

18th Annual General Meeting & CME Dinner Symposium



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- Agenda
- Minutes of Last AGM
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18th Annual General Meeting 2024

23 April 2024, 1900hrs
Novotel on Stevens

Executive Committee (2023 – 2025)



President

Dr Soma Subramaniam
Allergy & Sinus ENT - Head & Neck Surgery
Specialist Centre



Vice-President

Dr Charn Tze Choong
Sengkang General Hospital



Hon. Secretary

Adj Asst Prof Ng Chew Lip
Ng Teng Fong General Hospital



Hon. Treasurer

Dr Lynn Koh
KK Women's and Children's Hospital



Committee Member

Dr Goh Xue Ying
National University Hospital



Committee Member

Dr Lilleen Huang
Khoo Teck Puat Hospital



Committee Member

Dr Valerie Tay
Aspire Ear Nose Throat and Snoring Clinic



Committee Member

Dr Alex Tham
Tan Tock Seng Hospital



Co-Opted Member (National Chief)

Dr Jeremy Chee
National Healthcare Group



Co-Opted Member (NHG Representative)

Dr Reggie George John
National Healthcare Group



Co-Opted Member (NUHS Representative)

Dr Chen Wei Yi
National University Health System



Co-Opted Member (Singhealth Representative)

Dr Daniel Chew
Singhealth

Agenda



- 1. Confirmation of Minutes of the last AGM**
2. Approval of the Activity Report 2023
3. Approval of the Financial Report 2023
4. Annual Scientific Meeting 2023 & 2024
5. Election of 2 Internal Auditors 2024 – 2025
6. SOHNSS Academic Excellence Award
7. Introduction of New Members
8. Any Other Business

Confirmation of Minutes of last AGM



Minutes of Society of Otolaryngology Head and Neck Surgery, Singapore (SOHNSS)
17th Annual General Meeting 2023

Date: Thursday, 20 April 2023
Venue: Hai Tien Lo, Pan Pacific Singapore

Attendance

1	Chan Ching Yee, Full Member	31	Valerie Tay, Full Member
2	Chan Kawi Onn, Full Member	32	Alex Tham, Full Member
3	Charn Tze Choong, Full Member	33	Xu Shuhui, Full Member
4	Nelson Chee, Full Member	34	Samuel Yeak, Full Member
5	Gerard Chee, Full Member	35	Yeo Seng Beng, Full Member
6	Dennis Chua, Full Member	36	Jenica Yong, Full Member
7	Celeste Ann Chua, Full Member	37	Yong Jui May, Full Member
8	Hsu Pon Poh, Full Member	38	Edward Zhang, Full Member
9	Huang Xinyong, Full Member	39	Zhu Runyu, Full Member
10	Isabelle Jang, Full Member	40	Rosslyn Anicete, Associate Member
11	Lynn Koh, Full Member	41	Alarva Victor III Aquino, Associate Member
12	James Kwek, Full Member	42	Jeremy Chee, Associate Member
13	Lee Tee Sin, Full Member	43	Hasmin Hannah Lara-Layno, Associate Member
14	Leong Zhou Hao, Full Member	44	Lee Pei Yu, Associate Member
15	Lim Chong Teck, Full Member	45	Michael Tay, Associate Member
16	Lim Keng Hua, Full Member	46	Yeo Wei Xin, Associate Member
17	Pau Lock, Full Member		
18	Low Mei Yi, Full Member		
19	David Low, Full Member		
20	Euan Murugasu, Full Member		
21	Christina Ng, Full Member		
22	Ng Chew Lip, Full Member		
23	Raymond Ngo, Full Member		
24	Kenneth Oo, Full Member		
25	Siow Jin Keat, Full Member		
26	Soma Subramaniam, Full Member		
27	Barrie Tan, Full Member		
28	Linette Tan, Full Member		
29	Vanessa Tan, Full Member		
30	Henry Tan, Full Member		

No. Agenda

The meeting was called to order at 1910hrs.

1 CONFIRMATION OF MINUTES OF THE 16th SOHNSS AGM

Minutes of the last AGM was passed with no amendments. Proposed by Dr Lynn Koh and seconded by Dr Lee Tee Sin.

