

19th Annual General Meeting

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- Agenda
- Minutes of Last AGM
- Presentation Slides

19th Annual General Meeting 2025

**06 April 2025, 1200hrs
Holiday Inn Atrium**

Agenda



- 1. Confirmation of Minutes of the last AGM**
2. Approval of the Activity Report 2024
3. Approval of the Financial Report 2024
4. Annual Scientific Meeting 2024 & 2025
5. Election of Office Bearers 2025 - 2027
6. Election of 2 Internal Auditors 2025 – 2026
7. Introduction of New Members
8. SOHNSS Academic Excellence Award
9. Presentation of Certificates to Outgoing EXCO Members
10. Any Other Business

Confirmation of Minutes of last AGM



Minutes of Society of Otolaryngology Head and Neck Surgery, Singapore (SOHNSS)
18th Annual General Meeting 2024

Date: Tuesday, 23 April 2024
Venue: Novotel on Stevens

Attendance

1	Aw Chon Yin, Full Member	21	Tay Ze Yun, Full Member
2	Charn Tze Choong, Full Member	22	Suzanne Teo, Full Member
3	Kevin Choy, Associate Member	23	Alex Tham, Full Member
4	Andy Chua, Full Member	24	Samuel Yeak, Full Member
5	Lilleen Huang, Full Member	25	Edward Zhang, Full Member
6	AB John, Full Member	26	Gerard Chee, Full Member
7	Jeevendra Kanagalingam, Full Member	27	Stephen Lee, Full Member
8	Lynn Koh, Full Member	28	
9	Lim Chong Teck, Full Member	29	
10	Lim Ing Ruen, Full Member	30	
11	Lim Keng Hua, Full Member	31	
12	Andrew Loy, Full Member	32	
13	Euan Murugasu, Full Member	33	
14	Ng Chew Lip, Full Member	34	
15	Raymond Ngo, Full Member	35	
16	Kenneth Oo, Full Member	36	
17	Soma Subramaniam, Full Member	37	
18	Joshua Tay, Full Member	38	
19	Tay Kaijun, Full Member	39	
20	Valerie Tay, Full Member	40	

No. Agenda

The meeting was called to order at 1910hrs.

1 CONFIRMATION OF MINUTES OF THE 17TH SOHNSS AGM

Minutes of the last AGM was passed with no amendments. Proposed by Dr Edward Zhang and seconded by Dr Alex Tham.

2 SOHNSS ANNUAL ACTIVITIES REPORT 2023

Dr Soma presented the activities report from January to December 2023, which includes

- Webinar on "Recent Advances In Screening and Detection of Nasopharyngeal Carcinoma" By A/Prof Lim Chwee Ming on 12 January, Virtual
- 17th SOHNSS Annual General Meeting & CME Dinner Symposium, "ABI for Profound Hearing Loss - The KKH Experience" By A/Profs Henry Tan & David Low on 20 April 2023, Hai Tien Lo, Pan Pacific Hotel
- 5th SOHNSS & Chapter of ORL Annual Scientific Meeting (Theme Sleep) on 27 May 2023, Raffles Convention Centre
- Annual Sports Day on 23 September, Turf City
- SOHNSS & Chapter of ORL CME Dinner Symposium, "Tips and Pearls of Endoscopic Ear Surgery" By Prof Ken Kazahaya & PRL Session by Dr Goh Xue Ying on 10 October 2023, Hotel Fort Canning.

SOHNSS had also supported 9 CME applications in 2023.

SOHNSS is currently 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 2023, there are 65 full members, 46 associate members and 2 life members.

This activity report was unanimously approved by the house. Proposed by Dr Tay Ze Yun and seconded by Dr Joshua Tay.

3 SOHNSS ANNUAL FINANCIAL REPORT 2023

3.1 The audited financial report for year 2023 was presented by Hon. Treasurer, Dr Lynn, with a surplus of S\$2,859.41.

3.2 Dr Lynn 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 Charn Tze Choong and seconded by Dr Lilleen Huang.

continue ➡

Confirmation of Minutes of last AGM



4 ANNUAL SCIENTIFIC MEETING 2023

- 4.1 Dr Soma reported that the 5th Annual Scientific Meeting was held on 27 May 2023 at the Raffles City Convention Centre. The theme was "Sleep: Not Always A Bed of Roses".

