

# International Research Enrichment Students' Society, HKUSTSU

Minutes of Annual General Meeting 2015 and Extraordinary General  
Meeting for the Session 2015-2016









banner outside LT-B and the signboard, Lau Sze Cheung designed the invitation card and thank you card, Mak Wing Kwan designed the nametag, seating cards and the roll-up banner. So Chui Wa designed the poster, Wu Tsz Chun designed the promotion on electronic notice board, Lee Wai Hang designed the booklet and road sign, Chiu Wen Han designed the joint science banner on yellow wall.

Chiu Yan Yee Brenda:

Appreciate the involvement of other executive committee members. Some people think that joint science functions are organized by External Vice Presidents only and not helpful. Appreciate that not just the promotion secretary done all the designs. I encourage all the executive committee members to involve and help in joint science function. Do details about work of each field specifically stated in the agreement?

Chan Cheuk Yin:

Yes, with all required items and the deadline. Punishment is also included in the agreement.

Yeung Lok Yiu:

What is the expiry date of the agreement?

Chan Cheuk Yin:

Early May of 2015.

Yeung Lok Yiu:

Why?

Chan Cheuk Yin:

Following practice of last year.

Yeung Lok Yiu:

Since the agreement includes division of materials afterwards, we set the expiry date to be a day after our session is ended to prevent argument. Why it was late to book the venue?

Chan Cheuk Yin:

Since many different societies were holding inauguration ceremonies. Some other function also held in LT-B.

Yeung Lok Yiu:

Why not consider other lecture halls?

Chan Cheuk Yin:

LT-A is too big, if not much people come, too empty may give a negative impression. LT-J cannot enter through staircase, which is inconvenient. LT-C not yet has repairing work and the color is not nice.

Chiu Yan Yee Brenda:

How many vacant seats?

Chan Cheuk Yin:

Almost fully occupied.

Chiu Yan Yee Brenda:

Lecture Hall closer to Atrium is better.

Chan Cheuk Yin:

Marketing Students' Society had inauguration on the same day, but they were in LT-E. We had banner on the yellow wall. The Marketing Students' Society kept a low profile.

Yeung Lok Yiu:

You know this news beforehand?

Chan Cheuk Yin:

Yes.

Yeung Lok Yiu:

Have you considered changing another day?

Chan Cheuk Yin:

The date was already too late, so we did not want to change.

Chiu Yan Yee Brenda:

Displayed the banners of all six science societies on 1/F?

Chan Cheuk Yin:

Yes, and the joint-science banner on yellow wall.

Yeung Lok Yiu:

Have you discussed with Marketing Students' Society about the arrangement and logistic on that day?

Chan Cheuk Yin:

We requested their refreshment area should keep a distance from us. Turns out not much people went to their inauguration ceremony.

Yeung Lok Yiu:

Why some guests were wrongly lead to their venue?

Chan Cheuk Yin:

Since guests not yet had nametag.

Chiu Yan Yee Brenda:

How many helpers did each society recruit? What is the work of helper?

Chan Cheuk Yin:

We recruited seven helpers, other society recruited fourteen helpers each. Most of the time the helpers from our society will assist the assigned field of us. Since promotion field had not much to do on that day, helpers from our society help lead guests.

Chiu Yan Yee Brenda:

How to brief helper?

Chan Cheuk Yin:

Chemistry Students' Society, as the coordinator, in charge of the briefing. There were two chief helpers to do the briefing and they prepared a PowerPoint to brief the run down of the ceremony.

Chiu Yan Yee Brenda:

Did other External Vice Presidents attend the briefing?

Chan Cheuk Yin:

No.

Chiu Yan Yee Brenda:

Did all External Vice Presidents discuss about the briefing?

Chan Cheuk Yin:

No. We follow our sources and we did not share it with other societies.

Chiu Yan Yee Brenda:

You should have at least two sessions for briefing so that most helpers can attend. In our year, we booked the event venue for briefing so that the master of ceremony and gift ladies can have a better idea. You cannot just let the coordinator to do the briefing. The coordinator may not familiar with the actual practice of other fields. It is better to brief the helper who is assisting your field. All External Vice Presidents should present in the briefing.

Yeung Lok Yiu:

It is quite hard to recruit helpers, you should at least treat them a meal. It is not good if the helper went to briefing session and cannot see people from their own society. External Vice President attending the briefing can count whether all helpers from our society present. Any contact with master of ceremony?

Chan Cheuk Yin:

We chose the master of ceremony together.

Yeung Lok Yiu:

Are you familiar with the master of ceremony? All External Vice Presidents should know the master of ceremony well.

Chiu Yan Yee Brenda:

Who decide the chief helper?

Chan Cheuk Yin:

Chemistry Students' Society, one is their member, one is not. One chief helper in charge of things inside LT-B and another one in charge of things outside LT-B.

Yeung Lok Yiu:

Any consensus about how to deal with delay or unexpected conditions?

Chan Cheuk Yin:

We decided a back up date.

Yeung Lok Yiu:

Any deadline for the delay?

Chan Cheuk Yin:

Not more than thirty minutes.

Chiu Yan Yee Brenda:  
What is the order to come to stage?

Chan Cheuk Yin:  
Alphabetical order. Including 'the'.

Yeung Lok Yiu:  
What if the speech of past executive committee members of other societies over run or they speak in Cantonese or talk about rumors about other societies?

Chan Cheuk Yin:  
We prepared a guideline and we had also checked their script.

Chiu Yan Yee Brenda:  
What did you do during cocktail session?

Chan Cheuk Yin:  
After set up signboard, we had nothing to do.

Chiu Yan Yee Brenda:  
All executive members had name cards?

Chan Cheuk Yin:  
Yes. External Vice President will chat and communicate with guests.

Chiu Yan Yee Brenda:  
Other executive committee members should also chat and communicate with guests, and exchange name cards.

Wong Sheung Kin Ken:  
How to compromise for field?

Chan Cheuk Yin:  
In our first meeting, we defined the work of each field. After discussion, we used the voting method proposed by me to decide. The voting form is a 6-by-6 form, with 6 different fields as row and the 6 science societies as column. The External Vice President sorted priority for their society and other societies. Highest priority is 6 points and lowest priority is 1 point. We count total points for each society to decide the field. In case some societies scored same points, then we exclude our own society and count again. Need canvassing before voting. Following practice of last year, we successfully get the promotion field. Biology Students' Society had contacted me to exchange field but I rejected.

Chiu Yan Yee Brenda:  
What sponsorships are obtained for the Joint-Science Inauguration Ceremony?

Chan Cheuk Yin:  
Wine, food, souvenirs, juice and crystal decorations.

Wong Sheung Kin Ken:  
Will you recommend the executive committee members of next session to choose this voting method?









Wong Sheung Kin Ken:  
Who bought this double-sided adhesive tape?

Chan Cheuk Yin:  
Biology Students' Society.

Yeung Lok Yiu:  
How did Biology Students' Society hang the decorations?

Chan Cheuk Yin:  
They borrowed a ladder.

Wong Sheung Kin Ken:  
The wall damaged?

Chan Cheuk Yin:  
No, we stuck it on the spider rack only. We used some solvent to dissolve the adhesive tape.

Chiu Yan Yee Brenda:  
Remember to talk with the professors, as they are our guests.

Wong Sheung Kin Ken:  
Any society demonstrated their cheers?

Chan Cheuk Yin:  
Biochemistry Students' Society and Chemistry Students' Society, they think this is not a big deal.

Wong Sheung Kin Ken:  
It is not appropriate to demonstrate their cheers while the guests still present.

Chiu Yan Yee Brenda:  
This should be written in the agreement with penalty stated.

Wong Sheung Kin Ken:  
Any other societies failed to complete their work?

Chan Cheuk Yin:  
Biology Students' Society made an ambiguous decoration plan.

Wong Sheung Kin Ken:  
Is there an evaluation meeting?

Chan Cheuk Yin:  
Yes, after Mathematics Students' Society had finished the financial report. They need time for doing the financial report.

Wong Sheung Kin Ken:  
Why need to wait?

Chan Cheuk Yin:  
Check to see if budget was exceeded.





































































































Wong Sheung Kin Ken:  
Alex, when did you decide to join this cabinet?

Chung Yin Kwan:  
I was persuaded by Henry in a short period of time.

Wong Sheung Kin Ken:  
All executive committees were presented?

Lau Sze Cheung:  
Yes. They talked about their own post for about two to three minutes.

Wong Sheung Kin Ken:  
Did they wear suit?

Lau Sze Cheung:  
Yes.

Wong Sheung Kin Ken:  
What was the format of the survey?

Lau Sze Cheung:  
Includes the name and intended post.

Wong Sheung Kin Ken:  
What is the purpose of this survey?

Lau Sze Cheung:  
Because they formed an informal cabinet immediately. So the survey was not so useful. By knowing their intended post from their surveys, we approached them with respective executive committees.

Wong Sheung Kin Ken:  
Any poster for this event?

Lau Sze Cheung:  
Yes.

Wong Sheung Kin Ken:  
Why not include this in the financial report?

Chiu Wen Han:  
We used the society print budget, so no need to include it in the report.

Wong Sheung Kin Ken:  
You still need to include it in the report. The Powerpoint did not include enough information, but it can include more photos. I remember some executive committees did not describe their post clearly. For instance, Iris said that she didn't know so much about Photoshop. It is good that you want to persuade them to become the cabinet. But do not pretend there will be nothing to do. Executive committees serve the society. Next year, it is better to find the balance between persuasion and reality. You know that it is not so easy to become an executive committee. Do not give an illusion that becoming executive committees is only for hall score.

Yeung Lok Yiu:

It depends on whether freshmen are interested in becoming executive committees.

Wong Sheung Kin Ken:

We could not allow all nominated executive committees are coming for hall score. Otherwise, they probably will quit after Annual General Meeting. It was not so professional for the Information Session. This year is a quick formation. Was there any conflicts for the same post?

Lau Sze Cheung:

There was no more than one person wanted to become (vice) presidents and financial secretary. For other positions, they could be filled up by more than one person. For external vice-president, it took a while to find one.

Wong Sheung Kin Ken:

It is better to have only one person on the same post until every post is occupied.

Lau Sze Cheung:

They don't have sport secretary and welfare secretary since they thought welfare secretary's work overlap with that of marketing secretary. Eventually, there are two marketing secretary.

Wong Sheung Kin Ken:

Not a big deal. Just don't understand why they preferred repetition rather than two different posts. Did you find the respective nominated executive committees and chat with them one-on-one?

Lau Sze Cheung:

Yes.

Wong Sheung Kin Ken:

Was there any post have no respectively nominated executive committee?

Lau Sze Cheung:

No.

Wong Sheung Kin Ken:

Do you think everyone is on the suitable post?

Lau Sze Cheung:

I think they are quite suitable.

Wong Sheung Kin Ken:

What if you think they cannot handle the job?

Lau Sze Cheung:

It depends on the situation. I would find respective executive committees to chat with them

Wong Sheung Kin Ken:

Sometimes it is better not to influence too much. If they are really not suitable, it is better to give hints. Ultimately, it depends on how they communicate between themselves. After the nominated cabinet is formed, everyone should trust the decision and should carry the responsibility.

## **Annual Dinner**

So Chui Wa:

































































































































Lam Hoi Ying:  
Does booking audio device require something?

Lau Sze Cheung:  
We need to bring a VGA cable to connect the computer to the mixer.

So Chui Wa:  
What is the panel made of?

Leung Cheuk Wai:  
We will make a 3 by 3 grid.

So Chui Wa:  
Is it safe and robust?

Liaw Ming Wai:  
Yes, it is.

Chiu Wen Han:  
What is that 1-metre marker?

Liaw Ming Wai:  
We will tie a marker onto a broom.

Lau Sze Cheung:  
What to draw on during Pictionary?

Liaw Ming Wai:  
Paper.

Lau Sze Cheung:  
It needs to be bigger.

Wu Tsz Chun:  
It is easier to look at on a larger piece of paper.

Liaw Ming Wai:  
It will not be A4-sized.

Wu Tsz Chun:  
The bigger the better.

Liaw Ming Wai:  
We will discuss that.

So Chui Wa:  
It will not be a big problem since the participants are divided into groups,

Liaw Ming Wai:  
We will have roughly the same number of participants in each group.

Mak Wing Kwan:

Remember to divide participants into group according to their ability.

Liaw Ming Wai:  
Physical strength is not important in our games.

Lau Sze Cheung:  
Personality needs to match as well.

Lee Wai Hang:  
You need to order food in advance.

Liaw Ming Wai: It will be discussed. We have asked the graduates, some of them are free on all four days.

Lee Wai Hang:  
Can you book the venue on Sundays?

Chan Zhao Cong:  
It is usually not approved.

Wu Tsz Chun:  
Do I get anything if I lose in all of the games?

Liaw Ming Wai:  
There will still be prize for you.

Lau Sze Cheung:  
Have you estimated the number of gifts for the graduates? A good financial secretary can buy good and cheap prizes. \$100 is a bit too much.

Lam William:  
How do you come up with this budget?

Chan Wing Kin:  
We want to cover the expenditure of 4R photos. We assume we cannot receive subsidy from the Student Union.

Lam Hoi Ying:  
You can spend more money, we have a lot.

Chan Wing Kin:  
We would like to have a non-negative net balance.

Lam William:  
Why do you expect no subsidy?

Chan Zhao Cong:  
It is too optimistic to assume we obtain subsidy for all events.

Chan Shing Cheong:  
We cannot receive subsidy for all events with loss.

Lam William:  
Which event specifically?

Chan Shing Cheong:  
The Orientation Camp and Alumni Sharing is likely to receive subsidy.

Lam William:  
Usually, you can receive subsidy for posters. You should also be able to receive subsidy for the Information Session. Most expense for that is on administration and promotion. According to regulation of the Student Union, these are the items that are most likely to receive subsidy for. If you do not consider subsidy and plan for a balanced financial position, you will end up with a few hundred dollars of profit.

Mak Wing Kwan:  
One day may not be enough for game testing. You should reserve one more day.

So Chui Wa:  
Will the graduation cards be printed or hand-drawn?

Liaw Ming Wai:  
They will be handmade.

Wu Tsz Chun:  
So every card is different from the rest? How to decide who receive which one?

Lau Sze Cheung:  
Can graduates choose their cards?

Liaw Ming Wai:  
The cards will be distributed beforehand.

Lau Sze Cheung:  
Will there be names on the cards?

Liaw Ming Wai:  
Writers will sign their names on the cards.

Lau Sze Cheung:  
There is a time limit only for the second game, is there one for the others?

Liaw Ming Wai: Each round of the first game should last around two minutes. We have not tried the last game, so we are not sure how long it takes, but it is at most twenty minutes.

Lee Wai Hang:  
Why do you book Common Room 5+6?

Liaw Ming Wai:  
Because we are a small society, it is difficult to book Common Room 1+2.

Chiu Wen Han:  
The Physics Students' Society can book it.

Liaw Ming Wai:  
They have a larger number of members.

Lee Wai Hang:  
Common Room 5+6 is too stuffy and small. Although outdoor is risky, it is freer. We would like a more comfortable venue.

Liaw Ming Wai:  
We are afraid it would be too hot outdoor.

Lee Wai Hang:  
Remember to prepare background music. If you would like to book a larger venue, you can make up a number of outside participants.

Lau Sze Cheung:  
What if you cannot book the venue as you planned?

Lee Wai Hang:  
Why do you not have the party held on 29<sup>th</sup> May?

Chan Zhao Cong:  
It is during the examination period.

Mak Wing Kwan:  
The Catholic Society makes up a large number of outside participants that they can book Common Room 1.

So Chui Wa:  
Will you use our banner?

Liaw Ming Wai:  
Yes, we will. It is the last chance to use it.

Lau Sze Cheung:  
If you order pizza, the restaurant will deliver to piazza only.

Chan Cheuk Yin:  
You can pick up outside Hall as well.

Lau Sze Cheung:  
We collect the pizza for Christmas Party at Hang Hau.

Lee Wai Hang:  
If you are to finish the slideshow at 6<sup>th</sup> May, when will you collect photos from graduates?

Liaw Ming Wai:  
We will collect them on 20<sup>th</sup> April.

Lee Wai Hang:  
You can ask the graduated members as well. Especially for photos of orientation camp. Wu Jeremy game me a USB worth of photos.

Lau Sze Cheung:

You have planned forty-five minutes for sharing, what if no one has anything to share?

Liaw Ming Wai:

We will record a video if Prof. Chow King Lau cannot come.

Lam Hoi Ying:

Dr. Tang Ce Mun Jessica will not come if it is on Sunday. Actually, no faculty members will come on Sunday. From past experience, no one is willing to share.

Lee Wai Hang:

How many of you have examinations on 29<sup>th</sup> or 30<sup>th</sup> May?

Poon Lok Nga:

All but three of us have a Chemistry examination on 30<sup>th</sup> May.

Lee Wai Hang:

Is Lam William going with Wong Sheung Kin Ken?

Lam William:

No.

Lee Wai Hang:

Do you prioritize graduates' availability or professors'?

Lam William and Lam Hoi Ying: Graduates'.

Chiu Wen Han:

What are the topics for Pictionary?

Liaw Ming Wai:

It is not confirmed.

Lee Wai Hang:

Try to relate them to graduation.

Lau Sze Cheung:

You should prepare a few backup games, in case no one is sharing.

Lee Wai Hang:

If no one is sharing, you can talk about the graduation cards. When do you plan to give them out?

Liaw Ming Wai:

At the end of party, when we distribute gifts, before taking group photos.

Lam Hoi Ying:

When can people write on the cards/

Liaw Ming Wai: They can write during reception or during free-chatting time.

Lam Hoi Ying:

They will chat instead of write.

Lee Wai Hang:

Before the function starts, you should inform people to spare some time to prepare the words. They can write on small cards and then stick them onto the big one, but you need to set an earlier time.

Lam Hoi Ying:

I have a personal request. I would like to get instant-photos of professors.

Chiu Wen Han:

What if some graduates do not come?

Liaw Ming Wai:

We will give them their gifts later.

Lam Hoi Ying:

If the graduates go overseas, you can keep the gifts in the society room.

Lee Wai Hang:

Is there anyone paying for alumni in advance?

Liaw Ming Wai:

We did not think of this problem.

Lam William:

Did you consider alumni in your budget?

Liaw Ming Wai:

It is difficult to estimate the number.

Lee Wai Hang:

You should collect as much as you can. Estimating profit should not be a big problem.

Lam William:

Please remind Chan Shing Cheong that a lot of alumni are not included in the budget. He should be prepared for a four-digit profit if he makes no amendment.

Lee Wai Hang:

How would you collect money from walk-in participants? You should consider the amount to collect from them.

Lau Sze Cheung:

What if participants want to leave early? Especially the graduates.

Liaw Ming Wai:

It is not a problem for non-graduates. For graduates, it depends on how early they leave. It would be good if they leave after time capsule opening. If there are too many early leavers, we would consider taking photos earlier.

## **Registration Day**

Lui Ming Hong:

The registration day would be on 12<sup>th</sup> August. JUPAS results will be announced on 10<sup>th</sup> August. We expect around twelve freshmen from the International Research Enrichment program. We will promote through online forums. It can provide background information of the program and our society to potential freshmen. On registration day, we will lead freshmen to our counter, talk to, chat with and ask for contact from them. We will then persuade them to join our Orientation Camp. The details concerning the counter are to be confirmed by the Orientation Affairs Committee of the Student Union Council.

There are a number of things to do. We need to prepare a banner for the counter and decide a theme for the decorations. The theme for the Orientation amp is not determined at this moment. From 27<sup>th</sup> July to 2<sup>nd</sup> August, we will prepare the design for the counter. We have contacted SciHome and they said they cannot give us their information. We can search them from Facebook after knowing their name. We will draft an email to staff in the School of Science. We will also attend the Orientation Talk to recognize the freshmen. Around one week before the announcement of JUPAS results, we will ask the School of Science for a potential list of freshmen, but we are not sure whether this is feasible. We will set up the counter one day before the Registration Day. We will not go to Hang Hau or Choi Hung to promote, so we can have more people in Atrium. In Atrium, we will have Executive Committee members carrying banner to welcome freshmen. All of us will attend the Orientation Talk.

Lau Sze Cheung:

Will you continue to use the accounts we opened in forums?

Lui Ming Hong:

Yes.

Lau Sze Cheung:

What content will you release?

Lui Ming Hong:

The background of our program and what our society is about. Before the release of JUPAS results, we will distribute information about our university, such as transport and facilities.

Lau Sze Cheung:

Will you use the same content as last year?

Chan Wing Kin:

We will mention that we will have an Orientation Camp and invite them to join. I would also remind them not to join other Orientation Camp with time clash with us.

Lee Wai Hang:

You should leave at least one contact in your post.

Wu Tsz Chun:

Will you take photos of the university with our society banner and upload them to forum?

Lui Ming Hong:

We will do it.

Lau Sze Cheung:

Remember to ask for forum account and password from us.

Lee Wai Hang:

It is too late to post on forum on 9<sup>th</sup> July.

Wu Tsz Chun:

The main battlefield is Uwants, do you have any friend to help replying to your thread? Other societies will open many accounts to reply to their main threads.

Chan Cheuk Yin:

You can open accounts now.

Lau Sze Cheung:

Since you will open your counter in 12<sup>th</sup> July, where will you put your decoration items if you finish on 2<sup>nd</sup> July?

Wu Tsz Chun:

You need to have more people to write forum posts together. Do you know where to get references?

Chan Wing Kin:

We will refer to posts from other societies.

Lau Sze Cheung:

How would you recruit freshmen in Atrium and Concourse?

Lui Ming Hong:

Two to three of us will form a group and hold society banner.

Wu Tsz Chun:

Two to three people per team is a waste of manpower. There are too few people in our society.

Lau Sze Cheung:

Last year, we are not allowed to hold society boards in concourse.

Wu Tsz Chun:

Remember that it is very important to request contact from freshmen and ask them to join your Orientation Camp. You need to identify them before they get into Atrium. North gate is not recommended.

Lee Wai Hang:

The External Vice President remember to ask other Science societies not to take our freshmen.

Wu Tsz Chun:

Some freshmen take the bridge instead, it depends on how crowded it is on that day.

Leung Sze Ching:

Orientation Camp requires parent's consent, remember that and help them to activate the ITSC account and register residential hall.

Wu Tsz Chun:

Will you allocate any people to the South Gate?

Lui Ming Hong:

No.

Lau Sze Cheung:  
Are you close with staff in SciHome?

Lui Ming Hong:  
Yes.

Wu Tsz Chun:  
Get familiar with the bigger societies to get to know their plan and keep updated.

Lee Wai Hang:  
Remember to take photos during the Orientation Talk to help recognize them. Everyone needs to know the Executive Committee members from other societies to ask them whether there are our freshmen that day. What is meant by having the station in Common Room 4?

Lui Ming Hong:  
We just follow last year's plan.

Lau Sze Cheung:  
Anyone is more familiar with Prof. Ko Robert K.M.?

Lui Ming Hong:  
No.

Wu Tsz Chun:  
Remember to make the words on the society boards larger. Do you have any plan on counter decoration?

Lui Ming Hong:  
We will just have the marquee and society board.

Wu Tsz Chun:  
It is better to include photos from the previous year. Maybe you can stick some photo onto the pin board.

Lau Sze Cheung:  
When will you start?

Lui Ming Hong:  
It is difficult to estimate. I think around one hour before registration session is enough.

Wu Tsz Chun:  
You should keep chatting with freshmen when walking towards counter. Try to promote your orientation camp.

Lee Wai Hang:  
The special point of your Orientation Camp is that there are only few people and you can be close. Anyone who join the program also join the Orientation Camp. It is easy for forming group for laboratory classes. You should also remind them not to join Campus Wrap or make any deposit.

Wu Tsz Chun:  
Also remind freshmen not to join hall tours in Sports Hall.

Chiu Wen Han:  
Do you have any plan on what to do during admission talk?

Lui Ming Hong:  
We will introduce our society.

Chiu Wen Han:  
Are all of you going?

Lui Ming Hong:  
Yes.

Chiu Wen Han:  
What would you do if the admission talk overrun? How to clear your counter?

Lui Ming Hong:  
We will leave one to two people to clear the counter.

Wu Tsz Chun:  
You can send one to two people to bridge link, just in case some freshmen do on hall tour.

Lau Sze Cheung:  
What would you do if you cannot find all freshmen? What will you do during admission talk?

Lui Ming Hong:  
We will ask for their contact and open a WhatsApp group.

Wu Tsz Chun:  
Remember to know more societies for information.

Lee Wai Hang:  
What is your arrangement for collection of Orientation Camp fee? What would you do if they do not have any money?

Chan Wing Kin:  
We will ask them to make a \$50 deposit.

Lau Sze Cheung:  
You should collect as much as possible.

Lee Wai Hang:  
Do you have any plan to hold library or campus tour?

Lui Ming Hong:  
It is optional. It depends on freshmen's interest.

Lau Sze Cheung:  
Do you have any plan to have dinner together>

Lui Ming Hong:  
We should do that on the day of pre-registration.

Lau Sze Cheung:

You can ask them whether they would like to have dinner together as well. Moreover, at least one of you should get close with Prof. Ko Robert K.M., so he will not shut down the computer after use.

Lee Wai Hang:

What will be the sites for campus tour?

Lui Ming Hong:

We will go to computer barns, library and hall. We will not go to SciHome because there will be many people.

## **Semester Commencement Dinner**

Chan Zhao Cong:

We will have the Semester Commencement Dinner in the first week of Fall Semester. We will gather at the Orientation Week counter starting from 18:00. We will ask members using WhatsApp for their availability and then decide a day and reserve a few tables. We will send out reminders one day before the event. One to two of us will go to the restaurant earlier for preparation. We will share the bill so there is no entry on the financial budget.

Lau Sze Cheung:

Will you eat outside the university?

Chan Zhao Cong:

Yes.

Chiu Wen Han:

Eat in Hang Hau Village?

Chan Zhao Cong:

Yes, but the actual restaurant is to be confirmed.

Lam William:

Will you prepare poster for the event?

Chan Zhao Cong:

Probably will not.

Leung Sze Ching:

If you prepare posters, people can see them even after your event.

Lee Wai Hang:

Posters are there to show off to other societies.

Chan Zhao Cong:

We will prepare posters then.

Lee Wai Hang:

Will there be any game?

Chan Zhao Cong:

No.

Lee Wai Hang:

Wong Sheung Kin Ken mentioned that we need someone to create a good atmosphere. Do you have any plan on the seating?

Chan Zhao Cong:

Freshmen will sit in one table and people in the same year will sit in the same table.

Lee Wai Hang:

Is there any disadvantage for this arrangement?

Chan Zhao Cong:

People cannot get to know people from other years.

Lee Wai Hang:

It is better to let people to have a common topic to talk about. How will the members of the Executive Committee be seated?

Chan Zhao Cong:

We will sit in different tables.

Lee Wai Hang:

How will you deal with the petty change in the bill?

Chan Zhao Cong:

We will round to the nearest one-dollar and we will pay the rest.

Lau Sze Cheung:

That is still petty change.

Chan Zhao Cong:

We will bring some changes if we have a fixed menu for the night.

Lee Wai Hang:

Can people add more dishes after the first round?

Chan Zhao Cong:

Yes, they can add dishes by table.

Lee Wai Hang:

But it would be unfair to have only a particular table adds dishes.

Lam William:

Will you add dishes to other tables as well?

Lee Wai Hang:

You should invite other tables to add equivalent dishes. At least offer them a chance. Whenever a table makes a special request, ask the others as well to be fair. What will you do if someone is late or some want to leave early? Is there any reference time after which we will not wait for them anymore?

Chan Zhao Cong:

We will not wait for late-comers. We will order meals and eat first.

Lee Wai Hang:

Alumni do not matter, but if freshmen are late, consider adding a few dishes for them.

Lau Sze Cheung:

Will you take photos?

Chan Zhao Cong:

It depends on the venue.

Chiu Wen Han:

What if freshmen have not finished their classes at 18:00?

Chan Zhao Cong:

We will try to arrange a date without this happening.

Chiu Wen Han:

30 minutes is not enough for travel because of traffic jam and the queue for minibus. Leave more time for that. What will you do before dinner?

Chan Zhao Cong:

It is during the Orientation Week, so we will just sit in counter.

Lee Wai Hang:

You can call people fifteen minutes before the event starts and WhatsApp them around thirty minutes in advance.

So Chui Wa:

When you ask members who go directly to the restaurant to gather?

Chan Zhao Cong:

It is the same as the dining time.

## **Orientation Week**

Chan Shing Cheong:

It will be held in the first week of September. The exact dates are unknown.

Lau Sze Cheung:

It is the first week of September.

Lam William:

What is meant by “set of 6000” and “set of 100”?

Liaw Ming Wai:

Set of 6000 is for ordering. Set of 100 is for sales.

Chiu Wen Han:

What are the sizes for society T-shirt?

Chan Wing Kin:

We will buy ours earlier.

Chan Zhao Cong:

Members will order according to the sample shown in counter.

Lam William:

How do you set the price?

Chan Shing Cheong:

We aim for a balance between expenses and revenue. So we would charge members more for a profit.

Lam William:

Usually we will suffer loss during Orientation Week because we cannot sell everything ordered. You have ordered sixty stacks, how many people do you expect will buy?

Chan Shing Cheong:

We think some will buy two, some will buy one.

Lam William:

Do you expect every member to buy?

Chan Shing Cheong:

Yes

Lam William:

Then probably you cannot sell all of your paper.

Poon Lok Nga:

It is better to have more than running out of stock.

Lam William:

What events are you trying to compensate for?

Chan Shing Cheong:

The overall profit and loss.

Lam William:

Remember that it is easy to receive subsidy for the orientation camp.

Chiu Wen Han:

The Orientation Week is likely to suffer loss. For example, not selling five packs of paper already means a lot. So do not depend on it for profit.

So Chui Wa:

It is better to ask for members' size before making orders.

Chiu Wen Han:

How will you distribute the welfare package?

Chan Shing Cheong:

We will distribute to freshmen first.

So Chui Wa:

It depends on the number of packs in the first place. What is your counter design?

Chan Zhao Cong:

We have not decided.

Chan Shing Cheong:

We will have the four characters of our society name on top of counter.

Chan Zhao Cong:

There is an item called confirm counter design in our schedule.

So Chui Wa:

As recommended by Wong Sheung Kin Ken, you can display some samples in the counter.

Chan Shing Cheong:

We will borrow a pin board to do so.

So Chui Wa:

Remember to recruit sub-committee members during the Orientation Week.

Chan Shing Cheong:

The membership fee for freshmen is \$120. We will send invitations through WhatsApp to invite people to counter. We will then introduce benefits of joining subcommittee to them and recruit in counter.

Lau Sze Cheung:

Some societies set a higher unit price for a la carte and a lower price for buying in a package. So if people buy items together, give them a discount. If they join membership, you can give them a further discount.

Chan Shing Cheong:

We will discuss this matter.

Lee Wai Hang:

What would you do if a non-IRE freshman wants to join your society?

Chan Wing Kin:

We will admit them according to constitution, that students from the School of Science can join us as full members while other students can only join us as an associate member.

Lee Wai Hang:

If you are challenged by a random passer-by that joining activities is a waste of time, what would you do?

Chan Shing Cheong:

We will tell them joining activities can widen their horizon.

Lee Wai Hang:

Just reply them a few lines and then dismiss them.

Chiu Wen Han:

What will you do if an IRE transfer-in or a non-local student asks for details?

Chan Shing Cheong:

We will introduce the aims and some events of our society to them and talk about the advantages of joining our society.

Lee Wai Hang:

What are the advantages?

Chan Shing Cheong:

To meet new people and broaden horizon.

Lau Sze Cheung:

If you know that they are from IRE, even if they do not join membership, you should ask for their contact as well.

So Chui Wa:

It is good to order society T-shirt early. If you order society T-shirt and Orientation Camp T-shirt together, some companies will offer package discount. But you need to make sure that the quality of Society T-shirts is better than the ones for Orientation Camp.

Lee Wai Hang:

How frequently will you promote your counter? You did not include any promotion work in your year plan.

So Chui Wa:

Remember to send out mass emails.

Chan Shing Cheong:

We will put up posters and promote through WhatsApp and mass email.

Lau Sze Cheung:

All members should receive an email and a WhatsApp message.

Chiu Wen Han:

Will you do promotion on Facebook?

Chan Shing Cheong:

Yes

Lee Wai Hang:

What is the drafted content of the mass email?

Chan Shing Cheong:

The duration of the Orientation Week and location of counter. We will also encourage transfer-in students and freshmen to join our membership. We will also ask members to buy our society T-shirt and paper.

Lee Wai Hang:

The most important things are time and venue.

Lee Wai Hang:  
How frequently will you promote?

Chan Shing Cheong:  
Once a week.

Lee Wai Hang:  
Once a week is too infrequent.

Chan Shing Cheong:  
Then we will send mass email once a week and contact members personally every two to three days.

Lee Wai Hang:  
Remember to mark down how much stock is left and change the content of your WhatsApp messages. It is better to have recruited all members and sold all products. There is not much to do during Orientation Week, just make sure the society paper and society T-shirts are in the counter.

