



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 5th Meeting
Meeting Minutes**

Date: 17th May, 2019 (Friday)

Time: 20:00

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

Meeting Host: Sabino Chao

Note Taker: Emma Yang

Attendees: Sabino Chao Justin pun Lillian Shih Anna Wong Emma Yang Winnie Ma
Jacky Lei Theo Ao Ieong Michael Wong Jimmy Li Starfish Lee Bonnie Pun
William Hao 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. Discussion for Establishing New Sub-Organizations
- V. Discussion for Activity Plans for June - December
- VI. Arrangement for External Activities Representatives
- VII. Meeting suspension during university recess
- VIII. Next Meeting Date
- IX. Extempore Motion



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、Jimmy Li、Starfish Lee、Bonnie Pun、William Hao、Yolanda Dai、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 15	Justin Pun、Lillian Shih、Anna Wong、Emma Yang、Winnie Ma、Jacky Lei、Theo Ao Ieong、Michael Wong、Jimmy Li、Starfish Lee、Bonnie Pun、William Hao、Yolanda Dai、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 April working agenda and working plans for Summer break. (Appendix I)
- UM encourages to provide sub-organizations with activity space in E31. Related affairs will be discussed with Vice Rector Billy So, CMDO and SAO.
- The Commencement Ceremony will be held on 25th May.
- “Participate in managing sub-organizations’ internal affairs” will be written into UMSU Constitution.

▶Vice-Director General Justin Pun

- Report over April working agenda and working plans for Summer break. (Appendix I)

▶Vice-Director General Lillian Shih

- Report over April working agenda and working plans for Summer break. (Appendix I)
- The official name of S8 has been confirmed.



- The university will open a high-standard coffee shop in N1 and it is currently in bid.
- The university will construct facilities for the disabled people.

▶ Secretary General Anna Wong

- Report over April working agenda and working plans for Summer break. (Appendix I)

【Recommendation】 (1) Check the E-mails regularly and take the screenshots of E-mails' content and send the screenshots to the WeChat group.

(2) Sort out and upload recent working reports and meeting minutes separately.

(3) Scan the documents during the summer and realize the digitalisation of documents.

▶ Vice-Secretary General Emma Yang

- Report over April working agenda and working plans for Summer break. (Appendix I)

▶ Vice-Secretary General Winnie Ma

- Report over April working agenda and working plans for Summer break. (Appendix I)

▶ Treasurer General Jacky Lei

- Report over April working agenda and working plans for Summer break. (Appendix I)
- Sub-organizations' financial supporting will be standardized.

▶ Vice-Treasurer General Theo Ao Ieong

- Report over April working agenda and working plans for Summer break. (Appendix I)
- Hand over the related situation of Shandong exchange group.

【Question】 (1) Sabino Chao: What is the response of Macau Foundation?

- No response yet.

▶ Vice-Treasurer General Michael Wong

- Report over April working agenda and working plans for Summer break. (Appendix I)

【Recommendation】 :If it is confirmed to cancel Shandong exchange group, it is required to submit the application of cancelling financial supporting to DSES.



▶ Head of Member Affairs Department Jimmy Li

- Report over April working agenda and working plans for Summer break. (Appendix I)
- August Monthly Happiness will be tea jelly, September will be handbags.
- November Monthly Happiness TBC, which might be hand-made beverage.
- The second SU Mini TV meeting will be held soon.
- SU Mini TV will be broadcasted in the summer, mainly focused on the theme [Free Rider]
- The broadcast during the middle of the Sub-organizations' Week is mainly focused on the theme of [Words for Freshmen].
- Campus Food Opinion Survey and Campus Safety Opinion Survey will be issued this month.
- Galaxy Macau hopes to cooperate with UMSU to promote concert ticket.

【Recommendation】

- (1) October Monthly Happiness not to be too close with election date.
- (2) Discuss with CMDO about sub-organizations' promotion space during summer.
- (3) Each datebook sponsors will be receiving 2 copies of datebook.

【Reminder】 Justin Pun: S8 may open available promotional space for sub-organizations.

Lillian Shih: Since S8 has extended the contract with Macau Science Center, there will not have available space for sub-organizations to do promotions temporarily.

