

CONFIDENTIAL

MINUTES OF THE 54TH ANNUAL GENERAL MEETING OF THE SINGAPORE BOOK PUBLISHERS ASSOCIATION HELD VIA ZOOM ON THURSDAY 2 SEPTEMBER 2021 AT 2:00 PM

Members' Attendance (Present)

No	Members	Representatives
1	Alkem Company	Melvin Choo
2	Alston Publishing House	Sim Wee Chee
3	Bloomsbury Digital Resources	Jo Deakin
4	Brill Asia	Sebastian Song
5	Casco Publications	Kathy Low
6	Copyright Licensing and Administration Society of Singapore (CLASS) Limited	Andrew Fong
7	English Corner Publishing	Betty Tan
8	Epigram Books	Edmund Wee
9	Experiences and Experiments Books	Catherine Khoo
10	Hodder Education (a division of Hachette Singapore Pte Ltd)	Clarissa Lim
11	ilovereading.sg	Nikson Low
12	ISEAS Publishing	Ng Kok Kiong
13	JSIM Education	Jaye Sim
14	Lingzi Media	Denon Lim
15	Marshall Cavendish Publishing Group	Yeoh Cheng Poh
16	NTU Centre of Contemporary Art Singapore	Maggie Yin
17	National Gallery Singapore	Elaine Ee
18	NUS Press	Peter Schoppert
19	Pansing Distribution	Leslie Lim
20	Pustaka Nasional	Syed Ali Bin Ahmad Semait
21	Shing Lee Publishers	Peh Shing Woei
22	Singapore Book Council Limited	William Phuan
23	Taylor and Francis Asia Pacific	Barry Clarke Hansen Lim
24	Tusitala (RLS)	Christine Chong
25	World Scientific Publishing Company	Max Phua

No.	Item	Action by
1	<p>Confirmation of Quorum</p> <p>1.1 Syed Ali Bin Ahmad Semait, the Honorary Secretary, called the meeting to order at 1400 hours. The agenda of the meeting was read by the Secretariat and noted by member companies.</p> <p>1.2 As there were 25 member companies present out of a total of 70 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>2020-2022 President's Opening Address</p> <p>2.1 Mr Max Phua of World Scientific Publishing Company, the SBPA President for the 2020-2022 term, gave his opening address for the 54th Annual General Meeting.</p> <p><u>Developments in 2020-2021</u></p> <p>2.2 Max informed the AGM that the various subcommittees and the Secretariat had continued organising many events in 2020-2021 for members to improve their business. These events included:</p> <ul style="list-style-type: none"> • Internship Programme: The 2021 Internship Programme offered the highest number of internship spaces and had the highest number of training seminars and speakers. • SBPA BookData System: The project has been progressing well and the system was expected to launch within the projected timeline. • Singapore Book Awards: 127 titles were submitted by 29 publishers for the 2020 Singapore Book Awards. The 2021 Singapore Book Awards Ceremony to be held on 24 September was expected to be better than the last. • Training Events: SBPA organised 12 training events and trained a total of 228 participants. Discussions were ongoing within the Executive Committee and Secretariat to encourage more subscribers for the virtual training courses offered by the SBPA Academy Learning Hub. • Virtual Book Bazaars and Networking Sessions: 2020 Singapore Book Bazaar, the 2021 World Book and Copyright Day Book Bazaar and the 2021 Beijing International Book Fair virtual networking session were organised to help members sell books and language rights. <p>2.3 Max also shared that there was a slight increase in membership to 70 members and that there was an overall surplus in the accounts for 2020-2021.</p> <p><u>Government Engagement in 2020-2021</u></p> <p>2.4 An overview on SBPA's engagement with government agencies in 2020-2021 was provided. SBPA continued to engage with government agencies such as Ministry of Education (MOE),</p>	
----------	---	--