2 SOHNSS ANNUAL ACTIVITIES REPORT 2022

Dr Valerie presented the activities report from January to December 2022, which includes

- 16th Annual General Meeting, CME Webinar by Prof Robert Briggs & Fellowship Sharing by Dr Vanessa Tan on 26 April, Virtual
- Combined SOHNSS & Chapter of ORL CME Dinner Symposium on 04 July, Pan Pacific
- Annual Sports Day on 24 September, Turf City
- 4th SOHNSS & Chapter of ORL Annual Scientific Meeting (Facial Plastic Surgery) on 01 October, Novotel on Stevens
- Social Event: 25hours Wine Appreciation Masterclass

SOHNSS had also supported 7 CME applications in 2022.

SOHNSS is now nation member of the followings societies:

- ASEAN Otorhinolaryngological Head & Neck Federation
- International Federation of ORL Societies
- International Federation of Head and Neck Oncologic Societies

As of 31 December 2022, there are 96 full members, 42 associate members and 2 life members.

This activity report was unanimously approved by the house. Proposed by Dr Charn Tze Choong and seconded by Dr Barrie Tan.

3 SOHNSS ANNUAL FINANCIAL REPORT 2022

- 3.1 The audited financial report for year 2022 was presented by Hon. Treasurer, Dr Tze Choong, with a surplus of S\$16,442.89.
- 3.2 Dr Tze Choong also reported the financial statement for ASEAN ORL Federation on behalf of Dr Song Tar, as the account is kept under the auspice of SOHNSS.
- 3.3 The financial reports were approved with no questions. Proposed by Dr Valerie Tay and seconded by Dr Soma Subramaniam.

continue ➡

Confirmation of Minutes of last AGM



4 ANNUAL SCIENTIFIC MEETING 2022

- 4.1 Dr Valerie reported that a physical annual scientific meeting was held on 01 October 2022. The theme was Developments in Asian Facial Plastic and Reconstructive Surgery.

A total of 63 members attended the meeting and the finalised surplus of the event is \$17,477.

- 4.2 Meanwhile, she also informed that the next ASM will take place on 27 May 2023, at the Raffles City Convention Centre. Theme for this year's meeting is "Sleep: Not Always a Bed of Roses".

5 FIXED DEPOSIT

- 5.1 At the last virtual AGM, the house suggested exploring SSB & T-bill as an alternative to fixed deposit due to the low interest rate.

- 5.2 Dr Valerie updated that the EXCO explored various investment channels. Unfortunately, the Singapore Saving Bonds are open to individual investors only. And due to compliance issues, the society is not allowed to proceed with other investment products as the society constitution did not indicate any conditions for investment.

- 5.3 Hence, the committee has decided to withdraw the principle and interest from the current fixed deposit account and deposit a fresh fund of \$200,000 into MayBank to lock the current interest rate of 3.0% for 24 months.

- 5.4 For future investment purpose, the committee proposed amending the constitution by including an investment clause. However, the house decided to keep the investment to fixed deposit only as the society is not aiming at generating profit.

6 ELECTION OF OFFICE BEARERS

The office bearer for 2023 – 2025 are as follows:

Officer Bearers	EXCO for 2023/2025	Proposed By	Seconded By
President:	Soma Subramaniam	Valerie Tay	Lee Tee Sin
Vice President:	Charn Tze Choong	Soma Subramaniam	Valerie Tay
Hon Secretary:	Ng Chew Lip	Lee Tee Sin	Charn Tze Choong
Hon Treasurer:	Lynn Koh	Soma Subramaniam	Valerie Tay

The new office bearers will co-op EXCO members separately as some of the interested members were not present at the meeting.

7 ELECTION OF INTERNAL AUDITORS

In accordance with Constitution Article 10.1, an internal auditor should not hold office for more than a term. Current internal auditors, Dr Huang Xinyong & Dr Jeevendra Kanagalingam will step down.

Newly appointed internal auditors for 2023 – 2024 are Dr Chan Kwai Oon and Dr Edward Zhang.

Dr Valerie proposed a vote of thanks to Drs Xinyong & Jeevendra for auditing the society account.

8 INTRODUCTION OF NEW MEMBERS

Dr Valerie took the opportunity to welcome new members, who have joined the society after their exit exam.

They are Dr Isabelle Jang (SGH), Dr James Kwek (Navy Medical Service), Dr Yong Jui May (NUH) and Dr Zhu Runyu (SKH). The new members did a brief self-introduction at the meeting.

9 OUTGOING MEMBERS

Dr Valerie presented a certificate of appreciation to all outgoing EXCO members. A vote of thanks to the President was recorded.

