

TWENTY-THIRD ANNUAL GENERAL MEETING



15th Asia Pacific Hospice Palliative Care Conference
Songdo Convensia Convention Center
123 Central Street, Yeonsu-gu, Incheon 21998
South Korea

Friday, 6 October 2023
1230 –1330 hrs (GMT +9)

MINUTES

PRESENT:

Ordinary Organisational Members represented: 24 from **11** sectors. *(Appendix 1 – AGM2023 Attendance)*

Total paid up members who are eligible to vote: 81

Number needed for quorum: $\frac{1}{4}$ of voting members = $\frac{1}{4}$ of 81 = 20 voting members from not less than 7 sectors. (APHN Constitution #11.1)

Thus, quorum has been reached for this meeting.

Individual Members: 6 Individual Members from **5** sectors. *(Appendix 1 – AGM2023 Attendance)*

Observers: There were **10** observers. *(Appendix 1 – AGM2023 Attendance)*

1. **Welcome by Chairman, Dr Ednin Hamzah**

Dr Ednin Hamzah, Chairman of the 22nd Council of the Asia Pacific Hospice Palliative Care Network (APHN), called the meeting to order at 1230hrs and welcomed all present.

The members of the 22nd Council, staff of the secretariat office and the Honorary Legal Advisor for APHN were introduced to the meeting attendees.

2. **Matters Arising**

There were no matters arising from the 22nd AGM.

3. **Confirmation of Minutes of the 22nd Annual General Meeting held on 11 May 2022**

For the voting on the confirmation of minutes, all 24 organisational members have voted 'For'.

Action by

The Minutes of the 22nd Annual General Meeting (AGM) held on Wednesday, 11 May 2022 was confirmed without amendment. (*Appendix 2 – AGM2022 Minutes*)

4. Adoption of Annual Report for the year ending 31 Dec 2022

Mr Giam Cheong Leong, Executive Director, shared the summary of the APHN Annual Report. The APHN has 89 organisational members and 430 individual members with a grand total of 519 members as at 31 December 2022.

Mr Giam also shared that the APHN has 1,826 subscribers to the Member's Newsletter. For the social media platforms, APHS has 2,628 followers on Facebook, 1,390 followers on Twitter, 1067 followers on LinkedIn and 610 followers on Instagram. APHN has also developing the content on its YouTube channel and has 137 followers.

Mr Giam presented the key highlights of programmes and activities of the year 2022. These include the webinar series and virtual training sessions. As a transition to relaxed pandemic restrictions, APHN has also resumed in person training for the CTC 5 Foundation Course. Scoping visits were also held and plans were developed for the activities in 2023.

The World Hospice Palliative Care Day 2022 celebration has also continued in 2022 alongside a variety of fundraising campaigns. A critical activity for highlight was the launch of marketing efforts for APHC 2023.

For the voting on the adoption of the annual report, all 24 organisational members have voted 'For'.

The Annual Report for FY2022 has been adopted based on the majority of votes. (<https://aphn.org/annual-reports/>)

5. Adoption of Audited Accounts for the year ending 31 Dec 2022

Mr Lee Jiak Jee, Executive, presented the audited accounts for the year ending 31 Dec 2022. (<https://aphn.org/annual-reports/>)

Mr Lee reported that the APHN financial account has generated Income of SGD \$308,334 and has incurred Expenditure of SGD \$513,302. Thus, there is a deficit of SGD \$204,968 for the year. The total Unrestricted Fund is SGD \$515,667 and the Restricted Fund is SGD \$1,127,745.

For the voting on the adoption of the audited accounts, all 24 organisational members have voted 'For'.

The APHN audited accounts for FY2022 has been adopted based on the majority of votes.

6. Reappointment of Auditors for FY2023 (01 Jan 2023 – 31 Dec 2023)

The Bestar Assurance PAC, was proposed as the external auditor for FY2023.

For the proxy voting on the appointment of the auditor, all 24 organisational members have voted 'For'.

Bestar Assurance PAC has been reappointed for FY2023 based on the majority of votes.

7. Announcements

Dr Ednin reminded that the current term of council members will end in 2024 and APHN members could have a thought of who they would like to see as part of APHN Council and the future activities to conduct.

