



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 6th Meeting
Meeting Minutes**

Date : August 18th, 2019 (Sunday)

Time : 17:00

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

Meeting Host: Sabino Chao

Note Taker: Anna Wong, Winnie Ma

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

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-Organization
- V. Arrangement for External Activities Representatives
- VI. Next Meeting Date
- VII. Extempore Motion



I. Approval of Meeting Agenda

- Voting for Meeting Agenda.

Affirmative 13	Justin Pun, Anna Wong, Winnie Ma, Jacky Lei, Theo Ao Jeong, Michael Wong, Jimmi Li, Starfish Lee, Randy Tai, Yolanda Dai
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, Anna Wong, Winnie Ma, Jacky Lei, Theo Ao Jeong, Michael Wong, Jimmi Li, Starfish Lee, Randy Tai, Yolanda Dai
Dissenting 0	-
Abstention 1	Sabino Chao

- Previous Meeting Minutes Approved.

III. Departments' Work and Activity Report and Arrangement

▶ Director General Sabino Chao

- Report over summer recess working agenda and working plans for August. (Appendix 1)
- Follow up on UMSU SD card and camera borrowing, purchase additional units if needed.
- Discussion about new promotional space and its borrowing system updated by the school will commence after semester starts.
- General Affairs Dept. do follow up on Sub-Org. assets and resources demand.
- A schedule of maintenance and repairs should be drafted for E31 Musical instruments.
- Communication platform plans between HA and UMSU will commence at the start of semester.

【Reminders】 (1) Sabino: Autumn Recruitment Interview to be on 4th, 5th, 6th of September.

▶ Vice-Director General Justin Pun

- Report over summer recess working agenda and working plans for August. (Appendix 1)
- Sub-Org. Fest: Venue preparation to be set on the 19th, 7PM.
 - Members of the General Affairs Dept. will be in charge of the 4 Booth for UMSU.



- O Night Theme is [Choice], venue, performing guest and date TBC.
- O Camp related preparation is completed, with helpers recruitment working in progress.
- Campus Store: U Free has request to expand their store space, to be discussed.

【Reminders】 (1) Jacky: Please submit O Night Theme change application form.

17:42 Randy Tai Enters

▶ Secretary General Anna Wong

- Report over summer recess working agenda and working plans for August. (Appendix 1)

▶ Treasurer General Jacky Lei

- Report over summer recess working agenda and working plans for August. (Appendix 1)
- Plans to submit application to utilise flowing cash method for activity budgeted expenses.
- Financial briefing to be held in September, venue TBC, language medium will be Mandarin and Cantonese.

【Suggestion】 (1) Venue for financial briefing could consider G/F lecture hall of FSS or FED.

▶ Vice-Treasurer General Theo Ao Jeong

- Report over summer recess working agenda and working plans for August. (Appendix 1)

18:00 Ivy Wu Leaves

▶ Vice-Treasurer General Michael Wong

- Report over summer recess working agenda and working plans for August. (Appendix 1)
- Activity of report from Sub-Org. was incomplete therefore delaying reimbursement application.

▶ Head of Members Affairs Department Jimmy Li

- Report over summer recess working agenda and working plans for August. (Appendix 1)
- Merchants Offer lists to be updated at the end of month.
- In need of helpers to receive Monthly Benefits product during Sub-Org. Fest.
- Content of videos shot for SU Mini TV was lost, the next issue will be in November.
- S8 KouFu FoodCourt will have a food tasting session, in need of 6 representative
 - Bonnie Pun, Starfish Lee, Jacky Lei, Ivy Wu, Jimmu Li, Michael Wong



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18:30 Ivy Wu Enters

▶ Head of Social Affairs Department Starfish Lee

- Report over summer recess working agenda and working plans for August. (Appendix 1)
- Forum will be held on 24th September
- Caritas Charity Fair will be on 2nd, 3rd of November, booth location TBC.

