

The 21th University of Macau Students' Union

The Board of Directors' First Meeting

Meeting Minutes

Date of Meeting: January 14th, 2019 (Monday)

Time of Meeting: 19:00

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

Meeting Host: Sabino Chao

Note Taker: Anna Wong, Winnie Ma

Attendees: Sabino Chao, Justin Pun, Lillian Shin, Anna Wong, Emma Yang, Winnie Ma, Jacky Lei, Theo Ao Ieong, Michael Wong, Starfish Lee, Bonnie Pun, Randy Tai, Yolanda Dai, William Hao, Ivy Wu, Crystal Ma

Absentee: Jimmy Li

Guests: Rachel Ng, Zachary Lou

Meeting Agenda:

- I. Approval of meeting agenda
- II. Assignment of vice directors' duty
- III. Deliberations of 2019 Annual Work Schemes of the Board of Directors
- IV. Deliberations of 2019 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. Arrangement of event attendance
- VIII. Next meeting time
- IX. Extempore motion

I. Approval of meeting agenda

Vote for the *Meeting Agenda*

13 affirmative votes:

Lillian Shin, Anna Wong, Emma Yang, Winnie Ma, Jacky Lei, Theo Ao Ieong, Michael Wong, Bonnie Pun, Randy Tai, Yolanda Dai, William Hao, Ivy Wu, Crystal Ma

0 dissenting vote

1 abstention vote: Sabino Chao

- *Meeting Agenda* approved

19:10 Supervisor General Zachary Lou left the seat.

II. Assignment of vice directors' duty

- About Vice Director General Justin Pun's duty

During the Vice-Director General Justin Pun's term, the main duty of the vice president is to supervise and follow up duty of the head of Culture and Leisure Department, Social Affairs Department, General Services Department and Member affairs Department, and their working progression.

- About Vice-Director General Lillian Shin's duty

During the Vice-Director General Lillian Shin's term, the main duty of the vice president is to supervise and follow up duty of the head of Promotion Department, Information Department, Public Relations Department and Human Resources Department, and their working progression.

Vote for the *Assignment of vice-director generals' duty*

13 affirmative votes:

Lillian Shin, Anna Wong, Emma Yang, Winnie Ma, Jacky Lei, Theo Ao Ieong, Michael Wong, Bonnie Pun, Randy Tai, Yolanda Dai, William Hao, Ivy Wu, Crystal Ma

0 dissenting vote

1 abstention vote: Sabino Chao

- *Assignment of vice directors' duty* approved.

III. Deliberations of 2019 Annual Work Schemes of the Board of Directors

Suggested by Vice-Director General Lillian Shin : format of sign off should be modified.

Suggested by Director General Sabino Chao : corrected to “ residential college” and “detailed guidelines”

Vote for Deliberations of 2019 Annual Work Schemes of the Board of Directors

13 affirmative votes:

Lillian Shin, Anna Wong, Emma Yang, Winnie Ma, Jacky Lei, Theo Ao Ieong, Michael Wong, Bonnie Pun, Randy Tai, Yolanda Dai, William Hao, Ivy Wu, Crystal Ma

0 dissenting vote

1 abstention vote: Sabino Chao

- *Deliberations of 2019 Annual Work Schemes of the Board of Directors approved.*

IV. Deliberations of 2019 Annual Financial Budgets

Vote for Deliberations of 2019 Annual Financial Budgets

13 affirmative votes:

Lillian Shin, Anna Wong, Emma Yang, Winnie Ma, Jacky Lei, Theo Ao Ieong, Michael Wong, Bonnie Pun, Randy Tai, Yolanda Dai, William Hao, Ivy Wu, Crystal Ma

0 dissenting vote

1 abstention vote: Sabino Chao

V. Departments' work reports and arrangements

Director General Sabino Chao :

1. Establish the annual working plan of the board of directors
2. Hold the first internal meeting of the board of directors
3. Attend the Academic Affairs Office of University of Macau
4. Discuss the arrangement of budget of Innovation activity with SAO,

complete to a consensus, deliberation of the proposal of Innovation activity by the Board of Directors.

5. Attend Finance Committee of University of Macau

Arrangement of tasks in January :

January 15, visit Macau Liaison Office

January 17, visit Office of Secretariat for Social Affairs and Culture

January 19, inauguration ceremony of Student Union of Institute for Tourism studies

January 23, inauguration ceremony

January 27(morning), attend sharing sessions held by Higher Education Bureau to share experience to Macau high school students.

