MINUTES OF THE 28th ANNUAL GENERAL MEETING OF THE INSTITUTE OF MATERIALS, MALAYSIA HELD AT 6:00 P.M. AT IMPIANA KLCC HOTEL, KUALA LUMPUR ON FRIDAY 16th MARCH 2018

(1) <u>ATTENDANCE</u>

The meeting was attended by 68 members (attendance list attached).

(2) ADOPTION OF THE AGENDA

The President, Mohd. Azmi Mohd. Noor (F3820), called the 28thAnnual General Meeting to order.

The President requested for the adoption of the proposed agenda of the 28th AGM of IMM. Mohamed Siraj Abdul Razack (O6483) proposed and it was seconded by Ir. Ong Hock Guan (F0792) for the agenda to be accepted.

(3) <u>PRESIDENT'S ADDRESS</u>

The President, Mohd. Azmi Mohd. Noor (F3820), highlighted that IMM's 30th Anniversary Gala Dinner was held and has new vision & mission for going forward. This is aimed at enhancing IMM's position in today's borderless world. This was formulated over several sessions with IMM Council Members guided by IMM Advisor, Datuk Ir. (Dr.) Abdul Rahim Hj. Hashim, the Vice Chancellor of Universiti Malaya.

The President, Mohd. Azmi Mohd. Noor (F3820), presented IMM concept eco-system with clear demarcation between society and Commercial activities. Points covered (1) governance accountability through the IMM Board of Trustees, (2) specific roles & responsibilities, (3) structured and transparent link conducted with integrity & professionalism and (4) training delivery through Authorized Training Bodies (ATBs). The members approved with simple majority on the IMM concept eco-system as moving forward for IMM.

(4) <u>REVIEW OF PREVIOUS MINUTES OF AGM MEETING.</u>

The Honorary Secretary, Assoc. Prof. Dr. Chan Chin Han (F4118), presented the minutes of the 27th AGM meeting held on 16th March 2017 at UTM Space, Jalan Tun Razak, Kuala Lumpur.

No issues were raised.

The minutes were proposed to be accepted by Dato' Udani Dato' Seri Mohamed Daud (F7208) and seconded by Mohamed Siraj Abdul Razack (O6483).

(5) <u>REPORT OF THE COUNCIL FOR 2017</u>

The Honorary Secretary, Assoc. Prof. Dr. Chan Chin Han (F4118), presented the Report of the Council for 2017. The Report highlights the events for the year from January to December 2017. As a summary, the following were reported:-

(5.1) During the penultimate IMM Council Meeting no. 7 (term: 2016 – 2018) on 24th October 2017 at Kelab Golf Negara Subang, the IMM Council conducted elections from within the Council, in accordance with Clause no. 3.3.2.2 of the IMM Constitution for the posts of Deputy President, Honorary Secretary and Honorary Treasurer for the 2018-2020 Council Term.

<u>Mohd. Azmi Mohd. Noor (F3820)</u> from Kebabangan Petroleum Oil Company Sdn Bhd will continue his second term as <u>President for 2018 – 2020 Council Term</u>. The term of office for the President shall be two consecutive terms in accordance with Clause no. 3.3.2.1 of the IMM Constitution.

The following were elected:-

- (1) Deputy President: Dato' Dr. Ir. Hj. Mohd Abdul Karim Abdullah (HF7442)
- (2) Honorary Secretary: Assoc. Prof. Dr. Melissa Chan Chin Han (F4118)
- (3) Honorary Treasurer: Dr. Zulkarnain Kedah (F7911)

The office bearers take office effective from 16th March 2018.

(5.2) Relocation of IMM Secretariat Office

IMM set up its own Secretariat office starting 1st July 2017 and was relocated to new premises (No. D-0-9, Setiawangsa Business Suite, Jalan Setiawangsa 11, Taman Setiawangsa, 54200 Kuala Lumpur, Malaysia). IMM took over the administration of the secretariat matters in progressive manner from our formerly appointed service provider of secretariat service [*i.e.* Materials Technology Education].