A total of 55 members attended the meeting and the finalised surplus of the event is \$9,835.24.

- 4.2 Meanwhile, he also informed that the 6th ASM will take place on 25 May 2024, at the Hotel Fort Canning. Theme for this year's meeting is "Towards Tomorrow: A Minimally Invasive Future for Paediatric ENT".

5 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 Chan Kwai Oon & Dr Edward Zhang will step down.

Newly appointed internal auditors for 2024 – 2025 are Dr Euan Murugasu and Dr Tay Zeyun.

Dr Soma proposed a vote of thanks to Drs Kwai Oon & Edward for auditing the society account.

8 INTRODUCTION OF NEW MEMBERS

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

They are Dr Kevin Choy (TTSH), Dr Suzanne Teo (TTSH) and Dr Tay Kaijun (SGH). The new members did a brief self-introduction at the meeting.

9 SOHNSS ACADEMIC EXCELLENCE AWARD

The SOHNSS Academic Excellence Award was presented to Dr. Tay Kaijun for being the Best Performing Exit Candidate in 2023. Dr. Soma presented him with a certificate of award, and he will receive a cash prize of S\$1,000.

10 ANY OTHER BUSINESS

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



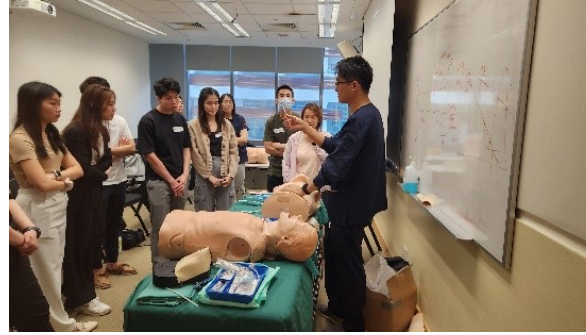
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2. **Approval of the Activity Report 2024**
3. Approval of the Financial Report 2024
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Activity Report 2024

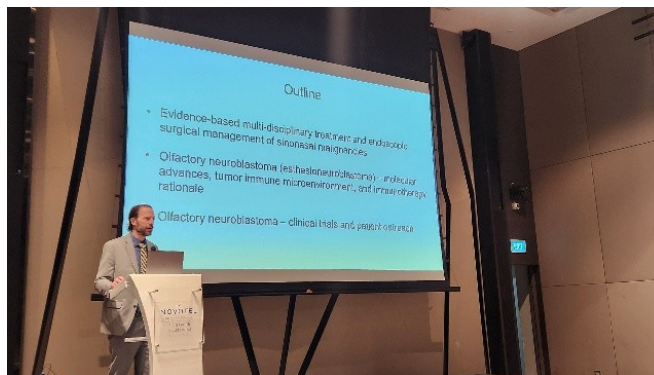
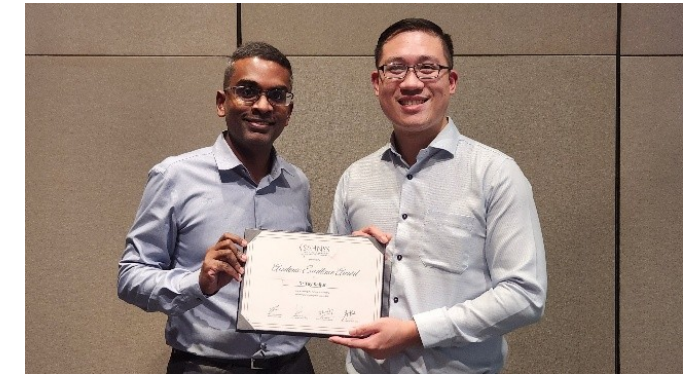
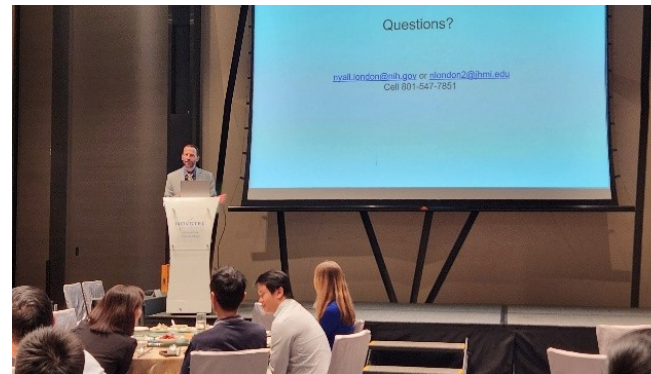


