



**MINUTES OF ANNUAL GENERAL MEETING 2021 OF SINGAPORE ATHLETIC ASSOCIATION HELD ON 19 JUNE 2021 VIA ZOOM WEBINAR, 1400 HRS.**

<b>Present (Management Committee)</b>	<b>Designation</b>
Mr Lien Choong Luen	President (P)
Mr Lin Jintao Arthur	Honorary Secretary (HS)
Mr Ang Kim Hwa Kelvin	Assistant Honorary Secretary (AHS)
Ms Neo Peck Hwee, Belinda	Honorary Treasurer (HT)
Ms Marinda Teo Hway Gee	Vice President (Finance & Partnership) (VPFP)
Mr Yap Choon Hoe	Vice President (Competitions) (VPC)
Mr Yeo Foo Ee, Gary	Vice President (Training & Selection) (VPTS)
Mr Chen Siyuan	Ordinary Member, Legal focused (OML)
Mr Jonathan Tan Liong	Ordinary Member, Digitalization focused (OMD)

<b>Absent with apologies</b>	<b>Designation</b>	<b>Reasons</b>
Mr Poh Seng Song	Athletes' Commission Representative (ACR)	Traveling for work

<b>Present (Secretariat)</b>	<b>Designation</b>
Mr Gerald Ng	General Manager (GM)
Ms Carine Attan	Manager, Events & Officials (CA)
Ms. Khairina Mohd	Senior Manager, Kids Athletics Programme (KM)
Ms. Wendy Tan	Project Manager, Events & Operations (WT)
Mr. Nelson Tan	Manager, Events & Operations (NT)

<b>Absent with apologies</b>	<b>Designation</b>	<b>Reasons</b>
Mr. Sivaruuben Periasamy	Senior Executive, Human Resources & Administration (SP)	Leave
Mr. Md Shahrudin	High Performance Manager (MS)	Managing concurrently WA Level 1 coaching course
Mr. Akid Chong	Head Coach (Throws) (AC)	Managing concurrently WA Level 1 coaching course

<b>Present (Affiliate)</b>	<b>Affiliate Club</b>
Mr Aaron Chen Angus	Club Zoom
Mr Tan Wei Leong	Club Zoom
Mr Jose Raymond	Flash Athletics Club



Mr Fabian William	Flash Athletics Club
Mr Ong Bok Liong	Institute of Technical Education
Mr Chong Leong Fatt	Institute of Technical Education
Mr Steven Lee	MacRitchie Runners 25
Mr Steven Quek	MacRitchie Runners 25
Mr Cai Yaoqing Ronnie	Nanyang Polytechnic
Ms Justina Chan	Nanyang Polytechnic
Ms Sheryl Low	Nanyang Technological University
Mr Lawrenz Sim	National University of Singapore
Mr Zheng Ruilin	Police Sports Association
Ms Choo Sau Mei	Prison Sports & Recreation Club
Mr Akira Takahashi	Red Hawk Sports Club
Ms Ainul Borhan	Republic Polytechnic
Mr Ben Tan	Republic Polytechnic
Mr Neo Zhen Ting	Singapore Armed Forces Sports Association (SAFSA)
Mr Kenneth Chan	Singapore Institute of Management (SIM)
Mr Clement Leong	Singapore Institute of Management (SIM)
Mr Aaron Tan Wei Kiat	Singapore Management University
Ms Tay Huan Lin	Singapore Management University
Mr Wong Mun Kong Jason	Singapore Masters Track & Field Association
Ms Foo Wai Keng Belinda	Singapore Masters Track & Field Association
Mr Sarvindar S. Chopra	Swift Athletes Association
Mr Lim Jit Kee	Swift Athletes Association
Mr Tan Joo Chye, Darren	Temasek Polytechnic
Mr Jezreel Mok	Wings Athletic Club
Mr Ron Koh	Wings Athletic Club

<b>Absent with apologies</b>	<b>Affiliate Club</b>	<b>Reasons</b>
Chew Xuan Hui	Ngee Ann Polytechnic	
	Singapore Masters Athletics	
Sharon Ang	Singapore Polytechnic	
Mr Ghana Segaran	SIA Group Sports Club	Technical issues