19:00 Bonnie Pun Enters

▶ Head of Culture and Leisure Department Bonnie Pun

- Report over summer recess working agenda and working plans for August. (Appendix 1)
- Sub-Org Fest
 - Performance registration were fewer than expected, stage renting was canceled, another venue will be arranged.
 - Design and decoration for SU Booth will make use of used backdrop board and old posters.
- O Camp
 - Constructions at the venue complicates meals arrangement, will make use of MeiTuan delivery service.
 - Departure is set at 31st August at noon, and the dismissal on 1st September at noon.
 - Game: Every house rented will represent an entity or department, (Police station, Hospital, School, Government) participants will have to go through different departments and activities to be certified or work in order to earn in game cash, the one who has the most wealth will be the winner of the game. (Real life Monopoly)

【Question】 (1) Sabino : How are the helpers recruitment going?

- Group leaders are set, activity helper are in the recruitment progress.

【Reminders】 (1) BOD members do fill in the helpers form for faster finalisation of helpers list.

▶ Head of Information Department Randy Tai

- Report over summer recess working agenda and working plans for August. (Appendix 1)
- Notebook ownership program includes various brands that offer 70% discounts and 3 year warranty; ACER offers 4 years warranty.
- Activity promotion will be done immediately after meeting.



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▶ Head of Design Department Yolanda Dai

- Report over summer recess working agenda and working plans for August. (Appendix 1)
- Delivery issues with the printing company, Datebook distribution will have a second round where students are allowed to pre-order.

▶ Head of Public Relations Department Ivy Wu

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

IV. Discussion for Establishing New Sub-Organization

▶ Taekwondo

- Budget plan needs to be more specific.

V. Arrangement for External Activities Representatives

- Dialogue with DSAT : Sabino Chao, Anna Wong, Starfish Lee, Randy Tai, Yolanda Dai, Jacky Lei.

VI. Next Meeting Date

- 9th September 2019, 19:00

VII. Extempore Motion

- None

20:30 Meeting Ends



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**The 21st University of Macau Students Union
Board of Directors May to July 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 Promotion 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

May to July Working Report

1. Convene 5th Board of Directors Meeting
2. Follow up department duties
3. Attend invited activities
4. Attend Committee meetings and invited meetings
5. Attend Congregation 2019
6. Review 3/2018 Internal Regulations
 “Organizational System of The Board of Directors”
7. Procure and renew of SU assets

August Working Plans

1. Convene 6th Board of Directors Meeting
2. Preparation of SU consultation
3. Contact with house associations of the new academic year for arrangement of the communication system between “University – SU – House Associations”
4. Find out the needs of sub-org. and assist to procure necessary assets
5. Discussion with UMPA about sunrise assets in the Sub-Org. office.
6. Attend UMSU student Sub-Org. fest
7. Attend UMSU O camp

Vice-Director General Justin Pun

May to July Working Report

1. Follow up department duties
2. Attend “Inherit spirit of May Fourth, take responsibility of this generation” university students forum organized by Macau Liaison Office
3. Finish the report of Potential Proposal Competition
4. Attend meeting of Culture and Leisure Department
5. Assist off campus association to promote Singing Contest of Macau university
6. Discuss the venue of UMSU Students Sub-org. Fest and O-night with SAO

August Working Plans

1. Attend Dept. Internal Meetings
2. Assist Culture and Leisure Department to organize UMSU Students Sub-org. Fest, O night and O Camp
3. Attend 6th Board of Directors Meeting
4. Attend invited activities
5. Attend campus student shop meeting
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 in August
9. Assist Social Affairs Dept. in organizing Forum week and activities for Fall semester.
10. Assist Social Affairs Department in organizing forum week



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Vice-Director General Lillian Shih

May to July Working Report

1. Attend “Inherit spirit of May Fourth, take responsibility of this generation” university students forum organized by Macau Liaison Office
2. Finish activity report of May Fourth Youth Summit
3. Submit news draft to DSES regarding May Fourth Youth Summit
4. Attend Campus disabilities meeting
5. Attend Campus Catering meeting
6. Attend invited activities during summer recess
7. Follow up with Dept. activity plans
8. Assist Chinese Weiqi Association (Macau) for venue lending in UM
9. Introduce UMSU in The First Lecture of UM

