

Singapore Management University Students' Association

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Student CCA Office, Basement 1, School of Information Systems



Meeting Minutes

18th SMU Student's Association (SMUSA) Council

Date	26 May 2022	Time	2100 – 2230
Chaired by	SMUSA President	Location	Zoom
Convened by	SMUSA Honorary General Secretary		
Attendees	SMUSA President: Tan Jia Wei Sara SMUSA Vice President: Chan Juun Kit SMUSA Honorary General Secretary: Ong Ing Khim, Russell SMUSA Honorary Finance Secretary: Sylvia Aw Su Wei SMUSA Academic and Welfare Secretary: Allyne Zhang Jiafan SMUSA Communications Secretary: Seo Shu Hui Sophia SMUSA Corporate Relations Secretary: Alicia Bee Jing Xuan SMUSA Events Secretary: Tan Jia Yi Trisha SMUSA Operations Secretary: Ler Wei Qiang ACF President: Sim Kai Shin, Hazel SICS President: Rachel Kheng Hui Ting SMUX President: Lim Zi En SSU President: Brendan Tay Jing Xun ASoc President: Kek Jia Jun Joshua Bondue President: Ong Wai Joon Dylan Ellipsis President: Koh Hui Qing Oikos President: Yap Ru An Society President: Janice Patricia The Bar President: Tan Qing Zhe		
Absentees	SMUSA International Students' Secretary: Zhuo Yanjie		
Latecomer(s)			

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No	Agenda	Remark(s)
1.	<p><u>Introduction</u></p> <p>The meeting started at 2100.</p>	
2.	<p><u>Presentation by Corporate Relations Secretary – Alicia Bee Jing Xuan</u></p> <p>The Corporate Relations Secretary shared that if members wanted larger sponsorships for their events, she could pitch to larger companies such as Gojek and tell them why they should sponsor those events. She is prepared to share the events which are coming up for the various CBds and persuade Gojek by explaining how the sponsorship will benefit it. As such, she asked the CBd Presidents to consider this opportunity and if they are keen, they can let her know what they want so that she can pitch to Gojek. She also reminded everyone that there has to be benefits to Gojek as well. In addition, any collaterals resulting from potential sponsorship do not need to be standardised across all CBds.</p> <p>The Secretary then shared that BIZCOM has been busy with event planning in May. She also invited members to let her know if there are any sponsors who have worked with BIZCOM before which they would like to work with, so that BIZCOM can link them up with the sponsors. SMUSA EXCO members should also let her know in advance if they are expecting sponsors for their upcoming events. If so, they should prepare a list of potential sponsors.</p>	All to note

	In addition, if any companies ask members about setting up booths at BIZCOM's Bazaar, they should be directed to the Secretary.	
3.	<p><u>Presentation by ACF President – Sim Kai Shin, Hazel</u></p> <p>The ACF President shared that she and her Vice President had conducted coffee chats with ACF's clubs in May.</p> <p>The President then shared updates on the following upcoming items:</p> <ul style="list-style-type: none"> - ACF Arts Camp: The confirmed dates are 3 June to 5 June for the mock run and 1 July to 3 July for the actual run. - ACF CSP Programme: ACF is still in talks with companies regarding this. - ACF Lunchtime Performances: ACF is still in talks with the Office of Student Life (OSL) regarding the budget for this. The busking performances are envisioned to resemble performances during Vivace in the past and a potential venue being considered is the area outside the SMUSA Hub. - ACF Website Revamp - ACF Asset and Auditing - ACF X ICON: ACF's collaboration with ICON will take place in August. <p>The President asked SMUSA if there would be a calendar to publicise the summer events, to which the Communications Secretary that there would be an events calendar rolled out in mid-June. It will also be included in the Welcome Pack for freshmen.</p>	All to note
4.	<p><u>Presentation by SICS President – Rachel Kheng Hui Ting</u></p> <p>The SICS President presented updates on the following upcoming items:</p>	All to note

