

Singapore Management University Students' Association

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Student CCA Office, Basement 1, School of Information Systems



Meeting Minutes

**18<sup>th</sup> SMU Student's Association (SMUSA) Council**

<b>Date</b>	<b>24 January 2022</b>	<b>Time</b>	<b>1900 – 2100</b>
<b>Chaired by</b>	<b>SMUSA President</b>	<b>Location</b>	<b>SOA SR 1-2</b>
<b>Convened by</b>	<b>SMUSA Honorary General Secretary</b>		
<b>Attendees</b>	<b>SMUSA President: Tan Jia Wei Sara</b> <b>SMUSA Vice President: Chan Juun Kit</b> <b>SMUSA Honorary General Secretary: Ong Ing Khim, Russell</b> <b>SMUSA Honorary Finance Secretary: Sylvia Aw Su Wei</b> <b>SMUSA Academic and Welfare Secretary: Allyne Zhang Jiafan</b> <b>SMUSA Communications Secretary: Seo Shu Hui Sophia</b> <b>SMUSA Corporate Relations Secretary: Alicia Bee Jing Xuan</b> <b>SMUSA Events Secretary: Tan Jia Yi Trisha</b> <b>SMUSA Operations Secretary: Ler Wei Qiang</b> <b>ACF President: Sim Kai Shin, Hazel</b> <b>SICS President: Rachel Kheng Hui Ting</b> <b>SMUX President: Lim Zi En</b> <b>SSU President: Brendan Tay Jing Xun</b> <b>ASoc President: Kek Jia Jun Joshua</b> <b>Bondue President: Ong Wai Joon Dylan</b> <b>Ellipsis President: Koh Hui Qing</b> <b>Oikos President: Yap Ru An</b> <b>Society President: Janice Patricia</b> <b>The Bar President: Tan Qing Zhe</b>		
<b>Absentees</b>	<b>SMUSA International Students' Secretary: Zhuo Yanjie</b>		
<b>Latecomer(s)</b>			

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No	Agenda	Remark(s)
1.	<p><b><u>Introduction</u></b></p> <p>The meeting started at 1700.</p>	
2.	<p><b><u>Presentation by ACF President – Sim Kai Shin, Hazel</u></b></p> <p>The ACF President gave an update on the items which her CBd has completed, as well as the upcoming items. These include the following:</p> <ul style="list-style-type: none"><li>- WorkPlan Sharing</li></ul> <p>The ACF President shared that a Three Strikes Rule would be implemented, following which clubs would have their SAC budget cut if they accumulate three strikes.</p> <p>In addition, the ACF President has been in touch with the Corporate Relations Secretary to formulate a PR Sponsorship Handbook which would be in line with SMUSA's Standing Orders.</p> <ul style="list-style-type: none"><li>- Valentine's Day</li><li>- Merchandise Sales and Competition</li><li>- Welfare Drive</li><li>- Quarterly Gathering 1</li></ul> <p>The ACF President also elaborating on upcoming plans for the following items:</p> <ul style="list-style-type: none"><li>- Coffee Chats</li></ul>	All to note

	<p>The ACF President plans to have a one-on-one talk with the club Presidents.</p> <ul style="list-style-type: none"> <li>- Arts Camp</li> <li>- ACF x ICON</li> </ul> <p>ACF is still in discussions with the Office of Student Life (OSL) regarding this.</p>	
<p>3.</p>	<p><b><u>Presentation by SICS President – Rachel Kheng Hui Ting</u></b></p> <p>The SICS President gave an update on the items which her CBd has completed, as well as the upcoming items. These include the following:</p> <ul style="list-style-type: none"> <li>- Coffee chats These will be conducted one-one-one with the Presidents and Vice Presidents of SICS clubs.</li> <li>- SICS Marketing and Sponsorship Handbook These will be in line with SMUSA Standing Orders. SICS Clubs would have to go through this first before approaching BizCom. Part of the reason why this is being formulated is because this is the first time SICS is having a Sponsorship Director.</li> <li>- Redesigning SICS website The design draft has been completed and is pending approval.</li> <li>- SICS Week (14 – 18 February) This will encompass online introductory Zoom sessions to SICS clubs. There may also be hybrid marketing.</li> <li>- Merchandise Sale</li> <li>- Mid-year Welfare Drive</li> </ul> <p>The SICS President also elaborating on upcoming plans for the following items:</p> <ul style="list-style-type: none"> <li>- SICS Motto</li> </ul>	<p>All to note</p>

