



Date of the Meeting: February 26th, 2018 (Monday)

Time of the Meeting: 20:00

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

Meeting Host: MC Ouyang

Note Taker: Chiian Ho

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

Absentee: Sabino Chao, Helen Chen

Guest: Charlie Ieong

Meeting Agenda :

- I Approval of meeting agenda
- II Approval of previous meeting minutes
- III Departments' work and activity reports and arrangements
- IV Approval of departments' recruitment name lists
- V Affairs of reviewing inauguration ceremony
- VI Detailed discussion of rewarding plans for innovation activity.
- VII Affairs of using extra subsidized budget
- VIII Related arrangements of street interviews, open day and sub-organizations Fest in the new academic year
- IX Next meeting time
- X Extempore motion

I Approval of meeting agenda

- *Vote for the Meeting Agenda*

9 affirmative votes:

Harry Fung, Elaine Tan, Chiian Ho, James Liu, Candy Un, Joel Fan, Jimmy Li, Michael Li, Paul Lin

0 dissenting vote

1 abstention vote: MC Ouyang

- *Meeting Agenda approved*



II Approval of previous meeting minutes

- Corrected part:
Correct 并 to 並
Recruitment time is changed to 1st – 4th February
- Vote for previous *Meeting Agenda*
9 Affirmative votes:
Harry Fung, Elaine Tan, Chiian Ho, James Liu, Candy Un, Joel Fan, Jimmy Li, Michael Li, Paul Lin

0 dissenting vote
1 abstention vote: MC Ouyang
- Previous *Meeting Agenda* approved

III Departments' work, activity reports and arrangements

Director General MC Ouyang:

- January working reports
 1. Hold and host open meeting of Board of Directors.
 2. Attend administrative meeting, Registry meeting and campus activities.
 3. Attend City University of Macau High Table Dinner
 4. Attend Executive Committee meeting
 5. Assist Treasury to complete detailed rules for the extra budget
- Plans and arrangements for February
 1. Keep up with the U-free bikes recycle affairs.
 2. Finish bank accounts transfer procedures.
 3. Reserve the time with DSAT to negotiate the related affairs of public bus
 4. Negotiate with Treasury detailed rules for the extra budget.
 5. Prepare the open ceremony of 25th anniversary of establishment of UMSU
 6. Attend the meeting with Campus Management and Development Office (CMDO)
 - Main content: Negotiation about adding 24-hour pharmacy, recruiting more school doctors, campus parking problem, the problems of sites used by UMSU and sub-organizations for activities and promotion, detailed rules for booking sites, suggestions for campus catering.

Suggested by President Charlie Jeong: Negotiate the problems of disorder of traffic signs in S8 parking lot and wasted cars.

Suggested by Head of Public Relations Dept. Michael Li: Negotiate the open time of basketball court in W13 since there is no notice.

Suggested by Head of Culture and Leisure Dept. Joel Fan: Enquire whether more space can be open at E6 for BOOTH application, for examples, the reasons for the original places of selling books cannot be used by sub-organizations for activities and promotion, the problem of whether tea rooms in E6 can be used, whether more decorations can be put up in E6 during big events.
- 7. Negotiate with MCMA about the copyright problems of the music played in the campus activities.



Vice-Director General Harry Fung:

- January working reports
 1. Attend first Standing Committee meeting, first General Assembly meeting and first Board of Directors open meeting.
 2. Attend rector's inauguration ceremony and dinner party.
 3. Visit Liaison Office of the Central People's Government in the Macao S.A.R.
 4. Attend of Association of Macau College Student in Taiwan (AMCST) Inauguration Ceremony.
 5. Attend Fujian University Macao Student Association (FUMSA) Inauguration Ceremony.
 6. Attend Kiang Wu Nursing College of Macau Inauguration Ceremony
 7. Attend *Police Story 3* premiere.
 8. Attend first Sub-committee of Sports Committee in campus.
 9. Assist and complete the related works in UMSU Inauguration Ceremony.
 10. Attend General Services Dept. first meeting.
 11. Prepare for UMSU 25th series activities and the series of Young Leader Summit to mark the 99th Anniversary of the May Fourth Movement

