



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 7th Meeting  
Meeting Minutes**

**Date** : September 9th, 2019 (Monday)

**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 Lillian Shih Anna Wong Winnie Ma Emma Yang  
Jacky Lei 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. Arrangement for External Activities Representatives
- V. Next Meeting Date
- VI. Extempore Motion



## I. Approval of Meeting Agenda

- Voting for Meeting Agenda.

Affirmative 13	Justin Pun, Lillian Shih, Anna Wong, Winnie Ma, Emma Yang, Jacky Lei, 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	Sabino Chao, Justin Pun, Lillian Shih, Anna Wong, Winnie Ma, Emma Yang, Jacky Lei, Michael Wong, Jimmi Li, Starfish Lee, Randy Tai, Yolanda Dai
Dissenting 0	-
Abstention 0	-

- Previous Meeting Minutes Approved.

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

### ▶ Director General Sabino Chao

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

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

### ▶ Vice-Director General Justin Pun

- Report over August working agenda and working plans for September. (Appendix 1)
- We have not received any official announce of plans for E5 vacant space.
- U-Free has requested to expand their store for storage purposes.
- Potential Proposal Competition -in the progress of organizing proposed activities.
- Tickets for O Nights will be on sale tomorrow.

19:28 Bonnie Pun Enters

### ▶ Vice-Director General Lillian Shih

- Report over August working agenda and working plans for September. (Appendix 1)
- Board game “Go” activity is cancelled due to lack of venue availability.



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- ▶ Secretary General Anna Wong
  - Report over August working agenda and working plans for September. (Appendix 1)
- ▶ Vice-Secretary General Winnie Ma
  - Report over August working agenda and working plans for September. (Appendix 1)
- ▶ Vice-Secretary General Emma Yang
  - Report over August working agenda and working plans for September. (Appendix 1)
- ▶ Treasurer General Jacky Lei
  - Report over August working agenda and working plans for September. (Appendix 1)
  - Financial Briefing is to be scheduled on 17th September, at E4 - G062
- ▶ Vice-Treasurer General Michael Wong
  - Report over August working agenda and working plans for September. (Appendix 1)
- ▶ Head of Members Affairs Department Jimmy Li
  - Report over August working agenda and working plans for September. (Appendix 1)
  - September Monthly Benefit - folders, October-reusable straws, November-Beverage.
  - September Benefit is scheduled on 19th September.
  - There is another campus food scheduled planned to published in September.
- ▶ Head of Social Affairs Department Starfish Lee
  - Report over August working agenda and working plans for September. (Appendix 1)
  - New bus route survey Easy Stand location set to be at E3, E4 and N8.
  - Activity date for Forum will be 26th September, 19:00 - 21:00, walk-ins are allowed.
  - A questionnaire will be distributed prior to the forum for better mediation.
  - Caritas Charity Fair will be on 2nd, 3rd of November, booth location draw on 21st September.
- ▶ Head of Culture and Leisure Department Bonnie Pun
  - Report over August working agenda and working plans for September. (Appendix 1)
  - A dept. meeting is scheduled for the preparation for Halloween after recruitment.
- ▶ Head of Information Department Randy Tai
  - Report over August working agenda and working plans for September. (Appendix 1)



【Reminders】 (1) Sabino: Remind your dept. members to post related announcement in time.

▶ Head of Design Department Yolanda Dai

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

20:20 Ivy Wu Enters

▶ Head of Public Relations Department Ivy Wu

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

#### IV. Arrangement for External Activities Representatives

▶ O Night

- Members of BOD please reserve the date to assist in preparation of the activity on that day.
- Main sponsors is TaiFung Bank, lucky draw gifts include Free Spendings Credit, iPad Pro, and some others are still in discussion.
- Lucy draw during O Night will be of 3 parts, before mid-show break, after the show, and after JW performance.
- Method of lucky draw also include online on Facebook webpage.
- Recruitment of helpers will be conducted during leadership members meeting.
- After finalisation of helpers list, schedule for booth promotion will be drafted.
- Promotion booth are located at E4, E6, and E22, with two helpers each.
- All promotional materials will arrive before 17th September.
- Drama Society is in charge of the performance that night, related agenda of the whole event TBC.
- Rehearsal is set to be on 23rd September night and 24th September afternoon.
- Promotion booth will distributed limited durian desserts and drinks to buyers.
- Expected ticket sales are 900, with limit purchase of 2 tickets per student card.
- Entrance gifts are [Choice] tote bag, [Choice] Reusable straws and Driving lesson discount vouchers.