	<p>Ministry of Law (MinLaw), Enterprise Singapore (ESG), and National Library Board (NLB), and would continue the high level of engagement with those government agencies.</p> <p>2.5 The engagement with NLB was most encouraging as the new Chief Executive of NLB, Mr Ng Cher Pong, was keen to work with the Association. SBPA was currently exploring partnering NLB on a few projects. These included:</p> <ul style="list-style-type: none"> • Organising the forthcoming Mother Tongue Languages (MTL) Book Bazaar and the #BuySingLit Children’s Book Bazaar at the Central Public Library • Incorporating a “buy button” in NLB’s online catalogue to link to publishers’ websites to encourage more book buying <p><u>Appreciation for the Executive Committee and Secretariat</u></p> <p>2.6 In concluding, Max extended his appreciation to the members of the various subcommittees who contributed their time and efforts to SBPA voluntarily, and acknowledged the hard work put in by the Executive Committee and the Secretariat for 2020-2021.</p> <p>President’s and Subcommittees’ Reports on 2020-2021</p> <p>2.7 The President’s and Subcommittees’ Reports on 2020-2021 are attached to the minutes as Annex A.</p>	<p>All to note</p>
<p>3</p>	<p>Treasurer’s Report and Audited Account Statement for Financial Year ending 31 March 2021</p> <p>3.1 Ms Cecilia Woo, the Executive Director of the SBPA Secretariat, highlighted the important sections of the Audited Account Statement for the Financial Year ending 31 March 2021 that were disseminated to members earlier.</p> <p>3.2 The main highlights were:</p> <ul style="list-style-type: none"> • There was a surplus of \$64,940 for FY 2020-2021. • The value of assets stood at \$346,283 for the financial year ending 31 March 2021. <p>3.3 Cecilia explained that more details on the account statement was provided in the audited account statement for the financial year</p>	

CONFIDENTIAL

	<p>ending 31 March 2021, which is attached as Annex B to the minutes.</p> <p>3.4 Mr Andrew Fong of the Copyright Licensing and Administration Society of Singapore Limited (CLASS) enquired on how SBPA reduced costs for some of the administrative expenses in FY 2020-2021. He cited significant reductions in event costs (about \$134,373.00) and audit fees (about \$15,593.00).</p> <p>3.5 Mr Peh Shing Woei, the Honorary Treasurer for the 2020-2022 Executive Committee, explained that the reduction in event costs arose because of two factors. SBPA had received the disbursement from Enterprise Singapore (ESG) for some of the international book fairs that SBPA had organised in 2019 in FY 2020-2021.</p> <p>3.6 The other factor accounting for the reduction was that the events organised in FY 2020-2021 were mostly local events such as the 2020 Singapore Book Bazaar and the 2020 Singapore Book Awards. These events did not cost as much as organising national exhibition stands in international book fairs.</p> <p>3.7 Similarly, the reduction in audit fees was because SBPA did not organise any national exhibition stands in international book fairs for FY 2020-2021. There would be an auditor's fee for these events as they were funded by government grants. Shing Woei also clarified that the audit fee for the annual auditing of SBPA's accounts had not changed and remained at \$3,000.00.</p> <p>3.8 Shing Woei added that SBPA would include the expected amount of government grants in future Treasurer's Reports and audited account statements to provide a clearer picture on whether SBPA was making a profit or loss. This practice would align SBPA with the accounting standards of larger trade associations such as the Singapore Business Federation (SBF) and the Singapore Chinese Chamber of Commerce and Industry (SCCCI).</p> <p>3.9 Andrew thanked Shing Woei for his explanation.</p>	<p>All to note</p>
<p>4</p>	<p>Budget for 2021-2022 and Calendar of Events for 2021-2022</p> <p><u>Budget for 2021-2022</u></p> <p>4.1 The budget for FY 2021-2022 was presented to the AGM and the projected income and expenditure were explained by Cecilia.</p>	

4.2 A significant portion of SBPA's revenue would continue to come from the ESG grant for developing the SBPA BookData System. Other contributors to SBPA's revenue would include membership fees and projects that SBPA would be organising in 2021-2022 such as:

- Virtual National Stand at Beijing International Book Fair 2021
- #BuySingLit Book Bazaars in 2021-2022
- Singapore Book Awards 2022
- World Book and Copyright Day Book Bazaar 2022

4.3 For projected expenditure, Cecilia explained that salaries of Secretariat staff remained one of the largest expenditure items for FY 2021-2022. She also pointed out that expenditure on book bazaars continued to be high because of the high production costs.

4.4 Summing up, Cecilia shared that the budget for FY 2021-2022 projected a profit of \$31,727.20 based on estimated figures.

Calendar of Events for 2021-2022

2021 Events

4.5 Cecilia briefed the AGM on forthcoming SBPA events in 2021-2022.

4.6 Two more events would be organised after the AGM on 2 September. They were the Mother Tongue Languages (MTL) Book Bazaar from 13 to 19 September and the 2021 Singapore Book Awards Ceremony on 24 September. Both were hybrid events with in-person and virtual elements.

4.7 Upcoming international book fairs were also highlighted. The physical Beijing International Book Fair was postponed due to the rising number of COVID-19 infections in Beijing in August, while the virtual edition remained open.

4.8 No national stands were organised for Frankfurt Book Fair and Sharjah International Book Fair in 2021 although members could participate as exhibitors at Frankfurt Book Fair. The Secretariat would be able to provide the relevant information.

