



NTU Welfare Services Club

Student Affairs Office

Student Services Centre Level 6, 42 Nanyang Avenue, Singapore (639815)

14th Management Committee

11th Ordinary Meeting

WSC Room

11th August 2009

1915 hours

Members in Attendance

Present

Low Ren Feng, Gina	President
Fitri Juniwati	Vice President
Tan Cheng Hui	Vice President
Cheng Lin Shi, Dency	Honorary General Secretary
Lin Shumin	Assistant Honorary General Secretary
Lee Hup Kee	Special Project Officer
Tan Yen Ling	Special Project Officer
Sai Tu Jian Ryan	Special Project Officer
Lee Hui Min	RSP(Youth) Coordinator
Lee Ker Hang, Eugene	RSP(Elders) Coordinator
Tan Xin Yi	RSP(HI) Coordinator
Tay Yong Hwee, Ronald	RSP(FOC) Coordinator
Zhong Shuhui	RSP(VH) Coordinator
Poon Di Ming	Publicity Officer
Neo Kai Xiong	Media and Information Officer
Koh Tee Seng	Volunteer Manager

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

Robin Thadathil	Union Representative
Ho Yi Ting Geraldine	RSP(Youth) Coordinator
Ng Boon Ming	Publication Officer
Huang Zhanxin	Asst. Media and Information Officer
Han Xiuyi	Social Entrepreneur
Huang Ziqian	Social Entrepreneur
Ong Jia Sheng	Special Project Officer
Chan Yao Zhong Gavin	Financial Controller
Wong Jing Hon Andy	RSP(ID) Coordinator

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Agenda

1. WSC Fair
2. CCA Fair
3. Welcome Tea
4. Recruitment Interviews
5. Elections Updates
6. Annual General Meeting
7. Appreciation Dinner
8. Testimonials
9. AOB
10. Date of next meeting

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Minutes

ITEM		ACTION BY
	The meeting was called to order at 1915 hrs	
1.	WSC Fair	All to note
1.1	12 August 2009 – 14 August 2009, 10am – 5pm	
1.2	WSC Room will be open at 8.30am.	
1.3	Ensure that booth is manned at all times.	
1.4	Prepare sign-up sheet and tell members that there will be a recruitment interview.	
1.5	Please remember to wear WSC Tee on 12 August 2009.	
2.	CCA Fair	RSPs to note
2.1	17 – 19 August 2009, near LT 5	
2.2	Black & White WSC pamphlets will be distributed.	
2.3	2 hour shift will be allocated. Minimum of 5 members to be present.	
3.	Welcome Tea	All to note
3.1	20 August, 6 pm, LT 5	
3.2	Programme is listed in the agenda.	
3.3	Remember to clean up the LT if you are distributing goodies.	
4.	Recruitment Interviews	All to note
4.1	24-25 August 2009, 7 pm – 10 pm, SAC	
4.2	14 th & 15 th Management Committee to meet in WSC Room at 6 pm.	
4.3	Supporting Committees: Meeting Room 4 & 5, may need to shift interview venues to outside the Quad	
4.4	Every committee to have 2 representatives to direct interviewees to the interview rooms. It is advisable to have queue numbers to smoothen	

the interview process. Also, every representative is advised to have a whiteboard / laptop to facilitate process.

4.5 All to prepare own interview registration form.

5. Elections Updates

All to note

5.1 26 August 2009, SAC Meeting Room 3, 7.30pm – 10pm. All upcoming management committee members from RSP, SP and the President & V-Presidents are to run for the rally.

5.2 Prepare questions for the successors. Please do not propose twice when voting.

6. Annual General Meeting

All to note

6.1 2nd September 2009, LT 2 (This year's AGM will be longer: due to change in constitution)

6.2 Procedures of AGM will be clarified in time.

6.3 AGM reports to be submitted by 23 August 2009. Please include one powerpoint slide of your achievements / highlights throughout the year.

6.4 Quorum (100-120 people): Gina will send out number of people per committee to attend.

6.5 Please keep reports as simple and concise as possible. Mention the main points only.

7. Appreciation Dinner

All to note

7.1 2 October 2009, 6.30 pm, Yunnan View Restaurant (Fairway Club, 11 Japanese Road)

7.2 Please do not be late.

7.3 Programme includes the awarding of testimonials & handover ceremony.

8. Testimonials

All to note

8.1 Dateline: 16 August 2009

9. AOB

9.1 Draft of Yearbook will be out by 20 August 2009

9.2 All Management Committee members to help out with WSC Fair set-up on 12 August 2009.

10. Date of next meeting

All to note

12.1 Date of next meeting: To be confirmed in time.

12.2 There being no other matters, the meeting was adjourned at 2015 hrs.

Recorded by:

Cheng Lin Shi Dency
Honorary General Secretary

Vetted by:

Low Ren Feng, Gina
President