8. Closing of AGM by Chair

Dr Ednin thanked the attendees before closing the meeting and wished everyone well for the year.

9. Date and Venue of next Annual General Meeting

The date and venue of the next AGM will be announced at a later date.

The meeting ended at 1330hrs (GMT+8).

Prepared by Mr Cheng Tah Nern, Executive
Vetted by Mr Giam Cheong Leong, Executive

Appendix 1 – AGM 2023 Attendance

A. Organisational Members

| | |
|-------------|--|
| Australia | Sydney Institute of Palliative Medicine |
| Bangladesh | Hospice Bangladesh |
| Hong Kong | Hong Kong Hospice and Palliative Care Foundation Limited |
| Hong Kong | Hong Kong Society of Palliative Medicine |
| India | Indian Association of Palliative Care |
| Japan | Japanese Society for Palliative Medicine |
| Korea | South Korean Hospice & Palliative Nurses Association |
| Korea | Ulsan University Hospital |
| Malaysia | Hospis Malaysia |
| Malaysia | Malaysian Hospice and Palliative Care Council, MHPCC (Formerly known as Malaysian Hospice Council) |
| Malaysia | Palliative Care Sarawak |
| Malaysia | The Hospice Association of Sandakan, Sabah |
| New Zealand | Hospice New Zealand |
| Philippines | Iloilo Mission Hospital |
| Philippines | National Hospice & Palliative Care Council of the Philippines (Hospice Philippines) |
| Philippines | Philippine Society of Hospice & Palliative Medicine |
| Philippines | St. Paul's Hospital Iloilo |
| Philippines | The Ruth Foundation for Palliative and Hospice Care |
| Singapore | Assisi Hospice |
| Singapore | HCA Hospice Limited |
| Singapore | National Cancer Centre Singapore, Division of Supportive and Palliative Care |
| Singapore | St Joseph's Home |
| Taiwan | Hospice Foundation of Taiwan |
| Taiwan | Taiwan Hospice Organisation |

B. Individual Members

| | |
|-----------|----------------------|
| Australia | John Haberecht |
| Australia | Rosalie Shaw |
| India | Kahkasha |
| Singapore | Komal Tewani |
| Sri Lanka | Mathurahan Selvarasa |
| Thailand | Attakorn Raksataya |

C. Observers

| | |
|-----------|-----------------|
| Australia | Jan Maree Davis |
| Korea | Kim Sung Yuh |
| Korea | Kwon Hyang Suk |
| Korea | Minjeong Jo |
| Korea | Song Hyeum Ju |
| Singapore | Eric Finkelsein |
| Singapore | Neo Han Yee |
| Singapore | Robert Chiew |
| Taiwan | Shao-Yi Cheng |
| Australia | Jan Maree Davis |

D. APHN Council and Staff

| | | |
|-------------|----------------------------|------------------------------|
| Malaysia | Dr Ednin Hamzah | Chair |
| Australia | Assoc Prof Ghauri Aggarwal | Co Vice-Chair |
| Japan | Dr Masanori Mori | Co Vice-Chair |
| Japan | Prof Yoshiyuki Kizawa | Member |
| Hong Kong | Mr Kwan Kam-Fan | Honorary Secretary |
| Hong Kong | Dr Yuen Kwok Keung | Member |
| Taiwan | Prof Wang Ying Wei | Honorary Treasurer |
| Singapore | Dr Shirlynn Ho | Assistant Honorary Secretary |
| Korea | Dr Jho Hyun-Jung | Member |
| Korea | Prof Kwon So-hi | Member |
| New Zealand | Wayne Naylor | Member |
| Taiwan | Dr Fang Chun-Kai | Member |
| Singapore | Giam Cheong Leong | APHN Staff |
| Singapore | Trudy Giam | APHN Staff |
| Singapore | Cheng Tah Nern | APHN Staff |
| Singapore | Lee Jiak Jee | APHN Staff |
| Singapore | Jessica Goh | APHN Staff |

ASIA PACIFIC HOSPICE PALLIATIVE CARE NETWORK

TWENTY-SECOND ANNUAL GENERAL MEETING

Zoom Video Conferencing, Online
Singapore



Wednesday, 11 May 2022
1700 –1800 hrs (GMT +8)

MINUTES

PRESENT:

Ordinary Organisational Members represented: 35 from **13** sectors. *(Appendix1_AGM2022_Attendance)*

Total paid up members who are eligible to vote: 75

Number needed for quorum: ¼ of voting members = ¼ of 75 = 19 voting members from not less than 7 sectors. (APHN Constitution #11.1)

Thus, quorum has been reached for this meeting.

