



澳門大學學生會

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

**The 21st University of Macau Students Union
The Board of Director's 2nd Meeting
Meeting Minutes**

Date : February 25th, 2019 (Friday)

Time : 19:00

Venue : E31 Student Activity Centre Room1013 (E31 - 1013)

Meeting Host : Sabino Chao

Note Taker : Anna Wong, Winnie Ma

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

Guest : Mabel Hoi Zachary Lou

Meeting Agenda:

- I. Approval of Meeting Agenda
- II. Approval of Previous Meeting Minutes
- III. Departments' Work and Activity Report and Arrangement
- IV. Approval of Department's Recruitment Name Lists
- V. Discussion for Establishing New Sub-Organization
- VI. 21st UMSU Inauguration Ceremony Conclusion
- VII. Discussion for Additional Subsidised Budget and Related Regulations
- VIII. Arrangement for External Activities Representatives
- IX. Next Meeting Date
- X. Extempore Motion



I. Approval of Meeting Agenda

- Voting for Meeting Agenda.

Affirmative 14	Justin Pun, Lillian Shih, Anna Wong, Emma Yang, Winnie Ma, Jacky Lei, Theo Ao Ieong, Michael Wong, Jimmi Li, Starfish Lee, Bonnie Pun, Yolanda Dai, William Hao, Ivy Wu
Dissenting 0	-
Abstention 1	Sabino Chao

- Meeting Agenda Approved.

II. Approval of Previous Meeting Minutes

- Add a title before every department's report.
- Voting for Approval of Previous Meeting Minutes.
- Previous Meeting Minutes Approved.

Affirmative 14	Justin Pun, Lillian Shih, Anna Wong, Emma Yang, Winnie Ma, Jacky Lei, Theo Ao Ieong, Michael Wong, Jimmi Li, Starfish Lee, Bonnie Pun, Yolanda Dai, William Hao, Ivy Wu
Dissenting 0	-
Abstention 1	Sabino Chao

III. Departments' Work and Activity Report and Arrangement

▶ Director General Sabino Chao

- Report over January working agenda and working plans for February. (Appendix 1)
- Attended meeting with the Registry regarding Course Add Drop (Appendix 2)
- Main discussion of the meeting included the promotion of awareness regarding priority algorithm for seniors.
- Minor programme regulations will be announced in March.
- Suggestion to increase amount of request allowed during Add/Drop is mentioned.
- February working plans emphasise on meeting with CMDO, encourages members of the board to attend.
- Visits to Rector and Vice Rector will be on February 20th.

19:24 Mabel Hoi Enters



澳門大學學生會

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

▶ Vice-Director General Justin Pun

- Report over January working agenda and working plans for February. (Appendix 1)
- Meeting regarding management of students' shops on campus will be on February 26th.
- Potential Proposal Program has not received any submission, the committee plan on sending personalised email to each Sub-Organization for further promotion, related details will be discussed later during committee meeting.

【Question】 (1) When is the deadline for the submission?

Reply : 8th of March

▶ Vice-Director General Lillian Shih

- Report over January working agenda and working plans for February. (Appendix 1)
- Campus Photo Collection competition for May Fourth Movement Youth Summit is completed and will commence promotion on 18th February.
- Valentine Activity will include chocolate delivery service, all proceeds will be donated to Charity.
- WeChat public account of UMSU is undergoing updates and improvements, any recommendation or suggestions for the Information department are welcomed.

【Suggestion】 (1) Any advise towards improvements for UMSU's public account, official webpage and Facebook webpage is encouraged. (Function, Design etc)

19:40 Zachary Lou Enters

▶ Secretary General Anna Wong

- Report over January working agenda and working plans for February. (Appendix 1)

【Reminder】 (1) To add drafting and writing invitation letter to visiting Organization in the working plans for February.

▶ Vice-Secretary General Winnie Ma

- Report over January working agenda and working plans for February. (Appendix 1)

▶ Vice-Secretary General Emma Yang

- Report over January working agenda and working plans for February. (Appendix 1)

【Question】 (1) Is the Supervisory Board allowed to attend departments' internal meeting?

Reply : No.



澳門大學學生會

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

▶ Treasurer General Jacky Leu

- Report over January working agenda and working plans for February. (Appendix 1)

【Question】 (1) What is the estimated date of completion for Financial Statements for 2018?

