

MINUTES OF THE 29th ANNUAL GENERAL MEETING OF THE INSTITUTE OF MATERIALS, MALAYSIA HELD AT 6:00 P.M. AT KELAB GOLF NEGARA SUBANG ON FRIDAY 22ND MARCH 2019

(1) ATTENDANCE

The meeting was attended by 61 members (attendance list attached).

(2) ADOPTION OF THE AGENDA

The President, Mr. Mohd. Azmi Mohd. Noor (F-3820), called the 29th Annual General Meeting to order.

The President requested for the adoption of the proposed agenda of the 29th AGM of IMM. Dato' Udani Dato' Seri Mohamed Daud (F-7208) proposed and it was seconded by Dato' Dr. Ir. Hj. Mohd Abdul Karim Abdullah (HF-7442) for the agenda to be accepted.

(3) PRESIDENT'S ADDRESS

The President, Mr. Mohd Azmi Mohd Noor (F-3820) welcomed and thanked all the members who were present and expressed his appreciation to the Management Committee, Council members, the Chairmen and members of the various committees and all members for their support and contribution to IMM.

He reminded members on the vision and mission statements of IMM and emphasised the core values of transparency, integrity and professionalism that members should strive to follow. Mr. Mohd Azmi Mohd Noor (F-3820) explained the organisation structure of IMM and the interrelationship between the Council, the Secretariat and the various committees. He spoke about the importance of the IMM Eco-system whereby there is a clear distinction between the roles of IMM as a society and its commercial enterprises such as IMM Resources Sdn Bhd (IMMR). He further explained the synergy between IMM and IMMR with the latter acting as a service provider to IMM for training.

More importantly, the President highlighted the landscape changes that would affect IMM and the need to adapt or reform to these environmental changes to remain relevant. One such initiative pointed out was the appointment of IMM by PETRONAS as the certification body for mechanical joint integrity competency and certification program (MJI CDC). Therefore, it is very pertinent that IMM is certified to ISO 17024, the international standard for assessment of bodies operating certification of persons. This project designated as "Project Alpha" is spearheaded by IMMR and is currently in the preparatory stage.

Mr. Mohd. Azmi Mohd. Noor (F-3820) informed members about the role of the Board of Trustees (BOT) and the importance of the Trust Deed for the BOT to manage the assets of IMM. He rounded



up his address with his opinion on the need to amend the constitution to remove all ambiguities and for IMM to move forward into the next decade.

(4) REVIEW OF PREVIOUS MINUTES OF AGM MEETING.

The Honorary Secretary, Prof. Dr. Melissa Chan Chin Han (F-4118) tabled the minutes of the 28th AGM meeting held on 16th March 2018 at Kelab Golf Negara Subang.

No issues were raised. The minutes were proposed to be accepted by Dr. Chew Khoo Hee (F-4355) and seconded by Mr. Sofiyan Yahya (F-6040).

(5) REPORT OF THE COUNCIL FOR 2018

The Honorary Secretary, Prof. Dr. Melissa Chan Chin Han (F-4118), presented the Report of the Council for 2018. The Report highlighted the events for the year from January to December 2018. As a summary, the following were reported:

(5.1) Management Committee and Council Meetings

- For the year 2018, 6 meetings were conducted by the Management Committee and 4 meetings were conducted by the Council.

(5.2) Relocation of IMM Secretariat Office

- IMM Secretariat office was relocated to a new premise at Suite 515, Level 5, Block A, Kelana Centre Point (Lobby B), No.3, Jalan SS 7/19, Kelana Jaya, 47301 Petaling Jaya, Selangor, Malaysia since 1st May 2018.

(5.3) Membership

- The current IMM membership was 2600 members.
- The online membership will soon be implemented through the Advanced Database Secured system which will be linked to IMM website.
- The same portal will also be accessible for information on courses, trainers, certification *etc* and this will be the first database of similar kind for skilled tradesmen and practitioners, especially for oil and gas industry.

(5.4) Asset Integrity Committee

- The Mechanical Joint Integrity-Minimum Competency Requirement (MJI-MCR) pilot project towards implementation of the related competency development certification has been scheduled to take off during the 1st quarter of 2019.