January 27(afternoon), attend inauguration ceremony of Association of Macau College Student in Taiwan

Vice-Director General Lillian Shin :

1. Establish the annual working plan of the board of directors
2. Attend internal meeting of the board of directors
3. Assist post update in public platform in January.
4. Attend Finance Committee of University of Macau

Arrangement of task in January :

January 15, visit Macau Liaison Office

January 17, visit Office of Secretariat for Social Affairs and Culture

January 19, inauguration ceremony of Student Union of Institute for Tourism studies

January 23, inauguration ceremony

Preparation of May Forth 100 Anniversary activity- Photo collection

Preparation of May Forth 100 Anniversary activity -Youth Summit

Recent progress : High school invitation letters delivered, activity related proposals turned in.

General Services Department:

1. Arrangement of members to tidy up and label the mess in SU office, carry out clean up and counting.
2. Cooperate with Secretariat and buy the necessary materials needed in inauguration ceremony.

Suggested by Director General Sabino Chao: making a list of related items needed.

3. Ready for holding the first general service department internal meeting.

Information Department:

1. Set up and deal with log in issues of SU cabinets' email account.
2. Help UMSU for announcements in Facebook webpage.
3. Getting familiar and deal with operations in sub-organization system, further reset the password.
4. UMSU webpage's information update task is almost completed.
5. Going to deal with the update of UMSU application and also searching for another construction contractor.

Questioned by Director General Sabino Chao: How long is needed for upgrading and updating computers in Student Union?

Answered by Head of Information Department Randy Tai: After the computers inspection is done by department cabinets, report the areas needed to be repaired and updated, unified treating, and will soonest completed by January 21; discuss with SAO whether some software can be substituted.

19:25 Justin Pun got a seat

Culture and Leisure department:

1. Related applications of activities in the first half year are completed, applications of activities in the next half of the year are processing.
2. Hold for the first Culture and Leisure Department internal meeting, discuss the orienteering related to the theme of 20th anniversary of Macau SAR.
3. Assist Secretariat to arrange rehearsals and staffs needed for inauguration ceremony.
4. Confirmation for attending the inauguration ceremony of Macau IFT Student Union.

Human Recourses Department:

1. Processing with recruitment of officers, the interview time is scheduled to be held between January 21 and January 27.

Till now, there are 84 people filled the application form, yet, amount of people applying for each department is not balanced, the majority of their prior choice is public relations department while their second choice is mainly Secretariat. The method of interview is planned as taking group as unit, interviewing by serval heads of department.

2. Assist Secretariat and have rehearsals with Culture and Leisure Department, recruit staff for inauguration ceremony.
3. Processing with Shandong exchange program's related tasks.

Searching sponsor for Shandong exchange program recently.

4. Ready to hold for the first Human resources department internal meeting.

Vice-director General Lillian Shin will take a seat as guest

Extempore motion suggested by Head of Human Recourses Department Crystal Ma:

The time availability for the interview of all heads have to be analysed.

19:28 Ivy Wu left the seat

Treasury:

1. Attend Financial Committee of University of Macau
2. Hold for the first Treasury internal meeting.
3. Held two information sessions about procedure of submitting financial statement respective to last year's situation.

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4. Ready to turn in the second-round funding application from SAO.
5. Getting ready to visit Higher education Bureau with the 20th Treasurer General.

19:30 Ivy Wu got a seat

Promotion Department:

1. Manage and update WeChat public platform's post and messages.
2. SU cabinets' name card design completed.
3. Schedule and clothing of Leadership of UM Student Union completed.
4. Assist Secretariat to complete promotion of inauguration ceremony.

The background design is done recently; The design of pamphlet, poster and certification of appreciation are processing.

5. Recently contacting with the new production merchant about UMSU notebook, questioning for the production price.

Reminded by Director General Sabino Chao: Documents of UMSU notebook design competition have to be turned in on time.

Secretariat:

1. Organize inauguration ceremony.
2. Complete the task of signing this year's contract with administrative secretary.
3. Vice-Secretary General Emma Yang is responsible for May fourth 100 anniversary activities related paperwork; Vice-Secretary General Winnie Ma is responsible to assist Secretary General Anna Wong to organize inauguration ceremony, at the same time responsible with the planning of award of innovation activity and the 1st Political Quiz Competition's paperwork.

19:34 Starfish Lee got a seat

Social Affairs Department:

1. Hold the first Social Affairs Department internal meeting
2. Organize the 1st Political Quiz competition.

Time: tentatively set February 28 for Preliminary and March13 for Final

Method: Maximum of 108 participants, divided into 36 groups; total of 6 rounds preliminary, winner of each round will be qualified for final.