- Plans and arrangements for February
 1. Attend second open Board of Directors meeting.
 2. Attend second Standing Committee meeting.
 3. Visit Secretário para os Assuntos Sociais e Cultura.
 4. Attend first UMSU members meeting.
 5. Having a meeting with CMDO.
 6. Attending Tertiary Education Services Office Subsidy Scheme for Higher Education Student Activities' briefing section.
 7. Attending Student Unions of KWNC Inauguration Ceremony.
 8. Attend of Association of Macau College Student in Taiwan (AMCST) Inauguration Ceremony.
 9. Attend Fujian University Macao Student Association (FUMSA) Inauguration Ceremony.
 10. Providing receptions for Student Union and graduates of Fudan University.
 11. Prepare for UMSU 25th series activities via the series of Young Leader Summit to mark the 99th Anniversary of the May Fourth Movement.
 - The Secretariat has sent invitations to universities and colleges.
 - The theme of Young Leader Summit will be confirmed in the next meeting.
 - Public Relations Dept. assist to invite the scholar of Hong Kong international relations— Prof. Simon Shen as a guest speaker.
 - The secretariat write the letters of inviting guest speakers and sort out the name list of universities and guest speakers. Send out the second batch of invitations.
 - Finish the name list of preparatory committee.
 12. Hold the first meeting preparatory committee.
 13. Distribute work to every department.
 14. Confirm the theme of the summit.
 15. Submit funding applications to Tertiary Education Services Office.
 16. Find business sponsors.
 17. Recruit activity helpers

20:46 Harry Fung left the seat

20:47 Harry Fung took a seat



Vice-Director General Ivan Jeong:

- January working reports
 1. Attend General Assembly meeting, Standing Committee meeting and open general Board of Directors meeting.
 2. Attend rector's inauguration ceremony and dinner party.
 3. Attend General Association of Macao E-sport Industry Inauguration Ceremony.
 4. Attend Student Union of IFT inauguration ceremony.
 5. Attend *Police Story 3* premiere
 6. Attend and assist to complete UMSU inauguration ceremony
 7. Visit Liaison Office of the Central People's Government in the Macao S.A.R.
 8. Talk about the affairs of UMSU APP with Information Department to the technological company
 9. Discuss the affairs of UMSU Merchant Offers, Monthly Happiness.
 10. Related work about Potential Proposal Program 2018.
- Plans and arrangements for February
 1. Keep up with the affairs of DSAMA Forum
 2. Keep up with affairs of UMSU Merchant Offers
 3. Invite representatives of sub-organizations to have a lunch or afternoon tea meeting and know about the situation and requirement of sub-organizations.
 4. Schedule the date with DSAT to negotiate related affairs of public bus.
 5. Attend Standing Committee meeting and Board of Directors open meeting.
 6. Attend visiting schedules.
 7. Attend interviews of new UMSU members.
 8. Attend UMSU members meeting.
 9. Assist every department with their work.
 10. Attend related administrative meetings and outside campus activities.
 11. Related work about Potential Proposal Program 2018.

Treasury

- January working reports
 1. Complete first phase of funding applications for sub-organizations to SAO.
 2. Issue the checks of 2017 GASPF
 3. Finish the first draft of financial statements. Final draft will be submitted to SAO within this week (before 2nd, March)
 4. Attend Tertiary Education Services Office financial meeting.
 5. Keep up with activity reports of sub-organizations about Tertiary Education Services Office subsidy application.
 6. Funding applications have been submitted to Macau Foundation.
 7. Attend visiting schedules
 8. Attend Board of Directors meeting.
- Plans and arrangements for February
 1. Complete financial statements
 2. Reserve times to visit foundations

Supplemented by Vice-Treasurer General Candy Un: Begin from 1st March, Tertiary Education Services Office second-phase activities applications will be available, e-mails will be sent to notify every sub-organizations.

