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

Date: 9th March 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. Saw Sheng En</td>
<td>NTUSU Events Executive</td>
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<tr>
<td>11. Mr. Reinardus Surya Pradhiya</td>
<td>NTUSU Media and IT Executive</td>
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<tr>
<td>12. Mr. Shi Yan</td>
<td>NTUSU Student Services Executive</td>
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<tr>
<td>13. Mr. Koh Jieqi</td>
<td>NTUSU Corporate Liaison Executive</td>
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<td>14. Mr. Ng Chuan Swee Clarence</td>
<td>NTUSU Publicity Executive</td>
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<td>15. Mr. Christian Wihananto</td>
<td>NTUSU Business Projects Executive</td>
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<td>16. Ms. Lee Siiau Li</td>
<td>NTUSU Student Relations Executive</td>
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<th>Late with Apologies</th>
<th>Position Held</th>
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<tr>
<td>17. Mr. Tommy Susanto</td>
<td>NTUSU Logistics Executive</td>
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<td>18. Mr. Foo Shi Yang Clement</td>
<td>NTUSU Orientation Executive</td>
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The meeting was called to order at 1940 hours.

AGENDA:

1) Updates on past events
2) Updates by department
3) Meet the People session
4) Overseas study trip
5) A.O.B (ASEAN SLF, Co-op)
Item 1: Updates on past events

Corporate Liaison Executive
- ICON: Resume Clinic was carried out smoothly.
- AAO: Proposal for MOU was approved.

Events Executive
- ICTF: 13 IUC booths, 5 society booths and 3 sponsor booths participated, seeing an increase from last year.
- Publicity flash mob was carried out and well responded to.
- There were also more attractive lucky draw prizes and decorations this year.
- Good response was received from sponsor booths such as Qiito.
- Areas of improvement:
  → To put up booth labels on time.
  → Look into the possibility of rebranding of the event name.
  → Prepare individually packed lunch for committee members.
  → Liaise with respective IUCs to contact their embassies for travel brochures.
  → Look into bringing in external food fairs and the possibility of holding the event outside of auditorium.

Item 2: Updates by department

Publications Executive
- Tribune: 5 Issues were published till date and are available on the Tribune website.
- Includes new sections and cover designs.
- New licences have been acquired from MDA.
- Frequency of published issues has increased to once in every three
weeks.

- New and optimized distribution locations such as SAC/GL and ISC. Different quantities of issues were also allocated at different locations.

- Other plans: Performance appraisal, succession planning and writers workshop for the Tribune team.

- Future Focus: Error reductions, market research, liaise with PR companies (event invites).

- Explore the possibility of bringing in professional advisors from Wee Kim Wee School of Communication and Information.

- Old NTUSU logo on the Tribune stands has been replaced with the new NTUSU logo sticker.

- Suggestions:
  → Bring in more NTU news, in collaboration with CCO.
  → A section of the issue could emphasize on social critique (such as undesirable behaviours observed on campus).
  → Broadcast journalism wing: look into another channel for spreading news—a 5 minutes interview video.

Mr. Tommy Susanto entered the meeting at 2015 hours.

Publicity Executive:

- Better management in administrative team, providing assistance to Union Shop, publicity and branding.

- Recent external organisation involved: Posters from Laselle College of the Arts were circulated at the bus stop notice boards. Could look into long term collaboration with such external groups.

Michelle to work with Charisse on a write up on seat hogging issues.
- 20th Exco and Ministerial Forum certificates were made ready.

- Panel stickers for SAC Union Conference room decoration were put up.

- Provided draft designs for the Union shop graduation tee.

- In progress projects:
  - ASEAN Student Leader Forum (ASLF) booklet and invitation letter template.
  - Freshmen Welcome Booklet: First draft is out. Contents include directory, council and Exco structures, upcoming events etc) Removal of planner/calendar. Suggestions: Provide a professional booklet which can be used as a gift token to visitors. It should also be an informative booklet and a long term use for students.
  - Designing of name card holder

- Upcoming projects:
  - NTUSU Video Montage (casual/corporate).
  - Welcome week photo shoot: Make-up artist and photographer engaged.
  - Certification of appreciation for 2012 & 2013.
  - Decoration of SAC Wall, in front of SAC Union Conference room and CAC room. (KIV).
  - Exco hand over souvenirs.
  - New ideas/platform for publicity: NTU library, SAC computers and round tables, canteens and video publicity for events.

At 2100 hours, Mr. Ramanan Kumarasamy proposed for a five minute break.

