



**Friends
of the Museums**
Singapore

**Friends of the Museums (Singapore)
Minutes of the
Annual General Meeting**

Wednesday, 9 December 2009
Ixora Room, The Peranakan Museum
39 Armenian Street, Singapore 179941

The Friends of the Museums (Singapore)—FOM—President Carla Forbes-Kelly called the Annual General Meeting (AGM) to order at 10:30am so that voting for the 2010 Council Members could begin.

At the conclusion of voting the President welcomed all present to the FOM Annual General Meeting. The President stated that the meeting was open to FOM members only.

The meeting proceeded to Item 1 on the Agenda, the President's Report. The President highlighted four of the most significant achievements by FOM of the past year.

- The FOM Council's Strategic Planning Committee reviewed and updated the organisation's Strategic Plan under the leadership of Ronald Stride. The details of the work of this Committee have been shared with the FOM membership previously, and the President would like to reiterate the commitment that has been made to FOM's vision: "To make FOM indispensable to the museums we serve and the members who join us."
- FOM deepened its commitment to support the museum community in Singapore through our well-recognised docent training programmes. The second year of the Foundation Training—designed to give all docents a broad background in Asian history and culture—is currently underway with some improvements to make the training more relevant to the individual museums in which docents guide. This year increasingly found FOM docents working across museums on the diverse special exhibits presented in Singapore.
- PASSAGE Magazine has had a very successful this year, by providing another avenue for FOM members to share their passions with the community, in addition to gaining insights into Asian cultures, information about the museums in Singapore and elsewhere, and updates on our volunteers and their many activities.
- FOM's many successes and achievements came about entirely through the efforts of volunteers. Over 400 people volunteer their time and energy. They do so out of a passion to share their knowledge and a desire to serve their community. None asks anything in return. Thank you to the many volunteers who contribute so much to the Friends of the Museums this year, for without you there would truly be no Friends of the Museums.

Next the President introduced the FOM Honorary Treasurer, Carmen Frings, to present the Treasurer's Report and the audited accounts.

The Treasurer noted that, most importantly, FOM received a clean Audit Report from Plan Assure PAC, which greatly pleased the Finance Team. The Audit Report is uploaded on FOM website for those who are interested in more details, and members are encouraged to contact the Treasurer should there be any further questions.

The Treasurer then took the opportunity to recognise and thank her Team: Amanda Slate, who left Singapore in April; Lynda Briggs, who provided back-up office support; Vivian Walter, current office manager; Arthur Kok, who took over the office work for the months of November and December; and Ron Stride, who provided mentoring and guidance.

The Treasurer reported that FOM has a sizeable surplus for 2009, S\$45,000. The magnitude of the surplus raises several issues, which the Treasurer wishes to address.

- Is it legal for a non-profit organisation to make profit and are there any limits? After consulting with our auditors, the Treasurer is pleased to report that it is legal to have a surplus as long as the majority of the income is from members. Since all FOM activities are for members only, there is no problem. The only exceptions might be interest and advertisement income, but the revenue from these sources is relatively small.
- Do we need a surplus? The Treasurer points out that the surplus will provide FOM with a financial cushion which might be vital for the long-term health of the organization in these uncertain economic times.
- What should be done with the surplus? Current plans for next year's budget include necessary investments, like new software programs for the museum schedulers, volunteer appreciation and the creation of a reserve fund. Additionally, FOM will provide some short-term assistance to Passage Magazine, which has lost some long-term Advertisers in the changed economic climate.

The Treasurer next gave a brief overview of FOM's budget for 2009, outlining major revenue sources against major expenses.

Revenue:

Docents training/Museum activities	75K
Membership Fees	60K
FOM Programs (including Study Tours)	296K
Other income (like advertisement, bank interest)	49K

Expenditures:

Docents training	31K
FOM Programs	281K
Other expenses	123K

“Other Expenses” includes office expenses, magazine expenses, audit fees, etc. as well as a S\$10,000 donation to the National Heritage Board to continue last year's established FOM-NHB Heritage Grant to fund international training for museum education and programmes officers.

The major reason for the surplus is that membership income is growing, and the foundation for FOM is the members. Goals for next year include sustaining current membership levels. Next the Treasurer detailed some of the achievements and developments of the past year, and future plans.

- This year FOM implemented the new software program QuickBooks, which makes the bookkeeping much easier.
- The position of the Office Manager experienced a lot of changes in 2009: Anu Barman left us after a two month period. Next came Sue Kirley who left FOM at the end of July, and since August 2009 Vivian Walter has served as Office Manager.
- Another change which affected all FOM programs was how money is collected. Since September all sign up sheets and all money are sent directly to the office, a procedure which is working out well for all concerned.