10 ANY OTHER BUSINESS

Dr Valerie informed that the Singapore Tourism Board wrote in to the society, asking if SOHNSS would be interested in hosting the World Congress of the International Federation of Head and Neck Oncologic Societies. She highlighted that the next series will be 12 years down the road, it would be difficult to organise any concrete decision now. However, she has brought forward this to the Head & Neck fraternity for them to further discuss.

There being no other business, the meeting adjourned at 2000hrs.

Minutes prepared : Ms Shirley Tay (Secretariat)
Minutes vetted : Dr Ng Chew Lip (Hon. Secretary)
Minutes approved : Dr Soma Subramaniam (President)

Proposed by:

Seconded by:

Agenda



1. Confirmation of Minutes of the last AGM
2. **Approval of the Activity Report 2023**
3. Approval of the Financial Report 2023
4. Annual Scientific Meeting 2023 & 2024
5. Election of 2 Internal Auditors 2024 – 2025
6. SOHNSS Academic Excellence Award
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Activity Report 2023



Events	
12 January	Webinar on “Recent Advances In Screening and Detection of Nasopharyngeal Carcinoma” By A/Prof Lim Chwee Ming
20 April	17 th SOHNSS Annual General Meeting & CME Dinner Symposium “ABI for Profound Hearing Loss - The KKH Experience” By A/Profs Henry Tan & David Low
27 May	5 th SOHNSS & Chapter of ORL Annual Scientific Meeting (Theme Sleep)
23 September	Annual Sports Day
10 October	SOHNSS & Chapter of ORL CME Dinner Symposium & PRL Session “Tips and Pearls of Endoscopic Ear Surgery” By Prof Ken Kazahaya PRL Session By Dr Goh Xue Ying

Activity Report 2023



List of SOHNSS supported CME Events

1	Experience the Power of 5 by A. Menarini on 13 - 14 Jan
2	SG Nucala Treatment for CRSwNP Launch Symposium by GSK on 09 Feb
3	Webinar on ASEAN ENT Day by Reckitt Benckiser on 11 Mar
4	ENT 2023 & Beyond CME by A.Menarini on 25 Mar
5	13 th SARC 2023 on 25 – 29 Jul
6	ENT 2023 & Beyond CME by A.Menarini on 16 Sep
7	ENT GP Symposium by ASCENT ENT Group on 04 October
8	AMR Summit by Reckitt Benckiser on 07 Oct
9	Unlocking the Science behind T2 Inflammation in CRSwNP and Asthma by Sanofi-Aventis on 16 Nov

Proposed by:

Seconded by:

Nation Member of the following:



Asean
Otorhinolaryngological
Head & Neck Federation



International Federation
of ORL Societies



International Federation of
Head and Neck Oncologic
Societies

SOHNSS Membership 2023



Membership as of 31 December 2023

Full Paying Members:	65 (Specialists)
Life Members:	02 (Dr Chan Siew Chee & Prof James Smith)
Associate Members:	46 (Residents, Staff Physician & Audiologists)

*There is a total of 172 registered local ENTs Specialists (based on SMC record).

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Financial Report 2023 (SOHNSS)



BREAKDOWN OF INCOME	AMOUNT (\$)
1 Membership Fees Collected in 2023	\$ 2,142.13
2 Income from SOHNSS Events	\$ 36,300.00
SOHNSS CME Webinar, 12 Jan 2023	\$ 300.00
SOHNSS Annual General Meeting & CME Webinar on 20 April 2023	\$ 7,000.00
SOHNSS & Chapter of ORL Annual Scientific Meeting on 27 May 2023	\$ 29,000.00
SOHNSS & Chapter of ORL CME Dinner Symposium on 10 October 2023	\$ -
3 CRSwNP Consensus (Euro 40,000)	\$ 57,728.00
4 Society Endorsement of CME Talks/Events:	\$ 4,750.00
a. Experience the Power of 5 by A. Menarini Singapore Pte Ltd	\$ 1,000.00
b. SG Nucala Treatment for CRSwNP Launch Symposiumd by GlaxoSmithKline Pte Ltd	\$ 500.00
c. Webinar on ASEAN ENT Day by Reckitt Benckiser (Singapore) Pte Ltd	\$ 500.00
d. ENT 2023 & BEYOND CME by A. Menarini Singapore Pte Ltd	\$ 500.00
e. ENT GP Symposium by Ascent Ear Nose Throat Specialist Group Pte Ltd	\$ 750.00
f. Unlocking the Science behind T2 Inflammation in CRSwNP and Asthma by Sanofi-Aventis Singapore Pte Ltd	\$ 750.00
g. AMR Summit by Reckitt Benckiser (Singapore) Pte Ltd	\$ 750.00
5 Interest from Fixed Deposit	\$ 1,533.15
6 Add: Accrued Income (Paid or to be paid in 2024)	\$ 6,250.00
a. 13th SARC 2023	\$ 500.00
b. ENT 2023 & BEYOND CME by A. Menarini	\$ 750.00
c. SOHNSS Sports Day	\$ 3,000.00
d. 4th ASM Sponsorship (Erbe)	\$ 2,000.00
TOTAL INCOME:	\$ 108,703.28

