



MALAYSIAN NATURE SOCIETY

Membership Unit

MANAGEMENT REPORT

September 2017

Content Summary

Part A:

1. Membership
2. KPA
3. KPA Youth

Part B:

1. Membership Unit- Issues and Matters Arising
2. Appendices

Part C:

1. Urban Environmental Hub
2. Appendices

Part D:

1. E-Media and IT

Part E:

1. MNS Publication

Strategy & Strategy Objectives	Target for June 2017 – May 2018	Progress for September 2017 (Activity/Item/Program)	Progress for September 2017 (Status)
<p>5.4.1: Engage, maintain and expand membership of the Society through targeted membership drives and public campaigns.</p> <p>.</p>	<p>RECRUIT Increase recruitment of new members by 25% year-on-year beginning in 2016 (with a baseline of 700) with emphasis on youths (below 35) and proportionate state representation.</p> <p>RETAIN Reduction in lapsed members by 25% in 2016/2017</p> <p>REBRAND Improved efficiency and effectiveness of membership services, increased appreciation of MNS among members and the general public and motivated members who act as ambassadors for MNS.</p>	<p>MNS Membership Officer: Mrs Leong Wee Chin</p> <p>1. ROS e-submission</p> <p>2. Non-Malaysian to serve as branch committee</p> <p>3. AGM 2017</p> <p>4. Member Refer Friends Campaign</p>	<p><i>Branches have been reminded to</i> submit their ROS documents via e-ROSES (www.eroses.gov.my) within 60 days from the date of AGM. ted Please refer to attached appendix for status of submission.</p> <p>ROS has approved the application of Cynthia & Nicole to serve as non-Malaysian Committee Member for year 2017-2019</p> <p>The 70th AGM was successfully carried out on the 23rd of September 2017 along with the conference and dinner. The total attendance for the AGM is 61 pax excluding MNS secretariat.</p> <p><u>AGM Activities</u> In charged by: Marahols Travel Sdn Bhd Total of 9 participants signed up for the AGM package (1).</p> <p><u>AGM Dinner</u> The AGM Dinner is sponsored by LADA, but Langkawi Branch took managed the arrangement of the dinner. The dinner was held at the AGM venue, Aseania Resort itself.</p> <p>Full set of AGM reports have been uploaded into MNS website for members to download.</p> <p>As of 30/9/2017, there are 193 new members that have been recruited under Member Refer Friends Campaign.</p> <p>Member Refer Friends</p>

