

## **MINUTES OF THE 4th JPSFA COMMITTEE MEETING FOR 2016**

**DATE:** 19<sup>th</sup> May 2016  
**TIME:** 2.00pm  
**VENUE:** JPSFA Meeting Room

### **Present:**

Mr. Michael Cheah	-	President
Ms. Stephanie Lim	-	Vice-President
Mr. Douglas Choo	-	Treasurer
Mr. William Chan	-	Secretary
Mr. Elgy Ng	-	Committee Member
Mr. M Nathan	-	Committee Member
Ms. Lee Siew Fang	-	Committee Member
Mr. Daniel How	-	Committee Member
Mr. Raymond Wong	-	Committee Member
Mr. Alan Tang	-	Committee Member
Mr. Alan Hwang	-	Auditor
Ms. Yip See Wan	-	Auditor

### **Absent with apologies:**

Ms. Nancy Kwan	-	Committee Member
Ms. Hamidah Wagey	-	Committee Member

The President thanked the committee members for attending our 4<sup>th</sup> committee meeting. He suggested that committee members wear the red F1 shirt to attend for future meetings.

The minutes were proposed passed by Mr Alan Tang and seconded by Mr Alan Hwang.

	<b>Issues</b>	<b>Action</b>	<b>Action By</b>
<b>1.0</b>	<p><b>Previous Matters:</b></p> <p>1) <u>Upgrading website:</u>  The secretariat has received the quotation from Xantec and committee members agreed on the quoted amount of RM1272.00 which is inclusive of RM700.00 for the changes on website as below, and RM500.00 for “Mailchimp Account Setup” which is to upgrade to unlimited quota on out-going emails.</p> <ul style="list-style-type: none"> <li>i) To remove the “Enter” page</li> <li>ii) To delete and redo the “Login” button.</li> <li>iii) To change the main page photo into sliding photo, this can be re-uploaded 5 times a year.</li> <li>iv) Change the “Exchange Rate” to click link instead of posting the hard copy</li> <li>v) Update and change the design for “Committee Members”.</li> <li>vi) Change the photo of “Message from President”</li> <li>vii) Change the format for “STC”</li> <li>viii) Change the latest format for “Membership Application Form”</li> </ul> <p>2) <u>SOLAS:</u>  Jabatan Laut had organised 3 road shows recently and JPSFA were in attendance in Muar on 10th, Kluang on 11th and Pasir Gudang on 12th May 2016. The attendance at PG was excellent with almost 300 attendees. Mr President said that, it was a very good opportunity to promote our Association.</p> <p>Ms Yip asked whether the applicant should apply under Method 1 and that on the VGM approved certificate, it was not stated that the approval was under all ports in Malaysia. It will make the applicant feel insecure that the container can’t be exported. Ms Stephanie and Mr Elgy also mention that, JPSFA should follow up of the charges and the Flow Chart of Ports for the VGM system. Mr Michael highlighted that, not every port</p>	<p>To follow up the progress</p> <p>Meeting with En. Shahrull for the SOP and Charges</p>	<p>Valerie</p> <p>Michael</p>

