



NTU Welfare Services Club

Student Affairs Office

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

14th Management Committee

2nd Ordinary Meeting

WSC Room

6th October 2008

1900 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
	Lee Hup Kee	Special Project Officer
	Ong Jia Sheng	Special Project Officer
	Ng Boon Ming	Publication Officer
	Poon Di Ming	Publicity Officer
	Han Xiuyi	Social Entrepreneur
	Huang Ziqian	Social Entrepreneur
	Neo Kai Xiong	Media and Information Officer
	Huang Zhanxin	Asst. Media and Information Officer
	Koh Tee Seng	Volunteer Manager

Absent

esprit de volontaires

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

RECIPIENT OF THE COMMONWEALTH YOUTH GOLD AWARD 2004

Sai Tu Jian, Ryan
Robin Thadathil
Tan Yen Ling

Special Project Officer
Union Representative
Special Project Officer

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Agenda

1. Debrief for Appreciation Dinner
2. Retreat
3. Standard Procedures for Submitting of Proposals
4. WSC Website and Updating of Website
5. 14th Management Committee Name Cards
6. 14th Management Committee Photo-Shoot
7. Ignite Change
8. Attendance
9. NTU-LEaRN Scholars
10. Release of RSP Subscription
11. WSC Bonding Event
12. NTU Freeze
13. A.O.B
12. Date of Next Meeting

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Minutes

ITEM	ACTION BY
The meeting was called to order at 1915 hrs	
1. Debrief for Appreciation Dinner	All to note
1.1 Food was good for the price.	
1.2 There was no vegetarian food. Special arrangements could have been catered.	
1.3 Insufficient time for Management Committees to prepare performances for Appreciation Dinner.	
2. Retreat	All to note
2.1 Professor Choi will only return to Singapore after 28 December 2008. So, the retreat is to be held on 29 December 2008 – 31 December 2008; Aloha Loyang Chalet; Garden Bungalow 11	
3. Standard Procedures for Submission of Proposals	All to note
3.1 Proposals need to be vetted by one of the presidents before submission to Wendy.	
3.2 You can only book facilities or venues upon submission of proposals, not before.	
3.3 Proposal booking is usually approved within 2 weeks. For LT/TR Booking, please look for Dency in advance.	
3.4 Use WSC Letterhead to write letters/proposals. It will be uploaded on Yahoo Groups.	
4. WSC Website & Updating of Websites	All to note

4.1	Please update your own websites frequently.	
4.2	Feedback on Website: <ul style="list-style-type: none"> - Website's template is not very original. - Navigation is not very direct. - Sponsors should be updated. Everyone is to notify Kai Xiong of the latest/outdated sponsors by 20th October 2008. 	Kai Xiong
5.	Design of Name cards	All to note
5.1	Lavada Quotation: 100 cards for \$9.00 Name card will be vertical and the design will be that of Gavin's names. Create a customised template for every member to check for details.	Di Ming
6.	Photo-Shoot	All to note
6.1	Blazers can be borrowed from Careers Affairs Office. Each must be dry cleaned before returning.	
6.2	Date for Photo Shoot: 13 Oct, Monday, 7.30pm	
6.3	Everyone is to be dressed in black blazers/pants/shoes & white blouse/shirt/socks.	
7.	Ignite Change	All to note
7.1	Its aim is to instil the spirit of volunteerism in NTU students.	
7.2	The camp is open to all NTU students, including freshmen, in late July.	
7.3	The camp is intended to include volunteering to mark it as a unique camp compared to others. Visiting of beneficiaries is the main idea of the camp.	
7.4	Problems: New committee constituency; manpower; logistics; programme; some RSP beneficiaries cannot be visited; some beneficiaries may not be able to make time for events on weekdays.	
7.5	Partner corporate firms to support our events during the camp so as to meet budget constraints.	
7.6	Forward the email which will be sent out to your members to ask if they are interested in being part of the organising committee.	
8.	Attendance	All to note
8.1	Attendance has to be at least 75% to be awarded points.	

9.	NTU-LEaRN Scholars	RSPs to note
9.1	ASEAN scholars will be joining WSC RSPs next semester (except RSP Youth).	
10	RSP Subscription	All to note
10.1	For future budgets, please type in Microsoft Excel and do not use Windows Vista.	
10.2	Cheques should be addressed to NTU Students' Union (please check with your Financial Controller before informing donors.).	
10.3	Checklist for claims will be released soon.	
11	WSC Bonding Event	All to note
11.1	Bowling competition proposed by Public Relations committee. Tentative date is on the 17 th of December 2008, 1230-1730 at Civil Service Club Bukit Batok West Avenue 2.	
11.2	Each RSP is to try to bring about 15 members, and SPs and SCs about 7 members each. More are welcome.	
11.3	Each person is to pay \$5. This entails each to shoes, 3 games and refreshments.	
12	NTU Freeze	
12.1	2 weeks before event: to publicise event within WSC	All to note
12.2	22 October 2008, Wednesday, 12.30pm, Outside LT1A to Lee Wee Nam Library & Above Canteen B: Distribution of Flyers on the day; Ask friends to join in freezing.	
12.3	10 people per portfolio will freeze in a venue to promote WSC blog (updates, photos), to promote the spirit of volunteerism.	
12.4	Everyone is to have an identity (i.e. Everyone to wear WSC T-Shirt) so as to draw attention.	
12.5	Possible to put up banners and notice boards of WSC, or give out free wristbands with WSC blog website address on them.	
12.6	SAO has to approve of the event prior to execution.	Boon Ming
12.7	Inform Nanyang Chronicles or Tribune of event so as to raise publicity.	
13	A.O.B	All to note
13.1	Be spontaneous about issues to be raised during A.O.B	
13.2	Inform Kai Xiong & Boon Ming of the venue, date and activity prior to	

event. (For larger scale events)

13.3 Kids' World: 3rd – 5th December 2008

Recruitment/Registration: 22 – 24 October 2008, Canteen A & Canteen B

13.4 Ensure that equipment borrowed from WSC Room is returned in its original condition.

13.5 Collate sizes for the WSC T-Shirt and send to Di Ming by 12 October 2008.

14 Date of Next Meeting

14.1 Date of next meeting: 1 December 2008 (Monday), 2pm, WSC room.

All to note

There being no other matters, the meeting was adjourned at 2150hrs.

Recorded by:

Dency Cheng
Honorary General Secretary

Vetted by:

Low Ren Feng, Gina
President