



MALAYSIAN NATURE SOCIETY

Membership Unit

MANAGEMENT REPORT

January 2018

Goal 5.4: To grow and to effectively and efficiently mobilize membership resources towards achieving the Society's mission and goals

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 January 2018 (Activity/Item/Program)	Progress for January 2018 (Status)
<p>5.4.1: Engage, maintain and expand membership of the Society through targeted membership drives and public campaigns.</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> <ol style="list-style-type: none"> 1. ROS e-submission 2. AGM 2018 3. Membership Drive and Events 4. Member Refer Friends Campaign 5. Membership Database Revamping and Restructuring 	<p>All branches have done the ROS submission, except for Pahang and Penang. Penang Branch has done the e-filing and pending for checking. Pahang Branch has agreed to do the e-filing and until now there is no update yet.</p> <p>According to Hon. Secretary, Terengganu branch has declined to be the host for this year AGM at the last Council meeting as they have activities on September 2018. The Council will decide later.</p> <p><u>Membership Drive</u></p> <p>Ulu Muda Forum (29/1/2018, Monday)</p> <p>We managed to recruit one new member and one renewal at the event.</p> <p>The campaign period has come to an end and an email blast on the end of campaign has been sent on 14/11/2017</p> <p>With this campaign, we managed to recruit 204 new members (Branches: 99, SIG: 32, and Members: 73)</p> <p>We have made a few follow ups with Mr Venot (Data Solutions) for the membership system development, however he did not seem very positive and the charges will be very high as he does not have any web developers available currently. We have tried to look for other local database (customer engagement system) providers to be able to substitute IMIS, such as ICRM and Hileytech, but only ICRM gets back to us on the POS system they are selling which does not suit us. No news from Hileytech.</p>

5.E-mail Blast

4/1/2018	MNS: Malaysian Nature Society News (20 Dec 2017 - 2 Jan 2018)
5/1/2018	MNS: Pencinta Alam Newsletter Jan 2018
15/1/2018	MNS: FRIM-MNS NATURE EDUCATION CENTRE, FRIM KEPONG - NATURE DAY TRIP
16/1/2018	MNS: Malaysian Nature Society News (3 Jan 2018 - 14 Jan 2018)
22/1/2018	MNS: FRIM-MNS NATURE EDUCATION CENTRE, FRIM KEPONG - NATURE DAY TRIP (Family Nocturnal Walk, 9 Feb 2018)
23/1/2018	MNS: Malaysian Naturalist - Share your story
26/1/2018	MNS: Notice of Program Rescheduling - Teen Jungle Explorer (24 Feb 2018)
30/1/2018	MNS: Malaysian Nature Society News (15 Jan 2018 – 29 Jan 2018)

Strategy & Strategy Objectives	Target for June 2017 – May 2018	Progress for January 2018 (Activity/Item/Program)	Progress for January 2018 (Status)
<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.KPM Reports</p> <p>2.Publication Tapir Buletin</p> <p>3. Young Environmental Stewards</p>	<p>Annual KPA Report 2017 was completed and was sent to KPM along with letter requesting permission to conduct KPA activities 2018 along with planner from HQ and states level</p> <p>KPM has sent a feedback with a letter approving KPA activities. A letter informing KPA activities have been approved by KPM were sent to all JPNs, Pusat KoK and Coordinators.</p> <p>Tapir Bulletin issue 3/2017 were distributed to schools. For the The content for the info graphic part of the bulletin was drafted by EE and sent to KPA for reviewing. Overall draft will be sent for reviewing to CV.</p> <p>Letter on program were sent to both PPD but get late response. The PIC for PPD Kemaman was unreachable however PIC for PPD Kuala Selangor already were informed about this programme. He suggest to prepare a workshop letter which he later help to send to the selected schools.</p> <p>Letter on program also were sent to both JPN Selangor and JPN Kemaman about this program. PPD now awaiting their approval for them to proceed with the letters to schools</p> <p>The camp was successfully conducted with MNS EE team. A comprehensive report will be produced for the funders.</p>

