



NTU Welfare Services Club

Student Affairs Office

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

14th Management Committee

6th Ordinary Meeting

WSC Room

6th March 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
	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
	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

Robin Thadathil
Tan Yen Ling
Ng Boon Ming
Sai Tu Jian, Ryan
Huang Zhanxin

Union Representative
Special Project Officer
Publication Officer
Special Project Officer
Asst. Media and Information Officer

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Agenda

1. Usage of WSC notice boards
2. WSC Endowment fund
3. Amendment of constitution to include Special Project Committee
4. Restructuring of WSC
5. Naming the combined committees
6. Structure and membership
7. WSC recruitment
8. Potential Sponsor: Spectacle Hut
9. Face of WSC
10. AOB
11. Date of next meeting

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Minutes

	ITEM	ACTION BY
	The meeting was called to order at 1945 hrs	
1.	Usage of WSC notice boards	All to note
1.1	Updates	
1.2	Send any event updates to Di Ming	
1.3	Leave 25% of the board for sponsors	Di Ming
2.	WSC Endowment Fund	RSPs to note
2.1	Principal amount: DO to work together with us to source for donorship	
2.2	Pledge card to be sent to WSC alumni (Requires Full Name, Matric No & IC No)	
2.3	Accumulated funds can only be used to purchase fixed assets.	
2.4	Draft of Endowment fund will be sent to all for inputs.	
3.	Amendments of constitution to include Special Project Committee	All to note
3.1	Include special projects in constitution to formalise projects to give these committees more recognition (necessary to run for election, if successful)	
3.2	Amendments will be proposed at the next AGM.	
4.	Restructuring of WSC	All to note
4.1	Merger of PnP and MI to PnP	
4.2	Supporting Committees may be considered in the restructuring at a later time, if needed.	
4.3	Biz Manager Committee will become Development Committee.	
4.4	Publicity Liaison Officer belongs to RSP. He will be in charge of communicating updates, write-ups, photos and any publicity material to the PnP Committee. If the committees lack photographers/writers, he can approach PnP for help	

4.5	PnP will be in charge of collating all the information and updating the media of WSC. Also, PnP should include roles of webmasters, liaison officers, creative directors, etc to be in charge of newsletters, yearbook,	
4.6	notice boards, publicity, designs. Recruiting more than the actual needed number of members is to prevent shortage of active members over the term.	
4.7	Development Committee's directions to be discussed in future meetings.	
5.	WSC Recruitment	All to note
5.1	NTU Open House (SBS): All Management Committee members to be present during the event.	
5.2	NTU Open House: Possible to sell items for canvassing (Please inform Rachel by 8 March 2009)	
5.3	WSC Fair: Walkway outside Nanyang Auditorium (2 nd week of Semester 1) Necessary to source for sponsors soon.	
5.4	WSC Booklet: submit committee details to Boon Ming by Week 10	
5.5	NTU Freeze: Can be changed to t-shirt day every semester	
5.6	T-Shirt Day: to be held this semester, on 18 March 2009 (Wed)	
5.7	WSC Founders' Day / Happy Volunteer's Day to be celebrated upon confirmation of dates	
6.	Spectacle Hut as our Sponsor	All to note
6.1	Sponsoring vouchers, prizes, etc, for events	
6.2	Exploration into other companies for more sponsorships	
6.3	Sponsor Benefits given: Publicity, Help in Lasik campaign to collect old spectacles for third world countries.	
7.	Face of WSC	All to note
7.1	Update online media and sites regularly in case potential sponsors chance upon our websites	
7.2	Update blogs Regularly (important)	Boon Ming
7.3	Write comments and post events on Facebook to keep it updated	All
8.	AOB	All to note
8.1	Yearbook: Submit a thank-you note, photos, committee members' names to Boon Ming by the deadline	

- 8.2 Change of location of WSC notice board to near the Photo booth
- 8.3 Deadline for money to be claimed and paid for is 13 March 2009.
- 8.4 Printing of the 3000 WSC Brochure to be done by Open House

12 Date of next meeting

- 12.1 Date of next meeting: 30 March 2009 (Monday), 1930hrs, WSC room
- 12.2 There being no other matters, the meeting was adjourned at 2145 hrs.

All to note

Recorded by:

Lin Shumin Rachel
Assistant Honorary General Secretary

Vetted by:

Low Ren Feng, Gina
President