



# NTU Welfare Services Club

Student Affairs Office

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

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

3<sup>rd</sup> Ordinary Meeting

WSC Room

1<sup>st</sup> December 2008

1400 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
	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
	Huang Zhanxin	Asst. 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

Tan Yen Ling

Ng Boon Ming

Union Representative

Special Project Officer

Publication Officer

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

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### **Agenda**

1. Retreat
2. Formalising of r/s btw RSPs and their organisations
3. 'Make-A-Wish' 2009 [by MILK, will be handled by the Hon Gens]
4. Sponsorships
5. Drafting of a basic 'Code of Conduct'
6. Ignite Change 2009
7. Fixed Assets
8. Publicity stints after being awarded the PSSA
9. Publicity guidelines [what the publicity materials should have!]
10. WSC Tee Shirts
11. AOB
12. Date of next meeting

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

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### Minutes

	ITEM	ACTION BY
	The meeting was called to order at 1410 hrs	
<b>1.</b>	<b>Retreat</b>	All to note
1.1	Retreat on 29 <sup>th</sup> - 31 <sup>st</sup> December, main discussion to be held on 30 <sup>th</sup> December.	
1.2	To review issues which were raised last year and identify current problems and corresponding solutions. 'Recruitment, Retention and Recognition' are the key strategies that we may focus on.	
1.3	Each committee (ie RSPs, SPs, SCs) to plan one game each, which will last between one to one and a half hours each.	
<b>2.</b>	<b>Formalising of r/s btw RSPs and their organizations</b>	RSPs to note
2.1	Memorandum of Understanding can be set up between the RSP and their respective organisation. Discussions can be carried out between the RSP and organisation to assess the feasibility of the MOU.	
2.2	To provide proper documentation and to facilitate better communication and organisation between the organisation and RSP. To ensure sustainability of activities and provide protection for volunteers as well. Each MOU will state certain terms that are necessary and will be reviewed probably annually.	
2.3	Cheng Hui will send out a rough template of an MOU which each committee can customise to their own needs. The draft should be submitted by end of January.	
<b>3.</b>	<b>'Make- A- Wish' 2009</b>	All to note
3.1	Organised by MILK, for underprivileged children.	
3.2	Donation drive to be held around Chinese New Year (late January/ early February). Each committee would probably be assigned 2 hour slots per day to man the booth. More details will be given by Dency	

and Rachel.

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|-----------|--|-------------|
| <b>4.</b> | <b>Sponsorships</b>  | All to note |
| 4.1       | Please start sourcing for sponsorships early, preferably more than 2 months in advance. Temples and churches are possible sources of sponsorship.  |             |
| 4.2       | PSSA, e- newsletter and individual committees' website, large pool of volunteers and manpower, double tax exemption for corporations, are some possible bargaining chips when sourcing for sponsors. Sponsorships can be sought to establish a long term relationship. A pool of sponsorships can be consolidated for easy reference and access. |             |
| 4.3       | Try to enquire how other universities and schools garner support from sponsors and try to develop an edge over them when garnering support from sponsors.  |             |
| <b>5.</b> | <b>Drafting of a basic 'Code of Conduct'</b>   | All to note |
| 5.1       | Drafting of Key Performance Indicators to assess WSC as a whole as well as within each committee. Some indicators may include: 'No. of volunteer hours', 'No. of new initiatives', 'Attendance', etc.  |             |
| 5.2       | This will be reviewed and discussed further during the retreat.  |             |
| <b>6.</b> | <b>Ignite Change 2009</b>  | All to note |
| 6.1       | Ignite Change 2009 committee has been set up and meetings will be held throughout December.  |             |
| 6.2       | Proposals will be churned out by the committee and will be circulated among the main committee. Inputs, suggestions and expertise will be greatly welcomed.  |             |
| <b>7.</b> | <b>Fixed Assets</b>  | All to note |
| 7.1       | New cupboards to be added to the WSC room. To include a trophy display case. Budget is \$4000.   |             |
| 7.2       | Quotations and suggestions are welcomed.   |             |
| <b>8.</b> | <b>Publicity stints after being awarded the PSSA</b>   | All to note |
| 8.1       | To change letterhead to include the PSSA, which is the highest social  | Rachel      |

	service award in Singapore.	
8.2	Chronicles and Tribune will cover the publicity for the award. PnP and MI to design templates to publicise the receipt of the new award.	PnP
<b>9.</b>	<b>Publicity guidelines</b>	All to note
9.1	New banner areas have been allocated by the school. Please check the notice boards to ensure all details and materials on them are accurate.	
9.2	Publicity materials must have the titles 'Nanyang Technological University' and 'Welfare Services Club'. These titles are to be larger in size than eg the Portfolio title.	
<b>10</b>	<b>WSC Tee Shirt</b>	All to note
10.1	Please collect the shirt money from WSC members and pass it to Gavin by next meeting (January).	
<b>11</b>	<b>AOB</b>	All to note
11.1	WSC Room Clean Up to be held on the 8 December, noon. Pantry area should be cleared up as well.	
11.2	WSC blog is up. Please invite all WSC members to visit, and comments/ updates/ materials to be placed on the blog are welcome. E- newsletter is up as well.	
11.3	Kid's World is on 3 <sup>rd</sup> -5 <sup>th</sup> December. Those interested in helping out can come down at 9.30am on the 3 <sup>rd</sup> at LT3.	
11.4	Patchworks has 10 signed-books by the President to be auctioned. An appropriate avenue/ event when the books can be auctioned to be sought. Suggestions welcome.	
11.5	An email can be sent out to all alumni members and all WSC members to thank them for their support and past services, in conjunction with the receipt of PSSA. A template will be designed by PnP and sent out as soon as possible.	PnP
11.6	Bowling competition to be held on the 23 <sup>rd</sup> of December 2008, 12-5pm at CSC (bukit batok). The map and details will be sent out, to be disseminated to all members. Each committee to try to get around 10 members to participate. Please revert the attendance to Dency by 12 <sup>th</sup> December.	
11.7	HI will inform us the details regarding their Christmas song- signing event. Please get everyone (members/ friends) to support the event, as well as the KFC Christmas Buddy Meal Promotion, as the proceeds will go direct to the tuition kids in HI.	

**12**            **Date of next meeting**

12.1    Date of next meeting: 9 January 2009 (Friday), 1930hrs, WSC room

12.2    There being no other matters, the meeting was adjourned at 1520 hrs.

All to note

Recorded by:

Lin Shumin Rachel  
Assistant Honorary General Secretary

Vetted by:

Low Ren Feng, Gina  
President