



NTU Cultural Activities Club
MANY FACES • ONE CLUB

**NTU Cultural Activities Club (CAC)
28th Executive Committee
Minutes of 29th Executive Committee Rally**

Date: 31 August 2019
Time: 0830 hours
Venue: Lecture Theatre 19

Present:

28th Executive Committee (EXCO):

Wong Liang Bei	President
Tan Ri Hui Joleen	Vice-President (Support Management)
Ang Jun Heng Sean	Vice-President (Member Clubs Management)
Cao Jian	Vice-President (Events Management)
Lian Zi Yun	Honorary General Secretary
Peng Teng Liang	Financial Controller
Long Si Ying Dawn	Honorary Assistant General Secretary
Leong Wei En	Assistant Financial Controller
Sim Shi Yuan	Business Director
Liu Bingyu	Logistics Director
Ng Jing Xun	Media and Information Technology Director
Adrena Chuah	Publicity Director
Gan Jia Hui Nicole	Social Director
Lim Zi Hui	Orientation Director
Goh Chun Yi	Special Project Director (Arts From The Hearts)
Chan Ker En (Joey)	Special Project Director (CenterStage)
Sim Yuen Rong, Marianne	Special Project Director (Joint Dance Concert)
Samuel Chan YingXu	Special Project Director (Nanyang Arts Festival)

Nominees for 29th EXCO:

Loo Ying Rong	Vice-President (Support Management)
Benedict Teo Wei Hwa	Vice-President (Member Clubs Management)
Phyllis Ng Su Zhen	Vice-President (Events Management)
Tan Keigen	Financial Controller
Lim Ting Wei, Sherleen	Honorary Assistant General Secretary
Ernest Tan Yan Heng	Assistant Financial Controller
Hazel Tan Wan Ting	Business Director
Ang Xin Rui, Evelyn	Logistics Director
Eldridge Chang	Media & Information Technology Director
Pang Xin Ying, Cassia	Publicity Director
Nathanael Clive Rajkumar	Publications Director
Lee Jia Rong	Social Director
Ong Shing He	Orientation Director
Tilden Tan Jun Leong	Union Representative
Yap Ying Qian	Union Representative

Audience:

Eng Shuo Ying
See Jing Xuan
Phoebe Chia Si Qi

C/O One Stop @ SAC, 50 Nanyang Avenue, NS3-01-03 Academic Complex North, S(639798)



Angie Lim
Tan Kyu Houng
Justin Tan
Clarín Tok Qian Le
Chen Gege
See Cheng Hui
Yazid
Kai Min
Jin Xiang
Kho Hong Wei
Pew Yew Kong
Huang Ruo Cheng
Bryan

The rally was called to order at 0915 hours.



		Actions
1.	Rules for the Rally	
1.1.	Each nominee's speech, except those of the Top 5 positions, should be of minimum 3 minutes & maximum 5 minutes.	All
1.2.	For Top 5 positions, each nominee's speech should be of minimum 5 minutes & maximum 10 minutes.	All
1.3.	After each nominee's speech, there will be a Question & Answer (Q&A) Session from the floor, in which the minimum duration for Top 5 positions will be 30 minutes, and all other positions are 15 minutes. Thereafter, a Proposer & Secunder will be required from the floor for every 10-minute extension in Q&A session.	All
1.4.	After all nominees' speeches, there is an open Q&A session in which the floor can direct questions to any nominees.	All
1.5.	The Returning Officer reserves the right to stop or cut the session based on duration limit & appropriateness of questions.	All
2.	Nominee for Business Director – Hazel Tan Wan Ting	
2.1.	<u>Speech</u>	
2.1.1.	Hazel's experience include being a Business Manager in the Business Committee. Being in Business Committee showed her the good spirit of giving that she truly treasures and hopes to see it again if she were to be elected.	
2.1.2.	Hazel hopes for Business Committee to be the business hub of CAC, to provide business advice or help for the CAC community. She would like to maintain the high standards of the CAC exam welfare pack to allow committee members to take pride in their work and for CAC members to look forward to the welfare pack during finals.	
2.1.3.	If she were to be elected, she would include an additional role of a PNP Liaison to the Top 4 to be Top 5 instead, and the portfolio of PNP Officers would be removed.	
2.1.4.	Hazel hopes to retain good practices from the 28 th Business Committee and continue striving for greater results to give back to CAC.	
2.2.	<u>Question & Answer Session</u>	
2.2.1.	Liang Bei asked Hazel to breakdown the jobscope of a Business Director. Hazel replied that this position is like a dual role where one side is a Business director to the EXCO and at the same time a chairperson to the Business committee.	
2.2.2.	Cao Jian asked how she will define the success of the EWP and Wearfare day. Hazel replied that the welfare pack is always given out fully every year and the success come with how satisfied those people who received it will feel.	
2.2.3.	Joleen asked Hazel how she plan to improve the queue system. Hazel replied that she plans to use the chips or the matriculation card. When they first enter, a sticker will be paste on their matriculation card with a number on it and there will be different colours stickers for morning and afternoon.	
2.2.4.	Cao Jian asked Hazel how she plans to pitch to the school given that the school is planning to shift away the idea of EWP to just one consolidated EWP giveaway. Hazel replied that not all student are involved in the faculty or hall hence the Big 4 provide the avenue to join and to give out welfare pack.	
2.2.5.	<u>Proposal to extend the Q&A session</u> Proposed: Cao Jian Seconded: Wong Liang Bei	All
2.2.6.	Samuel asked given that school wants to move toward an ECHO initiative. Hence how does she plan to pitch to school that the welfare packs are environmentally friendly. Hazel replied that judging from NBS EWP giveaway, they ask the members to bring a bag along and get to choose which item they would like to take in their EWP. She plans to look into this idea.	
2.2.7.	Sean asked if the EWP should be reserved for the Big 4 and the 23 Member Clubs chairperson. Hazel replied that it is necessary as it helps to maintain relationship with the other Big 4 and the Member Clubs Chairperson	



2.2.8.	Joleen asked that according to the constitution every student in NTU is part of CAC and why should EWP should only be reserve for CAC 3 wings. Hazel replied that the items that they sourced are all sponsors item and no sub fees have been used.	
2.2.9.	Liang Bei asked how the business committee plan to support the corporate liaison that is working with the 23 Member Clubs and 5 Special Projects. Hazel replied that they are going toward helping the 23 Member Clubs since this is a new portfolio that was introduced last year.	
2.2.10.	Liang Bei asked how the corporate liaison plan to support the Member Clubs. Hazel replied that for the new process is that there will be a google form to get Member Clubs to send request through the form.	
2.2.11.	<u>Proposal to extend the Q&A session</u> Proposed: Tan Ri Hui Joleen Seconded: Ang Jun Heng Sean	All
2.2.12.	Liang Bei how she plans to prevent miscommunication between the Member Clubs and the liaison. Hazel replied that the liaison officer will update the Member Clubs whenever they send out for request to the sponsors.	
2.2.13.	Cao Jian asked how she plan to utilize the sponsorship kit and whether it's feasible. Hazel replied that the sponsorship kit can still continue but maybe be more concise.	
2.2.14.	Joleen asked Hazel what is her take on combining CAC Day and Wearfare day together. Hazel replied that it's a good idea as it's easier to draw the crowd,	
2.2.15.	Liang Bei asked how Hazel plan to work with the publicity director and how Hazel will be able to guide her given that she is a freshman. Hazel say that she will guide the publicity director and give ample time for them to plan their event.	
2.2.16.	Sean asked how Hazel plan to ensure that she will be able to get sponsors for her year. Hazel replied that they will start sending early.	
2.2.17.	Cao Jian asked if it is okay to have a performing segment for CAC Day and Wearfare Day. Hazel replied that it's a good initiative. A few Member Clubs does not have that many avenues to showcase their performance and people queueing for the Exam Welfare Pack (EWP) can also appreciate the performance.	
2.2.18.	Cao Jian asked for scenario that no Member Clubs want to perform for the EWP event then what would she do. Hazel replied that the event has to be communicated to the Member Clubs Chairpersons and those interested can actively approach her during her term. If there were no member clubs that are interested, she will take the initiative to do it.	
2.2.19.	Joleen asked her for the names of the two EWP event. Hazel replied Wearfare day and CAC day. Joleen clarified that from the start she has been stating EWP day instead.	
2.2.20.	Liang Bei asked why the event is called Wearfare day. Hazel replied that the reason is because it requires members to wear the CAC shirt to collect the welfare pack.	
3.	Nominee for Logistics Director – Ang Xin Rui, Evelyn	
3.1.	<u>Speech</u>	
3.1.1.	Evelyn hopes to keep things in order, help to book event venues and keeping CAC's inventory in check to ensure successful CAC committees.	
3.1.2.	Her weakness is that she allows other's opinions and inputs to influence her decision too much which essentially may seem like a pushover. However, she is proud that she is able to catch on fast in terms of learning and is easy-going.	
3.1.3.	Evelyn promises to perform her role with efficiency and as best as she could. Through this experience, she hopes to make new friends and bring CAC to greater heights.	
3.2.	<u>Question & Answer Session</u>	
3.2.1.	Cao Jian asked her to walk them through the whole process of loaning out equipment. Evelyn replied that there will be a form for them to fill it up where information such as reason for loaning and duration of the loan will be in the form. In the form, they will also know that they will be liable to the equipment that they are loaning.	



3.2.2.	Joleen asked her to walk them through the whole process of booking a venue. Evelyn replied that they will first contact her via WhatsApp or email and she will then send them a list of things that they have to fill in such as the purpose of booking and the number of people attending the event.	
3.2.3.	Joleen clarified that they after booking it on the system, it will require the SAO officer to approve the booked venue.	
3.2.4.	Sean asked if CAC should have the full authority to Nanyang House (NYH) since there is an e-booking system in place. Evelyn replied that she is not aware of the e-booking system, but she thinks that CAC should not have the full authority since the venues are shared with everyone in NTU.	
3.2.5.	Sean asked if CAC logistics director should be the only one in CAC that gets to book the rooms in NYH. Evelyn thinks that it's beneficial to CAC as the logistics director will have better control but worries that it might be a lot of workload.	
3.2.6.	Samuel asked if she knows which websites are linked to which venues. Evelyn is aware that for TR and LT are booked through iNTU Student link and for hall and hall function it will be booked from another websites as well as SAC bookings too.	
3.2.7.	Joleen gave a scenario where we booked the function hall on a weekend, but the logistics director failed to collect the fob for the function hall and it's a really huge event with 300 attendees. She wants to know how Evelyn will handle such a case. Evelyn replied that she will first apologies to the chairperson for this issue and find an alternative venue that can contain 300 people such as Canopy Stage.	
3.2.8.	Joleen asked what happened if all of the above failed. Evelyn replied that she will call up the SAO office to see if they can contact the Hall office to open the space.	
3.2.9.	Samuel clarified that SAO office does not operate on the weekend.	
3.2.10.	Nicole asked how she intend to prevent the abuse of booking. Evelyn replied that she will want to know what's the reason in the first place for them to book the venue. And she will consult her predecessor for this issue.	
3.2.11.	<u>Proposal to extend the Q&A session</u> Proposed: Tan Ri Hui Joleen Seconded: Cao Jian	All
3.2.12.	Samuel asked how she will handle it without consulting the predecessor. Evelyn replied that if she is aware of such abuse of booking system she will talk to the chairperson or the person in charge to let them know it's not right to abuse the school facilities.	
3.2.13.	Cao Jian asked what happened if there is a last-minute booking. Evelyn replied that she first let them know that booking should never be done so last minute. If the event is big or urgent, she will try her best to help them to book.	
3.2.14.	Liang Bei asked a scenario where a projector was loan out to two member clubs and after they are returning it you realized that the projector is faulty. But both member clubs denied damaging it. What will she handle this situation? Evelyn replied if the projector wasn't faulty before loaning out then she will let them know that they must be aware that the responsibility of the equipment falls under the club during the duration. She will then consult the VPS and see how to rectify this damage.	
3.2.15.	Joleen asked what happens if an EXCO member just take the equipment without asking and another committee has booked the equipment. Evelyn replied that she will apologise to the committee that booked it since she is unsure of where the equipment is and will try to locate the equipment and if the equipment is not expensive, she will consult to the VPS to purchase the equipment. But if it is an expensive equipment, she will ask the other Big 4 if it's possible to loan us the equipment.	
3.2.16.	Samuel asked in the event Dragon and Lion Dance Troupe booked a venue in residential but the day before the event, SAO called them that the event might be too noisy and request for them to shift. Evelyn replied will inform the member club this issue and try and help them to find an alternative space that will not disturb the people around.	



3.2.17.	Joleen asked what happens if in the event that there is an overbooking in SAC which has always happened to CAC as the booking system is flawed. Evelyn replied that she will talk to the other party that has booked the room and negotiate to see who should get the room for that day. She will make sure to find an alternative venue for this event and consult the VPS for this issue.	
4.	Nominee for Media & Information Technology Director – Chang Wen Wei, Eldridge	
4.1.	<u>Speech</u>	
4.1.1.	Eldridge is a team player who is open to new ideas and is not afraid of constructive criticism to improve for the better. He is also able to handle pressure well and pays attention to minute details. However, he acknowledges his weaknesses such as having to be firm and decisive on decisions that he makes.	
4.1.2.	Eldridge's past experience include being the Photography Club President in Nanyang Polytechnic, current Canon EOS World member, collaborations with Canon and Land Transport Authority as well as having works published on various news media outlets and websites.	
4.1.3.	Eldridge hopes to impart his knowledge and share with people that are willing to learn, by conducting workshops for CAC if MIT is capable.	
4.1.4.	Eldridge has four main goals – recognition, mentoring, bonding and simplifying the workflow of covering events.	
4.2.	<u>Question & Answer Session</u>	
4.2.1.	Jonas asked how he will handle his committee given that most of them are dual committee putting MIT as a secondary committee and how to deal with members that doesn't treat MIT seriously. Eldridge will do a run through with all his members and clarified that they have no other commitment outside of CAC or MIT and make sure they choose MIT as their first choice and are committed to it.	
4.2.2.	Jonas asked how he will choose his vice chairperson, secretary and treasurer. Based on what skills or criteria. Eldridge replied that for vice chair is that he will find someone with leadership skills that has once worked with a committee before. For secretary he will prefer someone that is detailed oriented and for treasurer he hoped for someone with finance background.	
4.2.3.	Jing Xuan asked how it is possible that he has already chose his members given that he has not been elected yet. Eldridge clarified that if he were to be elected then he will start looking for his committee member.	
4.2.4.	Jonas mentioned that in his script he wants MIT to be publicize to the public but question what the role of publicity committee is then. Eldridge replied that MIT as a whole is just to capture the images and content producer for publicity to publicize the content.	
4.2.5.	Joleen asked him for some plans he want to achieve. Eldridge replied that he wants to do a corporate video. The corporate video will cover what CAC is across the 3 wings. He wants to create a T-shirt such that it will give the committee an identity.	
4.2.6.	Jonas asked how he will make his members feel proud to be in MIT. Eldridge replied that with events and workshops they will feel motivated to be in MIT.	
4.2.7.	Cao Jian asked how he is going to set a timeline for this corporate video. Eldridge replied that through public events there will already be some footage and to capture behind the scenes for the Committee.	
4.2.8.	Cao Jian asked who the intended audience is and how to reach these people. Eldridge replied that these videos can be showcase through recruitment or social media platform.	
4.2.9.	Jonas asked if MIT should have their own social media account. Eldridge replied that when creating content, the respective clubs or committees would have used their Instagram account to post the content already.	
4.2.10.	Sean asked how MIT plans to regain the trust of certain chairperson whom is rerunning again in the coming AY. Eldridge replied that there will be checklist that has to be strictly followed before the start of the event and to let the chairperson to know that such thing will never happen again.	
4.2.11.	<u>Proposal to extend the Q&A session</u> Proposed: Ng Jing Xun	All



	Seconded: Lim Zi Hui	
4.2.12.	Jing Xuan asked if Eldridge got any IT background. Eldridge replied that he has some IT background and has learned from a case which happened a few days ago where the CAC website was down. He also assured that for this type of IT skills he will seek external people help if he is unable to solve it.	
4.2.13.	Jing Xuan asked how he will ensure that he will find people with such experience. Eldridge replied that he will find people with the relevant skill set to be in the MIT committee.	
4.2.14.	Jing Xuan asked how this external person with specific skill set will be able to help out with maintenance of the IT support given that he is not in CAC. Eldridge replied that if there is a repeating issue, he will take the initiative to learn how to troubleshoot.	
4.2.15.	Jonas asked how Eldridge plan to bring out the name of MIT. Eldridge replied that he can bring out the name of MIT by covering events and when MIT is covering a great scale of event, maybe a social media page can be considered.	
4.2.16.	Jonas asked how he plans to pitch the idea to open a social media page to the President or Vice-President. Eldridge replied that covering CAC events there may be numerous photos taken and if the club does not post the photo on their social media, they can use those photos to post on the social media page.	
4.2.17.	Jonas asked how he planned to improve on the workshops. Eldridge replied that he can personally give workshop to the member since he is rather skilled in the area. Over the academic year he can teach different things for the workshops.	
4.2.18.	Adrena asked how to make MIT feel more appreciated given that it is a support committee. Eldridge replied that there can be many bonding and workshops will contribute the members to have a sense of belonging to CAC.	
4.2.19.	Jonas asked how Eldridge leadership style is going to be like. Eldridge replied that he wants to see what type of challenges or issue that MIT will encounter, and he will guide his committee from his start.	
4.2.20.	Liang Bei asked how to ensure that the equipment is in working conditions after an external party has loaned the equipment out. Eldridge replied whenever an equipment has been returned, they will have a checklist to ensure that all the equipment are working and if it's not the person who loaned it out will have to be responsible for it.	
4.2.21.	<u>Proposal to extend the Q&A session</u> Proposed: See Jing Xuan Seconded: Tan Kyu Hong	All
4.2.22.	Jonas asked him to name the existing checklist of CAC photography equipment. Eldridge was able to name it out.	
4.2.23.	Sean asked how to ensure that the photos that were being covered for Member Clubs concert can be covered on time. Eldridge replied that there will be a workflow that will indicate the time to process to produce the photo so that the members of the committee will be able to understand it.	
4.2.24.	Cao Jian asked how all the information will be updated or uploaded. Eldridge replied that the IT chief will update the information on the website.	
4.2.25.	Jing Xuan asked how he plans to provide IT skills to another committee. Eldridge replied that if there are issues to troubleshoot for their websites and if he is unable to find a solution, he will request for more time to look for a solution.	
4.2.26.	Jonas asked for his goals and vision for MIT. Eldridge replied that he wants MIT to be credible in event coverage and for MIT members feel appreciated.	
4.2.27.	Jing Xuan asked how Eldridge plans to maintain the equipment. Eldridge replied that he will send the equipment for regular servicing and kept in controlled environment.	
5.	Nominee for Publications Director – Nathanael Clive Rajkumar	
5.1.	<u>Speech</u>	
5.1.1.	Nathanael begun his speech by sharing how he feels he is blessed to be given the opportunity to run as Publications Director of the 29th Executive Committee.	
5.1.2.	He hopes to be able to realize the potential of Publications Committee by expanding the range of topics and categories covered by ArtJam. He wishes to use ArtJam as a voice to shine a light on topics that deserve greater awareness.	



5.1.3.	He also shared on his desire for Publications Committee to collaborate more in step with the other clubs and committees.	
5.1.4.	As a family oriented person, he envisions to make Publications Committee a place that is open, encouraging and welcoming so as to allow Publications Committee realize its fullest potential.	
5.2.	<u>Question & Answer Session</u>	
5.2.1.	Samuel asked if Artjam has the reputation given that there are only a few publications in NTU. Nathanael replied that he thinks that Artjam does have a lot of recognition and the soft outreach of Artjam online is quite extensive. To promote Artjam further, he suggests to seek other organisation to help promote their publication.	
5.2.2.	Joleen asked that since the school is going toward a more environmentally friendly school how does he plan to pitch to the school to continue printing so many Artjam. Nathanael replied that he admits that it is possible to print lesser copies and to bring Artjam to another level by pushing it towards a more immediate, engaging and more enhanced online presence for Publications committee to be able to move their articles online.	
5.2.3.	Jing Xuan asked Nathanael to provide some statistics about Artjam online since they are trying to move Artjam online. Nathanael replied that they reached about 8000 page views per month.	
5.2.4.	Jing Xuan asked Nathanael if the figure he provided was a stagnant figure or a figure that is growing. Nathanael replied that the figures has certainly increased but over the last year or so, the figure has kind of stabilised. This is due to the fact that after their efforts in promoting Artjam online for the past year, the numbers had increased and so it is stabilising right now.	
5.2.5.	Jing Xuan asked Nathanael if the exposure for Artjam will be increased, since they are trying to move it online and there will be lesser magazines at the magazine stands, won't it decrease the outreach to the NTU audience. Nathanael replied saying that he thinks the effect will be the opposite, in fact he thinks that their outreach will increase instead of decreasing because of Publications committee moving towards making a mobile-friendly Artjam online. This would allow readers to have easy access to Artjam and they can view it anywhere, hence increasing the outreach.	
5.2.6.	Jing Xuan asked Nathanael about his plans in term of IT since he plans to create a mobile-friendly Artjam online. Nathanael replied that if he were to be elected, he would place strong emphasis on recruiting members with relevant IT skills and have the relevant technical know-hows to do things that has to do with websites. Nathanael also mentioned that if they were to get people with such skills, they would be a real asset to Publications committee and a push for them as well. Nathanael mentioned that he is confident of finding people with such skills as he had been actively doing his ground work and trying his best to look at potential candidates, but in the event whereby they really are unable to find such members, then it all boils down to willingness to learn.	
5.2.7.	Soon Ying asked Nathanael asked for his first move as Publications Director if he were to be elected, seeing as to how he has mentioned quite a few aspects. Nathanael replied that he would like to set the groundwork for Publications committee, to encourage collaboration amongst members, so everyone can move forward together as a family instead of as one.	
5.2.8.	Joey asked Nathanael how he plans to distribute the remaining hardcopy magazines after cutting down on the numbers, seeing as to how the Artjam hardcopy magazines are actually distributed through various different avenues and how he justifies it. Nathanael replied that he is unable to provide hard numbers right now as he would have to discuss this issue with the many other people involved, but if he had to be really idealistic about the reduction, he would reduce the numbers so that it just covers the formal methods of distribution nicely.	
5.2.9.	Teng Liang asked Nathanael if he has any plans to bond the committee together, seeing as to how the members all have different tasks and do not work together as much. Nathanael replied he would make use of food, eating together as a committee is a family-oriented thing and something that he wants to implement.	



