



# Nanyang Technological University Welfare Services Club

Student Affairs Office  
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## 17<sup>th</sup> Management Committee

2<sup>nd</sup> Ordinary Meeting

WSC Room

5<sup>th</sup> October 2011

1930 hours

### Members in Attendance

Present		
	Chua Ming Chee (Terren)	President
	Goh Kok Yong	Vice President
	Sylvia Ang Hui Wen	Vice President
	Nur Fathiah Binte Abdul Malik	Honorary General Secretary
	Irna Binti Jumahat	Assistant Honorary General Secretary
	Han Zhengjie	RSP(Elders) Coordinator
	Maryam Binte Mohamed Mokhtar	RSP(Youth) Coordinator
	Adrian Chew JunRen	RSP(HI) Coordinator
	Lim Li Ting	RSP(FOC) Coordinator
	Ng Peng Chong, Lester	RSP (VH) Coordinator
	Tang Siang Ning	RSP (PC) Coordinator
	Choong Hoe Wei Ryan	Special Project Officer (CurL)
	Jenson Yip Jing Min	Special Project Officer (COR)
	Liu Ying	Special Project Officer (OVE)
	Chin Jing Yi, Claire	Publicity and Publications Officer
	Cai Wensheng	Ignite Change Chairperson
	Devanshu Dalmia	GO! Chairperson
	Ng Hui Leng	Volunteer Management Chairperson
	Stephanie Chandra	Financial Controller

*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**

Leong Woon Chuan

Low Mei Xiu

Ang Hua Huang

Nitish Ramkumar

RSP(ID) Coordinator

RSP(Youth) Coordinator

Student Union Representative

Student Union Representative

## 17th Management Committee

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### Agenda

1. Portfolio Updates
2. Review of AAD
3. Testimonial, WSC Shirt, Main Comm Shirt & Name Card
4. Administration- Checking of Email Accounts
5. First Bi-Semester Report
6. AOB
7. Date of Next Meeting

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

5<sup>th</sup> Ordinary Meeting  
WSC Room  
28<sup>th</sup> February 2011  
1930 hours

### Minutes

	ITEM	ACTION BY
	The meeting was called to order at 1943 hrs	
1.	<b>Portfolio Updates</b>	All to note
1.1	<b><u>FC</u></b> Financial Briefing was held on the 4 <sup>th</sup> of October. Processing of the claims will be completed soon. GO! and PC do not have any GL account yet.	
	<b><u>VM</u></b> Psoriasis Awareness Booth on the 5 <sup>th</sup> Oct and 6 <sup>th</sup> Oct, 2011. Kids' World Volunteer Recruitment Drive coming up.	
	<b><u>RSP Youth (girls)</u></b> VOC was held on 30 <sup>th</sup> of Sept and was a success. Will be working with kids whose parents are in prison. (mentoring session) Planning under development.	
	<b><u>RSPVH</u></b> Had joint canvassing with Elders. Raised \$3800. Annual Christmas event at Bird Park will be held on the 18 <sup>th</sup> Dec.	
	<b><u>PR</u></b> Second meeting on 6 <sup>th</sup> Sept to discuss on idea for Bonding Event I which will be held on the semestral holidays. Amazing Race/ Treasure Hunt.	
	<b><u>RSPFOC</u></b> All freshmen had started their session.	

One centre had concluded their family day.

Regular activities ongoing at the other centres.

First event will be held on the 17<sup>th</sup> Dec. 30 freshmen to help in planning process.

Detail of the event:

Carnival games in morning.

Expected turnout : 150 kids -200 kids

Theme : Christmas

Logo and website for FOC was changed.

**RSP Elders**

Mid autumn festival on Aug 17<sup>th</sup>. Had own volunteers to perform for elderly. 25<sup>th</sup> Sept - karang guni.

26<sup>th</sup> Sept - bonding chalet.

1<sup>st</sup> October – Effective Communication Course for volunteers.

Upcoming event : Induction programme on the 8<sup>th</sup> Oct.

Session will be officially starting on 15<sup>th</sup> Oct.

Christmas celebration for both AWWA and Ren Ci.