Reply : Within February.

19:45 Crystal Ma Enters

19:46 Winnie Ma Leaves

19:48 Winnie Ma Enters

19:51 Randy Tai Enters

▶ Vice-Treasurer General Theo Ao Ieong

- Report over January working agenda and working plans for February. (Appendix 1)

【Question】 (1) When will the registration for new Organization for Henry For Foundation be completed?

Reply : Next Monday (February 18th)

▶ Vice-Treasurer General Michael Wong

- Report over January working agenda and working plans for February. (Appendix 1)

▶ Head of Members Affairs Department Jimmy Li

- Report over January working agenda and working plans for February. (Appendix 1)
- Monthly Benefits for students during March is Chocolate Milk.
- Contracts for Merchants offer for students programs is arranged to be completed within March and information disclosed to students.

【Reminder】 (1) Feedback from students should be collected prior to the meeting with CMDO as supporting documents for the meeting.

▶ Head of Social Affairs Department Starfish Lee

- Report over January working agenda and working plans for February. (Appendix 1)
- Related preparation for Current Affairs Competition is completed, promotion towards students are welcomed.
- Registration deadline is on February 27th, preliminary round dated on the 27th; and final round on March 16th.

【Question】 (1) What are the proposed agreement for related sponsors for the activity?

Reply : Sponsoring Organization's logo to be printed on promotional material and appreciation speech during the competition as well as the award presentation ceremony.



(2) Are there any arrangement for Emcee?

Reply : Yes, Emcee for preliminary round will be department members and candidate for final rounds has yet to be decided.

【Suggestion】 (1) Script for Emcee is encouraged to be written in advanced and practiced.

(2) Target audience could emend outside of campus.

▶ Head of Culture and Leisure Department Bonnie Pun

- Report over January working agenda and working plans for February. (Appendix 1)
- Current partners of Cross Universities Orienteering includes Macau Polytechnic Institute, Kiang Wu Nursing College of Macau and Macau Institute for Tourism Studies.
- After department's meeting, there will be a general meeting with partner institutions to discuss details of the activity.
- Orienteering Activity Tentative Design:
 - In the format of points accumulation, checkpoints will be scattered across Macau and Taipa.
 - Amount of points will be given according to distance traveled, and difficulty of the mission.
 - Every participating group will be given a map with instructions.
 - Participating group will have a WeChat group establish to coordinate with person in charge and necessary logistic issues.
 - Checkpoints may have bonus missions, their particular usage and rules will be communicated via WeChat group.
 - A “Gamble Point” will be established (Macau's signature) for participating groups to bet their points collected.
- Department meeting is scheduled on February 19th to discuss comprehensive plans for the missions, prior to general meeting with partner institutions.

▶ Head of Information Department Randy Tai

- Report over January working agenda and working plans for February. (Appendix 1)

▶ Head of Design Department Yolanda Dai

- Report over January working agenda and working plans for February. (Appendix 1)

【Question】 (1) When is the submission deadline for Datebook Design Competition?

Reply : 25th of March, 2019



▶ Head of General Service Department Willian Hao

- Report over January working agenda and working plans for February. (Appendix 1)

【Suggestion】 (1) E31-1031 is to be tidied and cleaned before 21st for renting.

- (2) Please feel free to distribute the remaining Datebook and Folders for any future activity.

▶ Head of Public Relations Department Ivy Wu

- Report over January working agenda and working plans for February. (Appendix 1)
- Allocation of publications responsibilities for official webpages to be discussed amongst Design Department and Information Department.

▶ Head of Human Resources Department Crystal MA

- Report over January working agenda and working plans for February. (Appendix 1)
- Registration to participate Leadership Camp are low in numbers, head of departments please do encourage your members to join.
- Leadership Camp is dated from February 22nd to 23rd.
- Accommodation choice includes camping outdoors, cabin or lodge.
- Taking into consideration regarding weather and budget, decision will be made after site check this weekend.

IV. Approval of Department's Recruitment Name Lists

- Human Resource Department distribute members' list to all departments of UMSU for final confirmation.

V. Discussion for Establishing New Sub-Organization

- Registering Sub-Organization: Rowing Club
- There is lack of specific objective of establishment and operational policy.
- Lack of plans for purchase and storage for rowing boats.
- Additional information regarding operations and long-term plans is needed.
- Plans or arrangement regarding venue for weekly activities by the club, related coach or teacher will furnish the registration better.

