



澳門大學學生會

Associação de Estudantes da Universidade de Macau
University of Macau Students' Union

The 20th University of Macau Students' Union

The Board of Directors' First Meeting

Meeting Minutes

Date of the Meeting: January 8th, 2018 (Monday)

Time of the Meeting: 19:00

Venue: E31 Student Activity Centre Room 1013 (E31-1013)

Meeting Host: MC Ouyang

Note Taker: Chiian Ho

Attendees: MC Ouyang, Ivan Ieong, Harry Fung, Elaine Tan, Helen Chen, Chiian Ho, Summer Shum,
James Liu, Candy Un, Joel Fan, Hugo Kuong, Sabino Chao, Jimmy Li, Kenny Hoi, Chialing
Chen, Michael Li, Paul Lin

Guest: Charlie Ieong

Meeting Agenda:

- I Approval of meeting agenda
- II Related affairs of organization transformation in the upcoming year
- III Deliberations of 2018 Annual Work Schemes of the Board of Directors
- IV Deliberations of 2018 Annual Financial Budgets
- V Departments' work reports and arrangements
- VI Related arrangements for Inauguration Ceremony of University of Macau Students' Union and sub-organizations
- VII Discussions about the handover of remaining matters
- VIII Handlings and arrangements of Students' Union meeting room supplies
- IX Next meeting time
- X Extempore motion



I Approval of meeting agenda

- Vote for the *Meeting Agenda*
12 affirmative votes:
Ivan Ieong, Harry Fung, Elaine Tan, Chiian Ho, James Liu, Candy Un, Joel Fan, Sabino Chao, Jimmy Li, Michael Li, Paul Lin, Charlie Ieong
0 dissenting vote
1 abstention vote: MC Ouyang
- *Meeting Agenda* approved

II Related affairs of organization transformation in the upcoming year

1. All cabinet members need to prepare copies of ID cards for handling bank accounts transfer procedures
- In the charge of Treasurer General Summer Shum and Director General MC Ouyang

III Deliberations of 2018 Annual Work Schemes of the Board of Directors

- Related affairs about the closing ceremony of activities for 25th anniversary of establishment of UMSU
Director General MC Ouyang: About the activities for 25th anniversary of establishment of UMSU, the closing ceremony of activities for 25th anniversary of establishment of UMSU is scheduled to be held in the form of evening party, and other universities will be invited.
19:37 Helen Chen took a seat
- About the Monthly Happiness in May
Head of Member Affairs Dept. Sabino Chao: The Monthly Happiness in May scheduled in the annual work schemes is cancelled. Because it is examination period in May, there is no Monthly Happiness in that month. It consists of 9 phases.
19:42 Summer Shum took a seat
- Approval for *2018 Work Schemes of the Board of Directors*
13 affirmative votes:
Ivan Ieong, Harry Fung, Elaine Tan, Helen Chen, Chiian Ho, Summer Shum, James Liu, Candy Un, Joel Fan, Sabino Chao, Jimmy Li, Michael Li, Paul Lin
0 dissenting vote
1 abstention vote: MC Ouyang
- *2018 Work Schemes of the Council* passed.



IV Deliberations of 2018 Annual Financial Budgets

About the affairs handling reserved capital after cancelling UMSU 100 project

Director General MC Ouyang: As the cancellation of UMSU 100 project, the capital reserved will be distributed for the projects which are lack of capital: Monthly Happiness, member training program of Human Resources Department, notebook design competition and souvenir design competition etc. The capital will also be used for replenishing inadequate office supplies.

19:59 Kenny Hoi took a seat

- Vote for *2018 Financial Budget*

14 affirmative votes:

Ivan Ieong, Harry Fung, Elaine Tan, Helen Chen, Chiian Ho, Summer Shum,
James Liu, Candy Un, Joel Fan, Sabino Chao, Jimmy Li, Michael Li, Paul Lin,
Kenny Hoi

0 dissenting vote

1 abstention vote: MC Ouyang

- *2018 Annual Financial Budget* passed.

V Departments' work reports and arrangements

Treasury

1. Work handover with 19th Treasury. Settle accounts that were not completed in the previous year.
2. Inform all the sub-organizations to take part in Tertiary Education Services Office's Financial Briefing.
3. About getting the cheque
 - In the charge of Treasurer General Summer Shum.
 - Bring along the seal to GASPF to get the cheque.
4. Apply for the administrative expenses for the first phase
Suggested by Director General MC Ouyang: Add a mailbox outside UMSU office for sub-organizations to submit activities information. The mailbox can be bought from administrative expenses. Treasury approves the expenses and General Services Department is responsible for purchase it.

Reminder from Treasurer General Summer Shum: All the departments must pay attention to the final deadline of proposal submission. It is necessary to pay attention when drawing up the proposal.



