



MALAYSIAN NATURE SOCIETY

Membership Unit

MANAGEMENT REPORT

June 2018

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

Content Summary

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Strategy & Strategy Objectives	Target for June 2017 – May 2018	Progress for June 2018 (Activity/Item/Program)	Progress for June 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>MENGO Earth Day Celebration (21/4/2018, SAT, Khazanah ILMU Bungalow , Taman Tugu, KL</p>	<p>MNS Membership Officer: Mrs Leong Wee Chin</p> <p>1. Branch AGM 2018</p>	<p>All branches have confirmed their branch AGM. And the announcement has been made in the newsletter and MNS website.</p> <table border="1" data-bbox="1003 376 2032 1416"> <thead> <tr> <th>Branch</th> <th>Date</th> <th>Venue</th> <th>Time</th> </tr> </thead> <tbody> <tr> <td>Langkawi Branch</td> <td>30 June 2018 (SAT)</td> <td>Dash Resort Langkawi</td> <td>7pm</td> </tr> <tr> <td>Miri Branch</td> <td>7 July 2018 (SAT)</td> <td>GCM Miri</td> <td>9.30am to 12pm</td> </tr> <tr> <td>Johor Branch</td> <td>7 July 2018 (SAT)</td> <td>Crystal Crown Hotel</td> <td>1.30pm to 5.00pm</td> </tr> <tr> <td>Kuching Branch</td> <td>8 July 2018 (SUN)</td> <td>DBKU Orchid Garden, Kuching</td> <td>2pm</td> </tr> <tr> <td>Terengganu Branch</td> <td>14 July 2018 (SAT)</td> <td>Mesyuarat Muzium N. Terengganu</td> <td>9.30am</td> </tr> <tr> <td>Pahang Branch</td> <td>15 July 2018 (SUN)</td> <td>Kuantan legal Aid Centre, B64, Tingkat 1A, Lorong Tun Ismail 6, Off Jln Tun Ismail, Kuantan</td> <td>2.30pm</td> </tr> <tr> <td>Kelantan Branch</td> <td>20 July 2018 (FR1)</td> <td>Min House Camp</td> <td>3.30pm – 6.30pm</td> </tr> <tr> <td>Kedah Branch</td> <td>21 July 2018 (SAT)</td> <td>3, Jln Timur 1, Kawasan Perusahaan Mergong Barrage, 05150 Alor Setar, Kedah</td> <td>10am</td> </tr> <tr> <td>Selangor Branch</td> <td>21 July 2018 (SAT)</td> <td>MNS HQ Auditorium</td> <td>1pm</td> </tr> <tr> <td>N Sembilan and Melaka Branch</td> <td>21 July 2018 (SAT)</td> <td>Agrostar Farm in Seremban</td> <td>10am to 12pm</td> </tr> <tr> <td>Sandakan Branch</td> <td>21 July 2018 (SAT)</td> <td>Mark Lodge, Indah Jaya, Batu 4 Sandakan</td> <td>3pm</td> </tr> <tr> <td>Penang Branch</td> <td>28 July 2018 (SAT)</td> <td>Penang Botanic Garden Office</td> <td>2.30pm</td> </tr> <tr> <td>Sabah branch</td> <td>28 July 2018 (SAT)</td> <td>KK wetland centre</td> <td>2pm – 5pm</td> </tr> <tr> <td>Perak Branch</td> <td>28 July 2018 (SAT)</td> <td>70 Jalan Chan Chee Keong, Ipoh Garden South, 31400 Ipoh</td> <td>4pm – 6pm</td> </tr> </tbody> </table>	Branch	Date	Venue	Time	Langkawi Branch	30 June 2018 (SAT)	Dash Resort Langkawi	7pm	Miri Branch	7 July 2018 (SAT)	GCM Miri	9.30am to 12pm	Johor Branch	7 July 2018 (SAT)	Crystal Crown Hotel	1.30pm to 5.00pm	Kuching Branch	8 July 2018 (SUN)	DBKU Orchid Garden, Kuching	2pm	Terengganu Branch	14 July 2018 (SAT)	Mesyuarat Muzium N. Terengganu	9.30am	Pahang Branch	15 July 2018 (SUN)	Kuantan legal Aid Centre, B64, Tingkat 1A, Lorong Tun Ismail 6, Off Jln Tun Ismail, Kuantan	2.30pm	Kelantan Branch	20 July 2018 (FR1)	Min House Camp	3.30pm – 6.30pm	Kedah Branch	21 July 2018 (SAT)	3, Jln Timur 1, Kawasan Perusahaan Mergong Barrage, 05150 Alor Setar, Kedah	10am	Selangor Branch	21 July 2018 (SAT)	MNS HQ Auditorium	1pm	N Sembilan and Melaka Branch	21 July 2018 (SAT)	Agrostar Farm in Seremban	10am to 12pm	Sandakan Branch	21 July 2018 (SAT)	Mark Lodge, Indah Jaya, Batu 4 Sandakan	3pm	Penang Branch	28 July 2018 (SAT)	Penang Botanic Garden Office	2.30pm	Sabah branch	28 July 2018 (SAT)	KK wetland centre	2pm – 5pm	Perak Branch	28 July 2018 (SAT)	70 Jalan Chan Chee Keong, Ipoh Garden South, 31400 Ipoh	4pm – 6pm
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		<p>2. AGM 2018</p>	<p>This year AGM will be held at Royale Chulan Seremban, N Sembilan on 23 September 2018 (SUN) at 10am. Additionally, on the preceding day Saturday 22nd September 2018, there will be a conference entitled 'The Malayan Nature Journal - past, present and future'</p> <p>The AGM activities include the following.</p> <ul style="list-style-type: none"> - Nature Walk at Sg. Menyala - Stargazing - Birdwatching and Macro Photography Trip to Gunung Terlapak Buruk <p>The AGM packages have been announced in the June and July 2018 newsletter for registration. To date, the response is not so good.</p> <p>Council members have been informed about the AGM and Conference. But, only Rose Au confirmed her attendance.</p>
		<p>3. Conference for AGM</p>	<p>The following are the update from the last meeting on 12/6/2018 (TUE)</p> <ul style="list-style-type: none"> - The theme of conference has been fixed as" MNJ- Strengthening its Role in Malaysian Conservation Since 1940" - Invitation letter will be sent by Donovan to the suggested speakers, including Tan Sri Salleh, Dr Francis Ng, Dr Kiew Bong Hiang, Prof Avadhani, Mohd Momin Khan, Dato' Henry Barlow, Dr Ruth Kiew, Vincent Chow, Dr Lim Boot Liat - The suggested time slot is 30 minutes with Q&A session