<b>Present (Associate Affiliate)</b>	<b>Associate Affiliate Club</b>
Mr Ng Yew Cheo	Cougars Athletic Association
Mr Jacter Singh	JS Athletics
Mr Lionel Lua	TeamFabian
Mr Saravanan Tabethu	My Coaching Academy
Ms Toh Xin Yi	Singapore University of Social Sciences
Mr Lee Kok Keong	Erovra Club



Mr Melvin Tan	ActiveSg Academies & Club
Mr Jed Senthil	ONE Management SG LLP
Mr Tan Wen Tai	Oldham Athletics (ACS)
Mr Alfred Sim Chee Hao	Reactiv
Mr Lim Yao Peng	Maxform
Mr Kirk Dinsyl Lim	SIT Athletics Team
Ms Jenny Lim	Singapore Sports School
Ms Anna Helowicz	Singapore Shufflers

<b>Absent with apologies</b>	<b>Associate Affiliate Club</b>	<b>Reasons</b>
Mr Mohd Azuan Tan	Singapore Schools Sports Council	Did not register
Mr Yohan Roiret	International French School (Singapore) LTD	Did not register
Mr Khoo Zhihao Sky	Sky Athletics	Did not register
Mr Kevin Chua Keng Leng	Total Kinetics Sports Pte Ltd	Did not register
Mr Mike Patterson	ACS (International)	Did not register
Mr Elangovan S/O Ganesan	Trackstar Athletics	Did not register
Mr Benber Dayao Yu	Team Cicada Trackers	Did not register
Mr Ng Woon Yang	Singapore University of Technology & Design	Did not register

<b>Present (Observers)</b>	<b>Designation</b>
Mr Kok Leng Tan	Team Lead, Sports SG (KL)
Mr Joash Ng	Sport Performance Manager, SSI (JN)

<b>Absent with apologies</b>	<b>Designation</b>	<b>Reasons</b>

<b>S/N</b>	<b>Matters arising</b>	<b>Action by</b>
1.	<b>Commencement of Meeting</b>	
1.1.1	The Meeting was called to order at 1400 hrs.	
1.1.2	At the commencement of the meeting, Eighteen (18) out of twenty-two (22) affiliates were present. Nine (9) Management Committee members were also present. There was a quorum to proceed with the meeting.	



2	<b>President's Welcome Address</b>	
2.1	<b>Achievement Highlights</b>	
2.1.1	President commended that despite the shortened competition season, four National Records were broken including three senior records in Javelin, Steeple Chase and Triple Jump.	
2.2	<b>Safe Return to Sport</b>	
2.2.1	President shared that SAA has managed to keep the local competition scene alive and vibrant with more than 2000 participants (non-unique) across six competitions, including 3 Performance Trials.	
2.2.2	President added that this is especially important given the dearth of overseas competition opportunities.	
2.3	<b>Equipment Refresh</b>	
2.3.1	President informed that SAA has refreshed their equipment with over \$70,000 in new equipment, with a stock-take to write off old and obsolete equipment.	
2.4	<b>New Technical Officials Intake</b>	
2.4.1	President shared that SAA has conducted 6 workshops to produce a new intake of more than 30 licensed technical officials to refresh the technical officials' pool.	
2.5	<b>Improving Financial Performance and Processes</b>	
2.5.1	President informed that there was a review of SA's expenditures and cost structure was optimized to achieve savings of 35% of operating costs.	
2.5.2	President added that the Association's finance and accounting structure has been streamlined with updates to our procurement SOP and digitalization of payments, saving more than 20-man hours per month.	
2.6	<b>Sponsorship and Donations</b>	
2.6.1	President shared that sponsorship was boosted with 3 new cash sponsors, Distinct Creative Arts, Propnex and 99.com. While the official apparel partner, Under Armour, was also extended for one more year during this	