	He would like to tweak how Publications committee work, so as to increase and encourage collaborations between members.	
5.2.10.	Liang Bei asked Nathanael if he has any plans to bring Artjam out of NTU as it is still currently pretty much more popular in school. Nathanael replied that it would be hard for him to give straight answers now if talking about hard outreach and formal methods of distribution. However, Artjam online is a definite way forward as not everyone outside is able to have the chance to read a hardcopy magazine. Publications committee can do more groundwork to understand what is it that engages people, and what it is that entices people to pick up Artjam and read. They can think of ways to make their Artjam online and magazine more immediate and more exciting and more enticing to everyone, not just CAC members.	
5.2.11.	<u>Proposal to extend the Q&A session</u> Proposer: Tan Ri Hui Joleen Seconder: Ang Jun Heng Sean	All
5.2.12.	Sean asked Nathanael what measures he will take to ensure that deadlines are followed so as to ensure that the quality is not affected. Nathanael replied that the first way is to make the workflow as accommodating as possible, even if this means having to do their groundwork way early in advance and planning everything step by step, having safety guards in case deadlines are not met. Secondly, by encouraging collaboration between members, they can keep themselves in check. Third, to be more strict and hard on deadlines because at the end of the day, things need to be done and they really need to push for it.	
5.2.13.	Cao Jian asked Nathanael if he think that Publications committee should take up the responsibility of vetting programme booklets. Nathanael replied that on one hand it might be good for the editors to take up the responsibility of vetting programme booklets for other committees and other clubs. However, he also think that they have a limited number of editors and they are already kind of stretched with the amount of work they do within Publications committee themselves. However, the main problem with answering this question is whether there are boundaries set in place when it comes to vetting other committees' or other clubs' programme booklet, and when it is counted as overstepping the boundaries.	
5.2.14.	Liang Bei asked Nathanael if Publications committee will ever consider outsourcing the designing of Artjam and Essentia to Publicity committee, since Publicity committee has designers as well. Nathanael replied that this might seem to be a good idea in terms of centralising all the design work to one committee. However, there are downsides to doing this. Firstly, the committee members take a lot of pride in the fact that the entire Artjam, from start to finish, is completed by Publications committee and only Publications committee. This is very important in ensuring that the committee maintains and to ensure the quality of work, which he does not want to sacrifice.	
5.2.15.	Jing Xuan asked Nathanael if he would compromise quality for pride and ownership of the magazine which would be published. Nathanael replied that they should think about it in the sense that pride equals to quality, he thinks that if people have love for what they do, the quality would be there.	
5.2.16.	Sean asked Nathanael how he would manage a situation whereby writers are more inclined and willing to go for certain Member Clubs' concerts but less willing to go for other concerts. Nathanael replied that they might not even come to this situation depending on the way they start approaching these events. If he were to be elected, he would be conscious of the way he chooses his writers, having a spread of writers with different interests. Having a range of writers will help alleviate this problem as there will always be something for everyone. On the other hand, it should be stressed to writers that ultimately, what they are doing is still a service to CAC and the events themselves.	
5.2.17.	Jing Xuan asked Nathanael what are his plans and goals to promote the digital aspects of Artjam. Nathanael replied that there are no concrete plans as of now as there are many aspects that they have to consider and people to liaise with. The only real push he is certain on now is to make Artjam online more immediate and updated closer to the dates that the articles were actually written.	



5.2.18.	Joleen asked if Nathanael foresee any problems taking over the position of Chief editor since he was a writer previously. Nathanael replied saying that there are no issues with regards to talent as they are always able to recruit members with the required skillset.	
5.2.19.	<u>Proposal to extend the Q&A session</u> Proposer: Tan Ri Hui Joleen Seconder: See Jing Xuan	All
5.2.20.	Samuel asked Nathanael if Artjam has the potential to become a multimedia platform. Nathanael replied saying that even though there have not been concrete plans to do so yet, they have actually already been moving towards that direction.	
5.2.21.	Joleen asked Nathanael for the balance between external events and CAC events within one issue of Artjam. Nathanael replied saying that one thing that has always been done is that all CAC events within the period of one issue will be covered, and then external events that Publications committee have worked with before will be covered as well. Publications committee should work it out together as a committee, what should be given the platform, especially now that they are pushing towards Artjam online being a more salient platform, they can afford to be more flexible with the external coverages that they do. This way, they can keep CAC events closer to heart but also be more willing to reach out to the external organisations.	
5.2.22.	Joleen asked Nathanael to name a few changes that he would like to make to Artjam and Essentia. Nathanael replied that for Artjam, he would ideally like the print and online version of Artjam should not be two separate entities, but rather as one whole. He also would like Artjam online to be more immediate and updated more frequently, rather than wait for the hardcopy to be published before the online one is updated. As for Essentia, Nathanael feels that it is a pretty good resource for CAC already, as the key point of Essentia is to help freshman take their first step into CAC.	
5.2.23.	<u>Proposal to extend the Q&A session</u> Proposer: Tan Ri Hui Joleen Seconder: Samuel Chan YingXu	All
5.2.24.	Samuel asked Nathanael how he plans to publicise Artjam online. Nathanael replied that one way can be to have a QR code on the magazine that goes to the website. Publications committee can also work with other committees such as MIT and Publicity to further publicise Artjam online.	
5.2.25.	Jing Xuan asked Nathanael for other methods to publicise Artjam online other than the one he mentioned. Nathanael mentioned that the CAC Instagram page can help publicise Artjam online by showcasing some of the special features on Artjam online and giving a shout out to say that such things are actually happening on Artjam online. Having giveaways are also a good way to promote Artjam as more people would be interested to find out more.	
6.	Nominee for Publicity Director – Pang Xin Ying, Cassia	
6.1.	<u>Speech</u>	
6.1.1.	Cassia has a strong interest in the creative industry and passion for the arts hence she believes that this post is a good fit for her skills and experience. If she were to be elected, she aims to develop her management skills as a leader of a team and gain further insight and experience in publicity related skills.	
6.1.2.	Her experience includes interning as a Publications officer at Science Centre Singapore, marketing and at The Esplanade Co Ltd, gaining exposure to blog post writing, website designing, and the performing arts. She has also started a freelance illustration business.	
6.1.3.	Cassia hopes to increase the reach of CAC's social media pages and place more emphasis on follower count and engagement. She aims to focus on creating more regular content, utilising Instagram's features to build up more towards CAC events and increase participation.	
6.1.4.	Internally, Cassia would strive to bond the committee more with team-bonding activities, frequent casual meet ups and opportunities to learn a new relevant skill together.	
6.2.	<u>Question & Answer Session</u>	



6.2.1.	Adrena asked Cassia if she has any new initiatives in mind to better publicize CAC. Cassia mentioned that she would like to roll out more regular content via CAC social media pages as well as collaborate with other committees such as the Publications Committee to promote ArtJam and Essentia.	
6.2.2.	Liang Bei asked Cassia if she is aware of what the CAC logo stands for. Cassia mentioned that the red in the CAC logo ties in the idea of passion and that the logo has an organic design which signifies continual change and creativity. The logo also includes the club slogan of many faces, one club. Cassia also added that the two figures at the side of the logo is representative of CAC's freedom of expression.	
6.2.3.	Liang Bei thanked Cassia for her interpretation of the meaning behind the CAC logo clarified that the CAC logo has an official interpretation signifying synergy, constant evolution, energy and vivacity as well as victory and outreach. She asked Cassia for an evaluation of the CAC logo now that she has been made aware of the significance of the logo. Cassia mentioned that the colour red in the CAC logo ties in with passion and energy which ties in with one of the significations of the CAC logo.	
6.2.4.	Adrena asked Cassia if she is aware of the vetting procedure for publicity collaterals. Cassia explained and did a walkthrough of the entire procedure with Adrena.	
6.2.5.	Cao Jian asked Cassia if she is aware of the usual publicity avenues CAC usually employs for publicity. Cassia replied that CAC has 3 main notice boards which are used to publicize CAC events. Other than the 3 notice boards, CAC also pastes posters at designated notice boards around campus. Banners are also used as a publicity method, but she mentioned that this is an avenue she would consider promoting to the Member Clubs as she observed that not many banners are hung around school promoting Member Club events. Cao Jian clarified that other than the publicity avenues mentioned, CAC also employs the use of EDM as well as bus stop posters and digital signages whose usage is overseen by the Corporate Communications Executive of the Student Union.	
6.2.6.	Sean asked Cassia if she has plans to reach out to the Member Clubs to let them know of the services Publicity Committee can value add to their club's events seeing that for the past year, Publicity Committee has not received a single request. Cassia mentioned that this could be because CAC social media pages do not capture recognition due to its low follower count, Member Clubs may not be incentivized to use these platforms as an avenue to publicize their events. She feels that as CAC social media presence grows, Member Clubs will be more incentivized to promote their activities via said platform.	
6.2.7.	Sean clarified that if elected as Publicity Director, Cassia would be sitting in the Directing Committee Meeting and working together with the rest of the Member Club Chairpersons. This can be an opportunity for her to reach out to the Chairpersons and let them know of the services Publicity Committee provides.	
6.2.8.	Joleen asked Cassia what she thinks the optimal number of followers on CAC Instagram account is and how does she plan to work towards that goal. Cassia mentioned that her long-term goal for the number of followers CAC Instagram page should aim for is one million and that she will want the student population as well as the batches of CAC Alumni who have already graduated to follow the account.	
6.2.9.	<u>Proposal to extend the Q&A session</u> Proposed: Wong Liang Bei Seconded: See Jing Xuan	All
6.2.10.	Jing Xuan asked Cassia if she has any feasible plan to achieve this goal, seeing that the current follower count on CAC Instagram page is only at around 1900. Cassia mentioned that her goal is a long-term goal, but that she would try her best to post regular content as the Instagram algorithm works in a way where accounts who post regular content have their posts promoted more than others. She mentioned that since she has an understanding of how the algorithm works, she would want her Publicity members to focus on creating content for the page.	



6.2.11.	Following up on Jing Xuan's question, Samuel mentioned that despite having 1900 followers, engagement rate on the CAC Instagram page is relatively low, averaging only around 50 engagements per post. Samuel asked Cassia if she has any plans on how to increase the engagement rate of the CAC Instagram page. Cassia mentioned that she would try to post more regular content that caters to their desired demographics and also to post at timings where there are higher engagement rates. She will also want to explore the use of relevant hashtags as she believes they are important in driving engagement as well as to reach out to the Member Clubs to repost each other's content.	
6.2.12.	Liang Bei asked Cassia if she has in mind a timeline of her Instagram publicity and posting schedule. Cassia mentioned that ideally, she would want to post content once a day but realistically, as it is not feasible to have so much content readily available to publicize, she will want to aim for one post per week. She suggested that Publicity Committee can consider exploring posting Behind-the-Scenes pictures of Member Clubs training on the main feed rather than leaving it as an Instagram Story since Instagram Stories expire after 24 hours.	
6.2.13.	Jonas asked Cassia if she thinks there is a need to showcase the portraits of the CAC Executive Committee on the CAC Instagram page. Cassia replied that this is a good idea so that the many CAC Members in the Club can be better aware of who the EXCO Members are.	
6.2.14.	Joleen asked Cassia if she can think of one initiative or project that the Publicity Committee can undertake to promote CAC to the rest of NTU. Cassia mentioned that she would want to explore the option of having showcases or flash mobs put up by the CAC Member Clubs during school hours. However, this remains to be seen as such performances are subject to the availability of the respective Member Clubs and venue spaces.	
6.2.15.	Samuel asked Cassia what is her take of having to co-organize CAC Day with the Business Committee. Cassia replied that Publicity Committee can promote the event via CAC social media pages so as to reach out to a greater number of audience.	
6.2.16.	Samuel clarified that his question was to ask Cassia if Publicity Committee has the capacity to organize CAC Day on its own without the assistance of Business Committee. Cassia mentioned that Publicity Committee is a small committee with limited manpower and thus should Publicity Committee be in charge of planning CAC Day, she will request and seek help from the rest of the Executive Committee.	
6.2.17.	<u>Proposal to extend the Q&A session</u> Proposed: Joleen Tan Ri Hui Seconded: See Jing Xuan	All
6.2.18.	Adrena asked Cassia how she would try to find the right members with the right skill sets for each specific jobscope, seeing that recruitment numbers for Publicity Committee has been on the decline. Cassia mentioned that her priority during her term in office would be to build up an identity and committee culture within Publicity Committee, and also to forge stronger bonds within the members so as to spread the name of Publicity Committee during the subsequent recruitment.	
6.2.19.	Cao Jian asked Cassia what are the specific areas of vetting that the Publicity Director would be looking out for during the vetting process for the Member Clubs. Cassia mentioned that she will be looking through at the design, ensuring that the details are accurate without typo errors as well as brand guidelines for the usage of logos are met. She will also go the extra mile in ensuring that the design elements look cohesive. Cao Jian added that on top of the brand guidelines, the Publicity Director should also ensure that official school and club logos take precedence over sponsor logos.	
6.2.20.	Citing the example of the CAC Limited Edition Shirt, Joleen asked Cassia what other avenues who she consider to go about forging a stronger CAC identity. Cassia replied that we can explore other options such as designing	



	lanyards, badges, stickers, notebooks and post-it pads. She also mentioned the possibility of having a greater range of designs for the CAC shirt so as to offer more options to students.	
6.2.21.	Jing Xuan asked Cassia what would be her course of action if a CAC committee or Member Club were to print their posters without seeking prior clearance from the Publicity Director and that the poster did not adhere to regulations set by the school. Cassia mentioned that in this case, she would not allow the Club or Committee to display the posters and will take the initiative to find out from the relevant party what was the reason behind them printing the poster without her approval and if need be, take the necessary follow up actions.	
6.2.22.	Jing Xuan further asked what would be her course of action if the posters have already been displayed around school and that one of the school officers have taken notice of the poster. Cassia replied that as Publicity Director, she will be assertive and take direct action to enforce the club or committee take down the offending posters. She will also take prompt steps to apologize to the school officer and ensure that such an incident will not happen again.	
6.2.23.	<u>Proposal to extend the Q&A session</u> Proposed: Cao Jian Seconded: Ang Jun Heng Sean	All
6.2.24.	Following up on the previous response, Cao Jian added that the school can actually impose a fine of \$10 for violations of any display regulations.	
6.2.25.	Adrena asked Cassia on what her ideal committee size is since she mentioned the committee tends to be understaffed during events such as CAC Day. Cassia mentioned that ideally, she would want to recruit 8 to 9 designers as well as 6 to 7 social media managers, adding up to a total manpower strength of around 18 members. She will try to push for more initiatives and more job scopes for the members to do throughout the course of the year.	
6.2.26.	Joleen asked Cassia how she would manage co-organizing CAC Day with the Business Director, seeing that she is a freshman and would undoubtedly have less experience. Cassia replied that she will try her best to learn from the rest of her Executive Committee members and will actively seek bonding sessions with the rest of the Business Committee so as to foster a cohesive relationship between the 2 committees before starting the actual planning of the event.	
6.2.27.	Liang Bei requested Cassia to do a redesign of the CAC logo in such that it is in respect to the CAC mission and vision, and thereafter present the logo to the rest of the audience. Cassia was given 1.5 hours to complete the design. Thereafter, the design was presented to the audience members at the rally.	
7.	Nominee for Social Director – Lee Jia Rong	
7.1.	<u>Speech</u>	
7.1.1.	Jia Rong's past experience include being a Programmer and Publicity Officer for Social Committee and Joint Dance Concert Committee respectively.	
7.1.2.	Jia Rong hopes to continue and facilitate the spread of positive influence and feelings in CAC and bring CAC together as a family, regardless of background and interest.	
7.1.3.	Jia Rong hopes to grow as an individual by venturing out of her comfort zone. Even though being in the supporting leadership role has enriched her, she would like to finally step up and take charge. Hence, she would like to gain confidence and hone her leadership skills, as well as be exposed to rich experiences.	
7.2.	<u>Question & Answer Session</u>	
7.2.1.	Jing Xuan asked Jia Rong what is the purpose of Social Committee in CAC. Jia Rong replied that Social Committee exists to bond the 3 wings of CAC through their 2 main events – CAC Members Night as well as the CAC Cynosure Ball	



7.2.2.	Jing Xuan further questioned if Jia Rong thinks just these 2 events are enough to bond the whole of CAC. Jia Rong replied that while there are many events happening throughout the entire academic year that helps to bond CAC members, the unique thing about Members Night and Cynosure Ball is that these two events start and end of the CAC academic year. For example, CAC Members Night takes the first step in bonding the newly formed committees and Member Clubs.	
7.2.3.	Phoebe clarified that the term should be Member Clubs not Members Club.	
7.2.4.	Nicole asked Jia Rong what some of her goals for Social Committee are if she were to be elected. Jia Rong shared that she would want to place emphasis on bonding the committee as a bonded committee will be more motivated to work and thus produce better results. For Members Night, she hopes to create a more chill atmosphere for all newly formed committees and clubs to have fun and for Cynosure Ball, she would want to emphasize more on the award ceremony segment of the Cynosure Ball.	
7.2.5.	Jing Xuan asked Jia Rong if she has any feedback for Members Night and Cynosure Ball based on her past years' experience. Jia Rong replied that the carnival structure implemented this year for Members Night was well received and provided a good platform for new members to interact. However, she would like to bring the event back to Nanyang Auditorium as she believes it is a more conducive environment for people to meet. Other considerations she thought of include providing a more conducive environment for performers to perform, as well as to increase the number of participants playing the carnival games within a single session.	
7.2.6.	Liang Bei asked Jia Rong for the rationale of having Social Committee under the Support Wing, seeing that it functions very much like a CAC Special Project. Jia Rong replied that Social Committee supports CAC by initiating activities that support bonding within the 3 wings of CAC and that the events Social Committee plans help further this cause.	
7.2.7.	<u>Proposal to extend the Q&A session</u> Proposed: Tan Ri Hui Joleen Seconded: See Jing Xuan	All
7.2.8.	Wei En asked Jia Rong what her definition of a successful Social Committee would be. Jia Rong mentioned that she would take feedback from the Member Clubs to gather response and see if the event was enjoyable as well as take cue from the turnout rate of Social Committee's events in gauging whether it is a success.	
7.2.9.	Jing Xuan queried Jia Rong on his previous question on feedback regarding Cynosure Ball. Jia Rong mentioned that the Designer Showcase introduced this year, while a good initiative, took the limelight away from the awards segment which was supposed to be the highlight of the event. She would like to tweak the Designer Showcase in a way so that it showcases more of CAC.	
7.2.10.	Adrena asked Jia Rong what the rationale is for having pageants in Cynosure Ball. Jia Rong mentioned that the pageant or model segment serves as an avenue to bond the different members from different wings during their training sessions as well as to attract audience to come down for the actual event.	
7.2.11.	Jonas asked if it is fair for Executive Committee members who are helping out for Cynosure to be charged the full ticket price as a paying audience member. Jia Rong mentioned that she will try her best to subsidise ticket prices for members who are helping out for the event.	
7.2.12.	Joey asked Jia Rong if she feels the Pageant segment is too competitive and whether having a competitive atmosphere is good for Cynosure ball. Jia Rong replied that the purpose of Cynosure Ball is to unite the 3 wings and foster opportunities for pageants to interact with others from different wings. If a situation were to happen where pageants feel overwhelmed by the competitive atmosphere, she would step in to speak to the pageants and try to de-escalate the competitiveness of the situation. Another	



	suggestion would be to change up the titles given out to the pageants as she feels this may be one of the reasons for possible competitiveness.	
7.2.13.	Joey asked Jia Rong on what titles would she suggest in the event she would want to change the naming of the current titles. Jia Rong mentioned that she would change the titles to something that acknowledges the growth of the pageant rather than their actual performance on the day itself.	
7.2.14.	Adrena clarified on her earlier question that the school does not allow pageant events to be organized. Liang Bei interjected and mentioned that the school has allowed pageant events, albeit it being highly discouraged.	
7.2.15.	Samuel asked Jia Rong if she could envision any other events that could serve Social Committee's objectives other than Cynosure Ball and Members Night. Citing the example of Bonding Day which is an ad-hoc event run by CAC Executive Committee which serves the same purpose, Samuel further questioned if Social Committee should take up the role of organizing Bonding Day. Jia Rong replied that she understood Bonding Day used to be under Social Committee's purview, however, if Bonding Day were to be taken up by Social Committee, this would mean her members having to burn both their winter and summer breaks and this might deter freshmen from wanting to join Social Committee due to the high commitments.	
7.2.16.	<u>Proposal to extend the Q&A session</u> Proposed: Gan Jia Hui Nicole Seconded: Cao Jian	All
7.2.17.	Joleen asked Jia Rong if she has any plans to further build up Members Night's attendance should she be elected, seeing that the event has been very well received for the past 2 years. Jia Rong replied that she will consider publicizing via the CAC Instagram page as well as using campus publicity platforms such as HEYTV. She also suggested holding social media competitions to spread word about the event.	
7.2.18.	Samuel asked Jia Rong if she would recommend to the incoming Executive Committee whether there is a need to hold Bonding Day seeing that its turnout is much less than Members Night. Jia Rong mentioned that Bonding Day is a good initiative that should be kept. To boost turn out rates, more publicity could be employed via social media accounts rather than just spreading messages.	
7.2.19.	Jing Xuan asked Jia Rong if it is fair that Social Committee members can be excused from taking up Bonding Day as one of their events due to the fact that this would mean them burning both their summer and winter breaks. However, members of the Executive Committee also burn both summer and winter breaks while carrying out their duties. Jia Rong mentioned her rationale of not wanting to tire her members as this might affect recruitment rates. However, Executive Committee members are already aware of this prior responsibility that they have to carry out.	
7.2.20.	Liang Bei asked Jia Rong how does she plan to increase the attachment rate of the Member Clubs to CAC so as to boost their participation at CAC events. Jia Rong mentioned that as she is sitting in the Directing Committee Meeting, she will do her best to reach out to Member Club chairpersons to encourage them to participate in CAC events by building a good rapport with them.	
7.2.21.	<u>Proposal to extend the Q&A session</u> Proposed: See Jing Xuan Seconded: Ang Jun Heng Sean	All
7.2.22.	Jing Xuan asked Jia Rong if the awards segment during Cynosure Ball served its intended purpose seeing that more than half of its awardees did not attend the event. Jia Rong replied that while it is not ideal that the awardees are not present to receive their awards as they should be the limelight, the committee will continue the tradition started this year by including vouchers for every award so as to incentivize attendees to attend.	