		<p>4. Membership System with member portal</p> <p>5.Membership Drive</p> <p>6. Email blast</p>	<p>There was a meeting with the representative from SHRAD COMPUTING SDN BHD on 12 June 2018. A presentation have been done by them on the Mobile Messaging Platform. Besides, they also provide service on system development.</p> <p>We have emailed them on our requirement for the membership system.</p> <ol style="list-style-type: none"> 1) A database system that has all membership categories and branches(MNS has 14 branches) 2) Report generation system that is able to differentiate the various branches and categories (i.e Selangor Branch, Kelantan branch and etc) 3) Member engagement platform (i.e membership portal/ profile) where individual members can log in to retrieve and view information. 4) Web module for admin 5) Integrated system to link with our accounting system 6) E- magazine to current/active members (magazine can be read online through the membership portal) <p>No membership drive on June due to Puasa month and Hari Raya.</p> <table border="1" data-bbox="1005 1102 1875 1315"> <tr> <td>4/6/2018</td> <td>[Malaysian Nature Society]: E-copy of the Malaysian Naturalist Vol 71 Part 4 (June-Aug 2018)</td> </tr> <tr> <td>6/6/2018</td> <td>MNS: KAKI REPAIR - MNS GREEN LIVING - ELECTRICAL APPLIANCE REPAIR WORKSHOP BY (9/6/2018, SAT)</td> </tr> <tr> <td>19/6/2018</td> <td>MNS: Youth Nature Camp, 14-17 July 2018 (SAT-TUE), Pulau Tinggi Johor</td> </tr> <tr> <td>12/6/2018</td> <td>MNS: Hari Raya Greeting</td> </tr> </table>	4/6/2018	[Malaysian Nature Society]: E-copy of the Malaysian Naturalist Vol 71 Part 4 (June-Aug 2018)	6/6/2018	MNS: KAKI REPAIR - MNS GREEN LIVING - ELECTRICAL APPLIANCE REPAIR WORKSHOP BY (9/6/2018, SAT)	19/6/2018	MNS: Youth Nature Camp, 14-17 July 2018 (SAT-TUE), Pulau Tinggi Johor	12/6/2018	MNS: Hari Raya Greeting
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		<p>8. On-line membership registration and renewal</p> <p>9. On line Donation</p>	<p>Summary of On-line Membership Registration for June 2018</p> <table><tr><td>New</td><td>12</td></tr><tr><td>Renewal</td><td>23</td></tr><tr><td>Total</td><td>35</td></tr></table> <p>Members are able to do recurring payment starting from June 2018. Currently, we have 5 members signed up for the recurring payment.</p> <p>Kim Phang Tan Mei Yee Azra Ain A Rahman Safina Kamaruddin Vun Kien Seng</p> <p>Please refer to the attached report for transaction details.</p> <p>In total, we received donation of RM3150 for June 2018.</p> <table><tr><td>SJI International Ltd</td><td>RM2,700</td></tr><tr><td>Kiwi Chew</td><td>RM30</td></tr><tr><td>Ow Hee Being</td><td>RM140</td></tr><tr><td>Safina Binti Kamaruddin</td><td>RM200</td></tr><tr><td>Ow Hee Being</td><td>RM80</td></tr></table>	New	12	Renewal	23	Total	35	SJI International Ltd	RM2,700	Kiwi Chew	RM30	Ow Hee Being	RM140	Safina Binti Kamaruddin	RM200	Ow Hee Being	RM80
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Strategy & Strategy		Progress for June 2018 (Activity/Item/Program)	Progress for June 2018 (Status)																