August Working Plans

1. Assist Chinese Weiqi Association (Macau) to hold Go tournaments
2. Assist Dept. to hold activities
3. Assist in UMSU Autumn Recruitment

Secretariat

Secretary General Anna Wong

May to July Working Report

1. Attend 5th Board of Directors Meeting
2. Attend Library committee Meeting
3. UMSU official Email management
4. SU office organization
5. Translate 5th Board of Directors Meeting Minutes
6. Translate Board of Directors Working Report

Summer Recess Working Plans

1. Attend 6th Board of Directors Meeting
2. UMSU official Email management
3. Compose and translate 6th Board of Directors Meeting Minutes
4. Organize and translate Board of Directors Working Report
5. Organization of Name cards collected
6. Update contacts information of related partners and organization
7. Assist O camp and O night
8. Translate 5th Board of Directors Meeting Minutes



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Vice-Secretary General Emma Yang

May to July Working Report

1. Compose 4th Board of Directors Meeting

August Working Plans

1. Attend 6th Board of Directors Meeting
2. Assist in UMSU Students sub-organization fest
3. Attend UMSU O camp

Vice-Secretary General Winnie Ma

May to July Working Report

1. Attend 5th Board of Directors Meeting
2. Finish the working report of potential proposal program
3. Attend seminar by Macau Foundation [Me and my Country - Outstanding Youth Seminar]

August Working Plans

1. Attend 6th Board of Directors Meeting
2. Assist in holding O camp
3. Assist in organizing O night

Treasurer General Jacky Lei

May to July Working Report

1. Approval of 2018 Financial Statement
2. Complete payment of social security fee for administrative secretary, April-July telecom fee
3. Complete issuance of salary for administrative secretary and daily expenses (MARCH)
4. Cash advance for UMSU activities

August Recess Working Plans

1. Assist to organize O camp and O night
2. Complete Financial Statement of first half of 2019
3. Complete daily expenses payment
4. Upload activities reports that are approved by SAO

Vice-Treasurer General Theo Ao Ieong

May to July Working Report

1. Attend 5th Board of Directors Meeting
2. Notice Sub-Org. on their funding application of Fundação Macau Macao Foundation
3. Notice Sub-Org. on their funding application of Fundação Henry Fok Henry Fok Foundation

August Working Plans

1. Attend 6th Board of Directors Meeting



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Vice-Treasurer General Michael Wong

May to July Working Report

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

August Recess Working Plans

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

Head of Members' Affairs Department Jimmy Li

May to July Working Report

1. Attend 5th Board of Directors Meeting
2. Management and organization of students feedback
3. Plans for the 2nd merchants' offer list
4. Update merchants' offer list to Datebook
5. Prepare for the second half of 2019 Monthly Benefits

August Working Plans

1. Attend 6th Board of Directors Meeting
2. Sign contract with merchants
3. Organize Monthly Benefits for fall semester
4. Distribute August's Monthly Benefits in UMSU student Sub-Org. fest
5. Promote August's Monthly Benefits
6. Preparation for the video of the next SU Mini TV Program
7. Organize feedback from students
8. Prepare questionnaire for feedback about Campus safety and Food
9. Assist Culture and Leisure dept. to organize O camp
10. Distribute Datebook to cooperating merchants
11. Assist HR dept. to complete Autumn recruitment

Head of Social Affairs Department Starfish Lee

May to July Working Report

1. Attend 5th Board of Directors Meeting
2. Convene 6th Dept. Meeting
3. Prepare for Forum Activity
4. Preparation of 41st Macau Caritas Charity Fair
5. Attend invited activities

August Working Plans

1. Attend 5th Board of Directors Meeting
2. Convene 6th Dept. Meeting
3. Prepare for Forum Activity
4. Preparation of 41st Macau Caritas Charity Fair
5. Attend invited activities