BREAKDOWN OF EXPENSES	AMOUNT (\$)
1 SOHNSS Events	\$ 39,830.83
SOHNSS CME Webinar, 12 Jan 2023	\$ -
SOHNSS Annual General Meeting & CME Webinar on 20 April 2023	\$ 8,298.15
SOHNSS & Chapter of ORL Annual Scientific Meeting on 27 May 2023	\$ 24,602.76
SOHNSS & Chapter of ORL CME Dinner Symposium on 10 October 2023	\$ 2,963.62
SOHNSS Annual Sports Day on 23 September 2023	\$ 3,966.30
2 EXCO Meetings & Dinners:	\$ 3,721.65
SOHNSS EXCO Meeting @ Summer Pavilion (28 March 2023)	\$ 1,187.50
SOHNSS EXCO Meeting @ Si Chuan Dou Hua (23 May 2023)	\$ 1,129.50
SOHNSS EXCO Meeting @ Summer Pavilion (15 August 2023)	\$ 1,404.65
3 CRSwNP Consensus Meeting	\$ 37,296.14
Deposit for Medical Writer	\$ 33,508.61
Reimbursement for Consensus Meeting	\$ 3,787.53
4 Travel Grant to ASEAN Federation Congress 2023 in Vietnam	\$ 2,000.00
5 Miscellaneous:	\$ 2,328.52
Rental of Letterbox for 2023	\$ 360.00
Alumni Association Centennial Celebration Dinner	\$ 1,000.00
UOB Account Annual Maintenance Fee & Transaction Charges	\$ 316.55
SOHNSS Academic Excellence Award (Cash Prize)	\$ -
IFOS Membership for 2023 (Euro 80 each year)	\$ 118.37
ASEAN Federation for 2020 - 2023 (USD 400)	\$ 533.60
6 Accrued Expenses Paid Out in 2024	\$ 20,666.73
SOHNSS Secretariat Fee (Jan - Dec '23)	\$ 6,000.00
SOHNSS Wesite Hosting, Domain and Email Renewal	\$ 2,200.00
Income Tax 2023	\$ 266.73
Split of CRSwNP Consensus Income with ASEAN Rhinologic Society	\$ 4,000.00
Honorarium to CRSwNP Consensus Panelists	\$ 8,200.00
TOTAL EXPENSES:	\$ 105,843.87
Net Surplus / (Deficit)	\$ 2,859.41

Financial Report 2023 (soHNSS)



DESCRIPTION	AMOUNT (S\$)
Bank Opening Balance as at 1st January 2023:	\$ 153,172.90
ADD: INCOME 2023	\$ 108,703.28
ADD: Accrued Income from previous financial years	\$ 10,000.00
ADD: Transfer of Membership Collection 2022 from PayPal	\$ 368.29
ADD: Double payment from Smith & Nephew	\$ 4,000.00
ADD: Return of fixed deposit	\$ 180,000.00
LESS: Membership 2023 in PayPal	\$ (312.13)
LESS: Pending Income to be received in 2024	\$ (6,250.00)
LESS: EXPENSES 2023	\$ (105,843.87)
LESS: Accrued Expenses from 2022 & before	\$ (5,551.64)
LESS: New fund for fixed deposit	\$ (200,000.00)
ADD: Expenses Paid out in 2024	\$ 20,666.73
Bank Closing Balance as at 31 December 2023:	\$ 158,953.56
Cash in PayPal	\$ 312.13
Total Closing Balance:	\$ 159,265.69

Financial Report 2023 (ASEAN Federation)



