

MINUTES of 2020 ANNUAL GENERAL MEETING (AGM)

Date: 22nd July 2020 (Wednesday)
Venue: Virtual AGM,
Meeting ID : 885 3689 6044
Password : 246380

NAPEI Secretariat Office
A-1-3 8 Block A, 8 Avenue Business Centre
Jalan Sungai Jernih 8/1, Section 8,
46050 Petaling Jaya, Selangor
Time: 2.30 p.m. – 4.30 p.m.

NAPEI Council Members Present:

- | | |
|--|----------------------------|
| 1. Assoc.Prof Elajsolan VM Mohan | - President |
| 2. Mr. Raja Mohan A/L Seenivasagam | - Deputy President |
| 3. Ms. Lau Wai Cheng | - Acting General Secretary |
| 4. Dr. Teh Choon Jin | - Acting Deputy Secretary |
| 5. Mr. Sim Koon Chuan | - General Treasurer |
| 6. Mr. Ng Yih Chen | - Deputy General Treasurer |
| 7. Dr. Aslam Khan Bin Samahs Khan | - Council Member |
| 8. Datuk Eric Chong Kee Yuon | - Council Member |
| 9. Datin Jean Monteiro | - Council Member |
| 10. Dr. Jeffery A/L J Louis Adaikalasamy | - Council Member |
| 11. Mr. Tankaraju Muthusamy | - Council Member |
| 12. Mr. Varatha Raju Munusamy | - Council Member |
| 13. Mr. Chee Zhong Sheng | - Council Member |
| 14. Mr. Kevyn Khoo Kean Weng | - Council Member |

Speaker:

Mr Alex Abraham - Speaker for AGM

Attending Institutions:

No.	Organisation / Institution	Represented by :	Proxy for :
1	Asia Pacific University of Technology & Innovation	Dr. Teh Choon Jin	YBhg Dato' Dr Paramjit Singh
2	Beaconhouse Malaysia Sdn Bhd	Mr. Varatha Raju Munasamy	Mr. Ali Raza
3	BREYER College, KL	Mr. Tankaraju Muthusamy	
4	Challenger Concept (M) Sdn Bhd	Assoc.Prof Elajsolan VM Mohan	Mr Tan Mui Hong
5	Sentral College Penang	Dr. Chiang Geok Lian	
6	ELSI Sdn Bhd	Mr. Sean Chee Zhong Sheng	
7	ELC English Language Company (M) Sdn Bhd	Ms. Lau Wai Cheng	
8	Erican College	Dr. Aslam Khan Bin Samahs Khan	
9	Erican Language Centre	Datuk Eric Chong Kee Yuon	
10	JM Erichment Sdn Bhd	Datin Jean Monteiro	
11	Malaysian Institute of Baking S/B	Mr. Raja Mohan A/L Seenivasagam	Mr C. Veravikneswaran
12	Oasis College Sdn Bhd	Mr Ng Yih Chen	

13	Sekolah Seri Cahaya	Mr. Sim Koon Chuan	
14	Sekolah Seri Suria	Dr. Jeffery A/L J Louis Adaikalasamy	Ms. Teh Wan Kee
15	REAL Kids	Mr. Sim Koon Chuan	Ms. Ng Ming Yan
16	The One Academy of Communication Design	Ms. Chew Poh Yin	Ms. Lee Mei Yin
17	UNITAR International University	Mr. Kevyn Khoo Kean Weng	
18	Real International School @ Suria	Dr. Jeffery A/L J Louis Adaikalasamy	Dr. Murali Tharan
19	Real International School @ Johor	Mr. Sim Koon Chuan	Ms. Pearly Ng
20	Real International School, Shah Alam	Dr. Jeffery A/L J Louis Adaikalasamy	
21	Direct English International Language Centre	Ms. Cleris Wong	
22	St. John's International School	Mr. Suresh Dass Mr. Meby Ignatius	
23	Pusat Latihan Yoga Jasmani	Ms. Lai Mei Wan	
24	Imperium International College	Dr. Chan Teng Heng	
25	IACT College	Ms Nurul Nadia Kassim	
26	PIA Institute of Art	Mr Chuen Loong Lee	
27	Saito University College	Dr. Kulandasamy	
28	ELC Training Academy	Ms Lau Wai Cheng	

The quorum for AGM 2020 was achieved with **28** institution members present. **28** institutions were represented out of **56** institution members.

The Annual General Meeting formally commenced at 2.30 pm. A quorum of **28** Institution members was recorded, meeting Rule 8.1.2 of NAPEI Constitution:
 "A quorum shall be considered as having been achieved if a minimum of 15 institutional members are present".

