



**THURSTAN COLLEGE JUNIOR OLD BOYS' UNION**  
**Secretary's Report 2023 - 2025**

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# Secretary's Report

*Presented at the Annual General Meeting of the Thurstan College Junior Old Boys' Union (TC-JOBU)*

*28th February – College Main Hall*

Esteemed President, Senior Vice President, Members of the Executive Committee, distinguished guests, and fellow Thurstanians,

It is our honor to present the Secretary's Report for the term under review. This report reflects the work recorded at our monthly meetings from **October 2023 through December 2025**, the decisions we took, the projects we delivered, and the lessons we carry into the next term.

## 1) Executive Committee (2024/2025)

*As communicated to members, the Executive Committee for the year comprised:*

- **Senior Vice President (SVP):** Chatura Lanthana Perera
- **Joint Secretaries:** Achala Ramanayake, Navidu Thisara Dillimuni
- **Treasurer:** Namal Fernando
- **Assistant Treasurer:** Thiwanka Perera
- **Social VP:** Senura Keheliya
- **IT VP:** Vimarsha Jayawickrama
- **Academic VP:** Daham Alwis
- **Marketing & Promotions VP:** Udara Disanayake
- **Media VP:** Kasun Delpechithra
- **Sports VP:** Chirath Madawa

*Note:* The above committee is included here to provide context for the divisional highlights that follow.

## 2) Meetings & Governance

The Union convened **regular monthly committee meetings** throughout the administrative period, ensuring continuous oversight, decision-making, and accountability. Meetings were held as follows: Oct 2023 (1st), Nov 2023 (2nd), Dec 2023 (3rd), Jan 2024 (4th), Feb 2024 (5th), Mar 2024 (6th), Apr 2024 (7th), May 2024 (8th), Jun 2024 (9th), Jul 2024 (10th), Aug 2024 (10th), Sep 2024 (11th) and Oct 2024 (12th)

Each meeting followed the standard agenda structure, including attendance recording, apologies, correspondence, new memberships, financial accounts, divisional reports, and new suggestions.

Consistently across multiple meetings, the **President's Address was marked as excused**, with the **Senior Vice President** taking the lead in providing strategic direction. This included guidance on:

- Unity Block planning and readiness
- Attendance concerns across batches
- Deadlines and accountability for divisional projects
- Strengthening participation from younger members

The committee also discussed the **relaunch of the Union's Constitution**, including updating outdated clauses and aligning the document with modern operational needs. It was proposed that **past Senior Vice Presidents** be invited as advisors to support this process, ensuring continuity, institutional memory, and governance clarity.

### **3) Membership**

The Union recorded steady membership growth throughout the year, with several new inductions formally approved during monthly meetings.

#### **New Member Inductions (Recorded in Minutes)**

- **February 2024:** 2 new members were inducted (Membership Nos. **2818** and **2819**).
- **May 2024:** 20 new members were approved (Membership Nos. **2830–2839** and **2851–2860**).
- **June 2024:** 4 new members joined the Union (Membership Nos. **2861–2864**).

In total, **26 new members** were officially recorded between February and June 2024.

#### **Membership Applications – December Intake**

In **December 2023**, the Union received **19 new membership applications**, along with the respective membership fees, through the college office. All applicants were contacted and invited to attend the next meeting, indicating promising momentum in broadening our membership base.

## **Engagement Observations**

Despite the encouraging number of new applications and inductions, the Union continued to face **attendance and engagement challenges**, particularly among newer cohorts. These concerns were raised repeatedly during meetings, with a strong emphasis on the need to:

- Close the **age and batch participation gap**
- Strengthen engagement among recent school-leavers
- Encourage consistent involvement in meetings and events

The Union recognizes that increasing participation—especially from the younger membership segment—is essential to ensuring long-term continuity and leadership development.

## **4) Project & Division Highlights**

### **4.1 Social & Fellowship (Social Vice President)**

#### **Unity Block – 2024**

The Social Vice President presented a comprehensive budget and execution plan for Unity Block 2024, including the venue expense of LKR 50,000, confirmation of the “Methods” Band for entertainment, the introduction of a table-deal promotion offering “2 complimentary bottles for every 10 tickets purchased,” and strict deadlines for promotional artwork and marketing material.

Throughout the year, Unity Block was repeatedly highlighted as a top-priority project. The committee focused heavily on timeline discipline, marketing cadence, ticket settlement accuracy, and volunteer coordination to ensure a successful execution.

#### **Financial Outcome (2024):**

Unity Block 2024 generated a total income of **LKR 737,560**, reflecting strong support and participation from young Old Boys.

