



MALAYSIAN SOCIETY FOR MICROBIOLOGY

c/o Department of Microbiology
Faculty of Biotechnology & Biomolecular Sciences
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Minutes of The First MSM Executive Committee Meeting 2010

The meeting commenced at 2.40 pm in Room G148, School of Biosciences and Biotechnology, UKM, on the 20th January, 2010.

No.		Issues	Note	Action
1.	1.1	Welcome by President	The MSM President, Assoc. Prof. Dr. Kalaivani Nadarajah welcomed committee members to the meeting.	
2.	2.1	Verification of minutes: The 8 th MSM EXCO Meeting 2008/2009	The minutes of the 8 th MSM EXCO Meeting 2008/2009 were proposed to be accepted by Dr. Jong and Ms. Pauline Liew seconded the proposal.	Dr. Farah
3.	3.1	Matters arising : MSM membership	<p>Dr. Neelam reported that at present, MSM has 175 life members, 21 ordinary members, 3 associate members and 44 student members.</p> <p>Other issues raised were :</p> <ul style="list-style-type: none">• The life membership form should be corrected, whereby the life membership fees should be RM150 and not RM150/year.• Life membership cards for the life members should be provided.• The EXCO agreed that new Life member applicants must have been an Ordinary Member for three years as stated in the MSM Constitution.	Dr. Neelam and Dr. Shuhaimi Mustafa
4.	4.1	Financial report	<p>Assoc. Prof. Dr. Foo Hooi Ling reported that the current amount in the CIMB current account is RM99, 495.54 and cash-in-hand is RM343.99.</p> <p>Dr. Foo added that for :</p> <p>A) <u>Income</u> :</p> <ul style="list-style-type: none">i) The 30th MSM Symposium has RM638.90ii) The cash deposit from cash-in-hand is RM 3000.00 (to CIMB current account)iii) The membership collection : Life RM 1, 350.00 Ordinary RM 225.00 Student RM 185.00	Dr. Foo

			<p>Associate RM 20.00 Total RM 1,780.00</p> <p>B) <u>Expenses</u> :</p> <p>i) Meeting allowances for 2008-2009 (for EXCO) was RM3,950.00</p> <p>ii) MSM Challenge trophy and award for 2009 was RM1,968.00</p> <p>iii) Accommodation for MSM award (recipient of 2009) was RM 620.00</p> <p>iv) Meeting refreshment was RM 275.00</p> <p>The EXCO agreed that the money in the MSM current account should be invested into special programmes or activities for MSM :</p> <ul style="list-style-type: none"> • The EXCO has agreed to invest RM10,000.00 on MSM T-shirts, caps, ties, mugs and key chains. These items can be sold during conferences and workshops. Students may help in the design of T-shirts etc. Blazers/jackets are other items suggested in the investment. • The EXCO has also agreed to transfer RM50,000.00 from the MSM current account into the MSM fixed deposit account ie into a bank that offers a higher interest rate. • The EXCO agreed that the MSM fixed deposit account money be moved to Bank Rakyat due to the high interest rate as compared to Bank Muamalat. • The EXCO agreed that a signatory change should be made from the former MSM president, Dr. Kamarulzaman Sijam to Dr. Kalaivani Nadarajah. The EXCO agreed that (1) the MSM President (Dr. Kalaivani Nadarajah) and (2) the Treasurer (Dr. Foo Hooi Ling) be the signatories for the MSM bank account. 	<p>Dr. Kalaivani</p>
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5.	5.1	ICMSM 2009	The reporting of the ICMSM 2009 Symposium has been postponed since there were no representatives from the organising committee in this meeting.	Prof. Thong Kwai Lin/Prof. Vikineswary Sabaratnam
6.	6.1	MJM	<p>The updating on the MJM has been postponed since Dr. Sudesh Kumar was unable to attend this meeting.</p> <p>However, with regard to giving honorarium to MJM editorial committee, the EXCO was informed that Dr. Sudesh has stated that it was not necessary to provide honorarium to his committee members. The EXCO has agreed that instead of giving honorarium, an equivalent amount of money, RM1,000 will be disbursed to the journal. It was suggested in the previous meeting that RM250.00 be given to four members of the MJM management team. This amount is to be disbursed in two RM500 payments.</p> <p>A letter of appreciation should also be sent to the MJM editorial team.</p>	<p>Dr. Sudesh Kumar</p> <p>EXCO</p> <p>Dr. Neelam</p>
7.	7.1	Other matters	<p><u>MSM Bulletin:</u> The President stated that the MSM Bulletin will be published online. The publication will be event-based and the articles to be published should be distributed for editing to the MSM EXCO members before publishing.</p> <p>The EXCO agreed that Dr. Neelam and En. Musa Al-Bakri of MARDI, to be in-charge of the bulletin.</p> <p>Dr. Farah suggested that news, updates, events and reports of MSM be uploaded in the MSM web site and thus there may be no need for an MSM Bulletin per se.</p> <p><u>Letters of Acknowledgement:</u> The EXCO acknowledges the contribution of several people/committees such as Dr. Ikram (RRIM) towards the MSM Bulletin's previous issues, the MJM Editorial board and management team, the various symposia committees (29th, 30th & ICMSM Symposia/Congress). Thus, letters of acknowledgement should be sent to the various persons/committees.</p>	<p>EXCO, Dr. Neelam</p> <p>Dr. Neelam/Dr. Shuhaimi</p> <p>Dr. Neelam/ Dr. Shuhaimi</p>