Events	
13 January	SOHNSS ENT Skills Course
23 April	18 th SOHNSS Annual General Meeting & CME Dinner Symposium “Sinonasal Malignancies: Evidence-Based Treatment and Molecular Advances” By Nyall London, USA
27 May	6 th SOHNSS & Chapter of ORL Annual Scientific Meeting (Theme Paediatric)
29 June	SOHNSS ENT Skills Course
05 October	Annual Sports Day & Family Carnival
On-going	Sanofi-Aventis – SOHNSS joint consensus on CRSwNP

ENT ESSENTIAL SKILLS COURSES



SOHNSS 18th AGM & DINNER SYMPOSIUM



ANNUAL SPORTS DAY & FAMILY CARNIVAL



Activity Report 2024



List of SOHNSS supported CME Events

1	14 th SARC 2024 on 25 – 27 July
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Nation Member of the following:



Asean
Otorhinolaryngological
Head & Neck Federation



International Federation
of ORL Societies



International Federation of
Head and Neck Oncologic
Societies

Proposed by:

Seconded by:

SOHNSS Membership 2024



Membership as of 31 December 2024

Full Paying Members:	54 (Specialists)
Life Members:	02 (Dr Chan Siew Chee & Prof James Smith)
Associate Members:	98 (Residents, Staff Physician & Audiologists)

*There is a total of 178 registered local ENTs Specialists (based on SMC record).

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Financial Report 2024 (sohnss)



BREAKDOWN OF INCOME		AMOUNT (\$)
1	Membership Fees Collected in 2024	\$ 1,198.33
2	Income from SOHNSS Events	\$ 37,800.00
	SOHNSS ENT Essential Skills Course 2024	\$ 11,000.00
	SOHNSS Annual General Meeting & CME Dinner on 23 April 2024	\$ -
	SOHNSS & Chapter of ORL Annual Scientific Meeting on 25 May 2024	\$ 24,300.00
	SOHNSS Annual Sports Day & Family Carnival	\$ 2,500.00
3	CRSwNP Joint Consensus (Balane Grant)	\$ 27,828.00
3	3rd Party Sponsorships	\$ 1,282.87
	ENT Summit 2024 (Admin fee)	\$ 500.00
	ENT Summit 2024 (Reimbursement of Sponsorship paid)	\$ 782.87
4	Society Endorsement of CME Talks/Events:	\$ -
5	Add: Accrued Income (Paid or to be paid in 2024)	\$ 2,750.00
	a. 14th SARC 2024	\$ 750.00
	d. 4th ASM Sponsorship (Reckitt)	\$ 2,000.00
TOTAL INCOME:		\$ 70,859.20