Objectives																							
<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. Junior Environmental Leader Series</p>	<p>Due to pending confirmation from Telekom Malaysia for the Junior Environmental Leaders Series and as Ramadhan, Raya comes in between, the dates for the workshop has been postponed to these following dates:</p> <table border="1" data-bbox="1008 430 1900 763"> <thead> <tr> <th>Division/District</th> <th>Venue</th> <th>Date</th> <th>Theme</th> </tr> </thead> <tbody> <tr> <td>Tawau</td> <td>Tawau Hills Park</td> <td>23 July 2018</td> <td>Forest</td> </tr> <tr> <td>Kota Kinabalu</td> <td>SM St Michael</td> <td>25 July 2018</td> <td>Water</td> </tr> <tr> <td>Beaufort</td> <td>SMK Beaufort</td> <td>27 July 2018</td> <td>Biodiversity</td> </tr> <tr> <td>Sandakan</td> <td>SMK Elopura 2</td> <td>31 & 31 July 2018</td> <td>Sustainable Living</td> </tr> </tbody> </table> <p>The schools selected as host agree to help in the workshop. Volunteered students will be trained in conducting hands-on EE activity and they will serve as trainer for other participants. Other volunteered students will help in terms of setting up the hall, dealing with food, registration and coverage.</p> <p>Taman Bukit Tawau also has given their permission for us to conduct the Tawau Workshop.</p> <p>For Sarawak, after a discussion with Sarawak KPA teachers, it was known, the new dates suggested for the postponed workshop are not suitable. A lot of tests such as PT3 tests and monthly test will be held within the 3rd week of August. The 4th week August on the other hands are occupied with school holidays.</p> <p>TM has sent their Letter of Agreement (LOA) for this workshop and it is under review by HOD of Services.</p>	Division/District	Venue	Date	Theme	Tawau	Tawau Hills Park	23 July 2018	Forest	Kota Kinabalu	SM St Michael	25 July 2018	Water	Beaufort	SMK Beaufort	27 July 2018	Biodiversity	Sandakan	SMK Elopura 2	31 & 31 July 2018	Sustainable Living
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		2. Young Environmental Stewards Meet – Up	<p>A second meet up after a long break due to Puasa and Raya from the first workshop was being held to check up on their progress. All the schools turned up to collect their data; schools in Terengganu retrieve their memory card from the camera trap and schools at Kuala Selangor measure the growth of their trees.</p> <p>The upcoming meet up will be on 17th July at Kertih and 25th July 2018 at KSNP.</p> <p>Few of the schools have been sending their progress report on their knowledge transfer activity and their data on field.</p>
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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 2017/2018</p> <p>2.Youth Nature Camp 2018 –Recce and Camp</p> <p>3.Partnership and Collaboration request by AIESEC UPM-25/6/2018</p>	<p>We received all the grant contracts and documents within the stipulated timeline. Disbursement of the first phase of the grant is in progress.</p> <p>A clause was added for winners to display/include MNS logo in any sort of publication/presentation of the research work. The logo disclaimer form was given for them to be signed and returned as well.</p> <p>The camps will be held from 14-18 July 2018. Announcements was made on 25th May 2018. So far, we have 14 participants who have signed up. The camp announcement was made to KPA schools with form 6 students as well.</p> <p>AIESEC UPM is a society that involves international participation and exchange programs that mainly inculcates voluntarism. We have previously worked with AIESEC Monash and UPM. Around 15 students visited MNS UCF for volunteering at the nursery. After a brief introduction to MNS by KPAY Officer/Membership Manager, they were handed over to Mr Shahril ,the co-ordinator of the nursery to proceed with planting and nursery maintenance works. They worked from 11 am to 3pm and showed interest for a long term partnership with us. Further discussion / meeting will be held in UPM for long term affiliation.</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.
28/2/2018	Checking with the support team on the upload of missing data and found out that the person in charge (ISSAAC) has resigned and new person has been assigned to in charge of this task.

