



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' Sixth meeting

Meeting Minutes

Date of the Meeting: August 12th, 2018 (Sunday)

Time of the Meeting: 20:00

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

Meeting Host: MC Ouyang

Attendees: MC Ouyang, Ivan Ieong, Chiian Ho, James Liu, Candy Un, Joel Fan, Hugo Kuong, Kenny Hoi, Sabino Chao, Paul Lin

Absentees: Harry Fung, Summer Shum, Elaine Tan, Helen Chen, Chialing Chen, Michael Li, Jimmy Li

Meeting Agenda:

- I Approval of meeting agenda
- II Approval of previous meeting minutes
- III Departments' work and activity reports and arrangements
- IV Carry out new discussion of *Financial Regulation* draft
- V Next meeting time
- VI Extempore motion

I Approval of meeting agenda

1. Vote for the *Meeting Agenda*

8 affirmative votes: Ivan Ieong, Chiian Ho, James Liu, Joel Fan, Hugo Kuong, Kenny Hoi, Sabino Chao, Paul Lin

0 dissenting vote

1 abstention vote: MC Ouyang

- *Meeting Agenda* approved

II Approval of previous *Meeting Minute*

1. Previous *Meeting Minute* correction part:

- In the activity report of Treasury:

「.....活動報告申明書後.....」 is corrected as 「.....活動報告聲明書後.....」

- In the report of Information Department:

The 4th point: 「出席 ICTO Notebook Ownership Program2018/2019 會議」 is corrected as 「出席 2018 澳門大學筆記簿型電腦優惠計劃 2018/2019 會議」

- In the Information Department supplementary:

「.....ICTO Notebook Ownership Program2018/2019」 is corrected as 「.....2018 澳門大學筆記簿型電腦優惠計劃 2018/2019」

20:42 Candy Un took a seat

20:46 Sabino Chao left the seat

20:48 Sabino Chao took a seat

2. Vote for the previous *Meeting Minute*

9 Affirmative votes: Ivan Ieong, Chiian Ho, James Liu, Joel Fan, Hugo Kuong, Kenny Hoi, Sabino Chao, Paul Lin, Candy Un

0 Dissenting vote



1 Abstention vote: MC Ouyang

- Previous *Meeting Minutes* approved

III Departments' work and activity reports and arrangements

Director General MC Ouyang

June finished work

1. Attend the sixth Executive Committee meeting
2. Attend General Education Committee
3. Attend Educational Administration Committee meeting
4. Attend the University Council meeting
5. Attend UM's UAUC Joint Meeting
6. Attend meeting for reviewing the 10hrs Student Physical Activities
 - Negotiate the PE 10-hour allocation with RCs
7. Arrange the meeting with DSAT. It is scheduled to meet in November.
8. Have the phone meeting with Alibaba to discuss related affairs of UM interns
 - Macau and Hong Kong students are allowed to apply
 - Negotiate application process
9. Assisted in finishing the meeting materials of CMDO

July finished work

1. Attend AQAC
2. Deal with the bikes got from the campus
3. Attend the lecture given by Director General of Liaison Office of The Central People's Government in the Macao S.A.R
4. Attend the Youth Summit Press Conference
5. Submit the new venue promotion plan to CMDO
6. Send the letter to Vice Rector to confirm the meeting time
7. Discuss the modified constitution draft with Financial Department

August Working Plans

1. Attend related executive meetings and inter-campus and off-campus activities
2. Hold the sixth open meeting of Board of Directors
3. Attend the seventh Executive Committee meeting
4. Carry out the affairs of getting bikes on 8th, August
5. Complete the new draft of *Financial Regulations*

Vice Board of Directors General Ivan Ieong

June finished work

1. Attend the sixth open meeting of Board of Directors
2. Arrange the meeting with DSAT which is scheduled in November
3. Attend related discussion meeting on E31sky screen installation
4. Follow up UMSU App related affairs