#### **Unity Block – 2025**

For the 2025 Unity Block, the committee unanimously agreed to elevate the event into a fully premium, all-inclusive experience. Key features approved for the 2025 edition included:

- **Unlimited liquor** for all attendees
- **Full food service** included in the ticket price
- **Big Match ticket** bundled with every Unity Block pass
- **Live entertainment** throughout the event
- A refreshed, more energetic event model designed to increase participation and strengthen fellowship

### **Financial Outcome (2025):**

Unity Block 2025 recorded a total income of **LKR 508,960**, demonstrating continued enthusiasm and engagement from members.

### **Fellowship & Member Engagement**

Across several meetings, the committee emphasized the importance of structured fellowship activities, particularly to support engagement among new members and younger batches. These initiatives played an important role in improving attendance, strengthening the sense of community, and encouraging greater involvement in Union activities.

## **4.2 Academic Support (Academic VP)**

### **A/L Guidance & Panels**

The Academic Division successfully conducted a series of **A/L guidance programs** to support current students preparing for examinations. These sessions included subject-oriented advice, career development inputs, and motivational guidance. Video recordings of these programs were formally shared with the college for ongoing student use.

To further strengthen academic culture, the Division organized the **Sinhala House Debating Competition** and initiated preparations to form **English debating teams**. Plans for the annual **Quiz Competition** were also discussed, alongside the proposal for a **technology-oriented knowledge session (“TCTalk”)** aimed at broadening academic exposure beyond traditional subjects.

### **Moodle (LMS) Platform**

The Learning Management System (Moodle) was formally launched and tested. Students actively completed assigned tasks on the platform, demonstrating strong user engagement. While

student adoption was promising, the Academic Division noted the challenge of ensuring regular **teacher participation**, which remains an area for further improvement. Regular progress updates were shared across several meetings.

### **Big Debate Initiative**

The Academic Division presented a **budget of LKR 172,000** for the upcoming Big Debate. The Union also extended its **financial sponsorship of LKR 200,000**, reaffirming its commitment to elevating the debate to a flagship academic event. The committee reiterated that the execution and delivery of this event remain the responsibility of our Union, with coordination required between the Academic Division, IT Division, Media Division, and the college administration.

## **4.3 Information Technology (IT Vice President)**

### **Digital Operations & Access**

The IT Division formalized a complete protocol for handling social media credentials, ensuring secure access control and long-term continuity. The committee also initiated the process of establishing official college email accounts for Union officers to improve professionalism and streamline official communications. In line with the Principal's direction, preparations were made for the upcoming 75th Anniversary website relaunch.

### **Membership & Events Technology**

A new digital registration application—developed by the Joint Secretary, Navidu—was introduced and successfully deployed at the 2023 A/L Batch Party. The system streamlined membership data collection and improved verification accuracy. Feedback from subsequent meetings highlighted its positive impact and the potential for broader adoption.

### **School LMS (Moodle) – Setup & Training**

The IT Division worked closely with the Academic Vice President, Daham, to support the deployment of the school's Learning Management System (Moodle). This included guidance to students, system setup assistance, and introductory training to help staff understand the platform's structure and capabilities.

## **Broadcasting & Media-Tech Support**

The IT team provided extensive technical support for multiple major college events across the year:

- **74th and 75th Founders' Day events**
- **Pirith ceremony and Mal Perahera**
- **Live broadcast support for the school Orchestra performance (2024) at the College Main Hall**

These contributions significantly enhanced the college's ability to broadcast events with higher quality and wider reach.

## **Unity Block Advertising Support (2024 & 2025)**

In collaboration with the Media Division (Kasun), the IT Division supported all **Facebook advertising and digital campaign management** for Unity Block 2024 and 2025. Tasks included setting up social media promotional assets, managing event boosts, handling analytics, and ensuring all digital material aligned with event branding.

## **New Membership Drive – Batch 2024**

A digital-first approach was used to support the new membership drive. The IT Division worked with Daham to manage the batch-focused campaign targeting the **2024 school-leaver group**, ensuring smoother onboarding and data accuracy.

## **Proposed Digital Improvements**

To address repeated concerns regarding membership inconsistencies, data gaps, and number duplication, the IT Division proposed:

- **A new streamlined membership registration system**, integrated with automated validation, real-time verification, and unique membership ID assignment.
- **A school email ID configuration mechanism** for teachers, students, and Union-related workflows, ensuring secure communication channels and standardized digital identity management.

These proposals are intended to strengthen transparency, reduce administrative overhead, and support long-term digital transformation within the Union.

