



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 4th Meeting  
Meeting Minutes**

**Date** : April 2nd, 2019 (Tuesday)

**Time** : 19:00

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

**Meeting Host**: Sabino Chao

**Note Taker**: Anna Wong

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

**Guest** : Rachel Ng Mabel Hoi

**Meeting Agenda:**

- I. Approval of Meeting Agenda
- II. Approval of Previous Meeting Minutes
- III. Departments' Work and Activity Report and Arrangement
- IV. UMSU Activities Conclusion
- V. Discussion for Establishing New Sub-Organization
- VI. Discussion for Activity Plans for June - December
- VII. Political Platform Interim Performance Review
- VIII. Arrangement for External Activities Representatives
- IX. Next Meeting Date
- X. Extempore Motion



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## I. Approval of Meeting Agenda

- Voting for Meeting Agenda.

Affirmative 13	Justin Pun, Lillian Shih, Anna Wong, 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 13	Justin Pun, Lillian Shih, Anna Wong, 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 March working agenda and working plans for April. (Appendix 1)
- Available space at E6 awaits confirmation from the university for Sub Org. office space expansion.
- E31 Construction accidents has halted its progression, continuation has yet to be confirmed, Standing Committee will be informed of related updates.
- Maintenance of Bicycle for its renting service has yet to be followed up on its progress.

### ▶ Vice-Director General Justin Pun

- Report over March working agenda and working plans for April. (Appendix 1)
- Potential Proposal Activity Final round will be on 12th of April
- Sub Org. Day will be organised by the University, we will be in charge of floor plan arrangements.

【Question】 (1) Sabino: Who will be attending Potential Proposal Activity as guest?

- Stephanie from SAO, others awaits confirmation.



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▶ Vice-Director General Lillian Shih

- Report over March working agenda and working plans for April. (Appendix 1)
- May Fourth Youth Summit Series Activity Photo Collection award distribution is completed.
- Departments head please submit a 150 words Chinese introduction of your department along with activity poster to Design Dept. by 5th April for the Sub Org. publication.
- May Fourth Youth Summit is still in need of a Mandarin Emcee, recommendations are welcomed.
- May Fourth Youth Summit will be held from 28th April to 2nd May, board members please mark your calendar.
- 1st of May include a RC experience for participating representatives, the team has yet to decide which RC to host the visit.

**【Recommendation】** (1) May Fourth Youth Summit Special Issue to not include self-introduction.

(2) UM renting system were confusing, its promotion venue numbering does not match with its picture

(3) May Fourth Youth Summit promotion booth could also display promotional material of Cross University Orienteering

(4) RC experience could invite SPC or MLC as host.

▶ Secretary General Anna Wong

- Report over March working agenda and working plans for April. (Appendix 1)
- FEDSA awaits out reply on who will be attending FED Day
  - Winnie and Bonnie will be representative of UMSU.

▶ Treasurer General Jacky Lei

- Report over March working agenda and working plans for April. (Appendix 1)
- Dept. Heads please submit related activity report of Valentine Activity and Monthly Benefit.

▶ Vice-Treasurer General Theo Ao Ieong

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



▶ Vice-Treasurer General Michael Wong

- Report over March working agenda and working plans for April. (Appendix 1)
- Next Sports Committee Meeting is scheduled on 19th November.
- The committee also encourages UMSU to promote utilisation of the field outside of the mini football field.

▶ Head of Members Affairs Department Jimmy Li

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

**【Question】** (1) Sabino : How are the general feedback collections?

- We have had one, asking about procedures to establish a new Sub Org.

▶ Head of Social Affairs Department Starfish Lee

- Report over March working agenda and working plans for April. (Appendix 1)
- “Road Traffic Act” Sharing forum has collected feedback on illegal parking being too harsh.
- Penalty on pedestrians jaywalking will be increased.
- Movie admiring activity to be set on 26th April, 19:00 - 21:30.

▶ Head of Culture and Leisure Department Bonnie Pun

- Report over March working agenda and working plans for April. (Appendix 1)
- Resource purchase and preparation for Cross University Orienteering is completed.
- Briefing for the activity with partnering institutions will be on 13th April.

**【Question】** (1) Sabino : How are the application submission for?

- We have 4, ideal will be 25 group.

**【Recommendation】** (1) Further promotion of Cross University Orienteering could be done by emphasising the prize by enlarging its size on the poster.