2.) KPA and KPA Youth

Sub Unit	Issue/Matter Arising	Status / Actions Taken
KPA	KPA School Report	A form was created to collect monthly report from the school teachers. This information were blasted to emails, group whatsapp and Facebook. The only drawback from using the platform is the constant checking the submission as the submission have limitation such as limited disk space and number of submission. The data has to be extracted each time.

APPENDIX A

No	Membership Types	Status / Membership Progress
1	KPA	<ul style="list-style-type: none">• KPA Membership: 412• KPA Renewal : 198 (exclude new membership)• New Membership : 36
2	MNS Membership	<ul style="list-style-type: none">• Active Members: 2275 Members• Renewal : 53 Members• New : 23 Members

Part D: E-Media and IT

MNS Website

Monthly Report June 2018 (Emedia and IT)

MNS Website

Website Update

No	Project/Task	Status	Deadline
1.	Website Content	1) The website updated done constantly according to latest event, news, branch, conservation, Park & Centre, education, project and CSR. All the content is from the old website and needs to be updated.	
2.	Online form	1) Membership Online Form The online form has been lived on 26/1/2018 - Weekly maintenance	Completed
		2) Donation form The online form has been lived on 19/3/2018 - Weekly maintenance	Completed
		3) Recurring Payment The online form has been lived on 24/5/2018 - Weekly maintenance	Completed
3.	MNS E-Shop	Pending. - Payment gateway integration	End of July
4.	MNJ Website	MNJ Website Revamping	End of July