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Head of Culture and Leisure Department Bonnie Pun

May to July Working Report

1. Convene UMSU student Sub-Org. fest briefing
2. Complete draw of position of Sub-Org. booth
3. Complete the application of venue and resources for UMSU student Sub-Org. fest
4. Confirm the show list of UMSU student Sub-Org. fest
5. Convene 6th dept. internal meeting
6. Attend 5th board of directors meeting
7. Convene meetings for Dept. activities
8. Preparation for O camp activities (venue, games, transport, schedules, livings and promotion products)
9. Interview and confirm group leaders of O camp
10. O Camp promotional video production
11. Partnership with Drama Society for O Night confirmed.
12. Complete the overall script for O night

August Working Plans

1. Attend 6th board of directors meeting
2. Complete the stage design for UMSU student Sub-Org. fest
3. UMSU student Sub-Org. fest
4. O camp details confirmed (venue, games, transport, resources, process, living, promotion products, staff)
5. Complete production of O camp promotion video
6. Hold O camp helpers meeting and pre-camp meeting
7. Finalise O camp application list and insurance purchase
8. Organised O Camp in Zhu Hai
9. Follow up on O Night progress (venue, script, resources)
10. Convene several meetings for activity organizing

Head of Information Department Randy Tai

May to July Working Report

1. Activities and Meeting
 - Notebook Ownership Program 2019 meeting
2. Digital Platform
 - Assist in posting notice about UMSU
3. Activity Assist
 - Sony A7R2 Camera repairs

August Working Plans

1. Digital Platform
 - Convene dept. internal meeting
2. Activity Assist
 - Assist in production of Orientation promotion video



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Head of Design Department Yolanda Dai

May to July Working Report

1. Attend 5th Board of Directors Meeting
2. Print UMSU Datebook
3. Print Sub-Org. introduction materials
4. Design O camp promotion materials
5. Design UMSU student Sub-Org. fest promotion products
6. Design autumn recruitment promotion materials
7. Follow up the progress of datebook design (31/06)
8. Contact with publisher for detail of datebook printing
9. Proofread Datebook (15/07)
10. Complete printing of UMSU Special Issue
11. Attend "Inherit spirit of May Fourth, take responsibility of this generation" university students forum organized by Macau Liaison Office

August Working Plans

1. Attend 6th Board of Directors Meeting
2. Distribute UMSU Datebook
3. Distribute UMSU sub-organization introduction booklet
4. Manage and update public platform

Head of General Services Department William Hao

May to July Working Report

1. Establish a form in office for materials purchase
2. Repair UMSU musical instrument
3. Attend 5th board of directors meeting
4. Book venue for activities by SU

Summer Recess Working Plans

1. Finalize resource lending form
2. Assist UMSU student Sub-Org. fest
3. Assist to hold O camp



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Head of Public Relations Department Ivy Wu

May to July Working Report

1. Conclude duties completed in spring semester
2. Department restructuring
3. Complete sponsor for orientation activities
4. Organize working plan for fall semester
5. Prepare for autumn recruitment

August Working Plans

1. Attend 6th Board of Directors Meeting
2. Complete Autumn recruitment
3. Prepare for first dept. internal meeting in the new semester
4. Arrange related job of the new semester before the end of the month
5. Organize dept. resources

Head of Human Resources Department Crystal Ma

May to July Working Report

1. Attend 5th Board of Directors Meeting
2. Produce working certificate for volunteers in May Fourth a Youth Summit
3. Conclude work done in the first half year
4. Confirm working plan for the next half year
5. Complete Batch 3 activities application (Autumn recruitment and officer meeting)
6. Discuss and confirm cancellation of Shandong exchange in June

August Working Plans

1. Attend 6th Board of Directors Meeting
2. Complete Batch 4 activities application
3. Organization of UMSU autumn recruitment
4. Prepare for autumn recruitment
5. Assist work related to Sub-Org. fest
6. Assist to locate MC for games in O camp