

**Singapore Cycling Federation
Minutes of Annual General Meeting**

Date: 23 September 2016

Venue: Sport Singapore, Gold Room

Time: 7.10pm – 8.30pm

Present

(Management Committee)

President	Mr Jeffrey Goh Leng Soo
Honorary Secretary	Dr Hing Siong Chen
Assistant Hon Secretary	Mr Mark Ortega
Honorary Treasurer	Mr James Kang
Assistant Hon Treasurer	Mr Quek Wey Lon
Vice President (Road)	Mr Bastian Dohling
Vice President (BMX)	Mr Muhammad Hairul Nazwa Bin Dol
Vice President (Leisure)	Dr Kevin Lee Boon Leng
Vice President (Safety and Education)	Mr Steven Lim Soo Huat
Hon Member (Track)	Mr Ang Kee Meng
Hon Member (Mountain Bike)	Mr Syed Mohamed Shariff Bin Syed Abdul Rahman Aljunied

Individual Members

Gabriel Tan
Lee Joo Mong
Brendan James Timothy Henson
Kelvin Khoo
Steven Wong
Michelle Ho
Martin Choo

Club Member

Faisal Meskam (Harding MTB Racing Team)

Ordinary Members (with voting rights)

Club representative	Dr Hing Siong Chen (Proxy for Team Cycledelic)
Club representative	Desmond Low (Team Cycledelic)
Club representative	Firdaus A Rahman (Harding MTB Racing Team)
Club representative	Masnawi Bin Meon (Harding MTB Racing Team)
Club representative	Mr Ryan Li (BikeLabz & Proxy for T3 Bicycle Gears)
Club representative	Mr Chai Kim Poh (BikeLabz)
Club representative	Steven Lim (Safe Cycling Task Force)
Club representative	Tham Chen Munn (Safe Cycling Task Force)

Club representative

Kelvin Khoo (proxy for BikeTrial Singapore)
x 2

Secretariat

General Manager
Sport and Technical Manager
Sport Development Officer

Mr Mahipal Singh
Mr Samuel Yang
Ms Geraldine Mok

Absent with apologies

Vice President (BikeTrial)

Mr Walton Seah Jun Rong (BikeTrial Singapore)

Club representative

Benjamin Loh Wei Min (BikeTrial Singapore)

Club representative

Nicholas Chia (T3 Bicycle Gears)

Club representative

Jason Sng (Performance Cycles)

Honorary Member

Christopher Chen

S/n		Follow up action by:
1.	Confirmation of Meeting Quorum	
1.1	<p>Siong called the meeting to order at 7.10pm upon confirmation that the Annual General Meeting (AGM) Quorum had been met.</p> <p><i>As per Clause 11 of SCF's Constitution, "the quorum for any General Meeting shall be not less than ten (10) full voting members of the Federation.....if any Club Rep is not able to physically attend the meeting for any valid reason, he/she may appoint a proxy to attend and vote on his / her behalf by sending in the requisite proxy form to the Hon. Secretary no later than 7 days prior to the meeting."</i></p> <p><u>Note</u> Notice of the AGM and an accompanying agenda was issued on 9 September 2016 via email circulation. All members were informed that the AGM would be held on 23 September 2016 at 7pm at the Gold Room, Sport Singapore.</p>	
2.	Confirmation of minutes of the previous Annual General Meeting	
2.1	The minutes of meeting had earlier been circulated to members and taken as read. Notwithstanding this, a copy of the minutes was also presented during the meeting. As there was no clarifications sought, Siong requested for the	