		<p>1) Second review There are amendments to layout/interface design, font usage and content of the website.</p> <p>Pending</p> <p>2) Information on payment gateways</p> <ul style="list-style-type: none"> - Service provider - Yearly Fee - Set up Fee 	
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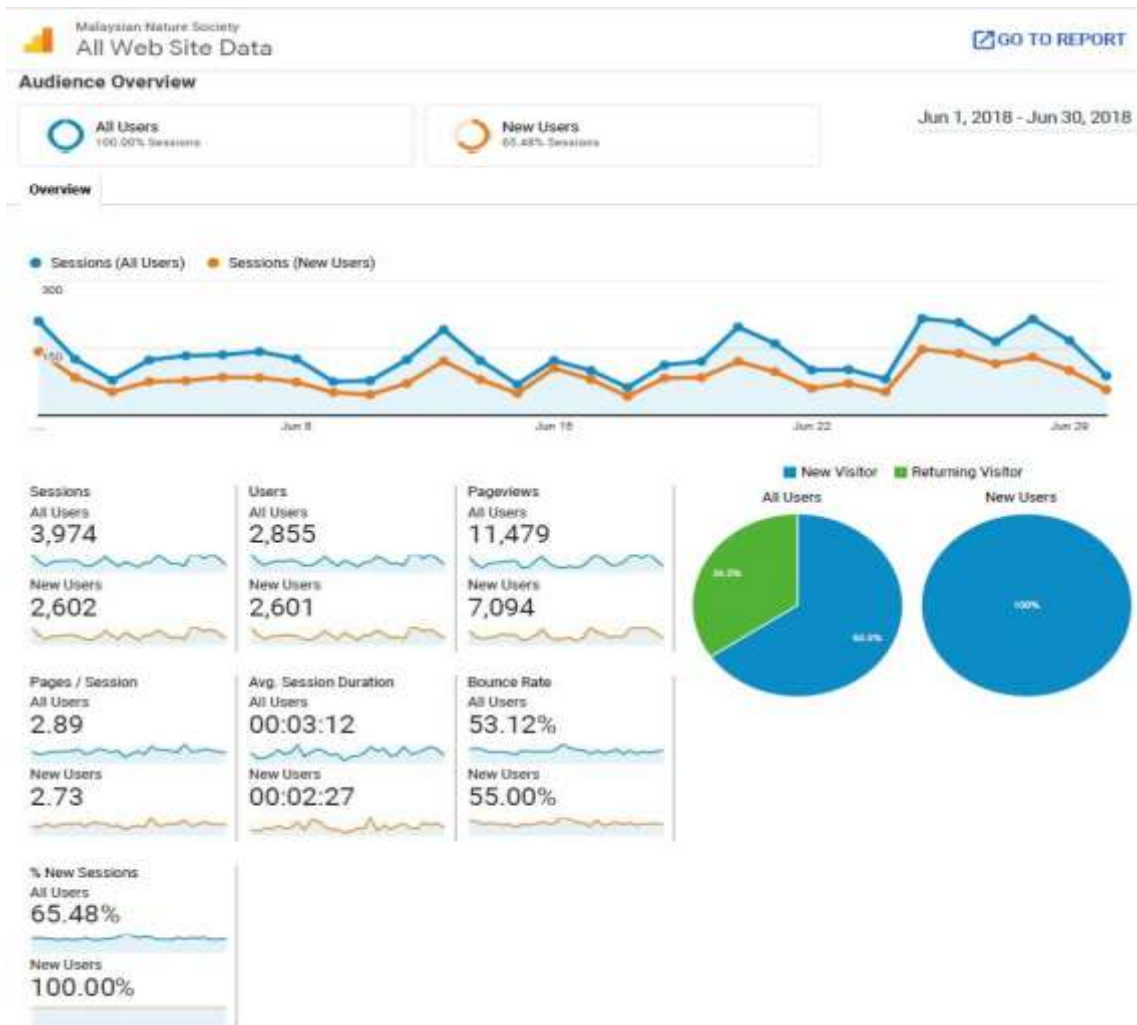
Item/Issue	Status	Due Date	Remarks /Issue
Education	KPA – Received KPA Youth – No Water Vision – Completed		
Centers	NEC – Completed EcoCare – Completed EIC – Completed KSNP – In progress		
Conservation Project	Pending - Details , project list, Policy , Strategic plan		
Membership	Completed		
Branches	Completed		
Member Log In	Completed		
E-MN			
Latest Events/Activities	Constantly Update		
Micro-Sites	All MNS Microsite will be link to MNS website		
Item/Issue	Status	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	Update weekly		
Meltwater	Constantly updates the news in MNS Facebook. Every week email blast will be send to all members.		

MNS Website Traffic June 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 June 2018 amounted to **3,974** user.

Month	Website Traffic (Users)
2018	
JANUARY	3,666
FEBRUARY	3,626
MARCH	5,146
APRIL	5,485
MAY	3,642
JUNE	3,974



Country	Sessions	% Sessions
1. Malaysia		
All Users	3,141	79.04%
New Users	1,880	72.25%
2. France		
All Users	132	3.32%
New Users	130	5.00%
3. United States		
All Users	132	3.32%
New Users	125	4.80%
4. Singapore		
All Users	84	2.11%
New Users	53	2.04%
5. Canada		
All Users	59	1.48%
New Users	59	2.27%
6. (not set)		
All Users	56	1.41%
New Users	56	2.15%
7. United Kingdom		
All Users	53	1.33%
New Users	38	1.46%
8. Japan		
All Users	47	1.18%
New Users	26	1.00%
9. Hong Kong		
All Users	27	0.68%
New Users	19	0.73%
10. Germany		
All Users	22	0.55%
New Users	19	0.73%

Social Media Platforms.