		5.E-mail Blast	<table border="0"> <tr> <td>Branch</td> <td style="text-align: right;">90</td> </tr> <tr> <td>SIG</td> <td style="text-align: right;">32</td> </tr> <tr> <td>Member</td> <td style="text-align: right;"><u>71</u></td> </tr> <tr> <td></td> <td style="text-align: right;"><u>193</u></td> </tr> </table> <p>Please refer to Appendix B for a detailed breakdown.</p> <table border="1"> <tr> <td>5/9/2017</td> <td>MNS: Malaysian Nature Society News (15 August 2017- 28 August 2017)</td> </tr> <tr> <td>6/9/2017</td> <td>MNS: Urban Environmental Education Hub - Pre-Order of Books (10% discounts for MNS members)</td> </tr> <tr> <td>12/9/2017</td> <td>MNS: 70th Annual General Meeting on 23/9/2017 at the Aseania Resort, Langkawi</td> </tr> <tr> <td>29/9/2017</td> <td>MNS: Pencinta Alam Newsletter October 2017</td> </tr> </table>	Branch	90	SIG	32	Member	<u>71</u>		<u>193</u>	5/9/2017	MNS: Malaysian Nature Society News (15 August 2017- 28 August 2017)	6/9/2017	MNS: Urban Environmental Education Hub - Pre-Order of Books (10% discounts for MNS members)	12/9/2017	MNS: 70th Annual General Meeting on 23/9/2017 at the Aseania Resort, Langkawi	29/9/2017	MNS: Pencinta Alam Newsletter October 2017
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<p>5.2.2 Promote the establishment of Kelab Pencinta Alam in schools and link these to the network of MNS EECs, and promote Environmental Education to teachers and the Ministry of Education.</p> <p>Kelab Pencinta Alam (KPA) Officers: 1.Ms Nurul Adha Ujang</p>	<ol style="list-style-type: none"> 1. Recognition of Kelab Pencinta Alam (KPA) nationally and globally as a priority. 2. Increase KPA interaction with EECs. 3. Encourage school leavers to continue to become MNS members through KPA for Youth 	<p>1.TM Earth Camp 2017</p> <p>2.Tapir Buletin</p>	<p>TMEC 2017 (Sabah Zone)</p> <p>The final report is still under progress. The post – TMEC 2017 report template was already passed to teachers who participated in the camp. Upon submission of all the reports. A master report will be submitted to TM. TM has agreed to pay the remaining 20% upon receiving the report.</p> <p>The draft for issue 2/2017 has been sent for printing.</p> <p>A meeting was held between EE officers and Membership officers regarding the publication of Tapir Bulletin. It was agreed for all the next issues, the content will be provided by EE officers and KPA officer will do the coordinating between the designer and printer. For the upcoming issues date starting 2018 will be:</p> <ul style="list-style-type: none"> • March (First Issue) • July (Second Issue) • October (Third Issue) <p>The dateline for the production for every issue will be as follows:</p> <ul style="list-style-type: none"> • Final Draft for content: 23rd Jan/May/Aug • Send for designing: 24th Jan/May/Aug • Final draft before printing: 13th Feb/Apr/Sep • Send for printing: 14th Feb/Apr/Sept • Expected for delivery: 1 Mar/Jul/Oct
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		<p>2.Tapir Buletin</p> <p>3. Meeting at Jabatan Pendidikan Negeri Johor with Johor Branch, Date: 17 /09/ 2017 Venue: Jabatan Pendidikan Negeri Johor, Skudai</p>	<p>It was also discussed in the meeting that the number of copies will be reduced to 5000 copies (instead of 10,000+ copies) which each school will get about 20 copies. E-copy was considered if there is no funding for the particular issue. However, after a discussion with Executive Director, Mr Shan during the September management meeting it is firmed up that we will not be reducing the number of copies as well will not go forward with the e-copy as not all school students have internet aces and the Tapir Buletin is signature product of KPA.</p> <p>Johor Branch requested KPA to attend and present about the Kelab Pencinta Alma in a meeting with the Academic Sector officers in Jabatan Pendidikan Negeri Johor. Two representatives from MNS HQ, Shiyamala Sivakumar, Manager of Membership Unit and Nurul Adha the KPA officer had attended this meeting to further discuss on the potential collaboration with Jabatan Pendidikan Negeri Johor.</p> <p>The content of the meeting are as follows:</p> <ol style="list-style-type: none"> 1. Johor Branch intend to incorporate the environmental education in JPN Johor curriculum for all schools in Johor 2. This is to nurture the young on the habitat and nature heritage of Johor 3. Some of the recommended implementation include: Publication of new handbook/module on Johor and training on identified or selected teachers for the environmental education teaching 4. From JPN Johor, Pn Sallina (Head of Academic sector) mentioned that there is an allocation under the Iskandar Malaysia Life Eco Challenge (IMLEC) that aim towards the sustainability. She suggested to promote KPA membership to all the IMLEC schools.
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			<p>KSNP also made an arrangement with PPD Kuala Selangor to invite schools within Kuala Selangor.</p> <p>KPA will request help from EE especially from NEC to conduct activities at KP/EE Booth.</p>
<p>5.2.4 Promote KPA for Youth to youth and IPTA/IPTS students; Establish network between MNS and youth for educational program and activities; Inculcate</p>	<p>1. To increase the number of membership all over Malaysia.</p>	<p>1. HSBC – Young Environmental Research Grant.</p>	<p>We have received official fund transfer documents from Dr Geetha and her students. All the funds are now with the supervisor and not the students. The Grant announcement for 2017 will be made once MNS website is completed. The Grant announcement will be made on 1st of November 2017.</p> <p>The call for application e-posters and submission guidelines are currently being revised.</p>

<p>youth and community about value of nature</p> <p>KPA for Youth Officer /Membership Unit Manager :Ms Shiyamala Sivakumar</p>	<ol style="list-style-type: none"> 2. To promote KPA Youth at Higher Learning Institutes. 3. To organize budget efficient events (i.e environmental talks, tree planting programs and workshops) in universities. 	<p>2.MNS 70th AGM Conference</p> <p>3.Proposal to Yayasan Hasanah</p> <p>4.New Database Management System</p>	<p>The conference took place on the 22nd of September with 41 participants (inclusive of MNS Secretariat)</p> <p>We received a positive feedback for the proposal submitted. Yayasan Hasanah has given us an official letter making us one of their partner as well as grant recipient. The project is called “Young Environmental Stewardship (YES)” We are currently in the midst of reviewing the agreement and etc.</p> <p>It has been decided by the management that we will not be renewing the iMIS licence but will be merging to another new centralised data management system that included Membership, Retail and accounts. All membership data will be exported to excel files to enable the migration process.</p>
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Goal 5.4: To grow and to effectively and efficiently mobilize membership resources towards achieving the Society's mission and goals