	<p>This is pending approval.</p> <ul style="list-style-type: none"> <li>- Standardisation of elections to September</li> </ul> <p>This was announced during the AGM, and the SICS MC has spoken with clubs to get their feedback. SICS will be working with OSL to see how best to carry this out.</p> <ul style="list-style-type: none"> <li>- Proper definition of active membership</li> </ul> <p>SICS is in the midst of collating definitions from its clubs and will be working with OSL to come up with a working definition.</p> <ul style="list-style-type: none"> <li>- Purple Outreach</li> <li>- SICS Camp</li> </ul> <p>The SICS President informed the Events Secretary that she would not need to liaise with SICS' Events Director as the Vice Presidents are planning the camp.</p> <ul style="list-style-type: none"> <li>- SMOO Challenge</li> <li>- End-of-year Welfare Drive</li> </ul>	
4.	<p><b><u>Presentation by SMUX President – Lim Zi En</u></b></p> <p>The SMUX President gave an update on the items which his CBd has completed, as well as the upcoming items. These include the following:</p> <ul style="list-style-type: none"> <li>- Induction of Associates</li> <li>- Welfare Drive</li> </ul> <p>The SMUX MC plans to focus on sustainability for this welfare drive.</p> <ul style="list-style-type: none"> <li>- Inventory Management System</li> </ul> <p>This would help the SMUX MC be more organised.</p> <ul style="list-style-type: none"> <li>- SMUX Camp Organising Committee</li> </ul> <p>The Organising Committee for the 2022 SMUX Camp has been finalised.</p>	All to note

	<p>The SMUX President also elaborating on upcoming plans for the following items:</p> <ul style="list-style-type: none"> <li>- Collaboration with ACF and SSU clubs for EXCO retreat</li> <li>- SMUX Camp</li> </ul> <p>The SMUX President also expressed his hope that there would be opportunities for overseas exploration in the year ahead.</p>	
<p>5.</p>	<p><b><u>Presentation by SSU President – Brendan Tay Jing Xun</u></b></p> <p>The SSU President gave an update on the items which his CBd has completed, as well as the upcoming items. These include the following:</p> <ul style="list-style-type: none"> <li>- IFC 2022</li> </ul> <p>The SSU President shared that this will be held during recess week. This event has already been planned for, and recruitment is currently ongoing.</p> <p>In addition, there will be a mock run two weeks from now.</p> <ul style="list-style-type: none"> <li>- Post-Grad Sports Clinics 2022</li> </ul> <p>SSU plans to purposefully reach out to postgraduate students and will increase the places available if sign-ups increase.</p> <p>SSU plans to organise a Level 1 Self Defense clinic with SMU Muay Thai in Week 9 or 10.</p> <p>The SSU President also elaborating on upcoming plans for the following items:</p> <ul style="list-style-type: none"> <li>- Sports Camp</li> <li>- Janus 2022</li> </ul> <p>The organising committees for these events have been formed.</p> <p>As this point in time, the SMUSA President queried about the integration of exchange students into club activities. The SSU</p>	<p>All to note</p>