(5.3) New IMM Vision and Mission

 Setting of NEW Vision and Mission for IMM on 12th February 2017 VISION

To Be an Internationally Recognised Leading Institution in Materials Science and Technology

MISSION

- o To be the technical authority on materials science and technology
- o To develop and enhance competency and skills for all categories and practitioners
- To become an internationally recognized certifying body
- To be the forum for industry and academia collaboration
- To positively contribute to society and quality of life

(5.4) 30th Anniversary Gala Dinner

- 30th Anniversary Gala Dinner of IMM was held on 6th November 2017 at the Intercontinental Hotel, Kuala Lumpur. Tan Sri Wan Zulkiflee Wan Ariffin, President & Group CEO of PETRONAS (the guest-of-honor) officiated the gala dinner. Milestones of IMM over the last 30 years and recent initiative on coating fingerprinting using infrared spectroscopy for protective coating, reports on various committees were highlighted.
- Prof. Dato' Dr. Hj Mohd. Mansor Salleh (HF0001) from Universiti Kuala Lumpur (founder, President and Advisor of IMM) and Ir. Max Ong Chong Hup (F0088) from Norimax Sdn Bhd (founder and long serving former Honorary Secretary of IMM) were awarded President's Special Awards during the gala dinner. Honorary Fellow certificate was presented to Dato' Dr. Ir. Haji Mohd. Abdul Karim Abdullah (HF7442) from Serba Dinamik for his eminence in science/industry.

(5.5) Corrosion Committee

- Actively participated in Offshore Technology Conference (OTC) Asia 2018 Programme Committee Meeting at KLCC on 27th Feb 2017 and the 1-Day IMM Conference on Insulation on 16th Mar 2017 at UTM Space, Kuala Lumpur.
- A visit to PETRONAS Rapid Pengerang Plant in Johor Bahru was organized by Corrosion Committee on 6th April 2017.
- 1-Day IMM Conference on Pipeline Corrosion Management was successfully organized by Corrosion Committee at Corus Hotel, Kuala Lumpur on 13th Oct 2017. The event was attended by total of 129 participants, 59 delegates, 30 students from local university, 12 esteem speakers, 24 exhibitors and a keynote speaker.

(5.6) Insulation Committee

- Introduced two NEW IMM training courses, *i.e.* (1) Introduction to Thermal Insulation and (2) Certified Thermal Insulation Installer.
- Organized 1-Day Insulation Conference with the theme: "Assuring Integrity & Performance on Insulation" at UITM Space on 16th March 2017 and the response from the conference participants was overwhelming too.

(5.7) Materials Lecture Competitions (MLC) Committee

- Materials Lecture Competition 2017 (MLC2017) was hosted by Asia Pacific University of Technology & Innovation (APU), alongside IMM and the Institute of Materials, Minerals and Mining, United Kingdom (IOM³-UK). Top five winners went to compete in the MLC 2017 Final which was also held at APU campus on 16th May 2017.
- The first winner of MLC 2017, Mr. Ng Zheng Yu, from Nottingham University Malaysia Campus who represented Malaysia won third place in the Young Persons' World Lecture Competition (YPWLC) 2017 which was held on 12th October 2017 in Perth, Australia organised by IOM3- UK. UTM was appointed to be the host of MLC 2018.

(5.8) Materials Mind Committee

- Altogether 3 issues published: Issue 16 (Jan 2017); Issue 17 (Apr 2017) and Issue 18 (Oct 2017 30th Anniversary Special Issue).
- Online advertisement on Materials Mind webpage started since July 2017.

• Electronic distribution (*e.g.* eBlast and Whatsapp) of Materials Mind (book format) was attempted for Issue 18.

(5.9) Membership Committee

• Total number of active members as of 31^{st} December 2017 = 1554 members.

(5.10) Polymer Committee

 1-Day Seminar on Dynamic Flow Methods for Characterizing Zelolites, Activated Carbons and Catalysts were organized on 18th Jul 2017 at ITS Shah Alam. President of IMM officiated the event.