The Speaker, Mr. Alex Abraham called the meeting to order. In compliance with the Standard Operation Procedures for social distancing, the AGM was held via virtual mode. Representatives of Member Institutions were required to sign in via zoom invitation. (Meeting ID: 885 3689 6044, Password: 246380)

No	Description
	Agenda
	1. President's Welcome Address
	2. Handing over to Speaker for the conduct of AGM
	3. Adoption of Minutes –AGM 2019 & Matters Arising
	4. Honorary General Secretary's Report for the Year 2019
	5. Honorary Treasurer's Report for the Year 2019
	-Statement of Accounts for the year ending 31 st December 2019
	6. Confirmation of Acting General Secretary as General Secretary
	- Appointment of Deputy General Secretary
	- Appointment of 1 (one) Council Member
	7. Motions for Discussion and Approval of Resolutions
	8. Appointment of 2 (two) Internal Auditors
	9. Any other matters
	10. Adjournment of AGM

No	Description
1.	<p>Welcome address by President</p> <p>Associate Prof. Elan, President of NAPEI, welcomed members to the first virtual Annual General Meeting held by NAPEI. This virtual mode was necessary because of SOPs under the MCO (Movement Control Order). He asked for a minute's silence to observe respect on the recent passing of two NAPEI office-bearers, the late Mr Kevin Pereira, General Secretary and the late Tan Sri Dato' Ir Othman Merican, Past President of NAPEI.</p> <p>The President spoke on the challenges facing the private education sector, in particular, the Covid-19 pandemic and the Movement Control Order (MCO) which had brought about critical issues of survival and sustaining private education providers. Preschool, primary and secondary, college and tertiary level, skills and training sectors have all been affected to the point that many institutions were faced with the prospect of having to close their operations.</p> <p>In the face of increasing pressure and concern, the Ministry of Higher Education had been proactive in implementing initiatives. Under the Acting Director General of MOE, YBhg. Dato' Prof. Ir. Dr. Mohd Saleh Jaafar, a number of new reforms were initiated:</p> <ul style="list-style-type: none"> -more partnership with all education providers, public and private -liberalization of private education and formulating a WAY FORWARD FOR PRIVATE HIGHER EDUCATION INSTITUTIONS: EDUCATION AS AN INDUSTRY (2020-2025) document for private education to be recognized as an industry <p>A number of committees were set up under PEMUDAH IPTS, one of which is Technical Working Group (TWG). President was happy to advise that Dr Teh Choon Jin and he are on two of the committees, namely, Policy, (Assoc. Prof Elajsolan) and Procedures (Dr Teh Choon Jin).</p> <p>Under Covid-19, a number of on-line meetings were held with Ministry of Higher Education. NAPEI created a NAPEI IPTS Forum which enabled information directly from the Director General's office to be shared immediately with private education providers. Other government agencies such as Economic Action Council (EAC) recognized the contribution of RM40 billion to the economy by the private higher education (PHE) sector.</p> <p>NAPEI, with other associations, was able to push for a RM10 million stimulus package to rescue industry operators from closing down during the recovery period.</p> <p>Proposals are confidential at this stage, as they were pending consultation and notification to all ministries. Among issues raised were abolition of a number of fees borne by private education operators to various agencies such as MQA, JPT approvals. Fees saved from this could be used for investment of resources; KDN license for the recruitment of international students to be abolished; KDN did not exist in the past; teaching permits for private institutions to be abolished as public universities do not have to apply for teaching permits for academic staff.</p> <p>Under this climate and the recognition of PHEI as an industry, we will wait for the new norm to be fully implemented; this would likely take another two years.</p> <p>Similar engagements have been initiated with the Private Education Division of the</p>

No	Description
	<p>Ministry of Education.</p> <p>The President ended his address on the note that the Department of Higher Education was happy with the cohesive and coherent voice of private education associations in working with the Ministry to formulate an industry policy for private education.</p> <p>The formal proceedings of the Annual General Meeting were then handed over to the Speaker, Mr. Alex Abraham.</p>
2.	<p>Handing over to the Speaker for the Conduct of AGM</p> <p>Mr. Alex Abraham and thanked the Council for inviting him to be the Speaker for NAPEI 2020 AGM.</p> <p>The General Secretary informed the Speaker that 28 Institution members were signed in and the number was in accordance to Rule 8.1.2 of NAPEI Constitution for NAPEI to proceed with the AGM.</p> <p>The Speaker commenced with reference to the AGENDA of the AGM which had been circulated to members and drew attention to two additional items in the AGENDA.</p> <p>Item 5.0</p> <ul style="list-style-type: none"> i. Treasurer's Report for Year 2019 ii. Statement of Accounts ending 31st December 2019 <p>A third point (iii), Budget 2020 to be added to Item 5.</p> <p>Item 8.0 Appointment of two (2) Internal Auditors to be presented as :</p> <ul style="list-style-type: none"> 8a. Appointment of two (2) Internal Auditors 8b. Appointment of External Auditor
3.	<p>Adoption of Minutes</p> <p>The Speaker informed members that the "... agenda including copies of minutes and reports and the audited accounts of the Association for the previous year" were circulated 21 days before this AGM, in accordance with the Rule 8.1.7 of the Constitution of NAPEI.</p> <p>The Speaker asked members if there were any issues or corrections in the minutes. No issues were raised.</p> <p>There being no issues or corrections, the minutes of the 2019 AGM meeting held on 28nd March 2019 at the Secretariat were proposed for adoption by Mr. Varatha Raju Munasamy of Beaconhouse Sdn Bhd and seconded by Dr. Jeffery A/L J Louis Adaikalasamy of R.E.A.L. International School Shah Alam.</p> <p>The minutes were unanimously accepted.</p> <p>No matters arising were raised. The Speaker proceeded to Item 4 of the AGM.</p>

