**FINISAR MALAYSIA SDN BHD**

**STAFF SPORTS AND RECREATION CLUB**

**MINUTES OF 2nd COMMITTEE MEETING**

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| **DATE:** | WEDNESDAY  2016 | **TIME:** | 5.00 PM | **VENUE:** | STAFF COMMON ROOM |

# **Attendance:**

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|  | COMMITTEE MEMBERS: | | Present | Absent |
| 1 | President | Jaganathan | √ |  |
| 2 | Vice-President | Nur Khadijah bt Abnd Malek | √ |  |
| 3 | Secretary | Nurzihah bt Aris | √ |  |
| 4 | Asst Secretary | Nor Edalina Abdullah bt Sani | √ |  |
| 5 | Treasurer | Nang Theen Chei | √ |  |
| 6 | Committee | Nurbaiti bt Basri | √ |  |
| 7 |  | Razemah bt Kamaruddin | √ |  |
| 8 |  | Shahanim bt Mohd Superi | √ |  |
| 9 |  | Khadijah bt Zainal Abidin | √ |  |
| 10 |  | Noor Fikriah bt Mohd Zaki |  | √ |
| 11 |  | Nor Hayati bt Mohamad Adenan | √ |  |
| 12 |  | Kamarul b Wahid |  | √ |

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|  | Discussion/Decision | Action By |
| **1.0**  **2.0**  **3.0**  **4.0**  **5.0**  **6.0**  **7.0** | President’s Address 1.1 The meeting was called to order at 5.00 p.m. and was chaired by Teh Chuan Choon. He thanked everyone for attending the meeting and stressed the importance of attendance at committee meetings.    **Apologies:**  Apologies had been received from Noor Fikriah and Kamarul.      **Minutes of previous meeting**  3.1 Amendments: None.  3.2 The minutes were passed, proposed by Razemah and seconded by Shahanim.  **Matters Arising**  4.1 Exercise Mats – Nurbaiti wanted to know if Khadijah had found out the price of the mats sold at Jaya Jusco Supermarket in Ipoh. Khadijah informed the committee that she would report back at the next meeting.  **Fitness Centre**  Nur Khadijah informed the committee that the fitness and exercising equipment at the fitness centre had not been maintained properly. Complaints had been received from several members of the club asking that the matter be looked into. Some of the weights were missing and two of the benches were broken.  The committee asked Nor Hayati, who is in charge of the fitness centre, to look into the problem and take appropriate action.  **Appointment of life-guard for swimming pool**  Nang Theen Chei proposed that the club appoint a life-guard at our swimming pool. Razemah and Shahanim were asked to find and interview suitable candidates and recommend a suitable salary for the life-guard.  **Any Other Business**  7.1 Nor Edalina informed the committee that a friend, Mr. John Henry, had offered to conduct Karate classess for members once a week at a fee of RM 10.00 a month.  7.2 Nor Edalina was asked to find out about Mr. John Henry’s qualifications and to invite him to give a demonstration at our club.  **Date, Time and Venue of next meeting**  It was decided that the next meeting will be held on Wednesday February 27, 2016 at 8.15 am at Room H201.  **Adjournment**  The meeting was adjourned at 6.00 p.m. | All Committee Members  Khadijah  Nor Hayati  Razemah  Shahanim  Nor Edalina |

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| Prepared by: | Verified by: |
| *Nurzihah Aris*  Nurzihah bt Aris  Secretary | Jaganathan  Jaganathan  President |