	<p>President responded by saying that SSU clubs have been managing this quite well, whereas the ACF President shared that ACF had left it to clubs to decide on whether exchange students are allowed to participate in their activities. Some clubs will not be expecting it.</p> <p>The SMUSA President shared she is thinking of ways to improve the process of integration as some exchange students are not aware of what clubs they can join. She also suggested having a list of clubs for the exchange students.</p> <p>In response, the CBd Presidents shared the following views and suggestions:</p> <ul style="list-style-type: none"><li>- SSU President: Some clubs are more competitive in nature and hence it would be harder for exchange students to join club-level events for these clubs. However, it would be more possible for them to join school-wide events. Ultimately, each club EXCO has got its own vision. The best way is to consolidate the clubs at the start of each term, but most likely the number would be quite low. There will be a benefit to clubs in terms of membership fees. It is suggested that the CBds should get a sensing of the ground at the start of the year.</li><li>- ACF President: Vivace should be leveraged as a platform to promote the clubs to the exchange students.</li><li>- SICS President: Exchange students should not be an issue for ad-hoc events, but certain clubs have requirements for active membership, so the MC would need to check with them first.</li></ul>	
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<p>6.</p>	<p><b><u>Presentation by ASoc President – Kek Jia Jun Joshua</u></b></p> <p>The ASoc President gave an update on the items which his CBd has completed. He highlighted ASoc Axplore 2022 which ran from 17 January to 21 January. This event included networking session and company sharings on internship and graduate opportunities. It attracted over 300 participants.</p> <p>The ASoc President then gave an update on ongoing and upcoming items. These include the following:</p> <ul style="list-style-type: none"> <li>- ASoc Camp &amp; Night The MC is in the midst of recruiting directors for this event. They are currently conducting interviews.</li> <li>- Project Moolah The MC is in the midst of recruiting the organising committee. They are currently sending out recruitment emails and receiving applications.</li> <li>- Valentine’s Day Welfare Drive (10 – 11 February) The MC’s target is to reach out to 200 students.</li> <li>- Seniors’ Night (11 March) The purpose of this event would be to celebrate graduating seniors. Goodie bags would be given out to them. The MC’s target is to reach out to 100 graduating students.</li> </ul>	<p>All to note</p>
<p>7.</p>	<p><b><u>Presentation by Bondue President – Ong Wai Joon Dylan</u></b></p> <p>The Bondue President gave an update on the items which his CBd has completed, as well as the upcoming items. These include the following:</p> <ul style="list-style-type: none"> <li>- Alumni Networking Night 2022 The MC plans to complete selection of the organising committee by 28 January, with the event date being on 18 March.</li> </ul>	<p>All to note</p>

	<p>The Bondue President expressed his hope that OSL would approve of a physical event.</p> <p>The MC is targeting 200 participants for the event.</p> <ul style="list-style-type: none"> <li>- Leadership Development Series 2022</li> <li>- Friendship Week x Welfare</li> </ul> <p>The details have already been confirmed with the Academic &amp; Welfare Secretary.</p> <ul style="list-style-type: none"> <li>- Know-thy-major sessions</li> <li>- Bondue Camp</li> </ul> <p>The date would need to be de-conflicted with the other CBds.</p>	
<p>8.</p>	<p><b><u>Presentation by Ellipsis President – Koh Hui Qing</u></b></p> <p>The Ellipsis President gave an update on the items which her CBd has completed, as well as the upcoming items. These include the following:</p> <ul style="list-style-type: none"> <li>- Ellipsis Java Workshop (5 January)</li> </ul> <p>This was the first iteration of such an event, and it managed to attract 180 students.</p> <ul style="list-style-type: none"> <li>- Ellipsis Virtual Information Session (21 January)</li> </ul> <p>This featured 20 prominent companies, including Visa, AWS, KPMG, Dyson, GovTech, Tiktok, Goldman Sachs and more.</p> <ul style="list-style-type: none"> <li>- Coders Assembly Semester 2</li> </ul> <p>This was a follow up from the previous semester, and involved 67 Mentors as well as 127 Mentees.</p> <ul style="list-style-type: none"> <li>- SCIS Reunion (28 January)</li> </ul> <p>This will be the first physical event of the year and will be focussed on connecting with alumni.</p> <ul style="list-style-type: none"> <li>- Valentine’s Day Welfare (14 February)</li> </ul> <p>There will be a basic and premium tier with differing items.</p> <p>Items will be given out to 250 students.</p> <ul style="list-style-type: none"> <li>- Code#</li> </ul>	