No	Description
4.	<p><i>Honorary General Secretary's Report for 2019</i></p> <p>The Speaker advised that the Honorary General Secretary's report for Year 2019 were circulated 21 days before the AGM in accordance with the Rule 8.1.7 of NAPEI Constitution.</p> <p>SECRETARY'S REPORT – Prepared by General Secretary, the late Mr Kelvin Felix Peraire, reported by the Acting General Secretary, Ms Lau Wai Cheng.</p> <p>The year 2019 had been another busy year for NAPEI, we see a lot of cooperation with various government agencies such as Ministry of Education, Ministry of Finance, Ministry of Human Resources and government agencies such as HRDF, MQA, EPU and EMGS. NAPEI today is known nationally and internationally. Through its excellent public relations, NAPEI has created opportunities for members through some major projects to further their business, joint ventures with international education providers. Two major events for 2019 were the 32nd Malam NAPEI Biennial Dinner and Excellence Awards and collaboration with Bett Asia, as well participation covering all levels in the education industry.</p> <hr/> <p>ADMINISTRATION</p> <p>Membership</p> <p>The current membership of NAPEI stands at 55. Our activities which are strongly supported by government and foreign agencies resulted in establishing NAPEI as a leading representative of private education in Malaysia. A stronger working relationship has been developed with other private educational associations such as MAPCU, FEMAC and PKIMB through their participation in several NAPEI projects.</p> <p>We would like to welcome the following new members :</p> <ol style="list-style-type: none"> 1. Pusat Kemahiran Eduworld 2. HELP College of Arts and Technology Sdn Bhd 3. Mantissa College 4. MAHSA International School 5. Oneworld Hanxin College 6. Metropoint College 7. Direct English International Language Centre 8. MSP Hitect Sdn Bhd <p>National Council Meetings</p> <p>This year April 2019 – March 2020, a total of 10 National Council meetings was held at NAPEI Secretariat Office.</p> <p>Executive Council Meetings</p> <p>Executive Council meetings were also held, when the need arose and to chart the course of NAPEI.</p>

