

SRI DAMANSARA CLUB

Liaison Committee 2010/2011

Minutes of Meeting

Minute No.1

Date: 21 August 2010

Venue: Karaoke Room

Time: 10.10am

Members Present:

✓ Lim Jit Hoh (LJH) ✓ Steven Oon Hoon Nam (OHN) ✓ Zohrab Chong Aik Shuen (ZC) ✓ Belinda Koh (BK)	✓ Walter Lee (WL) ✓ Wong Kam Choong (WKC) ✓ Robert Tan Say Loon (TSL) ✓ Chong Yin Fook (CYF)
---	---

Club Representative: Tn. Haji Ismail Nik Taib

Absent with Apologies:

- Chong Yin Fook
- Steven Oon Hoon Nam

Agenda:

1. Welcome address by Convener
2. Appointment of Office Bearers
3. Appointment of Portfolios
4. Any other matters

Item	Description	Remarks/ Decision	Action By
1	<p>Welcome Address Mr. Lim Jit Hoh called the meeting in order, and conveyed that both CYF and OHN sent their apologies.</p> <p>LC's main role is to be the channel of communication between members and the Club only.</p> <p>Meeting is to elect Chairman, Vice Chairman and Secretary.</p>	<p>Noted.</p> <p>Noted.</p> <p>Voting commenced.</p>	<p>For info</p> <p>ALL</p>
2	<p>Nomination/ Appointment of Office Bearers The following were proposed and seconded as office bearers for the term:</p> <p>Chairman: Lim Jit Hoh Vice Chair: Steven Oon Secretary: Zohrab Chong</p>	<p>Noted.</p>	<p>For info</p>

Item	Description	Remarks/ Decision	Action By
3	<p>Portfolio Nomination The following portfolios were agreed upon and the members designated as the representatives are as appended in Appendix A.</p> <p>Note: For Swimming Portfolio – OHN to also assist BK.</p> <p>For Gymnasium – WKC to also assist CYF.</p>	<p>Agreed and approved. Respective members to assume responsibilities. Other LC members to also assist those in the larger portfolios.</p> <p>Club to put up notice on portfolio, including contact number/email and a group photo soonest. ZC to inform Sam after next meeting.</p> <p>LC members to proactively highlight concerns/ complaints received/observed directly to the Club, rather than to wait for LC meeting. LC members can update others during the LC meeting.</p> <p>For better management of feedback requiring attention, Tn. Hj Ismail will initiate a central written log book at the Front desk as a central reference for members to write, and for Club to attend to the feedback soonest. Turnaround time of feedback will however depend on the nature of the complaints.</p> <p>LC to request Club for a meeting with the persons-in-charge of each facility/maintenance etc for better and proactive action. Club to arrange for next meeting.</p>	<p>ALL</p> <p>ZC</p> <p>ALL</p> <p>Club</p> <p>Club</p>
4	Any other matters		
A	<p>Post 13th AGM Decision On the request of reduced subscription rate/fee and waiver for senior members above age 70 years, Club has reverted that the Management has not approved the request after studying the membership growth, and the age profile presently available.</p>	Noted. To be communicated to all members through the Minutes.	Noted.
B	<p>Post 13th AGM Commitment <u>On the new towels delivery</u> LJH highlighted that the towels have yet to be dispensed to all members despite receiving them on 2/8/2010. Understand that Club needs to emboss the Club logo before dispensing.</p>	Tn Hj was not aware of this situation and will investigate the delay of issuance since the towels were received on 2/8/2010 itself.	Tn. Hj

Item	Description	Remarks/ Decision	Action By
	Concerns in that information provided by Club must be accurate to LC and members to avoid any mis-understanding.	Noted for all communication / decision henceforth by the Club.	Club
C	Feedback box WKC suggested that a feedback box be placed at the LC Notice Board area for members to provide feedback so that LC can then attend to them with the Club.	Great idea. Club to explore installation.	Club
D	Badminton – Coaching TSL shared that there's interest from another coach to be involved for Monday, in addition to the current YS Lim's involvement. Proposal already submitted for approval.	Noted. Club welcomes proposal for consideration. Tn. Haji will follow up.	Club
E	Swimming - Coaching BK highlighted that the swimming coach had resigned and whether there's any plans to replace soon for the interest of members.	Noted. Club will look into this matter for action.	Club
F	LC Members Attendance LJH shared with all that members should attend at least 80% per annum to continue entitlement to the rebate on subscription fees. This is also a show of commitment. Any members traveling or outstation will need to provide valid reason/notice to secretary of LC beforehand for information.	Noted. Meetings will be on Saturdays from now.	For info.
5	Next Meeting Next meeting – to be advised.	Noted. ZC to send reminder before meeting by email/ sms to all.	ZC

Meeting adjourned at 11.20am.

Minutes read and approved.

Appendix A

No.	Portfolio	LC Member	Phone	Email
1	Badminton	Robert Tan	019-3802268	tsrober@hotmail.com
2	Tennis	Zohrab Chong	012-2737743	Zohrab.chong@gmail.com
3	Squash	Wong Kam Choong	019-2118862	
4	Table Tennis & Snooker	Steven Oon	012-2127011	experto@streamyx.com
5	Swimming Room/ Shower Room	Belinda Koh	016-2220301	Bkoh88@yahoo.com
6	Gymnasium	Chong Yin Fook	012-3789575	Kiara_9234@yahoo.com
7	Children Room/Cinema/Library/ Karaoke	Walter Lee	012-8835916	walterleehh@yahoo.com
8	F&B/ Environment/ Driving Range	Lim Jit Hoh	017-8896629	limjithoh@yahoo.co.uk