

Election Rally Minutes

Rally 1

Date: 7th September 2018, Wednesday

Venue: School of Chemical and Biomedical Engineering, N1.2 B2 CBE-LT

Meeting Officiator: Leow Yan Yang

Start Time: 1930 hrs

Attendance

Name	Position	Attendance
Leow Yan Yang	President	Present
Shirley Lau Lau Feng Yi	Vice-President	Present
Ignatius Aditya Hendrayana	Financial Controller	Present
Muhammad Daniel Haikel	Honorary General Secretary	Present
Alex Goh Feng Tian	Business Director/ Incoming President	Present
Thecla Chia Meng Yee	Assistant Business Director/ Incoming President	Present
Lim Zhining	Publicity Director / Incoming HGS	Present
Delfina Paulin	Incoming Business Manager	Present
Mayank Goel	Incoming Social Director	Present
Lim Yi Quan (Robin)	Incoming Financial Controller	Present
Leong Zi Xin	Incoming Academic Welfare Director	Present
Rachel Tan	Incoming Publicity Director	Present

The minutes will contain two main parts – Firstly, brief explanation on candidates’ summary of qualifications, target that they envision to achieve as well as initiatives that are to be executed, and secondly, the transcript of the Q&A session conducted. The former is summarized in bullet points while the latter is jotted down on a question-and-response basis.

Rally Minutes

1. Financial Controller (Robin)

Key Campaign Initiatives

- Focusing on people development for SCBE and not just “textbook smart”.
- Improve on finances based on previous financial controller experiences – managerial skills, expedite processes.
- Inspire students sense belonging, platform for enriching university life.

Questions and Answers:

Question 1. (Question Proposed By: Ignatius Aditya) Tell me what you know about SCBE

Answer: SCBE is the platform to connect SCBE students and its events, as well as a platform to connect students with activities such as OCIP, NUEVE, etc. Above all, SCBE main aim should be the platform for inclusivity of students.

Question 2. (Question Proposed By: Ignatius Aditya) Given a limited budget for executing events, which one of the SCBE events that will you prioritize and why?

Answer: SCBE are to organize events that will benefit as well as to develop its student capabilities. While there are signature events that has traditionally been prioritized over the years, SCBE should not be afraid to allocate more resources for welfare as well as networking sessions. The decision on prioritization should be balanced: maintaining the tradition and affording forward looking events.

Question 3. (Question Proposed By: Thecla) Tell us more about your leadership experience

Answer: When I was in the airforce, I hold the position of a treasurer in the air force. What I did was that I managed and allocated 4 different funds and I achieve that by allocating funds based on purpose and impact. For each of the events, we need to have conviction to make the event happen.

Question 4. (Question Proposed By: Yan Yang) Discussion of decision: should there be any conflict amongst top 4, how would you resolve the situation?

Answer: Actions will be taken based on the initial guidelines. Should there be clash in ideology or personality, will not let personality gets into the way of going things.

Question 5. (Question Proposed By: Ignatius Aditya) Are you going to be conservative, or risk taking, in terms of projecting the amount of money necessary for each event?

Answer: Depends on the situation, further discussion with Top 4 is necessary.

Question 6. (Question Proposed By: Yan Yang) Given the low attendance rate across the years, should convoball happen? Bearing in mind that convoball requires significant amount of resources

Answer: Depends on the demand, back on the first principle of the club itself. If there is a need an in line with the vision, execute.

Question 7. (Question Proposed By: Ignatius Aditya) Should SCBE require more money than what is available from SCBE Office and SAO, what are the initiatives that would you do?

Answer: Will not put emphasis on canvassing. Sales and sponsorship, as well as participating in talks.

Question 8. (Question Proposed By: Shirley Lau) Do you have any ideas for sales that can provide additional revenue to the club?

Answer: Not at the moment.

Question 9. (Question Proposed By: Ignatius Aditya) Do you thoroughly understand your responsibilities? What does a financial controller do?

Answer: Budgeting and advising on financials to president.

Question 10. (Question Proposed By: Alex & Yan Yang) How would you prioritize budget allocation for NUEVE/OCIP/SCBE, and how would you allocate subscription fees?

Answer: Budget allocation will be determined highly based on top 4 collective decision and president direction.

