members were present at the SPGG for the AGM. (Attendance list enclosed)
- A total of 2 members were present online for the AGM. (Attendance list enclosed)
- The meeting scheduled for 1830 was called to order at 18.40 pm with a quorum.

The Chairman began by welcoming all members whether online or in-person and explained the intention to maybe try a different venue in 2023. The Meeting Agenda was outlined to all attending as well as the procedure for asking questions.

The Committee was introduced to all attending running through the positions and what their responsibilities have been over the course of 2022.

#### **A) The Minutes of the 22<sup>nd</sup> AGM**

- The minutes of the 22<sup>nd</sup> AGM (16<sup>th</sup> December 2022) were adopted by the members present.
  - **Proposer:** Jan Verdaasdonk
  - **Seconder:** Chong Wan Seong

#### **B) Annual Report of the Committee for the Year 2022/2023**

The Chairman delivered the annual report to members. A copy is provided in the attachment. Some highlights of the items reported by the Chairman are listed below:

- 1.1. A total of nine (9) committee meetings were held from January to November 2023. All meetings were carried out through hybrid with both online and physical attendance with the location varying. All meetings met a quorum.
- 1.2. The Annual Dinner and Award Ceremony was held on 16th November 2023 at the Conrad Hotel, Orchard.  
The aim this year to celebrate the achievements of those who have dedicated their careers to the industry and profession. Namely through the Lifetime Achievement Award which was awarded to Dr. Khorshed Alam.  
This year we also wanted to highlight the younger members who are in the beginnings of their professional careers. We gave two Student Leadership Awards to Sarah Long and Tan Yong Kang. We also wanted to recognize the efforts for Evan Cheok who has really taken on the challenge to engage with the local polytechnics and universities and promote the youth committee. Evan was given the JB Excellence Award 2023.

#### 1.3. Social Media

We continue to work on the best communications and use of all digital tools available to us.

This year we have expanded the use of LinkedIn to open a Company page allowing us to share more of what the JB is doing to the outside world, rather than keeping it in a secret group.

The LinkedIn Group page of Singapore Joint Branch currently has 484 members.

The LinkedIn Company Page has 274 followers up from 109 followers last year.

We have also reactivated the Facebook page, although it is not as popular as LinkedIn.

#### 1.4. Digital Tools

We have continued to use MailChimp this year to send mails to our members, however there is a new portal for IMarEST but this does not allow us to email RINA members, so for the time being we are retaining MailChimp.

We continue to use other digital products to our advantage such as Zoom and IMarEST TV for carrying out our Webinars and SLIDO/Typeform for conducting surveys etc.

#### 1.5. Grant funding

Grant funding was provided in December 2022 for the FY22-23. We are expecting the Grant funding for FY23-24 with an additional discretionary fund to cover the Sea Your Future activities (Young Members). Explained to members the funding mechanism from HQ and the importance of ensuring the correct branch is registered with HQ.

#### 1.6. Organisational Changes

2023 was the first year that we made the changes to the positions in the committee with each position having a Job Description and Responsibilities to allow for greater understanding of what each role entails and the expectations.

- Social Committee Chair
- Technical Committee Chair
- Journal and Social Media Chair
- Business and Sponsorship Development Chair

Further explanations were given around the reasoning for each of the new roles and what their expected activities were. Spoke on the importance of sponsorship and the recent difficulties in achieving sponsorship.

#### 1.7. Technical Committee

2023 was a slow year for Technical Talks, but we aim to approach 2024 with a full agenda of technical speakers utilising the local HLA for venues.

We were able to hold six (6) in Person Technical Talks through collaboration with SNAMEs and three (3) Webinars.

#### 1.8. Social Committee

We were able to hold two Four (4) Networking Nights and the Annual Dinner and Awards Ceremony with good attendance numbers.

#### 1.9. Lifetime Achievement Awards

We arranged for nominations for the Lifetime Achievement Awards of 2022. The process was very transparent and Mr Sridev Mookerjea Chaired the committee for 2023. This year's award went to Dr. Khorshed Alam.

It was also decided that as we represent Scientists, Technicians, Marine Engineers and Naval Architects that we should expand the scope of the LTA to be inclusive of all of the professions that we represent in the Joint Branch.

Mr. Sridev Mookerjea detailed the process which had occurred for the nominations of lifetime achievement award. Explaining how the Lifetime Achievement Award Committee is made up of nine people from RINA/IMarEST. He also spoke on the difficulties due to people not reporting full details of the nominee or themselves. This has led to requirement to amend how it is done next year and the nomination procedure.

The Committee annual report was adopted.

- **Proposer:** Jan Verdaasdonk
- **Secunder:** Chong Wan Seong

No questions were raised with regards to the Committees Annual Report.

**C) The Treasurer’s Report**

The financial report consisting of the technical account audited by two Honorary Auditors in advance of the AGM was presented by the Chairman. Copies of the Technical account is provided as an attachment to this minute of the meeting. A summary is shown below:

Grant Received from HQ in 2022 (for the Year 2022-2023) \$8,047.85

<b>Year</b>	<b>Technical</b>
30/09/2022	\$17,463.70
30/09/2023	\$17,793.13
<b>Increase/Decrease</b>	\$329.43

Line items of the expenses were covered during the meeting explaining some of the costs.

Thanks was given to Honorary Auditors: Yves De Leeneer and Roxanne Lek

There was no SeaYourFuture funding given during the budget year but this has been applied for 2024.

The issue of overpayment using cheques and the difficulties of doing this with the type of account that we have with DBS.

Some potential areas for savings are if/when HQ moves branches into a Microsoft account system allowing for use of those tools such as Teams.

