

Asia-Pacific Society of Ophthalmic Plastic & Reconstructive Surgery
Council & Annual General Meeting 2014
India Habitat Centre, New Delhi, India
Held on 27th September 2014
Council Meeting held at 1 pm
& Annual General Meeting held at 6 pm

Combined Agenda*

1. President's welcome address
2. To confirm the minutes of 2012 AGM
3. Matters arising out of minutes
4. Honorary Secretary's report 2014
5. Honorary Treasurer's report 2014
6. Proposal on amendment(s) of constitution (if any)
7. To nominate for 2014 APSOPRS Honorary Fellowship
8. To look at the progress of affiliations with international organizations
9. To discuss ways to improve international academic participation by APSOPRS
10. To discuss how to increase the membership of the society
11. To discuss how to improve collection of dues from members
12. Inputs on newsletter of the society
13. To look at affiliations with and promotion of National Oculoplastic bodies in the region
14. Inputs on organization of APSOPRS biennial meetings
15. To elect new APSOPRS council members (AGM only*)
16. Any other matters.

PS: *AGM only item

1.	President's Welcome Address
	Dr Grover gave a welcome message to all members present.
2.	To confirm the Minutes of 2012 AGM
	Minutes of 2012 AGM was gone through by the secretary with the general body. Approval was proposed by Dr Kasturi and seconded by Dr Looi.
3.	Matters Arising out of minutes
	There being no matters arising out of the minutes, the meeting continued.
4.	Hon. Secretary's Report
	<p>The report was presented by Dr Kelvin Chong.</p> <ul style="list-style-type: none"> • Active Members= 87 (27.9.2014 9am) • Reciprocal society with ASOPRS (Nov 2012) • Subspecialty Society APAO with Prof Javate as representative at APAO Council (Jan 2013) • Member Society ICO/WOC (May 2013) • 3rd Asia Pacific Eye Care Week on "Thyroid Eye Disease" (Oct 7-13 2013) • Affiliation with the following National Oculoplastic bodies in the region: <ul style="list-style-type: none"> ○ Australia/New Zealand (ANZSOPS), ○ Chinese (CSOPRS), ○ Indonesia (ISOPRS), ○ Japan (JSOPRS) ○ South Korea (KSOPRS) ○ India (OPAI) ○ Philippines (PSOPRS), ○ Thailand (TSOPRS), • Newsletters iPlastics launched since July 2013, current issue No. 3 • Society-based participation in meetings since 2012: <ul style="list-style-type: none"> ○ ASM 2012 (Singapore) ○ APAO 2013 (Hyderabad) ○ ISO 2013 (Guangzhou) (co-organizer) ○ WOC 2014 (Tokyo) ○ 'A to Z Oculoplasticfest' - Joint Meeting of the Asia Pacific Society of Ophthalmic Plastic and Reconstructive Surgery (APSOPRS) and the Silver Jubilee Meeting of Oculoplastics Association of India

	<p>(OPAI)</p> <ul style="list-style-type: none"> ○ 2014 AAO Oculofacial plastic subspecialty day (Chicago) ○ 2014 AAO instruction course (Chicago) ○ 2015 APAO (invited) ○ 2016 WOC (invited) <p>Future directions (proposed):</p> <p>Possible reciprocal societies with ESOPRS. Regular and signature workshops, symposia at AAO, WOC, ASOPRS, ISO meetings.</p> <p>Emphasize the links between APSOPRS and national oculoplastic societies/bodies through regular communications with email updates of our activities, newsletters, reciprocal website linkage, posting and endorsement of meetings. Invite representatives from national oculoplastic societies to be our council members.</p> <p style="text-align: right;">Secretary's report was approved, proposed by Prof Sullivan seconded by Dr. Yip.</p>
5	<p>Hon. Treasurer's Report</p>
	<p>Dr Cheng gave an update of the accounts for Year 2012- 2014</p> <p>Expenses:</p> <ul style="list-style-type: none"> • Year 2012 <ul style="list-style-type: none"> ■ Webpage hosting fee (2010-2012) – US\$ 375 • Year 2013 <ul style="list-style-type: none"> ■ Token of appreciation (2 boxes of Royale Chocolates) for book-keeper for completing the IRAS Income Tax Returns 2012 S\$30. ■ Stipend for secretariat S\$ 1,400 ■ Professional fee for book keeper for completing the IRAS tax return – S\$250.00 ■ Membership subscription to ICO for 85 members for 2013 @ CHF3.00 =CHF 255 (payable via TT in S\$ 353.88 + bank charges S\$30 = S\$363.88 in total ■ Design and layout for APSOPRS e-newsletter – iPlastic from Ideafarm @S\$300 ■ Payment of income tax to IRAS S\$26.17 • Year 2014 <ul style="list-style-type: none"> ■ Membership subscription to ICO for 87 members for 2014 @ CHF3.00 =CHF 261 (payable via TT in S\$ 374.64 + bank charges S\$30 = S\$404.64 in total ■ Renewal of APSOPRS Domain and Webhosting = RS9000 = S\$190.37(inclusive of service tax) ■ Printing of membership renewal and application form – display at

