

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	22 February 2022	Time	1900 – 2100
Chaired by	SMUSA President	Location	LKCSB SR 1-1
Convened by	SMUSA Honorary General Secretary		
Attendees	SMUSA President: Tan Jia Wei Sara 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 International Students' Secretary: Zhuo Yanjie SMUSA Operations Secretary: Ler Wei Qiang 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 The Bar President: Tan Qing Zhe		
Absentees	SMUSA Vice President: Chan Juun Kit SMUSA Events Secretary: Tan Jia Yi Trisha ACF President: Sim Kai Shin, Hazel SICS President: Rachel Kheng Hui Ting		
Latecomer(s)	Society President: Janice Patricia		

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No	Agenda	Remark(s)
1.	<p><u>Introduction</u></p> <p>The meeting started at 1700.</p>	
2.	<p><u>Presentation by SMUSA President on behalf of ACF President – Tan Jia Wei Sara</u></p> <p>The SMUSA President presented the items which ACF has completed, as well as the upcoming items. These include the following:</p> <ul style="list-style-type: none">- Valentine's Day ARTventures Pairing has been completed while the giveaway is ongoing.- Arts Camp Recruitment The MC is still in the midst of recruiting the Organising Committee and facilitators.- Associates Recruitment has been completed- Merchandise Sales 1 (Tentatively in Week 8)- Quarterly Gathering 1 (Tentatively on 25 March)- Welfare Drive 1 (Tentatively in Week 12) <p>The SMUSA Honorary General Secretary asked the Operations Secretary, on behalf of the ACF President, what the procedure for borrowing trolleys from SMUSA is. ACF clubs would like to borrow them for weekly practices so the ACF President would like to check on the feasibility of doing so.</p>	All to note

	<p>The Operations Secretary relayed that the ACF Operations Director should get in touch with him.</p> <p>The SMUSA Honorary General Secretary also asked the Operations Secretary, on behalf of the ACF President, whether a water cooler can be installed at Level 7 of the SOE/SOSS building. This is because there are a few clubs which have their training session there and getting water seems to be quite difficult. Currently, they would need go down to level 5 and walk a distance. Many of those who use the Level 7 studio are part of dance clubs and their trainings can be quite tiring, resulting in them having to drink water frequently.</p> <p>The Operations Secretary shared that he has been in touch with the Office of Campus Infrastructure and Services (OCIS) to explore the feasibility of installing water coolers in the study lounges at the SMU Concourse and one of the key considerations is whether it is feasible to store pipes. He assured that ACF President that he would explore the feasibility of installing a water cooler at the SOE/SOSS Level 7 studio and get back to her.</p>	
3.	<p><u>Presentation by SMUSA President on behalf of SICS President – Tan Jia Wei Sara</u></p> <p>The SMUSA President presented the items which SICS has completed:</p> <ul style="list-style-type: none"> - SICS Week Reconnect 2022 <p>This involved around 230 participants. It included club information sessions, goodie bags, “Do You Know” series, quizzes and giveaways.</p> <p>There was a two-fold increase in participation for SICS Week this year, and more engagement in this year’s activities. The overall rating for SICS Week was 8 – 10.</p> <p>The SMUSA President then presented the ongoing items:</p>	All to note

	<ul style="list-style-type: none"> - SICS Mid-Year Welfare Drive (11 – 17 April) This is currently at the planning phase. <p>Finally, the SMUSA President presented the upcoming items:</p> <ul style="list-style-type: none"> - SMOO Challenge The MC is looking to continue with fundraising despite the smaller scale and is also looking to sell SMOO merchandise. It is currently coordinating the event with the Office of Student Life (OSL). - Purple Outreach The MC is looking to collaborate with beneficiaries apart from its long-term partner, Mountbatten Vocational School. It is currently coordinating with OSL. 	
4.	<p><u>Presentation by SMUX President – Lim Zi En</u></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"> - Welfare Drive The MC is looking for sponsors which align with its objective of promoting sustainability. - Inventory Management System The MC has finalised how it will work, and it is currently in the trial stage. The MC is planning to implement it during recess week. - The SMUX Camp Organising Committee has been finalised and will have its first milestone meeting within the coming week to align its objectives with the SMUX MC. <p>The SMUX President also elaborating on upcoming plans for the following items:</p>	All to note