		5.Activities and Events	<ul style="list-style-type: none">I. Tree Salvaging Program (M&P) – 13th January 2018II. KPA Melaka state level meeting – 25th January 2018III. Road kill meeting (CV) – 29th January 2018 Water Vision Judging Session – 22 nd January 2018
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<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 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"> 1. To increase the number of membership all over Malaysia. 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>1. HSBC – Young Environmental Research Grant.</p> <p>2.MNS Wildlife Defender Program- Youth Volunteer Program</p> <p>3) Collaboration with UM students to form a pool of volunteers</p> <p>4.Events and Activities attended</p>	<p>The call for application was posted up online on 3 November 2017. A write up was also sent to Study Malaysia and Scholarahip.com to further promote the grant. Email blast was sent to all KPAY members and affiliations. The closing date for the application is on 3 December 2017</p> <p>E-mails or second progressive report has been sent out to all YERG 2016 grant recipients. The deadline to submit the reports are to be submitted (hard and softcopy) by 20th November 2017. We have received all the reports by participants.</p> <p>The Applications will be screened in house by CV division and also by Education division,</p> <p>Discussion to continue a series of Wildlife Defender Programs Collaboration with NEC. KPAY will work closely with NEC to promote this effort and to increase MNS youth membership.</p> <p>2 UM law students approached MNS for an interview session and further discussion was carried out to establish a youth wing in local universities. A discussion was held with EE officer , Miss Amirah to expand the potential. To kick start, the UM students agreed to post up and online form for volunteer recruitment. The forms will be analysed and a program will be conducted for the volunteers.</p> <p>1) Workshop on Ulu Muda (EU Project) – 29 January 2018</p>
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Part B: Membership Unit- Issues and Matter Arising

1) Membership Database Restructuring and Revamping

Communication flow with Green Matrix

Date	Task
16/10/2017	Introduction session with Green Matrix
25/10/2017	Training session by Eda & Green Matrix Consultant
26/10/2017	1 st round testing on membership processing
30/10/2017	<p>Email Jeffrey on the membership requirement</p> <ol style="list-style-type: none"> 1. Member Lifecycle 2. Membership Process Flow 3. User Requirements 4. Reports <ul style="list-style-type: none"> - Print Official Report (pre-printed format) - Print Membership Cards (pre-printed format) - Print Welcome Letter (for new member only) - Print Membership Payments Received by Batch (for account, by batch – cash, bank: CIMB/MBB, credit card, on-line credit card) - Reminder Letter (2 pages) - printing of letter will be based on currency (MYR/SGD/USD) - Print MNS Labels (pre-printed format) 5. Month End Reports <ul style="list-style-type: none"> - iMIS Name Pivot Table (for Prepayment use) - iMIS Payment Pivot Table - Membership Paid up summary 6. Selection Criteria for reports <p>The same requirement has been sent to Mr Vinot, the developer of membership system, who will help us to develop a new membership system which is able to integrate to the Green Matrix system</p>
17/11/2017	Received reply from Jeffrey. However, the reply don't really give us a clear idea on how to proceed with the new system. Write to Jeffrey again on our requirement, especially on the timeline of data conversion and show case via team viewer.
21/11/2017	Called Jeffrey and resend email.

27/11/2017	The support team send the user manual.
30/11/2017	Called the support team and managed to get them to show us how the system work via team viewer. According to the support, some of the fields we required cannot be included in their system. Also, their system doesn't allow to download the database in excel file due to security reason. This issue is highlighted to Jeffrey and the support team that we are unable to print our reports without this feature. Live data has been sent to the support team for upload purpose.
4/12/2017	Green Matrix is working on the data conversion.
26/12/2017	Live data has been uploaded into the system. However, the update of customer maintenance is incomplete. Error report has been sent to the support team to solve the problem.
28/12/2017	Tested the live data and it works fine.
29/12/2017	Started with the entry of December data. Green Matrix system will go live on 1 Jan 2018 with the parallel run of iMIS system until the new system become stable.
18/1/2018	The support team is working on the GL for the entry of bank transaction.
25/1/2018	We realized that there are some missing data in membership database. Support team was working on the upload of missing data.

2.) KPA and KPA Youth

Sub Unit	Issue/Matter Arising	Status / Actions Taken
KPA	KPA Merchandise	Schools has been responding in buying t-shirts along with their renewal
	Coordinators	Only 4 states give out their planner which was included in the planner sent to KPM. Other states did not give their planner. However, in the letter sent to JPN, there was clause stating that for any ad-hoc program, the organizer will be sent to JPN requesting their permission.

