



ENVIRONMENTAL MANAGEMENT ASSOCIATION OF SINGAPORE

1003 Bukit Merah Central, #06-28, Singapore 159836 Tel: 69700650 Fax: 69700546

MINUTES OF THE 36th ANNUAL GENERAL MEETING HELD ON FRIDAY, 28th OCT 2022, 2.30 pm, at Devan Nair Institute, Hall 3, 80 Jurong East Street 21, Singapore 609607

Present:

SN	MEMBERS	CATEGORY	OFFICIAL REPRESENTATIVE	REMARKS
1	800 Super Waste Management Pte Ltd	Ordinary	Milton Ng	Voting Right
2	Anergy Building Services Pte Ltd	Ordinary	Andrew Ang	Voting Right
3	Atalian Services Pte Ltd (Cleaning Express Pte Ltd)	Ordinary	Simon David	Voting Right
4	ATL Maintenance Pte Ltd	Ordinary	Lee Chee Guan	Voting Right
5	BMS Environmental Services Pte Ltd	Ordinary	Eric Soon	Voting Right
6	BNL Services Pte Ltd	Ordinary	Tony Chooi	Voting Right
7	CBM Pte Ltd	Ordinary	Lok Chun Kiet	Voting Right
8	Chye Thiam Maintenance Pte Ltd	Ordinary	Edy Tan	Voting Right
9	Clean Solutions Pte Ltd	Ordinary	Sim Chin Seng	Voting Right
10	Cleancoat Services Pte Ltd	Ordinary	Anbalagan Rajagopal	Voting Right
11	Cleen First Services Pte Ltd	Ordinary	Muhammad Fazil	Voting Right
12	CSP Maintenance Pte Ltd	Ordinary	Chay Nan Jiunn	Voting Right
13	Eng Leng Contractors Pte Ltd	Ordinary	Eugene Tay	Voting Right
14	Evergreen Refuse Disposal & Cleaning Services Pte Ltd	Ordinary	Randy Kor	Voting Right
15	Goodman Environmental Pte Ltd	Ordinary	Arthur Lim	Voting Right
16	Infocus Integrated Engineering Pte Ltd	Ordinary	Sharon Kee	Voting Right
17	Integrated Property Management Pte Ltd	Ordinary	Ding Chek Leh	Voting Right
18	ISS Facility Services Private Limited	Ordinary	Faith Wong	Voting Right
19	JADO Facility Services Pte Ltd	Ordinary	Daryl Quah	Voting Right
20	Klovex Holdings Pte Ltd	Ordinary	Matthew Khoo Lang You	Voting Right
21	LS 2 Service Pte Ltd	Ordinary	Alvin Ong	Voting Right
22	Ministry Of Clean Pte Ltd	Ordinary	Rio Goh	Voting Right
23	Mop Squad Pte Ltd	Ordinary	Ong Pang Yang	Voting Right
24	Nimbus Facility Services Pte Ltd	Ordinary	Daniel Thong	Voting Right
25	Primech A&P Pte Ltd	Ordinary	Ken Chang	Voting Right
26	Re Sustainability Cleantech Pte Ltd	Ordinary	Ang Kin Yong	Voting Right
27	RS Facilities Services Private Limited	Ordinary	Tay Chin Chye	Voting Right
28	Sembwaste Pte Ltd	Ordinary	Edward Goh	Voting Right

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SN	MEMBERS	CATEGORY	OFFICIAL REPRESENTATIVE	REMARKS
29	Sergent Services Pte Ltd	Ordinary	Benson Khor Hock Lye	Voting Right
30	Sun City Maintenance Pte Ltd	Ordinary	Simon Swee	Voting Right
31	Weishen Industrial Services Pte Ltd	Ordinary	Angelyn Ng	Voting Right
32	Grace Hospitality Services Pte Ltd	SME Ordinary	Lynn Cheah	Voting Right
33	Marvel Clean Pte Ltd	SME Ordinary	Thong Jong Woei	Voting Right
34	OnClean Solutions Pte Ltd	SME Ordinary	Yeo Jinghui	Voting Right
35	Rooma Service Pte Ltd	SME Ordinary	Daniel Thong	Voting Right
36	Karcher Singapore Private Limited	Associate	Vincent Sim	Non-Voting Right
37	Matex Holdings Pte Ltd	Associate	Chen Xuhui	Non-Voting Right
38	V3 Smart Technologies Pte Ltd	Associate	Adrian Long	Non-Voting Right
39	Aaarya Business College Pte Ltd	Institutional	Palaniappan	Non-Voting Right

Absent with Apologies:

