

Date:30/10/08

Venue: SA Office

Time: 6.09

Attendees: Gerard, Douglas, Irfaan, Indra, Rozanne, Yusri, Ayub, Isaac,

No.	Description	Action & tracking
1.	Feed back on dining tables and chairs	To be collected by Indra and submitted to Gerard by tomorrow.
2.	ISB Has been dissolved and will be reformed as the ISB under the jurisdiction of the SA vice president.	Committee to be set up, headed by Irfaan, Irfaan to send out emails by tomorrow to all students informing them of dissolution of ISS and setting up of ISB. ISS funds will be made available to the ISB for use. Executives of other C&S cannot be execs in the ISB but they can be a representative for their country. Ulterior motive is to try and get the involvement of more students by setting up various committees Finalized decision is that the forming of committee is open to all students, no conditions will be stated in the email, based in their interview they will be selected. ISB AGM to be held on 13/11/08
3.	Cultural week has been decided to be held during December 1,2 & 3. The 1 <sup>st</sup> , 2 <sup>nd</sup> and 3 <sup>rd</sup> will be to promote the various cultures on campus, the 3 <sup>rd</sup> night will be the cultural final to be held off campus should the number of guests exceed 300.	ISB committee should be formed by then, and will be asked to handle the logistics of Cultural Week. The date for cultural week has been approved, but with reservations.
4.	Sports Carnival	Irfaan suggested that teams be made based on halls of residence. Track events were proposed. Proposed dates for sports carnival: 19 – 26/11/08 or 1 <sup>st</sup> and 2 <sup>nd</sup> week of February. Narain to discuss with clubs at meeting on 04/11/08.
5.	Program of events	Yusri to pass to Ayub all the details, and will be handled by Ayub.
6.	Fining by Paul Boardman	Hall committee to have their meeting, SA is awaiting their feedback.
7.	Internal communications	Room bookings handled by Gerard to sent out to communications, sports and societies

		officers. Communications officer will compile it on a weekly basis and email it to all executives.
8.	Minutes & Agenda	Google Docs to be used, will be tried and tested for the coming month.
9.	Isaac wants to have a symposium along with the careers office/event. Also students have been complaining regarding students playing music on computers in the computer labs	Isaac to talk to IS to get sound systems in computer labs disabled.
10.	ISIC	Agreed by table
11.	Separate email accounts for clubs. ( ACE and SMC)	Yusri to follow up with IET regarding their use of their account. Matter will be further discussed in next week's meeting. Regulations of email accounts to be first made before the matter is further discussed.
12.	Announcements from clubs and societies	Yusri will handle all society announcements, and Narain to handle all sports announcements. These announcements however, to be incorporated into the website in the near future.
13.	Gerard asked on behalf of Ms. Khan (from library) if the SA would like to handle the distribution and monitoring of locks to be used by students	It was unanimously agreed that the SA will not be in charge of this matter.
14.	CCTV area should be completely cleared up to avoid interference with cables.	New password will be issued only to Douglas and Irfaan by Gerard. However when students come regarding lost and found matters, they should be directed to Azlan firstly.
15.	Certificates of appreciation to SA Interim members help squads and CS Executives	Templated to be designed by Ayub, and standardized for future use and will be signed by Gerard.
16.	C&S committee member certificates	These will be the initiatives of the respective C&S, and will be signed by Gerard, being the highest authority. SA logo should be incorporated in these certificates.
17.	Help squad treat	To be handled by Indra and gotten over with by the next 2 weeks.
18.	Non execs entering the SA Office	Non execs are not allowed to go past the sitting area in the office. Committee meetings should also not be held in the SA Office, and Douglas to send an email to all execs regarding this matter.
19.	Gerard proposed to buy walkie talkies for the SA	Was unanimously agreed by the table.

<b>20.</b>	Once a month, SA meetings to be held in the restaurant or cafeteria, proposed by Gerard.	Matter was unanimously agreed by the table. Which meeting will be decided based on availability of ALL execs.
<b>21.</b>	AOB – Any Other Business to be included in the agenda next meeting onwards	Matters that are not in the agenda will NOT be discussed in meetings.

\*meeting adjourned at 8.00 pm\*

Prepared by:

Approved By:

Verified by:

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**Indraveni.K**

(SA Secretary)

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**Douglas Emmanuel T**

(SA President)

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**Gerard Aloysius Francis**

(SA Manager)