(5.11) Vibration Committee

- 2nd May 2017: ¹/₂-Day IMM Career Talk at International College of Advanced Technologies (ICATS), Kuching, Sarawak
- 4th May 2017: Facility Integrity and Maintenance Conference at Goldenbay Hotel, Bintulu, Sarawak.
- 18th July 2017: Facility Integrity and Maintenance Conference at Awana Kijal Resort, Kemaman, Terengganu
- 22nd May 2017: Visit to Chinese Mechanical Engineering Society (CMES) and China Center for NDT Certification.
- 24th May 2017: Visit to South West Jiao Tung University (SWJT) and National Rail Traction Research Centre.
- 30th September 2017: Vibration Friendly Golf Event at Kota Seriemas Golf and Country Club, Nilai.
- 9th 13th October 2017: Vibration Practitioner Level II Training for 16 Experienced Engineers in Condition Based Monitoring (CBM) from PETRONAS Group Technical Solution (GTS).
- 15th November 2017: Vibration Practitioner Level IV (Train-the-Trainers) conducted by Dr. Rahizar Ramli and Tuan Mokhtar Mohd Tahir.
- 16th November 2017: International Vibration Technology Conference at Chorus Hotel, Kuala Lumpur; MoU signing ceremony between IMM and Qingdao Research Institute, Southwest Jiaotong University and Launching of Asia-Pacific Vibration Federation by two founders, IMM and Chinese Mechanical Engineering Society (CMES).

(5.12) Website Committee

- Website Committee has been working on updating information in the IMM's official website since July 2016, and has so far completed 3 phases:
 - (i) Phase 1 (*i.e.* IMM Council & working committees and Coating Fingerprinting),
 - (ii) Phase 2 (i.e. membership list, IMM courses and events), and

(iii)Phase 3 (i.e. Materials Mind)

• The Website Committee has created new social media accounts in November 2017 (*i.e.* Facebook, Gmail, WhatsApp), and is exploring these channels in simplifying IMM's operation and increase online visibility of the IMM brand.

(5.13) Bintulu Chapter

- Bintulu Chapter had successfully organized 1-Day Facility Integrity & Maintenance Conference on 4th May 2017 at Golden Bay Hotel, Bintulu which was initiated by Task Force on Upskilling Sarawak Engineers & Technicians and was supported by Institution of Engineers, Malaysia (Bintulu Branch) with a record of 140 participants.
- On 31st October 2017, Bintulu Chapter organized 1-Day IMM Conference on Prevention of Loss of Primary Containment (LOPC) at Parkcity Everly Hotel, Bintulu Bintulu, which was initiated by Task Force on Upskilling Sarawak Engineers & Technicians (USET) and was supported by Institution of Engineers, Malaysia (Bintulu section) with a record of 125 participants.

(5.14) Miri Chapter

 20th – 21st April 2017: International Conference of Materials Technology and Energy (ICMTE2017):

Miri Chapter jointly organized ICMTE2017 with Institution of Engineers, Malaysia (IEM) (Miri Branch) at Curtin University Sarawak, Miri with roughly 100 registered delegates (scholars, researchers, industrial professionals and practitioners in the fields of Materials and Corrosion Engineering, Welding Technology, Green Technology, Health and Safety, and Energy) with varying international backgrounds from Canada, India, China, Indonesia, Singapore, Australia, Germany and Malaysia.

(5.15) Southern Chapter

IMM Southern Chapter organised several activities in the year 2017. Among notable ones were:-

- UTM-Materials Lecture Competition (MLC2017) which was held on the 19th March 2017 at UTM Johor Bahru campus.
- Co-organised with IMM and UTM [in collaboration with the Institution of Engineers Malaysia (IEM) (Southern Branch)] for the first One-Day Symposium on *Materials Processing, Inspection and Testing* (MPIT2017) which was held on the 24th August 2017 at Puteri Pan Pacific Hotel, Johor Bahru. The event brought together a total of 113 participants who came from Malaysia and Singapore where 48 were from industries, and 49 from the academia. There were 11 invited speakers from the academia and industries in Malaysia and Singapore as well as 5 exhibitors from the industries.
- Faculty of Mechanical Engineering UTM and IMM also co-organized 4th Workshop on Sample Preparation and Microstructural Analysis 2017 on the 27th – 28th September 2017 at UTM Kuala Lumpur campus.