July finished work

1. Follow up UMSU App related affairs
2. Discuss future working affairs with the Head of Members Affairs Department
3. Discuss future working affairs with the Head of Social Affairs Department
4. Discuss future working affairs with the Head of Human Resources Department

August working plans

1. Attend related executive committee meetings and inter-campus and off-campus activities
2. Attend the sixth open meeting of Board of Directors



3. Be the guest in the seventh Executive Committee meetings
4. Be the guest in the meetings of every sub-organizations
5. Assist Culture and Leisure Department with preparation for orientation
6. Follow up affairs of Innovation Activities Award Plan prizewinning units

Vice Director General Harry FUNG (submitted the report before the meeting)

June Finished Work

1. Be the guest in the sixth Executive Committee meeting
2. Arrange the meeting with DSAT which is scheduled in November
3. Assist to finish related materials for the meeting with CMDO
4. Assist Culture and Leisure Department with preparation for orientation
5. Attend related discussion meeting on E31sky screen installation

July Finished Work

1. Assist Culture and Leisure Department with preparation for orientation(Actors interviewing etc.)
2. Discuss the affairs of special arrangement for sub-organizations activities places with SAO

August Working Plans

1. Attend related executive committee meetings and inter-campus and off-campus activities
2. Attend the sixth open meeting of Board of Directors
3. Be the guest in the seventh Executive Committee meetings
4. Assist Culture and Leisure Department with preparation for orientation

Secretary

June Finished Work

1. Write and edit the history and introduction of UMSU, providing information for the work of Macau universities and colleges history during 1991-1999
2. Finish the meeting minute of the fifth Board of Directors' meeting
3. Check UMSU mailbox and reply emails regularly during summer holidays
4. Assist with Culture and Leisure Department to edit and send Google Forms and emails of Sub-Organizations Festival Booth using guide

July Finished Work

1. Assist with related writ work of preparation for Ocamp
2. Finish English translation of the meeting minute of the fifth Board of Directors' meeting
3. Assist with related writ work of 25th Anniversary special issue. For example: writing emails to invite Management Board for inscription
4. Check UMSU mailbox and reply emails regularly during summer holidays
5. Re-edit UMSU introduction bulletin

August working plans

1. Attend the sixth open meeting of Board of Directors
2. Check UMSU mailbox and reply emails regularly during summer holidays
3. Assist with the preparation for Sub-organizations Festival orientation series activities and Ocamp
 - Send emails to the participants of O-camp
 - Write invitations to O-night guests
4. Attend UMSU member recruitment interviews
5. Finish the recording and translation work of the sixth Board of Directors Meeting
6. Assist with departments to finish related writ work



Treasury

June Finished Work

1. Finish the first draft of quarterly financial statement
2. Update June currency
3. Assist with sub-organizations to solve the problems of financial supporting
4. Submit the applications of activities report/activities cancellation to Tertiary Education Services Office
5. Inform sub-organizations the results of Tertiary Education Services Office second-phase financial supporting
6. Deal with documents that are required when submitting activities reports
7. Conclude the mistakes of sub-organizations financial reports and remind sb-organizations by the way of emails
8. Vice Treasurer General Candy Un attend *Universities Students Activities Sharing Meeting* held by Tertiary Education Services Office
9. Update the appropriation situation of UMSU and sub-organizations supported by Tertiary Education Services Office
10. Vice Treasurer General James Liu attend the sixth Executive Committee Meeting
11. Collect and check the June Henry Fok Foundation activities reports submitted by sub-organizations
12. Sign and issue the cheque of all departments and sub-organizations
13. Edit every department activities reports

July Finished Work

1. Inform sub-organizations of extra budget application
2. Finish the design of financial statement
3. Update the first phase currency table
4. Submit all the activities reports and required documents to Tertiary Education Services Office
5. Supervise and urge sub-organizations to submit activities notice of Tertiary Education Services Office supporting activities
6. Update the appropriation situation of UMSU and sub-organizations supported by Tertiary Education Services Office
7. Sign and issue the cheque needed for all departments and the payment for executive secretary
8. Assist to contact related helpers in UMSU of the preparation for May Fourth series activities to share experience in Universities Students Activities Sharing Forum held by Tertiary Education Services Office in August
9. Collect and examine the activities reports of Henry Fok Foundation, Macau Foundation submitted by sub-organizations
10. Invoice for departments and sub-organizations which have completed activities reports and in need of financial support advance
11. Draw up the draft of new ***Financial Regulations***
12. Send emails to sub-organizations to inform the second phase extra budget application