#### V. Next Meeting Date

- 7th October 2019, 19:00

#### VI. Extempore Motion

- None

21:48 Meeting Ends



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

### August Working Reports

1. Assist in organization of UMSU student Sub-Org. fest
2. Assist in organization of UMSU O Camp
3. Discuss with UMPA regarding Sub-Org. office miscellaneous items
4. Attend Convocation 2019
5. Convene 6th Board of Directors Meeting
6. Organise UMSU O-Night
7. Assist in organization of UM Forum activity

### September Working Plans

1. Convene 7th Board of Directors Meeting
2. Attend 7th Standing Committee Meeting
3. Preparation for UMSU QnA
4. Initiate discussion of communication platform with newly elected RC House Associations.
5. Attend UM Forum Activity
6. Updates on Sub-Org. assets requirements
7. Organise UMSU O-Night
8. Attend UMSU O Camp
9. Attend UMSU leadership board recruitment interviews.
10. Assist in DSES's visit activity
11. Attend meeting with DSAT
12. Create UM new bus route survey.
13. Attend Inauguration ceremony Macau Polytechnic Institute Students' Union

## Vice-Director General Justin Pun

### August Working Reports

1. Follow up on Dept. affairs
2. Assist in Sub-Org. Fest
3. Assist in organization of O Camp
4. Attend 6th Board of Directors Meeting
5. Assist in organization of O Night
6. Preparation for UM Forum activity
7. Follow up on Potential Proposal Competition's activities.
8. Attend **Campus outlet committee meeting**

### September Working Plans

1. Attend Dept. Internal Meetings
2. Assist in organization of O Night
3. Attend 7th Board of Directors Meeting
4. Attend invited activities
5. Assist General Service Dept.
6. Assist Members' Affairs Dept. - Merchants Offers
7. Assist Members' Affairs Dept. - Monthly Benefit
8. Assist in organization of UM-Forum with Social Affairs Dept.



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## Vice-Director General Lillian Shih

### August Working Reports

1. Assist Chinese Weiqi Association (Macau) to hold tournaments
2. Assist in UMSU Leadership members recruitment
3. Attend UMSU O Camp
4. Attend UMSU Leadership members recruitment interviews.
5. Attend Standing Committee Meeting
6. Assist in organization of O Night
7. Assist Public Relations in its O Night preparation work

### September Working Plans

1. Assist in preparation for O Night
2. Assist PR Dept. in listing potential sponsorships partners.
3. Attend 7th Board of Directors Meeting
4. Attend Invited activities

## Secretariat

### Secretary General Anna Wong

#### August Working Reports

1. Attend 6th Board of Directors Meeting
2. Translation of May-July Working Report
3. Translation of 6th BOD Meeting minutes
4. Assist in Sub-Org Fest venue learning
5. Attend O Camp helpers briefing
6. Assist in O Camp preparation
7. Attend O Camp

#### September Working Plans

1. Attend 7th Board of Directors' Meeting
2. Compose and Translate 7th BOD Meeting Minutes
3. Attend leadership members recruitment interviews
4. Assist in O Night documents preparations
5. Translate O Night proposal and sponsorship proposal
6. Restructuring Secretariat
7. Arrange to update contacts information of related partners and organization

### Vice-Secretary General Emma Yang

#### August Working Reports

1. Attend 6th Board of Directors Meeting
2. Translation of BOD 5th Meeting Minutes
3. Assist in UMSU Students Sub-Org. fest
4. Attend UMSU O camp
5. Attend O Camp helpers briefing