▶ Head of Social Affairs Department Starfish Lee

- Report over April working agenda and working plans for Summer break. (Appendix I)
- Caritas Macau Charity Fair will be on 2nd November and 3rd November.

▶ Head of Culture and Leisure Department Bonnie Pun

- Report over April working agenda and working plans for Summer break. (Appendix I)
- There are 64 booths in Sub-organizations' Fest and the date is scheduled on 22nd- 23rd August.
- O-camp is temporarily set on 31st August and 1st September.
- The date of O-night is temporarily scheduled on 9th September.
- There will be cooperation with Drama Society.



• Halloween Activities:

- Activity Form: In the form of Carnival.
- Activity Content: 15s Triller Competition, Flea Market in E31 square.
- Promotion will be held from 2nd September to 6th September.

【Recommendation】

- (1) Sabino Chao: Date of O-camp by UMSU should avoid clashing with other associations.
- (2) Justin Pun: The script of O-night drama needs to be discussed with Drama Society.

▶ Head of Design Department Yolanda Dai

- Report over April working agenda and working plans for Summer break. (Appendix I)
- The size of the week of sub-organizations is confirmed to be 2*2.2m.

▶ Head of General Affairs Department William Hao

- Report over April working agenda and working plans for Summer break. (Appendix I)
- New trollies will be bought soon.
- Push cart if borrowed, respected Sub-Org. should pay compensation if lost.

【Question】 (1) What are our new assets?

Reply: Some locks for push cart.

(2) Where is the backdrop?

Reply: The backdrop was temporarily put in the parking lot and it will be put back to the office later.

【Recommendation】

- (1) Office space cleaning should be completed in the Summer
- (2) Buy a tool box.
- (3) Asset procure should segregate which are for BOD and which are for Sub-Org.

▶ Head of Public Relations Department Ivy Wu

- Report over April working agenda and working plans for Summer break. (Appendix I)
- Sponsorship will be found before Autumn recruitment.

【Recommendation】

- (1) Reach out to Tai Fung Bank and Bank of China about sponsorship.
- (2) Sub-Org. would like to reach out to sponsorships partner via UMSU; details TBC.



▶ Head of Human Resources Department Crystal Ma

- Report over April working agenda and working plans for Summer break. (Appendix I)
- UMSU BOD leadership building activities will be held in next semester.
- Autumn Recruitment: Both new and old members are required to participate in interviews.

【Recommendation】

- (1) Ivy Wu: In the team building activities, Social Affairs Department can hold some volunteer activities.
- (2) Starfish Lee: Plans to have an experience activity with Dept. members in jail.

IV. Discussion for Establishing New Sub-organizations

▶ Handball Society

- It is necessary to ask the expense of buying handballs.
- It is necessary to specify “How to use handballs”.

V. Discussion for Activity Plans for June-December

- Macao Polytechnic Institute Activities: 13rd June.
- Macau New Chinese Youth Association Activities: 26th May.

VI. Summer Break Work Arrangements

▶ Sub-organization Festival

- Venue confirmed : E31-1001.
- There are 4 booths for UMSU: 2 for Culture and Leisure Dept., 1 for HR Department, another one for Members Affairs Dept.
- It is necessary to prepare Banners.
- Early preparation works on 20th August
- Sub-organizations' Fest is on 21st August and 22nd August.
- Cabinet members are welcome to help.
- Souvenirs are UMSU folders.
 - The folders contains: 1. Promotional materials for Merchant Offers.
 - 2. Information about UMSU departments
 - 3. Booth map of Sub-organizations' Fest
 - 4. Information of UMSU FB and WeChat Official Account.



22:14 Anna Leaves

22:17 Anna Enters

▶Autumn Recruitment

- Registration Deadline: 2nd September.
- Interview: 4th September - 5th September.

▶O-camp

- The limitation of participants are 100 people and they are separated into 10 groups.
- Cabinet members are “Group Papa” and Group Mama”.
- Recruit 40 volunteers and do the interview during the week of 5h August.

22: 25 Crystal Leaves

▶O-night

- Performing guest lists :Alfred Hu, FAMA, Justin Lo, Hins Cheung, Eric Chou.