APPENDIX A

ROS e-submission

Branch	ROS Docs	E-filling	Checking by Honorary Secretary	Submit to ROS
Johor	Received	Done	Done	21/8/2017
Terengganu	Received	Done	Done	29/8/2017
Miri	Received	Done	Done	19/9/2017
Kuching	Received	Done	Done	19/9/2017
Sandakan	Received	Done	Done	6/10/2017
Sabah	Received	Done	Done	6/10/2017
Langkawi	Received	Done	Done	13/10/2017
Perak	Received	Done	Done	19/10/2017
Kedah	Received	Done	Done	24/10/2017
Selangor	Received	Done	Done	31/10/2017
Kelantan	Received	Done	Done	3/11/2017
Melaka/N Sembilan	Received	Done	Done	6/12/2017
Penang	Received	Pending		

Appendix B: Status of Membership

No	Membership Types	Status / Membership Progress
1	KPA	<ul style="list-style-type: none">• KPA Membership: 367• KPA Renewal : 55• New Membership : 20
2	MNS Membership	<ul style="list-style-type: none">• Active Members: 2441 Members• Renewal : 34 Members• New : 20 Members

On line Membership Progress

28/1/2018 – 9/2/2018

Renewal	2
New Membership	9
Total Transactions	11

Monthly Report January 2018 (Emelia and IT)

