

Location	Site Office, Sri Aman	Ref No.	SA/WS/AR003
Subject	Workshop coordination meeting with local facilitators and teachers	Date	01.08.2013
		Time	2.45-3.40pm
Attended by	Mike Boon, Nelly Soh, Lee Kao Choo, Goh Kau Hong, Tay Buang Leng, Geraldine Ho	Conducted by	Mike Boon
Recorded by	Mike Boon / Geraldine Ho	Coordinated by	Nelly Soh

A workshop coordination meeting between organisers, local facilitators and teachers was held on the 1st August 2013 to determine the delegation of work for each personnel.

Goh Kaw Sze is absent with apologies because he is attending a course. He also informed that he would not be able to attend the workshop on the 14th because of official duties. Nelly Soh will be coordinating the workshop in his absence.

Matters discussed are as follows:

1. Workshop Press Release

- Mike Boon to write the press release for translation into Mandarin by Goh Kaw Sze or Nelly Soh;
- Lee Kao Choo to email press releases to local newspapers, cc to Mike Boon;
- Mike Boon to distribute press release to STAR newspaper.

2. Workshop Programme/Registration

- Distributed to local school students;
- Lee Kao Choo to compile registration form and give to Mike Boon for record.

3. Food Trail (Presentation/ Tour)

- Nelly Soh to coordinate students Food Trail presentation and breakfast on the second day.

4. Limited Edition T-shirt

- Mike Boon informed that cost of t-shirt production is RM27.50 per piece;
- Lee Kao Choo to provide list of local facilitators and participants for t-shirt distribution;
- On sale to public after public lecture on the first day;
- Reserved a few for future speakers and facilitators;
- Daniel Boon and Geraldine Ho to assist Lee Kao Choo in recording sales of t-shirts during workshop.

5. Workshop Attendance List

- Chai Shwu Fun to prepare workshop attendance list for all activities;
- Daniel Boon and Geraldine Ho to assist Lee Kao Choo to take attendance for all activities.

6. Guest Speakers

- Mike Boon to contact Karen Shepherd on details of Art Workshop;
- Goh Kaw Sze to contact Chua Chen Choon on details of evening talk.

7. Accounting and other Filing Records

- All attendance lists, records on sales of t-shirts, participants registration forms to be collected by Teo Hui Kun for filing;
- Bills of expenses to be collected by Teo Hui Kun and passed to Chai Shwu Fun for accounting records;
- Teo Hui Kun to bring project cheque book for payment where applicable;
- Mike Boon will make cash payments for cash bills and reimburse from the project fund.

The meeting adjourned at 3.40pm.