NANYANG TECHNOLOGICAL UNIVERSITY  
21st Students’ Union Council  
Second meeting of the 21st NTUSU Council  

Date: 2nd September 2011  
Time Started: 1930hrs  
Venue: SAC Meeting rooms 1 and 2  

Meeting minutes of the second 21st NTUSU Council meeting

<table>
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<tr>
<th>Present On Time</th>
<th>Club Represented/ Position Held</th>
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<tbody>
<tr>
<td><strong>NTUSU Executive Committee</strong></td>
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<tr>
<td>1. Mr. Ramanan Kumarasamy</td>
<td>NTUSU President</td>
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<tr>
<td>2. Mr. Nitish Ramkumar</td>
<td>NTUSU Vice President – Business and Corp Comm</td>
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<td>3. Ms. Ang Hua Huang</td>
<td>NTUSU Honorary General Secretary</td>
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<td>4. Ms. Marchelina Vincensia</td>
<td>NTUSU Honorary Financial Secretary</td>
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<td>5. Mr. Koh Jiei</td>
<td>NTUSU Corporate Liaison Executive</td>
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<td>6. Mr. Foo Shi Yang Clement</td>
<td>NTUSU Orientation Executive</td>
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<tr>
<td>7. Mr. Christian Wihananto</td>
<td>NTUSU Business Projects Executive</td>
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<tr>
<td>8. Mr. Ng Chuan Swee Clarence</td>
<td>NTUSU Publicity Executive</td>
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<td><strong>Non-Academic Constituent Club</strong></td>
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<td>9. Ms. Phang Ee Ling Jennifer</td>
<td>President – CAC</td>
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<tr>
<td>10. Ms. Kweok Min Yee Karen</td>
<td>Vice President (Events Management) – CAC</td>
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<tr>
<td>11. Ms. Michelle Pung Hui Lee</td>
<td>NTUSU Welfare Executive (Union Rep - CAC)</td>
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<td>12. Mr. Yan Xia</td>
<td>Union Representative - CAC</td>
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<td>13. Mr. Chua Ming Chee</td>
<td>President – WSC</td>
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<td>14. Mr. Goh Kok Yong</td>
<td>Vice President – WSC</td>
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<td>15. Mr. Anthony Leow Chi Hong</td>
<td>President – Sports Club</td>
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<tr>
<td>16. Ms. Tiffany Tay Su Hwee</td>
<td>Vice President – Sports Club</td>
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<td><strong>Academic Constituent Club</strong></td>
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<td>17. Mr. Teh Ching Kai</td>
<td>President – ABC</td>
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<td>18. Mr. James Chin Yong Sheng</td>
<td>President – ADM</td>
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<tr>
<td>19. Ms. Vanka Prerana</td>
<td>President – CEC</td>
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<td>20. Mr. Yang Guang</td>
<td>Union Representative - CEC</td>
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<td>21. Mr. Li Ang</td>
<td>President – CEE</td>
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<td>22. Mr. Huan YiQun</td>
<td>President – EEE</td>
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<td>23. Ms. Ding Ruoh Han</td>
<td>Union Representative – EEE</td>
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<td>24. Mr. Shi Yan</td>
<td>NTUSU Student Services Executive (Union Rep – EEE)</td>
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<td>25. Ms. Melissa Jade Kong Jin Jin</td>
<td>President – HSS</td>
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<td>26. Ms. Charisse D’Souza</td>
<td>NTUSU Publication Executive (Union Rep – HSS)</td>
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<td>27. Mr. Tee Swee Lim</td>
<td>President – MAE</td>
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<td>28. Mr. Feng Fei</td>
<td>Union Representative - MAE</td>
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<td>29. Ms. Tan Bae Huey</td>
<td>President – MSE</td>
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<td>30. Mr. Tan Pau Boon Jamie</td>
<td>President – SBS</td>
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<td>31. Mr. Tommy Susanto</td>
<td>NTUSU Logistics Executive (Union Rep – SCBE)</td>
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<td>32. Ms. Lee Siau Li</td>
<td>NTUSU Student Relations Executive (Union Rep - SCI)</td>
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<td>33. Ms. Du Yu Jia</td>
<td>Union Representative - SPMS</td>
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<td>34. Mr. Liang Rui</td>
<td>Union Representative - SPMS</td>
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The meeting was called to order at 1945 hours.

