

ROTARY CLUB OF PUDU
46th INSTALLATION RY 2012/2013

Minutes of the 6th Installation Committee Meeting
Wednesday, June 13, 2012 at Royal Lake Club, Poolside

Installation Date, Time & Venue

- 1 Installation:
 - 1.1 Date: June 24, 2012 (Sunday)
 - 1.2 Time: 7pm - 11pm
- 2 Venue: Shangrila -Hotel (Sarawak Room, B2)
- 3 Budget- Attached.

Next meetings: June 19, 2012, 6.30pm at the Royal Lake Club Poolside

Committee Members

	Name	Attn		Name	Attn
1	OC Rtn Alex Chang - Incoming PE/	5/6	2	Rtn Daisy Chiu - Secretary	3/6
3	Rtn Sandy Soh - Treasurer	2/6	4	Pres Aaron Ong - President	3/6
5	Rtn Lawrence Annies - Vice President	0/6	6	IPP Steven Oon - Immediate Past President	1/6
7	Rtn CT Heng - Club Administration Director	4/6	8	Rtn Jeffrey Yap - Service Director	0/6
9	Rtn Roy Sreenivasen - Public Relations Director	1/6	10	Rtn Laura Lee - New Generation Director	5/6
11	Rtn Loo Ming Chee - The Rotary Foundation	2/6	12	PP Gary Lim - Advisor	5/6
13	PP Richard Liew - MC	1/6	14	PP Ng Sim Bee - Advisor	4/6
15	PP KH Low - Advisor	3/6	16	PP K U Rajah- Advisor	2/6
17	Rtn Arwin	3/6	18	Rtn Asok-by invitation	1/6
19	Rtn Patrick Lee-by invitation	1/6	20	PDG Paul Lee	3/6
21	Rtn Veronique	1/6	22	Rtn Carlo	1/6
23	Rtn Elaine Tan	1/6	24	PP Michael Tung	1/6

	Name	Attn		Name	Attn
25	Rtn Mok Sin- MC Fellowship night	2/6	26	Rtn Jonathan	1/6
27	Rtn Tenny Lee	1/6	28	PP Phang	1/6

NO	AGENDA	MINUTES	ACTION
1	Date & Venue	a) Function room: Sarawak Room, B2. June 24, 2012, Sunday, Shangri-La Hotel, Kuala Lumpur	
		b) Time: 7.00pm	
		c) Theme: "BOLD AND BEAUTIFUL" [BOD wear this year's jacket (navy blue) and Theme Tie - supplied by Aaron Ong]	
		d) Attire: Formal. Contact: Erica Yap (Assts. Events Manager) Direct Tel: 60320743584 Direct Fax: 603 20708616 Email: erica.yap@shangri-la.com	
		e) The table cost at RM1,000 net each from the hotel. Free corkage (Sales: RM1,200.00 per table of 10 persons)	Rtn C T Heng
		f) Quantity: 25 tables - (7 FOC) = 18 + 1/2 tables.	
		g) Booking fee: Deposit of RM5,000.00 paid already.	
		h) Menu: Chinese set menu 1 (selling price RM1,200 net per table of 10 persons)	
		<u>MENU 1</u>	Rtn C T Heng
2	Duties/ Responsibilities	a) Arrangement Hotels -supply Hotel Room rates, Floor Plan	Heng C T
		b) Sister Clubs Fellowship Dinner @ Tenny's Residence	Tenny Lee

NO	AGENDA	MINUTES	ACTION
		c) Entertainment <u>Prince of Evergreen, 2 piece Band</u> <u>They will bring their own sound systems, there will no extra costs</u>	Gary Lim
		d) Souvenir Advertisement Aaron Ong and Alex to take care of - Front & Back - Inside Front & Back	Alex/ Aaron
		e) Tables Sales (18.5 sold and 6.5 FOC)	Gary Lim
		f) Installation Souvenir Programme & Editor (Alex spoken to PP, he says will let us know the items he needs.)	PP Phang Poke Shum
		g) Guest Invitation - Group 6 President- Sent out Guest of Honour- Governor Mansoor Saat (confirmed) <u>Gift for GOH: Fruit basket RM100</u>	Aaron Ong Daisy
		NB: Group 6: either PE or RP or PP to come to our installation.	
		h) Guest Invitation - Sister Clubs	KH Low
		i) Transport + Sister Clubs	Gary, KH Low
		j) Sister Club Fellowships	KH Low/ Elaine
		k) Liquor/Wine whisky 11 bottles, red wine about 40 bottles minimum must have 20 bottles of whisky for the two nights June 23, 24.	Elaine Tan
		l) Reception	Elaine/ Joanne and Rotractors (15)
		m) Floor Manager Floor Plan is needed.	CT Heng
		n) Printing Souvenir Programme & Invitation Cards	Patrick Lee
		o) Gift/Flowers - 3 bouquets of flowers (RM80x3 = 240)	Michael Tung
		p) Master of Ceremony	Richard Liew
		q) Sergeant-At-Arms	Mok Sin
		r) Photographs	Robert Tan

