

NANYANG TECHNOLOGICAL UNIVERSITY

CIVIL AND ENVIRONMENTAL ENGINEERING CLUB

27TH Management Committees

Election Rally Minutes

Minutes of the 27th Management Committees meeting which was held at LT12 on 7th of September 2018, Friday at 7.00 pm.

The rally was called to order at 7.15pm.

	ITEM	ACTION
1	<p>Presidential Candidate</p> <ul style="list-style-type: none"> ➤ <u>Tommy Antony</u> ➤ What is your plan for next year <ul style="list-style-type: none"> ○ Hall points not needed, expect lower participation rate ○ Focus more on events with less manpower, e.g. site visit ➤ Plan to solve manpower issue <ul style="list-style-type: none"> ○ Publicize benefit of joining CEE Club ○ Promote via friends ➤ How to bond committee and students <ul style="list-style-type: none"> ○ Each committee encouraged to interact more with students ○ Subcommittee comes from every year of study ○ Must have bonding from inside committee ➤ What is your vision and mission <ul style="list-style-type: none"> ○ Vision: to lead CEE Club to become the face of CEE students ○ Mission: to let the students know more about what CEE Club is doing ➤ Biggest challenge and how to solve <ul style="list-style-type: none"> ○ Harder to get subcommittee this year ○ Solve by promoting the club more ➤ What do you think about previous management <ul style="list-style-type: none"> ○ Output is maintain very good of image of the club ○ Teamwork and bonding are lacking ➤ How to improve <ul style="list-style-type: none"> ○ Encourage maincom to interact with subcomms ○ Be caring to subcomms, treat them as friends ○ To get the relevant information from the previous maincommittee members ➤ How was previous President <ul style="list-style-type: none"> ○ Good job last year, leads very well ○ Events are organised successfully <p>Vice Presidential Candidate</p> <ul style="list-style-type: none"> ➤ <u>Chan Yuan Jie and Wu Nuoxin</u> ➤ What value will you bring to CEE Club <ul style="list-style-type: none"> ○ <u>Yuan Jie:</u> ○ Maincom about our event ○ Try to promote about our event ○ <u>Nuoxin:</u> ○ Support president to do the job ○ Support president when he is absent ○ Encourage portfolio to do better job 	