Chiu Wen Han:  
What would you do if everyone is not available to sit counter in a particular time-slot?

Chan Shing Cheong:  
Then we will close for a while.

Lee Wai Hang:  
How will you inform members about it?

Chan Shing Cheong:  
We will tell them beforehand.

Chiu Wen Han:  
What to do with the stock in counter then?

Chan Shing Cheong:  
We will find someone trustworthy to watch over them.

Lee Wai Hang:  
Remember to leave the counter empty only when you can make sure everything is safe,

Chan Shing Cheong:  
The ideal case is to have three of us per shift, one to sit in counter and the other two to promote around.

Wu Tsz Chun:  
You do not need to be so aggressive to promote during Orientation Week. You just need to serve your members.

So Chui Wa:  
Promoting through WhatsApp will be more effective.

Lau Sze Cheung:  
You should have more than one person in counter.

Lee Wai Hang:  
What do you have to do at the end of every day?

Chan Shing Cheong:  
Before we leave, we will check if everything is in place.

Lee Wai Hang:  
After the Orientation Camp, members of the Executive Committee may get lazy or lose motivation. So you need to check on them and keep the spirit. You also need to confirm who has brought what product.

## **Joint-Science Singing Contest**

Poon Lok Nga:  
There is not much discussed. There will be a heat and a final. Heat will be in mid-October and final will be in mid-November. Heat will be held in art hall or a common room. Art hall is preferred. Final will be held in Atrium. The targets are all students from the School of Science. We will discuss whether non-society members can also join.

Chan Cheuk Yin:  
Remember to invite So Wai Lam Raphaella to join. You can ask members when they visit your counter.

So Chui Wa:  
You can ask in person. People may feel embarrassed to tell you in groups.

Lee Wai Hang:  
Do you have any idea on which field you will do?

Chan Cheuk Yin:  
You should ask for the field of promotion if possible.

## **Senior Student Sharing**

San Yik Chuen:  
Originally, it was Alumni Sharing Session. However, it is difficult to invite alumni. Senior students are closer to freshmen's life and they may benefit more. While Alumni sharing targets post-graduate jobs, we would like to help freshmen to learn about how an undergraduate student can approach research work. It will be held in the week of 6<sup>th</sup> December and English will be the media of instruction. We will invite familiar people to share. We have not found a guest for Mathematics. For Physics, we will invite Wu Tsz Chun. For Chemistry, we will invite Lee Wai Hang. For Life Science, we will invite Wong Sheung Kin Ken.

Lau Sze Cheung:  
Do you mean graduate students or undergraduate students when you say senior?

Henry:  
It does not matter as the main point is that they are working on on-going research.

San Yik Chuen:

We wish to make it counts as SCIE1000 elective activity. We will send a proposal to SciHome next week. For the schedule, we will confirm the list of speaker, time and venue in early September. Like the Alumni Sharing Session, we will prepare guiding questions, which will be done by 11<sup>th</sup> September. We will confirm the poster design on 21<sup>st</sup> September and confirm the venue at 28<sup>th</sup> September. For the promotion of the event, we will send mass email to members of our society. We will also request SciHome to help with the promotion. One week before the event, we will remind the speakers and print thank-you card. On the day of the event, we will put up road signs at 13:00 and start the sharing session at 14:00. We will first have a self-introduction on names and research interest. It will be followed by individual sharing with guiding questions. Since participants may not be that interested in asking questions, we will leave the individual question and answer to the last part. At the end of the event, we will promote our society. We will leave some time for participants to ask the speakers face-to-face after the event.

Wu Tsz Chun:

Will the format be similar to last year's event?

San Yik Chuen:

It will be similar.

Lau Sze Cheung:

Do you still expect forty participants when the event is counted as a SCIE1000 activity?

San Yik Chuen:

Yes, normally few people are interested in doing research.

Lau Sze Cheung:

Is your tentative venue the training room of SciHome?

San Yik Chuen:

Yes. If the number of participants is too large, we will move to lecture theatre.

Lee Wai Hang:

If it counts as SCIE1000 activity, will do invite Alumni as well? It would be better than only having Year 3 students.

Chan Zhao Cong:

Alumni will not be available since it is not during a vacation.

Wu Tsz Chun:

It is the week of Thanksgiving, so some of them may return to Hong Kong.

Lee Wai Hang:

If you consider alumni as well, you should change the date.

Lau Sze Cheung:

Did you inform SciHome before sending the proposal?

San Yik Chuen:

Yes.

Lau Sze Cheung: Do you receive any feedback form SciHome on the event?

San Yik Chuen:

We will receive feedback only after the proposal is sent.

So Chui Wa:

Will you ask whether our freshmen are free before deciding the date of event?

Henry:

We will have their schedule when the semester begins.

Lau Sze Cheung:

Why do you set the time to be 14:00 to 15:00?

Lee Wai Hang:

Is it because it is a school day?

San Yik Chuen:

Yes.

Wu Tsz Chun:

Why do you not set the time in the evening? It would be better since it is a SCIE1000 event.

Chan Zhao Cong:

There are a lot of choices, I would not go to an event at night if I have the choice.

Wu Tsz Chun:

Focus more on how you package your event. Have confidence in our events.

So Chui Wa:

Why is your budget for refreshment \$8 times four>

Henry:

We will provide water for speakers only.

Lau Sze Cheung:

Your souvenirs are thank-you cards?

San Yik Chuen:

Yes.

Lau Sze Cheung:

If the senior students are busy, do you have a back-up plan?

San Yik Chuen:

We will ask for their availability.

Lee Wai Hang:

They may not be available in one time-slot.

Lau Sze Cheung:

You should have a back-up plan or a back-up speaker.

San Yik Chuen:

We prefer a back-up speaker. It is easier to search for a speaker than to set a reservation on venues.

Lee Wai Hang:

You will have time to change both time and venue as dates and venue are confirmed one month in advance. Is there any equipment that you need to borrow?

San Yik Chuen:

If we are holding the event in SciHome, we only need microphone and projector.

Lee Wai Hang:

You only need these things if you hold it in a lecture theatre.

San Yik Chuen:

It depends on the speaker.

Lau Sze Cheung:

You have booked an additional half an hour after the event.

Lee Wai Hang:

Since bookings are counted by hours, you have an extra one hour.

Lau Sze Cheung:

Where will you put up posters?

Chiu Wen Han:

You can put on the walls of SciHome.

Lau Sze Cheung:

Remember to ask SciHome to print the letters IRESS larger.

The chairperson is swapped to Lee Wai Hang from Lau Sze Cheung at 17:58.

Wu Tsz Chun:

Do you have arranged participants to ask questions?

San Yik Chuen:

As the question and answer section is optional, we do not have them.

Poon Lok Nga:

We can ask our freshmen to ask questions.

Wu Tsz Chun:

Any member can do the job.

Lee Wai Hang:

What are the details for rundown?

San Yik Chuen:

We will send WhatsApp reminders at 12:30. We will set the venue between 13:00 to 14:00. From 13:15 to 13:30, we will borrow equipment and take microphones. We will also bring in refreshment.

Lee Wai Hang:

If it counts as SCIE1000 activity, people will come early. You need to be present as early as 14:15 and remind the speakers to arrive at around 14:30.

Chiu Wen Han:

Have you ever considered using Cantonese to cater for speakers' needs?

San Yik Chuen:

Since there may be non-local, we will not use Cantonese.

Lee Wai Hang:

I am not sure whether the staff at SciHome will help you with the logistics, so you need to prepare well in advance. What is the work distribution among you?

San Yik Chuen:

We will help with the SCIE1000 record, control the flow of people, ask questions and hand gifts to guests.

Wu Tsz Chun:

If you organize it in a lecture theatre, remember to ask participants to sit in the front and ask someone to take photos.

Lee Wai Hang:

How will you promote our society to the audience?

San Yik Chuen:

We will introduce our society and the upcoming events.

Lee Wai Hang:

Having promotion is good, but it sounds awkward. You do not have a special function to promote. We do not expect non-member to join our Christmas Party.

Lam William:

You can encourage them to join member.

Lee Wai Hang:

Why do you not include giving thank-you cards in your rundown?

San Yik Chuen:

We will give them in person after the event.

Wu Tsz Chun:

How many questions do you have?

San Yik Chuen:

We will prepare up to thirty to thirty-five questions. But we will not ask all of them. It depends on the time.

Wu Tsz Chun:

You should control the length of answers by giving guidelines to the speakers.

Lee Wai Hang:

Will you send the questions to speakers beforehand?

The chairperson is swapped to Lau Sze Cheung from Lee Wai Hang at 18:07.

Wu Tsz Chun:

Do not put the society boards in front of the door for SCIE1000 activity. Instead, put the poster as the first page of the PowerPoint.

Lee Wai Hang:

If you counts as SCIE1000 activity, you can ask SciHome to help reserve the venue.

## **Sub-committee Function**

Chan Zhao Cong:

We will recruit sub-committee members during orientation week. We will start the first meeting in mid- to late- September to give them basic information. I will have regular meeting with the subcommittee every one to one and a half week. We wish to have the event organized after mid-term examination and an evaluation meeting within two weeks after the event.

Lee Wai Hang:

How will you introduce the sub-committee function to freshmen?

Chan Zhao Cong:

It can help them to have a feeling on organizing function before becoming a member of the Executive Committee.

Lee Wai Hang:

What do the sub-committee needs to do before the event?

Chan Zhao Cong:

If the function is held in the university, they need to reserve a venue. They need to contact members and invite them to join. They also need to have a division of labour.

Lee Wai Hang:

Do not forget to ask them to set a counter. They also need to prepare material beforehand. How will you ask people to join sub-committee during Orientation Week?

Chan Zhao Cong:

We will tell them to treat it as organizing a function with everyone in their year and a collaborative effort with friends. We will recommend them to join sub-committee during Orientation Week.

Wu Tsz Chun:

The chance is once-in-a-lifetime

Lee Wai Hang:

How to ensure that you can have regular meeting per week?

Chan Zhao Cong:

I will ask the coordinator to find a time-slots in which most people are available. There will be a coordinator to report progress. I will give feedbacks rather than planning the event with them.

Lee Wai Hang:

Is there any strategy to ask people to join subcommittee?

Chan Zhao Cong:  
We will ask them in person.

Wu Tsz Chun:  
Using a Google document is more convenient.

Lee Wai Hang:  
Will you ask other Executive Committee members to help? They can give feedbacks, and help with specialized tasks.

Wu Tsz Chun:  
Will you pose any restriction on the type of function to hold?

Chan Zhao Cong:  
We will tell them our failed experience and strongly recommend them not to organize similar functions.

Wu Tsz Chun:  
What will you do if they fail to come up with an idea?

Chan Zhao Cong:  
We will force them to come up with one.

Wu Tsz Chun:  
You can suggest some ideas to help them brainstorm. They can then hold other types of events.

Lau Sze Cheung:  
Will other members of the Executive Committee give opinion during your meetings or during subcommittee meeting?

Chan Zhao Cong:  
They can come if they are free.

Lam William:  
Will you provide any subsidy for them?

Chan Zhao Cong:  
We will not tell them there is any. If it turns out that there is a profit, we will allocate them to the society. If there is a loss, we will use the society's money to compensate their loss.

Lam William:  
How can they avoid loss?

Chan Zhao Cong:  
I will ask them to estimate the number of participants.

Lee Wai Hang:  
You can ask them to put down a deposit to give them a sense that they will have to cope with their loss. If the society gains a profit that year, you can use the society's money to cover for them. If not, they will use their deposit. What would you do if some freshmen are lazy?

Wu Tsz Chun:  
What if someone free-ride the other?

Chan Zhao Cong:  
I can only talk with them and urge them to work harder. I will ask the coordinator to handle it first.

Wu Tsz Chun:  
Will you interfere?

Chan Zhao Cong:  
If the coordinator fails, I will.

Lee Wai Hang:  
You can have two coordinators and find one to two more people to form a leadership board. Give them a fancy name and they will feel that their job is important. They will bear the responsibility to lead the whole group. Chan Zhao Cong should spot the other two.

Wu Tsz Chun:  
You can organize more re-union after the Orientation Camp throughout September to let them meet one another. It lowers the likelihood of free-riding.

Lee Wai Hang:  
What do you need to check from them?

Chan Zhao Cong:  
Rundown, schedule, email and poster.

Wu Tsz Chun:  
You can give them samples of poster.

Lee Wai Hang:  
How will you handle the counter, especially the receipt book?

Chan Zhao Cong:  
We will follow last year's practice. We will sign the receipt book in advance. But it may not be a good practice.

Lam William:  
Why?

Chan Zhao Cong:  
It feels inappropriate to have empty receipts as the one signing has to bear the responsibility.

Lee Wai Hang:  
The Chemistry Students' Society, HKUSTSU has a member of the Executive Committee sitting at counter four to five hours a day. You can trace the receipt, as you have copy kept in the book  
How about the money box?

Chan Zhao Cong:  
We will give them an empty box with a number padlock.

Lee Wai Hang:

It is fine. What if freshmen refuse to contact members because they think that it may annoy members?

Chan Zhao Cong: I will talk with the coordinator.

Lee Wai Hang:

To what extent will you ask them to make the decision to contact?

Chan Zhao Cong:

I will let them decide first, and then review their decision based on my standard.

Lee Wai Hang:

Will you ask them to make phone calls to contact members?

Chan Zhao Cong:

If they insist not to, I will not force them to do so.

Lee Wai Hang:

What is the purpose of calling members?

Chan Zhao Cong:

The sub-committee function is only for fun of the sub-committee function.

Lee Wai Hang:

It is also a function to reunite members and to strengthen bonding between them. Unless the members show a strong opposition, contact them. Try to convince yourself and freshmen that it is necessary to invite members to join functions.

Wu Tsz Chun:

They will feel bad to reject if you ask them by phone call.

Lee Wai Hang:

You need to contact graduates more to show your sincerity. Past members of the Executive Committee can be more tolerant to WhatsApp bombardment.

Wu Tsz Chun:

WhatsApp messages do not carry emotion. It is phone calls' advantage that emotion is carried.

Lee Wai Hang:

It depends on the target. It is fine to annoy past members of the Executive Committee more. You can stop when they reject in a phone call. How many meetings do you plan to hold?

Chan Zhao Cong:

It depends on their progress.

Lee Wai Hang:

Do you plan to have weekly meeting?

Chan Zhao Cong:

Yes. It depends on the coordinator's report.

Lee Wai Hang:

You can see whether many freshmen are busy in the first meeting. If no, you can set a fixed day to hold meetings. Do you want them to have a high sense of achievement or want them to get into some obstacle?

Chan Zhao Cong:  
I want them to be happy if possible.

Lee Wai Hang:  
If there are some mishaps on the day of the event, will you help them?

Chan Zhao Cong:  
If the mistakes are serious, I will.

Wu Tsz Chun:  
You can help in other situation as well.

Lee Wai Hang:  
What does the Executive Committee have to do on the day of event?

Chan Zhao Cong:  
To give comments and assist if necessary.

Lee Wai Hang:  
If the event is held outside of the university, usually there are mistakes. Pay more attention on that day. Will you help them to reserve the venue?

Chan Zhao Cong:  
I will go to LG3 counter with one of them and do the procedure with that person.

Lau Sze Cheung:  
Will they write the proposal or will you do it?

Chan Zhao Cong:  
I will give them a template and ask them to do. And then I will double check.

Lee Wai Hang:  
Do not babysit them and do not just ask one person to handle venue booking matters. Maybe that person is not the Internal Vice President later. Will you ask other members of the Executive Committee to join the evaluation meeting?

Chan Zhao Cong:  
We will try to have the whole cabinet there.

Lee Wai Hang:  
You may consider combining the Information Session and the evaluation meeting. So you can have a short evaluation.

Lau Sze Cheung:  
It may feel like only sub-committee members can join the information session. In this case, the evaluation meeting will be too short. It should depend on how the event turns out that year.

Lee Wai Hang:

What are the compulsory positions for a sub-committee?

Chan Zhao Cong:  
Coordinator, general secretary and treasurer.

Lee Wai Hang:  
Will you read their minutes? You should try to read them if you have time, since you need to check their progress. If their function includes meal, which venue will you suggest?

Chan Zhao Cong:  
If it is on campus and they will have food-delivery, I will suggest Common Room. Hotpot is not allowed anywhere.

## **Ordering of Society Jacket**

Lee Wai Hang:  
Why does this count as a function? You should change ordering to selling.

## **Joint Science Inauguration Ceremony**

Yeung Lok Yiu:  
What is the reason for other societies to invite more than one professor?

Poon Lok Nga:  
They invite both their undergraduate coordinator and their department head.

Lee Wai Hang:  
This is the same as last year.

Yeung Lok Yiu:  
What will be the difference in speech between these two professors?

Poon Lok Nga:  
There will be not much difference.

Yeung Lok Yiu:  
How long will each speech be?

Poon Lok Nga:  
Three to five minutes each.

Yeung Lok Yiu:  
Since the speakers have similar position, their speech will probably be the same. Is it necessary to invite both of them then?

Poon Lok Nga:  
It feels better to invite more professors.

Lau Sze Cheung:  
It will be very late if the event overruns since you plan it to end at 22:00, especially for clean-up.

Poon Lok Nga:

Since there is one less society, there will be more time.

Yeung Lok Yiu:

Time is not the problem. As a guest, if I hear repeating content from different professors, I will feel bored. In our year, each society only invite one professor and the dean or associate dean will give an overall speech.

Chan Cheuk Yin:

The Biochemistry Students' Society, HKUSTSU and The Biology Students' Society, HKUSTSU have a common department head. They count him as an honourable guest at first. Each society has one to two professors and president of Executive Committee from the previous session.

Lam William:

Which societies have more than one professor?

Chan Cheuk Yin:

The Mathematics Students' Society, HKUSTSU, the Chemistry Students' Society, HKUSTSU, the Biochemistry Students' Society, HKUSTSU and The Biology Students' Society, HKUSTSU.

Yeung Lok Yiu:

Is there any difference in content last year?

Lam William:

It is not meaningful to listen is repeating content.

Yeung Lok Yiu:

If one professor talks about all content, the next professor will have nothing to talk about. But since you have invited them, there is nothing we can do.

Poon Lok Nga:

Maybe we can randomize the order so people will not be that bored.

Yeung Lok Yiu:

How do you propose the ratio for deposit-paying?

Wu Tsz Chun:

Having rounded numbers is not a sound reason.

Poon Lok Nga:

The Physics Students' Society, HKUSTSU has few freshmen, so they want to pay less.

Wu Tsz Chun:

Then why not both they and we pay half the amount?

Yeung Lok Yiu:

Other societies may raise the ratio next year and repeat. Which society demands a higher ratio for our society?

Poon Lok Nga:

The Chemistry Students' Society, HKUSTSU and The Physics Students' Society, HKUSTSU.

Yeung Lok Yiu:

The Physics Students' Society, HKUSTSU requested a ratio of 0.6 to 1?

Poon Lok Nga:

They requested to cut their ratio down and to raise our ratio up.

Chan Zhao Cong raised a procedural motion to lay the rest of the agenda on table at 18:59 and Chan Wing Kin seconded.

For 18, Against 0. The procedural motion is passed.

## Minutes of International Research Enrichment Students' Society, HKUSTSU, Annual General Meeting 2015 Session VII

Date: 18 April, 2015

Commencement Time: 12:29

Chairperson: Lau Sze Cheung

Minutes Takers: Liaw Ming Wai, San Yik Chuen

1. To commence the meeting

Number of full member attendees: 13

The quorum was met. Chairperson Lau Sze Cheung started the meeting at 12:29.

9. To introduce and adopt the Year Plan of IRESS, HKUSTSU, Session 2015 –2016

10. To introduce and adopt the Financial Budget of IRESS, HKUSTSU, Session 2015 – 2016

Poon Lok Nga raised the motion to resume discussion of agenda item 9 and 10 at 12:30 and Chiu Wen Han seconded.

### **Joint Science Inauguration Ceremony**

Poon Lok Nga:

We have not yet signed the agreement. The finalized version of the agreement was shown to Chan Cheuk Yin while Physics Students' Society found some wordings unclear regarding the regulation, no chanting is allowed until all faculty members have left the inauguration ceremony, where chanting is hard to define.

Chan Cheuk Yin:

Even though executive committee members are restricted, former executive committee members may still chant.

Wong Sheung Kin Ken:

The consensus is no chanting, isn't it?

Poon Lok Nga:

They agreed not to chant when faculty members are present but Chemistry Students' Society still want to chant.

Wong Sheung Kin Ken:

Since this issue cannot be avoided, you should let it be and discuss other important items. You can directly define the venue by including area outside.

Lau Sze Cheung:

It is difficult since some faculty is among the crowd. How about defining the time?

Wong Sheung Kin Ken:

It is even harder.

Poon Lok Nga:

It is difficult since the ceremony may overrun

Lau Sze Cheung:

You can set time like some minutes after the start of the ceremony.

Wong Sheung Kin Ken:

Members will not chant at Lecture Theater until 30 minutes after the end or all professors leave.

Chan Cheuk Yin:

Is Biochemistry Students' Society a free rider?

Poon Lok Nga:

They did finish the work before deadline but they intended to redistribute the workload to other societies.

Chan Cheuk Yin:

They have few things to do. They are only responsible for the financial report.  
How about orderings, for example, flowers and food?

Poon Lok Nga:

Physics Students' Society will order flowers and Chemistry Students' Society will order souvenirs.

Chan Cheuk Yin:

How much food has Biochemistry Students' Society got from sponsors?

Poon Lok Nga:

Five to Six trays of food. Food will be ordered from restaurants at Hong Kong University of Science and Technology if necessary.

Chan Cheuk Yin:

Have a consensus on the field of Biochemistry Students' Society been reached?  
Will they be responsible for transportation according to the agreement?

Poon Lok Nga:

We decided to jot this down on minute. If an amendment is mentioned in the agreement, we will refer to the latest minute.

Chan Cheuk Yin:

Is that changes in the agreement can be made in amendments? Since deadline can be changed later, just sign the amendment sheet first.

However, Biochemistry Students' Society should at least write its transportation field.

Poon Lok Nga:

We want to change ' transportation' into 'supervise transportation'.

Chan Cheuk Yin:

They have already been a free rider. Why don't let them be responsible for the field?

Poon Lok Nga:

It is because they have already sought a sponsorship of 6 tray of food.

Chan Cheuk Yin:

They only get six trays of food while their previous session had 20.

We need to force Biochemistry Students' Society to do what they should do.

Poon Lok Nga:

As to booklets, we will print 250 copies.

Chan Cheuk Yin:

If Biochemistry Students' Society do not do well, just do not choose them as the representative for Orientation Affairs Committee and The Council.

Wong Sheung Kin Ken:

They will not send an executive committee member to receive the food, will they?

Poon Lok Nga:

Yes.

Chan Cheuk Yin:

Usually, this is what helpers will do. What helper will they invite this time?

Poon Lok Nga:

Refreshmen helper. But we have no finished the division of labor for the helpers.

We will interview helper next week.

Chan Cheuk Yin:

You should write and assign the field tonight. Don't say 'refer to minutes'. Otherwise, no one will sign. If amendment is needed, just sign on the amendment sheet.

The performance of Biochemistry Students' Society is so poor that you should be hard on them.

When can you finish ordering souvenir?

Poon Lok Nga:

Souvenir will be ordered in a few days.

Chan Cheuk Yin:

All things are decided while Biochemistry Students' Society do not want to be the one in charge of ordering this.

Is there any deadline for preparation of souvenirs? Can the deadline for souvenirs be met?

Poon Lok Nga:

We decide to take the banner and sign board to publish next Monday.

Lau Sze Cheung:

What is the present deposit ratio? How do you come up with the ratio?

Poon Lok Nga:

4:4:4:3:2. 2 is for International Research Enrichment Students' Society and 3 is for Physics Students' Society.

Chan Cheuk Yin:

Has there been anyone who has opinion on changing the ratio?

Poon Lok Nga:

Chemistry Students' Society and Biology Students' Society do not mind paying 100 dollars more.

Biochemistry Students' Society mind a bit though they are still willing to pay. Physics Students'

Society also agreed on this since they pay 50 dollars less than previous year.

Chan Cheuk Yin:

Is there anything else to discuss tonight?

Poon Lok Nga:  
Only the wordings and deadline.

Chan Cheuk Yin:  
Biochemistry Students' Society will not disagree anymore, will they? After all, you should let them know.

## **Information session**

Chan Wing Kin:  
The date of the event is to-be-confirmed. It would be around one week after the end of Sub-committee function. We will prepare a Powerpoint and design a poster. We will be more serious in the information session. Background history of International Research Enrichment Students' Society and Student Union structure will be explained to audience. Then each executive committee member will introduce their own position. It would be more authentic about our experience. Besides we will give them sufficient time to decide their intended position while executive committee members will give them advice if necessary. After dividing the positions, we will have corresponding person to talk with the candidate informing them what they should prepare for the promotion period.

Lau Sze Cheung:  
What is meant by 'executive committee members will supervise their discussion'?

Chan Wing Kin:  
It aims to clarify details like what things are to be done with word design and poster design etc.

Lau Sze Cheung:  
They may not want to discuss in front of you.

Chan Wing Kin:  
We will give time sufficient time to decide their position allocation if there is any change in position before the promotion period. Meanwhile, they can feel free to ask any executive committee member.

Lau Sze Cheung:  
They may not be able to form a cabinet that night.

Chan Wing Kin:  
We will let them give priorities to their desired positions. If more than one person want to take the same position, we will give them more information about that position to them.

Lau Sze Cheung:  
Will there be any rehearsal?

Chan Wing Kin:  
I don't think it is necessary since what we will say is very factual.

Lau Sze Cheung:  
There may be no need for rehearsal for the powerpoint, but you have to know what other executive committee members want to share before.

Chan Wing Kin:

We will have a meeting which can include this rehearsal before this event.

Wong Sheung Kin Ken:

You must rehearse since the previous session did not do well last year. Their sharing was very brief, which is meaningless.

Chan Wing Kin:

We will involve the rehearsal in our meeting.

Wong Sheung Kin Ken:

You can suggest that they do not need to hurry on deciding the position. They may change their position during or after the promotion period. If you think some of them are not suitable for a certain position, try not imply them to change to another.

## **Annual Dinner**

Lee Cheuk Long Frank:

It will be on 20 Nov, 2015 and will be held at Chinese Restaurant. We will start decorating at 17:00 and it will be reception at 18:30. We will start to have dinner at 19:00. After 90 minutes, we will play games. The first game is Guess who I am and the second is guess the song. There will be a bingo lucky draw at 21:00 and, finally, it will be photo taking at 21:15.

Lau Sze Cheung:

Will the photo taking last for 25 minutes?

Chan Zhao Cong:

They are free to chat, selfie, etc.

Lau Sze Cheung:

Did you ask Chinese Restaurant when they will close? You should ask when we need to leave. Who will you invite?

Lee Cheuk Long Frank:

Prof. Rolf Lortz from Physics, Dr. Emily Tsang from Chemistry, Prof. Chow King Lau and Prof. Robert Ko from Life Science.

Lau Sze Cheung:

What about Prof. Leung Wa Hung?

Lee Cheuk Long Frank:

We will discuss this later.

Chiu Wen Han:

Our society have affiliated faculty members, don't they?

Chan Zhao Cong:

We have affiliated faculty members as honorary members according to constitution.

Wong Sheung Kin Ken:

You should announce their membership even though the election is automatic. Otherwise, you should assume no honorary faculty member.

Chan Zhao Cong:

Then we will change 'faculty member' into 'International Research Enrichment program coordinators'.

Lau Sze Cheung:

Prof. Leung Wa Hung usually appears together with Dr. Emily Tsang. Why don't invite him?

So Chui Wa:

Perhaps you should invite Dr. Emily Tsang first.

Poon Lok Nga:

Both Dr. Emily Tsang and Prof. Leung Wa Hung are Undergraduate coordinators, but only Dr. Emily Tsang is International Research Enrichment program coordinator.

So Chui Wa:

Don't send emails to professors until you have booked the venue because there is no room available in Chinese Restaurant last year.

Lee Cheuk Long Frank:

The professors may not be free.

Lau Sze Cheung:

It is relatively easier to change booking of venue rather than make appointments with professors.

What will you do during welcoming?

Lee Cheuk Long Frank:

Receptionists will greet guests including members and professors. If professors forget to come, we will come up to their office to invite them.

Lau Sze Cheung:

Just send 1 to 2 executive committee members as representative.

When will you find professors if they forget to come?

Lee Cheuk Long Frank:

At 18:30.

Lau Sze Cheung:

We usually ask professor to come later as it is not good to have them wait for members.

Wong Sheung Kin Ken:

Will you invite alumni?

Lee Cheuk Long Frank:

Yes, we will.

Lau Sze Cheung:

Do you know whether there is audio equipment, like projector and screen, in Chinese Restaurant?

Lee Cheuk Long Frank:

Computers can be used.

Lau Sze Cheung:

Can you book equipment too? Please double check this.

So Chui Wa:

Also, please book a room when reserving table in Chinese Restaurant.

Chiu Wen Han:

What if professors are sick or do not show up?

Lee Cheuk Long Frank:

There is not much we can do. Dividing members into a few tables, it would be just fine as long as each table has at least one professor. We will change the seating plan to ensure this in the case of absence of professors.

Chiu Wen Han:

How to make the seating plan?

Lee Cheuk Long Frank:

There should be around 35 people which will be divided into 3 tables. Participants will be grouped according to major.

So Chui Wa:

If there is no professor from physics, it will be better to allocate participants according to their year of study since physics students may not have much to talk with professors from other disciplines.

Wong Sheung Kin Ken:

If professors are sick, there will not be much you can do. But if they notify you in advance, you can invite another.

Chiu Wen Han:

Do you have any backup plan if a professor is not available?

Lee Cheuk Long Frank:

We will try to invite other professors. If this fails, we will have at least 1 professor for the table of first year students. Since they do not have a major, they may need advice on choosing a major.

Lau Sze Cheung:

The two games do not need materials. Why is there a budget of \$50?

Chan Zhao Cong:

It is for buffering as we may change the games.

Lau Sze Cheung:

How many presents are there?

Lee Cheuk Long Frank:

It depends on the unit price of the presents. There may be around 5 to 6 presents.

Wong Sheung Kin Ken:

It depends on how much you have gained that year. If there is a profit, but more presents. If there is a loss, don't bother with the amount.

There should not be coupons only. Maybe have some presents that can last longer or are more memorable.

Chiu Wen Han:  
How is your decoration plan?

Lee Cheuk Long Frank:  
We will have the 'IRE' society board and the banner.

Lau Sze Cheung:  
We have a string of balloons for decoration last year. You may do that this year. Be sure to check the venue before decorating.  
Will the fee for member differ from that for non-member?

Lee Cheuk Long Frank:  
No.

Lau Sze Cheung:  
Do you think we need to have two different fees for a normal function?

Lee Cheuk Long Frank:  
I think there is usually not many non-member joining our function.

Wong Sheung Kin:  
As members have paid membership fee, there should have a slight difference, even it is just symbolic.

So Chui Wa:  
Some students who have transferred into International Research Enrichment may want to join while they are not member, so you should separate the two groups in advance.

Lau Sze Cheung:  
Is it free for professors?

Lee Cheuk Long Frank:  
Yes.

Wong Sheung Kin Ken:  
Is there a dress code?

Lee Cheuk Long Frank:  
Smart casual.

Chiu Wen Han:  
Why do you choose Chinese Restaurant.

Lee Cheuk Long Frank:  
It is convenient. Also, it would be better for professors and students to chat sitting in a round table.

Lee Wai Hang:  
Will you order a set dinner or else?

Lee Cheuk Long Frank:

We will make changes according to the number of people. If it is insufficient, we will order dishes of food for each table.

Lee Wai Hang:

They usually have sets, but they are more expensive. You can give them number of participants and budget. Then they can design a set for you.

Lau Sze Cheung:

Will there be 3 or 4 tables? If there are 41 people, how many tables will you have?

Lee Cheuk Long Frank:

3 tables, same as last year.

Lau Sze Cheung:

We expect more participants this year.

Lee Wai Hang:

Will you have reception?

Lau Sze Cheung:

They will stand outside the restaurant.

Wong Sheung Kin Ken:

How do you allocate the professors?

Lee Cheuk Long Frank:

According to their disciplines.

Wong Sheung Kin Ken:

What if some professors sit together?

Lee Cheuk Long Frank:

If all six of them are present, it will be fine. If there are 3 only, we will suggest them sit alone.

Lau Sze Cheung:

Will you lead them to appropriate seat?

Wong Sheung Kin Ken:

You may inform Professors with a time later than the gathering time for members, have seat named or guide them to designated seat.

So Chui Wa:

We had two professors sit together last year so some members sitting on the far side could not talk to them.

Chiu Wen Han:

What if most the participants have the same major? How will you divide them?

Lee Cheuk Long Frank:

First year students have the priority to sit with professors from their intended major.

Lau Sze Cheung:

How will the seats of executive committee members be distributed?