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	<p>NAPEI ANNUAL GENERAL MEETING</p>																																																																		
	<p>The ANNUAL General Meeting of NAPEI was held at Napei Secretariat Office, on 27th March 2019. Twenty four members (24) institutions were represented at the AGM, with Mr Alex Abraham serving as the invited Speaker to conduct the AGM proceedings.</p>																																																																		
	<p>NAPEI ACTIVITIES</p>																																																																		
	<p>Malam NAPEI 32nd Anniversary Dinner and Awards Night 2019</p>																																																																		
	<p>NAPEI once again organized a successful MALAM NAPEI Anniversary Dinner and NAPEI Excellence Awards 2019 at the Palace of Golden Horses on 28th November 2019. The Deputy Director General of Higher Education (Academic and Development), YBhg. Dato' Prof. Ir. Gr. Mohd Saleh Jaafar, representing the Minister of Education, was the Guest of Honour.</p>																																																																		
	<p>Over 220 representatives of member institutions, associate partners and government agencies attended the event. We thank MSP Hitech Sdn Bhd being our GOLD Sponsor for Malam NAPEI 2019, students from YAMAHA Academy, Erican College and Beaconhouse Sri Inai for their great performances to the audience.</p>																																																																		
	<p>We thank the performing institutions for their strong support. The Council also thanked the organizing team of Ms Lau Wai Cheng, Mr Kenny Sim, Dr. Manivanan, Mr Raja Mohan and Dr. Jeffrey Louis led by Datin Jean Monteiro for a successful MALAM NAPEI.</p>																																																																		
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	<p>The following institutions were adjudged NAPEI Excellence Awards 2019 winners at the 32nd Malam NAPEI anniversary year of 2019.</p>																																																																		
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No	Description	
		Malaysia
11	Education Support Services Providers	- Enrich Counselling & Therapy Centre, JM Enrichment Sdn Bhd
REPRESENTATION BY NAPEI		
<p>NAPEI has taken every opportunity to represent all categories of education from early childhood to university education at various government and non-government meetings, seminars and forums. Some of them are listed below:</p>		
DATE	EVENT	
2-4 May 2018	Going Global – A four-day conference event organized by British Council. NAPEI was member of the steering Committee.	
22 June 2018	Sin Chew – Launch of scholarship. NAPEI was one of the supporters of the event.	
25 June 2018	ASLIE ASEAN Forum	
25 June 2018	MSPC AGM – NAPEI is a member of the Malaysian Service Providers Confederation.	
27 June 2018	TVET Dialogue with Nurul Izzah organized by the Australian High Commission.	
29 June 2018	SIRIM Hari Raya	
2 July 2018	Meeting with Mr. Ng Kim Huat, Country Director for Cambridge (IGCSE) in Malaysia, to discuss issues faced by International Schools, threat from Tuition Centres approved to offer IGCSE course.	
3 July 2018	Meeting with Celia Yeo to discuss Train-the-Trainer programme with TVET centres of the State of Victoria.	
4 July 2018	Training Gateway Forum organized by British High Commission	
12 July 2018	MoHE- Hari Mesra	
17 July 2018	Student Mobility Programme organized by the Australian High Commission	
19 July 2018	Moe – IPTS Meeting	
23 July 2018	EMGS Marketing and Promotion Committee Meeting in KK	
1 August 2018	EMGS Committee Meeting in Cyberjaya	
9 August 2018	EMGS Policy Committee Meeting in Kuching	
10 August 2018	Meeting with Bernadine Caruana, Counsellor (Education and Science), Australian High Commission on TVET collaborations with NAPEI members	
13 August 2018	VET Education Roundtable Discussion at residence of Australian High Commissioner. Chaired by Nurul Izzah.	
16 August 2018	MOE – Seminar on Internationalization	
28 August 2018	Meeting in MITI	
29 August 2018	TVET Workshop at Harriot-Watt University organized by British High Commission	
5 September 2018	Ministry of Finance – Focus Group Meeting on Private	

No	Description
	Education and Training
13 September 2018	MQA – ASEAN Qualifications Reference Framework Committee Meeting in Cyberjaya
18 October 2018	New Malaysia Summit – Discussion on Way Forward
19 October 2018	MQA – ASEAN Qualification Reference Framework Stakeholders Forum at IOI Resort, Putrajaya
21-25 October 2018	ASEAN-Australia Infrastructure Skills Dialogue in Melbourne. Sponsored by the Australian Government Meeting with International Officer of Melbourne Polytechnic Vocational Development Council of Australia
22 November 2018	MOE Meeting with IPTS Associations
27 November 2018	MITI- ASEAN India Forum
30 November 2018	VET Education Roundtable Discussion at the Australian high Commissioner’s Residence. Chaired by Nurul Izzah.
13 December 2018	British Council Higher Education Forum
14 December 2018	MITI – Malaysia Service Development Council Meeting
14 December 2018	SIRIM-QAS-CAC Meeting
14 January 2019	MOE- Amanat Tahun Baru by Minister of Education
15 January 2019	EMGS- Meeting to discuss policies and promotions
24 January 2019	Malaysian TVET Forum
24 January 2019	Australian Day Celebration
25 January 2019	Sin Chew Excellence Awards Ceremony
29 January 2019	Malaysian Economic Forum organized by Kingsley Strategic Institute
7 February 2019	Meeting with FEMAC on Issues faced by JPK Centres
7 February 2019	Meeting with Gabungan TVET, chaired by Chief of PTPK, Tabung followed by Press Conference
12 February 2019	MOE – Meeting to discuss financial issues faced by students. Meeting chaired by KSU. This is a national agenda across all ministries to address cost of living issues.
14 February 2019	MOE Meeting to discuss new education policies
22 February 2019	MOE Meeting with IPTS Associations
26 February 2019	Edu-360 Education Forum to discuss issues faced by the private education sector
28 February 2019	MSPC Meeting at APU
1 March 2019	Meeting with Alliance Francaise Malaysia
4-5 March 2019	MOE Workshop on Education Reforms
5 March 2019	HRDF Sectorial Committee Meeting
12-13 March 2019	BETT Asia Education Forum organized by British High Commission
19 March 2019	MQA – ASEAN Qualifications Referencing Framework meeting
21 March 2019	Industry 4.0 Forum organized by Kingsley Strategic Institute
3 April 2019	Empowering Education Forum organized by British Council with MOE
19 April 2019	MOE Meeting with Dato’ Salleh, Deputy Director General
23 April 2019	Private Higher Education Dialogue organized by ASLI
25 April 2019	Education Conference by KSI
29 April 2019	MOE – Workshop on AKTA 555
30 April 2019	MOE – Meeting with Deputy DG – AKTA 555
30 April 2019	British High Commission – Queen Elizabeth’s Birthday Celebration