21:01 Zachary Lou Leaves



澳門大學學生會

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

VI. 21st UMSU Inauguration Ceremony Conclusion

- The date for this year's Inauguration Ceremony was earlier than the last, yet preparation work started late.
 - ▶ Guest of The Event
 - The first invitation letter was sent on January 8th and expected replies before 19th.
 - The collection of replies constitutes uncertainties, suggestion for future reference is to prepare letters after successful election and send them to respective parties on 1st of January.
 - For preceding secretary general to prepare updated contact information of guests to assist the newly elected secretary general in preparing invitation letters.
 - Uncertainties and accidents are unavoidable, but plans and backup to be established just in case.
 - ▶ Sub- Organization
 - Coordinate with Presidium of General Assembly regarding the deadline for the registration for Sub-Organization's continuation to ensure that the date is not too close to the ceremony, to better the communication of information regarding logistics of the event to the new leaders of organizations.
 - Communication of information regarding the ceremony to Sub-Organization to be primarily done via official email of the Organization or appointed president, WeChat only serves as secondary.
 - Participation rate for rehearsal are too low, further regulations to be in place to ensure leaders cooperate in a timely manner.
 - Suggestion for future references, take active role in promoting the significance and importance of the Inauguration Ceremony via official invitation letter.
 - ▶ Helpers for The Event
 - Helpers for Public Relations Department were insufficient, and some were late to the rehearsal.
 - Person in charge (Secretary General) should list out in details, the related duties for each department and their contact information.
 - Arriving late or leaving early should not be permitted, helpers should attend the ceremony and its preparation in full.
 - ▶ Rehearsal Issues
 - We did not have the stage piece for the first rehearsal, venue decoration and preparation should be done before any rehearsal of the agenda to ensure efficiency.



澳門大學學生會

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

- Low participation rate from Sub-Organization was partially due to information miscommunication.
- Regardless of preparation and information conveyance, no-show is still unavoidable and to be improved via instilling the importance of the event to leaders of organisations.

▶ The Ceremony

- Started on time and ended 15 minutes early.
- Entrance of late comers should be taken care of, there was one Organization leader who came late without attending any rehearsal and wearing UMSU tie.
- Late comers of Organization leaders shall not be permitted in the venue.
- Helpers on photo taking duty should require a certain amount of working experience. (There was not any official speech photos this year)
- The ceremony agenda was speech by newly elected Director general before the oath taking ceremony, for future references, the agenda could be better arranged.
- Refreshment section lacks helpers on station to guide the guests.

▶ Aftermath

- The time for the ceremony were in the evening rather than in the afternoon, resulting in the cleaning duties to be carried late into the night after the banquet dinner.
- Regarding improvement of time management for the ceremony, issues regarding banquet dinner and amount of helpers should be taken into consideration to arrange respective plans.

- 【Reminder】** (1) Inauguration Ceremony is the first event of the newly elected management board that is open to public, departments heads are encourages to take active role in helping its preparation.
- (2) Upcoming activities of UMSU should receive the same attention from the management board, and help each other in their preparations.

21:38 Mabel Hoi Leaves

VII. Discussion for Additional Subsidised Budget and Related Regulations

- Expenditures below 2,000MOP requires approval from Board of Directors, any amount that exceeds shall require approval from the Standing Committee.
- Sub-Organization T-shirt shall receive subsidy of 40MOP for each T-shirt only.



澳門大學學生會

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

VIII. Arrangement for External Activities Representatives

- Starfish Lee will be attending 22nd February UM Doctor honoris causa Lecture: "Healthcare and Education in the Era of Artificial Intelligence" by Prof. Joseph SUNG Jao-yiu
- Starfish Lee will be attending meeting about "Road Traffic Act" on 22nd March.
- Any internal or external activity or meetings arrangement will be updated on our google account.