Supplemented by Vice-Treasurer General James Liu: For the funding applications of 2018 Henry Fok Foundation, because the differences of funding application procedures, foundation insists that they will



accept the applications as long as UMSU to submit the 20th University of Macau Students' Union supporting documents. The documents is still in progress and the application result will be released around in the beginning of March.

Director General MC Ouyang: Treasury will give the January spending reports of Students' Union inauguration ceremony to the head of Information Dept. to upload it on the UMSU website for students to view. Students' Union consultation will be held after Tertiary Education Services Office briefing. The song lists of the songs which have copyright problems in activities will be informed in the consultation.

The Secretariat

- January working reports
 1. Related work of inauguration ceremony has been finish.
 2. Attend visiting schedule.
 3. Invitations of attending activities of *May Forth movement* have been delivered to every universities and colleges.
 4. Chinese and English version of first open Board of Directors meeting minutes has been completed.
 5. Attend Board of Directors open meeting.
- Plans and arrangements for February
 1. Keep up with the paperwork and letter writing of *May Forth movement* Young Leader Summit, including attentions of visiting Macau for universities and colleges, brochure etc.
 2. Write the invitations to the guest speakers.
 3. Hold the first departmental meeting.
 4. Executive secretary contract has been completed and will be signed on 27th February with administrative secretary.

Supplemented by Director General MC Ouyang: Vice- Secretary General Helen Chen needs to assist the administrative work of the open ceremony of 25th establishment of University of Macau Students' Union.

Human Resources Department

- January working reports
 1. UMSU members meeting proposal and application forms have been submitted.
 2. UMSU O-camp proposal and application forms have been submitted.
 3. Member training program prospectus and application forms have been submitted.
 4. Finish the Helper Form for inauguration ceremony.
 5. Finish Spring member recruitment form.
 6. Assist and complete the early-period work of inauguration ceremony.
 7. Attend first Board of Directors open meeting.
 8. Attend General Assembly meeting.
 9. Attend new rector's inauguration ceremony.
 10. Visit Liaison Office of the Central People's Government in the Macao S.A.R.
 11. Inform and arrange interview times of Spring recruitment.
 12. End the UMSU 100 project.
- Plans and arrangements for February
 1. Finish Spring recruitment interviews
 2. Prepare and attend first members meeting
 3. Prepare UMSU O-camp
 4. Prepare related affairs of the member training program



5. Collect new and old members' information
6. Make contacts list of UMSU cabinet
7. Make members list of UMSU cabinet
8. Attend visiting schedules

Culture and Leisure Department

- January working reports
 1. January working reports
 2. Attend Board of Directors meeting
- Plans and arrangements for February
 1. Early period preparation for White Day Activity
 - Pre-activity meeting about White Day Activity after members meeting
 - Because of limited time, no advertising videos will be filmed for this activity.
 - Souvenirs of White Day Activity have been produced.
 2. Prepare UMSU O-camp with Human Resources Dept.
 3. Join the preparatory committee of *May Fourth movement*.

