

**MINUTES OF THE EXTRAORDINARY GENERAL MEETING (EGM) OF DOVER PARK  
HOSPICE (DPH) HELD ON 23 APRIL 2022 AT 2.00 PM AT DPH'S ZOOM**

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
Ms. Deanna Ong	Dr Tanya Tierney
Mr. Shee Gim Leng	Dr Seet Ai Mee, Honorary Council Member

Absent with Apologies:

Dr Lionel Lee	Dr Kwa Chong Teck
Ms. Shefali Srinivas	Mr. Lester Lee
Dr Seet Ju Ee	Dr Wu Huei Yaw
Mr. Tan Kim Kwang	Adjunct Asst Prof Mark Chan
Ms. Woo E-Sah	Mr. Low Chee Wah
Mr. Freddy Orchard	Mr. Robert Chew
Mr. Henk R. De Glint	Mr. Chey Chor Wai
Mr. Paul Gagnon	Dr Karen Soh
Ms. Diane Chen Dan	

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 2.00 pm, there were 9 members present at the zoom meeting.
- 1.2 The Constitution required at least one-third of the members for the time being of the Dover Park Hospice (1/3 of 72 members which is 24) or 25 members (whichever was the lower number), the Honorary Secretary shall forthwith convene an Extraordinary General Meeting (EGM).
- 1.3 In accordance with the COVID-19 (Temporary Measures) Act 2020 and related order on the conduct of general meetings, the quorum for this EGM was ascertained by the return of proxy forms that had been sent to members.
- 1.4 DPH received 25 proxy forms that met the minimum requirement to convene the EGM.
- 2. Welcome Address by Prof Ho Yew Kee, Honorary Secretary of the 30<sup>th</sup> Governing Council**
  - 2.1 Prof Ho Yew Kee welcomed members to the EGM and thanked them for their attendance.
  - 2.2 To help facilitate the smooth process of this virtual EGM and for identification of those present, he asked all members to kindly turn on their video. To reduce background noise, he reminded members that only those who would be speaking will have their mics turned on.
  - 2.3 He presented the EGM agenda to the members and invited A/Prof Jeremy Lim, Chairman of the 30<sup>th</sup> Governing Council to start the meeting.

3. **Welcome Address by A/Prof Jeremy Lim, Chairman of the 30<sup>th</sup> Governing Council**
  - 3.1 A/Prof Jeremy Lim, Chairman of the 30<sup>th</sup> Governing Council, welcomed members to the EGM and thanked them for joining this virtual EGM meeting.
  - 3.2 He introduced that Prof Ho Yew Kee, Honorary Secretary will be helping to conduct the meeting. Mr. Timothy Liu, CEO will be hosting the zoom meeting with Ms. Karen Tan, Manager, Finance, Admin and Patient Services and DPH Secretariat.
4. **Quorum**
  - 4.1 In accordance with the COVID-19 (Temporary Measures) Act 2020 and related order on the conduct of general meetings, the quorum for this EGM was ascertained by the return of proxy forms that had been sent to members.
  - 4.2 Prof Ho Yew Kee reported that the minimum quorum of 24, which represented a third of members had been met by proxy forms received. For the record, DPH had received 25 proxy forms.
5. **EGM documents circulated to members**
  - 5.1 Prof Ho Yew Kee informed that the Notice of EGM and its appendices had been circulated to members earlier and they would be taken as read.
6. **Conduct of the Voting**
  - 6.1 In accordance with the COVID-19 (Temporary Measures) Act 2020 and related order on the conduct of general meetings, all votes on the resolutions tabled at this EGM will be by proxy and only the Chairman of the Meeting may be appointed as a proxy.
  - 6.2 As stated in the Notice of EGM, there would not be a “live” question and answer session on this EGM meeting.
  - 6.3 Prof Ho Yew Kee reported that at close of notice period, DPH did not received any questions by members.
7. **Resolution 1: Approval of Revised Dover Park Hospice Constitution 2022**
  - 7.1 Approval of Revised Dover Park Hospice Constitution 2022
  - 7.2 Chairman proposed that the Revised Dover Park Hospice Constitution 2022 be approved, and put the motion to a vote.
  - 7.3 He cast his votes in accordance with voting instructions received.
  - 7.4 As all the votes had been cast “FOR” the Revised Dover Park Hospice Constitution 2022, he declared the resolution carried.
8. **Thank You Speech by Chairman**
  - 8.1 Chairman thanked all DPH members and management for their time and services.
  - 8.2 There being no questions received by due date of Monday, 18 April 2022 and no other matters, Chairman thanked members for their participation and declared the meeting closed.

9. **Group Photo Taking**

- 9.1 Prof Ho Yew Kee asked all members to stay on line and turn on their video to take a group photo. After that, the meeting was ended at 2.10 pm.

Recorded by: Ms. Karen Tan  
Vetted by: Prof Ho Yew Kee and Mr. Timothy Liu  
Approved by: A/Prof Jeremy Lim  
Date: 25 April 2022

A handwritten signature in black ink, appearing to be 'Jeremy Lim', is centered below the text.