	<ul style="list-style-type: none"> - The SMUX MC is looking to promote SMUX membership more often through mass emails in order to increase sourced income. - Collaboration with ACF and SSU clubs for EXCO retreat <p>The SMUX President shared the MC’s opinion that there is no reason to concentrate on just SMUX during the EXCO retreat when everyone already knows what SMUX is like. Hence, SMUX would like to focus on collaboration and diversification, as well as understand how other CBds plan and execute their events.</p> <ul style="list-style-type: none"> - SMUX Camp 	
5.	<p><u>Presentation by SSU President – Brendan Tay Jing Xun</u></p> <p>The SSU President gave an update on ongoing events. These include the following:</p> <ul style="list-style-type: none"> - IFC - Sports Camp and Janus <p>This will be done over recess week, with planning set to start very soon. SSU clubs have already been informed of the internal deadlines.</p> <p>The Go-Prepared Document for this event will be completed by April.</p> <ul style="list-style-type: none"> - Post-graduate Sports Clinics <p>This has attracted a lot of interest, with around 50 sign-ups within the first 12 hours of publicising the event.</p> <p>The SSU President also elaborating on the following functional updates:</p> <ul style="list-style-type: none"> - The SSU board will be up soon, by the end of March. - The MC is working with the previous MC to finalise the SSU Annual Report. 	All to note

	<ul style="list-style-type: none"> - SSU is planning to sell its own merchandise. - SSU is currently liaising with OSL to find ways to hold sporting activities involving 30 participants after the latest updates from SportsSG. Nothing will be pushed out at this point in time because SUniG is going on. - SSUpport has moved into the active volunteering stage. The MC is liaising with schools to plan out the schedule for 2022 as well as engaging in succession planning. 	
6.	<p><u>Presentation by ASoc President – Kek Jia Jun Joshua</u></p> <p>The ASoc President gave an update on the items which his CBd has completed:</p> <ul style="list-style-type: none"> - Valentine’s Day Mini Welfare Drive - ASoc Camp & Night Executives and Facilitators Recruitment <p>The ASoc President then gave an update on upcoming items:</p> <ul style="list-style-type: none"> - Senior’s Night (9 March) <p>This will include a video montage featuring instructors as well as a goodie bag giveaway for graduating students.</p> <ul style="list-style-type: none"> - Main Welfare Drive (10-11 March) - Project Moolah Facilitators Recruitment <p>This CSP will be open to students from all faculties. The aim is to teach financial literacy to secondary school students.</p> <ul style="list-style-type: none"> - ASoc x MCCY Charity Transparency Assessment Volunteer Recruitment <p>This is a CSP which works with charities and is open only to accountancy students.</p>	All to note
7.	<p><u>Presentation by Bondue President – Ong Wai Joon Dylan</u></p> <p>The Bondue President gave an update on completed and ongoing items:</p> <ul style="list-style-type: none"> - Alumni Networking Night 2022 (18 March) 	All to note

	<p>This will be a physical event involving 200 participants.</p> <ul style="list-style-type: none"> - Leadership Development Series 2022 <p>Mentees have been finalised.</p> <ul style="list-style-type: none"> - Friendship Week x Welfare (completed) - Know-thy-major (completed) - Bondue Camp <p>Organising Committee recruitment is ongoing.</p> <ul style="list-style-type: none"> - The Great Move Welfare (Week 12) <p>This will involve an estimated 550 students.</p>	
8.	<p><u>Presentation by Ellipsis President – Koh Hui Qing</u></p> <p>The Ellipsis President gave an update on the items which her CBd has completed:</p> <ul style="list-style-type: none"> - Valentine’s Day Welfare Drive - Director Recruitment for summer Freshmen Induction events <p>The Ellipsis President then gave an update on upcoming items:</p> <ul style="list-style-type: none"> - Major Talks (1 March) - Project Experience Information Session (2 & 4 March) - Code# (28 February – 4 March) - Data Management Workshop (12 March) - Finals Welfare (Week 12) - Revelry (Movie Night) <p>This has been pushed back due to safe management restrictions.</p>	
9.	<p><u>Presentation by Oikos President – Yap Ru An</u></p> <p>The Oikos President then gave an update on ongoing items:</p> <ul style="list-style-type: none"> - Interview Workshop (28 March) <p>This will be a physical event involving 40 students.</p> <ul style="list-style-type: none"> - Mascot Rebranding: Oscar the OIKOS Wolf 	All to note