	<ul style="list-style-type: none"> ➤ Will subcomm be too stressed? What happen if subcom quit? <ul style="list-style-type: none"> ○ <u>Yuan Jie:</u> ○ Let subcom to know what happen if they do not commit ○ Discuss with other committee member ➤ Support president <ul style="list-style-type: none"> ○ <u>Nuoxin:</u> ○ Help Pres to lead maincom and subcom ○ Help Pres weekly meeting and bonding the maincomm ➤ Introduce supervising system <ul style="list-style-type: none"> ○ <u>Nuoxin:</u> ○ Tell him and communicate him ○ Choose better idea to implement ➤ What methods to promote events <ul style="list-style-type: none"> ○ <u>Yuan Jie:</u> ○ Do lecture announcement ○ Improve participation rate ➤ Biggest challenge during overseas trip and how to overcome <ul style="list-style-type: none"> ○ <u>Nuoxin:</u> ○ Didn't meet great challenge ○ Split two groups: one group will travel by themselves ○ <u>Yuan Jie:</u> ○ Team very good, bonding very good ○ Challenge is language barrier ○ Pick countries without language barrier ➤ What is VP's role during the overseas trip? <ul style="list-style-type: none"> ○ <u>Nuoxin:</u> ○ Find chair and committee to organize ○ Do not be a hard leader, be their friend ○ Bond everyone together ○ <u>Yuan Jie:</u> ○ VP act as second hand of the overseas committee chair ○ VP to become help source ➤ Serious injury or sick during the trip, what to do? <ul style="list-style-type: none"> ○ <u>Nuoxin:</u> ○ Stay with the person and take care of him ○ Contact his family and emergency contact ○ If severe injury, need to stop the trip ○ Bring to hospital, chair to continue the trip ○ <u>Yuan Jie:</u> ○ Pick up some emergency knowledge before the trip ➤ Difficulty to find chair for OEP. How to find OEP Chair <ul style="list-style-type: none"> ○ <u>Nuoxin:</u> ○ Find the candidate who is responsible and credible ○ Persuade the candidate to join ○ <u>Yuan Jie:</u> ○ Reach participant from last year first ○ To match with their vision to join <p>Financial Controller Candidate</p> <ul style="list-style-type: none"> ➤ <u>Yeong She Chan</u> ➤ What if president ask to break rules? <ul style="list-style-type: none"> ○ Tell the pres first he is breaking the rules ○ Tell the consequences and the right way to do it ○ Deal with receipts, must follow the steps ➤ What are rules in your opinion? <ul style="list-style-type: none"> ○ Money is sensitive matter 	
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	<ul style="list-style-type: none"> ○ Follow the rules to get the money back ➤ If not doing well in academic, how to deal as FinCon? <ul style="list-style-type: none"> ○ Work out plan for study ○ Make sure have enough time to be fincon too ➤ What if SAO does not approve? <ul style="list-style-type: none"> ○ Email them ○ If no reply, find them and ask why delay ○ Ask them how to make the process faster ➤ How will your experience help you? <ul style="list-style-type: none"> ○ CEE Day needs to be improved ○ Need to publicize more ○ Choose good buffet, let people know the menu ○ To improve booth ○ Ask feedback on what the students want <p>Honorary General Secretary Candidate</p> <ul style="list-style-type: none"> ➤ <u>Qing Zhuming</u> (absent with apologies) ➤ What to improve from the portfolio <ul style="list-style-type: none"> ○ Improve the event venue booking ○ Only big LTs available ○ Will remind each portfolio to confirm date and venue earlier ➤ How to continue standardization <ul style="list-style-type: none"> ○ Record meeting minutes clearly ○ To maintain transparency ○ To ask each portfolio to have at least 1 committee present ○ Write proper email ➤ What is your role as a Hongen and what are the functions <ul style="list-style-type: none"> ○ In charge of email sending and receiving to all student ○ In charge of AGM ○ Booking event venues e.g. LT and TR ➤ How will your experience help you <ul style="list-style-type: none"> ○ Will help welfare to book proper venue ○ Try to gauge from past year dates ➤ What quality to become a good Hongen <ul style="list-style-type: none"> ○ Need to be good at writing email politely ○ Need to be aware of what you need to do ○ To encourage committee to attend weekly meeting <p>Union Representative Candidate</p> <ul style="list-style-type: none"> ➤ <u>Ow Jie Liang</u> ➤ How to benefit CEE students as Union Rep <ul style="list-style-type: none"> ○ Become a voice of cee student ○ Approachable to help cee student ○ Vice President (Internal) - Welfare ○ Vice President (External) - Business, Publication ➤ How to benefit CEE Student as union Rep <ul style="list-style-type: none"> ○ Need to look at the bigger picture ➤ Conflict of schedule. How to approach this conflict? <ul style="list-style-type: none"> ○ Cannot forego Exco duties ○ Do the best to support cee events to balance commitments ➤ How to connect with cee events and maincommittees? <ul style="list-style-type: none"> ○ Aim is to participate in major CEE events ○ Participate in majority events and mingle with maincommittee members ➤ What current issue that you can be voice out? 	