	<p>This is an annual coding competition which will be held during recess week.</p> <p>The MC is currently in talks with sponsors such as Twitter.</p> <ul style="list-style-type: none"> <li>- Metamorphosis and Glow</li> </ul> <p>The MC is in the midst of recruiting the organising committees for these two events.</p> <ul style="list-style-type: none"> <li>- Revelry Night (Movie night), Tech Workshops and Finals Welfare Drive</li> </ul> <p>The MC is in engaging in cursory planning for these events.</p> <ul style="list-style-type: none"> <li>- Usual semester events – Major Talks, Final Year Project Information Sessions etc.</li> </ul>	
<p>9.</p>	<p><b><u>Presentation by Oikos President – Yap Ru An</u></b></p> <p>The Oikos President introduced her MC as well as its vision of “Growth”, “Commitment” and “Grit”. She also introduced the Management Associate Programme and shared that the MC had organised an initiation to allow the associates from different departments to get to know each other.</p> <p>The Oikos President then gave an update on the items which her CBd has completed, as well as the upcoming items. These include the following:</p> <p>Under the Events Department</p> <ul style="list-style-type: none"> <li>- New Dawn</li> </ul> <p>The Oikos President shared that Oikos had begun its Chinese New Year celebrations on 21 January with a ceremony involving the SOE dean and staff. Going forward, there will be lucky draw challenges from 24 to 28 January, as well as door gift collection on 28 January.</p> <ul style="list-style-type: none"> <li>- Freshmen Camp and Under the Stars</li> </ul>	<p>All to note</p>

	<p>The MC is currently recruiting the Chairs and Vice Chairs of these two events.</p> <p>Under the Academics and Career Department</p> <ul style="list-style-type: none"> <li>- Resume Writing Workshop (28 January) <p>The aim of this event is to enable SOE students to write more professional and coherent resumes.</p> <p>The target outreach is 100 students.</p> </li> <li>- Interview Workshop (25 February) <p>The aim of this event is to enable SOE students to be well-equipped for interviews through providing interview tips and techniques.</p> <p>The target outreach is 100 students.</p> </li> <li>- Mapping Your Major (Week 9/10) <p>The MC aims to include seniors and instructors in sharing sessions for tips and experiences about their second majors/tracks.</p> <p>The target outreach is 100 students.</p> </li> <li>- Beating the BOSS <p>The MC aims to introduce this after its Freshmen Camp and before BOSS bidding to advise freshmen about the BOSS Bidding System and provide academic information about SOE modules and curriculum.</p> <p>The target outreach is 100 to 120 freshmen.</p> </li> </ul> <p>Under the Sports, Assets and Welfare Department</p> <ul style="list-style-type: none"> <li>- IFC and Main Welfare (Week 12) <p>The target outreach is 200-250 students.</p> </li> </ul> <p>Under the Marketing Department</p> <ul style="list-style-type: none"> <li>- Rebranding of mascot: Oscar the OIKOS Wolf <p>The mascot represents family and loyalty. The MC hopes that it will create excitement and engagement within the Oikos community, as well as a shared identity.</p> </li> </ul>	
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<p><b>10.</b></p>	<p><b><u>Presentation by Sosociety President – Janice Patricia</u></b></p> <p>The Sosociety President gave an update on the items which her CBd has completed, as well as the upcoming items. These include the following:</p> <ul style="list-style-type: none"> <li>- Internship Talk (27-28 January)</li> </ul> <p>The talk will give an overview of the internship process in SMU and include a sharing of tips on how to and where to source for internship opportunities. It will also include a sharing of seniors' internship experiences.</p> <p>The target outreach is 60 participants (30 on each day).</p> <ul style="list-style-type: none"> <li>- Community Service event collaboration with Voices@SMU (February)</li> </ul> <p>The Sosociety President also have an update on other events which are currently under planning:</p> <ul style="list-style-type: none"> <li>- SOSS Freshmen Orientation</li> <li>- Merchandise sales</li> <li>- Welfare Drive</li> <li>- Alumni Mentorship Programme</li> <li>- Psych Club &amp; Public Sector Initiative</li> </ul> <p>Society is looking to create sub-clubs.</p>	
<p><b>11.</b></p>	<p><b><u>Presentation by The Bar President – Tan Qing Zhe</u></b></p> <p>The Bar President gave an update on the items which his CBd has completed, as well as the upcoming items. These include the following:</p> <p>On the Public Relations front</p> <ul style="list-style-type: none"> <li>- Networked with 4 firms</li> <li>- Reached out to 23 new law firms</li> </ul> <p>The aim of this is to facilitate mass networking events for all law students, so as to alleviate the current inequality which law</p>	<p>All to note</p>