SN	MEMBERS	CATEGORY	OFFICIAL REPRESENTATIVE	REMARKS
1	Drew and Napier LLC	Legal Advisor	Charmaine Yap	
2	A4 Facility & Maintenance Pte Ltd	Ordinary	Mohammed Nazurudeen Bin Mohamed Salim	
3	Guardian Facility Services Pte Ltd	Ordinary	Chew Rong Yeow	
4	Xin Hai Development Pte Ltd	SME Ordinary	Charles Toh	
5	Work Work Private Limited	Institutional	Andrew Nye Thong LI	

In Attendance:

1. Mr. Terence Wee Executive Director
2. Ms. Eliza Choh Business Development & Project Manager
3. Mr. Christopher Toh Senior Programme Executive
4. Ms. Irene Lim myEstateHub (support for voting and election)
5. Mr. Too York Lou NEA (as observer)
6. Ms. Yanni Lok NEA (as observer)
7. Mr. Sean Ong ESG (as observer)
8. Ms. Ma Jia Ru ESG (as observer)
9. Mr. Marcus Tham ESG (as observer)

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1. In Quorum

Environmental Management Association of Singapore (EMAS) 36th Annual General Meeting (AGM) commenced at 2:30 pm with thirty-five (35) voting members and four (4) non-voting members. A quorum of thirty-eight (38) was required.

2. President's Address

Mr. Tony Chooi warmly welcomed and thanked all members and said that it was good to hold a physical meeting after a 2-year hiatus due to Covid-19.

Tony shared the raison d'être of EMAS and that the Association is committed to its journey of looking after the interests of its members, and, together with its strategic partners and agencies, continue to uplifting and professionalising the Cleaning Industry. Tony thanked the EXCO members and Secretariat Team for their hard work and dedication during this difficult period, and all members for the strong support.

There will be a Chinese Dinner Gala dinner on 3rd Feb 2023 (Friday) and members are encouraged to take part in upcoming EMAS activities.

3. Confirmation of the Minutes of the 35th Annual General Meeting

The minutes of the 35th Annual General Meeting were approved and adopted.

Proposer : Mr Edy Tan

Secunder : Mr Ding Chek Leh

4. Membership

As at 30th Apr 2022, the Association has a total of 161 members consisting of 25 SME Ordinary, 94 Ordinary, 39 Associate and 3 Institutional.

5. Key Messages presented by the Executive Director

5.1 Introduction of the Executive Council

18th Term (2019-2021) Executive Council

1 st Advisor	Dr. Amy Khor, Senior Minister of State, Ministry of Sustainability and the Environment
2 nd Advisor	Mr. Milton Ng, 800 Super Waste Management Pte Ltd
Legal Advisor	Ms Charmaine Yap, Drew and Napier LLC
President	Mr. Tony Chooi Kah Peng, BNL Services Pte Ltd
Vice-President	Mr. Edy Tan Wei Hock, Chye Thiam Maintenance Pte Ltd
Honorary Secretary	Ms. Sharon Kee Seok Khim, Infocus Integrated Engineering Pte Ltd
Honorary Treasurer	Mr. Edward Goh Ek Hui, SembWaste Pte Ltd
Assistant Secretary	Ms. Faith Wong, ISS Facility Services Private Limited
Assistant Treasurer	Mr. Andrew Ang Poh Chye, Anergy Building Services Pte Ltd
Committee Member	Mr. Thong Jong Woei, Marvel Clean Pte Ltd
Committee Member	Mr. Tan Kok Wee, Clean Solutions Pte Ltd
Committee Member	Mr. Ang Kin Yong, Re Sustainability Cleantech Pte Ltd
Committee Member	Mr. Daniel Thong, Nimbus Facility Services Pte Ltd
Committee Member	Mr. Rio Goh, Ministry of Clean Pte Ltd
Observer (Institutional)	Mr. Palaniappan, Training Masters Workforce Institute Pte Ltd
Observer (Associate)	Mr. Vincent Sim, Karcher Singapore Private Limited
Internal Auditor	Mr. Ding Chek Leh, Integrated Property Management Pte Ltd

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5.2 Introduction of the Secretariat

Senior Programme Executive
BD and Project Manager
Executive Director

Mr. Christopher Toh
Ms. Eliza Choh
Mr. Terence Wee

5.3 EMAS' Representation

EMAS' representation included the following:

- a. Future Economy Council, Resource and Environmental Sustainability Sub-Committee, MSE.
- b. Public Hygiene Council (PHC), NEA.
- c. Sectoral Tripartite Committee, NEA.
- d. Environmental Sanitation Tech Committee, NEA.
- e. Workplace Safety & Health Committee, MOM.
- f. Tripartite Cluster for Cleaners, BATU.
- g. Mature Workers in Key Priority Sectors, HPB.