BREAKDOWN OF EXPENSES		AMOUNT (\$)
1	SOHNSS Events	\$ 31,749.02
	SOHNSS ENT Essential Skills Course 2024	\$ 4,955.29
	SOHNSS Annual General Meeting & CME Dinner on 23 April 2024	\$ 5,185.12
	SOHNSS & Chapter of ORL Annual Scientific Meeting on 25 May 2024	\$ 18,346.11
	SOHNSS Annual Sports Day & Family Carnival	\$ 3,262.50
2	EXCO Meetings & Dinners:	\$ 3,384.75
	SOHNSS EXCO Meeting @ Hua Ting (09 January 2024)	\$ 1,466.55
	SOHNSS EXCO Meeting @ Yan (16 April 2024)	\$ 980.30
	SOHNSS EXCO Meeting @ Hai Tien Lo (28 August 2024)	\$ 937.90
3	3rd Party Sponsorships	\$ 782.87
	Reimbursement by Sanofi-aventis	\$ 782.87
3	CRSwNP Joint Consensus	\$ 5,100.00
	Honorarium to Panelists	\$ 5,100.00
4	Miscellaneous:	\$ 1,552.60
	Rental of Letterbox for 2024	\$ 360.00
	SOHNSS Academic Excellence Award (Cash Prize)	\$ 1,000.00
	UOB Account Annual Maintenance Fee & Transaction Charges	\$ 192.60
5	Accrued Expenses Paid Out in 2025	\$ 43,642.93
	SOHNSS Secretariat Fee (Jan - Dec '24)	\$ 6,200.00
	SOHNSS Wesite Hosting, Domain and Email Renewal	\$ 2,200.00
	SOHNSS EXCO Meeting @ Golden Peony (28 October 2024)	\$ 1,312.91
	SOHNSS Annual Sports Day & Family Carnival	\$ 458.90
	50% balance payment to Medical Writer for CRSwNP Joint Consensus	\$ 33,356.84
	IFOS Membership for 2024 (Euro 80 each year)	\$ 114.28
TOTAL EXPENSES:		\$ 86,212.17
Net Surplus / (Deficit)		\$ (15,352.97)

Note on CRSwNP Joint Consensus

2023

Income: Sanofi-Aventis: \$57,728 (EURO 40,000)
 Expenses: Medical Writer: \$33,508.61
 Expenses: Consensus Meeting: \$3,787.53

Total received: \$85,556

2024

Income: Sanofi-Aventis: \$27,828 (EURO 20,000)
 Expenses: Medical Writer: \$33,356.84
 Expenses: Panelists honorarium: \$5,100

Total payout: \$75,752.98

Financial Report 2024 (soHNSS)



DESCRIPTION	AMOUNT (\$\$)
Bank Opening Balance as at 1st January 2024:	\$ 158,953.56
ADD: INCOME 2024	\$ 70,859.20
ADD: Accrued Income from previous financial years	\$ 3,000.00
ADD: Transfer of Membership Collection 2023 from PayPal	\$ 312.14
ADD: Return of Sport Days Venue deposit	\$ 200.00
LESS: Membership 2024 in PayPal	\$ (568.33)
LESS: Pending Income to be received in 2025	\$ (2,750.00)
LESS: EXPENSES 2024	\$ (86,212.17)
LESS: Accrued Expenses from 2023 & before	\$ (8,200.00)
ADD: Expenses Paid out in 2025	\$ 43,642.93
Bank Closing Balance as at 31 December 2024:	\$ 179,237.33
Cash in PayPal	\$ 568.33
Total Closing Balance:	\$ 179,805.66

Financial Report 2024 (ASEAN Federation)



BREAKDOWN OF INCOME		AMOUNT (S\$)
a.	Membership Renewals	\$ -
TOTAL INCOME:		\$ -
BREAKDOWN OF EXPENSES		AMOUNT (S\$)
a.	UOB Account Annual Maintenance Fee & Charges	\$ 35.00
b.	Website maintenance	\$ 380.40
TOTAL EXPENSES:		\$ 415.40
Net Surplus / (Deficit)		\$ (415.40)

DESCRIPTION		AMOUNT (S\$)
Opening Balance in bank as at 1st January 2024:		\$ 87,546.10
ADD:	INCOME	\$ -
LESS:	EXPENSES	\$ (415.40)
Closing Balance in bank as at 31 December 2024:		\$ 87,130.70