	<ul style="list-style-type: none"> - SICS Camp: The confirmed dates are 24 June to 26 June for the mock run and 15 July to 17 July for the actual run. - SICS Purple Outreach: The confirmed dates are 14 July to 5 August. - SMOO Challenge: Given the pivot to physical activities, SICS is considering organising activities on top of the planned merchandise sale. - SICS Mid-term Review: This will take place on 1 July at 7.30pm. In addition, SICS will be inviting the SMUSA EXCO to send two representatives to sit in the session. - Presidential Coffee Chats: This will take place after the mid-term review. - SICS Merchandise Sale: Early bird sales will be held in July. <p>The President also shared that there has been a change in one of SICS's staff advisor recently, and that SICS is currently in the process of introducing her to all of its clubs.</p>	
5.	<p><u>Presentation by SMUX President – Lim Zi En</u></p> <p>The SMUX President gave an update on the following upcoming items:</p> <ul style="list-style-type: none"> - SMUX Camp: The confirmed dates are 16 July to 17 July for the mock run and 30 July to 31 July, as well as 13 August to 14 August for the actual run. - SMUX Website Revamp - SMUX Asset and Auditing - SMUX Finance Audit 	All to note

	<p>The President also shared that SMUX will also be planning SMUX Day, which will be a carnival-style event.</p>	
<p>6.</p>	<p><u>Presentation by SSU President – Brendan Tay Jing Xun</u></p> <p>The SSU President shared that SSU will be bringing back Waikiki in place of Janus. It will happen on the same date (20 August) and SSU will endeavour to provide free tickets to the SAC members. In addition, there will be a Sports Appreciation Night on 21 August.</p> <p>The President also briefed everyone on usage of the MPSH:</p> <ul style="list-style-type: none"> - Members are to inform him by the end of the week should they intend to use the venue for their upcoming events. This is because the venue would then need to be blocked for their usage at the expense of SSU clubs’ training. - Eating and drinking are not allowed inside the venue. - If heavy items are to be brought into the venue, they have to be cleared with Jane from the Office of Campus Infrastructure and Services (OCIS) beforehand. The President will provide members with Jane’s contact details. - The manager for the MPSH is Aaron from OSL. The President can provide his contact details to members who need them. <p>The SSU President then gave an update the following upcoming items:</p> <ul style="list-style-type: none"> - Post Grad Clinic 2: Rugby: This will take place on 28 May. - Post Grad Clinic 3: Climb: This will take place in June. - Sports Leaders Summit: This will take place in July and will involve the Presidents and Vice Presidents of SSU Clubs. - Sports Camp: 	<p>All to note</p>

	<p>The confirmed dates are 23 June to 25 June for the mock run and 7 July to 9 July for the actual run.</p> <ul style="list-style-type: none"> - Waikiki: The mock run will be on 29 July and the actual run will be on 20 August. <p>SSU will also be working with ACF to engage performers for the event. To that end, the President thanked the ACF President for supporting Waikiki.</p> <ul style="list-style-type: none"> - SSUpport (CSP): SSU is working with the Ministry of Education (MOE) to expand the project to two more schools. - SSU Midterm reflection - SSU Asset and Finance Audits 	
7.	<p><u>Presentation by ASoc President – Kek Jia Jun Joshua</u></p> <p>The ASoc President gave an update on the following upcoming items:</p> <ul style="list-style-type: none"> - ASoc Camp: This will take place from 28 July to 30 July. - ASoc Night: This will take place on 19 August. It will be a celebration of the School of Accountancy’s (SOA) anniversary and will include a pageant. The event will be staged in the form of a carnival, similar to SMUSA’s recently concluded Bi-annual event. - AlumNight: This will take place in late August. - Final Welfare Drive: This will take place in early September. - Career Guidebook: This will be rolled out by the end of the year. It is aimed at helping accountancy students understand the industry, as well as the jobs which are available to them. 	All to note