Individual Members: 17 Individual Members from **10** sectors. *(Appendix1_AGM2022_Attendance)*

1. Welcome by Chairman, Dr Ednin Hamzah

Action by

Dr Ednin Hamzah, Chairman of the 21st Council of the Asia Pacific Hospice Palliative Care Network (APHN), called the meeting to order at 1700hrs and welcomed all present.

The members of the 21st Council, staff of the secretariat office and the Honorary Legal Advisor for APHN were introduced to the meeting attendees.

2. Matters Arising

There were no matters arising from the 21st AGM.

3. COVID-19 (Temporary Measures) Act 2020 and Proxy Voting

Mr Giam Cheong Leong, the APHN Executive Director, shared the COVID-19 (Temporary Measures) Act 2020 with the meeting attendees. The Act allows for alternative arrangements for meetings of registered societies. Due to the COVID-19 situation, APHN is conducting the AGM virtually. Mr Giam also highlighted the following:

3.1 Pursuant to COVID-19 (Temporary Measures) Act 2020, Annex B, Article 6.7, the meeting attendance will be counted if attendee is present electronically or by proxy vote given to the Chairman of the meeting.

3.2 Pursuant to COVID-19 (Temporary Measures) Act 2020, Annex B, Article 6.4 and Article 6.5, voting can only be done by proxy and proxy can only be given to the Chairperson of the eAGM. Proxy forms could be delivered electronically as an alternative to physical delivery.

3.3 Pursuant to COVID-19 (Temporary Measures) Act 2020, Annex C, Article 4.2, society is to appoint an independent person to direct and supervise the count of votes cast through Proxy and maintain records of Proxy forms submitted.

The counting of the eAGM Proxy forms was done on 6 May 2022, 1030hrs (GMT+8) under the independent supervision of Mr. Ivan Loh (Programme Administrator of Lien Foundation, Singapore) and the APHN secretariat staff.

3.4 In accordance to both the COVID-19 (Temporary Measures) Act 2020 and APHN Constitution, Ordinary business will be passed based on the majority of votes. 35 organisation members from 13 sectors out of 75 organisational members from 17 sectors (47% organisational members from 76% sectors) had voted and thus quorum has been met for the transaction ordinary business.

4. **Confirmation of Minutes of the 21st Annual General Meeting held on 30 June 2021**

For the proxy voting on the confirmation of minutes, there were 34 organisational members voted 'For' and 1 voted 'Abstain'.

The Minutes of the 21st Annual General Meeting (AGM) held on Tuesday, 30 June 2021 was confirmed without amendment. (*Appendix2_AGM2021_Minutes*)

5. **Adoption of Annual Report for the year ending 31 Dec 2021**

Mr Kwan Kam Fan, the APHN Honorary Secretary, shared the summary of the APHN Annual Report. The APHN has 100 organisational members, 1 affiliated organisational member and 521 individual members with a grand total of 623 members as at 31 December 2021.

Mr Kwan shared that the APHN has 1,822 subscribers to the Member's Newsletter and the Asia Pacific edition of eHospice had been launched in 2022. For the social media groups, there were a total of 118,044 website visits, 2,317 followers on Facebook, 1,222 followers on Twitter, 1000 followers on LinkedIn and 536 followers on Instagram. The APHN has seen an increase in our members' engagement through the social media platform comparing last year.

Mr Kwan presented the key highlights of programmes and activities of the year 2021. These include benefiting more than 3000 attendees for attending the various webinars and having the conducted 80 hours of online training and case discussions for the healthcare workers. In addition, the biennial conference, Asia Pacific Hospice Palliative Care Conference 2021 (APHC 2021) drew 764 attendees from around the world with more than 30 bursaries being awarded. The APHN donated over 1,000 copies of our 20th Anniversary publication to palliative care organisations in Asia as well as celebrating World Hospice Palliative Care Day 2021 (WHPCD 2021) through completing over 10,000km in activities of running, cycling, walking and hiking.