AGENDA:

1. Upcoming events/workshops for the Council members
2. Election of the 21st NTUSU Executive Committee
3. Details of the third Council meeting

Item 1: Upcoming events/workshops for the Council members

- Tuesday, 13th September, 7.00pm: SAC Emergency Preparedness briefing
- Thursday, 15th September, 6.30pm: Student Leaders’ Night
- Monday, 26th September, 9.00am: Administration briefing
- Monday, 26th September, 2.00pm: Fund Raising talk
- Tuesday, 27th September, 10.00am: Overseas Expedition Projects (OEP) Mass briefing
- Tuesday, 27th September, 2.00pm: Risk Management for OEP workshop
- Wednesday, 28th September, 9.00am: Financial Accounting workshop
- Wednesday, 28th September, 11.00am: Copyright talk
- Thursday, 29th September, 9.00am – 12.00pm: Grooming workshop

Note/Action

Council members to RSVP by Monday, 5th September 2011
*Mr. Ramanan Kumarasamy proposed speaking rights for the outgoing Council members. This was seconded by Mr. Yan Xia.

**Item 2: Election of the 21st NTUSU Executive Committee**

1) **Students’ Union Vice President – Welfare and Student Activities**

   **Running candidate: Mr. Yan Xia (not elected into position)**

   - **Presentation/Speech:**
   - Two years of experience under the welfare division.
   - Was the previous Student Services Executive.
   - Proposed for the sheltered bus stop near the Administration Building.
   - Enjoy serving the students and providing better welfare and activities.
   - Overseas the welfare and student activities division.
   - Under welfare division: Welfare Executive, Student Services Executive and Student Relations Executive.
   - Under student activities division: Events Executive and Orientation Executive.
   - Future Plans: Standardize the template of publicity posters.
   - Encourage students to give more feedback and inform the students of the results of such feedback.
   - Seek transparency between the Students’ Union and the University administration.
- **Q&A session:**
  - Mr. Yan Xia feels that there are two aspects to the needs of the students: vibrant student life and also better academic performances.
  - Mr. Yan Xia wants to also work on building the NTUSU identity amongst students.
  - Ms. Tung Kwai Jie Crystal, outgoing NTUSU Vice President – Welfare and Student Activities, asked on what Mr. Yan Xia has learnt during his appointment as the Student Services Executive.
  - Mr. Yan Xia replied that he has learnt to communicate well with both the external parties and the university administration.
  - Mr. Yan Xia would also do up a one year plan and check to ensure that they alight with the direction of the Students’ Union.

**Voting results:** (38-1-1-1-1-1-1-1-1-1=33 total votes).
Both the Council Chairperson and the candidate were excluded from voting. Ms. Yong Yee Shi Elda, Mr. Tng Jian Ling Ronald and Mr. Lai Weize Kenneth had their voting rights forfeited as they were not present during the rally presentation.

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*Mr. Tan Pau Boon Jamie announced the sequence of the election of the remaining 21st NTUSU EXCO positions:*

- Welfare Executive
- Publications Executive
- Logistics Executive
- Financial Controller
- Student Relations Executive
- Student Services Executive
- Media & IT Executive
- Events Executive

2) **Students’ Union Welfare Executive**

**Running candidate: Michelle Pung Hui Lee (elected into position)**

- **Presentation/Speech:**
  - Has paperwork and soft skills on managing people.
  - Was previously the Union Orientation Camp business manager in 2009 and chief business manager in 2010.

- Job scopes of the Welfare Executive mainly cover the U-Study Campaign, Peer Tutoring Service and handling welfare concerns faced by students.

- **Future plans:** To give incentives such as NTUSU apparels to peer tutors. Certificates could also be given as a form of recognition. Arrange an appreciation dinner for the tutors.

- Implementation of the SU pigeon hole to provide another channel for feedback.

- **Q&A Session:**
  - Mr. Christian Wihananto asked on what are the concerns she is having as a student.
  - Ms. Michelle Pung Hui Lee answered that the concerns she has
includes the shuttle bus services, food prices and study spaces.

- Mr. Goh Kok Yong asked on how she is planning to interact with the students.

- Ms. Michelle Pung Hui Lee replied that she hopes to interact on a more personal level with the students through the proposed use of SU pigeon hole to collect feedback.