With no other questions from the floor, the Report was proposed to be accepted by Brian Lim Siong Chung (O4348) and seconded by Dr. Tay Chia Chay (O6742).

(6) STATEMENT OF ACCOUNTS FOR 2017

The Honorary Treasurer, Ir. Mohd. Suradi Yasin (F0010) presented the IMM audit accounts for the year ending December 2016.

Total income received in 2017 = RM731,829 (compared to RM416,973 in 2016).

Total expenditure in 2017 = RM155,671 (compared to RM199,138 in 2016).

Nett surplus in 2017 = RM384,007 (compared to a net loss of RM22,729 in 2016).

Nett current asset as of 31 December 2017 = RM475,036 (compared to RM107,313 in 2016).

Accumulated surplus brought forward = RM581,165 (compared to RM197,158 in 2016).

Cash-in-bank = RM348,317 (compared to RM54,741 in 2016).

With no questions or comments from the floor, the Financial Report of IMM for the 2017 Financial Year was proposed accepted by Mohamed Siraj Abdul Razack (O6483) proposed and it was seconded by Ir. Ong Hock Guan (F0792).

(7) PROPOSED AMENDMENTS TO IMM RULES

The Honorary Secretary, Assoc. Prof. Dr. Chan Chin Han (F4118) presented the proposal amendments to IMM Rules. The proposals are as following:

- (7.1) To endorse new IMM logo (Clause 3.1)
 - Reason: The word "Institute of Materials Malaysia" inscribed below "IMM" is difficult to be read when the size of the logo is small and the word of IMM is preferred to be flat instead of slanting upward to right.
- (7.2) To endorse IMM "Constitution" (instead of IMM "Rules")
 - Reason: At present, IMM Constitution is more commonly (as well as preferred) in used as compared to IMM Rules.
- (7.3) To endorse new IMM Secretariat address at No. D-0-9, Setiawangsa Business Suite, Jalan Setiawangsa 11, Taman Setiawangsa, 54200 Kuala Lumpur, Malaysia
 - Reason: relocation
- (7.4) To endorse setting up own Secretariat
 Clause 3.10
 Secretariat
 The Secretariat of the IMM shall may be contracted to a nominated Contractor who can demonstrate their, ability (both financially and technically) to operate the Secretariat and

run all activities on behalf of the IMM.

The terms and conditions of the contract for operating the Secretariat shall be established and approved by the Council.

- Reason: set-up own IMM Secretariat
- (7.5) To endorse changing of quorum of meetings (Clause 6.3) The quorum for an Annual General Meeting or Extraordinary General Meeting shall be half of the voting member register or **one third more twice**-the number of Council Members whichever is the lower. The quorum for a Council Meeting shall be not less than **one third half** of the number of Council Members. (*Note: quorum for AGM: 40; quorum for council meeting: 10*)
 - Reason: A lot of Council Members are not based in Klang Valley and they are actively running IMM activates in regional chapters.

With no other questions from the floor, the proposals were accepted by Dr. Yong Soon Keng (O7092) and seconded by Dato' Udani Dato' Seri Mohamed Daud (F7208).

(8) <u>ELECTION OF COUNCIL MEMBERS</u>

The Honorary Secretary, Assoc. Prof. Dr. Melissa Chan Chin Han (F4118) summarized the list of nominated Council Members (term 2018-2020), a total of 10 nominations had been received by the Honorary Secretary.

The IMM Constitution clause 3.3.2.3 stipulates that ten (10) Ordinary Council Members shall be elected during the Annual General Meeting and the balance fifteen (15) Ordinary Council Members shall be co-opted within the first 6 months after the AGM.

In accordance with this clause, the IMM President, Mohd. Azmi Mohd. Noor (F3820), proposed that the first 10 nominated candidates who were present at the AGM be deemed elected and the balance 15 candidates be co-opted by the Council during the first Council Meeting after the AGM.

This is to acknowledge the 10 candidates who had volunteered their services to the IMM as the IMM had, in the past, found difficulty to identify true volunteers who were willing to commit time and effort to organize activities for the benefit and development of IMM. The President, Mohd. Azmi Mohd. Noor (F3820), expressed his appreciation to all candidates who had confirmed their commitment to serve the IMM voluntarily.