7.2.23.	Joleen asked Jia Rong if the turn out for Members Night is acceptable seeing that only 600 out of 2000 CAC Members or around 30% of the members are present. Jia Rong mentioned that this is a work in progress and there is definitely room for improvement.	
7.2.24.	Samuel asked Jia Rong if the price of the Cynosure Ball ticket is a hindrance affecting the turn out for Cynosure Ball and would she consider lowering the ticket price and hence the quality of the event so as to draw a higher turnout. Jia Rong replied that she agrees the ticket price is on the steep side, but members tend to be supportive of the pageantees despite the price as shown by the overwhelming response for tickets this year. Jia Rong further added that she does not see a need to lower ticket prices for Cynosure Ball due to the high demand for tickets.	
7.2.25.	Samuel asked Jia Rong if she is satisfied with the turn out for Cynosure Ball, comparing it to Members Night which saw the participation of more than 600 CAC members. Jia Rong replied that Members Night and Cynosure Ball are events of different nature and that the committee as much as they would like to accommodate more participants, are restricted by the venue as well as format of the event. However, she understands that the committee has been taking active steps to accommodate to the growing responses of Cynosure Ball by liaising with the venue.	
7.2.26.	Joleen asked for Jia Rong's response in a situation where one of the pageants were to pull out from the event without notice during the last few days leading up to the event. Jia Rong replied that she will let the pageants know that they are responsible for the guests that have invited over for Cynosure Ball and that she will ensure the pageants are aware of the responsibilities and consequences should they not turn up for the event.	
7.2.27.	Gege asked Jia Rong if she would put restrictions on the number of non-CAC guests who are attending Cynosure Ball seeing that the ratio of CAC members to invited friends and family has been on the decline. Jia Rong mentioned that she would not seek to restrict the number of guests the pageants can invite but rather look to find ways to increase and accommodate more participants. She will try to publicize the event to more CAC members by providing more incentives for them to attend as well as promotions via social media.	
7.2.28.	Jonas asked Jia Rong if she would consider replacing the pageant segment of Cynosure Ball with a talent show format. Jia Rong mentioned that currently pageants are able to work amongst themselves to come up with an original performance which is similar to a talent showcase. Should she be elected with social director, she would want to introduce new awards such as the best group performance award that places more emphasis on the talent rather than pageanting.	
7.2.29.	Jing Xuan asked Jia Rong if it is a good idea to keep trying to increase the number of participants for Cynosure Ball every year, seeing that there may not always be such a strong demand for tickets year by year and that venues may impose additional charges should the event not be able to hit the previously agreed upon amount of tables. Jia Rong answered that she would try and source for a venue which has more flexibility and would get a rough estimation of the number of attendees from CAC side before committing to the venue.	
8.	Orientation Director – Ong Shing He	
8.1.	Speech	
8.1.1.	Shing He used to be the Liaison Officer from Arts From The Heart, which gave her time to see the bigger picture of the CAC family, have a better understanding of each portfolio and how a Special Project would run behind the scenes.	
8.1.2.	Her past experience includes being the Class Chairperson, School House Captain, Class Representative to President of multiple clubs. She was also appointed as chief positions in camps.	
8.1.3.	She is responsible and loyal to all her responsibilities. Knowing that her weakness is her inability to delegate tasks to her committee, she tends to finish the tasks on her own to ensure that things would be carried out the way she	



	wanted. However, she understands that this took away their chance to inject new ideas and their chance to learn.	
8.1.4.	Delegation and empowerment would be what she would like to work on herself if she were to be elected.	
8.1.5.	She believes that as a fresh set of eyes and mind to the Orientation Committee, she could offer fresh ideas and be creative with her approach. She is not afraid to learn from scratch and is not afraid to admit that she does not know any better than anyone else do.	
8.2.	<u>Question & Answer Session</u>	
8.2.1.	Being a Main Group Leader of CAC TOP 2019, Liang Bei asked Shing He to evaluate TOP 2019 from the perspective of a MGL. Shing He mentioned that she received positive feedback from the freshmen regarding TOP and that as a sub-committee member, TOP has allowed her to interact with many other members across the different wings of CAC.	
8.2.2.	Jing Xuan asked Shing He what the purpose of CAC TOP is. Shing He mentioned that TOP provides a platform to ease freshmen's transition into university life by providing freshmen a pillar of support via the formation of new friendships.	
8.2.3.	Jing Xuan asked Shing He how will she ensure the freshmen forge strong friendships and are able to count on each other on support seeing that much of such friendships are forged after TOP is over. Shing He replied that as MGL, she took time during TOP to actively speak to freshmen and offer her advices as a senior, be it both academic related advices or where they can seek emotional help.	
8.2.4.	Jing Xuan asked Shing He how she will look to achieve this objective via the lens of a main committee member since she is running for the position of Orientation Director. Shing He answered that she would educate and train her GLs well to ensure that they are equipped with the necessary knowledge to integrate freshmen into NTU. She also mentioned that one of the criteria for her GLs would be that they need to be good influencers to the freshmen.	
8.2.5.	From the perspective of a Main Group Leader, Cao Jian asked Shing He to name 2 aspects of CAC TOP 2019 that she would like to improve on based on what she has seen and experienced. Shing He replied that she would like to foster a stronger relationship between the main and subcommittee members, one that is built on trust and also better the flow of communication within the main committee itself.	
8.2.6.	Jing Xuan asked Shing He how she thinks she can lead the next TOP planning committee in planning TOP seeing that she has never been a main committee member before. Shing He mentioned she is aware that she is lacking knowledge in this aspect but will seek advices from her seniors and predecessors to make up for her lack of knowledge.	
8.2.7.	Jing Xuan asked Shing He how she is expected to know what are the gaps she should take note of when planning TOP when she has no prior experience in this area. Shing He mentioned that despite being a subcommittee member with little knowledge of what the main committee does behind the scenes, she has taken time to find out what are the main responsibilities and jobscopes for each of the main committee portfolios. She also trusts that the previous Orientation Director will do her utmost in facilitating the transfer of knowledge.	
8.2.8.	Zi Hui asked Shing He how she plans to support the Chief Group Leaders portfolio seeing that they are usually freshmen and much of their tasks revolve around pair work, rather than working as a full portfolio. Shing He replied that her prior experience as camp chief and camp advisor puts her in a good situation to guide her fellow members and provide the necessary advice.	
8.2.9.	Zi Hui asked Shing He to comment on feedback garnered from the past TOP that the GLs were not given enough time to know each other, hence affecting the main committee's ability to assess their suitability as MGLs which may have led to unsatisfactory performance. Shing He responded	



	that as an MGL herself, she feels GLs could be given more headroom and that they should have an idea of the different Orientation Groups they are in as soon as possible so as to allow them more time and opportunity to bond amongst themselves.	
8.2.10.	Zi Hui asked Shing He if she would be receptive to the idea of recruiting subcommittee logistics officers. Shing He replied that she is not able to come to a decision at the moment and will discuss with her team the necessity of this subcomm logistics portfolio should she be elected.	
8.2.11.	Cheng Hui asked Shing He what she thinks CAC TOP has to offer to attract freshmen to choose CAC TOP over other TOP seeing that all TOP bear the same purpose of providing freshmen a smooth transition into university life. Shing He responded that one key draw factor may be how CAC TOP is able to attract performing arts enthusiasts and CAC TOP can serve as their gateway into further exposure into NTU performing arts scene.	
8.2.12.	<u>Proposal to extend the Q&A session</u> Proposed: See Jing Xuan Seconded: Lim Zi Hui	
8.2.13.	Zi Hui asked Shing He how she would like to promote CAC during TOP itself. Shing He responded by saying for the past 2 TOPs that she attended, there was the segment of CAC showcase where Member Clubs were given the opportunity to showcase their art forms and booths were set up to capture freshmen's attention towards CAC Member Clubs and Committees prior to Welcome Week itself. She added that she would like to continue this program should she be elected as Orientation Director.	
8.2.14.	Zi Hui queried Shing He how would she deal with the manpower and venue constraint issue that was brought up during the TOP main committee after action review. Shing He responded that such a problem could be avoided by arranging the TOP schedule in such that allows for more manpower to be freed up to facilitate this program.	
8.2.15.	Jing Xuan asked Shing He if she has any plans on how to further improve on the CAC Showcase, seeing that it has always been a topic brought up during past CAC rallies. Shing He responded that she wants to bring up the possibility of having Special Project and Support Committees introduce their initiatives via a video or presentation in front of the freshmen so that the booth promoters would not have to repeat the same thing multiple times to different freshmen. This would allow booth handlers to handle queries from interested freshmen rather than having to spend time introducing their event again over and over.	
8.2.16.	Liang Bei asked Shing He if she has any plans on how she intends to incentivize more Member Clubs to set up booths and promote during CAC Showcase seeing that some of the clubs may see it as a repeat of Welcome Week. Shing He replied that she would reach out to show Member Club some statistics of how the booth is useful towards recruitment with a heavy emphasis on the less popular clubs as this could be a good avenue for them to showcase their awards and achievements to the freshmen.	
8.2.17.	Jing Xuan asked Shing He how she intends to gather statistics on whether CAC Showcase is effective. Shing He mentioned that she will reach out to the respective Member Clubs that participated in this year's carnival to seek their feedback and see if the CAC Showcase has value added to their recruitment.	
8.2.18.	Liang Bei asked Shing He what her plan of action would be if Member Clubs were to respond that the CAC Showcase was not an effective platform for recruitment. Shing He responded that in this case she would seek to explore alternative methods to promote CAC.	
8.2.19.	Cheng Hui asked Shing He on her thoughts regarding the involvement of alumni in CAC TOP. Shing He replied that while alumni can be good advisors for freshmen, she would want to interview the alumni to ensure that their goals are aligned before allowing them to be part of TOP.	



8.2.20.	Cheng Hui asked Shing He what would be her course of action if said alumni were to turn rebellious during TOP since it would be hard for her to rein them in seeing that they are not undergraduates. Shing He responded that she would first speak to them to find out the reasons behind their behaviour and force them to leave TOP should she find the reasons as not satisfactory.	
8.2.21.	Sean asked Shing He if she thinks it is necessary to provide Member Club performers who are helping out for TOP with food and logistics transportation. Shing He responded that food is a given, but whether or not to provide for transportation would depend on her budgeting.	
8.2.22.	Zi Hui asked Shing He to list two elements from TOP 2019 she would remove for TOP 2020. Shing He mentioned that she would not implement a big change with regards to the games but this remains to be seen after discussion with her group of programmers should she be elected as the Orientation Director.	
8.2.23.	Nicole asked Shing He if she is ready to take on the position of Orientation Director seeing that she is already a key position holder of another club in Sports Club. Shing He responded that there is no conflict of peak periods and training dates when comparing CAC and the other club where she is a key position holder, thus she will give her utmost commitment to Orientation Committee should she be elected.	
8.2.24.	<u>Proposal to extend the Q&A session</u> Proposed: See Jing Xuan Seconded: Lim Zi Hui	
8.2.25.	Wei En asked Shing He if she has any particular preference on the period in which the camp falls, whether it be before or after hall and faculty camp. Shing He responded that this is a matter not at his discretion, but rather the decision on when TOP is held is under UOCC. However, Shing He responded that she would still very much prefer for TOP to happen at the very beginning of the Academic Year so as to capture the freshmen's attention.	
8.2.26.	Jin Xiang asked Shing He to evaluate the concept of having Seniors Attached in TOP. She explains that while Senior Attached exists as an extra pair of eyes to take care of the freshmen, she felt that there isn't a need to bring back the role of Senior Attached as the Orientation Groups functioned well without Senior Attached this year unless otherwise suggested by her team should she be elected.	
8.2.27.	Angie asked Shing He to rank her priority in terms of welfare and funding to the 3 main groups supporting TOP – freshmen, main committee and subcommittee. Shing He responded that she will rank in terms of Freshmen, subcommittee and main committee members. Freshmen deserves the greatest allocation of welfare and funding as the top priority because they are the main target audience of TOP. Secondly, subcommittee members would be the second priority as they are voluntarily putting in their time in helping TOP. Lastly, main committee would be the last priority as they are the organizers of the event and it is only right they prioritise the other parties that are helping out for their event.	
8.2.28.	Samuel asked Shing He if she would be receptive of the idea of opening up more slots for freshmen during CAC TOP. Shing He responded that she is receptive to the idea and would look at increasing the number of freshmen per orientation group.	
8.2.29.	Jing Xuan asked Shing He what the ideal senior to freshman ratio would be given that she intends to increase the number of freshmen intake. Shing He answered that the ideal ratio would be one senior to two freshmen.	
8.2.30.	Joleen asked Shing He what the role of an Orientation Director should be. Shing He replied that the Orientation Director is also the Chairperson of the Orientation Committee, and she would have to fulfil EXCO duties with CAC in mind.	
8.2.31.	Joleen clarified that the jobscope of an Orientation Director includes partaking in activities related to recruitment. Hence, Shing He was asked if the Orientation Director should be involved in Welcome Week, Welcome Tea and Recruitment	



	Drive as well. Shing He responded that it may be distracting having to organize this many events but it is only natural to participate if necessary.	
8.2.32.	<u>Proposal to extend the Q&A session</u> Proposed: See Jing Xuan Seconded: Cao Jian	
8.2.33.	Adrena asked Shing He how she plans to forge stronger ties between the freshmen and the seniors as mentioned in her nomination form. Shing He responded that Welcome Tea is the only platform whereby seniors and freshmen get to come together after TOP. Hence, she may tap onto this and add on another activity for them to bond further.	
8.2.34.	Sean asked Shing He what she felt about having a permanent name for TOP. Shing He responded that it was a good idea which could be worked on if she were to be elected.	
8.2.35.	Samuel asked Shing He how much of an after-TOP support is she going to provide her seniors with, in terms of OG dynamics and bonding. Shing He responded that she would make use of other events and prizes to entice OG to attend and encourage attendance to continue the bonding.	
8.2.36.	Zi Hui asked Shing He how she plans to split her portfolio. Shing He responded that she is inexperienced as a main committee member and would choose to let her vice-chairpersons be in-charge of the five different portfolios as she oversees and learn on the job. In semester 2, she could help to relive the workload by taking over one or two portfolios under the VCs care.	
8.2.37.	Zi Hui asked Shing He how she would manage conflicts across the portfolios. Shing He responded that she would talk to the people involved individually and understand the situation before coming up with a solution.	
8.2.38.	Zi Hui asked Shing He how she would motivate her members throughout the term given that other committees may end their events much earlier than the orientation committee. Shing He responded that this would be a factor of consideration for her during recruitment. However, if she does not have much choice during recruitment, she would allocate the tasks accordingly to make sure that the members remain occupied and find meaning in attending meetings. Communication is also very important to Shing He as she wants her members to feel comfortable to let her know when they feel overloaded.	
8.2.39.	Samuel asked Shing He what are the regulations that have been set in place regarding activities conducted during TOP. To the best of her knowledge, Shing He responded that emotional and physical safety, as well as the sensitivity of words used during TOP.	
8.2.40.	Jing Xuan asked Shing He what the role of ex-officios should be in the Orientation Committee. Shing He responded that their role would be to guide and offer their opinions on whether she is going on the right track.	
8.2.41.	Jing Xuan clarified with Shin He what she meant by "the right track". Shing He responded that it is understandable for the ex-officios and vice-chairpersons to have differing opinions on what "right track" meant for them but ultimately she would make the final decision to decide what is the "right track" after considering both sides.	
8.2.42.	Jing Xuan asked Shing He what would she do if the ex-officio of the Committee is as fresh and new to Orientation Committee as she is. Shing He responded that she would take this opportunity to check with the previous Orientation Director or seniors who have attended TOP for many years.	
8.2.43.	Justin asked Shing He what would the SOP be if an emergency issue was to arise. Shing He responded that if it was a physical emergency issue, first would be to look for help i.e. calling an ambulance but if it was an emotional issue, she would approach the relevant parties to understand the situation.	
8.2.44.	<u>Proposal to extend the Q&A session</u> Proposed: See Jing Xuan Seconded: Cao Jian	
8.2.45.	Shuo Ying asked Shing He if she thinks that it is necessary for the Orientation Director to be in EXCO if her focus was solely on TOP and why. Shing He responded that being in the EXCO exposes her to the member clubs, support committees and special projects which allows her to expose to her main	



	committee, sub-committee and further, to the freshmen. Hence, the involvement of the Orientation Director ensures that the information of the three wings would be relevant.	
9.	Assistant Financial Controller – Ernest Tan Yan Heng	
9.1.	<u>Speech</u>	
9.1.1.	Ernest past experiences include being the Vice-Captain of ACJC's Bowling team and holding a leadership position during his National Service, as he served in 1 st Commando Battalion.	
9.1.2.	Ernest believes in servant leadership, as he feels that the best way to lead is by helping others around him succeed, rather than succeeding alone.	
9.1.3.	Ernest is organized and disciplined, and he makes sure that the work assigned to him would be given due care and attention. He is also not afraid of a challenge but welcomes it instead as he is not afraid, and willing to learn from his shortcomings.	
9.1.4.	Ernest promises to be committed and would be willing to make sacrifices toward the betterment of CAC. He believes that once a commitment has been made, it should be carried out wholeheartedly.	
9.2.	<u>Question & Answer Session</u>	
9.2.1.	Joleen asked for the procedure in the event that the tickets were lost. Ernest answered he would talk to the club about why the tickets were lost. Then, he would ask the member club to make the police report immediately. They were to complete the report and furnished him with relevant details in the police report.	
9.2.2.	Liang Bei asked Ernest for pre-ticketing procedure. Ernest answered he would contact the sub-club to send him the ticket design at least 1.5 months before the event. Once their design has been confirmed on their side, they would send to him for confirmation first. When he did confirmation, he would check for GST registration number, required logos and other relevant information such as date, time, venue and price. He would also check for the serial numbers. Once the check was done, he would send it to NSS finance to be checked. After that, he would send to the tickets to the suppliers for printing. Once the tickets were printed and given back to him, he would hand chop all the tickets and send back to finance for final check. Lastly, he would send the tickets to the club.	
9.2.3.	Sean asked Ernest what would he do if the treasurer ran away with the money for the tickets. Ernest replied that he would firstly inform the President, the VPMC and the rest of the EXCO about what had happened. Then, he would try to contact the treasurer and understand what was happening on his side. In the end, he still believed that disciplinary action should be taken to the treasurer because the money did not belong to him but to CAC.	
9.2.4.	Sean clarified that the money belonged to the club not CAC. If the treasurer really ran away, the Chairperson of the club should be informed as well.	
9.2.5.	Joleen asked Ernest how he could value-add as a member of the directing committee meeting. Ernest replied that since he was not one of the Chairpersons, he would probably share and oversee the meeting together with the VPMC and HAGS. While the VPMC would be facilitating the entirety the meeting, and the Hags would be taking notes, he could try to help as much as possible.	
9.2.6.	Sean pointed out that Ernest mentioned AFC was a less demanding position. He asked Ernest whether AFC should take out 3 Ad Hoc projects instead of 2. Ernest answered that he needed to see the situation first. Just because it was less demanding, it did not mean that he did not give prior commitment. Maybe because it was less demanding, he would be given other tasks. In that sense, it would not be fair to assign extra work to him. If he had the capacity to take it up, he would try his best to help.	
9.2.7.	Wei En asked Ernest how he could support the Financial Controller. Ernest answered that AFC would be doing ticking while FC would be focusing on the claims side. If he was not busy, he could help with the claims and whatever it requires in terms of finance.	
9.2.8.	Adrena asked Ernest how he would remain bonded with the EXCO since the job scope of an AFC was highly independent. Ernest replied that if he were to be	



	EXCO, he would see the rest of the EXCO a lot more, especially during the meetings and the time that he had to work with them. He would pull out more time from his schedule to meet them.	
9.2.9.	Liang Bei asked Ernest for his response if the Chairpersons or Treasures asked for the rationales of filing a police ticket after the tickets were lost. Ernest answered that the tickets had monetary value, so it could be considered as losing money. If anyone lost money, he would go make a police report. On the other hand, because of how the records are kept such that there would be the amount of money received and the amount of ticket studs received. If there is a stud missing and the amount of the money was different, it would be easier when it comes to accounting and auditing purposes.	
9.2.10.	Justin asked how he could value add to the member clubs without tickets. As he would be part of DCM, he could still contribute in this way.	
9.2.11.	Joey asked for his response if the tickets were damaged, given that people had made payment. Ernest answered that there needed to be some other ways to account for those who had bought the ticket.	
9.2.12.	<u>Proposal to extend the Q&A session</u> Proposed: Justin Tan Seconded: Samuel Chan YingXu	All
9.2.13.	Samuel asked Ernest if he would consider adopting an e-ticket system. Ernest felt strongly about matters related to waste. He thought that an QR code could be provided, which was a faster and environmentally-friendly way.	
9.2.14.	Justin asked Ernest what would the procedures to propose the e-ticket system to the finance office. Ernest would firstly explain to the finance office about the waste generated. Then, he would propose the transition from papers to online platforms. Besides the advantages of being more environmentally-friendly, it would be easier for the accounting side to eliminate human errors.	
9.2.15.	Wei En asked for Ernest's response if the member clubs submitting the ticket design behind deadline and could not be sent for printing. Ernest replied that he would understand why they were late and passed the design to him. He would get the tickets printed out as fast as possible and feedback to the rest of the member clubs, so that they would be more wary next time.	
9.2.16.	Justin asked Ernest how AFC could assist FC regarding claims. Ernest replied that as AFC, he would work closely with the FC and understand his jobscope so that he could support and assist him.	
10.	Nominee for Honorary Assistant General Secretary – Lim Ting Wei, Sherleen	
10.1.	<u>Speech</u>	
10.1.1.	Sherleen is a year one Electrical & Electronic Engineering student.	
10.1.2.	Her past experiences include being a CIP leader in her secondary school choir for two years. Furthermore, she graduated with a Diploma in Engineering with Business as well as a Diploma Plus in Humanitarian Affairs. She also enjoys interacting with people from different backgrounds and have a passion for organizing.	
10.1.3.	If she were to be elected, she will assist to the best of her ability and form good work relationships with the other clubs, committees and EXCO members. She would also diligently attend events held and ensure that administrative duties are well-organised and submitted within the time frame given.	
10.1.4.	Even though it may sound boring and unimportant, Sherleen believes that it is crucial to ensure that the operation of the club runs smoothly and for meetings to be held accountable for.	
10.2.	<u>Question & Answer Session</u>	
10.2.1.	Sean asked Sherleen which were the tier 3 Member Clubs. Sherleen replied that there were no tier 3 Member Clubs in CAC.	
10.2.2.	Samuel asked Sherleen what exactly the tiering system is. Sherleen replied that the tier system is for the hall allocation system. Tier 1 Member Clubs include MJ hip hop, Contemp{minated}, Chinese Orchestra, Concert Engineers and Dragon and Lion Dance Troupe. For tier 1, the Chairperson and Vice-Chairperson both gets 9 points, main committee members get 7 points and the members get 3	



	points. For tier 2, Chairperson and Vice-Chairperson gets 7 points, main committee gets 5 points and members get 3 points.	
10.2.3.	Joleen asked Sherleen what she would do if the Chairpersons are constantly unresponsive, seeing as to how she would be liaising with the Chairpersons regularly and getting documents from them and how she would go about managing this. Sherleen replied that she would first reason with the Chairperson and understand why he or she is not replying her, whether he or she is too busy. If the situation continues, she would ask the VPMC for assistance and guidance as to how she should go about settling this problem.	
10.2.4.	Joleen asked Sherleen what she would do in the case that the Chairpersons of the Member Clubs do not respond to her at all. Sherleen replied that she would call them and constantly text them to remind them.	
10.2.5.	Kyu Houg asked how Sherleen would describe the role of a HAGS. Sherleen replied that the role of a HAGS as mentioned in her speech is quite important for CAC to run smoothly, because for every meeting, you would need a secretary to have meeting minutes, which will be audited by the school and the people need to be held accountable for. As for the other duties, the HAGS is in-charge of bonding the Executive Committee members as well as the Member Clubs Chairpersons and Vice-Chairpersons.	
10.2.6.	Kyu Houg asked Sherleen if there are other job scopes of a HAGS, be it in the Executive Committee or in the Directing Committee Meeting. Sherleen replied that she does not have any other job scopes to add on, but she strongly believes that bonding with the committee and taking part in CAC bonding day, doing up minutes and doing the Hall Allocation System and ECA records are the roles of the HAGS.	
10.2.7.	Kyu Houg clarified that Sherleen missed out a few of the job scopes such as assisting the VPMC in the VPMC office and also assisting the Honorary General Secretary.	
10.2.8.	Wei En asked Sherleen how she would ensure that she does not miss out any details of all the members of CAC as there are over a thousand of us. Sherleen replied that she would first double-check with the Chairpersons that they sent in the correct list of members. She would then create an excel sheet and key in the numbers from the various clubs so as to not miss them down. When she is keying in the point system, she can double check the names and details once again before sending it out. Once she sends it out, she will send out a message to the Chairpersons to let them know that their members need to check their points.	
10.2.9.	Liang Bei asked Sherleen what she would do if she realized that she missed out a member after the system has closed. Sherleen replied that she would first apologise to the member because it is a terrible mistake. Since the system has already closed, she would ask the Honorary General Secretary and notify the VPMC that she had made a mistake. She would then approach the school to see if it is possible to rectify whatever points that she forgot to key in.	
10.2.10.	Teng Liang asked for the nine dance clubs in CAC. Sherleen replied that there are only eight dance clubs in CAC.	
10.2.11.	Teng Liang asked Sherleen to list out the eight dance clubs in CAC. Sherleen successfully listed out all the eight dance clubs in CAC.	
10.2.12.	Justin asked Sherleen what the three main traits that the HAGS should possess and how she thinks she can value-add to it. Sherleen replied that the three traits a secretary should have are detail-oriented, patience and perseverance. Being detail-oriented is important especially when keying in the HAS and ECA records, she need to make sure that there are no mistakes made and that the points allocated to the members are all correct. Having perseverance is important as some members are unresponsive and the HAGS need to repeatedly ask them for replies. The HAGS cannot give up as once he or she gives up, everything would fail. Patience is important as everyone is working in a team.	
10.2.13.	Phoebe asked if the HAGS should be in charge of bonding within DCM since the Honorary General Secretary is in charge of bonding within the Executive Committee. Sherleen replied that the HAGS should be in charge of bonding in DCM.	