No	Description	
	2 May 2019	MOE Meeting to discuss amendments to AKTA 555
	14 May 2019	Meeting with new NAPEI members to discuss the IPTS Constitution – Organised by Mr Kumar Menon
	27 May 2019	MOE – IPTS Association Meeting
	27 May 2019	ITD World- Meeting to discuss programmes to be submitted by NAPEI for HRDF, under INDCERT programme
	10 June 2019	PTPTN Roundtable meeting
	25 June 2019	Meeting on One Road One Belt Forum
	27 June 2019	Ministry of Finance Budget 2020 Dialogues chaired by Minister of Finance. NAPEI has sent Memorandum representing Private Education and Training
	28 June 2019	MOE – Meeting to discuss RMK 12 – Five Year Plan
	2 – 4 July 2019	MOE – RMK 12 Focus Group Workshop
	4 July 2019	Malaysian Economic Forum Organised by KSI
	8 – 9 July 2019	MOE – RMK12 Focus Group Workshop
	15 July 2019	MOE – RMK 12 Technical Working Group Meeting
	16 July 2019	MOE – MQA Meeting
	18 July 2019	MOE – RMK12 Meeting, chaired by DG
	26 July 2019	MOE – Private Higher Education as a contributor to the National Economy
	31 July 2019 – 1 August 2019	MOE – Way Forward workshop
	2 August 2019	MOE – RMK12 TWG Meeting
	6 August 2019	MOE – Mesyuarat Sara Hidup (Cost of Living)
	7 – 8 August 2019	MOE – Way Forward workshop
	<p>NAPEI is active member in the following Government Steering Committees :</p> <ol style="list-style-type: none"> 1. Steering Committee for the review of the Private Higher Education Act (AKTA 555) 2. Graduate Employability Task Force Committee 3. National Budget Consultation Committee 4. MQA Technical Committee on Standards and the Malaysian Qualifications Framework 5. Member of the Malaysian Service Providers Council 6. IPTS Stakeholders Committee 7. SIRIM – QAS – CAC Committee 8. EMGS – Policy Consultative Council 9. EMGS – Promotion and Marketing Consultative Council 10. HRDF Sectorial Training Committee (Education and Training) 11. MQA – AQRf Committee Member 12. Malaysian Service Development Council Committee Member 13. MOE – Panel Member for Upgrading IPTS Committee 	
	<p>FINANCIAL STATUS</p>	
	<p>We are pleased to advise NAPEI has a healthy financial status through cost effective management of fixed deposits and activities that are self-financing. Our Treasurer's report will give more details on our financial status. We thank our General Treasurer, Mr Kenny Sim for doing a highly efficient job in keeping NAPEI accounts healthy.</p>	