**OVE**

General meeting was held a month ago and the roles for each member had been allocated.

A meeting on the 7<sup>th</sup> Oct to vote/determine which country to go to. (Laos/Vietnam/China)

Business managers are finding for canvassing opportunities.

**IqC**

Diabetes Awareness Day held.

The post event report was sent.

The team will be starting on their visits.

7<sup>th</sup> Oct – Visiting FOC'S kids weeks.

8<sup>th</sup> Oct – Visiting VH.

Business managers are finding for canvassing opportunities.

An VH event was planned to held at the same stage.

Carnival style expected as the programme.

**GO**

Had the second meeting on the 7<sup>th</sup> Oct.

New logo for GO.

13<sup>th</sup> and 14<sup>th</sup> Oct, booths. Selling Patchwork books (10/each) and silicone bands (\$2/each).

60% of the proceeds will be directed to the Patchwork's beneficiaries.

40% to GO.

15<sup>th</sup> Oct, team will be heading down to staff quarters to sell books door to door.

Books will be sold to teachers via email and online.

Preparing proposal for WSC Walk. Rough draft by Friday.

Proposal for this event will be finalised by the week of Dec 1<sup>st</sup>

### **CurL**

Orientation was carried out during recess week.

Will be visiting the ID centre on Saturday, which acts as a formal visit to the beneficiary

### **COR**

New volunteers end late Oct sign language course.

Conducted VOC last week with RSPHI.

Vote for itinerary and country during end Oct.

### **RSPHI**

Will be conducting a Christmas song signing session.

### **PC**

10-week enrichment course (Archery or dragon boating) for beneficiaries in 2<sup>nd</sup> sem

## **2. Review of AAD**

All to Note

### **2.1 Feedback:**

Cake cutting session – awkward.

No door gifts.

Improper timing. 6.30pm start whereas most are still working.

Food not worth \$10.

Drinks very diluted/concentrated.

The commencement of the games was not ideal as they were held during dinner. This left invitees with nothing to do once the games session had ended, after dinner.

Picture hunt game – images projected too small.

No involvement of the members. A sort of awards should be held.

Gifts not desirable.

No sense of appreciation celebration.

Why should senior paid when it is an appreciation dinner?

Should quote the restaurant a budget so that all volunteers don't have to pay for the dinner.

Absence of Best Dressed awards.

Conclusion:

To ensure the planning of AAD starts early.

Possible venue for the next AAD : club. On weekday.

Awards to be given to the committed members.

2.2 VOC:

Should not be an info-sharing session / WSC workshop.

Educational part is merely to create an identity as a WSC member.

**3. Testimonial, WSC Shirt, Main Comm Shirt & Name card** All to Note

3.1 T-shirts and name cards can be collected on Monday.

3.2 If portfolio needs to change size or quantity of shirts, can exchange with the buffer stocks.

3.3 Logo need to change by Sunday.

**4. Administration- Checking of Email Accounts** All to Note

4.1 Check email daily and acknowledge the email.

**5. First Bi-semester Report** All to Note

5.1 Fill in content accordingly. Write it concisely.

5.2 Pictures to be action photos, and of high resolution.

5.3 Submit by end of next Friday, 14<sup>th</sup> October, in the folder "Monthly Report" on Yahoo Groups.

**6. AOB**

All to Note

6.1 Sponsorships.

- GO! will be sending emails seeking for sponsorship on club level basis.
- Sponsorship obtained by GO! Will be channelled to WSC events and not to any specific portfolio
- Portfolio heads should feel free to approach any companies or organization for sponsorship.

6.2 Main Comm Retreat.

- Ryan, WS and LY to check price for islands (pangkor, redang and langkawi)
- Bintan and batam – Stephanie and Lester
- Genting – Zheng Jie and Jenson
- Polls on the dates will be uploaded online.

**7. Date of Next Meeting**

2<sup>nd</sup> November 2011

Meeting adjourned 2217 hrs

Recorded by:

Irna Binti Jumahat

Assistant Honorary General Secretary

Vetted by:

Chua Ming Chee (Terren)

President