	<p>APAO's booth at WOC 2014, Japan =HK900 = S\$ 147.54</p> <ul style="list-style-type: none"> ■ Professional fee for book keeper for completing the IRAS tax return – S\$250.00 <p>Incomes:</p> <p>Year 2012</p> <ul style="list-style-type: none"> • Membership S\$7394.55 USD2700 <p>Year 2013</p> <ul style="list-style-type: none"> • Membership USD900 <p>Year 2014</p> <ul style="list-style-type: none"> • Membership S\$260 USD100 • Received from APAO for US\$ 9400 less US\$ 200 as APAO membership = US\$ 9180 (after less bank commission of US\$ 20) honorarium received from APAO for APSOPRS as supporting organization for organising symposium for International Symposium of Ophthalmology (ISO) in 2013 <p>As of August 2014, the two account held US\$ 20951.97 and S\$ 19710.2 respectively.</p> <p>Dr Grover thanked ISO on behalf of the society and commented that with regard to our current financial situation, the society will require external sponsorship for any educational or academic activities</p> <p style="text-align: right;">Treasurer's report was approved, proposed by Dr Sundar, seconded by Dr Golam.</p>
6	<p>Proposal on amendment(s) of constitution (if any)</p>
	<p>1. <i>Article III Section 2.2 and 2.3 (Dr Hunter Yuen)</i> <u>Dr Yuen</u> proposes to combine “Associate member” and “Fellow member” into one category, “Member”.</p> <p>The Council agreed to retain “Member” category while “Associate member” applied to oculoplastic surgeons practising outside the Asia Pacific Region.</p> <p>2. <i>Article VI Section 2 (Dr Ashok Grover, Dr Chee-chew Yip)</i> <u>Dr Grover</u> proposes to amend the statement, “A Bi-annual General Meeting of the Society shall be held once every two years in December or during <i>the Congress of the Asia-Pacific Academy of Ophthalmology (APAO)</i> at a place where the congress is being held.” to “A Bi-annual General Meeting of the Society shall be held once every two years at the biannual meeting of the APSOPRS, at the site of the meeting.” <u>Dr Yip</u> proposes to amend the statement as “A bi-annual general meeting of the society shall be held every 2 years at the congress site of pre-selected country alone or in conjunction with the congress of the Asia Pacific Academy of Ophthalmology (APAO).”</p> <p>The Council agreed on Dr Grover's proposal.</p>