MNS Website

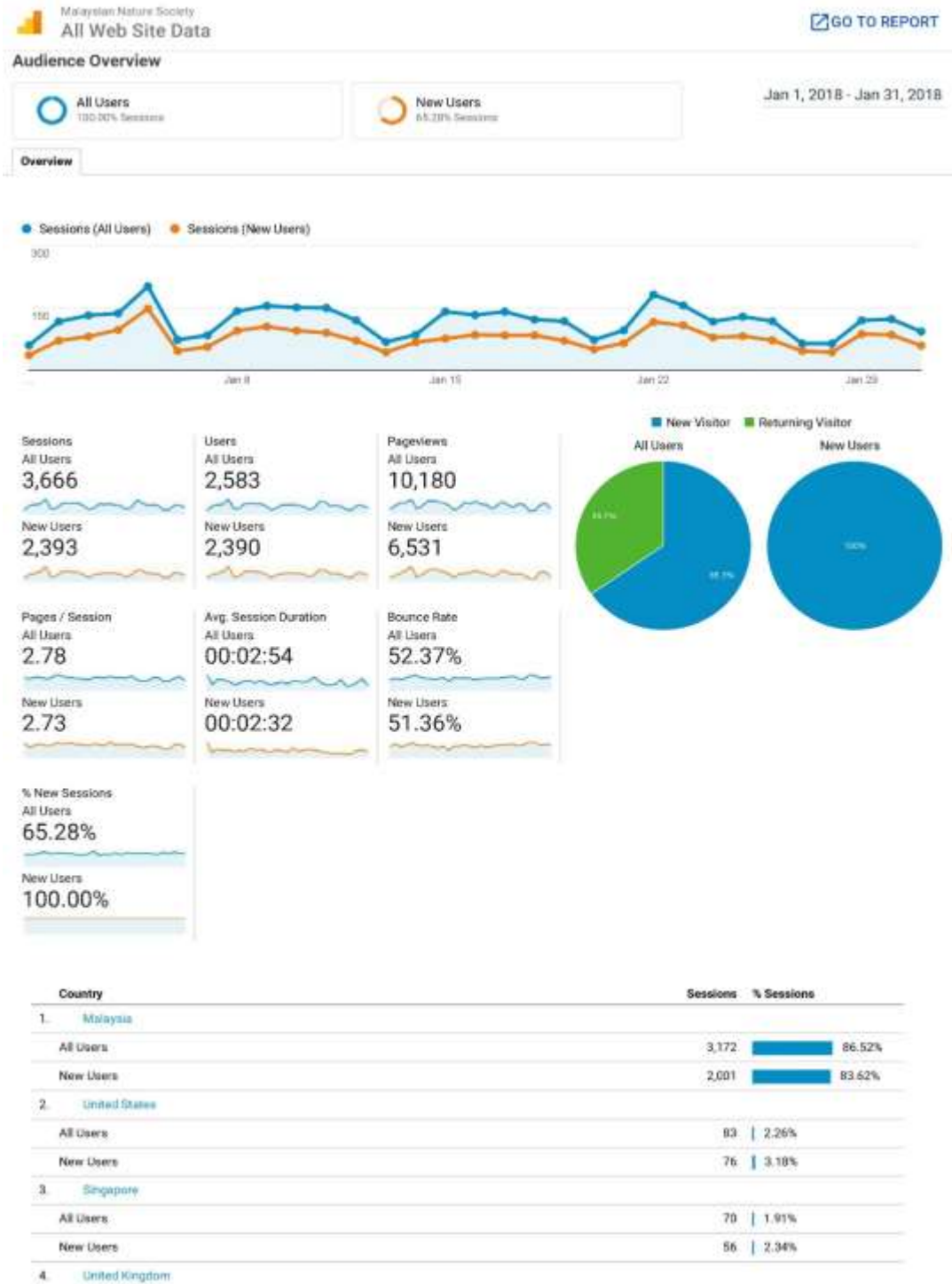
Website Update

Item/Issue	Status	Action to be taken	Due Date	Remarks /Issue
A) Online Membership Renewal and Subscription				
Item/Issue	Status	Action to be taken	Due Date	Remarks /Issue
Payment Gateway - Online Banking	The online form has been lived on 26/1/2018.			
Payment Gateway - Credit Card	Integration with PayPal Credit Card. (for temporary)	Application form has been submitted to Ipay88 Bank Credit Card – Waiting for bank approval.		
Recurring Payment	In midst of integrating into Website <ul style="list-style-type: none"> - The recurring cycle is 1 year - Members can terminate their recurring by send email to membership. 			
B) Website Content				
Item/Issue	Status	Action to be taken	Due Date	Remarks /Issue
Education	KPA – Received KPA Youth – No Water Vision – Received	Reminder email will be sent to each center.		
Centers	NEC – Received EcoCare – Received	Reminder email will be sent to each center.		

	EIC – Received			
Conservation Project	Pending - Details , project list, Policy , Strategic plan	Reminder email will be sendtto them.		
Membership	In Progress	Get membership details for KPA, Ordinary, Family and etc from Wee Chin		
Branches	In Progress	In midst of updating the website		
Member Log In	Management Report has been added into Members portal.			
E-MN				
Latest Events/Activiti es	Constantly Update			
Domains	one domain renew - mns.my (18/1/2019)			
Micro-Sites	All MNS Microsite will be link to MNS website	In midst of updating the website and also the microsite		
C) MNS Social Media				
Item/Issue	Status	Action to be taken	Due Date	Remarks /Issue
MNS Facebook	Morning – News from Meltwater – news related to MNS			
MNS Twitter	Evening – Fancy post (event, center, promotion, news, environment video, Naturalist article, etc)			
MNS Instagram	Last Update : December 2017			
Meltwater	Constantly updates the news in MNS Facebook. Every week email blast will be send to all members.			

MNS Website Traffic January 2018.

- 1) MNS website updated done constantly, according to the activity, event, and information that need to be published.
- 2) Total number of website hits for January 2018 amounted to 3,666 user.



All Users	65	1.77%
New Users	47	1.96%
5. China		
All Users	24	0.65%
New Users	23	0.96%
6. Taiwan		
All Users	24	0.65%
New Users	15	0.63%
7. India		
All Users	22	0.60%
New Users	19	0.79%
8. France		
All Users	21	0.57%
New Users	14	0.59%
9. Japan		
All Users	19	0.52%
New Users	14	0.59%
10. Australia		
All Users	16	0.44%
New Users	14	0.59%

Social Media Platforms.

Facebook

Facebook updates done constantly, according to the flow of public responses. Total Facebook page likes as of January 2018 is at 18,313. Slightly increase compared with December 2017. Average reach every week is about 14000 views.

Twitter

Twitter updates are linked to Facebook to ease monitoring purposes. A current numbers follower in January 2018 is 1,850.

