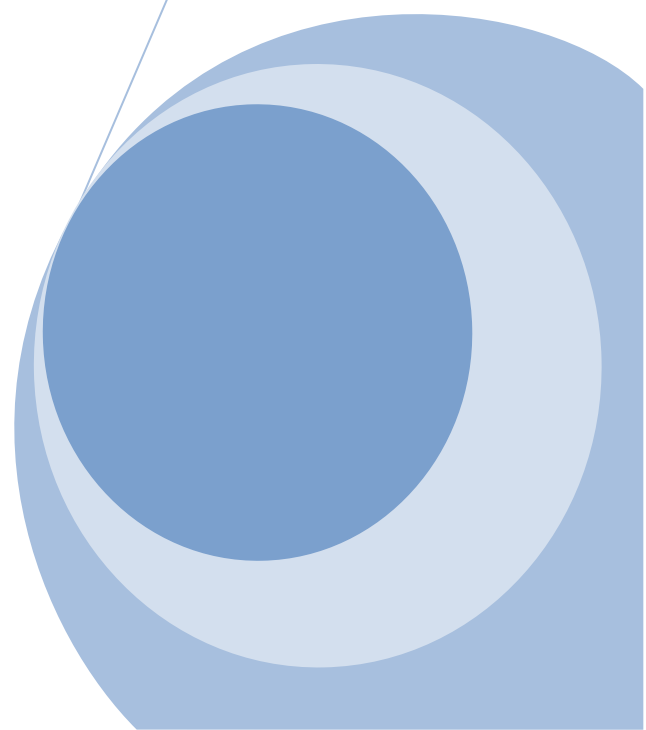


# Minutes of Meeting

Nottingham Malaysian Society





# NOTTINGHAM MALAYSIAN SOCIETY UNIVERSITY OF NOTTINGHAM



## Minutes 2-200409

- (I) **Upcoming Activities for April and May 2009**
- (II) **NMS Major Events for the Year**

**Date:** 20/04/2009

**Time:** 1730 to 1930

**Venue:** Group Study Room 102, Hallward Library.

**Present:** Fiqry, Amira, Joanne, Izreena, Desmond, Suhaila, Khaidir, Liyana.

### **Main Agendas:**

- (i) Upcoming activities in April and May 2009
- (ii) NMS Major Events for The Year

### **Agendas Discussed:**

#### **(A) Dinner with USM:**

- Venue: Portland Building- Ballroom (with PA system)-Izreena booked
- Food: tbc (Ordered by Amira)
- Time: 6.00pm-8.00pm
- Free for members, GBP 2.00 non-members (Undergrads, postgrads, and around 8 delegates from USM)
- Estimated number of people: 300 –first come, first serve basis.
- Cost of food: Max GBP 4 per head. Total estimated budget: GBP 1300 (GBP 1200 for food, GBP 100 for drinks)
- Venue tbc:
  - Plan A: Izreena books the room (Trent preferably or Ballroom try to get PA system)
  - Plan B: Khaidir tries to get Dunkirk Community Centre
- Equipments:
  - Cutleries and plates for VIPs- Amira will contact Kak Shah.

#### **(B) Leavers' and MNite TQ Party:**

- Date: 3<sup>rd</sup> May 2009, Sunday
- Time: 5.00pm – 8.00pm





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Location: University of Nottingham Lakeside Grounds.

Expected Numbers: 250 members

- Plan A: Lakeside

Plan B: Dunkirk Community Centre

-28 leavers replied so far

-120 MNite volunteers

-Izreena: Send proposal by Friday, 24 April. Send to Fiqr tomorrow.

-Food:

- Nasi tomato (20 kg)
- Acar sayur
- BBQ chicken wings- from Antalya
- BBQ- Chicken, burger, sausage.
- BBQ sauces
- Ice cream scoops
- Cocktail
- Coke

-Free for Mnite volunteers and leavers.

-Estimated cost: GBP 250.

-GBP 2 for non-volunteers/non leavers but members. GBP 3 for non-members

-Suggestion: Standard certificates bought from Malaysia-Suhaila(probably applied for next events)

-Mnite certs: Alifa(glossy papers), Leavers' certs: Fiqr

-DVD Mnite-Fiqr looks for DVD

-Games:Tarik tali, poisonous box, sponge and bottle, Frisbee.(rope, Frisbee, hailer)

-Frisbee (Ruzaini), rope(Sport centre), hailer(SU)-Izreena looks for them.