Lee Cheuk Long Frank:

They will scatter so as to make sure they can talk to freshmen and enhance the atmosphere.

So Chui Wa:

You should make sure the songs for game are known by most participants. Also, are you having bingo or lot drawing for presents?

Lee Cheuk Long Frank:

Bingo. It would be more exciting than ordinary lucky draw.

So Chui Wa:

Just ensure that rules are clarified before the game starts. For example, the one who calls faster is the winner in case prizes are not enough.

Lau Sze Cheung:

Why was the date decided so early?

Lee Cheuk Long Frank:

The date is to be confirmed since we will ask availability of members for confirmation. As long as it is before 27/11, it should be fine.

Lau Sze Cheung:

When will you ask the availability of members?

Lee Cheuk Long Frank:

Around 1 month before the function.

Lau Sze Cheung:

Remember to ask them since you did not put it into your schedule in year plan.

So Chui Wa:

After asking the availability of members, we should ask for availability of the venue and then ask for that of professors.

Also, remember to ask International Research Enrichment students who are non-member since they cannot receive mass email. This can make sure that they have chance to talk to professors.

## **Christmas party**

Leung Cheuk Wai:

The date of event is 21 December, 2015.

Lau Sze Cheung:

Is it winter solstice?

Leung Cheuk Wai:

No, it is one day before winter solstice. It will be after the end of semester so that more people can attend.

The venue is Common room 5+6. Expected number of participants is 35. The fee is \$80 each so as to prevent or cover loss in case there is a loss in previous functions.

The working schedule is as follows:

Confirm poster design without venue confirmed on 18 November, 2015. We will have temporary venue and will correct the posters later. We will put up the posters and send mass email on 20 November, 2015. Also, we will check availability of member by Whatsapp. On 23 November, 2015, the venue will be confirmed and booked. From 25 November, 2015 to 27 November, 2015, we will have a counter for registration and we may ask members for fee in private since 3-days maybe too little time. On 14 December, 2015, food will be ordered and game material and decoration material will be prepared.. The budget for food last year is \$1500 for 25 participants. While we expect more people to come this year, we will order more food so the budget for food is higher. On 19 December, 2015, we will send mass email as reminder.

The rundown is as follows:

The venue will be decorated from 16:00 to 17:30. We will confirm with participants whether they will come on-time and remind them to bring a gift by Whatsapp before 17:30. Then we will start playing games at 17:45. One hour later, participants can have dinner and exchange gifts afterwards. It would be free time after 20:40. People can stay and play board game. We will clean up the venue at 21:30.

Lau Sze Cheung:

What is the plan of division of labor?

Leung Cheuk Wai:

All executive committee members will decorate together and some will contact participants meanwhile.

We will have two people for reception. They will collect gifts and help wrap it if necessary. One will be responsible for audio and one will be the photographer. Moreover, we will have 1 or 2 hosts. 4 executive committee members will facilitate playing of games. If necessary, we will send some to pick up food from outside 45 minutes before meal time.

Lau Sze Cheung:

Do the gift for gift exchange cost \$30 to \$50?

Leung Cheuk Wai:

It is similar to last year. We will assume some forget to bring their gifts, will have some presents from leftovers and will buy some snacks too. Extra presents will be distributed during gift stacking game.

Lau Sze Cheung:

Is the gift eatable?

Leung Cheuk Wai:

This is not decided yet.

Lau Sze Cheung:

How to play Gift Stacking?

Leung Cheuk Wai:

There will be many gifts. People can stack as more and high as they can in limited time without the collapse of the stack. Then they can get the gifts.

Lau Sze Cheung:

Are the gifts prepared beforehand?

Leung Cheuk Wai:

Yes.

Lau Sze Cheung:

Are the gifts the same for each group?

Leung Cheuk Wai:

Yes.

Lee Wai Hang:

Is it too late to test the game on 18 December, 2015 ? Can you make it?

Leung Cheuk Wai:

Most games do not need materials and need not much preparation or rehearsal. Most of them are common.

Lee Wai Hang:

What is Catch the Bug?

Leung Cheuk Wai:

Participants will sit in a circle reaching their hands to the neighbor sitting next to them, A short story will be read aloud, Once a chosen word is read, participants have to draw their right hand back and use their left hand to grab the right hand of the one sitting on the left.

Chiu Wen Han:

Why Christmas hat is need?

Leung Cheuk Wai:

It is because it is needed for one backup game.

Chiu Wen Han:

Then you should buy more of them beforehand.

So Chui Wa:

How to play with Christmas hat?

Chan Zhao Cong:

Questions related to Christmas will be asked. Members will put on their Santa's hat or take it off to indicate whether they agree with the statement.

So Chui Wa:

Is it just for fun? Does win-loss matter?

Leung Cheuk Wai:

There will be two or four groups to battle. We suppose the group wins will have small prize.

Lau Sze Cheung:

Is the \$200 used as game materials?

Leung Cheuk Wai:

Yes.

Lau Sze Cheung:  
Is the second game in Cantonese?

Leung Cheuk Wai:  
Yes.

Chiu Wen Han:  
What if non-local members want to join?

Leung Cheuk Wai:  
We will tell them in advance that the function will be in Cantonese or we will use English for the whole party.

Lau Sze Cheung:  
Explain more for exchanging gifts.

Leung Cheuk Wai:  
People sit in circle. Around 2 to 3 gifts will be passed in this circle when the music is playing. The one holding the gift when the music stops will get that prize.

Lau Sze Cheung:  
What if someone do not want to pass?

Leung Cheuk Wai:  
We firstly think to get one present less.

Lee Cheuk Long Frank:  
The one without gift will be given a special prize at last.

Lau Sze Cheung:  
Normally, the special prize is bad.

Chiu Wen Han:  
What if all people bring gifts? is there one gift extra?

Chan Zhao Cong:  
It will be gift from executive committee members.

Lau Sze Cheung:  
Why are there 1 to 2 hosts?

Leung Cheuk Wai:  
Expectedly, 1 is enough. But he may need to talk so long.

Lau Sze Cheung:  
Usually, it is not long. One host is enough.  
What can we do during free time?

Leung Cheuk Wai:  
We will provide poker or board games.

Lau Sze Cheung:  
Are there any background music and powerpoint?

Leung Cheuk Wai:

We will have background music. For powerpoint, it depends on the games.

Lau Sze Cheung:

But you have already decided the game.

Do you have any preparation for free time?

Leung Cheuk Wai:

Yes, we will have powerpoint.

There will be some pokers. They can also choose to leave earlier.

Lau Sze Cheung:

Why do you choose common 5+6?

Leung Cheuk Wai:

It's hard to compete with other societies for other commons.

Lau Sze Cheung:

Is graduation party in common 5+6?

Liaw Ming Wai:

We are not sure because we may not able to book a common on Sunday.

So Chui Wa:

Is there any dress code?

Leung Cheuk Wai:

I think it is not necessary but we will decide based on the atmosphere. What we are sure is we will give them Christmas hats.

Lau Sze Cheung:

Will they wear Christmas hat when they first enter the common?

Leung Cheuk Wai:

Maybe.

Lau Sze Cheung:

Suggest they wear it unless they do not want to.

## **Annual Election**

Chan Wing Kin:

The date is not confirmed yet. We will form an election board with executive committee members and full-member and will set rules based on constitution. Once the election board is formed, we would allow freshmen to form a cabinet. After that, we would use the last day in promotion period as polling day. We suppose there will only be one cabinet so we will recommend them to hand in the form as soon as possible.

We will display what a valid vote is in the polling counter. Procedure of election will be sent to members. We will also remind the nominated cabinet to witness ballot counting.

Once the result is released, we will send email and follow up. If there is no nominated cabinet, we will discuss in AGM.

Lau Sze Cheung:  
How long will the nominated cabinet hold a counter?

Chan Wing Kin:  
We will suggest them two weeks because one week is too short. It is fine if they want a longer period.

Liaw Ming Wai:  
What if they don't get enough votes in the election?

Chan Wing Kin:  
We will announce the result and will let the election board make a decision whether to have a re-election or not.

Lau Sze Cheung:  
Will more people be chosen for election board?

Chan Wing Kin:  
Three executive committee members and one full member are enough to deal with the workload.

Lau Sze Cheung:  
One person is enough for the workload and the ratio of 3 to 1 is somehow strange.

Chan Wing Kin:  
There is little decision to be made by the election board. Most of their work is done according to the constitution.

Lau Sze Cheung:  
It's better to choose two more full-members.

Chan Wing Kin:  
We are fine with this.

Annual General Meeting:

Chan Wing Kin:  
We will set the agenda items according to constitution. Mass email with date, time, venue, agenda items will be sent three days before. The date is within three weeks after the election. Also, we will state standing order first.

Lau Sze Cheung:  
Who can receive a quorum card?

Chan Wing Kin:  
Full-member except chairperson.

Lau Sze Cheung:  
What is the difference between a motion and a procedural motion?

Chan Wing Kin:  
Procedural motion is the change in chronological order, combination or pause of discussion.

Lee Wai Hang:

For procedural motion, the order is ‘ a full-member second’, voting for the procedural motion, discussion of the items and, finally, voting for the items.

For motion, the order is ‘a full-member second’, discussion of the item and , finally, voting for the item.

When sending mass email, we will include the attachment. The financial report should have financial secretary’s signature and president’s signature.

Lau Sze Cheung:

How about the minute?

Chan Wing Kin:

It is needed to adopt the minute of last year’s Annual General Meeting and Extraordinary General Meeting.

Lau Sze Cheung:

Who should sign on the minute?

Chan Wing Kin:

President and General Secretary.

Lee Wai Hang:

Do not print so many hardcopies at first as they have to be amended later.

Lau Sze Cheung:

You also must put up a public notice.

## **Ordering of Society Jacket**

Chan Zhao Cong:

On 19 October 2015, promotion secretary will confirm jacket design. The poster design will be confirm on 23 October, 2015. On 26 October, 2015 we will order sample for executive committee members first, send email with a google form to collect orders and print the poster. A counter will be set up to ask members to pay and order. Some samples will be given at the counter. On 16/11, we will order jacket. Member can get the jackets from 25 October, 2015 to 27 October, 2015.

Lee Wai Hang:

Can it be that fast from ordering to collection?

Chan Zhao Cong:

Yes. It would be 7 working days as we have ordered some in promotion period.

Lau Sze Cheung:

Mailing can sometimes have mishap.

Chiu Wen Han:

Is there any quality checking system?

Chan Wing Kin:

Some Company may agree to have free sample.

So Chui Wa:  
Can you really order separately?

Chan Wing Kin:  
Yes. The most expensive is the mold and you can order twice.

Lee Wai Hang:  
How much will it cost?

Chan Zhao Cong:  
The selling price is \$130.

Lee Wai Hang:  
What is the cost?

So Chui Wa:  
After you decide the design , you can ask member if they want to order. It can be even cheaper for sample.  
After setting up counter, can you order earlier?

Lau Sze Cheung:  
There seems to be some contradictions between year plan and financial budget.

Chan Zhao Cong:  
Do you mean the number?

Lau Sze Cheung:  
Why is the ordering the jacket item number 11?

Lee Wai Hang:  
Is the transportation really that expensive? Is it about \$400?

Chan Wing Kin:  
I calculate it assuming it's linear because weight should linearly increase with number of pieces.

Lee Wai Hang:  
I think it is step but not linear.

Lau Sze Cheung:  
Are your jackets thick in Promotion period?

Chan Zhao Cong:  
They are thick.

Lau Sze Cheung:  
What was the transportation fee?

Chan Zhao Cong:  
\$130.

Lau Sze Cheung:  
What was the cost for each jacket you ordered during promotion period?

Chan Zhao Cong:  
\$128 for total production cost and \$13 for transportation.

Lau Sze Cheung:  
How much does the coloring cost?

Chan Wing Kin:  
It will cost more for multiple colors and more additional logos.  
We are not sure about the design but only the color will matter with the cost.

Lau Sze Cheung:  
Stamping is poor in quality.

So Chui Wa:  
Have you considered other companies except Tao Bao?  
It costed \$130 last year while the quality is uncertain. You can take a look at the samples and size.

Chan Wing Kin:  
We looked up some companies. They will take the order and order them from Tao Bao.

Lau Sze Cheung:  
If the company is in Hong Kong, you can issue compliant. But, for Tao Bao, it would be too much of a hassle to do so.  
You can get the sample at the company which will be better than just looking at photos because they may not be real.

## **Orientation Camp**

Chan Wing Kin:  
We will send requests by Whatsapp for recruitment of leaders next week. It will be about the theme, content, event date and briefing date.  
We accept either bank transfer payment or cash payment. Cash payment for leader will be done during counter period for graduation party. We expect there to be 10 leaders. If there is enough leaders, we will shut down the counter then. Otherwise, we will extend the period until more join and deadline is briefing session. At the meantime, we will send recruitment message to potential leaders. In addition, we will remind people not to be leaders for other societies under science school as this may lead to time clash.

Lau Sze Cheung:  
Will Independent Clubs Associations' orientation camps have time clash with ours?

Chan Wing Kin:  
No, Independent Clubs Associations usually hold orientation camps for two days only and will not cause time clash.  
After that, we will start marketing work. We have already read the email you have sent us and we are dealing with them. We are preparing a sponsor list and will send email for sponsorship. If we need to call sponsors, we will distribute workload among executive committee members.  
Regarding booking of venue, we need to wait until orientation affair committee forms. External vice president will deal with other societies for our preferred venue after our decision is made so this matter cannot be determined at the moment. For back-up venue, it depends on the situation so we cannot decide now.

In preparation of material, we will buy game material in early July. The Budget is \$500 which mainly accounts for beach day, which costs \$400. Other than beach day, other material will account for printing. It is not very expensive.

The games will be tested during mid-July. We will ask friend to help us demonstrate the games and may record video during the process so as to provide enough information to leaders, assuming that text only may not be enough. We hope we will know if the games are interesting or if there are bugs in them.

The briefing session will be held in late-July. Leaders will be divided according to gender and major. The result will be announced in the meeting. Also, time, theme, rules and rundown will be shown to them. Besides, we will remind them of how to deal with injuries, keeping time, taking photos and communication between leaders of each team to avoid huge disparity between the two teams.

For promotion, our orientation camp will be posted onto online forum so that International Research Enrichment students will know it.

Recruitment of participants will start on Registration day. Payment can be made by cash or bank transfer. If a freshman does not have enough money, we will ask for a deposit of \$100 and remind them to pay the rest during pre-registration session. After each registration, a parent consent form will be send out to students under 18. We will also ask he m for special medical conditions and emergency contact. Last but not least, we will remind them the event is not refundable. The main target for our orientation camp is International Research Enrichment Students and students under science school supposing that all students at that day are students under science school while we do not suggest non-local students join by reminding them of the use of Cantonese during the event.

Lau Sze Cheung:

What if they ask for refund during registration day?

Chan Wing Kin:

We will tell them this is not refundable when they pay.

Chiu Wen Han:

How to invite non locals to orientation camp?

Chan Wing Kin:

We will introduce that the o-camp will be in Cantonese.

Chiu Wen Han:

How to contact non-local or non-jupas International Research Enrichment students?

Liaw Ming Wai:

Any means of contact.

Lee Wai Hang:

Why non-Cantonese students are not accepted?

Chan Wing Kin:

We will have to waste more time on introducing the rules.

Lau Sze Cheung:

We do not need host to introduce rules in English and Cantonese but we just need one executive committee member to tell them the rules.

Chan Cheuk Yin:

We should express your sincerity while rejecting them in a subtle way.

Lau Sze Cheung:

Although the event is conducted in Cantonese, somebody is assigned to explain rules to them. This should be better.

Chan Wing Kin:

On pre-registration day, we will take a photo of each freshman.

Lau Sze Cheung:

Is it conducted in Sci home? Are you allowed to go into the venue?

Chan Wing Kin:

You can look through the glass and take photos when they leave. We will also ask freshmen if they are interested in having lunch together, during which we can take photos.

Before orientation camp, we will check booking of venue, check if freshmen have special requests, distribute them into groups and ask if there is somebody who has to leave early.

On the third day before orientation camp, we will send reminders to participants about materials needed in orientation camp and ask if someone has to leave early or come late. On the day before it, we will ask them again and remind them to bring parent-consent form on the day of orientation camp.

Lee Wai Hang:

Why don't you give them parent consent forms on registration day and collect them on course pre-enrollment day.

Chan Wing Kin:

We will think about it later. This is a good point.

Besides, we will remind them to bring personal care items. If they get injured, we will follow university guidelines. If the injury is small, we will deal with it ourselves. Otherwise, we will inform security centre.

Lau Sze Cheung:

Will you help them to clean the wound?

Chan Wing Kin:

Some executive committee members have got a first-aid license. If the accident is vital, we will call an ambulance.

If the injury is caused by the activity being too dangerous, that activity will be stopped immediately.

During free time, participants can take shower and they can play the card games provided. Playing 'room game' is not compulsory. We will remind them the activities on the next day will be physically demanding.

Alcoholic drinks are forbidden for participants under 18. Hall office also doesn't allow. Similarly, we will remind them the activities next day will be physically demanding. However, we will not stop participants over 18 from drinking alcoholic drink except in hall. Still, we will remind them of the situation next day.

If someone needs to leave early, we will tell the leaders in advance.

We will ask leaders to remind their teammates to get up 20 minutes before the function.

Lau Sze Cheung:

Will executive committee members join 'room' game? Do you mean leaders will not tell them to get up before breakfast?

Chan Wing Kin:

Yes, if they do not eat breakfast, we will provide snack for them.

Lee Wai Hang:

You should remind the leaders not to play too late at night.

They should have a breakfast so wake them up earlier.

Chan Wing Kin:

Rain will not affect our activities much because the activities are conducted indoor at HKUST. Joint-science will be rearranged if it rains.

Chan Cheuk Yin:

How to handle ordered food if some related activities are cancelled.

Chan Wing Kin:

Barbecue food is ordered on that day so it should not be a big problem. For others, we will cancel the orders.

We have 5 to 10 minutes for buffering so it is unlikely to overrun.

On the first day, registration will be at around 12:00 to 12:15 for participants. In the next 15 minutes, an introduction to International Research Enrichment will be given by Program Coordinator. From 12:30 to 13:30, it will be ice breaking at HKUST.

Lau Sze Cheung:

Is it enough to have just 15 minutes for registration?

Chan Wing Kin:

The gathering time is 12:00. At 11:30, we will estimate if people are late. Then we can delay all timeslots.

Lee Wai Hang:

Prof. Robert Ko has to wait, doesn't he? Also, he may have to see them changing T-shirt. Why don't make the registration earlier?

Chan Wing Kin:

15 minutes are used for changing orientation camp tee. This can be used as buffer.

Lau Sze Cheung:

It will be even 15 minutes earlier for leaders.

Chan Wing Kin:

We will ask them to have breakfast together.

Lau Sze Cheung:

Where will they have breakfast?

Chan Wing Kin:

If the venue is near common room 3, we will have it at café. If the venue is near common room 7, we will have it at McDonald.

Lau Sze Cheung:  
What if Prof. Robert Ko can not come?

Chan Wing Kin:  
We will cancel it.

Lee Wai Hang:  
Is this the tradition for coordinator to give a speech?

Lam William:  
Yes, it is for my years.

Chan Wing Kin:  
We may ask Prof. Rolf Lortz as substitution.

Lau Sze Cheung:  
As long as the professor will not talk about his major most of the time.

Chan Wing Kin:  
The content will be about International Research Enrichment instead of any majors.

Lee Wai Hang:  
If Prof. Robert Ko is invited, remind him not to repeat the speech in orientation talk.

Lau Sze Cheung:  
It should not be too academic.

Chan Wing Kin:  
I agree but it is necessary to introduce what International Research Enrichment program is.

Lau Sze Cheung:  
It should be already introduced at registration ay.  
Instead, it should focus on university life.

Chan Wing Kin:  
He can briefly introduce for International Research Enrichment for 30 seconds.

Lau Sze Cheung:  
Remind him when inviting him.

Chan Wing Kin:  
From 13:30- 13:45, we will settle luggage. We have 3 rooms in IRE common where we can store the luggage.

Lau Sze Cheung:  
Will executive committee members help them to bring luggage up to the room?

Chan Wing Kin:  
Yes.

Lau Sze Cheung:

After ice-breaking at LG5, you will go to lift 25/26. After that, you will go to bus stop. This will require more than 15 minutes. You should tell them the location of society room at registration day and ask them to settle down luggage there in advance.

Chan Wing Kin:

Someone may forget where the room is so this is not appropriate.

Lau Sze Cheung:

I don't think it is a good idea to have no one in HKUST.

Remind them not to bring too much money and to keep important belongings by themselves.

Chan Wing Kin:

Some executive committee members, while in ice-breaking game, is idle, so they can help bring luggage to society room.

The schedule is as follows:

13:45-14:30 Travel to Clear Water Bay

14:30-15:30 Ice break game on the beach

15:30-16:00 Team Creation

16:00-18:00 Team-Based Games (Beach)

18:00-18:30 clean up

18:30-19:15 Travel to HKUST campus

19:15-19:45 Reclaim luggage and check in

19:45-21:30 Barbecue

21:30-22:30 Theme Game I "Introduction"

22:30-23:00 Demonstrate IRE Cheers for Joint-Science Mass Game

Lau Sze Cheung:

They may be inactive if Beach day is arranged on the first day.

Chan Wing Kin:

That's why we have ice-breaking section before beach game.

Lau Sze Cheung:

What is the use of ice-breaking section?

Chan Wing Kin:

Literally ice breaking.

Lau Sze Cheung:

Why do you have ice-breaking games on beach?

Chan Wing Kin:

We can play some ice-breaking game before battle games.

Chan Cheuk Yin:

Have you considered having barbecue on beach?

Chan Wing Kin:

It is hard to buy food and bring it there.

Lau Sze Cheung:

How are the games on Beach day different from those in HKUST?

Chan Wing Kin:

They involve sand, water and more running.

Lee Wai Hang:

Why must the ice-breaking games be held in HKUST, instead of on beach?

Chan Wing Kin:

It would be awkward for freshmen when they are travelling to the beach since they may not be familiar with each other.

Chan Cheuk Yin:

Why don't you change the beach day to the second day?

Chan Wing Kin:

To avoid affecting theme game since it is already decided.

Lau Sze Cheung:

The only difference is their participation if you swap day 1 with day 2, isn't it?

Chan Wing Kin:

We cannot proceed with part II without part I. Plus, we need projectors, which is not available on beach, for some of the games.

Lau Sze Cheung:

Put beach day on second day morning and theme game part I and II to first day. Just wake them up earlier for more time. Otherwise, put beach day in the afternoon on the second day and finish all parts of theme game before that.

Chan Wing Kin:

The change is so large that we need to discuss later.

Lau Sze Cheung:

Understood.

Chan Wing Kin:

I personally prefer the latter one.

Lau Sze Cheung:

Can you change the parts after designing them?

Chan Wing Kin:

We have outline them to estimate the time.

Lau Sze Cheung:

Can you postpone part III of theme game? The game needs to run continuously for 6 hours, doesn't it?

Chan Wing Kin:

It would be about 5 hours.

Lee Wai Hang”

What is the difference between "small talk" and "sharing"?

Chan Wing Kin:

Small take is one to one conversation. It's mainly about academic, not relating to orientation camp.

Lau Sze Cheung:

Why is it include in orientation camp?

Chan Wing Kin:

It's is similar to that last year.

Chan Cheuk Yin:

Perhaps you can postpone sharing to turtle back and merge small talks to time capsule.

Chan Wing Kin:

These amendments are feasible, but cannot be changed at this instant.

Lee Wai Hang:

Then we should have Extraordinary general meeting for it earlier. Last year, we have it in July. You should have it during mid-June this year.

There could be much uncertainty about these scheduled things like joint-science activities.

Lam William:

It would be difficult for freshmen to get familiar with each other in 1 hour of ice-breaking games.

Poon Lok Nga:

Freshmen would sit with executive committee members or leaders during the travel. It would be easier for them to speak and get familiar with the other.

Chan Zhao Cong:

Moreover, we have two ice-breaking game sessions.

Lam William:

You just need to convince us to believe the ice-breaking games is good enough to build the atmosphere. Then your original plan is acceptable.

Chan Wing Kin:

These have to be discussed for the games.

Lam William:

I concern the atmosphere only.

Lee Wai Hang:

After one day, the atmosphere will not be so weird.

Chan Wing Kin:

Now we have two plans. First, beach day is held on the second day. Second, as long as the ice-breaking game is good enough, the beach day on the first day is fine.

Lam William:

Do not assume room games are not important. In fact, they are quite important.

Lau Sze Cheung:

Travelling cannot assume to be helpful for ice-breaking because only two people sit together.

Poon Lok Nga:

They can talk to people behind or in front of them.

Lau Sze Cheung:

Still, it involves few people.

Poon Lok Nga:

It could be more effective than ice-breaking game.

Lee Wai Hang:

if there is joint-science activity, you should demonstrate cheers every night

Theme game should be shorten. I think you have ability to play theme games for three days, but it is not necessary. There are four parts in introduction, but now you have five parts.

Chan Wing Kin:

We can cancel theme game part III, the most flexible one.

Lee Wai Hang:

Amend lunch time on the second day. It takes 1.5 hours. Does it really need to take such long?

Chan Wing Kin:

Theme game for the third part is in HKUST only.

Lee Wai Hang:

You can even set for one day for whole Hong Kong. You may decide on your own.

Chan Wing Kin:

More importantly, we should be familiarized with HKUST.

Lee Wai Hang:

You should be familiarized with Hang Hau too. It doesn't mean you should have an orientation camp there!

Chan Wing Kin:

After a field trip, we will revise coverage of the locations of our games.

Lee Wai Hang:

It is good to have a sense of orientation, which is teach freshmen with some knowledges. But it is impossible to teach them with all you have. Less is more. You have to choose.

Chan Wing Kin:

The fourth part will be held at LSK.

Lee Wai Hang:

You don't need to go to every place, and the meal takes too long! 1 hour for breakfast is unrealistic. 45 minutes is enough.

Why does lunch on the second day take 1.5 hours?

Chan Wing Kin:

We afraid people will be too tired so there would be time for them to take a rest.

Lam William:

Are you afraid they may be too bored after they have their meal?

Lee Wai Hang:

Too much running is involved on day 2 and this costs so much time while this may not be necessary. You cannot say marathon is interesting so we should run a marathon.

Chan Cheuk Yin:

You have to mark down the time distribution. You must revise time, game content, and game arrangement.

Chan Wing Kin:

Theme game consists of 5 parts. The theme is spy. We have two teams to compete for one thing. Basically, it is a role playing game with different attributes and items.

Part I is introduction introducing the them background and define their attributes.

Lee Wai Hang:

Does it involve physical exercise?

Chan Wing Kin:

A chains of games. Some are physically- demanding and some are not.

In part II, with teams divided, they will complete tasks at seaside. One game will require player to shout on one side of the bridge leading to marine laboratory while another player have to record what he says on another side.

Leung Cheuk Wai:

It is less intense than in the afternoon.

Lau Sze Cheung:

Are they compete for time record?

Chan Wing Kin:

Time is sufficient for them to finish all tasks.

In part III, different executive committee members will scatter around HKUST. Each has different tasks of different difficulties. The difficulties decides what part of story they will receive.

At this stage, the role playing game system will be useful for them. They may get items to make some tasks easier according to their attributes. For example, with higher intelligence attribute, they will know more information.

The prize of the games are clues, information or tools.

When they are gathered at some designated point, they will play special games which are relatively intensive. For example, they will play baseball. Another game is similar to playing tag. The third is king of the hill around café.

Dinner for day 2 will last for an hour. Then we have final encounter at the end of afternoon session.

The 2 teams will have many clues that time and they have to construct a right story and find out a target. They need those information to walk in academic building to find a room of interest. The target will run off to IAS before being found. You have to get as many information to find the room fast. We have prepared 3 to 4 mass games for final encounter.

Lee Wai Hang:  
IAS Security guard may not allow you to play at there.

Lau Sze Cheung:  
What if two teams arrive at the same time?

Chan Wing Kin:  
On the contrary, we will give some information to the team who is losing to balance two teams.  
In The resolve, we will book an lecture theatre or a room where there is a project to play video.

Chan Cheuk Yin:  
Why does it take so long?

Chan Wing Kin:  
It includes walking and prize presentation.

Lee Wai Hang:  
Plan the route wisely. Don't always walk from a far end to another.  
Try to play less games or try to reduce walking.

Lau Sze Cheung:  
Don't chase to IAS. Instead, do it around hall.

Lee Wai Hang:  
They want to introduce IAS.

Lau Sze Cheung:  
Orientation is not only done at orientation camp.

Lee Wai Hang:  
You don't have enough time for orientation camp. You cannot do everything. You should think if day 2 should be so physically demanding.

Lau Sze Cheung:  
5 hours could be too much.

Lee Wai Hang:  
Is it necessary for walking 5 hours?

Chan Wing Kin:  
It includes gaming time and needs to control their location.

Lee Wai Hang:  
For city hunt in Hong Kong, it may not be enough but 5 hours is too much for that in UST. If you say you have to play other games, you should doubt if you have to include so many games. Campus run for 5 hours is too long.

Chan Wing Kin:  
Mass game will last for 1.5 hours. Every games will last 7 minutes, and we will play around. We have prepared 2 hours of game. 40 to 50 minutes are reserved for data analysis.

Lee Wai Hang:

Then you should think if you need 20 games. There are not much checkpoints in HKUST.

Chan Wing Kin:

We focus on theme development.

Lau Sze Cheung:

Is data analysis really necessary?

Chan Wing Kin:

We will remind leaders that they have to analyze any new information after they get it.

Lau Sze Cheung:

If they have a choice, they may choose finish running around then do all data analysis at last.

Chan Wing Kin:

They have the last 45 minutes for data analysis according to schedule.

Lau Sze Cheung:

Is it possible to interject lunch in the middle?

Chan Wing Kin:

I am afraid the two teams may exchange their information. I do not want two team gather again after having lunch together.

They will not chat if they do not have any spare time

Lee Wai Hang:

Are the 1.5 hours separable?

Chan Wing Kin:

Yes.

Lee Wai Hang:

There are too many games! You may not be able to handle. Do not think you make a perfect story implies they have to use all their time. You can simplify the story. Twenty check points or games are too many.

Chan Wing Kin:

Sometimes they may get items but not clues.

Lee Wai Hang:

In total, your orientation camp has about 30 to 40 items. It doesn't need to be that complicated.

Chan Wing Kin:

They are not clues. Some define the attribute.

Lau Sze Cheung:

Sometimes you may not have to reduce items.

Chan Cheuk Yin:

You got too many items.

Lau Sze Cheung:

Games at each check point do not need 7 minutes. You may try to fix it to 5 minutes at most.

Lee Wai Hang:

Part III has the biggest problem. It cannot last that long.

Chan Wing Kin:

If beach day is fitted into the schedule of day 2, part III can be reduced down to 1 hour. Then part I and part II can be postpone to day 2. This fits the criteria you have stated.

Lam William:

How long will beach day take if it is held in the morning?

Chan Wing Kin:

We need to play up to 12:30.

Lam William:

You may be in a rush that the games will finish very fast.

Lau Sze Cheung:

This may not be enough.

Chan Wing Kin:

We decide to allocate 3 hours for beach day. If we extend the beach, the lunch will be so troublesome.

Lam William:

Why don't you order pizza at beach?

Lau Sze Cheung:

It is possible.

Lam William:

Meal should not be the most worrying thing.

Chan Wing Kin:

3 hours are enough for beach day.

Lam William:

They will be bored on beach.

Lee Wai Hang:

If games alone take 3 hours without traveling time, I think it is acceptable.

Lau Sze Cheung:

When you first go to beach, you will not engage into the games, so you will not be so elated.

Chan Wing Kin:

Ice breaking game on day 1 should be more.

Lam William:

If beach games are in the morning, you need more warm-up games since they may still feel sleepy. Warm-up games should last for 30 minutes.

Lau Sze Cheung:

How about UST run? After that, it can be lunch and, finally, beach games.

Chan Wing Kin:

This is a little harder as they may not be connected well.

Lau Sze Cheung:

This can help reduce time for warming up.

Lam William:

For beach day, 3 hours of game on beach is okay without including warm up time.

Chan Wing Kin:

Yes. I think ice-breaking games on beach can be recycled into warm-up games.

Lam William:

Unless you can make games more interesting, this may not be enough.

Chan Wing Kin:

Part I and part II accounts for attribute and are not directly related to part III, IV and V so they can be disconnected.

Lau Sze Cheung:

Part III involves fights between the two teams. Can you move these games to beach day? Then you can save some time.

Chan Wing Kin:

It can be considered.

Lam William:

It is very complicated.

Chan Wing Kin:

For example, after you gain some marks for playing games.

Lee Wai Hang:

If you start traveling at 9 am, play 3.5 hours of games and then have lunch, it is possible to fit in timetable. It depends on your willingness!

Chan Cheuk Yin:

This is their orientation camp but not ours.

Chan Wing Kin:

We didn't expect beach game to be held on day 2.

