School of Chemical &
Biomedical Engineering

RALLY MINUTES

SCBE CLUB

Date: 3 September 2019	Start Time: 1810	End Time: 2120
Venue: School of Chemical and Biomedical Engineering, N1.2, CBE LT		
Rally Officiator: Alex Goh		

Business management	Edward	**Areas of improvement** - Close gap between SCBE Club and students - Bonding day for whole school as there is no bond between subcommittee members - More frequent meetings **How to improve merch sales** - A better timing to launch sales **How to deal with idle members** - Communicate with subcommittee member personally **How to entice students to come to boost sales** - Games are good idea for students to come - Carnival ideas
	Kai Yong	**Past experiences** - Welfare head for poly SU - Organize welfare events - Merchandize sales - Main com for poly camps - Finale head: in-charge of stage design and video **How to manage idle members** - Don't force work upon members, try to up communication with those who do work - Pair them up, group them based on willingness to work **How to engage students to come** - Publicity **How to get sponsorships without experience** - Approach past directors, outsource himself **How to balance studies with SCBE Club** - Time management **Greatest struggle as main com** - Work load from union, couldn't manage workload, learn to manage properly

		How to generate revenue
		- Event sales: valentines
Social director	Mayank	- Instil sense of belonging in SCBE - Introduced new events: night cycling - Have one more mini event - Able to use team efficiently, delegate - Know what expect, prepare in advance - Better use of resources - Improve quality of events **How to deal with idle members** - Issue with members not doing job and splitting them into groups also not working → involve himself to deal with the issue **How to improve main com** - Interaction between each other, bonding day should be repeated as necessary - Meeting frequency not sufficient **How to bond members/main committee** - Meet up late at night after school
Academic welfare director	Yamini	- Organize online forum for freshies, study groups - Plan extra academic events: opportunities with other schools in Singapore, more industry talks - Newsletter for information on industry - Outsource ideas from students **Skills learnt from experience** - Communication - Time management – for self and to spread to others for academic welfare **What ideas to prioritize** - Event to connect professors and students - Planning session: to teach how to manage time - Study groups: do assignments together, learn from peers & tutors/profs – know each other better also **Examples of such events** - Share field of study, research, internship experience **How to source for ppl for sharing** - Give specific timings for each prof (in short span e.g. 20min) **How to entice ppl**

		- Food to entice - Use a 'loyalty card' to entice students to come back for future events **How to deal w idle members** - Get them excited about the role, team bonding
Publication director	Yih Fei	- Photography skills - Learn relevant skills needed to teach subcommittee members **How to get ppl to follow ntuscbe** - Get nueve to ask freshie to follow **How get feedback from students** - Do up google form to rate experience after every event **How to involve members to do poster** - Pair/group them to design poster - Competition to entice members to produce quality designs **How to engage members** - Bonding session
Union rep	Royston	**Bridge nueve & scbe club** - Co-opting into main com to bring ppl in to join nueve
President	Delfina	- All members have a sense of belonging so they will be motivated to participate actively - To achieve goals for all portfolios – e.g. learn new skills as biz mag/pubs - Introduce green movement in all events/a green initiative club - Create year book for grad students, can also act as incentive for convoball attendance **What initiatives to instil sense of belonging** - Events and AW director work together to brainstorm for events – create environment for team to think creatively to create new events instead of telling them what to do **What improvement based on previous presidents** - Frequency of meetings - Ask them to come up for events instead of idling - Get experienced people to teach members e.g. publicity to gain new skills

		- Create environment for ppl to make them feel comfortable with expressing their opinions and ideas **Green movement suggestions** - Start printing event posters on recycled paper - Give free food and drinks for exam welfare – cutleries to be brought by students - Box for ppl to deposit their one-sided paper for re-use **How to handle funding for bonding sessions** - Orientation: ask members for small payment - After: bond members by interaction during work **How to deal with idle members** - Remove anyone from position if efforts not sufficient as director affects members that will ultimately affect quality of subsequent events **How to improve image for club** - Collect feedback to create events that students demand **Academic competitions for BIE students** - Work with BMES society/ask BIE directors for their opinions on what type of academic comp we can host
Vice-president	Claudia	- Introduce bonding sessions so no one is left out - Platform to meet others - Further make the sch more welcoming to hang out & study - Improving signage in building - Complete guide to scbe modules by survey and results shared - Change perception of scbe club, not just for pyp solutions & welfare packs - Prioritize what the students want, work on that so students know their opinions are heard - More inclusive club and better welfare for students **Resistance to take in new/late students** - Form a 'OG' for the new students

Minutes Recorded By: Lim Zhining (Election Officer)

Approved By: Alex Goh (Returning Officer)