

Minutes of Meeting

Nottingham Malaysian Society





NOTTINGHAM MALAYSIAN SOCIETY UNIVERSITY OF NOTTINGHAM



Minutes 1-200309

Handover and NMS Events Checklist

Date: 20/03/2008

Time: 1600 to 1745

Venue: C50, Portland Building.

Present: NMS Committee 08/09 and new NMS Committee 09/10- Fiqry, Amira, Joanne, Izreena, Desmond, Suhaila, Khaidir, Liyana.

Main Agendas:

- (i) Handover between outgoing and new NMS committee members.
- (ii) NMS events checklist with ex-committee members.

Agendas Discussed:

(A) Introductory speech by President NMS 08/09 (Tang Lik Jin):

- Lik Jin began the meeting by congratulating and thanking all the old and new committee members of NMS.

(B) Informing about the new NMS committee:

- Email about the new NMS committee to Boon Seong (secretary of UKEC), Lesley Duncan, Puan Azimah and Puan Suzana (representatives from MSD). Email address can be found in NMS Gmail.

-Actions by: Fiqry, Izreena.

(C) Leaver's Party and MNite TQ Party:

- First event for the new committee.
- Need to arrange a suitable date, book the venue (Lik Jin suggested barbeque at lakeside)
- Food usually cooked by committee members.
- Need to identify and gather database of the leavers, think of how to take their info, certificates for the leavers.
- Certificates for the outgoing committee-decide when to give (preferably during Leaver's Party since one of the committee is the leaver herself).
- MNite TQ Party- need to decide either to organise a combined event with Leaver's Party or separately.

-Actions by: All committee members

(D) Notts Games:

- Regarding Malaysian Food Festival, perhaps can contact Aunty Maziah since she has already got the food certificate etc.
- Need to sort out volunteers' shirts, banners, medals, tags, shuttlecocks etc (shipping items during summer)



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- Search for Sponsors during summer (Notts Games and Mnight)-aim for atleast 10000 pounds for Notts Games.
- Ask help from MSD.
- Try to get as many ministers as possible to come for Notts Games.
- Need recommendation letters from the university.
- First aid kit from Malaysia.

-Actions by: All committee members

(E) Predeparture Briefing in Malaysia

- Need to contact Sherry and Lesley Duncan.
- Prepare survival guide.

-Actions by: Khaidir, Izreena.

(F) Suggestion on Portfolio

- Outgoing committee suggested the new Welfare Officer to get in charge with NMS inventory, probably rent a storage room for NMS stuff, and get stuff from Fiqa and Muaz's house.
- Vice President-in charge of MNite.
- Social Secretary- in charge of Newsletter.
- Publicity Officer-starts to promote NMS and NMS events.

-Actions by: Suhaila, Amira, Khaidir, Desmond.

(F) Policy on Spending

- quality goods

-Actions by: Joanne.

(G) Others:

- Room bookings-set up date for all events and start booking (usually ballroom or Great Hall)
- Senior Link Scheme- contact details during predeparture.
- Izreena has to cross check with Fiqrly on the folders given by Duo Ying.
- Notts Games-we need to maintain the high prestige.
- Handing over money (include updating accounts, claims for MNite and other claims)- tentatively arranged on 1st April 2009, 4 people to be there; Hazriq, Joanne, Desmond and Suhaila. Desmond and Suhaila as the witnesses.

-Actions by: Izreena, Khaidir, Fiqrly, Joanne, Hazriq, Suhaila, Desmond.



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Important note: Please also kindly refer to the NMS Strategic Plan uploaded by Fiqry under File section of our yahoo group.

Prepared by,
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