Secretariat

1. Follow up affairs of inauguration ceremony
 - The invitation letters of the inauguration ceremony have been sent.
 - Prepare both Chinese version and English version scripts for the inauguration ceremony
 - Send e-mails to inform sub-organizations to take part in the inauguration ceremony. Every sub-organizations needs to send a representative for the oath taking.
 - Collect all sub-organizations' emblems, brief introduction and the information about the heights of representatives. It is in order to arrange positions of representatives on the stage.
 - The information of all sub-organizations can be obtained from the secretary of General Assembly.
2. Administrative secretary's contract is being drafted.

Information Department

Suggested by Director General MC Ouyang: Equipment rental registration form can be uploaded on the Facebook and Wechat for sub-organizations to rent equipment. Issue the announcement that giving the rights of using display panel to sub-organizations on the page.

1. Finish the update of UMSU website. The information of sub-organizations will be collected for related update on the website and the development of the App.
2. The development of UMSU app will be discussed with developers on January 10th.
3. Deal with the log-on problems of cabinet members' emails
4. Enquire the problem that UM Moodle cannot be used from ICTO
5. Deposit should be paid for UMSU app (more than 50%)

20:10 Chialing Chen took a seat

Public Relations Department

1. It is required to look for sponsors for some tea and pastries for the inauguration ceremony
Suggested by Director General MC Ouyang: Look for some famous bakeries in Macau.

2. Set about the work handover with 19th head of Public Relations Dept.
3. Select miss etiquettes of the inauguration ceremony from Public Relations Department
4. Every department needs to submit the existing activity proposals to look for annual sponsors.
Explanation from head of Public Relations Dept. Michael Li: Looking for sponsors to sponsor the annual activities can make the distribution of capital more systematic and more easily to plan.

Culture and Leisure Department

1. Be responsible for following up with emcees of the inauguration ceremony.
2. Take charge of emcee with Secretariat and contact with preparatory group.
3. Arrange the number of helpers of each part in the inauguration ceremony. For example, the number of backstage helpers, helpers of sounds control room and public relations.



Suggested by Director General MC Ouyang: According to the previous experience, there will be an expert instructing workers to operate in the sounds control room, so it needs around 3 helpers

4. Culture and Leisure Dept., Public Relations Dept. and Secretariat will be mainly responsible for the inauguration ceremony.
5. 如坐春風 (Picnic Activity) proposal can be finished before January 20th.

Stated by head of Culture and Leisure Joel Fan: The related activities of the Valentine's Day are looked forward to be held in March (March 12th-14th)

The forms of activities: Using lockers in faculties to deliver information, setting up a backdrop for students to take photos, designing souvenirs etc.

Suggested by Director General MC Ouyang: This event can be combined with the picnic activity, as a part of the activity.

6. Negotiate the affairs of UMSU member meeting with Human Resources Dept.
7. Negotiate the issue of UMSU member recruitment with Human Resources Dept.

Suggested by Director General MC Ouyang: The members distributed to every department can be adjusted internally for manage and communicate more conveniently. For example: category into small groups.

8. About the affairs of outgoing exchange activities in April

Head of Culture and Leisure Dept. Joel Fan: An external liaison is required to take charge of the jobs of liaison outside the campus, dealing with the documents of outgoing exchange activities in April.

Director General MC Ouyang: An external liaison will be selected from Secretariat.

Member Affairs Department

1. Carry out the related affairs of UMSU Merchant Offers

Director General MC Ouyang: Can distribute the jobs in the form of groups.

2. According to the feedback from the Registry, the questionnaire of Course Enrolment System only received 7 replies.
3. According to the reply from the Registry, the reason for the time being changed during the first phase of add/drop is that the system raised the year of students who had earned enough credits automatically so that some students could select the courses earlier. Regarding to the students didn't receive the notification in spite of the time had been changed, the Registry attributed this situation to the problem of network. The Registry has been required to explain for this problem.

Secretary General Elaine Tan: UMSU can assist the Registry to inform students.

Director MC Ouyang: Member Affairs Dept. need to release a written statement on the page to explain this problem.

4. UMSU will hold Monthly Happiness cooperating with CCLS UMSU in the middle of February



General Services Department

1. Arrange members to sort out the stuff in room 1017 and check the available ones.
2. Keep up with the affairs of the exchange with Peking University. PRSA should be arranged to take exchange colleges representatives to visit UM.
3. Decorate the meeting room.
4. Cooperate with Information Dept. to design online stuff rental registration form.

20:33 Paul Lin left the seat.