Question 11. (Question Proposed By: Yan Yang) How would you allocate subscription fees –

Answer: Budget allocation will be determined highly based on top 4 collective decision and president direction.

Question 12. (Question Proposed By: Ignatius) If you have more student coming to SCBE, how would you help justify the increase in budget requirements inside the proposal?

Answer: Justify the increase by looking at budget per packs.

Question 13. (Question Proposed By: Ignatius) How would you justify the needs of buying trivial purchases?

Answer: See the budget and prioritize. Buy item instead of renting for longer-term assets.

2. Honorary General Secretary (Lim Zhi Ning)

Key Campaign Initiatives

- Provide related experiences to SCBE club
 - i. Secondary – Head of service committee
 - ii. JC class chair manage events. VP for student council.
 - iii. Publicity director for SCBE club
- Make SCBE club more open and inclusive

Questions and Answers:

Question 1. (Question Proposed By: Ignatius Aditya) How would you improve PO, and by extension, how would you improve SCBE Club using that experience?

Answer: Previously, members were not very active and it was difficult to delegate. Improving PO depends on the people in it, skills and the number of personnel.

Question 2. (Question Proposed By: Thecla) What was your experience with booking venues, as that is one of your tasks as a Honorary General Secretary?

Answer: do not have direct previous experience.

Question 3. (Question Proposed By: Ignatius Aditya) What would happen if don't get the venue that you envision to get? i.e. Canopy K for SCBE.

Answer: Book properly beforehand and resort to SCBE location should there be no Canopy K.

Question 4. (Question Proposed By: Leow Yan Yang) What is your opinion on circulating the SCBE meeting minutes to the public?

Answer: No circulation of the minutes, and only circulating the brief outline.

Question 5. (Question Proposed By: Haikel) What more can you do than your written job scope?

Answer: Mentoring, and providing ex-director experience.

Question 6. (Question Proposed By: Shirley Lau) As a Honorary General Secretary, if you follow last committee's structure, you will oversee PO division. What would you do if happen to encounter conflict in the design making process?

Answer: Voting, compromising depending on the situation.

Question 7. (Question Proposed By: Ignatius Aditya) What is your strength?

Answer: Managing situation in an effective manner and delegating tasks efficiently.

Question 8. (Question Proposed By: Leow Yan Yang) What is your future direction for SCBE Club?

Answer: To make SCBE as a platform for students to know their student body more than just welfare pack distribution. Establish stronger connection with AGL.

Question 9. (Question Proposed By: Haikel) How was your experience in PO and what would you improve?

Answer: For future tasks, assigning (mandatory) with strict expectation and not voluntarily assign tasks with clear KPIs.

3. President (Thecla Chia)

Key Campaign Initiatives

- Step up out of comfort zone
- Build an open club, a platform for all members to improve
- Platform for all member to improve
- Small steps through close bonded relationships
 - Revamping IYG to sports day

Questions and Answers:

Question 1. (Question Proposed By: Leow Yan Yang) What is your leadership philosophy?

Answer: To ensure that everyone have the same vision and mindset at a particular goal that the club wants to achieve.

Question 2. (Question Proposed By: Ignatius Aditya) What would you do if you encounter people quitting the club?

Answer: Talk on one-to-one basis, asking why a particular member feel that way. Open communication is very important, understand what happened and if they are unable to share the same vision and the top 4 will discuss the change in vision and come to a consensus.

Question 3. (Question Proposed By: Leow Yan Yang) what kind of challenge you foresee as an upcoming president?

Answer: Freshie committees might be experienced, but they do not know what should they do in SCBE settings. Adapting in the school system is necessary.

Question 4. (Question Proposed By: Shirley Lau) How much passion you have, what are you motivated by for this position?

Answer: Found that SCBE is less engaging and inclusive, and want to make a change and make a difference. Motivated with people sacrificing their time/resources for the club.

Question 5. (Question Proposed By: Leow Yan Yang) If you are to be the president, what changes/things that you want to achieve?

Answer: Increase of participation rate of the events and have to have an open club. Hear from the students of what they really need from the student body.

Question 6. (Question Proposed By: Zhi Ning) What are your strengths and weaknesses?

Answer: Put others in front of individual needs, sensitive and having strong EQ.

Question 7. (Question Proposed By: Ignatius Aditya) There were conflict with other school during previous ISG, what would you do in that situation?