At 2105 hours, meeting was carried on.
Media & IT Executive

- **U-Sync**: Collection of all events data. Create an event posting platform. Work with SAO and CITS to get data from their system.

- **U-Mall**: Provide platform for students to buy and sell things. Users can post items, bid multiple units of items and accept bids. Updating of bidding status through notifications and history page. Clubs will be given special user accounts.

- **NTUSU Website (To-do)**: Discussion with CITS about current outdated NTU server. Restructuring and redesigning of the SU website.

- **U-Sync (To-do)**: Prepare a system to receive data from school. Publicize the system to the council.

- **U-Mall (To-do)**: Set up a nicer homepage. Automated email notifications for old items. Showcase to CITS for feedback. U-Mall to be launched by end of April. Recode into neat codes and provide documentation.

Mr. Clement Foo Shi Yang entered the meeting at 2130 hours.

Corporate Liaison Executive

- Health Promotion Board: Charter signed during ICTF. Pending for follow up and finalization of money.

- Microsoft: To get Microsoft Office deal at SGD15 for NTU students. Licensing cost would be beared by NTUSU.

- OCBC bank: Exclusive sponsorship still pending.

- NTU Student alumni associate: Ramanan, Michelle, Sheng En, Clement and Jie Qi have been appointed.

Adith to look into NTU Alerts text reminder system for U-Mall notifications.

User acceptance test for U-Mall: to test accounts to the council in the next council meeting.

All Excos to revert Jie Qi their attendance for the 2012 Budget Forum.
Red Bull: Sponsor for UOC, U-Study Campaign and Welcome Week.

ICON Recruitment Competition: Participating companies include Shell, Keppel, Barclays, Credit Suisse, P&G and Microsoft. ICON committee size to be reduced and to look into leadership renewal.

NTU Perks:
- MOU and proposal has been approved by SAO and NTU legal team.
- Launch date on 1st April 2012. Plans to cross collaboration between merchants.
- NTU Perks website and video was presented during the meeting.

Suggestions: Better standardization of the graphic animation used on the website. Information on the usage of the matriculation card should be included.

Business Projects Executive

U-Flea market:
- First U-Flea in Semester 1 with 8 participating vendors and the second in Semester 2 with 9 vendors.
- Third U-Flea market scheduled on 26th and 27th March at Canopy K.

U-Push carts: All 4 pushcarts are fully in operation.

Union shop (progress):
- New colours for the NTU shirt (available in green, grey and white). New merchandises such as the NTU caps, mugs and pens have arrived.
- To introduce batches of shirts ranging from tone down colours

For all events happening in April – July 2012, the proposal must be submitted to Jie Qi by end of March for AAO approval.

All business proposals and sponsor contacts (with sponsored items) should be sent to Jie Qi.
to brighter, vibrant colours. There is a high current demand for shirts.

→ Concurrent plans - An expansion of product range, marketing of products (student models/leaders as publicity), maintenance of profit margin and integration with other departments.

→ Expansion of apparels - sweatshirts and hoodies. Feedback received from surveys pertaining to the design and types of NTU merchandises. Might look into integration with other entities (Co-op initiative).

→ New designs of the NTU and graduation sweatshirts were presented in the meeting. First batch of graduation sweatshirts will be released for the graduation class of 2012. They are exclusive and can be customized with the name and school/course of student.

- A breakdown of the financial statement was also presented.

At 2227 hours, Mr. Ramanan Kumarasamy proposed for a five minute break.

At 2232 hours, the meeting commenced.

Student Services Executive

- Shuttle bus survey on frequency of shuttle bus and GPS system, bus drivers’ attitude, bus speed and waiting time was carried out.

- Feedback will be directed to the bus operator at the next meeting.

- New computer installation available at SAC for printing.

- Proposed media walls at bus stops: Features include shuttle bus information, directory services, events and announcements, digital voting/survey and white board

- More public phone booths on campus.

Shi Yan to acquire more information about the contract for bringing in the media walls.

Shi Yan to look into the possibility of having more phone booths on campus.
Welfare Executive

- U-Study Campaign:
  - To be held on 29th March, 12 - 3pm at outside Tan Chin Tuan lecture theatre.
  - NTUSU folders and lecture pads would be given out. Also includes sponsorship from companies such as Sakae Sushi, Red Bull etc.

- Anti-hogging campaign:
  - Posters from NTU libraries will be hang at the North Spine Level 5 reading room.
  - Installation of railings at the Level 5 reading room to allow for one comic poster for each frame.
  - Stickers will also be pasted on the reading room tables to act as a reminder.
  - Badges with anti-hogging messages will be given out during the U-Study campaign, reading room patrolling hours and canteen peak hours.