Part B: Membership Unit- Issues and Matter Arising

Sub Unit	Issue/Matter Arising	Status / Actions Taken
KPA	KPA Merchandise	Schools has been responding in buying t-shirts along with their renewal
	Others (KPAY). Membership decline is a concern as youths hesitate to renew expired membership.	Membership recruitment through activities is one way to boost membership.

APPENDIX A

Based on the statistic, the following are entitled for the free membership.

(A) Branches

	Number of New Members	No. of year for Free Membership	Remarks
Langkawi	19	2	2 Vouchers given
Kedah	15	2	2 Vouchers given
Kuching	14	2	2 Vouchers given
Kelantan	8	1	
Johor	8	1	1 Voucher given
Perak	7	1	1 Voucher given
Miri	6	1	
Pahang	6		
Melaka/Sembilan	5		

(B) Selangor Special Interest Group

	Number of New Members	No. of year for Free Membership	Remarks
Photo Group	18	2	2 Vouchers given
Nature Guide	8	1	1 Voucher given

(C) Individual

	Number of New Members	No. of year for Free Membership	Remarks
Vuthy Taign & Teng Tze Yien	6	1	1 Voucher given
Eric	5	1	1 Voucher given

Langkawi has the highest number (19 new members) among all, follow by SIG Photo Group (18 new members) and Kedah Branch (15 new members).

Appendix B: Status of Membership

No	Membership Types	Status / Membership Progress
1	KPA	<ul style="list-style-type: none">• KPA Membership: 389• KPA Renewal : 11• New Membership : 1
2	KPA Youth	<ul style="list-style-type: none">• Current No. of membership: 401• New Members: 0
3	MNS Membership	<ul style="list-style-type: none">• Active Members: 2480 Members• Renewal : 26 Members• New : 23 Members

Monthly Report September 2017 (Emedia and IT)

MNS Website

Website Update

No	Project/Task	Status	Deadline	Meeting
1.	Member Login	Completed <ul style="list-style-type: none"> - live on 3 August 2017 - Have a few changes on the design and the content of the site. - All AGM report has been uploaded into the member site. 		Meeting on website update 1) 5/9/2017 <ul style="list-style-type: none"> - Member site content - Website design <ul style="list-style-type: none"> - Content design - Subpage design - Home page design 2) 26/9/2017 <ul style="list-style-type: none"> - CMS installation - Website training - Online form
2.	Content Management System and website design	Completed <ul style="list-style-type: none"> - CMS has been installed in the website. - In the midst of updating the content for the website. 		
3.	Online form	<ul style="list-style-type: none"> - Development of donation and membership online form. - Membership officer will directly receive the notification for new membership registration through the website. Payment Gateway (Ipay88) – Recurring <ul style="list-style-type: none"> - The Membership recurring is now available for Public Bank. - Package for Recurring Service:- One Time Setup Fee: RM2500 Annual Maintenance Fee: RM1500 Transaction Rate: 3.0% 	End of October	
4	Other features	1) Social Media share button 2) Poster Slider design 3) Google Analytic (website traffic)	End of October	

Social Media Platforms.

Facebook

Facebook updates done constantly, according to the flow of public responses. Total Facebook page likes as of September 2017 is at 17,566. Slightly increase compared with August 2017. Average reach on each posting is about 2000 views.

Twitter

Twitter updates are linked to Facebook to ease monitoring purposes. A current numbers follower in September 2017 is 1,768.

Instagram.

Current number of followers in September 2017 is 606. Compared to August 2017 the number is slightly increased.

MONTH	Facebook (Likes)	Instagram (Followers)	Twitter (Followers)
2017			
JANUARY	14,970	323	1,627
FEBRUARY	16,357	367	1,644
MARCH	16,487	379	1,653
APRIL	16,774	440	1,661
MAY	16,917	462	1,690
JUNE	17,143	501	1,708
JULY	17,275	531	1,728
AUGUST	17,309	582	1,744
SEPTEMBER	17,566	606	1,768

Social media content draft.