Financial Report 2024

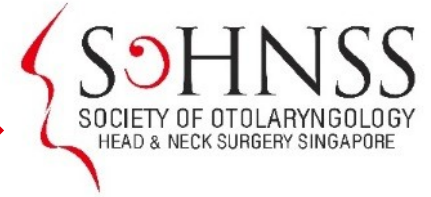


Balance Sheet			
Statement of Financial Position at 31 December 2024			
ASSETS		LIABILITIES	
Current Assets	SGD	Current Liabilities	SGD
SOHNSS		Accounts Payable	
Bank Balance at SOHNSS	\$ 179,237.33	SOHNSS	\$ 43,642.93
Maybank Fixed Deposit	\$ 200,000.00		
PayPal	\$ 568.33		
Account Receivables	\$ 2,750.00		
		FUND	
		Accumulated funds brought down (opening balance)	
		UOB Current Account	\$ 158,953.56
		MayBank Fixed Deposit	\$ 200,000.00
		Cash in PayPal	\$ 312.14
		Accued payout	\$ (8,200.00)
		Surplus/(Deficit) for the year	\$ (15,352.97)
		Accued income	\$ 3,000.00
Total Assets	\$ 382,555.66	Total Funds & Liabilities	\$ 382,355.66

Balance Sheet			
Statement of Financial Position at 31 December 2024			
ASSETS		LIABILITIES	
Current Assets	SGD	Current Liabilities	SGD
ASEAN ORL-HNS Federation		Accrued Expenses	\$ -
Bank Balance at ASEAN ORL-HNS Federation	\$ 87,130.70		
		FUND	
		Accumulated funds brought down	\$ 87,546.10
		Surplus/(Deficit) for the year	\$ (415.40)
Total Assets	\$ 87,130.70	Total Funds & Liabilities	\$ 87,130.70

Proposed by:
Seconded by:

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Annual Scientific Meeting 2024



Date: Saturday, 25 May 2024

Venue: Hotel Fort Canning

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

Total Attendees: 78 pax

Income: \$26,300

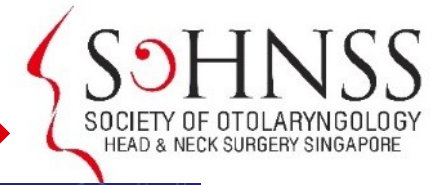
Expenses: \$18,346.11

Surplus \$7,953.89

SOHNSS ANNUAL SCIENTIFIC MEETING



Annual Scientific Meeting 2025



2025 Singapore ENT-HNS Congress
Held in conjunction with
7th SOHNSS Annual Scientific Meeting &
2nd Annual Scientific Meeting of the ASEAN Rhinologic Society

Saturday – Sunday, 05 – 06 September 2025

Holiday Inn Atrium

2 Days congress

3 concurrent tracks

4 sub specialty: Rhinology, Otolaryngology, Sleep, Facial Plastic Surgery & Aesthetic

3 hands-on workshops: Endoscopic Ear Surgery, Ultrasound & Thyroid Radiofrequency Ablation Workshops

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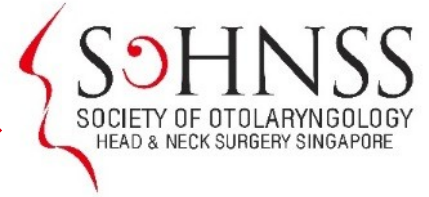
Election of Office Bearers



For year 2025-2027

Officer Bearers	EXCO for 2025/2027	Proposed By	Seconded By
1. President:			
2. Vice President:			
3. Hon Secretary:			
4. Hon Treasurer:			

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Internal Auditors for 2025/2026



Current Internal Auditors	Nominees	Proposed By	Seconded By
1. Dr Euan Murugasu			
2. Dr Tay Zeyun			

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Introduction of Newly Exited ACs

1. Caroline Lee, Khoo Teck Puat Hospital

2. Adele Ng, Singapore General Hospital

3. Neo Wei Li, Sengkang General Hospital

4. Yeo Wei Xin, Singapore General Hospital

5. Margaret Zhang, National University Hospital

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SOHNSS Academic Excellence Award



Best Performing Exit Candidate for Year 2024:

Dr Linus Lau



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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 Cherie Seah
National Healthcare Group



Co-Opted Member (NHG Representative)

Dr Kelvin Lim
National Healthcare Group



Co-Opted Member (NUHS Representative)

Dr Melissa Foo
National University Health System



Co-Opted Member (Singhealth Representative)

Dr Joel Goh
Singhealth

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