	<p>There will be a mini welfare treasure hunt as well as voting for the design.</p> <ul style="list-style-type: none"> - Directors Recruitment for Freshmen Camp and Under the Stars - Welfare Drive (Week 12) 	
10.	<p><u>Presentation by The Bar President – Tan Qing Zhe</u></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> <ul style="list-style-type: none"> - The Bar Navigate Talk - Coffee drops - Valentine’s Day Event (completed) - Chinese New Year Event (completed) - Podcast for Law School <p>The first episode has been released.</p> <ul style="list-style-type: none"> - The Bar Recreation Room <p>The Bar has been in touch with SMU staff (Joanna) about this proposal.</p> <ul style="list-style-type: none"> - End-semester welfare with sub-clubs of The Bar 	All to note
11.	<p><u>Presentation by Academic & Welfare Secretary – Allyne Zhang Jia Fan</u></p> <p>The Academic & Welfare Secretary reminded members to submit questions for the SMUSA Student Survey by 28 February.</p> <p>The Secretary then gave an update on the following items:</p> <ul style="list-style-type: none"> - Welfare Drive (7-12 April) <p>There will be no need to de-conflict the date or time. However, if CBds would like to minimise repetition of welfare items, they can contact the Secretary.</p> <p>The proposed theme is “It will be OK!”</p> <ul style="list-style-type: none"> - SMUSA Pigeonhole 	All to note

	<p>This will be used to publicise popular queries/feedback along with responses to them through Instagram.</p> <ul style="list-style-type: none"> - SMUSA Study Week (Week 14) <p>The Secretary asked the CBd President to let her know how many rooms they would require, as well as any specific rooms they may want, by recess week. She also informed them that the CBds would need to enforce their own system of safety measures to abide by.</p> <p>The Operations Secretary mentioned that he would check with the offices on what restrictions are applicable and get back to the SAC members.</p>	
12.	<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 has completed, as well as upcoming items:</p> <ul style="list-style-type: none"> - Blast of Love <p>The Secretary shared that this was the first time her department was doing such as photobooth. Many slots were booked within one hour of their release. Some sales were also generated.</p> <p>The Secretary suggested that the duration of the photoshoot could be decreased to accommodate more students as some had given feedback about the limited number of slots.</p> <p>The Secretary also thanked the Operations Department for their assistance.</p> <ul style="list-style-type: none"> - Giveaway <p>Quite a number of students participated, and the department is contacting them to retrieve their packages.</p> <ul style="list-style-type: none"> - SAC Noticeboard Poster <p>The Secretary asked members to let her know soon if they would like for their photos to be touched up. The poster will</p>	All to note

	<p>be sent for printing during recess week and will hopefully be up by the end of that week.</p>	
13.	<p><u>Presentation by Corporate Relations Secretary – Alicia Bee Jing Xuan</u></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"> - Valentine’s Day Event <p>The Secretary shared Valentine’s Day promotions which BizCom has/will be promoting.</p> <ul style="list-style-type: none"> - Master List <p>The Secretary invited members to let her know if there were any companies which they would like to reach out to for deals to be given to students. BizCom will be sending out an email to around 600 companies to establish partnerships and source for discounts.</p>	All to note
14.	<p><u>Presentation by President on behalf of Events Secretary – Tan Jia Wei Sara</u></p> <p>The President gave an update on the items which the Events department has completed:</p> <ul style="list-style-type: none"> - The FO and Vivace Organising Committees have been finalised - FO Induction - The department had liaised with the CCA CBds for feedback on Vivace in order to submit a proposal on the Vivace programme to OSL - The GPD for the Biannual Event has been submitted to OSL and OSS - Dates for summer events have been collated from all clubs, CBds and ICON <p>The President gave an update on the following upcoming items:</p> <ul style="list-style-type: none"> - Vivace Induction (28 February) 	All to note

