

CTC Sports Committee Meeting minutes  
11 September 2007

Members present: (need to fill this out using the attendance sheet)

Nicolas called the meeting to order and passed around the attendance list before commencing the meeting.

- Attendance: There appears to be change in the number of members on the committee. Nicolas will update and amend present attendance list based on today's attendance, and a final attendance list will be prepared which will also be the official list of contacts for this committee. If members do not attend 3-4 meetings continuously, they are removed from the committee.
- Minute takers: It is very important to have minute takers – at least 2 of these so at least one can be present in each meeting. The designated minute taker in the last meeting opted to take on another role (History Gatherer) and is yet to submit the minutes for the last meeting. The committee needs to formally accept minutes in subsequent meetings, and it is therefore important to have minutes recorded regularly every meeting. Volunteers were invited and Sally Xiaoqing Du and Kolla Gopisundar volunteered to be the new minute takers. Sally was previously designated as a History Gatherer. Gopi will get in touch with the previous minute taker and try and obtain at least summary minutes for the last meeting.
- Kollin Stiner was designated as a Treasurer but was absent in the last meeting, and is invited to consider taking on this role. Kollin accepts, and Meryem volunteers to be the second Treasurer.
- Minute takers need to coordinate with each other and ensure that at least one is present in each meeting. It is good to have both Treasurers attend all meetings.
- Nicolas indicated that \$6,000 may be available to the Sports Committee based on personal communications with the VP of the CTC board, but Meryem indicated it may be \$10,000. There is a need to check on this amount and Meryem will write to the board to obtain the official amount available to the Sports Committee.
- Members were asked if they were all on the yahoogroups created for this committee, and everyone confirmed that they were, and that they were able to also upload documents on the website which then sent out an automated mail to everyone on the group.
- Meryem invited another volunteer to help with Treasury business especially at the beginning of the term since inventorying and storage issues (eg. Attempting to recover apparently missing items) requires someone to help during the daytime. Sarah, wife of Kollin Stiner, volunteered to help. Zhengguo also volunteered to help with this and suggested that the inventorying group will work with club coordinators to develop the inventory and check on specific items that may be missing. The first role of the Treasurers will be to complete the inventory with the help of the other two volunteers.
- Yoga club: The proposal that was submitted in the last meeting is now online on the yahoogroups for committee members to review and comment on. The previous meeting supported the formation of the club but a discussion with the organisers is required before agreeing on a budget and other specific items. None of the initial members of the club were present, and the discussion is scheduled to be held during the next committee meeting.
- Meryem reminded the meeting that an advertisement for a volunteer instructor was to be put into the Terrace Times, but this has not been done yet. This advertisement can be put into the Terrace Times before the next meeting. Nicolas will discuss with members of the club and will put in the advertisement.

- Chess & Poker Club: A proposal with a budget was distributed to all attending committee members. This proposal has already also been put up on the yahoogroups website. The proposal and budget was discussed point-by-point as follows:
  - The shop United Noodle has Asian Go board and Chess Boards.
  - The club likely needs 8 chess boards and not 5 as was initially proposed during the last meeting given the large number of attending members.
  - The proposed budget of \$100 is therefore unlikely to be sufficient, and the meeting decided to propose an increased budget of \$300 for the boards.
  - The refreshment budget was proposed to be deleted and the money was thought to be better used for the purchase of boards.
  - The proposed admission cost for tournaments was thought to be too low. It was generally agreed that it is a good idea to have CTC represented in such tournaments. It was further proposed that a specific amount be requested based on the requirement of the club as and when a tournament comes up. Meryem reminded the club that advancing an amount of money to the club will not be possible, and they will need to provide receipts to obtain reimbursements from CTC.
  - It was agreed that chess players do not sport uniforms. Instead, it was thought that the budget was better spent on new chess tables and table cloths.
  - Guang Cheng was invited to advertise the Chess Club in the Terrace Times and invite people to join the club. As organizer of the Club, Xiao will coordinate the placement of the advertisement.
  - The proposal will therefore require to be amended as discussed and an updated version will replace the existing version on the yahoogroups website. The proposal will require to be submitted as soon as possible since Guang Cheng has already undertaken some purchases, and because the club is already functional playing every Saturday and Sunday evenings. Guang Cheng is to provide the bills to the Treasurers, who will obtain the reimbursement from CTC after retaining a copy of the bill for the committee's records. The same procedure is advised for all clubs in the committee.
- Storage space for the Sports Committee is becoming a pressing need given all the purchases that are being made for the various clubs and need to be looked into.
- There was a small discussion on how long committee meetings will be, and how agenda items will be listed. In short, the following was decided:
  - The agenda will list items based on importance, with the first items being most important.
  - Initial committee meeting may require going on beyond the requisite one hour because there is a need to set things in motion, and proposals require adequate discussions before being put up for vote, or being approved.
  - Sports organizers should plan to attend club events, and other events in which the Sports Committee participates in, and fill out regularized reporting forms that should be uploaded for everyone's perusal before meetings. This will help reduce meeting time.
  - The meetings will not discuss every proposal in each meeting, but will restrict to amendments in meetings subsequent to the ones in which the initial proposals were submitted.
  - Attendance of committee members will be kept track of during each meeting to make it easier for the CTC board to follow member attendance.
- There was no monthly budget report as the Treasurers were recognized in this meeting.
- Committee members were requested to update the online phone book to ensure that it is complete.

- Volleyball Club: Qin reported that the club was playing every Wednesday and Sunday evening. The club will start playing at 6pm this month onwards and not at 7pm since it is getting dark earlier. Two volleyballs have been purchased and this should be adequate (and will not require 4 balls as was thought in the previous meeting). Also, a new net may not be required, though the possibility of purchasing a portable net that can be set up in grass areas should be looked into.
- Soccer future events: None are likely before the next summer.
- History gatherers: Since Sally moved to being a minute taker, volunteers were invited for history gatherers. Nicolas will send out an email to the whole committee inviting volunteers. History gatherers will document all events that the committee will undertake, will list past trophies, and work with CTC management to display the trophies.
- Ping-pong Club: The club has grown considerably and has needed to spread out members and now plays on the evenings of Wednesday, Thursday, Saturday and Sunday. The club members distributed a proposal for the attendees, and the following items were discussed:
  - The lights in the Ping-pong room are entirely inadequate and a budget of \$100 is proposed to purchase a movable light.
  - The old table is broken to the point where no games can be played on it, and the new one is breaking as well. The new table appears to have broken due to children. A new table is the foremost requirement of the club, and moving the budget from other heads to enable this was proposed.
  - Proposed a budget of \$200 to purchase c. 40 balls.
  - Proposed uniforms for tournaments. Meryem suggested that some t-shirts may already be present, and suggested using those thus saving money for the purchase of a table.
  - Proposed a budget of \$300 for annual tournament within CTC. The money was to be used primarily for drinks during the games, and for some refreshments for a party after the tournament. The main courses could be provided by the families of participating members. Some money would be used to obtain mementos for the winners. Meryem suggested to invite the CTC management to provide mementos for the winners, and thus save some money for the new table.
  - The club will participate in the upcoming Ming Hua Cup on 16 September 2007. The entry fee was \$6 last year and may have increased this year. It was generally agreed that the club members should participate and that a receipt, even if informal, can be used for reimbursement. CTC members are welcome to come and watch; club members will send out details of the tournament so that interested people can watch. Also, the club will remember to take pictures for use by the History gatherers and also to be placed on CTC's website.
  - The club is required to submit a modified proposal and place it online for committee members to review and vote on.
  - Plans to ensure that the new table has a longer life are required.
- The meeting was adjourned.