10.2.14.	Phoebe asked what plans Sherleen has with regards to bonding the DCM. Sherleen replied that they can meet up earlier for dinner and mingle amongst one another.	
10.2.15.	<u>Proposal to extend the Q&A session</u> Proposer: Justin Tan Seconder: Tan Kyu Houng	
10.2.16.	Kyu Houng asked would be Sherleen's course of action if the Chairperson of a Member Club goes to her to tell her about the problems faced by the club. Sherleen replied that she does not really have a say about the Member Clubs, but she would be a listening ear and redirect him or her to the VPMC as he or she is more of a superior who can guide them better.	
10.2.17.	Sean asked what Sherleen would do if a Member Club submit a main committee list to her for HAS point system input which does not adhere to the guidelines previously set. Sherleen replied that she would let the Chairperson know that it is unfair for the other Member Clubs if he or she were to do this. Unless there had been a special arrangement told to her by the VPMC, she would not allow that main committee list to be input into the system.	
10.2.18.	Samuel asked Sherleen what ideas she has for Joint Leaders Cohesion and how she would ensure that the dropout rate for Joint Leaders Cohesion is not high. Sherleen replied that they can hold Joint Leaders Cohesion on a day when more people will be free, such as during recess week. Sherleen replied that they can try out corporate bonding activities that require them to strategically think and get them to have more interaction so as to bond.	
10.2.19.	Zi Hui asked Sherleen what she would do if the Member Clubs Chairpersons do not respond to her simply because she is a freshie and the Chairpersons are mostly seniors. Sherleen replied that they should respond to her, however, if they still continue to be unresponsive, she would approach her VPMC for advice.	
11.	Nominee for Financial Controller – Tan Keigen	
11.1.	<u>Speech</u>	
11.1.1.	Keigen's weakness of overconfidence may lead him to judge certain situations incorrectly but his strength would be time management as he tends to arrange and organize his time well to strike a balance in his life. He will always be prepared and open to any challenges that arises as well.	
11.1.2.	His past experiences include being the president of a community service club.	
11.1.3.	If he were to be elected, he would use his management skills to allocate budgets accordingly so that activities could proceed smoothly. However, he views bonding within the executive committee as a potential challenge and would try his best to prevent conflict to overcome this challenge.	
11.2.	<u>Question & Answer Session</u>	
11.2.1.	Teng Liang asked Keigen what he meant when he mentioned that money issues are not a problem. Keigen replied that rather than money issues, working as a team is more important since all issues can potentially be solved together.	
11.2.2.	Cheng Hui asked Keigen what he would do if his predecessor runs away with the club funds. Keigen replied that he trusts his predecessor's character. However, should this scenario really happen, he would discuss the situation with both the incoming and outgoing President before taking any action.	
11.2.3.	Joleen asked Keigen what his course of action would be if a vendor were to blacklist the club after not having received payment despite being promised a credit term of 30 days. Kaigen responded that he will first take steps to de-escalate the situation with the vendor and then approach NSS Finance to check on updates with regards to the situation. Following which, he will provide an explanation to the vendor.	
11.2.4.	Joey asked Keigen what his course of action would be in the event reimbursements from NSS Finance were to be delayed and only come in after his term is over. Keigen responded that he understands from his seniors that the Financial Controller holds a 1.5-year term and that he	



	would do a proper handover to the subsequent Financial Controller so as to ensure all accounts are in order.	
11.2.5.	Joey further asked Keigen how he would answer to the respective treasurers if NSS Finance were to withhold reimbursements for an extended period of time beyond the usual timeline. Keigen mentioned that he would try to find out what is causing the hold up and try his best to expedite the process.	
11.2.6.	Justin asked Keigen what methods he would use to try and gain leverage against NSS Finance with regards to their slow reimbursement process. Keigen replied that he would not take a hard approach but try to find out what is causing the hold up.	
11.2.7.	Justin asked Keigen how he would try to involve the AFC more in his jobscope. Kaigen replied that he believes the FC and AFC should hold different jobscopes and that the FC handles matters that are more confidential in nature. In this aspect, he will only involve the AFC in matters he feels are less sensitive but will actively approach the AFC to help him in his work should there be a need.	
11.2.8.	<u>Proposal to extend the Q&A session</u> Proposed: Wong Liang Bei Seconded: Tan Ri Hui Joleen	All
11.2.9.	Cao Jian asked Keigen if he thinks there is a need for the Financial Controller to consult the respective Vice-Presidents of the different wings before verifying the claims as legitimate since they would be more in touch with their wing's expenses. Keigen responded that he will only seek clarification should he find that the particular claim be out of the ordinary.	
11.2.10.	Liang Bei asked Keigen what his course of action would be if NSS Finance were to be indifferent when vendors hard press them for overdue payment, knowing that vendors have actually blacklisted NTU before. She further added that the usual response from NSS Finance was that 'NTU will not run away'. Keigen replied that on his end, he will try to process his side of the reimbursement procedure as soon as possible so as to not cause any hold up and he believes NSS Finance would process the claims in a swift manner as they would not want to tarnish NTU's reputation as well.	
11.2.11.	Liang Bei asked Keigen what his plan of action would be if a Member Club were to request to review their financial records. Keigen responded that he will first check with his seniors if it is appropriate for him to furnish the Member Club with their financial record. He also feels that only the club's treasurer should be allowed to view the financial records as it is sensitive by nature.	
11.2.12.	Teng Liang clarified that Member Clubs have the right to request for their financial record since there is a financial archive held by the Financial Controller.	
11.2.13.	Teng Liang asked Keigen how he would process the club's claims if the ICS system were to be face an extended period of downtime. Keigen replied that if the claims are urgent, he will make a trip down to NSS Finance to seek ways on how to solve the issue. He will also try to submit hard copy claims if possible, rather than waiting for the ICS platform to get back online.	
11.2.14.	Sean asked Keigen if the Financial Controller should sit in the Directing Committee Meeting seeing that he handles the bulk of the claims from the 23 Member Clubs. Keigen responded that he feels it is only appropriate if the treasurers were to be sitting in for the meeting.	
11.2.15.	Justin asked Keigen if he has a workflow in mind to deal with the peak period in Semester 2, seeing that he has to process claims from more than 34 treasurers from the 3 wings of CAC. Keigen mentioned that since NSS Finance has adopted the ICS, all he needs to do is to verify the claims and receipts online.	
11.2.16.	Teng Liang asked Keigen what he would do if a Member Club were to request for large sums of money to use for venue booking. Keigen mentioned that he will first check if the request for funds is legitimate and if	



	<p>this request is within their budget. Should there be not enough funds, he will try and explore other means of funding from external sources and also consult the respective Vice-Presidents for advice.</p>	
12.	Nominee for Honorary General Secretary – Long Si Ying Dawn	
12.1.	<u>Speech</u>	
12.1.1.	Dawn has a passion to further the leadership and management, building on what she has done and continuing the good work of past committees. Also, Dawn believes that she is able to push herself out of her comfort zone when necessary.	
12.1.2.	She views being an introvert as a strength as she is able to understand how an introvert thinks and feels in different situations. This allows her to help other members in EXCO to feel more comfortable in new environments.	
12.1.3.	Dawn believes that she is a person who is fair and just, able to listen to all sides to a story before making a judgement, not being biased to any one side as there is always a balanced and all-rounded conclusion to things, and it is just a matter of understanding and perspectives.	
12.1.4.	Dawn acknowledges that she may be indecisive at times but this is due to the fact that she carefully considers through various aspects of things before coming to a conclusion.	
12.1.5.	Dawn would make slight changes to the current cohesion plans for the EXCO and hopes to ensure that rules made are followed closely so that everything runs smoothly with minimal hiccups. This would be done through a soft approach.	
12.1.6.	If she were to be elected, Dawn promises to do everything that she has mentioned, to the best of her abilities, to fulfil her duties with efficiency and minimal mistakes. She would also assist the Top 5 by providing valuable insights and ease their workload whenever possible.	
12.2.	<u>Question & Answer Session</u>	
12.2.1.	Liang Bei asked how Dawn would renegotiate the clashing roles of the Honorary General Secretary, them namely being in charge of organizing cohesive activities as well as being responsible for all the disciplinary actions of the Executive Committee. Dawn replied that it is very important that from the very start, when the committee is formed, for one to lay out all the rules and regulations so that they are aware of what they should do and can do, and what they should not do, and this would ensure that there is a line between having fun and doing work. As for the welfare manager role, Dawn thinks that it would be very important for the Honorary General Secretary to mingle with the rest of the committee so as to understand them on a more personal level, so that it will be easier for the members to approach the Honorary General Secretary if they were to have any problems.	
12.2.2.	Jing Xuan asked if Dawn thinks that the Honorary General Secretary, being the head of secretariats, should have the rights to issue warning letters to underperforming secretaries under her jurisdiction. Dawn thinks that issuing letters of warning is an appropriate action for the Honorary General Secretary to carry out as the Honorary General Secretary is in charge of all the other secretaries, so technically they are under the Honorary General Secretary's surveillance. In the case whereby after repeatedly probing the secretaries to carry out their duties correctly, Dawn thinks that it is an appropriate step to issue the letter of warning so that the secretaries are aware that there is actually an effect to not doing their jobs well.	
12.2.3.	Liang Bei asked for the uses of warning letters and asked if the warning letters actually serves any purpose, given that there are no tangible effects to the individuals who receive the warning letters. Dawn replied that to the best of her knowledge, if an individual receives more than 2 or 3 letters of warning, it is appropriate for the President of CAC to dismiss the member. Even though individual letters of warning do not have any tangible effects, Dawn thinks that it is a fair warning for the member who receives it, so that the member will understand that repeatedly creating trouble or does not fulfil her duties, will result in a severe consequence. It is also a proper paperwork procedure to present to the school, in the event whereby there is actually a dismissal of a member.	
12.2.4.	Liang Bei asked when it would be appropriate to issue a letter of warning to any member of CAC. Dawn replied that letters of warning should not be issued just	



	because the member does not turn up for one event or one meeting, it has to be after a member continuously does not turn up for meetings or repeatedly ignoring warnings that were already given to the member previously. After a few times of using the soft approach, a letter of warning should then be issued.	
12.2.5.	Shuo Ying asked for two things Dawn wants to learn from and two things she wishes to improve on, with respect to the Honorary General Secretary during her term in the 28 th Executive Committee. Dawn replied that two good thing done was firstly, the Honorary General Secretary of the 28 th Executive Committee really tried her best to interact with each and every single member so that she can understand them better as individuals in the Executive Committee. Secondly, the Honorary General Secretary is very diligent in sending out reminders to the rest of the Executive Committee so that there would not be any excuse for them to forget anything that they are suppose to do. As for the bad things, Dawn firstly thinks that the Honorary General Secretary might have been a little too nice at times, especially when there are instances whereby she could have been more stern, that could result in the members take her niceness for granted.	
12.2.6.	Liang Bei asked for Dawn's approach if a member of the Executive Committee comes to her saying that he or she has a problem with one of the Top 5 members and requested for Dawn to not share it with the Top 5. Dawn replied that in the case when such a situation arises, the first thing that she would do would be to approach that particular member and to understand what is it that the particular member is not happy about with the Top 5 member. Dawn would also let the member know that it is actually better for Dawn to relay the message onto the Top 5 member, after understanding the situation from the member's point of view, as they are all working together as a team in the Executive Committee and it would be important for any misunderstandings to be resolved as soon as possible. Dawn states that she would still be bringing the issue back to the Top 5, but only after she had informed the member of her intended actions.	
12.2.7.	Liang Bei asked what if the member insisted that Dawn does not tell any of the Top 5 members. Dawn replied that she would still just have to ensure that the member understands that at the end of the day, they would all be working together for a year or so and if there were to be a misunderstanding that is progressively getting worse, it would just affect how they are going to work together as a team and no one would be happy. Hence, Dawn would still bring it back to Top 5.	
12.2.8.	Sean asked if Dawn is able to list out all 23 Member Clubs. Dawn successfully names all 23 Member Clubs.	
12.2.9.	Jing Xuan asked how Dawn will work with the incoming potential Top 5 if she were to be elected, considering how three out of five of them were not previously from the 28 th Executive Committee. Dawn replied that in order for them to work together, it is very important that in the case whereby they are all elected, they would have a meeting together where they list out all the goals for the term and slowly work towards understanding each other throughout the year. Dawn does not think that working together comes naturally overnight and it takes time for them to be able to understand each other.	
12.2.10.	Liang Bei asked Dawn how she would be able to value-add as ex-officio for the Special Projects, considering how she does not have any prior experience in the Special Projects. Dawn replied that even though she does not have any direct experience in the Special Projects, the past year in the 28 th Executive Committee had opened her eyes to how the Special Projects work. Dawn also replied that even though she might not know all the minute or definite details of the Special Projects, she would definitely approach the incoming directors to understand more about how the Special Project works, what are some things that they want to achieve and what are the things to take note of, and to learn from her predecessor, in the case that she is elected.	
12.2.11.	Nicole asked Dawn what the relevance of meeting minutes is. Dawn replied that the meeting minutes are a way for the committee members to note down the meeting contents so that when they need to refer back at a later date, they can easily go back and find the meeting minutes that were previously done. It is also	



	to ensure that the committee and its members are accountable for whatever is said during the meeting. Dawn thinks that this is especially important because the meeting minutes are audited by the school.	
12.2.12.	Nicole asked Dawn if she thinks that the efficiency at which meeting minutes are disseminated can be improved. Dawn replied that meeting minutes can and should always be sent out a day or two before the meeting. However, this boils down to the workload of the Honorary General Secretary and the President, as the President has to vet through the minutes, in the case of the Executive Committee.	
12.2.13.	Samuel asked if sending out meeting minutes a few days the meeting is sufficient since the point of meeting minutes is actually to keep people up to date about the meeting, and the period between one Executive Meeting to the next is about one to two weeks. If the members were to get the information a week or so after he or she is supposed to get the information, it would defeat the purpose. Dawn replied that important information from the previous meeting would be the duty of the Honorary General Secretary to note down and to remind the rest of the members even before the meeting minutes are sent out. As a result, the meeting minutes are not necessarily needed to inform or remind members of what they need to know or do.	
12.2.14.	Samuel asked what the point of the meeting minutes are. Dawn replied that is it to ensure accountability of each and every issue that has been mentioned in the meeting. All members of the committee will know that everything they say are being noted down in the meeting minutes and will be audited by the school.	
12.2.15.	Nicole asked if all secretaries are then needed to send out messages with important information from the meeting two days after the meeting ended, and how Dawn intends to ensure that all secretaries follow this, if she were to be elected. Dawn replied that this is a very important aspect that secretaries should take note of, especially because they are the ones taking note of all the important dates and things to do. Hence, Dawn mentioned that it is something that she wants to try to implement if she were to be elected. Answering the second question, Dawn replied that she would brief all the secretaries on their duties and meeting minutes formats during the secretarial briefing, and this would be the platform where she informs the secretaries about this.	
12.2.16.	<u>Proposal to extend the Q&A session</u> Proposer: Tan Ri Hui Joleen Secunder: See Jing Xuan	All
12.2.17.	Joleen asked how Dawn intends to keep all the logistics required, especially during peak period in semester 2, when all the sponsored items are brought into CAC room, given that the CAC room is under the Honorary General Secretary's jurisdiction. Dawn replied that she is aware of the peak period whereby EWP items are brought into the CAC room as seen in her previous term. She thinks that the only way is to ensure that only things that are necessary are kept in the CAC room and all other things that can be removed are already removed beforehand. She also added on that, if anything can be placed in the storeroom, they should be taken out of CAC room, prior to the peak period. She thinks that because the EWP items are not placed in the CAC room for a significantly long time, it is okay for them to be there during that time.	
12.2.18.	Nicole asked Dawn if it is fair to restrict committees in terms of the size of their decorations, as to whether they can place them in CAC room. Dawn replied that the different committees, if they were to have large and significant amount of decorations and items, they should let the Honorary General Secretary know, so that he or she is able to take note of what should be in CAC room and what should not be in CAC room. Dawn thinks that the Honorary General Secretary needs to know what needs to go into the CAC room in order for him or her to plan out what should go where.	
12.2.19.	Kyu Houng asked if Dawn thinks that formation of cliques in the Executive Committee aids in bonding, and why or why not. Dawn thinks that it is impossible to prevent cliques from forming in committees as people naturally stick to people whom they are comfortable with. As to whether the formation of cliques will help with bonding, it depends on how the clique is. If it were to go to the extent of the	



	clique being exclusive, then the formation of cliques would not help with bonding of the Executive Committee. Steps should be taken to prevent the cliques from being exclusive.	
12.2.20.	Kyu Houg asked Dawn, if she knew that there was this clique that was being exclusive within the Executive Committee, what would she do. Dawn replied that in the case whereby this happens, she would approach the group of people who are being exclusive first as she thinks that sometimes, the group might not be aware of how their actions look like from an outsiders' point of view, and even though the things that they do they might not think that it is being exclusive, people might view it as being exclusive. Hence, Dawn thinks that it is very important to first let them know that their actions do not sit well with the rest of the Executive Committee, and then encourage them to mingle more with the rest of the people, since the point of them being in a committee is to make new friends and talk to more people.	
12.2.21.	Kyu Houg asked if Dawn have any fresh initiatives in mind to bond the Executive Committee. Dawn replied that she does not have any fresh new ideas that she can generate on the spot to facilitate bonding within the Executive Committee. Dawn thinks that a few initiatives that the previous Honorary General Secretaries have done consisted of having dinners with the Executive Committee before meetings and the shuffling of seats during meetings. Dawn thinks that these are good and substantial things that can carry on throughout the next terms.	
12.2.22.	<u>Proposal to extend the Q&A session</u> Proposer: Samuel Chan YingXu Seconder: Ang Jun Heng Sean	All
12.2.23.	Samuel asked what Dawn would do in order to rectify the situation of sour working relationships between people whom were "rejected" or people leaving CAC due to the fact that CAC holds informal sessions to get to know potential incoming candidates who indicated interests in running for certain positions in the Executive Committee. Samuel also asked how Dawn would handle succession in the next term if she were to be elected. Dawn replied that firstly, with regards to the "rejected" candidates, during the sessions to get to know the potential incoming candidates, it is extremely important for them to know and understand that they are just potential candidates and that nothing is set in stone until after the elections. Dawn thinks that this is a very important point to note, especially since they are just potential candidates, so they were to truly understand that fact, there should not and would not be much of a "sour relationship" when they are working with other people. It is also very important to note that at the end of the day, everyone in CAC is working towards a common goal and no matter the position that one holds or the job scope that one has, everyone is trying to work towards a common goal and if the person truly wants to work towards that goal, Dawn does not think that there would be any issues. As for the second question, Dawn replied that if she were to be elected, the issue of succession at the end of the day, still boils down to the fact that anyone can run for any position that they want to. As for the informal get-to-know-you session, this is just the Executive Committee trying to understand and find out if the people are interested in running for a position in the Executive Committee, and in the end, whether or not they run for the position, is still entirely up to them. Hence, she does not think that there are any concrete plans for succession.	
12.2.24.	Kyu Houg asked if the Member Clubs wing should be required to do meeting minutes. Dawn replied that in her opinion, the Member Clubs do not need to submit meeting minutes as they are more focused on their trainings and furthermore, there is the Directing Committee Meeting, where all the Chairpersons of the Member Clubs are involved and if there are any issues that they would like to raise, they would raise them up during the Directing Committee Meetings, which has its meeting minutes recorded.	
12.2.25.	Shuo Ying asked what the relevance of the CAC Alumni Homecoming is and who should be taking charge of this initiative. Dawn replied that the CAC Alumni Homecoming is a good initiative that was started in the 28 th Executive Committee as it is a good platform for the different batches of CAC members to gather. This	