Mr Giam further elaborated on the Education initiatives in the APHN. This is managed by the Education Committee, which is headed by the chair, A/Prof Ghauri Aggarwal. The committee comprises 4 subcommittees and they are Lien Collaborative for Palliative Care subcommittee led by A/Prof Cynthia Goh, Pacific Islands subcommittee led by Dr Dipti Mittal, China Training Steering Team subcommittee led by Dr Yuen Kwok Keung and General Education subcommittee led by Prof Wang Ying Wei. One of the objectives of these committees is to facilitate networking opportunities and training programmes as well as developing a library of web resources and materials for the APHN members.

Mr Giam shared on the APHN Quarterly Webinar Series. In total, we had conducted 4 sessions which attracted 2600 participants from 20 regions around the world. As for the Asia Pacific Children's Palliative Care Virtual Learning & Fellowship Forum, there were 5 sessions conducted which attracted 600 participants from 20 regions.

He continued to update on the Lien Collaborative for Palliative Care (Lien-Collab) programme. For the India Cancer Treatment Centre (CTC) programme, CTC3 cohort had completed their training programme and successfully expanded their palliative care services while the CTC4 cohort had completed the Refresher Course. For the China Palliative Care Training, there had been 40 hours of training conducted for 102 participants from 10 major cities supported by 25 faculty members around Asia. For Bhutan, Sri Lanka and Bangladesh, 40 hours of online clinical case teaching and discussions were conducted.

Mr Giam shared on the 14th Asia Pacific Hospice Palliative Care Conference held on 13 and 14 Nov 2021, jointly organised by the APHN and Hospice Palliative Care Japan. The conference was joined by 764 participants across 25 regions. There were 2 pre-conference workshops and 14 main conference sessions supported by 87 speakers. A total of 263 posters were also received for the conference.

Mr Giam announced that the APHN Member's Corner website and the Asia Pacific eHospice were created to provide more palliative care resources to the APHN members. There were also a couple of Advocacy and Fundraising activities conducted such as the Poetry Anthology, production of the Self-Care book, the World Hospice Palliative Care Day 2021 celebration, Online Art Sales and sending of COVID-19 essential supplies to the various regions.

For the proxy voting on the adoption of the annual report, all 35 organisational members voted 'For'.

The Annual Report for FY2021 has been adopted based on the majority of votes. (<https://aphn.org/annual-reports/>)

6. Adoption of Audited Accounts for the year ending 31 Dec 2021

Prof Wang Ying Wei, the APHN Honorary Treasurer, presented the audited accounts for the year ending 31 Dec 2021. (<https://aphn.org/annual-reports/>)

He reported the APHN financial account with a net surplus of SGD \$27,060, thus bringing the Unrestricted fund balance to SGD \$441,141. The Restricted Fund is closed at SGD \$1,457,671.

For the proxy voting on the adoption of the audited accounts, all 35 organisational members voted 'For'.

The APHN audited accounts for FY2021 has been adopted based on the majority of votes.

7. Reappointment of Auditors for FY 2022 (01 Jan 2022 – 31 Dec 2022)

The current auditor, Bestar Assurance PAC, was proposed as the auditor for FY 2022. For the proxy voting on the appointment of the auditors, 34 organisational members voted 'For' and 1 voted 'Abstain'.

Bestar Assurance PAC has been reappointed for FY2022 based on the majority of votes.

8. Announcements

Dr Ednin shared on the ongoing crisis in Sri Lanka and the APHN is helping to fundraise to alleviate the situation in the various hospitals. The full details of the campaign is available on the APHN website.

Dr Ednin announced on the 15th APHC conference to be held in Incheon, Korea, from 3rd to 6th October 2023. This will be a physical conference and he looks forward to meeting everyone in person at the conference.

9. Closing of eAGM by Chair

Dr Ednin thanked the attendees before closing the meeting and wished everyone well for the year.

10. Date and Venue of next Annual General Meeting

The date and venue of the next AGM will be announced at a later date.

The meeting ended at 1800hrs (GMT+8).