▶ Head of Information Department Randy Tai

- Report over March working agenda and working plans for April. (Appendix 1)
- Discovers issues with UMSU APP display, the company responsible has said they will be working on its update in April.
- SU Mini TV Program is actually a new name for Street Interview.

20:38 Rachel Ng, Mabel Hoi Leaves



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- ▶ Head of Design Department Yolanda Dai
  - Report over March working agenda and working plans for April. (Appendix 1)
- ▶ Head of General Service Department Willian Hao
  - Report over March working agenda and working plans for April. (Appendix 1)
- ▶ Head of Public Relations Department Ivy Wu
  - Report over March working agenda and working plans for April. (Appendix 1)

21:00 Winnie Enters

- ▶ Head of Human Resources Department Crystal MA
  - Report over March working agenda and working plans for April. (Appendix 1)
  - May Fourth Youth Summit Helpers Recruitment interview will either be on 9th or 10th of April. Interviewer will be Lillian or HR Dept. members.

#### **IV. UMSU Activities Conclusion**

- ▶ May Fourth Youth Summit Series Activity - Photo Collection
  - There were too many submission, a more precise and extensive competition regulation would be better.
  - The amount of submission complicates the voting conducted on Facebook, better handling could be done if we had an internal selection first before public vote.

#### **V. Discussion for Establishing New Sub-Organization**

- ▶ ASHRAE - AEUM
  - New Sub Org. Person in charge has expressed that the establishment of the organization is of importance for graduating students of the major.
  - Further confirmation of the claim has yet to be verify.
  - It is unclear as to if the Faculty of Science and Technology have plans in place identical to the organization's objective.
  - It is vague that if the organization will bring benefits to UM students, and further attention and consideration is to be put on its span of benefit.

21:35 Winnie, Bonnie Leaves

22:13 Lillian, Ivy Leaves

22:30 Lillian, Ivy Enters



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## VI. Discussion for Activity Plans for June - December

### ▶ Social Affairs Department

- Forum to discuss “University of Macau.”
- It is a forum designed to encourage open discussion about the university without limit with the Rector, may invite members of House Associations.

### ▶ Culture and Leisure Department

- O night : May include more exchanges with the audience during performance.
- O Camp: Will be held in ZhuHai, include water activities.
- Its format will generally stay the same which include ice breaking, team building.
- The temporary date is set on 1st September.
- Halloween : Flea market format, may design lucky draw, drinks stall.
- Life Experience : Inspired by the activity by the University with DSC , instead of visiting the jail, may organize activity that include living in it for one day.
- Caritas Carnival : Plans to design mini games booth.
- Also wishes to build UMSU brand, increase on public awareness of our organization.

### ▶ Members Affairs Department

- Monthly Benefits will be held as usual.

### ▶ Design Department

- There are ideas for a WeChat Sticker Design competition.
- Further details and format of the competition is still in incubation stage.

## VII. Political Platform Interim Performance Review

- Due to lack of sufficient attendees, this topic is postponed to the next meeting.

## VIII. Arrangement for External Activities Representatives

- Winnie and Bonnie will be attending FED Day.
- Sabino will be attending 3rd April CMSA activity.

## IX. Next Meeting Date

- Will likely be after final exams, exact time and date to be announced later.

## X. Extempore Motion

- None

23:20 Meeting Ends



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## **The 21st University of Macau Students Union Board of Directors March 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



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## Director General Sabino Chao

### March Working Report

#### 1. Meetings

- Visit to University Vice Rector (Student Affairs)
- Visit to University Vice Rector (Student Affairs) with Standing Committee
- Meeting with CMDO regarding E31 Construction

#### 2. Attended Activities

- The 1st Contemporary Affairs Contest
- Alumni Association of UM Students' Union Spring Dinner
- MUST Youth Leaders Forum Opening Ceremony
- UM Career and Internship Fair Opening Ceremony
- UMPA Forum Opening Ceremony
- 9th Macau MSA Spring Dinner
- IFT Students' Union International Night
- HengQin Career Fair
- Forum by Macau Foundation

#### 3. External Visits and Meetings

- Meeting with DSAT
- Visits to DSES
- Visits to Macau Foundation
- Visit to DSEJ