	period.	
2.6.2	President added that donations have been made simpler with the setting up of online page at giving.sg. Donations from multiple individual donors have also been collected that will be supplemented through the One Team Singapore Fund.	
2.7	<b>Livestreaming for Broader Event Coverage</b>	
2.7.1	President informed that with the introduction of SAA's media partner, The Homeground Asia, SAA-organized events are now broadcast on YouTube.	
2.7.2	This initiative provided friends, family and fans an opportunity to catch the action in the meet from the convenience of their digital device especially with the current physical attendance limitations.	
2.8	<b>Legal</b>	
2.8.1	President announced that some long standing legal disputes have been resolved and the legal cost that SA has incurred in the past 2 years was reviewed and reduced annual cost by \$200k.	
2.9	<b>Formation of Athletes' Commission</b>	
2.9.1	President informed that SAA's Athletes Commission was set up to provide a voice and advice athletes and their issues.	
2.10	<b>Safe Sport</b>	
2.10.1	President shared that 5 SafeGuarding officers reps of both genders have been nominated from across the Athletes' Commission, Secretariat and MC in order to build greater awareness within the community.	
3	<b>Events</b>	
3.1	<b>SAA Return to events in 2020/2021. Events held in the last 9 months</b>	
3.1.1	VPC shared about the various events that were held in the last 9 months such as Performance Trials and All Comers Meets.	
3.1.2	VPC highlighted the increase of participation in the events despite the strict safety measures put in place due to Covid 19.	

<p>3.3</p> <p>3.3.1</p> <p>3.3.2</p> <p>3.3.3</p> <p>3.3.4</p> <p>3.4</p> <p>3.4.1</p> <p>3.4.2</p>	<p><b>Improvements</b></p> <p>GM shared that all events were held in adherence to COVID-19 SMM guidelines to ensure safety of our athletes, coaches and officials.</p> <p>GM added that the new operating environment required significant adjustments throughout the season based on feedback from coaches.</p> <p>The following improvements made were the 1) introduction of live streaming of SAA-organized events by TheHomeGround Asia. 2) Improved scheduling process through automated workflow design and 3) Technical officials’ refresher plus new intake of 30 SA Level 1 technical Officials</p> <p>GM touched on other improvement points made based on feedback were 1) adding individual heat timings to schedule to reduce waiting time. 2) Provided outer lanes for striding for long distance events and 3) lawn access for coaches.</p> <p><b>Equipment &amp; Infrastructure</b></p> <p>GM shared that SAA had purchased new equipment for training and competitions, to replace obsolete equipment, and to address the community’s needs based on their feedback.</p> <p>The following equipment and infrastructure improvements were made. 1) Exogen wearable resistance, 2) Distance marker for horizontal jump, 3) Electronic distance marker, 4) PV weather cover, 5) Implements for throwers and 6) improvement to starter system and photo finish set.</p>	
<p>4</p> <p>4.1</p> <p>4.1.1</p> <p>4.1.2</p> <p>4.1.3</p>	<p><b>High Performance</b></p> <p><b>FY 21 SPEXCARDING</b></p> <p>VPTS shared that SSI approved 38 athletes to be carded. Increased from 31 athletes in FY20.</p> <p>VPTS added that of the new 38 carded athletes, 11 are Youths and 2 are spexScholars (Marc Brian Louis &amp; Reuben Rainer Lee).</p> <p>VPTS informed that being carded, these athletes will have athlete support services such as S&amp;C, medical from SSI, NS emplacement.</p>	

4.2	<b>Achievement highlights</b>	
4.2.1	VPTS shared the list of 6 (six) Athletes who have met Qualifying Mark for SEA Games.	
4.2.2	VPTS added that 43 names have been nominated, and with regards to relays, the committee has decided to nominate 8 names per relay. The reason for nominating more names is to have a contingency in the event of injuries or unable to travel.	
4.2.3	VPTS shared the list of Athletes who have met qualifying mark for Asian Youth Games. VPTS added that the qualification ends in August 2021.	
4.3	<b>Relay Team selection</b>	
4.3.1	VPTS provided updates on the Relay team. Luis Cunha is the head coach, while Asmah Hanim and Lee Cheng Wei will be assisting as coaches for the	
4.3.2	Women's and Men's team respectively.	
4.3.3	VPTS shared the training team list of athletes for current 4x100 and 4x400 Relay training teams.	
4.3.4	VPTS added that for SEA Games, Men's 4x100, Women's 4x100, Men's 4x400 and Mixed 4x400 have been nominated based on selection criteria set out for everybody.	
4.3.5	VPTS informed that these athletes have resumed their training throughout the recent heightened measures.	
5.	<b>Development Plans</b>	
5.1	<b>Training Workshops</b>	
5.1.1	President highlighted that a total of 11 workshops, courses and webinars were held during this FY period, which SAA organized or sent coaches to.	
5.2	<b>Regional Training Centers</b>	
5.2.1	President addressed the attribution rate and dip in performance during development stages.	
5.2.2	Presided shared the plans to provide a bigger ecosystem of support for high-potential athletes in development stage	