#### September Working Plans

1. Attend 7th Board of Directors Meeting
2. Attend leadership members recruitment interviews
3. Assist in O Night documents preparations
4. Assist in Secretariat restructuring
5. Attend UMSU Leadership members meeting



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## Vice-Secretary General Winnie Ma

### August Working Reports

1. Assist in UMSU Leadership members recruitment
2. Attend UMSU O Camp
3. Assist in O Night preparation (Invitation letter)  
Compose 6th BOD Meeting minutes
4. Allocate secretariat members to translate BOD working reports

### September Working Plans

1. Assist in preparation for O Camp
2. Attend 7th Board of Directors Meeting
3. Attend leadership members recruitment interviews
4. Assits in Secretariat restricting
5. Assist in preparation of leadership members meeting.

## Treasurer General Jacky Lei

### August Working Reports

1. Assist in O Camp preparation
2. Complete 2019 Financial Statement (first 6 months, except bank records and cheques)
3. Submission of UMSU daily expenses
4. Attend 6th Board of Directors Meeting
5. Complete reports for daily expenses, administrative secretary expenses, assets purchases and August Monthly Benefit
6. Collect receipts of Sub-Org. Fest expenses
7. Discussion with SAO regarding funding application issues.
8. Complete registration for Batch 4 funding
9. Prepare for Financial Briefing
10. Assist SAO in Financial Briefing

### September Working Plans

1. Assist the organization of O Night
2. Complete Financial Statement for first half of 2019
3. Payment of UMSU daily expenses
4. Complete report for O Night
5. Complete report for September Monthly Benefit
6. Submit Sub-Org fest receipts (To be organized)
7. Re-submission of May Fourth Youth Summit activity report
8. Organization of Financial Briefing
9. Meeting with DSAT





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## Vice-Treasurer General Michael Wong

### August Working Reports

1. Attend 6th Board of Directors' Meeting
2. Follow up on Sub-Org. activity report
3. Attend UMSU O Camp
4. Attend leadership members recruitment interviews

### September Working Plans

1. Attend 7th Board of Directors' Meeting
2. Organization of Sub-Org. activity reports
3. DSES 2020 activities funding - first application
4. Check banking for DSES funding to Sub-Org. activities
5. Attend leadership members meeting

## Head of Members' Affairs Department Jimmy Li

### August Working Reports

1. Attend 6th Board of Directors Meeting
2. Management and organization of students feedback
3. Plans for the 2<sup>nd</sup> merchants' offer list
4. Prepare for the second half of 2019 Monthly Benefits
5. Submit proposals for Monthly Benefits
6. August Monthly Benefits
7. Attend UMSU O Camp
8. Distribution of Datebook to sponsor partners
9. Publication of DSAT survey

### September Working Plans

1. Attend 7th Board of Directors' Meeting
2. Contracts signing with 2<sup>nd</sup> merchants' offer list
3. Attend leadership members recruitment interview
4. September Monthly Benefits
5. Promotion for September Monthly Benefits
6. Preparation for the next episode of Mini SU TV
7. Organization of students feedback
8. Publication of Campus food offer survey
9. Distribute datebook to sponsor partners
10. Assist HR Dept. in leadership members recruitment
11. Convene 5th Internal Dept. Meeting
12. Attend Campus restaurants food sampling activity
13. Attend leadership members meeting.



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## Head of Social Affairs Department Starfish Lee

### August Working Reports

1. Attend 6th Board of Directors Meeting
2. Convene 7th Internal Dept. Meeting
3. Preparation for Forum activity
4. Preparation for the 50th Caritas Macau Carnival
5. Attend invited activities
6. Assist in UMSU activities organization
7. Assist the organization of leadership camp

### September Working Plans

1. Attend 7th Board of Directors Meeting
2. Convene 8th and 9th Internal Dept. Meeting
3. Preparation for Forum Activity
4. Attend Forum Activity
5. Preparation for the 50th Caritas Macau Carnival
6. Assist in the organization of UMSU activities
7. Assist in students surveys by UMSU
8. Attend invited activities
9. Attend meeting with DSAT
10. Attend invited meetings