Vice-Director General Harry Fung

1. UMSU 25th series activities: Young Leader Summit to mark the 99th Anniversary of the May Fourth Movement
 - Time: April 29th (Sunday) - May 4th (Friday), 2018
 - N2 University Hall is scheduled to be used for opening ceremony.
 - Public Relations Dept. needs to look for sponsors for this event.

20:34 Paul Lin took a seat

- 81 universities and colleges will be invited. There were 78 universities and colleges were invited last year, so more universities from Southeast Asia will be invited this time.
- Every university can only dispatch 2 representatives to be present due to the limited accommodation at UM Postgraduate House (PGH).
- Preparatory Team:
 - Board of Directors: 1. Secretariat (2 people) 2. Public Relations Dept. 3. Promotion Dept. 4. Culture and Leisure Dept. (arrange for performance and ceremony) 5. General Services Dept. (in charge of facilities and decoration) 6. Treasury 7. Human Resources Dept.

Director General MC Ouyang: We can cooperate with CMSA for performance.

- Sub-organizations members:

CMSA, ISA and UMSU Sub-organizations

- UMPA

Suggested by Director General MC Ouyang: The meeting can be held with main staff before Chinese New Year.

Director General MC Ouyang: Both Director General and Vice-Director Generals need to assist every department complete activity plan.

Promotion Department

1. Design backdrop of the ceremony. Decorate the infield.
2. Prepare the proposals for the notebook design and designing souvenirs competition.

Reminder from Treasurer General Summer Shum: January 12th is the deadline for the activities from April until July.



Human Resources Department

1. The interview time for recruitment is scheduled temporarily from Feb 1st until Feb 4th.
2. The amount distribution of new members will be decided according to the structure of departments.
3. Prepare member training content and the training venues. Every department can negotiate the training content with Human Resources Dept. according to their internal requirement.
4. The heads of all departments need to set about contacting with old members.
5. Human Resources Dept. needs to confirm the requirement about recruitment with every department separately.
6. O camp/ New members meeting will be held in late February.
7. The training (with specific theme) will be carried out in March.

Social Affairs Department

1. Prepare for the Youth Summit.
2. Attend Disciplinary Committee meeting.

VI Related arrangements for inauguration ceremony of University of Macau Students' Union and sub-organizations

1. Reissue the invitations
 - Interim Dean of FST Prof. Kelvin Yuen, Prof. Agnes Lam. Invite members of UMAA and University of Saint Joseph.
2. Create Power Point slides.
3. Culture and Leisure dept. is responsible for the arrangement of helpers. It needs to negotiate the number of people for etiquette with Public Relations Dept.
Director General MC Ouyang: If the helper is insufficient, we can ask some members from sub-organizations to help or recruit some volunteers to assist affairs in backstage. The stand position should be confirmed during rehearsal.
4. Public Relations Dept. is responsible for affairs of sponsor.
5. Promotion Dept. is responsible for designing promotion stuffs.
6. On the morning of January 13th (Wednesday), 4 officers from Communication Dept. have been invited to do etiquette training for cabinet members. The time and place are to be confirmed later.
7. The meeting time before inauguration ceremony: 20:00, January 27th (Saturday)
8. Start the venue decoration at 14:30, January 31st (the time from 14:30 until 23:00 has been reserved). Rehearsal for members of Board of Assembly and declarants will begin at 19:30.
9. The Secretariat needs to modify the procedures of inauguration ceremony and collate the scripts.
10. Elaine Tan, Joel Fan and Candy Un follow up emcees.
11. All the speech scripts are mainly in Cantonese.
12. In this week (January 8th – January 13th), the helpers for inauguration ceremony will be recruited



from old members.

- Human Resources Dept. needs to create Google form for members to register.

13. Papery invitations need to be delivered.

- Liaison Office of the Central People's Government in the Macao SAR and other government agencies
(Education and Youth Affairs Bureau, Institution Cultural, Macau Foundation)

14. Secretary General has to make the name list of all the people who needs leave letter.

15. Application for Equipment

- Apply ties and scarves from SAO.

- SAO will prepare backdrop.

16. Set up the Wechat group for UMSU members.

17. Invite meida to be present.

VII Discussions about the handover of remaining matters

1. Treasury Dept. need to follow up the affairs of cheques and accounts.

2. Every department need to contact with old members.

VIII Handlings and arrangements of Students' Union meeting room supplies

1. Stuff inventory in Room 1014 will be finished soon.

2. The stuff in Room 1017 need to be checked and sorted out. The stuff which are old or expired in Room 1014 can be moved into Room 1017.

3. Fix the glass door and wall of Room 1014.

21:50 Hugo Kuong took a seat

IX Next meeting time

- 19:30, February 26th (Monday)

X Extempore motion

1. Confirm the people who attend the student organizations activities (outside UM) from January to February.