



Nanyang Technological University Welfare Services Club

Student Affairs Office
Student Services Centre Level 6, 42 Nanyang Avenue, Singapore 639815
Tel: 65-6790 5153/5155/5156 Fax: 65-6791 8014

14th Management Committee

10th Ordinary Meeting

WSC Room

17th July 2009

1930 hours

Members in Attendance

Present	Low Ren Feng, Gina	President
	Tan Cheng Hui	Vice President
	Fitri Juniwati	Vice President
	Chan Yao Zhong Gavin	Financial Controller
	Lin Shumin	Assistant Honorary General Secretary
	Tan Xin Yi	RSP(HI) Coordinator
	Wong Jing Hon Andy	RSP(ID) Coordinator
	Lee Ker Hang, Eugene	RSP(Elders) Coordinator
	Lee Hui Min	RSP(Youth) Coordinator
	Tay Yong Hwee, Ronald	RSP(FOC) Coordinator
	Zhong Shuhui	RSP(VH) Coordinator
	Sai Tu Jian, Ryan	Special Project Officer
	Poon Di Ming	Publicity Officer
	Han Xiuyi	Social Entrepreneur
	Huang Ziqian	Social Entrepreneur
	Neo Kai Xiong	Media and Information Officer

esprit de volontaires

WINNER OF THE PRESIDENT'S SOCIAL SERVICE AWARD 2008 (INFORMAL CATEGORY)

RECIPIENT OF THE SINGAPORE YOUTH AWARD 2006 (MEDAL OF COMMENDATION)

RECIPIENT OF THE COMMONWEALTH YOUTH GOLD AWARD 2004

WINNER OF SINGAPORE YOUTH AWARD 1999- COMMUNITY AND YOUTH SERVICES (TEAM)

Absent

Cheng Lin Shi, Dency

Lee Hup Kee

Ong Jia Sheng

Ho Yi Ting Geraldine

Ng Boon Ming

Huang Zhanxin

Koh Tee Seng

Robin Thadathil

Honorary General Secretary

Special Project Officer

Special Project Officer

RSP(Youth) Coordinator

Publication Officer

Asst. Media and Information Officer

Volunteer Manager

Union Representative

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Agenda

- 1) WSC Fair
- 2) Welcome Week cum CCA Fair
- 3) WSC Welcome Tea
- 4) Recruitment Interviews
- 5) Elections & Rally
- 6) Appreciation Dinner
- 7) AGM
- 8) Testimonials
- 9) AOB
- 10) Date of Next Meeting

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Minutes

ITEM		ACTION BY
	The meeting was called to order at 2000 hrs	
1.	WSC Fair	All to note
1.1	To be held on 12 th & 13 th Aug (Outside LT1A), 14 th Aug (Canteen B). 10am-5pm daily. Please set up your booths preferably by 9.30am, and ensure that there are members manning the booth at all times. More updates available through your recruitment reps.	
1.2	Flyers with reminders of recruitment interviews details will be given out during Welcome Week/ to halls. Hence, double the amount of flyers to print.	
2.	Welcome Week cum CCA Fair	All to Note
2.1	Welcome week in conjunction with Student's Union on 17 th -19 th Aug. WSC has 1 booth (A27) outside LT 5. Booth timing to be confirmed.	
2.2	Each committee will be assigned a designated slot to come down to help man the booth. Dency and Rachel to come out with schedule. Please make sure that your members understand what to do and promote WSC as a whole and avoid publicising specific committees only.	
3.	WSC Welcome Tea	All to Note
3.1	To be held on 20 th Aug (Thursday), 6.30-9.30pm, LT 5 (near LT 1).	
3.2	Please send slides to Kaixiong by end of July. Each committee to present for 5 minutes. Committees with performances will be given 10min. Please inform Rachel should your committee require extra time, and the schedule will be out by first week of August. Order of presentation: Special Projects, Regular Service Projects, Supporting Committees.	