## 4.4 Media & Communications (Media VP)

### Coverage & Communication Cadence

The Media Division committed to providing **timely coverage** for all activities of the Thurstan College Junior Old Boys' Union throughout the year. This included publishing announcements, covering key events, and ensuring visibility for initiatives carried out across all divisions.

To strengthen outreach, the Media Division coordinated with the IT Division and Joint Secretary to support a **digital “Join the Union” campaign**, aligned with the online membership registration system. Additionally, a proposed **“Spotlight” series** was introduced as a concept to highlight notable members, achievements, and Union initiatives.

The division also discussed establishing an **alumni media network** via WhatsApp to streamline communication, coordinate volunteers for event coverage, and strengthen access to photo and video resources.

### Quality & Timeliness Improvements

Across several meetings, the Head Table and Senior Vice President emphasized the importance of:

- Publishing event posts **without delay**
- Maintaining **branding consistency** across all social media platforms
- Ensuring **quality assurance** for artwork and promotional materials
- Enhancing overall content frequency and engagement

These reminders aimed to elevate the professionalism of the Union's media output and ensure timely communication with members.

## 4.5 Marketing & Promotions (Marketing VP)

### Merchandise & Accountability Management

The Marketing & Promotions Division led several merchandise-related initiatives that supported both fundraising and brand visibility. The **Umbrella Project** remained one of the key initiatives throughout the year, with ongoing stock monitoring, follow-ups on unsold units, and a structured **IOU process** introduced to ensure transparency and accountability for issued items.

### **Financial Outcome – Umbrella Project:**

The project generated a total earning of **LKR 26,173**, reflecting consistent sales supported through Union events and external promotional activities.

The **T-Shirt Project** also contributed positively to the Union's annual income. Payment collection was coordinated through a deadline set for **12 February 2024**, ensuring timely financial reconciliation.

### **Financial Outcome – T-Shirt Project:**

The T-Shirt initiative generated **LKR 14,150**, adding further value to the Union's fundraising stream.

In addition, the Division initiated groundwork for **tie pins, car badges**, and proposed **bookshop improvements**, aimed at strengthening long-term merchandising avenues.

### **Event Promotions & Visibility**

The Marketing Division actively supported event-related visibility, especially during external programs such as **Illusion-23**, where umbrellas and other merchandise were showcased to maximize engagement.

Committee discussions emphasized the importance of full team participation during promotional activities. Attendance expectations and role accountability were highlighted to ensure every project receives the support needed for successful execution.

### **Collateral Standardization**

To enhance branding consistency and improve merchandise presentation, the committee approved the creation of a standardized **Umbrella Dummy Card** at a cost of **LKR 350**. This ensured that all merchandise distributed or promoted by the Union adhered to a unified and professional standard.

## 4.6 Sports (Sports VP)

### Sports Day – 2024

The Sports Division successfully organized **Sports Day 2024** as a multi-sport event featuring **Football, Rugby, and Cricket**, continuing the Union’s commitment to encouraging participation and strengthening fellowship through sports.

Key operational elements included:

- **Team size:** Maximum of 8 members per team
- **Registration fee:** LKR 7,000 per sport/team
- **Multi-sport discount:** LKR 1,000 reduction for each additional sport entered
- **Sponsorship outreach:**
  - Ideal Motors – LKR 100,000
  - CDB – LKR 100,000
- **Stall allocation:** LKR 50,000 per stall

The budget and event structure were presented by the Sports VP and formally ratified by the committee.

### Actual Earnings for the Union

Despite the event’s operational deficit, the Union **earned LKR 113,100** from Sports Day-related activities, reflecting strong engagement and support from participants and sponsors.

This earning contributed positively to the Union’s annual financial performance and demonstrated the growing enthusiasm around the event.

### Ongoing Sports Contributions

Beyond Sports Day, the Sports Division continued to support:

- Senior cricket and rugby activities
- Coordination of sporting needs raised by the college
- Responsibilities related to the **Big Match Parade**, assigned to the Sports VP

These efforts contributed to strengthening both the Union’s and the college’s sporting culture.

## 5) Correspondence & External Engagements

Throughout the year, the Union received and addressed several important items of correspondence related to college activities, member communication, and administrative matters. These included:

- **Felicitation Program** request for Major General W. H. K. S. Peris
- **Sports Meet 2024 Invitation** from the college
- **Social media credential communication** forwarded to the Secretary by the IT Division
- **Grade 1 Invitation** relating to student and parent engagement
- **Badminton Big Match Invitation** from the relevant organizing body
- **A letter of appreciation from the 1996 Batch**, recognizing the Union's support
- **Resignation of Anushka Kannangara**, which was accepted subject to the settlement of outstanding commitments
- Confirmation and coordination regarding the **2023 A/L Batch Party**

These items of correspondence helped guide project timelines, strengthen collaboration with the college, and ensure continued alignment with stakeholder expectations across various school and Union activities.