Not completed: paperwork, venue, booking for material etc are not done yet.

3. January 30, visit Directorate of Judiciary Police

Denoted by Vice-Director General Justin Pun that he will accompany.

Public Relations Department:

1. Updated the working plan of public relations department.
2. Hold the first Public Relations Department internal meeting.
3. Arrange the copywriting samples of public relations department.
4. Assist Secretariat to arrange PR's work during the inauguration ceremony.
5. Planning to work with sub-organisations, gather and arrange the sponsors' information, make up a sponsor database.

Member affairs Department: (represented by Vice-Director General Justin Pun)

1. Hold for the first internal meeting of member affairs department.
2. Start working on UMSU Merchant Offers of this year.
3. To understand the repairing situation of UM public bicycle.
4. Organize the distribution of member's welfare in January.

Welfare of member in January is 2019 calendar, the production is processing, total amount of 300 products.

5. Make a questionnaire of lecture election to gather schoolmates' opinion, estimate to release questionnaire on January 24.

19:45 Randy Tai left the seat

19:47 Randy Tai got a seat

Vice-Director General Justin Pun:

1. Work out the annual working plan of the board of directors.
2. Attend the internal meeting of Board of Directors.
3. Organize the planning of award of innovation activity.

Took the 20th and 19th board of directors' information as reference, further having meeting with Preparation Committee.

Arrangement of January working plan:

January 15, visit Macau Liaison Office

January 17, visit Office of Secretariat for Social Affairs and Culture

January 19, inauguration ceremony of Student Union of Institute for Tourism studies

January 23, inauguration ceremony

January 30, visit Directorate of Judiciary Police with the social affairs department.

VI. Related arrangements for Inauguration Ceremony of University of Macau Students' Union and sub-organizations

1. Invitation letter

- Electrical invitation letters are all sent, total of 103 letters with 20 replied.
- Processing with replying the receipt of High School, discussing with Carrie about where to settle the vehicles of guests.
- Paper invitation letter will be sent out.
 - Macau Liaison Office, Government department, Bank of China Macau Branch University of Macau sub-branch and TaiFung Bank Macau Branch University of Macau sub-branch.

2. Slide

- Slide background design is completed.
- Separated into rehearsal version and official version
- After concluding the attendance list of each sub-organization in Member congress on January 15, the production will start.
- Around 80 sub-organizations had replied.

3. Arrangement of rehearsal and the staff of inauguration ceremony
 - Necessary number of staffs had been noted by human resources department and culture and leisure department, mainly recruiting from former member.
4. The work of PR in the inauguration ceremony and the activity sponsor arranged.
5. Promotion Department is allocated for the propaganda material design for the inauguration ceremony.
6. Rehearsal time and process arrangement
 - January 18, 19:00-22:00 for first rehearsal: First for sub-organization rehearsal, mainly explain the inauguration process and adjust the order by their height ; Next is the rehearsal of Leadership of Student Union; Last is to announce the final rehearsal time.
 - January 22, 19:00-22:00, Venue set up time
 - January 23, 12:30, Start the first rehearsal
7. Master of ceremony
 - Ceremony draft is given to the master of ceremony
8. General service department is arranged to adding items needed.
9. Venue confirmed: N2
10. Secretary General task to be done:
 - After the closing of reply, a complete procedure will release; sequence of sub-organization is arranged by the height of sub-organization representative.
 - Get ready for the news release, give to media after the activity ends.
 - Ready for rehearsal and leave letter for inauguration ceremony.
 - Ready for souvenir.

VII. Arrangement of event attendance

January 24, 18:00-21:00, A Dialogue between Young People and the Secretary on the Infrastructure Development in Macao

January 21, First Standing Committee

January 24, 19:00, First public meeting

20:18 Jacky Lei left the seat

VIII. Next meeting time

February 15,2019 (Friday) 19:00

IX. Extempore motion

1. Vice-Director General Justin Pun represents the head of member affairs department Jimmy Li to report the construction situation of E31 Student activity Centre

The ceiling screen construction is originally completed at the end of December 2018, the construction is now postponed, the head of member affairs department found out that, it is caused because of there are some block in the process of approving the construction. An email was then sent out to related department of our university for them to follow up the problem.

2. Head of Human Resources Department Crystal Ma analyzed the show up time for all heads of department for the recruitment interview.