

30 April 2026

To all PrimeTime members

**NOTICE OF ANNUAL GENERAL MEETING 2026**

1. Notice is hereby given that the above meeting will be held as follows:
  - Date: Thursday, 14 May 2026
  - Time: 6:00pm to 10:00pm
  - Venue: Novotel Singapore on Stevens  
28 Stevens Rd, Singapore 257878
  
2. The Agenda for the Annual General Meeting (“AGM”) is as follows:
  - a. Members Trade Fair
  - b. Dinner and Networking
  - c. Review of the Board year 2025/2026
  - d. To adopt the minutes of the last AGM held on 8 May 2025
  - e. To adopt the audited Financial Statements for the year ended 31 December 2025
  - f. To appoint auditors for the Board term 2026/2027
  - g. To review and approve the proposed Constitutional Amendments
  - h. To elect the Executive Board for the 2026/2027 term
  - i. To address Any Other Business raised by members
  - j. Volunteer Recognition and Appreciation

Nominations for the PrimeTime Executive Board 2026-2027

3. During the evening, members will vote for the 2026-2027 PrimeTime Executive Board. The nominations are as follows\*:

<b>Position</b>	<b>Name</b>
President	Grace Chew
Vice President	Raisa Cervantes
Treasurer	Linda Lim
Secretary	Ho Chee Jia
Volunteer Director	Amrita Shah
Programmes Director	Laura Gatsos
Marketing Director	Rhian Robinson
Membership Director	Cynthia Reid

*\*The Board has extended the deadline for applications for the positions of Events Director and Joint Vice President to 5 May 2026 in view of extenuating circumstances. This notice will be updated should further candidates be nominated in these roles.*

4. For details about the nominees, please click [here](#).

#### Absentee Ballot

5. **Please note that the AGM will be held in person.** It will not be possible to attend the AGM virtually or remotely. The meeting proceedings will not be live streamed or broadcasted.
6. Should you be unable to attend, but wish to cast your votes, you may submit the absentee ballot [here](#), no later than **12 noon of 13 May 2026** to [secretary@primetime.org.sg](mailto:secretary@primetime.org.sg).

#### Other AGM-related Documents

7. To bring up any other business at the AGM, view or download reports, forms or other documents related to the AGM, please go to <https://primetime.org.sg/annual-general-meeting>

By Order of the PrimeTime Board of Directors,

Ho Chee Jia  
Secretary  
PrimeTime Business and Professional Women's Association