

# EMDR SINGAPORE

**28<sup>th</sup> February 2014**

## **Notice of EMDR Singapore 4th Annual General Meeting**

Dear Member (current and old)

Please be informed that the above meeting will take place as follows:

**Date:** 5th April 2014 (Saturday)

**Venue:** Training Room 4

**Address:** Singapore Council of Women's Organisation

96 Waterloo Street

SCWO Centre

Singapore 187967

**Time:** 1.00 pm – 3.30 pm

Lunch commences from 1 pm onwards \*\*We can cater for vegetarian or halal if informed when you RSVP your attendance.

### **Agenda**

1.00pm – Welcome & Lunch

1.20pm – Confirmation of the Minutes of the 3<sup>rd</sup> AGM

1.30pm – Reports on 2013 Events, Membership and Accounts by President, Secretary and Treasurer

1.45pm – Elections for the term 2014-2016

2.00pm – Amendments to the constitution - Details are attached

2.15pm – Plans for 2014

2.20pm – Any other business / Close of AGM proper

2.30pm – Peer Group Consultation Session (facilitated by EMDR Institute Facilitator/s) – please bring your case/s for discussion if you would like to do so

\*If quorum is not attained, then the schedule after lunch will be delayed by a few minutes according to Constitution.

Please indicate your attendance to Reena Goenka on email – [secretary.emdr.sg@gmail.com](mailto:secretary.emdr.sg@gmail.com) or Phone 92385141 by **15th March 2014** at latest, to facilitate catering and logistical planning.

Attached - 3rd AGM minutes and Notice of Amendment.

Yours sincerely,  
Reena Goenka  
Hon Secretary,  
EMDR Singapore

**Proxy Form**

I, \_\_\_\_\_, holder of I/C No. \_\_\_\_\_ being a full member of EMDR Association, hereby appoint \_\_\_\_\_ as my proxy to vote for me, on my behalf at the Annual General Meeting of the Association to be held on 5th April 2014, with respect to all matters to be voted at the Annual General Meeting.

\_\_\_\_\_  
Name/Signature

## EMDR (Singapore)

### Minutes for 3rd AGM on 30th March 2013

**Date/ Time:** Saturday, 30th March 2013, 12.00 noon to 2.00 p.m.

**Venue:** The Institute of Mental Health, Kaizen Room

**Present:** Linda Wan-Koh (President, Full member)  
Vera Handojo (Treasurer, Full member)  
Reena Goenka (Hon.Secretary, Full member)  
Dr Matthew Woo (Committee Member, Full member)  
Jasmine Pang (Committee Member, Full member)  
Carol Goh (Committee Member, Full Member)  
IP Lee Lee (Committee Member, Full Member)  
M M Jagjeet Singh (Ordinary Member)  
Jenny Jacob Gandhi (Ordinary Member)  
Janice Liow (Ordinary Member)  
Marlene Kon (Ordinary Member)  
Lena Teo Swee Ling (Ordinary Member)

No.	Item	Action
<b>1</b>	<b>Quorum for AGM</b>	
<b>1.1</b>	The quorum to proceed with AGM is 25%. For current 51 members, there were 12 members present. The quorum was not met. The meeting started after waiting for 30 minutes and IP Lee Lee on behalf of Linda called the meeting in order and welcomed all present.	
<b>1.2</b>	<b>AGM Minutes 2012</b> The AGM Minutes for the year 2012 was proposed by Dr Mathew and seconded by IP Lee Lee.	
<b>2</b>	<b>President's Address</b> IP Lee Lee presided the AGM on behalf of Linda, since Linda was down with sore throat. Lee Lee read the President's Address and thanked Vanessa for putting in countless hours to create the website from scratch, Vera for putting together regular Peer Consultation sessions and the committee for the smooth running of the Association. She expressed her gratitude to Matthew for continuing to support EMDR Singapore and Jasmine Pang. also thanked the facilitators like Roger Solomon, Sigmund Bruyinski, for giving special rates and coming to Singapore to conduct the workshops.	

