

SRI DAMANSARA CLUB

Liaison Committee 2011/2012

Minutes of Meeting

Minutes No.3

Date: 5 Dec 2011

Venue: Cempaka Room

Time: 8.00pm to 10.00pm

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. Shukri , En. Fardhan & Mr. Sam

Absent with Apologies:

1. Lim Jit Hoh (Business Appointment)
2. Belinda Koh (Overseas)

Agenda:

1. Welcome by Chairperson
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>LKS welcomed the members to the 3rd meeting. He also extended a welcome to the Club Representatives as well.</p> <p>LKS is chairing the meeting as LJH has an urgent business appointment to attend. He had conveyed his apologies to ZC on 4 Dec.</p> <p>LKS request that any events under the respective portfolios that are to be organized or scheduled eg badminton tournament, friendly games be shared with all LC members for support/info since the meeting dates are after a few weeks.</p>	<p>Noted</p> <p>Agreed. Respective portfolio person in charge to email all LC members on activities/ events happening or to happen from now.</p>	<p>For info</p> <p>ALL</p>

Item	Description	Remarks/ Decision	Action By
2	<p>Address by Club Representative Sam shared that the budget presentation by SDC to the Management will be on 13 Jan 2012. All submission on budget submitted will be tabled and revert on the outcome at the next meeting in January 2012.</p> <p>The ones submitted have been discussed within the Club management and will be tabled for the final approval at that meeting. LC's budget submitted in total till date is RM33,850:</p> <ul style="list-style-type: none"> • Table Tennis • Squash • Badminton • Gymnasium • Tennis • Snooker & Dart • Children's Room/Playground & Library • Changing Room • Social & Wellness 	<p>Noted.</p> <p>LKS to submit the Karaoke budget to Sam by 9 Dec 2011. WL to also submit his Boardgames budget by 9 Dec to Sam.</p>	<p>For info</p> <p>LKS WL</p>
3	<p>Adoption of Minutes Minutes No. 2 proposed by WKC and seconded by FK for adoption.</p>	<p>Noted. Club to publish on the Notice Board.</p>	<p>Club</p>
Matters Arising from Previous Minutes			
4	<p>Snooker Proposal from Nico Smith ZC updated that he had responded to Nico Smith accordingly.</p>	<p>Noted. No further action.</p>	<p>For info</p>
5	<p>Feedback Management</p> <p>FK shared that only 1 new feedback was received in relation to:</p> <p>1. Request for change of new bath towels (S2004R)</p>	<p>BK to compile into the Feedback Sheet and share with all including the remarks.</p> <p>Already raised in the last meeting, and Club will be looking into the replacement exercise for 2012. Last change was in end 2009. Note that new replacement will not include face towel.</p>	<p>BK</p> <p>Club</p>

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Portfolio Updates			
6	<p>Badminton TSL on behalf of BK highlighted the following for Club's attention:</p> <ul style="list-style-type: none"> • Court 2 & 3 is affected by water leakage from the ceiling. • To stop/ cancel usage of the above courts when wet to prevent injuries / safety concern. To cordon off. • Court lighting need to be rectified before the junior tournament on 10 & 11 Dec. • The SDC junior badminton tournament will be held on 10 & 11 Dec. 3 mixed category events for U12, U16 & U20. Good response received. • Request for shuttlecock cost (RM250) as part of the momento exchange during the recent visit to Hatyai Club in a friendly match was not approved. • Similarly, the request to participate at the Ipoh Swimming Club tournament at RM1,500 was also rejected. Request that a clear policy on outside Klang Valley sponsor/ subsidy etc be looked at by the Club for all sports. 	<p>Club is aware. En. Shukri replied that together with the maintenance person, have gone up to the roof and observed that in between the outer and inner layer, water is seeping through the aluminium foil before seeping into the lower layer. Another check on 5 Dec revealed another point of leak i.e. the lining joint between the aluminium sheet. Also, broken tiles have been replaced.</p> <p>OHN will propose a contractor to assist the Club in addressing the water leakage situation.</p> <p>Noted. Club to take the necessary precautionary action.</p> <p>Club to rectify before 10/12.</p> <p>Noted</p> <p>TSL requested to follow up with an appeal with En. Dolah in stating that those players involved are all club members (attach the list).</p> <p>Club to explore coming up with a clear policy on such request for outstation tournaments/ friendly games in the future.</p>	<p>OHN/ Club</p> <p>Club</p> <p>Club</p> <p>For info</p> <p>TSL</p> <p>Club</p>

