

MINUTES OF ACTA 1st PRO-TEM COMMITTEE MEETING HELD ON FRIDAY 25 MARCH 2011 AT 0900 HOURS AT SCCPL'S BOARD ROOM

Present:

Keelung Harbor Bureau (KLHB)

Mr Eagle Yeh K.H. - Section Chief
Mr Hsiao T.S. - Chief of Passenger Service Center

Port Klang Cruise Centre (PKCC)

Mr Prabodh Sheth - COO
Mr Ahmad Kamal Abdollah - Assistant Manager – Corporate Communications

Shanghai WuSongKou International Cruise Terminal (WSKICT)

Mr Gao YanHui - Secretary of Chairman

Singapore Cruise Centre Pte Ltd (SCCPL)


Ms Christina Siaw - CEO
Mr Eddie Tang - Assistant Vice-President – Cruise Operations
Mr Lim Yeok Keong - Manager – Cruise Terminal
Mr Shiben Sandeep Kaul - Manager – Business Development/Marketing
Ms Teresa Ling - Manager – Business Development/Marketing
Ms Jayne Huang - Assistant Manager - Business Development/Marketing

Subic Bay Metropolitan Authority (SBMA)

Mr Raul F. Marcelo - Deputy Administrator for Business Group
Capt. Perfecto C. Pascual - Manager – Seaport Department

		Action By
1	<p><u>Opening Message</u></p> <p>The meeting commenced with a welcome message from Ms Christina followed by self-introduction from members of the meeting.</p>	
2	<p><u>Members' Benefits</u></p> <p>Ms Christina briefed the members that ACTA is formed to market the Asia cruise playground as an ecosystem and become the 'Caribbean of the East'. She added that ACTA Members will gain from a sharing of information on Best Practices of the Cruise Industry in areas of Operations, Commercial, Technology and Facilities.</p>	
3	<p><u>Discussions on ACTA Constitution and By-Laws (CBL)</u></p> <p>Members agreed that the main structure of ACTA CBL is in place albeit the need for enhancements. Discussion items that were approved for changes are as follows:</p>	SCCPL

<p>3.1 Amend “resort owners” to “stakeholders” (Pg 4 Para e).</p> <p>3.2 Provide more clarity on the sharing of deficit to explain that only the Ordinary Members will share the deficit (Pg 9 Section 1).</p> <p>3.3 Indicate that the Chairman and Vice-Chairman positions remain with the organisation where the appointed Chairman and Vice-Chairman are from for the remaining period of term for whatever reasons that could render the appointment vacant.</p> <p>3.4 Specify that only Ordinary Members have voting rights to elect Chairman and Vice-Chairman positions.</p>	
<p>4 <u>Working Committee</u></p> <p>A Working Committee would be formed to refine some aspects of the CBL and give suggestions to improve ACTA. The Working Committee will be represented by Mr Tim Cheng (KLHB), Mr Gao YanHui (WSKICT), Mr Lim Yeok Keong (SCCPL), Mr Ronnie Yambao (SBMA) and a representative from Port of Kobe to be confirmed. Discussion items for the working committee to act on are as follows:</p> <p>4.1 KLHB felt that the Constitution and By-Laws could be incorporated. Mr Yeh elaborated that Section 2 'Aims and Objectives' and Section 3 'Scope of Activities' is possible to merge or be inspected again to differentiate.</p> <p>4.2 Determine if Chairman and Vice-Chairman may continue for a 2nd term.</p> <p>4.3 Establish the Rights of Ordinary, Associate and Honorary Memberships.</p> <p>4.4 Ascertain the criteria for qualification of Honorary Membership.</p> <p>4.5 Review the duties of members.</p> <p>4.6 Deliberate on Founding Members Rights.</p> <p>4.7 Ms Christina urged all members to provide a list of ports and terminals that ACTA could invite to join.</p> <p>4.8 Give comments on ACTA website for improvements.</p> <p>4.9 Provide a slogan for ACTA.</p> <p>4.10 Confirm the due date for payment of Membership fees.</p> <p>4.11 Develop a joint marketing program to be discussed and confirmed at the next meeting.</p>	<p>Working Committee</p>

