

Sample meeting minutes 1



ALPHA GROUP BERHAD

ANNUAL FUNDRAISING EVENT 2016

MINUTES OF MEETING #2 HELD ON 16 NOVEMBER 2016, WEDNESDAY
AT 1.00 PM IN MEETING ROOM 2

Present:

- Mr Alan Wang - Organising Chairperson
- Ms Joanna Ganesan - Secretary
- Ms Yonda Azirul - Marketing Executive
- Mr Dawson Tray - Research and Development Specialist
- Ms Deborah Yang - Training and Development Executive
- Mr Ganir Muhamed - Business Strategy Specialist

Apologies:

- Mr Eric Ming - Event Management Specialist
- Ms Katie Smith - Customer Service Associate

Item	Agenda	Action by
1	<p><u>Apologies for Absence</u></p> <p>Apologies were accepted from Mr Eric Ming who was on a business trip and from Ms Katie Smith who was on medical leave.</p>	
2	<p><u>Minutes of the Last Meeting</u></p> <p>The Organising Chairperson asked the members to amend an error in Item 7 where the budget for the fundraising event should read RM1.5 million instead of RM1 million. There were no other amendments and the chairperson signed the minutes of the meeting as a true record.</p>	JG
3	<p><u>Matters Arising</u></p> <p>Ms Deborah Yang informed the members that the Director had approved the intake of our new batch of interns from Portland University. Five new interns were selected and will be placed in the marketing department starting from Monday.</p>	

Item	Agenda	Action by
4	<p><u>Event Location</u></p> <ul style="list-style-type: none"> - Mr Muhamed confirmed that Double Tree Hotel, Singapore had agreed to charge our company a minimum rate for the booking of their ballroom due to our regular business deals with the hotel. As this is a fundraising event, Double Tree has also decided to sponsor their highly-acclaimed cookies to all the guests as a door gift. - It was a unanimous decision by all members that the location of the fundraising event should be held at Double Tree, Singapore instead of Gold Marriott. - A copy of the final proposal for location should be given to Mr Wong by 5.00 PM on 18 December 2016. 	GM
5	<p><u>Door Gifts and Prizes</u></p> <ul style="list-style-type: none"> - Ms Azirul reported that the tentative budget for door gifts and lucky draw prizes is RM600,000. A detailed list of the budget will be circulated to all departments by Monday, 18 November. - Ms Yang had volunteered to lead a team to purchase all eight lucky draw prizes. Some prizes suggested were spa vouchers, buffet vouchers and movie tickets. The committee had agreed that the main lucky draw prize would be a MacBook Air. - Mr Wang called for a vote to decide on the door gifts for all the guests on that day. After the vote, it was decided that the door gifts for all the guests on that day would be a bag filled with custom designed signature chocolates from Godiva and a scented candle from Jo Malone. - Ms Yang and Ms Azirul were assigned to lead a team for lucky draw prizes and door gifts, respectively. A finalised list of crew members for each team should be confirmed and submitted to Mr Wang by 1 December 2016. 	<p>GM</p> <p>DY</p> <p>YA</p> <p>YA and DY</p>

Item	Agenda	Action by
6	<p><u>Event Schedule and Performances</u></p> <ul style="list-style-type: none"> - Arienne Grand's manager had confirmed that Ms Grand will be able to perform on that night of the event. She will not be charging the company as this is a fundraising event. Mr Tray will continue to liaise with Ms Grand's manager. - It is confirmed that Ms Alice Lee from the Human Resource Department, will form a team to perform a group choir for the night. Mr Tray is assigned to provide a token of appreciation to all employees who volunteer to join the choir. - Some changes were made to the programme of the event, and Ms Ganesan will make the necessary amendments and circulate the new programme by 1 December 2016. 	<p>DT</p> <p>DT</p> <p>JG</p>
7	<p><u>AOB</u></p> <p>Ms Azirul informed the committee that the Director had decided to sponsor buffet vouchers for two for all the organising committee members of this fundraising event as a token of appreciation. The vouchers will be ready for collection on 2 December 2016.</p>	All committee members
8	<p><u>Date of Next Meeting</u></p> <p>It was decided that the next meeting will be held in Meeting Room 2 at 10.30 AM on Monday, 28 December 2016.</p>	

The meeting adjourned at 5.20 PM.

Prepared by:

Joanna Ganesam

Joanna Ganesan,
(Secretary)

Approved by:

Alan Wong

Alan Wang,
(Organising Chairperson)