	<p>way, they can be more involved even after they have graduated. As to who should take up initiative for this CAC Alumni Homecoming, Dawn thinks that the Honorary General Secretary is a suitable position to take up this initiative because the other Vice-Presidents they each have their own wings and different issues that they have to take care of, so it should be the Honorary General Secretary's responsibility to try his or her best to arrange and to settle this CAC Alumni Homecoming.</p>	
12.2.26.	<p><u>Proposal to extend the Q&A session</u> Proposer: Samuel Chan YingXu Seconder: Tan Ri Hui Joleen</p>	All
12.2.27.	<p>Shuo Ying asked Dawn if she thinks that the Honorary General Secretary should be the contact point for the CAC Alumni and the current batch of CAC members, given that there is actually a CAC Alumni Association. Dawn replied that as far as she knows, the CAC Alumni Association is not widely known by people, so perhaps something that can be done is to make it more known to people that there is actually such a thing as a CAC Alumni Association. Dawn thinks that the Alumni Affairs Office have the connections to the different batches of CAC Alumni, so the first contact point should actually be the CAC Alumni Association, once it is fully started up and fully made known to everyone. However, the Honorary General Secretary can perhaps craft messages to be blasted out to these Alumni through the CAC Alumni Association.</p>	
12.2.28.	<p>Angie asked how Dawn will ensure that each and every Executive Committee member will put in the same amount of effort for the events or Ad Hoc Projects that they are assigned to, considering how the Honorary General Secretary is the discipline master in the Executive Committee. Dawn replied that in her term in the 28th Executive Committee, one thing that was done by the Top 5 was that they evenly spread out different Ad Hoc Projects according to the busy periods of all the different members. By avoiding the busy periods of the Executive Committee members, it is easier for the members to put in more effort into the projects they are assigned to. As discipline master, Dawn thinks that it should be made known to the rest of the Executive Committee from the start, what are their roles and one of them is to plan and execute Ad Hoc Projects, so they should already know that this is part of their job scope. Dawn thinks that the discipline master just needs to take note throughout the term, which member of the Executive Committee is slacking off and not doing his or her job, and to approach the member early on to ensure that he or she knows that they should be doing their work. A lot of things need to be made known to them from the very start, in order for things to not go wrong.</p>	
12.2.29.	<p>Kyu Houg asked Dawn what the significance of the Honorary General Secretary being in the Top 5 is. Dawn replied that to her knowledge, the Honorary General Secretary is supposed to be the neutral party, so being in Top 5 would ensure that all the different issues brought up and matters that arise, have someone who is a neutral party, so that there is no bias towards a particular wing, so that things can be resolved fairly.</p>	
12.2.30.	<p>Kyu Houg asked Dawn how she is going to strike a balance between maintaining discipline and ensuring that work gets done, as well as ensuring that the working relationship is well-maintained. Dawn replied that this all boils down to laying out the rules that the Executive Committee has to follow right at the start of the term. This would be the soft approach, to let the members know their duties beforehand and to let them know what they should be doing throughout their term. As to strike a balance between having fun and ensuring that work gets done, Dawn thinks that there is a very fine line between that, but as long as people understand fully what their role as an Executive Committee member is, having fun while completing their work will not be as big of an issue.</p>	
12.2.31.	<p>Liang Bei asked Dawn what the rationale behind the CAC room being under the Honorary General Secretary's jurisdiction is. Dawn replied that firstly, CAC room is a safe place for all CAC members to do their work and carry out meeting sessions, and since there are so many members in CAC, and them being in different wings, it is only fair that the Honorary General Secretary has jurisdiction over the CAC room as the Honorary General Secretary being the neutral party,</p>	



	would not be bias towards a certain wing of CAC and it would be a fair way to say that booking of the CAC room is on a first come first serve basis.	
12.2.32.	Joleen asked Dawn how she would handle directors who puts in effort only for their own projects but do not care about their Executive Committee duties. Dawn replied that she would be answering the question, assuming that this is the case even after making sure that they understand all their Executive Committee duties, which should have been told to them right from the start of the term. In the case whereby even after telling them repeatedly, Dawn thinks that after the soft approach have been used but does not work, the only way is to use the hard approach and issue a letter of warning, so as to let them know clearly that there are other aspects of their job scope other than being directors of their own Special Projects.	
12.2.33.	Sean asked what Dawn would do if a member of a Member Club goes missing in action after the ECA records and HAS points has been keyed in. Dawn replied that the VPMC would have a larger say as to what happens to the particular member that goes missing in action after the ECA records have been keyed into the system. Dawn thinks that the VPMC would have a greater understanding of what is the situation in the Member Clubs and what their job scopes are like. The Honorary General Secretary would not have as large a role to play but he or she can advise the VPMC on what should be done, seeing as to how the Honorary General Secretary is a neutral party and has understanding of all sides of the story.	
12.2.34.	Sean clarified that actually if such a situation were to happen right after the ECA records have been keyed in, it is still possible for the records to be removed. If after giving them warning letters, and after expulsion of the member, you can still remove the records even after the system closes.	
12.2.35.	Samuel asked Dawn, if she were to be elected, and is now a Top 5 member, if she would invite the potential incoming Top 5 members of the next Executive Committee to sit in the informal meeting to get to know the other potential candidates, and if they will get any decision-making power, and what gives these unelected members of the next Executive Committee the right to decide on behalf of the previous Executive Committee who should have the backing of the people, to run for the position. Dawn replied that firstly, since it is just an informal meeting of potential candidates, Dawn does not see why the other potential candidates should not be allowed to sit in this meeting, because at the end of the day, nothing is set in stone, and even if they go for this informal meeting, it does not mean that they are definitely going to rerun for the position, or definitely going to get the position. And as mentioned by Samuel, this is just an informal meeting, they are not choosing the next candidate and they are not setting it in stone that the particular person is going to get the position that he or she is thinking of.	
12.2.36.	<u>Proposal to extend the Q&A session</u> Proposer: Samuel Chan YingXu Seconder: Gan Jia Hui Nicole	All
12.2.37.	Samuel asked Dawn in the situation where there are two potential candidates for every single position in the Executive Committee, if would they all be invited to the informal meeting of getting to know who are interested in running for any of the positions in the Executive Committee. Samuel also asked, in the situation whereby there is only one candidate for a particular position, if it would be appropriate to tell him or her that he or she is not suitable for the position. Dawn replied that this informal meeting is not a preliminary vetting of candidates as it is just a session to get to know who wants to run for which position, so Dawn does not see a problem as to why potential candidates cannot sit into this informal meeting because it is just a get-to-know session. The informal meeting is not setting anything in stone and it is not saying that a candidate will be chosen by the end of the session. Dawn also replied saying that any unelected potential candidate do not have the right to say who the next incoming director should be, because they are just potential candidates and they are not confirmed yet. As for the second question, Dawn replied that the informal meeting is not a vetting session and not an interview, it is just simply a get-to-know session, so there is no such thing as rejecting the candidate or accepting the candidate.	



12.2.38.	Jonas asked if there is a line to be drawn between keeping some things confidential and letting the whole Executive Committee know about the issue. Dawn replied that personally, there are some things that can be shared amongst the Executive Committee and certain things that should be kept private between the people whom are involved in the issue or particular situation. It depends on what the situation is and how severe the situation is. Dawn thinks that it is only possible to be judged as to whether the situation should be shared or kept private when it arises and the whole situation is understood. It is difficult to say right now whether she will be keeping things private or shared with the rest of the Executive Committee.	
12.2.39.	Teng Liang asked Dawn what her level of involvement should be as an ex-officio, given that she does not have any prior experience in any of the committees. Dawn replied that she thinks that whether or not she had prior experience in any committees should affect the level of involvement of the ex-officio in a certain Special Project for example. She thinks that the role of an ex-officio is just to provide advice and to provide any assistance that the committee requires, and at the end of the day there is no decision that should be made by the ex-officio, but rather the decisions should be made by the specific Special Project directors. Dawn also replied saying that since she does not have any prior experience in any committees, it is even more so that the ex-officio should not make any decisions as she has not gone through the whole experience of being in the committee or Special Project and the director themselves would have a better understanding and greater level of experience.	
12.2.40.	Teng Liang asked Dawn when would be the time for her to step in. Dawn replied that the only time when the ex-officio should step in is when there are glaring issues or when things are glaringly wrong in the Special Project. Dawn also replied saying that the method to step in would simply be to provide advice, telling them that certain actions are not supposed to be done or not following the rules and regulations of NTU and CAC. The ex-officio should also ensure that the final actions of the committee are agreeable with the rules and regulations.	
12.2.41.	Teng Liang asked Dawn, if both parties of an issue have valid reasonings, what would be her method of resolving the situation. Dawn replied that she strongly believes that there is no one right answer when a conflict arise, as mentioned in her speech, and there is no definite right or wrong as to the issue, as people all have different perspectives and from their own perspectives, they will definitely have a solid reasoning for their actions. At the end of the day, Dawn thinks that it is very important to understand both sides of the story and to know the perspectives of both sides before trying to find a common ground that both parties can agree on.	
13.	Nominee for Vice-President (Events Management) – Phyllis Ng Su Zhen	
13.1.	<u>Speech</u>	
13.1.1.	Phyllis strongly believe that her experiences have taught her many valuable skills that she would definitely put to use, and also to serve as motivation throughout her term if she were to be elected.	
13.1.2.	Instead of trying to make extra time, Phyllis ranks tasks based on priority, urgency and importance and find free slots of time to split up and complete tasks assigned.	
13.1.3.	Her past experience includes serving before entering university, in the student council for 2 years and in the executive committee for a year.	
13.1.4.	Phyllis hopes to be one whom the Special Project Directors can rely on, as they work together to achieve greater heights for each individual Special Project and attain the collective goal of increasing member club exposure.	
13.1.5.	She hopes to learn from her best friend, her role model, and push herself to grow to be a better version of herself if she were to be elected.	
13.2.	<u>Question & Answer Session</u>	
13.2.1.	Jing Xuan asked Phyllis how she would be able to advice the Chairpersons of the Special Projects considering her lack of experience in a role that is of chief level and above, and that her previous leadership experiences may not be applicable since CAC is a much bigger organization. Phyllis believes that her prior leadership experiences will nonetheless still prepare her for what is to come	



	<p>ahead. If she were to be elected, she would definitely try her best to find out more about the inner workings of each individual special project. She will also talk to each incoming SPD as well as approach their predecessor to find out what were some of the things that were well done and some things that could be improved on and to clarify with 28th VPE when unsure. She also added on that she has always tried her best to not just fulfil own responsibilities but to observe what the chief role or other portfolios are doing so that she can better understand how she can insert myself into the situation and help out as best as she can.</p>	
13.2.2.	<p>Liang Bei asked Phyllis what the aims of each special project are. Phyllis reiterated that Special Projects serve the main purpose of increasing exposure of member clubs, as well as to bring the name of CAC to the greater NTU community and to the public. For AFTH, she believes that it is the link to society that CAC has, so it is focused on giving back to society in terms of raising funds for charity, while providing a platform for member clubs to perform at an external venue. She explained that CS is an avenue to show people that talents are not just restricted to what we have in the member clubs and encourage people with other performing arts and cultural capabilities that are not encompassed within our 23 member clubs can also come forward and take part in this talent competition. Members of existing member clubs can also use CS as an opportunity to grow and develop in their own ways. She emphasized that JDC brings together the 8 dance clubs and gives them a platform to collaborate with each other. It celebrates this unique and rewarding experience of having 8 different dance styles come together that Phyllis hopes to communicate to the dance chairpersons if she were to be elected. She explained that NAF is the representative arts festival of NTU itself and tries to bring as many arts and cultural groups under the festival umbrella in this wide scale event. For Orientation Committee, the TOP is the freshmen's gateway to NTU and to CAC. Through this programme, they will be able to find out more of what CAC offers.</p>	
13.2.3.	<p>Liang Bei thanks Phyllis for her answer and recalls that since Phyllis has spent most of her undergraduate life with CAC, she would have been to most, if not all of CAC's special project events. Based on the aims previously mentioned, Phyllis is asked to evaluate the events she have attended and whether these events have achieved these aims. She mentioned that she was present for all the events in the 27th year but was only physically present for TOP in the 28th year and expressed her regrets. Basing her answer off her following of the special projects on social media postings and recounts of her other CAC friends who have been to the event, she also approached some of her friends to ask about how the events went. To the best of her understanding, AFTH attempted a somewhat new style of having the event for two days, and she thinks it was very successful because the funds raised for charity was a large amount compared to previous years. They also removed the run and focused solely on carnival. The carnival brought in a lot of arts elements and gave member clubs an avenue to perform in a shopping center which has high human traffic, so it was pretty beneficial for them. For CS, Phyllis saw that audience participation was much higher compared to the previous year. They had a semi-finals component which was very popular among the audience members, which translated to a higher audience rate for grand finals. As for JDC, it has always been sold out and she thinks there was even greater demand this year for tickets. Phyllis then proposed that JDC can look to increasing the number of shows to cope with this demand. As for NAF, they had even more activities under their festival umbrella, actively promoted the workshops that were available, collaborated with many more new external parties. The components that they had – art-verse, immersion night, external element – all had relatively high audience participation and many people went down to support the event. Some feedback she gathered was that it was all very chill and people managed to get a lot out of these events. Most workshops sign-ups were full. As for OC, sign-up rates were declining or stagnating these few years, but the freshmen enjoyed it thoroughly. If she were to evaluate, she would say that the communication this time was not as clear to subcommittee members, of which she was one of them. Throughout the camp, she never really</p>	



	knew what was coming but felt that it was a very fun experience for everyone that was involved overall.	
13.2.4.	<u>Proposal to extend the Q&A session</u> Proposed: See Jing Xuan Seconded: Tan Ri Hui Joleen	All
13.2.5.	Samuel raised a recent issue about how NTU is implementing a leadership programme where SPD (AFTH) and SPD (NAF) are treated on the same level as CAC's top 3, based on the leadership development programme as impactful leaders while the other SPDs and the rest of the EXCO will be considered as emergent leaders. Samuel then asked if it is fair to other SPDs and other elected exco members, since the school is considering them at a lower level of leadership. Phyllis clarified that this programme is new and answered based on her limited knowledge. She hypothesized that it could be that these two projects hit the school's KPI. If she were to be elected, Phyllis would find out what the school's classification system is and try her best to fill their gaps in knowledge with regards to CAC's organisation structure. She further hypothesized that, if she is able to reason with them, this shouldn't be an issue with the other SPDs. However, if the school takes a very strong stance, in the event that crowd numbers and event outcomes are an indicator, each SPD can try to work towards an event that can garner this crowd size. Ultimately, the end goal of each special project is to increase their reach in terms of greater NTU community and public.	
13.2.6.	Joey asked Phyllis if she has any potential ideas on how to improve the foundation of CS and allow it to be better given that it has only been hosted for two years, if she has a vision for CS and how she thinks it will fare this year given the dwindling in popularity of talent competitions. Joey also added on and asked if hosting the Grand Finals in NYA is a good idea since it was only 35% filled, even though it was an increase from the previous year. Phyllis answered that her potential ideas will target the two main challenges that CS faces, which are audience numbers and people who audition. Her first suggestion was to shift Grand Finals from a weekend to a weekday, to capture the crowd that is already in school to attend the event and support their friends. If she were to be elected, this would be something she would do for audience participation rate. To increase sign up rates, the issue of having people conform to standard categories of talents can be tackled by pushing publicity materials that showcase other forms of less common talents, to bring the message across that CS is a talent competition that takes in all talents. In the long run, Phyllis envisions CS to be NTU's Got Talent, where many different talents and non-conventional artforms will audition and get through to the Grand Finals. Since CS started targeting NTU students, there might be an increase in people who sign up since they have gotten a few at how CS is like after the first year. Lastly, Phyllis feels that having the location in NYA is a good idea for a talent competition like this, since it provides participants with a professional stage and will encourage them to return or encourage audience members to sign up in the next year because of the scale of the venue and the potential it has to house crowds. Joey eventually clarified that sign-up rates do not affect audience rates since the number of participants at semi-finals and grand-finals are fixed, and the quality of performances are more important than the quantity.	
13.2.7.	<u>Proposal to extend the Q&A session</u> Proposed: See Jing Xuan Seconded: Tan Ri Hui Joleen	All
13.2.8.	Jing Xuan asked Phyllis if she knew what year AFTH is in this year, and clarified that history is important because it helps to set a future direction based on past objectives and that AFTH used to be called CAC External Performances. However, in recent years, it has seemed to deviate from this aspect in recent years, to which Jing Xuan asked Phyllis for her take on AFTH focusing on carnival part rather than external performances part. Phyllis explained that the carnival element is a way to draw crowds to the event area which houses the stage. Based on previous events where game booths were situated close to the	



	<p>stage, Phyllis believes that it has the capacity to retain crowds at its general area so crowds will pay attention to on stage performances. Additionally, big commotions while people play games can also draw passer-by to the area and member club performances can attract and encourage crowd to stay and watch the performances.</p>	
13.2.9.	<p>Joleen asked Phyllis for her course of action if one of the dance clubs decide not to do JDC. Phyllis answered that she would first try to find out their rationale in not taking part in JDC and pitch to them that JDC has always been a collaboration between all 8 dance clubs in CAC. Pulling out as an entire club will affect the morale of not only the other dancers but the main committee members. This will also greatly reduce their exposure to NTU community. If they are withdrawing because they have other commitments to focus on at that exact same point in time, Phyllis could propose that they reduce the number of dancers involved in JDC so other dancers can be redirected to the other commitments that they wish to adopt. Joleen further clarified that this could work if it was just one dance club, but not if 5 dance clubs want to pull out. Phyllis explained that for something to reach that stage, relations between organising committee and dance chairs were misunderstood or not done in a good way. If she were to be elected, she will try my best to mediate this situation and sincerely apologise that they have to go through such an experience. Hopefully she would be able to propose to them again the entire idea of JDC and with increased benefits for their dancers and overall better experience through this collaboration, and they will come on board again and give the committee a chance.</p>	
13.2.10.	<p>Zi Hui recalled the feedback Phyllis previously mentioned about the lack of communication between subcommittee members and main committee members and asked her how she could work on this together with the incoming Orientation Director, as well as how she would deal with the issue of stagnating sign-up rates. Phyllis explained that with the scale of TOP, programme flow and details could have been presented to the subcommittee members in a comprehensive briefing ahead of time such that they are sufficiently prepared to go through the programme as a senior. She added that word-of-mouth is a powerful tool, but the committee could also capitalise on Instagram as a social media platform and make use of sponsored posts to spread awareness of CAC TOP to the intended target audience during the time period that registration would occur to entice them to sign up.</p>	
13.2.11.	<p>Zi Hui informed Phyllis that there is a difference between the number of participants of signed up and the number of freshmen who eventually goes through CAC TOP and asked if she has any solutions to this issue. Phyllis answered that with her position as a subcommittee member, she does not have a clear idea of what deterred freshmen from going through TOP. She added that if she were to be elected, she would gather insights from the previous committee on potential reasons and follow it up with an informal survey with freshmen who have been through CAC TOP, gathering their opinions on what could be drawbacks that could have caused them to not proceed with the programme or even sign up for it. Phyllis would also discuss with the incoming Orientation Director on possible solutions to tackle these problems. Zi Hui further questioned why Phyllis would approach those who have been through CAC TOP rather than those who have not. Phyllis then explained that freshmen who have been through the programme would be a good source of information on the ground and they would have friends who have been through the other programmes. She added that if one were to ask why freshmen who went through other TOPs why CAC was not their choice would give the wrong impression and misunderstanding that CAC was trying to incite competition and leave a bad mark on CAC's reputation. She feels that focusing on the positive points while eliminating the negative issues would be an ideal way to deal with this matter.</p>	
13.2.12.	<p>Zi Hui asked Phyllis what her idea of an optimum TOP would be, in terms of programme, welfare and fulfilment of the 8 UOCC objectives. Phyllis</p>	



	feels that her ideal TOP would be a fun and safe experience for every single party involved, and particularly for the freshmen, to successfully transition them into their university life while introducing CAC to them and enticing them to be a part of CAC. She also believes that CAC TOP should strive to uphold its tradition of being a welfare programme to enhance the freshmen's experience, and added that at the bare minimum, some necessities could be provided to ensure a fun and safe experience rather than be considered additional welfare from her experiences as a subcommittee member.	
13.2.13.	<u>Proposal to extend the Q&A session</u> Proposed: Samuel Chan YingXu Seconded: Tan Ri Hui Joleen	All
13.2.14.	Jing Xuan asked Phyllis if she thinks that the direction of AFTH has changed since its inception. Phyllis recalls that AFTH was previously known as CAC External Performances and explains that she does not think that it has changed, since the event itself is still being held externally. The committee has also consistently tried to consider different venues and work with what each venue offers and increase crowd flow annually.	
13.2.15.	Jing Xuan asked Phyllis if AFTH needs to re-think its direction considering its current focus on carnival rather than on member club performances. Phyllis feels that there is a focus on carnival as a means to draw crowds to the venue but agrees that there is more AFTH could do in terms of engaging member clubs to come down for performances. Adding on to what she has previously mentioned, other alternatives to stage performances like stage activities, workshops and general knowledge on what member clubs represent could be considered since some member clubs might not be able to perform at particular venues. She feels that the committee could seek alternative ways of presenting the art forms and discuss with the relevant member club chairpersons to still allow them to perform in a public venue. Jing Xuan clarified that AFTH also has the charity component which is to raise funds through the carnival component and asked how she might bring both together to achieve the direction of AFTH. Phyllis answered that the highlight of the event should be member club performances, but the attractiveness of the carnival could come into play by encouraging audience members to buy carnival tickets and make donations. She added that an alternative could be offered more than just carnival tickets, so the public can still make donations to the arts and the cause they support.	
13.2.16.	Following up on Phyllis's answer, Jing Xuan then asked what is in it for member clubs since the focus is no longer solely on performances and that the carnival element is able to raise funds to a greater extent. Phyllis brings up the example of televised charity shows and highlights the similarity which is using performances to raise funds for charity. She feels that AFTH gives exposure to member clubs, but also gives them opportunity to use their art form to raise funds, since their performances can draw in crowds and encourage them to donate to charity.	
13.2.17.	<u>Proposal to extend the Q&A session</u> Proposed: Tan Ri Hui Joleen Seconded: See Jing Xuan	All
13.2.18.	Marianne brings up the suggestion that Phyllis mentioned about adding shows to JDC, as well as what happened in AY15/16 for JDC. Marianne also asked her the pros and cons of adding shows and further clarified that the turnout rate in AY15/16 was not too great when they did two shows. Phyllis mentioned that she has dance background and has personally been through dance productions and hence feel that it is more beneficial to have two shows on two separate days. Based on her understanding of doing two show in a single day, the afternoon show does not have as big a draw factor for audience members due to the timing. She understands that doing two shows on two separate days is tiring for the main committee members and the dancers, but also explains that the time lapse between both shows	



	is substantial enough for the dance chairpersons to raise issues with the first show and for the main committee members to address it and improve for the second show.	
13.2.19.	Marianne mentioned that the dance chairpersons might raise the issue of not having all dancers present for both shows, even though both full dress rehearsal and the actual show should have full attendance. She further questions how Phyllis would be able to assist the incoming SPD (JDC) on this issue. Phyllis answered that the consistent issue of not having enough tickets allocated for each dancer due to high demand could be brought up to necessitate having two shows and having shows on separate days could draw in more crowds since more of their guests would be able to make it. She added that to ensure that the dance does not differ from day to day, this arrangement could be announced way in advance, so that dance captains can filter out dancers who cannot make it and reserve those days for JDC.	
13.2.20.	Marianne brings up the challenges JDC in AY18/19 have faced with regards to ticketing issues and mentioned that even though the plans were brought up from the very beginning, it led to eventual unhappiness and asked if Phyllis has a solution to this. Phyllis answered that the incoming dance chairpersons would have insights on this issue after their handover and should be brought up again in the first meeting with dance chairs to seek a common consensus. This issue can also be brought up during DCM so that the meeting minutes can be something the dance chairpersons and the SPD (JDC) can fall back on to prevent a repeat of the previous year	
13.2.21.	<u>Proposal to extend the Q&A session</u> Proposed: See Jing Xuan Seconded: Samuel Chan YingXu	All
13.2.22.	Ruo Cheng asked Phyllis what would be her course of action if she were to have a disagreement with one of her Special Project Directors and if she would impose her viewpoints on them. Phyllis responded that during times of conflict between opposing views, she would firstly ensure that the SPDs viewpoints are in line with the goals and directions set out by them during the beginning of the term, and would only impose her views if they were to deviate from their original direction. Should there be a conflict, she would get the Honorary General Secretary to step in as a neutral party to resolve the situation.	
13.2.23.	Zi Hui asked Phyllis if she is aware and to list down the 8 orientation objectives set out by UOCC.	
13.2.24.	Cao Jian rebutted that this should be a question directed to the Orientation Director nominee as it is the Orientation Director who is setting the budget and the one to ensure that TOP's objectives fall in line with the 8 orientation objectives. He further clarified that the onus is not on the VPE to know the 8 orientation objectives at the back of his or her hand, but rather to be aware of its existence and to advise the Orientation Director when required.	
13.2.25.	The Returning Officer asked Zi Hui if she would still like her question answered and if so, to reiterate the 8 objectives as set out by UOCC.	
13.2.26.	Zi Hui read out the 8 objectives set by the UOCC and asked Phyllis if CAC's objectives or UOCC objectives should take precedence when planning for TOP. Phyllis responded that while the 8 objectives should be taken into consideration as guidelines when planning for TOP, it does not make sense for there to be a case where there is a need for one to take precedence over the other.	
13.2.27.	<u>Proposal to extend the Q&A session</u> Proposed: See Jing Xuan Seconded: Lim Zi Hui	All
13.2.28.	Zi Hui asked Phyllis to evaluate CAC TOP 2019 in terms of its fulfilment of the 8 objectives. Phyllis answered that some objectives may not have been met due to the short duration of TOP.	