-Present: Desmond looks for cheap sweets as presents for the games.

- Tentative for Sunday:

17.00pm: Registration

18.00pm: Speech by Lik Jin

18.05pm: Speech by Fiqr

18.10pm: Handover-committee certs

18.20pm: Makan-makan and games.

19.00pm: Leavers' certs and souvenirs

19.30pm: Photo session (leavers, ex and new NMS committee)





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-Tentative for cooking:

- Saturday 9.00am-everyone gathers at Khaidir's house. Prepare chicken, vegetables for acar.
- Equipments to bring: Rice cooker (Khaidir asks Fathi, Izreena asks Kak Za), knives, chopping board, and containers.
- Sunday-gather at Khaidir's house 9.00am. Prepare rice.
- Chicken- get delivery service if possible
- 2 houses- Khaidir and Fifa's house.(Fifa's tbc by Khaidir)

-Equipments: 1 table for the food (Khaidir), mats brought by the leavers (tell them through email), if not just use newspapers (all committee members bring).

-Promotion: Emails

-Souvenirs for the leavers-either plain white shirt or frame or graduation hat or scroll-will be confirmed with regard to the cost.

-No theme-just casual

## **(C) Notts Games:**

-Suhaila and Khaidir(Head in Dining)

- Dining for VIPs and volunteers
- Volunteers' food

-Amira and Joanne

- First aid
- Protocol

-Fiqry and Desmond

- Security
- Transport

-Official letter of invitations:

- Sponsor
- Invitation

-T-shirt designs:

- Colour
- Committee-hoodie-8 of us
- Head of volunteers-15
- Volunteers' shirts-max 170

-Give booklets to heads of volunteers

-First aid kits from Malaysia





# NOTTINGHAM MALAYSIAN SOCIETY UNIVERSITY OF NOTTINGHAM



-Banners-from Malaysia-don't state the date

-Room booking:

- Ballroom(8.30am-10.00pm) etc...Portland booked by Izreena, Sport centre by Liyana.

-Additional games:

- Congak
- Batu seremban
- Swimming
- Tennis

-Sponsors:

- Air Asia
- Malaysia Tourism
- UMNO
- MSD
- CIMB
- Bank Negara
- MAS
- Maybank
- Prime Minister
- Ministers
- Alumni UoN
- MARA
- JPA
- Petronas
- Fresh Asia
- Ikrah
- International Office
- Vice Chancellor

-Medals:

- Each Category(1,2,3)
- Piala keseluruhan
- Hamper

-Token of appreciation: For sponsors (take note!).

## **(D) Dunkirk Quiz:**

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U of NSU Nottingham Malaysian Society, Portland Building, University of Nottingham,  
NG7 2RD, Nottingham  
<http://www.nms-uk.com/>  
[info@nms-uk.com](mailto:info@nms-uk.com)





# NOTTINGHAM MALAYSIAN SOCIETY UNIVERSITY OF NOTTINGHAM



- 1<sup>st</sup> May 2009, Friday
- 19.30pm-21.30pm
- Quizzes and food
- 5-round quiz
- Provide food with them
- 30 participants from NMS, 30 Dunkirkies.
- Opening speech by Fiqry
- Emcee (1 NMS-Joanne, 1 from Dunkirk)
- Head for quiz-Khaidir, Desmond
- Food- Suhaila, Izreena, Amira and Liyana
- Do potluck (let members know through emails)
- No cashew nuts
- Food(for approximately 50 people):
  - Kuih seri muka
  - Laksa
  - Cincau(Atiq)
- Fiqry-promotion

## **(E) WFP(Welcoming Freshers' Programme)**

- Refer to Suhaila's powerpoint
- Actions:
  - Suhaila-Start recruiting people as volunteers
  - Izreena- Send letters to MSD and International Office, letting them know about our plans for freshers.
  - Izreena- try to get as many free SIM cards as possible from International Office (like last year we got NOMI)

## **(F) MNite- Competition between scriptwriters**

- Amira-announces to members about the competition of drafting the story and scripts for the coming MNite 2010(probably during the party?)

## **(F) Sponsorship for membership cards**





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- Izreena- sends letters to sponsors, requesting for discount for members (like last year, the committee received a few discount offer from various shops and restaurants like Fresh Asia, Pretty Orchid-back of membership card).

Prepared by,  
Nur Izreena Ismail  
General Secretary NMS 09/10

