

Minutes of the 3rd Lodge School Alumni Association Meeting
 March 8, 2008
 2.55 p.m., Secret Recipe, The Spring

Present:

Derbe Tang, Antionette Goh, Ronald Ling, Caroline Chien, and Goh Ai Fen

Attendance: 5/8

Absent with Apologies:

Lim Soo Fon, Joanne Jong, and Vincent Teo

		ACTION
1	<p>Opening Address</p> <p>The Chairperson called the meeting to order at 2.55 p.m.</p>	
2	<p>Establishment of Quorum, Roll Calls, Apologies</p> <ul style="list-style-type: none"> - Quorum – 5/8, 62.5% of Executive Committee attended - Apologies – refer to list above 	
3	<p>President's Report</p> <p><i>3.1 Meeting Consistency</i></p> <ul style="list-style-type: none"> - The President suggested meeting once a month, preferably on the first week of each month to follow up on the association's activities. - This is a temporary arrangement until the Annual General Meeting tentatively planned for October 2008 where meeting dates and times will be scheduled. - Secretary to send reminder to Alumni Committee at the end of March to arrange a suitable time for next month's meeting. 	Antionette
4	<p>Secretary's Report</p> <p><i>4.1 Registration of Alumni</i></p> <ul style="list-style-type: none"> - Submission of registration documents to the Registrar of Societies (ROS) tentatively scheduled on 17 March 2008. - Registration documents will be signed by President and Secretary latest by 16 March 2008. - Derbe also informed the Alumni Committee that approval from ROS may take around 3 to 6 months. <p><i>4.2 Required Documentation</i></p> <ul style="list-style-type: none"> - Documentation includes 6 copies each of the following: <ul style="list-style-type: none"> • registration forms, • list of Pro tem Committee Members, • the Constitution, • design and explanation of logos, emblems, flags, etc., 	Derbe & Antionette

	<p>and</p> <ul style="list-style-type: none"> • minutes of meeting where all of the above were formally adopted (2 copies) <ul style="list-style-type: none"> - Committee members who have yet to submit their details to the Secretary are to do so by 12 March 2008. - Caroline has kindly prepared a document which lists the details of the Executive Committee in accordance to the format required by the ROS. 	
5	<p>Treasurer's Report</p> <p><i>5.1 Setting up of Bank Account</i></p> <ul style="list-style-type: none"> - Caroline informed the Alumni Committee that the bank account would be set up after submission of registration documents to ROS (i.e. 17 to 19 March 2008). - She also informed that the School has granted RM2, 000.00 for starting funds. The money is to be transferred to the alumni's bank account. However, as the association has yet to be formally registered, it is not possible to set up a proper bank account. <p><i>5.2 Proposal to Open a Temporary Joint Bank Account</i></p> <ul style="list-style-type: none"> - A motion to create a joint account under the names of Executive Committee members residing in Kuching was proposed by Derbe and seconded by Caroline. - Once the association is formally registered, this account would be closed and funds will be transferred to the association's bank account. - The 5 members will be split into 2 teams, i.e. Team A (Derbe and Antionette) and Team B (Ronald, Caroline and Ai Fen). - Any documentation, e.g. cheques will be signed by 1 representative from Team A and Team B respectively. - A trust deed will be drawn up and signed by the 5 members. - Caroline will check on the options of relevant banks and procedures. 	Derbe & Caroline
6	<p>Recruitment</p> <ul style="list-style-type: none"> - After the registration process is completed, the Executive Committee can start with recruitment of new members. However, this will be limited to close friends. - Payment of membership fees can be made to the temporary joint bank account first. 	
7	<p>Activities</p> <p><i>7.1 Education Events</i></p> <ul style="list-style-type: none"> - Ai Fen will liaise with the local education counsellors on this matter. - She will also check with the School regarding the higher learning institutions which have already visited the School to 	

	<p>avoid overlaps.</p> <ul style="list-style-type: none"> - The Alumni Executive Committee also plans to visit the students to provide some advice on future career backgrounds (on Saturdays) either before/after the visits by education counsellors. - Ronald suggested a school trip to The Spring to give the students a “behind-the-scenes” experience of a shopping mall, i.e. retail management, engineering, accounting, etc. - Derbe proposed a trip to the Courthouse for those interested in reading Law. <p><i>7.2 School Magazine</i></p> <ul style="list-style-type: none"> - The School has allocated a few pages for the Alumni in this year’s magazine. - A write-up can be submitted by July 2008. - The registration form is to be included in the slot as well. 	Joanne
8	<p>Any Other Business</p> <p><i>8.1 Emblem</i></p> <ul style="list-style-type: none"> - The committee agreed to use the same design for the emblem and stamp. - Emblem to be designed and agreed upon by 12 March 2008. - The stamp shall be of the round type and 2 pieces will be purchased. <p><i>8.2 Post-registration</i></p> <ul style="list-style-type: none"> - After registration, a press release can be issued to local media to inform ex-students about the setting up of the alumni. <p><i>8.3 Documentation for Association’s Bank Account</i></p> <ul style="list-style-type: none"> - Derbe will send a sample of minutes required by the bank when setting up the association’s bank account to Antionette. 	Ai Fen Caroline
9	<p>Incoming Matters (to be discussed at next meeting)</p> <ul style="list-style-type: none"> - Courtesy call to Director of Lodge Group of Schools, Mr Gerald Lee and Chairman of School’s Board of Management, Datuk Seri Dr James Masing - Education fair 	
10	<p>Adjournment</p> <p>Meeting adjourned at 4.05 p.m.</p>	

Prepared by:
Antionette Goh
Pro tem Secretary