2.2	minutes to be adopted. Mark Ortega proposed that the minutes be adopted, without any amendments and it was seconded by Kevin Lee.	
3.	To Receive from the Management Committee and, if approved, to adopt the Annual Report and Audited Accounts for the preceding financial year	
3.1	The Annual Report and Audited Accounts had been made available on the SCF's website and circulated to all members. Both documents were presented during the meeting and Siong also gave all members a summary of the key activities of the SCF in 2016 and some of the initiatives to be expected in 2017 (see <u>Annex A</u> for complete details of the SCF's President's Report). As for the audited accounts, Siong mentioned that the external auditors had found that SCF's accounting records had been properly maintained.	
3.2	On conclusion of his presentation, Siong asked if members had any queries. As none were raised, he recommended that the Annual Report and Audited accounts be adopted.	
3.3	Both documents were separately proposed and seconded by Bastian Dohling and Kevin Khoo respectively.	
4.	To transact any other business of which at least 14 days' notice in writing shall have been given to the Hon. Secretary and the notice requirements to members	
4.1	<u>Appointment of external Auditors</u>	
4.1.1	Mahipal shared that Audit Alliance was a Sport Singapore (SS) approved service provider and had provided their professional services for year ending 31 March 2016. Siong added that it was necessary for the meeting to agree and approve their continued appointment for FY16. This motion was tabled for the AGM's endorsement, that is, Audit Alliance to serve as SCF's external auditor for financial year 2016 (1 April 2016 to 31 March 2017).	
4.1.2	The motion was proposed by Ang Kee Meng and seconded by Bastian Dohling.	
4.2	<u>Constitutional amendments</u>	
4.2.1	The SCF Management Committee (MC) had, in the past year, deliberated on the need for enhancement to the SCF Constitution.	

4.2.2	<p>Siong shared that the SCF was proposing the inclusion of a Vice President for Track and a Vice President for Media and Publicity. For the former, there had been greater participation among SCF's national athletes in track events regionally and internationally and it would be ideal for an individual with the technical knowledge and experience to help manage the needs of track cyclists.</p>	
4.2.3	<p>As for the position of the Vice President, Media and Publicity, the SCF viewed this as a critical function and a specialized role. This individual will be actively involved in all aspects of publicizing the efforts and activities of the Federation utilizing various communication platforms to better engage the community at large e.g. the SCF website, FaceBook, Instagram, media engagement sessions etc.</p>	
4.2.4	<p>For the benefit of the meeting, Mahipal mentioned that the process of Constitutional changes had taken several months. This included the need for prior approval from Sport Singapore, the Commissioner of Charities and the Registry of Societies. He added the necessary approvals had been secured by the time of the AGM.</p>	
4.2.5	<p>The following key amendments to the Constitution would be effected:</p> <p>Article 2(a): to update the registered address of the SCF namely #01-33, 3 Stadium Drive, Singapore 397630.</p> <p>Article 3(h): to include as affiliates of the SCF the following associations: (a) Asean Cycling Association (ACA) and (b) Asian Cycling Confederation (ACC)</p> <p>Article 6(a) and 6(b): to make provision for the Management Committee to include a Vice President for Media and Publicity and a Vice President for Track.</p>	
4.2.6	<p>The Constitutional amendments were proposed by James Kang and seconded by Bastian Dohling.</p>	
4.2.7	<p>Upon the successful endorsement of the changes to the Constitution and, Pursuant to Article 12(iv)(1) of the SCF Constitution, nominations of candidates to stand for election for the new positions had to be submitted to the Honorary Secretary at least seven days prior to the date of the AGM i.e. 16 September 2016. By this date, only Ang Kee Meng had submitted his nominations.</p>	
4.2.8	<p>Siong, as such, invited the meeting to endorse Ang Kee Meng as the Vice President for Track. This was proposed by</p>	