Instagram.

Current number of followers in January 2018 is 702. Compared to December 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
OCTOBER	17,854	621	1,788
NOVEMBER	18,044	655	1,799
DECEMBER	18,253	681	1,815
2018			
JANUARY	18,313	702	1,850

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

Publicity and Media

Media Report

For the month of January 2018 below are published article and press releases on MNS in major/online daily:

MEDIA MENTIONS			
No	Publication	Title	Date
1	365 News	Adopt sustainable development goals in manifestos	25/1
		Call To Include Environmental Protection In Election Manifesto	25/1
		State have the right to convert forests into govt land: Wan Junaidi	23/1
		Petronas 'Water For Life' Effort Benefits Over 14,000 Residents	20/1
		Drink Boiled Water To Prevent Diseases - Perlis Raja Muda	20/1
		Climate change may lead to flooding of heritage sites in Penang	17/1
		4,515ha of permanent forest reserves to be converted into plantations	8/1
		MNS concerned over degazetting of permanent forest reserves in Terengganu	8/1
		Malaysian Nature Society concerned over dead dolphins	6/1
2	The Sun Daily	Adopt sustainable development goals in manifestos	25/1
		State have the right to convert forests into govt land: Wan Junaidi	23/1
		Petronas 'Water For Life' effort benefits over 14,000 residents	20/1
		Drink boiled water to prevent diseases: Perlis Raja Muda	20/1
		Climate change may lead to flooding of heritage sites in Penang	17/1
		4,515ha of permanent forest reserves to be converted into plantations	8/1
		Malaysian Nature Society concerned over dead dolphins	6/1
		3	The Star Online
Penang has enough roads and linkages, say activists - Nation The Star Online	21/1		
Visitors to Penang's waterfalls dwindling to a trickle - Metro News The Star Online	20/1		
'Stop all illegal logging' - Nation The Star Online	18/1		
Hair and body care brand plants 200 mangrove saplings in Kuala Selangor - Metro News The Star	2/1		

		Online	
4	The Borneo Post Online	MNS to set up telescope at Canada Hill for lunar eclipse	31/1
		Topsy-turvy weather confuses plants and animals	28/1
		Recycling nature's way through composting	28/1
		MNS Miri lauds council's new initiative in tackling beach pollution	20/1
		MNS president condemns restaurants serving shark fin dishes	13/1
5	Bernamea	Call To Include Environmental Protection In Election Manifesto	25/1
		Petronas 'Water For Life' Effort Benefits Over 14,000 Residents	20/1
		Drink Boiled Water To Prevent Diseases - Perlis Raja Muda	20/1
		Program 'Water For Life' Petronas Manfaat Lebih 14,000 Penduduk	20/1
6	365 News (MS)	Jawatankuasa khas analisis pantai utara Sarawak	27/1
		Penantian 35 tahun penduduk berakhir	23/1
		Destinasi migrasi	21/1
		'Water For Life' selesai rintihan bertahun	20/1
7	Utusan Online	Penantian 35 tahun penduduk berakhir	23/1
		Program 'Water For Life' telah beri manfaat kepada 14,000 penduduk	20/1
		Amalkan penggunaan air secara berhemah- Raja Muda Perlis	20/1
8	Malaysian Digest	Drink Boiled Water To Prevent Diseases: Perlis Raja Muda	20/1
		Program 'Water For Life' Petronas Manfaat Lebih 14,000 Penduduk	20/1
		4,515ha Of Permanent Forest Reserves To Be Converted Into Plantations	8/1
9	The Malay Mail Online	More environmental groups demand 'green' manifesto	25/1
		The catastrophic effects of climate change — Nur Imani Abdullah	24/1
		Electrocuted elephant was still breastfeeding calf, Perak Perhilitan reveals	3/1
10	Clean Malaysia	Let's make Chinese New Year Greener: Say No to Shark Fins	29/1
		MNS: Stop converting Forests to Palm Oil Plantations in Terengganu	27/1
		Time to Get Serious about Saving Malaysian Wildlife	8/1

Media Mentions (According to Meltwater for 2016 – 2018)