IX. Next Meeting Date

- Date: 8th March, 2019
- Time: 19:00
- Venue: E31 Student Activity Centre Room 1013 (E31 - 1013)

X. Extempore Motion

- None

21:50 Meeting Ends



澳門大學學生會

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

The 21st University of Macau Students Union Board of Directors January Working Report

- I. Director General Sabino Chao
- II. Vice-Director General Justin Pun
- III. Vice-Director General Lillian Shih
- IV. Secretary
 - I. Secretary General Anna Wong
 - II. Vice-Secretary General Emma Yang
 - III. Vice-Secretary General Winnie Ma
- V. Treasurer
 - I. Treasurer General Jacky Lei
 - II. Vice-Treasurer General Theo Ao Ieong
 - III. Vice-Treasurer General Michael Wong
- VI. Head of Members' Affairs Department Jimmy Li
- VII. Head of Social Affairs Department Starfish Lee
- VIII. Head of Culture and Leisure Department Bonnie Pun
- IX. Head of Information Department Randy Tai
- X. Head of Design Department Yolanda Dai
- XI. Head of General Services Department William Hao
- XII. Head of Public Relations Department Ivy Wu
- XIII. Head of Human Resources Department Crystal Ma



澳門大學學生會

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

Director General Sabino Chao

January Working Report

1. Compose Annual Working plans of Board of Directors
2. Convene and Host Internal Meeting of Board of Directors
3. Arrange for visit to the Liaison Office
4. Arrange for visit to Secretariat for Social Affairs and Culture
5. Convene and Host the 1st meeting of Board of Directors
6. Attend UM Registry Meeting
7. Assist in preparation of the Inauguration Ceremony
8. Attend the Inauguration Ceremony for IFT
9. Attend the 1st meeting of Standing Committee
10. Attend the 1st Convening of the Presidium of General Assembly
11. A guest for Finance Committee Meeting
12. Interviewer for members recruitment for Board of Directors
13. Attend Inauguration Ceremony of Association of Macau College Student in Taiwan
14. Meeting with the Registry

February Working Plans

1. Attend Inauguration Ceremony of Macau Kiang Wu Nursing College
2. Attend Inauguration Ceremony of Jiangsu (College) Macau Student Association
3. Meeting with CMDO management
4. Convene and Host the 2nd meeting of Board of Directors
5. Attend the 2nd meeting of Standing Committee
6. Attend Board of Directors' leaders meeting
7. Arrange for visit to University Board of Directors
8. Arrange for visit to Rector and Vice Rector (Students Affairs)
9. Arrange for visit to BOC(Macau) Henry For Foundation; Macau Foundation and Higher Education Bureau
10. Complete Bank Account ownership transfer
11. Assist Treasurer in completing additional budget regulations.
12. Commences discussion for the assembly of RC Committee with RC HA



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

Vice-Director General Justin Pun

January Working Report

1. Compose Annual Working plans of Board of Directors
2. Visit to Liaison Office
3. Visit to Secretariat for Social Affairs and Culture
4. Attend the 1st meeting of Board of Directors
5. Attend the Inauguration Ceremony for IFT
6. Attend the 1st Convening of the Presidium of General Assembly
7. Attend the 1st internal meeting of Board of Directors
8. Interviewer for recruitment of members for Board of Directors
9. Attend General Service Department Meeting
10. Attend Social Affairs Department Meeting
11. Attend Members' Affairs Department Meeting
12. Attend Meeting of Student Shop Management Committee
13. Assist and Attend in preparation of Inauguration Ceremony
14. Guest at the 1st meeting of Standing Committee
15. Guest at Academic Association Meeting
16. Guest at Culture and Recreational Association Meeting
17. Convene and host Potential Proposal Competition Preparatory team meeting.
18. Visit to Polícia Judiciária

February Working Plans

1. Attend 2nd meeting of Board of Directors
2. Attend 2nd Standing Committee Meeting
3. Attend Academic Association Meeting
4. Attend Culture and Recreational Association Meeting
5. Attend Board of Directors' leaders meeting
6. Assist in preparation of Current Affairs Competition
7. Assist in preparation of March's Monthly Benefits
8. Assist in General Services Department's duty to update resource renting system
9. Assist in preparation of Cross University Orienteering activity by Culture and Leisure Department
10. Further promotion of Potential Proposal Competition
11. Attend General Service 2nd Department Meeting
12. Attend Social Affairs 2nd Department Meeting
13. Attend Members' Affairs 2nd Department Meeting
14. Visit to University Rector and Vice-Rector (Students' Affairs)