- The technical account, as well as report, were adopted by all members present.
  - **Proposer:** Jan Verdaasdonk
  - **Secunder:** Chong Wan Seong

**D) Youth Committee Report**

The Youth Committee report was presented by Evan Cheok the Youth Committee Chair.

1. Strengthening of Existing partnerships was covered this included Nanyang Technological University, Maritime Business Society, Singapore Institute of Technology.
2. Events that were covered during 2023:
  - SIT Membership and Alumni Sharing Session.
  - NTU Maritime Business Society, Maritime Induction Day.
  - SIT Technical Sharing Session
  - NTU Homecoming 2023
3. Participation of students in JB events with them attending the Annual Dinner. Tickets were sponsored by the Joint Branch and Bureau Veritas. Awards were given in the Student Leadership category.
4. The plan for 2024 is to continue engagement with the local institutions and get students involved in Technical, Social and Volunteering Activities. Also connecting professional members with student members to encourage knowledge sharing. Collaboration with student chapters of other societies is also

an aim for the following year.

5. New Youth Committee Chairs were announced, Sarah Long (NTU) and Tan Yong Kang (SIT).

## **E) Matters Arising**

### **Election of Office Bearers (Clause 7.7b and Clause 8.2)**

The Chairman detailed which positions were open for election for the 2023/2024 committee. As none of the positions were contested, the following members were confirmed for the new committee for 2023/2024 as follows\*:

	<b>Name</b>	<b>Position</b>
1	<b>Michael Watt</b>	<b>Chairman</b>
2	<b>Jan Verdaasdonk</b>	<b>Vice-Chairman</b>
3	<b>Rasim Asgarov</b>	<b>Secretary</b>
4	<b>Justin Wee</b>	<b>Asst. Secretary</b>
5	<i>David Gan</i>	<b>Treasurer</b>
6	<i>Chong Wan Seong</i>	<b>Asst. Treasurer</b>
7	<i>Evan Cheok</i>	<b>Journal &amp; SM</b>
8	<b>Ivan S Stoytchev</b>	<b>Social Com Chair</b>
9	<b>Kaushik Seal</b>	<b>Business &amp; Spons</b>
10	<b>Paul Chen</b>	<b>Technical Com Chair</b>
11	<b>Yves De Leeneer</b>	<b>Hon Auditor</b>
12	<b>Roxanne Lek</b>	<b>Hon Auditor</b>

\*Members in Italic were newly elected in the 23<sup>rd</sup> AGM. All positions for office bearers each had only one nomination and were voted unanimously.

\* Additional co-opted members will be appointed by the committee as and when required.

## **F) AOB**

*Observations or questions raised by the members during AGM.*

Mr. Yves De Leeneer President Elect IMarEST, spoke to the members in attendance. Praised the Singapore Branch and members and the activities stating that Singapore is considered as a good example across IMarEST of how branches should be run. He explained the reasons he was chosen as President of IMarEST and what his goals are for his tenure. He encouraged members to speak to him, or representatives of the local branch, with anything they want to know. He talked on the financial aspects of the institute and explained some of the plans that there are.

Dr. Arun Dev brought up whether we can combine AGM and Annual Dinner and whether people were willing to pay over \$100 per ticket. Chairman said that we had done two years at the Conrad for the Annual Dinner and will be looking to see where else they could utilize. Yves De Leeneer stated that there is an option to use the Singapore Cricket Club, Mr. Justin Wee also offered the Raffles Town Club which will be demolished in 2026. Kalyan Chaterjea echoed Dr. Arun about the cost for the Annual Dinner saying that 10 years ago it was \$50-60 per ticket and that tickets over \$100-150 put members off attending. Mr. Sridev Mookerjea highlighted those costs across all of Singapore has increased and the possibility of an annual dinner at such low is not possible.

Kalyan Chaterjea: A point about connecting to the local institutes in Singapore. Traditionally Singapore Polytechnic (SMA) for Marine Engineers, and Ngee Ann Polytechnic for Naval Architects students attended past events prior to the merging of the IMarEST and RINA branches. They also gave prizes to the students on an annual basis and this relationship should be followed up on in 2024.

Mr. Livio Deltin brought up that there is some issues with the Branches pages of IMarEST and RINA. The committee agreed to have a look at this and address any issues with HQ. He also stated that there are many clashes in the event calendar with other people's events. He also suggested that the committee is expanded to allow it to achieve more but said that people are worried that they cannot commit the time required to the organization. The Chairman said that to bring in additional committee members would require a change in the constitution, and this would have to be covered at the next AGM. With regards to people being worried about being able to commit as a volunteer, he highlighted that it does require time and effort from people to make things happen, so when you sign up you should do so knowing that you must commit time. He apologized for clashes in the calendar but said that even through the best efforts this was very much hard to avoid due to sudden events but would try to avoid in 2024.

Mr. Rasim Asgarov made a response on expansion of the committee that for that to happen we would need more involvement from members in Singapore as with over 1,000 members in Singapore it is difficult to achieve a quorum with only just over 25 members present for the AGM.

### **G) Vote of Thanks**

The Chairman thanked the previous committee members for their contribution and support during the past 12 months and wished the in-coming members elected to the committee for 2022/2023 a successful year ahead.

The meeting ended at 19-48 and was followed by a buffet dinner.

Attachment A: Presentation File of Annual Report of the Committee for the year 2022/2023

Attachment B: List of attendees for AGM 2023

**Mike Watt**  
Chairman



The Joint Branch of RINA & IMarEST  
Singapore

**Rasim Asgarov**  
Honorary Secretary



The Joint Branch of RINA & IMarEST  
Singapore

#### **Chris Goldsworthy, Chief Executive**

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