<p><b>2.0</b></p>	<p>in Malaysia has the same of the SOP.</p> <p><b>President's Report:</b></p> <p>1) <u>uCustoms Updates:</u>  UCustoms launch on 1<sup>st</sup> January 2017 is still on track despite the negative information received that the software is still not ready for mass launch. They did a trial run with some selected users and there were many suggestions put forth to rectify and improve the system. The developer is running against time to deliver the software and they have been given the final ultimatum to come up with concrete delivery and launch of the software in its entirety.</p> <p>2) <u>New Vision of Association:</u>  The President has highlighted that in order for our Association to progress and gain strength, we have to be representative of our members in dealing with all parties, therefore our Association has to move forward to be represented at the federal level either through a federal body such as the Federation of Malaysian Freight Forwarders (FMFF) or to work in tandem to form a Council with other NGOs in Johor state. Progress is slow in discussions with JOFFA to jointly represent Johor at FMFF. The President is also in discussions with other NGOs such as Johor SME Association, Sand Lorry Operator Association, MICCI Johor to look at the possibility of forming a State Council of NGOs to tackle any issues affecting them. The idea is to have a strong representation through this Council, in negotiations with any parties.</p> <p>JPSFA also requires to beef up its secretariat to meet this objective of enhancing and growing our membership through various activities that benefits and creates a sense of belonging. These activities require additional expenses and funding, therefore activities that generate project revenue to fund these activities are required and the secretariat will play an important role in assisting these projects.</p> <p>The President shall require unequivocal support from the committee and members in launching this vision of growing membership through enhanced representation and will target 2 years to</p>	<p>Follow up by Michael</p> <p>Committee</p>	<p>For info</p> <p>For info</p>
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	realise this vision.		
<b>3.0</b>	<p><b>Vice President's Report:</b></p> <p>1) <u>Matrade Dinner:</u> Ms Stephanie attended the dinner with Mr Michael on 10<sup>th</sup> May 2016. The organiser had invited all the Associations in JB such as Iskandar Malaysia Chambers of Commerce, MICCI, Chinese Chamber of Commerce and etc.</p>		For info
<b>4.0</b>	<p><b>Secretary's Report :</b></p> <p>1) <u>New Secretariat - Ms Shirynn:</u> Mr William welcomed Ms Shirynn to join the Association and her commencement date shall be on 16<sup>th</sup> May 2016. Mr William said that the committee should guide her on the Association's matter as much as possible since she is new in the industry. Meanwhile Ms. Shirynn has to proactively raise questions for issues she can't understand.</p>	Valerie committee	and For info
<b>5.0</b>	<p><b>Treasurer's Report:</b></p> <p>The balances as at 31<sup>st</sup> May 2016 stands at: Cash in Bank: RM 142,932.86 Fixed Deposit: RM 257,008.45</p> <p>To date, we still have few members who have yet to pay for the membership fee. Ms Valerie was informed by Sundrama that they have no intention to carry on with the membership. Mr Michael will try to persuade them again.</p> <p>This month, we accepted five new members; to date we have total 127 members including the 2 terminated members which are Flexitrans and Perkapalan Utama.</p> <p>Ms Valerie has checked on the interest rate with Public Bank which is 3.15%. Based on the bank policy, this will be the best rate we can get. The rate of 4.15% per quarter is for fresh funds only.</p>		
<b>6.0</b>	<p><b>Training Courses :</b></p> <p>We have done our KEP course on 14<sup>th</sup> - 15<sup>th</sup> May. Total participants were 23 but the attendance was 21. Two participants did not turn up. After the course we realised that, the overall revenue was low after we had deducted all the expenses such as, mineral water, candies, electricity and water usage.</p> <p>The Committee has decided to maintain the RM15.00 allowance per day per participant.</p> <p>We had to postpone the PSMB &amp; PERKESO Talk</p>	To confirm remain the FD account in PBB or transfer to other bank	Valerie/Douglas
		To follow for all the training course	Valerie/ Nancy

<p>7.0</p>	<p>which was scheduled on 18<sup>th</sup> May 2016 (Wednesday) due to poor response. Hence, it will be deferred to a later date.</p> <p>The new training schedule is as below : There will be no training course on June due to the fasting month.</p> <ul style="list-style-type: none"> <li>i) July – Talk by PSMB &amp; PERKESO</li> <li>ii) August – Customer Service in Logistics</li> <li>iii) September – KEK Course</li> <li>iv) October – KEK Course</li> <li>v) November – Motivation Sales for Logistics</li> <li>vi) December – Customer Service in Logistics</li> </ul> <p>In addition, Mr President suggested to organize a training course on “Microsoft Excel”.</p> <p><b><u>Sport Club Updates :</u></b> Basically the 3 sports are running well for the time being. The teams requested to make the jerseys for those regular players and the sub committee was tasked to look for sponsorship for this.</p> <ul style="list-style-type: none"> <li>i) Badminton - The budget was still under control. Overall of the spending was about RM600.00 for 2 months. Mr Elgy received request from Muslim players to delay the timing to 8pm after their praying time. At the same time he realised that, it will be only 14 - 15 regular players attending the training. Mr President encouraged Mr Elgy to start forming the pairing partners to strengthen their partnership. He also suggested organising a friendly match between JPSFA and Customs Department.</li> <li>ii) Table Tennis - The players have increased since the first training. There are about 9 – 10 regular players. The expense was still within the budget of RM250.00.</li> <li>iii) Volleyball – Since the current training venue - Permas Jaya Sports Complex is an outdoor court, Mr David has found an indoor court at Foon Yew (3). The team had their first training there last week. In the beginning, they had agreed with the charge of RM80.00 per month but we were later told that it was per ‘night’! Mr David is requested not to exceed the budget of RM300.00 per month.</li> </ul> <p>Mr Douglas highlighted that the overall expenses</p>	<p>Nancy to check on this</p> <p>Sports Committee</p> <p>Elgy</p> <p>Davies Chia</p> <p>David Cheong</p>	<p>Sub</p> <p>For info</p>
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<p><b>8.0</b></p>	<p>has slightly increase from the initial RM900.00 to RM1150.00. Mr President thanked the sports subcommittee for their efforts which has also brought in some new members.</p> <p><b>Other matters :</b>  <u>Individual Membership :</u>  From the review of the Sports Training, it is noted that there were a few participants who were not under JPSFA membership, Mr President suggested that they can be recruited as “Individual Membership” for personal and “Affiliate Membership” for companies.</p> <p><u>Formation of the sub-committee :</u>  Mr Michael said that the sub-committee need not comprise of the committee. They heads of the various sub-committee should try to identify the younger generation from our membership to be in their sub-committee. This is a process of training future potential leaders for our Association.</p>	<p>To discuss and confirm the membership fee</p>	<p>Committee</p> <p>For info</p>
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With no other matters arising, the next meeting is proposed to be held on the 21<sup>st</sup> July 2016