The members present accepted the suggestion unanimously.

The President, Mohd. Azmi Mohd. Noor (F3820), went through the nomination papers for the Council for 2018 - 2020.

No	Name of Nominee & membership number	Proposer	Seconder
1	Dr. Chew Khoon Hee #F4355	Assoc. Prof. Dr. Melissa Chan Chin Han #F4118	Mohd. Azmi Mohd. Nor #F3820
2	Dr. Tay Chia Chay #O6742	Assoc. Prof. Dr. Melissa Chan Chin Han #F4118	Mohd. Azmi Mohd. Nor #F3820
3	Dr. Lim Teck Hock #AO8210	Assoc. Prof. Dr. Melissa Chan Chin Han #F4118	Dr. Tay Chia Chay #O6742
4	Lim Siong Chung #O4348	Assoc. Prof. Dr. Melissa Chan Chin Han #F4118	Mohd. Azmi Mohd. Nor #F3820
5	Dato' Udani Dato' Seri Mohamed Daud #F7208	Dr. Zulkarain Kedah #F7911	Sofiyan Yahya #F6040
6	Sofiyan Yahya #F6040	Dr. Zulkarain Kedah #F7911	Mohd. Azmi Mohd. Nor #F3820
7	Nurul Asni Mohamed #M4178	Assoc. Prof. Dr. Melissa Chan Chin Han #F4118	Mohd. Azmi Mohd. Nor #F3820
8	Ir. Ong Hock Guan #F0792	Ir. Max Ong Chong Hup #F0088	Ir. Mohd. Suradi Yasin #F0010
9	Rehan Ahmed #O5591	Mohd. Azmi Mohd. Nor #F3820	Dr. Zulkarain Kedah #F7911
10	Danny Tan Kim Chew #O7120	Mohd. Azmi Mohd. Nor #F3820	Dr. Zulkarain Kedah #F7911

The following were nominated for the Council for 2018 – 2020:-

(9) APPOINTMENT OF EXTERNAL AUDITORS FOR 2019

Honorary Treasurer, Ir. Mohd. Suradi Yasin (F0010) proposed that the current external auditor, Azimy & Co (AF 002200), be re-appointed for another year.

The re-appointment was proposed accepted by Nurul Asni Mohamed (M4178) and seconded by Brian Lim Siong Chung (O4348).

(10) APPOINTMENT OF INTERNAL AUDITORS FOR 2019

The appointment of two internal auditors will be for a one year term only and they cannot be reappointed.

 Mark Hew Yoon Onn (O7558) [proposed by Mohd. Azmi Mohd. Noor (F3820) and seconded by Assoc. Prof. Dr. Chan Chin Han (F4118)] and Rahizar Ramli (O7079) [proposed by Dr. Zulkarnain Kedah (F7911) and seconded by Mohd. Azmi Mohd. Noor

(F3820)] as two internal auditors.(11) <u>ANY OTHER MATTERS</u>

With no other matters, the President, Mohd. Azmi Mohd. Noor (F3820), thanked all members for their attendance and proposed the 28thAnnual General Meeting closed at 7.20 pm. This proposal was seconded by Nurul Asni Mohamed (M4178).

Mohd. Azmi Mohd. Noor President 25th May 2018 Assoc. Prof. Dr. Melissa Chan Chin Han Honorary Secretary

