



	DG VISIT	Status	Remarks/Action
1.	Date: 6 October 2008 Time: 6pm / 7pm. Venue: Conrad Hotel / Tepak Sireh Restaurant		DG to advise on what time he will be checking in to Conrad Hotel & if he needs to extend stay (at cost of the next visiting club). Heinrich to advise suite no & send invoice to treasurer
2.	Programs		
	• Meeting with President, Secretary, AG		6pm @ DG's suite in Conrad hotel. June & SP to pick up DG
	• Meeting with Interactor/ Rotaractors/ Scholars		630pm @ Tepak Sireh Restaurant. "Throne room" Dunman/Saints/Scholars/Guoxing pls be there. Doc Abraham pls invite Tanaka. Set up projector 1 in Throne Room
	• Reception committee, collect \$ & receive guests, prepare props		630pm. @ "Throne room" Lily Patel, Bruce Bird, Kwok Weng Fai put up RCMC banner, bell, banarette, nametags, namelist & \$ collection. Microphone & projector2 outside.
	• BOD mtg with DG • Spouse program – talk on Mammacare		7pm, drinks & light snacks are served. 7pm, Geetha to accompany DGFL Mariana to Spouse cosy corner Doc Abraham , pls confirm & invite Dr Mona Tan All BOD , pls submit your brief report to June, so that I can put it in the powerpoint slide. Bruce , pls be @ the mtg too.
	• Welcome everyone. • Membership induction		730pm. WengFai , get everyone seated Dr Abraham , pls confirm dominic & get his CV. Gladys , can you prepare the cert & nametags. June to find the membership protocol & pledge
	• Club Assembly & Project updates		740pm, dinner is served. President updates. June do powerpoint
	• Address by DG		8.30pm.
	• PHF & EREY recognition		8.40pm (there are 6 PHFs & 22 EREY to be recognised) Gladys pls get ready the certificates
	• Fellowship evening / entertainment		
3.	Paperwork		
	• Who's Who Directory	Yes	Gladys is printing. Thanks Gladys.
	• List of filled & unfilled Classification		June & SP to print out from RI website
	• Club Certificate of Charter		Hector pls bring & pass to WengFai/Bruce
	• Club's Constiution & By-Laws		Derrick , pls send to June. June pls print out for new members
	• Club's Plans & Objectives	Done	June already sent to DG even before term starts. Update & print
	• List of PHF/ EREY /Benefactors	Done	Gladys gave to June. June pls print out
	• List of Interact & Rotaract Clubs	Done	Dunman Interact Club, Saint Andrews Interact club. Rac MC
	• List of Scholars	Done	Jenny Chou (Houston) Irma Fisher (Illinois) Daichi Tanaka (Japan)
4.	Any Projects for DG to officiate? Any courtesy call on Head of State or Government Official	No	
5.	Special Programme for:- a. District First Lady, Mariana	-	DFL Mariana will leave together from Conrad Hotel & join the spouse program. She will be accompanied by DGNFL Geetha
6.	Reports		
	• Brief Project Report		All Directors, pls advise on what is completed & what is planned
	• Effective Guide Plan (Doc 802)	Done	President to collate into ppt presentation. Submitted to DG & AG
	Finance: Proof of payment of		
	• RI Dues		Barry, pls prepare. Derrick pls advise
	• b. District Dues		June to pay online first. Claim from club later. Bring receipt.
	• Club's latest audited accounts		Barry to show cheque proof
	• Payment of PHF & EREY		Barry , pls prepare. Derrick pls advise Barry , pls do TT & show receipt
	Proof of Submission to:-		
	a. Registrar of Societies		Derrick , can you bring the last submission
	b. Income Tax Board		SP & Barry , take note of this, as we have to do this at end of the year
	RSVP Menu selection / Logistics		June sent out email. SP/Bruce follow up Gladys, WengFai, Bruce, SP & June to meet up
	Arrangement (if any) for onward journey of DG		We will send him back to Conrad Suite. SP or Doc Abraham, would you mind driving DG back?