Prepared by Mr Giam Cheong Leong, Executive Director
Vetted by Dr Ednin Hamzah, Chair

Appendix 1 – AGM 2022 Attendance

A. Organisational Members

| | |
|-------------|---|
| Australia | Australasian Palliative Link International |
| Australia | Australian & New Zealand Society of Palliative Medicine |
| Australia | Palliative Care Australia |
| Australia | Sydney Institute of Palliative Medicine |
| Bangladesh | Hospice Bangladesh |
| Hong Kong | Hong Kong Hospice and Palliative Care Foundation Limited |
| Hong Kong | The Society for the Promotion of Hospice Care |
| India | Indian Association of Palliative Care |
| Indonesia | Dharmais Cancer Hospital, Palliative Care Unit |
| Japan | Hospice Palliative Care Japan |
| Japan | Japan Hospice Palliative Care Foundation |
| Japan | Japanese Society for Palliative Medicine |
| Korea | Gachon University Gil Medical Center Palliative Care Unit |
| Korea | Korea University Guro Hospital Hospice & Palliative Care Service |
| Korea | Korean Society for Hospice and Palliative Care |
| Korea | The Catholic University of Korea, Incheon St Mary's Hospital |
| Korea | Ulsan University Hospital |
| Korea | Yeungnam University Medical Center / Yeungnam University Hospital |
| Malaysia | Hospis Malaysia |
| Malaysia | Two Tree Lodge Hospice Kuching |
| Myanmar | U Hla Tun Hospice (Cancer) Foundation |
| New Zealand | Hospice New Zealand |
| Philippines | FEU-NRMF Supportive & Palliative Care Services |
| Philippines | Makati Medical Center |
| Philippines | National Hospice & Palliative Care Council of the Philippines (Hospice Philippines) |
| Singapore | Assisi Hospice |
| Singapore | Duke-NUS Medical School, Lien Centre for Palliative Care |
| Singapore | HCA Hospice Limited |
| Singapore | Metta Welfare Association – Metta Medical Care |
| Singapore | National Cancer Centre Singapore, Division of Supportive and Palliative Care |
| Singapore | Singapore Hospice Council |
| Singapore | St Joseph's Home |
| Singapore | Tan Tock Seng Hospital Department of Palliative Medicine |
| Taiwan | Hospice Foundation of Taiwan |
| Taiwan | St Martin De Porres Hospital |

B. Individual Members

| | |
|-------------|-------------------------|
| Australia | Camilla Rowland |
| Australia | Jan Phillips |
| Australia | Janice Besch |
| Indonesia | Maureen Lukman |
| Indonesia | Raditya Bagas Wicaksono |
| Japan | Sayaka Takenouchi |
| Korea | Youn Seon Choi |
| Malaysia | Balavendrian Anthony |
| Myanmar | Myo Nyunt |
| New Zealand | Wayne Naylor |
| Philippines | Fatima Lorenzo |
| Philippines | Virginia Cabrera |
| Philippines | Xiohara Gentica |
| Singapore | Albert Ching |
| Singapore | Patricia Neo |
| Singapore | Sim Bee Hia |
| South Korea | Yoojeong Lee |

C. APHN Council and Staff

| | | |
|-------------|----------------------------|------------------------------|
| Malaysia | Dr Ednin Hamzah | Chair |
| Australia | Assoc Prof Ghauri Aggarwal | Co Vice-Chair |
| Japan | Dr Masanori Mori | Co Vice-Chair |
| Hong Kong | Mr Kwan Kam-Fan | Honorary Secretary |
| Taiwan | Prof Wang Ying Wei | Honorary Treasurer |
| Singapore | Dr Shirlynn Ho | Assistant Honorary Secretary |
| Korea | Dr Jho Hyun-Jung | Member |
| Korea | Prof Kwon So-hi | Member |
| Nepal | Prof Bishnu Dutta Paudel | Member |
| New Zealand | Dr Mandy Parris-Piper | Member |
| Sri Lanka | Dr Thushari Hapuarachchi | Member |
| Taiwan | Dr Fang Chun-Kai | Member |
| Singapore | Giam Cheong Leong | APHN Staff |
| Singapore | Trudy Giam | APHN Staff |
| Singapore | Cheng Tah Nern | APHN Staff |
| Singapore | Lee Jiak Jee | APHN Staff |