	Dr Hing Siong Chen and seconded by Mr Mark Ortega. The position for Vice President, Media and Publicity would remain vacant for the time being.	
4.2.8	<u>Discussion which took place as an “any other business”:</u> Mahipal informed the meeting that soon after the AGM in 2015, Hairul had been appointed Vice President for BMX and that this had been endorsed in an MC meeting (on 13 November 2015), as per the provisions of the SCF Constitution [Article 6(e)(i) & (ii)].	
4.2.9	On another matter, Faisal Meskam, a member of the Harding MTB Racing Team, enquired on the limited role of Lee Yee Meng as VP for MTB. Mahipal responded that Yee Meng had acknowledged this and had, in fact, requested to step down during the year. He continued to hold on to the position while Syed Mohd Shariff was appointed as an Honorary Member for the interim (at an MC meeting on 15 April 2016) and, with a view of formalising his appointment as Vice President, MTB at the AGM. As per the provisions of the Constitution [Article 6(e)(i) & (ii)], Shariff’s appointment as Vice President, MTB, was formalised.	
4.2.10	Firdaus A Rahman, another member of the Harding MTB Racing Team, questioned as to why an AGM agenda had not been circulated. On this, Mahipal informed the meeting that the notice for AGM and an agenda had, in fact, been emailed to all SCF members on 9 September 2016.	
5.	To transact any other business as the Management Committee deems necessary	
5.1	<u>Calendar of events for 2017</u>	
5.1.1	SCF’s secretariat had met with local event management companies to collaborate on the development of a consolidated calendar of cycling events for 2017. Discussions also centred on the need for proper sanctioning of events, the continued imposition of race licensing and the possibility of lower insurance premiums for members to provide for personal accident and personal liability cover.	
5.1.2	As a follow-up, Siong shared that the Secretariat would be writing to all members and informing them of the calendar for 2017 and, at the same time, requesting that membership and licensing renewal be completed by the time of the 2017 racing season.	
5.1.3	Individual member Martin Choo suggested that the SCF should ensure a level playing field among competitive	

	<p>cyclists in 2017 – this could be achieved by making it mandatory for the inclusion of grading for the various event categories and for cyclists who attained a certain level of competitiveness to progress on to the next higher grade or category of event.</p>	
6.1	<p><u>Road safety</u></p>	
6.1.1	<p>Individual member Steven Wong enquired if the SCF had had any prior engagement with the Government to enhance road safety for cyclists.</p>	
6.1.2	<p>Steven Lim responded that the SCF had engaged the Government at various levels. Among other things, the Government had invested into infrastructure development for cyclists and other users to share road and foot paths. In essence, the focus was more on making cycling as a safe, viable and an alternative mode of transportation.</p>	
6.1.3	<p>Separately, Samuel Yang shared that SCF had engaged the National Parks Board, the Singapore Police Force, the Traffic Police and other relevant Governmental agencies on the SCF’s Singapore Cycle Safe programme – an SCF initiative to educate and create awareness on safe cycling behaviours and competencies.</p>	
6.1.4	<p>Mahipal added that the SCF had been consulted by URA on a proposal to develop dedicated cycling lanes along Lim Chu Kang Road. He went on to say that the SCF had also managed to directly meet with the Chairperson of the Active Mobility Advisory Panel, Associate Professor (A/P) Muhammad Faishal Ibrahim, Parliamentary Secretary for Education, Social and Family Development. At the meeting, A/P Muhammad Faishal was supportive of the efforts of the SCF as an advocate of safe cycling and road safety.</p>	
6.1.5	<p>Steven was also updated that the SCF had, on 21 September 2016, conducted a Singapore Cycle Safe programme for 24 National Environment Agency officers who used cycling as a form of commute and that this was part of SCF’s efforts to promote safe cycling. In the near term, further in-roads were expected to be achieved with Outward Bound Singapore and the Ministry of Education.</p>	
6.2	<p>In response to Steven’s query on whether the relevant authorities viewed the SCF as the “go-to” body on matters pertaining to road cycling safety, Mahipal responded that this was unlikely. The SCF was instead viewed more as a sporting body.</p>	