Answer: Discuss with the top 4. Alert and counsel if there is anything wrong from SCBE side, but if the bigger school take advantage of SCBE as a smaller school, with the help of top 4, we can talk to them.

Question 8. (Question Proposed By: Shirley Lau) As a president, you have the final say in terms of the decision. Had you had a situation whereby the other top 3 has a differing opinion than you, would you assert your own opinion?

Answer: Top 4 should be a functional team. Everyone has to have the same thinking on this situation. Open to changes in the meeting if necessary.

Question 9. (Question Proposed By: Ignatius Aditya) How to combine NUEVE, OCIP

Answer: Increase participation, interact them as friends, motivate to serve the student community.

Question 10. (Question Proposed By: Leow Yan Yang/Ignatius Aditya) To what extent should OCIP/NUEVE be combined with SCBE club?

Answer: They would be a broadcasting channel to get attendance. Involved in major events, give the decision whether or not to combine, but follow the current status quo if no response.

Question 11. (Question Proposed By: Ignatius Aditya) What would your actions be if one of the events incurred loss?

Answer: Have a frank conversation with SCBE staff, and open communication with school/SAO. If SCBE Club lose money, provided that clear communications already in place, relevant parties should be willing to support.

Question 12. (Question Proposed By: Leow Yan Yang) What you think of SCBE club vs school events and running our social media, what actions would you take as one as the top 4?

Answer: Envision the club to be open, cater the needs from feedback that student actually wants.

Question 13. (Question Proposed By: Shirley Lau) How would you bond the club in the future?

Answer: Plan bonding sessions, talk to directors, and other outing activities.

Question 14. (Question Proposed By: Leow Yan Yang) We have been saying that SCBE club is a student body channel – how much information we should know from the school to disseminate it to the students?

Answer: School should disseminate the information. The lack of dissemination shows that the school does not respect us. Establish relationship with the school to get informed of the programs. This issue is caused by lack of communication.

Question 15. (Question Proposed By: Leow Yan Yang) Should we know what happened inside each of the specific NUEVE and OCIP activities?

Answer: SCBE should be informed by their decision, but up to special projects for their decision. For school-initiated events, but does not need to go through whether they want it to happen or not. Just keep on the loop. SCBE should on their own, propose similar events, communicate with the students on how they can improve on the events.

Question 16. (Open floor question) how would you motivate people come to the events?

Answer: Open communications and further discussion with top 4.

4. President (Alex Goh)

Key Campaign Initiatives

- Change the way it runs
- Change the negative image of the club:
 - “Club about exam welfare pack only..”
 - “I do not know what the club do..”
 - “I don’t want to be associated with XXX...”
- Key “Promises”
 - 1. Promise to listen what the students’ want. Cannot assume a particular event.
 - 2. Open comment and feedback
 - 3. Gain back trust in all levels – provide transparency, minutes will be available for proper discussion.

Questions and Answers:

Question 1. (Question Proposed By: Ignatius Aditya) You put a strong emphasis on open feedback, what would you do if a senior faculty member provides a strong negative feedback to SCBE club? (i.e. Prof Teoh commented on D&D event 2017)

Answer: Talk to Prof Teoh first pertaining the next steps of action to do. Conduct open feedback session, through email and survey, see from there what is the percentage students liking convoball. If out of survey 50% support and abstain – s no comments, no majority, do not execute. If there is a majority, push for it, make it fun and attractive.

Question 2. (Question Proposed By: Ignatius Aditya) What is the survey does not match your expectations?

Answer: Run a second round of survey that focuses the idea to the student and see their reception towards it. Ensure that the needs of the students.

Question 3. (Question Proposed By: Leow Yan Yang) On past year events – will you continue or will it be changed?

Answer: Tweak IYG to housing or open system, sports or academic competition.

Question 4. (Question Proposed By: Leow Yan Yang) Do you want directors to be responsive to the event or would you prefer indirect feedback from the ground?

Answer: Mix of both, given that time is short, i.e. almost 1/3 through the semester, plan ahead and execute efficiently.

Question 5. (Question Proposed By: Leow Yan Yang) What can be done more in comparison to the current SCBE club?

Answer: More can be done in each of the portfolio in terms of output to the SCBE community.

Question 6. (Question Proposed By: Shirley Lau) How to bond SCBE club member amongst each other?