Item	Description	Remarks/ Decision	Action By
10	<p>Tennis ZC raised the following for Club's clarification and attention:</p> <ul style="list-style-type: none"> • Status of the lighting rectification since it does not allow players to enjoy their game at night. • Status of the repairs to the fencing, and the upgrading of the spectator bench area. • That the proposed in-house SDC tennis closed be postponed from Dec to after Chinese New Year in view of the unpredictable wet weather. 	<p>Club is purchasing 6 light sets to replace the damaged ones. Target by month end.</p> <p>Club re-submitting the quotations received for approval before year end.</p> <p>Noted. ZC to update on the new dates suggested in the next meeting.</p>	<p>Club</p> <p>Club</p> <p>ZC</p>
11	<p>Squash</p> <p>WKC highlighted the following for action:</p> <ul style="list-style-type: none"> • Court wall cracking not yet repaired. Noted the hollow wall as one of the reason. • Lights shorting affecting the court <p>Meanwhile, WKC shared that SDC team is participating at the Tiger Club tournament (veterans) which started on 5/12. RM400 participation fees – 5 members representing SDC.</p>	<p>Club to look into short term repairs for now.</p> <p>Club to replace all warm light to "white lights" as a more cost effective solution from now.</p> <p>Noted. WKC to share the results at the next meeting.</p>	<p>Club</p> <p>Club</p> <p>WKC</p>
12	<p>Snooker & Dart</p> <p>TSL shared that since the leaking situation has not been addressed, the tournament has to be postponed. 11 players asking as to when the in-house closed tournament can be held. TSL request for Club to put up a notice of interruption in the meantime.</p> <p>As for Dart, the proposal is to remove this facility since it is of low patronage.</p>	<p>Club updated that the leakage has been rectified, and the next phase is to re-furbish the table surface. Quotation received (including pool table) and will be submitted to the Management for approval. Estimated completion including the replacement of carpet floor is Jan 2012. Agreed that Club to put up the disruption notice.</p> <p>This is an additional facility by the club that is not</p>	<p>Club</p>

Item	Description	Remarks/ Decision	Action By
		mandatory. Club to consider removing.	Club
13	<p>Gymnasium AAB shared the following for Club to look at for improvement:</p> <ul style="list-style-type: none"> • Cleaning is still not diligent. Was ok for the start after the last meeting, but observed none carried out during noon off peak period. • From the 2 weeks survey conducted i.e. 35 responded i.e. 25 said they wanted an air conditioned gym, and 10 otherwise. Hence, majority has decided. Gym will be fully air-conditioned – hence, window to be closed. • One of the treadmill (the Sapilo unit) is not functioning. To consider replacement since parts are difficult to be purchased. • Housekeeping signage to remind members to replace/put back the equipments have to be put up. • Installation of a CCTV to prevent pilferage of equipment. • To replace the missing 15lb dumbbell. <p>Meanwhile, ZC also shared and forwarded a profile of another trainer, “JumpStart” with En. Shukri for further consideration. This will give further option for members in their personal training arena e.g. after hours session.</p>	<p>Noted. Consideration is to now close off the gym between 12.30pm to 1.00pm for cleaning during weekday only. Notice to be put up for effective date from Jan 2012.</p> <p>Noted the results. Club to install a new air-conditioner and that window to be closed.</p> <p>Club to further review and consider options on this replacement/repairs.</p> <p>Club to put up soonest.</p> <p>Club to consider</p> <p>Noted. Club to replace.</p> <p>Club to explore with the trainer on the services that can be provided.</p>	<p>Club</p> <p>Club</p> <p>Club</p> <p>Club</p> <p>Club</p> <p>Club</p> <p>Club</p>
14	<p>Swimming/ Shower & Sauna CYF updated as follows:</p> <ul style="list-style-type: none"> • To organize a swimming competition/ gala (Water Fun Game) at the next school holiday. 	Noted. CYF to liaise with Eta on the details and dates.	CYF
15	<p>Table Tennis OHN shared the Table Tennis team shirt has been produced at RM360. The balance RM640 budget for the year will be used to</p>	Noted.	For info