	<p>3. <i>Article VII Section 2 (Dr Ashok Grover)</i> Regarding the following, "Election shall be by direct voting and by referendum. A list of candidates for the Executive Council shall be sent out not later than thirty (30) days before the scheduled election except for election of the first set of office-bearers," <u>Dr Grover</u> proposes to identify an election commissioner first and then come up with dates for receipt of nominations, date for withdrawal and detailed procedure for voting.</p> <p>The Council elected Prof Javate as election commissioner who would conduct the election at each AGM. During the Council meeting, Dr Grover suggested to elect for the president-elect, who by joining the executive council, would get familiarized with the running and structure of the society before his/her term. This was seconded by the executive council and will be implemented at the next AGM.</p> <p>4. <i>Article VII Section 6 (Dr Audrey Looi)</i> Regarding the statement, "All office-bearers, except the Treasurer may be re-elected to the same or related post for a consecutive term of office." <u>Dr Looi</u> proposes that Constitution does not state the max number of terms one can be President or Vice-President. A President may continue for 2 terms if there are no other candidates vying for the position.</p> <p>During the Council meeting, members agreed that the President be elected for one term only while other posts can be reelected.</p> <p>5. <i>Article VIII Section 1.1.1 (Dr Hunter Yuen)</i></p> <p><u>Dr Yuen</u> proposes to clarify the statement, "A fee of US\$100.00 shall be payable by all members." to "The membership fee is US 100 for 2 years."</p> <p>Dr Cheng suggested to clarify the statement as "The membership fee is US100 between last and next biennial meeting." As membership renewal or new application is scarce between meetings.</p>
7	To nominate for 2014 APSOPRS Honorary Fellowship
	<p>At the Council meeting, members agreed to nominate Prof Don Kikkawa, the current President of ASOPRS as the 2014 APSOPRS Honorary Fellow. Members also agreed to nominate one Honorary Fellow at each biennial meeting.</p> <p>Dr Shanta suggested in retrospect to honor Dr Dwight Kulwin (University of Cincinnati) as our Honorary Fellow, who donated his return air-ticket to the society's biennial meeting. This was seconded by the general body.</p>
8.	To look at the progress of affiliations with international organizations
	Dr Grover congratulated and thanked the executive council regarding the established affiliation with ASOPRS, ICO/WOC and APAO during the past two years and looked forward to new connections with other international organizations.
9.	To discuss ways to improve international academic participation by APSOPRS
	Dr Chong suggested to establish APSOPRS "signature workshop and instruction course" e.g. Asian blepharoplasty, lacrimal surgery for various international

	meetings. He further suggested a society-based research network similar to those of AAO, ASOPRS, ESOPRS, ITEDS and EUGOGO. Dr Grover suggested to establish a research standing committee to look into the feasibility, logistics and possible implications particularly with regards to ethics approval and liability of the society in conducting research.
10	To discuss how to increase the membership of the society
	Prof Sullivan reminded members that the scientific content and speakers of the biennial meeting be the key to attract new members while the ease of membership renewal will help to keep existing or past members.
11.	To discuss how to improve collection of dues from members
	<p>Dr Grover explained the high set-up cost and annual charge on using visa, mastercard or paypal. At present membership fees could be paid through wire-transfer, cheques or Singapore dollars directly.</p> <p>Hon. Secretary Dr Cheng proposed to try the visa system for 2 years and see if this will improve collecting fees from inactive members and to offset the cost. It was seconded by Dr Looi.</p> <p>Dr Gungar suggested to offer life membership as an alternative to collect membership fees at biennial meetings. A tentative life-time membership fee at 12 times of the current annual fee was proposed. Dr Fong suggested that the life-time membership can be revised subsequently if deemed necessary. Dr Looi reminded that life-time member will still enjoy the rates concession at biennial meetings.</p> <p>Dr Grover suggested to have a standing committee to look at the details, in particular the amount of life-time membership fee while keeping the existing option of membership renewal opened.</p>
12.	Inputs on newsletter of the society
	At the Council meeting, Dr Javate suggested to establish an editorial board for the newsletter and to appoint an editor who will join the executive council. Dr Looi, the current editor suggested to identify key members from each membership region or national oculoplastic body to liaise and supply articles from his/her region.
13.	To look at affiliations with and promotion of National Oculoplastic bodies in the regions
	Dr Grover emphasized the link with National oculoplastic bodies in the AP region through reciprocal website linkage, hosting and endorsement of meetings while assisting the formation of such bodies in regions where no such organization was formed.
14.	Inputs on organization of APSOPRS biennial meetings
	<p>Prof Sullivan mentioned whether the Council and general body would prefer a standing committee for scientific meeting be set up to support the President in organizing the biennial meeting.</p> <p>In terms of the meeting format, Dr Shanta suggested one whole day be allocated for workshops.</p>