General Services Department

- January working reports
 1. Visit Liaison Office of the Central People's Government in the Macau S.A.R.
 2. Providing receptions to the Students' Union of the department of sociology of Peking University.
 3. Check equipment of Students' Union
 4. Sort out the equipment in Students' Union rooms
 5. Complete equipment list
 6. Complete SAO regular equipment checking
 7. Prepare equipment for inauguration ceremony and arrange the layout work
 8. Draft up the valuable equipment rental commitment.
 9. Rent the necessary equipment to sub-organizations
 10. Attend Board of Directors open meeting
 11. Meet with old members and set up a Wechat group
 12. Buy the necessary equipment for Students' Union
- Plans and arrangements for February
 1. Handover the new stuff with SAO
 2. CRAUMSU reflected that the cabinets for organizations have been damaged. Check the situation with SAO.
 3. Deal with old computers
 4. Recycle easy stand
 - Since the repair of easy stand is difficult and expensive, recycle method is unavailable
 - Solving method: Contact with old-metal recycle company to recycle
 5. Complete the new equipment rental form, uploaded by Information Dept. on Facebook and Wechat official account after it is finished.
 6. Deliver the activities song list to MCMA
 7. Attend Board of Directors open meeting, General Assembly meeting and go for visiting schedules
 8. New and old members meeting
 9. Hold departmental meeting
 10. Select and buy equipment that Students' Union need



11. Preparatory meeting for activities of *May Fourth movement*
12. Visit Secretário para os Assuntos Sociais e Cultura

Promotion Department

- January working reports
 1. Design UMSU members' name cards
 2. Design posters, banners and backdrop for inauguration ceremony
 3. Apply funding for 2018 Datebook Design Completion to Henry Fok Foundation and Macau Foundation.
 4. Attend Board of Directors open meeting
 5. Set up Wechat group with old members
 6. Design posters for Spring recruitment
 7. Design SU Facebook page cover
 8. Design Monthly Happiness posters
 9. Design 3P posters
 10. Visit Liaison Office of the Central People's Government in the Macau S.A.R.
 11. Attend new rector's inauguration ceremony
- Plans and arrangements for February
 1. Visit Secretário para os Assuntos Sociais e Cultura
 2. Assist other departments' promotion work
 3. Hold the departmental meeting to strengthen the members' contact
 4. Attend members meeting, Board of Directors open meeting
 5. Design related affairs of Datebook design competition
 6. Design the UMSU journal
 7. Design the posters for activities of the *May Fourth movement*
 8. Plan the souvenir design competition

Information Department

- January working reports
 1. Update website information
 2. Attend Macau Esport Professional Organization (MEPO) KOM event
 3. Attend Student User Focus Group (SUFG) and put forward suggestions to related topics for discussion.
 4. Assist Presidium of General Assembly and departments to issue information.
 5. Visit Liaison Office of the Central People's Government in the Macao S.A.R.
 6. Attend Board of Directors open meeting
 7. Assist to prepare inauguration ceremony
 8. Attend new rector's inauguration ceremony
 9. Assist every department to reserve sites and places for posters
 10. Negotiate with Vice-Director General and the technological company about the affairs of UMSU APP
 11. Reflect the situation that UMMOODLE cannot be used normally to ICTO and ask for explanation from it.
 12. Solve the problem of logging in computers.
- Plans and arrangements for February
 1. Domain renewal
 2. Update website information
 3. Visit Secretário para os Assuntos Sociais e Cultura



4. Update SU Wechat platform layout
5. Keep up with the progress of UMSU APP
6. Check idle computers and computer screens
7. Prepare the history documents of UMSU for 25th establishment of UMSU
8. Try to speed up the posts updating as soon as possible, including Facebook, Wechat platform and website.

Suggested by Director General MC Ouyang: Deal with affair of Wechat renewal in March.

Development history of UMSU can be divided into periods of old and new University of Macau.