<p>6.3</p> <p>6.3.1</p> <p>6.3.2</p> <p>6.3.3</p>	<p><u>AGM Notification</u></p> <p>Steven Wong wanted to know why SCF’s notification email on the AGM reflected “Private and Confidential” and that the notice had not been put up on SCF’s website.</p> <p>Mahipal informed the meeting that the email notification was only intended for SCF members and, hence, the need to include the “Private and Confidential” header.</p> <p>He also said that as the AGM was only for SCF members, the manner in which the notification had been made was also consistent with the provisions as spelt out in the Constitution.</p> <p><u>After Note (as extracted from SCF’s Constitution)</u> <i>Article 10(e) (iv) “Notice of Meetings”</i> <i>The Management Committee shall have the right to send notices by way of postings on the Website or by way of e-mail, and members shall provide such e-mail address for this purpose.</i></p>	
<p>6.4</p> <p>6.4.1</p> <p>6.4.2</p> <p>6.4.3</p> <p>6.4.4</p>	<p><u>Local Competitions</u></p> <p>Faisal Meskam shared that in the past, locally organised competitions had seen good a good number of participation among kids. He also commented that there was a noticeable dearth in terms of young children and youth coming through to the elite ranks.</p> <p>He suggested that more could be done to generate interest and participation, among young cyclists, and whether it was possible for SCF to work through the appointed event organiser to include more kids’ age group event categories across competitions in 2017.</p> <p>Siong informed the meeting while that while a request had been made for the appointed event organiser to include youth categories in the 2016 events, the response had been poor with only 3 participants (reference to the March 2016 Road Race). He also said that it would not be financially sustainable for this to continue.</p> <p>Mahipal also explained that the priority for 2016 was to ensure that events that had been promised to the community were organised as planned in 2016. Moving forward, the SCF would take note of the suggestion made and wherever possible, to include kids/youth age group categories would be included.</p>	

There being no other business or requests for clarification, Siong officially concluded the meeting at 8.30pm.

Prepared by : Samuel Yang
Sport & Technical Manager

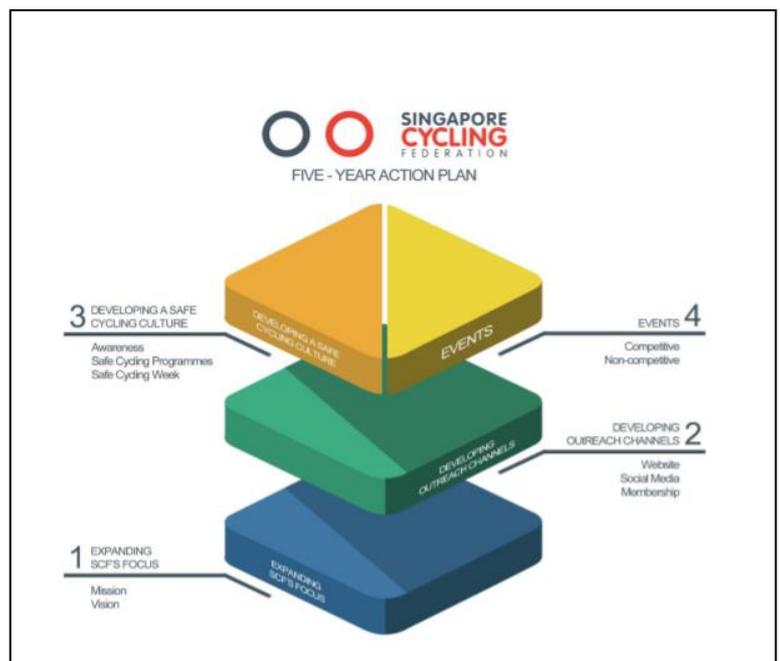
Vetted by: Mahipal Singh
General Manager

Approved by: Mr Jeffrey Goh
President

Dr Hing Siong Chen
Honorary Secretary

The last 11 months has been highly productive. The current Management Committee was elected into office following the AGM on 21 October 2015. Helmed by Mr Jeffrey Goh Leng Soo, the team's immediate short term priorities were on addressing fundamental matters to **enhance organizational effectiveness**. This included the development and/or review of existing policy documents and standard operating procedures and the implementation of SCF's 5 year plan which the Secretariat had drafted in collaboration with the NUS Business School. Basically, we promised to:

- a. *Expand focus and address concerns of the general cycling population*
- b. *Develop and manage outreach channels – e.g. build sustainable partnerships, enhance outreach through social media, corporate website and membership*
- c. *Contribute towards a safe cycling culture*
- d. *Organise and facilitate events*



Highlights - 2016

A **high performance plan** was also developed and from this, the SCF launched a **nation-wide talent identification programme**. By end June 2016, a total of 133 athletes (109 male and 24 female) had completed a series of sprints and time-trial tests. From this list, the numbers was trimmed to 37 athletes, comprising 28 male and 9 female, all of whom have met stringent physiological benchmarks derived from data made available by the Union Cycliste Internationale (UCI). The SCF met most of the shortlisted athletes on Friday 5 August 2016 to brief them on the results of their test and to also share details of their training plan, leading up to the **SEA Games in August 2017**.