BREAKDOWN OF INCOME		AMOUNT (S\$)
a.	Membership Renewals	\$ 5,011.60
TOTAL INCOME:		\$ 5,011.60
BREAKDOWN OF EXPENSES		AMOUNT (S\$)
a.	UOB Account Annual Maintenance Fee & Charges	\$ 35.00
TOTAL EXPENSES:		\$ 35.00
Net Surplus / (Deficit)		\$ 4,976.60

DESCRIPTION		AMOUNT (S\$)
Opening Balance in bank as at 1st January 2023:		\$ 82,569.50
ADD:	INCOME	\$ 5,011.60
LESS:	EXPENSES	\$ (35.00)
Closing Balance in bank as at 31 December 2023:		\$ 87,546.10

Financial Report 2023



Balance Sheet Statement of Financial Position at 31 December 2023			
ASSETS		LIABILITIES	
Current Assets	SGD	Current Liabilities	SGD
SOHNSS		Accounts Payable	
Bank Balance at SOHNSS	\$ 158,953.56	SOHNSS	\$ 20,666.73
Maybank Fixed Deposit	\$ 200,000.00	Double Payment (to be returned)	\$ 4,000.00
PayPal	\$ 312.13		
Account Receivables	\$ 6,250.00		
		FUND	
		Accumulated funds brought down (opening balance)	
		UOB Current Account	\$ 153,172.90
		MayBank Fixed Deposit	\$ 180,000.00
		Cash in PayPal	\$ 368.29
		Accued payout	\$ (5,551.64)
		Surplus/(Deficit) for the year	\$ 2,859.41
		Accued income	\$ 10,000.00
Total Assets	\$ 365,515.69	Total Funds & Liabilities	\$ 365,515.69

Balance Sheet Statement of Financial Position at 31 December 2023			
ASSETS		LIABILITIES	
Current Assets	SGD	Current Liabilities	SGD
ASEAN ORL-HNS Federation		Accrued Expenses	\$ -
Bank Balance at ASEAN ORL-HNS Federation	\$ 87,546.10		
		FUND	
		Accumulated funds brought down	\$ 82,569.50
		Surplus/(Deficit) for the year	\$ 4,976.60
Total Assets	\$ 87,546.10	Total Funds & Liabilities	\$ 87,546.10

Proposed by:

Seconded by:

Agenda



1. Confirmation of Minutes of the last AGM
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4. **Annual Scientific Meeting 2023 & 2024**
5. Election of 2 Internal Auditors 2024 – 2025
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Annual Scientific Meeting 2023



Date: Saturday, 27 May 2023

Venue: Raffles City Convention Centre

Theme: Sleep: Not Always A Bed of Roses

Total Attendees: 55 pax

Income: \$34,500

Expenses: \$24,664.76

Surplus \$9,835.24



Annual Scientific Meeting 2024



MARK YOUR CALENDAR!



To register,
scan the below
QR Code

6th SOHNSS & Chapter of ORL Annual Scientific Meeting

Theme: Towards Tomorrow: A Minimally Invasive Future for Paediatric ENT

Date: Saturday, 25 May 2024

Venue: Hotel Fort Canning

Format: In-person meeting



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Internal Auditors for 2024/2025



Current Internal Auditors	Nominees for 2024/2025	Proposed By	Seconded By
1. Dr Edward Zhang			
2. Dr Chan Kwai Onn			

Agenda



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SOHNSS Academic Excellence Award



Best Performing Exit Candidate for Year 2023:

Dr Tay Kaijun



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Introduction of Newly Exited ACs



1. Kevin Choy, Tan Tock Seng Hospital

2. Tay Kaijun, Singapore General Hospital

3. Suzanne Teo, Tan Tock Seng Hospital

Agenda



1. Confirmation of Minutes of the last AGM
2. Approval of the Activity Report 2022
3. Approval of the Financial Report 2022
4. Annual Scientific Meeting 2022 & 2023
5. Fixed Deposit
6. Proposed Constitution Amendments
7. Election of Office Bearers 2023-2025
8. Election of 2 Internal Auditors 2023 – 2024
9. Introduction of New Members
10. Presentation of Certificates to Outgoing EXCO Members
- 11. Any Other Business**

“Sinonasal Malignancies: Evidence-Based Treatment and Molecular Advances”



Dr Nyall London

Associate Professor of Otolaryngology - Head and Neck Surgery
Associate Professor of Neurosurgery
The Johns Hopkins Hospital
USA