

MINUTES FOR MONTHLY MEETING – 2022 JAN

Date	14 Jan 2022 (Fri)	Time	10:00am
Venue	Jurong Office + Zoom		
Attendance			
Raymond See	Stephanie Loke	Lih Woei	Weng Jun
Fannie Huang	Jasmine Sam	Nicholas Chai	See Mun
Phui San	Yen Chin	-	-

	DESCRIPTION	ACTION BY
1	Outstanding B/F from Last Month	
1.1	<p>❖ <u>Lee Shiau Hwee Payment Report</u></p> <p>Nicholas has reported that her last payment was \$450 on 2 Dec 2021. Her attendance rate was not enough and she didn't attend Costing Management Exam.</p> <p>Stephanie has instructed that as Lee Shiau Hwee owed course fee for several months, she could not study any new subject. But Stephanie still decided to offer her one more learning chance, that she could re-study the failed subject and only made payment for admins fee in this intake. If she would study in next intake, she needed to pay half price of course fee.</p>	Nicholas
1.2	<p>❖ <u>LCCI Level 3 Package Pricing Update</u></p> <ul style="list-style-type: none"> - Promotion of \$500 discount voucher for AutoCount course (worth \$1000) - The promotion price is \$3500 for LCCI Level 2 package, including 5 subjects PA/QT/CC/AutoCount /PC - Encourage student to take LCCI Level 3 package which promotion price is \$6600. Students can get double LCCI diploma including Level 2 and Level 3, and enjoying more discount compare by Level 2 package only. 	ALL
2	Issues for This Month	
2.1	<p><u>Raymond (CEO)</u></p> <p>❖ Meeting Issue</p> <p>Raymond instructed that he has put the meeting issue on the google form that everyone could fill in as needed, without having to wait until the last minute before the meeting to think.</p>	ALL

❖ **Course Fee**

In the future, course fees will be adjusted, and students are encouraged to pay six months of course fee in one time which with additional discounts. This plan will be implemented after an official notice is approval.

❖ **Orientation Day**

As the first class of the new intake, the Orientation Day will be held on 5 Mar 2022. Raymond instructed everyone to take the initiative to participate in such activities. In the preparation process, the attitude should be proactive and full of enthusiasm for teamwork.

❖ **Standardized and unified way of working**

Raymond has instructed that everyone must follow SOP. This is the best way to increase productivity.

2.2

Stephanie (CFO)

❖ Monthly Report

	Cash Budget	Giro Report	Recruitment Report	Withdrawal Report	Student Service
Jurong	√	√	√	√	√
Bugis	√	√	√	√	Submitted on 21/01/2022
Remark					

❖ TASK LIST for this month and next month for monthly meeting

Important Task List

Name	Jan 2022	Feb 2022	Remark
Weng Jun	-CPE Annual updates -GST Submission -Exam Result Arrangement -passing rate report EDFA	EDFA Full cert & Transcript -Recruitment for Mar Intake -passing rate report LCCI -Exam Arrangement for Mar	

	Fannie Huang	-Recruitment for Mar intake -Passing rate report EDFA -Graduate Listing for EDFA -In-charge of attendance Record- QT4/AS1/PA5/FM	-Recruitment for Mar intake -Marketing Strategy -Student Service		
	Jasmine Sam	-Recruitment for Mar intake -marketing and training -close total receipt - IAAP closing	-Recruitment for Mar intake -marketing and training - graduation list preparation		
	Nicholas Chai	-Recruitment for Mar intake -Poster design for upcoming intake -Facebook advertising -Close total receipt	-Recruitment for Mar intake -Poster and video design for Facebook advertising -Update audit invoice		
	Phui Sun	-Recruitment for Mar intake -prepare new class grade 3&4 -printing QnA	-Recruitment for Mar intake - check stock - students enrol LCCI exam for early bird		
	Yen Chin	-Recruitment for Mar intake -prepare new class grade 3&4 -printing QnA	-Recruitment for Mar intake - audit invoice - check stock - students enrol LCCI exam for early bird		
2.3	<p>❖ Student Service</p> <p>Stephanie has instructed all staffs must settle student's requirements within one week. If can't settle, please bring it to superior. And also can report to her or CEO if the problems remain unsolved.</p>				

3	Working Planning	
3.1	<p><u>New Price charge for GIRO</u></p> <ul style="list-style-type: none"> ❖ Phui Sun has reported about the bank in charge if the GIRO was rejected. ❖ Stephanie has suggested the new price charged. <p><u>Apply without GIRO</u></p> <p>- Admin fee \$20 + GST = \$21.40</p> <p><u>Apply with GIRO but Rejected by bank due to student</u></p> <p>- Bank Charge \$10 + GST = \$10.70 - Admin Fee \$20 + GST = \$21.40 - Additional Charge \$10 + GST = \$10.70 (If didn't settle the payment more than 3 days)</p> <p>Date of Effective <u>1st February 2022</u></p>	Info
3.2	<p><u>Course Planning and Exam</u></p> <ul style="list-style-type: none"> ❖ Nicholas has reported about student requested about AutoCount Exam notice. ❖ Jasmine has reported about students purchased Revision Kit online. 	Info
4	Others	
	<ul style="list-style-type: none"> ❖ The registration date of LCCI EXAM will be announced before the end of January 2022. All students will complete the registration form and transfer the exam fee online. 	Info

PREPARED BY	
Fannie Huang	
ACKNOWLEDGED AND APPROVED BY	
Raymond See	
Stephanie Loke	