	<p>students are facing as a result of many law firms only networking with dean's listers.</p> <ul style="list-style-type: none"> <li>- The Bar is looking to advance a mass networking session</li> </ul> <p>On the Professional-Academic front</p> <p>These initiatives aim to put SMU law students on par with those from NUS as well as help them to be prepared. They also aim to make studies fun.</p> <ul style="list-style-type: none"> <li>- Podcast for Law School</li> <li>- Talks with law firms</li> <li>- Law lelong</li> <li>- Feedback session</li> <li>- Desktop organisers</li> </ul> <p>On the Events front</p> <p>These events are aimed at making law school a more enjoyable and happening place.</p> <ul style="list-style-type: none"> <li>- Mr Coconut giveaway (300 cups)</li> <li>- CNY Welfare Event</li> </ul> <p>This will include a roaming Cai Shen, pineapple tarts giveaway and costume contest.</p> <ul style="list-style-type: none"> <li>- Valentine's Day Event/Sale</li> <li>- Fifa/movie night</li> </ul> <p>This is still in the works.</p> <ul style="list-style-type: none"> <li>- End of semester welfare</li> </ul> <p>This would include sub-club involvement.</p> <ul style="list-style-type: none"> <li>- Mental health talk</li> <li>- Coffee Drops</li> </ul>	
12.	<p><b><u>Presentation by Academic &amp; Welfare Secretary – Allyne Zhang Jia Fan</u></b></p>	All to note

	<p>The Academic &amp; Welfare Secretary gave an update on the items which her department has completed, as well as the upcoming items. These include the following:</p> <ul style="list-style-type: none"> <li>- Guidebooks <p>There will be a new Double Degree and Double Major Guidebook, as well as a new Freshmen Guidebook for the Welcome Pack.</p> <p>In addition, the current guidebooks will be reviewed and updated.</p> </li> <li>- Welfare Drive <p>The department is exploring a collaboration with the Mrs Wong Kwok Leong Wellness Centre for a mental wellness theme.</p> </li> <li>- SMUSA Student Survey <p>The Secretary shared that this survey is significant because it usually attracts around 5000 responses. She informed the SAC members to send in their questions by Week 6. In addition, she urged them to limit the number of their questions to three, with at most one text entry question, as well as to look at the previous term's questions so that they are not repeated.</p> <p>The Secretary will be sending out a question submission template via email in early February.</p> </li> </ul>	
13.	<p><b><u>Presentation by Communications Secretary – Seo Shu Hui Sophia</u></b></p> <p>The Communications Secretary gave an update on the collaterals which her department has completed:</p> <ul style="list-style-type: none"> <li>- Deputy Programme</li> <li>- Welcome back to school</li> <li>- Interim posters</li> <li>- AGM certificates and mass email</li> <li>- SSL (first IG reel)</li> </ul>	All to note

