

PERSATUAN HOSPIS KASIH, KUALA LUMPUR DAN SELANGOR
(KASIH HOSPICE CARE SOCIETY, KUALA LUMPUR AND SELANGOR)

MINUTES OF THE 10TH ANNUAL GENERAL MEETING

Date: Saturday, 23rd May 2015

Time: 2.30pm

Venue: 7, Jalan 14/29, 46100 Petaling Jaya, Selangor Darul Ehsan

1. Attendance and Quorum

The quorum for the meeting was met with a total of 26 members present, as per the list attached.

2. Chairman of the meeting

The president of the Society, Dr Siow Chih Peng, presided over the meeting.
She welcomed all the members present.

3. Chairman's address

The Chairman gave a brief overview of KHC's activities, functions and challenges faced during the period from January 2014 to May 2015. The more salient matters which she told the meeting are summarised as follows:

- As at the date of this AGM, the medical team consisted of 1 doctor, 4 nurses and 1 counsellor whilst the administration team consisted of 3 staff. For almost the entire first half of 2014, there was a shortage of nurses and fortunately the problem was resolved in mid-2014 with new recruits joining to make up the present team.
- As at Nov 2014, there were 137 life members and 41 ordinary members.
- Presently there were 147 volunteers on records. More than 50 volunteers were active and they were divided into 9 teams visiting 3 hospitals in the Klang Valley. To-date, volunteers had clocked in more than 30,000 man-hours in emotional support for patients.
- The Society attempted to set up a new volunteers group to provide emotional support to the patients in the PCU ward of University Malaya Medical Centre (UMMC). Eight volunteers had signed up to form the new group. Unfortunately, the proposed project was eventually called off due to UMMC's internal policy of not allowing outsiders to provide volunteer services in its wards.
- Dr Richard Lim from PCU of Selayang Hospital had expressed appreciation and gratitude to KHC for providing day-care and emotional support to its palliative ward patients. He emphasized that hospice was a holistic care for the patients' body, mind and spirit. He had been referring palliative patients discharged from the Hospital to KHC. Likewise, KHC would sometimes refer its patients to the Selayang Hospital where applicable.

- In 2014, 483 home patients were cared for by the medical team of KHC. There was a slight drop in the number of patients due to the shortage of nurses in the first half of 2014. For the first 5 months of 2015, KHC had cared for 200 home patients.
- Finally recognizing the importance of palliative care, the Ministry of Health had launched a one-year post basic palliative nursing course in September 2014. Four of the course student nurses from Kolej Sains Kesihatan Bersekutu Sultan Azlan Shah ("KSKB"), Ulu Kinta, Perak, did their attachment with KHC in November and December 2014.
- Besides the above KSKB attachment, Dr. Robert Chen from UTAR Medical College had also been sending its fourth year medical students for attachment with KHC since 2014.
- As continual education and training for KHC's medical staff, Dr. Siti and her colleague from Serdang Hospital had been invited to give a talk to them on dental and oral care for patients with special needs.
- A qualified occupational therapist had also been invited recently to hold a practical session for KHC's medical staff.
- Two fund-raising events were held in 2014, namely the Dama Orchestra musical performance ("The Legends") in June 2014 and the Charity Fair in September 2014. The events were overwhelmingly successful, thanks to all the supporters and donors.

Proposed by Dr Goh Pik Pin and seconded by Ms. Yang Ai Fong, the meeting voted that the 2014 Chairman's Statement be received.

4. Receiving the Audited Accounts

The Honorary Treasurer, Mr Wong Koei Onn, gave an overview of KHC's financial position.

Mr Wong explained that since KHC was principally supported both operationally and financially by Yayasan Kasih ("YK"), only a few transactions coursed through KHC. The audited accounts of KHC for the financial year ended 31st December, 2014 accordingly reflected a very quiet and inactive scenario. To enable the members gain a realistic view of the operations of the "Kasih Group", Mr Wong presented some slides depicting YK's balance sheet as at 31st December, 2014 and the statements of income & expenditures for the financial year then ended. He explained how YK had received income from donations and fund raising events and how it had spent a great part of the income strictly for hospice services, patient care and incidental purposes. Questions relating to the accounts and operations were raised by some members and were answered to their satisfaction:

- Ms. Harban Kaur enquired if KHC's/YK's income were subject to GST. Mr Wong replied that for the year ending 31st December 2015, YK's income (whether from donations or from fund-raising events) would unlikely be subject to GST. He went on to explain that while donation income were not subject to GST, other income from fund-raising events would be subject to GST only if they would exceed RM 500,000 in a year.