Answer: Games, self-funded events.

Question 7. (Question Proposed By: Leow Yan Yang) To what extent NUEVE/OCIP will be integrated to SCBE club?

Answer: Work with NUEVE and AGLs to push for inter-org games and continue the OG spirit instead of OG name dying after orientation games.

Question 8. (Question Proposed By: Zhiming) How close you want to integrate the leaders of OCIP/NUEVE – you want them to be independent or do you want them to have a say in our events?

Answer: Preferably not to be independent – three chairs/president are to discuss the events for the year, foresee the events throughout the year. Feedback gathering, share from the club. CC email of ad-hoc committees informing the SCBE of what their activities are, and whatsapp keep in the loop.

Question 9. (Question Proposed By: Ignatius Aditya) There is this former idea to push for Local CIP (LCIP). In your opinion, which one is more important – LCIP or OCIP

Answer: Equal weightage because we don't know who needs more help – local or international. If need more LCIP, work with WSC, SCBE needs manpower and correct connections. More efficient if SCBE can ask other organizations and co work with the LCIP together.

Question 10. (Question Proposed By: Leow Yan Yang) should SCBE embark on this LCIP project? If we were to execute LCIP, how would you execute it?

Answer: Put LCIP under a branch of OCIP.

Question 11. (Question Proposed By: Ignatius Aditya) How many people would you require for the upcoming SCBE committee? What if you do not the required number of manpower necessary

Answer: If students need more event but there is not enough money, prioritize event which SCBE can support, and explain students of the cancellation of other events.

Question 12. (Question Proposed By: Leow Yan Yang) What would you want to change from the current SCBE system?

Answer: Establish feedback channel and strong working relationship with student office and SCBE. Write to prof directly on the progress, and on the flipside, the school should inform SCBE as well.

Question 13. (Question Proposed By: Shirley Lau) What was some important lesson from your directorship in the previous committee and how would you carry the lesson forward?

Answer: Poor planning of sem 1 sponsors and further event sponsoring. Plan ahead from sem 2, change election timeline.

Question 14. (Question Proposed By: Ignatius Aditya) There is a talk to bring in AIChE (American Institution of Chemical Engineers). On the BIE side, we already have BMES under BES. What is your opinion on these two organizations?

Answer: SCBE should not carry the weight of BMES or otherwise there would be conflict of interests, be independent. AIChE should not under SCBE as well, as they might merge under NUS. Furthermore, there will be a need to have more people if all under SCBE – too many people doing multiple assignments. Good if professors can be in the committee.

End Time: 2230 hrs

Minutes Recorded By: Ignatius Aditya Hendrayana

Vetted by:

Date and Time:

Rally 2

Date: 8th September 2018, Wednesday

Venue: School of Chemical and Biomedical Engineering, N1.2 B2 CBE-LT

Meeting Officiator: Leow Yan Yang

Start Time: 1930 hrs

Attendance

Name	Position	Attendance
Leow Yan Yang	President	Present
Shirley Lau Feng Yi	Vice-President	Present
Ignatius Aditya Hendrayana	Financial Controller	Present
Muhammad Daniel Haikel	Honorary General Secretary	Present
Alex Goh Feng Tian	Business Director/ Incoming President	Present
Thecla Chia Meng Yee	Assistant Business Director/ Incoming President	Present
Jacinda Elda	Assistant Outreach Director	Present
Lim Zhining	Publicity Director/ Incoming Hon. Gen.	Present
Delfina Paulin	Incoming Business Manager	Present
Mayank Goel	Incoming Socia Director	Present
Huang Lezhi	Incoming Publications Director	Present
Tio Lin Wei	Incoming Sports Director	Present
Leong Zi Xin	Incoming Academic Welfare Director	Present
Royston Liew Yew Meng	Incoming Union Representative	Present

Incoming 14th SCBE Club Attendance

The minutes will contain two main parts – Firstly, brief explanation on candidates' summary of qualifications, target that they envision to achieve as well as initiatives that are to be executed, and secondly, the transcript of the Q&A session conducted. The former is summarized in bullet points while the latter is jotted down on a question-and-response basis.

