



NTU Welfare Services Club

Student Affairs Office

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

14th Management Committee

9th Ordinary Meeting

Hans @ Raffles

8th June 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
Koh Tee Seng	Volunteer Manager
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
Ng Boon Ming	Publications Officer
Zhong Shuhui	RSP(VH) Coordinator
Lee Hup Kee	Special Project Officer
Ong Jia Sheng	Special Project Officer
Tan Yen Ling	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
Tay Yong Hwee, Ronald	RSP(FOC) Coordinator

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

Union Representative

Huang Zhanxin

Asst. Media and Information Officer

Chan Yao Zhong Gavin

Financial Controller

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Agenda

1. Testimonials
2. Youth Olympic Games
3. Annual General Meeting
4. WSC Fair
5. Recruitment Interviews
6. Welcome Tea
7. Appreciation Dinner
8. Ignite Change Dry Run
9. Restructuring
10. Yearbook
11. AOB
12. Date of Next Meeting

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Minutes

ITEM	ACTION BY	
		The meeting was called to order at 1945 hrs
1.		Testimonials
		All to note
1.1		Deadline: end June 2009
1.2		Gina will be sending out a template for testimonials. All to prepare specific details to upload on Yahoo Group.
1.3		One-page testimonial with a 'badge' printed
2.		Youth Olympic Games
		All to note
2.1		To be held in August 2010. Next academic year will be starting a week later on 11 August 2009.
2.2		Arts/Social one week event to engage the YOG participants as volunteers
2.3		VM/CurL to get back to Gina by 9 June 2009.
3.		Annual General Meeting
		All to note
3.1		Deadline for submitting report: end July 2009
3.2		Check for spelling mistakes & names of events
3.3		Upcoming Committee will be making changes to the Constitution.
4.		WSC Fair
		All to note
4.1		12, 13, 14 August 2009 (1 st week of school)
4.2		To publicise Fair, help from committees is needed to distribute

flyers during the Welcome Ceremony on 5, 6, 7 August 2009, 9.30am-11.30am, Nanyang Auditorium, in WSC Tee.

5.	Recruitment Interviews	All to note
5.1	Time: 24-25 August 2009	
5.2	Venue: TR1 – TR15	
6.	Welcome Tea	All to note
6.1	20 August, Wednesday, 7pm, LT 1 (Union Day: 27 Aug 2009)	
6.2	Successors to submit slides/videos to Kai Xiong by 25 July	
6.3	2009	
6.4	Order: Special Projects, RSP, Supporting Committees	
6.5	5 minutes for all, 10 minutes if with performances	
6.6	Election dates to be reconfirmed.	
7.	Appreciation Dinner	All to note
7.1	Yunnan View Restaurant, 19 September 2009, 1 st Saturday of Recess Week	
7.2	All to submit numbers to Gina by 26 June 2009.	
7.3	Venue inaccessible by foot; accommodates 450 people.	
8.	Ignite Change Dry Run	All to note
8.1	Dry Run: 20 June 2009, 8.30 am, WSC Room	
8.2	Bachelor in Social Work course offered by Monash University, we are offered a discounted rate of \$10,000. Look for Cheng Hui if interested.	
9.	Restructuring	All to note
9.1	New identity of PnP & MI to be discussed.	
9.2	Still sourcing for people to form Development Committee: job scope: canvassing – endowment fund	

10.	Yearbook	All to note
10.1	Progress is half month behind schedule but work is 70% done.	
10.2	Theme: Colours of Life; Style: Magazine, using Adobe to design	
10.3	First draft to be out by 15 July, Finalisation by 31 July, To be printed by 11 August	
10.4	To send out template to all members to ask them whether to purchase a copy	
10.5	Cost of a Copy: \$10	
10.6	Send categorisation of volunteers to Boon Ming by end June 2009.	
10.7	4 Main Sections: Senior Appreciation, Events, Interviews, General Articles	
11.	AOB	All to note
11.1	Give possible contacts of printing services to Gina if any.	
11.2	Gina will be negotiating for an earlier date to move into halls of residence.	
11.3	Gina will be giving feedback to SAO regarding the HAS system	
12.	Date of next meeting	
12.1	Date of next meeting: 17 July 2009 (Friday), 1930hrs, WSC Room	All to note
12.2	There being no other matters, the meeting was adjourned at 2050 hrs.	

Recorded by:

Dency Cheng
Honorary General Secretary

Vetted by:

Low Ren Feng, Gina
President