Lee Wai Hang:

In sum, beach day on day 2 will last for 3.5 hours.

Lau Sze Cheung:  
3.5 hours are enough.

Lam William:  
If you play games when you are sleepy, it is difficult to be engaged.

Lau Sze Cheung:  
Playing in the morning will differ from playing in the afternoon.

Poon Lok Nga:  
I think it also varies among people.

Chan Wing Kin:  
I'm afraid it would be too exhausting if they have to play beach games after so much physical movement.

Lau Sze Cheung:  
They may get rest on the bus. It won't be too tiring.

Lee Wai Hang:  
Just revise the schedule first.

Lau Sze Cheung:  
Is it necessary to have barbecue at night on Day 1.

Leung Cheuk Wai:  
We may have barbecue after beach day.

Lam William:  
It is so hot.

Lau Sze Cheung:  
If you have BBQ on the first day, when will you buy the food at that day?

Chan Wing Kin:  
We will have two executive committee members go to Hang Hau for food and help to set up the fire.

Lau Sze Cheung:  
Will you consider buying food before 12:00?

Chan Wing Kin:  
We are afraid food will be stolen if put in hall common room.

Chiu Wen Han:  
Why don't you put food in your fridge at hall? We did that last year.

Chan Wing Kin:  
It is not cold enough for that fridge, is it?

Lau Sze Cheung:  
Will you have rooms at that time?

Chiu Wen Han:  
Supposedly you will get one if you apply.

Chan Wing Kin:  
We concern food will melt at room fridge, or stolen at common room fridge.

Lau Sze Cheung:  
What is the role of executive committee members following the groups?

Chan Wing Kin:  
They are responsible for informative stuffs in game, and t send message to receive the clues.

Lau Sze Cheung:  
Will they join and play except typing code?

Chan Wing Kin:  
They won't.

Lau Sze Cheung:  
We think executive committee members can play together, not only facilitating the game.

Chan Wing Kin:  
They know everything. If they are too engaged, they may give hints.

Lau Sze Cheung:  
Will you change society chop?

Chan Wing Kin:  
No. Designing a new one is too complicated.

Lau Sze Cheung:  
We need to have an extraordinary general meeting for orientation camp. It wouldn't be too difficult to discuss that at that time.

Chiu Wen Han:  
Why do you set orientation camp tee to be \$50? They are usually low in quality. You can apply for camp tees from sponsors. Plus, you will wear it for 1 to 2 days

Chan Zhao Cong:  
They can force us to print something on them.

So Chui Wa:  
One tee costs around \$31 to \$32 in Hang Fung.

Chiu Wen Han:  
Will executive committee members have their own camp tee?

Liaw Ming Wai:  
They will wear society tee in next session.

Chiu Wen Han:  
You design the tee and dress for two days, don't you?

So Chui Wa:  
What about joint-science tee?

Lam William:  
What problem will they have if there is joint science function?\

Chan Cheuk Yin:  
Most likely, they won't have any joint science function.

Chan Shing Cheong:  
People need to order another one and this incurs more loss.

Chiu Wen Han:  
Budget should include joint science.

So Chui Wa:  
Even if you order things altogether, you cannot reduce the cost because that is based on individual number for each society. For example, if Biochemistry Students' Society order 100 and we only order 30, they will have a lower price. Mostly, we have around \$31 to \$32.

Chiu Wen Han:  
Why is lunch on day 2 so expensive?

Chan Zhao Cong:  
For buffering.

Lau Sze Cheung:  
What are the decoration item on financial budget?

Chan Shing Cheong:  
To buy a cloth for counter during orientation week.

Lam William:  
How to come up with the \$60 each person for barbecue?

Chiu Wen Han:  
It is usually around \$40 to \$50.

Lam William:  
The reality is you usually use much less than budget. Just to remind you.

Lau Sze Cheung:  
What will you buy for snack and drinks for beach day?

Chan Zhao Cong:  
We plan to have beach day on the first day so they need to have lunch before 12:00 and may feel hungry.

Lau Sze Cheung:  
When will you give them snack?

Chan Wing Kin:

We will ask leader if they want to have snack.

Lau Sze Cheung:

Will it be at the middle of game? I think the time on beach day is precious. You may have snack on bus.

Chan Zhao Cong:

It will be too early.

Poon Lok Nga:

It makes sense to have chocolate bar when you are walking.

Law Cheuk Ting:

Will the barbecue site be used by other people? You may need to clean it up.

Chan Zhao Cong:

We suppose it will not be used by other societies because the barbecue site cannot contain that many people.

Law Cheuk Ting:

You have only 1 hour 15 minutes for BBQ, and what if there are people using the venue after BBQ?

Chan Wing Kin:

Generally, no one will have BBQ at midnight.

Poon Lok Nga raised a procedural motion to lay agenda item 9 and 10 on table at 16:35 and Chan Wing Kin seconded.

For 14, Against 0. The procedural motion is passed.

Chan Zhao Cong: raised a procedural motion to resume the discuss of agenda item 8 at 16:36 and Chiu Wen Han seconded.

For 15, Against 0. The procedural motion is passed.

Law Cheuk Ting:

What are your responsibilities?

Leung Cheuk Wai:

According to constitution, i should deal with external affairs. Also, I have to seek sponsorship, know other marketing secretary and help other executive committee members.

Law Cheuk Ting:

What is meant by marketing and seeking sponsorship?

Leung Cheuk Wai:

Sending emails to sponsors or calling them to ask for benefits or sponsorships.

Law Cheuk Ting:

How about trading things?

Leung Cheuk Wai:

It is on me and External Vice President.

Law Cheuk Ting:  
Have you started on marketing work?

Leung Cheuk Wai:  
We have started but we have not sent mass emails yet.

Law Cheuk Ting:  
For what event?

Leung Cheuk Wai:  
Orientation camp. We are writing a list of possible companies and a proposal for companies that want us to promote for them.

Law Cheuk Ting:  
Name some companies which you can get sponsorship from.

Leung Cheuk Wai:  
So Chui Wa sent me a list on which there are companies that gave us sponsorship.

Law Cheuk Ting:  
What agent have you contacted?

Leung Cheuk Wai:  
AIA and Modern Education.

So Chui Wa:  
What have you learnt from attending AIA sponsorship briefing session?

Leung Cheuk Wai:  
I have learnt how to think from the company's perspective.

So Chui Wa:  
Will marketing secretary be responsible for ordering society tee?

Leung Cheuk Wai:  
Lee Cheuk long will be in charge of orientation camp tee.

So Chui Wa:  
What difficulties have you encountered during promotion period?

Leung Cheuk Wai:  
I don't know if the proposal is not well-written or the working principle of the companies. They didn't reply and I have to send more than one time.

So Chui Wa:  
No reply is usual as many students' societies contact them.

Leung Cheuk Wai:  
Also, promotion period is not as famous as orientation camp so the companies are not ready.

So Chui Wa:

Promotion period is not famous. They do not expect societies will come to them so they sometimes may offer sponsorship. However, during orientation camp, we will be deemed as small society. As a result, they may neglect us.

If a company invite you to discuss with them for cooperation, what should you prepare?

Leung Cheuk Wai:

Be familiar with the background of that company and the target they are aiming at. Also, we should know what we need. A proposal should be drafted. The proposal should have 2 parts, including what we ask for and what we can offer.

So Chui Wa:

Remember to print out the proposal or bring the promotion materials of previous orientation camp so as to state where the company's logo will be put on.

What is are the targets for orientation camp this year?

Leung Cheuk Wai:

Refers to orientation camp marketing plan. To get at least one company sponsoring for each category or to get cash sponsor.

So Chui Wa:

I think Cash sponsor may be difficult to find. Ideally, sponsor product can be used in other events, but you should be aware of the details, for example, whether "orientation camp only" is stated.

Leung Cheuk Wai:

If the regulations are not stated, can I trade with other societies?

So Chui Wa:

I don't think there are any restrictions. I got sponsorship of facial masks last year and I traded with other societies. I just asked them to take a few photos of it.

If the company require photos, ask the societies to help take several photos and send us.

You should still include the company's logo in our camp booklets.

For trading, I don't think you have to trade many things. For example, if you get one sponsor, other societies might get the same sponsor too. Therefore you cannot trade with them.

Have you contact with other marketing secretary?

Leung Cheuk Wai:

No, I only made my entry into the Whatsapp group for most marketing secretaries.

So Chui Wa:

Are you the only marketing secretary from science societies in the group?

Leung Cheuk Wai:

No, almost all marketing secretaries are there.

Lee Wai Hang:

Is there anybody you are especially familiar with?

Leung Cheuk Wai:

Not really.

Lee Wai Hang:

You should befriend with them now. You are not able to judge if a plan is good enough. You should compare with them.

Have you contacted any agencies?

Leung Cheuk Wai:

AIA and Modern Education.

Lee Wai Hang:

What about Hang Fung and Event Elite?

Leung Cheuk Wai:

They have not sent email to us yet.

Lee Wai Hang:

Be more proactive to find companies outside. Don't expect they will approach you.

Will you find companies that are not on So Chui Wa's list?

Leung Cheuk Wai:

Yes, the current list is based on Cathy and Ivy's lists and I have picked some companies which will have response and which will have items. I try to add some new companies in the list and I have asked Lee Cheuk Long to write the list.

Lau Sze Cheung:

How to co-operate with another marketing secretary (Lee Cheuk Long)? What is the work division?

Leung Cheuk Wai:

Usually, I assign jobs to Lee Cheuk Long.

Lau Sze Cheung:

How do you come up with a decision? Will you make one on your own?

Leung Cheuk Wai:

I will report any news in regular meetings and ask for opinions.

Lee Wai Hang:

What companies are new in the list you made? Why did you add them?

Lee Cheuk Long:

Some daily utilities like toothpaste. We added Oral-B. We have check So Chui Wa's list and added what is necessary for us.

Lee Wai Hang:

How to judge if it is necessary?

Lee Cheuk Long:

It depends if it is daily utilities for orientation camp such as combs, shampoo, body wash, drinks, cup noodles and slippers.

Lee Wai Hang:

Everything is good to have. Try to approach every category first. Ask other societies marketing secretary to know what companies will offer sponsorship.

Chan Cheuk Yin:  
You must find more than enough.

Lee Wai Hang:  
If you have extra, you can reserve it for orientation week or exclude in orientation camp.

Lau Sze Cheung:  
Recycle bag is a must.

So Chui Wa:  
You can trade extra recycle bags with other societies.

Lee Wai Hang:  
Explain your division of labor with Leung Cheuk Wai.

Lee Cheuk Long:  
For small project, we will work on our own.

Law Cheuk Ting:  
What is your role in function that does not require marketing?

Lee Cheuk Long:  
Help other executive committee members for works that need labour.

Law Cheuk Ting:  
I think as a team, every teammate need to work. Marketing Secretary should not only focus on marketing.

Lee Wai Hang:  
Are you dividing workload according to company or work kinds?

Lee Cheuk Long:  
Leung Cheuk Wai will send emails.

Lee Wai Hang:  
What is your work then?

Lee Cheuk Long:  
I am finding companies for the list. I have prepared a list and I asked Lee Cheuk Long to decide what to mark and quantity this week. I am now dealing with Modern Education Proposal, so I asked Lee Cheuk Long to do other things.

So Chui Wa:  
Sorting according to company category is good.  
What if the company says your society is not big? What would you do?

Lee Cheuk Long:  
Although we have few members, but our members take part very often.

Lau Sze Cheung:

It varies between people in HKUST asking this question and an outsider asking this question. They expect different answer.

Lee Cheuk Long:

They say this mainly because they think we cannot help them promote much. Other students can view our poster.

Wong Sheung Kin Ken:

You can state the pedestrian flow at atrium. For registration day and orientation week, there could be some thousands of people so a society of small scale is not a big problem.

So Chui Wa:

I also mentioned putting up posters was not just for our members. They are for the public. What should you be aware of when signing agreement?

Lee Cheuk Long:

Unreasonable restrictions, such as putting their logo on society tee. It is fine to thank them at the end of orientation camp.

So Chui Wa:

If they have sent a soft copy of agreement, you can share it with other executive committee members to check if there are any unreasonable demand. Make sure they know you are going to sign an agreement.

So Chui Wa:

Have you checked orientation camp tee items' price in financial budget? Have you given comments when you read about this price?

Liaw Ming Wai:

\$50 is a ceiling price. We prefer to overestimate rather than underestimate. It is good to have discount from marketing plans.

Lee Wai Hang:

What do you think about credit card sponsorship?

Lee Cheuk Long:

I don't disagree.

Lee Wai Hang:

Don't you think this is complicated?

Lee Cheuk Long:

We will discuss this later

So Chui Wa:

Just don't force them to do it. Late plan is usually better. Don't sign too hurry.

Chan Wing Kin:

What can you obtain for the credit card sponsorship?

So Chui Wa:

Similar to what you get from ordering orientation camp tee. 1 credit card gives you several points which represents different items.

Law Cheuk Ting:

Have you cooperate with other societies to involves plan of credit card?

Do you know other marketing secretary?

Lee Wai Hang:

What is your objective in the future? How many mark secs do you plan to be familiarized with?

Lee Cheuk Long:

It is hard to tell. I will define familiarized by having talked about 2 to 3 items.

Leung Cheuk Wai:

To contact marketing secretary of other science societies or other societies instead to avoid competition. But I think I will approach all marketing secretary of science societies.

Law Cheuk Ting:

I think it is necessary to have another group only for science society.

So Chui Wa:

You can ask if other marketing secretary have received information from the companies so as to get familiar with them.

### **Financial Secretary: Chan Shing Cheong**

Chiu Wen Han:

What is financial secretary's duties?

Chan Shing Cheong:

Make an accurate and complete financial record. Take photo copies of any receipt, claim subsidy and present the budget.

Lam William:

Apart from those in constitution, what else should you do?

Help executive committee members to claim their money back.

Chiu Wen Han:

Within what time should you claim subsidy?

Chan Shing Cheong:

Within 1 month after the event.

Lam William:

How to claim subsidy?

Chan Shing Cheong:

Fill in a form about the nature of the event. Submit the finance report and the receipt.

Lam William:

How do you submit the receipt?

You should stick it on an A4 paper with president's full name signature, financial secretary's signature, and society chop and society full name.

Which area are you going to promote when you promote?

Chan Shing Cheong:

Promotional and administrative.

Lam William:

Which area is harder to claim?

Chan Shing Cheong:

Refreshment.

Lam William:

Yes.

Stationery is easier to be claimed.

If a function has a loss, say \$100 loss, how many do you expect to claim?

Chan Shing Cheong:

\$90 to \$100.

Lam William:

It is too optimistic.

Chan Shing Cheong:

\$50.

Lam William:

You can claim more in orientation camp. That's why it is wise to have a loss in orientation camp.

If an executive committee members buy something without a receipt during an event, what will you do?

Chan Shing Cheong:

Write it down on an A4 paper to record any details.

Lam William:

That's not the best way. There are regulations and you should read it. Council have a form for this.

What is your responsibility in joint science functions when our society is not the one keeping financial record?

Discuss with external vice president. You may be able to check during preparation.

Chan Cheuk Yin:

We don't have Mathematics students' society this year so finance duties are divided. If we unfortunately have this job, you should read the previous record.

Lam William:

How to claim money for joint science function?

Chan Shing Cheong:

It requires signature of president and financial secretary with society chop.

A hard copy stuck on A4 paper with president's full name signature, financial secretary's full name signature, society chop, and society full name is needed. A soft copy should be submitted as reference.

Lam William:

After a joint-science function, what areas should you provide more details if you need to give a financial report to executive committee members?

Deposit is paid before the event. If there is no loss overall, you should claim all their money back. Student Union will distribute the subsidy according to deposit ratio. If there is remainder, it will be claimed back in light of the deposit ratio.

Enter three items under 'revenue' in the financial report for a joint-science function, say decoration: Student Union subsidies, refund of deposit, and refund of expenditure of our own society.

How long does it take on average to claim subsidy?

Chan Shing Cheong:

Within two weeks.

Chiu Wen Han:

What should you write on the receipt to give to members who pay?

Chan Shing Cheong:

Date, sign of financial secretary, name of that member, society chop and the mark of cash or cheque.

Chiu Wen Han:

What if you are not at the counter to sign the receipt?

Chan Shing Cheong:

Estimate number of members and write more receipts

Lam William:

Not giving receipt after receiving money is unacceptable because you may be in a mess and forget whether you have collected money from a certain person. The extra receipts can be used for the latter functions and as buffer in case other executive committee members write something wrong. If a member does not have enough money, and 50% deposit is collected first, what should you write?

Chan Shing Cheong:

Write clearly that only half is receive on the receipt, and write clearly the other 50% is paid in another receipt.

Lam William:

You can do that. But you should not write the full amount on the receipt

Chiu Wen Han:

How will you keep the money received?

Chan Shing Cheong:

If the amount is small, it will be kept at society box; if the amount is big, it will be kept at bank.

Lam William:

It may be dangerous to store money at society room since it may be messy. I recommend you keep it yourself.

Chiu Wen Han:

What if an executive committee members has spent too much money on a function? For instance, \$1,000.

Chan Shing Cheong:

I do not claim money to him. Or we may have a vote together with other executive committee members to decide if it should be claimed.

Law Cheuk Ting:

You should state in advance that if the amount exceeds certain value, we will have a meeting to decide if it can be claimed.

Chan Shing Cheong:

Okay.

Lam William:

Orientation camp usually has a loss but the rest events may compensate the loss. Claiming money mostly occurs in orientation camp. Which area should you concern?

Chan Zhao Cong:

It is just a raw idea.

Lam William:

Will there be any other function other than orientation camp suffers loss?

Chan Shing Cheong:

Class photo taking, orientation week, and senior students sharing.

Lam William:

Why?

Chan Shing Cheong:

It is because we will give out photos for free.

Law Cheuk Ting:

Who will you give?

Chan Shing Cheong:

All participants, and graduates will have a free photo. Also, not all items will be sold in orientation week. For senior student sharing, it is clear we cannot earn money.

Lam William:

Is there any function with refreshment which is expected to have a loss?

Chan Shing Cheong:

No. Instead, graduation party and Christmas party are earning money.

Lam William:  
I have no opinion on this  
What do you expect to achieve in this session?

Chan Shing Cheong:  
Keep the financial record. Know how to deal with data and statistic.

Law Cheuk Ting:  
What is the biggest challenge you expect?

Chan Shing Cheong:  
Record large number of receipts and suffer the possibility of mixing them up.

Lau Sze Cheung:  
How to deal with it?

Chan Shing Cheong:  
Record all receipts and take a photo of each immediately upon receiving them.

Chiu Wen Han:  
How about the hard copy?

Chan Shing Cheong:  
Use a file with many pages.

Lam William:  
After getting one receipt, record it immediately is too ideal. Usually there are practical problems. It is acceptable to record everything after each function.

Lau Sze Cheung:  
Do you have any development in other aspects expected?

Law Cheuk Ting:  
Do you have expectation on yourself?

Chan Shing Cheong:  
Being neat and careful.

Lau Sze Cheung:  
Is there anything you can learn except those related to financial secretary?

Chan Shing Cheong:  
Interpersonal relationship.

Lam William:  
There is one point you have to improve. You are not clear in regulations. Most questions are answered by your executive committee members, but not by yourself.  
After Annual general meeting, you have to hand in a report to Student Union. Do not cancel the bank account right after end of session 2015-2016 as some subsidy will still be released.

Law Cheuk Ting:  
Why do you think you are suitable for this position?

Chan Shing Cheong:

I am not good at other positions or work, such as documentary works.

Lam William:

You have to write report for claim subsidy and make it presentable.

Chan Shing Cheong:

I am more confident in handling numbers and figures rather than in handling words.

Law Cheuk Ting:

Do you have any experience for this position?

Chan Shing Cheong:

Yes, I will prevent overuse of money.

### **Marketing Secretaries: Leung Cheuk Wai and Lee Cheuk Long**

Lau Sze Cheung:

Marketing secretaries, please explain why you are suitable for your position.

Lee Cheuk Long:

I don't have any particular preference on my position. I only took what was left.

Leung Cheuk Wai:

I don't want to do some other positions, for example, external vice president. Plus, this was what left vacant that time. Also, So Chui Wa said marketing secretary has more opportunity to work with companies or organizations outside HKUST.

Law Cheuk Ting:

What personality do you have that is suitable for this post?

Lee Cheuk Long:

Being proactive which is important for sending emails to ask for sponsorship while the process may involve many setbacks.

Law Cheuk Ting:

What techniques do you expect to learn?

Lee Cheuk Long:

Techniques to communicate with companies outside.

Leung Cheuk Wai:

Techniques to write a proposal.

Law Cheuk Ting:

The most useful technique is to convince the others.

Leung Cheuk Wai:

And to think from the perspective of a company.

I am also intrigued by the sense of gambling that we need to guess the desired number of sponsor's products and what the sponsor would like to provide. If the number is too large, the sponsor may

not want to give, if the number is too small, the company may think the promotional effect is limited.

Law Cheuk Ting:

You still cannot find why you are suitable of this position. However, you may find something after doing this position.

Chan Cheuk Yin:

Why are there two marketing secretaries in the beginning? Did you two want to be marketing secretary simultaneously?

Leung Cheuk Wai:

I think one marketing secretary is not enough for the workload.

Lee Cheuk Long:

We don't need sports secretary and welfare secretary.

Chan Wing Kin raised the procedural motion to lay the unfinished items on table until the next session of Annual general meeting at 18:15 and Poon Lok Nga seconded.

For 14, Against 9. The motion is passed.

The meeting is adjourned at 18:15.

Minutes of International Research Enrichment Students' Society, HKUSTSU, Annual General Meeting 2015 Session VIII

Date: 25 April, 2015

Commencement time: 15:36

Chairperson: Lau Sze Cheung

Minutes Takers: Liaw Ming Wai, San Yik Chuen

1. To commence the meeting

Number of full member attendees: 15

The quorum was met. Chairperson Lau Sze Cheung started the meeting at 15:40.

2. To resume discussion for agenda items 9 & 10

Chan Wing Kin raised the procedural motion at 15:40 and Lui Ming Hon seconded.

For 15, against 0. The motion was passed.

## Orientation Camp

Previous meeting: the theme game for orientation camp was too long, and there were too much walking involved. Improvements were made and the updated orientation camp rundown was attached and sent via society email.

Chan Wing Kin:

According to the proposed year plan, we will start the registration of freshmen at 12:45 and ends at 13:15 so that there will be sufficient amount of time for them to settle down. In addition, we will require group leaders to arrive 30 minutes earlier. Afterwards, from 13:15 to 13:30, we will let the program coordinator, Prof. Robert Ko, to deliver a speech for the freshmen.

Lee Wai Hang:

It was too late to send us the attachments at around 15:00, you cannot expect members to prepare within such a short amount of time.

Wu Tsz Chun:

Why wasn't there attachments in the first email?

Chan Wing Kin:

It was mistakes on our parts.

If Prof. Ko is not free at that time, we opt not to find replacement from other coordinators as we fear it will cause the problem of unfairness.

From 13:30 to 15:00, we will play the ice-breaking games at the common room. Afterwards from 15:00 to 15:30, the freshmen and the group leaders will be split into two groups and create their own cheers and team board, after which they will engage in the group games.

Chan Cheuk Yin:

Can you do the email sending yourselves?

Wu Tsz Chun:

How many full members were present when you sent the email at 15:15 in the beginning of the meeting?

Chan Zhao Cong:

Seven.

Wu Tsz Chun:  
Where is Chan Shing Cheong?

Chan Zhao Cong:  
He is changing his clothes.

Wu Tsz Chun:  
You should reserve time for changing into suits, as you should follow the commencement time stated in the mass email.

Lau Sze Cheung:  
Continue.

Chan Wing Kin:  
Team-based games will span from 15:30 to 17:00. After 17:00, we will move the luggage to hall, and it will take us 15 minutes. Afterwards we will check in for the hall, and it will take us about 30 minutes to move all the luggages into the rooms and settle down etc.  
Then, we will play the first theme game at seaside for an hour, after which we will reserve 135 minutes for the barbecue at night.

Lau Sze Cheung:  
Where is the seaside?

Chan Wing Kin:  
From Hall VI all the way to the BBQ area. After the BBQ we will play another theme game called "Introduction" at either Common Room 4 or Common Room 5+6. This part will involve playing some small games and briefing for the main theme game. Afterwards, we will teach the freshmen and group leaders how to do the cheers. In case that there will be no Joint-Science Function, we will extend our game time so as to end at 23:00. After returning to hall rooms, we will play room games. For the second day, we will do the morning call at 08:15 and all people must finish their breakfast before 08:45. We will most likely provide breakfast purchased from LG5 McDonald's. At 09:00, we will walk to the bus stop to take a bus to Clear Water Bay, and we expect to arrive at our destination at around 10:00. A "pre-trip" will be done beforehand to ascertain the time needed and we will shift the breakfast time to some time earlier in the event that the traveling time takes longer than an hour. After the arrival at the beach, we will play beach games for 2 hours. The first part of beach games will be related to scores they will earn in the theme game Chan Zhao Congorow. At noon the executive committee members will go and collect the lunch which we plan to have from 12:15 to 13:00. After the lunch we will play the second part of beach games which will be less physically demanding as we will have just finished lunch. Again, the points earned here will have effects on the theme game Chan Zhao Congorow. We plan to end the beach games at 14:30 and we will reserve 30 minutes for cleaning up. Then, we will walk back to the bus station and take the bus back to HKUST, with estimated traveling time of an hour. We expect to arrive at the South gate at 16:00 to proceed to next part of the theme game. For transporting everyone's belongings back to Common Room, we will prepare plastic boxes so as not to interfere with the game play. Accordingly, the theme game will commence at 16:00 and we will stay at air-conditioned areas for the first hour as it allows the participants to recover. The venue of our theme game will span the entire Academic Building. At 18:00, everyone will be called to battle near the cafe, and the theme game will terminate at the southwest side near cafe. After finishing this part, we will walk to LG7 for dinner, which we estimate to take about 45 minutes. In other words, 18:30 to 19:15 will be the time for dinner. After the dinner, we will start the last part of theme game which involves code decryption at LG7. We expect this part to take up 45 minutes. With this part finished, we will move back to Hall

VI with some verbal mini games, which will be played around Bridge Link, along the way to keep our participants entertained.

Next part of the theme game will be played at seaside and hall areas, and it will be about treasure hunting. The night game will conclude at 21:15 near the BBQ site. In the event that the BBQ site has been booked, we will reserve 10 minutes for it and then return to Common Room, where we will hold the story-telling session. In this part, each team will present the story they have come up with the revelation given by executive committee member. About this part, there are some mistakes in the attachment.

The small-talk part will take about 45 minutes, during which the freshmen may pick whom to talk with. At 22:15, we will call everyone back to Common Room and start the 30-minute sharing session by the group leaders as well as the executive committee members. We will try to ask someone to initiate the sharing and have the spies speak in case of dead air. After the sharing session, we will have 30 minutes for writing time capsules. From 23:15 to 23:30, we will do the cheers. This part lasts shorter than the previous ones for it simply serves to reminding everyone what the cheers are like and bringing up the atmosphere.

For Day 3, it is very likely that there will not be any Joint-Science mass games but this is to be confirmed. We will come up with a back up plan after confirmation. We will most likely replace the mass games with games unrelated to our theme games. We will try to end the games at similar times for both cases, after which we will “write the turtle back” until 14:00.

Wu Tsz Chun:

You have a member here but there are neither hard copies of the year plan nor computers, how are they supposed to follow all of this?

So Chi Long:

I'm just passing by.

Wu Tsz Chun:

Next time you should prepare an e-copy.

Lau Sze Cheung:

I expect we will have the back up for Day 3 at Extraordinary General Meeting.

Chan Wing Kin:

We may consider extending the theme game, but we will do it after confirmation of there having no theme games to make the planning more flexible.

Lau Sze Cheung:

What if it rains on Beach Day?

Chan Wing Kin:

We will have breakfast at 09:00.

Lui Ming Hong:

Basically, the back-up plan will be the same as our old orientation camp plan which contains only games played on campus.

Lau Sze Cheung:

We will have Ebenezer as lunch?

Chan Wing Kin:

We will out which restaurant is the closest and Ebenezer is the closest in HKUST.

Lau Sze Cheung:  
But closest does not guarantee delivery.

Chan Wing Kin:  
We will have a follow up on this issue (lunch on beach day).

Lau Sze Cheung:  
For beach day games, will they involve sand only or will the participants get wet?

Chan Wing Kin:  
Both.

Wu Tsz Chun:  
Will the games involving water be played first or those involving sand?

Chan Zhao Cong:  
We don't want participants to get wet first.

Chan Wing Kin:  
We will play the water games after lunch.

Wu Tsz Chun:  
It is better to play the water games after lunch. Also, reserve some time for people to get changed after playing all the games.

Mak Wing Kwan:  
If someone has played all the official games you have prepared but he/she wants to swim, is it allowed?

Chan Wing Kin:  
In the event that the games end earlier than expected, we will suggest them to play team games.

Lee Wai Hang:  
I recommend you keep everyone stay together and dissuade them from swimming alone.

Mak Wing Kwan:  
When I was a freshman, we all went into the water after finishing all the games.

Chan Wing Kin:  
If they want to swim after playing all the games, then we can allow them to play longer.

Lau Sze Cheung:  
If some members rush into the water, how can you prevent it?

Chan Wing Kin:  
We will have informed the group leaders about this issue.

Lau Sze Cheung:  
Does any of the executive committee members know how to swim?

Chan Zhao Cong:

Yes

Wu Tsz Chun:

How many of you are swimmers?

Lee Wai Hang:

I think it is your responsibility as the organizer to dissuade them from swimming and ensure their own safety. But if they do not listen, it will be their own problems, so you should state it first to avoid any liability.

Chan Cheuk Yin:

What if there are no Joint-Science mass games?

Chan Wing Kin:

In that case, the part about doing the cheers on the first day will be canceled. However, we will still keep the cheers on the second day for it is part of our traditions.

Lau Sze Cheung:

Will you keep some snacks for the participants?

Chan Wing Kin:

We will give the snacks to the team leaders.

Chan Zhao Cong:

The snacks will be stored in a container.

Lau Sze Cheung:

It will be quite strange if they are not interested in the snacks.

Wu Tsz Chun:

Everyone's hand will be full of sand after playing the games, how are they supposed to eat snacks?

Lau Sze Cheung:

Since we will have lunch at noon and dinner at 18:00, maybe snacks are not that necessary.

Chan Wing Kin:

Our concern is that the games maybe a bit physically demanding.

Chan Zhao Cong:

But we will certainly consider your suggestion.

Lee Wai Hang:

It is better to teach participants the cheers on the first day even there is no Joint-Science mass games. If you have that only on Day 2, they may not be able to fully memorize the cheers and then the camp suddenly ends.

Chan Cheuk Yin:

If you encounter other societies, you can do the cheers.

So Chui Wa:

Is the introduction part scheduled to take 90 minutes?

Chan Wing Kin:

Yes

So Chui Wa:

But the games only take 60 minutes?

Chan Wing Kin:

We will have them to retell the story to make it up to 90 minutes.

Wu Tsz Chun:

After everyone return to HKUST after 16:00, you immediately play games afterwards?

Chan Wing Kin:

Yes, we consider the traveling time to be enough for resting, and also first part of beach day games is not too demanding.

Lau Sze Cheung:

How are you going to transport the belongings?

Chan Wing Kin:

We will borrow a cart.

Lau Sze Cheung:

How much luggage do you expect?

Chan Wing Kin:

There should mostly be clothings and water only.

Wu Tsz Chun:

What if I have something fragile?

Chan Wing Kin:

We can carry them by hands.

Wu Tsz Chun:

You need to remind them to raise any special requests about luggage transport beforehand, and also remind them not to bring fragile objects.

Lau Sze Cheung:

Also remind them not to bring with them too much belongings in the morning.

Lau Sze Cheung:

If there are no more problems about the schedule of Orientation Camp, we will leave the details to Extraordinary General Meeting.

### **Financial Budget**

Lau Sze Cheung:

Chan Shing Cheong, can you present the financial budget?

Chan Zhao Cong:

We have only made minor changes to the budget based on opinions received from last session of Annual General Meeting, but there are no significant changes made.

Chan Shing Cheong:

The price of camp t-shirt has been changed from \$45 to \$35.

Lam William:

Did you just change the numbers or have you found an actual company offering this price?

Chan Shing Cheong:

Yes, we have found a company from TaoBao.

Also, the price for game materials increased since we want the games to be more interesting and so we plan to buy more toys for Beach Day.

For the Semester Commencement Dinner, we have included cost of posters.

For Orientation Week, we assume 50 out of 60 packs of society paper will be sold.

Lam William:

You have included \$30 for laundry in Orientation Camp?

Chan Shing Cheong:

We assumed 2 days worth of laundry with \$15 per day which includes \$7 for washing and \$8 for drying, and 5 kg of clothes per instance.

Lau Sze Cheung:

How do you plan to claim the money for laundry?

Chan Cheuk Yin:

There will be no receipts, can you check the payment record?