## Head of Culture and Leisure Department Bonnie Pun

### August Working Reports

1. Attend 6th Board of Directors Meeting
2. Completion of Sub-Org. Fest stage design
3. Organization of Sub-Org. Fest
4. O Camp details confirmations (Venue, format of games, transportations, materials, schedule of activities, meal plans, promotion materials and helpers list)
5. Complete production of O Camp promotion video
6. Organization of O Camp helpers' briefing and pre-camp briefing.
7. O Camp participants list and insurance purchase
8. Organization of O Camp
9. O Night updates (Venue, Script and materials)
10. Convene activity preparation meetings
11. Preparation for O Night

### September Working Plans

1. Attend 7th Board of Directors Meeting
2. Attend preparation meetings for O Night
3. Convene 1st Internal Dept. Meeting for second half of 2019
4. Confirmation of partnerships with O Night performing guests.
5. Follow up on preparation progress of O Night
6. O Night organization
7. Halloween activity preparation



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## Head of Information Department Randy Tai

### August Working Reports

1. Activities and Meeting
  - Attend 6th Board of Directors Meeting
2. Digital Platform
  - Assist in posting notice for UMSU
3. Activity Assist
  - Production of promotion video for O Camp
  - O Camp organization
  - Leadership recruitment

### September Working Plans

1. Activities and Meeting
  - Attend Board of Directors Meeting
  - Convene Internal Dept. Meeting
  - Attend leadership members meeting
2. Activity Assist
  - Organization of O Camp
  - Organization of O Night
  - Production of SU Mini TV

## Head of Design Department Yolanda Dai

### August Working Reports

1. Attend 6th Board of Directors Meeting
2. Distribution of datebook
3. Distribution of UMSU Sub-Org special issue
4. Management of UMSU social media platforms
5. Attend O Camp

### September Working Plans

1. Attend 7th Board of Directors Meeting
2. Promotional materials for O Night (Posters, Banner, Backdrop)
3. O Night helpers T shirt design
4. Attend O Night
5. Attend leadership recruitment interview
6. Attend leaderships members meeting
7. Convene Internal Dept. Meeting
8. Datebook activity Report
9. Management of UMSU social media platform

## Head of General Services Department William Hao

### August Working Reports

1. Assist in organization of Sub-Org Fest
2. Assist in organization of O Camp
3. Attend meeting with DSAT
4. Follow up and supervise the maintenance and repairs of E31 musical instruments

### September Working Plans

1. Complete the repairs of E31 musical Instruments
2. Purchase the first batch of UMSU inventory
3. 2nd Department asset listing
4. Convene Internal Dept. Meeting
5. Assist in the organization of O Night



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## Head of Public Relations Department Ivy Wu

### August Working Reports

1. Attend 6th Board of Directors Meeting
2. Leadership members recruitment for dept.
3. Follow up on sponsorship partners agreement for O Night
4. Meetings with Tai Fung Bank regarding sponsorship agreement
5. Preparation for 1st Internal Dept. meeting after recruitment

### September Working Plans

1. Attend 7th Board of Directors' Meeting
2. PR duties for O Night
3. Fulfilment of sponsorships agreement for O Night
4. Preparation for Dept. duties for second half of 2019
5. Convene 1st Internal Dept. meeting after recruitment
6. Discussion with SAO regarding PR Training program
7. Organization of Dept. inventory

## Head of Human Resources Department Crystal Ma

### August Working Reports

1. Attend 6th Board of Directors' Meeting
2. Organization of leadership members recruitment interviews
3. Preparation for leadership members meeting
4. Assist in organization of Sub-Org. Fest
5. Assist in organization of O Camp
6. Convene 4th Internal Dept. Meeting

### September Working Plans

1. Attend 7th Board of Directors' Meeting
2. Attend UMSU O Camp
3. Publication of interview results
4. Organization of leadership members name list
5. Publication of related documents regarding recruitment
6. Preparation for UMSU leadership members' meeting
7. Convene 5th Internal Dept. Meeting
8. Assist in the recruitment of O Night helpers.