Facebook / Google +

Morning – News from Meltwater – news related to MNS

Evening – Fancy post (event, center, promotion, news, environment video, Naturalist article, etc)

Instagram (draft send every Monday)

Promotion, past event, fun fact, did you know, nature awareness, MNS picture, and celebration.

Promote MNS Membership and Donation (every two weeks once)

Newsletter

Extract the program and share it on Facebook – 2-3 weeks before Program

Poster and write up

Post 2- 3 weeks before the program

Media Report

For the month of September 2017 below are published article and press releases on MNS in major/online daily:

MEDIA			
No	Publication	Title	Date
1	Yahoo! Singapore News	KL's iconic Taman Tugu to be held under national public trust	4/9
		800 trees at National Monument to be preserved: Najib	2/9
		12 confirmed cases of illegal hill-clearing in Penang	2/9
2	365 News	MNS wants Lotong Cenekah monkeys in Johor protected	28/9
		3M reusable bags given to consumers in 2017 to slow the plastic tide	27/9
		KL's iconic Taman Tugu to be held under national public trust	4/9
		800 trees to be located behind the National Monument to preserve nation's heritage	2/9
		12 confirmed cases of illegal hill-clearing in Penang	2/9
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		800 trees to be located behind the National Monument to preserve nation's heritage	2/9
		12 confirmed cases of illegal hill-clearing in Penang	2/9
4	The Star Online	Efforts mooted to save rare monkey - Nation The Star Online	28/9
		Time to focus on ocean conservation - Metro News The Star Online	23/9
		Change attitude to help protect wildlife	5/9
5	Utusan online	Bina kemudahan, jangan jejas habitat	8/9
		Lindungi haiwan, bukan dibunuh atau terbunuh	7/9
		NCPR: Nilai apartmen, kondominium susut 30 peratus	5/9
6	The Borneo Post Online	'Ecoday' to raise green awareness	27/9
		60 take part in M'sia Day Hornbill Walk	17/9
		Towards a clean environment	17/9
7	Harian Metro	Mampu jadi tarikan pelancongan	26/9
		Manfaat kamera 360, Trekker	13/9
8	The Sun Daily	MNS wants Lotong Cenekah monkeys in Johor protected	28/9
		3M reusable bags given to consumers in 2017 to slow the plastic tide	27/9
9	Malaysia	It's a Feathery Affair	28/9

Media Mentions (According to Meltwater for 2016 & 2017)

MONTH	NO OF MENTIONS	
	MNS NEWS	MNS SOCIAL
2016		
JANUARY	32	51
FEBRUARY	33	20
MARCH	28	46
APRIL	43	71
MAY	34	32
JUNE	23	32
JULY	29	30
AUGUST	30	38
SEPTEMBER	46	44
OCTOBER	40	36
NOVEMBER	20	32
DECEMBER	18	22
TOTAL	376	454
2017		
JANUARY	29	30
FEBRUARY	25	36
MARCH	16	36
APRIL	19	29
MAY	18	47
JUNE	47	39
JULY	26	17
AUGUST	54	30
SEPTEMBER	45	25

Media Value Mentions (According to Meltwater for 2016 & 2017)

MONTH	VALUE (RM)
2016	
JANUARY	405,857.00
FEBRUARY	758,334.00
MARCH	150,080.00
APRIL	228,357.00
MAY	210,738.00
JUNE	104,039.00
JULY	113,335.00
AUGUST	185,310.00
SEPTEMBER	912,077.00
OCTOBER	291,259.00
NOVEMBER	354,179.00
DECEMBER	56,106.00
TOTAL	3,769,671.00
2017	
JANUARY	133 456.00
FEBRUARY	162 497.00
MARCH	75 071.00
APRIL	153 692.00
MAY	115 138.00
JUNE	379 441.00
JULY	157,025.00
AUGUST	137,860.00
SEPTEMBER	181,709.00

**Online media value may increase as per figure stated as online users may read the online news on a later date*

Publication – Malayan Nature Journal

Malayan Nature Journal.