5	<p><u>Election for Chairman and Vice-Chairman of ACTA</u></p> <p>It was proposed that as the association is in its infancy, the ideal would be for ACTA to have its Pro-tem Chairman and Vice-Chairman remain in similar capacity when ACTA is officially launched for continuity. All members unanimously agreed for SCCPL to be the Chairman and WSKICT to be Vice-Chairman of ACTA. The key personnel will take office when ACTA is officially launched in September or October 2011 to coincide with the official opening of WuSongKou International Cruise Terminal.</p>	
6	<p><u>Appointment of Permanent Secretariat</u></p> <p>Members expressed their satisfaction with SCCPL's planning and coordination of ACTA activities and requested for the Secretariat to be based in Singapore.</p>	SCCPL
7	<p><u>Appointment Secretary-General</u></p> <p>Mr Raul said that the position of the Secretary-General is of much importance on account of the responsibilities as indicated in the CBL. He opined that as ACTA currently has a modest membership number in its early stage of formation, ACTA Chairman could assume the duties of the Secretary-General for interim. Mr Raul suggested to postpone the appointment of the Secretary-General till the need arise and the recommendation was accepted by all members.</p>	
8	<p><u>Official Logo for ACTA</u></p> <p>Members applauded SBMA on the creativity of the logo designed by them. Mr. Gao added that the logo resembles an eye and this symbolizes the foresight of the association. After much deliberations, members decided on Design 3 (pictured below) but requested for the design protuberance situated at the top right of the logo to be removed.</p>	SBMA
		
9	<p><u>Opening of Bank Account</u></p> <p>On the location where the bank account for ACTA is to be opened, Mr Raul commented that Subic Bay has confidence with Singapore's financial regulations and fully supports ACTA's bank account to be in Singapore. He nevertheless enquired if there would be 2 signatories for any approval on the use of funds and Ms Christina confirmed so.</p>	SCCPL

10 Membership

Mr Prabodh enquired if membership should be restricted. Members decided that there will only be restrictions for Ordinary Membership but any individual or organisation may join as an Associate Member.

Mr Yeh proposed to have a category for Life Membership. Ms Christina replied that the association has just started and it would be too early to have one. Nevertheless, the option was kept open.

Mr Yeh further enquired if we may have a higher one-time fee but lower the annual fees. Mr Lim replied that the lower one-time fee was proposed to encourage participation and Mr Raul added that as any deficit is to be shared by the members, it would be better to have more funds upfront than to request for additional funds later which could be difficult for some members. Ms Christina suggested for Membership dues to be paid 1 month after the launch of ACTA.

The approved Membership Fees is as tabled:

Membership Type	One-Time (USD)	Annual (USD)
Ordinary Membership	1,200	6,000
Associate Membership	1,000	3,000
Honorary Membership	Free	Free

PKCC who attended the meeting as an observer agreed to join ACTA.

11 Proposed Programmes for 1st Year

Some possible programmes were proposed for the 1st year of ACTA:

- 11.1 Meetings – annual and progress meetings.
- 11.2 Cruise Shipping Asia 2011 – promotional and networking opportunities.
- 11.3 Visitation Programme – inside look at member cruise terminals and ports.
- 11.4 Website – members may advertise on ACTA’s website.

12 Presentation on Cruise Shipping Asia

Mr Wein Ng from UBM Asia Trade Fairs Pte Ltd gave a presentation on the Cruise Shipping Asia 2011 event that will be held in Singapore from 16 – 18 November 2011. Ms Christina opined that ACTA may take a space at the event to jointly promote member ports/terminals. Members deliberated on the suggestion and concluded that the decision may be made at the next meeting.

Working Committee

13	<u>Certification and Acceptance of ACTA Constitution and By-Laws</u>	SBMA
<p>All members agreed on the spirit of the ACTA Constitution and By-Laws and a signing ceremony was performed to officiate the acceptance of ACTA CBL. The signatories were Mr Yeh, Mr Gao, Ms Christina and Mr Raul.</p>		
14	<u>2nd Pro-tem Meeting</u>	
<p>Mr Raul graciously offered to host the next meeting at Subic Bay. As the official launch is scheduled to be in September or October 2011 in conjunction with the opening of WuSongKou International Cruise Terminal, members felt that the association would need about 2 months to prepare for ACTA's official launching. The next meeting was agreed to be held in mid-July 2011.</p>		
15	Meeting ended at 1300 hours.	

Recorded by: Lim Yeok Keong
Vetted & approved by: Christina Siaw