

**MINUTES OF THE THIRTIETH ANNUAL GENERAL MEETING (AGM) OF DOVER PARK HOSPICE (DPH) HELD ON 20 AUGUST 2022 AT 2.00 PM AT DPH'S AUDITORIUM**

Present:

A/Prof. Jeremy Lim	Chairman
Ms. Angelene Chan	Vice Chairman
Prof. Ho Yew Kee	Honorary Secretary
Ms. Cheng Yoke Ping	Asst Honorary Secretary
Ms. Ong Ai Hua	Asst Honorary Treasurer
Dr. Lionel Lee	Dr. Seet Ai Mee
Adj Asst Prof. Mark Chan	Ms. Shefali Srinivas
Mr. Shee Gim Leng	Dr. Tanya Tierney
Mr. Henk R. De Glint	Mr. Chey Chor Wai
Ms. Lim Hsiu Yun, Betty	

By Proxy Form: Mr. Paul Gagnon  
Mr. Lester Lee  
Col (Ret) Rupert Gwee  
Dr. Angel Lee

By Invitation: Mr. Timothy Liu, CEO, Dover Park Hospice  
Dr. Mervyn Koh, Medical Director, Dover Park Hospice

Scribe: Ms. Karen Tan, Manager, Finance, Admin and Patient Services  
Dover Park Hospice

**1. QUORUM**

- 1.1 At 2.10 pm, there were 14 members physically present at the Annual General Meeting (AGM). DPH had received 4 proxy forms. Total: 18 members.
- 1.2 The Constitution required a minimum of 25 members or  $\frac{1}{4}$  of DPH's registered members to be present whichever is lower before the commencement of the AGM. 18 members met the minimum requirement  $\frac{1}{4}$  of DPH's registered members of 71.

**2. Welcome Address by A/Prof. Jeremy Lim, Chairman of the 30<sup>th</sup> Governing Council**

- 2.1 Chairman welcomed members to the AGM and thanked them for their attendance.
- 2.2 Before the commencement of the AGM, he would like the members to remember the late Ms. Marlene Foo, who was the member of the 30<sup>th</sup> Governing Council before she was called home to the Lord. She had been a long-term faithful supporter of the works of DPH. There was a minute of silence to remember her and her work.
- 2.3 He introduced that Prof. Ho Yew Kee, Honorary Secretary and Mr. Timothy Liu (CEO), on behalf of Ms. Diane Chen Dan, Honorary Treasurer will be speaking in the meeting.

**3. Resolution 1: Confirmation of the 29<sup>th</sup> AGM Minutes**

- 3.1 Minutes of the 29<sup>th</sup> Annual General Meeting (AGM) held on 21 August 2021
- 3.2 As there were no amendments to the minutes of the 29<sup>th</sup> AGM, the minutes were confirmed and accepted.

Proposer: Ms. Angelene Chan                      Second: Ms. Ong Ai Hua

- 3.3 The motion was put to vote by show of hands. There being no objections or abstentions, the motion was adopted.

4. **Resolution 2: Chairman's report for financial year ended 31 March 2022**

4.1 The Chairman's Report for the financial year ended 31 March 2022 had been duly circulated to all members and would be taken as read.

4.2 A/Prof Jeremy Lim delivered his Chairman's report. He thanked all members once again for attending the physical AGM.

4.3 Acknowledgement of our staff, volunteers and supporters

4.3.1 Chairman shared that it had been difficult times for everyone individually, organizationally and societally. He expressed his special thanks and appreciation to all staff, volunteers and supporters.

4.4 Meeting with Mr. Ong Ye Kung, Minister for Health

4.4.1 Chairman reported that he had a meeting with Mr. Ong Ye Kung, Minister for Health and team, together with DPH management to discuss on the Capitation Funding Model and Home Care Manpower.

4.5 Governance & Management

4.5.1 He was delighted to share that there was nothing to report, which was good.

4.6 Clinical

4.6.1 Chairman reported that DPH had served 374 Inpatients with the average length of stay of 33 days. 639 Home Care patients with an average of 84 days of support. 28 Day Care patients with average of 128 days of support. In total, there were 685 teleconsultations.

