Nanyang Technological University
School of Physical and Mathematical Sciences Club

School of Physical of Mathematical Sciences
Minutes of 14th Main Committee Election Rally Day

Date: 6th September 2018
Time: 1830 hours
Venue: SPMS LT4

Attendance:

Present:
Goh Soo Yong (Justin)                President
Daniel Neo Chong Shern              Vice President (External)
Lim Jun Qi Eric                      Vice President (Internal)
Valerie Evangelin Laurent           Financial Controller
Lee Zhi Min                          Honorary General Secretary
Tan Cheng Wee                        Business Director
Ong Wee Zun                          Assistant Business Director
Tan Cheryl                           Social Director
Clive Lee Hong Wei                   Logistics Director
Foo Sze Keat                         Assistant Logistics Director
Ho Hsiao Shi                         Assistant Welfare Director
Fransisca Andriani                   Publicity and Publication Director
Yohanes Alfredo Phoa                 Assistant Publicity and Publication Director
Joeyhvan                             Assistant Publicity and Publication Director
Kenneth Yeo Teng Hon                 Assistant Sports Director
Jovanca Kartika Garnadi              CBC Representative
Leonardus                            PAP Representative
Alvin Wong Wei Xian                  Candidate
Christopher Kevin Wijaya             Candidate
Kevin                                Candidate
Caroline Seng                        Candidate
Yap Hock Yang Darren                 Candidate
Fong Wei Jie                         Candidate
Ashiq Muhammad                      Candidate
Atticus Kwek Yan Qing                Candidate
Chelsea Wong Hui Ying                Candidate
Siti Nur Liyana Binte Mahadi         Candidate
Ti Tze Hong                          Candidate
Koh Eng Kang                         Candidate

Late:
Onn Kai Feng                         Welfare Director
Lim Jia Jin                          Assistant Social Director
Absent:
Lee Sheit Yee, Cheryl  
Ronnie Lai Jin Ying  
Shi Luo Zi  
Chow Jin Hui  
Vaya Bundawi  

The meeting was called to order at 1830 hours.

Agenda
1. Introduction and Instruction of the Rally
2. Speech of Candidates
3. Question and Answer

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<thead>
<tr>
<th>Actions (By Who)</th>
<th>1. Introduction</th>
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<tbody>
<tr>
<td>1.1. Instructions</td>
<td>5 minutes speech time, 10 min question and answers</td>
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<td>10 minutes speech time and 15 min question and answers</td>
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<td>When the time limit given exceeds, there must be a seconder and proposer.</td>
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<td>Eric</td>
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<th>2. Speech of Candidates</th>
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<td>2.1. Union Rep</td>
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<td>Worked under social subcommittee previously and have many experiences under SPMS, hence he would want to take up a higher role to give back to the faculty.</td>
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<td>Have similar views and the direction as to where NTU is heading.</td>
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<td>Passionate in fighting for the welfare of the SPMS students.</td>
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<td>Suggested ideas to improve well-being for students such as transport, food, crowd control and hall allocation scheme.</td>
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<td>Alvin</td>
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| 2.2. CBC Representative |                |
| Work as a chemistry subcommittee member and believe he could better serve the chemistry cohort in terms of: |
| -Sharing knowledge more effectively via making use of the mini library, plan more industrial visits. |
| -Allow the chemistry cohort to be brought together more by conducting a more inclusive chemistry day, giving identity for the chemistry students through having exclusive chemistry shirts. |
| -Promises to serve not just the specific subject as a representative but work closely with other representatives to bond the SPMS body. |
| Christopher           |                |

| 2.3. PAP Representative |                |
| He was a long-term subcommittee in the physics division and have many leadership skills he wishes to apply when he takes up this role. He would |
like to provide better welfare to the physics students as he could relate very well to their concerns.