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	<ul style="list-style-type: none"> ○ CEE students do not understand the future opportunities ○ Hold more career talks ➤ How will you gather feedback from students <ul style="list-style-type: none"> ○ Hope to work together with exco to look into cee students problems ○ Stay relevant ○ Anticipate change ○ Talk to friends ➤ How to make sure you have enough time to be in SU and CEE Club <ul style="list-style-type: none"> ○ CEE Club is where he came from ○ Make sure to have time to participate events <p>Business Manager Candidate</p> <ul style="list-style-type: none"> ➤ <u>Sharvari Niraj Gupta</u> ➤ How to proof you are a fast learner <ul style="list-style-type: none"> ○ Shift to a new school after 10th grade ○ Learn new ways and rules quickly ○ Connect with people ➤ How to face lack of sponsorships <ul style="list-style-type: none"> ○ Ask previous business managers ○ Ask for help from previous sponsors ➤ How to attract students to become subcom <ul style="list-style-type: none"> ○ Know few people from FOC ○ Reach out from friends from FOC ○ Ask seniors to reach out <p>Publicity Secretary Candidate</p> <ul style="list-style-type: none"> ➤ <u>Samuel Kurniawan Sutantyo</u> ➤ What is your duty and role as a Publicity Secretary <ul style="list-style-type: none"> ○ Find subcomm to do poster ○ Assign design jobs for subcomm ○ Run social media accounts ➤ How to increase awareness of CEE events <ul style="list-style-type: none"> ○ Try to ask friends to spread the word to join the club ➤ What are your plans to bond the subcomm <ul style="list-style-type: none"> ○ Last year subcomms don't know how to use Photoshop ○ Conduct Photoshop workshop ○ Encourage them to join Subcomm Bonding Night ○ Organise outings ➤ How will you control the poster quality <ul style="list-style-type: none"> ○ See whether poster is good or not ○ Ask other maincomms to judge ○ Ask subcomm to change or improve ➤ How to improve CEE T-shirt sales <ul style="list-style-type: none"> ○ Try to publicize more by sending more emails ○ Make unique design more eye-catching ○ Post in social media <p>Publication and Media Secretary Candidate</p> <ul style="list-style-type: none"> ➤ <u>Ong Hang Meng</u> ➤ How to add values to photos taken <ul style="list-style-type: none"> ○ Include inside magazine ○ Videos taken this year can be used for next year ➤ How to arrange manpower to take photo in case of manpower shortage 	
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	<ul style="list-style-type: none"> ○ Depends on subcomm availability ○ To tell subcomm the date beforehand ○ Will do the phototaking himself ➤ Difference in challenges between subcom and maincom <ul style="list-style-type: none"> ○ How to help subcom face their problems ○ Vice President (Internal) – Welfare <p>Logistics Officer Candidate</p> <ul style="list-style-type: none"> ➤ <u>Surya Maitri Wijaya</u> ➤ How to motivate subcomms to collect item <ul style="list-style-type: none"> ○ Meet up with subcomms ○ Bond with subcomms ➤ How to encourage and attract people to join logistics <ul style="list-style-type: none"> ○ To point out that logistics is an important portfolio ○ Without logistics, event will not run properly ○ Vice President (Internal) - Welfare ○ Vice President (External) - Business, Publication ➤ How has past officer fared <ul style="list-style-type: none"> ○ Very responsible ➤ Will you accept girls as subcommittee <ul style="list-style-type: none"> ○ As long as they have commitment <p>Welfare Secretary Candidate</p> <ul style="list-style-type: none"> ➤ <u>Kevin Montana Wongso</u> (absent with apologies) ➤ What aspects can you do to increase participation rate? <ul style="list-style-type: none"> ○ lecture announcement and mass emails ○ subcomms to encourage friends and promote events ○ make events meaningful and beneficial ➤ how to find outside parties and build good links to companies? <ul style="list-style-type: none"> ○ email HR from internet ○ find companies from CAO ○ visit companies if possible ○ challenging to build good responsible due to low participation ➤ any plan for site visits this year? <ul style="list-style-type: none"> ○ will try for 2-3 site visits per semester ○ try to increase the number of site visits and career talks ➤ what if company do not recruit but just promote <ul style="list-style-type: none"> ○ need to contact company beforehand and ask clearly ○ filter the company and actively search for other companies ➤ what do u think of Peer tutorial and what to improve <ul style="list-style-type: none"> ○ previously joined the event and found it very useful ○ improve by providing more time for the session or split into two session 	
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Meeting ended at 9.20 pm.

Recorded by:



Vetted by:



Giorgio Kevin Lau

Honorary General Secretary

CEE Club 27th Management Committee

Liu Tianchi

President

CEE Club 27th Management Committee