	<ul style="list-style-type: none"> <li>- Freshmen Orientation and Vivace Organising Committee recruitment</li> <li>- Email signatures</li> </ul> <p>The Secretary then gave an update on upcoming collaterals:</p> <ul style="list-style-type: none"> <li>- Annual General Meeting <p>The department plans to do a vlog. This will include filming the process during the AGM as well as behind the scenes. The Secretary is still checking with the Office of Safety &amp; Security (OSS) and the Office of Corporate Communications and Marketing (OCCM) regarding the safe distancing measures to be implemented.</p> </li> <li>- SAC and SMUSA photoshoots</li> <li>- Chinese New Year <p>This will include interactions with students via quizzes and polls on Instagram stories.</p> </li> <li>- Noticeboard Posters <p>The department is in the midst of designing these posters. In addition, it is planning behind-the-scenes vlogs.</p> </li> <li>- Merchandise Sales</li> <li>- Updating of website</li> <li>- Valentine’s Day</li> </ul> <p>The Secretary then went on to share about the new initiatives which her department plans on undertaking:</p> <ul style="list-style-type: none"> <li>- SMUSA Valentine’s Day – Blast of Love <p>This is a collaboration with BizCom and The Blue and Gold (TBNG). It will involve a photobooth, with polaroids, cards and vouchers being given away.</p> </li> <li>- SMUSAviving For School</li> </ul>	
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	<p>This will be introduced on 28 January. It will include tips and tricks for surviving university, as well as information on food.</p> <ul style="list-style-type: none"> <li>- SMUSA Unscripted</li> </ul> <p>This will take the form of a talk show or panel discussion on various issues. It will introduce the various office, as well as SAC and SMUSA EXCO members. There will also be check-ins with students.</p> <ul style="list-style-type: none"> <li>- SmooMemes</li> </ul> <p>This will feature relatable school memes.</p> <ul style="list-style-type: none"> <li>- It's okay to not be okay</li> </ul> <p>The Secretary shared that a lot has been raised about mental wellness issues, but very little has been done in terms of helping students or telling them what to do. That is why her department is planning dialogue session on mental wellness. This could potentially involve willing students with mental health issues, SMU influencers, staff members, and SAC/SMUSA EXCO members.</p> <ul style="list-style-type: none"> <li>- TBNG will be preparing podcasts, various interactions (including giveaways), a well as physical posters.</li> </ul>	
<p><b>14.</b></p>	<p><b><u>Presentation by Corporate Relations Secretary – Alicia Bee Jing Xuan</u></b></p> <p>The Corporate Relations Secretary gave an update on the items which her department has completed, as well as upcoming items:</p> <ul style="list-style-type: none"> <li>- BizCom held a Sponsorship Standing Order briefing the previous Wednesday physically. An online session will be held this upcoming Wednesday, from 7.30pm to 8pm.</li> <li>- Valentine's (SMUSA)</li> </ul> <p>BizCom is currently reaching out to companies to find sponsors for the event being organised by the Communications department.</p> <ul style="list-style-type: none"> <li>- Valentine's (BizCom)</li> </ul>	<p>All to note</p>

