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

Date: 17th January 2011
Time Started: 1930 hours
Venue: SAC Students’ Union Conference Room

<table>
<thead>
<tr>
<th>Present On Time</th>
<th>Position Held</th>
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<tbody>
<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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<tr>
<td>3. Mr. Yan Xia</td>
<td>NTUSU Vice President (Welfare and Student Activities)</td>
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<td>4. Ms. Ang Hua Huang</td>
<td>NTUSU Honorary General Secretary</td>
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<td>5. Ms. Marchelina Vincensia</td>
<td>NTUSU Honorary Financial Secretary</td>
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<td>6. Ms. Michelle Pung Hui Lee</td>
<td>NTUSU Welfare Executive</td>
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<td>7. Ms. Charisse D’Souza</td>
<td>NTUSU Publication Executive</td>
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<td>8. Ms. Yong Yee Shi Elda</td>
<td>NTUSU Human Resource Executive</td>
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<td>9. Mr. Zhang Zhong Yi</td>
<td>NTUSU Financial Controller</td>
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<td>10. Mr. Foo Shi Yang Clement</td>
<td>NTUSU Orientation Executive</td>
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<td>11. Mr. Saw Sheng En</td>
<td>NTUSU Events Executive</td>
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<tr>
<td>12. Mr. Reinardus Surya Pradhitya</td>
<td>NTUSU Media and IT Executive</td>
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<tr>
<td>13. Mr. Shi Yan</td>
<td>NTUSU Student Services Executive</td>
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<tr>
<td>14. Mr. Koh Jie Qi</td>
<td>NTUSU Corporate Liaison Executive</td>
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<tr>
<td>15. Mr. Ng Chuan Swee Clarence</td>
<td>NTUSU Publicity Executive</td>
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<th>Late with Apologies</th>
<th>Position Held</th>
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<tr>
<td>16. Ms. Lee Siau Li</td>
<td>NTUSU Student Relations Executive</td>
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<td>17. Mr. Tommy Susanto</td>
<td>NTUSU Logistics Executive</td>
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<tr>
<td>18. Mr. Christian Wihananto</td>
<td>NTUSU Business Projects Executive</td>
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The meeting was called to order at 1945 hours.

AGENDA:

1) Updates (from departments)
2) ASEAN Student Leaders Forum
3) Tri University Meet 2012
4) Dialogue session with NTU President Professor Bertil Andersson
5) A.O.B
6) Details of the next meeting
Item 1: Updates (from departments)

Student Services Executive

- Shuttle bus survey was done last semester and would be carried out in semester 2 as well to check the frequency of buses.
- Proposed business idea for electric bus service was presented to the University management.
- LCD screen, electric map and android apps by Innovation Centre to provide navigation help.
- External shuttle bus services to provide transportation for students staying in nearby hostels outside campus.
- Future installation of ATMs at hall 14/15.
- Route C buses would be transferred over to Route D to aid the increase in demand for Route D buses.

Welfare Executive

- Peer Tutoring Recruitment Drive: 30th and 31st January 2012.
- Hogging issues: To propose the close of reading rooms at 2 am daily and to work in hands with Campus Security.
- Joint effort with NTU libraries: Related products to be included in U-Study Campaign Exam Welfare Package to remind and discourage students from hogging seats.
- Look into using matriculation card scanner machine for U-Study Campaign.
- Concurrent quick improvement projects would be completed by end of February 2012.
- U-Study Campaign: 29th March 2012.

Mr. Christian Wihananto entered the meeting at 2010 hours.

Note/Action

Shi Yan to find out cost of hiring external shuttle buses.
Events Executive

- **International Culture & Travel Fair**

  - 13th and 14th February 2012. Opening ceremony at 12 noon on 13th February. Guest of Honour: NTU President Professor Bertil Andersson.

- Inclusion of a Singapore booth.

- Publicity around 26th January to 3rd February.

- Flash mobs and screening of publicity videos during the event.

- Signing of HPB Health Charter during ICTF opening ceremony.

- **Students Fund**

  - BHG Bazaar: 26th to 30th March.

  - Fund Raising Carnival: 12th to 15th March.

  - Sweater shirt sale.

- **Ministerial Forum**

  - Recruitment on 7th and 8th February.


- **BP Mentoring**

  - Recruitment on 30th and 31st January.

**Mr. Tommy Susanto entered the meeting at 2030 hours.**

**Orientation Executive**

- NTU Open House: 10th March

- Union Orientation Camp canvassing efforts going on fine.

**At 2100 hours, Mr. Ramanan Kumarasamy proposed for a ten minute break.**
At 2112 hours, meeting was carried on.

**Media & IT Executive**

- U-Sync website formatting was done up.
- Feedback for functionality:
  - Look into including a confirmation email.
  - Change the names of username into club names.
  - Attach link for the contact of event organizer.
  - Include ‘minutes’ option under the ‘Time’ drop down list.
  - Include archives of events. Tribune committee could use it to incorporate under ‘mark your calendar’ section.
- Each club/society would be entitled to one U-Sync account.
- Input would be in the form of database input by clubs. Output would appear in Tribune’s calendar, SU website etc.
- U-Mall website was done up.
- Includes seller, price and quantity for each product. Pending status would be shown when bidding for a product. Allows a minimum bid amount.
- Also includes individual category links for school clubs to buy and sell products.
- Feedback for functionality:
  - Include a terms and condition section such that it is up to the discretion of the buyer and seller to handle the transaction procedure.
  - To look into renewing the status of products available for sale, etc. renew every 30 days.
Publications Executive

- The Tribune – Semester 2 plans: Increase publishing frequency of Tribune, once in 3 weeks, 4 issues a semester.