4.7 Finance & Operations

4.7.1 Chairman highlighted that the fiscal position was currently healthy. However, the needs were growing rapidly and to keep in mind of the finances moving forward. As DPH was moving to the Integrated Care Hub (ICH), the beds would be doubled; the expansion of Home Hospice and use of technology. He shared that the details will be reported under the Audited Financial Statements.

4.8 Fundraising

4.8.1 Chairman thanked the Fundraising team especially Dr Kwa Chong Teck and Dr Karen Soh who were the co-chairs of the Fundraising Committee.

4.8.2 DPH's second virtual Sunflower Charity Dinner held on Friday, 15 October 2021 had raised more than a million dollars. Special thanks to the generous and supportive donors.

4.8.3 The meeting accepted the Chairman's report.

Proposer: Dr. Lionel Lee

Seconder: Dr. Tanya Tierney

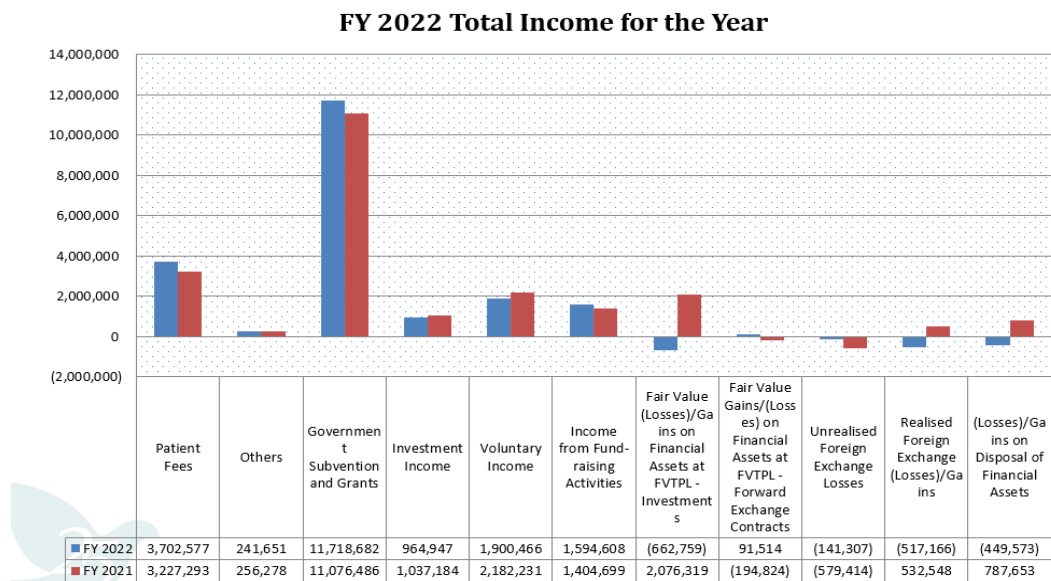
5. **Resolution 3: Audited Financial Statements for FY2021/2022**

5.1 Mr. Timothy Liu (CEO) on behalf of Ms. Diane Chen Dan, Honorary Treasurer, presented the Audited Financial Statements for the year ended 31 March 2022.

5.2 Summarised Income & Expenditure

5.2.1 For the financial year ended 31 March 2022, DPH reported a Total Operating Income of \$3.94 million which was 13% higher than FY 2021. This was mainly contributed by the patient fees of \$3.70 million. The higher patient fees was due to the Inpatient Hospice Palliative Care Services (IHPCS) which enabled DPH to claim for Medishield.