澳門大學學生會

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

Vice-Director General Lillian Shih

January Working Report

1. Compose Annual Working plans of Board of Directors
2. Attend the 1st internal meeting of Board of Directors
3. Visit to Liaison Office
4. Visit to Secretariat for Social Affairs and Culture
5. Attend the 1st meeting of Board of Directors
6. Preparation for White Valentine's Activity
7. Preparation for May Fourth Movement Youth Summit
8. Preparation for Photos Collection for May Fourth Movement
9. Attend Inauguration Ceremony
10. Attend Inauguration Ceremony of IFT
11. Attend the 1st Convening of the Presidium of General Assembly
12. Interviewer for recruitment of members for Board of Directors
13. Attend HR department internal meeting
14. Assist in January's digital platform publications and updates

February Working Plans

1. Attend 2nd meeting of Board of Directors
2. Preparation for May Fourth Movement Youth Summit
3. Photos Collection for May Fourth Movement Youth Summit (18th February)
4. Preparation for White Valentine's Activity
5. Attend Board of Directors Leaders' Meeting
6. Attend departments' Internal Meeting
7. Assist in updating design for We Chat Public Account



澳門大學學生會

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

Secretariat

Secretary General Anna Wong

January Working Report

1. Preparatory Leader of Inauguration Ceremony
2. Compose Activity report for Inauguration Ceremony
3. Compose Annual working plans for Secretariat
4. Compose replies to invitation letter of Inauguration Ceremony of other higher education institutions
5. Visit to Liaison Office
6. Visit to Secretariat for Social Affairs and Culture
7. Attend the 1st meeting of Board of Directors
8. Attend the 1st internal meeting of Board of Directors
9. Guest at the 1st Standing Committee Meeting
10. Attend the 1st Convening of the Presidium of General Assembly
11. Interviewer for recruitment of members for Board of Directors

February Working Plans

1. Management of UMSU official mail
2. Compose visiting letter to related organisations
3. Convene secretariat internal meeting
4. Attend 2nd meeting of Board of Directors
5. Attend Library Committee Meeting
6. Commence collection of Sub-Organization information for <Sub-Organization Publication>
7. Assist in supervising preparation of related documents for May Fourth Movement Youth Summit.



澳門大學學生會

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

Vice-Secretary General Winnie Ma

January Working Report

1. Assist in composing annual working plans for secretariat
2. Assist and Attend in preparation of Inauguration Ceremony
3. Visit to Liaison Office
4. Visit to Secretariat for Social Affairs and Culture
5. Attend the 1st meeting of Board of Directors
6. Attend the 1st internal meeting of Board of Directors
7. Interviewer for recruitment of members for Board of Directors
8. Attend Potential Proposal Competition predatory team internal meeting
9. Attend internal meeting for 1st Current Affairs Competition
10. Document management for Potential Proposal Competition
11. Compose meeting minutes of the 1st meeting of Board of Directors

February Working Plans

1. Attend Inauguration Ceremony of IFT
2. Attend Board of Directors Leaders' Meeting and Orientation Camp
3. Attend 2nd meeting of Board of Directors
4. Assist Secretary General in collecting Sub-Organization's information
5. Documents management for Potential Proposal Competition
6. Complete documents management for the 1st Current Affairs Competition
7. Visit Rector and Vice Rector (Students Affairs)
8. Attend secretariat internal meeting



澳門大學學生會

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

Secretariat

Vice-Secretary General Emma Yang

January Working Report

1. Assist and Attend in preparation of Inauguration Ceremony
2. Compose and send invitation letter for May Fourth movement Youth Summit
3. Visit to Liaison Office
4. Visit to Secretariat for Social Affairs and Culture
5. Attend the 1st meeting of Board of Directors
6. Interviewer for recruitment of members for Board of Directors
7. Assist in writing the minutes of 1st meeting of Board of Directors.

February Working Plans

1. Assist in management of UMSU mail
2. Document management for May Fourth movement Youth Summit
3. Attend 2nd meeting of Board of Directors
4. Attend Board of Directors' leaders meeting
5. Attend Standing Committee Meeting
6. Attend secretariat internal meeting