Voting results: (38-1-1-1-1-1-1-1-1=33 total votes).
Both the Council Chairperson and the candidate were excluded from voting. Ms. Yong Yee Shi Elda, Mr. Tng Jian Ling Ronald and Mr. Lai Weize Kenneth had their voting rights forfeited as they were not present during the rally presentation.

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*At 2052hrs, Mr. Ramanan Kumarasamy proposed a 5minute break.

Mr. Nitish Ramkumar seconded the motion.

3) Students’ Union Publications Executive

Running candidates: Charisse L’Souza (elected into position)

- Presentation/Speech:
- Was previously the Publications director under NTUSU ICON.
- Take charge of Tribune and Inverse. Inverse could cover more diverse issues and focus more on lifestyle.
- Proposed to do a market research study.
- Plans to recruit more diverse students and does publicity for recruitment through lecture announcements.
- Improve on reporting of SU events, Tribune branding and aesthetics of the paper.

- Tribune content would focus on more dedication to school club events, revival of a complete events calendar, “EXCO speaks” column and also a dedicated page on Singapore.

- Management of the team would focus on improving publicity and aesthetic of E-Tribune, better planned production and release dates and also increasing the print run and the circulation of papers if budget permits.

- **Q&A Session:**

  - Mr. Goh Chong Yang, outgoing Vice President – Business and Corporate Communications asked for Ms. Charisse D’Souza’s honest assessment of the Tribune.

  - Ms. Charisse D’Souza replied that Tribune, as a student-run paper organization, has certainly room for improvement. Sections of the paper that could be improved on include the careers and current affairs. Features at the center spread could be made more interactive and interesting.

  - She would also make use of the relationship with the council members to provide first-hand news attained from the clubs and push for a more student-centered paper.

*At 2130hrs, Mr. Lai Weize Kenneth and Ms. Yong Yee Shi Elda entered the Council meeting. Their votes were forfeited for this round as they were not present throughout the rally presentation of Ms.*
Charisse D’Souza.

*At 2140hours, Ms. Marchelina Vincensia proposed the extension of the Q&A session. Mr. Ramanan Kumarasamy seconded the motion.

*At 2141hours, Mr. Tng Jian Cing Ronald entered the Council meeting. His vote was forfeited for this round as he was not present throughout the rally presentation of Ms. Charisse D'Souza.

- When asked by Mr. Goh Chong Yang on how she is going to manage the team of journalists, editors and photographers, Ms. Charisse D’Souza replied that she has a good understanding of their job scopes and would be able to provide new ideas and fresh perspectives for the Tribune team.
- Mr. Yeo Kai Xiang asked on how she plans to reach out to the non-constituent clubs to help publicize their events.
- Ms. Charisse D’Souza replied that she would use existing network and the council contacts to get in touch with other clubs.
- Ms. Tung Kwai Jie Crystal asked on how she can contribute to the 21st NTUSU EXCO.
- Ms. Charisse D’Souza answered that she can contribute by providing creative ideas and also other miscellaneous help in terms of writing work.
Voting results: (38-1-1-1-1=33 total votes)

Both the Council Chairperson and the candidate were excluded from voting. Ms. Yong Yee Shi Elda, Mr. Tng Jian Ling Ronald and Mr. Lai Weize Kenneth had their voting rights forfeited as they were not present throughout during the rally presentation.

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4) Students’ Union Logistics Executive

Running Candidate: Tommy Susanto (elected into position)

- Presentation:
  - Looks after the U-ROC and U-Facility.
  - Believes that communication is very important and this will help to better meet the needs of the club.
  - Plans to increase the publicity of U-ROC and increase the number of Wii games.
  - Believes in taking initiatives and help the other Exco members.

- Q&A:
  - Mr. Tommy Susanto suggested the possibility of holding small scaled events or sessions at the Global Lounge at SAC
  - Mr. Yeo Kai Xiang asked on how he would ensure that the LCD Tvs in Global lounge and other facilities are well maintained and managed.
  - Mr. Tommy Susanto replied that he would be working with the
new hired staff to ensure the good maintenance of the area. He
would also propose for a number of CCTVs to be installed both in
the SAC and Global Lounge.

- Ms. Tan Bae Huey suggested liaising with external van companies
to combine the van services and provide a cheaper rate to the
NTUSU as the company would be working with a number of clubs.