4.9 For local book fairs, Cecilia shared that a #BuySingLit Children's Book Bazaar was planned for November. However, if the COVID-19 situation in Singapore did not improve and no physical book

	<p>sales allowed, the Children’s Book Bazaar might be postponed to next year.</p> <p><u>2022 Events</u></p> <p>4.10 SBPA would begin 2022 with a Members’ Meeting planned for 15 February 2022. The Members’ Meeting was envisioned as an in-person event to facilitate networking.</p> <p>4.11 For international book fairs, there were currently no plans to organise national exhibition stands until the COVID-19 situation improved.</p> <p>4.12 For local book fairs, a Singapore Literature Book Bazaar would be held in March 2022 and a suitable venue had been secured.</p> <p>4.13 For trade events, the announcement of 2022 Singapore Book Awards finalists would be held in July and the Awards Ceremony would be held in September.</p> <p>4.14 Cecilia also encouraged members to participate in the Internship Programme to train promising young talent to enter the publishing industry.</p> <p>Request for Feedback from Members</p> <p><u>International Book Fairs</u></p> <p>4.15 Syed Ali, in his capacity as Chairman of the Book Fairs Subcommittee, requested members to provide feedback to the Secretariat on which international book fairs they would like to attend in 2022. Possible book fairs could include Bologna Children’s Book Fair, Frankfurt Book Fair and London Book Fair.</p> <p>4.16 Ms Catherine Khoo of Experiences and Experiments Books enquired if Beijing International Book Fair was included in the list. Syed Ali replied that Beijing International Book Fair could also be considered.</p> <p>4.17 Syed Ali added that the Book Fairs Subcommittee and Secretariat would review the feedback and present possible proposals during the next Members’ Meeting in 2022. A minimum of 6 publishers was required in order for the costs of organising the national stand to be subsidised by ESG.</p> <p><u>Local Book Fairs</u></p>	<p>All to note</p> <p>Book Fairs Subcommittee; Secretariat</p> <p>All to note</p>
--	---	---

CONFIDENTIAL

	<p>4.18 Syed Ali also requested members to provide feedback to the Secretariat on whether the upcoming #BuySingLit Children’s Book Bazaar should be held as scheduled in November 2021 (with prevailing COVID-19 restrictions) or postpone to next year. The Book Fairs Subcommittee remained open to proposals from members on suitable dates and times for the Children’s Book Bazaar as the dates have not been fixed.</p> <p>4.19 The slides for the Budget 2021-2022 and the Calendar of Events for 2021-2022 could be found in the 2021 AGM presentation slides attached as Annex C to the minutes.</p>	<p>All to note</p>
<p>5</p>	<p>Routine Resolutions</p> <p>5.1 This section of the meeting was chaired by Syed Ali, in his capacity as the Honorary Secretary for the 2020-2022 Executive Committee.</p> <p>5.2 Syed Ali reported on the voting results of the routine resolutions sent to members earlier. They were:</p> <p>i) To approve the minutes of the 53rd SBPA AGM held on 3 September 2020 (<i>The minutes of the 2020 AGM is attached as Annex D to the minutes.</i>)</p> <ul style="list-style-type: none"> • Results: 18 for, 0 against, 1 abstained, 2 granted voting rights to Chairman of AGM <p>Proposer: Syed Ali Bin Ahmad Semait (Pustaka Nasional) Seconder: Denon Lim (Lingzi Media)</p> <p>ii) To adopt the President’s Report and the Subcommittees’ Reports for the financial year ended on 31 March 2021</p> <ul style="list-style-type: none"> • Results: 18 for, 0 against, 0 abstained and 3 granted voting rights to Chairman of AGM <p>Proposer: Barry Clarke (Taylor and Francis Asia Pacific) Seconder: Kathy Low (Casco Publications)</p> <p>iii) To adopt the Audited Financial Statement and Auditor’s Report for the financial year ended on 31 March 2021</p> <ul style="list-style-type: none"> • Results: 16 for, 0 against, 1 abstained and 4 granted voting rights to Chairman of AGM 	