澳門大學學生會

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

Treasurer General Jacky Lei

January Working Report

1. Complete registration for Batch 1
2. Attend the 1st internal meeting of Board of Directors
3. Visit to Secretariat for Social Affairs and Culture
4. Visit to Liaison Office
5. Attend the 1st meeting of Board of Directors
6. Guest at the 1st meeting of Standing Committee
7. Attend Finance Committee Meeting
8. Interviewer for recruitment of members for Board of Directors
9. Attend preparatory team meeting for Current Affairs Competition
10. Attend Inauguration Ceremony
11. Attend SAO's 1st Financial Meeting with
12. Convene UMSU Sub-Organisations Financial Briefing
13. Application of daily and administrative expenditures for Board of Directors
14. Reports and explanations for unapproved budget
15. Completed 2018 Financial Statement before April
16. Completed the payment of expenses for December 2018
17. Discussion of Sub-Sub-Organisations Budget planning issues and related regulations
18. Managing budget application of Sub-Organizations
19. Completed the salary for administrative secretary (JAN), reports for daily expenditures.
20. Budget application information collection with GAES
21. Completion of 2018 GAES Logarithmic table

February Working Plans

1. Complete Financial Statement
2. Visit to GAES and Foundations
3. Complete Financial report of completed activities (Inauguration, Monthly Benefits)
4. Complete bank account ownership transfer
5. Wrote cheques for participants of First Forum for Heads of Higher Education Institutions of China and Portuguese-Speaking Countries
6. Attend 2nd meeting of Board of Directors
7. Attend Standing Committee Meeting
8. Attend Board of Directors Leaders' Meeting
9. Complete in composing regulation for additional budget.
10. Assist in completing the regulations for Current Affairs Competition
11. Convene 1st department meeting
12. Complete the salary and expense for administrative secretary (FEB)



澳門大學學生會

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University of Macau Students' Union

Vice-Treasurer General Theo Ao Ieong

January Working Report

1. Collection of Macau Foundation and Henry For Foundation sponsor application
2. Attend the 1st internal meeting of Board of Directors
3. Visit to Secretariat for Social Affairs and Culture
4. Visit to Liaison Office
5. Attend the 1st meeting of Board of Directors
6. Attend 1st Standing Committee meeting
7. Interviewer for recruitment of members for Board of Directors
8. Attend Inauguration Ceremony
9. Attend SAO's 1st Financial Meeting
10. Convene UMSU Sub-Organisations Financial Briefing

February Working Plans

1. Arrangement for Macau Foundation and Henry Fok registration form
2. Visit to partnering Foundations
3. Attend 2nd meeting of Board of Directors
4. Attend Standing Committee Meeting
5. Attend Board of Directors' Leaders meeting

Vice-Treasurer General Michael Wong

January Working Report

1. Managing Sub-Sub-Organisation's activity report
2. Assist in drafting 2018 GAES Logarithmic table
3. Attend Information briefing for GAES Subsidy Scheme for Higher Education
4. Attend the 1st internal meeting of Board of Directors
5. Visit to Secretariat for Social Affairs and Culture
6. Visit to Liaison Office
7. Attend the 1st meeting of Board of Directors
8. Attend 1st Standing Committee meeting
9. Interviewer for recruitment of members for Board of Directors
10. Attend Inauguration Ceremony
11. Attend SAO's 1st Financial Briefing
12. Convene UMSU Sub-Organisations Financial Briefing

February Working Plans

1. Follow up - Sub-Organization's activity report
2. Visit to GAES
3. Attend 2nd meeting of Board of Directors
4. Attend Standing Committee Meeting
5. Attend Board of Directors' Leaders meeting



澳門大學學生會

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University of Macau Students' Union

Head of Members' Affairs Department Jimmy Li

January Working Report

1. Attend the 1st internal meeting of Board of Directors
2. Compose annual working plans for department
3. Visit to Liaison Office
4. Visit to Secretariat for Social Affairs and Culture
5. Attend the 1st meeting of Board of Directors
6. Convene department internal meeting
7. Interviewer for recruitment of members for Board of Directors
8. Assist and Attend in preparation of Inauguration Ceremony
9. Monthly Benefit of January
10. Merchants offer contract renewal
11. Compose forms for feedback collection regarding Course Add/Drop
12. Attend meeting with the Registry

February Working Plans

1. Attend Inauguration Ceremony of IFT
2. Attend 2nd meeting of Board of Directors
3. Merchants offer contract renewal.
4. Suggestions collection from students
5. CMDO meeting preparation - feedback collection
6. Preparation of Monthly Benefit for March
7. Convene department Internal meeting
8. Attend Standing Committee Meeting
9. Attend Board of Directors' Leaders meeting



