

SRI DAMANSARA CLUB

Liaison Committee 2011/2012

Minutes of Meeting

Minute No.1

Date: 15 October 2011

Venue: Karaoke Room

Time: 10.00am to 11.30am

Members Present:

√ Lim Jit Hoh (LJH)	√ Walter Lee (WL)
√ Steven Oon Hoon Nam (OHN)	Wong Kam Choong (WKC)
√ Zohrab Chong Aik Shuen (ZC)	√ Robert Tan Say Loon (TSL)
√ Belinda Koh (BK)	√ Chong Yin Fook (CYF)
√ Lee Kim Seong (LKS)	√ Frieda Koh (FK)
√ Azhar Abu Bakar (AAB)	

Club Representative: None

Absent:

1. Wong Kam Choong

Agenda:

1. Welcome address by Convener
2. Nomination / Election of Office Bearers
3. Portfolio Allocation
4. Feedback Management
5. Any other matters

Item	Description	Remarks/ Decision	Action By
1	<p>Welcome Address by the Convener</p> <p>LJH welcomed the members to the 1st meeting and set the agenda for the day.</p> <p>As mentioned during the AGM, each portfolio to explore having an activity for all members within the portfolio going forward during the term. This will also raise the profile of the Club.</p>	Noted. Each member to look into this.	For info.
2	<p>Nomination/ Election of Office Bearers</p> <p>The following were proposed and seconded as office bearers for the term:</p> <p>Chairman: Lim Jit Hoh Vice Chairman: Lee Kim Seong Secretary: Zohrab Chong Asst. Secretary: Belinda Koh</p>	Noted and to be updated into the SDC LC 2011/2012 term composition.	ZC

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	Photograph of the new SDC LC taken as well.	To share photo with Sam for publication into the Notice Board.	ZC																																																				
3	<p>Portfolio Allocation for 2011/2012 The allocation of portfolios as follows:</p> <table border="1"> <thead> <tr> <th>No.</th> <th>Portfolio</th> <th>Primary</th> <th>Alt</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Badminton</td> <td>BK</td> <td>TSL</td> </tr> <tr> <td>2</td> <td>Tennis</td> <td>ZC</td> <td>WKC</td> </tr> <tr> <td>3</td> <td>Squash</td> <td>WKC</td> <td>LKS</td> </tr> <tr> <td>4</td> <td>Snooker & Dart</td> <td>TSL</td> <td>OHN</td> </tr> <tr> <td>5</td> <td>Gym</td> <td>AAB</td> <td>CYF</td> </tr> <tr> <td>6</td> <td>Swimming/Shower & Sauna</td> <td>CYF</td> <td>FK</td> </tr> <tr> <td>7</td> <td>Table Tennis</td> <td>OHN</td> <td>TSL</td> </tr> <tr> <td>8</td> <td>Library/ Cinema & Children's Playroom</td> <td>FK</td> <td>BK</td> </tr> <tr> <td>9</td> <td>Karaoke, F&B</td> <td>LKS</td> <td>WL</td> </tr> <tr> <td>10</td> <td>Security & Environment</td> <td>LJH</td> <td>AAB</td> </tr> <tr> <td>11</td> <td>Board games</td> <td>WL</td> <td>LJH</td> </tr> <tr> <td>12</td> <td>Wellness & Social</td> <td>ZC</td> <td>LKS</td> </tr> </tbody> </table> <p>The objective and role of the alternate is to assist and step in (to assist/ report) should the primary is unavailable.</p> <p>All agreed that a new portfolio of "Wellness & Social" be set up to organize/ coordinate activities that will benefit the members of the club eg their health, social awareness etc.</p>	No.	Portfolio	Primary	Alt	1	Badminton	BK	TSL	2	Tennis	ZC	WKC	3	Squash	WKC	LKS	4	Snooker & Dart	TSL	OHN	5	Gym	AAB	CYF	6	Swimming/Shower & Sauna	CYF	FK	7	Table Tennis	OHN	TSL	8	Library/ Cinema & Children's Playroom	FK	BK	9	Karaoke, F&B	LKS	WL	10	Security & Environment	LJH	AAB	11	Board games	WL	LJH	12	Wellness & Social	ZC	LKS	Each member to prepare the plans for the year, including the proposed budget for the term in which is to be tabled at the next meeting for Club's decision/ endorsement.	All
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4	<p>Feedback Management</p> <p>BK shared that 4 new feedbacks were received in relation to:</p> <ol style="list-style-type: none"> 1. Mens shower room: Sink tap yet to be repaired 2. Gym – storage shelve for belongings no longer available. 3. Gym – installation of TV for viewing during exercise eg CNN etc. 4. To install ceiling fan at the towel dispenser area – to reduce the heat. <p>AAB also inquired if there's any mechanism to track the nature of complaints till date to establish the key areas for Club to act upon.</p>	<p>BK to compile into the Feedback Sheet and share with all.</p> <p>Club to look into the items highlighted for action.</p> <p>BK clarified that the key areas since LC introduced the feedback system are on maintenance and shower room issues.</p>	<p>BK</p> <p>Club</p> <p>For info</p>																																																				

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5	Snooker Proposal ZC shared that there was an email received by a Mr. Nico Smith of Belgium whom had written to the Club to introduce his professional snooker services (as a trainer and player) for Club to consider hiring or sponsoring him.	Agreed that TSL to review his proposal before updating all at the next meeting on the next step forward.	TSL
6	Any Other Matters To consider proposing the table of meeting dates for the term. Proposal for 6 weeks interval period from the next meeting.	Agreed. ZC to share the proposed dates with all.	ZC
7	Next Meeting Agreed that LC meetings will be on Monday nights onwards. Time: 8.00pm to 10.00pm.	Noted. ZC to send fix the next meeting date as well as to send an email reminder to all. To inform the Club representatives as well.	ZC

Meeting adjourned at 11.30am.

SDC LC 2011/2012 Committee Contact

No.	Name	Office Bearers	Contact No.	Email Address	Portfolio
1	Lim Jit Hoh	Chairman	017-8896629	limjithoh@yahoo.co.uk	Security & Environment
2	Lee Kim Seong	Vice Chairman	013-2572119	Leeks5229@yahoo.co.uk	Karaoke, F&B
3	Zohrab Chong	Secretary	012-2737743	Zohrab.chong@gmail.com	Tennis; Wellness & Social
4	Belinda Koh	Asst. Secretary	016-2220301	Bkoh88@hotmail.com	Badminton
5	Steven Oon	Member	012-2127011	jbexperto@unifi.my	Table Tennis
6	Robert Tan	Member	019-3802268	tsrober@hotmail.com	Snooker & Dart
7	Walter Lee	Member	012-8835916	walterleehh@yahoo.com	Board games
8	Chong Yin Fook	Member	012-3789575	Kiara_9234@yahoo.com	Swimming, Shower room & Sauna
9	Wong Kam Choon	Member	012-6114643	wongkamchoong@yahoo.com	Squash
10	Azhar Abu Bakar	Member	013-3530640	Coleq86@yahoo.com	Gymnasium
11	Frieda Koh	Member	016-3371372	friedakoh@gmail.com	Cinema, Library & Children's Playroom