Public Relations Department

- January working reports
 1. Look for sponsors for January inauguration ceremony
 2. Be responsible for PR work of inauguration ceremony
 3. Attend the Board of Directors open meeting
 4. Visit Liaison Office of the Central People's Government in the Macau S.A.R.
 5. Attend City University of Macau High Table Dinner
 6. Attending Student Unions of KWNC Inauguration Ceremony
 7. Complete some parts of recruitment plans
 8. Some sponsors have been found for related activities
 9. Attend new rector's inauguration ceremony
 10. Assist with the preparatory committee of activities of the May Fourth Movement and provide with related documents
- Plans and arrangements for February
 - Look for sponsors for Young Leader Summit of the May Fourth Movement
 - Look for annual sponsors after every department submit activities plans
 - 1. Annual sponsors: Hope to have a negotiation during the period between the middle of March and middle of April, including contents about UMSU O-night, sub-organizations Fests and closing dinner party of the 20th anniversary activities.
 - 2. Every department need to submit activities plans, which are used as the attachment information for negotiating about annual sponsors.
 - 3. Complete recruitment work, hold the first departmental meeting and set up departmental Wechat group
 - 4. Complete sponsor affairs of related activities of White Day Activity.
 - 5. Confirm the preliminary sponsors' name list with the preparatory committee of activities of the May Fourth Movement.
 - 6. Start to prepare activities proposals and affairs of annual sponsor

21:28 Charlie Ieong left the seat

21:33 Candy Un left the seat

21:35 Candy Un took a seat

21:36 Charlie Ieong took a seat

21:36 Joel Fan left the seat

21:38 Joel Fan took a seat



Social Affairs Department

- January working reports
 1. Prepare for DSAMA Forum
 - The site for the forum is unconfirmed
 - Activity time: The activity ends on 14th, March
 - Theme: Water supply, Patriotism, Sense of belonging towards Macau
 - Arrangement for the visiting route of University of Macau
 2. Attend visiting schedules
 3. Attend Board of Directors open meeting
- Plans and arrangements for February
 1. Prepare for Macau Young Leader Summit
 2. About the work of recycling machines
 3. Hold DSAMA Forum

Suggested by Director General MC Ouyang: Apply for Smart Point and the points of CS

Member Affairs Department

- January working reports
 1. Having a meeting with Registry to negotiate the affairs of Course Add/Drop System
 2. Keep up with the progress of members complaints
 3. Send out the first batch of Merchant Offers invitations
 4. Design Merchant Offers products
 5. Attend open Board of Directors meeting
 6. Prepare February Monthly Happiness
 7. Visit Liaison Office of the Central People's Government in the Macau S.A. R.
 8. Attend University of Macau Students' Union Inauguration Ceremony
 9. Attend Fujian University Macao Student Association Inauguration Ceremony
 10. Negotiate with Students' Union of KWNC, Students' Union of IFT about the affairs of Joint School Merchant Offers Program
 11. Keep up with the affairs of UMMOODLE abnormality
 12. Attend new rector's inauguration ceremony and dinner party
- Plans and arrangements for February
 1. Visit the head of Macau Secretário para os Assuntos Sociais e Cultura
 2. Send out the second batch of Merchant Offers invitations
 3. Sign the contracts with merchants who have replied Merchant Offers plan
 4. Hold February Monthly Happiness
 5. Prepare March Monthly Happiness

IV Approval of departments' recruitment name lists

- Vote for *Departments' Recruitment Name Lists*
8 Affirmative votes:
Elaine Tan, Chiian Ho, James Liu, Candy Un, Joel Fan, Jimmy Li, Michael Li, Paul Lin
0 Dissenting Vote
2 Abstention vote: MC Ouyang, Harry Fung
- *Departments' Recruitment Name Lists* approved
21:37 Harry Fung, Chialing Chen left the seats
21:41 Harry Fung, Chialing Chen took the seats



V Affairs of reviewing inauguration ceremony

- About the mistakes of leading guests to have group photos
 - The name list on the stage is opposite to the name list substage
 - Not enough time for related rehearsal before the ceremony
 - The group of backstage, the group of public relations and the head of preparatory did not link the process of ceremony well and make mistakes in guest stances
- About the arrangement of tea meeting, the public relations workers inside the site opened the doors so early that most of guest left in advance
- The quantity of helpers was insufficient.
- Insufficient rehearsal, not detailed and the communication between every department was insufficient.
- Power Points slides could not be prepared well before rehearsal so that there were not rehearsals for every process.
- Distribute work properly
- Guest lists for reception are incomplete. Since there are no name lists of other universities and colleges, public relations workers could not lead universities guests into the site.

