



Nanyang Technological University Welfare Services Club

Student Affairs Office
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15th Management Committee

2nd Ordinary Meeting

WSC room

5th October 2009

1930 hours

Members in Attendance

Present	Lee Ker Hang Eugene	President
	Dency Cheng	Vice President
	Koh Tee Seng	Vice President
	Koh Tze Hao Fabian	Honorary General Secretary
	Karen Goh	Assistant Honorary General Secretary
	Mah Siew Wai	Financial Controller
	Tan Ying Ru	Publicity and Publications Officer
	Bharath Vijay Palukurthi	Growth and Development Officer
	Goh Pei Yong	RSP(ID) Coordinator
	Nur Adillia Binte Ayouh	RSP(Youth) Coordinator
	Ng Weiyang	RSP(Youth) Coordinator
	Huang Zhilian	RSP(FOC) Coordinator
	Teo Shumin	RSP(VH) Coordinator
	Ng Shi Hui	RSP(HI) Coordinator
	Edmund Khoo	Special Project Officer
	Goh Yeh Lin	Special Project Officer
	Ng Li Sha	Special Project Officer
	Chew Sin Yee	Special Project Officer
	Cheng Wai Keung Wicky	Volunteer Manager

Absent

Choong Yi Lian Elaine	RSP(Elders) Coordinator
Tung Kwai Jie Crystal	Union Representative

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)

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Agenda

- 1) Debrief for Appreciation Dinner
- 2) Strategic Retreat
- 3) GDU Update
- 4) Attendance
- 5) Photo-shoot
- 6) Ignite Change
- 7) PR Bonding Events
- 8) PAYM
- 9) RSP Subscription
- 10) Update Individual websites and NTU mail
- 11) AOB
- 12) Date of Next Meeting

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Minutes

	ITEM	ACTION BY
	The meeting was called to order at 1940 hrs	
1.	Debrief for Appreciation Dinner	All to note
1.1	Food was good and enough. Queues were very long.	
1.2	Location could be more centralized. However, cannot help it due to low budget.	
1.3	Sitting arrangements could be improved.	
1.4	Ambience was good.	
1.5	There should be provision for Halal food, as well as better presentation.	
1.6	MC was funny and good.	
2.	Strategic Retreat	All to Note
2.1	Budget will be around \$80/person based on package (inclusive of transport, food, etc). Bring extra cash for seafood dinner/lunch!	
2.2	Location confirmed at Kukop.	
2.3	Retreat dates confirmed 3 days 2 nights: 28-30 Dec 2009.	
2.4	All committees to ask predecessors to come.	
2.5	Everyone to check passport expiry date and renew passport if necessary.	
3.	GDU Update	All to Note
3.1	GDU has come up with proposal for sponsorship for WSC as a whole that will soon be ready to be sent out to sponsors	
3.2	GDU trying to come up with contact list of potential sponsors.	
3.3	GDU will help FOC work out a possible collaboration with Hall 12.	
3.4	All committees to make sure biz mags go for GDU meetings. Bharath to inform 15 th committee about updates and GDU meetings so all	Bharath/All

committee heads can help to enforce and be updated on what Biz Mags are doing. Bharath can upload minutes of GDU meetings on yahoogroup.

3.5 All committees to start with own sponsorship first

3.6 Bharath to send information on endowment fund to Yingru for PnP to design cards. Bharath

4. Attendance

4.1 For RSPs, volunteers will need at least 75% attendance to pass and get minimally 3 points.

4.2 Volunteers with positions such as Vice Chairman, Centreheads can get 7 points.

4.3 Sub Committee heads (e.g Biz Mag, Programmer, etc) will get 5 points.

4.4 One way for members to gain points is to organise events.

4.5 All committee heads can refer to predecessors for reference on how to allocate points.

5. Photo-shoot

All to Note

5.1 Date of photoshoot 19th Oct, Monday, Deepavali. Same date as outing.

5.2 Timing likely to be after 2pm.

5.3 Photoshoot will be full body shot. So all to bring full formal attire.

6. Ignite Change

All to note

6.1 Chairman and Vice-Chairman positions are open. All committee heads to ask own committees if their volunteers are interested in the positions and get back to Eugene by next Monday 12 Oct

6.2 Ignite Change committee can be composed of more volunteers from other committees rather than mostly just one committee e.g HI.

7. PR Bonding Events

All to note

7.1 Bowling event last year was quite fun. Could be an annual thing.

7.2	One idea for PR event is 'shi zhi lu kou'. Volunteers from different committees can be separated into a team as they race around Singapore for the food hunt.	
7.3	Proposed date first week of January 2010 4 th to 6 th , excluding weekend.	
8.	PAYM	All to note
8.1	PAYM hoping to promote their organisation through sharing sessions at our events.	
8.2	Can be sponsors for our events. Committee heads who are keen to incorporate PAYM into events feedback to Eugene by next Mon, 12 Oct. Eugene will send PAYM email through yahoogroup.	
8.3	If approached by other external organizations, refer to Eugene for him to handle. Weiyang will send proposal by AMK Hub Youth centre to Eugene.	
9.	RSP Subscription	All to note
9.1	Budget already sent to SAO and pending approval.	
9.2	SAO tends to allocate more money in first semester. So suggestion is to buy more stuff during first semester first so that there will not be budget problems in second semester.	
10.	Update Individual websites and NTU mail	
10.1	PnP to update WSC website and make sure links to different committees are there.	Yingru
10.2	All committee heads to make sure that their website is functioning and existing.	
10.3	Do not keep changing your logos. Make your identity stable.	
10.4	Check NTU email regularly as school may send us stuff.	
10.5	PnP to do up noticeboard asap.	Yingru
10.6	Tribune has a WSC column for us to showcase what our portfolios have done. Yingru to check with editor if we can put up sponsor logos. Committee heads to inform Yingru about events so PnP can cover or Tribune can have articles on our events.	Yingru/All

11.	AOB	All to note
12.1	Currently WSC is looking to fill the role of club adviser. If anyone knows any Prof who may be suitable, approach them but be discreet.	
12.2	All committees to ask their members who needs WSC t-shirt and sizes and let Yingru know by next Monday, 12 Oct.	
12.3	All committees to let Yingru know if they have good t-shirt printer contacts by next Monday, 12 Oct.	
12.4	PnP to work out design for WSC jacket but not priority for now.	Yingru
12.5	<p>OUTING: Mon, 19 Oct. BBQ</p> <p>Will be in school but venue TBC, timing in the afternoon.</p> <p>Whoever to be in charge of food, logistics, programme, etc to be confirmed by Dency and Tee Seng.</p>	
12.	<p>Date of Next Meeting</p> <p>Date of meeting to be on 2 Nov, 1930 hrs, WSC Room.</p> <p>Meeting adjourned 2140 hrs.</p>	All to note

Recorded by:
Karen Goh Sok Hui
Assistant Honorary General Secretary

Vetted by:
Lee Ker Hang Eugene
President