	<p>Dr Looi suggested the format of future meetings following that of ESOPRS, i.e. into one main and one side session (2 concurrent sessions). Prof Sullivan pointed out that at present, the ASOPRS had mainly plenary sessions but also run breakout sessions during the afternoon of the aesthetic day.</p> <p>Dr Grover explained that with more than 200 local and international faculties, there was a need to have 3 parallel sessions running at the present meeting. He agreed that for more focused topics e.g. Thyroid eye disease, socket reconstruction and trauma, parallel/break-out session be appropriate.</p>																																																						
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	<p>The new office bearer for 2014-6 are:</p> <table border="1"> <tr> <td>President</td> <td>Hirohiko KAKIZAKI</td> <td>Japan</td> </tr> <tr> <td>Immediate Past President</td> <td>Ashok Kumar GROVER</td> <td>India</td> </tr> <tr> <td>1st Vice President</td> <td>Hunter Kwok Lai YUEN</td> <td>Hong Kong</td> </tr> <tr> <td>2nd Vice President</td> <td>Gangadhara SUNDAR</td> <td>Singapore</td> </tr> <tr> <td>3rd Vice President</td> <td>Kasturi BHATTACHARJEE</td> <td>India</td> </tr> <tr> <td>Secretary</td> <td>Kelvin Kam Lung CHONG</td> <td>Hong Kong</td> </tr> <tr> <td>Treasurer</td> <td>Jin Fong CHENG</td> <td>Singapore</td> </tr> <tr> <td>Officers (alphabetical order)</td> <td>Sharaffuden Ahmed</td> <td>Bangladesh</td> </tr> <tr> <td></td> <td>Atsushi AZUMI</td> <td>Japan</td> </tr> <tr> <td></td> <td>Jayanta Kumar Das</td> <td>India</td> </tr> <tr> <td></td> <td>Haider GOLAM</td> <td>Bangladesh</td> </tr> <tr> <td></td> <td>Raoul Paolo D HENSON</td> <td>The Philippines</td> </tr> <tr> <td></td> <td>Audrey LOOI</td> <td>Singapore</td> </tr> <tr> <td></td> <td>Javed Ali Mohammad</td> <td>India</td> </tr> <tr> <td></td> <td>Jiang QIAN</td> <td>China</td> </tr> <tr> <td></td> <td>Ho-Seok, SA</td> <td>South Korea</td> </tr> <tr> <td></td> <td>Rohit SAIJU</td> <td>Nepal</td> </tr> <tr> <td></td> <td>Darmayanti SISWOYO</td> <td>Indonesia</td> </tr> </table>	President	Hirohiko KAKIZAKI	Japan	Immediate Past President	Ashok Kumar GROVER	India	1 st Vice President	Hunter Kwok Lai YUEN	Hong Kong	2 nd Vice President	Gangadhara SUNDAR	Singapore	3 rd Vice President	Kasturi BHATTACHARJEE	India	Secretary	Kelvin Kam Lung CHONG	Hong Kong	Treasurer	Jin Fong CHENG	Singapore	Officers (alphabetical order)	Sharaffuden Ahmed	Bangladesh		Atsushi AZUMI	Japan		Jayanta Kumar Das	India		Haider GOLAM	Bangladesh		Raoul Paolo D HENSON	The Philippines		Audrey LOOI	Singapore		Javed Ali Mohammad	India		Jiang QIAN	China		Ho-Seok, SA	South Korea		Rohit SAIJU	Nepal		Darmayanti SISWOYO	Indonesia
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16	Any other business																																																						
	<p>Ms Alice How has ceased to be the society's secretariat since Dec 2013. During the Council Meeting, Dr Hunter Yuen mentioned that the APAO Central Secretariat may be able to provide secretariat support with a nominal charge as for the other APAO subspecialty society. Dr Grover suggested to allow the new President and Executive Council to decide on this issue.</p>																																																						
	<p>Dr Kakizaki, the newly elected President, gave thanks to Dr Grover and his team for organising this excellent and successful congress. He thanked members for the confidence reposed in him and promised to do his best for the society to take it to newer heights with the help of the newly elected team.</p>																																																						
	<p>There being no any other business, the meeting ended with vote of thank to the immediate past president Dr Grover, proposed by Prof Sullivan.</p>																																																						