No	Description																																																																								
	<p>THE SECRETARIAT</p> <p>In conclusion, we would like to express our thanks to all member institutions which have strongly supported the National Council by providing facilities for our various meetings, for participating in various training programmes, our biennial dinner as well as for advising, assisting and cooperating with us in all our activities to ensure the continued success of NAPEI.</p>																																																																								
5.	<p>Honorary Treasurer's Report and Statement of Account for the Year ending 31st December 2019</p> <p>The Speaker advised that the Accounts for the Year 2019 were circulated 21 days prior to the AGM. The Honorary General Treasurer was invited to elaborate on the financial report for the year 2019 in accordance with Rule 8.1.7 of NAPEI Constitution.</p> <p>The Treasurer advised that the financial year 2019 was a good year. NAPEI received six (6) new members in 2019 and two (2) in January 2020. Malam NAPEI 2019 was held on 28 November 2019 at Palace of the Golden Horses Hotel and a sponsorship of RM10,000.00 was received from MSP Hitech; NAPEI Education Excellence Awards also generated revenue for NAPEI. These activities had helped NAPEI contain the deficits for 2019.</p> <p>In summary, statement of income and expenditure for the Year ending 31 Dec 2019 is as follows:</p> <p>INCOME (pg 18 of Financial Statements for the Year ended 31 December 2019</p> <table border="1"> <thead> <tr> <th></th> <th>Note</th> <th>2019</th> <th>2018</th> </tr> </thead> <tbody> <tr> <td>Entrance</td> <td></td> <td>8,000.00</td> <td>-</td> </tr> <tr> <td>Subscription</td> <td>(a)</td> <td>54,000.00</td> <td>49,000.00</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>-(Over) / under recognized in previous year</td> <td></td> <td>(10,197.00)</td> <td>2,000.00</td> </tr> <tr> <td>Malam NAPEI</td> <td></td> <td>37,750.00</td> <td>-</td> </tr> <tr> <td>NAPEI Education Excellence Awards 2019</td> <td></td> <td>13,000.00</td> <td>-</td> </tr> <tr> <td>Sponsorship</td> <td></td> <td>10,000.00</td> <td>-</td> </tr> <tr> <td>Fixed Deposits Interest</td> <td></td> <td></td> <td></td> </tr> <tr> <td>- current year</td> <td></td> <td>17,891.00</td> <td>6,557.00</td> </tr> <tr> <td>- prior year understand</td> <td></td> <td>5,224.00</td> <td>-</td> </tr> <tr> <td>Total Income</td> <td></td> <td>133,668.00</td> <td>60,937.00</td> </tr> </tbody> </table> <p>(a) During the year, the number of subscriptions of the Association as at end of the year stands at 54 (2018 : 49).</p> <p>Operating Expenditure for the Year ending 31 December 2109 (pg 7)</p> <table border="1"> <thead> <tr> <th></th> <th>Note</th> <th>2019</th> <th>2018</th> </tr> </thead> <tbody> <tr> <td>Income</td> <td>7</td> <td>134,668.00</td> <td>60,937.00</td> </tr> <tr> <td>Less: Operating Expenditure (Appendix A)</td> <td></td> <td>(162,351.00)</td> <td>(106,008)</td> </tr> <tr> <td>Deficits Before Taxation</td> <td></td> <td>(27,683.00)</td> <td>(45,071.00)</td> </tr> <tr> <td>Less Taxation</td> <td></td> <td>-</td> <td>-</td> </tr> <tr> <td>Deficits After Taxation</td> <td></td> <td>(27,683.00)</td> <td>(45,071.00)</td> </tr> </tbody> </table> <p>The year 2019 saw a 35.5% lower deficit than in the year 2018.</p>		Note	2019	2018	Entrance		8,000.00	-	Subscription	(a)	54,000.00	49,000.00					-(Over) / under recognized in previous year		(10,197.00)	2,000.00	Malam NAPEI		37,750.00	-	NAPEI Education Excellence Awards 2019		13,000.00	-	Sponsorship		10,000.00	-	Fixed Deposits Interest				- current year		17,891.00	6,557.00	- prior year understand		5,224.00	-	Total Income		133,668.00	60,937.00		Note	2019	2018	Income	7	134,668.00	60,937.00	Less: Operating Expenditure (Appendix A)		(162,351.00)	(106,008)	Deficits Before Taxation		(27,683.00)	(45,071.00)	Less Taxation		-	-	Deficits After Taxation		(27,683.00)	(45,071.00)
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	<p>The Treasurer thanked MAJTAC Advisory PLT for their professional services and the Internal Auditors, Assoc. Professor Dr. Kulandasamy of Saito University College and Mr. Jaindran Baskaran for their prompt auditing of NAPEI accounts.</p> <p>Budget 2020 :</p> <p>The budget for 2020 which was drawn up in February had to be adjusted due to the Covid-19 pandemic; activities planned for the year such as an international conference and seminars had to be deferred; additionally, lower collection of subscriptions had affected the revenue projection for 2020.</p> <p>However, prudent management of costs and subsidy received for administrative staff, lower utilities costs had helped to decrease deficit in revenue.</p> <p>In summary, the total the income and expenditure projected for Year 2020 is as follows: Total Income projected : RM88,000.00 Total expenditure projected : RM115,959.00 Surplus/deficit and income over expenditure projected : (RM 27,959)</p>																																																																				
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No	Description		
	POSTAGE AND STAMPS	100	13
	PRINTING AND STATIONERY	2,000	1,934
	RENEWAL OF SIGNBOARD LICENCE	1,100	1,015
	RENTAL OF OFFICE	33,600	33,600
	RENTAL OF PHOTOCOPY MACHINE	1,700	1,668
	SERVICE TAX	319	319
	STAFF REFRESHMENT	900	1,990
	STAFF SALARY	33,000	32,479
	SUNDRY EXPENSES	700	24
	TAX AGENT	1,500	1,500
	TELEPHONE CHARGES	3,600	3,608
	TRAVELLING EXPENSES	8,000	7,620
	UPKEEP OF PROPERTY & EQUIPMENT	500	1,431
	WATER/ELECTRIAL CHARGES	2,800	2,864
	WEBSITE	1,000	461
	TOTAL EXPENDITURE	115,959	162,351
	Surplus/Deficit of Income over Expenditure	(27,959)	(28,683)
	There being no issues raised, the following		
	General Treasurer's Report for the Year 2019.		
	Proposed by : Dr. Jeffery A/L J Louis Adaikalasamy Seconded by : Mr. Tankaraju Muthusamy		
	Statement of Accounts for the Year ending 31st December 2019.		
	Proposed by : Dr. Jeffery A/L J Louis Adaikalasamy Seconded by : Mr. Raja Mohan A/L Seenivasagam		
	Budget 2020 :		
	Proposed by : Dr. Jeffery A/L J Louis Adaikalasamy Seconded by : Dr. M. Rajalingam		
	The above were unanimously accepted by members.		
6.	Confirmation of Acting General Secretary as Honorary General Secretary, Appointment of Deputy General Secretary and Appointment of one (1) Council Member		
	i. With the recent demise of Mr. Kevin Felix Pereira who was the Hon. General Secretary for the term 2019-2022, it was proposed for the Acting General Secretary, Ms. Lau Wai Cheng, to be appointed and confirmed for the position of Hon. General Secretary.		
	This was proposed by Dr. Jeffery A/L J Louis Adaikalasamy seconded by Mr. Varatha Raju		