	<p>The President also gave an update on the following ongoing events:</p> <ul style="list-style-type: none"> - Project Moolah - ASoc-MCCY Charity Assessment: ASoc is in contact with charities and is helping them with their assessments. <p>The President also shared that the ASoc MC had its cohesion recently.</p>	
<p>8.</p>	<p><u>Presentation by Bondue President – Ong Wai Joon Dylan</u></p> <p>The Bondue President shared that his MC has been planning for the Bondue Business Forum during the month of May.</p> <p>The President then gave an update on the following upcoming items:</p> <ul style="list-style-type: none"> - Bondue Camp: This will take place from 20 July to 22 July, as well as from 4 August to 6 August. - Slightly Scarlet: This will take place in September. - Bondue Business Forum: This will take place on 21 October. - Know-thy-major: This will take place during the first two weeks of September. - Internal Elections: This will take place during recess week of the next academic term. - Bondue Anniversary: This will take place on 3 November. 	<p>All to note</p>
<p>9.</p>	<p><u>Presentation by Ellipsis President – Koh Hui Qing</u></p> <p>The Ellipsis President shared about the following events which were completed in April and May:</p> <ul style="list-style-type: none"> - Ellipsis Cohesion 	<p>All to note</p>

	<ul style="list-style-type: none"> - Meta Dry Run 1 <p>The President then shared about the following upcoming items:</p> <ul style="list-style-type: none"> - Meta Dry Run 2: This will talk place from 9 June to 11 June. - Ellipsis Alumni Talks: This will take place on 18 June. - Ellipsis Intern Series: This will take place from 22 June to 1 July. - Whitehats Elections: This will take place on 25 June. 	
10.	<p><u>Presentation by Oikos President – Yap Ru An</u></p> <p>The Oikos President shared that Oikos is in the planning phase now for its events. She gave an update on the following ongoing and upcoming items:</p> <ul style="list-style-type: none"> - OIKOS Camp: This will take place from 18 July to 19 July, with a dry run from 28 June to 30 June. - Under the Stars: This will take place on 26 August. It will celebrate the School of Economics’ (SOE) anniversary and will include a pageant. - Academic and Career Events: There will be a Beating the BOSS workshop for freshmen on 23 July. - OIKOS Cohesion with MAP associates - Mid-term check-in session with MAP associates - Project Cloud Nine (OCSP) <p>The SMUSA President asked if the other CBds will be holding bidding workshops. The respective School CBd Presidents replied as follows:</p>	All to note

	<ul style="list-style-type: none"> - Ellipsis: There will be no bidding workshops as the topic of bidding is usually covered by summer camps. - The Bar: There will be a Kickstarter programme for freshmen. - ASoc: Camp facilitators will conduct informal bidding workshops for freshmen. - Socity: Freshman 101 and 102 workshops will cover topics such as bidding and class participation. 	
<p>11.</p>	<p><u>Presentation by Socity President – Janice Patricia</u></p> <p>The Socity President gave an update on the following upcoming items:</p> <ul style="list-style-type: none"> - Soph201: This will take place on 29 May. It will be a workshop for rising sophomores to help them choose their majors and map out their modules. <p>Events in June</p> <ul style="list-style-type: none"> - Friends of ACE & St Luke’s <p>Events in July</p> <ul style="list-style-type: none"> - Camp: The dry run will be from 21 June to 22 June and 5 July to 6 July. - General Meeting - Summer Podcast - F101 & F102 <p>The President also shared that Socity will be organising an exchange workshop for students going on international exchanges. This would help them map and plan their modules. The President suggested that it would be good if each school had a school-wide workshop regarding this.</p>	<p>All to note</p>