Voting results: (38-1-1=36 total votes)

Both the Council Chairperson and the candidate were excluded from
voting. The votes of Ms. Yong Yee Shi Elda, Mr. Tng Jian Ling Ronald
and Mr. Lai Weize Kenneth were counted for this round, increasing
the total number of valid votes by three.

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*At 2234hours, Mr. Tan Pau Boon Jamie proposed a five minute
break. Mr. Christian Wihananto seconded the motion.

5) Students’ Union Financial Controller

i) Running Candidate: Ding Ruo Han (not elected into
position)

- Presentation:
- Assist the Honorary Financial Secretary in allocating budget.
- Collect receipts and invoices for processing and reimbursements.
- Showed the council members an example of the financial statement
  (excel file).
- Familiar with the roles of the financial controller.

- **Q&A:**
  - Ms. Ding Ruo Han explained the difference between a receipt and an invoice. She went on to explain the different types of receipts.
  - Ms. Ding Ruo Han will also make clear of the instructions and roles and responsibilities to the various treasurers that she would be working with.
  - Mr. Christian Wihananto asked on what she would do if the budget allocation by the Honorary Financial Secretary is deemed not acceptable.
  - Ms. Ding Ruo Han would seek for the opinions of the rest of the Exco members on the budget allocation. She would also talk to the Honorary Financial Secretary to raise the point.

*At 2322hours, Ms. Marchelina Vincensia proposed the extension of Q&A session. Mr. Ramanan Kumarasamy seconded the motion.*

- Ms. Marchelina Vincensia asked on her opinions on the confidentiality of the financial work.
- Ms. Ding Ruo Han noted that some are confidential and not to be disclosed. There are also some which could be made known.

Voting results: (38-1-1-1=35 total votes)

Both the Council Chairperson and the candidate were excluded from voting. Contestant Du Yu Jia was excluded from voting as well.
ii) Running Candidate: Du Yu Jia (not elected into position)

- **Presentation:**
  - Was previously the business director under the Business Executive
  - Will push for the submissions of receipts and invoices to be on time.
  - Has relevant experience, meticulous, neat and able to commit time.
  - Will communicate with the Honorary Financial Secretary frequently.
  - Hopes to speed up reimbursement.
  - Will keep in mind the financial procedures.

- **Q&A:**
  - Mr. Christian Wihananto asked on what she would do if the budget allocation by the Honorary Financial Secretary is deemed not acceptable.
  - Ms. Du Yu Jia will make a suggestion to the Honorary Financial Secretary, after which she would believe and trust his/her judgment.
  - When asked on what she would do if one of the events goes under deficit, Ms. Du Yu Jia answered that she will first discuss with the Honorary Financial Secretary to seek for suggestions.
Voting results: (38-1-1-1=35 total votes)

Both the Council Chairperson and the candidate were excluded from voting. Contestant Ding Ruo Han was excluded from voting as well.

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Ding Ruo Han left the council meeting after exhausting the two tries as a Union Representative at the election. This reduced the total number of valid votes by one.

*At 1230 hours, Mr. Ramanan Kumarasamy proposed a 5 minute break. Mr. Clarence Ng seconded the motion.

6) Students’ Union Student Relations Executive

i) Running candidate: Feng Fai (not elected into position)

- **Presentation/speech:**
- Collecting feedback is important to better understand the concerns and needs/wants of the students.
- Collating feedback from U-talk forum, U-Shout boards, Meet-the-People session and through conducting surveys as well.
- Create Facebook page to prepare another platform for feedbacks, improve U-talk to make it more publicized and make better use of the Meet-the-People session.
- Conduct surveys amongst the freshmen.
Mr. Chua Ming Chee asked on what he would do in the case that any of the 21st Exco members is doing something wrong and there are underlying mistakes.

Mr. Feng Fei replied that he is a straightforward person and would step in to question the Exco member.

Mr. Christian Wihananto asked on how he can better the International Undergraduate Committee.

Mr. Feng Fai suggested having joint events to improve bonding and improve participation rate in the activities.

*At 0106hrs, Mr. Christian Wihananto proposed the extension of the Q&A session. Mr. Nitish Ramkumar seconded the motion.*

Mr. Feng Fai also shared some of his strengths and weaknesses and also on how to improve on his weaknesses, as requested by Mr. Yeo Kai Xiang.

Voting results: (37-1-1-1=34 total votes)

Both the Council Chairperson and the candidate were excluded from voting. Contestant Lee Siau Li was excluded from voting.