		<p><u>MSM Web Page:</u> The EXCO agreed that the MSM web page should be updated. The MSM web master has yet to attend the EXCO meetings to finalise several issues regarding the web site. The EXCO suggested Dr. Shuhaimi to contact the web master and provide response for the issues raised in previous meetings. There was also a suggestion to terminate the current web master if there is no response from the webmaster.</p> <p><u>IUMS (International Union of Microbiology Society) membership:</u> The progress of the application is being monitored and by June 2010 MSM will be informed of the outcome.</p> <p><u>Application towards professional status of MSM members:</u> Dr Kalaivani has informed that preparations towards this are ongoing as the requirements for the application are being gathered. Several relevant documents have been obtained from entities that have obtained professional status i.e. the Philippines Academy of Microbiology and the Institut Kimia Malaysia.</p> <p><u>MSM Symposium</u> The EXCO agreed that if MOSTI does not organise a National Joint Conference of Societies of Malaysia then MSM EXCO will organise the next 31st MSM Symposium.</p> <p>Several issues with regards to the 31st MSM Symposium are as follows:</p> <ul style="list-style-type: none"> • The EXCO will be the main organisers • The tentative venue is Kuching, Sarawak and the symposium will be held in collaboration with members from UNIMAS, such as Prof Ismail Ahmad and Dr. Samuel • Subcommittees : Finance: Dr Kamariah, Dr Jong Scientific: Dr Kamarulzaman, Prof 	<p>Dr. Neelam/ Dr. Shuhaimi/ Dr. Farah</p> <p>Dr. Kalaivani</p> <p>Dr. Kalaivani</p> <p>EXCO</p>
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Meeting was adjourned at 5.10 pm.

 Dr. Farah Diba Abu Bakar (Assistant Honorary Secretary/
 Dr. Neelam Shahab (Honorary Secretary)

RECORD OF ATTENDANCE :

EXCO MEMBERS	Attendance
Assoc. Prof. Dr. Kalaivani Nadarajah (Chairperson)	1/1
Dr. Jong Bor Chyan	1/1
Assoc. Prof Dr. Foo Hooi Ling	1/1
Dr. Neelam Shahab	1/1
Dr. Wan Zuhainis Saad	1/1
Ms. Pauline Liew Woan Ying	1/1
Dr. Farah Diba Abu Bakar	1/1
Prof Dr. Vikineswary Sabaratnam	0/1*
Prof. Dr. Thong Kwai Lin	0/1*
Prof. Dr. Raha Abdul Rahim	0/1*
Assoc. Prof. Dr. Shuhaimi Mustafa	0/1*
Assoc. Prof. Dr. Kamaruzaman Sijam	0/1*
Dr. Kamariah Long	0/1*
Dr. Samuel Lihan	0/1*
* Absent With Notice	