	<ul style="list-style-type: none"> - Events calendar (slated to be finalised by 27 February) - Events Committee Meeting (during recess week) <p>The department is currently looking at 4 or 5 March but hopes to push it earlier if possible because SSU is holding the IFC on those dates.</p> <p>Some CBd Presidents had asked if it would be possible for them to attend the Events Committee meeting. They felt that the two-step process in which what was discussed at the meeting would be brought up at an SAC meeting was unnecessary.</p> <p>The SMUSA President reminded them that the purpose of the Events Committee meeting was for their Events Directors to voice out any concerns, and that SMUSA would get back to the CBds on this.</p>	
15.	<p><u>Presentation by International Students' Secretary – Zhuo Yanjie</u></p> <p>The International Students' Secretary gave an update on the following items:</p> <ul style="list-style-type: none"> - ICON Buddy Program <p>This had attracted sign-ups from 245 exchange students. There will be two events erm, an escape room and trip to the River Safari.</p> <ul style="list-style-type: none"> - Welfare Drive (completed) <p>This involved around 200 participants. It took on a different format as compared to previous welfare drives, as participants had to answer questions before receiving their welfare pack. In addition, around 300 name tents were distributed to exchange students and international freshmen students for free.</p> <ul style="list-style-type: none"> - ICON Fest (completed) 	All to note

	<p>This involved around 150 participants. There were 3 workshops for participants to create a gift of appreciation for their friends.</p>	
16.	<p><u>Presentation by Honorary Finance Secretary – Sylvia Aw Su Wei</u></p> <p>The Honorary Finance Secretary shared that her department will be holding a Finance Mega Talk on 25 February at 3.30pm on Zoom. This will involve OFIN and SMU FACT. The aim of the talk is to inculcate in participants good financial practices, as well as what the clubs and CBds should look out for. Participants will include Finance Secretaries and Directors from CBds, ICON and clubs.</p> <p>The Secretary then shared that her department’s focus for 2022 would be on revamping and digitalising the Receipt Book Loan process, as well as improving the cash deposit process. The department will be working with Finance Secretaries in this respect.</p> <p>The Secretary also encouraged the CCA CBds to get their clubs to focus on revenue-generating events.</p>	All to note
17.	<p><u>Presentation by Honorary General Secretary – Ong Ing Khim, Russell</u></p> <p>The Honorary General Secretary thanked the SAC members for their cooperation during the recently concluded AGM.</p> <p>The Secretary then shared about the email penalty tracker with members and asked the CBd Presidents if it would help them in their internal enforcement. The CBd Presidents were generally receptive to the idea, and so the Secretary resolved to share the tracker with them.</p> <p>The Secretary also shared more about his department’s role in the consolidation of feedback and in the Academic and Welfare Department’s Pigeonhole initiative. He encouraged members to let him know of any feedback which they receive and hear on the ground.</p>	All to note

	<p>He also shared that the department is exploring more ways of feedback collection.</p>	
<p>18.</p>	<p><u>Presentation by Grassroots Working Committee Chairman – Ler Wei Qiang</u></p> <p>The Grassroots WC Chairman shared that his committee’s initiatives will be focused on sustainability and be in line with SMU’s Vision 2025.</p> <p>The Chairman shared the following objectives of the committee:</p> <ul style="list-style-type: none"> - Sustainability branding for SMU - Bridging between student leaders and office level efforts - Empowering clubs and student-initiated projects - Creating a long-term branding image which can be carried on by future batches <p>In the long term, initiatives could potentially score large amounts of funding if they are in line with SMU’s Vision 2025, encouraging more clubs to hop onboard. However, long term continuation and planning of the future budget would be challenges the committee would have to content with.</p> <p>The Chairman suggested using the SMUSA Student Survey to seek suggestions on how to promote sustainability as well as the receptiveness of students to sustainability initiatives. This can serve as a follow-up for future Grassroots WCs.</p> <p>In the short term, the committee would like to explore placing recycling bins and shoe donations points at central locations so as to make them more accessible. They will find out what projects SMU is involved or can be involved in at the national level, as well as explore the use of the giveaways to help encourage the participation of</p>	<p>All to note</p>

	<p>students in suggesting new ideas to improve SMU’s sustainability approach. They will also work together with SMU in sustainability aspects other than recycling, empower clubs and help increase their legitimacy, as well as hold discussions with people who have specialised knowledge in the field.</p> <p>The Chairman then shared SMU’s Sustainability Plan 2022, and went on to articulate the following to-do list:</p> <ul style="list-style-type: none"> - Budget allocation - Timeline - Logo branding <p>These will be dealt with by the following internal sub-committees:</p> <ul style="list-style-type: none"> - External Outreach Committee – working with external companies - Branding Committee – logo design and marketing - Internal Committee – working with offices, ideation, holding discussions with clubs and faculty - Finance Committee – budget allocation <p>In addition, the Grassroots WC will also be working on mental wellness initiatives. In this respect, they plan to roll out more initiatives to involve students in learning how to manage their mental wellness instead of solely conducting surveys.</p>	
19.	<p><u>Presentation by Leadership Induction Working Committee Chairman – Brendan Tay Jing Xun</u></p> <p>The Leadership Induction WC Chairman shared the internal allocation of roles as well as the timeline on which his committee is working. The outline for the programme has been finalised, and the committee plans to finalise the programme by March. The tentative dates are 2 October to 5 October.</p>	All to note

