

SRI DAMANSARA CLUB

Liaison Committee 2011/2012

Minutes of Meeting

Minute No.2

Date: 31 October 2011

Venue: Cempaka Room

Time: 8.00pm to 10.0pm

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: En. Dollah , En. Fardhan & Mr. Sam

Absent with Apologies:

1. Steven Oon

Agenda:

1. Welcome by Convener
2. Address by Club Rep
3. Matters arising from previous Minutes
4. Feedback Management
5. Portfolio Updates (including Annual Plans/ Budget)
6. Any other matters

Item	Description	Remarks/ Decision	Action By
1	<p>Welcome Address by the Convener</p> <p>LJH welcomed the members to the 2nd meeting. He also extended a welcome to the Club Representatives as well.</p> <p>He then notes that there are now 11 portfolios and based on each meeting time set, there is only about 12 minutes per person. Hence, each members to manage and highlight key issues only. For this, hope that Club will address the maintenance issues effectively so that these need not be discussed at meeting.</p>	Noted	For info
2	<p>Address by Club Representative</p> <p>En. Dollah welcomed all the members and look forward to a closer working relationship with the new committee for this term. He also assured that maintenance issues will be looked into by the Club.</p>	Noted.	For info

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3	Adoption of Minutes Minutes No. 1 proposed by LKS and seconded by TSL for adoption.	Noted. Club to publish on the Notice Board.	For info.
Matters Arising from Previous Minutes			
4	Snooker Proposal from Nico Smith TSL shared that he had taken photographs of the current snooker room and noted the deteriorating condition e.g. wall paper, leakage, foul smell. On Nico's proposal, TSL's suggestion is that it not feasible for Club to proceed.	Noted. Club replied that this is being looked at including repairing the one table. Agree to decision of not pursuing. ZC to reply on behalf of the Club.	Club ZC
5	Meeting Schedule 2011/ 2012 The proposed dates and day of Monday including dates for the remaining meeting shared for further comments.	Each to inform ZC should they not be able to make it.	ALL
6	Feedback Management BK shared that only 1 new feedback was received in relation to: 1. To allow members to open the Badminton court doors for better ventilation. There was another feedback without name received to which will not be considered. All agreed that feedbacks without names will not be entertained. However, to assist the members, LC proposed that Club explore having a "feedback" feature on the website to allow tracking, as well as to place standard template (A5) at the box location in the meantime.	BK to compile into the Feedback Sheet and share with all. Agree that door opening not allowed during games. Status quo. Agree. Club to look into this and update LC via email once done.	BK Club Club
7	Annual Planning/ Budget 2011/2012 LJH inquired the Club as to whether proposals will be considered before each to proceed.	Club replied that the budget will be considered especially those that benefit the members. Decision will be communicated to each member beforehand.	For info.
8	Wellness & Social ZC shared with the Club representatives that LC had decided to create this additional		

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	<p>portfolio that will look into the interest of the members, and in helping the Club to gain further outreach.</p> <p>The purpose of the portfolio is to organize / hold socially related activities that heighten awareness on social/health/educational matters with non-profit organization etc. Club is to sponsor venue and light refreshments if required.</p>	<p>Club agrees to having this portfolio as long as it is non-profit driven.</p> <p>Further, Club to study each proposal / event before being organised. Disclaimers can be spelt out to prevent Club or LC being pulled into any future dispute should there involve any subsequent commercial/retail activities..</p> <p>ZC & LKS to share the proposed plans with Club.</p>	<p>For info</p> <p>ZC/LKS</p>
Portfolio Updates			
9	<p>Badminton</p> <p>BK shared that an annual plan/budget of RM5,000 (mainly for external participation) is being proposed. Copy attached.</p> <p>This includes the participation in the veterans leagues, in-house junior (Dec holidays) and senior tournament, and friendly inter-club games.</p> <p>BK also proposes that the 2 coaches provides free clinic to members during the school holidays. Sponsorship will be on the use of courts.</p> <p>TSL highlighted that because of the heavy rain, Court 2 & 3 are leaking.</p>	<p>Noted. Plans attached in the minutes for Club to review and revert.</p> <p>Club gave the green light for BK to check with Ita on court availability for the junior tournament. BK to schedule and promote via the Club.</p> <p>Noted. Club to look into it soon.</p>	<p>Club</p> <p>BK</p> <p>Club</p>
10	<p>Tennis</p> <p>ZC shared that an annual plan/budget of RM5,200 is tabled for Club's consideration. The plans includes hosting friendly matches, away games, Club closed competition and carnival games.</p> <p>The budget excludes the other repairs/ upgrading works that was postponed from the previous term. Club will need to look into this for updating.</p> <p>Meanwhile, ZC updated that a friendly match with UITM was held on 30/10 whereby SDC</p>	<p>Noted. Club to review for approval.</p> <p>Noted. Club to continue with the rectification works proposal and action on the fencing, light and spectator galery.</p>	<p>Club</p> <p>Club</p>