Technical

- 1) Sort out submission fee and publication fee for MNJ Vol 69 Vol 3.
 - Payment Proof from authors
 - Payment Receipt (send to authors)
 - Issues invoice.
- 2) Maintenance: deleted the spam account in MNJ Website

Administration

No	Task	Progress
1.	MNJ 69(3) issue	The MNJ is still under editing process. Plan to be publish in October 2017.
2.	Payment Received	New journal submission with payment – 6 MNJ 69(3) Submission and Publication fee – 6 Invoice Issue – 3 *submission fee exemption to Rusea Goh because she is one of MNJ Editorial Board.
3.	Online subscriber	No of MNJ online subscribers - 158
4.	Library	- Scopus - EBSCO (research collections) The latest issues had been sent to Scopus and EBSCO to be stored in their host.
5.	Email	Email for MNJ 69(3) journal acceptance had been sent to authors. They have to make payment for submission and publication fee before the journal publish in October.

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Part E: MNS Publication

No	Issue	Status/ Progress
1.	New Layout for MNJ	<p>A SOP/ flow chart has been produced to be sent to all authors so they would understand the payment flow and etc.</p> <p>All payment and administration related matters will be handled by the Membership Unit , mainly Miss Atiqah and Miss Shiyamala. Miss Atiqah, will be liaising with the Editor to prepare invoices and cross check all payments related to MNJ article submission.</p> <p>The current volume is at the editorial stage and will be sent to print by Mid-October.</p> <p>Please Refer to E-Media Report for a comprehensive report on MNJ status and etc.</p>
2.	Malaysian Naturalist	<p>The MN will be going e-copy from the June issue (Vol. 70 part 4) onwards.</p> <p>An announcement has been made to members on ways to access the magazine online. As the website is not ready, temporarily an online platform called Calameo is being used for the e-copy uploads.</p> <p>A article submission guideline was drafted by Ms Shiyamala and forwarded to the editor for reviews. The current submission guideline is obsolete and doesn't address many important issues. Once finalized ,the new guidelines will be printed in the magazine and will also be sent to all members during "call for articles" email blast.</p> <p>All articles from members have been passed on to the editor to be featured in the September issue. The editor voiced her concern that there might be a delay in the September issue as well due to time constraint and shortage of articles.</p>
4.	Malayan Nature Journal – Promotion and Marketing	<p>The MNJ website development has to be put on hold as our priority would be to rectify the issues on the MNS main website. As the domain for MNJ expires in June, It has been decided to continue using</p>

		<p>the service by our previous web hosting company for the MNJ website. This is because the new developer can only focus on our official website for time being.</p> <p>MNJ status in Scopus is being followed up by Mr Donovan . He has been corresponding with the Scopus management team and HQ is being copied in all communications. A complaint was received by one of the authors regarding MNJ's status in SCOPUS. He complained that MNJ was not listed in the official SCOPUS website, however there is a ranking in SciMago. This complaint has been forwarded to Mr Donovan for clarification. He is in the midst of communicating with SCOPUS regarding this issue.</p>
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URBAN ENVIRONMENTAL EDUCATION HUB (UEEH)

PART A

Goal 5.2: To empower current and future generations of Malaysians to act for the protection of our natural heritage

Strategies	Progress in 2008-2012	Plans for June 2017 – May 2018	Highlights September 2017
	<p>Urban Environmental Education Hub (UEEH)</p> <p>MNS will establish a new centre inside the Mid Valley Megamall. Urban Environmental Education Hub (UEEH) will operate from 10am-10pm, Monday - Sunday. The hub is located at SP01-07, South Court Mid Valley. The centre will have an exhibition that is open 24 hours for visitors. The exhibition will comprise of images/poster of latest MNS project, information about MNS, type of endangered animal/plant species, current environmental issues and many more.</p> <p>The hub also includes an administration office which is open from 10am until 10pm daily.</p>	<p>To promote public awareness and participation of urban communities in all areas of environmental protection.</p> <p>To promote and encourage participation of urban communities in Malaysian Nature Society’s effort of conserving Malaysian Natural Heritage.</p> <p>To raise funds from the public to support activities of Malaysian Nature Society.</p>	<p>Urban Environmental Education Hub (UEEH)</p> <p>Total sales: RM3,714.73 Online sales: RM 535.5 Number of walk ins: 127 customers</p>

