



17 September 2021

**ANNUAL GENERAL MEETING 2021 BY ELECTRONIC MEANS
SECOND NOTICE**

Notice is hereby given that the Annual General Meeting (AGM) of the Singapore Ice Skating Association (SISA) will be held by way of **electronic means** on:

Date: **Thursday, 30 September 2021**
Time: **7.30pm**
Zoom Link: <https://tinyurl.com/SISA-AGM2021>
Meeting ID: **884 1750 4603**
Passcode: **868202**

In light of the COVID-19 situation and pursuant to the relevant order under the COVID-19 (Temporary Measures) (Alternative Arrangements for meetings for registered societies) Order 2020, the following arrangements will be adopted for the Annual General Meeting:

- (a) A member will not be able to attend the Annual General Meeting in person. The details and timelines are attached in **Annex I**.
- (b) A member may submit questions related to the resolutions to the charity via **email** using the **Annex IX**. The form must reach the charity by **23 September 2021, 7pm**.

Live Q&A session will also be available at the AGM with imposed time limit per agenda item. All candidates standing for election will also be given a reasonable amount of time to share how they could value-add to the Association and community.

- (c) All substantial and relevant questions will be addressed by the Board and/or management prior to, or at, the Annual General Meeting. Questions that concern a matter that will be put to a vote will be addressed by the Board and/or management before the closing date for the lodgement of proxy forms. Such questions will be addressed via the charity's website (<https://sisa.org.sg/index.php/about-sisa/annual-general-meeting>) prior to **28 September 2021**.
- (d) A member may vote by appointing the chairman of the meeting as the member's proxy to vote at the meeting by depositing with the Charity an instrument of appointment (also known as "the proxy form" – **Annex VII**) via **email** to alisonchan@sisa.org.sg by **28 September 2021, 7pm**. In appointing the chairman of the meeting as a proxy, a member must give specific instructions with regards to voting, or abstentions from voting, in the form of proxy, failing which the appointment may be treated as invalid.

A member may also conduct a real time secret ballot via an electronic system (to be provided).

Thank you.

Alison Chan
President
Singapore Ice Skating Association

Attached

1. Second Notice
2. Annex I - SISA AGM infographics
3. Annex II – Agenda for the AGM by Electronic Means
4. Annex III – Minutes of last AGM
5. Annex IV – Annual Report
6. Annex V – Audited Statement of Accounts
7. Annex VI – List of Nominees
8. Annex VII – Proxy Form
9. Annex VIII – Attendance Form
10. Annex IX – Q&A Form

AGM (Electronic) Procedures

The AGM will start promptly on Thursday, 30 September 2021 at 7.30pm

1. Using the Zoom Meeting Details provided, please login at the latest 15 minutes before the official meeting start time.
(be early if you need to familiarise yourself with Zoom controls)
2. Logging Into Zoom Meeting – Full Name Club Name
Members are to indicate their full name_name of their Club: admission shall be based on the submitted attendance form.
3. Kindly note that when the AGM starts, all but the speaker's microphones will be muted. During this time, we suggest you go to Speaker View, this is a button at the top right-hand side of the Zoom screen.
4. Please switch on your camera when you enter the meeting so that all can see each other; after which you can turn it off (or when necessary so as to enable better internet connection)
5. For the Q&A that has been pre-submitted, the SISA Management shall address these during the appropriate Q&A time in the AGM Agenda.
6. Live Q&A session will be available and prompted. If you would like to speak, please use the *raise hand button* and unmute yourself.
7. A team of 2 independent scrutineers will be appointed to check on the submission of proxy votes as well as the check on the secret voting via the online system. The independent scrutineers will tally and consolidate the votes from both systems.
8. Meeting will be recorded.

Thank you for your attention. We look forward to seeing you at the AGM.