(5.5) Coating Committee

- IMM-SSPC (Society for Protective Coatings) collaboration has progressed with the introduction of the Certified IMM-SSPC C7 Abrasive Blasting and the Certified IMM-SSPC C12 Spray Application certification schemes since 2018 and consequently the cessation of IMM Certified Protective Coating Technician (Blaster and/or Painter) Level 1 & Level 2 certification scheme since 2nd January 2019.



(5.6) Corrosion Committee

- A technical visit to the Royal Malaysia Navy was arranged on 14th May 2018.
- A 1-day IMM Conference on Aging Facility Management was organised at Corus Hotel, Kuala Lumpur on 18th October 2018.

(5.7) Examination, Certification & Accreditation Panel (ECAP)

- ECAP conducted an Internal Audit at the IMM Secretariat office on 29th August 2018 and the findings were presented on 25th October 2018.
- IMM was involved in the Town Hall Session and MoU Signing Ceremony between Malaysian Board of Technologists (MBOT) as Technical Expert Panel (TEP) on 24th September 2018.
- Members of the committee actively participated in the 3-day Workshop of Professional Assessment Panel by MBOT on 19th – 21st October 2018.
- The ISO Working Group under ECAP has initiated preparation for ISO17204 accreditation in 2019.

(5.8) Insulation Committee

- The committee meeting was held in Bintulu with the assistance of IMM Bintulu Chapter and a presentation on insulation was made to Yayasan Peneraju Pendidikan Bumiputera in November 2018.

(5.9) Materials Lecture Competitions (MLC) Committee

- The Materials Lecture Competition (MLC) 2018 was co-hosted by IMM, Universiti Teknologi Malaysia (UTM) and the Institute of Materials, Minerals and Mining, United Kingdom (IOM³-UK). The top five winners from the semi-final went on to compete in the MLC 2018 Final which was held at UTM campus on 3rd May 2018.
- The winner of MLC 2018, Mr. Andrew Ng Kay Lup, from Universiti Malaya who represented Malaysia was placed third in the Young Persons' World Lecture Competition (YPWLC) 2018 which was held on 11th October 2018 in South Africa and organised by IOM³-UK.
- Universiti Teknikal Malaysia, Melaka (UTeM) has been appointed to be the host of MLC 2019.

(5.10) Materials Mind Committee

- 4 issues were published: Issue 19 (Jan 2018 – hard and soft copies); Issue 20 (Apr 2018 – soft copy); Issue 21 (July 2018 – soft copy); and Issue 22 (October 2018 – soft copy).

(5.11) Polymer Committee

- A 2-day Workshop on Comprehensive Rheology at Waters Analytical Instruments Sdn Bhd was organised on 25th – 26th April 2018.
- A technical talk in collaboration with Universiti Teknologi MARA (UiTM), entitled “Radical Polymerisation reactions Observed by Electron Spin Resonance Spectroscopy” was held on 5th November 2018.



(5.12) Task Force on Coating Fingerprinting

- The IMM Standard on “Coating Fingerprinting Overall Procedures for Paint Systems Using FTIR and Other Related Method” believed to be the first-of-its-kind in the world has been drafted and is ready for public comment.
- The standard also specifies the general requirements for the 3rd-party testing laboratory recommendation in relation to Coating Fingerprint Certificate for retained paint sample.

(5.13) Rheology Committee

- The committee was involved in a 2-day Workshop on Comprehensive Rheology held on 13th – 14th September 2018 at the Institute of Materials Research and Engineering, Singapore.

(5.14) Student Chapter

- The UiTM-IMM Student Chapter was involved in the MoU Signing Ceremony between IMM and UiTM held at the Institute of Business Excellence, UiTM Shah Alam on 13th September 2018.
- The chapter participated in the exhibition at Kuala Lumpur Engineering Science Fair (KLESF 2018) at Mines International Exhibition & Convention Centre, Seri Kembangan on 2nd – 4th November 2018.

(5.15) Vibration Committee

- A Seminar on Vibration Technology in the Era of Industry 4.0 was held at Impiana KLCC Hotel, Kuala Lumpur on 16th March 2018.
- An IMM International Applied Vibration Conference (IAViC) was organised at Royale Chulan Kuala Lumpur on 21st – 22nd 2018.