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ii) Running candidate: Lee Siau Li (elected into position)

- Presentation/speech:
- Job scopes: organizing the IUC, collecting feedback from the students through the U-shout boards, U-talk forum, Meet-the-People session and showcasing of the NTUSU exhibition.
- Organize an event for the IUCs of different nationalities to step out and make new friends.
- Improve feedback channels and make it easier for the Excos to reach out to the students.
- Believes that attracting students to give feedback is part of her job scopes.
- Plans to better publicize the Meet-the-People session.

- Q&A:
- Ms. Lee Siau Li named one of the regulations on the flyer board when asked by Mr. Yeo Kai Xiang.
- When asked on how she can help the Events Executive and IUC committee communicate better, Ms. Lee Siau Li replied that she would liaise and be the bridge between the IUC and the ICTF.
- Ms. Lee Siau Li also named two of the concerns, shuttle bus services and food prices when asked by Mr. Yeo Kai Xiang about the concerns previously raised at the U-Shout board.
- Ms. Lee Siau Li shared some of her strengths and weaknesses and also on how to improve on her weaknesses, as requested by Mr. Yeo Kai Xiang.
Voting results: (37-1-1-1=34 total votes)

Both the Council Chairperson and the candidate were excluded from voting. Contestant Feng Fai was excluded from voting.

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*Mr Tan Pau Boon Jamie announced that Feng Fai has exhausted his two tries as a Union Representative. After which, Feng Fai left the council meeting after the result announcement. The total number of valid votes was reduced by one.

*At 0209hours, Mr. Ramanan Kumarasamy proposed a 5 minute break. This was seconded by Mr. Christian Wihananto.

7) Students’ Union Student Services Executive
   i) Running candidate: Liang Rui (not elected into position)

   - Presentation/speech:
   - Subcommittee member of shuttle bus services committee in the 19th NTUSU term.
   - Relevant experiences about the shuttle bus service.
   - Future plan: Install GPS devices in new buses so that students can spent less time waiting.
   - Publicize on shuttle bus services: shuttle bus mobile application, timetable and relevant information.
- **Q&A:**
  - Mr. Liang Rui would conduct spot checks to ensure that the drivers’ details are correctly displayed on buses and provide the bus company with relevant feedback.
  - Mr. Liang Rui would also look into bringing in printing machines into SAC.
  - Mr. Chua Jing Kai commented that measures could be implemented to ensure that the drivers’ details are updated and displayed during the change of shifts.

**Voting results:** (36-1-1-1=33 total votes)

Both the Council Chairperson and the candidate were excluded from voting. Contestant Shi Yan was excluded from voting.

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**ii) Running candidate: Shi Yan (elected into position)**

- **Presentation/speech:**
  - Check the operation of the Printing-On-The-Go services.
  - Previously helped to settle the lost and found committee.
  - Future plans: shuttle bus service surveys, set up a working unit system, set up a driver evaluation system, electric map.
- **Q&A:**
  - Mr. Yeo Kai Xiang asked on whether there are enough ATMs on campus.
  - Mr. Shi Yan feels that there are enough machines but he would first listen to the students’ feedback to understand if there is a demand for more. He could then push for more ATMs to be brought in.
  - Ms. Marchelina Vincensia asked on he would do to better the welfare of the bus drivers.
  - Mr. Shi Yan suggested nominating the best driver of the month so that they would have more motivation to perform better and provide better services to students.

Voting results: (36-1-1-1=33 total votes)

Both the Council Chairperson and the candidate were excluded from voting. Contestant Liang Rui was excluded from voting.

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8. Students’ Union Media & IT Executive

Running candidate: None

9. Students’ Union Events Executive

Running candidate: None

- End of elections –
Mr. Tan Pau Boon Jamie announced the reminding unfilled positions available for election and co-option at the third Council meeting.

- Vice President – Welfare and Student Activities
- Financial Controller
- Media & IT Executive
- Events Executive

Item 3: Details of the third Council meeting

Date: 6th September 2011, Tuesday

Time: 2200 hours sharp

Location: SAC Union Conference Room

Mr. Tan Pau Boon Jamie proposed the end of meeting. Mr. Ramanan Kumarasamy seconded the motion.

The meeting was called to an end at 0350 hrs, 3th September 2011.

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

Minutes vetted by: Mr. Tan Pau Boon Jamie
Council Chairperson
21st NTUSU Council