## 6) Key Decisions & Motions

Throughout the year, the committee recorded several important decisions and formal motions that guided the Union's operations, project management, and administrative discipline.

### Marketing & Sales Governance

Several governance improvements were approved during the year, including:

- The adoption of an **IOU (I-Owe-You) accountability system** for all merchandise-related projects
- Approval of **LKR 350** for the production of the standardized **Umbrella Dummy Card**
- Strengthening guidelines for merchandise handling, sales responsibility, and stock tracking

These measures were implemented to improve transparency, inventory control, and financial accuracy.

## Governance & Protocols

The committee endorsed several internal governance improvements to enhance operational discipline:

- Introduction of a **formal attire guideline** for committee meetings
- A decision to **resolve outstanding membership-related matters** before the next AGM, with responsibilities assigned to **Vimarsha** and **Namal**
- Approval allowing long-standing members to purchase the **new membership card** as part of modernization efforts

These decisions reflect the Union's ongoing commitment to professionalism, member accountability, and stronger organizational structure.

## 7) Challenges Observed

During the year under review, the Union encountered several operational and engagement-related challenges that were recorded across multiple committee meetings. These challenges are important to acknowledge, as they directly influence future planning and the strengthening of internal processes.

### Attendance & Participation

A recurring concern throughout the year was the **low turnout at monthly meetings**, particularly among younger and newly joined members. This affected the momentum and continuity of several projects. The Senior Vice President repeatedly emphasized the need to **bridge the age gap**, encourage consistent involvement from recent school-leavers, and reinforce the importance of active participation to maintain a healthy leadership pipeline.

### Communications Cadence

There were notable delays in **social media updates and event coverage**, especially for major initiatives such as Unity Block and the Debate activities. These delays prompted the Head Table and the Senior Vice President to call for:

- Consistent posting discipline
- Establishment of brand guidelines

- Timely content approvals
- A clear “no-delay posting” protocol for critical updates

Improving communication speed and uniformity remains essential for strengthening the Union’s visibility and engagement.

### **Operational Dependencies**

Certain operational tasks encountered challenges due to dependencies on external or multi-division support. These included:

- Limited teacher engagement on the **Moodle LMS**, slowing academic follow-ups
- Delays in **ticket settlements for Unity Block**, requiring tighter financial coordination
- Gaps in **volunteer allocation**, especially during event execution, highlighting the need for clearer ownership mapping and backup responsibilities

Strengthening internal coordination and ensuring well-defined responsibility frameworks will be crucial in addressing these challenges in the coming year.

### **8) Appreciation**

The Union’s progress throughout the year was made possible through the collective commitment, guidance, and support of many individuals and groups. I wish to place on record our sincere appreciation to:

- **The Principal and Staff of Thurstan College**, for their unwavering cooperation, encouragement, and continued collaboration across academic and extracurricular initiatives.
- **The Senior OBU and Advisory Members**, for their valuable guidance, strategic input, and partnership in strengthening the activities of the Junior Old Boys’ Union.
- **The Senior Vice President, all Vice Presidents, the Treasurer, Assistant Treasurer, and every Committee Member**, for their dedicated service across key projects including Unity Block, Sports Day, Debate preparations, Academic programs, IT and digital initiatives, Marketing and Promotions, and Media coverage.
- **All members and volunteers**, whose commitment of time, effort, resources, and expertise played a vital role in sustaining the Union’s operations and ensuring the success of its events throughout the year.

Their contributions reflect the true spirit of Thurstan and continue to inspire the Union’s mission of service and unity.

## 9) Closing

Serving as Joint Secretaries of the Thurstan College Junior Old Boys' Union has been a privilege and a responsibility I have carried with pride. I am deeply grateful to the entire committee for its unwavering commitment, discipline, and cooperation throughout the year. I also extend my sincere appreciation to the broader membership for placing their trust in our leadership and supporting the continued progress of the Union.

With clearer priorities, improved operational rhythm, and the enduring spirit of Thurstan at our core, I am confident that we can elevate our impact even further in the coming year. Let us continue to work together, uphold the traditions of our alma mater, and build a stronger and more united community of young old boys.

**Thank you.**



**Navidu Thisara Dillimuni & Achala Ramanayeka**  
*Joint Secretaries*  
*Thurstan College Junior Old Boys' Union (TC-JOBU)*  
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