APPENDIX

Urban Environmental Education Hub

List of UEEH Activities for September 2017

Year	Month	No	Program Type	Program Name	Promotion method/exercise conducted	No. of Participants	Income (RM)
2017	August	1	Workshop	Wildlife Art Workshop	Facebook, Instagram Promotion. Email and whatsapp blast to members Venue : UEEH Speaker: Teh Yew Kiang (Wildlife artist) Time: 2.30 pm – 4.30 pm Activities conducted: <ul style="list-style-type: none">• Wildlife of Malaysia 101 by Nisha (UEEH officer)• Mr Teh taught the participants the methods to draw wildlife by using water color, crayons and pencil colors.• Some of the finished products are displayed at UEEH.	8	N/A
		2	School holiday program	Paper making activity	Facebook, Instagram Promotion. Email and whatsapp blast to members, Displayed advertisement board outside the shop Venue : UEEH Speaker: Nisha (UEEH officer) Time: 2.30 pm – 4.30 pm Activities conducted: <ul style="list-style-type: none">• Why 3R is important by Nisha (UEEH officer)	2	80

			<ul style="list-style-type: none"> • After demonstration by Nisha, the participants made their own recycled papers , assisted by Lee (UEEH intern) • Participants completed 5 sheets of recycled papers each. • Some of the finished products are displayed at UEEH. 		
3	School holiday program	Soap making activity	<p>Facebook, Instagram Promotion. Email and whatsapp blast to members, Displayed advertisement board outside the shop</p> <p>Venue : UEEH Speaker: Eda (UEEH manager) Time: 2.30 pm – 4.30 pm Activities conducted:</p> <ul style="list-style-type: none"> • Benefits of organic D.I.Y soap for us by Eda (UEEH manager) • After demonstration by Eda, the participants made their own soap , assisted by Lee (UEEH intern) and Nisha (UEEH officer) • Each participant were provided with 400g of soap base. • Some of the finished products are displayed at UEEH. 	2	80
4	Mid Valley hobby class	Hibiscus D.I.Y. from used bottles	<p>Facebook, Instagram Promotion. Email and whatsapp blast to members Promotion by Mid Valley</p> <p>Venue : UEEH Speaker: Abby (artist) Time: 2.30 pm – 4.30 pm Activities conducted:</p>	8	N/A

				<ul style="list-style-type: none"> • Art by 3R by Eda (UEEH manager) • After demonstration by Abby, the participants made their own hibiscus , assisted by Nisha (UEEH officer) • Some of the finished products are displayed at UEEH. 			
					TOTAL	20	160

Sales Promotion Exercise

This exercise aims to keep a note on the center's effort to boost sales and promote MNS activities and efforts to Mid Valley visitors

Promotion Name	Promotion method / exercise conducted	Result	Action to be taken
1) AGM Books promotion	Blast emails to members, whatsapp to UEEH visitors	All RM 535.50 of online sales come from this promotion.	Promotes all items related to birds for FOW month.
2) UEEH Online	Advertise merchandises in Instagram and Facebook	5 sets of Pak Cipan books are sold. 6 tote bags are sold, specifically after the customers stated that they looked at UEEH instagram and Facebook.	To constantly update social media with promotions of merchandises, events or simply, articles about nature. (1 item = 1 week)
3) Workshops	Advertise the workshops on social medias, emails and whatsapp blasts. Advertise the workshops by writing on the advertisement blackboard and place it outside of the shop.	Planning for November's and December's workshops are already starting.	Plan the workshops 2 months ahead for more promotions among members.

List of UEEH Upcoming Activities

Year	Month	No	Activity	Date
2017	October	1	Tote bag coloring	2 nd and 4 th weekends. RM 20 per pax
		2	FOW	Sales at KSNP (14/10/2017)
		3	Mini Pesta Buku	20 & 21 October 2017

Income - September 2017

Year	Month	No	Sales item	Income (RM)
2017	August	1	MNS Merchandise sales	367.00
		2	MNS Book sales	587.50
		3	Membership & Publication subscription	-
		4	Walk in activity / poster sales / offers/ project income	-
		5	EE Workshop	160
		6	Donation	47.20
		7	Consignments	2553.03
			Total	3,714.73

Maintenance:

- Sweeping
- Moping
- Stock arrangement/ changing of layout in hub

Other updates:

- New arrangement regarding Outpost reports (every 2 weeks)

Matters arising

No	Issue	Current Update	Suggestion / Actions Taken
1.	Internet connection	Upgraded Digi Internet Plan	
2.	Fixing the Exhibition lights	The ceiling lamps are installed by Mr. Sasoo. The spotlights are still not fixed.	Will be done soon. (12/10/2017)
3.	Card Credit Terminal to ease donations and sales	Discussions between the banks and HOD are still going on.	Currently, in progress
4.	Staff issue	<ul style="list-style-type: none">• New part timer, Laili joined.• Part timer, Nana quitted.	To discuss on workshops for upcoming school holidays on November and December.