



**MINUTES OF THE 56<sup>TH</sup> ANNUAL GENERAL MEETING OF THE SINGAPORE BOOK PUBLISHERS ASSOCIATION HELD AT TAYLOR & FRANCIS ON MONDAY 26 SEPTEMBER 2023 AT 12PM**

Members' Attendance (Present)

No	Members	Representatives
1	Alkem Company (S) Pte Ltd	Melvin Choo
2	Armour Publishing Pte Ltd	Dorothy Kang
3	Asiapac Books Pte Ltd	Li Kok Lee
4	Bloomsbury Publishing	Jo Deakin
5	Casco Publications Pte Ltd	Kathy Low
6	Copyright Licensing & Administration Society of Singapore	Andrew Fong
7	Commontown	Marveric Goh
8	Epigram Books Pte Ltd	Edmund Wee
9	Focus Publishing	Maureen Ho
10	Homely Hammock	Hanan Alsagoff
11	ISEAS – Yusof Ishak Institute	Sohfi Hamid
12	MUSE Pte Ltd	Shariza Kamil
13	NUS Press	Peter Schoppert
14	Pagesetters Services	Ng Kah Gay
15	Pansing Distribution Pte Ltd	Leslie Lim
16	Pustaka Nasional Pte Ltd	Syed Ali Semait
17	Singapore Book Council	William Phuan
18	Shing Lee Publishers Pte Ltd	Peh Shing Woei
19	Taylor & Francis Asia Pacific	Ian Jones
		Katie Peace

No.	Item	Action by
1	<p><b>Confirmation of Quorum</b></p> <p>1.1 As quorum had not been reached at 1130 hours, the meeting was delayed by 30 minutes as set out in the constitution. Melvin Choo, the Honorary Secretary, called the meeting to order at 1200 hours. The agenda of the meeting was read and noted by member companies.</p> <p>1.2 As there were 19 member companies present out of a total of 75 member companies, the quorum of one-quarter of the total membership was met and the AGM could proceed.</p>	All to note

<p>2</p>	<p><b>Opening Addresses</b></p> <p>2.1 Mr Edmund Wee of Epigram Books, the SBPA President for the 2022-2024 term, gave his opening address for the 56<sup>th</sup> Annual General Meeting.</p> <p>2.2 Edmund thanked members for attending and encouraged members to continue donating time and financial support for expanding SBPA events, including book fairs and the hopeful new children’s festival. He reiterated that SBPA is in a position to do many things for the industry with the right support.</p> <p>2.3 He also reported multi-national interest from the recent ASEAN Book Publishers Association AGM in starting a prize for ASEAN literature, as an example of future opportunities.</p> <p>2.4 Mr Ian Jones, Commercial Vice President, Taylor &amp; Francis, host of the AGM venue, welcomed the association.</p>	
<p>3</p>	<p><b>Approval of the minutes of the 55<sup>th</sup> AGM on 7 September 2022</b></p> <p>3.1 The meeting read and noted the minutes of the 55<sup>th</sup> AGM. Katie Peace of Taylor &amp; Francis proposed to approve the minutes. Shing Woei of Shing Lee Publishing seconded. With no objections, the minutes were approved.</p>	
<p>4</p>	<p><b>Treasurer’s Report and Audited Account Statement for Financial Year ending 31 March 2023</b></p> <p>4.1 Mr Syed Ali Semait, the Honorary Treasurer for the 2022-2024 Executive Committee, highlighted the important sections of the Audited Account Statement for the Financial Year ending 31 March 2023 that was disseminated to members prior to the AGM.</p> <p>4.2 The main highlights were:</p> <ul style="list-style-type: none"> <li>• There was a deficit of \$66,848 for FY 2022-2023.</li> <li>• Expenditure for the FY came to \$564,711.</li> <li>• The value of assets for the FY stood at \$346,469.</li> </ul> <p>4.3 Addressing the deficit, Syed Ali explained that the majority came from projects incurred in 2022. Similarly, the high expenditure in the website category included software development costs from the BookData project, while costs from projects such as BookData and the Frankfurt Book Fair were reflected in full but the deficit offset by government grants.</p> <p>4.4 Katie Peace of Taylor &amp; Francis confirmed with the Treasurer that rental expenditure would be reduced to zero in the next report as the Secretariat had since moved out of the rented office space. Syed Ali also added that salary expenditure had been reduced due to turnovers in the Secretariat.</p>	