(5.16) Website Committee

- The committee was involved in the MoU Signing Ceremony between IMM and PetroEDGE/NrgEdge held at Holiday Inn Glenmarie, Kuala Lumpur on 20th April 2018.

(5.17) Welding Committee

- Members of the committee participated in the 30th Asian Welding Federation Meeting held at Myanmar Engineering Society (MES) Head Office, Yangon on 24th – 28th October 2018.

(5.18) Young Professionals Committee

- The first IMM Young Professionals Meeting was held at VibraTec Asia Pacific Sdn Bhd on 5th July 2018.

(5.19) Miri Chapter

- The first Materials Lecture Competition (MLC) was organised at Curtin University Malaysia on 12th October 2018 by the IMM-Curtin Student Chapter with the support of Miri Chapter.
- An IMM-Curtin Industrial/Technical Talk on “Advanced NDT – Digital Radiography” was held at the Miri Campus, Curtin University Malaysia on 1st November 2018.
- Members of the chapter actively participated in the one-day Industry 4.0 Awareness Program organized by IEM-Miri Branch at the Miri Campus, Curtin University Malaysia on 5th November 2018.



- The chapter participated in the one-day IEM Conference & Dialogue Forum on Plant Reliability organized by IEM-Bintulu Region at the Multipurpose Hall, Kelab Kidurong Bintulu, Sarawak on 6th November 2018.

(5.20) Southern Chapter

- The IMM Southern Chapter collaborated with Mach3 Engineering Sdn. Bhd in relation to the Corrosion Protection Training at UTM on 24th October 2018.
- The chapter collaborated with IMM-UTM Student Chapter for the Industrial Talk by Datuk Ir. Murad on 31st October 2018.
- The first IMM Southern Chapter Meeting was conducted on 19th November 2018.
- The 1st Year Material Student Welcoming Event was held on 23rd November 2018.

In addition to the above committee & regional chapter activities, numerous IMM training courses and certification schemes such as the IMM Coating Inspector, IMM Protective Coating Technician (Blaster and/or Painter) Level 1 & Level 2, IMM Coating Fingerprint Quality Controller, IMM Corrosion Technician Level 1 & Level 2, IMM Cathodic Protection Engineer, IMM Vibration Practitioner, IMM Vibration Specialist, the Japan Welding Engineer Society (JWES) Welding Engineer Course, the new IMM Materials Selection & Corrosion and many others were held in 2018. Many of these certification schemes are mandatory requirements in the Malaysian oil & gas industry.

With no other questions from the floor, the report was proposed to be accepted by Mr. Mohd. Fairuz Mohd Salleh (O-7281) and seconded by Ms. Siti Haslina Ramli (O-0400).

(6) STATEMENT OF ACCOUNTS FOR 2018

The Honorary Treasurer, Dr. Zulkarnain Kedah (F-7911) presented the IMM's audited accounts for the year ending December 2018, as follows:

Total income received in 2018 = RM649,245 (compared to RM731,829 in 2017).

Total expenditure in 2018 = RM407,591 (compared to RM155,671 in 2017).

Nett surplus in 2018 = RM123,134 (compared to a nett surplus of RM384,007 in 2017).

Nett current asset as of 31 December 2018 = RM589,486 (compared to RM475,036 in 2017).

Accumulated surplus brought forward = RM704,299 (compared to RM581,165 in 2017).

Cash-in-bank = RM317,291 (compared to RM348,317 in 2017).

Dr. Tay Chia Chay (F-6742) and Mr. Mark Hew Yoon Onn (O-7558) sought clarification on the internal auditors' statement for the statement of accounts for 2018; and committee & auditors' statements for the statement of accounts for 2017, respectively. The Honorary Treasurer will check the records.

With no questions or comments from the floor, the Financial Report of IMM for the 2018 Financial Year was proposed to be accepted by Dato' Udani Dato' Seri Mohamed Daud (F-7208) and it was seconded by Ir. Ong Hock Guan (F-0792).