Rally Minutes

1. Welfare Director (Leong Zi Xin)

Key Campaign Initiatives

Key Insights:

- Improve and maintain the standards, as well as improving the EWD, Study Session and Past Year solutions
- Free Milo and Snacks for Study Sessions
- Organize activities Chem-e-car and student-staff dialogue

Questions and Answers:

Question 1. (Question Proposed By: Leow Yan Yang) What kind of challenges you foresee and how can you overcome

Answer: As a year one, I haven't gone through SCBE, main challenges would go how things carried in the past. But this can be solved through understanding and communicating from previous directors and carrying out activities and by communicating I can create or improve on what we have. Seniors also would help in the academic welfare group and how ask how things are carried out previously.

Question 2. (Question Proposed By: Leow Yan Yang) What's your opinion on Alex stance on student feedback and what is our opinion regarding that issue?

Answer: Agree, but the platform can be more than just forms and surveys, students would not put in effort to those things. To get feedback, we can get feedback in person.

Question 3. (Question Proposed By: Shirley Lau) For academic welfare events, what is the most important factor in getting people attending the event?

Answer: Freebies and exam welfare pack, we should have more such freebies. Through OG and previous members, they can attend the event to the SCBE.

Question 4. (Question Proposed By: Ignatius) How would you strike the balance between more sponsorship goodies, which might entail more tasks to be done for students (filling up surveys, etc.) vs good welfare experience

Answer: Strike balance, don't rely on sponsors but also run canvassing/ fundraising events.

Question 5. (Question Proposed By: Jacinda) How would you draft PYP answer?

Answer: We can ask everyone to do PYP instead of exclusively assign a particular paper. Put a group of people together to work more efficiently.

Question 6. (Question Proposed By: Yan Yang) What improvements/ what are the things that you want to do differently

Answer: Push the current chem-e-car event.

Question 7. (Question Proposed By: Alex) How would you set the chem-e-car, SCBE or special committee?

Answer: Special committee would work, I don't think A&W can chair it alone, but SCBE Club can facilitate the event and organization.

Question 8. (Question Proposed By: Shirley) Would you put Chem-e-car under SCBE initiatives?

Answer: SCBE should, because if we can eventually join the AIChE, it will be beneficial for the club as well

Question 9. (Question Proposed By: Yan Yang) What would incentivize student to do PYP? If you are doing it in groups, why would other people circulate the answer

Answer: Social peer pressure, start from the OG. Academic related peer pressure – if there are lots of people doing, there will be groups of people motivated to do the answer.

2. Business Manager (Delfina Paulin)

Key Campaign Initiatives

- Having a strong track record of leadership from Sec/JC
- Fun learning platform for all of us, bonding and transparent

Questions and Answers:

Question 1. (Question Proposed By: Ignatius) How would you as a good event coordinator, be a good business manager?

Answer: Both positions require the person in charge to be a good leader and delegation and reasonable expectation, a lot of experience in delegating tasks to people and being a events manager, there are a lot of situation to negotiate with people, that will be useful in being a business manager.

Question 2. (Question Proposed By: Yan Yang) What kind of challenge you foresee as a director?

Answer: There are many challenges in sponsors, negotiating term both parties will be challenging. Another problem will be the bonding of each teams. It will be quite hard to find a reason to ask people to work together in a group.

Question 3. (Question Proposed By: Ignatius) Cash sponsorship is not accepted by school. Apart from canvassing and sponsorship, what would you do?

Answer: The most reliable source is to seek funds from the school. However, I would not depend on the school so much. If everyone works together, they can get paid survey.

Question 4. (Question Proposed By: Shirley) What was one lesson that you learn, and what would you like to change from the previous committee?

Answer: Less sense of belonging and issues with working together. Improve the bonding.

Question 5. (Question Proposed By: Jacinda) How would you make your subcomms more bonded?

Answer: Ensure that people know each other, bonding sessions and go together, making sure that not one person do each task.

Question 6. (Question Proposed By: Alex) How would you arrange sponsorship items delivery?

Answer: Internal resources (Mayank's car) or rent \$80 per day.

Question 7. (Question Proposed By: Yan Yang) How would you want to improve the goodie bags beyond the Skippy we had last year?

Answer: Ask previous director to get Skippy at the first place, approach companies at the right time (i.e. during accounting book closing)

Question 8. (Question Proposed By: Yan Yang) What is the biggest flaw in SCBE club?

Answer: Bonding and communication between subcomm members.

