21ST NTU STUDENTS’ UNION EXECUTIVE COMMITTEE
C/O STUDENT AFFAIRS OFFICE 42 NANYANG AVENUE STUDENT SERVICES CENTRE LEVEL 6 SINGAPORE 639715 FAX: 67932564

NANYANG TECHNOLOGICAL UNIVERSITY
21st Students’ Union Executive Committee
First meeting of the 21st NTUSU EXCO

Date: 7th September 2011
Time Started: 1930hrs
Venue: SAC Students’ Union Conference Room

Present On Time | Position Held
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1. Mr. Ramanan Kumarasamy | NTUSU President
2. Mr. Nitish Ramkumar | NTUSU Vice President (Business and Corp Comm)
3. Mr. Yan Xia | NTUSU Vice President (Student Activities and Welfare)
4. Ms. Ang Hua Huang | NTUSU Honorary General Secretary
5. Ms. Marchelina Vincensia | NTUSU Honorary Financial Secretary
6. Ms. Michelle Pung Hui Lee | NTUSU Welfare Executive
7. Ms. Charisse D’Souza | NTUSU Publication Executive
8. Mr. Tommy Susanto | NTUSU Logistics Executive
9. Ms. Yong Yee Shi Elda | NTUSU Human Resource Executive
10. Mr. Zhang Zhong Yi | NTUSU Financial Controller
11. Mr. Foo Shi Yang Clement | NTUSU Orientation Executive
12. Ms. Lee Siau Li | NTUSU Student Relations Executive
13. Mr. Saw Sheng En | NTUSU Events Executive
14. Mr. Reinardus Surya Pradhitya | NTUSU Media and IT Executive
15. Mr. Shi Yan | NTUSU Student Services Executive
16. Mr. Koh Jie Qi | NTUSU Corporate Liaison Executive
17. Mr. Christian Wihananto | NTUSU Business Projects Executive
18. Mr. Ng Chuan Swee Clarence | NTUSU Publicity Executive

The meeting was called to order at 1938hrs.

AGENDA:
1. Introduction
2. Recruitment Drive
3. Updates on investiture
4. Updates on photo shoot
5. Expectations of an EXCO
6. A.O.B

Note/Action
Item 1: Introduction

- A round of brief introduction was carried out around the table with the name, course/year and position presented.

  ➔ Yong Yee Shi Elda, Human Resource Executive: In charge of recruitment drive, investiture, council bonding and the keying in of ECA records.

  ➔ Reinardus Surya Pradhitya, Media & IT Executive: In charge of SU online services such as U-Talk forum, U-facility online booking system etc.

  ➔ Christian Wihananto, Business Projects Executive: Take cares of U-push carts, U-flea market and Union Shop. Look for chances to bring in new business initiatives or projects.

  ➔ Michelle Pung Hui Lee, Welfare Executive: In charge of the U-Study Campaign committee and Peer Tutoring Service committee.

  ➔ Tommy Susanto, Logistics Executive: Checking the maintenance of the SAC Union Conference room and meeting rooms, Global Lounge, U-Relax One Corner (U-ROC), U-facility and Ad-hoc subcommittees.

  ➔ Charisse D’Souza, Publication Executive: In charge of the Tribune team.

  ➔ Shi Yan, Student Services Executive: Take cares of the shuttle bus services and printing services in SAC.
Foo Shi Yang Clement, Orientation Executive: Handles orientation events such as Welcome Week, NTU Open House, Union Orientation Camp and MOE-PRC camp.

Lee Siau Li, Student Relations Executive: Collect feedbacks through the U-Shout boards and U-Talk forum.

Saw Sheng En, Events Executive: In charge of BP-mentoring, International Cultural and Travel Fair (ICTF), Ministerial Forum and Students’ Fund.

Koh Jie Qi, Corporate Liaison Executive: In charge of Integrated Career Opportunities Network (ICON), NTUnique and AAO committee.

Ng Chuan Swee Clarence, Publicity Executive: Takes charge of the graphic designs for posters, banners, Union designer team and SU bus stop notice boards.

Zhang Zhong Yi, Financial Controller: process reimbursements and claims for events.

Marchelina Vincensia, Honorary Financial Secretary: budgeting of all events in SU and handles reimbursements.