(7) PROPOSED AMENDMENTS TO IMM RULES

The Honorary Secretary, Prof. Dr. Melissa Chan Chin Han (F-4118) presented the proposal amendments to IMM Rules. The proposals are as follows:

(7.1) 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 use 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) New IMM Secretariat address at Suite 515, Level 5, Block A, Kelana Center Point (Lobby B), No.3, Jalan SS 7/19, Kelana Jaya, 47301 Petaling Jaya, Selangor, Malaysia

- Reason: relocation

(7.4) Setting up own Secretariat (Clause 3.10)

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) 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.

(7.6) Rearrangement of the content of 18 clauses in the Constitution according to ROS requirements

- Reason: In accordance to the requirement of Registrar of Society's Registry of Societies Electronic System (eROSES), IMM has to rearrange the content of our constitution into 18 clauses in order to fit the format of eROSES.



With no other questions from the floor, the proposals were unanimously accepted by Mr. Danny Tan Kim Chew (F-7120) and seconded by Dr. Chew Khoon Hee (F-4355).

(8) APPOINTMENT OF EXTERNAL AUDITORS FOR FINANCE FOR 2020

Honorary Treasurer, Dr. Zulkarnain Kedah (F-7911) proposed that the current external auditor, Azimy & Co (AF 002200), be re-appointed for another year.

The re-appointment as proposed was accepted by Dato' Udani Dato' Seri Mohamed Daud (F-7208) and seconded by Mr. Danny Tan Kim Chew (F-7120)

(9) APPOINTMENT OF INTERNAL AUDITORS FOR FINANCE FOR 2020

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

Mr. Muhammad Ikmal (O-8549) [proposed by Mr. Mark Yew Yoon Onn (O-7558) and seconded by Mr. Mohamed Siraj (O-6483)] and Ms. Siti Haslina Ramli (O-0400) [proposed by Mr. Mohamed Siraj (O-6483) and seconded by Dato' Dr. Ir. Hj. Mohd Abdul Karim Abdullah (HF-7442)] were appointed as two internal auditors.

(10) ANY OTHER MATTERS

(10.1) Proposed Constitution Amendments and Presentation in September 2019

The President, Mr. Mohd. Azmi Mohd. Noor (F-3820) proposed to form a task force to look into the proposed amendments as follows.

- i) Address legitimate changes
- ii) Legitimise missing links not addressed by current rules
- iii) Remove ambiguity
- iv) Implementing the Right

This proposal was supported by Dato' Dr. Ir. Hj. Mohd Abdul Karim Abdullah (HF-7442) and Dato' Udani Dato' Seri Mohamed Daud (F-7208).

(10.2) Application of IMM Miri Chapter to be IMM Miri Branch

Dr. Mahmood Anwar (F-6277) proposed that the IMM Miri Chapter be recognised officially as the IMM Miri Branch.

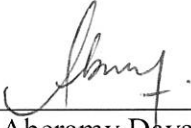
This proposal was put on hold due to requirements in the current IMM Rules. In order to apply for the change, the IMM Rules must be amended.



(11) CLOSING

The President, Mr. Mohd. Azmi Mohd. Noor (F-3820), thanked all members for their attendance and proposed the 29th Annual General Meeting closed at 8.20 pm. This proposal was seconded by Dato' Udani Dato' Seri Mohamed Daud (F-7208).

Drafted by:



