

## CAT EXCO meeting Sunday 29<sup>th</sup> Aug 2010

Meeting 5-7pm

Present: Susan, KC, Carmel, Jenny, Spike, David

Venue: Hua Do Coffee Bar, 2nd Floor of Wu Gong Hotel, No.431 Fu Zhou Road, 花都咖啡厅, 福州路 431 号吴宫大酒店二楼 021-63260303

### 1. Education

Topic	Discussion outcome /Action	Time-Line	In charge
1. Members' achievement record	a) 13 Members are on right track b) Goal(Dec.2010):2CC(Susan, Yingdan); 2AC(Susan, Carlo); 1CL(Susan) c) No progress for Aky, Fei, Joyce, Dan, Wendy, Andrew (not target)	Dec. 2010	KC <i>Done</i>
2. Activities for next two months 1) Member book-1mon in advance 2) Member's Topic - 1wk 3) Agenda, Website & Email	a) <del>Sept. 9 - Done</del> , Sept.16 - Done b) <del>Sept.19 (Joint 5A+) - 1/2</del> c) Oct. 14 - 1/2, KC finds replacement d) <del>Oct. 19 (Joint Humor) Jenny helps</del>		KC
3. AC Spotlight in Oct., Nov., Dec.	a) Oct. 14 - Entertainment (Carlo, Spike) b) Oct. 28 - Persuasive (Sam & Alex)		KC, Emily
4. Who is the key in friends' particular on the PHP list?	David Xie - be in charge KC - email and call David to instruct	Sept.9	KC & David <i>Done</i>
a. Spike Gu & Carlo's ACG Project	Carlo - 2010, KC talks with Carlo Spike - Jan/Feb 2011, KC - bring manual	Sept.9	KC <i>Done</i>
b. Spike (HPLP), Martin(Storytelling & Speaking to Inform)	KC - Buy manuals for Spike & Martin	Sept.9	KC (Emily)

### 2. Membership

Topic	Discussion outcome /Action	Time-Line	In charge
Collect membership dues			Carmel, Spike <i>Done</i>
1. CAT FAQs (particularly focused on membership recruitment)	Carmel - compose flyer to introduce why & how to join CAT, ask help: Daniel & Emily	Sept.9	Carmel
2. Membership targets and phasing 3. Recruitment campaign Potential member list	<b>Susan</b> - Beate, Friedhelm(Pudong), Roawin(PS), Emily Zhu(PS), Elsta Wei(No.1), Mollen Wang(5C+) <b>KC</b> -Alice Yan(No.1), Syna Ruan(LS), Amy <b>Jenny</b> -Paula Bao(PS), Ivy Shen(No.1) <b>Carlo</b> - Leadership TMC <b>Bill</b> - Humor Bilingual TMC <b>Spike</b> - Ideal TMC <b>Yingdan &amp; Spike</b> - TDB TMC <b>David</b> - John Wang (HSBC), April Xie (HSBC)	Sept.9 (Carmel talks to Carlo, Bill, Yingdan & Spike; Sept.6-8, Carmel confirm with each of us)	Carmel All members
a. New member application: Anne Wang, Sandra Lu, etc.	Anne - Join in <b>Oct. - Done</b> Sandra - Find member # & Apply Carmel - follow	Sept. 6	Carmel
b. Peer Mentoring (Video)	Susan - ask Daniel to bring video set KC - add "Member who wants his/her speech to be recorded shall bring memory card" in agenda and promote in meeting	Sept. 6	Susan KC

### 3. Public Relations

Topic	Discussion outcome /Action	Time-Line	In charge
1. Sept.19 (Joint with 5A+) – Oct.17 (Joint with 5A+) 2. Oct. 19 (Joint with Humor) – TBD 3. Nov. (Joint with 5C+) – TBD	KC - confirm the role takers Jenny= confirm the date & Venue	Sept. 6	KC Jenny
2. Sept.5 Outing, offer photo to shirly	Jenny - Send email to members & call each member to confirm, inform Humor club Carmel – Team building David & Minnie – Food & SAA	Aug. 30 Sept. 3 Sept. 4	Jenny Carmel Minnie/David Done

### 4. Treasurer

Topic	Discussion outcome /Action	Time-Line	In charge
1. Treasure report	Balance: RMB5978.9 by Aug.26, 2010 Transfer from Jenny to Spike	Done	
2. Monthly Budget plan	<i>Sept. Income:</i> Member renew: 400X15 = ¥6,000 New member: 400 + 500 = ¥900 Entrance fee: 0 (7 guests to break even) <i>Sept. Expense:</i> Sept.5 Outing (¥1,000, 80-100/member) SAA(¥100 = Bell, Food, etc.) Club Contest (¥100 = Gift, Food, etc.) Member renew/application to TI:	Sept. 30	Spike Carmel David KC Done

### 5. Secretary

### 6. Sergeant-at-Arms

Topic	Discussion outcome /Action	Time-Line	In charge
1. Record	Jan – Aug: 88 guests Next time report since July 1 David – send email to guests to ensure they receive CAT meeting via email	Sept. 9	David Done
2. Arrangement (T-shirt, Material, Food, etc.)	T-shirt: David or Minnie is in charge Education Material: KC is in charge	Sept. 9	Minnie/David KC Done

### 7. President

#### Next meeting:

Time: 7-10pm, Monday 25<sup>th</sup> Oct. 2010, with Dinner

Venue: ian Long Restaurant, No.72-76 Huang He Road (People Square, close to Nanjing Road)  
乾隆美食, 黄河路 72-76 号(人民广场, 靠近南京路)

Map: <http://www.ddmap.com/map/21/point-347238-%C7%AC%C2%A1-.htm>