Ang Hua Huang, Honorary General Secretary: Typing of Council and Exco meeting minutes, part of the disciplinary committee, U-facility accounts creation and collate AGM and post event reports.

Yan Xia, Vice President – Welfare and Student Activities: Oversees and guides the work of the welfare and student
activities divisions.

⇒ Nitish Ramkumar, Vice President - Business Corporate Communication: Oversees and guides the daily operation of the business and corporate communication divisions. Brings in new business initiatives.

⇒ Ramanan Kumarasamy, President: Set clear directions for the Exco and lead the team, sits in both the disciplinary and HASIC committees. Liaise with the University administration and external parties.

- Yong Yee Shi Elda shared a video on teamwork with the Exco members.

- Ice breaker game ‘Name Yourself Again’ was conducted. Each of the Exco formed a new word by scrambling the letters in their names. A new definition of the names was shared with the rest of the Exco about their hopes and visions for the committee.

Item 2: Recruitment Drive

- Structure and job scopes of all committees to be sent to Yong Yee Shi Elda by Thursday, 8th September, 10.00pm.

- Registration link for the recruitment drive to be sent through mass email.

- Recruitment Drive to be held on Monday, 12th September and Wednesday, 14th September at SAC.

- Yong Yee Shi Elda to send the names of the signed up interviewees to the Excos on Sunday, 11th September.

- All Excos to send the structure and job scopes of their committees to Yong Yee Shi Elda.

- All Excos to come to SAC by 5.00pm to help with the setting up of the Recruitment Drive.
- Interview forms will be given to the walk-in interviewees on the day itself.
- Each interviewee can indicate two preferred positions.

**Item 3: Updates on investiture**
- Investiture to be held on Monday, 19th September at LKC Lecture Theatre.
- Rehearsal for investiture to be held on Friday, 16th September at LKC Lecture Theatre.
- Attire for ladies: Blazer, white formal top, black skirt/pants and black heels. Attire for men: Ties, blazer, white formal top, black pants and shoes.

**Item 4: Updates on photo shoot**
- Tentatively to be held on Saturday, 17th September.
- Attire to be the same as the investiture.
- The theme for informal photo shoot was to be confirmed.

**Item 5: Expectations of an EXCO**
- All to be on time for meetings. Inform the Honorary General Secretary beforehand if one will be late or absent for the meeting.
- Adhere to all deadlines.
- Confidential information is to be kept amongst the EXCO. Avoid engaging with external media without the approval of the Corporate Communication office.

- **Key Performance Index (KPI) to be laid out by the senior Excos and to inform the rest of the Excos.**
- **Tommy to buy ties for the Exco members.**
- **One short paragraph of self-introduction to be sent to Nitish Ramkumar by Friday, 9th September, 10.00pm.**
Item 6: A.O.B

- Get matriculation card access to the Union Conference Room for
  the Exco members.
- Get new SU NTU emails for new positions (Business Projects
  Executive and Publicity Executive)
- All Excios to prepare a one year plan and to present it during the
  next Exco meeting.
- NTU Parents Day 2011 would require 10-15 student volunteers.
  Details: 1st October, 9.00am to 4.30pm.
- Excios to change their SU NTU webmail to Outlook.
- Excios to upload school timetable to the webmail/outlook.
  Webmail → Calendar → Appointment
- Use standardized NTUSU email signature in emails.
- All events proposals to go through the President.
- All business proposals to go through the Corporate Liaison
  Executive to prevent clash of sponsors. This will also help in the
  collation of database of sponsors.
- Applications of AAO grants for events should go to the Corporate
  Liaison Executive as well.
- Link up with Film Society to include a weekly movie screening in
  SAC.
- Mass email to be sent on the first and third Monday of each
  month. The email will only be sent if there are two announcements
to be made.

- Events/announcement write-ups should be sent latest by the Saturday evening before the respective Monday.

- Enforce on inventory count in the storeroom. Excos will need to inform the Logistics Executive whenever any committee members retrieve any items from the storeroom.

The meeting was called to end at 2131 hours.

Minutes prepared by: Ms. Ang Hua Huang
Honorary General Secretary
21st NTUSU EXCO

Minutes vetted by: Mr. Ramanan Kumarasamy
President
21st NTUSU EXCO