The above list is not exhaustive and other examples were also cited:

- h. SBF Lighthouse project
- i. Sub-Committee in some of SIFMA's initiatives
- j. Upcoming meeting with MTI on industry feedback and outlook

5.4 Engagement with NEA

- a. Appeal / Survey
 - i. Enhance Training Requirement Survey; the findings were presented to NEA, SSG, NTUC UCC, SNEF, MOM
 - ii. Foreign Workers; the findings and suggestions were submitted to NEA and ESG
 - iii. Electric Leaf Blower; responses were shared with NEA
 - iv. Current Toilet Cleaning Regime; responses were shared with NEA
- b. Dialogues, Events or Panel-related
 - i. PHC, NCID and EMAS Dialogue 24 Feb 2022; there were 24 attendees
 - ii. Clean Enviro Summit Singapore (CESG) 18 to 20 April 2022; there were 8 exhibitors in the EMAS section
- c. Mission Trip to Interclean Amsterdam on May 2022; this trip is lead by Mr Chew Ming Fai, Dy CEO of NEA, and there were 37 delegates from 20 unique companies
- d. Technology related
 - i. Technology connect session on 25 March 2022; there were 65 attendees from 34 unique companies
 - ii. 55 EMAS members adopted PSG
 - iii. Digital Literacy for cleaning workforce – supported in April 2022

5.5 Engagement with Tripartite Partners on Labour Issues

- a. Advisory - TRIPARTITE ADVISORY ON ENSURING SUSTAINABILITY OF THE CLEANING SECTOR IN VIEW OF COVID-19 (updated on Nov 2021)
- b. ETR – see item 5.4ai above.

ment that are Training / IHL related

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- a. Training - Co-organized OBC Ready masterclass with AAARYA Business College on May 2022 ; there were 42 participants
- b. Supported:
 - i. ES Internship placement for ITE West (Feb 2022)
 - ii. Invitation to offer scholarships for NEA Industry Scholarship Programme (Apr 2022)
 - iii. Built Environment Custodian Job Redesign & Training Programme (RECA) – (Feb and July 2022)
 - iv. 2-day Master Class for Outcome/Performance-Based Cleaning Services Procurement – (June 2022)
 - v. RECA Specialist Certificates in Cleaning Inspection / Audit – (Aug 2022)
 - vi. Republic Polytechnic on their work study programme (Part time diploma in ESM) Earn and Learn Programme (ELP) / Work Study Programme (WSP)
 - vii. Republic Polytechnic's ECC and EICM Courses (June & Sep 2022)
 - viii. Combat COVID-19 and other potential diseases with this 1-day course at Republic Polytechnic (July 2022)

5.7 Engagement that are WSG related

- a. Programme Manager for WSG's CCP (Career Conversion Programme) from Sept 2020 till 14th Feb 2022. The total take up rate for CCP is 33 individuals from 10 unique companies. The supported amount for salaries is S\$200,398. (CCP was previously known as Place and Train Programme)
- b. Programme Manager for Job Redesign Masterclass (ES)
 - Aug 2022: 14 participants from 7 companies
 - Nov 2022: 22, 23 Nov 2022 (Tue, Wed)
- c. Supported WSG's Career Preview for Environmental Services Career Conversion Programme; there were 145 participants with sharing by ISS, and EMAS is on the Q&A panel

5.8 Engagement on other matters

- a. MOM: uplifting cleaning industry's professionalism by coming out strongly against employment kickbacks (Jan and Oct 2022)
- b. EMAS Golf 2022 in conjunction Thank Your Cleaner Day 2022 where there were;
 - i. 29 booked flights,
 - ii. 20 tables for dinner,
 - iii. And 27 companies received appreciation token.
- c. Supported Singapore WSH Conference 2022 (Aug, Sep, Oct 2022)
- d. PPE Distribution – coordinated the distribution of \$6,800,000 worth of PPEs to 26 member companies (Feb 2022)

Please refer to attached slides with more details and photos related to item 5.4 to 5.8; which were briefly shared for information.

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5.10 LEAD (Jun 2019 to May 2022) update

The KPIs to be achieved are

- a. Project 1 – Hire ED, BD and Project Manager, Senior Programme Executive and Training.
- b. Project 2 – Facilitate career outreach session. Target internship. Support ES Workforce Day
- c. Project 3 – Organise outreach session to promote ELP and CET/PET programmes.
- d. Project 4 – Organise Technology Connect Session and Target leads for technology partnership
- j. Project 5 – Overseas Mission

Year 1 and Year 2 claims and status report submitted and already processed.