13.2.29.	Hong Wei asked Phyllis how she would try and change the culture of friction and competitiveness between the different Special Projects since as VPE, she will be acting as an advisor to all 5 Special Projects. Phyllis responded that every Special Project serves its own unique purpose and there should not be any difference in significance to CAC. She would encourage members of each Special Project Committee to not have animosity towards other projects and join the Sub-Committees of other Special Projects so as to better get an understanding of how other projects are also unique and valuable to CAC. This also allows members of different Special Project Committees to interact with one another and forge stronger relationships.	
13.2.30.	Clarifying the previous question posed by Zi Hui regarding which TOP objectives to take precedence, Cao Jian mentioned that the UOCC guidelines serve as generic guidelines for all TOP organizers to take note when planning their program but these guidelines do not need to be treated as mutually exclusive side by side the objectives of CAC TOP. As Orientation Director of CAC, the OD has a duty to ensure that CAC TOP fulfils CAC orientation objectives as well.	
13.2.31.	Cao Jian asked Phyllis on her personal take on whether there is a necessity for CAC events to continue distributing goodie bags, seeing that NTU as an institution has been taking steps towards the reduction of waste and increase calls for eco-awareness. Phyllis responded that she felt goodie bags have been traditionally used as a method to incentivize participants to come down for events but since NTU has been taking conscious efforts to go green, moving forward, the contents of the goodie bag could be reviewed by only having items that can value add to the event so as to prevent unnecessary wastage.	
14.	Nominee for Vice-President (Member Clubs Management) (VPMC) – Benedict Teo Wei Hwa	
14.1.	<u>Speech</u>	
14.1.1.	Benedict joined the Dragon & Lion Dance Troupe for his first 3 years in CAC.	
14.1.2.	He shared his experience in DLD (Secretary, Treasurer, Special Projects Officer, Co-Chairperson) and in Linguistics sub-club and Contract Bridge Club.	
14.1.3.	Benedict's style of leadership is leading from behind, which he believes is a critical trait of the VPMC	
14.1.4.	His aims for the VPMC office include continuing the good work of the past and present VPMCs, to build strong and healthy working relationships with the member club chairpersons, and to better incorporate the member clubs into the CAC sphere	
14.2.	<u>Question & Answer Session</u>	
14.2.1.	Joleen named out 21 Member Clubs and asked Benedict to identify the last 2 Member Clubs which were omitted. Benedict named out the first club wrongly, but the next two clubs were correct.	
14.2.2.	Jing Xuan asked how Benedict would be impartial, given that he has been in DLD for 3 years and there is tiering coming up. Benedict said that he will do his best to maintain an impartial stance among the 23 member clubs. Secondly, he will establish a good working relationship with the 23 chairpersons to ensure that they will feel comfortable to approach Benedict to confront any issues of biasness. Thirdly, Benedict will confide in the incoming top 5 pertaining to major decisions in the member clubs wing to get other opinions.	
14.2.3.	Jing Xuan asked Benedict how he would remain impartial for the tiering exercise. Benedict gave an overview of the tiering system and mentioned that there will be one year and half year input from Sean and Phoebe respectively. Benedict said during the tiering exercise he will communicate with Sean and Phoebe and try his best to incorporate their opinions and experience into the tiering, citing that with three people involved in the process, there is less chance to be biased towards a certain club.	
14.2.4.	Cheng Hui asked, given that Benedict has no prior experience in the 22 other member clubs, how will he ensure he has a good understanding of the other clubs. Benedict said that he will take a proactive effort to find out more about	



	each member club and will try his best to attend every showcase, performance, and concert by member clubs. When faced with a club-specific situation which he is unable to solve, Benedict said he will approach Sean to ask for guidance.	
14.2.5.	Liang Bei asked how Benedict would deal with the situation where one of the member clubs mention that the tiering results is unfair to his/her club. Before answering the question, Benedict clarified with Phoebe on how the tiering system was executed during 2018. Phoebe said that she used a set of rubrics, which later on Sean also used. Benedict said he should continue using the same rubrics, which will be communicated to the chairpersons during the first DCM. When releasing the tiering results, Benedict will also cite the rubrics and its breakdown to justify the tiering results. However, if a chairperson still feels the result is unfair, Benedict will look into the issue and determine if there was oversight or a flaw in the rubric which did not encompass certain elements.	
14.2.6.	Phoebe asked Benedict for his opinion on whether tiering is still important since HAS points are of lesser importance nowadays. Benedict said that since freshmen are guaranteed a second year of hall stay, some students are not incentivized to participate in student activities, unless they are doing it out of passion. Benedict said that tiering is a good motivator for clubs to perform better, participate in CAC activities, and to maintain good relationships with CAC and other member clubs.	
14.2.7.	Cheng Hui asked, discounting the HAS points, what is the difference between Tier 1 and Tier 2 clubs. Benedict said that Tier 1 clubs can take pride in being one of the top 6 member clubs in CAC, but he acknowledges that not everyone will see things in a similar fashion.	
14.2.8.	<u>Proposal to extend the Q&A session</u> Proposed: See Jing Xuan Seconded: Ang Jun Heng Sean	All
14.2.9.	Cao Jian asked what advice would Benedict give to the HAGS with regards to dealing with an unresponsive chairperson. Benedict said he will advise the HAGS to 'catch' the unresponsive chairperson during DCM, since their attendance is compulsory. After catching the said chairperson, the HAGS should strive to understand the chairperson's situation and try to work out a means to create and maintain a clear communication channel.	
14.2.10.	Jing Xuan asked Benedict how he would catch them if the chairperson is so unresponsive to the extent that he/she does not attend the DCM. Benedict said the HAGS should approach the club representative at DCM and present the situation to the said person. After that, the HAGS should seek to understand how the situation from the club's point of view, and determine if there is anything he/she can do to help the situation.	
14.2.11.	Cheng Hui asked how Benedict would deal with a club if they insist on having remuneration from CAC for a performance. Benedict said his expectation is for clubs to cover transport and meal costs only. Benedict said he will remind the clubs on the benefits which CAC brings to the club which they may have forgotten, which include subscription fee, logistic support (comprising training venues and equipment rental), access to SAO for grant requests, and welfare. Benedict cites that since these items are granted to member clubs for free, then the member clubs should not be asking CAC clubs for remuneration for service provided too.	
14.2.12.	Cheng Hui asked how would Benedict deal with the situation when a member club asks for a performance fee to cover props and makeup cost. Benedict said he will suggest to the member clubs to raise it up to the event organisers of the requirements of their performance, and to include any additional financial cost into the event proposal. This way, the additional cost would be born by SAO and not the member club or event organiser.	
14.2.13.	Cheng Hui asked how would Benedict encourage member clubs to perform for CAC since there is no performance fee between CAC clubs but there is a performance fee by external parties. Benedict said he will remind member clubs of the benefits which they have been enjoying and may have overlooked due to complacency. Benedict also said that the performance fee by external parties is a means of contributing to intangibles such as the logistical upkeep over the	



	years, which CAC has been providing through means such as subscription fee and equipment purchase.	
14.2.14.	<u>Proposal to extend the Q&A session</u> Proposed: See Jing Xuan Seconded: Ang Jun Heng Sean	All
14.2.15.	Sean asked Benedict if he thinks there are some member clubs which are not relevant to CAC. Benedict acknowledged that there are some clubs who are more easily associated to Sports Club, like Traditional Taekwondo. However, Benedict believes that as long as the club aligns with CAC's goals and objectives, then we should include them into our family.	
14.2.16.	Shuo Ying asked what mechanisms would there be with regards to accepting non-constituent clubs which have performing and cultural arts aspects. Benedict said interested clubs need to fulfil 3 criteria in order to be a potential 24 th member club. The first criterion is their membership rate, which should be sustainable and have a proven track record over the past two years. The second criterion is the logistical demands of the club, which includes training venue and equipment storage. The third criterion is their financial plan over the next few years. The club's financial plan must sit within the constraints of CAC's budget.	
14.2.17.	<u>Proposal to extend the Q&A session</u> Proposed: See Jing Xuan Seconded: Ang Jun Heng Sean	All
14.2.18.	Shuo Ying asked what would Benedict do if a new member club makes an unforeseen request to buy new equipment which is very costly. Shuo Ying clarified that in this hypothetical situation, the AF contains enough money to support this request. Benedict said he will enquire with the chairperson if there is any cheaper alternative to the equipment purchase, such as an equipment loan if the club just needs it on a short-term basis. However, if there is no cheaper alternative, then Benedict will discuss with the other EXCO top 5 because the AF does not belong solely to member clubs, but belongs to other wings as well.	
14.2.19.	Jing Xuan asked what recruitment suggestions Benedict will give to clubs with low membership rate. Benedict said he noticed a trend, which is the correlation between clubs with high membership rates and clubs which make use of CAC's recruitment platforms. Benedict said he thinks the smaller clubs are not fully utilizing the recruitment resources provided by CAC, and he would advise these clubs on how to make use of the recruitment avenues provided.	
14.2.20.	Jing Xuan asked how should member clubs reach out to potential members if the recruitment period was already over. Benedict said member clubs should reach out to students returning from exchange in Semester 2, which can be done by participating in NTU-level events such as NTU CNY celebrations and Confluence. Benedict mentioned that some member clubs have the advantage of being able to accept any student into their club, which eases the recruitment process.	All
14.2.21.	Jing Xuan asked how should dance clubs recruit new members if they are heavily involved in preparations for upcoming concerts. Benedict said current members may be busy training for upcoming events, and new members can contribute to the club joining their committees or sub-committees, and eventually becoming ushers or ticketers. Also, by participating in their bonding events or main events, new members can get a taste of the club dynamics and the intricacies of the behind-the-scenes work of the club.	
14.2.22.	Sean asked, if Benedict were ex-officio of JDC, how would he assist the communication between dance chairs and the JDC committee. Benedict said most of the communication goes through the JDC chief programmer and dance chair. Benedict said he can help both parties understand each other by providing perspectives from both sides, and also step in to solve any potential conflicts and help both parties understand each other.	
14.2.23.	Sean asked what would Benedict do if a member club breaks an equipment in NYH and the issue has been raised to SAO, then SAO requires the VPMC to mete out a punishment for the member club. Benedict said it is his responsibility to find out the full situation by approaching the chairperson of the club. Benedict	



	will also ask the previous VPMCs on whether this situation has happened before or whether it is a one-off situation. Benedict believes in giving chances to clubs with honest mistakes which are trying their best and they should be encouraged to achieve their goals. However, if the mistake was due to negligence of safety and has happened in the past before, then Benedict will find out what punishment was given in the past and formulate a new one based on the situation.	
14.2.24.	Cheng Hui asked how Benedict will ensure his opinions are heard during top 5 discussions given that he is new to exco. Benedict said he did not see his lack of exposure as a negative point, but it can bring benefits to the exco because he is able to question old practices which the other exco members may be used to. Also, Benedict feels that he is not at too big a disadvantage because other exco members would have spent only one or two years ahead of him, and he would be able to provide some input from his 3-year experience in NTU as a whole.	
14.2.25.	Phoebe asked Benedict to evaluate the structure of DCM. Benedict feels that the DCM structure is good enough because meeting agenda comprises overlapping elements with the support director's areas of interest. Benedict also feels that DCM is a good platform for support directors to get to know the member club chairpersons, because knowing each other will make working together easier. Benedict said there is no need for special projects director to sit in to every DCM, but rather, can use DCM to communicate to the member club chairpersons on an ad-hoc basis.	
14.2.26.	Phoebe asked for Benedict's opinion on having the VPS sit in to DCM instead of the support directors. Benedict said it is not a good idea because the support directors should use DCM as an opportunity to get to know the member club chairpersons.	
15.	Nominee for Vice-President (Support Management) – Loo Ying Rong	
15.1.	<u>Speech</u>	
15.1.1.	Kayden shared his first impressions of CAC which led to his continued participation and commitment to the committees within CAC.	
15.1.2.	Kayden shared his experience as a member of CAC's 27 th Executive committee.	
15.1.3.	Kayden further elaborated on his views about the function of the Support Wing within CAC and proposed to evaluate and optimise the workflow of the 6 support committees.	
15.1.4.	Kayden highlighted leadership qualities he thought were ideal and identified leadership qualities displayed by the 27 th and 28 th VPS which he wish to achieve if he were to be elected.	
15.1.5.	Kayden concluded his speech stating the importance of collaboration and how the 29 th Executive Committee should work together as one towards the CAC's vision and mission.	
15.2.	<u>Question & Answer Session</u>	
15.2.1.	Jing Xuan asked Kayden what he thought was the role of a VPS Kayden mentioned that in the absence of the President, the VPS is the second in command and will assume the duties of the President until a new President is elected. He added that the VPS will oversee the operations of the 6 support committees, maintain the items under the charge of CAC and maintain the ntucac@contact email.	
15.2.2.	Joleen clarified that it is not ntucac@contact but contact@ntucac.	
15.2.3.	Joleen asked why Kayden he thinks that the VPS is the second in command and not the VPMC as the core of CAC is the Member Clubs. Kayden replied that the role of the VPMC requires him to attend to matters faced by 23 Member Clubs within a short notice. This prevents the VPMC to effectively manage both duties at the same time. He added that the VPS is placed in an ideal position to evaluate the operations across all 3 wings and make impartial decisions.	
15.2.4.	Jing Xuan asked Kayden if he had any relevant experience with regards to the job-scopes across the 6 support committees. Kayden answered that he has spent 2 years in the Publications committee first being the vice-chair and subsequently taking up the role of Director of Publications thus he has a good understanding of its operations and tasks. He mentioned that he has a strong	



	<p>passion for design and was in the Publicity Committee in the second semester of his third year during which he designed various posters as well as the limited-edition CAC shirt. Kayden added that with regards to MIT, he has experience in filmmaking as he created a 30-minute documentary for an assignment which he got a favorable grade. He mentioned that he was part of his Hall's Business Management Committee in his first year of study and has his fair share of experience sourcing for sponsorship requests. He then said that he did not have any relevant experience working with logistics and will work on this aspect should he be elected. Finally, he shared his experience working with social in Cynosure Ball and have a rough idea of how the event is planned as well as the training timeline.</p>	
15.2.5.	<p><u>Proposal to extend the Q&A session</u> Proposed: Tan Ri Hui Joleen Seconded: See Jing Xuan</p>	All
15.2.6.	Nicole clarified that Kayden's experience in Cynosure does not fully encompass the entire planning process.	
15.2.7.	Nicole asked Kayden how he is able to contribute to the Social Committee when it comes to planning of their events. Kayden answered that he does not have any relevant experience when it comes to events planning but he could provide fresh perspectives and creative ideas which could improve the enjoyment factor for Members' Night. Kayden mentioned that the Models segment of Cynosure Ball is one of the main factors that attract the participation. However, he understands that this segment falls under a grey area and it is not a sustainable option to ensure the continuous support from CAC members. He does not have a solution to that problem but will work closely with the Social Director to come up with a better solution.	
15.2.8.	Jonas asked how Kayden will bring up the idea of MIT having their own Instagram page. Kayden answered that Instagram is a platform that can be used to post the photos and videos taken and created by the MIT directors to showcase their work and hopefully enhance the recruitment of members into MIT.	
15.2.9.	Joleen asked Kayden what the role of the Support Wing is in CAC and how it can help CAC achieve its vision and mission. Kayden answered that the Support Wing is the backbone of CAC and it is through the support provided to the Member Clubs that CAC can eventually achieve its overall mission and vision. He elaborated that he has experienced firsthand how the Publications committee has changed and evolved overtime, providing a better platform to showcase the Member Clubs. He added that CAC has not achieved its vision and mission but with time and continuous development, CAC will eventually achieve that goal	
15.2.10.	<p><u>Proposal to extend the Q&A session</u> Proposed: Tan Ri Hui Joleen Seconded: See Jing Xuan</p>	All
15.2.11.	Joleen asked Kayden in a situation where he has to shut down a support committee, which committee will he shut down. Kayden enquired if he is able to opt for the option of a merger but was rejected. Kayden then answered that he will shut down the Business Committee.	
15.2.12.	Joleen added that when a committee is shut down, it is difficult for it to be re-opened. Kayden then requested for more time to rethink his answer.	
15.2.13.	Jing Xuan ask Kayden to name one new initiative for each Support Committee if he were to be elected as VPS. Kayden shared that for Business Committee, he will implement an eco-friendly approach for EWP's where students will have to bring their own bags to collect their own welfare items reducing the wastage of bags. Kayden mentioned that for the Logistics Committee, he will implement strict deadlines for room and facility bookings to reduce the stress and workload of the Logistics Director. He will also want MIT to start the implementation of photography and videography workshops as compared to sharing sessions as it will allow the MIT members to leave each meeting with new knowledge and this might improve membership retention. He then shared that more can be done on the online platform for the Publications Committee and the use of	



	<p>videos to showcase events is a good direction to go towards. He mentioned that a timeline should be implemented for posting regular content on CAC's Instagram which is managed by Publicity. He then mentioned that for Social committee, he would like come up with a viable option aside from the use of pageants which could be implemented for Cynosure Ball without compromising its main objective of recognizing the efforts of CAC members.</p>	
15.2.14.	<p><u>Proposal to extend the Q&A session</u> Proposed: Tan Ri Hui Joleen Seconded: See Jing Xuan</p>	All
15.2.15.	<p>Jing Xuan told Kayden the for MIT, there might be a lack of IT officers due to the skillset required to maintain the website and asked how Kayden will address this problem. Kayden answered that just having 2 IT officers will be sufficient to maintain the NTU CAC website. He then suggested that MIT can look towards outsourcing IT officers and come to an agreement that ensures that this arrangement is sustainable in the long run.</p>	
15.2.16.	<p>Jing Xuan advised Kayden that the current platform the NTU CAC website is operating on is known as WordPress and it has a shallow learning curve even for members with no IT knowledge to pick up thus addressing this problem. He added that MIT can also extend the idea of holding IT workshops to other Special Projects if they would like to create their own website.</p>	
15.2.17.	<p>Nicole asked if Bonding Day should be absorbed by the Social Committee. Kayden said that he will first need to understand the timeline of the Social Committee before he is able to make a decision. However, based on the Bonding Days held in the past 2 years, there were not many problems faced by the EXCO when it came to planning and executing the event thus he will keep the Bonding Day project under the EXCO portfolio. He added that he will still keep his options open.</p>	
15.2.18.	<p>Joleen asked if Kayden and the MIT director will provide full access of the NTU CAC website to the IT officer knowing that there is the possibility of him posting anything he wants. Kayden answered that recruitment is a process that serves to prevent such a situation from happening as recruitment interviews will serve as a platform to judge a person's character and suitability for the role.</p>	
15.2.19.	<p>Jing Xuan ask how Kayden will prevent a situation where the Logistics Director misuse his authority to book facilities for his own personal use as he has not access to the room booking system. Kayden answered that he will first highlight that unauthorize actions as mentioned by Jing Xuan is unacceptable as it violates the powers and trust entrusted to said Logistics Director. He elaborated that since this cautionary message has already been provided, disciplinary action will be taken after consulting with the Top 5.</p>	
15.2.20.	<p><u>Proposal to extend the Q&A session</u> Proposed: Tan Ri Hui Joleen Seconded: See Jing Xuan</p>	All
15.2.21.	<p>Nicole asked Kayden what about his take on Support Committees having their own Instagram accounts. Kayden brought in the example of Business Committee wanting their own Instagram account to do shout outs for their sponsors and decided a compromise should be made in such an instance. He elaborated that the business committee could instead use the NTU CAC Instagram account to do the shout outs with certain regulations. He elaborated that Instagram's multiphoto and instastory features can be further explored to provide shout outs to sponsors without spamming the Instagram feed of its followers. His concerns with other support committees coming up with their own Instagram account will be due to confusion brought about by the different CAC accounts as well as the possibility of these accounts diluting the follower count of the NTU CAC Instagram account. He elaborated that an Instagram account for MIT will provide them a platform to showcase their works allowing them to be properly credited.</p>	