Among other things, shortlisted athletes will have to commit to centralized local on-road training, gym sessions and participate in regional competitions.

The first official bike handling training session was successfully held on 13 August, followed by a first team ride on Sunday morning, 14 August. Concurrently, the SCF has commenced the task of building structures and selecting suitable talents to represent Singapore in track, BMX and MTB events. We believe that the

SCF is now better prepared for the 2017 SEA Games and the other Major Games thereafter, as compared to previous attempts.

Separately, the SCF placed equal emphasis to enhance its **outreach channels with sponsors and donors** to complement funding it receives from Sport Singapore. Apart from sponsorship monies from OCBC Bank towards the organisation of local events, the SCF also formed a **partnership** with MUVE Gym (as a national training centre for strength and conditioning and testing activities) and ACE Sports Group to outfit our national athletes.

A **programme on safe cycling** was also introduced. According to UCI President Brian Cookson, "*We need roads which are safe to ride on, government investment in cycling and policies in place to encourage all children to ride bikes. The issues we will address through this area of our work are relevant for everyone who rides a bike, whether they are Tour De France winner, an amateur racer or someone who cycles to work.*" Finally, the SCF initiated nascent steps to build on a cycling culture by offering a more **vibrant calendar of cycling activities**. Apart from the competitive series of National Championship events (OCBC Cycle Series), the SCF also organised community and leisure rides viz. the OCBC Cycle Park Rides and events which benefitted the community at large i.e. (a) SCF's collaboration with (SCORE) the Singapore Corporation of Rehabilitative Enterprises /the Yellow Ribbon Fund (YRF), (b) Habitat for Humanity Singapore and "Cycle Out Poverty (COP) 2016" both in February 2016 and (c) Ride for Rations held in August 2016.

In summary, 2016 has been a watershed year for the SCF. As an organisation, the SCF has, to some extent, reinvented itself and is in good stead to build upon the successes of the past few months. Key here is the need to stay the course, focus on identified broad objectives and deliver on the programmes and activities lined up for 2017 and 2018.

Areas of Focus – 2017 and 2018 **Strengthen Organisational Capabilities**

- Maintain SCF's status as a Charity and an Institution of a Public Character (IPC)
- Competency development of Commissaires, Coaches and Team Managers
- Enhance and grow the SCF Secretariat – at least 2 additional staff viz. (a) Events and Sponsorship Manager and (b) Safe Cycling/HPE Executive
- Build a team behind the team:
Appoint "lead" coach for the various disciplines with sports science support
MTB – Syed Mohd Shariff
BMX – Hairul Nazwa
Road – Adrian Ng, Lemuel Lee
Track – Ang Kee Meng

Appoint pool of team managers

Appoint support crew – mechanics, bike fitters, motor pacers, safety vehicle etc

- Grow SCF's financial resources e.g. partnership with sponsors and donors

Inspire the Singapore Spirit and Provide Identified athletes with opportunities to train and compete

- Develop an overarching Campaign Plan (High Performance Operational plan) for Road, Track, BMX and MTB
- Prepare for the 2017 SEA Games, the Commonwealth Youth Games and the Asian Youth Games
- Build on the success and momentum from the 2017 SEA Games and carry it forward into 2018 and the Asian and Commonwealth Games (and beyond)

Enhance Broad Based Sports Participation

- Continue to organise and support community and charitable (cycling) events, underpinned by the active promotion of the Cycle Safe Programme
- Introduce a structured junior development programme – BMX, MTB, Road

Enhance the Quality of Participation

- Enhance the vibrancy of the 2017 racing season by sanctioning more events and through partnerships and collaboration with event organisers. This will include a Corporate Cycling event as part of a fund raising initiative of the SCF.
- Provide leadership and technical guidance to grow club's coaching infrastructure and capabilities
- Explore the feasibility of hosting a major international competition in Singapore – to complement the annual OCBC Cycle Speedway Championship