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	had hosted. Whilst SDC lost, the tennis players thanked the Club for the generous provision of refreshment and facilities.	Noted.	For info
11	<p>Squash WKC thanked the Club for the refreshment and Karaoke session during the visit by the Singapore Bedok Club. 9 visitors. Club won all the matches.</p> <p>WKC highlighted the following for action: 1. Court wall cracking not yet repaired. 2. Lights shorting affecting the court</p> <p>Plans of RM2,500 for the year shared that will include: 1. Tiger Cup participation @ RM500 for Club to take part. 2. To introduce "Official In-house Ladder" for all members. 3. Inter-Club with Sunway Lagoon</p>	<p>Noted.</p> <p>Club to look into the repairs.</p> <p>Noted. For tournament registration etc, Club request members to directly write to Ita's email copying Sam & Shukri for action. Final approval by Dolah.</p> <p>WKC to share the plans with ZC for inclusion in the minutes.</p>	<p>For info</p> <p>Club</p> <p>WKC/ Club</p> <p>WKC</p>
12	<p>Snooker & Dart TSL is proposing for an in-house tournament in Dec. Hence, he requires the confirmation on the repairs to the tables from the Club. TSL also shared a quotation provided by a member to En. Dollah for consideration.</p> <p>For improvements, TSL highlighted: 1. Proposal to have "booking slip" pocket for members to keep their booking slip. 2. To remove the broken down gym equipment placed inside before the tournament 3. To address the "damp smell" inside.</p> <p>A plans of RM2,000 for the term including friendly matches and tournament was shared.</p>	<p>Noted. Club to look into the repairs of the tables soonest so that the tournament can be held.</p> <ul style="list-style-type: none"> • Club to look into this suggestion. • Club to temporarily cover the equipment. • Already addressed. 	<p>Club</p> <p>Club</p> <p>Club</p> <p>For info</p>
13	<p>Gymnasium AAB shared the following 3 areas for Club to look at for improvement:</p> <p><u>People</u></p> <ul style="list-style-type: none"> • To have the cleaners cleaning the treadmills towards the end of night for 	<p>Club to explore the additional cleaning period,</p>	<p>Club</p>

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	<p>the convenience of the morning users.</p> <ul style="list-style-type: none"> Club to look into mid-day cleaning during low peak timing will improve the upkeep for all equipment. Members observed that the person in charge may not be trained on the safe use of the equipment. Club to look into providing adequate training for the staff in charge (to engage the current trainer to help). <p><u>Security</u></p> <ul style="list-style-type: none"> To curb incidents of pilferage on the dumbbells, proposal is for Club to install CCTV for prevention. To have more signage requesting members to replace back/ put back what they take for exercise. Missing buttons on the new treadmill – perplex on how members can do such things? Need to observe the members. <p><u>Equipment</u></p> <ul style="list-style-type: none"> Members requesting for power rack (RM5,000 – RM10,000) which is safer for use. There is under utilisation of the old training bicycles. Inquired whether can replace them even though it is still working? Request for a TV inside the gymnasium. <p>Dolah shared that 2 options to be given to the members in lieu of the window opening situation:</p> <ol style="list-style-type: none"> Fresh air: To remove air-conditioner altogether. Air-cond: Lock permanently and install another air-conditioner. <p>If 50-50, decision will be for air-condition</p> <p>Seek LC to survey for feedback.</p>	<p>including the equipment use training by our Club trainer for the staff.</p> <ul style="list-style-type: none"> Club to explore the feasibility of CCTV installation. Club to place the signage. Club to KIV this additional request since new equipments were only purchased last year. Status quo – no replacement until equipment is damaged. Club replied that we are not a full fitness centre. Hence, the request for TV is not granted. <p>Meanwhile, Dollah shared that LC to conduct a survey with all gym users on their preference of whether to keep the window's opened or closed. The survey will results in:</p> <ul style="list-style-type: none"> Windows open = removal of air-conditioners. Windows closed = additional air-conditioner to be installed and permanently secure the window. 	<p>Club</p> <p>For info</p>