23:15 Ivy Leaves

23:15 Ivy Enters

23:25 Emma, Winnie Leaves

23:25 Crystal Enters

VII. Arrangement for External Activities Representatives

- Discussion with CMDO about available promotional space - Sabino
- Affirm available promotional space around E6 Bridge.

VIII. Meeting suspension during university recess

- Next meeting date will be confirmed before the start of new semester.
- Voting for Meeting Suspension During University Recess.

Affirmative 13	Justin Pun、 Lillian Shih、 Anna Wong、 Jacky Lei、 Theo Ao Jeong、 Michael Wong、 Jimmy Li、 Starfish Lee、 Bonnie Pun、 William Hao、 Yolanda Dai、 Ivy Wu、 Crystal Ma
Dissenting 0	-
Abstention 1	Sabino Chao

- Meeting Suspension During University Recess Approved.



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IX. Next Meeting Date

•14:30 18th August 2019

X. Extempore Motion

•Hunan TV is going to start a show for domestic universities and colleges to introduce their organisations and associations, so UM is required to submit a video for approval. If any sub-organizations have willingness to participate in this introductory video, they can enquire Ivy Wu for more information.

【Reminder】 Sabino Chao: It is suggested to upload detailed information on sub-organizations WeChat group. Participating sub-organizations can send the information to Anna Wong.

23:41 Meeting Ends



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The 21st University of Macau Students Union Board of Directors April 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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Director General Sabino Chao

April Working Report

1. Visit to University Board President
2. Convene 4th Board of Directors Meeting
3. Attend UM Convocation
4. Meeting with Vice Rector (Students Affairs)
5. Attend SAO Student Organization Award
6. Organization of Exchange Trip to QingHai
7. Assist in May Fourth Youth Summit organization
8. Attend May Fourth Youth Summit series activities

Summer Recess Working Plans

1. Follow up on Dept. duties
2. Follow up on Sub-Org office space with Vice-Rector
3. Meeting with CMDO
4. Attend UM graduation ceremony
5. Review of 3/2018 Internal Regulation «Board of Directors organization»
6. Procurement and management of SU assets
7. Attend university student forum by Macau Liason Office

Vice-Director General Justin Pun

April Working Report

1. Attend 4th Board of Directors Meeting
2. Attend Dept. Internal Meetings
3. Completion of Potential Proposal Competition
4. Attend dialogue with ICM
5. Attend Exchange Trip to QingHai
6. Attend dialogue with DSC
7. Assist in organization of May Fourth Youth Summit Series Activities
8. Attend May Fourth Youth Summit Series Activities
9. Introduce SU at May Fourth Youth Summit
10. Assist in Joint School Orienteering Activity
11. Attend Movie Screening by Social Affairs Dept.
- 12.

Summer Recess Working Plans

1. Attend Dept. Internal Meetings
2. Assist in organization of O night、O Camp
3. Attend opening ceremony of S8
4. Attend invited activities
5. Organize Potential Proposal Competition Final
6. Assist General Affairs Dept. in drafting resource rental regulations and procurement of assets.
7. Assist Members Affairs Dept. in improving [Merchant Offers]
8. Assist Members Affairs Dept. in organization of Monthly Benefit activity
9. Assist Social Affairs Dept. in organising Forum week and activities for Fall semester.
10. Attend 5th Board of Directors Meeting
11. Complete activity report for Potential Proposal Competition
12. Attend university student forum by Macau Liason Office



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Vice-Director General Lillian Shih

April Working Report

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
8. Attend Exchange Trip to QingHai
9. Attend Student Disciplinary Committee

Summer Recess Working Plans

1. Attend university student forum by Macau Liason Office
2. Completion of May Fourth Youth Summit Activity Report
3. Submit news draft to DSES regarding May Fourth Youth Summit
4. 出席校園殘疾學生會議
5. 出席校園餐飲公司會議 Attend Campus Outlet User Committee
6. Attend invited activities
7. Follow up on Dept. activity plans