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	<p>4.5 Ng Kah Gay of Pagesetters Pte Ltd inquired about the professional fees, which had been paid to Ms Lingying Chong as a consultant for the BookData project.</p> <p>4.6 Syed Ali added that more details on the account statement was provided in the audited account statement for the financial year ending 31 March 2022, which is available as <b>Annex B</b>.</p>	
<p>5</p>	<p><b>President’s and Subcommittees’ Reports on 2022-2023</b></p> <p>5.1 As the Written Reports on SBPA’s activities for FY 2022-2023 were distributed to members earlier, Wen-yi from the Secretariat shared the key highlights:</p> <ul style="list-style-type: none"> <li>• Singapore Book Awards 2023</li> <li>• SBPA Internship Programme 2023</li> <li>• Frankfurt Book Fair 2022 study trip and Frankfurt Book Fair 2023 delegations</li> <li>• SBPA and members’ attendance at international book fairs including BETT London, Abu Dhabi, Sharjah, and Chennai</li> <li>• Professional development: Internship publishing course and book fair workshops</li> <li>• Member meetings and networking sessions: February SBPA Open House, August social evening, September Asian publishers’ networking co-organised with Frankfurt Book Fair</li> </ul> <p>3.1 Members were reminded of the upcoming Book Awards 2024 submission window in December, as well as to keep a look out on contact channels for invitations to join book fair delegations and programmes.</p> <p>3.2 Members were also invited to provide any feedback on the events.</p> <p>3.3 Wen-yi reported the Secretariat movements: Cecilia Woo departed the Secretariat as Executive Director on 31 December 2022. Julia Goh joined the Association as Senior Manager on 18 April 2023 and departed 31 August. Lim Fang Ying will be entering the position in October 2023.</p> <p>3.4 The President’s and Subcommittees’ Reports on 2021-2022 are available as <b>Annex A</b>.</p>	
<p>6</p>	<p><b>Authorising appointment of auditors</b></p> <p>6.1 The members voted to authorise the Executive Committee to appoint the association’s auditors. Peter Schoppert of NUS Press proposed the motion. Kathy Low from Casco seconded. With no objections, the motion was passed.</p>	
<p>7</p>	<p><b>Any Other Business</b></p> <p><u>Update on membership numbers</u></p> <p>7.1 Melvin updated that SBPA had 75 members that contributed over 2</p>	

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<p>billion SGD to the economy, and that the Association was continuing to look for ways to draw in new members from the many other publishers in Singapore.</p> <p><u>Update on BookData project</u></p> <p>7.2 Katie Peace from Taylor &amp; Francis asked for updates on the BookData project. Melvin reported that there are currently around 70,000 full records and an additional 160,000 interim records that still require publisher support to furnish. The new secretariat, Fangying, will be helping to onboard the publishers.</p> <p>7.3 Melvin also noted that the system currently is being used by NAC and NLB, and has helped Japanese publishers who were interested in finding local publishers.</p> <p><u>Invitation for proposals from MUSE</u></p> <p>7.4 Shariza Kamil from MUSE Pte Ltd invited members to share pitches and proposals, to collaborate with MUSE to create adaptations for Mediacorp's 2023 Creative Assembly.</p> <p>7.5 Members were invited to complete a survey to feedback how the Association could better serve them.</p> <p>7.6 With no further matters to be discussed, the meeting ended at 1236 hours.</p>	
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**Annexes**

Annex A – President's and Subcommittees' Reports for FY 2022-2023

Annex B – Audited Account Statement for FY 2022-2023

Annex C – Presentation Slides of the 56<sup>th</sup> Annual General Meeting

Annex D – Minutes of the 55<sup>th</sup> Annual General Meeting on 7 September 2022

*(All annexes are available on request.)*

Prepared By:

Confirmed By:

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Lee Wen-yi

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Melvin Choo

Project Manager

Honorary Secretary