Year 3 submitted and approved by external auditor. Currently under process by ESG internal team (development partner, auditor and finance).

5.11 EMAS Future Focus and LEAD 2

a. Focus

i. Revenue Streams

- To increase membership for additional fees and also to represent more industry players.
- Acquire sponsorships.
- Create and organise training courses and programmes.
- Plan for more events.

ii. Capability Development

- Implement CRM / systems and upgrade website to be more productive and effective in serving members.
- Internal training for Secretariat to enhance skills.
- Build and improve relationships with stakeholders.

iii. Industry outreach and support

- Be the bridge between government and industry players for sharing of information such as government support schemes, measures and industry feedback or suggestions.
- Conduct surveys that are relevant for the industry.
- Option to provide administrative support to members that may need to appeal on matters / applications with valid reasons. EMAS will coordinate.
- Aggregator of service and / products such as insurances, telco services, lawyer services, etc. Whereby service providers will provide special rates to EMAS members.

b. LEAD 2 (June 2022 to May 2025)

- i. Project 1 – Build Capability. Implementation of CRM, revamp of Website, and secretariat to attend external courses.

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- ii. Project 2 – Ensure sustainable manpower pipeline & enhance image. To organise and support ES Workforceday, and career outreach sessions with related IHLs and agencies.
- iii. Project 3 – Upskilling (training). To curate courses and to conduct training sessions.
- iv. Project 4 – Technology related. To organise Technology connect sessions and to generate partnership leads. To get members companies to adopt technology solutions.
- v. Project 5 – Overseas Mission. To lead trips overseas for learning and business matching.
- vi. Project 6 – OBC. To organise OBC outreach sessions and also curate and conduct OBC related courses.

Awaiting letter of offer from ESG.

5.12 Treasurer's report

- a. The audited financial statements for the year ended 30th Apr 2022 were presented by Mr. Edward Goh, Honorary Treasurer for adoption and approval.
- b. The reporting is based on cash method and there is no accrual.
- c. Membership fees increased 6%.
- d. Events income was nil while training income has increased 30%.
- e. Overall income increased by 68%. There was ESG grant of S\$134,009 (claims for year 2 of LEAD).
- f. Other grants, JGI and JSS, reduced significantly by 56%.
- g. Training expenses increased 77% as EMAS organised and conducted masterclasses. All other expenses were consistent compared to previous year.
- h. A forecast for year ending Apr 2023 was shared. Revenue will increase significantly contributed mainly from ESG grants and events. Expenses will also increase as EMAS start to execute LEAD 2 activities and organise more events.
- i. There were no questions raised and the audited financial statements were adopted for the year ended 30th April 2022.
Proposer : Mr. Anbalagan Rajagopal
Seconder : Mr. Ong Pang Yang

5.13 Constitution changes

The voting will be done electronically and EMAS has appointed MyEstateHub to manage this process. Referring to a slide shown to all present; 35 Ordinary and SME members company representative present have registered to vote. Based on the current paid up memberships for Ordinary and SME members, only 28 are needed, hence the quorum to vote is achieved.

The following changes and additions were proposed, explained and voted for;

- a. To update item 14's description from 3 committee members to 5 committee members so the total number of Committee Members is eleven.

From
item 14. Office-Bearers and Their Duties The elected Committee Members from among themselves shall at the alternate annual general meeting elect by ballot, office-bearers
A President
A Vice-President
An Honorary Secretary
An Assistant Secretary
An Honorary Treasurer
An Assistant Treasurer

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3 Committee Members

To

item 14. Office-Bearers and Their Duties The elected Committee Members from among themselves shall at the alternate annual general meeting elect by ballot, office-bearers

A President

A Vice-President

An Honorary Secretary

An Assistant Secretary

An Honorary Treasurer

An Assistant Treasurer

5 Committee Members

Voting results : Passed

For : 34

Against: 0

Abstain : 0

b. To make adjustment to the quorum for AGM

From

item 15.3. QUORUM At least one quarter (1/4) of the Association must be present at the annual general meeting for its proceedings to be valid. In the event of there being no quorum within 30mins of the fixed time of commencement of the meeting, those present & eligible to vote, should be considered a QUORUM, provided that such a General Meeting shall have no power to alter, amend or make additions to any of the existing rules of this Constitution.