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Secretariat

Secretary General Anna Wong

April Working Report

1. Attend 4th Board of Directors Meeting
2. Attend Board of Directors Internal Meeting
3. Compose and translate 4th Board of Directors Meeting Minutes
4. Compose and translate Board of Directors Working Report
5. UMSU official Email management
6. Compose replying email of external invitation
7. Assist in sending invitation letter for May Fourth Movement Youth Summit Opening Ceremony
8. Assist in May Fourth Youth Summit Opening Ceremony venue preparation
9. Attend City tour of May Fourth Youth Summit
10. Attend May Fourth Youth Summit Closing Dinner
11. Assist in May Fourth Youth Summit venue cleaning
12. Update UMSU Organization Structure (English)
13. Update Board of Directors Google Drive Catalogue
14. Update UMSU introduction PPT
15. Attend Exchange Trip to QingHai
16. Attend Joint School Orienteering briefing
17. Assist in Joint School Orienteering activity

Summer Recess Working Plans

1. Attend 5th Board of Directors Meeting
2. UMSU official Email management
3. Compose replying email of external invitation
4. Update UMSU Organization Structure
5. Update Board of Directors Google Drive Catalogue
6. Organization of Name cards collected
7. SU office organization
8. Update UMSU introduction PPT
9. Update contacts information of related partners and organization
10. Discussion of translation of constitution with Presidium of General Assembly



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Vice-Secretary General Emma Yang

April Working Report

1. Attend 4th Board of Directors Meeting
2. Attend Board of Directors Internal Meeting
3. Assist in May Fourth Youth Summit Opening Ceremony Venue Preparation
4. Attend May Fourth Youth Summit Opening Ceremony
5. Attend May Fourth Youth Summit Opening Dinner
6. Attend May Fourth Youth Summit City Excursion
7. May Fourth Youth Summit Closing Dinner
8. Attend Exchange Trip to QingHai

Summer Recess Working Plans

1. Attend 5th Board of Directors Meeting
2. Compose and translate 4th Board of Directors Meeting Minutes
3. Assist in UMSU secretarial work

Vice-Secretary General Winnie Ma

April Working Report

Summer Recess Working Plans



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| <ol style="list-style-type: none"> 1. Attend 4th Board of Directors Meeting 2. Attend Board of Directors Internal Meeting 3. Assist in sending invitation letter for May Fourth Movement Youth Summit Opening Ceremony 4. Assist in May Fourth Youth Summit Opening Ceremony Venue Preparation 5. Attend May Fourth Youth Summit Opening Dinner 6. Assist in May Fourth Youth Summit Venue Cleaning 7. Attend May Fourth Youth Summit Closing Dinner 8. Attend Exchange Trip to QingHai 9. Attend FED Day as UMSU Representative 10. Attend [May Fourth Spirit Meeting] with liaison office 11. Attend meeting with university regarding insurance tender bidding | <ol style="list-style-type: none"> 1. Attend 5th Board of Directors Meeting 2. Complete Potential Proposal Competition Activity Report 3. Assist Culture and Leisure Dept in upcoming UMSU Activities |
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Treasurer General Jacky Lei

April Working Report

1. Complete 2018 Financial Statement
2. Assist in preparation for May Fourth Youth Summit
3. Complete Daily expenses report (Ricoh Printing)
4. Complete issuance of salary for administrative secretary and daily expenses (MARCH)
5. Attend Exchange trip to Qing Hai
6. Attend Standing Committee Meeting (APRIL)
7. Attend 4th Board of Directors Meeting
8. Handling of asset refurbish reports and transactions
9. Handling additional funding application for April
10. Discussion with SAO about funding application administrative procedures

Summer Recess Working Plans

1. Complete the last amendments to Financial Statement
2. Complete May Fourth Youth Summit Report
3. Complete issuance of salary for administrative secretary and daily expenses (APRIL)
4. Attend 5th Board of Directors Meeting
5. Organization of bank records before June.
6. Treasury department office space organization
7. Handling of Batch 3 funding Application
8. Financial Briefing date set before June
9. Review and revise regulations of the Treasury Department



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Vice-Treasurer General Theo Ao Ieong

April Working Report

1. Submit Valentine activity financial report
2. Submit Henry Fok funding application
3. Attend 4th Board of Directors Meeting
4. Assist in Joint School Orienteering Activity
5. Notice Sub-Org. on their funding application