No	Description
	<p>Muthusamy. There being no objections, the proposal for Ms. Lau Wai Cheng as Honorary General Secretary was unanimously accepted.</p> <p>ii. We now have a vacancy for the office of Deputy General Secretary. At the Council meeting on 15 July, Council had proposed for Council member, Dr. Teh Choon Jin to step up as Deputy General Secretary.</p> <p>Proposal for Dr. Teh Choon Jin to be appointed as Deputy General Secretary. There being no objections, members present unanimously agreed to the appointment of Dr. Teh Choon Jin to the office of Deputy General Secretary.</p> <p>iii. With Dr. Teh Choon Jin moving up as Deputy General Secretary, there now exists a position for a Council Member.</p> <p>Proposal for Dr. Chan Teng Heng to be co-opted as a Council member. There being no objections, members present unanimously agreed to the appointment Dr Chan Teng Heng to the Council.</p>
7.	<p>Motions for Discussion and Approval of Resolutions</p> <p>The Speaker advised that two motions were received for amendments to the Constitution.</p> <p>i. Editing the Constitution:</p> <p>The Speaker explained that the Constitution had been edited to standardize spelling, typo errors, correction of grammatical inaccuracies and use of punctuation and capital letters. No content-editing was made.</p> <p>There being no objections to the editing, the Speaker confirmed that the editing was unanimously approved by members present.</p> <p>ii. Resolution to add Rule 8.1.9 :</p> <p>8.1.9. In the event of unforeseen circumstances or circumstances of exigency which do not allow for the conventional, physical AGM to be held, the Association may hold a virtual or a hybrid of physical and virtual AGM.</p> <p>iii. Resolution to add Rule 8.2.6</p> <p>8.2.6. In the event of unforeseen circumstances or circumstances of exigency which do not allow for the conventional, physical EGM to be held, the Association may hold a virtual or a hybrid of physical and virtual EGM.</p> <p>Amendment to RULE 8.0 by adding Rule 8.1.9 and 8.2.6 was proposed in response to the Covid-19 pandemic which had caused our government to impose nationwide restrictions on movements and physical meetings. The Movement Control Order (MCO) and Standard Operating Procedures (SOPs) have resulted in the Association not being to hold the conventional face-to-face AGM and/or EGM. The proposal for a virtual or a hybrid of physical and virtual AGM and/or EGM was to ensure the annual general meeting or an extraordinary general meeting can go on.</p>