	<p>The President also shared that the Society MC will be having an internal summer cohesion and will be moving to the new building for the School of Social Sciences (SOSS) on 15 June. The President shared that she had toured the new building and that it mostly contained seminar rooms as well as a potential space for events in the basement area connected to the Yong Pung How School of Law (YPHSL) building. She is not sure if there will be any food options in the building.</p>	
<p>12.</p>	<p><u>Presentation by The Bar President – Tan Qing Zhe</u></p> <p>The Bar President shared updates on the following upcoming items:</p> <ul style="list-style-type: none"> - Law Camp - Law Night - Law Kickstarter/ Mentorship Programme - NUS-SMU sports event <p>The President also shared that The Bar is still pushing for a student lounge, and the proposal is currently being considered by the Dean in charge of student matters.</p>	<p>All to note</p>
<p>13.</p>	<p><u>Presentation by Honorary Finance Secretary – Sylvia Aw Su Wei</u></p> <p>The Honorary Finance Secretary shared that BEM 2 will take place on 6 and 7 August. It will be held on a hybrid mode because many of the Finance Secretaries will not be in Singapore then. The deadline for the CCA CBds and ICON to submit the first draft for their budget is 26 June, while the deadline for the CCA CBds is 3 July. The amount allocated to the budget is still awaiting confirmation from the Office of Finance (OFIN). The Secretary shared that the confirmed list of students will come in quite late, but she is pushing for the university to come up with it earlier so as to reduce over-spending.</p>	<p>All to note</p>

	<p>The Secretary then shared that the SMUSA Audit will be conducted from 1 July to 31 July. Approximately three CBds will be audited, and the audit will be on their revenues.</p> <p>Finally, the Secretary shared that her department will be rolling out a revised claims system in collaboration with the Office of Business Improvement. The objectives are to simplify and digitalise the claims system, decrease the time taken for students to receive reimbursement, and standardise the claims system across the university. Under the new system, which is slated to be rolled out next year, claims for will be submitted to the finance secretaries, and then straight to OFIN. The Finance Committee has been asked to share their feedback. At the same time, the Secretary invited the SAC members to share their feedback with her as well.</p>	
<p>14.</p>	<p><u>Presentation by Operations Secretary – Ler Wei Qiang</u></p> <p>The Operations Secretary shared that he is awaiting the final invoice for the mass disposal. The bin was cleared, and some bulky cabinets were left behind. He also shared that the Freshmen Orientation (FO) cage has been cleared to create more space for FO and Vivace.</p> <p>The Secretary also shared that the Asset Loan Standing Order and slides have been finalised. It will be cleared with the Operations directors, the SAC and OSL before it is updated on the SMUSA website and disseminated to clubs through their governing CBds.</p> <p>The Secretary then shared updates on the following upcoming items:</p> <ul style="list-style-type: none"> - SAEM 2: This will take place physically on 16 July. The deadline for submission of drafts is 11 July. - AEM 2: 	<p>All to note</p>

	<p>This will take place physically on 23 July. The deadline for submission of drafts is 18 July.</p> <ul style="list-style-type: none"> - Mass donation (KIV) <p>The Secretary informed members that if camp chairs would like to use the SMUSA Hub for their camps, they should inform him early because he needs to work with the ACF operations department to ensure that there is sufficient space for dance clubs to use. The camp chairs would need to explain why they are not able to find another venue to use.</p>	
15.	<p><u>Presentation by Academic & Welfare Secretary – Allyne Zhang Jia Fan</u></p> <p>The Academic & Welfare Secretary shared that she would be disseminating the SMUSA Student Survey (SSS) reports by the end of the week. Members are encouraged to look through the qualitative responses in the attached Excel file.</p>	All to note
16.	<p><u>Presentation by Communications Secretary – Seo Shu Hui Sophia</u></p> <p>The Communications Secretary gave an update on the items which her department is working on:</p> <ul style="list-style-type: none"> - Events Calendar: This will be included in the Welcome Pack and will also be posted on Instagram. - Revamping of website: The Secretary is in touch with the Marketing/Communications directors regarding this. - Finalisation of designs for Welcome Pack - Intro to SMUSA Instagram posts 	All to note
17.	<p><u>Presentation by Events Secretary – Tan Jia Yi Trisha</u></p> <p>The Events Secretary gave an update on following key events. Freshmen Orientation:</p>	All to note