	He added that he hopes that it will also allow MIT members to feel more appreciated for their efforts.	
15.2.22.	Nicole asked Kayden why he suggested the use of Instagram over the use of Facebook. Kayden said that there are currently more users on Instagram as compared to Facebook.	
15.2.23.	Nicole then asked Kayden why he would not allow for all the other Support Committees to have Instagram accounts to reach out to a higher number of users. Kayden shared his concerns about having too many Instagram pages might create the possibility of diluting the follower count of the main NTU CAC Instagram page. He suggested that if a compromise could be established enabling the Support Committees to post on the NTU CAC Instagram page instead. Kayden elaborated that in the case of MIT, due to the amount of photos taken by MIT, it is more viable for them to have their own Instagram page to archive said photos instead of posting them all on NTU CAC's Instagram page.	
15.2.24.	Samuel asked Kayden for the reason behind why the Support Committees could not have their own Instagram account to publicise their own activities so as to feel appreciated. Kayden replied using Business Committee and Social Committee as examples and elaborated that these two committee organise and execute events where they have direct interactions with members of CAC and their efforts can be directly recognised while MIT normally work behind the scenes and are often overlooked.	
15.2.25.	<u>Proposal to extend the Q&A session</u> Proposed: See Jing Xuan Seconded: Tan Ri Hui Joleen	All
15.2.26.	Jing Xuan asked Kayden about his thoughts on Publicity posting too much content on NTU CAC Instagram which might give off the impression of it being spam losing its formality.	
15.2.27.	Jing Xuan asked for the question stated in 1.2.12 to be answered. Kayden said that he initially chose Business Committee due to their function of procuring EWPs might not assist CAC in achieving its mission and vision. He then said that after thinking about it, the EWPs serve as an essential item that can boost the morale of CAC members thus, he would shut down the Publications Committee due to the availability of other mediums to provide the same amount of outreach and exposure for CAC.	
15.2.28.	Jonas shared that he shares the same views and ideals of Kayden wanting to establish a platform for MIT members to feel more appreciated.	
15.2.29.	Samuel asked Kayden why he would allow for MIT to have an Instagram page for the trivial reason of appreciation but not allow for Committees whom need an Instagram page to satisfy the requirements imposed by external parties such as sponsors. Ziyun mentioned that Kayden has already answered the question previously about how committees are able to post on the NTU CAC Instagram.	
15.2.30.	Samuel asked Kayden about Social Committee using an Instagram page to gather votes for the Model and Product Design segment. Kayden said that Social Committee currently have a Facebook page which serves this purpose and do not require an additional platform to carry out the same task.	
15.2.31.	Joleen asked Kayden how he would ensure that CAC members under the Support Wing can feel a stronger attachment to CAC. Kayden said that inter-committee bonding is very important to ensure that members feel a stronger sense of belonging to CAC. He elaborated that it is not something that can be easily achievable, relating to his experience leading a committee.	
15.2.32.	Jing Xuan asked Kayden which Special Project he can contribute the most to in the capacity as an Ex-Officio. Kayden picked Arts From The Heart as he felt that AFTH 18/19 was very well executed but has areas that could be improved.	
15.2.33.	Joleen asked Kayden what his take is on how he would increase the awareness that Wearfare Day is a co-organized event between 2 support	



	committees namely Business and Publicity. Kayden said that if he were to be elected, he will need to discuss this matter with the 28 th VPS to see how this issue can be resolved.	
15.2.34.	<u>Proposal to extend the Q&A session</u> Proposed: See Jing Xuan Seconded: Tan Ri Hui Joleen	All
15.2.35.	Samuel asked Kayden if the entire CAC day should be planned by the Publicity Committee. Kayden said that the Publicity Committee do not have the necessary resources to absorb the planning and execution of all the elements of CAC day.	
15.2.36.	Samuel asked Kayden if it is possible for Publicity Committee to increase their manpower so as to absorb this entire event into their portfolio. Kayden said that if Publicity have the manpower to do so, it is possible for this to happen in the near future.	
16.	Nominee for President – Liu Bingyu	
16.1.	<u>Speech</u>	
16.1.1.	Her past experience involves being the Logistics Director for the 28 th EXCO.	
16.1.2.	Bingyu believes that the President of CAC is like the representative of CAC. She would shoulder more responsibilities including setting the directions for the incoming executive committee and guide them along the way, together with the Top 5 in the committee.	
16.1.3.	Bingyu is open to opinions and always eager to learn. She would not hesitate to fill up the gaps in knowledge about the three wings that she lack through consulting her predecessor, incoming Top 5 and other CAC members or seniors.	
16.1.4.	Bingyu hopes to instil a sense of belonging members have towards CAC and maintain good relationships with the other Big 4 clubs. Also, she hopes for the three wings to work closely together for resources to be allocated effectively and efficiently.	
16.1.5.	Bingyu believes that CAC provides a great platform that provides numerous opportunities for students who are enthusiastic about arts to continue pursuing their passion and have fun and grow as an individual at the same time.	
16.2.	<u>Question & Answer Session</u>	
16.2.1.	Liang Bei asked Bingyu for her plans to achieve the mission and vision of CAC in her coming term if she were to be elected. Bingyu replied that for Support Wing, she would like to encourage different directors to work together because they are currently not closely together. For Member Clubs Wing, if she were to be elected, she will be discussing with the elected VMPC regarding to whether there is a more effective way to be more active in the CAC events. For Special Projects Wing, they are currently doing good job because there have been a high attendance rate and positive replies, so we should continue the effort that had been made.	
16.2.2.	Liang Bei then asked how she was going to encourage the committees to work together. Bingyu replied that she did not have a concrete plan but more of a general direction. She felt that the job scopes of the portfolios in different committees were very similar; just that the content they were dealing with was different. If possible, can encourage them to share a common portfolio, or people with the same skills to be in the same committee. If any committee required any specific skills, they can approach the respective committee for assistance.	
16.2.3.	Samuel asked Bingyu whether she has any new initiative to CAC this year. She replied that she did not have brand new initiative to propose. Her main resolution for her term if she were to be elected, was to try her best to work with her incoming top 5 regarding to the current problems in CAC first.	
16.2.4.	Samuel asked Bingyu that from her answer, what were the problems in CAC that she recognized and how they can be improved on. Bingyu replied that she had mentioned in the speech and her answers previously. First was to encourage the different committees in the Support Wing to work more closely together. For member clubs, DCM could be a platform for the Chairpersons of the member clubs, support directors and the special project directors to work more closely.	



16.2.5.	Samuel pointed out that Bingyu's reply was not the problems. Bingyu thanked Samuel for the correction and replied that the points that she raised could be areas to be improved on.	
16.2.6.	Shuo Ying mentioned that there were 6 people in the President's office and asked to what extend that the Top 5 should include the Financial Controller in the discussion related to CAC. Bingyu replied to her personally, it depended on who was chosen to be the Financial Controller. If the position is offered to a freshie who had not been through all the activities in CAC, he might not be able to provide an objective say when making decision. So she would not recommend the Financial Controller to have a say in decision –making. If the Financial Controller elected was a senior, she would not stop it. Because if he or she had experience in CAC and was able to provide constructive feedbacks, that could be a value-add as well.	
16.2.7.	Liang Bei asked Bingyu if the Financial Controller was not involved in the discussion related to CAC matters and given that she came from a Logistics Director background, how were the Top 5 able to make accurate decision related to club matters. Bingyu replied that taking note of all the financial matters related to CAC is one of the job scopes of the President. If the Financial Controller was not part of the Top 6, the President had to make extra effort to keep track of all the financial matters in CAC. She understood that she came from a Logistics Director background but given that her course was Mathematical Sciences and Economics, she felt that it would not be a hard time for her to pick up the financial knowledge in a short time.	
16.2.8.	Shuo Ying asked Bingyu to what extend she would be transparent with the Top 5 with regards to CAC matters and school or council matters. She replied that to her personally it would not be a big issue to be transparent to the Top 5 especially when they needed to make decisions for EXCO or CAC as a whole. She felt that the Vice Presidents and the Honorary General Secretary would have more knowledge about the details of different wings than herself. She would like to hear different perspectives from them when come to decision-making and remind her of something that she was not aware of.	
16.2.9.	Sean asked Bingyu to name all the Ad Hoc projects that had been done in the past Academic Year. She would go by timeline. Firstly was Joint Leaders Cohesion, which aimed to bring all the Member Clubs Chairpersons and the executive members together to get to know each other so that we could better assist each other in the coming term. The second one was Bonding Day, which happened at the start of Semester 2 to further encourage bonding within 3 wings, and not just limited to the Chairpersons. The third project was Open House, which aimed to promote CAC to the potential freshies of NTU, especially those who were interested in Arts. Next was CAC Day, which aimed to bring out the name of CAC to the public who were not inside CAC. After that, it would be CAC Alumni Homecoming. She admitted that she did not attend the event as she was overseas. However, based on the feedback that she heard, the event was very well organized considered it to be the very first alumni homecoming. So this is a very good new initiative to be continued. Welcome week and welcome tea was to promote CAC to the freshies and to attract new blood to CAC. The last one which is upcoming soon, is the Post Orientation Party. The aim of this project was to bring back all the freshies who attended TOP and solidify their bonds to CAC.	
16.2.10.	<u>Proposal to extend the Q&A session</u> Proposed: See Jing Xuan Seconded: Joleen Tan Ri Hui	All
16.2.11.	Liang Bei asked Bingyu to list out the Ad Hoc projects without evaluating them. Bingyu replied that the first one was Joint Leaders Cohesion, the second one was Bonding Day, followed by Open House, CAC Day, CAC Alumni Homecoming Sessions, Welcome Tea and Welcome Week, and Post Orientation Party.	
16.2.12.	Liang Bei clarified that CAC Alumni Homecoming was called CAC Homecoming and it was not just for the alumni. This year it was not under Ad-hoc projects, but	



	an initiative made by the Honorary General Secretary. It could be considered next year as an ad-hoc project.	
16.2.13.	Teng Liang clarified that as Outgoing Financial Controller, the role of a Financial Controller was more about the procedures. What the incoming President and the Financial Controller had to do was to pick up these skills. He continued to ask Bingyu how she was going to ensure that she would be in the same page as the Financial Controller. Bingyu replied that the first thing she would do if she were to be elected was to sit down with the incoming Financial Controller, the outgoing Financial Controller and the outgoing President to have a handover session for all the necessary financial procedures that she had to know. If she had any question, she could clarify as soon as possible to prevent any future confusion and to prevent any case in the future that she was unable to reach them for help. Secondly, she would be constantly check on the Financial Controller to ensure that everything was well and she was informed.	
16.2.14.	Teng Liang asked why Financial Controller should not be included in the discussion related to the financial matters of CAC. Bingyu replied that whether the Financial Controller would be considered as one of the Top 6 really depends on the person that they took in. If he or she was a freshie, she could not expect that him or her to be very aware of everything that was happening in such a short time. She felt that when it came to CAC matters, the experience in CAC also matters a lot.	
16.2.15.	Adrena said during Bingyu's Q&A sessions, she kept mentioning "freshies". She asked Bingyu if there was a need to distinguish "freshie EXCO" and other EXCO positions. Bingyu answered that she was not drawing a line between freshies and seniors. It was just a term to use purely based on their experience with CAC.	
16.2.16.	Jing Xuan said if all the candidates were to be elected, 3 of them would be year 4. He asked Bingyu whether she could see any potential challenge and how you resolve it. Bingyu answered that for her, this would not be a major issue. If they were to be elected, they would come out with a general guideline at the start of the year so that even if any of them have any personal stuffs to deal with and not present in CAC, we could still have a general guideline to follow.	
16.2.17.	Jing Xuan mentioned that there were Special Projects happening after graduation, he asked Bingyu how would she tackle this situation if there were only two of the Top 5 remaining. Bingyu answered that if they were all to be elected, they should sit down together at the start of the term and let each other know their individual plans of their incoming term. She felt that as long as they came to discuss a general guideline for everyone to follow, even without the presence of CAC, they would not let CAC fall apart.	
16.2.18.	Jing Xuan mentioned since Bingyu were not present during AFTH and TOP, he asked Bingyu how would she handle and give advice to the event when there was only 1 of the Top 5 present. Bingyu replied that to her understanding, most of the EXCO members were present during TOP in the past years, so that would be one way for her to ask for advice and comments from the previous batches. If the incoming Top 5 were not present for the upcoming TOP, she could also consult the incoming Orientation Director, so that she could understand the programme flow personally and assist accordingly.	
16.2.19.	Jonas asked Bingyu whether the she was going to exclude the freshie directors from important discussions. Bingyu clarified that she did not say that she would completely exclude the freshies from having any right to voice out regarding to any matters regarding to CAC. But when it comes to final decisions, the Top 5 or Top 6 would have more say.	All
16.2.20.	Liang Bei asked Bingyu whether the outgoing EXCO should set the directions for the incoming EXCO or the incoming EXCO should plan for their own directions. Bingyu replied the outgoing Top 5 could play on an advisory role and she believed that every incoming Top 5 or committees would want to have their own plans and have their own ways to carry the plans out.	
16.2.21.	<u>Proposal to extend the Q&A session</u> Proposed: Wong Liang Bei Seconded: Cao Jian	All



16.2.22.	Cao Jian asked Bingyu what would some factors that she would consider before terminating an EXCO member or issuing warning letters. Before any of disciplinary actions took place, she would go and ask the respective Vice-Presidents first to understand the issues and discuss with the Vice-Presidents to see whether it was still possible for him or her to talk to the directors or any member again. If the situation never improves, the elected Top 5 might have to discuss whether it was necessary to issue letter of warning. And issuing this warning was an official record and if the directors were still not doing their job, the Top 5 had the rights to expel the directors.	
16.2.23.	Cao Jian continued to ask Bingyu what were the issues that were serious enough to warrant this? Bingyu replied firstly, if the directors promised to do something at the start of the term, but when their term starts, they did not achieve their aims because they did not put in enough effort. It was possible to access directors' performance during their term in different events. Hence if their performance was not up to standard, it was fair to take disciplinary action.	
16.2.24.	Liang Bei asked Bingyu for her role in the Council and her goal given that she would be sitting in the Council with a Vice President. Bingyu answered that she had never sat in Council before so she would answer based on what she understood. She felt that the President of CAC is the representative of CAC so he or she should understand what was happening in CAC. Hence if there was any issue related to CAC, the President should bring up this issue, especially this might concern other Club outside the CAC. It would be a very good platform for the President to bring up this issue and discuss with the Presidents from other Clubs face-to-face. Secondly, Council was also another platform for all the Presidents to come together to interact, not just related to our responsibilities or job scope, but also to build good relationships with them if possible, so in the future we can work more closely together.	
16.2.25.	Shuo Ying asked Bingyu why should build good relationships with the other Presidents given that there might not be a chance to work with the other clubs, or if there might be a chance, then what she thought that events would be. Bingyu replied that prevention was always better than cure. She believed that there was nothing negative to build a good relationship with anyone. Even though there might not be any big event that involved collaboration, small stuffs such as loaning items from different clubs also matters.	
16.2.26.	Cheng Hui asked for Bingyu's current plan regarding to alumni relations and her opinions on alumni's relations. She thought that CAC and its alumni was very important because if CAC needed any support in the future, they could engage the alumni and bring out the name of CAC. In return to this, as EXCO members, they could also provide support for the alumni to maintain the good relationships.	
16.2.27.	Cheng Hui mentioned that there might not be any relation between the alumni and the current CAC members. Hence in this case, how did Bingyu think that the alumni can be attracted back. She felt that the sense of belonging to CAC was very important. She believed that CAC provided a platform for people to continue pursuing their passions related to arts and culture. As an individual who was very passionate about arts, she felt that anything that was arts-related that she attended before would attract her. She gave an example of her dance experience. She joined a dance programme outside of NTU. And because of the fulfilling experience that she had in the programme, she would still try her best to go back as alumni to attend their event.	
16.2.28.	Cheng Hui continued from Bingyu's example and said that the alumni would be more attached to the member clubs and not CAC itself. So now there's "nothing" in CAC that can attract them back. Hence Cheng Hui asked how would Bingyu plan to target these group of people. She believed that the fact that they were willing to go back to member clubs' training also meant that they were also willing to attend CAC events to a certain extend. She proposed that it is possible to engage the current Chairperson of the member clubs or special projects to bring back their members and via the invitations to the Chairpersons and they can bring back a whole group of people including their current members and alumni.	
16.2.29.	<u>Proposal to extend the Q&A session</u> Proposed: Samuel Chan YingXu	All



	Seconded: See Jing Xuan	
16.2.30.	Jonas mentioned that there was not a single EXCO photo on the Instagram page and asked Bingyu if there should be recognition to EXCO. Bingyu replied that she had no strong objection regarding it. She believed that EXCO in the past 28 years, had put in a lot of effort in making CAC such a big club and making events so successful. She felt that not just the EXCO members, but also members from different wings were all worth mentioned on the Facebook page.	
16.2.31.	Liang Bei said that Bingyu mentioned in her speech about the identity of CAC and asked for her opinion of what CAC identity is. Bingyu answered that to her, the CAC identity meant that when someone introduced himself or herself, they would naturally bring up the name CAC.	
16.2.32.	Liang Bei gave a scenario of a member ignoring the identity of CAC and asked Bingyu how did she plan to enhance the CAC identity. Bingyu answered that she understood that not every single member in CAC has a strong CAC identity. One way that they could work towards as EXCO, they can try to work harder in terms of the Ad Hoc projects as these were the projects that would be organized by solely EXCO members, via making these events more attractive so that the members would recognize the efforts that had been done by CAC for them. She felt that the three wings were making constant effort in bring CAC members together. Even though the goal of a strong identity of CAC might not be able to achieve in a short time, it was still achievable in the future if we took one step at a time.	
16.2.33.	Shuo Ying asked Bingyu for the school offices that CAC was working closely with. Bingyu replied that she did not know all the offices. But she knew that one of them would be the Student Affairs Office, which constantly provides grants and logistics support. The other one would be Alumni Affairs Office, which also provided support in different ways.	
16.2.34.	Shuo Ying said that EXCO actually did a lot of stuff but were not eligible for any award. She asked Bingyu whether she thought that EXCO should be eligible for such award. Bingyu replied that she did not have a strong objection regarding EXCO being eligible for awards. If some of the Top 5 or EXCO members were the judges, it would not be very fair for them to be eligible at the same time as well.	
16.2.35.	<u>Proposal to extend the Q&A session</u> Proposed: Wong Liang Bei Seconded: See Jing Xuan	All
16.2.36.	Shuo Ying asked Bingyu if the exco members asked why their work were not recognized or not eligible for any award, what would her response be. She answered that she felt that EXCO existed to serve CAC. Therefore, the EXCO should give more opportunities to other CAC members to have more exposure or mentions. As EXCO, she felt that they had more chances to make their effort more well known in school, but a lot of other members who are not involved in EXCO might not have the same amount of exposure. Hence, she thought that it was okay to give the chance to non-exco members.	
16.2.37.	Shuo Ying asked Bingyu for the role of a Student Union Rep. She answered that based on her understanding, a student union rep was someone from Student Union who had a say in the respective club that he or she was assigned to. Because they were more familiar with the rules and regulations under Student Union, they would have a more comprehensive understanding than Club members. Hence, they could give advice when CAC needed help and to ensure that CAC does not go off-track.	
16.2.38.	Shuo Ying mentioned that as Student Union Rep, they might not have relevant experience in EXCO. She asked Bingyu what were the other roles that they might have??? Bingyu answered that there might be circumstances that CAC face issues related to other clubs and might not always have direct contact or direct access to the Student Union Council sometimes. Student Union Rep could be someone they could approach to at that point of time to seek for advice.	
16.2.39.	Liang Bei said that if Bingyu were to be elected as President, she would be sitting in Council with one of the Vice-Presidents. She asked Bingyu what she thought could be the roles of Union Representatives. Bingyu answered that some	



	issue might not need to be brought up during Council meeting. Hence, before they decided to bring it up for discussion, they could consult the Union Representative to seek for their advice so that the issue could be resolved more efficiently.	
16.2.40.	Liang Bei asked Bingyu to evaluate the current 2 Union Representatives of CAC and whether they had achieved their aims as SU Reps. Bingyu answered that as Logistics Director, she worked more closely with Corliss, who was the Logistics Representative of SU, regarding to the use of SU facilities. She understood that as part of the Student Union, Corliss might have too many things to handle and might not be able to address our request appropriately. Bingyu continued to say that for Edward, she did not have a direct interaction with him last year. But as an EXCO member who had supported most of the EXCO events in the past one year, Edward as our SU Rep could be more present to show his support.	
16.2.41.	<u>Proposal to extend the Q&A session</u> Proposed: See Jing Xuan Seconded: Cao Jian	All
16.2.42.	Shuo Ying asked Bingyu whether the Union Representatives should take initiatives to attend CAC events or only attend if they receive invitations from the President or EXCO members. Bingyu answered that if she were to be elected as the President, she would expect the Union Representative to be aware of their responsibilities. If they did not attend any event in CAC, they might not know what was happening in CAC and could not be regarded as an appropriate representative of CAC. So, she would expect them to be present for most of the CAC events.	
16.2.43.	Shuo Ying gave a scenario whereby the Union Representatives did not turn up for any of the CAC events, and CAC President did not have any say or control over them. She asked Bingyu how she would tackle this situation. Bingyu replied that she would try to liaise with the two Union Representatives at the beginning of the term to establish a consensus on their duties, set directions to them and raise our expectations to them as the representatives of CAC. If this kind of situation happens, she would try to contact them and understand why they were not available and constantly did not appear for CAC events. She would also try to reason with them as Union Representatives, it should be their responsibilities. Given that she did not have any control over them, but she would just try her best to encourage them to fulfill their duties.	
16.2.44.	Samuel raised up his concern that the candidates of the Top 5 positions seemed to want all the decision to be made within the Top 5 only and disregards the rights from the other EXCO members to vote. He asked Bingyu why it seemed like only the Top 5 are making all the decisions. Bingyu clarified that she did not say all the decisions were to be made by Top 5. She believed that all the EXCO members should have a say in whatever decisions that they were to make. She felt that the Presidents and the Vice-Presidents were more aware of the bigger picture in CAC. She would approach every single member of EXCO and listen to their opinions related to certain matters. She also understood that if they made decisions that were not agreed by the majority, the decisions would not work well in the end.	
16.2.45.	Samuel continued to ask Bingyu if she were to be elected, would she conduct a vote on what ad-hoc will be done. Bingyu replied that she would have a say if she were to be elected. However, if majority of the EXCO disagree with holding a certain ad-hoc project with valid reasons, she would reconsider her decision.	
16.2.46.	Samuel asked Bingyu whether Top 5 or the President has the right to assign ad-hoc projects to the Executive Committee members and what issue would be brought up to the EXCO meeting for vote. Bingyu answered that before they decided to assign certain Ad Hoc projects to anyone, they need to know the schedules of the members and whether they were willing to take up the ad-hoc projects. She would refer to the evaluations of the past events. If the ad-hoc project was a success and improved year by year, she did not see a reason why not to do it since every ad-hoc project exists for a reason.	
16.2.47.	Samuel continued to ask Bingyu what issue would be brought up to the EXCO meeting for vote. If none, he would assume that all the decisions were to remain	