No	Description
	<p>No objections were recorded for these proposed motions. The Speaker confirmed that the Resolutions for Rule 8.1.9 and Rule 8.2.6 were unanimously accepted and approved by members.</p> <p>iv. Resolution to amend Rule 11.0 Financial Provisions: To add Rule 11.3.1 Rule 11.3.1. Online banking from the Association's account can be used to make payments that are only repetitive and common in nature which shall include utility bills (electricity, water, telecommunication, quit rent, assessment), the Association's office rental payment, statutory payments (EPF, SOCSO), Council Members' meeting allowance and top-up of petty cash in respect of Rule 11.2.0. The request for online banking shall be the Association's Secretariat and the approval shall be the General Treasurer or in his absence, the Deputy Treasurer shall be the alternative approval person. However, prior approval by all the relevant office -bearers as stipulated in Rule 11.3.0 for an online banking request must be obtained and this can be done with written approval through email circulation.</p> <p>Rationale for RESOLUTION 1 – AMENDMENT TO RULE 11.0.0 FINANCIAL PROVISIONS</p> <p>Whereas</p> <ol style="list-style-type: none"> 1. The existing rule as per Rule 11.2.0 provides condition of the limit of petty cash and Rule 11.3.0 states that all cheques shall be signed jointly by the President, General Secretary and General Treasurer. 2. However, both Rules do not spell specifically the type of payment that is to be made under petty cash or cheque mode. 3. With online banking becoming a norm in performing financial transactions and the efficiency that comes with it, we need to consider adding this mode of payment in the Constitution; 4. As the office bearers do not work in the same office or nearby each other, the difficulty in obtaining 3 signatures for every payment is becoming a hassle and waste of precious resources. 5. Thus, there is a need to add the online banking provision in the Rule, to spell out specifically the type of payment that can be made and the process that comes with it. <p>The rationale for resolution Rule 11.3.1 was received and there being no objections, the Speaker confirmed that the unanimous approval of members for the adoption of Rule 11.3.1.</p>
8	<p><i>Appointment of Two (2) Internal Auditors for 2020 – 2019 and an External Auditor</i></p> <p>The Speaker advised that the resolution to appoint two (2) Internal Auditors for 2020-2021 was circulated 21 days before the AGM in accordance with Rule 8.1.6 of NAPEI Constitution.</p> <p>The Speaker opened the floor to nominate two members to be appointed as Internal</p>

No	Description
	<p>Auditors.</p> <ol style="list-style-type: none"> 1. Mr. Suresh Dass of St. John's International School <ul style="list-style-type: none"> - Proposer: Datin Jean Monteiro, JM Enrichment Sdn Bhd - Seconder: Dr. Jeffery A/L J Louis Adaikalasamy, R.E.A.L. International School Shah Alam. 2. Jenny Chew Poh Yin of The One Academy of Communication Design <ul style="list-style-type: none"> - Proposer: Datuk Eric Chong Kee Yuon, Erican - Seconder: Ms. Lau Wai Cheng, ELC English Language Company (M) Sdn Bhd <p>There being no further nominations, a proposal was made to close nominations by Dr. Jeffery A/L J Louis Adaikalasamy, seconded by Mr. Kevyn Khoo Kean Weng.</p> <p>The Speaker confirmed unanimous approval of the two (2) Internal Auditors for Year 2020: Mr. Suresh Dass Ms. Jenny Chew Poh Yin</p> <p>Appointment of External Auditor: The Speaker proceeded to announce Item 8a of the agenda, i.e., to re-appoint W.K.Lee & Co. as the external auditor for the year 2020.</p> <p>The re-appointment of W.K.Lee & Co as external auditor was proposed by Ms. Lau Wai Cheng, seconded by Dr. Jeffery A/L J Louis Adaikalasamy</p> <p>There being no objections to the nomination, the Speaker confirmed the appointment of W.K.Lee & Co as external auditor for year 2020.</p>
9.	<p>Any Other Matters:</p> <p>No other matters were received prior to the AGM. However, discussion was open to members to bring up or update news.</p> <p>Ms. Lau Wai Cheng advised that the paperwork on Standard Operating Procedures (SOPs) for International Students to return to Malaysia would be prepared and submitted to Bahagian Pendidikan Swasta (BPS) for Private and International Schools as well as for Language Centres.</p> <p>The President urged members and private education institutions to observe and not violate SOPs to prevent enforcement measures by MoE and the national security authority.</p> <p>A word of congratulations to Ms. Lau Wai Cheng, Dr. Teh Choon Jin and Dr. Chan Teng Heng from President and Council members for assuming the office of General Secretary, Deputy General Secretary and Council Member respectively.</p>

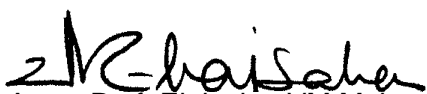
No	Description
10.	<p>Adjournment of AGM</p> <p>The President thanked all members of NAPEI for their continued support for the efforts of National Council Members to continue keeping NAPEI a leading association of private institutions in Malaysia and in championing the interests and cause of private education as an industry. He appealed to members for this continuing support.</p> <p>The President thanked Council Members for their diligent work in keeping NAPEI active and in the forefront, pushing for more recognition of PHE as an industry.</p> <p>There being no further matters arising, the Speaker thanked all members present for their virtual attendance of the Annual General Meeting. The Annual General Meeting was formally adjourned the meeting at 4.30 pm.</p>

Minutes prepared by:



Datin Jean Montero
Council Member
Term 2019-2022

Verified and confirmed By,



Asso. Prof. Elajsolan VM Mohan
President
Term 2019-2022



Ms. Lau Wai Cheng
General Secretary
Term 2019-2022