Supplemented by Director General MC Ouyang: The secretariat needs to put serial numbers in the seating table. Public relations workers need to confirm guests before leading them into the site.

VI Detailed discussion of rewarding plans for innovation activity.

1. Detailed discussion of rewarding plans for innovation activity.
2. Promotion in last year was insufficient and it will be strengthened this year.
 - E-mails will be sent to inform every sub-organization

VII Affairs of using extra subsidized budget

- Following open application items:

1. Students' Union souvenirs:

Every sub-organizations needs to submit souvenirs making plans for Board of Directors to examine and approve. The applications whose total amount is beyond 15000 MOP need to be examined and approved by General Assembly. The expense is reimbursed.

2. Students' Union uniform:

Every sub-organization need to submit uniform making plans for Board of Directors to examine and approve. The subsidy standard is set as 40 MOP per uniform. If making expense is less than



40 MOP per uniform, the expense is reimbursed; if it is higher than 40 MOP, the extra expense should be undertaken by the sub-organization. Members list (name, telephone number and student number) should be provided for confirmation when submitting uniforms. The maximum quantity of uniforms that every sub-organization can make is the quantity of cabinet members and other members registered in Students' Union. The applications whose total amount is beyond 1500 MOP need to be examined and approved by General Assembly.

3. Students' Union activities work meals:

Every sub-organization need to submit applications of work meals for Board of Directors to examine and approve. Referred to activities times, applications of work meals which match cross meal times can get the subsidy of 30 MOP per person. If the expense is less than 30MOP per person, it is reimbursed; if the expense is beyond 30 MOP per person, the extra expense should be undertaken by the sub-organization. The applications whose total amount is beyond 1500 MOP need to be examined and approved by General Assembly.

4. Other applications

If there are items of applying for activities funding which are not approved, General Assembly will negotiate and examine according to the actual situation.

- Open application time: 1st, June
- Estimated total amount: 10,000 MOP

Suggested by President of General Assembly Charlie Jeong: Set up examination rules. Examine the plans according quality and feasibility.

Head of Culture and Leisure Dept. Joel Fan: It is suggested to set a deadline. Examine uniformly and make the distribution equally.

22:00 Hugo Kuong took a seat

22:02 Charlie Jeong took a seat



VIII Related arrangements of street interviews, open day and sub-organizations Fest in the new academic year

- Themes of Street interviews
 1. Parking problems
 2. Campus facilities problem
 3. Open the driving regions
 4. Catering problems
- Open day
 1. Time: 22rd, April
 2. Content: Hold three-day E-sports days
- Sub-organizations Fest in the new academic year
- Time: 21st-22rd, August
- Talent show: The evening of 21st, August

Suggested by Head of Culture and Leisure Dept. Joel Fan: Hold sub-organization open day in N2 University Hall on the afternoon of 20th, August. Recruit helpers for Culture and Leisure Dept.

Director General MC Ouyang: Approve this suggestion. But there is need to know about the arrangements of activities sites and times from SAO

Suggested by Director General MC Ouyang: Every sub-organization can film short videos to introduce themselves. In the sub-organizations open day, every sub-organization can perform on the stage. The sub-organizations which cannot perform can set booths under the stage for promotion.



澳門大學學生會

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

IX Next meeting time

- Date: 11th, March
- Time: 20:30 PM
- Location: University of Macau Student Activity Center E31-1013

X Extempore motion

1. Director General MC Ouyang: The official Wechat account of UMSU can be used for activities promotion. It is suggested to hold UMSU consultation after Treasury financial meeting. Inform sub-organizations about the music use right for activities.

2. Visiting activities arrangement

3. Suggested by Secretary General Elaine Tan: Add detailed information in the coming meeting agendas.

Director General MC Ouyang: Approve this suggestion. Meeting time and meeting location can be added.