NO	AGENDA	MINUTES	ACTION
3	Budget	Budget has been altered. Please refer to attached budget attachment.	Sandy
		Incoming President Aaron Ong undertaken the budget deficit of RM5,200 in the form of advertisements and other form of donations.	
		<u>PDG Paul Lee will take care of the menu, pricing of HNF Caterers. The Funding for Fellowship Night will be from the sister clubs fellowship fund and two well wishers Rtn MC Loo and PP Sam.</u>	
4	Tables Sales	Quantity: 25 tables. Less 6 FOC - Sister club 4 tables Group 6 - 1 table VIP- 1 table Rotaractor- ½ table Therefore, tables for sale are 18. Rate:- Full tables - RM1,200 each table, costs RM1,000 Individual seats: RM120.00 for 1 pax Loo Ming Chee donated 2 tables.	Gary Lim
		PP Gary confirmed 25 tables sold. [DONE]	
5	Installation Souvenir Programme	Advertisements: refer to the budget	Aaron Ong/ Patrick Lee
		Editor	Phang
		Proposed paging	Phang
6	Sister Clubs Fellowship Dinner & Programmes	a) <u>Sister Clubs Fellowship</u> June 23, 2012 i. To confirm total of pax attending by 15/6/2012 for catering purposes. ii. Collection fee of RM30 per pax for Rotarian, RM20 for spouse, and RM20 for kids above 6. iii. Booking of foods, tables and chairs.	Alex Chang KH Low CT Heng PDG Paul Lee Aaron

NO	AGENDA	MINUTES	ACTION
		<p><u>b) Committed to attend</u></p> <p>i. RC Mandaluyong - total 3paxs (only 2 for fellowship, all 3 for installation) ii. RC Hong Kong Harbour - 9 paxs (7+2) iii. RC Songkhla - 10 paxs. iv. RC Singapore West- 3 paxs v. RC Dhonburi - 6 paxs</p> <p>-get confirmation by respective chairman for the sisters' club.</p> <p>-We have informed all the sister clubs to provide us their flight schedules except Songkla as we do not have the contact person. Email sent to PP Gary to forward to them.</p>	K H Low
		<p><u>c) Sister Clubs Fellowship Dinner</u> Date: 23/6/2012, Saturday Venue: Tenny Lee' s residence Time: 7.00pm Budget: RM3,000.00 (PRC). Proposed budget - RM3,007.20</p>	K H Low
		<p><u>d) Installation Dinner -</u> At ballroom, Shangrila Hotel. Time: 8.00 -11.00pm</p>	Lawrance Annies
		<p><u>e) Transport (Appendix 3)</u></p>	Gary Lim, Arwin and KU Rajah, KH Low
7	Entertainment	Entertainment (2 piece band)	Gary Lim
8	Chronology of events	Chronology of events for the installation (Amended version - attached)	Steven Oon/ Lawrance Annies
9	Any other matters	<p>a) Guest - Group 6 Presidents 10 pax confirmed Attend: AG -2 Sri Petaling - 1</p>	Gary Lim
		<p>b) Photographs -[done] i) <u>Photo session of BOD RY2012/13</u> Date: Monday, June 4, 2012 Status: done</p>	Robert Tan Aaron Ong
		c) Presentation of BOD Members	

NO	AGENDA	MINUTES	ACTION
		<u>d) Deadline - 8/6/2012, Friday</u> i. Deadline for proof souvenir printing ii. Deadline for submission material artwork iii. The last installation meeting	Alex Chang
		<u>f) List Liquor/ Wine</u>	
	March 22, 2012	g) PP Gary: AC to call for the shot or what photo to put in or out.	
	April 11, 2012 via phone:	h) PP Quah: I would suggest a simple dignified installation where incoming President introduces with dignity mixed with casual fun. Short installation will give more time for fellowship. Always remember guests are the target audience so try not to subject them to long ceremony... it is a ceremony to formalised the transition. Would suggest the toasts be preformed by same person to avoid having to sit and stand repeatedly!	
	April 14, 2012	i) PDG Paul Lee: Do 2 persons together. No speech, to avoid stand up and sit down.	

PRC-Installation-Comm-Mtg6.wpd