- Mr. Lim Kim Ong enquired whether there was any sponsorship from the Ministry of Health (“MOH”). Mr Wong replied that KHC had received a grant of about RM230,000 from MOH in 2014 but none in 2013. As for 2015, the prospect of getting another grant from the MOH was still unknown.
- Mr. Ng Kan Cheng enquired whether patients had to purchase the medical equipment (eg. beds & oxygen concentrators) they required. Dr Siow clarified that KHC/YK would loan such equipment to the patients for free although the patients would have to pay for the related transportation charges. However, there were cases where KHC/YK even paid for such transportation charges as the patients could not afford the charges.
- Ms. Harban Kaur said that some people were not sure as to whether donations should be made to KHC or YK. Dr Goh explained the history of KHC and its relationship with YK and advised that donations should preferably be made to YK so that the donors would be able to claim for tax exemption. However, KHC would still accept donations made to it although it would thereafter re-donate the donations received to YK.

Dr Goh Pik Pin told the meeting that YK was financially healthy and it would not, for the time being, use its funds in the fixed deposits to purchase any landed property as it would continue to apply for free land from the state government to build its own building.

Mr. Wong told the meeting that a copy of the audited accounts of YK for the financial year ended 31st December, 2014 would be placed in the small meeting room for perusal by the members at the end of the AGM.

Proposed by Ms. Tan Lan Phing and seconded by Ms. Suerin Yee, the meeting voted that the Audited Accounts of KHC for the financial year ended 31st December 2014 be received.

5. Minutes of the 9th Annual General Meeting

Proposed by Ms. Pearl Thor and seconded by Ms. Jade Chen Nyuk Sim, the meeting approved the minutes of the 9th Annual General Meeting held on 7th June 2014.

6. Election for the 2015/2017 EXCO

The Chairman explained that in accordance with KHC’s constitutions, the 2-year term for the current EXCO would expire at the end of this AGM.

Dr. Siow and Ms Pat Ramakrishnan who were the current co-presidents of KHC thanked all the EXCO members for their services and all the members for their support.

Ms Pat Ramakrishnan indicated that she would not seek re-appointment to the new EXCO for 2015/2017.

Dr. Siow told the meeting that nominations had been received for the new EXCO to hold office from the end of this AGM to the end of the AGM in 2017. The nominations were as follows:

President	- Dr Goh Pik Pin
Medical Director	- Dr Siow Chih Peng
Honorary Secretary	- Ms. Sally Fan
Honorary Treasurer	- Mr. Wong Koei Onn
Committee members	- Mr. Ng Poh Kwong
Ms. Chuah Shooi Leng	
Ms. Yang Ai Fong	
Mr. Oscar Wong	

Proposed by Ms. Pearl Thor and seconded by Ms. Foong Yoke Hoe, the above nominations were elected to the 2015/2017 new EXCO.

7. Other Matters

- Dr.Siow requested the members to mark the following dates in their diaries/ calendars:
 - 20 Sep 2015: Kasih Charity Fair in One Club, Bandar Utama
 - 22-24 April 2016: Hospice Conference in Sunway Convention Centre
- Dr. Siow told the meeting that the hospice medical team would need an additional doctor and an additional nurse who, preferably, would be able to speak the Chinese dialects as currently communications with the Chinese-speaking patients and their families were not so convenient due to the fact that none of the current medical staff could speak the Chinese language. Dr. Siow added that recruitment of medical staff was difficult as there were not many suitable candidates who would be keen to join the hospice service.
- Dr. Siow explained the geographical limitations and other constraints faced by the medical team in providing their services. She would like the members and the volunteers to understand that due to those limitations and constraints the medical team would not be able to provide services to the members' and the volunteers' families and friends in their times of need if, unfortunately, they happened to be residing outside the medical team's area of coverage. Mr. Ng Kan Cheng expressed his appreciation to Dr. Siow for making the clarification.
- Ms. Pearl Thor told the meeting that KHC would welcome donations of 3-crank beds (as against the 1-crank or even the 2-crank) as such beds which would make the caregivers' job easier were in great demand.
- Dr. Goh Pik Pin, the impending President, announced to the meeting that a kind and generous family (anonymity requested) had purchased a detached house in SS3 Petaling Jaya and offered to lease it to the Foundation for as long as YK would require for its use and at a nominal rental of RM1,200.00 (Ringgit Malaysia One Thousand and Two Hundred Only) per annum. However, YK would have to undertake the necessary renovations, and the works would be awarded to contractors by tenders. It was

estimated that the renovations would be completed by the end of the year for YK/and KHC to move into the new office. Donations and sponsorships for the renovations costs and the necessary office equipment would be most welcomed.

8. Termination of Meeting

There being no further matters, the meeting adjourned at 4.00pm.

Confirmed as a correct record

DR.SIOW CHIH PENG

Chairperson