#### 4. UMSU Affairs

- Convene 3rd Board of Directors Meeting
- Attend 3rd Standing Committee Meeting
- Assist in preparation for The 1st Contemporary Affairs Contest
- Attend The 1st Contemporary Affairs Contest Preliminary round and Final Round
- Attend Valentine Activity
- Attend Cross University Orienteering Preparation Meeting
- Review Internal Regulation 1/2018
- Issuance of Board of Directors Notice 1/2019
- Follow up on Bicycle Renting Service
- Assist in prepayment contracts updates

### April Working Plans

1. Attend invitation to external activities
2. Visit to University Board President
3. Attend 2019 University 1st Board Meeting
4. Convene 4th Board of Directors Meeting
5. Attend 4th Standing Committee Meeting
6. Attend 2nd General Assembly
7. Meeting with CMDO
8. Meeting with Vice Rector (Students Affairs)
9. Assist in preparation for Cross University Orienteering.
10. Assist in preparation for May Fourth Youth Summit
11. Attend Potential Proposal Competition Final Round
12. Follow up on Bicycle Renting Service
13. Assist in drafting rules and regulations for resource renting.





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## Vice-Director General Justin Pun

### March Working Report

1. University Affairs
  - Meeting with Vice Rector (Students Affairs)
  - Meeting with CMDO regarding E31 Construction
2. External Visits and Meetings
  - Meeting with DSAT
  - Visit to DSEJ
3. UMSU Affairs
  - Attend 3rd Board of Directors Meeting
  - Attend 3rd Standing Committee Meeting
  - Assist in preparation for The 1st Contemporary Affairs Contest
  - Attend Valentine Activity
  - Attend Preparation Meeting of Cross University Orienteering
  - Attend Departments Internal Meeting
  - Attend Monthly Benefit Activity
  - Organize Potential Proposal Competition Briefing
  - Assist in preparation for Cross University Orienteering
  - Interview with Orange Post
  - Received visiting guest from UIC

### April Working Plans

1. Attend Department Internal Meetings
2. Assist in Preparation Cross University Orienteering
3. Attend 4th Standing Committee Meeting
4. Attend 2nd General Assembly
5. Organize Potential Proposal Competition Final round
6. Assist in drafting rules and regulations for resource renting.
7. Assist in completion of Merchant Offer
8. Attend May Fourth Youth Summit
9. Review on activity held with related departments
10. Assist in and attend DSC : Dialogue with Director
11. Assist and attend Movie Admiration Activity



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## Vice-Director General Lillian Shih

### March Working Report

1. Organization for March- White Valentine Activity
2. Photos Collection Activity for May Fourth Movement Youth Summit - Results
3. Photos Collection Activity for May Fourth Movement Youth Summit - Award presenting
4. Preparation for May Fourth Movement Youth Summit - Special Issue
5. May Fourth Movement Youth Summit - Helper recruitment
6. May Fourth Movement Youth Summit - Helper Interviews
7. Attend 3rd Board of Directors Meeting
8. Meeting with Vice-Rector (Students Affairs)
9. Meeting with Vice-Rector (Students Affairs) with Standing Committee
- 10.Regular Meeting with CMDO
- 11.Attend Department Internal Meeting
- 12.Attend departments meeting
- 13.Visit to Macau Foundation
- 14.Attend 9th Macau MSA Spring Dinner
- 15.Interview with Orange Post
- 16.MUST Youth Leaders Forum Opening Ceremony
- 17.UMPA Forum Opening Ceremony
- 18.Forum by Macau Foundation

### April Working Plans

1. Training for May Fourth Youth Summit Helpers
2. Final draft for May Fourth Youth Summit - Special Issue
3. Follow up on May Fourth Youth Summit Sponsorship
4. Organise May Fourth Youth Summit
5. Attend 4th Board of Directors Meeting
6. Attend Department Internal Meetings
7. Compose letter of appreciation to participating student representative of May Fourth Youth Summit



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## Secretariat

### Secretary General Anna Wong

#### March Working Report

1. UMSU official Email management
2. Attend 3rd Board of Directors Meeting
3. Assist in supervising preparation of related documents for May Fourth Movement Youth Summit.
4. Ordering new stamps for UMSU and Board of Directors
5. Catalogue draft for Board of Directors' Google Drive
6. Compose 3rd Board of Directors Meeting Minutes
7. Compose Board of Directors Working Report
8. Visit to DSEJ
9. Assist in Venue Preparation for Valentine Activity
10. Received visiting guest from UIC

#### April Working Plans

1. Attend 4th Board of Directors Meeting
2. UMSU official Email management
3. Compose replying email of external invitation
4. Assist in May Fourth Youth Summit
5. Update UMSU Organization Structure
6. Update Board of Directors Google Drive Catalogue
7. Update UMSU introduction PPT

## Secretariat

### Vice-Secretary General Emma Yang

#### March Working Report

1. Attend 3rd Board of Directors Meeting
2. Attend Board of Directors Leaders Meeting
3. Visit to Vice Rector (Students Affairs)
4. Collection of May Fourth Movement Youth Summit - Photos Collection activity
5. Preparation of Photos Collection activity results
6. Follow up on documents/paper work of May Fourth Movement Youth Summit
7. Assist in venue setting for Valentine Activity
8. Compose letter for May Fourth Youth Summit Special Issue Epigraph
9. Organization of May Fourth Youth Summit Participating Guest list

#### April Working Plans

1. Attend 4th Board of Directors Meeting
2. Assist in May Fourth Youth Summit preparation
3. Assist in May Fourth Youth Summit Special Issue Preparation
4. Distribution of Youth Summit details to participating guests
5. Distribution of invitation letter for Youth Summit Opening Ceremony
6. Assist in recruitment of helpers for Youth Summit



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## Vice-Secretary General Winnie Ma

### March Working Report

1. Attend 3rd Board of Directors Meeting
2. Paperwork and email drafting for Potential Proposal Competition
3. Assist in Valentine Activity
4. Visit to DSEJ

### April Working Plans

1. Attend 4th Board of Directors Meeting
2. Design and printing of Potential Proposal Competition Certificate
3. Attend FED Day
4. Attend May Fourth Youth Summit Series Activities

## Treasurer General Jacky Lei

### March Working Report

1. Completion of Financial report for Contemporary Affairs Contest
2. Amendments for 2018 financial statement
3. Completion of SAO Batch 2 applications
4. Attend 3rd Board of Directors Meeting
5. Attend Standing Committee Meeting
6. Complete issuance of salary for administrative secretary and daily expenses (FEBRUARY)
7. Visit to DSES, Macau Foundation, DSEJ
8. Convene 2019 first Audit Meeting
9. Assist in drafting Additional Funding regulations
- 10.
11. Completion of 2019 Financial statement - First period
12. Amended prepayment contract
13. Amended prepayment application form
14. Handling of Sub Org. and UMSU prepayment application (March)
15. Completion of partial Financial Statement (March 2019)
16. Assist in venue setting for valentine activity
17. Assist in The 1st Contemporary Affairs Contest

### April Working Plans

1. Complete 2018 Financial Statement
2. Complete May Fourth Youth Summit Financial Report
3. Assist in preparation for May Fourth Youth Summit
4. Handling additional funding application for April
5. Upload Financial report (Jan - Mar)
6. Complete Daily expenses report (Ricoh Printing)
7. Complete issuance of salary for administrative secretary and daily expenses (MARCH)



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## Vice-Treasurer General Theo Ao Ieong

### March Working Report

1. Visit to DSES, Macau Foundation
2. Submit Macau Foundation application documents
3. Reply to Macau Foundation regarding report from 2018
4. Attend 3rd Board of Directors Meeting
5. Guest at Standing Committee Meeting

### April Working Plans

1. Submit Valentine activity financial report
2. Submit Henry Fok funding application
3. Attend 4th Board of Directors Meeting

## Vice-Treasurer General Michael Wong

### March Working Report

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

### April Working Plans

1. Attend Board of Directors Meeting
2. Complete submitting documents needed for GAES activity budget application
3. Sub-Org Activity Report handling

## Head of Members' Affairs Department Jimmy Li

### March Working Report

1. Attend 3rd Board of Directors Meeting
2. Visit to Macau Foundation
3. Meeting with DSAT
4. Meeting with Vice Rector (Students Affairs)
5. Release first merchants offer list
6. Monthly Benefit - March
7. UMSU march Street Interview
8. Convene 2nd Dept. meeting
9. Convene 1st SU Mini TV Program meeting
10. Handling students feedback affairs
11. Students Discount matter - Rubber Band Convert ticket

### April Working Plans

1. Attend 3rd Board of Directors Meeting
2. Merchants offer list updates
3. Meeting with CMDO
4. planning for Monthly benefit for June-Dec
5. Preparation for next month's Street Interview
6. Assist in Cross University Orienteering
7. Convene 3rd Dept. Meeting
8. Attend 2nd SU Mini TV Program meeting
9. Handling students feedback affairs



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## Head of Social Affairs Department Starfish Lee

### March Working Report

1. Attend 3rd Board of Directors Meeting
2. Organization for 1st Contemporary Affairs Contest - Preliminary and Final
3. Preparation for meeting with DSC - Dialogue with Director
4. Preparation for Movie Admiring activity
5. Feedback Collection on Road Traffic Act
6. Attend Road Traffic Act advisory meeting
7. Meeting with DSAT
8. Meeting with Vice Rector (Students Affairs)
9. Assist in Venue setting for Valentine activity
10. Receive visiting guest from UIC
11. Convene 3rd and 4th Dept. Meeting

### April Working Plans

1. Attend 4th Board of Directors Meeting
2. Convene 5th Dept. Meeting
3. Preparation for meeting with DSC - Dialogue with Director
4. Organise activity with DSC - Dialogue with Director
5. Preparation for Movie Admiring activity
6. Organise Movie Admiring activity
7. Attend May Fourth Youth Summit
8. Forum activity regarding E31 Construction



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## Head of Culture and Leisure Department Bonnie Pun

### March Working Report

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

### April Working Plans

1. Organise Cross University Orienteering
2. Organise helper meeting and briefing for Cross University Orienteering
3. Completion of resource preparation for Cross University Orienteering
4. Finalise helper and participants name list for Cross University Orienteering
5. Attend FED Day
6. Attend 4th Board of Directors Meeting
7. Convene review meeting for Cross University Orienteering
8. Convene 5th Dept. Meeting



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## Head of Information Department Randy Tai

### March Working Report

#### 1. Activities and Meetings

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

#### 2. Digital Platform

- Publication
  - ▶ 3rd Board of Director Meeting Agenda
  - ▶ Tai Fung Bank Career Information
  - ▶ Accounting competition promotion
  - ▶ Standing Committee Notice 3/2019
  - ▶ Presidium of General Assembly Notice 4/2019
  - ▶ 2nd Supervisory Board Meeting Agenda
  - ▶ Students Discount - Rubber Band Concert Tickets
  - ▶ Standing Committee Notice 4/2019
  - ▶ 1st Contemporary Affairs Contest
  - ▶ Chinese Youth Advancement Association- Learning

#### Camp

- ▶ Road Traffic Act Feedback Form
- ▶ Hello Jobs 2019
- ▶ Presidium of General Assembly Notice 5/2019
- ▶ Month Benefit for March
- Social Media Platform Promotion
  - ▶ Complete #8 - #19 Promotion :
  - ▶ STOP ANGRY concert
  - ▶ ROBO Master 2019
  - ▶ 21st UMSU Board of Directors Meeting Minutes
  - ▶ Cross University Orienteering Poster
  - ▶ DSC - Dialogue with Director
  - ▶ 2nd General Assembly Notice
  - ▶ Board of Directors Notice 1/2019
  - ▶ Sub Org. Activity preparation guide
  - ▶ 2018/2019 UMSU Sub Org. Award Poster
  - ▶ Meeting Agenda for 4th Board of Directors Meeting
  - ▶ Merchants Offer list
  - ▶ Cross University Orienteering Promotion Video
- Related Fee payments
  - ▶ umsu.org.mo domain
  - ▶ Web hosting service

### April Working Plans

#### 1. Activities and Meeting

- 4th Board of Directors Meeting
- 3rd Dept. Meeting

#### 2. Digital Platform

- Distribute promotion application from to Sub Org.
- Sub. Org system (ticket.umsu.org.mo)
  - ▶ update financial related documents
- UMSU APP working plan for May - July
  - ▶ Design UMSU official page
  - ▶ Create website navigating map
  - ▶ Improve loading speed
- Sub Org. System
  - ▶ Renew interface
  - ▶ Feedback Collection

#### 3. Digital Hardware maintenance

#### 4. Activity Assist





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## Head of Information Department Randy Tai

### March Working Report

- Website Loading Speed improvements
    - ▶ Compress image file
    - ▶ Utilise Cache service
    - ▶ Cleaning
    - ▶ Update regularly
  - Emails
    - ▶ Recover email password for:
      - ▶ [umsu.assembly@um.edu.mo](mailto:umsu.assembly@um.edu.mo)
      - ▶ [umsu.superbd@um.edu.mo](mailto:umsu.superbd@um.edu.mo)
      - ▶ [umsu.electbd@um.edu.mo](mailto:umsu.electbd@um.edu.mo)
      - ▶ [umsu.gradcom@um.edu.mo](mailto:umsu.gradcom@um.edu.mo)
    - ▶ Adjusted email capacity to 100Mb
    - ▶ Created Dept. email address
  - Follow up on UMSU APP
- ### 3. Activity Assist
- May Fourth movement- Youth Summit, Photo collection activity
    - ▶ Online Voting form
  - Valentine Activity
    - ▶ Venue setting
    - ▶ Activity photo shooting
    - ▶ Activity Throw back
  - 1st Contemporary Affairs Contest
    - ▶ Activity photo shooting
  - SU Mini TV Program
    - ▶ Activity Photo Shooting
    - ▶ Behind the Scenes editing work



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## Head of Design Department Yolanda Dai

### March Working Report

1. Attend 3rd Board of Directors Meeting
2. Attend Valentine Activity
- 3.
4. May Fourth Youth Summit Helper recruitment poster design
5. Datebook Design competition Additional Funding Application
6. Datebook Design competition Activity amendments application
7. Datebook Design competition promotion
8. Datebook Design competition Easy Stand
9. Datebook Design competition Judge invite
10. Datebook Design competition polling platform (26th March - 1st April - Preliminary)
11. Datebook Design competition- final
  - Emcee arrangement
  - Certificate, Trophy
  - Helpers arrangement
  - Ceremony agenda, backdrop design
12. Management and publication of information on WeChat public account
13. Convene 2nd Dept. Meeting
14. Finalise design for UMSU jacket
15. Received visiting guest from UIC

### April Working Plans

1. Attend 4th Board of Directors Meeting
2. Publish result for Datebook Design competition
3. Datebook Design competition final (10 April)
  - Treasurer General assist in related cash prize documents
4. Datebook printing
5. May Fourth Youth Summit agenda design
6. Sub Org. Introduction Issue Design and edit
7. Management and publication of information on WeChat public account
8. Cross University Orienteering Map Design
9. Convene 3rd Dept. Meeting
- 10.

## Head of General Services Department William Hao

### March Working Report

1. Assist in preparation for Potential Proposal Activity
2. Complete initial resource purchase
3. Complete resource list
4. Purchased padlock
5. Attend 3rd Board of Directors Meeting

### April Working Plans

1. Complete further resource purchase affairs
2. Compose Resource purchase list for UMSU
3. Feedback collection on extension of resource renting
4. Assist Sub Org. in allocating office space
5. Renew Sub Org. Associations' storage cabinet
6. Convene 3rd Dept. Meeting
7. Assist Potential Proposal Activity preparation



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## Head of Public Relations Department Ivy Wu

### March Working Report

1. Attend 3rd Board of Directors Meeting
2. Convene Dept. Meeting
3. Implement Cross University Orienteering Sponsorship
4. Implement May Fourth Movement - Youth Summit Photo Collection activity Sponsorship
5. Meeting with respective sponsoring organization, contracts drafting
6. Attend 1st Contemporary Affairs Contest
7. Assist in preparation for 1st Contemporary Affairs Contest
8. Attend Valentine Activity

### April Working Plans

1. Attend 4th Board of Directors Meeting
2. Meeting with respective sponsoring organization, contracts drafting
3. Complete May Fourth Youth Summit Sponsorship
4. Complete Cross University Orienteering Sponsorship
5. Convene Dept. Meeting
6. Dept resource sorting
7. May Fourth Youth Summit PR arrangements

## Head of Human Resources Department Crystal Ma

### March Working Report

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

### April Working Plans

1. Attend 4th Board of Directors Meeting
2. Organise May Fourth Youth Summit Helpers Interview
3. Convene 4th Dept. Meeting
4. Compose HR Dept working plan for June - Dec
5. Preparation for Summer Exchange Trip for UMSU
6. Assist in May Fourth Youth Summit
7. Helpers allocation to respective participating institutions
8. Assist in contacting May Fourth Youth Summit Zhuhai Sponsors