August working plans

1. Deal with Batch 4 application
2. Deal with the second phase extra budget application
3. Finish half-year financial statement
4. Attend the sixth open meeting of Board of Directors
5. Update the appropriation situation of UMSU and sub-organizations supported by Tertiary Education Services Office
6. Submit activities reports on time



7. Vice Treasurer General Candy Un attend the third *Universities Students Activities Sharing Meeting* held by Tertiary Education Services Office on 21st, August
8. Finish the examination of August required sub-organizations activities reports
9. Issue related cheque for departments and sub-organizations

Culture and Leisure Department

June Finished Work

1. Attend the meeting with DSAT
2. Attend E31 sky screen installation related meeting
3. Finish the information collection of new promotion venues. Sort out related information for the meeting with CMDO
4. Hold the department meeting
5. Deal with leave and stay problem of Culture and Leisure Department members

July Finished Work

1. Hold the department meeting
2. Prepare Sub-Organizations Festival
3. Prepare related work of O-camp as following:
 - Helpers recruitment (recruitment, interview)
 - camp activities preparation
 - camp promotion video
 - Activity preparation
4. Related work of O-camp preparation as following:
 - Drama actors recruitment
 - View activity places
 - O-night promotion video
 - Invite performing artists
 - Activities preparation

August Working Plans

1. Attend the sixth open meeting of Board of Directors
2. Attend MAC activity
3. Assist with the affairs of recruiting members in the new academic year
4. Hold orientation series activities

• About the details of orientation activities:

The member of Culture and Leisure Department Norman Ouyang to report the orientation procedures of O-camp:

O-camp participants will get towels and waterproof bags. Distribute bottles on the day of O-camp

1. All the functionaries must pay attention to the following date:
 - O-camp first game trying time: 16th, August
Location: S1
 - O-camp second game trying time: 27th, August
Location: S1
 - Pre-meeting before the O-camp: 19:00 30th, August
2. O-camp date: 1st-2nd, September
3. O-camp Location: Zhuhai Holiday Resort
4. O-camp promotion video finish time: 20th, August
5. Estimated participants: 120



6. About location and time:

- Helpers:
Time: Gather at 10:30 am
Location: Macau gateway

7. Fees:

- Participants: 200mop, 100mop is deposit
- Helpers: 50mop

8. Schedules:

First Day, September 1st

10:30	Batch 1 Helpers gather
10:40	Batch 1 Helpers set off
11:30	Participants gather
11:30	Batch 2 Helpers gather
12:00	Confirm the number of participants
12:15	Batch 2 Helpers and participants set off
12:30	Bus departure
12:50	Arrived
13:00	Gather at lobby
13:45	Put off the luggages
14:00	Ice-breaking games (indoor)
14:30	Gather outside
14:35	Ice-breaking games
15:15	Team build games
18:15	Sharing session
18:45	Punishment
19:00	Return to the room and change clothes
19:30	Dinner
20:15	Break
20:45	Sharing session (for helpers)
21:45	Outgoing shopping

Second Day, September 2nd

10:00	Morning call
11:30	Gather at lobby
12:15	Bus departure
12:40	Arrived at the lunch location
12:45	Lunch
14:00	Dismiss

Supplemented by the Head of Culture and Leisure Department Joel Fan: 福海港 或 東方印象. About the distribution of rooms: Participants are divided into 10 groups. Every 3 groups is 1 building. Helpers are divided into 2 buildings, every 15 people is 1 building. The remaining helpers will be distributed to the groups of participants

The member of Culture and Leisure Department Mani Leong to report the orientation procedures of O-night:

1. The final rehearsal time: 14:00—23:00 9th, September



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2. Set up Booth at the entrance. There are two backdrops on the ground floor for audiences to take photos
3. O-night Date: 14:00—23:00 9th, September
4. Start time: 19:00
5. Venue: N2 University Hall
6. Ticket price: 50mop
7. Entry gift: a light bulb keychain
8. Guests number: 40 (Temporary)
9. It is scheduled to arrange actors to provide reception in the hall
10. Tickets number: 650 in total
11. The schedule of O-night (Sep 10th):

14:00	Venue setting	20:25	Intermission (Start)
15:00	All helpers arrived	20:35	Intermission (End)
17:15	Lunch (helpers)	20:40	Drama resumes
18:00	Group photo (helpers)	21:00	Performance by guest performer
18:45	All helpers stand by	21:15	Group singing with guest performer
19:00	Admission starts	21:25	Group photo with guest performer
19:30	Show starts	21:30	Guest performer leave
19:40	Drama starts	21:40	Lucky draw
20:15	Lucky draw	22:00	Finish

21:55 Mani Leong, Norman Ouyang left the seat

Members Affairs Department

June Finished Work

1. Attend the internal meeting of Board of Directors
2. Attend the meeting with DSAT
3. Prepare the Monthly Happiness activities for the next half year
4. Prepare Members Affairs Department new academic year plan

July Finished Work

1. Discuss the affairs of future work with Vice Director General
2. Attend E31 Skyscreen Installation related meeting

August Working Plans

1. Prepare August Monthly Happiness
 - Distribute the stuff cooperating with Human Resources Department during Sub-Organizations Week
 - Distribute ice-cream
2. Send out the new Add/Drop Course System questionnaire
3. Design Members Affairs promotion easy-stand
4. Design Merchants Offer propaganda material
5. Assist with Culture and Leisure Department with interview helpers of O-camp

Supplemented by the Head of Members Affairs Department Sabino Chao: About Merchants Offer, it is scheduled to cooperate with current merchants. There will be more merchants that the youth are interested in participating in the Merchants Offer

22:28 Hugo Kuong left the seat

22:30 Hugo Kuong took the seat



Information Department

June Finished Work

1. Update website backstage
 - Upgrade the Wordpress
2. UMSU APP successfully being sold in IOS system in June
3. Collect information of sub-organization to update the backstage of the APP
 - The collecting due time is extended from July to August

Supplemented by the Head of Information Department Kenny Hoi: Having considered that some sub-organizations did not submit their activities information, so the due time is extended from July to August

July Finished Work

1. 2018 Notebook Ownership Program for UM members
 - Finish the design of posters and the website
 - Attend the meeting with ICTO, confirm the annual brands, time and location:
 - Brands are as following:
 1. Apple
 2. Acer
 3. Dell
 4. Lenovo
 5. Microsoft
 - Time and Location are following:
 - First round: E31 G027 Aug 21-24,2018 (09:30-17:30)
 - Second round: E4 Lobby Sep 3-5, 2018 (09:30-17:30)
2. Update the backstage information of UMSU APP
3. Popularize the World Cup news

August Working Plans

1. UMSU APP
 - Follow up the repeated showing problem of one activity of Activity Information in UMSU APP
 - Design posters
 - Online promotion
2. Promote 2018 Notebook Ownership Program for UM members
3. Online promotion of *Hopeful* series activities
4. Buy mobile HDD to backup UMSU activities photos and documents
5. Related information of new students admission
 - New students admission brochure
 - Information of Eduroam planUMSU promotion video will be promoted in every platform (Youtube, Facebook, Wechat, Instagram)
6. Attend the meeting with CMDO
7. Update the head and foot of Wechat Official Account page

Human Resources Department

June Finished Work

1. Update the attendance rate of members in the mid-year
2. Prepare new academic year members O-camp

July Finished Work

1. Prepare new academic year members O-camp
2. Prepare recruiting affairs in the new academic year



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3. Prepare members meeting in the new academic year