	with the Top 5. Bingyu replied that based on her personal experience last year, she might not be involved in all the decision-making and a lot of decisions were informed. She did have a say in issues that were not brought up officially. Hence, she did not think that it was a valid assumption.	
16.2.48.	<u>Proposal to extend the Q&A session</u> Proposed: See Jing Xuan Seconded: Nicole Gan Jia Hui	All
16.2.49.	Nicole asked Bingyu whether a committee should have their own Instagram accounts should be decided by the entire EXCO. Bingyu replied that if she were to be elected, she would want to bring this up to the elected Top 5 for discussion. But this did not mean that decisions were being made. This issue should be further discussed with the entire EXCO members.	
16.2.50.	Nicole clarified with Bingyu if she could assume that all the EXCO members could vote to have Instagram. Bingyu replied that she had no objection against bringing this issue up for a vote. She felt that a vote would indicate what the directors or the committee thinks. Even though they might not take the results of the vote, but it would give them more areas to think about when it came to decision-making.	
16.2.51.	Kyu Houng asked Bingyu what would she do if majority of the directors voted for something that might not be good to the club in the long run. Bingyu replied that she would try to understand their points of view because her perspective might be limited and Top 5's points of view as Top 5 would be able to see a bigger picture. Then she would be able to find a more convincing reason so that it could be more easily accepted.	
16.2.52.	Wei En asked Bingyu what does being a President mean to her and how she defined the success of a President. Bingyu replied that the President of any club should be the head figure of the club. If there were any issue related to the club itself, the President should be responsible to bring up this issue to the relevant parties for the benefits of the club. And to define the success of a President, she felt that there was no specific event to refer to. To her, if all the events and committees achieved the directions set in the beginning, it would be a success. But there would be areas of improvement which could be brought up to the next batches for them to consider.	
17.	Union Representative – Tilden Tan Jun Leong	
17.1.	<u>Speech</u>	
17.1.1.	Tilden shared the importance of people relations, efficiency and open communication within an organization to him.	
17.1.2.	Tilden shared his past experience in his Hall.	
17.1.3.	He also shared that his past year experience made him appreciate the arts scene more and the potential for growth in the NTU arts scene, motivating him to run for CAC's Union Representative.	
17.1.4.	Tilden shared that he aims to work closely with the incoming CAC Executive Committee to weave CAC and SU Executive Committee as one establishment.	
17.1.5.	Tilden also shared that he aims to ensure that CAC receives fair representation in the SU Executive Committee.	
17.2.	<u>Question & Answer Session</u>	
17.2.1.	Jing Xuan asked Tilden what position in SU Executive Committee he will be running for if he were to be elected. Tilden mentioned that he will be interested to run as the Finance Executive and went on to clarify what the job scope is.	
17.2.2.	Samuel asked if Tilden will still have time to visit CAC events considering that his potential position in SU Executive Committee sounds very time consuming. Tilden mentioned that if the CAC event clashes with a SU Executive Committee meeting then he will not be able to make it for the CAC event. However, he knows that CAC has many events so he will do his best to attend at least one.	
17.2.3.	Jing Xuan asked if Tilden can list out the 23 member clubs. Tilden successfully listed out the 23 member clubs.	
17.2.4.	Joleen asked Tilden what made him run for CAC's Union Rep. Tilden mentioned that his past experience in Hall and before University made him realize that the performing arts scene is quite interesting but is usually quite neglected by the	



	society. Tilden thus hopes that he can help promote the arts and cultural scene to not just NTU but also to Singapore.	
17.2.5.	Cheng Hui asked Tilden how he plans to promote the arts and cultural scene to Singapore in the capacity of a Union Rep. Tilden mentioned that he will not be able to do it one term but he has one idea to create a CAC YouTube Channel to promote the cultural arts scene of NTU, as a collaboration between CAC's Publications, Publicity and Media & IT Committees.	
17.2.6.	Shuo Ying asked Tilden if he will be spearheading this YouTube Channel project or is he just suggesting it for the incoming CAC Executive Committee to take into consideration. Tilden answered that as an Union Rep, he will not be a part of the execution but he can play an advisory role. He also mentioned that he hopes to be able to sit into CAC Executive Committee's meetings to be able to generate ideas.	
17.2.7.	Shuo Ying asked if it will be disruptive for Tilden to sit into CAC Executive Committee's meetings if he comes as and when he is free and what is his plan regarding attending meetings. Tilden answered that if he is unable to attend the meeting, he will make the effort to read the minutes and will clarify with the incoming CAC Executive Committee members if he has any questions.	
17.2.8.	Shuo Ying asked what Tilden plans to accomplish as the CAC Union Rep. Tilden mentioned that he has no concrete plans as to how he can help CAC as he has less experience regarding CAC compared to the rest of the incoming CAC Executive Committee members.	
17.2.9.	Shuo Ying asked when Tilden made the decision to run as CAC's Union Rep. Tilden did not answer the question.	
17.2.10.	<u>Proposal to extend the Q&A session</u> Proposed: Wong Liang Bei Seconded: Tan Ri Hui Joleen	All
17.2.11.	Shuo Ying asked Tilden if he was running for CAC Union Rep because it is a pre-requisite as a part of being in SU Executive Committee as it seems like he does not have any plans in mind on how to help CAC. Tilden answered that he is not running in for CAC Union Rep as a requirement and he genuinely wants to help CAC but does not know how to.	
17.2.12.	Liang Bei asked Tilden what are the issues that CAC faces based on his interaction with the previous 2 CAC Union Reps, Edward and Corliss. Tilden answered that he only got the chance to Edward and based on his understand, Edward was not able to attend one CAC event and Edward said that after that missed event, CAC stopped inviting Edward.	
17.2.13.	Shuo Ying asked Tilden if he thinks it is necessary for CAC to have to extend an invitation for every CAC event given that all of CAC's events are publicized on social media and sometimes over email blast. Tilden answered that he thinks it should be both ways because he will not be able to anticipate when the CAC events are.	
17.2.14.	Liang Bei clarified that CAC did not stop inviting Edward and Corliss for future events and that one invitation was missed out to CAC Bonding Day but initiations were extended for future events, yet the invitations were ignored by Edward and Corliss.	
17.2.15.	Liang Bei asked Tilden again what was handed over to him by Edward. Tilden answered that the 2 biggest issues were finance and venues. For venues, Tilden understands that CAC does not have sufficient space for dance training and Edward has pushed for Athena and Minerva study rooms to be convertible spaces. The plan has been approved but will take some time to materialise. For finance wise, it is about how the miscellaneous fees were split and the budget cut.	
17.2.16.	Joleen brought up an incident that happened at the start of the 28 th term where 4 SU Executive Committee members approached her to ask if they would be able to get free tickets for Joint Dance Concert as part of Council privilege. Joleen then asked if Tilden thinks it is appropriate. Tilden answered that he thinks it is not appropriate.	
17.2.17.	Jing Xuan asked Tilden how he will be able to manage his time and ensure that he will not be like previous Union Reps who do not turn up for CAC	



	events after their term in SU Executive Committee has started. Tilden answered that he does not know exactly how his time will be spread out hence he cannot hard promise but he hopes that everyone will believe that he will make an effort.	
17.2.18.	<u>Proposal to extend the Q&A session</u> Proposed: Wong Liang Bei Seconded: Tan Ri Hui Joleen	All
17.2.19.	Jing Xuan asked Tilden why CAC should choose him as their Union Rep when he cannot give concrete answers as to how he can help CAC. Tilden answered that he can only soft promise but he can serve as a bridge between CAC and SU Executive Committee. He gave an example that if there were to be a policy amendment that might potentially affect both Sports Club and CAC, he as a potential Union Rep can serve to act as an mediator to ensure both parties benefit from the policy.	
17.2.20.	Shuo Ying asked Tilden if he thinks the President or the Honorary General Secretary of the constituent club the Union Rep has been elected into should have the rights to issue warning letter or impose disciplinary actions onto the Union Rep should they deem fit. Tilden answered that it is hard because it is a grey area as CAC might view the Union Rep as being negligent of his/her duties as a Union Rep but SU Executive Committee might have a differing opinion. He then said it might be feasible but it might get abused by CAC.	
17.2.21.	<u>Proposal to extend the Q&A session</u> Proposed: Wong Liang Bei Seconded: Ang Jun Heng Sean	All
17.2.22.	Liang Bei asked Tilden what the function of a Union Rep is. Tilden explained that Council and SU Executive Committee function as two separate entities. He then explained that the reason why a SU Executive Committee member must first run as a Union Rep is to ensure fair representation of all the Academic and Non-Academic Clubs in the Executive Committee.	
17.2.23.	Liang Bei asked Tilden why there was a need for the Non-Academic Constituent Clubs and Academic Constituent Clubs is there to have Union Reps when the Presidents and Vice-Presidents of these clubs already sit in Council and whether there is a better way for it to be structured. Tilden answered that the responsibilities of the SU Executive Committee range from events execution to policy amendments. Policy amendments will eventually be floated up to Council for discussion. If SU Executive Committee were to be made of Union Reps of the smaller clubs or interest groups, the policies discussed at SU Executive Committee level will be made based on the focus of these interest groups. Hence when they float it up to Council, it will not be relevant.	
17.2.24.	Liang Bei clarified that members of Council are allowed to proposed agendas for Council meetings which will be aligned to the Academic Constituent Clubs and Non-Academic Constituent Clubs' interests. Considering this, Liang Bei asked Tilden what he thinks of the current structure. Tilden answered that if the Union Reps are in SU Executive Committee, the concerns of CAC will be expedited.	
17.2.25.	Jonas asked Tilden to name the potential incoming CAC Executive Committee members. Tilden answered the question to the best of his abilities.	
17.2.26.	Sean asked Tilden to elaborate on the finance issue that CAC is facing based on what Edward told him. Tilden explained the current way the miscellaneous fees were split amongst the different Academic Constituent Clubs and Non-Academic Constituent Clubs and how there is a budget cut has caused CAC to have financial issues to organize certain events.	
17.2.27.	Sean explained that a proposal has been submitted to Council to redistribute the Subscription Fees amongst the different clubs and asked Tilden if he will continue to help CAC with this in his term if he were to be	



	elected. Tilden answered that he cannot give a definite answer on whether he can help or not as he does not have enough information on hand.	
17.2.28.	Liang Bei asked Tilden if it is appropriate for CAC to review his nomination as CAC's Union Rep and reject it if given that his answers during the Q&A session indicated that he might not be suitable for the position. Tilden answered that he cannot control CAC's decision on whether the nomination should be rejected or not but he hopes that he will be given a chance.	
18.	Union Representative – Yap Ying Qian	
18.1.	<u>Speech</u>	
18.1.1.	Ying Qian talks about her experience and how she adapted as a Freshmen.	
18.1.2.	Ying Qian shared her experience in TOP.	
18.2.	Ying Qian wants to continue serving the CAC family and to grow as an individual.	
18.3.	Ying Qian aims to work closely together with the incoming team of EXCO.	
18.3.1.	<u>Question & Answer Session</u>	
18.3.2.	Jing Xuan asked Ying Qian what position in SU Executive Committee she will be running for if she were to be elected. Ying Qian mentioned that she will be interested to run as the Corporate Communication Executive for Branding and went on to clarify what the job scope is.	
18.3.3.	Jing Xuan asked as a Union Representative, how does Ying Qian plan to help CAC. Ying Qian replied that she will represent us in SU Executive Committee where planning for events or policy change, she will keep in mind of CAC interest.	
18.3.4.	Jing Xuan asked from her job scope how does she plan to help CAC. Ying Qian replied that she understands CAC faces a lot of issue trying to publicize their event and hence she will be able to help in terms of publicity.	
18.3.5.	Jing Xuan asked for some avenue on how she plans to do those publicity. Ying Qian replied that she is incharge of Instagram page, email and telegram group chat. She will bring up to her team if CAC require more avenues.	
18.3.6.	Liang Bei asked Ying Qian what she thinks of the union representative representing the the non-constituent clubs instead of constituent clubs that already has representative sitting in council. Ying Qian clarified the role of the Union representative is to represent them in the SU Executive Committee.	
18.3.7.	Samuel asked if Ying Qian is willing to vote in favour of CAC in council. Ying Qian replied that she is not allowed to do that instead she has to vote in view of the entire student body.	
18.3.8.	Jing Xuan gave scenario where SU Exco represent almost half the seats of the Council and check whether it's fair. Ying Qian replied that she has yet to sit in a Council meeting but once elected she will review it with her team.	
18.3.9.	Jing Xuan asked her what's her take since 50 percent of the vote come from SU EXCO. Ying Qian replied that since all the SU EXCO member represent a diversified voice of the student body.	
18.3.10.	<u>Proposal to extend the Q&A session</u> Proposed: Joleen Tan Ri Hui Seconded: Ang Jun Heng Sean	All
18.3.11.	Sean gave a scenario of the conversion of Athena and Minerva. Ying Qian clarified that the Athena and Minerva are being converted in a multi-purpose room where students will be able to study or dance.	
18.3.12.	Joey clarified that the scenario is if the student body interest and CAC interest were to clash and how Ying Qian will work around this scenario. Ying Qian replied that she will convince the student body in why there is this conversion and the reason behind it.	
18.3.13.	Phoebe asked Ying Qian that if she were to be voted as a union rep, will she vote for a policy that is beneficial to CAC. Ying Qian thinks that the decision is correct she will vote in favor of CAC.	
18.3.14.	Justin asked Ying Qian how she will vote given that in SU EXCO she's representing CAC but in Council she is representing the student body. Ying Qian clarified that CAC is also part of the student body and she will vote in interest of that.	



18.3.15.	Justin mentioned that CAC has 3000 members and the student body is 23000 with a ratio of 3:23 how does she plan to vote in interest of CAC. Ying Qian replied that if she thinks that it's beneficial for the student body, she will vote across the student body.	
18.3.16.	Samuel asked Ying Quan for 3 short interest of CAC. Ying Quan replied with cultural, activities and performing arts will always remind her of her duty in SU EXCO.	
18.3.17.	Joey asked Ying Qian how she plans to bring her point across in SU EXCO. Ying Qian replied that this is the reason why there is 2 union representative and how 2 people will be able to push forward a point.	
19.	Open Q&A	
19.1.	Jing Xuan asked Eldridge what procedure would be taken if a CAC website was to be hacked. Eldridge mentioned that he would first inform the VPS and try to resolve the issue at hand after. Also, if he were to be elected he would try to standardize the domain used across all the CAC websites.	
19.2.	Jing Xuan mentioned that there is a CAC YouTube channel that could be explored with and refer to the corporate video uploaded there in 2013 for an example.	
19.3.	Jing Xuan asked Bethany that traditionally TOP is known to be a "welfare camp" hence is it important to uphold this tradition and whether other aspects of the camp should be compromised to fulfil this in the case where there is tight budget. Bethany mentioned that the emphasis would be put on safety for the camp, hence as long as it does not compromise with safety, managing the budget is something that she can work with her team when it is assembled if she were to be elected.	
19.4.	Samuel asked Kayden and Benedict whether Support Committees should be under the purview of the VPMC as a member club instead of a committee since there are support clubs under the Member Clubs Wing as well. Benedict explained that Emcee Club and Concert Engineers require trainings and are unable to perform on ad-hoc basis when the members are new to the club, which aligns with other member clubs hence they should still be under the Member Clubs Wing and not as Support Committees. Kayden explained that Support Committees are grounded by CAC Constitution to provide and support across the three wings and more have to be researched before the decision to shift the Support Committees to be under the Member Clubs as Support Clubs could be made. Kayden mentioned that the equipment that Concert Engineers use require a lot of maintenance and it is unsure that the funds allocated to MIT is able to upkeep their equipment.	
19.5.	Cheng Hui clarified that MIT has regular trainings and are similar to the Member Clubs as well, hence there could be a possibility that MIT could potentially fall under the jurisdiction of the VPMC in the Member Clubs Wing. Benedict answered that it is a possibility but there it is not necessary to actively push for it.	
19.6.	Samuel asked Bingyu and Dawn whether the current recruitment process should be reviewed so that transitions could involve less drama. Dawn answered that every student in this school is a member of CAC and anyone could elect themselves for positions in the CAC EXCO hence it is not necessary to change the process.	
19.7.	Zi Hui asked Bethany what she meant by "safety over welfare" as mentioned in Item 19.3.. Bethany drew reference to her experience as a Main Group Leader (MGL) this year and mentioned that the first aid kit provided to her during the programme only had plasters and gauze within and lacked iodine wipes, sprays for sprains and other first aid. In response to Zi Hui's question, she would rather purchase such items for safety instead of spending on welfare such as bubble tea.	
19.8.	Zi Hui asked Bethany if she would clarify with the Sub-Committee members and give them a heads-up on what welfare items would be provided during the programme or discuss what is their idea of welfare. Bethany answered that she would discuss with her team and remind the sub-committee that their purpose for joining the programme is to voluntarily help transit the freshmen into university life and reiterate that welfare items are an added-on bonus.	



19.9.	Jonas requested for Tilden and Ying Qian to give a short pitch on what they would do should they be chosen as CAC Union Representatives. Tilden mentioned that if there are conflicts of interests, they would sit down with the relevant parties (Union Representatives and Presidents) to ensure that a common consensus is met so that both parties are able to benefit. Ying Qian added on that they would sit down with the elected committee for a deep discussion to find out what are the goals, vision, challenges that CAC may potentially face and discuss how the Union Representatives could best represent those interests and concerns into the Student Union Executive Committee.	
19.10.	Jing Xuan asked Top 5 for a concrete timeline as to how they will manage the Special Projects and Support Committees events and how these commitments would not be compromised upon graduation for the final year students in Top 5. Phyllis answered that she has already considered the fact that her term will start and end with AGM hence she has already considered that this is the timeline that she would have to work with if she were to be elected. She has also decided that she would not be actively searching for a job but explore possible areas of interests. If she managed to find an ideal career and get a job, she would not start work until after AGM and this would be a criterion that she would keep in mind throughout her term. Also, if she were to be elected, the best candidate to ex-officio with her for Orientation Committee would be Dawn as she has experienced being in the programme and would be able to assist Phyllis if necessary during summer. Bingyu answered that being a foreigner, she is willing to sacrifice her holiday plans for this responsibility as she has thought about it before committing. Kayden answered that the job that he is sourcing for accepts successful candidates in batches hence he would request to be placed in the later batches in September and would be willing to take up more responsibilities and ad-hoc projects or ex-officio for projects that occur in the earlier half of the second semester to alleviate some workload for the rest of Top 5. Kayden would also give in more time during the weekends given that his work would be strictly office hours only. Benedict answered that he would only start work after TOP. Also, he believes that there would be little overlaps between his commitment from the end of TOP to AGM and his work. However, if he did not manage to get the job at ICA, he would either find something similar or not source for anything at all until AGM as over as he feels that it is his responsibility to fulfil his roles until the end of the term and there would not be a compromise.	
19.11.	Phoebe asked Jia Rong and Sherleen if they could bond the Directing Committee Meeting given that the Social Director's responsibility is to bond the three wings of CAC and the HAGS does not mind being the one bonding the DCM. Jia Rong answered that they would try to initiate dinner prior the meetings and activities after which is also dependent on the response of the Member Clubs chairpersons. They would also actively push for them to turn up for these activities and during the meeting they would try to initiate interactions and build a good rapport with the Member Clubs chairpersons.	
19.12.	Cao Jian asked Phyllis what would be her course of action if the Orientation Director is highly against some guidelines and if need be would she take the necessary steps to overwrite the decision. Phyllis answered that adhering to the guidelines that the school has set out is something that was already put across right in the beginning so she would have come up with a plan to ensure that the programme is fun and interesting while still adhering to the safety guidelines that the school has set. If the Orientation Director does not wish to follow the guideline, there could be a misunderstanding communicated hence she would clarify with the Orientation Director. If the Orientation Director decides to go ahead, she would step in and let the main committee know that it is against the school's guidelines and rules that has been set out and they would have to adhere to the proposal submitted to the school.	
19.13.	Nicole asked Bingyu what kind of leader would she want to be, whether she would adopt a top-down or bottom-up approach. Bingyu answered that it should never be just a top-down or bottom-up approach. If inputs are needed from everyone for a discussion, it should be like a sharing session instead of having everyone to think the same way as she does. She prefers to have feedback from	



	her team and further discuss what they would like to move on as a team together.	
19.14.	Nicole asked Bingyu how she plans to manage relations with CAC members considering that she was not part of a main committee in her previous term and did not attend TOP which was the most crucial event to interact with other members. Bingyu answered that there would be more channels for her to gather information and if they were to be elected, she could consult the Honorary General Secretary as they would be working closely together and consult feedback from the outgoing and incoming batch. Undeniably going through all the events would be the best way to understand but she would try her best to take initiative and fill in the gaps. Furthermore, she commented that she could make use of the minutes of evaluation to find out more.	
19.15.	Ruo Cheng asked Phyllis what are three goals she would set for the Orientation Director. Phyllis answered that she would not enforce her goals onto the Orientation Director but to align their goals and come to a consensus. As a VPE, there may be things that she is able to observe at a macro point of view which the Orientation Director may not view. Phyllis believes that increasing sign up rates and minimising the attrition rate, increasing sign up rates across all three wings and to create a fun, safe and enjoyable experience for the freshmen would be the three goals.	
19.16.	Samuel asked the Support Directors if they wanted an Instagram account. Nathanael represented the Support Directors and said that they unanimously agree that they would require an Instagram account and would consider the purpose of having this social media account as well as the experience users would have from scrolling through their social media.	
19.17.	Jing Xuan asked Bethany what she would do if she had to conduct a medium-risk activity that would help to bond the orientation group. Bethany answered that her emphasis would be on safety and chief safety officers should be main committee members who would be sent to attend the three days first aid course.	
19.18.	Kyu Houng suggested to train all sub-committee members to have knowledge in basic first aid as it is easier than having to search the entire camp for two safety officers.	
19.19.	Samuel asked Top 5 whether the entire executive committee should have voting rights on the decisions to be made and what kinds of decisions could be voted for. Dawn replied that there is no definite yes or no answer to different situations and whether members of the executive committee have voting rights to a decision that should be made would be on a case by case basis.	
19.20.	Samuel further clarified the purpose of having executive committee if major decisions that would affect CAC as a whole were not up to the committee to vote. Kayden explains that Top 5 hopes to highlight their concerns to the respective Directors and come to a compromise and help everyone achieve their goals. Benedict shares his experience as a member club chairperson in his previous term and how he feels comforted that the previous VPMC helps to make decisions in DCM while his club committee was there for him to fall back to when he was discouraged. Thus, he encourages all to think that it is not two sides fighting against each other but helping each other out in achieving the same goal.	
20.	AOB	
20.1.	CAC Annual General Meeting & Investiture, 12 September 2019, 1630 hours, LT26.	

The rally was called to end at 0125 hours.



Minutes Prepared By:

Lian Ziyun
Returning Officer

Minutes Vetted By:

Cao Jian
Election Officer

Ang Jun Heng Sean
Election Officer