No.	Full Name	Membership No.
1	ASSOC. PROF. DR. MELISSA CHAN CHIN HAN	F-0118
2	ASSOC. PROF. IR. DR. EDWIN JONG NYON TCHAN	F-0490
3	DATO' UDANI DATO' SERI MOHAMED DAUD	F-7208
4	DATO' DR. IR. HJ. MOHD ABDUL KARIM ABDULLAH	HF-7442
5	DATUK IR. WAHIRUDDIN WAHID	F-3038
6	DR. ABDUL RAHIM MOHD NOR	HF-0003
7	DR. ALEX ONG ZHI CHAO	O-6688
8	DR. ANDREW SPOWAGE	F-2577
9	DR. AZMI HAJI IDRIS	F-2095
10	DR. CHEW KHOON HEE	F-4355
11	DR. HASNAH ABDUL WAHAB	F-0501
12	DR. IR NADIAHNOR MD YUSOF	O-8272
13	DR. LIM TECK HOCK	AO-8210
14	DR. MOHAMED ACKIEL MOHAMED	O-8237
15	DR. RAHIZAR RAMLI	O-7079
16	DR. SAEID KAKOOEI	OA-7476
17	DR. SAMAD SOLBAI	HF-0008
18	DR. SAMSUDIN BANI	F-0704
19	DR. TAY CHIA CHAY	O-6742
20	DR. YOGA SUGAMA SALIM	O-6856
21	DR. YONG SOON KONG	AO-7092
22	DR. ZULKARNAIN KEDAH	O-7559
23	IR. HANISAH HAN	AO-8267
24	IR. MOHD. ADHA MAT ESA	O-8270
25	IR. MOHD. SHAFIQ SHARHAN ZAINAL	O-8268
26	IR. MOHD. SURADI YASIN	F-0010
27	IR. MOHD. RAZIFF EMBI	F-0002
28	IR. ONG HOCK GUAN	F-0792
29	MR. AARON JAMES WILLIAMS	F-7554
30	MR. AFANDI ABD HAMID	P-7088
31	MR. BRIAN LIM SIONG CHUNG	O-4348
32	MR. IZUAN UDANI	F-7492
33	MR. MOHAMED SIRAJ ABDUL RAZACK	O-6483
34	MR. MOHD. AZMI MOHD NOOR	F-3820
35	MR. MOHD. FAIRUZ MOHD SALLEH	O-7281
36	MR. MUHAMAD AZHAN ANUAR	O-8238
37	MR. MUHAMMAD HANIFF ABDUL AZIZ	O-8070
38	MR. MUHAMMAD NAZIFI MOHD NAJMI	O-8273
39	MR. MUHAMMAD SAFUAN MD SALLEH	O-7394

ATTENDANCE LIST FOR IMM 28th ANNUAL GENERAL MEETING ON 16th MARCH 2018

No.	Full Name	Membership No.
40	MR. NIK NAZRI NIK HIN	O-3104
41	MR. ABU BAKAR ZAINORDIN	O-0573
42	MR. CHEW BOON KHENG	M-3912
43	MR. DAVID GOON KAI LOOI	O-7505
44	MR. FARIZ FADZUAN BIN FAHMI (DYNA SEGMEN SDN BHD)	C-10056
45	MR. FRANKIE CHUA CHENG HUAT	F-0092
46	MR. HARRY WOON TAR WOI	F-0446
47	MR. KEITH KEE KEAH POH	AO-7504
48	MR. KHOO KEE TONG	O-0280
49	MR. LAI KAH CHIUNG	AO-3821
50	MR. LEO PAUL	AO-3876
51	MR. MARK HEW YOON ONN	O-7558
52	MR. MARVIN OOI BENG CHONG	F-6774
53	MR. MICHAEL TAN KIAN MING	O-7121
54	MR. NIK KHAIRIL AZMAN NIK ABDULLAH (TEMPERLITE INSULATION SDN BHD)	C-07279
55	MR. ONG KIM SWEE	O-7557
56	MR. SYAIFUL ISKANDAR YAHAYA	O-7444
57	MR. TAN KIM CHEW	O-7120
58	MR. TING LAI LIONG	O-3008
59	MR. ZAINUDDIN ISHAK	HF-0062
60	MR. ZAINUDIN ZULKIFLI	F-7045
61	MR. ZAMALUDDIN ALI	M-1070
62	MS. KAMILA AB HAMID	M-6027
63	MS. MAIMUNAH ISMAIL	F-0078
64	MS. NURUL ASNI MOHAMED	M-4178
65	MS. SITI HASLINA RAMLI	O-0400
66	MS. TUNGKU NOR MANIRA TENGKU IDRIS SHAH	M-1250
67	PROF. DR. ANDY CHIT TAN	F-7078
68	PROF. DR. MOHAMAD KAMAL BIN HARUN	F-0117