Facebook

Facebook updates done constantly, according to the flow of public responses. Total Facebook page likes as of June 2018 is at 19,019. Slightly increase compared with May 2018. Average reach every week is about 2000 views.

Twitter

Twitter updates are linked to Facebook to ease monitoring purposes. A current numbers follower in June 2018 is 1,980.

Instagram.

Current number of followers in June 2018 is 1000. Compared to May 2018 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
FEBRUARY	18,557	737	1,875
MARCH	18,661	762	1,884
APRIL	18,760	824	1,908
MAY	18,863	917	1,942
JUNE	19,019	1001	1,980

Publicity and Media

Media Report

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

MEDIA MENTIONS			
No	Publication	Title	Date
1	The Star Online	Keeping jewel of Kedah pristine - Metro News The Star Online	27/6
		'Stop development projects in Bukit Cerakah' - Metro News The Star Online	22/6
		Call to address environmental issues - Metro News The Star Online	21/6

		Park trail in poor shape - Metro News The Star Online	18/6
		Public anger over felling of trees in PJ - Metro News The Star Online	15/6
		Contest to tackle waste disposal - Education The Star Online	10/6
		Johor govt open to discuss environmental issues with NGOs - Metro News The Star Online	1/6
2	Utusan Online	Pantau spesies terancam	29/6
		Khazanah hutan tanah pamah Shah Alam bakal lenyap	28/6
		FGV selamatkan beruang matahari	27/6
3	Bernamea	1,500 kg of trash collected from Langkawi beaches	22/6
		100 sukarelawan kutip 1,500 kg sampah di Pantai Langkawi	22/6
4	The Sun Daily	Shah Alam residents urge authorities to investigate land-clearing activities	21/6
		Major obstacles stand in the way of Ting Pek's Langkawi ambitions	1/6
5	Malay Mail	After explosions, residents call for development freeze to protect Bukit Cerakah	21/6
		An adventure trail by the Sungai Perai	19/6
6	Cilisos.my	This Instagram owner shares how online illegal wildlife trade works in Malaysia	6/6
		Who's this guy starting a Langkawi project three times more expensive than Putrajaya?	6/6
7	Front Desk	1,500kg of trashh collected from Langkawi beaches	22/6
		Penduduk gesa siasat syarikat pemaju teroka hutan di Shah Alam	21/6

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
FEBRUARY	20	80
MARCH	22	82
APRIL	20	90
MAY	25	31
JUNE	20	49

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
FEBRUARY	82,263.00
MARCH	126,841.00
APRIL	109,004.00
MAY	203,333.00
JUNE	1,071 046.00

**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. (June 2018)

Technical

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

Administration

No	Task	Progress
1.	MNJ 70(2)	Published on 26 June 2018
		No. of journal published - 11
2.	Payment Received	10
3.	MNJ New Submission	3
4.	Online subscriber	No of MNJ online subscribers - 131
5.	Library	- Scopus - EBSCO (research collections) The latest issues had been sent to Scopus and EBSCO to be stored in their host.

Others

Domain Renewal	
Hornbills.org	Renewal date 23/6/2018 – 23/6/2019

Malayan Nature Journal. (May 2018)

Technical

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

Administration

No	Task	Progress
1.	MNJ New Submission	2
2.	Payment Received in May 2018	New journal submission with payment – 2 MNJ 70(2) Submission and Publication fee – 5

MNJ Website Revamping

- 1) Prepared website content.
 - Sign up form & Journal submission form
 - Logo
 - Package information
 - Editorial information
 - Authors guidelines

Others

1) Progress Meeting with Website Developer

Date	Agenda
3/5/2018	Recurring Form / Auto Renewal -Design and development process -Payment gateway integration -Final Testing – End user
23/5/2018	Recurring form amendment -Add “New Membership” option in the form

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