<p>5.2.3</p> <p>5.3</p> <p>5.3.1</p> <p>5.3.2</p> <p>5.3.3</p> <p>5.3.4</p>	<p>President added that Phase 1's target will be Institutes of Higher Learning (IHL) and spexcarded / top 8 ranked with no coaching. Moving forward, Phase 2 target will be athletes in schools with no athletics CCA, coaches or facilities.</p> <p><b>Masters' Sub-Comm</b></p> <p>OMD shared that SAA had initiated a master's sub-committee to oversee masters' interests in athletics.</p> <p>OMD informed that the sub-committee will be helmed by one SAA management committee member and 4 representatives from affiliate clubs.</p> <p>OMD shared the key duties of the sub-committee will be focused on training to ensure adequate equipment available for Masters' Athletes to train for the respective categories as well as create opportunities for Masters' Athletes to compete locally.</p> <p>OMD informed that the sub-committee will be responsible for ensuring the World Masters Rules are fairly implemented in local competitions as well as create awareness of the Masters Community.</p>	
<p>6</p> <p>6.1</p> <p>6.1.1</p> <p>6.1.2</p> <p>6.1.3</p> <p>6.1.4</p> <p>6.1.5</p>	<p><b>Financial Highlights</b></p> <p><b>Financial statement FY 20/21</b></p> <p>VPFP informed that there was no drawdown in reserves for financial year ended 31 March 2021 despite the Covid-19 situation limiting revenue-generating activities.</p> <p>VPFP shared that cost was optimised to achieve annual savings in operating costs of 35% and staff costs of 20%.</p> <p>VPFP added that cost optimisation savings was re-deployed into equipment and infrastructure refresh.</p> <p>VPFP also informed that unfunded cost, consisting mainly of legal costs, have been mitigated post the stand down of legal cases.</p> <p>VPFP shared that cash flow position improved significantly with active management of receivables.</p>	



<p>6.2</p> <p>6.2.1</p> <p>6.2.2</p> <p>6.2.3</p> <p>6.2.4</p> <p>6.2.5</p> <p>6.2.6</p>	<p><b>Sponsorship and Donations</b></p> <p>HS shared that despite the economic downturn, funding from sponsorship grew significantly in the period, with 3 new cash sponsors coming on board.</p> <p>HS informed that separate cash sponsorship agreements were reached with Distinct Creative Arts, Propnex, and 99.co. Current agreements with sponsors, including Under Armour and Pocari Sweat were extended.</p> <p>HS added that donations also grew from the previous period. Donating was made easier with the setting up of SAA’s page on giving.sg</p> <p>HS also shared that the committee had revised the offerings for sponsorship according to tiered package and entitlements. As well as enhanced the pitch deck and pitch documents for scalable outreach to potential donors.</p> <p>HS informed that more than 15 companies have been engaged with and a Sponsorship and Donations sub-committee established.</p> <p>Mr Killick Datta, former head of Nike’s International Business Development, had been recruited, to serve as advisor.</p>	
<p>7</p> <p>7.1</p> <p>7.1.1</p> <p>7.1.2</p>	<p><b>Items to be confirmed:</b></p> <p><b>Minutes of the AGM held on 25 September 2020</b></p> <p>AHS requested to confirm the minutes of the AGM held on 25<sup>th</sup> September 2020.</p> <p>Mr Sarvindar S. Chopra from Swift Athletes Association was the proposer and Mr Jezreel Mok from Wings Athletics seconded the motion. The item was confirmed.</p>	
<p>8</p> <p>8.1</p> <p>8.1.1</p> <p>8.1.2</p>	<p><b>Items to be received, considered and approved:</b></p> <p><b>Annual Report for the preceding year ended 31<sup>st</sup> March 2021</b></p> <p>AHS requested to approve the Annual Report for the preceding year ended 31<sup>st</sup> March 2021.</p> <p>Mr Akira Takahashi from Red Hawks was the proposer and Mr Sarvindar S. Chopra from Swift Athletes Association seconded the motion. The item was approved.</p>	

