

## HOPE PRESBYTERIAN CHURCH

Registered as a Society: UEN T12SS0178D and Charity: No 2678

7 June 2020

Dear Hope PC members,

### **NOTICE OF 16<sup>TH</sup> ANNUAL CONGREGATIONAL MEETING 2020**

Notice is hereby given that Hope PC Annual Congregational Meeting (ACM) will be held by way of **electronic means** on **Sunday, 19 July 2020 at 3.00 pm** to transact the following business:

### **AGENDA**

Chairman: Elder Joshua Lee Wern-Chian

1. Roll Call and Quorum – Elder Wong Soong Kuan
2. Opening Prayer – Rev Tan Cheng Huat, Interim Moderator
3. Confirmation of Minutes of 15th ACM held on 26th May 2019 (Appendix A)
4. To adopt 2019 Ministry Reports (Appendix B)
5. To approve 2019 Audited Report (Financial Statements) (Appendix C)
6. To appoint Lo Hock Ling & Co, CPA as auditors for financial year 2020.
7. Election of Officers to the Elders and Deacons Court
  - Deacon: Goh Yiqing
  - Deacon: Jonathan Loh You Qing
8. Closing Prayer

Due to the current COVID-19 restriction orders in Singapore, Hope PC members will not be able to attend the ACM in person.

The Government has gazetted [the COVID-19 \(Temporary Measures\) \(Alternative Arrangements for Meetings for Charities, Co-operative Societies and Mutual Benefit Organisations\) Order 2020](#) and made provisions for the conduct of the meeting by electronic means.

This means that members of HPC may participate in the ACM by:

- observing the ACM proceedings via “live” audio-and-visual Zoom meeting<sup>1</sup> via their mobile phones, tablets or computers;
- submitting questions in advance of the ACM, and
- appointing the Chairman of the ACM as proxy to attend, speak and vote on their behalf at the ACM.

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<sup>1</sup> The Zoom meeting details will be sent out closer to the ACM.

## Frequently Asked Questions (FAQ)

In past ACMs:	In this year's ACM (differences in bold):
<p>Before the meeting,</p> <p>The notice of meeting, agenda, annual report and resolutions are distributed to members beforehand via email / hard copy.</p> <p>Members are given the opportunity to raise relevant questions in writing before the meeting.</p>	<p>Before the meeting,</p> <p>The notice of meeting, agenda, annual report and resolutions are distributed to members beforehand only <b>through email</b>.</p> <p>Members are given the opportunity to raise relevant questions in writing before the meeting.</p> <p><b>Questions which are relevant to the business of the ACM will be answered before the member votes for the resolutions.</b></p> <p><b>Members may vote using the proxy form made available to them before the meeting.</b></p>
<p>During the meeting,</p> <p>Resolutions are presented along with a summary of the financial segment of the annual report,</p> <p>Questions may be raised and answered, and</p> <p>Voting on the resolutions are conducted.</p> <p>Quorum is determined by physical presence at the meeting.</p>	<p>During the meeting,</p> <p>Resolutions are presented along with a summary of the financial segment of the annual report,</p> <p><b>Questions may not be raised at the meeting. Substantial and relevant questions raised before the meeting may be presented.</b></p> <p><b>Voting on the resolutions will be conducted based on the proxy forms received by the deadline. There will be no electronic voting at the meeting.</b></p> <p><b>Quorum is determined by proxy forms submitted and by attendance at the "live" Zoom meeting.</b></p>

**Does the Church need to obtain members' agreement to conduct virtual ACM since the prescribed alternative arrangements differ from our Constitution?**

- No. The ACM may be held online under the *COVID-19 (Temporary Measures) (Alternative Arrangements for Meetings for Charities, Co-operative Societies and Mutual Benefit Organisations) Order 2020 (the "Alternative Arrangements Order")* gazetted by the Singapore government.

**Will members be allowed to vote online during ACM?**

- No. Members will not be able to vote online on the resolutions as our Church's Constitution currently does not allow for online voting.

**How do members vote for the resolutions?**

- Members must appoint the Chairman of the ACM in advance as their proxy to vote on their behalf at the ACM. Members must give specific instructions as to voting, or abstentions from voting, in respect of a resolution in the proxy form, failing which the vote will be treated as invalid. Further details are provided in the proxy form.

**How can members who cannot understand the financial report, unless it is explained to them, vote accordingly?**

- The financial report has been sent out to members on 15 May 2020. Till date, we have yet to receive any questions. If you have any questions before voting closes on 5 July 2020, please email the church office (admin@hopepc.net), so that we can answer your queries.
- The Church's financial accounts have been audited independently by the external Auditor whom members have appointed at the previous ACM.
- To help all members understand the financial accounts, the Treasurer will present a summary of the financial report during the ACM.

**Will members be allowed to ask questions online during ACM?**

- As the intention is to have a smooth ACM meeting virtually, we are requesting for church members not to ask questions "live" during the Zoom meeting of the ACM.
- Instead, Members may submit questions relating to the resolutions of the ACM by email to the Church office (admin@hopepc.net) by Saturday, 27 June 2020. Relevant questions will be answered at the ACM.
- In view of the current COVID-19 situation and the related safe distancing measures which may make it difficult to submit questions by post, members are strongly encouraged to submit their questions via email.

### **How is the attendance counted for the ACM?**

- Under the Alternative Arrangements Order, a member is deemed to be present at the ACM (and therefore counted towards the quorum) if the member is electronically present at the ACM or has appointed the Chairman of the meeting as the member's proxy whether or not he/she attends the virtual ACM.

### **What happens if we do not have quorum at the time of the ACM?**

- If we do not have quorum by the time of the virtual ACM, the ACM shall be adjourned to a later date as allowed for in our Constitution.

### **How will members' questions be answered?**

- The Church will endeavour to answer all substantial and relevant questions via email prior to, or at the virtual ACM.

### **Why can't the Church postpone the ACM till a later date when we are allowed physical gatherings?**

- Although the deadline for submission of the Account, hence the conduct of ACM, has been extended to 31 October 2020, the EDC is of the view that it will be unlikely even then for the ACM to be held in a manner similar to previous years. The EDC has therefore decided to proceed with the ACM using the manner prescribed by the *Alternative Arrangements Order*.

### **What happens if a technical problem prevents the Church's virtual ACM from proceeding?**

- If this happens, the Church may postpone the ACM and conduct the virtual ACM when the technical problem has been resolved.

On behalf of the Elders & Deacons Court



Elder Wong Soong Kuan  
Acting Chairman, EDC



Elder Joshua Lee Wern-Chian  
EDC Clerk