4.	Recruitment Interviews	All to Note
4.1	24 th - 25 th Aug, 6-11pm. Most likely to be in SAC, but venue to be confirmed. Tentative plan is to put Supporting Committees in the meeting rooms in the quad.	
4.2	RSP Deconflict on 25 th Aug, after interviews.	
4.3	Standardised forms for interested students to fill in their generic particulars will be designed. For additional questions required, committees are to print and attach the relevant pages themselves.	
5.	Elections & Rally	All to Note
5.1	Union day will be held on 27 th Aug. Elections and rally to be held on 26 th Aug.	
6.	Appreciation Dinner	All to note
6.1	Either Monday or Tuesday of the recess week, 28 th or 29 th Sep.	
6.2	Please confirm number of tables required and if you have contacts for emcees for the evening.	
7.	AGM	All to note
7.1	To be held on 2 Sep, venue to be confirmed. Please note the quorum needed. More information will be disseminated on how many members each committee will need to bring down.	
7.2	Amendment of the constitution to add Special Projects will take place.	
8.	Testimonials	All to note
8.1	Template will be similar to last year's. After the 'Name line', please add the type of awards received (G/S/B). Colour of the paper will vary according to the award. Diming to upload template by 18 th July, please customise own serial number according to the instructions attached. Eg 200901GOL001 (Year/ CommitteeNumber/ Award/ SerialNumber).	
8.2	Please write the testimonials and submit by 31 st July. To send to Diming and Gina. Printing of testimonials to be completed before 6 th Aug in order for Prof Alfred Choi to sign. Please proof- read and ensure	

no typo errors.

- 8.3 Please send to Gina by 22nd July, your list of events, events introduction and description of role, during your term of service.

9. AOB

All to note

- 9.1 'Hello campaign': Group of volunteers trying to spread the message for Ndp 2009, requesting for more volunteers to join them in their cause. Main task is to say 'hello' and start a conversation with people on the streets. Chenghui to send details later, please reply to him.

- 9.2 Ignite Change: Some beneficiaries have pulled out due to H1N1. Changes to be made: Doing away with the accommodation to a 4- day day camp to save accommodation and transport charges.

Programme (Do turn up if you wish, however, please bring your own thermometers and note that no extra food will be supplied to you):

Pre-camp- 20th: 11am-1pm @ Esplanade

21st: Sponsorship talk, Telematch, Hunger awareness programme

22nd: 1pm- 2pm Each committee to present a brief presentation. Please send Chenghui a write up if you are unavailable to make it to conduct the talk personally.

23rd: Song signing, Amazing race.

24th: Interaction with AWWA and FOC beneficiaries. Try to involve Youth and ID in any of the programmes as well.

- 9.3 Please let the presidents know if you wish to nominate any members for PSSA (Individual).

- 9.4 YOG approached Curl to conduct a series of sessions to promote youth to youth interaction and inspire the athletes to be involved in social service.

Details of YOG's constraints: One hour sessions per day, 25 athletes, 10 facilitators, 40 beneficiaries (preferably youth). Budget of \$4000 per session. To be held at NIE (10m *10m space). Dates: 14th-26aug 2010.

You may bid for as many sessions as you wish. Please do up a proposal and bid for YOG if you are interested. Curl will try to head the events, but other committees are welcome to bid and share ideas also.

Edmund will forward the YOG details and proposals are to be submitted ~End Aug. Note that training sessions for facilitators will be reimbursed as well. Suggestions include: Teeshirt painting, Balloon sculpturing, Drumming, Paralympics.

9.5 Yearbook orders are currently <100. To consolidate the number of copies to be given to sponsors/ partners as well. Current funding stands at \$900. Boon Ming to come out with the draft design for everyone to vet before printing, on 15th Aug.

9.6 Please inform Gina if you would like to stay in hall next semester.

9.

Date of Next Meeting

Date of meeting to be on 11 Aug, 1900 hrs, WSC Room.

Meeting adjourned 2130 hrs.

All to note

Recorded by:

Lin Shumin Rachel
Assistant Honorary General Secretary

Vetted by:

Low Ren Feng, Gina
President