- 5.2.2 The Total Operating Expenditure of \$17.15 million was about 13% higher than FY 2021.
- 5.2.3 The Operating Deficit before grant was amounted to \$13.21 million. This deficit was funded by several source of income. The government subvention and grants were the main source of income of \$11.72 million.
- 5.2.4 Included in the Grant Income:
- Community Care Salary Enhancement (CCSE) – Salary Adjustment - \$587K
  - Covid-19 Healthcare Award - \$4K per eligible staff - \$475K
  - Bicentennial Community Fund - \$400K
  - Job Support Scheme - \$200K (FY2021: \$1.2 million)
- Total: \$1.66 million
- 5.2.5 The second source of income was the Net Investment Income of about \$777K which was lower than FY 2021. The third source of income came from the Voluntary Income and Income from Fund-raising Activities of \$3.50 million which was about the same as the previous year. Despite the economic climate, we were privileged to continue to benefit from generous and supportive donors.
- 5.2.6 This resulted to a net surplus of \$2.53 million before investment gains and losses. This was 33% lower than FY 2021.
- 5.2.7 In FY2022, there was a net loss from the investment activities of \$1.68 million versus last financial year of \$2.62 million gain. This was largely due to the fair value and realised losses on investment as valuation was hit as the Ukraine-Russia war broke at the first quarter of 2022.
- 5.2.8 Our Investment Committee worked hard to reduce impact from a challenging financial year and as the stock market plummeted. Our overall investment portfolio continues to grow and have added about \$6 million in FY 2022 to \$52.3 million.
- 5.2.9 In conclusion, DPH reported a net surplus of \$846K in FY 2022 as compared to a net surplus of \$6.38 million in FY 2021.
- 5.3 FY 2022: Total Income for the Year



#### 5.4 Operating Expenditure

- 5.4.1 The Total Operating Expenditure incurred was \$17.60 million as compared to \$15.43 million in the previous financial year. There was an increase of 14%.  
The majority of expenditure was incurred for the purpose of charitable and governance activities.

#### 5.5 Breakdown of Charitable and Governance Activities

- 5.5.1 Included in the Charitable and Governance activities were mainly the staff and related costs of \$13.69 million which was 17% higher than FY 2021.
- 5.5.2 The main reasons were due to:
- Increase in the manpower cost of 17% – Salary Adjustment under Community Care Salary Enhancement (CCSE) and Covid-19 Healthcare Award (CHA)
  - Increase in Patient Care Expenses of 42% – Recognition of Donation in Kind (DIK) Medical Supplies amounted to about \$300K.

#### 5.6 Fundraising Efficiency Ratio (FER)

- 5.6.1 The Fundraising efficiency ratio (FER) for the year was 16% in FY 2022 as compared to 9% in FY 2021. This was within the NCSS fundraising efficiency ratio of 30:70 ruling.
- 5.6.2 The increase of 93% in the Fundraising cost was mainly due to Charity Golf Tournament event held in April 2021. This event was held once every two years.

#### 5.7 Statement of Financial Position as at 31 March 2022

- 5.7.1 Total assets were amounted to \$67.15 million. This was higher than FY 2021 of \$64.13 million. Mainly due to the increase in Financial assets – Investments. Included in the Financial assets – Investments, we had the Serenity Fund of \$78K.
- 5.7.2 The Funds of the Hospice comprised the Restricted Fund – Endowment Fund; Restricted Fund – Donations and Unrestricted Fund – Accumulated Fund and Serenity Fund. It was amounted to \$52.56 million.

#### 5.8 Reserve Ratio (RR)

- 5.8.1 The Hospice's Reserve Ratio (RR) was reported at 1.23 in FY 2022 as compared to 1.33 in FY 2021. In terms of the number of months, the reserve would be able to last about 15 months should all income and funding ceased and fixed operating expenditure continued to be incurred.

End of Audited Financial Statements

- 5.9 The motion to accept and approve the Audited Financial Statements was put to the members.

Proposer: Adj Asst Prof. Mark Chan

Seconder: Ms. Cheng Yoke Ping

- 5.10 The motion was put to vote by show of hands. There being no objections or abstentions; the motion was adopted.

#### 6. **Resolution 4: Appointment of External Auditors – KPMG LLP for the FY2022/2023**

- 6.1 Chairman proposed that KMPG LLP be appointed as external auditors for Dover Park Hospice for the financial year ending 31 March 2023, and put the motion to vote.

Proposer: Mr. Shee Gim Leng

Seconder: Ms. Shefali Srinivas

- 6.2 The motion was put to vote by show of hands. There being no objections or abstentions, the motion was adopted.