Summer Recess Working Plans

1. Attend 5th Board of Directors Meeting
2. Complete Joint School Orienteering Activity Financial Report
3. Follow up on funding application status
4. Attend university student forum by Macau Liason Office

Vice-Treasurer General Michael Wong

April Working Report

1. Attend 4th Board of Directors Meeting
2. Handling of Sub-Org. activity report
3. Attend May Fourth Youth Summit Series Activities

Summer Recess Working Plans

1. Attend 5th Board of Directors Meeting
2. Handling of Sub-Org. activity report

Head of Members' Affairs Department Jimmy Li

April Working Report

Summer Recess Working Plans



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| <ol style="list-style-type: none"> 1. Attend 4th Board of Directors Meeting 2. Attend Board of Directors Internal Meeting 3. Convene 3rd Dept. Meeting 4. Covene 2nd SU Mini TV Program meeting 5. Handling students feedback 6. Prepare feedback form for Campus safety and Food 7. Visit to BOC Campus Branch 8. Assist in Joint School Orienteering Activity 9. Attend May Fourth Youth Summit Series Activity 10. Promotion for the first batch of Merchants offers 11. Attend exchange trip to Qing Hai 12. Preparation for upcoming Monthly Benefits 13. SU Mini TV Program Shooting with Information Dept. 14. Students Offers - concert tickets | <ol style="list-style-type: none"> 1. Attend 5th Board of Directors Meeting 2. Merchants offer lists updates for Datebook Printing 3. Students Offers- Concert Tickets 4. Preparation for Monthly Benefits when school resumes 5. Preparation for SU Mini TV Program for Fall semester 6. Management and organization of students feedback 7. Prepare feedback form for campus food service. |
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Head of Social Affairs Department Starfish Lee

April Working Report

1. Attend 4th Board of Directors Meeting
2. Convene 5th Dept. Meeting
3. Preparation for meeting with DSC - Dialogue with Director
4. Organize activity with DSC - Dialogue with Director
5. Preparation for Movie Admiring activity
6. Organise Movie Admiring activity
7. Attend Exchange trip to Qing Hai
8. Assist in preparation for May Fourth Youth Summit Series Activity
9. Attend exchange activity [May Fourth Spirit] by Liaison Office
10. Organize Forum Activity

Summer Recess Working Plans

1. Attend 5th Board of Directors Meeting
2. Convene 6th Dept. Meeting
3. Organize Forum Activity
4. Organise 41st Annual Macau Caritas Charity Fair
5. Complete activity report for the Spring Semester
6. Complete activity application for Fall Semester
7. Attend [May Fourth Spirit Meeting] with liaison office

Head of Culture and Leisure Department Bonnie Pun



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April Working Report

1. Organize Joint School Orienteering Activity
2. Organize activity helper briefing meeting
3. Completion of resource preparation for Joint School Orienteering
4. Finalise helper and participants name list for Joint School Orienteering Activity
5. Attend FED Day as UMSU Representative
6. Attend 4th Board of Directors Meeting
7. Convene review meeting for Joint School Orienteering Activity
8. Convene 5th Dept. Meeting
9. Convene review meeting for Joint School Orienteering Activity
10. Attend Forum by Liaison Office
11. Attend May Fourth Youth Summit Opening Dinner
12. Attend May Fourth Youth Summit Closing Dinner
13. Complete Joint School Orienteering activity report

Summer Recess Working Plans

1. Convene Sub-Org Fair Briefing
2. Complete booth allocation for Sub-Org. fair
3. Complete Sub-Org. Fair Venue booking and resource borrowing
4. Attend Singing Contest by University of Saint Joseph
5. Convene 6th Dept. Meeting
6. Preparation for upcoming Dept. activities (Sub-Org. Fair, O Camp, O Night, Halloween)
7. Attend 5th Board of Directors Meeting
8. Convene respective activity committee meeting
9. Preparation for activity during fall semester (Sub-Org. performance arrangement, O Camp Venue and games format, O night format and script)
10. Attend Attend [May Fourth Spirit Meeting] with liaison office



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Head of Information Department Randy Tai

April Working Report

1. Activities and Meeting

- 4th Board of Directors Meeting
- 3rd Dept. Meeting
- SU Mini TV Program Meeting

2. Digital Platform

- Distribute promotion application from to Sub Org.
- Promotion
 - ▶ Joint School Orienteering Activity
 - ▶ 1st General Assembly Meeting Summary
 - ▶ Going School Orienteering Activity (2)
 - ▶ Meeting with DSC - Dialogue with Director
 - ▶ Presidium of General Assembly notice 8/2019
 - ▶ Presidium of General Assembly notice 9/2019
 - ▶ Joint School Orienteering Activity (3) Lucky Draw

List

- ▶ 2019 Potential Proposal Group Introduction (2)
- ▶ 2019 Potential Proposal Group Introduction (1)
- ▶ Standing Committee Notice 5/2019
- ▶ Joint School Orienteering Activity Conclusion
- ▶ Social Events Series: Documentary Screening
- ▶ New Sub-Org. Application
- ▶ Presidium of General Assembly notice 10/2019
- ▶ Supervisory Board 3rd Meeting
- ▶ Standing Committee 3rd Meeting Minutes
- ▶ Amendments to Presidium of General Assembly notice 10/2019
- ▶ Potential Proposal Competition Results
- ▶ Food Promotion : KouFu Food Court

3. Activity Assist

- ▶ SU Mini TV Program

4. Sony A7R2 Camera repairs

Summer Recess Working Plans

1. Digital Platform

- Promotion articles and posts
- System maintenance(ticket.umsu.org.mo)
- website management (umsu.org.mo)

2. Digital Hardware maintenance

- Regular updates

3. Activity Assist

- Su Mini TV Program



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Head of Design Department Yolanda Dai

April Working Report

1. Attend 4th Board of Directors Meeting
2. Publish result for Datebook Design competition
3. Datebook Design competition activity report
4. Attend May Fourth Youth Summit Series Activity
5. May Fourth Youth Summit Promotional Material design (Backdrop, posters, Special issue)
6. Joint School Orienteering Map Design
7. WeChat Public Account management
8. Convene 3rd Dept. Meeting
9. Attend Exchange trip to Qing Hai

Summer Recess Working Plans

1. Attend 5th Board of Directors Meeting
2. Follow up on Datebook Design progress (June 31st)
3. Contact Printing company for Datebook printing and shipping
4. Datebook final edit (July 15th)
5. Datebook pre-order system (August 14th)
6. O Camp, O Night and Sub-Org promotion material design.
7. Attend university student forum by Macau Liason Office

Head of General Services Department William Hao

April Working Report

1. Complete further resource purchase
2. Compose Resource purchase list for UMSU
3. Assist Academic and Recreation Association in resource procurement
4. Assist Potential Proposal Activity preparation
5. Attend Board of Directors Internal Meeting

Summer Recess Working Plans

1. Establish resource procurement form
2. Assist Sub-Org. in allocating office space
3. Repairs SU Audio and musical instrument
4. Attend 5th Board of Directors Meeting
5. 2nd resource counting
6. Complete format of borrowing form
7. Establish Meeting room renting rules and procedure
8. Convene 3rd Dept Meeting



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Head of Public Relations Department Ivy Wu

April Working Report

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

Summer Recess Working Plans

1. Attend 5th Board of Directors Meeting
2. Dept. performance review for Spring Semester
3. Dept. restructuring
4. Design summer plans in coordination with other Dept.
5. Plans for Dept. duties for fall semester
6. Plans for fall recruitment

Head of Human Resources Department Crystal Ma

April Working Report

1. Attend 4th Board of Directors Meeting
2. Organise May Fourth Youth Summit Helpers Interview
3. Helpers allocation to respective participating institutions (May Fourth Youth Summit)
4. Visit to BOC Campus Branch
5. Complete preparatory committee work (May Fourth Youth Summit)
6. Attend May Fourth Youth Summit Series Activity

Summer Recess Working Plans

1. Attend 5th Board of Directors Meeting
2. Distribution of May Fourth Youth Summit Helpers Certificate
3. Dept. performance review for Spring Semester
4. Review Dept. plans for fall semester
5. Complete Batch 3 funding application for fall semester recruitment, Board of Directors leaders meeting)
6. Updates and discussion on feasibility of summer exchange trip.