澳門大學學生會

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

Head of Social Affairs Department Starfish Lee

January Working Report

1. Attend the 1st internal meeting of Board of Directors
2. Visit to Liaison Office
3. Visit to Secretariat for Social Affairs and Culture
4. Attend the 1st meeting of Board of Directors
5. Interviewer for recruitment of members for Board of Directors
6. Attend Inauguration Ceremony
7. Visit to Polícia Judiciária
8. Convene 1st department internal meeting
9. Convene internal meeting of the Current Affairs Competition preparatory team
10. Guest at 1st Standing Committee meeting
11. Complete Current Affairs Competition Venue booking and related preparation.
12. Complete regulations for Current Affairs Competition

February Working Plans

1. Attend 2nd meeting of Board of Directors
2. Attend internal meeting of Board of Directors
3. Complete question bank and promotional material preparation for Current Affairs Competition
4. Convene 2nd department internal meeting
5. Discussion of points to note involving lucky draw for Sub-Sub-Organisation's activity with Gaming Inspection and Coordination Bureau

Head of Culture and Leisure Department Bonnie Pun

January Working Report

1. Attend the 1st meeting of Board of Directors
2. Visit to Liaison Office
3. Visit to Secretariat for Social Affairs and Culture
4. Interviewer for recruitment of members for Board of Directors
5. Assist and Attend in preparation of Inauguration Ceremony
6. Convene 1st and 2nd department internal meeting
7. Attend Inauguration Ceremony of IFT
8. Assemble preparatory team for Cross University Orienteering
9. Confirms attending institutions for Cross University Orienteering

February Working Plans

1. Attend 2nd meeting of Board of Directors
2. Attend 2nd internal meeting of Board of Directors
3. Convene third department internal meeting
4. Preparation for Cross University Orienteering
5. Attend Inauguration Ceremony of Kiang Wu Nursing College.



澳門大學學生會

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University of Macau Students' Union

Head of Information Department Randy Tai

January Working Report

1. Updates related information and upload related documents on official webpage
2. Updates information on UMSU App
3. Updates of information on Facebook and Instagram page
4. Accounts registration for Management board on Active Directory
5. Email account registration for the Management Board on pop3
6. Visit to Liaison Office
7. Visit to Secretariat for Social Affairs and Culture
8. Interviewer for recruitment of members for Board of Directors
9. Assist and Attend in preparation of Inauguration Ceremony
10. Attend the 1st internal meeting of Board of Directors
11. Attend the 1st meeting of Board of Directors
12. Attend meeting of SUFG
13. Guest at 1st Standing Committee meeting
14. Attending meeting with Registry

February Working Plans

1. Attend Inauguration Ceremony of Kiang Wu Nursing College
2. Attend 2nd meeting of Board of Directors
3. Convene department internal meeting
4. Update Sub-Organization's information on official webpage
5. Update Sub-Organization's information on UMSU app
6. Digitalise paper archives of all departments
7. Records and service for SU Office's hardware



澳門大學學生會

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

Head of Design Department Yolanda Dai

January Working Report

1. Attend the 1st internal meeting of Board of Directors
2. Visit to Liaison Office
3. Visit to Secretariat for Social Affairs and Culture
4. Attend the 1st meeting of Board of Directors
5. Interviewer for recruitment of members for Board of Directors
6. Assist and Attend in preparation of Inauguration Ceremony
7. Management and updates of WeChat public account.
8. Design of promotional Material for Inauguration Ceremony
9. Design of Management Board's business card
10. Design of Organization chart and information of Management Board on official webpage
11. Design of UMSU T-Shirt
12. Design of Facebook Page Cover
13. Design of UMSU Chinese New Year Card
14. Submission of Datebook Design Competition proposal and related registration documents

February Working Plans

1. Design promotional material for May Fourth Movement Youth Summit
(Poster, Background, Souvenir, Banner, Easy Stand, Publication, Post Cards)
2. Design promotional material for Datebook Design Competition
(Poster, Background, Banner, Easy Stand, trophy)
3. Management and publication of information on WeChat public account
Convene department internal meeting
4. Attend 2nd meeting of Board of Directors
5. Attend 2nd internal meeting of Board of Directors
6. Attend Board of Directors' Leaders Meeting
7. Design UMSU Jacket