8.2	<p><b>The Balance Sheet &amp; Statement of Accounts for the preceding year ended 31<sup>st</sup> March 2021</b></p>	
8.2.1	<p>HT shared a brief overview of the annual report.</p>	
8.2.2	<p>AHS requested to approve the Balance Sheet &amp; Statement of Accounts for the preceding year ended 31<sup>st</sup> March 2021.</p>	
8.2.3	<p>Mr Aaron Chen Angus from Club Zoom was the proposer and Mr Wong Mun Kong Jason from SMTFA seconded the motion. The item was approved.</p>	
8.3	<p><b>The governance evaluation checklist for the preceding year ended 31<sup>st</sup> March 2021</b></p>	
8.3.1	<p>AHS requested to approve the governance evaluation checklist for the preceding year ended 31<sup>st</sup> March 2021.</p>	
8.3.2	<p>Mr Neo Zhen Ting from SAFSA was the proposer and Mr Ong Bok Liong from ITE seconded the motion. The item was approved.</p>	
8.4	<p><b>To affirm the position of Vice Patrons invited to join the Association for the ensuing term of office of one (1) year pursuant to Rule 6 of the Constitution.</b></p>	
8.4.1	<p>AHS requested to affirm the position of Vice Patrons invited to join the Association for the ensuing term of office of one (1) year pursuant to Rule 6 of the Constitution.</p>	
8.4.2	<p>Mr Neo Zhen Ting from SAFSA was the proposer and Mr Sarvindar S. Chopra from Swift Athletes Association seconded the motion. The item was approved.</p>	
8.5	<p><b>To appoint the External Auditor for ensuing year pursuant to Rule 19 (audit) of the Constitution.</b></p>	
8.5.1	<p>AHS requested to appoint the External Auditor for ensuing year pursuant to Rule 19 (audit) of the Constitution.</p>	
8.5.2	<p>AHS shared that the current Auditors for SAA are Audit Alliance LLP. VPF and HT informed that their performance has been satisfactory and would</p>	

8.5.3	<p>recommend to extend their appointment.</p> <p>Mr Sarvindar S. Chopra from Swift Athletes Association was the proposer and Mr Tan Joo Chye, Darren Temasek Polytechnic seconded the motion. The item was approved.</p>	
8.6	<p><b>To approve proposed amendments to the Constitution.</b></p>	
8.6.1	<p>AHS requested to approve proposed amendments to the Constitution.</p>	
8.6.2	<p>OML went through the reasons behind the MC’s decision of proposing certain amendments to the constitution.</p>	
8.6.3	<p>President shared his views on the importance of having the constitution aligned to the changing times.</p>	
8.6.4	<p>A question posed to the MC was whether the Affiliate clubs are required to provide their audited financial accounts.</p>	
8.6.5	<p>OML stated that the constitution does not in itself impose that specific requirement. President confirmed that Affiliate clubs will not be required to provide their audited financial accounts to SAA,</p>	
8.6.6	<p>AHS proceeded to do a roll call of the Affiliate club members present and confirmed that there were Seventeen (17) Affiliate club voting delegates present at the time of voting.</p>	
8.6.7	<p>Voting by the Seventeen (17) Affiliate club voting delegates present proceeded.</p>	
8.6.8	<p>There were Fourteen (14) Yes votes, Zero (0) No votes and Three (3) Abstained votes. Therefore, the item was approved pending further review and clearance by the Registry of Society (ROS).</p>	
8.7	<p><b>To decide on any Resolution which may be duly submitted to the Meeting as provided for in Rule 7 of the Constitution on “Resolutions”.</b></p>	
8.7.1	<p>AHS shared that there was no further resolution that were submitted by members prior to the meeting. Therefore, there were no further sections to vote upon.</p>	



9	<b>Any other matter</b>	
9.1	<b>President's closing remarks</b>	
9.1.1	President thanked all club representatives present for their continuous contribution and support and assured them that SAA is always open for engagement.	
9.1.2	President stated that SAA will continue working hard to promote Athletics locally by supporting our athletes and hope to see them representing Singapore on a world stage in the near future.	
10	<b>Conclusion</b>	
10.1	There being no other matters for discussion, the meeting adjourned at 1530hrs.	

Recorded by: Sivaruuben s/o Periasamy Senior Executive, Human Resources and Administration	Vetted by: Gerald Ng General Manager  Kelvin Ang Assistant Honorary Secretary  Arthur Lin Honorary Secretary	Approved by: Lien Choong Luen President
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