Ms. Aberamy Dayalam

IMM Secretariat
Date: 14/05/2019



Mr. Mohd. Azmi Mohd. Noor

IMM President
Date: 16/05/2019



Prof. Dr. Melissa Chan Chin Han

Honorary Secretary
Date: 16/05/2019

ATTENDANCE LIST FOR IMM 29th ANNUAL GENERAL MEETING ON 22ND MARCH 2019

NO.	FULL NAME	MEMBERSHIP NO.
1.	ASSOC. PROF. DR. ANDRI ANDRIYANA	AO-4451
2.	DATO' UDANI DATO' SERI MOHAMED DAUD	F-7208
3.	DATO' DR. IR. HJ. MOHD ABDUL KARIM ABDULLAH	HF-7442
4.	DR. MAHMOOD ANWAR	F-6277
5.	DR. MOHAMED ACKIEL MOHAMED	O-8237
6.	DR. TAY CHIA CHAY	F-6742
7.	DR. THANG LEE YEN	O-9114
8.	DR. YONG SOON KONG	AO-7092
9.	DR. YU LIU JIUN	O-8971
10.	DR. YVETTE SHAAN LI SUSIAPAN	AO-9059
11.	DR. ZULKARNAIN KEDAH	F-7911
12.	IR. MAX ONG CHONG HUP	F-0088
13.	IR. ONG HOCK GUAN	F-0792
14.	IR. PAU KIEW HUAI	AO-3484
15.	MR. AARON JAMES WILLIAMS	F-7554
16.	MR. AHMAD FARIZ AZHAR (PACE UP SDN BHD)	C-10074
17.	MR. AHMAD FAIZAL NAZRI	S-8675
18.	MR. BRIAN LIM SIONG CHUNG	O-4348
19.	MR. DANNY TAN KIM CHEW	F-7120
20.	MR. FAIZ (PACE UP SDN BHD)	C-10074
21.	MR. FAZHRUL HAQIMEE ZAIDON	S-8669
22.	MR. MARK HEW YOON ONN	O-7558
23.	MR. MOHD AIMAN HAKIM ZAINAL ABIDIN	S-8674
24.	MR. MOHD. AZMI MOHD NOOR	F-3820
25.	MR. MOHD. FAIRUZ MOHD SALLEH	O-7281
26.	MR. MOHD RIZA MOHD ROSLAN	S-8263
27.	MR. MOHAMED SIRAJ ABDUL RAZACK	O-6483
28.	MR. MOHAMMAD IKMAL HISHAM ASHARI	O-8549
29.	MR. MUHAMMAD ASYRAP KAMARUDIN	S-8677
30.	MR. MUHAMMAD AFIQ FIKRI MD JAMIL	S-8676
31.	MR. MUHAMMAD HAWARI HASAN	O-2516
32.	MR. JASON YAP HAW SHIN	O-9058
33.	MR. REHAN AHMED	O-5591
34.	MR. SOFIYAN YAHYA	F-6040
35.	MR. TING LAI LIONG	O-3008
36.	MS. ADI NUR ARISYA MOHD ZAIDI	S-8664
37.	MS. ANIS SYAHIRAH RAMLI	S-8665
38.	MS. AUNI DARWISYA ANUAR	S-8666
39.	MS. AYU NATASHA AYUB	S-8667
40.	MS. DANIA ADILA AHMAD RUZAIDI	S-8668

NO.	FULL NAME	MEMBERSHIP NO.
41.	MS. FIFI ALFIANI SUHAIMI	S-8670
42.	MS. HARVIN KAUR GURCHRAN	AO-8439
43.	MS. IMA WAHEEDA ZAINUDIN	S-8671
44.	MS. IZZATUL SYIFA AZIZAN	S-8686
45.	MS. NUR AFIQAH MOHD SAMSUR	S-8687
46.	MS. NUR ANIS NATASHA MUHASSAN	S-8678
47.	MS. NUR AIMI NADHIRAH AMINUDDIN SHAH	S-8688
48.	MS. NOR ATIKAH TAUFIK SABIRIN	S-8673
49.	MS. NUR HAFIZAH AHMAD SHAHIR	S-8672
50.	MS. NURSYAMINI RUSLAN	S-9035
51.	MS. NURUL AIN NAJIHAH ASRI	S-8702
52.	MS. NURUL SYAZANA RADZUAN	S-8685
53.	MS. NURUL HAZUANI AHMAD MORTZA	S-8703
54.	MS. ROHAIZA HAMID	S-8708
55.	MS. SITI HASLINA RAMLI	O-0400
56.	MS. SUHAIRAH HAZIQAH SUHAILY	S-8713
57.	MS. TAN SU ANNE	F-8409
58.	MS. TEN PHOY SIEW	O-8550
59.	PROF. DR. MELISSA CHAN CHIN HAN	F-4118
60.	TS. DR. CHEW KHOON HEE	F-4355
61.	TS. WAN MOHD. ARIF WAN IBRAHIM	F-8244