To

item 15.3. QUORUM At least one quarter (1/4) of the total membership or 40 memberships, whichever is lower, of the Association must be present at the annual general meeting for its proceedings to be valid. In the event of there being no quorum within 30mins of the fixed time of commencement of the meeting, those present & eligible to vote, should be considered a QUORUM, provided that such a General Meeting shall have no power to alter, amend or make additions to any of the existing rules of this Constitution.

Voting results : Passed

For : 35

Against: 0

Abstain : 0

c. To make adjustment to the quorum for EGM

From

item 16.6. QUORUM At least one quarter (1/4) of the total membership of the Association must be present at such meeting for its proceedings to be valid. If within half an hour from the time appointed for the commencement of a Special General Meeting, a quorum is not present, the meeting shall be dissolved. For Extraordinary General Meeting, if a quorum is not present within half an hour from the time fixed for the commencement of the meeting, the number then present at the adjourned meeting shall be considered a quorum, but they shall have no power to alter, amend, delete or make additions to any of the existing rules.

To

item 16.6. QUORUM At least one quarter (1/4) of the total membership or 40 memberships, whichever is lower, of the Association must be present at such meeting for its proceedings to be valid. If within half an hour from the time appointed for the commencement of a Special General Meeting, a quorum is not present, the meeting shall be dissolved. For Extraordinary General Meeting, if a quorum is not present within half an hour from the time fixed for the commencement of the meeting, the number then present at the adjourned meeting shall be considered a quorum, but they shall have no power to alter, amend, delete or make additions to any of the existing rules.

Voting results : Passed

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For : 34 Against: 0 Abstain : 1

d. New addition

The Executive Council member will be a representative of a member's company. In the event that an Executive Council member resigns from the member's company, the latter can appoint another representative to replace the outgoing individual. The new representative's appointment is subject to the decision of the remaining Executive Council.

Justin asked if members are voting for the company or the person during council members election?
Terence confirmed that during election, members vote for the company.

Voting results : Passed

For : 28 Against: 5 Abstain : 2

e. New addition

In the event that an Executive Council position is left vacant due to withdrawal or termination, the vacant position will go to the next highest voted company. This latter company shall appoint a representative to replace the outgoing individual. The new representative's appointment is subject to the decision of the remaining Executive Council.

Voting results : Passed

For : 31 Against: 2 Abstain : 1

f. New Addition

Only EMAS Secretariat has the access to confidential information gathered during survey and collection of membership information. Members have no rights to access such information.

"Confidential Information" means all material, non-public, business-related information, written or oral, whether or not it is marked as such, that is disclosed or made available to the receiving party, directly or indirectly, through any means of communication or observation.

- Justin asked what is the current practice. Terence advised that there is currently no constitution related to this. This item is introduced to give members a peace of mind as EMAS anticipate an increase in frequencies to request for information from its members in EMAS activities to uplift the industry and to engage the related agencies.
- Justin asked if there are any punitive action should any Executive Council member or secretariat staff breach any constitution item. Terence responded that there is no such constitution in place for this. This feedback is noted and will be brought up at the next EXCO meeting for discussion.
- Terence also re-iterated that the Executive Council also do not have the rights to access such information. The reports may be shared with related agencies on an aggregated basis when the need arises.

Voting results : Passed

For : 32 Against: 1 Abstain : 1

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g. New addition

Decision making will be on a simple majority vote of the 11 Executive Council members.

- Palani mentioned virtual meeting is part of the normal working arrangements since the onset of Covid. Do all 11 Council members have to be present to vote or can vote virtually? Justin also clarified if the constitution allows Council members to vote in-person or via digital means too?
Terence advised that decision making processes take place via several modes consisting of google forms, email, whatsapp, voice/ video conference call and in-person meeting.

Voting results : Passed

For : 32

Against: 0

Abstain : 1

6. Others

- a. Justin asked who has access to Council meeting minutes as members would like to know what has been discussed and deliberated. Terence advised that the Council meeting minutes are distributed only to Executive Council members as there be some sensitive information that needs to be embargoed. Justin responded that minutes can be redacted and hopes to see more transparency as we move forward. Terence acknowledged this feedback and mentioned that it will be brought up at Executive Council meeting for discussion.

7. There were no further matters raised.

8. President Tony thanked Justin and others for raising feedback and comments as that is how an organization improves. He also thanked everyone for attending the AGM and their support for EMAS.

There being no other matters, the meeting ended at 4.45pm.

Minutes recorded by : EMAS Secretariat

Vetted by : Ms. Sharon Kee (Hon. Secretary) and Ms. Faith Wong (Assistant Hon. Secretary)

Approved by : Mr. Tony Chooi Kah Peng, President

Mr. Tony Chooi

Ms. Sharon Kee

Tony Chooi

Sharon Kee