Question 9. (Question Proposed By: Alex) How would you “punish” underperforming subcomms?

Answer: Remove and “counsel” if have the power to do so.

Question 10. (Question Proposed By: Ignatius) If one individual work a larger workload, how would you distribute the assignment?

Answer: Distribute based on strengths, pair with lower competent individuals.

3. Publications Director (Huang Lezhi)

Key Campaign Initiatives

- One latest update from all emails and information
- Feature interesting reads, academic articles
- E-magazine

Questions and Answers:

Question 1. (Question Proposed By: Jacinda) What is the publication frequency of your initiatives?

Answer: 2 per semester

Question 2. (Question Proposed By: Yan Yang) How would you bond Publications team?

Answer: Through working together in a project, but depends on the commitment level. Ensure everybody work and learned everything through the experience. Do bonding activities other than work.

Question 3. (Question Proposed By: Ignatius) How would you ensure manpower is allocated properly?

Answer: Region-based allocation, two members per particular region taking photos. Furthermore, if the team is bonded enough, holidays should not be an issue because if the bonding is strong at the first-place people would not mind to come during holidays. Bonding comes first. If coercion is necessary, would ask to indicate availability months ahead.

Question 4. (Question Proposed By: Jacinda) What if you have subcomss that are missing in action?

Answer: We can recruit more subcoms to compensate the lack of manpower. But for year 3 on internship, it will be reiterated that they must choose – you *can't commit* or you *don't want to commit*. Recruit people that are self-starter and willing to self-learn.

4. Publicity Director (Rachel Tan)

Key Campaign Initiatives

- Inclusive SCBE, not only compete for CCA

Questions and Answers:

Question 1. (Question Proposed By: Jacinda) Why do you want to be a maincomm if you only want to be more involved? Why not subcomm?

Answer: More responsibility entails more learning experience

Question 2. (Question Proposed By: Shirley) What strengths do you have?

Answer: Technical capabilities (Photoshop) and the ability to think outside the box

Question 3. (Question Proposed By: Yan Yang) What do you think of the current publicity effort through our social media?

Answer: Could have been better. In the future, SCBE should show more collegial image to the public.

Question 4. (Question Proposed By: Yan Yang) What do you want to achieve/improve from the previous committee?

Answer: Create an image that SCBE has a friendly culture by creating taglines in the poster and showing more inclusive environment/circumstances to the social media.

Question 5. (Question Proposed By: Shirley) Name a good publicity material, do you think you can replicate?

Answer: recruitment poster of SCBE club – simple and achievable.

Question 6. (Question Proposed By: Yan Yang) What you're approach in handling conflict

Answer: "I am a straightforward person, talk things out and I believe that SCBE students are logical people and hence, a common ground can be agreed upon."

Question 7. (Question Proposed By: Alex) What would you have an underperforming subcomms?

Answer: Talk to them individually.

Question 8. (Question Proposed By: Yan Yang) What would you do to increase skills of your subcomms? How would you settle bonding issue?

Answer: Putting technical learning as bonding opportunity.

Question 9. (Question Proposed By: Ignatius) What if you have deadlines coming and you can't handle it on your own?

Answer: Delegate accordingly but do not mind putting hands-on effort.

Question 10. (Question Proposed By: Yan Yang) Should we invest in assets? i.e. photo printer, camera, etc.?

Answer: Not necessarily. Acquiring printer might be feasible, financing wise it would be make more sense to own rather than buy. In terms of camera, it would not be necessary. Members should bring camera. Furthermore, a good camera doesn't necessarily translate into good picture.

5. NTU Students Union Representative (Royston Liew Yew Meng)

Key Campaign Initiatives

- Changes in NTU – bring voice of SCBE to NTUSU

Question 1. (Question Proposed By: Ignatius) How would you ensure direction of SCBE properly communicated given your background/short tenure in SCBE?

Answer: Based on the life story elaborated, I can persevere and ensure that the vision of the school is properly communicated.

Question 2. (Question Proposed By: Yan Yang) How exactly is this bridge between SU and SCBE is all about?

Answer: Voice out and assist in the policies and the changes, understand the policies and telling the team about policies and affect the club and anticipate.

Question 3. (Question Proposed By: Alex) Would you want to be involved in the decision making?