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
OCTOBER	53	43

NOVEMBER	43	35
DECEMBER	34	63
TOTAL	409	430
2018		
JANUARY	95	71

Media Value Mentions (According to Meltwater for 2016 - 2018)

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
OCTOBER	148,046.00
NOVEMBER	1,755 943.00
DECEMBER	185,302.00
TOTAL	3,585,180.00
2018	
JANUARY	255,692.00

**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. (January 2018)

Technical

- 1) Sort out submission fee and publication fee for MNJ Vol 70 Vol 1.
 - Payment Proof from authors
 - Payment Receipt (send to authors)
 - Issues invoice.
- 2) Maintenance: deleted the spam account in MNJ Website

Administration

No	Task	Progress
	MNJ 70(1)	No. of journal publish - 11
2.	Payment Received	New journal submission with payment – 0 MNJ 70(1) Submission and Publication fee – 4
5.	Email	Email for MNJ 70(1) journal acceptance had been sent to authors. They have to make payment for submission and publication fee before the journal publish in March 2018.

Malayan Nature Journal Special Edition

No	Task	Progress
1.	Payment Received / Order	Total online order until January 2018 is 12
2.	Payment Received	Local : 2

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 January 2018
	<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: RM 2191.52 Online sales: RM 202.61 Number of walk ins: 135 customers</p>

APPENDIX

Urban Environmental Education Hub

List of UEEH Activities for January 2018

Year	Month	No	Program Type	Program Name	Promotion method/exercise conducted	No. of Participants	Income (RM)
2018	January	1	Educational workshop	D.I.Y Notebook	Facebook, Instagram Promotion. Email and whatsapp blast to members Venue : UEEH Date: 7/1/2018 Time: 2.30 - 4 pm Activities conducted: <ul style="list-style-type: none"> • Talk on benefits of D.I.Y by Janice • Craft session, lead by Janice 	1	10.00
TOTAL						1	10.00

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) MNS merchandises promotion	Nisha and part timers came up with promotional plan for MNS merchandises, done in conjunction with commemorates days	Most of online sales are from their interest in online promotional sale.	Plan for combos.
2) UEEH Online	Advertise merchandises in Instagram and Facebook	Most of customers said that they came after seeing posts on Facebook and Instagram.	Strategize social media posting, aiming for high-priced items.
3) Workshops	Advertise the workshops on social medias, emails and whatsapp	1 workshop for February 2018 have been confirmed.	Plan for 2 workshops in March for school holidays.

	blasts. Advertise the workshops by writing on the advertisement blackboard and place it outside of the shop from time to time.		
4) Jungle Walk	MNS merchandises and books are displayed and sold during Jungle Walk program at NEC.	Total sales of RM 144.60 (comprises mostly of MNS merchandises)	Reach out to more MNS centers activities.

List of UEEH Upcoming Activities

Year	Month	No	Activity	Date
2018	February	1	Urban Farming	11/2/2018
		2	Merchandises sales at Premiera by Abby	12/2/2018 – 30/3/2018
		3	Totebag coloring	4 th weekend of February

Income - January 2018

Year	Month	No	Sales item	Income (RM)
2018	January	1	MNS Merchandise sales	886.87
		2	MNS Book sales	102.50
		3	Membership & Publication subscription	60.00
		4	Walk in activity / poster sales / offers/ project income	0.00
		5	EE Workshop	10.00
		6	Donation	9.50
		7	Consignments	1122.65
			Total	2191.52

Maintenance:

- Sweeping
- Moping
- Stock arrangement/ changing of layout in hub (stocks relocation at HQ)

Matters arising

No	Issue	Current Update	Suggestion / Actions Taken
1.	Internet connection	Upgraded Digi Internet Plan, used 3G phone for 4G simcard. Hence, not using internet optimally	Looking for better internet plan (specifically for POS system)
2.	Fixing the Exhibition lights	The ceiling lamps are installed by Mr. Sasoo. The spotlights are still not fixed.	Will be done soon.
3.	Card Credit Terminal for ease donations and sales	Pending approval from bank on the request which was submitted in October 2017	
4.	Staff issue	Part timers : Audrey. Manemit, Rasyidah, Puteri	Applying for E-Shop
5	POS system	The data cannot be synced to the one in HQ.	Atikah to solve the issue.