	<p>BizCom is planning to leverage special occasions such as this to market its platforms to companies. It has reached out to companies to be partners.</p> <ul style="list-style-type: none"> <li>- Annual Mass Emailing</li> </ul> <p>This is an annual emailing to around 500 companies to be part of BizCom’s Partners Programme. This usually forms the main source of deals for BizCom.</p> <p>The Secretary informed members that SMUSA will get priority when seeking BizCom’s help for sponsorship support. In addition, as it is inefficient for her to ask everyone whenever there are new sponsors, she informed members to check with her if they want to know what sponsors to work with.</p>	
15.	<p><b><u>Presentation by Events Secretary – Tan Jia Yi Trisha</u></b></p> <p>The Events Secretary gave an update on the items which her department is currently working on:</p> <ul style="list-style-type: none"> <li>- FO and Vivace Organising Committee Recruitment</li> </ul> <p>The Secretary then gave an update on upcoming items:</p> <ul style="list-style-type: none"> <li>- Associates/Facilitator recruitment (to be confirmed)</li> <li>- Deconflicting of Summer Events</li> </ul> <p>The Secretary shared that she had set up an Events Committee chat and informed the CBds to list out their top three preferred dates for all events. She intends to confirm all the dates by the end of February. She also shared that it is best to work within the fixed number days regardless of the mode of camp.</p> <p>When queried by the SICS President on the purpose of deconflicting events besides freshmen camps, the Secretary responded by saying that it is necessary to make sure that these events don’t clash with camps, especially if they are wide</p>	All to note

	<p>events open to the entire student population. As for OSL events such as the SMOO Challenge, the Secretary will liaise with OSL.</p>	
16.	<p><b><u>Presentation by Vice President on behalf of the International Students' Secretary – Chan Juun Kit</u></b></p> <p>The Vice President gave an update on the items which ICON is currently working on:</p> <ul style="list-style-type: none"> <li>- ICON Fest (9 – 14 February) This will consist of three workshops, with the aim of cultivating friendship.</li> <li>- ICON Buddy Program This will involve around 200 exchange students. There will be two events during the term, an escape room and trip to the River Safari.</li> <li>- ICON Welfare Drive 1 (7 February)</li> </ul> <p>The Vice President gave an update on the items which ICON is planning:</p> <ul style="list-style-type: none"> <li>- Reworking ICON website ICON plans to make its website more user-friendly to incoming international and exchange students. In addition, the website will serve as a one-stop shop for information that helps them prepare for life in Singapore.</li> </ul>	All to note
17.	<p><b><u>Presentation by Operations Secretary – Ler Wei Qiang</u></b></p> <p>The Operations Secretary gave an update on the items which his department has completed:</p> <ul style="list-style-type: none"> <li>- SAEM/AEM 1 The department plans to create guidebooks on the process after the completion of SAEM/AEM 1.</li> </ul>	All to note

	<p>The Secretary then gave an update on the items which his department is planning:</p> <ul style="list-style-type: none"> <li>- The department plans to reduce and combine its standing orders as it is currently difficult for people new to the processes to understand them.</li> <li>- Proposal for skip bin for mass asset disposal and welfare donation to make space for new welfare for upcoming summer events.</li> </ul> <p>In response to queries on the details of this proposal, the Secretary stated that he will try to roll it out between the end of finals and the start of summer events, with spring cleaning beginning now. In addition, the bin will be in place for three days.</p> <p>The Secretary will also be checking with charities if they want to receive the items. He does not want to make it seem like the department is just throwing away the items.</p> <p>The Secretary will provide a general guide on what can be donated, and items will have to be cleared with him first before they can be donated.</p> <p>The Secretary has also already informed Operations Directors to collate how many hand sanitisers they need.</p>	
<p><b>18.</b></p>	<p><b><u>Presentation by Honorary General Secretary – Ong Ing Khim, Russell</u></b></p> <p>The Honorary General Secretary shared details on the upcoming Annual General Meeting:</p> <ul style="list-style-type: none"> <li>- Dinner will be distributed at 6pm.</li> <li>- Holding rooms have been booked for the outgoing and incoming SAC members from 3.30pm onwards. They are SOA SR 3-2 for the 17<sup>th</sup> SAC and SOA SR 3-3 for the 18<sup>th</sup> SAC.</li> </ul>	<p>All to note</p>