	<ul style="list-style-type: none"> - The extended recruitment run for Facilitators and Game Masters has been completed. - The mock runs will take place from 28 June to 29 June, as well as 1 July and 4 July. - The Organising Committee (OC) may be inviting some CCAs to perform during the actual runs. The Secretary invited ACF to share any concerns regarding this with her. <p>Vivace:</p> <ul style="list-style-type: none"> - Associates' recruitment has been completed. - Sign-ups for Vivace have closed, and there will be 153 CCAs participating. - The event will be held on 11 August and 12 August. It has not been confirmed if the event will be held over 1 day, 1.5 days or 2 days due to the Academic Year Opening Ceremony. - The Organising Committee is planning a fully physical programme, with some online elements to cater to students who are not able to attend the event physically. - The Secretary shared that there should be one representative from each CCA designated as the point of contact with the Vivace OC. This representative's role will be to relay information from the Vivace OC to the CCA's EXCO, as well as submit collaterals and ask questions on behalf of his or her CCA. The rationale for having only one point of contact is to avoid confusion, make communications more efficient, and to avoid spamming. Urgent matters should be raised through the Icomm Telegram, while non-urgent matters should be raised through the Google form. CCAs should direct their queries to the Vivace OC. <p>Bi-annual 1:</p>	
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	<p>- The event has been completed. It was the first physical event of the year for SMUSA, and the general feedback from participants was positive.</p> <p>The Secretary then shared that her department is working alongside the Communications Department on the Welcome Pack for all incoming freshmen. It will include a Welcome Pack booklet, which will feature a summer events calendar.</p> <p>The Secretary then proceeded to share that the deconflicting of mock camps for all school and CCA CBds has been completed by the Events Committee. The Committee has also consolidated the modes for all the different camps and has not received any updates from OSL regarding the most updated safe management measures. CBds should check directly with their staff advisors.</p>	
18.	<p><u>Update by Honorary General Secretary – Ong Ing Khim, Russell</u></p> <p>The Honorary General Secretary shared that his department would be proposing changes to the SMUSA Email Standing Order, Poster Standing Order, and Vivace Email Standing Order to improve the clarity of drafting and simplify processes. He will be soliciting views from the Honorary General Secretaries of the CBds and ICON, and also encouraged the SAC members to share their views. The revised standing orders are targeted to be voted upon at the next SAC meeting. The Secretary also shared that he will be present at the Vivace briefing for clubs in June, so clubs can raise their questions directly to him then.</p>	All to note
19.	<p><u>Presentation by Grassroots Working Committee Chairman – Ler Wei Qiang</u></p> <p>The Grassroots WC Chairman shared the following updates regarding the Sustainability Week which his WC is organising:</p>	All to note

	<ul style="list-style-type: none"> - It will be held in Week 3 of the next academic term so as to avoid clashing with Bizcom Bazaar and publicity for other events. - The WC has come up with a rough draft for the activity line-up. - The task allocation so far is as follows: SMU Verts is organising a physical picnic event. The SMUX President is taking charge of workshop collaborations with The Sustainability Project. The WC is waiting for updates regarding the shoe recycling project from SMUSA’s staff advisor, Yi Hui. The WC is exploring collaborations with the National Environment Agency and its “Say Yes to Waste Less!” Campaign - Current limitations which the WC is facing include budget limitations. The Chairman shared that sponsorships depend on the budget. The scale of events is limited and hence it is hard to plan. <p>The SICS President queried about who SMU Verts should submit the GPD to, should the need arise. This is because SMU Verts is an SICS club.</p> <p>The Operations Secretary said that he would get back to her on this point, and that he would include her in future discussions with SMU Verts and the planning of its event.</p> <p>The SMUSA President shared that there would be a meeting with SMU Verts that she, the Grassroots WC Chairman and the Grassroots WC Vice Chairman are attending the next day. She invited the SICS President to attend the meeting.</p>	
20.	<p><u>Presentation by Leadership Induction Working Committee Chairman</u> <u>– Brendan Tay Jing Xun</u></p>	All to note