- Next year, FOM is planning to accept credit cards and NETS schemes for payments. We are in negotiation with our partners from Citibank, to ensure that the cost will be in an acceptable range.

The Treasurer concluded her report by noting that a solid financial foundation will allow FOM to fund new programs and initiatives, provide financial support for museums and cement our partnership with NHB in a variety of ways. FOM's reserves will allow the organisation to survive a future "rainy day" and allow FOM to continue to support a strong volunteer culture.

The Treasurer thanked the FOM membership for their support, and encouraged any members with a finance background to consider volunteering with the Finance team.

Upon concluding her report, the Treasurer asked if there were any questions, but there were none.

The meeting proceeded to the formal presentation and vote on the resolutions. Members were informed that 213 valid ballots had been received and would be added to the show of voting cards to determine the final count and the result would be announced at the end of the meeting. The floor was opened for questions concerning the voting process. No questions were received.

1. Calista Herbert moved the adoption of the resolution to approve the Audited Accounts for the financial year ended 30 September 2008. Anne Perng seconded the resolution.

The President opened the floor for any questions regarding the resolution. There were no questions. The membership was asked to vote to approve the resolution and counts were taken.

2. Helen Anco moved the adoption of the resolution to approve the appointment of PlanAssure PAC as auditors for the year ending 30 September 2010. Calista Herbert seconded the resolution.

The President opened the floor for any questions regarding the resolution. There were no questions. The membership was asked to vote to approve the resolution and counts were taken.

3. LeeAnn Deemer moved the adoption of the resolution to approve the proposed changes to the Constitution of the Friends of the Museums (Singapore) as distributed to the membership in Document A. Dana Hardesty seconded the resolution.

The President opened the floor for any questions regarding the resolution. There were no questions. The membership was asked to vote to approve the resolution and counts were taken.

While the floor votes were being tallied, the President proceeded with the awarding of the Salome de Decker Volunteer Award, which recognises the volunteer who has made a significant contribution to FOM in a quiet way. The President gave a brief history of the establishment of the award, in honour of Salome de Decker, and of the Singaporean artist responsible for creating the award statues, Victor Tan. The award was then given to two docents, Mae Chong and Constance Ong. As the recipients could not be present at the General Meeting, the award was given to them at an earlier event, and the President showed photos of this earlier award ceremony.

The results of the floor vote having been tallied, the President introduced Kathryn Dooley, FOM Honorary Secretary, to read the results.

The Secretary first reads the results for the resolutions presented.

1. The Motion to approve the Audited Accounts of the Friends of the Museums (Singapore) for the Financial Year ended 30 September 2009 was approved by a majority vote of 97%. Having received a majority vote, the motion passed.
2. The Motion to appoint PlanAssure PLC as auditors for the Friends of the Museum financial year ending 30 September 2010 was approved by a majority vote of 96%. Having received a majority vote, the motion passed.
3. The motion to approve the proposed changes to the Constitution of the Friends of the Museums (Singapore) as distributed to the membership in Document A was approved by a vote of 95%. Having received a two-thirds vote in the affirmative, the change to the constitution passed and will now be submitted to the Registry of Societies for approval.

Next the Secretary announced the election results for the FOM Council Members.

4. The following 2010 Friends of the Museums Council members were ELECTED by the membership:

President	Carla Forbes-Kelly	Elected by a majority vote
1 st Vice-President	Anne Perng	Elected by a majority vote
2 nd Vice-President	Mary Friday Leadbetter	Elected by a majority vote
Honorary Treasurer	Carmen Frings	Elected by a majority vote
Honorary Secretary	Katie Dooley	Elected by a majority vote
Council Representative	Sian Appleyard	Elected by a majority vote
Council Representative	Lynn Biondi	Elected by a majority vote
Council Representative	Ann Marie Regal	Elected by a majority vote
Council Representative	Usha Udas *	Elected by a majority vote

The President asked if there were any further questions on the business of the day. No questions were received. The President congratulated the newly elected members of the 2010 FOM Council, and invited them on stage. The President thanked the outgoing members of the 2009 FOM Council, as well as the Secretary and team from the Peranakan Museum who organised the day's General Meeting.

The President adjourned the meeting at 11:40am.

Minutes recorded by LeeAnn Deemer

Minutes approved by  President FOM(S)
16 December 2009

* Due to personal reasons, Usha Udas has withdrawn her nomination to stand for Council Representative and will not take up her position.