	<ul style="list-style-type: none"> <li>- Members are to be changed and seating in the auditorium by 7.15pm. There will be name stickers indicating where members are supposed to sit.</li> <li>- The AGM will commence at 7.30pm.</li> <li>- Members are to note the movement up and down the stage.</li> <li>- There will be marking on the stage to indicate where members are to stand during the certificate presentation and pledge-taking segments of the meeting.</li> <li>- The Secretary shared that he will conduct a briefing for members at 6.30pm.</li> </ul> <p>The Secretary then shared about what his department is planning to do in future:</p> <ul style="list-style-type: none"> <li>- Elections Fever Work on this will commence in June, though the department will start to brainstorm on ways to improve voter turnout earlier.</li> <li>- Review of Standing Orders and Constitution The department is looking to consolidate and propose amendments by the middle of the year. There will be more engagement with clubs to explain the rationale behind the SOs and to seek their views on how they are dealing with the SOs as well as what improvement should be made.</li> <li>- Strategic engagement The department is looking at the feasibility of having townhalls as well as having more publicity of SAC meetings.</li> </ul> <p>The Secretary encouraged members to let him know their thoughts and suggestions.</p>	
19.	<b><u>Presentation of budget for Academic Year 2021-22 Semester 2 by</u></b>	All to note

**Honorary Finance Secretary – Sylvia Aw Su Wei**

The Honorary Finance Secretary presented the budget for AY 2021-22 Semester 2 which was endorsed by the SAC Finance Committee at the Budget Endorsement Meeting (BEM). She shared that the purpose of the BEM was to allocate the Student Activity Fund, which comprises the nominal fees that every student pays, to the various student bodies.

The breakdown of the budget is as follows:

SMUSA EXCO + ICON - \$31,239.18

School CBds - \$43,949.78

CCA CBds - \$340,981.93

Total -\$416,170.89

The Secretary noted that many clubs could not spend their sourced income during the period from 2019 to 2021, and with their reserves clawed back, they had little sourced income left. Therefore, she encouraged the clubs to raise their club balance so that they would have an even higher safety net.

The Secretary then went on to explain the percentage change in the budget allocated to the various student bodies from the budget allocated during AY19/20 S2. In particular, she highlighted the following student bodies which had larger than average increments:

- ICON had an increment of 28.33% due to the addition of a new club, the Indian Cultural Society, which is one of the largest clubs in SMU, as well as an increase in the number of events held by ICON's smaller clubs.
- The Bar had an increment of 36.54% as it has a limited amount in its reserves and is planning to roll out more event and initiatives in this year.

	<p>- ACF had an increment of 40.75% as the Office of Student Life had halted its subsidies for various clubs' training fees.</p> <p>SICS had an increment of 26.34% its clubs had decided to rely more on their reserves before they were clawed back during AY19/20 S2, resulting in a lower than usual amount being requested from the Student Allocation Fund during that period.</p>	
20.	<p><b><u>Vote to approve budget for Academic Year 2021-22 Semester 2</u></b></p> <p>The Council approved the budget with a unanimous vote (13-0).</p>	
21.	<p><b><u>Closing by President and Vice President – Tan Jia Wei Sara and Chan Juun Kit</u></b></p> <p>The President shared the duty roster for SAC members to attend official engagements. The rotation system will ensure that for every official engagement, there will be one member from each functional group (SMUSA EXCO, CCA CBds and School CBds) present. This would ensure that there is even representation for each event.</p> <p>The Vice President then shared details about the SAC photoshoot. The photoshoot has been pushed forward (as compared to the previous year) so that the posters can be rolled out earlier. The attire would be the full SAC suit.</p> <p>The Vice President also shared that the SAC retreat will be shifted because of the Inter-Uni Dialogue. He sought opinions on retreat options from members.</p> <p>Finally, the President went through the Code of Conduct for SAC members, before revealing the allocations of the Working Committees. She shared that she had tried to allocate members to their first choices but had to ensure that there would be even representation in each committee (i.e., at least one CCA CBd and</p>	All to note

	School CBd President).  The SAC members then broke into their respect Working Committees for discussions.	
<b>22.</b>	<b><u>Conclusion</u></b> The meeting ended at 2100.	