| 2.4. | **MAS Representative**  
His goal in mind is to make life for the math students easier, by approaching lecturers and teaching assistants then the students for the solutions and resources. He would like to create a portal which is accessible by the math students to share their workings and practices. | Tze Hong |
| 2.5. | **Sports Director**  
He has participated in various sports and have the capability to be a leader in this area since he has a passion for sports. Even though he may be lacking in experience in leading a portfolio, he is keen to try out and is driven to uphold the legacy of his seniors. | Ashiq |
| 2.6. | **Business Director**  
She believes she is suitable for the role because she used to be a part of the subcommittee, hence she is familiar with the flow and procedures. She is passionate to contribute back to the club and taking up the role, she ensures the proposals will be done much earlier in time to have better preparation for the welfare provided. | Caroline |
| 2.7. | 10 minutes break time  
Proposed: Goh Soo Yong  
Seconded: Eric Lim Jun Qi | Eric |
| 2.8. | **Logistic Director**  
He is taking up the role to contribute back to the faculty as he feels that he has benefitted from the club and would like the rest of the cohort to be able to experience it as well. Although he does not have relevant experience, he believes he is adaptable, reliable and sociable to take on the role, ensuring that he could be of use to the club. | Darren |
| 2.9. | **Social Director**  
He believes his relevant exposure in previous hall and school experience could allow him to put his skills to use for this role. He would try his best to work with the other portfolios to ensure the various upcoming social events he have in mind could run smoothly. | Wei Jie |
| 2.10. | **Welfare Director**  
He follows the relationship of servant leadership and to him, a team is a family where everyone is equally crucial, He goes by some values such as empathy to provide optimal solutions, and he believes safety where no harm is brought to the participants is crucial. He would like to cooperate to make sure the events run successfully and to be inspired by his colleagues. | Atticus |
| 2.11. | **Financial Controller**  
She believes she is capable to contribute to the SPMS club as the one who does the budgeting which is her strength. She came out with a detail plan and description regarding the position and how it suits her personality. | Chelsea |
| 2.12. | **Honorary General Secretary**  
She introduces how her relevant experience is a stepping stone for her to be ready for this role. She has a fun-loving personality which could be used to her advantage to build sustaining relationship with her | Liyana |
colleagues since her role requires her to be the bridge between both the internal and external sides of the club. Stepping up to the role, she looks forward to making new friends and gain more experience admin wise.

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<th>Time</th>
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<tr>
<td>2.13.</td>
<td>5 minutes break time</td>
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<td>Proposed: Kenneth Yeo Teng Hon</td>
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<td></td>
<td>Seconded: Daniel Neo Chong Shern</td>
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<td><strong>Vice President (Internal)</strong></td>
<td><strong>Eng Kang</strong></td>
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<td>He introduces himself as someone who drives for self-improvement and is confident to be working for this role. He wishes to be a leader that inspire and claims he must be the one with the most experience to intervene and help resolve conflicts that could arise within the club. He hopes to transfer his people skills to make a different in school life of the student body. He addressed that the effort put in by the previous committee should be recognized more, hence he wishes to be the one that could ensure the hard work of his current commitment will not be under appreciated.</td>
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<td>2.14.</td>
<td><strong>Vice President (External)</strong></td>
<td><strong>Cheng Wee</strong></td>
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<td>He recognizes the contributions of the previous vp and admires how Daniel was a very responsible leader. He moves on to explain that he aspires to like Daniel and is interested to do his part to contribute to the club.</td>
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<td>2.15.</td>
<td><strong>President</strong></td>
<td><strong>Cheryl</strong></td>
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<td>She mentioned that started small in her leadership path where is joins varies committees and smaller roles as a freshman before she slowly climbs this leadership ladder. At year 3, she believes that taking up this major role of being a student body president would ensure that even being at the top she could be the voice of the student body. She talks about what she has in mind for the committee and set clear expectations that is in line with her job scope.</td>
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<td>3.1</td>
<td><strong>Question and Answer</strong></td>
<td><strong>Alvin</strong></td>
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<td>How could you better collect feedback on your part?</td>
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<td>He would do it for the sake of emergent issues and with him representing for the SPMS cohort, the solution he could provide will be specifically targeted for SPMS students.</td>
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<td>3.2</td>
<td><strong>How could you promote CBC students to provide solutions for their own Past Year Papers?</strong></td>
<td><strong>Christopher</strong></td>
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<td>Increase the amount of reward given and to have more publicity.</td>
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<td>Would you rather have a chemistry day itself or a consolidation of all subject to have the event? Why?</td>
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<td>He suggested to have the latter as it is a better method to bond the SPMS body as he strongly advocates that the faculty should be considered as one big entity all together, thus the need for the event to be inclusive towards the entire SPMS student body.</td>
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<td>The incentive to reward has constraints such as having a tight budget, hence what is your suggestion for the rewards?</td>
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### Increasing publicity is the method he would adapt if he is unable to get more budget for bigger rewards.

#### 3.3. The past year paper solutions are bound to have errors, how would you solve this issue?
He would look for the respective professors or the teaching assistants to provide the solutions.

What is the welfare he can give to the Physics cohort?
By conducting events and giving refreshments. He would divide the budget to be able to give more student.

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**Kevin**

#### 3.4. How could he be a better representative?
Being a teaching assistant himself, he would attempt to communicate with his fellow teaching assistants who are passionate like him to help the math students in their studies. He promises to fulfil all the minimum requirements of his role but more importantly focusing to help the math students excel in their studies would be his main priority as a math representative.