	<p>The Chairman shared that the committee is working on the assumption that the event will be a fully physical one. He asked the SAC members to submit a challenge for the CBd Challenge. Each challenge should take no more than 15 minutes to complete and should be designed in a way which would allow the incoming SAC members to get to know more about the CBds. He also asked all SAC members to keep all 3 days of the event free. Members in the WC will need to be present for all 3 days, whereas other SAC members not in the WC will only need to be present during the days on which they are asked to come down, with especial importance given to the opening and closing segments. These days will be relayed to them by the WC in due course.</p> <p>SAC members would also need to write a letter for their successors. This is to be done later.</p> <p>The Chairman also asked for members to volunteer their video-editing services and mentioned that the auditorium may need to be used for the event. It was suggested that SMUSA deputies could be used as ushers.</p> <p>Some members suggested for the duration of the programme to be shortened. The Chairman replied that he would bring this up to OSL.</p> <p>In the meantime, members were encouraged to let the WC know if there were anything they would want in the goodie bags.</p>	
<p>20.</p>	<p><u>Presentation by President – Tan Jia Wei Sara</u></p> <p>The President shared about two recent meetings which some members of the SAC and SMUSA EXCO had with the Dean of Students (DOS) and Office of the Provost (PVO) regarding Tuition Fees and</p>	<p>All to note</p>

<p>Students' Feedback respectively.</p> <p>DOS had informed the members that there will be slight hike in tuition fees soon for incoming students, and the discussion was held to inform the SAC first and seek consensus.</p> <p>With respect to the discussion with PVO regarding students' feedback on instructional plans, the President shared that PVO is awaiting the MOE advisory which may affect instructional plans and protocols for COVID-19 related matters. Following the discussion, PVO will disseminate the following information to all faculty to address academic-related concerns:</p> <ul style="list-style-type: none">- Use the clip-on microphone wherever possible so that students attending the livestream can hear the lesson properly- Use an iPad so that students attending online can see what is written clearly- Enlist the teaching assistant's help if they need assistance on managing the IT aspects of the class <p>IITS can provide training to Tas so that they can better assist instructors</p> <ul style="list-style-type: none">- Start 12pm and 7pm classes 5 to 10 minutes later so that students will have more time to eat their meals <p>In response to the suggestion to start lessons later, some members had asked if this would mean that breaks would be shorter. It was suggested that instructors should conduct a poll for their students to ascertain if they want lessons to start later.</p> <p>The President then shared about the upcoming Inter-university Dialogue on 28 February which some members of the SMUSA EXCO will be attending. The Inter-University Network (IUN) will be formally</p>	
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	<p>launched at the event. It will come together to discuss projects which the student unions need assistance for. If the CBds require assistance from other universities, they are welcome to let the President know. She will ask the IUN for assistance.</p> <p>Finally, the President shared plans for the SAC retreat on 26 February and 5 March. The maximum budget will be \$35 per person. She suggested that members meet for dinner, then go for a walk together.</p> <p>The President then ended off by sharing a quote for the month: “The turning point, in the life of those who succeed, usually comes at the moment of crisis.” The President encouraged members to be more creative and to be patient.</p>	
<p>21.</p>	<p><u>Presentation by Sosciety President – Janice Patricia</u></p> <p>The Sosciety President gave on the following ongoing items:</p> <ul style="list-style-type: none"> - Camp Organising committee recruitment has been completed and facilitator recruitment is ongoing. - Major Decisions Talk Faculty will be invited to give talks, and the online platform used will be Kumospace. - Mentorship Programme 1 (online) & 2 (physical) - Welfare 1 Theme is “Let’s Get Physical!” 	<p>All to note</p>
<p>22.</p>	<p><u>Conclusion</u></p> <p>The meeting ended at 2100.</p>	