Answer: As a union rep, there is a need to engage inside. However, union rep would not directly responsible for the event. Understand that the exco member view the responsibility seriously and try the best to attend most of the events as possible especially bonding events.

Question 4. (Question Proposed By: Yan Yang) What if there's conflict of interest with SU

Answer: Decision made will be back to the roots of SCBE club and for the benefit of the Student Body.

6. Sports Director (Tio Lin Wei)

Key Campaign Initiatives

- Bonding Food
- Cycling/ Kayaking
- More responsible than previous committee

Question 1. (Question Proposed By: Ignatius) What if there is a low participation rate in your proposed events?

Answer: Co-relate with other events (learn from previous events i.e. SCBE mingle), talk to various OGS and next CGL of NUEVE to ask people come and participate in activities through connections and friends of friends.

Question 2. (Question Proposed By: Shirley) Give one instance of leadership that you previously had

Answer: Led of 28 people, mortar commander in the army. One of the key achievements was having strong connections with the people, and as a leader, I conceptualize the vision and goals. Along the way, taking action that the leader is caring for the member is one of the skills that were learned throughout the journey.

Question 3. (Question Proposed By: Yan Yang) How would you manage time direct entry

Answer: Use opportunity with SCBE as a relaxation instead of burden.

Question 4. (Question Proposed By: Haikel) Give an instance on managing group of people how you manage your own team

Answer: "In an event, I would firstly, manage the timeline and schedule, identify what the flow and how different event start. Ensure that emcee, programmer, treasurer are running properly and on the day itself I have to be there as a director and manage situation, manage rules, as well as medical procedures. Manpower wise, it will be allocated through the head of each sub department, but each of the leader person in charge must report back to the director.

Question 5. (Question Proposed By: Ignatius) What would your actions be should there be injury in one of the events.

Answer: Attending the injury would be the priority – finding another medic, knowing where are the various medical centres, and various centers that can be contacted. Definitely attend to the injured first. Injury is main priority compared to overall flow of the event.

Question 6. (Question Proposed By: Haikel) SCBE is not really sports oriented and the participation number for sports-related event is not that high. How would you prepare the people for inter school games? What would you do to increase participation?

Answer: There can be more publicity beforehand, conduct sport and simple games before ISG. We cannot train hard endurance, but rather, conduct easygoing basketball games or hangout session together as a way to gather people around.

7. Social Director (Mayank Goel)

Key Campaign Initiatives

- Increase D&D and social events
- Strong experience (Question Proposed By: Bartender, event coordination, etc.)

Question 1. (Question Proposed By: Shirley) You seem to like pageants-related event – what other alternatives that you can propose?

Answer: D&D and chill sessions to get people connected.

Question 2. (Question Proposed By: Ignatius) How limited budget is limited

Answer: \$250 per event – photobooth, stage games, mocktail bar (Question Proposed By: chilled sprite, mixes use syrup), ticket printing through school, hole punches, light sticks, etc.

Question 3. (Question Proposed By: Ignatius)– Discount promo prioritization for events outside SCBE

Answer: Push for proposal to Prof Jia Wei, tell them that it is a on an occasional basis to help SCBE bond and relax.

Question 4. (Question Proposed By: Thecla) Suggestion on participation rate other than NUEVE

Answer: Subtle mandatory expectation of SCBE committee to attend the event, promote the event through various channels.

Question 5. (Question Proposed By: Yan Yang) What would you do about SCBE day compared to the existing SCBE day?

Answer: Would improve on the existing, might adding in DJ and better music. Engage SCBE school faculty itself and improve more for the carnival and lucky draw.

Question 6. (Question Proposed By: Ignatius) Give an example of good lucky draw prizes that are affordable?

Answer: Extra welfare packs and vouchers.

Question 7. (Question Proposed By: Shirley) What would you prioritize in the Budgeting for SCBE day.

Answer: Majority will be allocated on food. Lunch/dinner will be of higher priority, smaller money will be allocated for gifts.

Question 8. (Question Proposed By: Shirley) What is the most important factor in event planning?

Answer: Allocation of people who are responsible for the events, each individual division must know what their responsibilities are and how to execute. In general, everybody must be ready in a crisis situation. Backup options must also be in place.

End Time: 2230 hrs

Minutes Recorded By: Ignatius Aditya Hendrayana

Vetted by:

Date and Time: