



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 3rd Meeting  
Meeting Minutes**

**Date** : March 8th, 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 Ieong Michael Wong Jimmi Li Starfish Lee Bonnie Pun  
Randy Tai Yolanda Dai William Hao Ivy Wu Crystal Ma

**Guest** : Elwynn Ng

**Meeting Agenda:**

- I. Approval of Meeting Agenda
- II. Approval of Previous Meeting Minutes
- III. Departments Working Reports and Arrangements
- IV. UMSU Activities Conclusion
- V. CMDO Meeting Preparation
- VI. Arrangement for External Activities Representatives
- VII. Next Meeting Date
- VIII. Extempore Motion



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*University of Macau Students' Union*

## I. Approval of Meeting Agenda

- Voting for Meeting Agenda.

Affirmative 15	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, Crystal Ma
Dissenting 0	-
Abstention 1	Sabino Chao

- Meeting Agenda Approved.

## II. Approval of Previous Meeting Minutes

- Voting for Approval of Previous Meeting Minutes.

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, Crystal Ma
Dissenting 0	-
Abstention 1	Sabino Chao

- Previous Meeting Minutes Approved.

## III. Departments' Work and Activity Report and Arrangement

### ▶ Director General Sabino Chao

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

### ▶ Vice-Director General Justin Pun

- Report over February working agenda and working plans for March. (Appendix 1)
- There are little submission for the Potential Proposal Competition, if we have three submission next week; we will choose the best 2 out of 3.
- Current submission includes from History Association and Literature Club.

19:20 Elwynn Ng Enters



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▶ Vice-Director General Lillian Shih

- Report over February working agenda and working plans for March. (Appendix 1)
- Preparation for May Fourth Movement Youth Summit series activities- Photo collection is complete; the polling for winner will be announced on Facebook.
- Special Issue for the event is currently at designing stage, any personnel recommendation from members of the board is welcomed.
- A review of the summit plan to include and interview with Student Resources Section Section Head Mr. Samson Cheong.
- White Valentine activity will include a series of mini games with gifts.
  - Free drinks from The Alley
  - Mini games ( gifts : mini macarons)

**【Question】** (1) Ivy Wu : Sponsorship partner (The Alley) for White Valentine asked if they could play their promotional video on campus.

Reply: No.

19:42 Randy Tai Enters

▶ Secretary General Anna Wong

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

▶ Vice-Secretary General Winnie Ma

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

▶ Vice-Secretary General Emma Yang

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

▶ Treasurer General Jacky Lei

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

**【Reminder】** (1) Sabino Chao : Please pass the collected activity report to Information Dept. for backup before submission.

(2) Sabino Chao: The budget application to DSES deadline is on 18th March.

▶ Vice-Treasurer General Theo Ao Ieong

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

**【Question】** (1) Sabino Chao: Henry Fok Foundation application estimated completion date.

Reply: Within March.



▶ Vice-Treasurer General Michael Wong

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

▶ Head of Members Affairs Department Jimmy Li

- Report over February working agenda and working plans for March. (Appendix 1)
- Merchants offer list will be published within next week.
- Monthly Benefits- March will be on 22nd of March.

▶ Head of Social Affairs Department Starfish Lee

- Report over February working agenda and working plans for March. (Appendix 1)
- Preparation stage for the 1st Contemporary Affairs Contest is at guest invites; attending audience will also receive SP(Smart Point) and WP.
- The finals of the contest will be on 15th March.
- Estimate to receive partner invitation letter for Macau Youth Summit around end of March.

▶ Head of Culture and Leisure Department Bonnie Pun

- Report over February working agenda and working plans for March. (Appendix 1)
- Cross university orienteering activity allocation of duties:
  - IFT - Sponsorship
  - Kiang Wu Nursing College - Poster Design
  - Macau Polytechnic Institute - Promotion Material printing and prepare souvenir
- Meeting with partnering institution is set on the date 17th March for further detailed discussion about the activity.
- Education and Youth Affairs Bureau is the preferred main checkpoint, application is still a work in progress.

【Question】 (1) Do you have enough helpers for the event.

Reply: Recruitment have not started, the event is on April 14th.

▶ Head of Information Department Randy Tai

- Report over February working agenda and working plans for March. (Appendix 1)
- Working agenda No.6 states 2% completion is because there are more than thousands of files to go through.
- Plans to reset and inform Presidium of General Assembly and the Supervisory Board of their official mailbox address.
- Scanned documents on the hard drive is a work in progress.
- Please do clean up the unnecessary documents after use to avoid clutter on public drive.



- The official mailbox of UMSU is overcrowded, it is suggested that each departments utilise their personal mailbox in replying messages.

**【Reminder】** (1) Sabino Chao : Any emails from two years earlier could be deleted.

▶ Head of Design Department Yolanda Dai

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

**【Question】** (1) Sabino Chao : Current submission amount for Datebook Design competition?

Reply : Five.

▶ Head of General Service Department Willian Hao

- Any necessary stationery or office equipment purchase could be informed to Dept. Head.
- The regulations for resource renting (Application date; Venue clean up; Venue facilities; Penalties) has yet to be finalised.

**【Reminder】** (1) Sabino Chao : There are two speakers that was rented are over due, please follow up.

▶ Head of Public Relations Department Ivy Wu

- Report over February working agenda and working plans for March. (Appendix 1)
- Working Agenda No.8 and No.9 sponsorship issues are a work in progress; further follow up from members of Dept will be down after White Valentine Activity.
- March Working Plans No.7 awaits further discussion with Dept. members.

**【Question】** (1) Sabino Chao : Is there initiatives to ask BOC as sponsorship partner for May Fourth Movement Youth Summit?

Reply: Not yet.

**【Suggestion】** (1) You could come along when visit to BOC is arranged.

▶ Head of Human Resources Department Crystal MA

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

#### IV. UMSU Activities Conclusion

▶ The 1st Contemporary Affairs Contest - Preliminary

- Did not know how to operate walkie talkie; causing communication inefficiencies.
- Tie breaker should be set in case of draw at the end of one session.
- Emcee performance could be improved.



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*University of Macau Students' Union*

▶ The 1st Contemporary Affairs Contest - Final

- The team had invited Dean of Students as guest for the event and award ceremony.
- Related promotion material and souvenir as well as awards are completed and ready.
- Emcee script is undergoing revision, and Dept. Head is overseeing their practices.

▶ Monthly Benefit - February

- The monthly benefit was customised Calendar.
- The photo collection could be done earlier; and the price were higher than necessary.
- The department suggests for future reference that a better bargain could have been struck from a different merchant.

▶ Board of Directors Leaders Meeting

- Overall, satisfactory performance but the refreshments amount were not finished.
- It is suggested to ask for RSVP before ordering.
- Sound system of the venue were not working, the problem were solved by using Information Dept. Head's personal speaker.

▶ Leadership Camp

- Due to bad weather, activity space were limited to indoors.
- Announcement date were too late for higher participation rate.

【Suggestion】 (1) Sabino Chao : A site check could be done earlier for better arrangement in case of unexpected change of events; and earlier announcement date to increase participation rate.

## V. CMDO Meeting Preparation

- Feedback form will be distributed for collection of resources for the meeting.

## VI. Arrangement for External Activities Representatives

- 21st March Visit to Macau Foundation and DSES, Secretary please prepare the attendance list and related emails for respective organisations.

## VII. Next Meeting Date

- Date: 2nd April, 2019
- Time: 19:00
- Venue: E31 Student Activity Centre Room 1013 (E31 - 1013)



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### VIII. Extempore Motion

- None

21:50 Meeting Ends



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## **The 21st University of Macau Students Union Board of Directors February 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 Jeong
  - 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





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

## Director General Sabino Chao

### February Working Report

1. Attend Inauguration Ceremony of Macau Kiang Wu Nursing College
2. Convene and Host the 2nd meeting of Board of Director
3. Attend Board of Directors' leaders meeting
4. Attend Leadership Camp in March (ZhuHai)
5. Attend the 2nd meeting of Standing Committee
6. Arrange for visit to BOC(Macau) Henry For Foundation; Macau Foundation and Higher Education Bureau
7. Students leaders' Lunch with Rector
8. Assist Treasurer in completing additional budget regulations.
9. Regular meeting with Dean on Students
10. Attend Academic Association Meeting
11. Attend Meeting of Cross University Orienteering activity preparatory team
12. Assist in preparation for The 1st Contemporary Affairs Contest
13. Follow up on updates on E31 Construction Accidents
14. Arrange for meeting with DSAT
15. Feedback collection regarding Sub-Org's office space
16. Complete Bank Account ownership transfer

### March Working Plans

1. Convene and Host the 3rd meeting of Board of Directors
2. Attend the 3rd Standing Committee meeting
3. Attend the 2nd General Assembly Meeting
4. Attend invitation to external activities
5. Visit to DSES
6. Meeting with DSAT
7. Meeting with Vice-Rector (Students Affairs)
8. Meeting with CMDO
9. Assist in preparation for The 1st Contemporary Affairs Contest
10. Attend Potential Proposal Seminar and Finals
11. Follow up on Bicycle Rental Service
12. Assist in Dept. General Affairs in drafting resource rental regulation



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

### February Working Report

1. Attend Board of Directors' leaders meeting
2. Attend Leadership Camp in March (ZhuHai)
3. Attend 2nd Standing Committee Meeting
4. Students leaders' Lunch with Rector
5. Attend Academic Association Meeting
6. Attend Meeting of Cross University Orienteering activity preparatory team
7. Assist in preparation for The 1st Contemporary Affairs Contest
8. Assist in preparation for Cross University Orienteering
9. Suggestion collection from SAO and Association regarding Potential Proposal Competition
10. Convene 2nd internal meeting of Potential Proposal Competition
11. Attend 2nd Dept. Meeting - Social Affairs
12. Attend General Service 2nd Department Meeting
13. Attend Social Affairs 2nd Department Meeting
14. Attend Members' Affairs 2nd Department Meeting

### March Working Plans

1. Attend departments meeting
2. Assist in preparation for The 1st Contemporary Affairs Contest
3. Assist in preparation for Cross University Orienteering
4. Guest at 3rd Standing Committee meeting
5. Guest at 2nd General Assembly Meeting
6. Attend invitation to external activities
7. Meeting with DSAT
8. Meeting with CMDO
9. Organisation for Potential Proposal Competition Seminar and Finals
10. Assist in Dept. General Affairs in drafting resource rental regulation
11. Exchanges with visiting guest from University in Mainland China



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

### February Working Report

1. Receive Students Union from Taiwan visiting UM
2. Attend 2nd Board of Directors Meeting
3. Attend Board of Directors' leaders meeting
4. Attend Leadership Camp in March (ZhuHai)
5. Students leaders' Lunch with Rector
6. Photos Collection for May Fourth Movement Youth Summit
7. Guest/Judge invite for Photos Collection Activity for May Fourth Movement Youth Summit
8. Preparation - May Fourth Movement Youth Summit
9. Preparation Special Issue for May Fourth Movement Youth Summit
10. Preparation for March- White Valentine Activity

### March Working Plans

1. Organisation for March- White Valentine Activity
2. Photos Collection Activity for May Fourth Movement Youth Summit - Finalist
3. Photos Collection Activity for May Fourth Movement Youth Summit - Award presenting
4. Preparation for May Fourth Movement Youth Summit
5. Preparation for May Fourth Movement Youth Summit - Special Issue
6. Preparation for May Fourth Movement Youth Summit - Helper recruitment
7. Preparation for May Fourth Movement Youth Summit - Helper Interviews
8. Attend 3rd Board of Directors Meeting
9. Meeting with Vice-Rector (Students Affairs)
10. Attend departments meeting.

## Secretariat

### Secretary General Anna Wong

#### February Working Report

1. UMSU official Email management
2. Compose visiting letter to related organisations
3. Convene 1st internal meeting of Secretariat
4. Secretariat members work allocation
5. Attend 2nd Board of Directors Meeting
6. Attend Library Committee Meeting
7. Partial completion of Sub-Org information collection for May-Fourth movement Youth Summit Special Issue
8. Attend Board of Directors' leaders meeting
9. Compose 2nd Board of Directors Meeting Minutes
10. Students leaders' Lunch with Rector
11. Compose Board of Directors Working Report

#### March Working Plans

1. UMSU official Email management
2. Attend 3rd Board of Directors Meeting
3. Replying email to external activities invitation
4. Assist in supervising preparation of related documents for May Fourth Movement Youth Summit.
5. Ordering new stamps for UMSU and Board of Directors
6. Completion Sub-Org information collection for May-Fourth movement Youth Summit Special Issue
7. Catalogue draft for Board of Directors' Google Drive



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

#### February Working Report

1. Attend 2nd Board of Directors Meeting
2. Attend Board of Directors' leaders meeting
3. Students leaders' Lunch with Rector
4. Compose 2nd round of invitation letter to respective guests of May Fourth Movement- Youth Summit
5. Collection of submission from May Fourth Movement Youth Summit - Photos Collection activity

#### March Working Plans

1. Attend 3rd Board of Directors Meeting
2. Follow up on May Fourth Movement Youth Summit - Photos Collection activity
3. Follow up on documents/paper work of May Fourth Movement Youth Summit

### Vice-Secretary General Winnie Ma

#### February Working Report

1. Attend Inauguration Ceremony of Macau Kiang Wu Nursing College
2. Attend 2nd Board of Directors Meeting
3. Attend Board of Directors' leaders meeting
4. Attend Leadership Camp in March (ZhuHai)
5. Students leaders' Lunch with Rector
6. Draft enquiry letter regarding E31 construction accidents (CMDO)
7. Assist in guest invitation letter drafting for May Fourth Movement- Youth Summit
8. Completion of Contemporary Affairs Contest Poster design
9. Assist in furnishing question bank for Contemporary Affairs Contest Poster design
10. Completion of 2nd round promotion for Potential Proposal Competition

#### March Working Plans

1. Attend 3rd Board of Directors Meeting
2. Assist in preparation for The 1st Contemporary Affairs Contest
3. Paperwork and email drafting for Potential Proposal Competition (Guest invitation letter)
4. Assist in March- White Valentine Activity



澳門大學學生會

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

## Treasurer General Jacky Lei

### February Working Report

1. Completion of Financial Statement Ver.1
2. Completion of Financial report for:
  - Inauguration Ceremony
  - Monthly Benefit - January
  - Board of Directors Leaders' Meeting
  - Leadership Camp
3. Complete 2018 Audit Table and Audit meeting
4. Completion of checks issue for participants of First Forum for Heads of Higher Education Institutions of China and Portuguese-Speaking Countries
5. Attend 2nd Board of Directors Meeting
6. Guest at Standing Committee Meeting
7. Attend Board of Directors' leaders meeting
8. Complete in composing regulation for additional budget.
9. Assist in completing the regulations for Current Affairs Competition
10. Convene 1st internal meeting of Treasurers
11. Check distribution Carnival Taipa Houses Museum to participants
12. Handling prepayments application for February
13. Complete bank account ownership transfer
14. Arrange visits to DSES, Macau Foundation
15. Attend Leadership Camp in March (ZhuHai)

### March Working Plans

1. Completion of Financial report for Contemporary Affairs Contest
2. Amendments for 2018 financial statement
3. Completion of 2019 Financial statement - First period
4. Completion of SAO Batch 2 applications
5. Attend 3rd Board of Directors Meeting
6. Guest at Standing Committee Meeting
7. First period additional budget handling
8. Complete issuance of salary for administrative secretary and daily expenses (MARCH)
9. Visit to DSES, Macau Foundation
10. Completion of first quarter report for of administrative secretary salary and daily expenses
11. Convene 2019 first Audit Meeting
12. Guest at General Assembly Meeting

## Vice-Treasurer General Theo Ao Ieong

### February Working Report

1. Attend Board of Directors Meeting
2. Complete bank account ownership transfer
3. Attend Leadership Camp in March (ZhuHai)
4. Attend 1st internal meeting of Treasurers
5. Submission of application for funding to Macau Foundation

### March Working Plans

1. Complete financial report for:
  - Monthly Benefit - March
  - White Valentine activity
2. Attend 3rd Board of Directors Meeting
3. Guest at Standing Committee Meeting
4. Visit to DSES, Macau Foundation
5. Complete financial report for UMSU



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

## Vice-Treasurer General Michael Wong

### February Working Report

1. Complete DSES part of Audit Table
2. Attend 2nd Board of Directors Meeting
3. Guest at Standing Committee Meeting
4. Attend Board of Directors' leaders meeting
5. Complete bank account ownership transfer
6. Sub-Org Financial report handling

### March Working Plans

1. Attend 3rd Board of Directors Meeting
2. Guest at Standing Committee Meeting
3. Visit to DSES, Macau Foundation
4. Attend 2019 first Audit Meeting
5. 2nd GAES Activity budget application (June - Dec)
6. Sub-Org Activity Report handling

## Head of Members' Affairs Department Jimmy Li

### February Working Report

1. Attend 2nd Board of Directors Meeting
2. Attend Board of Directors' leaders meeting
3. Attend Leadership Camp in March (ZhuHai)
4. Attend Inauguration Ceremony of Macau Kiang Wu Nursing College
5. Merchants offer contract renewal procedure - first period
6. Feedback Survey for CMDO
7. Feedback collection for campus transportation
8. Preparation for Monthly benefits - March
9. Preparation for street interview for March
10. Convene 1st Dept. meeting with newly recruited members

### March Working Plans

1. Attend 3rd Board of Directors Meeting
2. Release first merchants offer list
3. Attend meeting with DSAT
4. Attending meeting with CMDO
5. Monthly Benefit - March
6. Complete Street interview for March
7. Assist in preparation for Cross University Orienteering
8. Convene 2nd Dept. meeting



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*University of Macau Students' Union*

## Head of Social Affairs Department Starfish Lee

### February Working Report

1. Attend 2nd Board of Directors Meeting
2. Students leaders' Lunch with Rector
3. Attend Board of Directors' leaders meeting
4. Attend Leadership Camp in March (ZhuHai)
5. Attend UM Doctor honoris causa Lecture: "Healthcare and Education in the Era of Artificial Intelligence" by Prof. Joseph SUNG Jao-yiu
6. Complete preparation for 1st Contemporary Affairs Contest - Preliminary round
7. Convene 2nd Dept. Meeting

### March Working Plans

1. Attend 3rd Board of Directors Meeting
2. Organisation for The 1st Contemporary Affairs Contest - Preliminary and Final
3. Preparation for meeting with Correction Service Bureau
4. Feedback Collection on Road Traffic Act
5. Attend Road Traffic Act advisory meeting
6. Meeting with DSAT
7. Meeting with Vice Rector (Students Affairs)
8. Convene 3rd Dept. Meeting
9. Assemble Forum Week Preparatory Team
10. Attend Macau Youth Summit Forum week initial preparation meeting.

## Head of Culture and Leisure Department Bonnie Pun

### February Working Report

1. Attend 2nd Board of Directors Meeting
2. Attend internal Board of Directors Meeting
3. Convene 3rd Dept. Meeting
4. Preparation for Cross University Orienteering
5. Attend Inauguration Ceremony of Macau Kiang Wu
6. Convene 1st Cross University Meeting
7. Attend Leadership Camp in March (ZhuHai)
8. Attend Board of Directors' leaders meeting
9. Students leaders' Lunch with Rector
10. Convene 1st meeting of Cross University Orienteering Committee meeting

### March Working Plans

1. Convene 4th Dept. Meeting
2. Responsibility allocation for Cross University Orienteering
3. Convene 2nd Cross University Meeting
4. Complete promotion video shooting for Cross University Orienteering
5. Complete promotion related work for Cross University Orienteering
6. Convene 2nd meeting of Cross University Orienteering Committee meeting
7. Visit to DSES
8. Attend 3rd Board of Directors Meeting
9. Award and Certificate preparing for Cross University Orienteering
10. Resources preparation for Cross University Orienteering (Games ; helpers resource; venue setting)





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## Head of Information Department Randy Tai

### February Working Report

#### 1. Activities and Meetings

- Inauguration Ceremony of Macau Kiang Wu Nursing College
- 2nd Board of Directors Meeting
- Potential Proposal 2nd Internal Meeting
- Board of Directors' leaders meeting
- Leadership Camp in March (ZhuHai)
- Lunch with Rector

#### 2. Convene 1st Dept Meeting

#### 3. Update Sub Org. Info on UMSU website and APP

#### 4. UMSU Information Updates

- CNY celebration message
- 2nd Board of Directors Meeting Agenda
- Valentine's Day Message
- 1st Contemporary Affairs Contest
- May Fourth Movement Youth Summit - Photo Collection Activity
- Yuan Zhen Celebration message
- Standing Committee Notice No. 2/ 2019
- Registry guidelines
- CMDO Feedback Survey Form
- DSAT Feedback Survey Form

#### 5. External activity promotion

- The Script Road - Macau Literal Festival
- Culture Ambassador Program - ICM
- UM Students art exhibition RAEM e o Macau
- 6th UM Higher Institution Multimedia Software design competition

#### 6. Digitalise paper archives of all departments 2%

#### 7. Cataloging office hardware conditions

#### 8. Format office computers unknown softwares

#### 9. Guideline for mailbox linking for outlook.IOS and MacOS

#### 10.Black/White listing spam mail

#### 11.Assist in photo taking for Board of Directors Leaders' Meeting

#### 12.Assist in photo taking for Leadership Camp

### March Working Plans

#### 1. Activities and Meetings

- Meeting with Vice Rector (Students Affairs)
- Attend 3rd Board of Directors Meeting
- Convene 2nd Dept. Meeting

#### 2. Digital Platform

- UMSU intel updates, SUFG summary

#### 3. Mailbox managing guidelines (Spam)

#### 4. Activity Assist

- 1st Contemporary Affairs Contest
- May Fourth movement- Youth Summit, Photo collection activity





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*University of Macau Students' Union*

## Head of Design Department Yolanda Dai

### February Working Report

1. Attend 2nd Board of Directors Meeting
2. Attend Board of Directors' leaders meeting
3. Convene 1st Dept. Meeting
4. Datebook Design competition promotion material design (Poster, Banner)
5. Management and publication of information on WeChat public account

### March Working Plans

1. Attend 3rd Board of Directors Meeting
2. Datebook Design competition promotion
3. Datebook Design competition Easy Stand
4. Datebook Design competition Judge invite
5. Datebook Design competition polling platform (26th March - 1st April - Preliminary)
6. Preparation for Datebook Design competition-final
  - Emcee arrangement
  - Certificate, Trophy
  - Helpers arrangement
  - Ceremony agenda, backdrop design
7. Apply Datebook Design competition Additional Funding
8. Design and edit for May Fourth Movement Youth Summit special issue ( 16th March - draft; 20th March - Final version)
9. Design and edit for Sub Org. info booklet ( 20th March - draft; 25th March - Final version)
10. May Fourth Movement Youth Summit Postcard design
11. Management and publication of information on WeChat public account
12. Convene 2nd Dept. Meeting
13. Finalise design for UMSU jacket



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*University of Macau Students' Union*

## Head of General Services Department William Hao

### February Working Report

1. Crosscheck UMSU's essential assets with SAO
2. Resource listing - allocated to dept. member  
 Convene 2nd Dept. Meeting
3. Attend 2nd Board of Directors Meeting
4. Attend Board of Directors' leaders meeting
5. Resource purchase - allocated to dept. member

### March Working Plans

1. Assist in preparation for Potential Proposal Activity
2. Complete initial resource purchase
3. Distribute resource expansion form
4. Assist in Sub Org. office space allocation
5. Complete resource list
6. Purchase padlock, replace Culture and Recreational Association's storage cabinet
7. Convene 3rd Dept. Meeting
8. Attend 3rd Board of Directors Meeting

## Head of Public Relations Department Ivy Wu

### February Working Report

1. Attend 2nd Board of Directors Meeting
2. Attend Board of Directors' leaders meeting
3. Attend Leadership Camp in March (ZhuHai)
4. Convene 1st Dept. Meeting after recruitment of new Dept. members
5. Implement White Valentine Sponsorship
6. Implement 1st Contemporary Affairs Contest Sponsorship
7. Preparation of sponsorship for Cross University Orienteering
8. Preparation of sponsorship for May Fourth Movement -Youth Summit Photo Collection activity
9. Preparation of sponsorship for May Fourth Movement -Youth Summit

### March Working Plans

1. Attend 3rd Board of Directors Meeting
2. Attend exchange activity with UIC
3. Implement Cross University Orienteering Sponsorship
4. Meeting with respective sponsoring organisation, contracts drafting
5. Implement May Fourth Movement -Youth Summit Photo Collection activity Sponsorship
6. Implement May Fourth Movement -Youth Summit Sponsorship
7. Draft Sponsorship proposal



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*University of Macau Students' Union*

## Head of Human Resources Department Crystal Ma

### February Working Report

1. Attend 2nd Board of Directors Meeting
2. Preparation team leader for Board of Directors' leaders meeting
3. Preparation team leader for Leadership Camp in March (ZhuHai)
4. Visit to Rector and Vice Rector (Students Affairs) Dialogue
5. Distribution of Inauguration Ceremony Helpers Certificate
6. Compose 2019 UMSU Board of Directors' department member letter of appointment
7. Arrange Board of Directors Dept members name list
8. Compose Board of Directors Dept. members name list notice
9. Convene 2nd Dept. Meeting

### March Working Plans

1. Attend 3rd Board of Directors Meeting
2. Attend Sports Committee Meeting
3. Assist in White Valentine Activity
4. Launch helpers recruitment for May Fourth Movement Youth Summit
5. Submit summer exchange trip budget application