7. **Resolution 5 to 13: Election of 31<sup>st</sup> Governing Council Members**

7.1 Under Article 5.5, the following Council Members had been conferred as Honorary Council Members and need not stand for election:

- 1) Dr Seet Ai Mee
- 2) Dr Jerry Lim

7.2 **Members retiring and are eligible for re-election to the 31<sup>st</sup> Governing Council are:**

S/No	Nominees	Proposers	Seconders
1.	Adjunct A/Prof. Mark Chan Peng Chew	Mr. Chey Chor Wai	Ms. Ong Ai Hua
2.	Ms. Diane Chen Dan	Ms. Cheng Yoke Ping	Mr. Chey Chor Wai
3.	Mr. Chey Chor Wai	Ms. Cheng Yoke Ping	Ms. Ong Ai Hua
4.	Dr. Kwa Chong Teck	Ms. Ong Ai Hua	Ms. Cheng Yoke Ping
5.	A/Prof. Jeremy Lim Fung Yen	Ms. Ong Ai Hua	Mr. Chey Chor Wai
6.	Mr. Low Chee Wah	Ms. Cheng Yoke Ping	Mr. Chey Chor Wai
7.	Mr. Shee Gim Leng	Mr. Chey Chor Wai	Ms. Ong Ai Hua
8.	Dr. Karen Soh	Ms. Ong Ai Hua	Ms. Cheng Yoke Ping
9.	Ms. Woo E-Sah	Ms. Cheng Yoke Ping	Mr. Chey Chor Wai

7.3 Chairman asked members for approval for the above 9 nominees to be voted as a block.

7.4 Members had no objection to the 9 nominees being voted as a block.

Proposer: Prof. Ho Yew Kee                      Seconder: Dr. Lionel Lee

7.5 Honorary Secretary called the meeting to vote by show of hands. As there were no objections nor abstentions from members, the motion was adopted.

7.6 **The following Council Members will proceed to the 31<sup>st</sup> Governing Council without election:**

7.6.1 Chairman was pleased to announce the following members who will continue on the 31<sup>st</sup> Governing Council as they were not due to step down in this AGM. He thanked them for their continuing service to the Council.

1.	Ms. Angelene Chan	2.	Ms. Cheng Yoke Ping
3.	Mr. Henk R. De Glint	4.	Mr. Paul Gagnon
5.	Prof. Ho Yew Kee	6.	Dr. Lionel Lee
7.	Ms. Ong Ai Hua	8.	Ms. Deanna Ong
9.	Ms. Shefali Srinivas	10.	Dr. Tanya Tierney

7.6.2 Chairman was pleased to announced the names of the 21 members (including the two Honorary Council members) who will form the 31<sup>st</sup> Governing Council 2022/2023 were as follows:

1. Ms. Angelene Chan
2. Dr. Mark Chan Peng Chew
3. Ms. Diane Chen Dan
4. Ms. Cheng Yoke Ping
5. Mr. Chey Chor Wai
6. Mr. Henk R. De Glint
7. Mr. Paul Gagnon
8. Prof. Ho Yew Kee
9. Dr. Kwa Chong Teck
10. Dr. Lionel Lee
11. A/Prof. Jeremy Lim Fung Yen
12. Mr. Low Chee Wah
13. Ms. Ong Ai Hua
14. Ms. Deanna Ong
15. Mr. Shee Gim Leng
16. Ms. Shefali Srinivas
17. Dr. Karen Soh
18. Dr. Tanya Tierney
19. Ms. Woo E-Sah
20. Dr. Seet Ai Mee (Honorary Council Member)
21. Dr. Jerry Lim Kian Tho (Honorary Council Member)

8. **Any Other Matters:**

8.1 Confirmation of Minutes of EGM held on 23 April 2022

8.1.1 As there were no amendments to the minutes of the EGM held on 23 April 2022, the minutes were confirmed and accepted.

Proposer: Ms. Shefali Srinivas                      Seconder: Ms. Cheng Yoke Ping

8.1.2 The motion was put to vote by show of hands. There being no objections or abstentions, the motion was adopted.

9. **Thank You Speech by Chairman**

9.1 Chairman thanked all council members and management for their time and services.

9.2 There being no questions received by due date of Friday, 12 August 2022 and no other matters, Chairman thanked members for their participation and declared the meeting closed.

9.3 The meeting was ended at 2.30 pm.

Recorded by: Ms. Karen Tan  
Vetted by: Mr. Timothy Liu  
Approved by: A/Prof Jeremy Lim  
Date :