Chan Shing Cheong:

We can go to the ITSC.

For the Graduation Party, we have added \$400 worth of game prize. In addition, cost of graduation cards have been changed and decoration cost has increased.

Lam William:

Did you increase the decoration cost since it was not sufficient?

Chan Zhao Cong:

Since the overall expenditure has decreased, we want to treat the graduates better.

Lau Sze Cheung:

Do not forget to use the extra money.

Lam William:

Are there no changes made regarding society jacket?

Chan Shing Cheong:

No.

Lam William:

Remember to claim the money for Semester Commencement Dinner back.

How do you estimate the number of society jackets to be sold?

Chan Wing Kin:

We estimated how many are guaranteed to order, may/may not order. Given the probability, we add the numbers up.

Lam William:

The budget is not bad, but you must remember to claim money.

Wu Tsz Chun:

Why do the first 4 items take up two more columns?

Chan Zhao Cong:

Formatting issue.

Lau Sze Cheung:

What about the print budget consumed by us? You included it in the financial budget.

Chan Zhao Cong:

We thought it was society cost and we will change it accordingly.

Poon Lok Nga raised the procedural motion to resume discussion of agenda item 8 and Chan Wing Kin seconded.

For 17, against 0, the motion is passed.

**Academic Secretary: San Yik Chuen**

Wu Tsz Chun:

Why did you choose the position as Academic Secretary?

San Yik Chuen:

I am not very good at leading, and I think I perform better in paperwork.

Lam William:

Then why don't you choose General Secretary?

San Yik Chuen:

I have done jobs similar to that effects, including drafting mass emails.

Lau Sze Cheung:

What does an Academic Secretary do?

San Yik Chuen:

According to the Constitution, I shall maintain the relationship of our society with Dean of Science and School of Science, and perform academically-related activities such as collecting sources, sending emails to professors, etc.

Wu Tsz Chun:

What do you mean by “academically-related”?

San Yik Chuen:

Activity like collecting and saving sources, and holding Senior Sharing Session.

Wu Tsz Chun:

What sources do you personally have?

San Yik Chuen:  
PHYS 1312, MATH 1023 papers.  
Wu Tsz Chun:  
Will you ask others to retrieve sources?

San Yik Chuen:  
I will ask.

Wu Tsz Chun:  
Have you ever asked me?

San Yik Chuen:  
Not yet, but I will soon.

Wu Tsz Chun:  
Do you know academic secretaries from other societies?

San Yik Chuen:  
I used to know one, but he quited from the society.

Wu Tsz Chun:  
What do you think is the benefits of doing so?

San Yik Chuen:  
We may exchnage for sources we do not have.

Wu Tsz Chun:  
Who is the head of Physics Department?

San Yik Chuen:  
Prof. Altman.

Wu Tsz Chun:  
And the coordinator of Physics Department?

San Yik Chuen:  
Prof. Lin Nian.

Wu Tsz Chun:  
You need to know them well.  
Which professor will recognize you?

San Yik Chuen:  
Prof. Chan Ho Bun.

Wu Tsz Chun:  
Do you know any senior students from other programs?

San Yik Chuen:  
Not much. I know some but they are not from School of Science.

Wu Tsz Chun:

Why do you think it is useful to know them?

San Yik Chuen:

Since they may also know other people.

Wu Tsz Chun:

That's not it. It is about Common Core sources.

They may have sources about exam papers and homework.

Do you have any sources apart from MATH and PHYS, for example essay sample with high scores and lab reports.

Lee Wai Hang:

Will you inform others of the GRE workshop discussion for postgraduate studies?

San Yik Chuen:

If time permits, I will certainly do so as it is beneficial to everyone.

### **Academic Secretary: Chung Yin Kwan**

Wu Tsz Chun:

Why did you choose academic secretary?

Chung Yin Kwan:

This post appears to entail fewer work, but I believe I can also help other posts in carrying out their duties, such as emailing to professors, sending whatsapp messages and taking minutes.

Wu Tsz Chun:

You can also do the same thing as a Welfare Secretary, why don't you choose it?

Chung Yin Kwan:

I wish to perform academically-related works. Moreover, I may complement San Yik Chuen in terms of Biology and Chemistry.

Wu Tsz Chun:

You two should collaborate.

Lee Wai Hang:

What is your major?

Chung Yin Kwan:

Biochemistry.

Wu Tsz Chun:

Do you have different aspirations from San Yik Chuen?

Chung Yin Kwan:

Quite similar. Do you mean post-wise aspirations?

Wu Tsz Chun:

For example?

Chung Yin Kwan:

In my opinion, I want to help this society to reach out to Chemistry and Biology societies. After all, you majored in Physics and are more familiar with it. I may maintain better relationships with other disciplines.

Wu Tsz Chun:  
Who is the head of Chemistry department?

Chung Yin Kwan:  
Prof. Lin Zhen-Yang.

Wu Tsz Chun:  
Biochemistry?

Chung Yin Kwan:  
For Life Science department, it is Prof. Karl Herrup.

Lam William:  
How are you going to get acquainted with the Life Science sides?

Chung Yin Kwan:  
I will contact professors from Division of Life Science. As most MBMS students are graduating, the society may become less close to Prof. King Chow and Dr. Jessica, so I wish to maintain this relationship.

Wu Tsz Chun:  
It is not sufficient to just take courses to maintain relationships, you need to raise more questions in lecture.

Wu Tsz Chun:  
When is the deadline for UROP application?

Chung Yin Kwan:  
5 June.

Wu Tsz Chun:  
Which courses have good/bad grades?

San Yik Chuen:  
Personally MATH 1023 have good grades.

Wu Tsz Chun:  
You should remind members to avoid courses with bad grades, such as those that offer no A-range even you have full marks.

Wu Tsz Chun:  
Any good grade Common Core?  
Personally I haven't taken many, but from what I've heard, SOSC 1960 and SOSC 1980 have good grades.

Lee Wai Hang:  
SOSC 1960 has good grade but large workload.

Wu Tsz Chun:  
How do you define good grade?  
San Yik Chuen:  
Measure in terms of standard deviation, etc.

Wu Tsz Chun:  
That's the mean grade.  
You should also be proactive about recommending good-grade course to freshmen.

Wu Tsz Chun:  
What are the requirements for graduation?

San Yik Chuen:  
Fulfill the common core requirements, plus IRE track requires us to take more courses.

Chung Yin Kwan:  
Also need to fulfill major requirements and take 120 credits.

Wu Tsz Chun:  
If I have enough credits but have not fulfilled graduation requirements, I will still appear on the Graduation List, but that does not mean you can graduate. The consequences are that you cannot use school services after the graduation ceremony. If that happens, what should you do?

Chung Yin Kwan:  
Something like asking to extend our account?

Wu Tsz Chun:  
Similar. You need to ask them to remove your name from the graduation list which is prepared every semester.

Wu Tsz Chun:  
There are two emails in UST, one is .ust.hk, one is connect. What are the differences.

San Yik Chuen:  
One is old and one is new.

Wu Tsz Chun:  
@connect.ust.hk can be used even after graduation, but not so for @ust.hk. So remember to write you connect email on your CV.

Wu Tsz Chun:  
What is the number of credits needed for common core requirements?

Ales:  
36.

Lam William:  
For LIFS, what are the most important sources?

Chung Yin Kwan:  
Lab reports.

Lam William:

Yes, but also sample essays.

Lee Wai Hang:

What are the different types of chemistry sources?

Chung Yin Kwan:

Lab reports, pastpaper and assignments.

Lee Wai Hang:

Try asking senior students for past papers and assignments as they are very easy to collect.

Chan Cheuk Yin:

How will you distribute sources to members?

Chung Yin Kwan:

If we have sources for a new course, we will ask who will take the course and distribute the courses to them.

Wu Tsz Chun:

If you have sources for one course, and a friend of yours also take this course. Will you give the sources to him?

Chung Yin Kwan:

Yes, especially if he is a member.

Wu Tsz Chun:

Remember not to let sources spread out when sending sources to members.

What extra courses IRE students need to take?

San Yik Chuen:

SCIE 1500, SCIE 2500, SCIE 3500, SCIE 4500, UROP 1100 etc.

Wu Tsz Chun:

Only UROP 1100 is needed, but not other UROP courses.

What if I change my project title?

San Yik Chuen:

You will need to start from UROP 1100 again.

Wu Tsz Chun:

Some courses need final year project, and IRE has capstone projects. Do we need to do both? We only need to do one final year project.

What does the IRE program provide?

San Yik Chuen:

Summer-exchange opportunities, free major choice, UROP, individual faculty advising and also exchange during regular semester.

Wu Tsz Chun:

What is the difference between regular and summer exchange? You need to follow School of Science for exchange in spring semester, but you can communicate with corresponding faculty coordinator for summer exchange.

How many coordinators does IRE have? And who are they respectively?

San Yik Chuen:

Physics – Prof. Lortz. Chemistry: Dr. Tsang. Life Science: Prof. Chow. Environmental Science: Prof. Qian. Math: Prof. Yan.

Wu Tsz Chun:

Are there any IRE students with environmental science as major?

San Yik Chuen:

None.

Wu Tsz Chun:

Exchange costs include plane tickets cost, what about living costs?

San Yik Chuen:

The costs can be partially subsidized, and you need to pay the rest by yourself.

Wu Tsz Chun:

You need to pay for the spring semester exchange yourself, while you have large amount of subsidy for summer semester.

Lau Sze Cheung:

Prof. Michael Wong said each IRE student has \$40,000.

Wu Tsz Chun:

What is summer research for?

San Yik Chuen:

To gain research experience.

Wu Tsz Chun:

Do you need to find the institute by yourself? You should discuss with your coordinator who will have a list. You can ignore their lists and simply tell them your preferred destination.

Wu Tsz Chun:

What should you give to your professor for summer exchange?

San Yik Chuen:

Transcript.

Wu Tsz Chun:

It is good to have reference letters too, usually 2. Make sure to tell this to freshmen.

### **General Secretary: Liaw Ming Wai**

Mak Wing Kwan:

What do you need to do as a general secretary?

Liaw Ming Wai:

Take minutes, prepare records of Annual General Meeting, keep membership record and send emails (drafter by academic secretary).

Mak Wing Kwan:

What will you need to include in official emails?

Liaw Ming Wai:

Signature. For events, contacts are very important.

Mak Wing Kwan:

How early should you send emails?

Liaw Ming Wai:

For Annual General Meetings and Extraordinary General Meetings, the official notice must be sent 5 clear days beforehand. For resumption, emails need to be sent 3 days before and one day prior to the meeting as a reminder.

For events, emails need to be sent at least 3 days before and 1 day prior to the event as a reminder, after the event date has been confirmed.

Mak Wing Kwan:

Don't send the emails too early for people will often forget about them.

When and how do you upload the minutes?

Liaw Ming Wai:

I upload minutes to Google Drive to let them be read by everyone.

Mak Wing Kwan:

How and who checks the society emails?

Liaw Ming Wai:

When I send out the emails, I will ask a member of the executive committee to take a look at it and make sure it is okay.

Mak Wing Kwan:

If you have your own comments during a meeting, will you speak out your comments or simply just do the recording?

Liaw Ming Wai:

After I comment, I can record down what I have said. I will give comments and record minutes.

Mak Wing Kwan:

Why did you choose to be a general secretary?

Liaw Ming Wai:

Not many in the committee know how to type in Chinese, plus I have taking minutes since sub-committee function.

Mak Wing Kwan:

Have you ever had experience of being a secretary?

Liaw Ming Wai:

Yes, but they are not similar.

Mak Wing Kwan:

Please elaborate.

Liaw Ming Wai:

I had taken minutes for a class association. But they were handwritten and they didn't have to be very detailed. In university, having more details will be better.

Mak Wing Kwan:

Do you type your minutes in English or Chinese?

Liaw Ming Wai:

I do both.

Mak Wing Kwan:

Do you do handiwork?

Chan Zhao Cong:

We do not have handiwork at the moment.

Chan Cheuk Yin:

How about society board?

Liaw Ming Wai:

It was done by Leung Cheuk Wai.

Mak Wing Kwan:

What is our email?

Liaw Ming Wai:

Su\_ress@stu.ust.hk

Mak Wing Kwan:

What is our mailbox number?

Liaw Ming Wai:

98.

Lau Sze Cheung:

Do you keep the membership record?

Liaw Ming Wai:

Yes.

Lau Sze Cheung:

What have you done after having new members join us?

Liaw Ming Wai:

I obtain their information. According to our current membership record, only name, student ID, membership status etc. are collected. However, I feel that this is not enough, so I have asked for their phone numbers, nickname and facebook name.

Lau Sze Cheung:

Besides you, who knows how to send emails?

Liaw Ming Wai:

I didn't have time to teach others, but I will do so in the next two weeks. Since I want to double check the emails before sending them, I do not prefer letting too many people know how to send them.

Lau Sze Cheung:

You can ask them to take photos of emails before sending them out. It is better to have them understand how to do it.

Mak Wing Kwan:

What do you need to hand in to the university?

Liaw Ming Wai:

Records for both Annual General Meetings and Extraordinary General Meetings.

Lau Sze Cheung:

Records for Extraordinary General Meetings are not necessary.

Mak Wing Kwan:

You also need to submit proposal of Orientation Camp and game rules.

Liaw Ming Wai:

Shouldn't that be the responsibility of Internal Vice-President?

Mak Wing Kwan:

When the jobs are related to documents, they should be handled by general secretary.

Lau Sze Cheung:

I have no opinion if you opt not to do things according to past tradition. But if the academic secretaries do not have time to write emails, you should draft it yourself.

Why do you want to be an executive committee member?

Liaw Ming Wai:

Personally, I hope we can all "step up and step down" together.

As for achievements, I need to maintain close relationships between members. The bare minimum is that we know each other.

Mak Wing Kwan:

If the Internal Vice-President is busy, who would do the booking?

Chan Zhao Cong:

I will tell them through whatsapp or phone.

Mak Wing Kwan:

Internal Vice-President should not be the only one responsible for booking venues/rooms for it is quite troublesome.

Chan Zhao Cong:

I will teach them.

Chan Cheuk Yin:

How do you feel about being the only female committee member?

Liaw Ming Wai:

I didn't have a choice. I have determined since I was admitted.

Chan Cheuk Yin:

Do you have the same expectation on freshmen?

Liaw Ming Wai:

The caveat is that we have female freshmen.

Chan Cheuk Yin:

Will you keep up this passion?

Liaw Ming Wai:

I think it is not related to gender.

Lee Wai Hang:

Will you ask other committee members to read the minutes?

Liaw Ming Wai:

Yes, I will inform them that I have uploaded the minutes through whatsapp.

Lee Wai Hang:

Will they read the minutes?

Liaw Ming Wai:

I have divided up the minutes on a personal basis, so I expect them to have read it.

Lee Wai Hang:

Are you not responsible for calling meeting?

Liaw Ming Wai:

Yes.

Lee Wai Hang:

That's good, very often they are too lazy to read the minutes.

So who calls the meeting and do the reminder?

Chan Wing Kin:

Me.

Mak Wing Kwan:

How detailed should the minutes be? And what if there are arguments?

Liaw Ming Wai:

I will record down all the positive and negative sides in as much details as possible.

Mak Wing Kwan:

Will you revise your minutes?

Liaw Ming Wai:

No, unless my short forms are not readable.

Lee Wai Hang:

If you are not free for a meeting, who will be take minutes?

Liaw Ming Wai:

I will see who will be there and ask them to replace me.

Lee Wai Hang:

Who do you think are capable of taking minutes?

Liaw Ming Wai:

Lui Ming Hong and Lee Cheuk Long Frank.

Lee Wai Hang:

You need to notify them earlier to let them prepare.

Lau Sze Cheung:

Usually, what is the title of your minutes?

Liaw Ming Wai:

Date.

Lau Sze Cheung:

It is better to name your minutes by functions, since it is easy to get them mixed up later on.

Especially for Orientation Camp since there are a lot of documents involved, having different pats and versions. You need to find a solution to fix this problem.

If you subdivide the Orientation Camp Proposal, you need to think of a method to manage them.

Mak Wing Kwan:

Sometimes you need to cope with sudden changes.

What is the process of drafting emails?

Liaw Ming Wai:

San Yik Chuen does the drafting and we will do the checking.

Mak Wing Kwan:

Who does the checking?

Liaw Ming Wai:

It depends on the events, but the person-in-charge will definitely check.

Lau Sze Cheung:

The English level of our emails have risen, but usually we don't want to read long emails as members.

Mak Wing Kwan:

Who plans the timetable?

Liaw Ming Wai:

San Yik Chuen.

Lau Sze Cheung:

Will you add facebook page to contacts?

Liaw Ming Wai:

I will do it when our page management is better, but now is not the time.

Chan Cheuk Yin:

Any templates for emails?

We had MBMS art in the emails, but it is not as pretty as the editorial board. Maybe you can consider adding email art. Also, try shortening the emails.

Who is in charge of editing our facebook page?

Liaw Ming Wai:

Chan Wing Kin is in charge at the moment. I don't mind lending help if he needs it.

Chan Cheuk Yin:

You can consider adding everyone as admin.

### **Promotion Secretary: Lui Ming Hong**

Leung Sze Ching:

What are your duties?

Lui Ming Hong:

Design posters, prepare arts for FaceBook page, draft whatsapp script which I have assigned Chung Yin Kwan to do. So I am only in charge of art-related jobs.

Leung Sze Ching:

What bout society jacket, society T-shirt and society paper?

Lui Ming Hong:

I'm in charge of them. Since we're currently quite busy with the Inauguration Ceremony, I have given Chan Wing Kin the job to design name cards and prepare slide shows.

Leung Sze Ching:

Why do you want to be promotion secretary?

Lui Ming Hong:

I had no choice, only Chan Wing Kin and I have art sense.

Lau Sze Cheung:

What softwares are you capable of using?

Lui Ming Hong:

Paint, PhotoShop. I'm only good at drawing.

Chan Cheuk Yin:

Why do you choose so many hand-written figures?

Lui Ming Hong:

I personally do not like copying images from others.

Chan Cheuk Yin:

You can use PhotoShop even though you do not copy images.  
It feels unordered and unprofessional to have hand-written designs.

Lau Sze Cheung:

Do you plan to maintain the same design style for the rest of the period?

Leung Sze Ching:

The two posters for the two functions seem very similar.

Lui Ming Hong:

I did so so help others differentiate from other societies.

Chan Cheuk Yin:

This is like the practice of BSU.

It is good to be consistent, but the amount of resemblance between posters is too high.

Leung Sze Ching:

Sometimes I can not able to notice there are two different functions since the posters are so similar.

Lam William:

Can you introduce to us the design ideas for the first two functions?

Lui Ming Hong:

First I planned to adopt a consistent themes for poster designs to make every poster similar.

Lam William:

I think that apart from letting others recognize your society, another main point is to allow everyone to differentiate between different events.

Lui Ming Hong:

That is why I used different colors.

Lam William:

That is not enough. The easiest thing to distinguish is pattern but not color.

Lui Ming Hong:

I do not understand how the same design could lead to problems.

Wu Tsz Chun:

Can people instantly tell the functions apart from the posters?

Lui Ming Hong:

No.

Wu Tsz Chun:

This needs to be done more successfully.

Chan Cheuk Yin:

Illustrations are for letting others differentiate events, they need to be more prominent.

Leung Sze Ching:

IRESS is somewhat hard to recognize.

Lau Sze Cheung:

I know the functions are new as they are stuck together. But if the two functions are separated for a long time, there will be only one poster and I may not be recognize it as a new function.

Lam William:

Can you think of any way to improve?

Lui Ming Hong:

Let me think.

You do not want things to be too abstract. Then you don't want repeated pattern.

Lam William:

The society logo is so large that you cannot have variation of distinguished design for different posters.

Chan Cheuk Yin:

Maybe you can consider landscape.

Lam William:

You can consider resizing or relocating the logo so that there will be more space for details of functions.

Lui Ming Hong:

I will draw more so that it wouldn't look too monotonous and disordered.

Wu Tsz Chun:

You may enlarge font size for event names.

Lui Ming Hong:

Which one is more important, function or society name?

Chan Cheuk Yin:

For font size, society name should be bigger than event name which should be bigger than the details. You may use bold font for "IRESS".

Lau Sze Cheung:

I think the figures are concrete enough.

Chan Cheuk Yin:

The figures should be prettier.

Lau Sze Cheung:

This is only a problem of style.

So Chui Wa:

Have you included a space for society chop in your printed posters?

Lui Ming Hong:

I think the society chop design is not that pretty.

Chan Cheuk Yin:

It doesn't matter how pretty the society chop logo is, it only serves as a chop.

So Chui Wa:

It is just following regulation to include society chops. It doesn't matter much even if the chop is hard to recognize.

Lau Sze Cheung:

But don't put the chop in the middle.

Lui Ming Hong:

I fear that the society chop will be covered.

So Chui Wa:

Even so it is okay. If someone wants to report there is no society chop in one of the posters, they will check very carefully.

Leung Sze Ching:

Suppose you have your own design, but it is not liked by other committee members. To what degree will you alter your design?

Lui Ming Hong:

Until now I have not received opinions from other committee members.

Lau Sze Cheung:

If others do not agree with your design choice, they should substantiate with more concrete comments.

Wu Tsz Chun:

You may use designs from other societies as reference, where can you find them?

Lui Ming Hong:

Everywhere.

Wu Tsz Chun:

And society websites too.

Lam William:

It is fine to have your own style, but the botChan Zhao Cong line is to have three things made clearly: society name, illustrations for the functions as well as function details.

Leung Sze Ching:

Where can you put up posters?

Lui Ming Hong:

School of Science and Public Notice boards.

Mak Wing Kwan:

How many of them use nails?

Lui Ming Hong:

The ones in LG5, Atrium and Seafront.

Mak Wing Kwan:

Can you use tapes for those boards?

Lui Ming Hong:

I used tape since I don't have nails.

Mak Wing Kwan:

You can, but the posters may fall.

Chan Cheuk Yin:

You can also put up the posters in IRE student room and outside classrooms.

Leung Sze Ching:

How many posters can you put up?

Lui Ming Hong:

2 pieces of A3 posters per function per board.

Leung Sze Ching:

What is the expiry date?

Lui Ming Hong:

2 weeks after posting.

Leung Sze Ching:

What should be included in the posters?

Lui Ming Hong:

Short form of society name or full name. Event title, date, time, venue, contact person.

Leung Sze Ching:

You must have formal full name at the bottom of the poster.

Chan Cheuk Yin:

You can use posters from other universities as reference, such as CUHK and BU.

Also, use thickened line since thin lines seem too childish.

Leung Sze Ching:

Where do you print the posters?

Lui Ming Hong:

Last time it was done in Mongkok. Before that it was handled by Chan Wing Kin.

Leung Sze Ching:

What if your event has started even if the poster has been put up for more than 2 weeks?

Lui Ming Hong:

Change the expiry date.

Leung Sze Ching:

What if other societies cover up your posters?

Lui Ming Hong:  
I will ask Poon Lok Nga to deal with it.

Mak Wing Kwan:  
Can you cover up school posters if they do not have chops on them?

Lui Ming Hong:  
I will.

Chan Cheuk Yin:  
You may remove posters from those tutorial posters of unknown origins.

Leung Sze Ching:  
Would you discuss with other committee members before you design your posters?

Lui Ming Hong:  
No.

Leung Sze Ching:  
Aren't you afraid that they will have opinions on the poster after the design comes out?

Lui Ming Hong:  
That would be afterwards.

Leung Sze Ching:  
It seems that other committee members have no opinions on it, but it is better to ask them for opinions before designing since it is a hassle to change the design afterwards.  
How would you manage the facebook page?

Lui Ming Hong:  
I will post posters and photos of events.

Chan Wing Kin:  
We will also try to keep the page active so that when people search for IRE, our page will appear.  
We want to promote our events not only to ourselves, but also other science students. We will also try to update latest research information and useful tips for research career.

Lau Sze Cheung:  
I don't think it is appropriate to show photos of members to so many people.

Chan Cheuk Yin:  
I recommend opening a private group for that purpose.

Wu Tsz Chun:  
You may refer to the page “[港科學](#)”.

Lau Sze Cheung:  
It will be tiring to manage the page and you need to pass it on to the executive committee members of next session. What if they do not want to inherit it?

Chan Cheuk Yin:  
Now UST has a FaceBook page called “[Science Focus](#)”

Wu Tsz Chun:

I think it is a good idea, but you need to spend more effort on promoting it.  
For interviewing, you can consider finding postgraduate students since they have more experience.

Leung Sze Ching:

Apart from designing, what else can be done to promote our society?

Lui Ming Hong:

Through events, I personally do not think that setting up counter and posters is a good way to promote. People will think that these are not related to themselves and simply ignore it. It is okay to promote events that target at science students to science students.

Lau Sze Cheung:

Has the theme for Orientation Camp been confirmed? Will you have decoration materials related to the theme?

Lui Ming Hong:

I hope we will have them. They can make the theme game more extraordinary and the players may immerse more in the theme.  
I think it is good to have decoration materials to build up the atmosphere and help participants to get involved more.

Leung Sze Ching:

Usually, only Orientation Camp and Registration Day needs decorating materials. It is not a must to have decorations at LG5 McDonald's counter.

Chan Cheuk Yin:

Have you considered making the three letters of society board in one piece?

Lui Ming Hong:

I have, but I couldn't find such a large piece of Styrofoam.

Leung Sze Ching:

Promotion secretary is not just for dealing with arty or technical issues, I hope that you will do better than me.

### **External Vice President: Poon Lok Nga**

Poon Lok Nga:

My duties include assisting the president in external affairs, communicating with external parties on behalf of our society. I chose this post since no one was willing to take it, plus I would like to know more people from other societies.

Currently, I know the External Vice-Presidents and External Secretaries from most Science Societies and some Engineering Societies, like BIO, CHEM, PHYS, BICH, CIVIL etc. I also know some people from ECON, marketing and FINA.

Chan Cheuk Yin:

What about SSU, BSU, ESU and HSSU?

Poon Lok Nga:

I know the Internal Vice-President and External Secretary of BSU: San Yik Chuena and Helen. I also know the External Vice-President of HSSU. For IPO, I know the Internal Vice-Presidents of both RMBI and EVSS. For ICA, I know most people from SSSS, the new Internal Vice-President of Drama Club, and also the External Vice-President and Academic Secretary of Astronomy Club. For different houses, I know the External Vice-Presidents of houses from I to VI except House III.

Chan Cheuk Yin:  
What are your duties?

Poon Lok Nga:  
To know more people than other committee members. I will be the bridge between our society and the outside parties. I'll be responsible for involving other societies to discuss important matters and give comments.

Chan Cheuk Yin:  
Sometimes, the External Vice-President has different opinions with our executive committee members, how do you resolve this?

Poon Lok Nga:  
I will elaborate on the difficulties, and try to persuade everyone. I will also respect other committee members if the final decision is not what I personally wished for.

Chan Cheuk Yin:  
There is no Student Union this year, how do you grab resources such as counter location, Orientation Camp venue?

Poon Lok Nga:  
All the Science societies grab resources as one group and then divide. I think we should all make compromise and then divide up the resources.

Chan Cheuk Yin:  
Do you know anyone from the Student Union?

Poon Lok Nga:  
I know the previous External Vice-President (Council people). However, not so for the Editorial Board.

Chan Cheuk Yin:  
About the Inauguration, how's progress?

Poon Lok Nga:  
All the designs are ready except for name tags which are not published yet. We have retrieved the banner already, and we will retrieve the foam board on Monday. The posters and envelopes have been printed, but not so for the Thank-you cards. Also, many professors have not replied if they will attend the ceremony. For us, Prof. Tsang, Prof. Ko have replied and have confirmed their attendance.

Chan Cheuk Yin:  
What about the speech given by professors during Inauguration?

Poon Lok Nga:  
Prof. Ko will be making the speech for us. I have been talking with the External Vice-President

from CHEM to see if they will let Prof. Tsang say something related to us. Also, Lau Sze Cheung will be giving a short speech.

Chan Cheuk Yin:

Any societies deferring the process?

Poon Lok Nga:

The rundown is very chaotic, and English for the MC script is very poor.

Chan Cheuk Yin:

What do you need to be aware of when you are choosing counter and banner locations?

Poon Lok Nga:

For counters in Atrium, I will try to stick close to other similar societies, and also choose places with greater amount of human flow.

Chan Cheuk Yin:

If you have obtained a location in front of the escalator, will you trade it with other societies?

Poon Lok Nga:

Counter for registration day is not decided by lots.

Chan Cheuk Yin:

What is a good location for banners?

Poon Lok Nga:

1<sup>st</sup> floor, yellow wall.

Chan Cheuk Yin:

Yes, Yes, the second floor is good too, and Atrium is always good.

Poon Lok Nga:

And the 10<sup>th</sup> floor of Hall I is bad..

Chan Cheuk Yin:

Which part of the Council is related to us?

Poon Lok Nga:

FC and ASC.

Chan Cheuk Yin:

What about OAC?

Poon Lok Nga:

It is for time slot distribution and hall allocation during Orientation Camp, and also counter allocation during Orientation Week and Registration Day.

Chan Cheuk Yin:

What if you cannot achieve consensus with External Vice-Presidents of other societies, and need to separate freshmen into two halls during Orientation Camp?

Poon Lok Nga:  
What do you mean by “failing to achieve a consensus”?

Chan Cheuk Yin:  
Like time slot crashing with BSU, so we have to separate people into two different halls. What if there is no enough places for everyone? You can consider Joint-Science negotiation to avoid such events.

Chan Cheuk Yin:  
How do you represent our society?

Poon Lok Nga:  
Nothing in particular.

Chan Cheuk Yin: Are you task-oriented and will you force people back to discuss?

Poon Lok Nga:  
My goal is to finish what we have set to do. If people are too tired, then nothing could be achieved, so I will let people go off-topic once or twice.

Chan Cheuk Yin:  
What id External Vice-Presidents urge you to vote for them?

Poon Lok Nga:  
I would suggest secret balloting.

Chan Cheuk Yin:  
What id they are not satisfied with the results and get upset?

Poon Lok Nga:  
We can hold a re-election, the results won't change.

Chan Cheuk Yin:  
Will you get mad at someone?

Poon Lok Nga:  
I try not to. Since IRE accommodates most majors, I don't want to have a hostile relationship with other science societies.

Chan Cheuk Yin:  
So even other societies free ride, you won't condemn them?

Poon Lok Nga:  
I would remind them, and try not to be to stern.

Chan Cheuk Yin:  
Please describe other executive committee members.

Poon Lok Nga:  
San Yik Chuen is good with academic stuff, and good at English. My go-to choice for English checking. Always happy, and a slow speaker.

Chung Yin Kwan is feminine and like to jokes a lot, which can sometimes be distracting. He usually helps us write script in Chinese.

Chan Shing Cheong always try very hard.

I'm not too familiar with Lee Cheuk Long Frank. He always go traveling and likes ACG. Always smile.

Chan Zhao Cong always have grumpy face and has different mindsets than I do. He thinks of more details and gives unusual insight. He is not suitable for communicating with external parties as his angry face may scare them. Good at assigning work for others.

Chan Wing Kin is good with design and is used to doing stuff on his own.

Liaw Ming Wai is serious with stuff pertaining to her. She has a lot of time to take care of society issues.

Lui Ming Hong has a slightly different mindset than my own.

Leung Cheuk Wai speaks a little but thinks a lot. Often a one-line shocker.

Chan Cheuk Yin:

What is your role in Joint-Science?

Poon Lok Nga:

I would like to be the arbiter since I'm more concerned with details and logic.

Chan Cheuk Yin:

Please talk more about field allocations and posters being overlapped.

Poon Lok Nga:

They are two different issues?

Chan Cheuk Yin:

Answer both then.

Poon Lok Nga:

If I want that field too, I will ask why they also want ti and why they think it is suitable. I will then try to seek a win-win situation, and I will try to persuade them that we are better suited for the job. If our committee member wrongly overlaps others' posters, I will apologize and correct our mistakes.

Chan Cheuk Yin:

What if it is the other way round?

Poon Lok Nga:

I will take photos and talk to them.

Chan Cheuk Yin:

Any conflicts?

Poon Lok Nga:

I will speak with reasons, there is no need to argue.

Chan Cheuk Yin:

Speak louder, it is very important for an External Vice-President. Confidence and reasoning are also important.

**Internal Vice President: Chan Zhao Cong**

Lee Wai Hang:  
What is your duty?

Chan Zhao Cong:  
According to Constitution, I need to act as President and call for Extraordinary General Meeting in case President is absent. I need to help manage internal affairs, book venues, handle interpersonal relationships among executive committee members.

Lee Wai Hang:  
What is the procedure for booking a classroom?

Chan Zhao Cong:  
The earliest time we can book the room is 4 weeks prior to usage date, and we can book at most 4 classrooms for each calendar week. Then I need to go to Student Notice Counter and see if there is any classroom available.

Lee Wai Hang:  
What documents are needed?

Chan Zhao Cong:  
Application form and proposal.

Lee Wai Hang:  
During what period can you not book a classroom?

