



# NTU Welfare Services Club

Student Affairs Office

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

## 14<sup>th</sup> Management Committee

1<sup>st</sup> Ordinary Meeting

WSC Room

1<sup>st</sup> September 2008

1930 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
	Chan Yao Zhong Gavin	Financial Controller
	Wong Jing Hon Andy	RSP(ID) Coordinator
	Lee Ker Hang, Eugene	RSP(Elders) Coordinator
	Lee Hui Min	RSP(Youth) Coordinator
	Ho Yi Ting Geraldine	RSP(Youth) Coordinator
	Tan Xin Yi	RSP(HI) Coordinator
	Tay Yong Hwee, Ronald	RSP(FOC) Coordinator
	Zhong Shuhui	RSP(VH) Coordinator
	Sai Tu Jian, Ryan	Special Project Officer
	Ong Jia Sheng	Special Project Officer
	Tan Yen Ling	Special Project Officer
	Lee Hup Kee	Special Project Officer
	Ng Boon Ming	Publication Officer
	Poon Di Ming	Publicity Officer
	Han Xiuyi	Social Entrepreneur

*esprit de volontaires*

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

RECIPIENT OF THE COMMONWEALTH YOUTH GOLD AWARD 2004

Huang Ziqian  
Neo Kai Xiong  
Huang Zhanxin  
Koh Tee Seng  
Robin Thadathil

Social Entrepreneur  
Media and Information Officer  
Asst. Media and Information Officer  
Volunteer Manager  
Union Representative

## **14<sup>th</sup> Management Committee**

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### **Agenda**

1. Brief Introduction and Updates from Each Committee
2. House Rules
3. Submission of work plan, budget and monthly reports
4. Appreciation Dinner
5. 14<sup>th</sup> Management Committee Polo Shirt
6. 14<sup>th</sup> Management Committee Namecards
7. A.O.B
8. Date of next meeting

## 14<sup>th</sup> Management Committee

1<sup>st</sup> Ordinary Meeting

WSC Room

1<sup>st</sup> September 2008

1930 hours

### Minutes

ITEM	ACTION BY
The meeting was called to order at 2000 hrs	
<b>1. Brief Introduction and Updates from Each Committee</b>	All to note
1.1 Finance Committee requires names of individual portfolios' Financial Controller as soon as possible.	
1.2 In charge for various portfolios: Gina- Youth, FOC, OVE, PR, VM Fitri- ID, Curl, Patchworks, MI, PnP, FC Cheng Hui- Elders, VH, HI, COR, SE	
<b>2. House Rules</b>	All to note
2.1 Attendance for all meetings is compulsory unless there are urgent matters to attend to. Punctuality is emphasised.	
2.2 Deadlines are to be strictly adhered to.	
2.3 Please ensure room cleanliness and neatness after use.	
2.4 Main Committee members are to work in the interest of the club at all times.	
2.5 All publicity materials are to bear WSC logo/name (tees, flyers,etc).	
2.6 All proposals must go through Gina/Fitri/Cheng Hui. When approached by other clubs/organisations, please channel all proposals/queries to Gina/Fitri/Cheng Hui first.	
2.7 Take extra care in budgeting, do not overbudget/ underbudget.	
2.8 Acknowledgement for receipt of important emails/ notices is required.	
2.9 The Club Advisor is Professor Alfred Choi (Communication Studies), please feel free to approach him for help.	
2.10 Notices/Files will be disseminated through: - Yahoo Groups: 'wsc14comm' - Facebook: 'NTU Welfare Services Club'	

<b>3.</b>	<b>Submission of work plan, budget and monthly reports</b>	All to note
3.1	Proposed one year workplan and budget to be uploaded to yahoo groups. Deadline is 8 September 2359 hrs. Please try to spilt the workplan and budget into 2 periods: (Sep-Mar) and (Apr-Aug).	
3.2	Monthly Report Template for the report of special celebrations/ events/ etc, will be posted on yahoo groups. Report to be submitted to Gina by the last Friday of every month. Null reply required.	
<b>4.</b>	<b>Appreciation Dinner</b>	All to note
4.1	Attire: Smart Casual Dinner: Buffet Style	
4.2	The portfolio will be charged \$15 per absentee from the portfolio.	
4.3	Programming for the day's dinner will be done by Dency and Rachel. Testimonials will be given out to one representative from each portfolio.	
4.4	14 <sup>th</sup> Committee Performance (5-10 min) to be headed by Kaixiong and Geraldine. To be settled by 7 September.	
<b>5.</b>	<b>14<sup>th</sup> Management Committee Polo Shirt</b>	All to note
5.1	Polo tee (Black) by Lavada must include the following: - WSC logo - 14 <sup>th</sup> Management Committee - Name - Portfolio PnP to place designs for the Shirt on a poll in yahoo groups by 7 September.	Di Ming
<b>6.</b>	<b>14<sup>th</sup> Management Committee Namecards</b>	All to note
6.1	PnP to place designs for the namecard on a poll in yahoo groups by 21 September.	Di Ming
6.2	Each main committee member will be issued 100 namecards.	

**7.**

**A.O.B**

All to note

- 7.1 WSC Room Key will be held one with Dency and 1 with Gina. Please inform Dency (Hall 8) at least 3 days in advance should you require the key.
- 7.2 Please inform Dency or Rachel at least one day in advance for items to be added into the agenda for meetings.
- 7.3 Minutes of meetings will be uploaded to yahoo groups/ emailed. 3 days window period will be given to check for errors before it will be sent to SAO.
- 7.4 Rejection letter template for unsuccessful applicants will be prepared and uploaded to yahoo groups soon. Please disseminate.
- 7.5 Standardised template for 'Signature' to be placed at the end of all work emails will be uploaded to yahoo groups.
- 7.6 Booking of SAC rooms can be done by any member of NTU. Booking of LTs, tutorial rooms, facilities from SRC, etc, must be done through Dency or Rachel.
- 7.7 MCYS-NCSS Service Learning Award application forms will be uploaded to yahoo groups. Special Projects are encouraged to apply.
- 7.8 Tap-A-thon: [www.tap-A-thon.com](http://www.tap-A-thon.com)  
Volunteers are welcome to participant in the above event on 6 September, 8.30am-6pm, Orchard Road, Youth Park.
- 7.9 Suggestion for book collection for Myanmar children. To be discussed further.
- 7.10 900 A7 Notebooks will be given at Appreciation Dinner.

**8.**

**Date of next meeting**

All to note

- 8.1 Date of next meeting: 6 October 2008 (Monday), 7pm, WSC room.
- 8.2 There being no other matters, the meeting was adjourned at 2115hrs.

Recorded by:

Lin Shumin  
Assistant Honorary General Secretary

Vetted by:

Low Ren Feng, Gina  
President