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

Head of General Services Department William Hao

January Working Report

1. Attend the 1st internal meeting of Board of Directors
2. Visit to Liaison Office
3. Visit to Secretariat for Social Affairs and Culture
4. Attend the 1st meeting of Board of Directors
5. Interviewer for recruitment of members for Board of Directors
6. Reorganise SU office
7. Reorganise storage room
8. UMSU 1st resource listing
9. Assist and Attend in preparation of Inauguration Ceremony
10. Convene 1st department Meeting

February Working Plans

1. Visit to University Council
2. Assist in service report for Sub-Organization storage cabinets
3. Improve resource renting and returning system
4. Expand resource able for rent form
5. Complete resource listing form
6. Crosscheck UMSU's essential assets with SAO
7. Convene 2nd department Meeting
8. Reorganise Room E31-1013



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

Head of Public Relations Department Ivy Wu

January Working Report

1. Convent 1st department meeting
2. Compose annual working plan for department
3. Complete Inauguration Ceremony PR related work
4. Compose annual working table for department
5. Visit to Liaison Office
6. Visit to Secretariat for Social Affairs and Culture
7. Assist and Attend in preparation of Inauguration Ceremony
8. Attend the 1st meeting of Board of Directors
9. Attend the 1st internal meeting of Board of Directors
10. Interviewer for recruitment of members for Board of Directors
11. Guest at the 1st Meeting of Standing Committee
12. Attend the 1st Convening of the Presidium of General Assembly
13. Attend Inauguration Ceremony of Association of Macau College Student in Taiwan

February Working Plans

1. Convent 1st department meeting after recruitment
2. Confirms PR workshops and training related issues.
3. Arrange for PR duties for May Fourth movement Youth Summit
4. Arrange for sponsorship for Valentine activities
5. Arrange for sponsorship for Cross University Orienteering Activity
6. Arrange for sponsorship for Current Affairs Competition
7. Draft of Sponsorship platform proposal
8. Attend 2nd meeting of Board of Directors
9. Attend Board of Directors Leaders' Meeting
10. Attend Spring Leadership Camp



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

Head of Human Resources Department Crystal Ma

January Working Report

1. Compose annual working plans for department
2. Convene 1st department meeting
3. Visit to Liaison Office
4. Visit to Secretariat for Social Affairs and Culture
5. Attend the 1st meeting of Board of Directors
6. Attend the 1st internal meeting of Board of Directors
7. Assist and Attend in preparation of Inauguration Ceremony
8. Organise recruitment of members for Board of Directors
9. Organise recruitment name list and results
10. Complete comprehensive list of spring recruitment

February Working Plans

1. Convene 2nd department meeting
2. Preparation for board of Directors Leaders' Meeting on 21st February
3. Preparation for Leadership Camp in March (ZhuHai)
4. Attend 2nd meeting of Board of Directors
5. Visit to Rector and Vice Rector (Students Affairs)
6. Distribution of Inauguration Helper's certificate of appreciation.
7. Updates and finalise Board of Directors' department members name list
8. Arrangement for general assembly of Board of Directors' leaders meeting name list
9. Arrangement for Board of Directors Departments' members name list



澳門大學學生會

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

UMSU and Registry 2019 First Meeting Minutes

Date : 29th January

Time : 15:00 - 16:00

Venue : Registry Meeting Room N6-G002

Discussion

1. UMSU will be collecting feedback regarding course add/drop each semester and reports to Registry
2. 20 feedback forms was collected this semester, mostly Year 2 students.
3. Feedback includes English Course IE1, IE2 and Talk Time were difficult to “change.” Registry expresses understanding, because related courses covers longer time period (6 hours per week)
4. Students reflects that the priority algorithm were not clear. (According to year or nature of courses) Registry replies that related information is uploaded on the registry website inside “Course Enrolment Handbook” and will put emphasis on its regulation for future periods.
5. Details about minor programmes registration will be published during March.

Others

1. Suggestion has been made to increase the amount of “Request” allowed during Add/Drop. Registry will collaborate with ICTO in amending the system.
2. Suggestion has been made to prove a “Drop Course” option as a back up of failure to “Change Course, Registry will further discuss the possibility of such arrangement with ICTO.
3. A meeting to discuss issues of the Add/Drop system after each semester.
4. Registry suggests students to contact them via telephone: 8822 4007 or email at registry@um.edu.mo for any enquiries or advice.
5. Alternately, students may provide their students number to UMSU for further follow up process.