

SRI DAMANSARA CLUB

Liaison Committee 2011/2012

Minutes of Meeting

Minutes No.4

Date: 16 Jan 2012

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. Jumali & Mr. Sam Lim

Absent with Apologies:

1. Lim Jit Hoh (Travels)

Agenda:

1. Welcome by Chairperson
2. Address by Club Rep & Update on Budget Plans
3. Matters arising from previous Minutes
4. Feedback Management
5. Portfolio Updates
6. Any other matters

Item	Description	Remarks/ Decision	Action By
1	<p>Welcome Address by the Vice Chairman LKS welcomed the members to the 4th meeting. He also extended a welcome to the Club Representatives as well.</p> <p>LKS is chairing the meeting as LJH is away as informed 3 weeks earlier.</p> <p>Meanwhile, LKS followed up with Sam on the website updating as per his email, and sought update from him.</p> <p>LKS also announced the conferment of "Datuk" to Steven Oon, and congratulated him on behalf of the committee.</p>	<p>Noted</p> <p>Sam had forwarded the request to the administrator for updating the web page accordingly.</p> <p>Noted.</p>	<p>For info</p> <p>For info</p> <p>For info</p>
2	<p>Adoption of Minutes Minutes No. 3 proposed by OHN and seconded by WL for adoption.</p>	<p>Noted. Club to publish on the Notice Board.</p>	<p>Club</p>

Item	Description	Remarks/ Decision	Action By
Matters Arising from Previous Minutes			
3	<p>Club Representative Sam updated that all the activities proposed will come under the Club's Sports & Rec operational budget. The total budget submission from LC is RM30,000 (which includes friendly game/ registration fees). Based on the budget meeting outcome, there is no additional provision required for LC i.e. LC members to submit proposed budget of events planned beforehand for Club to manage (2 months prior).</p> <p>According to Sam, the Management's principle is that all events should be self sufficient (or with recoveries from participants).</p> <p>Hence, LC members to proceed accordingly on their proposed activities during the term.</p> <p>Meanwhile, Sam updated that Management is supportive of the Book Donation, and the Karaoke competition. All other new plans proposed to proceed as well.</p>	<p>Noted. Club to advise members on the outcome of proposal before proceeding.</p> <p>Members to take note. Club to source for sponsors (LC members allowed to recommend as well).</p> <p>Noted. LC to focus on 4 key main events for the benefit of the members until Aug 2012.</p> <p>Noted.</p>	<p>For info</p> <p>For info</p> <p>ALL</p> <p>For info</p>
4	<p>Key New Events 2012 Since LC wishes to prioritise the budget for key activities as discussed above, the proposed 4 activities for action is as below:</p> <ul style="list-style-type: none"> • Karaoke Competition • Story Telling • Swimming Gala • Family Day 	<p>All agreed to the 4 listed. LC members in charge of the portfolio to form sub-committees (which can include other non-LC members) in taking the initiatives forward during the term in office (including the proposed dates and costing). To provide proposal at the next meeting.</p>	<p>LKS/FK CYF & ZC</p>
5	<p>Feedback Management BK shared the following:</p> <ul style="list-style-type: none"> • 1 dated 14/1/2012 on F&B i.e. to improve the quality of food at Royal Oak and to replace the gym towel from Datin Siti Azlina – P0333R. • Another from BK & FK highlighting that ladies shower unit no 5 – 7 needs urgent attention i.e. clogging and missing shower head. 	<p>Noted. Club to immediately phase out the face towels, whilst to begin replacing the large towels from April 2012. Club to act.</p> <p>Noted. Club to act on rectification urgently.</p>	<p>Club</p> <p>Club</p>

Item	Description	Remarks/ Decision	Action By
Portfolio Updates			
6	<p>Badminton BK shared the following for Club's attention:</p> <ul style="list-style-type: none"> Court 2 & 3 is still affected by water leakage from the ceiling. There is still no response from Shukri on the issues. Hence, the proposal from LC is that all maintenance issues/ action items identified for the Club from previous meeting be provided an email update by 20/1/2012, and thereafter Shukri to attend every LC meeting from the next meeting set. Any private block out of court bookings should alert members early for the proper information/ notice of the members. There was a change in timing and any changes should be duly informed to members who have booked. 	<p>Members agreed that Shukri to update LC on all sports facility (including maintenance) issues highlighted in Minutes 3 (all portfolio) via email by 20 Jan 2012. ZC to write.</p> <p>Club to also request Shukri in attending every LC meeting from now.</p> <p>Moving on, it was also agreed that all maintenance issue be raised through email for immediate attention and to reduce the meeting time on such repeated issues.</p> <p>Noted. Club to ensure members are duly informed ahead of time to avoid any inconvenience.</p>	<p>ZC</p> <p>Club</p> <p>ALL</p> <p>Club</p>
7	<p>Tennis ZC thanked the club for the recent cleaning and repairs made to the court lighting.</p> <p>The request is for Club to continue looking into:</p> <ul style="list-style-type: none"> Status of the repairs to the fencing, and the upgrading of the spectator bench area as there is safety risk on the loose nails etc. <p>Meanwhile, ZC will liaise with Coach Anson to organize the in-house SDC tennis closed in March/April 2012.</p>	<p>Noted.</p> <p>Await update from Club</p> <p>ZC to work on the proposal for submission to the Club.</p>	<p>For info</p> <p>Club</p> <p>ZC</p>
8	<p>Squash WKC highlighted the following for immediate action:</p> <ul style="list-style-type: none"> Court wall cracking not yet repaired. Lights shorting affecting the court 	<p>Club to update and confirm status of both items.</p>	<p>Club</p>