August Working Plans

1. New academic year members O-camp
 - Date: 22nd–3rd, September
 - Location: Zhongshan
 - Fee: 200mop
 - Estimated participants number: 50-60

Suggested by Director General MC Ouyang: About the 200mop, 100mop should be counted as deposit

2. Recruiting affairs in the new academic year
 - First round time: 23rd-24th, August (19:30—20:30) and 25th, August (Start from 14:30)
 - Second round time: September
3. Prepare members meeting in the new academic year

Suggested by the Head of Culture and Leisure Department Joel Fan: About members training, we can hold some courses about design and emcee skills

Social Department

June Finished Work

1. Hold the department meeting
2. Visit DSPA
3. Introduce the plan of intelligent resources recycling machines to DSPA
4. Finish July Macau Youth Summit Cooperation prospectus
5. Attend Discipline Committee meeting

July Finished Work

1. Finish the early period activities of Macau Youth Summit
 - Intelligent executive report

August Working Plans

1. Ask for opinions for second-hand books selling from student association of every faculty
2. Attend 2018 the fifth Macau Youth Summit
3. Hold the department meeting to discuss related affairs of The 48th Caritas Macau Charity Bazaar
4. Attend Sharing Meeting held by Tertiary Education Services Office

Supplemented by the Head of Social Affairs Department Hugo Kuong: Since the application of putting daily news board in E6 is not permitted, the schedule is changed into cooperating with TV station, putting televisions in E6 to play news video

Suggested by the Head of Culture and Leisure Department Joel Fan: About cooperating with TV station, We can try to hold a Daily News Week to inspect the situation

Suggested by Director General MC Ouyang: We can negotiate with library staff to ask if we can put daily news board in the library.

Supplemented by Head of Information Department Kenny Hoi: In the few months, there will boards promoting 25th Anniversary of Foundation of UMSU in E6

General Affairs Department (the Head of General Affairs Department submitted the report before the meeting)

June Finished Work

1. Prepare O-camp for the new academic year
2. Prepare O-night for the new academic year
3. Sort out UMSU stuff table
4. Lend out the sub-organizations needed stuff

July Finished Work



1. Rent Sub-Organizations Week promotion location
2. Prepare O-camp for the new academic year
3. Prepare O-night for the new academic year
4. Clean up UMSU warehouse
5. Lend out the sub-organizations needed stuff

August Working Plans

1. Attend the open meeting of Board of Directors
2. Attend 2018 MAC Students Annual Meeting news conference
3. Follow up affairs of recycling bikes in UM
4. Count UMSU stuff list with SAO
5. Sort out stuff table
6. Lend out the sub-organizations needed stuff

Public Relations Department (the Head of Public Relations Department submitted the report before the meeting)

June Finished Work

1. Make sponsorship plan of the new academic year
2. Contact with related merchants and ask for the opinions of cooperation
3. Orientation series activities sponsor plans

July Finished Work

1. Make sponsorship plan of the new academic year
2. Contact with related merchants and ask for the opinions of cooperation
3. Orientation series activities
 - 澳覓 promotion plan
4. Orientation series activities sponsor plans

August Working Plans

1. Orientation series activities sponsorship
 - O-night
2. Orientation activities
3. Sub-Organizations Week, related work of O-camp
4. Halloween Activities sponsor plans

IV Carry out new discussion of *Financial Regulation* draft

1. Suggested by Vice Treasurer Candy Un: In the Chapter 5 of Financial Report, the 20th point, the fifth item 「.....活動結束後二十日內.....」 is changed as 「.....二十日內或特殊情況下於指定日期內.....」
2. Suggested by Head of Members Affairs Department Sabino Chao: In the Chapter 5 of Financial Report, the 20th point, the third item 「所有除本會之資助外，其他收入必須於季度活動財政報告中作出申報.....」 is changed as 「所有資助，其他收入必須於活動財政報告中作出申報.....」

V Next meeting time

Tentative time: 15th or 16th September

VI Extempore motion

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