Item	Description	Remarks/ Decision	Action By
	<p>organized an in-house tournament for SDC team selection for future friendly/ tournaments.</p>		
16	<p>Library/Cinema & Children's Playroom FK highlighted the following:</p> <p><u>Cinema</u></p> <ul style="list-style-type: none"> To open up the cinema windows for ventilation when not in use, as well as to install a timer perfume dispenser/ air refreshener. To dry clean all the chairs and carpet <p><u>Playroom</u></p> <ul style="list-style-type: none"> Thanked the management to replace the door and entrance flooring. Club to ensure clean up after weddings i.e. sharp objects. <p><u>Library</u></p> <ul style="list-style-type: none"> FK requires Club to advise the allocated corner for members to "Donate of Book / Bless a Book". Once done, FK can then start the campaign. Books to be donated to an orphanage. To encourage reading. <p>Meanwhile, Sam updated that instead of putting up a suggestion box at the cinema for member's to suggest movies, the suggestion book at the front desk will be used instead.</p>	<ul style="list-style-type: none"> Club to explore the installation of timer dispenser. Club to engage professional cleaner. Noted. Noted. Club to act and to consider imposing cleaning charges. Club to identify location and FK to then put up the campaign period and identified orphanage within BSD eg Rumah Bakti. Target for Jan or Feb 2012. <p>Agreed. Club to put up the notices accordingly.</p>	<p>Club</p> <p>Club For info</p> <p>For info</p> <p>Club</p> <p>Club/FK</p> <p>Club</p>
17	<p>Karaoke Room LKS shared and highlighted the below:</p> <ul style="list-style-type: none"> In-house Karaoke competition to be staged after Chinese New Year. Noted that there is low usage / patronage of the facility. Noted that karaoke room was not booked out for events/private function in November. Hence, not depriving members of use. 	<p>LC members to revert with ideas to LKS by 8/12 for submission on budget by 9/12.</p> <p>Noted.</p>	<p>ALL/ LKS</p> <p>For info</p>

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	<ul style="list-style-type: none"> System was tested before the meeting with some “disturbing noise” – suspected the microphone jack connector. Current stock count of CDs is English (32), Bahasa Malaysia (45) and Chinese (19). No Tamil or Hindi collection. Need to purchase new CDs. The song listing album also needs to be updated and compile properly. 	<p>Club is aware of the source of problem i.e. the connectors and has gotten approval to purchase new microphone.</p> <p>Agreed. Club request that LKS & CYF to purchase and be reimbursed on new CDs based on a budget of RM150 budget for a start.</p>	<p>Club</p> <p>LKS/ CYF</p>
18	<p>Security KIV since LJH not around.</p>	KIV	KIV
19	<p>F&B OHN highlighted that the quality and service of Royal Oak is not up to mark. Numerous feedback from members on this matter as well. Need to consider replacing operator.</p>	Club is aware and awaiting next action.	Club
19	<p>Board Games WL shared that he plans to hold a Carrom tournament be organized for children at the next school holiday in 2012.</p>	Noted. WL to prepare and submit budget to Sam by 9/12.	WL
20	<p>Wellness & Social ZC to share the proposed activities at the next meeting.</p>	KIV	ZC
21	<p>Any other Matter Club seek support from LC to volunteer 3 more models i.e. a young couple and a child for SDC’s term membership flyer.</p>	LC suggested some names for Sam to proceed.	ALL
22	<p>Next Meeting Per schedule, next proposed meeting is on 8.00pm Monday, 16 Jan 2012.</p>	ZC to remind and inform the Club representatives as well.	ZC

Meeting adjourned at 10.25pm.