

## Minutes of Meeting for 2 Aug 2023

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### AGENDA

#### **1. Operations**

- 1.1. Manpower – Currently sufficient staff / no requirement to recruit / Damien available for 2 months if required PT
- 1.2. Space Planning – 2 Fridges temperature not stable, pend ah hai/uncle William to check
- 1.3. Sales Journal updating – Stephen to only use the hard disk for updating while investigating the accuracy of updating through shared folder
- 1.4. Accounting system – Miss Ng
- 1.5. Production / ready-to-eat
  - 1.5.1. For Cendol recipe – Joelle to contact SETSCO for ASLT, check with Joel (FIRC) if vacuum pack chendol without preservatives be stored in room temperature
  - 1.5.2. For Coconut Sugar syrup – Need to adjust recipe
  - 1.5.3. Contacted KNP trading for Rice flour pricing
  - 1.5.4. Contacted Angliss (Miami) for their ognori green seaweed pricing

#### **2. Sales and Marketing**

- 2.1. Business product focus
  - 2.1.1. Retail stall – find source for Roselle / Madam Roselle Specialty stall / Dessert stall like Wu Tiao Ren) – To speak to Serene (Yevolution) on her coconut dessert recipes and if any machines she would liquidate. Explore new dessert for DO product list
  - 2.1.2. Freeze-drying project – R&D process suited for our products. On hold
  - 2.1.3. Ready-to-eat desserts – 100 pax Sweet potato soup for Jia hua
  - 2.1.4. Snow Ice desserts –To bring in Ice machine from China. Consider toppings and ingredients required.
- 2.2. Customer visiting –
- 2.3. Website updating – To look into updating website / More products pictures to load and change company logo
- 2.4. Social media posting / Product menu list / Presentation kit / Posters – Categorize our products and have a poster for each category – Drinks / Traditional desserts / Snow Ice / Dried ingredients / DO production / Fresh Products / Powder / Sugars. **Take photos of products**
- 2.5. Upcoming projects - Freeze-drying / **Vending machine for rental** / Ice block (制冰机-RMB3700)
- 2.6. Upcoming exhibitions –

#### **3. Event calendar (Company / Customer)**

- 3.1. 6 August – Flea Market at Bukit Canberra success. Desserts all sold out! Donate \$300 to Project Love Lunch from the profit of Dessert Sales
- 3.2. Planning for Christmas (16 Dec) / New Year / CNY – Corporate gifts Calendars(include horse ride dates/ PH / auspicious dates) / thermal flasks / uniforms
- 3.3.

#### 4. Human Resource

- 4.1. All meeting minutes will be saved in shared drive
- 4.2. Leave taking – Stephen on leave 27 August. Joelle on leave 22 Dec – 2 Jan 2024.
- 4.3. Job functions / Add-on tasks for staff for ownership and sense of purpose.
- 4.4. Recruitment posting – Nil
- 4.5. NEO and Operations training – Draw plan with ah Kai on operations flow and training focus for Hein and Shuai (2 weeks rotation, by end of October to ensure both are independent with production operations To have chat with ah Kai and team on functions on monthly meet. Appraisal forms to be discussed.
- 4.6. Corporate identity – 50pcs uniform – to discuss with Zhang Wei for uniform designs for staff

#### 5. Partners / Vendors / Suppliers – Research and Development

- 5.1. Vacuum Pack Machine – Pending for Financial Information for application of grant. (Oct 2023)
- 5.2. BGP –To research on Energy Efficient Grant
- 5.3. SETC – Pending to send Cendol sample (ASLT – 1 month)
- 5.4. E-learning for Food Safety Level 3 – For Stephen to attend. On hold

#### 6. Any other matters

#### Action items

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- **Plan and preparation when boss is unavailable 28 Aug to 1/8 Sept :**
    - SOA for Aug 2023 – boss will update till 27 Aug and Miss Ng will come in to update for rest of the month and send the SOA to customers accordingly. (Miss Ng also looking into account software to see if any suited)
    - Cash from each day deliveries MUST be submitted to accounts (Stephen/Chunhua) before knocking off. Do not submit cash during the morning rush.
    - Suppliers – boss will pre-order for most and schedule for delivery in Whatsapp / Stephen to take note for orders for LamHeng, Yufa, HKK and Cherhua (To look out for stock daily and access how much to order)
    - Payment – Cash to be paid to suppliers accordingly (boss will prepare cash ready for payment) / For emergency cash flow, contact Chun Hua
    - Salary – boss will prepare before 28 August
    - Orders from customers – note Ubi / Lifa / Fengling / #02-58 / Vincent / 258 (To take order from them when delivering near their stalls)
    - Sugar increase price – To input in DO for price increase \$1 for GST customers and \$1.50 for non-GST customers with effect 1<sup>st</sup> Sept 2023
  - **Customers**
    - Sesame seed price quotation pending from Seng Hong
    - Food junction to use Gloden Champ Lychee
    - Ah Chew boss – note on his grain orders (Divide the weight x required weight, then add \$1.50 for repack labour and PE bag cost)
  - **Bulk order for Sept** - Jia Hua and Sifu to be confirmed, so boss can make necessary arrangements
  - **Updating of Sales Journal** – Only update Sales Journal using the hard disk. Need to resolve glitch when updating in shared folder.
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