- Quick improvement projects: Walls at South Spine have been repainted with several colours. Installation of new lightings, fans and benches were also done.

Events Executive

- Students’ Fund:
  - Students’ Fund Carnival: 12th - 14th March. Canvassing sale of bubble tea drinks which comes along with a free goodie bag, and polaroid photo taking. 28 external vendors are involved.
  - BHG bazaar: 27th to 30th March.
  - Good response from pre-order sale of NTU Students’ Fund
sweater shirts. Arrival of goods estimated to be on 27th March.

- Ministerial Forum 2012: Distinguished speaker, DPM Tharman Shanmugaratnam is invited.

Orientation Executive

- NTU Open House: All Excos to come in Exco polo tee and jeans at their respective timeslots.
- Union Orientation Camp: 23th to 27th July 2012.
- Welcome Week: Posters are done up.

Logistics Executive

- New computer and printer at the Union Conference room, provided by Campus supply.
- New Wii and PS3 games available at the U-ROC counter.

Human Resource Executive

- Exco bonding camp was carried out successfully and provided the Excos a chance to bond, unwind and recharge.
- Student Leader Development program (a new training ground for potential incoming Exco members): Setting the criteria, getting external training company to help with the program structure. Estimated initial intake of 15-20 people.
- Student Ambassadorial programme: To train students into becoming NTU ambassadors (through selection process and panel). Opportunities to host overseas visitors, enhance leadership, character and interpersonal skills.
- Subcommittee appreciation dinner to be held on 27th March, 6.30 to 9.30pm.
Student Relations Executive

- Feedback regarding the U-Swap system, shuttle bus and reading rooms. A meeting will be arranged with Tong Tar operator to feedback on the shuttle bus service.
- Survey result mostly on frequency & timing of buses and drivers’ attitude.
- Hall printing services, abolish of U-Talk forum, Create feedback account (direct account that auto receives email from students via SU webpage.

Item 3: Meet the People Session

- To be held on 29th March 2012, together with U-Study Campaign.
- Includes: Consultation booth, exhibition, mobile U-Shout board, interactive quiz, survey, mini games.
- Cheat sheet of questions was passed around and shared during the meeting.

Item 4: Overseas study trip

- Leader of the trip: Tommy Susanto.
- Tentative dates: 30th July to 3rd August.
- Number of Excos to be finalized.

Item 5: A.O.B

- New video journalism under Tribune publication wing
  → 4-5 minutes video (split into 3 parts). A faster channel to hear from Students’ Union regarding any recent university level hot topics, events publicity and lifestyle section.
  → New publicity video can be circulated around campus/NTUSU
Facebook page/Youtube at least once per month.

At 0040 hours, Mr. Ramanan Kumarasamy proposed for a ten minute break.

At 0050 hours, the meeting commenced.

- Asean Student Leaders Forum (ASLF)
  → 4 working teams:
    1) Speaker, moderator, group discussion (Charisse - Leader, Ramanan, Jie Qi, Adith and Zhong Yi).
    2) Accommodation, venue booking, logistics (Tommy - Leader, Nitish, Siau Li and Clement).
    3) Invitation letter, email template, souvenir, forum package (Sheng En - Leader, Elda, Clarence, Christian and Marchelina)
    4) Recruitment drive, food, social night, city tour (Michelle - Leader, Yan Xia, Hua Huang and Shi Yan).

- Clarence in charge of publicity and Adhit in charge of website.

- ASLF Recruitment Drive for student helpers/ambassadors to be held on 21st and 22nd March.

- Invitation letter and template has been done up.

- Co-op business (background)
  → A new entity, social enterprise which serves the NTU community, facilitating student initiatives, promoting entrepreneurship, incubating and sustaining businesses for the benefit of student, staff, faculty and alumni.
  → Benefits: In the form of rebates, co-op members get to enjoy discounts. Shareholders can also benefit in terms of dividends. Provides both profit sharing advantage and internship positions.

Individuals can also take up advisory roles, placements and
acquires useful contacts.

→ Legitimacy of the business: An annual general meeting (AGM) will be held to disclose all information.

→ Progress: 6 interested individuals. Looking for external parties to join in.

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

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

The meeting was called to an end at 0148 hours, 10th March 2012.

Minutes prepared by: ___________________________ Minutes vetted by: ___________________________

Ms. Ang Hua Huang  
Honorary General Secretary

Mr. Ramanan Kumarasamy  
President

21st NTUSU EXCO  

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