CONFIDENTIAL

	<p>Proposer: Peh Shing Woei (Shing Lee Publishers) Seconder: Jaye Sim (JSIM Education)</p> <p>5.3 Given that there was an overwhelming majority supporting the resolutions, the meeting noted the above resolutions and considered them passed.</p> <p>5.4 The full text of the resolutions is attached as Annex E to the minutes.</p>	<p>All to note</p>
<p>6</p>	<p>Key Highlights of President’s and Subcommittees’ Reports for FY 2020-2021</p> <p>6.1 Cecilia summarised the main activities outlined in the President’s and Subcommittees’ Reports for FY 2020-2021:</p> <p><u>SBPA Events and Members’ Meetings in 2020-2021</u></p> <ul style="list-style-type: none"> • SBPA Internship Programme 2020 (18 May – 24 July 2020) [Virtual Event] • Singapore Book Awards 2020 (13 August 2020) [Virtual Event] • Webinar on Understanding Copyright (30 November 2020) • Webinar on Creating Video Assets (1 and 3 December 2020) • Virtual launch of Singapore Book Awards 2021 (2 December 2020) • Members’ Meeting on 17 February 2021 [In-person Event] • Virtual Training Seminar on Digital Video Production (8 April 2021) • Virtual Training Seminar on Livestreaming (15 April 2021) • Webinar on Immersive Technologies Solutions for Publishers (27 April 2021) • Copyright Workshop Webinar (29 April 2021) • Webinar with The Rights Solutions (30 April 2021) 	

- SBPA Internship Programme 2021 (17 May – 23 July 2021) [Hybrid Event]

Domestic and International Book Fairs in 2020-2021

- Singapore Book Bazaar 2020 (27 November – 6 December 2020) [Virtual Event]
- Independent Publishers Guild's International Publishers Forum (9 – 10 March 2021) [Virtual Event]
- World Book and Copyright Day Book Bazaar (23 April – 2 May 2021) [Virtual Event]
- Beijing International Book Fair 2021 (14-18 September 2021)
 - Virtual networking webinar held on 28 July for China and Singapore publishers

6.2 The upcoming events that SBPA planned to organise in 2021-2022 were also shared:

SBPA Events and Members' Meetings in 2021-2022

- Singapore Book Awards 2021 (24 September 2021) [Hybrid Event]
- School Copyright Challenge Awards Ceremony (1 October 2021) [Virtual Event]
- Canada-Singapore Virtual Trade Mission (9 December 2021) [Virtual Event]
- Members' Meeting on 15 February 2022 [In-person Event]
- Singapore Book Awards 2022 (September 2022) [Hybrid Event]

Domestic and International Book Fairs in 2021-2022 (proposed)

- Mother Tongue Languages Book Bazaar 2021 (13-19 September 2021) [Hybrid Event]
- Frankfurt Book Fair 2021 (20-24 October 2021) – *Members are advised to sign up as individual exhibitors.*
- #BuySingLit Children's Book Bazaar (22-28 November 2021) [Hybrid Event]

CONFIDENTIAL

	<ul style="list-style-type: none">• Sharjah International Book Fair 2021 (3-13 November 2021) - <i>Members are advised to sign up as individual exhibitors.</i>• Singapore Literature Book Bazaar (11-20 March 2022)• International Publishers Congress (10-12 November 2022) <p>6.3 Cecilia informed the AGM that a YouTube channel was started and included videos of past events that SBPA had organised from 2020 onwards. Members can view the SBPA YouTube channel at: https://www.youtube.com/channel/UCd33jSR6MGz6yGDVYDjw_iog</p> <p>6.4 The Secretariat had also prepared a corporate video profiling SBPA. The video was presented to the AGM as well.</p> <p><u>SBPA BookData System</u></p> <p>6.5 The trailer introducing the SBPA BookData System was presented. Cecilia shared that SBPA would be promoting the BookData System to members very soon.</p> <p>6.6 The President's Report and Subcommittees' Reports are attached as Annex A to the minutes.</p>	All to note
7	<p>Any Other Business</p> <p><u>SBPA's publications in 2021-2022</u></p> <p>7.1 SBPA's planned publications in 2021-2022 were shared with the AGM. These were:</p> <ul style="list-style-type: none">• Members' Directory 2021-2022 [online and print]• SBPA School Library Catalogues (Mother Tongue Languages, 2022-2023 Primary School and 2022-2023 Secondary School Editions) [online and print] <p>7.2 Members were advised to approach the Secretariat to register their interest as soon as possible.</p> <p>7.3 With no further matters to be discussed, the meeting ended at 1445 hours.</p>	

CONFIDENTIAL

Annexes

Annex A – President’s and Subcommittees’ Reports for FY 2020-2021

Annex B – Audited Account Statement for FY 2020-2021

Annex C – Presentation Slides of the 54th Annual General Meeting

Annex D – Minutes of the 53rd Annual General Meeting on 3 September 2020

Annex E – Text of Routine Resolutions

(All annexes are available on request.)

Prepared By:



Ulric Sin
Assistant General Manager

Vetted By:



Cecilia Woo
Executive Director

Confirmed By:



Max Phua
President



Syed Ali Bin Ahmad Semait
Honorary Secretary