Chan Zhao Cong:  
During exam period, add-drop period. I'm not sure about winter break..

Lee Wai Hang:  
You cannot book classroom during change of semester, so no for winter semester. Remember to go through the form as the internal regulations may change.  
So far any activities in winter break?

Chan Zhao Cong:  
No.

Lee Wai Hang:  
How about booking common rooms?

Chan Zhao Cong:  
Need to book one month prior for Common Room 5+6, and 2 months prior for Common Room 4.  
Need to submit form and proposal to LG4 Amenities Counter.

Lee Wai Hang:  
What about the size for each common room?

Chan Zhao Cong:  
Common Room 1+2 is the biggest, Common Room 5+6 is big, Common room 4 is okay, Common Room 3 is quite big.

Lee Wai Hang:

How to enter Common Room 3?

Chan Zhao Cong:  
Through table-tennis location.

Lee Wai Hang:  
If that is blocked, take Lift 6.

Lee Wai Hang:  
How to be qualified for booking Common Room 1+2?

Chan Zhao Cong:  
Need to have enough people, say 40. It also needs to be available.

Lee Wai Hang:  
40 is insufficient, its capacity is 400 people. You need to have at least 100. What about Common Room 5+6?

Chan Zhao Cong:  
It has capacity of 200 people, so 40 should be okay.

Lee Wai Hang:  
What kind of function can allow you to book bigger common rooms easily?

Chan Zhao Cong:  
Events that involve more movements.

Lee Wai Hang:  
What do you need to include in the proposal?

Chan Zhao Cong:  
Venue, time, rundown, contact and society chop.

Lee Wai Hang:  
What is the form user ID?

Chan Zhao Cong:  
S00113.

Lee Wai Hang:  
I don't know why it is so, but remember it.  
For the equipments, have you read the list?

Chan Zhao Cong:  
It involves tables, chairs, projectors, microphones, carts for chairs and screen.

Lee Wai Hang:  
Carts are not on that list.

Chan Zhao Cong:  
But they can be borrowed.

Lee Wai Hang:  
What requirements are there to borrow equipments?

Chan Zhao Cong:  
Need to have booked venue first.

Lee Wai Hang:  
What else?

Chan Zhao Cong:  
Need to attend some talks for certain special equipments.

Lee Wai Hang:  
Have someone attend the Public Announcement as soon as possible. It is for borrowing audio equipments, but projectors are not included. Email for the workshop has already been sent to you.

Lee Wai Hang:  
Usually who attends these talks?

Chan Zhao Cong:  
Me. Sometimes I go with Chan Wing Kin. In my opinion these talks are just symbolic since only after attending them can you borrow the equipments while the content is not very useful.

Lee Wai Hang:  
Who is responsible for IT and audio.

Chan Zhao Cong:  
We haven't decided yet.

Lee Wai Hang:  
So you should ask someone in charge to attend these talks. You do not have to follow the exact same date, you can ask Mr. Hui to arrange another time slot for you.  
What is the procedure for booking banners?

Chan Zhao Cong:  
Fill in the form and proposal, and wait for the results of lots.

Lee Wai Hang:  
Where and when is the result announce?

Chan Zhao Cong:  
Usually on the Internet, but I have forgotten about the announcement time.

Lee Wai Hang:  
Usually it is Monday afternoon.  
What do you need to do after announcement of results?

Chan Zhao Cong:  
Confirm.

Lee Wai Hang:  
Where?

Chan Zhao Cong:  
At the office.

Lee Wai Hang:  
The result will indicate if you need to go to the office and choose the time slot.  
CSO or milano is in charge?

Chan Zhao Cong:  
CSO said they are not in charge of booking milano, but milano said they don't have enough labour and will not allow booking in late May.

Lee Wai Hang:  
You need to be careful.

Chan Zhao Cong:  
We've decided to have the party at Common Room 5+6.

Lau Sze Cheung:  
Can you book it?

Chan Zhao Cong:  
Yes.

Lee Wai Hang:  
What are the keys for borrowing common rooms?

Chan Zhao Cong:  
For Common Room 5+6, the keys include audio key, tables and chairs key and door key.

Lee Wai Hang:  
What is the procedure for borrowing them?

Chan Zhao Cong:  
If it is too late, they will ask us to fill in a form, and they will come back at some specific time.

Lee Wai Hang:  
Sometimes you should be more active and do not make them come for you. It may give them a good impression and it may help future proposals.  
Where do you return the keys?

Chan Zhao Cong:  
The box outside LG5 toilet or the box at LG3, before 9am of the next day.

Lee Wai Hang:  
Any penalty for late return?

Chan Zhao Cong:  
Cash penalty.

Lee Wai Hang:  
At what time can you submit forms?

Chan Zhao Cong:  
From Monday to Friday, I have forgotten the time.

Lee Wai Hang:  
Before 5 pm is safe.  
Are you the only one who knows the booking procedure?

Chan Zhao Cong:  
Yes, I will teach Chan Wing Kin too.

Lee Wai Hang:  
You should at least let 2 to 3 people know. Knowing English does not mean you know how to do the booking.  
What events can you not book a room for?

Chan Zhao Cong:  
Eating.

Lee Wai Hang:  
You can write light refreshment then.  
What event contents in our society will probably be challenged?

Chan Zhao Cong:  
The games may be too dangerous.

Lee Wai Hang:  
You need to know the staff who is in charge of application approval.  
What do you need to hand in in June?

Chan Zhao Cong:  
A list of executive committee members of last session, financial report which included bank statements, income statements and balance sheets, and Constitution.

Lee Wai Hang:  
The first one is not needed. You need to also submit an information sheet which is different from list of executive committee members.  
Do you know where to get the information sheet?

Chan Zhao Cong:  
On the Council website.

Lee Wai Hang:  
What do you need to hand in in November?

Chan Zhao Cong:  
Membership record.

Lee Wai Hang:  
How to become an executive committee member?

Chan Zhao Cong:

Only full members are allowed to be elected, and they need to pass the election.

Lee Wai Hang:

What the birthdays for other committee members?

Have you forgotten?

Chan Zhao Cong:

I wrote them down in a cheat sheet.

Lee Wai Hang:

You need to mark them down on your calender, don't just rely on Facebook notifications.

How do you celebrate?

Chan Zhao Cong:

It depends on what others want.

Lee Wai Hang:

It is okay as long as others are comfortable with it.

Chan Zhao Cong:

San Yik Chuen is always smiling, seldom involved in arguments, less active in giving comments, willing to do assigned work, good with English-related stuff.

Chung Yin Kwan is always smiling, sometimes say and do silly things, able to relieve tension, willing to assigned work, usually assigned to handle Chinese-related stuff.

Chan Shing Cheong sometimes makes mistakes, able to give advice during meetings, friendly.

Lee Cheuk Long Frank does not have much initiative, but is willing to complete his tasks, kind.

Chan Wing Kin is the leader, hard working, have initiatives, does a lot but seldom inform others, somewhat lack of communications with other committee members.

Poon Lok Nga handles external affairs and I seldom find him for internal works. He attends regular meetings and gives useful advice, he is willing to negotiate.

Liaw Ming Wai is hard working, sometimes have strong opinions and able to follow up many works.

Lui Ming Hong mainly deals with art-related stuff like posters. He is hard working, has initiatives and serious at work.

Leung Cheuk Wai speaks a little but does a lot. He gives opinions during meetings and is able to follow up many things.

Lau Sze Cheung:

What about yourself?

Chan Zhao Cong:

Sometimes I may come out as a bit mean, don't mince my words. Sometimes I look grumpy since I am lack of sleep. Sometimes indecisive and need to seek backing from others. I am good with paperwork and coming up with plans, motivated to work on my own, and follow up different things closely. Sometimes I will do stuff myself if others are busy.

Lee Wai Hang:

Are other committee members initiated to do their work?

Chan Zhao Cong:

There are two types. One types are spontaneous while the other one needs to be pushed.

Lee Wai Hang:

How do you deal with it. It may not be appropriate for someone to do things only after being urged to.

Chan Zhao Cong:

I choose to talk to them in person, but they might be busy.

Lee Wai Hang:

Do you try to understand their problems?

Chan Zhao Cong:

Not really, sometimes I feel unfair towards others.

Lee Wai Hang:

For management, you can assign work to them and see if they have any feedback on they cannot handle it. Urge more for those who need to be pushed to do work.

Chan Zhao Cong:

But some technical work can only be completed by someone, like PhotoShop.

Lau Sze Cheung:

I think you should assign those specialized work to those trusted with previous experience. Plus it is not too difficult to learn it, you should consider asking them to learn and give them more chances.

Lee Wai Hang:

Being an executive committee member is a commitment, don't just do the work under you post, and don't distribute the work purely based on posts.

If you need people to assist you in promotion work, who else will you choose other than Chan Wing Kin and Lui Ming Hong?

Chan Zhao Cong:

San Yik Chuen, but he is already busy with drafting emails.

Lee Wai Hang:

You need to understand what everyone can do and don't be bounded by the titles of their posts.

Lui Ming Hong:

Should we distribute works according to capacity or equally?

Lee Wai Hang:

My rationale is that if the deadline is near, give the work to a trustworthy person. If the time is sufficient, give chance to other people as well. You should not only focus on making the function good, you should also try to let others learn.

It is fun being an executive committee member, but you also have your own responsibility.

Lam William:

It's not about forcing others, it's about communications. Division of labor depends on work types. If it is general stuff, then you can distribute to others. If it is too technical, assign it to someone with the required ability.

Lee Wai Hang:

The 3 presidents should look at the big picture and distribute work accordingly. If you have time left, do yourself then.

How will you take care of problems with the President?

Chan Zhao Cong:

Chan Wing Kin also gives things for others to do, but he follows a systematic way of work distribution.

Lee Wai Hang:

Will he forget to assign works to others?

Chan Zhao Cong:

Maybe not.

Poon Lok Nga:

I think the Internal Vice-President can take the President's place in work distribution.

Lee Wai Hang:

If Chan Wing Kin has high efficiency, then urgent work can be handled by him. Meanwhile, you can give more chances to others. This is the job of Internal Vice-President.

So far is there any arguments among the committee?

Poon Lok Nga:

A lot of things happen under the table.

Chan Zhao Cong:

Little has happened face-to-face.

Lee Wai Hang:

Is there anything you don't know? Anything you don't know even after a long time?

Chan Zhao Cong:

Some. But I do suspect I am in the dark sometimes. Our society is functional, albeit with different attitudes. My inadequate personality in dealing with interpersonal affairs may make others express their discontent. Some of the committee members have stronger opinions than others.

Lee Wai Hang:

In such cases, the Internal Vice-President should take a more neutral stance or summarize one's points in a way that is less offensive, or let everyone take a break when they nearly argue.

Lui Ming Hong:

Which do you think is better? Let them fight, or let them compromise in private?

Lee Wai Hang:

Your pride may make arguing in front of others, I think it is better to compromise in private. Please briefly describe the relationships among this committee so far.

Chan Zhao Cong:

It can be improved. We can cooperate with others in work so that we can know each other better.

Lee Wai Hang:

Any expectation you have?

Chan Zhao Cong:  
Everyone be happy.

**President: Chan Wing Kin**

Lau Sze Cheung:  
What is your duty?

Chan Wing Kin:

I need to sign documents, act as chief executive and chair of meeting. However, personally I think it's different from what's stated in the Constitution. I think the president should have the authority to make the final decision and need to bear consequential responsibility as well. I need to remind people to keep up with their schedule and help maintain efficiency. I also need to deal with paperwork and do a follow-up to maintaining the functioning of society. I also need to help IRESS stand out.

Lau Sze Cheung:

Summarize the strengths and weaknesses of everyone, and what jobs will you assign them to.

Chan Wing Kin:

San Yik Chuen is good at English-related stuff and communicating with international students. He drafts emails. He is not so out-going though.

Chung Yin Kwan is good at WhatsApp promotion and has high efficiency. He is good at maintaining relationship with staffs. However, sometimes he may not be initiated well enough.

Chan Shing Cheong is good at giving out ideas but sometimes make minor mistakes.

Lee Cheuk Long Frank can handle work that is not technical.

Chan Zhao Cong is hardworking and he always reminds me of stuff I have forgotten. However, he's not very good at communicating with external parties.

Poon Lok Nga is good with interpersonal issues.

Liaw Ming Wai is good at multitasking and can memorize regulations. But she is not so good at designing and art-works.

Lui Ming Hong has high efficiency and is good with technical stuff, especially designing.

Leung Cheuk Wai is good at less technical stuff. He usually takes initiatives.

Lau Sze Cheung:

If Lee Cheuk Long Frank is often not in HK or takes less initiatives, how do you handle it?

Chan Wing Kin:

I will assign him work that does not require face-to-face communication. For the moment, he is dealing with sponsor lists.

Lau Sze Cheung:

What do you need to do from the start to the end of a function?

Chan Wing Kin:

Confirm date and availability of venue. Book at earliest time possible. Outline objectives for the event. Prepare games and related materials beforehand. Check the budget. Simulate our rundown to test its efficiency. Come up with working schedules, deal with the set-up, guest invitation, demonstration of games and purchase of materials. Communicate with involved person beforehand. Follow the set schedule. If problems are encountered, hold a meeting to fix them.

Lau Sze Cheung:

How do you decide which games to play and what are the related materials?

Chan Wing Kin:

We set a Google doc and everyone put up ideas on it, present some looks interesting game.

Lau Sze Cheung:

Will you require everyone be present?

Chan Wing Kin:

Our regular meeting is after SCIE 1000. If people are unable to attend, ask for his/her reasons afterwards.

Lau Sze Cheung:

What is the minimum number of present committee members?

Chan Wing Kin:

5 according to Constitution, but I think 8 is necessary.

Lau Sze Cheung:

How do you demonstrate games?

Chan Wing Kin:

It is organized by the person-in-charge. If more people (more than number of executive committee members), invite friends over.

Wu Tsz Chun:

You can divide the work into groups, it is very difficult for the person-in-charge to deal with it all.

Chan Wing Kin:

The person-in-charge will assign works to others.

Lau Sze Cheung:

How to ensure ex-co absent in demonstration of game understand the rules?

Chan Wing Kin:

We can consider video taping since there are somethings that cannot expressed in words.

Wu Tsz Chun:

This is a good idea, but it may be too demanding.

Lau Sze Cheung:

How many urs are needed to brief group leaders before Orientation Camp?

Chan Wing Kin:

The briefing includes the whole rundown, information of freshmen, safety rules, how to deal with emergency (e.g. conflicts between freshmen), game rules and details.

For the non-game parts, about 30 minutes is needed. About 45 minutes for game parts if no demonstration is needed.

So Chui Wa:

Remember to demonstrate cheers to.

Chan Wing Kin:

If the freshmen are inactive and don't want to demonstrate cheers, the committee members will do it first.

Lau Sze Cheung:

Who is responsible for buying materials and who set the work allocation?

Chan Wing Kin:

It should be the person-in-charge, and for materials it depends on who is the most convenient to buy.

Lau Sze Cheung:

For general function such as Graduation Party, what work is needed?

Chan Wing Kin:

2 to 3 people for decoration. Book and take equipment. Remind people to attend. 2 to 3 committee members for chatting with participants. Some collect materials for next session. Some for contacting latecomers. 1 photographer, 1 MC and 1 timekeeper. If we have more committee members, they can join the games to make it more exciting. After the end of events, remind member for latest time to leave, return keys and equipment on time. For follow up, hold evaluation and upload photos to Facebook page/ Check to see if there are any deviations from budget.

Lau Sze Cheung:

What is your role in an event, and what is the role of person-in-charge in an event?

Chan Wing Kin:

I need to know the rundown and handle work distribution and accidental cases.

Lau Sze Cheung:

What is the difference between you and the person-in-charge?

Chan Wing Kin:

Person-in-charge needs to plan thoroughly. I check if the plan is followed well.

Wu Tsz Chun:

Not only the person-in-charge needs to know the details, the president and Interval Vice-President also need to know. It is acceptable that others may not know all the details.

Lau Sze Cheung:

How do you ensure all committee member knows their work?

Chan Wing Kin:

I prepare working schedule.

Wu Tsz Chun:

Wouldn't it be messy if you post that to the group?

Chan Wing Kin:

I contact everyone privately.

Lau Sze Cheung:

Anything thing that can be improved for Class Photo Taking?

Chan Wing Kin:

We didn't anticipate when Lortz will appear in his office, we should have someone cater for members and faculty. We should have chatted more with the members.

Lau Sze Cheung:

You need to inform members of the rundown and what's going on.

Wu Tsz Chun:

You need to take initiatives to take care of members.

So Chui Wa:

Why didn't you discuss what angle to take the photos in advance?

Chung Yin Kwan:

When the members started to arrive, the angle has already been decided, but Prof. Ko brought with him some unexpected guests for photo taking.

Poon Lok Nga:

I was down at society room taking Ivy's MBMS jacket, as Lee Cheuk Long Frank didn't know how to open the locker. Hence, there seemed to be less people chatting with others.

Wu Tsz Chun:

Is it necessary to have two people take attendance?

Chung Yin Kwan:

One was taking attendance while the other made phone calls to latecomers. If our function were held in common room, MC alone could handle all these.

Wu Tsz Chun:

You can consider getting comments from members to have a more comprehensive evaluation.

Lam William:

Their comments may be useful for next function as well.

Lau Sze Cheung:

What is the difference between you and the Internal Vice-President?

Chan Wing Kin:

I decide a big picture for our society and what we want to achieve. I think unity of members has been done pretty well so far. I want to reach out to promote research more in the future. The Internal Vice-Presidents assists me in doing this.

Lau Sze Cheung:

Who do we target to bond with?

Chan Wing Kin:

IRESS members, MBMS members, IRE students. I think IRE is not just a program but a group of people.

Lau Sze Cheung:  
And?

Chan Wing Kin:  
Faculty members.

Lau Sze Cheung:  
And?

Chan Wing Kin:  
Alumni of MBMS, and honorary members.

Lau Sze Cheung:  
Not just the members, but also those who are not in our member lists.

Lau Sze Cheung:  
If you miss a meeting, will you ask for details?

Chan Wing Kin:  
Yes, if it doesn't make sense to me. Usually committee members are notified one week prior, and we have a cash penalty system to motivate everyone to attend.

Wu Tsz Chun:  
Are you afraid that this will tense up everyone's relationships?

Chan Wing Kin:  
Rules are rules, and it's everyone's responsibility to attend.

Lau Sze Cheung:  
How do you penalize?

Chan Wing Kin:  
We watch the time according to HKO. If 5 minutes late, \$20 penalty. If beyond 20 minutes or no show, \$40.

Wu Tsz Chun:  
That is quite a high starting point, but people wouldn't want to come if it doesn't increase. You may set an upper bound.

Chan Wing Kin:  
I will consider it.

Wu Tsz Chun:  
Has everyone one agreed on this?

Liaw Ming Wai:  
It was decided during promotion period.

Wu Tsz Chun:  
Has it ever worked in practice?

Liaw Ming Wai:  
Everyone is responsible, so they will pay.

Lau Sze Cheung:  
How many people from other societies do you know?

Chan Wing Kin:  
I know Alvin from the chemistry society, and the assistant editor from Editorial Board.

Lee Wai Hang:  
The President should know people from other societies, at least for science societies.

Wu Tsz Chun:  
And let other people know you too, at least for science societies.

Lau Sze Cheung:  
What is your aim for this session?

Chan Wing Kin:  
I hope the planned functions can run smoothly, maintain bondings among members, promote more about research, promote our society more through our Facebook page, promote our program to more science students.

Lau Sze Cheung:  
What will you do if some committee members free ride?

Chan Wing Kin:  
I will use peer pressure to urge him to handle his duty.

Wu Tsz Chun:  
You can consider using some stricter measures too.

Lee Wai Hang:  
Know everyone's progress before meeting, but don't blame them during meetings as it is useless and pointless.

Wu Tsz Chun:  
Don't blame, just giving him/her reminder is okay.

Lau Sze Cheung:  
What will you do if some of you wants to quit?

Chan Wing Kin:  
I will talk to him, give some suggestion, help him resolve problems so that he can stay. If he has a sound reason, then I'll let him go.

Lam William:  
What if there is no sound argument such as simply because of arguments?

Chan Wing Kin:

Let him calm down.

Wu Tsz Chun:

Try to separate them, maybe through giving them different jobs.

Lam William:

At the very least, try to maintain their friendships, for otherwise it will be difficult for them in the future.

Chan Wing Kin:

I hope everyone will cooperate better, rather than having to quit. I hope to know everyone's capacities. If a stranger wants to join as an executive committee member, it is weird.

Lau Sze Cheung:

According to Chan Zhao Cong, you often work a lot but others don't know about it?

Chan Wing Kin:

It's something related to promotion, ordering via Taobao.

Before the meetings, I planned for Orientation Camp. If I have some ideas, I will ask a few people's opinion before asking the big group.

Lau Sze Cheung:

What is there is romance going on among the committee members?

Chan Wing Kin:

As long as it doesn't affect the efficiency of work, it is acceptable. If there is some effects, I will ask the Internal Vice-President to talk with them to help maintain work efficiency.

Lau Sze Cheung:

How do you maintain efficiency during meeting?

Chan Wing Kin:

For time-consuming items like games, I will request for an earlier meeting before putting up for major meeting. I will try to bring the digression back. I will also prepare agenda to avoid any leap of ideas. Also, I will be the timekeeper to make sure people come on time and don't overrun for some items.

Lau Sze Cheung:

What is the reasonable work distribution?

Chan Wing Kin:

I will focus on efficiency. If someone has little to do, I will try to find things for them to do. For External Vice-President, I will assign little internal work for him to do.

Lau Sze Cheung:

After sometime, ask the committee members to see if there are any feelings of unfairness.

Wu Tsz Chun:

The general secretary should give a summary for what have been discussed, and then move on. Regularly summarize what has been done and what has not.

So Chui Wa:

It is good to prepare things earlier, if you can't decide on some items during the meeting, then lay it on the table.

Lau Sze Cheung:

So ware romantic relationships among committee members okay?

Chan Wing Kin:

From my standard yes, as long as it does not affect work efficiency.

Lam William:

That is very subjective, will you do somethings about it or not?

Lau Sze Cheung:

How do you keep up everyone's morale?

Chan Wing Kin:

If one has a strong sense of responsibility, then there is no problem.

Lee Wai Hang:

It is an unrealistic assumption that work efficiency is based on relationships.

Wu Tsz Chun:

If someone has lowered efficiency, try to understand their situation.

So Chui Wa:

What criteria do you base on to set the deadline?

Chan Wing Kin:

It depends on when do we need it. If it is needed early, try to start and finish as soon as possible.

Wu Tsz Chun:

Preparation should be done as early as possible.

So Chui Wa:

If you observe that some committee members are fighting the deadline, try it set it to an earlier time.

Wu Tsz Chun:

People are inherently lazy, you cannot unrealistically expect everyone to be responsible. You need to remind them more.

Lau Sze Cheung:

How do you define a function to be "successful"?

Chan Wing Kin:

Even if the plan is not followed, as long as the members enjoy themselves, it's still successful. Still, I try to stick to the plan as much as possible. Also, I want to deliver a promotional message to all our target audience. For attendance, after we have contacted them and everyone who is available come, it is successful. Also, I hope the members are well engaged. For example, participants don't know what they are doing during Class Photo Taking.

Lam William:

I think the order in which you state the criteria is good. Members' feelings are the most important. However, this is difficult to achieve, try to be more pragmatic.

Lau Sze Cheung:

What is the orientation of our society? You can compare with other societies, or say what are your aspirations.

Chan Wing Kin:

I want to first focus on IRE students. We can focus more on academic stuff such as research information. We will to promote research and notify them what undergraduate student can do. Most societies are similar: they aim at holding functions for members. But since we are IRE students, we should try to utilize this and be more research-oriented in our outreach.

Lau Sze Cheung:

What is the difference between that and ICA?

Chan Wing Kin:

We are more academically-related. We have more resources than ICA, and our Orientation Camp slot is longer.

Lau Sze Cheung:

What is your target for promoting research? Do you target at others beside IRE students?

Chan Wing Kin:

I target at all undergraduate science students.

Lau Sze Cheung:

Will you include other science students in our functions? Do you expect them to join as a member or just let them know we are here?

Chan Wing Kin:

I think my goals are to at least promote research to HKDSE/prospective students, and let them know we exist. But for undergraduates, I think we can include all science students in research.

Poon Lok Nga:

Like EVSS: they do cater for EVMT students, but at the same time they held exhibitions at atrium to spread their beliefs.

Lau Sze Cheung:

Assuming you can organize senior students sharing under SCIE 1000, how will you promote it?

Chan Wing Kin:

We won't mention too much about us, we will only mention "this function is brought to you by...".

Lee Wai Hang:

Let Tina spread this message.

Lau Sze Cheung:

In the year plan, you stated there will be a few minutes for promotion.

Wu Tsz Chun:

How many times of societies are there in UST?

Chan Wing Kin:  
ICA, Sports Association, House, Department and School.

Lau Sze Cheung:  
Our goal is to unite members. Apart from holding functions, what can you do?

Chan Wing Kin:  
We can gather at SCI/HOME.

Lau Sze Cheung:  
What do you expect in the future?

Chan Wing Kin:  
There will be more members influx than out-flux. I hope IRESS can be more well known among School of Science and more people know about the program IRE. Personally I think we should focus more on research.

Lau Sze Cheung:  
What is your view on mainland students transferred into IRE?

Chan Wing Kin:  
I think the biggest problem is about how to contact them as we are not acquainted with them. I think we should let them join our functions. And if they have opinions, I hope they will tell us.

Lau Sze Cheung:  
But if they are inactive, you can't make them join.

Chan Wing Kin:  
We can contact them via email.

Wu Tsz Chun:  
People are like gas, they diffuse.

Lau Sze Cheung:  
If you know one, you know them all.

Lau Sze Cheung:  
What do you do if some members are not joining our functions?

Chan Wing Kin:  
Many of our functions are aimed at maintaining our relationships.

Wu Tsz Chun:  
If they don't speak Cantonese, what will you do? Usually they attend more academically-related functions.

Chan Wing Kin:  
I believe Senior Sharing/Class Photo Taking will help.

Wu Tsz Chun:  
Do you know any non-member IRE year 2 students?

Chan Wing Kin:  
Lau Sze Cheung gave me a list of SCIE 2500 students.

Lau Sze Cheung:  
How did you contact them?

Chung Yin Kwan:  
We used our Gmail account to contact them during Promotion Period.

Lau Sze Cheung:  
You can join mainland by using LINE/We-Chat, that way you can know more of them.  
Similarly for international student like David.  
Apart from the Facebook page and what you have stated in the year plan, what else do you want to achieve?

Chan Wing Kin:  
To promote ourselves and reinforce relationships among members.

Lau Sze Cheung:  
When will there be an Extraordinary General Meeting for Orientation Camp?

Chan Wing Kin:  
Late June.

Chan Zhao Cong:  
It depends on the OAC.

Poon Lok Nga:  
Early July.

Lau Sze Cheung:  
Prepare as much details as possible before the meeting.

Wu Tsz Chun:  
And make as few mistakes as possible.

So Chui Wa:  
Remember to demonstrate the games before the meeting.

Lau Sze Cheung:  
The most important thing is to demonstrate Beach Day.

Wu Tsz Chun:  
Invite more people to the demonstration.

Lee Wai Hang:  
And remember to have a timekeeper.

Wu Tsz Chun:  
Remember that you are the organizers, not the participants.

Lau Sze Cheung:  
Any things else?

Chan Wing Kin:  
Thank you, thank you all.

For 16, against 0, the motion is passed.

Poon Lok Nga raised a procedural motion to resume discussion of agenda item 3 and Chan Wing Kin seconded.

For 16, against 1, the procedural motion is passed.

There was no discussion and agenda item 3 was put to vote.

For 14, against 3, the motion is passed.

## Appendix

International Research Enrichment Students' Society, HKUSTSU

### Agenda of Annual General Meeting 2015

1. To commence the meeting.
2. To receive and adopt the agenda of IRESS, HKUSTSU Annual General Meeting 2015.
3. To receive and adopt the minutes of IRESS, HKUSTSU Annual General Meeting 2014
4. To receive and adopt the minutes of the 1st and 2nd Extraordinary General Meeting of IRESS, HKUSTSU, Session 2014-2015
5. To receive and adopt the Annual Report of IRESS, HKUSTSU, Session 2014 – 2015.
6. To receive and adopt the Financial Report of IRESS, HKUSTSU, Session 2014 – 2015.
7. To vote and announce the Honorary Members.
8. To introduce and inaugurate the Executive Committee Members of IRESS, HKUSTSU, Session 2015 – 2016
9. To introduce and adopt the Year Plan of IRESS, HKUSTSU, Session 2015 – 2016.
10. To introduce and adopt the Financial Budget of IRESS, HKUSTSU, Session 2015 – 2016.
11. To adjourn the meeting.

Minutes of 1<sup>st</sup> Extraordinary General Meeting 2015 of International Research Enrichment Students' Society, HKUSTSU, Session 2015 – 2016

Date: 13 July, 2015

Commencement Time: 18:33

Chairperson: Chan Wing Kin

Minute Takers: Liaw Ming Wai, San Yik Chuen

1. To commence the meeting

Number of full member attendees: 12

The quorum was met. Chairperson Chan Wing Kin started the meeting at 18:33.

2. To receive and adopt the agenda of the 1<sup>st</sup> Extraordinary General Meeting

Poon Lok Nga raised the motion at 18:40 and Lui Ming Hong seconded.

There was no discussion.

3. To discuss amendments regarding Section 3, Article 4(A) of the Constitution

Poon Lok Nga raised the motion at 18:40 and Lui Ming Hong seconded.

Chan Zhao Cong:

We propose a change in constitution membership fee due to transition from 3-year curriculum to 4-year curriculum. For year 1 full members, the fee is \$120. For year 2 full members, the fee will be \$90 instead of \$80. For year 3 students, the fee will be \$60 instead of \$40. For year 4 students, the fee will be \$30 instead of \$40.

Lau Sze Cheung:

Did you know the membership fees of other student's societies?

Chan Zhao Cong:

I am not sure about that. I did not ask them.

Lau Sze Cheung:

Is there a problem if the membership fee per member per year is reduced by \$10?

Chan Zhao Cong:

Since we charge the members for each event, the total revenue should increase instead of decrease.

Lam William:

Can you explain it again?

Chan Zhao Cong:

We will not earn or lose more due to the increase in number of members, so it is not necessary to change the membership fee of year 1 members.

Lau Sze Cheung:

We are collecting the same amount, but we need to serve them for one more year.

Lam William:

In this sense, we need not to have membership fee.

Chan Zhao Cong:

No. The reason that we are not losing money is that we have 120 members every year.

Wu Tsz Chun:

What is the reason for setting the price to \$120?

Chan Zhao Cong:

It is to cover the annual net loss to achieve balance.

Wu Tsz Chun:

What if we have free giveaways but we don't have any income for these events. How are you expected to cover the fees?

Lau Sze Cheung:

We only give out souvenirs in freshmen year.

Chan Zhao Cong:

Usually only freshmen will receive the giveaways; also these are from sponsor goods leftover in the Orientation Camp, so it does not affect the balance.

Lam William:

Suppose you are serving 25 members, and 10 freshmen are joining. But no one is going to graduate next year, so you are serving more members with the same income.

Chan Zhao Cong:

I think it is enough.

Lam William:

What is the reason being?

Chan Wing Kin:

As we only lose in giving out souvenir for graduates, which the loss is not significant.

Lam William:

Are you sure that the expenditure for last year students is only \$30 per members? This is the problem with linearly decreasing incomes.

Chan Zhao Cong:

It is difficult to judge.

Lam William:

Have you ever discussed with the Financial Secretary?

Chan Zhao Cong:

No.

Lam William:

The point is you need to think through whether \$30 per member per year is enough. The ones losing money is not you, but the coming sessions.

Poon Lok Nga:

From the reality, we should be having earning, as the majority of new members are from year 1&2, which we are collecting \$10 per member more from year 2 students.

Lam William:

You seem to assume we need not spend for serving them. If the fee of year 4 members is too cheap, you may attract new members to join in last year and our society will suffer net loss.

Chan Wing Kin:

If we are going to change, it will only affect year 3 and 4 members joining, who are trying to get freebies.

Lau Sze Cheung:

My concern is other student's societies' fee. If we change and are more expensive than theirs, we may recruit fewer members.

Poon Lok Nga:

For the Biochemistry Student's Society, 4-year membership charges \$170. For the Chemistry Student's Society, 4-year membership charges \$150. For the Physics Student's Society and the Biology Student's Society, they are not stated in their Constitutions.

Lau Sze Cheung:

The membership fee I paid should be for serving me for 4 years, not only for one year. I think it is beneficial for me when paying the membership fee if I gain from the events, and the student society loses money instead of me. Of all the functions I have joined, they should not be profitable. If I have joined 10 functions and caused \$100 loss, then I should give \$100 as my membership fees

Lam William:

The another problem is how much fee we should collect for each event. To solve this you can refer to the financial reports of previous years. The main point is you should have consider these concerns.