Publicity Executive

- NTUSU Exco name cards and shirts ready for collection.
- NTUSU banner already done up and on display.
- Look into outsourcing for SAC wall painting decoration.
- SAC Union Conference Room decoration designs by SU design team. Ready for printing.
- Administrative team. 2 allocated days per week for mounting of materials on the SU bus stop notice boards. New dates to be updated.

Corporate Liaison Executive

- Several potential sponsor partnerships on hand: Sour Sally yogurt, Barclay’s capital, OCBC bank, NTU MacDonald.
- Reminder: All business proposals to be sent to Jie Qi for compilation.
- ICON: CV Clinic by Barclays, recruitment competition registration in February and recruitment competition in March.
- NTU PERKS: re-launching around mid/end of February. Some of the merchants includes: Xing Wang café, Sour Sally, Voucherlicious and other travel agencies.
- AAO grant: All event proposals happening till end of financial term 1 to be sent to Jie Qi by end of January.

Sub comm shirts money to be submitted to Marchelina by 3rd February.

All event proposals happening till end of financial term 1 to be sent to Jie Qi by end of January.
Business Projects Executive

- U-Flea market: 26th and 27th February. 12 participating tenants.
- U-Push Carts: 3 participating tenants. Propose for deposit of money for cart keys.
- Union Shop:
  - Current apparels: NTU 1955 shirts and sweatshirts.
  - Upcoming: apparels: hoodies and graduation sweatshirts.
  - Upcoming novelties: mugs, iPhone covers, tumblers etc.
  - Expand merchandises.

Logistics Executive

- Student assistants hired at U-ROC counter for semester 2.
- Asset list has been updated.
- South spine SU storeroom to be temporary loaned out for other clubs/societies during the event duration. Subject to prior notice and approval.
- SAC meeting rooms would not be available for booking during examination period, so as to allow full provision to students for revision purposes.
- Events have to be approved by SAO in order to book meeting rooms.

Ms. Lee Siau Li entered the meeting at 2205 hours.

Student Relations Executive

- Survey to be jointly done with Student Services Executive.
- Meet-The-People session to be carried out before recess week.
- SU Consultation period: Excos to share timetable for easier set up of slots.

Christian to look for several new locations for U-Push Carts.

Tommy to find methods to handle loaning of chairs from SAC Union Conference room.

All Excos to share their timetable on webmail/outlook by 31st January.
At 2215 hours, Mr. Ramanan Kumarasamy proposed a short break.

**Item 2: ASEAN Student Leaders Forum**
- Proposal to be sent to ASEAN General Secretary.
- Working committee of the event would comprise of 4 teams:
  1) Theme, topic of discussion, GOH, moderator of forum and budget: Jie Qi, Ramanan, Charisse, Adith and Zhong Yi.
  2) Target audience planning and invitation, publicity: Sheng En, Marchelina, Elda, Christian and Clarence.
  3) Program schedule, venues, facilities, accommodation and transportation: Clement, Nitish, Siau Li and Tommy.
  4) Food and evening activities: Yan Xia, Hua Huang, Shi Yan and Michelle.
- Proposed participants: 200 visitors from 26 ASEAN universities. 3 student students and 1 staff from each university.
- Hostel accommodation provided.

**Item 3: Joint University Meet 2012**
- Date: 4th February 2012, Saturday.
- Time: 1 – 4pm (Registration starts at 12.45pm)
- Venue: Student Activities Centre
- Attire: EXCO polo tee.
- Universities invited: NUSSU, SMUSA and SUTD.

**Item 4: Dialogue session with NTU President Professor Bertil Andersson**
- Date: 26th January 2012, Thursday
- Time: 6.30 – 9pm
- Venue: International Student Lounge
- Attire: EXCO polo tee
- Presentation by NTUSU

**Item 5: A.O.B**

- British Council symposium, integrating international students: 1st and 2nd February.
- EXCO trip: study/exchange trip. Interested Excos to email Ramanan in taking it up/organizing the trip.
- NTU Fest: University wide event to induce NTU spirit in students.
  - Mixture of carnival off-campus and charity run.
  - Inclusion of hall committees, in charge of campus wide run.
  - Expected period: after JCRC’s elections.
  - Open to family and friends of students, public.
- SU mass email, minor change in format: publicity bar at the end of the email for publicizing SU events. New publicity channel for external merchants.

**Item 6: Details of the next meeting**

The details of the fourth Exco meeting will be decided at a later date and communicated to the Exco via email.

The meeting was called to an end at 0036hrs, 18th January 2012.

Minutes prepared by: ___________________________ Minutes vetted by: ___________________________
Ms. Ang Hua Huang Mr. Ramanan Kumarasamy
Honorary General Secretary President
21st NTUSU EXCO 21st NTUSU EXCO

ECA records to be submitted to Hua Huang and Elda by 31st January.

EXCO trip: Interested Excos to email Ramanan.