



# NTU Welfare Services Club

Student Affairs Office

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

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

4<sup>th</sup> Ordinary Meeting

WSC Room

9<sup>th</sup> January 2009

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
	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
	Tan Yen Ling	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
	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**

Tan Xin Yi  
Huang Zhanxin  
Robin Thadathil

RSP(HI) Coordinator  
Asst. Media and Information Officer  
Union Representative

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### **Agenda**

1. Documentation of Standard Operating Procedures (SOP)
2. Restructuring of the Management Committee
3. Possible Areas of Expansion
4. Giving Awards to Outstanding Volunteers
5. WSC Column in Tribune
6. Follow-up on PSSA
7. AOB
8. Date of next meeting

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### Minutes

ITEM	ACTION BY
The meeting was called to order at 1950 hrs	
<b>1. Documentation of Standard Operating Procedures (SOP)</b>  1.1 3 heads will standardise certain guidelines regarding SOPs for proposals, etc. 1.2 Reminder: Timely submission of monthly reports. 1.3 Individual portfolios to consider customised SOPs.	All to note
<b>2. Restructuring of the Management Committee</b>  2.1 Restructuring of supporting committees. PnP and MI to merge. 1 officer to sit in the management committee on behalf of the new combined committee. 2.2 Possible merger of FC, PR, and other supporting committees (eg Biz Mag). 2.3 Formation of new committee (Development/ Biz Mag) to take charge of sponsorship issues and issues on growth. Possible closure of Social Entrepreneurship. Gina will include this in her President's Address, to test response of possible recruitment new members into the committee.	All to note
<b>3. Possible Areas of Expansion</b>  3.1 Possible Areas for Expansion include: Action for AIDS- counsellors. Hospice- befrienders. Physically handicapped under Handicapped Welfare Association (HWA)- befrienders and home assistants. Singapore Children's Cancer Foundation- programs, play personnel, tutors, befrienders. PAVE- remedial programs.	All to note

	Make- A- Wish- granting wishes for children, helping out with programs.	
3.2	Issue to be kept in view.	
<b>4.</b>	<b>Giving Awards to Outstanding Volunteers</b>	All to note
4.1	Scanned signature of President and Club Advisor for testimonials to facilitate printing.	
4.2	Criteria for receipt of award (ie Gold, Silver, Bronze) For RSPs: Gold criteria- 90% Attendance	
4.3	Silver criteria- 85% Attendance Bronze criteria- 80% Attendance *All criteria subject to level of involvement as well	
	For SPs and SCs: Gold criteria- 20% of total strength Silver criteria- 20% of total strength Bronze criteria- Up to own discretion *All criteria subject to minimum 70% attendance, and level of involvement	
<b>5.</b>	<b>WSC Column in Tribune</b>	PnP
5.1	Secured column in Tribune. PnP to contact Tribune to finalise details. PnP to provide articles.	
<b>6.</b>	<b>Follow-up on PSSA</b>	PnP
6.1	Publicity to do up proposal for PSSA asap. Gina will announce the receipt of PSSA in her President's Address to all WSC members in the 3 <sup>rd</sup> week of January.	
<b>7.</b>	<b>AOB</b>	All to note
7.1	Please support canvassing activities, new year cards from VH, bak kwa from OVE and COR, notebooks and clay trinklets from COR. Canvassing emails to be sent by respective coordinators, so please disseminate.	
7.2	Recruitment drive 2009- One person from each portfolio to volunteer to join the recruitment drive committee, alongside PR. Names to be given to Hon Gens by end of the month, 31 <sup>st</sup> January.	
7.3	Please refresh to WSC members regarding HAS points allocation.	

- 7.4 OVE Recruitment Drive- 12/13 January, 6.30pm WSC room. Please disseminate to all members.
- 7.5 HAS template to be sent by Hon Gens asap. To be sent back by 31<sup>st</sup> January for entry into system.
- 7.6 Please pass WSC main committee tee-shirt money to Gavin next meeting.

**8. Date of next meeting**

All to note

Date of meeting to be on 2<sup>nd</sup> February, 1930 hrs.  
Meeting adjourned 2145 hrs.

Recorded by:

Lin Shumin Rachel  
Assistant Honorary General Secretary

Vetted by:

Low Ren Feng, Gina  
President