

MINUTES OF THE 3rd JPSFA COMMITTEE MEETING FOR 2019

DATE: 11th March 2019
TIME: 2.30 pm
VENUE: JPSFA Meeting Room

Present:

Ms. Stephanie Lim	-	President
Mr. Douglas Choo	-	Vice-President
Mr. Chong Jit Chien	-	Secretary
Ms. Koh Mary Lin	-	Treasurer
Mr. Ramesh	-	Committee
Mr. Elgy Ng	-	Committee
Mr. Kenny Tee	-	Committee
Ms. Yip See Wan	-	Committee
Ms. Hau Suat Guat	-	Committee
Mr. Kelvin	-	Committee
Mr. Lim Fern Yong	-	Committee
Mr. Mubarak Bin Mansor	-	Auditor
Mr. Gilbert Hee	-	Auditor

Absent with apologies:

Mr. Arvind	-	Committee
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The President thanked the committee members for attending the 3rd committee meeting.

The minutes were proposed passed by Ms Koh Mary Lin and seconded by Mr Kenny Tee.

	Issues	Action	Action By
1.0	<p>Previous Matters:</p> <p>1) <u>Income Tax Letter</u> As forwarded by PC Wong & Co. for our tax and penalty for Y/A 2005 to 2015 amounts to RM 2,407.99 under the Special Voluntary Disclosure Program. Taxation fees of RM2500 excluding disbursements as informed by PC Wong & Co. Agreed by committee to proceed to file and pay the tax and penalty but however advised secretariat to discuss with PC Wong for a reduction on the taxation fees.</p> <p>2) <u>SST Briefing for Freight Forwarders</u> Till to-date no reply received from MOF with regards to proposal from FMFF on SST for freight forwarders. Committee suggest that the Association will hold a SST briefing by Customs at JPSFA for all our members once further update is announced.</p> <p>3) <u>Custom Compound</u> Appointment with Dato' Hamiddan scheduled on 12th March 2019 at 10 am to resolved issues as forwarded to JKDM. All committee members to attend.</p>	To inform PC Wong to proceed and reduce fees	Cecilia
2.0	<p>President's Report:</p> <p>1) <u>PTP Navis System N4 Pilot Test Run</u> Attended hands on N4 Pilot test run with end users. As briefed, PTP will conduct training in April 2019 to be held in LPJ to forwarders, hauliers, etc and the system is expected to go live in July 2019.</p>		For info
3.0	<p>Vice-President's Report:</p> <p>1) <u>PTP Navis System N4 Pilot Test Run</u> Attended with Mdm President as per above.</p>		
4.0	<p>Secretary's Report:</p> <p>1) <u>PTP Navis System N4 Pilot Test Run</u> Attended with Mdm President as per above.</p>		
5.0	<p>Treasurer's Report:</p> <p>The balances as at 28th February 2019 stands at: Cash in Hand: RM 1,000.00 Cash in Bank: RM 81,150.51 Fixed Deposit: RM 464,688.26</p> <p>To-date 43 members have not paid up the subscription fees for year 2019 totalling RM26,500 and target to collect all outstanding subscription by end April 2019.</p>	To follow up and collect outstanding by end April 2019	Cecilia

<p>6.0</p>	<p>Training Courses: Training committee commented that we should organize more soft skill courses to improve and upgrade our skills and motivate the workforce. Committee agreed and identified the following soft skill courses for consideration to be held.</p> <ol style="list-style-type: none"> 1) Effective Communication & Interpersonal Skills 2) Managing People 3) Positive Work Attitude & Self Motivation 4) Problem Solving & Decision Making 5) Quality Customer Service & Complaints Management. 6) Excellent Customer Service Skills <p>Agreed by all that we shall proceed to organize a 1 day course on Managing People on 18th or 25th April 2019.</p>		<p>For info</p> <p>Fern Yong</p>																										
<p>7.0</p>	<p>Other Matters:</p> <ol style="list-style-type: none"> 1) <u>Charity Run</u> The committee have unanimously voted for Fern Yong to be the organizing chairman for Charity Run 2019 and also agreed to the theme JPSFA Mederka Charity Run. The committee have been assigned to take charge on the various duties as follows:- <table style="margin-left: 40px;"> <tr><td>Organizing Chairman</td><td>- Fern Yong</td></tr> <tr><td>Overall Program Planning</td><td>- Celine</td></tr> <tr><td>Timeline keeper</td><td>- Celine</td></tr> <tr><td>Secretary</td><td>- Jit Chien</td></tr> <tr><td>Finance</td><td>- Mary</td></tr> <tr><td>Sponsor group</td><td>- Kelvin/Gilbert/ Douglas</td></tr> <tr><td>Marketing/Press</td><td>- Kenny/Arvind</td></tr> <tr><td>Ticketing</td><td>- Cecilia</td></tr> <tr><td>Charity party Executive</td><td>- Hau</td></tr> <tr><td>Site Planner</td><td>- Elgy</td></tr> <tr><td>F&B</td><td>- Ramesh</td></tr> <tr><td>Government related</td><td>- Mubarak</td></tr> <tr><td>HR</td><td>- Yip</td></tr> </table> <p>Organizing Chairman will advise on next meeting for further action once venue is finalized.</p> <ol style="list-style-type: none"> 2) <u>Last Mile Fulfilment</u> As we only have 2 complimentary tickets for above Expo, it was decided that Stephanie and Kelvin will attend Expo on 27th March and Jit Chien and Fern Yong will attend on 28th March 2019. 	Organizing Chairman	- Fern Yong	Overall Program Planning	- Celine	Timeline keeper	- Celine	Secretary	- Jit Chien	Finance	- Mary	Sponsor group	- Kelvin/Gilbert/ Douglas	Marketing/Press	- Kenny/Arvind	Ticketing	- Cecilia	Charity party Executive	- Hau	Site Planner	- Elgy	F&B	- Ramesh	Government related	- Mubarak	HR	- Yip	<p>To book trainer and blast to members</p>	<p>All Committee</p>
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With no other matters arising the next meeting ended at 4.45 pm. The next meeting will held on 16th April 2019 at 12.00 pm at Swift Office.