

**Inaugural SAEBD-International Cooperation Coordinating Committee
(SAEBD—ICCC) Meeting**

(Online Video Conference)

7th June 2020, 8.00pm (Malaysia time)

Chairperson: *Alternate to President* - Michael Saunders, Deputy President SAEBD-ICCC (Australia) & proposed Trustee of SAEBD International

SAEBD-ICCC Attendance: Eugene (EA), President; Michael Saunders(MS), Deputy President; Diana Kwek (DK) Executive Director.

Chapter Presidents/Alternate Attendance: Ben Simon (BS), Malaysia; Sophie Wood (SW), USA; Roszana Surani (RS), Singapore; Kanya Phiri (KP), Japan; Francell Guterres (FG), Timor-Leste; Zainab Homam (ZH), UK; Dave Hughes (DH), Australia.

Agenda: (8.00pm Malaysia Time)

Prepared by the President of the SEABD-ICCC

Topic	Person/ Persons	Time Allocation	Remarks/ Observations	Actions/ Responsibilities
Welcome	EA, DK, MS	2 mins		
Overview of SEABD	EA	3-4 mins	*Most information is on the web.	
Chapter Presidents Acclamations & Confirmation	BS, SW, RS, KP, FG, ZH, DH	3 mins each – (total 21mins)	* Vote by Show of Hands. * Non-Attendance is equal to resignation.	
Structure, Regulations & Chapter Registrations	EA, FG, DK	5 mins each	* Organogram 1 page paper to be circulate 3 days before the meeting * Regulations 1 page Paper to be circulated 3 days before meeting – 1 page only	
Communications Procedures	DK, EA	5 mins	* Notice & Reply Rules *Communication tools *Email addresses to be circulated 3 days before meeting - 1 page paper.	
Website	DK	5 mins	Existing and Future (verbal)	
1 st Project in the Pipeline – Hiroshima House Cambodia	EA, BS, MS & DK	8-10 mins	*2 page Concept Note to be circulate 3 days before meeting.	
A.O.B - Closing remarks	EA, MS	3-5 mins		