	<p>The Leadership Induction WC Chairman shared that given the changes to safe management measures, the WC will be proceeding with a fully physical version of SACLIP. The updated schedule will be shared with the SAC members soon. The budget will be approximately \$5000. Priority in the budget allocation process will be given to food first, followed by a physical activity such as dragon-boating or a forest adventure.</p> <p>The President shared that there was a physical activity for team building during the 2019 run of SACLIP. SAC members can give their suggestions for activities as well. At the same time, the WC will be mindful of the physical health status of participants.</p> <p>The Chairman also clarified that the dates would remain the same, and that SAC members are encouraged to be present during the event. At the very least, they should be present during the closing ceremony to interact with their successors.</p>	
<p>21.</p>	<p><u>Closing by President – Tan Jia Wei Sara</u></p> <p>The President gave an update on the discussions which took place during the SMUSA EXCO’s recent bi-monthly meeting with the Office of the Provost (PVO):</p> <ul style="list-style-type: none"> - Issue with midterms during recess week: PVO will remind instructors to avoid this and will look into the issue via the Associate Deans of the respective schools. SMUSA will follow up with data on specific modules and instructors. <p>Follow-up at this SAC meeting: The President asked the Academic & Welfare Secretary and the Honorary General Secretary to look out for documented examples of mid-terms being held during recess week. Other members are also</p>	<p>All to note</p>

	<p>welcomed to let the President know should they know of such examples.</p> <ul style="list-style-type: none"> - SSS & Pigeonhole initiative: SMUSA is in the process of getting buy-in from offices to close the feedback loop and discuss solutions with it. SMUSA is aiming to showcase the entire process from feedback to solutions, so that concerns from students are observed. - Challenges of SMUSA Study Week: PVO agreed that most instructors do not use rooms during the Study Week and therefore they should be kept un-booked. PVO will mention this during the next Undergraduate Curriculum Committee meeting. - Clarification regarding availability of classes (BOSS Bidding): PVO shared that this is a school-level issue. Admin staff will monitor the demand for classes and approach faculty to release new sections. PVO shared that there is a worksheet by the Registrar's Office (RO) which helps staff gauge the demand for modules. SMUSA shared that not many students are aware of this worksheet and offered to help promote it. This would hopefully close the gap and enable more accurate projections of module demand to be formed. PVO agreed to engage SMUSA's help. PVO can correspond with RO to increase class sizes and reduce the number of slots reserved for exchange students. <p>The Bondue President shared that one problem with having mid-terms during recess week is that Internal Election candidates and SACLIP participants will not be able to participate in those activities if their mid-terms clash with them. The SMUSA President that this concern can be added in as well and encouraged the SAC members to let her know of documented examples of mid-terms being held during</p>	
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	<p>recess week by the following week.</p> <p>The President also shared that the SMUSA EXCO’s next meeting with PVO will take place in July. However, additional meetings from now till then can be arranged should the need arise. SAC members are free to send in their questions to the SMUSA EXCO.</p> <p>The President also shared updates on the following upcoming items:</p> <p>Internal</p> <ul style="list-style-type: none"> - Academic support task force with the Dean of Students (DOS) and PVO: The SMUSA EXCO will be meeting DOS again for additional support. - SMUSA Vivace Booth - Voices Collab - Study Week pre-planning with OCIS and RO: The SMUSA EXCO, along with the respective offices, will be exploring if it is possible for RO to avoid booking venues for instructors during Week 14 of the academic term. <p>External</p> <ul style="list-style-type: none"> - IUD 2023 Planning by SMUSA’s Internal/External Engagement WC The committee is exploring the possibility of going with a residential format. This could include a hotel stay and field trips. However, this is unconfirmed and will be discussed with OSL. - UCare Forum planning: This will take place on 21 June, 6pm, at SCAPE. The guest-of-honour will be Minister Edwin Tong. Members of the SMUSA EXCO and CBd MCs will be sent to attend. The findings from the UCare Report will be shared at the event. 	
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	<p>This will be followed by a panel discussion and networking dinner. The discussion will focus on finding new ways forward.</p> <p>The President then concluded by sharing her experiences at the St. Gallen’s Symposium which she attended.</p>	
<p>22.</p>	<p><u>Conclusion</u></p> <p>The meeting ended at 2230.</p>	