Lau Sze Cheung:

What if year 1 students only join 1-year member?

Chan Zhao Cong:

Single year members are still charged \$40 per year being an associate member.

Chan Wing Kin:

Our concerns now are, from Lam William, final year students have disproportional benefits; and from Lau Sze Cheung, the fees balance out money spent on functions joined.

Lau Sze Cheung:

And some administration fees.

Chan Wing Kin:

So we need to consider the net balance.

Poon Lok Nga:

We can consider how much we lose for final year joining member, then increase the membership fee per year accordingly.

Wu Tsz Chun:

If we collect \$150 each, will it be enough to cover all costs?

Lau Sze Cheung:

What if the fee is non-linearly charged, say \$150 for year 1 members, \$120 for year 2 members, \$90 for year 3 members and \$50 for year 4 students.

The motion was put to vote at 19:03.  
For 14, Against: 0. The motion is passed.

#### 4. To discuss details of Orientation Camp

Poon Lok Nga raised the motion at 19:04, and Chan Zhao Cong seconded.

## **Orientation Camp**

Chan Wing Kin:

I just distributed a timetable. I will first briefly introduce the rundown, then go through each section about games, then talk about hall & venue allocation.

Lau Sze Cheung:

Have you confirmed hall 6?

Poon Lok Nga:

Yes, we will share with the Chemistry Student's Society. Hall 6 has 240 or more rooms, and the Chemistry Student's Society need 190, so it is sufficient enough, but we may need to move the rooms for the Executive Committee members to other floors. So far we get half the rooms of 6/F, plus 3/F, 4/F and 5/F.

Chan Cheuk Yin:

Did they offer 10/F?

Poon Lok Nga:

No.

Lau Sze Cheung:

24 beds will be enough for all freshmen and male leaders.

Poon Lok Nga:

We plan to put all freshmen and some male leaders in the same floor, and other people in other floors.

Lau Sze Cheung:

Will you include duration in the invitation email for Prof. Leung Pak Wo?

Chan Wing Kin:

Yes, to prevent overrun.

Lau Sze Cheung:

Any speech focus?

Chan Wing Kin:

It is about non- academic related activities.

Lau Sze Cheung:

But the content is difficult to judge.

Is there any timetable for division of labour?

Chan Wing Kin:

We have not yet done this.

Lau Sze Cheung:  
When will you finish this and send to all member?

Chan Wing Kin:  
In late July.

Lau Sze Cheung:  
What if the freshmen are in the same room and have nothing to say to each other during settling down?

Chan Wing Kin:  
Suppose it takes 20 minutes travel time from the conference room to the hall, and 25 minutes to settle down at hall. There are leaders in rooms with freshmen, so they can lead and take care. Also we might ask them to go to a room, and we will prepare card games to kill time.

Chan Zhao Cong:  
As each room have at least one leader, and 6/F are all triple room, the leaders will chat with them.

Chan Wing Kin:  
We will prepare games such as poker.

Wu Tsz Chun:  
Prepare some board games and black magic.

So Chui Wa:  
When will you distribute the gift pack? Do you need to take photos?

Leung Cheuk Wai:  
Distribute at very beginning, and no sponsors require photos with freshmen.

Lau Sze Cheung:  
Will they take shower during this time?

Chan Wing Kin:  
I suppose not.

Lau Sze Cheung:  
If they do, you can't force them out of the washroom.

Poon Lok Nga:  
We will tell them not to do so in advance.

So Chui Wa:  
If you state clearly the gathering time, just let them decide.

Lau Sze Cheung:  
Why do games and barbeque be held in two different venues?

Chan Wing Kin:  
We choose the barbeque site before choosing site for the game remix. At first we decide to have game in the whole seafront, then we changed to play the games at the mini-soccer pitch.

Lau Sze Cheung:  
Have you booked the venues?

Chan Zhao Cong:  
Yes, we have put down on the booking list.

Lau Sze Cheung:  
Have you handed to the Student Union? Why don't you communicate among science student's societies first before choosing the venues?

Chan Zhao Cong: Yes.

Poon Lok Nga:  
We and other science student's societies handed in the same form to the Orientation Affairs Committee.

Lau Sze Cheung:  
Is the venue bright enough? We need light.

Chan Wing Kin:  
We choose the barbeque site next to marine lab so that it is closer to common room 4.

Lau Sze Cheung:  
If it is too dark, you may consider a handheld bright lights.

Chan Zhao Cong: We did not consider it as it is expensive.

Lau Sze Cheung: It is acceptable if the price is under \$300 as it can be used for many years.

Poon Lok Nga: Do you mean stage-use lighting?

Chan Cheuk Yin:  
Camping lighting.

Chan Wing Kin:  
We will consider it after site visit.

Chan Zhao Cong:  
Flashlights can be considered, but we can borrow them from friends instead of buying it.

Lau Sze Cheung:  
Yes. It is around \$300. You can search it yourselves.

Chan Wing Kin:  
We will check and consider.

Lau Sze Cheung: Will the game remix count score?

Chan Wing Kin:  
No, it is just for entertainment.

Lau Sze Cheung:  
Is it a win-lose game?

Chan Wing Kin:  
Yes, but it is not important

Lau Sze Cheung:  
Why do you choose common room 4?

Chan Wing Kin:  
We have two choices, either common room 4 or common room 5 and 6. Both choices are near seafront, but common room 5 and 6 is too big, causing emptiness.

Lau Sze Cheung:  
Common room 4 has many columns.

Chan Wing Kin:  
Yes, but it does not affect our games

Lau Sze Cheung:  
Any joint science events this year?

Poon Lok Nga:  
No. The Mathematics Student's Society will not hold the Orientation Camp, and the Physics Student's Society will not join the joint-science event. As there are only three science student's societies remaining, it would be strange to hold such an event, with around 100 freshmen and 20-something Executive Committee members.

Lau Sze Cheung:  
Are we going to say the cheers in day 1 only?

Chan Wing Kin:  
No, we will also do it in day 2, 20:45-21:05.

So Chui Wa:  
Is there any back-up plan for raining?

Chan Wing Kin:  
We have not yet planned, but probably the beach day will move to common room, and the city hunt will change to indoor off-campus region.

Wu Tsz Chun:  
We do not want them to wander outside. I hope we don't need to walk under rain.

Lau Sze Cheung: How do you deal with the barbeque in the first day?

Chan Zhao Cong:  
We will change to hotpot in hall common room. We will buy food in the morning of day 1 after checking weather. Then we will decide whether we will barbeque or hotpot. We will have hotpots ready at all time regardless of the decision.

Wu Tsz Chun:

Are we staying at the male wing or the female wing? The male wing has smaller common room, so you may not have enough room for all participants.

Poon Lok Nga:  
The officials have not decided yet.

Lau Sze Cheung:  
What about the rest of 6/F?

Poon Lok Nga:  
It will not be for the Chemistry Student's Society, but whether there are native residents, we do not know.

Wu Tsz Chun:  
Only 8,9,10/F have residents.

Chan Zhao Cong: There are also residents on 7/F.

Poon Lok Nga: The Chemistry Student's Society will take 3-5/F.

Lau Sze Cheung: If The Chemistry Student's Society doesn't use common room, we may ask them to lend us.

Chan Cheuk Yin:  
They may decorate the corridors and common room on their floor.

Wu Tsz Chun:  
It is good to buy the food at that morning. You may need to consider someone to wash the vegetables or start the fire.

Chan Wing Kin:  
Any more questions regarding Day 1? If not we will start talking about the games.

Chung Yin Kwan:  
We will have 75 minutes of ice-breaking games. The first game is 'Burn the Firecracker', which follows the conventional rules. But we will have variation, such as shuffling positions after the first round for a better memory.

So Chui Wa:  
Are we calling nicknames?

Chung Yin Kwan:  
Yes. For example, Alex.  
The next game is 'A Dollar and Fifty cents'. The group of players are leveled with '1 dollar' or '50cents' by a dichotomous characteristic. Then the host will announce a reasonable amount of money, and the players need to form groups so that the amount is met exactly. The players who are singled out will lose.

Lau Sze Cheung:  
Are you sure they can be equally divided?

Chung Yin Kwan:

We will choose a price such that they can be equally divided in the first round. The second round will have remainders, and they are the losers.

The third game is Forest Fire. No big changes from last year. The fourth game is 'Catch the paper plane!' Everyone will have an A4 paper, and they need to fold into a paper plane. They will throw their airplanes behind a boundary. After thrown and landed, MC will tell them to pick the planes that are not theirs. In the meantime MC will pick out one from them. The one without planes will be the next MC. MC will pick one plane, so 1 player will single out. The last 5 people are winners

Wu Tsz Chun:

Will the planes folded by themselves or the Executive Committee members?

Chung Yin Kwan:

They will fold it.

Wu Tsz Chun:

What if they don't know how to fold?

Chung Yin Kwan:

Then we teach them.

Lau Sze Cheung:

What's the point of this game? There's no control.

Poon Lok Nga:

The one who can't pick up a plane loses.

Lau Sze Cheung:

What to do if someone exchange his plane with neighbours? What if they planes are not plane-like?

Chan Zhao Cong:

It will be judged by MC.

Wu Tsz Chun:

What if MC breaks the plane?

Lau Sze Cheung:

What if breaking plane means both lose, i.e. can't get a plane.

Liaw Ming Wai:

One more missing means one less round played.

Chan Zhao Cong:

They were no serious collisions when we did the rehearsal.

Liaw Ming Wai:

The most violent part is that a plane was broken into half.

Chung Yin Kwan:

One important step is to return the collected plane to the original owner.

Lau Sze Cheung:

Does this mean a plane have to return to its owner and restart the process?

Chung Yin Kwan:  
Yes.

Chan Zhao Cong:  
We will call the owner to pick up his own plane.

Lau Sze Cheung:  
What if they damage the collected plane? Do the plane need to fly for a certain distance?

Liaw Ming Wai:  
If it's close it just benefits the others.

Chung Yin Kwan:  
Planes may land on some obstacles.

Chan Cheuk Yin:  
You may make some obstacles, like adding a fan to redirect planes in the middle.

Lau Sze Cheung:  
Where did you rehearse the game?

Chung Yin Kwan:  
This room, common room 7.

Lau Sze Cheung:  
What paper will you use?

Chan Zhao Cong:  
A4 white paper.

Chung Yin Kwan:  
MC can pick up several planes depending on the number of the participants.

Wu Tsz Chun:  
Repeat the game so many round sounds quite boring.

Chan Zhao Cong:  
We are considering some amendments, such as MC pick 3-4 planes each round.

Lau Sze Cheung:  
How long does this game take?

Chung Yin Kwan:  
20 minutes, including time to fold the plane, explaining the rules and demonstration.

Wu Tsz Chun:  
What if you teach the leaders and ask the leaders to teach them to fold.

Chan Zhao Cong:  
We assume they know how to fold.

Liaw Ming Wai:

The purpose of resetting rounds is to give the plane back to everyone. Losers will need to do that too.

Wu Tsz Chun:

How about chaos when distributing planes after every round?

Poon Lok Nga:

It takes around 2 to 3 minutes to fold a plane.

Lau Sze Cheung:

How much time will you prepare for ice-breaking games?

Chung Yin Kwan:

75 minutes in total.

Lau Sze Cheung: Is the time for all games? What if they over-run or under-run?

Chan Wing Kin:

The later games are buffering games.

Liaw Ming Wai:

We can extend some of the gaming time to fit the timetable.

Lau Sze Cheung:

You would better prepare some back-up games in case of under-run.

Chan Zhao Cong:

There are some universal games to fit in.

Lau Sze Cheung:

Better play back-up games rather than extending existing ones.

Chung Yin Kwan:

Some gaming times are underestimated while some are overestimated

Wu Tsz Chun:

What if freshmen are observed feeling bored?

Chung Yin Kwan:

Cut some games, and end early. We will also accelerate the paces of the games to prevent boredom.

Wu Tsz Chun:

Why do you not add new games?

Chung Yin Kwan:

We have some back up games. I don't think every game will be under-run. I think some good games can be extended.

Lau Sze Cheung:

There may not be enough time for a new game.

Wu Tsz Chun:

Prepare extra games that do not need explanation, and arrange priority for back-up games according to the extent of excitement. If the backup games are better, you may swap the orders of the games.

Chung Yin Kwan:

The last game is 'Smack the fool'. The players need to form two concentric circles so that to each person in the inner circle, there is a corresponding player in the outer circle. One person will run around in the region between the two circles. The game starts by one person in the outer circle yelling the name of another player in the inner circle. The player in the outer circle corresponding to that person needs to immediately yell the name of another player in the inner circle, and the game repeats. They cannot call the right previous person who yells their names. The game terminates when one person fails to call another's name or does not react quick enough. The person who fails will get smacked by the person between the circles.

Wu Tsz Chun:

Is it hard to hit someone? Freshmen are not familiar with others. Also, the hitter is confined along the corridor, so he needs to run extra distance.

Chung Yin Kwan:

We have simulated the situation by having a new name to us during the rehearsal day, and the result was fair.

MC can announce partner switching after some time.

Lau Sze Cheung:

What if the hitter can't hit and is sad?

Liaw Ming Wai:

The Executive Committee members who are not joining the game will give hints.

Lau Sze Cheung:

Our ordinary 'Smack the fool' is to let some leaders to lose in order to start a new round. In your version I have to let my partner get hit in order to free the hitter.

Lui Ming Hong:

If in such case, leaders can call names near the orbiting hitter.

Lau Sze Cheung:

Leaders also need to meet the friends.

Chung Yin Kwan:

We can start at random positions, no problem.

Lau Sze Cheung: Will there be any Executive Committee members playing along?

Chan Zhao Cong:

We will add one to a team with odd number of participants.

Lau Sze Cheung: We also need you to help cheating.

Chan Zhao Cong: Leaders will know freshmen before. They have photos, so they can help cheat.

Lau Sze Cheung:  
Someone look different from his photo.

Chan Wing King:  
What to do then?

Chung Yin Kwan: We will have group Executive Committee members, as we have extra human resource.

Lau Sze Cheung:  
You may have some Executive Committee members to join the group, which can save accidents. Also, you can prepare 1-2 back-up games.  
Is there the same MC for the whole day?

Chung Yin Kwan:  
There should be 3.

Liaw Ming Wai:  
We have changed our mind after rehearsal, that the same MC will be better.

Lau Sze Cheung:  
I agree.

So Chui Wa:  
Any group name restriction during team game?

Chan Zhao Cong:  
We have not yet decided.

Lau Sze Cheung:  
Will you still draw something in colour markers?

Tom:  
We have a board for everyone to write and paint on it.

Wu Tsze Chun:  
I personally think ‘國際’ and ‘科研’ is quite difficult to think, you would better have some suggestion for them.

Lau Sze Cheung:  
Is it necessary to use ‘IRE’ or ‘國際’ or ‘科研’ as group names? Team creation can relate to the theme of the Orientation Camp. You will have the theme on posters or promotion, so they will know about the theme more or less.  
How many leaders are there? Are they grouped?

Chan Wing Kin:  
Tam Pok Man, So Wai Lam Raphaella, So Chi Long, Lam William, Chiu Wen Han, Yik Hiu Fai, Mak Wing Kwan, Wu Tsz Chun, Leung Sze Ching and Lee Wai Hang. For Yeung Lok Yiu and Wu Jeremy Yong Xin, they are not confirmed.

Wu Tsz Chun:  
You would better treat them as not coming.

Lau Sze Cheung:  
I can come only at night.

Chan Wing Kin: For Wu Jeremy Yong Xin, he will come if possible. 10 leaders are confirmed, excluding Wu Jeremy Yong Xin, Yeung Lok Yiu and Lau Sze Cheung.

Lau Sze Cheung:  
What if they suddenly appear?

Chan Wing Kin:  
The only chance will be Wong Sheung Kin Ken. He just come for dinner.

Wu Tsz Chun:  
Is it possible to have 7 to 8 during game?

Chan Wing Kin:  
It is not so much difference, as there will be Executive Committee members to join a group for the fighting games.

Lau Sze Cheung:  
What is the price?

Chan Wing Kin:  
\$350 for leaders and Executive Committee members, \$400 for freshmen.

Wu Tsz Chun:  
What will you do if you don't have any cheers?

Lee Cheuk Long:  
The team-based games last for 1 hour and 45 minutes, including 5 games of 15 minutes and 1 game of 30 minutes. The first game is 'Call the number'. First, 10 teammates form a circle, and they represent a number 0 to 9 like the dialing panel. In between 0 to 9, there will be the hand of judge, representing the pointer. MC will say a phone number, and they need to dial it by rolling the correct number to the pointer, simulating the phone-dialing process. The group who finishes first wins.

Lau Sze Cheung:  
Are they rolling in clockwise direction only? What if there is a group of over 10 people?

Chan Wing Kin:  
Leaders then do not participate in the game.

Lau Sze Cheung:  
Will it be difficult for the pointer to identify their number?

Chan Cheuk Yin:  
How about sticking numbers on their back?

Lau Sze Cheung:  
What if they overturn?

Chung Yin Kwan:

Meaning wrong number, they need to restart the process.

Lau Sze Cheung:

Will the game finish after 8 numbers?

Chan Zhao Cong:

There may not be 8. It may have region code; some old phone numbers may not have 8 digits.

Lee Cheuk Long:

It is not necessary to be a series of phone numbers. It can be anything else.

Wu Tsz Chun:

What variations are there except doing the same thing with varying number of digits?

San Yik Chuen:

We can change the corresponding persons.

Lau Sze Cheung:

Is it meaningful?

Chung Yin Kwan:

No.

Lau Sze Cheung:

Anyone will fall on the ground? Will the game be counting rounds or time?

Lee Cheuk Long:

Number of rounds. It's the first game; so there is much time to work around.

Lau Sze Cheung:

Is the pointer the MC?

Lee Cheuk Long:

No.

Lau Sze Cheung:

Who will decide if the numbers are correct?

Chung Yin Kwan:

It is decided by the pointer.

Chan Cheuk Yin:

A version is to let the phone ring call a number, such as phone number of the Executive Committee members, let one of the group members become the pointer and mark down the numbers ' through actions. After they have completed the round, the pointer will call and verify the real number. In this case, the pointer is team member instead of Executive Committee members.

Lee Cheuk Long:

The next game is 'Transferring rubber bands by straws' Teammates will line up, and the mouth is holding a straw. Then, pass the rubber bands by the straws from one to one. The group transferring more rubber bands in 8 minutes wins.

So Chui Wa:  
Are the straws with bands or straight?

Lee Cheuk Long:  
Straight.

Lau Sze Cheung:  
Which brand of rubber band are you using?

Lee Cheuk Long:  
The ordinary one.

Chan Wing Kin:  
I played last time using Pocky and cheese ring.

Wu Tsz Chun:  
Can they pass a lot in one trial?

Lee Cheuk Long:  
Yes.

Wu Tsz Chun:  
Then it would be too easy.

Chung Yin Kwan:  
We may have restriction that only certain amount of rubber bands is in progress each time.

Wu Tsz Chun:  
It will be boring if they have to wait.

Chan Zhao Cong:  
We may restrict the amount of rubber bands on one straw instead.

Lau Sze Cheung:  
You would better have restriction that only certain amount of rubber bands is in progress each time.

Lee Cheuk Long:  
The Executive Committee members will pick up the fall-down rubber band.

Lau Sze Cheung:  
How can the first one load the rubber band?

Chan Wing Kin:  
By hands.

Lau Sze Cheung:  
How is the rehearsal?

Chan Wing Kin:  
We have not yet done so due to typhoon on the rehearsal day.  
We may limit the maximum number of rubber bands in each pass. We will approximate how many rubber bands can be passed within 8 minutes during the rehearsal, and set it as an objective.

Lau Sze Cheung:  
Can they have a trial before competition start?

Chan Wing Kin:  
Yes, They will have 1 to 2 minutes to do so and also decide row arrangement.

Lau Sze Cheung: Do they need to walk?

Chan Wing Kin:  
We decide to let them stand still and just above turn is enough, to prevent cheating.

Lee Cheuk Long: The next game is Eiffel Tower. They are required to build a stand with height of at least 30cm using newspapers. Prior to this, they will have 2 minutes to discuss and plan. Then, they will have 8 minutes to build the tower. A successful tower can support the load for at least 3 seconds. The group that can support more load wins.

Lau Sze Cheung:  
What is the meaning of a 30 cm high stand?

Chan Zhao Cong:  
It is measured from the base of the cup to the ground.

Lau Sze Cheung:  
What is the meaning of a tower?

Chan Zhao Cong:  
Anything that can hold the cups.

Lau Sze Cheung:  
How many cup with you prepare? What if they are too strong and use up all cups?

Chung Yin Kwan: Then we will use water bottles or glass bottles.

So Chui Wa:  
What if they are too weak and they cannot form towers?

Chung Yin Kwan:  
Maybe give them more time.

Lau Sze Cheung:  
What if 7 cups succeed and 8 cups fail?

Chung Yin Kwan:  
They need to finish putting 7 cups up successfully before attempting 8.

Lau Sze Cheung:  
So it's only about how many they can accomplish, and there is no need for 3 seconds?

Chan Zhao Cong:  
It is a criteria that they have passed that level.

Lau Sze Cheung:

Will 3 seconds be too short?

Chan Zhao Cong: It is hard to judge.

Lau Sze Cheung:

What if the tower is originally tilted, and they apply a cup to make it vertical again, is it fine?

Chan Wing Kin:

As long as the cups do not fall after their hands leave the cups.

Lau Sze Cheung:

Who cues the addition of cups?

Chan Wing Kin:

The judge.

So Chui Wa:

You may add a rule that they can only touch the cups but not the newspaper tower.

Lau Sze Cheung:

How long does the game last if the construction takes around 8 minutes?

Lee Cheuk Long:

It takes around 15 minutes in total, including the playing part for 2 to 3 minutes.

The next game is newspaper tank. Each group is given a stack of newspaper and cohesion tape.

They will have 8 minutes to make the roll, and then people stand inside the roll and move forward until reaching the terminal.

Lau Sze Cheung:

What if the tank is broken?

Chan Wing Kin:

They need to go back to the starting point and repair.

Wu Tsz Chun:

It will be hard to win once the tank is broken.

So Chui Wa:

How can you determine if the tank is broken?

Chan Zhao Cong:

When it is completely separated

Chan Wing Kin:

When the tank breaks down between the midway, the Executive Committee members will mark the location and let the group to repair the tracks.

Chan Zhao Cong:

Moving is separated from making.

Lee Cheuk Long:

The next game is 'Spy'. Each team will have 5 nylon strings as Infrared. Each team will have 4 chairs as the 4 corners, and they need to use the strings to form a web. After that, each group will play the web set by the opposite team.

So Chui Wa:

It may be difficult to judge when the person touches the string or not.

Chan Zhao Cong: The string will move or vibrate.

Wu Tsz Chun:

Can we snake through it? You need to fix the height of the strings. How about falling down? Falling down can be a serious problem. Safety is the first concern.

May I interfere the opposite team?

Chung Yin Kwan:

You will stay around your team so you won't go to another team and shout/make noise.

Lee Cheuk Long:

The next game is 'Big TV'. One group will send 2 member to guess and 1 member to give hint in english or mandarin or body language. At the same time, another group will send 1 member to guess. Guessing one question correctly will get 1 point.

Lau Sze Cheung:

The opponents should receive more points for right guess. It means 1 person is smarter than 3 people.

Lee Cheuk Long:

We will discuss about that.

Chung Yin Kwan:

We will pass the question after 1.5 minutes. Every round takes 12 minutes, and then the two teams will shuffle to the second round.

Wu Tsz Chun:

Faster pace seems more exciting. 1.5 minutes may be too long.

Chung Yin Kwan:

Some questions are very difficult.

Wu Tsz Chun:

Having fast pace and easy questions are more exciting than difficult questions. If we don't have ideas, we will become sitting ducks.

So Chui Wa:

Maybe the one giving hint can pass.

Wu Tsz Chun: It will be too boring to have over-hard questions.

Is there any theme on the questions, such as about HKUST?

Chung Yin Kwan:

It is not preferable, as freshmen should have little idea about HKUST.

Wu Tsz Chun:

Whatever theme.

Lau Sze Cheung: If there are only 4 people playing each time, what about the rest? But swapping people in every single question seems not so smooth.

Lee Cheuk Long:  
We may swap like playing volleyball

Lau Sze Cheung:  
Group A swaps 3 people, and group B swaps 1 person.

Chung Yin Kwan:  
The communication method is chosen by drawing lots. Guessing can be done in chinese.

Lau Sze Cheung:  
Can the one guessing ask questions? Also, English and mandarin are too easy. 30 minutes may be too long.

Chung Yin Kwan:  
There will be 2 rounds and moving around.

Lee Cheuk Long:  
Also during shuffling of people.

Lau Sze Cheung:  
I think it is too long.

Wu Tsz Chun:  
The time limit may not be 1.5 minutes, so think about it.

So Chui Wa:  
What about cycling through all three types of languages, so no limits for the entire round?

Lau Sze Cheung:  
You shuffle different people reporting, so is it the person-in-charge doing the shuffle for every section?

Chan Zhao Cong: Yes.

Lau Sze Cheung: Is MC and the person-in-charge the same person?

Chan Zhao Cong:  
Yes.

Lau Sze Cheung:  
Suppose the person-in-charge is more familiar than MC, when some argue happens, MC may need to ask the person-in-charge.

Chan Wing Kin: Only one MC for each time, so his decision is the final decision.

Leung Cheuk Wai:

We will go to mini-soccer pitch to play a set of games, called 'Game Remix' after the Team-based games and before the barbeque. The first game is 'Turn-it-over'. Each team will be given one large black plastic bag. They need to have as much people on the plastic bag as possible and turn it over without leaving the bag.

Lau Sze Cheung: What is the shortest time you have tried?

Leung Cheuk Wai:

It will be within 10 minutes. The team with most people and successfully complete the task wins.

Lau Sze Cheung:

Can they try while thinking of the strategies?

Leung Cheuk Wai:

We tried the game before, and it is not so smooth because of using the wrong plastic bags and the attitude of the participants is not that serious. But the results reflected that we need to replace plastic bags that can support 8 people instead of table cloth, which can only support 5-6. So now we choose rubbish bag in hall common and it should be enough for at least 8 people. We also thought that given a time limit, they should be striving for the best result. We hope the freshmen can think on their own first. I prefer letting freshmen decide the strategies rather than leading by leaders. If they still haven't done it, leaders can give tips in the last 3 minutes. Thinking when they play will also allow them to estimate an optimal number of people. Then they will be trying to improve the result in the time remaining.

Lau Sze Cheung:

Will they keep trial-and-error in the 10 minutes?

Leung Cheuk Wai:

Yes, that's what we aim for more people standing on the plastic bag.

Wu Tsz Chun:

Adding people for each round is more aesthetic.

Lau Sze Cheung:

I think you should minimize the trial time, start from 1 people to 2 people, etc. At first we start from 1 person flip. Then 2 people flip and so on.

Leung Cheuk Wai:

It is too easy for few number of people.

Lau Sze Cheung:

Then start from more people, say 4.

Leung Cheuk Wai:

If it can hold 8 people, there is no point for trying 4 people.

Wu Tsz Chun:

If they are successful even at the first trial, there will be no fun, as we cannot laugh at their failure. It's too fixed as it takes only one shot.

Lau Sze Cheung:

There are 2 minutes for discussion, 10 minutes for actual trials and gameplay. In this way they feel they have played for longer time rather than just a couple of minutes. Your plan now is to discuss for 10 minutes and play just once; it seems no fun.

Leung Cheuk Wai:

It is 10 minutes trial; their highest record in the 10 minutes is the final result.

Lau Sze Cheung:

What is the size of the bag?

Leung Cheuk Wai:

We will decide after another rehearsal, adjusting to be challenging yet achievable.

The next game is 'Water extraction'. In a 2.5m x 2.5m square, we have two versions of the game.

The first version is that, we place a cup of water in the center, give them nylon strings, then they need to use the nylon strings to make the cup out without any body part crossing the boundary. The second version is that, we place a bucket of water at the center, and give them nylon strings, scissors, tape, plastic cup and paper cup. They need to transfer water out from the bucket.

Lau Sze Cheung:

Which version do you choose?

Leung Cheuk Wai:

We will play both, the first is about teamwork while the second one is about creativity.

Lau Sze Cheung:

How can you judge from not putting hands cross the boundary?

Leung Cheuk Wai:

As this may be quite difficult, we will consider make the square larger.

Lau Sze Cheung:

I think it'd be better to have a larger boundary.

Wu Tsz Chun:

How many water can be transferred out for version 2?

Lui Ming Hong:

A lot, as long as you find a successful way, and you repeat.

Leung Cheuk Wai:

So we will fix the time for version 2.

Lau Sze Cheung:

What is the time limit?

Leung Cheuk Wai:

I think 10 minutes.

Lau Sze Cheung:

So 10 minutes for each version?

Leung Cheuk Wai:

We do not need a time limit for version 1.

Wu Tsz Chun:

How many ropes can we use for version 1?

Leung Cheuk Wai:

I want to let as many people play the game as possible, so as much strings as possible.

Lau Sze Cheung: Nylon strings will tangle and cause problems later on. Better to prepare more rolls. Or you cut them before. Any lighting in the venue?

Leung Cheuk Wai:

Yes, it is sufficient enough.

Wu Tsz Chun:

Can the hands touch the cups for version 2?

Leung Cheuk Wai:

Yes, as long as the cups are out of the boundary.

Lau Sze Cheung:

Any time limit?

Leung Cheuk Wai:

No, faster team wins.

Lau Sze Cheung:

In Version 1, after one team has won, the other team will lose motivation.

Leung Cheuk wai:

But this cannot be avoided.

Wu Tsz Chun:

If I accidentally pour the water over from the bucket at the center, can I refill?

Leung Cheuk Wai:

Yes, we assume infinite supply of water.

Lau Sze Cheung:

Is there tap nearby?

Wu Tsz Chun:

It is a little bit far away.

Chan Zhao Cong:

We have a large water reservoir.

Wu Tsz Chun:

Can I drag the cup on the floor?

Leung Cheuk Wai:

Yes, it is no need for the cup to float in the air when retrieved.

Lau Sze Cheung:  
If they break the paper cup, can they get a new one?

Leung Cheuk Wai:  
We will limit the chance to get a new one.

Lau Sze Cheung: Infinite refill is not proper. Maybe only give 2 cups and tell them there will be no refill.

Chan Zhao Cong:  
They may use the two at the same time. Our plan is 1 cup each time, when broken, get new one, i.e. one extra life chance.

Lau Sze Cheung: It depends If you can use two cups together, it can add some variety to the game. There is not great difference between 1 cup and 2cups.

Leung Cheuk Wai:  
The next game is Dodgeball, which serves as a time filler. We don't want them to play it for too long as it's exhausting. We have prepared several variations to avoid monotony.

Lau Sze Cheung:  
Any net?

Leung Cheuk Wai:  
No.

Lau Sze Cheung:  
Will you use the volleyball in the society room?

Leung Cheuk Wai:  
Yes.

Lau Sze Cheung:  
What are the variations?

Leung Cheuk Wai:  
The traditional one plus: the person loses when the ball drops on the ground and touch the person's body. Also, participants must pass the balls in 3 seconds. There will be a doctor for healing the losers.

So Chui Wa:  
What do you mean by healing the losers?

Leung Cheuk Wai: They will choose 1 doctor in the team. When player is hit, they can wait until doctor heal him by touching the person for 15 seconds.

Wu Tsz Chun:  
If they become the ghost, what's the point to heal them? I played another version before that if the person catches the ball before it falls on the ground, he gets an extra life. How do you define the boundary?

Leung Cheuk Wai:  
We have many nylon strings.

Wu Tsz Chun:  
Use rope on grassland?

Leung Cheuk Wai:  
It is not grassland. It is mini-soccer pitch.

Lau Sze Cheung:  
It seems that quite a lot of games have not yet rehearsed.

Chan Wing Kin:  
Yes, due to unexpected typhoon. We need one or two more days to rehearse all games.  
Let's proceed to the 'Introduction'.

Lui Ming Hong:  
We will first introduce the theme to them by playing a video or 4-5 minutes to briefly explain the setting. Then we will have a game called an interview. The first part is warm-up, which is a multi-task game. After spinning in circle for 10 times, they will do push-ups in a loop by 4 people as a square. Then, we have 5-people-6-legged race, ended by forming a circle with all people to pass a hula hoop with holding hands.

Lau Sze Cheung:  
Does one person finish the whole game?

Chan Wing Kin:  
Multiple games require teamwork, so I advise leaders not to help.

Lau Sze Cheung:  
Will the game be conducted in relay style or the same team members all the way?

Wu Tsz Chun: usually in relay.

Lui Ming Hong:  
Yes, relay.

Leung Cheuk Wai:  
Everyone will have a chance to take part in.

Lau Sze Cheung:  
I think if there is enough space, as common room 4 is so small.

Chan Wing Kin: We may play in the area outside seafront. There should be big enough.

Lau Sze Cheung:  
Are both teams playing simultaneously?

Lui Ming Hong:  
Yes.

