



MALAYSIAN SOCIETY FOR MICROBIOLOGY

c/o Department of Microbiology
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Minutes of the Second MSM Executive Committee Meeting 2010

The meeting commenced at 2.45 pm in Bilik Mesyuarat 1 (Room G148), School of Biosciences and Biotechnology, UKM, on the 10th March, 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 First MSM EXCO Meeting 2010	The minutes of the First MSM EXCO Meeting 2010 were proposed to be accepted by Dr. Zuhainis 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, 25 ordinary members, 3 associate members and 47 student members.</p> <p>Other issues raised were :</p> <ul style="list-style-type: none">• The EXCO agreed that currently the society will not accept new life member applications until the membership form is edited, whereby life membership should be RM150 and not RM150/year.• The membership fee for local associate members is RM10.00. However, for foreign associate member applicants the fee should be different. The fee proposed by the EXCO is US15.00 per year.	Dr. Neelam
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 RM343.49 with an addition of RM75.00 from the new membership fee collection (3 student and 4 ordinary members).</p> <p>With regards to the RM10,000.00 investment agreed upon by the EXCO for special programmes or activities for MSM :</p> <ul style="list-style-type: none">• The EXCO was informed that arrangements with a company	Dr. Foo

			<p>have been made by Dr Kalaivani for the design and fabric quality of MSM t-shirts and blazers. The blazers will be custom-fitted for EXCO members.</p> <ul style="list-style-type: none"> As a token, it has been agreed that EXCO members will be given blazers and that 18 blazers (17 EXCO members and the MJM Chief Editor) will be ordered. A total of 200 T-shirts will be ordered and these will be sold to members. The quotation for these items will be sent in due time. 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. 	Dr. Kalaivani
5.	5.1	ICMSM 2009	Dr. Koshy Philips, on behalf of Prof Thong has reported on the ICMSM 2009 Symposium. The report is as in the Appendix.	Prof. Thong Kwai Lin/Prof. Vikineswary Sabaratnam/Dr. Koshy Philip
6.	6.1	MJM	<p>The EXCO has been updated on the progress of the MJM via a brief update/report sent through an e-mail by the chief editor, Dr. Sudesh Kumar. The update is as in the Appendix.</p> <p>It has been agreed that MSM will increase its contribution towards the MJM issues from RM500 to RM 1000 per issue.</p> <p>It has also been agreed upon that Dr. Neelam should write to Prof. Darah to inform her that for every issue, the MJM management team should send an invoice for claiming the payment</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> <p>Dr. Neelam</p>
7.	7.1	Other matters	<u>MSM Bulletin:</u> The EXCO has agreed that news, updates, events and reports of MSM be uploaded in the MSM web site and thus there will not be a need for an MSM Bulletin per se.	EXCO, Dr. Neelam/Dr. Shuhaimi/Dr. Musa Al-Bakri

		<p>Upcoming events such as the ISLAB 2010, the 31st MSM Symposium, the report and photos of the ICMSM 2009 can be uploaded into the web site.</p> <p><u>Letters of Acknowledgement:</u> Dr. Kalaivani has informed the EXCO that letters of acknowledgement have been prepared for several people/committees such as Dr. Ikram (RRIM) towards the MSM Bulletin's previous issues, the various symposia committees (29th, 30th & ICMSM Symposia/Congress) ie Dr. Hana, Dr. Mariana and Prof. Thong. Dr. Neelam will be sending-out the letters to the respective persons.</p> <p><u>MSM envelopes:</u> The EXCO agreed that MSM envelopes should be designed and ordered. It has been decided that the envelope should be white with the Persatuan Mikrobiologi Malaysia logo and the MSM's registration number (Black & grey).</p> <p><u>MSM Web Page:</u> The EXCO has agreed that the current MSM web master be terminated and that a new web master, Mr. Fareed Saeiri, a tutor from UKM will be appointed.</p> <p>The EXCO agreed that the MSM web page should be updated. Dr. Shuhaimi should be providing the new web master with the password in order to get access to the re-construction of the web page.</p> <p><u>IUMS (International Union of Microbiology Society) membership:</u> The EXCO has been informed that MSM will have to resubmit the application for the IUMS membership in response to an e-mail from Dr. Tomita stating that he did not receive the application. The EXCO expressed discontent as submission has been done twice by Dr. Kalaivani. The EXCO has agreed that the third submission will be done via Dr. Lee Yuan Kun of NUS.</p> <p><u>Application towards professional status of MSM members:</u> Dr Kalaivani has informed that preparations</p>	<p>Dr. Kalaivani/Dr. Neelam</p> <p>EXCO</p> <p>Dr. Neelam/ Dr. Shuhaimi/ Dr. Farah</p> <p>Dr. Shuhaimi</p> <p>Dr. Kalaivani</p>
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Meeting was adjourned at 4.45 pm.

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

RECORD OF ATTENDANCE 2010 :

EXCO MEMBERS	Overall Attendance	10/3/10
Assoc. Prof. Dr. Kalaivani Nadarajah (Chairperson)	2/2	√
Dr. Jong Bor Chyan	2/2	√
Assoc. Prof Dr. Foo Hooi Ling	2/2	√
Dr. Neelam Shahab	2/2	√
Dr. Wan Zuhainis Saad	2/2	√
Ms. Pauline Liew Woan Ying	2/2	√
Dr. Farah Diba Abu Bakar	2/2	√
Prof Dr. Vikineswary Sabaratnam	0/2	*
Prof. Dr. Thong Kwai Lin	0/2	*
Prof. Dr. Raha Abdul Rahim	1/2	√
Assoc. Prof. Dr. Shuhaimi Mustafa	1/2	√
Assoc. Prof. Dr. Kamaruzaman Sijam	1/2	√
Dr. Kamariah Long	0/2	*
Dr. Samuel Lihan	0/2	**
Dr. Koshy Philip		√
* Absent with notice, ** Absent without notice		