



Nanyang Technological University Welfare Services Club

Student Affairs Office
Student Services Centre Level 6, 42 Nanyang Avenue, Singapore 639815
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14th Management Committee

7th Ordinary Meeting

WSC Room

30th March 2009

1930 hours

Members in Attendance

Present	Low Ren Feng, Gina	President
	Tan Cheng Hui	Vice President
	Fitri Juniwati	Vice President
	Lin Shumin	Assistant Honorary General Secretary
	Tan Xin Yi	RSP(HI) Coordinator
	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
	Sai Tu Jian, Ryan	Special Project Officer
	Tan Yen Ling	Special Project Officer
	Poon Di Ming	Publicity Officer
	Han Xiuyi	Social Entrepreneur
	Neo Kai Xiong	Media and Information Officer

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

Cheng Lin Shi, Dency	Honorary General Secretary
Chan Yao Zhong Gavin	Financial Controller
Tay Yong Hwee, Ronald	RSP(FOC) Coordinator
Zhong Shuhui	RSP(VH) Coordinator
Lee Hup Kee	Special Project Officer
Ong Jia Sheng	Special Project Officer
Huang Ziqian	Social Entrepreneur
Ng Boon Ming	Publication Officer
Huang Zhanxin	Asst. Media and Information Officer
Koh Tee Seng	Volunteer Manager
Robin Thadathil	Union Representative

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Agenda

- 1) CCA Fair
- 2) Recruitment Fair: WSC Fair, Welcome Tea, Interviews
- 3) Testimonials: Setting criteria for Gold, Silver or Bronze
- 4) Ignite Change
- 5) Spectacle Hut MOU
- 6) Endowment Fund Status
- 7) WSC T-Shirt Day
- 8) AOB
- 9) Date of Next Meeting

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Minutes

	ITEM	ACTION BY
	The meeting was called to order at 2010 hrs	
1.	CCA Fair	All to note
1.1	To be held on 17-19 August at North Spine. Booth manning help is required, more details to be given later.	
2.	Recruitment Fair: WSC Fair, Welcome Tea, Interviews	All to note
2.1	WSC Fair to be held on 18-20 August. 18-19 August at LT1A and 20 August at Canteen B (subject to approval). Panels and tables will be provided by the events company. To apply for SAO grant as well.	
2.2	Welcome Tea to be held on 20 August, evening. Venue unconfirmed but likely to be at one of the LTs.	
2.3	A fixed template for the forms for Recruitment Interview will be churned out.	
3.	Testimonials: Setting criteria for Gold, Silver or Bronze	All to Note
3.1	To refresh, criteria for receipt of award (ie Gold, Silver, Bronze) For RSPs: Gold criteria- 90% Attendance 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

Management committee will be awarded Gold

3.2 Please think about the rankings. Yearbook details to be sent to Boon Ming by 4 April. Testimonials for all volunteers to be submitted by 30 June.

3.3 PnP to design new testimonial template by 15 May. Check with Lavada for quotations on printing costs for 1) Printing the words in colour and 2) Using coloured paper. Note for PnP to print the WSC logo bigger, and overall font size to increase.

3.4 Testimonials will be given out during Appreciation Dinner, tentatively during September, recess week. To look out for suitable restaurants, ~\$15 per pax, 280 pax.

4. Ignite Change

All to Note

4.1 To be held on 21-24 July. Campers will stay at Camp Sarenboon. Programme:

1st day= Raising awareness for hunger

2nd day= Befriending with beneficiaries from AWWA ID (held in NTU)

3rd day= Gardening @ SADF

4th day= Cook-out with the Elderly

4.2 Looking for cash donors.

5. Spectacle Hut MOU

All to Note

5.1 MOU has been signed, effective 1st May. Cheng Hui will post up the relevant form to fill up to ask for Spectacle Hut vouchers. Instructions are available on the form. Cash sponsorships are not available, and for prize sponsorships, please keep it below \$200.

Further dealings with Spectacle Hut will be dealt with by the

5.2 Development Committee in the future.

6. Endowment Fund Status

All to note

6.1 Legal issues are outstanding.

6.2 Funds will be allocated depending on your committee and if a donor specifically wishes to direct the donation to your committee, it will be allocated 100% to you. Note that not more than 30% of the funds can go towards publicity, ie 70% must be channelled to helping your beneficiaries.

6.3 Details of the alumni of WSC are stored in the HAS records, with the Hon Gens.

7. WSC T-Shirt Day

All to note

7.1 Response was quite good. WSC Tee Shirt Day will now be held once per semester. Next Tee Shirt Day likely to be on 17 Aug, to gain publicity for recruitment drive.

8. AOB

All to note

8.1 Sponsors page to be done up asap. Main page should show details of the awards received.

8.2 A reminder to submit monthly report for March asap.

8.3 Look out for potential leaders, to join in with our meetings from June onwards.

8.4 OVE will be going overseas from 19 July- 2 Aug. CoR from 13-16 June. OVE awaiting confirmation if sponsorship from YEP is approved.

8.5 Elders collaborating with Tampines GRC to hold an amazing race cum carnival on 27 June, 9am- 1pm, Chang Kat CC. More volunteers may be needed (OVE to note). Main role is to be ushers or join in with the amazing race. Elders to submit proposal to SAO.

8.6 Sessions for Boy's Hostel will change to Wednesdays. Boys' Home and Girls' Home sessions on Thursdays and Saturdays respectively.

9. Date of Next Meeting

All to note

Date of meeting to be on 4th May, 1930 hrs, Hans @ Raffles Place.
Meeting adjourned 2110 hrs.

Recorded by:

Lin Shumin Rachel
Assistant Honorary General Secretary

Vetted by:

Low Ren Feng, Gina
President