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**Tze Hong**

#### 3.5. Knowing that he has many sport commitments at hand, how can he better commit to his role as a sports director while continue striving as an athlete?
He will try to find a balance in both and ensures that his job would be done or passed down to his assistant directors and sub committee before he goes for his usual trainings.

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**Ashiq**

#### 3.6. There could be a lot of delay in gathering the sponsorship request, how could she improve on the situation?
Informing the students beforehand to do the survey and then request them save a screenshot as evidence to respond back to the sponsors.

How to meet the demands of the students regarding the welfare pack and how to source better for better sponsors?
Gathering feedback from the SPMS cohort and then filter to meet request of the students.

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**Caroline**

#### 3.7. How to ensure that his subcommittee turn up for the event?
Even if he is unable to gather up his subcommittee, he believes could get the job done, perhaps from SPMS students who are keen to help.

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**Darren**

#### 3.8. For a specific skill set needed for the social event, how would he then make up for it if he is lacking in it?
Promote event earlier which can be followed up by more prompt, so students can be more aware and make time for the social events created.

In the event he has other commitment of a higher priority clashing with a social event, what would he do to handle the social event well despite not being able to turn up for it?
Allow his assistant directors to step up and take charge of the role as he is confident that he would have already communicated well and passed down all instructions.

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**Wei Jie**

#### 3.9. What motivates him to take up this role?

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**Atticus**
During his national service, he understands welfare is often overplayed and the least understood so since he have been through all those obstacles, he could relate to the importance of providing sufficient welfare and he feels strongly can he could be the one to let the cohort benefit from his service.

Any new initiative in mind? Improve what is currently set in place already, example the second hand book sale, he suggested making use of online apps to facilitate the purchasing of the books so to reduce manpower yet increase the efficiency in the sales.

| 3.10. | As the budget comes in fixed amounts and it is her job to convince the office to give more funds, what are her the underlying reasons to convince the staff? She would speak on behalf of the student groups that need funding by reasoning out with the staff, making sure they understand the needs for funding for the respective group. Financial controller working under her from the special project side may give her a tough time if they submit budget plans late, thus what would be her course of action? She responded that she would then act like a ‘loan shark’ to chase for the required documents since she knows the delay of budget could result in further implications to the planning of the projects. She mentioned that she will be stern and will not hesitant to iron things out and resolve such issues. | Chelsea |
| 3.11. | What would be her course of action if the honorary general secretary of the special projects working under her do not do their job efficiently? She would apply standard operating procedures where she enforces and adhere to the rules she set up for them. Any act of defiance will then result in her giving them warnings and lastly letting the president handle the issue if matters get out of her hands. If there were to be a conflict between her and the main committee, how would she resolve it? She strongly believes that no one idea will be sacrificed but instead comprised for the sake to maintain a stable relation with her colleagues. | Liyana |
| 3.12. | How would he solve tension between his committee members should there be one? If they were to confide in him personally from both sides, he would relate to them but more so provide a solution or be the mediator between the two conflicting parties. What events is the vice president (internal) in charge of and what are some of his roles in the committee? Despite him not being briefly thoroughly on his job scope with his previous batch, his responds was satisfactory as he comprehends his role well and understands what he need to do clearly. | Eng Kang |
### 3.13 How to resolve possible conflicts between the special projects?

Talking things out for small matters at least would be his way to manage the external side. He is very willing to approach and then tackle the problem by finding out the perspective firstly, then solve the issues quick before matters snowball.

There will be a launch of a new project, where there will be two outreach committee form this academic year. As a startup project, there may be a need to help with the requirements, hence how will he go about doing so to ensure the project functions?

Firstly, he would be tapping help from the internal side to persuade them to take up the role. If that failed, he would then personally seek for close friends within the school and ask for a favour. He would also step in for the role even if it is a small committee and he will try to make things run well.

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### 3.14. How would you address the low attendance rate issue that the various school events are facing?

By using attractive rewards and tapping on the social media which is popularized. Her technique was to put out competition for the masses to engage in while helping to promote the event concurrently.

What she wishes to do for the committee for the next academic year?
Providing welfare at a low price and supporting each other’s events (internal and external) and get to know each other more.

How would you tackle with conflicts arising from the various committees under her?
Finding out the reason first hand if the portfolio not doing their job up to par, offer help to the people not working. Let the vp handle firstly before she steps in.

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The meeting was called to end at 2200 hours.

Proposed: Ho Hsiao Shi  
Seconded: Tan Cheng wee

**Minutes Prepared By:**

=Lee Zhi Min
Honorary General Secretary

**Minutes Vetted By:**

=Goh Soo Yong
President