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		<p>Should it be a tie, the default decision is to have the windows closed.</p> <p>AAB to conduct the survey with all members for feedback to the Club by Dec 2011.</p>	<p>AAB</p>
14	<p>Swimming/ Shower & Sauna The following were highlighted by CYF and FK for action:</p> <ul style="list-style-type: none"> • To increase the frequency of mopping inside both shower rooms during peak time. • To install and make operational the air blower inside the ladies shower room. • That one of the ladies shower room cubicle has been out of order for some time and needs to be repaired. • That key signage at the sauna rooms be put up clearly for members to hang their key at a central location. • That worn-out torn towels are still being dispensed and should be replaced. • To consider coloured towels in the future. 	<p>Club to act on this.</p> <p>Club to act on this.</p> <p>Club suspected major plumbing and need to have renovation. To be looked into.</p> <p>Club to look into this, and to place more notice to the members in taking care of facilities.</p> <p>Club to look at replacements for the damaged ones.</p>	<p>Club</p> <p>Club</p> <p>Club</p> <p>Club</p> <p>Club</p>
15	<p>Table Tennis OHN has shared directly with Sam to reimburse him for the table tennis team's uniform at RM360. There is a balance budget of RM640 for other games/ tournament. Total is RM1,000 for the term.</p> <p>Meanwhile, TSL suggested that 1 table can be put into Cempaka Room as a more permanent venue for now.</p>	<p>Sam replied that prior approval to be obtained before LC proceed with any action. Request that OHN and TSL to review and provide a new plan for decision.</p> <p>Agreed. Club to test out the usage.</p>	<p>TSL/ OHN</p> <p>Club</p>
16	<p>Library/Cinema & Children's Playroom FK proposed an annual budget of RM5,910 which includes the following activities for the term (refer to attachment for details):</p> <ul style="list-style-type: none"> • Story telling competition for the children based on number of books rented/bought. Club to sponsor venue and provide food vouchers for Top 3. 	<ul style="list-style-type: none"> • Club request FK to explore inviting MPH/ Popular etc during the competition day in selling 	<p>FK</p>

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		budget.	
18	<p>Security LJH sought clarification on the role of the security guards, and to explore if they can also frequent the shower room area to deter vandalism/ breakage.</p> <p>Another area of concern is the management of non-members using the member's parking bays – whether Club's security can enforce?</p> <p>AAB then inquired as to whether Club can reconsider starting the operational time to 7am instead of 7.30am. He also observed that there are already cars parked in front of the main entrance by 7am.</p> <p>Club replied that the operation hours will remain. As for the early users, Club had identified that it is the common ladies group that uses the swimming pool even though it is not opened yet. They have been warned but they continue to ignore the warning.</p> <p>LJH also inquired if the first aid box to be placed at both front office, as well as towel dispenser area.</p> <p>LKS inquired on the possibility of making the Club a non-smoking zone.</p> <p>On F&B LC raised feedback to the Club that members are dissatisfied with the quality and pricing of food that Royal Oak. They also shared that the choice of band is not of quality, and requesting for "Small Stones" to return.</p> <p>Members are however satisfied with Kampung Ku's quality.</p>	<p>Noted. To explore increasing the patrol in these areas during peak period.</p> <p>Club replied that it is not possible to manage throughout. However, agree to look into the enforcement of observing the one way directional traffic to prevent accidents.</p> <p>Noted.</p> <p>LC suggest that Club to have warming board / notice on operation times before considering penalty/ prosecution. All agreed that members need to adhere to the operational times and regulations.</p> <p>To prevent abuse, Club to keep it at front desk for now. Agree</p> <p>Club replied not feasible and current arrangement remains i.e. non-smoking at air-conditioned areas only.</p> <p>Club to provide the feedback whilst sharing that the operator is taking steps to improve at their end.</p> <p>Noted.</p>	<p>Club</p> <p>Club</p> <p>For info</p> <p>For info</p> <p>Club</p>

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19	<p>Board Games WL reported that his findings are that it's the less than 12 year old children that are utilizing the facilities and is usually on the weekend. Main games are carom, chess and checkers.</p> <p>From his survey, the children suggested to have "Scrabble" and "Snake & Ladder" as well. WL propose a set each at about RM140.00.</p> <p>AAB suggest to organised a board games tournament, to which all agreed that based on usage, this is not feasible for now.</p> <p>TSL also inquired if Club can have a designated games corner.?</p>	<p>Concern on missing tiles/ small items. Not to proceed.</p> <p>Agreed. No further action.</p> <p>Club replied that there is no other venue except for what is currently provided.</p>	<p>For info</p> <p>For info.</p> <p>For info.</p>
20	<p>Wellness & Social ZC to share the Plans/ Budget of RM4,500 with the Club for approval. Refer attached.</p>	Noted.	ZC
21	<p>Any Other Matters TSL raised concern that default members still able to use facilities e.g. tag along with other members?</p>	Agreed. Club needs enforcement and put up more pictures elsewhere. LC members to also highlight to MOD whenever noticed any.	<p>Club</p> <p>ALL</p>
22	<p>Next Meeting Per schedule, next proposed meeting is on 8.00pm Monday, 12 Dec 2012.</p>	ZC remind and inform the Club representatives as well.	ZC

Meeting adjourned at 10.20pm.