



14 September 2020

**ANNUAL GENERAL MEETING 2020 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: **Wednesday, 30 September 2020**

Time: **7.30pm**

Venue: **<https://tinyurl.com/SISA2020AGM>**

Meeting ID: **898 6062 1780**

Passcode: **sisagm20**

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. A member may only attend the Annual General Meeting by observing and listening to the proceedings of the meeting by electronic means. 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 2020, 7pm**.
- (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 2020**.
- (d) A member may only 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](mailto:alisonchan@sisa.org.sg).

The completed proxy form must reach the Charity by **28 September 2020, 7pm**. A copy of the proxy form will be provided in the second notice. 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.

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 Wednesday, 30 September 2020 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. If you would like to speak or comment, please use the *raise hand button* or alert the host by typing your questions in the chat room and we will relay to the relevant person.
7. Meeting will be recorded.

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

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