	President's address is attached.	
<b>3</b>	<b>Treasurer's Report</b>	
<b>3.1</b>	The Income and Expenditure, and Balance Sheet as on 31 <sup>st</sup> December 2012 is attached.	
<b>3.2</b>	Vera reported that for the period ended 31 December 2011, EMDR Singapore has incurred a profit \$6,364.80 as Roger Solomon's workshop was well subscribed.	
<b>3.3</b>	Vera presented the Accounts statements and updated the members on the current bank balance available to be S\$7,540.85	
<b>3.5</b>	Vera also explained that since the Association was now in black, they had available balance to repay the short tem loan of @1200 given to EMDR Singapore for the initial set-up of the Association.	
<b>4</b>	<b>Membership Update by Secretary</b>	
<b>4.1</b>	Reena reported there were 51 members as on 31 <sup>st</sup> December 2012.	
<b>4.2</b>	Reena informed that there were 50 members comprising of Full members and ordinary members.	
<b>5</b>	<b>Upcoming Activities</b>	
<b>5.1</b>	<b>Master Class by Dr Roger Solomon (May 26th - May28th)</b> It was announced that EMDR Singapore will be inviting Dr Roger Solomon to conduct Master Class. The registration was open to all who had completed EMDR Level 2 and at least 2.5 hours of supervision <b>Special Group Supervision Rates</b> It was announced that EMDR Singapore would request the Singapore facilitators to offer special discounted rates to EMDR Singapore members who would like to attend the master class and were short of 2.5 hours of supervision.	
<b>6</b>	<b>EMDR Singapore Website</b>	
<b>6.1</b>	<b>Launch of Website</b> The new website www.emdr.sg was launched at the AGM. Vanessa was profusely thanked for giving her time to volunteer to create the website. The website will be updated by Vanessa from time to time on voluntary basis.	
<b>6.2</b>	<b>Member's Area</b> The new website will have member's only area which will be an added benefit for the EMDR Singapore members.	
<b>7</b>	<b>Launch of EMDR Certification</b>	

<p><b>7.1</b></p> <p><b>7.2</b></p> <p><b>7.2</b></p>	<p><b>Certification Criteria</b></p> <p>Jasmine, the chairperson for Certification Criteria, officially launched the certification process open. The certification process procedure was explained and queries answered. The procedure is attached alongwith the Application form.</p> <p><b>Review of the Procedure</b></p> <p>The committee will review the authorised professionals who may be authorised to certify documents based on the feedback from the members present at the AGM.</p> <p><b>Review Approved Consultants</b></p> <p>The committee will review how approved consultants can be added other than the names already approved by EMDR Singapore</p>	
<p><b>8</b></p>	<p><b>Other Suggestions</b></p> <p>A member at the meeting has suggested that EMDR Singapore should charge one time administrative fees for membership and annual subscription. If the renewal period lapses, the member will have to re-pay the administration fees. This will put the onus of renewal on the members.</p>	
<p><b>9</b></p>	<p><b>End of Meeting</b></p> <p>The meeting was brought to-a close by IP Lee Lee on behalf of President, Linda.</p>	

Date of Recorded Minutes – 30th March 2013.

**Vetted by:**

**Recorded by:**

**Linda Wan-Koh**

President, EMDR Singapore

**Reena Goenka**

Hon Secretary, EMDR Singapore

# EMDR Singapore

## Notice for Resolution to make Amendment to the Constitution, Clause 9.2

Dear Members

Please find details below for change in the constitution, clause 9.2 The resolution will be passed at the AGM on 5th April 2014, if there is two-third majority of the voting members present at the Annual General Meeting.

### Details: To change Clause 9.2

#### From

9.2 Names for the above offices shall be proposed and seconded at the Annual General Meeting and election will follow on a simple majority vote of the members. Election will be done by balloting. All office bearers shall hold office for a term of two years and shall be eligible for re-election, except the Honorary Treasurer who shall not hold office for more than one term of two years.

#### To

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