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	Meanwhile, WKC shared that SDC team won runner up in the Plates event.	Noted. WKC to donate his medal to the Club for display.	WKC
9	Snooker & Dart TSL highlight that the notice of repairs is not yet placed up to inform players that the snooker room is not ready as such. Need clarification and update on the repair status.	Club to put up the notice immediately with an indicative date of completion since quotation is now in hand for the next stage. Shukri to give dateline for completion.	Club
10	Gymnasium AAB shared / updated the following: <ul style="list-style-type: none"> • Closure of 12pm to 1pm has been implemented. No untoward feedback. • Windows remains open for now since new air-condition unit is not installed yet. Need to expedite the installation for total shut down. • Thanked club for the treadmill replacement. • Notices to remind members to return equipment is up but not effective – need to educate the users. • 15kg dumbbell not yet replaced till now. • To consider stretch/elastic band be purchased for members to use as additional exercise equipment. • Agreed that not to proceed with the installation of CCTV as previously suggested. 	Noted. Club to expedite installation of the new air-condition. Noted. Club to monitor and remind users. Club to follow up. Club to explore for feasible consideration. Noted. No further action.	For info Club For info Club Club Club For info
11	Swimming/ Shower & Sauna No issues to be highlighted by CYF	Noted.	For info
12	Table Tennis OHN request Club to allow placing one permanent table tennis table in Cempaka room for members to use, and maintain the members night on Tuesday (8pm to 10pm) in Saga room (2 table).	Noted. Club to also check the condition of the table in preparation for the proposed in-house tournament.	Club

Item	Description	Remarks/ Decision	Action By
	In-house tournament proposed for March 2012.	OHN and TSL to submit proposal and format of play.	OHN/ TSL
13	<p>Library/Cinema & Children's Playroom FK highlighted the following:</p> <p><u>Cinema</u></p> <ul style="list-style-type: none"> • Thanked Sam for the quick intervention on the screening of "Conan the Barbarian". One of the members raised her concern and both FK liaised with Sam to remove the movie from showing. • Propose for Club to insert a now showing poster on the cinema door. • Need update on the cushion / sofa and carpet cleaning. <p><u>Playground</u></p> <ul style="list-style-type: none"> • Club to look into the playground equipment for repairs etc. <p><u>Library</u></p> <ul style="list-style-type: none"> • Noted that there is no librarian station inside at present to ensure safety and upkeep. 	<ul style="list-style-type: none"> • Noted even though it was rated PG13 • Noted. Club to consider. • Shukri to update via email • Noted. Club to look into the upkeep. • Club to act on placing a permanent librarian inside to ensure safety and security of users. 	<p>For info</p> <p>Club</p> <p>Club</p> <p>Club</p> <p>Club</p>
14	<p>Karaoke Room</p> <p>LKS shared and highlighted the below:</p> <ul style="list-style-type: none"> • He had purchased RM150 worth of 12 CDs (mandarin and cantonese), and request that Club photocopy and enlarge the song list for a start for members' selection. This gives a total of 31 CDs available. • He sought approval to further purchase English and Bahasa Malaysia CD collection. • Noticed that there is lack of enforcement on the recording and producing of members card to register usage. He had encouraged members to sign in for records purpose. 	<p>Noted. Club to act on the song list.</p> <p>Agreed. LKS to liaise with Sam whenever top up purchase is required.</p> <p>Noted. Club to remind enforcement of registration.</p>	<p>Club</p> <p>LKS</p> <p>Club</p>

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	<ul style="list-style-type: none"> Noted that karaoke room was booked out for 3 private function in Jan 2012 , depriving members of use. 	Club's response is that this is a peak season for function booking, and need to review how they can balance such reservation.	Club
15	Security ZC highlighted to Club to review the condition of lighting at the lower level car park as it is very dim/ dark in the evening which poses security/ safety concerns.	Club to look into this matter in the interest of security	Club
16	F&B LKS highlighted the following for information: <ul style="list-style-type: none"> Kg. Ku Seafood: Satisfied and good value especially the set lunch. Royal Oak: Yet to try to provide feedback. 	Noted. LKS to continue to provide update on their quality of food served	LKS
17	Board Games WL to send the updated budget to Sam for record, and to proceed with the proposed competition.	Noted. WL to email Sam and to share his proposal.	WL
18	Wellness & Social Since one of the 4 key events will be Family Day, and that the rest need not incur too much cost, the focus will be on Family Day. Meanwhile, ZC will still explore the other initiatives proposed for implementation should it not involved cost.	Noted. ZC to proceed on the Family Day proposal.	ZC
19	Any other Matter None		
20	Next Meeting Per schedule, next proposed meeting is on 8.00pm Monday, 27 Feb 2012.	ZC to remind and inform the Club representatives as well.	ZC

Meeting adjourned at 9.55pm