Lau Sze Cheung:

Then you will need even more space.

Chan Wing Kin:  
The seaside should have enough space.

Lau Sze Cheung:  
When do you start counting score?

Chan Wing Kin:  
Starting from this game.

Lau Sze Cheung:  
If the opposite team has already won, will the losing team lose motivation to complete task?

So Chui Wa:  
You may give scores upon completion, and extra score for winning.

Chan Wing Kin:  
We plan to give the award in the introduction section.  
The next part is 'Drama'. One team needs to send one person out to drink one cup of 'mixture', and another team guesses what is the chosen drink.

Lam William:  
Both teams suffer.

Wu Tsz Chun: It sounds so easy.

So Chui Wa:  
I think it is not as easy as you think.

Chan Wing Kin:  
Several types of drinks/sauces will be prepared. Participants will have some recognizable facial expression

Lau Sze Cheung: How many sets will you provide?

Chan Wing Kin:  
Currently 3.

Lau Sze Cheung:  
Why do you not provide even number of sets?

Leung Cheuk Wai:  
As one set can be played twice.

Chan Wing Kin:  
We will need to think more, probably will use 4 sets.

Lau Sze Cheung:  
Are the two teams playing with different sets?

Chan Wing Kin:

Yes.

The next game is Charades, which passes the word along the team some by drawing, some by action, and some by different language.

Wu Tsz Chun:

If you draw for too long, others will just wait and feel bored.

Chan Wing Kin:

We may set a time limit between each pass.

Wu Tsz Chun:

Are you meaning the time limit for each person or the total time for whole group?

Chan Wing Kin:

Each person.

Wu Tsz Chun:

Are they transferring what you see?

Chan Wing Kin:

Yes.

Lau Sze Cheung:

How many questions are there?

Chan Wing Kin:

We have planned 22, and expected to play 6 to 7 questions.

Wu Tsz Chun:

What if one of the teams have guessed the question correctly first?

Chan Wing Kin:

Every one has 20 seconds to instruct, when passing to the last one, he needs to guess correctly.

Lui Ming Hong:

Fibbage is a lying game. 2 team will split into 4 smaller groups altogether. MC will ask strange questions, and everyone write down answer to false others to trust their answer is correct. There will be a true answer, the objective of each group is to convince others their answer is correct. The answer can be written on board or paper. Chatting between each team is forbidden. If a false answer is chosen, the group that writes the answer gets 1 point. If a correct answer is written, the group will get 1 extra point. If a correct answer is chosen, 2 extra points will be awarded. If a false answer from us is chosen, the group will be deducted 1 point. There will be 4 to 5 minutes for each round, and 20 minutes in total.

Lau Sze Cheung:

What if two groups give same wrong answer?

Lui Ming Hong:

Then if other group chooses this answer, both group score 1 point.

Lau Sze Cheung: How many questions are there?

Lui Ming Hong:  
Ten questions in total at this moment.

Chan Zhao Cong:  
Smartphone should not be used during the game to prevent participants from searching the answer from Google.

Wu Tsz chun:  
How many cheers have you prepared?

Chan Cheuk Yin:  
Some classic cheers should be included.

Chan Wing Kin:  
To be confirmed.  
On day 2, we will finish breakfast at Asia Pacific Catering, and arrive Room 3005 and 3006 at 10:15 to begin the theme game. There will be clues inside the room that indicates what they need to fulfill during City Hunt at Po Lam, Hang Hau, Choi Hung and San Po Kong. Completing a task will gain a hint or clue for the detective game. The style of the game is ordinary except for San Po Kong, that they need to walk around to find information about streets and stores there. The duration is quite long, and what we focus is equivalence, especially in San Po Kong. We do not expect them to accomplish all the tasks.

Lau Sze Cheung:  
There is no MTR for San Po Kong, so there will be troublesome if there is rain.

Chan Wing Kin:  
We will have a back-up plan.

Lui Ming Hong:  
We may change the venue to the shopping malls of Diamond Hill.

Chan Wing Kin:  
To avoid rush lunch, we plan to set a task as 'lunch in restaurant (sit down) with budget \$35 for each person'.

Lau Sze Cheung:  
What if they have a lower price?

Chan Wing Kin:  
We will not refund to them.  
We will use task to punish or force them to have a proper meal.

Lau Sze Cheung:  
You can restrict the choice to congee, noodles and rice.

Chan Wing Kin:  
The Executive Committee members following the teams will pay for it.

Lau Sze Cheung:  
Remind them to refill their Octopus Card.  
How did you rehearse the City Hunt? By the whole Hunt or just task?

Chan Wing Kin:  
The whole hunt.

Lau Sze Cheung:  
Is there enough task?

Lui Ming Hong:  
We overran during rehearsal, so tasks should be more than enough.

Lau Sze Cheung:  
When will you distribute the prize?

Chan Wing Kin:  
We will have some clues for intel gathering. Clues are given after every zone.

Lau Sze Cheung:  
There are many tables and chairs in the room.

Chan Wing Kin:  
Just put aside, we only need the board.  
We will return to HKUST at 16:00. There will be a game at the sundial first. They will then hunt for the 'treasures' in HKUST.

Lau Sze Cheung:  
Is the game at the Sundial played by one team?

Chan Wing Kin:  
No, we need two teams. We will punish them by canceling some of the games.

Lau Sze Cheung:  
What if one team is late?

Chan Wing Kin:  
We will set serious punishment to persuade them back on time. The clues are password clues, analysing is required to solve it. Participants will play the game till 18:00. Then the two teams gather at 8:00 at café.

Lau Sze Cheung:  
What if they arrive to the cafe late?

Chan Wing Kin:  
Never mind, the game officially starts at 18:15, early comers can decide strategies first.

Lau Sze Cheung:  
What is for the dinner?

Chan Wing Kin:  
The Golden Rice Bowl at LG7 from 19:00 to 19:45.  
Then there will be treasure hunt. They will decode the clues for treasure hunt. At last, a team can pretend they know everything

Lau Sze Cheung:

What if a team misses the important clue in 16:00, then they just follow another team.

Wu Tsz Chun:

Any subjective task that help to balance?

Chan Zhao Cong:

Story telling is an integrated skill, but just win or lose, no point will be counted.

Lui Ming Hong:

The game at first night will not be scored.

Lau Sze Cheung:

Where will they tell the story?

Lui Ming Hong:

Common Room 4.

Lau Sze Cheung:

Did you get sponsored shopping bag?

Leung Cheuk Wai:

No.

Lau Sze Cheung:

Any game that requires knowledge?

Chan Wing Kin:

English reading skills.

Lau Sze Cheung:

What is the use of the board?

Chan Wing Kin:

It is like TV series, clues pinning on the board.

Lau Sze Cheung:

Then they may see what the other team does.

Chan Wing Kin:

They are in two separate rooms.

Lui Ming Hong:

We will check the room at 10:00 for decoration.

Lau Sze Cheung:

Is it a must to go to that room? Walking upstairs is tiring.

Chan Zhao Cong:

The clues are very complex, so we need that board to organise well.

Chan Wing Kin:

The Treasure Hunt and reverse will last for 1 hour.

Lui Ming Hong:

We will have 3 games before getting to the treasure, then back to Common Room 4 to tell the story.

Wu Tsz Chun:

Is that part treasure hunt or telling story?

Chan Wing Kin:

Both. The treasure hunt is a part of the plot.

Chan Wing Kin:

Then we will play the cheers.

Chan Zhao Cong:

Then there will be small talks, a 1-on-1 individual talk between senior students and freshmen.

Wu Tsz Chun:

Any recommended sites?

Poon Lok Nga:

The beach, outside Hall 8 and 9, or the seaside.

Lau Sze Cheung:

You can state these site suggestions during leaders briefing.

How will you ask the people back to Common Room 4?

Chan Zhao Cong:

We will phone them if they are not back in designated time.

Lau Sze Cheung:

Will you restrict the topics for the talk?

Chan Zhao Cong:

No, as to enhance privacy.

Wu Tsz Chun:

There should be a guideline and a suggestion of content.

Liaw Ming Wai:

The MC will also talk about the tradition. Let them pair up and write the time capsule.

Lau Sze Cheung:

Maybe the small talk ends at 21:30 and longer time for the time capsule.

Wu Tsz Chun:

Who will have sharing?

Chan Zhao Cong:

All.

Lau Sze Cheung:

Then you need to arrange some chairs in circle first.  
Are they allowed to leave once they finish writing the Turtle Back?

Wu Tsz Chun:  
Turtle Back may be too time-consuming. They may write very short to sleep earlier.

Chan Zhao Cong:  
As Day 3 is the beach day, there will be no time for Turtle Back.

Johnny: Tell them not to sleep too late, not sleep at 5, sleep at 3  
Henry: arrive bus stop at 930

Lau Sze Cheung:  
Will the time clash with other student's societies?

Poon Lok Nga:  
There is no science student's society going to beach on day 3.

Lau Sze Cheung:  
Remember not to let them go into the sea.  
And take the McDonald's to the hall for breakfast.

Chan Wing Kin:  
Yes.

Wu Tsz Chun:  
Remember to borrow cart or paper box for breakfast delivery.

Chung Yin Kwan:  
They will give out trays for free upon order.

Lau Sze Cheung:  
Will they bring everything to the beach?

Chan Zhao Cong:  
We will place luggage in rooms of the Executive Committee members. And they will take a picture when they come back to HKUST. Then they will go back hall to get the luggage.

Lau Sze Cheung:  
Trolleys of the halls can be borrowed anytime.  
What will we eat for lunch?

Chan Wing Kin:  
Sandwich.

Wu Tsz Chun:  
Why not pizza?

Liaw Ming Wai:  
It is oily.

Wu Tsz Chun:

Much water should be prepared, as you will need a lot.

Chan Zhao Cong:

Water is heavy, so we will distribute it in the morning. Everyone should have a bottle of water.

Lau Sze Cheung:

Maybe buy a box of bottle water.

Will you divide the games into 'wet' and 'dry' game?

Chan Zhao Cong:

Yes, and we will start with the "dry game" theoretically

Lau Sze Cheung:

How early will you go to set up the venue?

Wu Tsz Chun:

Setting up the venue, then random people will notice. Maybe go there at 8:00. Prepare ropes and many materials placing on the beach to pretend many people is coming.

Lau Sze Cheung:

You need to clear the rocks beforehand.

Wu Tsz Chun:

The Clear Water Bay Beach No. 1 is easier to occupy.

Lau Sze Cheung:

But the stair is too long and it is very suffering.

How many materials are there?

Chan Zhao Cong:

4-5 people can carry the materials.

Wu Tsz Chun:

If there is water balloons, you need to borrow the big buckets from halls.

Chan Zhao Cong:

What material for the water balloons did you use last year?

Lau Sze Cheung:

You can buy super thin balloons but they are expensive, so using storage bags is enough. I suggest you to arrive the venue earlier to fill up the water.

What else will you do after returning back to HKUST?

Chan Zhao Cong:

Take photo, then take the luggage. We will have optional tea time.

Lau Sze Cheung:

When will the HKDSE release?

Chan Zhao Cong:

15 July 2015.

Lau Sze Cheung:  
What will you do?

Poon Lok Nga:  
We will have forum post.

Lau Sze Cheung:  
When will be the next Extraordinary General Meeting?

Chan Wing Kin:  
It will be until we finish the rehearsals, maybe 23, 24 or 25 July 2015.

Lau Sze Cheung:  
When will be the leaders briefing? It don't need to be so early, they are going to forget.

Chan Wing Kin:  
11-14 August 2015.

Lau Sze Cheung:  
When will be the Orientation Camp?

Chan Wing Kin:  
19-21 August 2015.

Wu Tsz Chun:  
Remember to prepare a list for room games.

Poon Lok Nga:  
12 August 2015 is the Registration Day, and 13 August 2015 is the Course Preregistration Day.  
Poon Lok Nga raised the procedure motion to lay the remaining item on table until the next session of Extraordinary General Meeting at 23:10 and Chan Zhao Cong seconded.

For 13, Against 0. The procedure motion was passed.

The meeting was adjourned at 23:10.

## Appendix

International Research Enrichment Students' Society, HKUSTSU, Session 2015 - 2016

### Agenda of 1<sup>st</sup> Extraordinary General Meeting

1. To commence the meeting;
2. To receive and adopt the agenda of the 1st Extraordinary General Meeting;
3. To discuss amendments regarding Section 3, Article 4(A) of the Constitution;
4. To discuss details of orientation camp; and
5. To adjourn the meeting.

Minutes of 2<sup>nd</sup> Extraordinary General Meeting of International Research Enrichment Students' Society, HKUSTSU, Session 2015 – 2016

Date: 21 September, 2015

Commencement Time: 18:40

Chairperson: Chan Wing Kin

Minutes Takers: Liaw Ming Wai, San Yik Chuen

1. To commence the meeting

Number of full member attendees: 17

The quorum was met. Chairperson Chan Wing Kin started the meeting at 18:42.

2. To receive and adopt the agenda of IRESS, HKUSTSU, Session 2015 – 2016 2<sup>nd</sup> Extraordinary General Meeting

Poon Lok Nga raised the motion at 18:43 and Lui Ming Hong seconded.

There was no discussion.

3. To receive and adopt the financial report from February 2015 to August 2015 of IRESS, HKUSTSU, Session 2015 – 2016

Poon Lok Nga raised the motion at 18:45.

Chan Wing Kin:

We shall now discuss the financial report and financial budget. Chan Shing Cheong please present your financial report.

Lam William:

Is this (financial report) finalized? That is, will it appear in the Annual General Meeting?

Chan Wing Kin:

Yes.

Chan Shing Cheong:

Problems include not getting receipts for each item.

Lam William:

Certainly. Also, why only state the month instead of the date of event? The finalized version should include the accurate date for the Annual General Meeting.

Chan Shing Cheong:

For Class Photo Taking, we have a revenue of HKD269 and an expenditure of HKD121.5. The source of income is selling photos. The expenditure comes from photo printing and ordering.

Lam William:

When in Annual General Meeting, Lee Cheuk Long should know all the events in details. Financial report should be presented alongside the annual report. So Lee Cheuk Long must take notes on everything he mentioned here.

Chan Shing Cheong:

We sold 27 4R photos while 47 were bought. The 20 extra were distributed to graduates and faculties for free.

Wu Tsz Chun:

What software did you use to make this report?

Chan Shing Cheong:

Excel.

Wu Tsz Chun:

Are the figures typed or calculated using Excel?

Chan Shing Cheong:

Some are typed, some are calculated.

Wu Tsz Chun:

Why?

Chan Shing Cheong:

It's more convenient for me.

Wu Tsz Chun:

I spot an error in your report.  $4 * 17$  should be 68 for the item '4R laminated photos'.

Lam William:

When there are mistakes in your typed items, we cannot figure out whether it's the problem in the amount of unit price. Such mistakes will not happen if you used the built-in functions of Excel instead. Also, you need to separate photos given to the professors as gifts in the report to apply for subsidy. Don't just combine all the photos as a lump sum as you need to explain.

Chan Zhao Cong:

We will add it as a remark.

Lam William:

The subsidy application should be as detailed as possible, so it's still better to write them as separate items.

Chan Shing Cheong:

For Joint-Science Inauguration Ceremony, we deposited HKD1300 and got a refund of HKD200.7 after the event.

Chiu Wen Han:

Do you have any other expenditure, for example the sign board?

Poon Lok Nga:

We didn't include it since it was totaled as a lump for all science societies.

Lam William:

You need to let members know what items you have spent money on. Even though there is a big report for the entire event, you should have made a small report for our society.

Refund could mean two things. One is the deposit remainder, the other is subsidy from Students' Union. Which one are you referring to here?

Poon Lok Nga:

Deposit refund. Since the Council has not yet nominated the Finance Committee, we cannot claim society subsidy.

Lam William:

Then you need to state it more clearly as the deposit refund. In general, you should include details that members may want to know about. For example, how much you have spent on printing posters, so that members can judge whether it is reasonable.

Chan Shing Cheong:

For Graduation Party, our income comes from participation fee.

Lam William:

Hold on, there is another mistake for the item quartz watches. Which one is the correct figure? The total or unit price?

Chan Shing Cheong:

The total is correct.

Chung Yin Kwan:

Since the gift is bought from TaoBao, the decimal place should come from exchange rates.

Lau Sze Cheung:

Why the other executive committee members know things more clearly than you (Chan Shing Cheong)?

Liaw Ming Wai:

We used the conversion of RMB1 to HKD1.3 when claiming money, and we should state the conversion as remark.

Chan Zhao Cong:

Also the receipt was lost, and no executive committee member claimed.

Wu Tsz Chun:

You should take photos of receipts and upload them to Google Drive.

Lau Sze Cheung:

Why is there a 'watermelon' item? I don't recall seeing it at the event.

Chan Wing Kin:

It was intended to be a gift. But since we couldn't give it out, it was dealt with among ourselves privately.

Wu Tsz Chun:

But it's bought using members' money.

Lau Sze Cheung:

The reason is invalid. You can't just buy gifts and then say you can't give them out.

Chan Zhao Cong:

To clarify, it's meant to be a special prize and given to Wong Sheung Kin Ken. But he thought it was a trap and said he didn't want it.

Lam William:

The executive committee of the next session needs to be reminded of this.

Chiu Wen Han:

Why isn't the font consistent?

Wu Tsz Chun:  
Is it all your work?

Chan Shing Cheong:  
The whole report is my work except the part for the Orientation Camp.

Lam William:  
This is unacceptable to be the final report on Annual General Meeting. Lee Cheuk Long please take note.

Wu Tsz Chun:  
This format is obviously inconsistent. Looks like it's poorly made. You should at least make it look presentable.

So Chui Wa:  
How many graduates attended the Graduation Party?

Liaw Ming Wai:  
Six.

So Chui Wa:  
Then why are there 11 graduation cards and gifts?

Liaw Ming Wai:  
We planned to give each graduate a set. Those who didn't come we'll give them during congregation.

Lam William:  
Chan Wing Kin, you signed on the financial report. But Chan Shing Cheong didn't. See? He knew it's problematic.

Chan Wing Kin:  
I was waiting for the finalized version, so I didn't ask the persons-in-charge in detail. Plus, I have already corrected a few mistakes.

Lam William:  
Could you explain the problem with the quartz watches?

Lui Ming Hong:  
The total is correct. The unit price and the quantity should be amended.

Lam William:  
This raises another problem. Except the total amount, all the other details could be incorrect in your report.

Wu Tsz Chun:  
You could have typed that 11 watches were purchased, and mentioned that it is from one receipt.

Chan Zhao Cong:  
We couldn't stop him from making typos.

Liaw Ming Wai:  
It should have been stated in the receipt.

Chan Shing Cheong:  
It was done in a hurry so there may be typos.

Lau Sze Cheung:  
When did you know you're going to resign?

Chan Shing Cheong:  
7 September, when I received the Visa.

Lau Sze Cheung:  
Why don't you prepare the report sooner?

Chiu Wen Han:  
Also knowing that you need to apply for Visa implies you're leaving.

Wu Tsz Chun:  
Then why did you say it was done in a hurry?

Chan Shing Cheong:  
Because I only started working on it a few days ago.

Lam William:  
So are you sure that the total amount is correct? Now I could only believe in your words.

Chan Shing Cheong:  
Yes.

Lam William:  
If the total is incorrect, remember to correct it in the finalized version.

Wu Tsz Chun:  
Can you summarize the problems in your report and tell Lee Cheuk Long and the executive committee of the next session?

Chan Shing Cheong:  
The most important thing is a consistent format.

Lam William:  
Formatting is not the most important thing.

Chan Shing Cheong:  
I meant the easiest to do. Next is accurate numbers.

Lam William:  
The most important things are the amount, details and format in that order.

Wu Tsz Chun:  
You must double check. Trivial errors should be spotted while checking.

Lui Ming Hong:

Just now I saw another problem. For Registration Day, one piece of paper did not cost HKD48. It should be HKD6 each for 8 pieces.

Lam William:

If other executive committee members can spot the errors, why didn't you communicate with them before this meeting?

Chan Shing Cheong:

I did ask, but missed a few.

Wu Tsz Chun:

You know there's a problem when one piece of paper costs HKD48.

Chiu Wen Han:

Do you know what the paper is for?

Chan Shing Cheong:

It's for decoration, and banners.

Lam William:

Anything else you want to clarify for Registration Day?

Chan Shing Cheong:

No.

Lam William:

What about other stationery? Did you use any tape?

Chan Shing Cheong:

We used the stationery from previous functions.

Poon Lok Nga:

Plastic wrapping is missing.

So Chui Wa:

It (tape) is stated in 'Others'.

Lam William:

I want to query the 'Others' section. How many of the items there are used in all functions? Or are they too difficult to categorize?

Chan Shing Cheong:

The receipt book.

Lam William:

What about name cards? And why the quantity says '1'?

Chan Wing Kin:

We bought them in different quantities for different executive committee members, so it's difficult to count.

Chan Zhao Cong:

Name cards are put in 'Others' because they cannot be subsidized anyways, so we separated it into other items.

Lam William:

You shouldn't make trivial mistakes, especially about the totals. If you just put the receipt totals onto the report, then anyone from this executive committee is able to do so. They don't need to know about anything that happened during purchases, or keep track of things throughout the whole year. You have failed your task.

Is stationery calculated as lump sum?

Chan Shing Cheong:

I referred to the numbers on receipts.

Lam William:

As I can see, the only event that needed stationery should be Registration Day, as I cannot spot this item in other events. How did you deal with the stationery amount? Can you explain the omission of details?

Chan Shing Cheong:

Every receipt only has 'stationery' written on it when it's obtained from the shop.

Lam William:

That is not an explanation. If you have that receipt, what will you write?

Chan Shing Cheong:

I'll write "Stationery – Color paper".

Lam William:

Yes. The key problem is that we cannot see this item on any event. Why do you think I cared about this 'stationery' item? What are the consequences?

Chan Shing Cheong:

It's difficult to read and understand.

Lam William:

No, it's the omission of some spent money. If you claimed money for your fellow executive committee members but did not include that in this report, then the total amount must be wrong. There is still half a year to go, and it will affect the next session, which is unfair to them. At that time whether it's your fault or problems with the next session we cannot know.

Chiu Wen Han:

How do you deal with your fellow's money claim?

Chan Shing Cheong:

I'll usually pay them back immediately after receiving the receipt. Sometimes I'll repay through remittance.

Lau Sze Cheung:

When will you collect receipts?

Chan Shing Cheong:

There's no fix schedule. They sometimes give me immediately after purchase, other times they will wait until I ask.

Lau Sze Cheung:

Do you have that much cash in hand?

Chan Shing Cheong:

I'll withdraw money from the back account through ATM if I'm in campus.

Lau Sze Cheung:

Who got their money back through remittance?

Chan Shing Cheong:

Chung Yin Kwan and Chan Wing Kin.

Lam William:

Have you ever calculated whether the amount in the cash box and account agree with the amount actually spent?

Chan Shing Cheong:

No.

Lam William:

This is really bad.

Chan Shing Cheong:

Because Chan Wing Kin told me to only tally up to Orientation Week.

Lam William:

Who is responsible for the report for Orientation Week?

Chan Wing Kin:

Lee Cheuk Long is.

Lam William:

Then he can just give him the report after finishing.

Chan Wing Kin:

We want to set a cut-off for Chan Shing Cheong, which is the end of August.

Lam William:

It's reasonable. Why do you think we cared about this? What if the overall amount is wrong when you hand the record over to the next session? You surely can step down, but it's a big problem if there's missing cash after the handover.

Lau Sze Cheung:

Is there any remedial actions?

Chan Shing Cheong:

I'll recalculate.

Lam William:

What if there is indeed a difference between the bank account and the report?

Chan Shing Cheong:  
I'll find out all the past receipts.

Lam William:  
What will you do after that?

Chan Shing Cheong:  
I can read the bank statement.

Lam William:  
What if you really omitted something for whatever reason? Even after checking through all the items? What if there is a huge discrepancy? If it's just a few tens, it's okay for you to cover it up yourself. But if it's a few hundreds, how will you deal with the problem? And you might not be the one to cover up the cost, it might be Lee Cheuk Long. What do you say? How will you solve it? Talk with your fellow executive committee members? Or solve it yourself.

Chan Shing Cheong:  
I'll ask all executive committee members for details. If it still cannot be solved, I'll cover it up myself.

Lam William:  
So we all heard your promise.

Lau Sze Cheung:  
When will you solve this problem? You're leaving soon right?

Chan Shing Cheong:  
I have a bank account in Hong Kong, and I can transfer money through remittance.

Lau Sze Cheung:  
Based on your performance so far, I'm afraid that you might shirk from this responsibility once you leave.

Chan Shing Cheong:  
You have my promise as a man.

Wu Tsz Chun:  
That's not how it works.

Lau Sze Cheung:  
So will you check the amount before you leave?

Chan Wing Kin:  
Lee Cheuk Long has already done it.

Lee Cheuk Long:  
I've checked only the cash.

Chan Zhao Cong:  
Some receipts have not yet been claimed. So it can't be done.

Lau Sze Cheung:

Although Chan Shing Cheong made his promise, I'm just worried when he will redeem it.

Chan Wing Kin:

The difference is expected to be within HKD100, so we can do it privately. When the numbers from Orientation Camp is done, we should be able to finish calculating by this week.

Lau Sze Cheung:

Where are the receipts kept?

Chan Shing Cheong:

Most are inside the locker of the society room.

Lau Sze Cheung:

What about the rest?

Chan Shing Cheong:

Some are returned to the ones making the purchase after showing me to record them.

Lau Sze Cheung:

So you only return the receipt when the amount is great? Will you let them do it this for all receipts?

Chan Shing Cheong:

Usually I gave them back when they need to use them to get products.

Lau Sze Cheung:

Have you checked through all the receipts when you prepare this report?

Chan Shing Cheong:

I've checked.

Chiu Wen Han:

Have you kept copies of the receipts in case they become illegible?

Chan Shing Cheong:

Yes.

Lau Sze Cheung:

Lee Cheuk Long, do you know where all the receipts are?

Lee Cheuk Long:

I have checked those in the society locker, but haven't dealt with the receipts related to Orientation Week.

Lau Sze Cheung:

If other executive committee members bring you a receipt, what should the receipt have on it so that it can be claimed?

Chan Shing Cheong:

The actual amount and the items. On the back, I'll write the item's purpose, the date I received and the event it's for.

Lau Sze Cheung:  
There is something missing.

Chan Shing Cheong:  
The date the receipt is issued.

Lau Sze Cheung:  
I suppose you will type another correct version. Where will you put the stationery items?

Chan Shing Cheong:  
If it's only used in one function, place it under that function. If it's used throughout multiple functions, place it in 'Others'.

Chan Shing Cheong:  
For Orientation Camp, we have an income of HKD12,250 and expenditure of HKD12,098. Income comes from participation fee of 10 executive committee members and 10 seniors. The rest is from freshmen. Some seniors didn't stay for the full duration, so we calculated the amount to be received on a pro-rata basis.

Lau Sze Cheung:  
Why are there two items, 'Booth cover' and 'Decoration', of the same price? Is it a mistake?

Chan Wing Kin:  
It's pure coincidence. It should be correct when I checked.

So Chui Wa:  
Where did you use the decoration, Chan Shing Cheong?

So Chui Wa:  
So Chan Shing Cheong didn't know the two items are the same or not?

Chan Wing Kin:  
It should be an error. Sorry about the duplicate entry.

Wu Tsz Chun:  
So how many pieces of booth cover do you have?

Chan Wing Kin:  
1.

Chiu Wen Han:  
Any details for the HKD192 'booklets'?

Chan Wing Kin:  
Because the receipt only has 'Photocopy (colour)', we cannot distinguish the unit price.

Lau Sze Cheung:  
Why marker costs \$59 each?

Chan Wing Kin:  
It's a pack of 12.

Chiu Wen Han:  
Why did you buy 12 A2 posters?

Lui Ming Hong:  
Some are being covered or torn.

Chiu Wen Han:  
Where did you print the posters? The unit prices are different from last year.

Chan Wing Kin:  
It's the same place, but they raised the price.

Lau Sze Cheung:  
What is 'rice paper'?

Lui Ming Hong:  
It's decoration for our theme game.

Lau Sze Cheung:  
What are 'sticks'?

Chan Zhao Cong:  
They are inflatable sticks for games.

Chiu Wen Han:  
Why is there an 's'?

Chan Zhao Cong:  
There are two in a pack.

Lau Sze Cheung:  
What is 'Book with photos in HKUST'?

Chan Wing Kin:  
It is a clue object for our theme game. We have one book for each group.

Chiu Wen Han:  
What is 'lunch for beach day'? I can't remember.

Chan Zhao Cong:  
The pears.

Chiu Wen Han:  
You spent HKD55.4 for stationery. What did it include?

Chan Wing Kin:  
Consumables like two-sided tape.

Lau Sze Cheung:  
Why is the dinner at Golden Rice Bowl so expensive?

Chan Zhao Cong:

It really is that expensive. That is the price they offered and we don't want individual meals.

Lau Sze Cheung:

Why 'storage' has a quantity of 2?

San Yik Chuen:

At first we think one space is enough, but they charged double for our excessively large water bombs with two separate receipts.

Lau Sze Cheung:

Is the unit price for accommodation per person or per room?

Chan Wing Kin:

Per room for two nights.

Lau Sze Cheung:

What about double rooms?

Chan Zhao Cong:

We only rent triple rooms. The cost for double rooms were in budget.

Wu Tsz Chun:

What about the two USBs used in the theme game?

Lui Ming Hong:

They were from executive committee members and not bought.

Chiu Wen Han:

Did you use all of the 6-dollar-sugar?

Chan Zhao Cong:

No, we used about a third.

Chiu Wen Han:

What about the rest?

Chan Wing Kin:

We threw it away.

Wu Tsz Chun:

You could have just took some from the cafeterias at UST.

Chiu Wen Han:

Also the ketchup can be obtained from McDonald's.

Chiu Wen Han:

Why didn't you use cardboard instead of foam boards for the group banners?

Chan Wing Kin:

Cardboard banners look ugly, especially if bent.

So Chui Wa:

It's too expensive. We spent less than HKD20 last year.

Lau Sze Cheung:

I think it's acceptable. It's just two dollars per participant.

Chiu Wen Han:

I've said it last time that the negative sign was redundant. Why is it still here?

Wu Tsz Chun:

Take note of the format next time. Remind Lee Cheuk Long and the next session.

For game materials, what kind of buckets did you buy?

Chan Wing Kin:

The white ones used for beach day.

Chiu Wen Han:

I thought we already had those.

Chan Wing Kin:

We needed 4.

Chiu Wen Han:

You anticipated a loss in the financial budget, but now why you have a profit of around HKD1,000?

Chan Wing Kin:

We originally planned to rent all double rooms, but turned out to be all triple rooms. We spent HKD\$1,374 less on accommodation.

Poon Lok Nga:

It was the only choice if want to occupy an entire storey.

Chan Wing Kin:

We also have one more participant than expected, and food costs HKD174 less. To offset this, game materials were under-estimated by HKD586, as theme game decoration cost more than expected. In conclusion, the primary reason for the profit is accommodation.

Lau Sze Cheung:

Who will complete the record for Semester Commencement Dinner? Lee Cheuk Long or Chan Shing Cheong?

Chan Wing Kin:

It's already done by Chan Shing Cheong.

Chiu Wen Han:

You should include the cash received and spent for the dinner to record.

Liaw Ming Wai:

We don't have receipts for participants, so there will only be a receipt for expenditure but no revenue.

Chiu Wen Han:

Just record it for us to know whether the expenditure is too far from reality.

Procedure motion: Poon Lok Nga raised a procedure motion to recess for 15 minutes at 20:15 and Chan Zhao Cong seconded.  
For 14, Against 0. The procedure motion is passed.

Procedure motion: Poon Lok Nga raised a procedure motion to recess for 10 minutes at 20:30 and Chan Zhao Cong seconded.  
For 11, Against 0. The procedure motion is passed.

Procedure motion: Lui Ming Hong raised a procedure motion to resume the meeting at 20:41 and Chan Zhao Cong seconded.  
For 12, Against 0. The procedure motion is passed.

Lam William:

The categorization for Orientation Camp is not very good. You could have done better, for example, catering items could be grouped together to avoid such a long list.  
Orientation Camp is the easiest function to get subsidy. You may consider to estimate less for accommodation.

Liaw Ming Wai:

It's difficult to estimate since we don't know if we get double or triple room.

Chan Cheuk Yin:

You should still have time (to finalize) after knowing what room you get.

Lam William:

Don't subsidise Sub-Committee Function unless it becomes absolutely necessary.

Lau Sze Cheung:

When is the first Sub-Committee meeting?

Chan Zhao Cong:

Tomorrow.

Lau Sze Cheung:

The lunch for beach day can be better.

Lam William:

How was the lunch?

Chan Zhao Cong:

We bought pears and chilled them.

Lau Sze Cheung:

HKD160 was all spent on pears?

Chan Zhao Cong:

They cost HKD4 each.

Lau Sze Cheung:

I could have bought 4 pears for HKD10 at Park'N'Shop.

Chan Zhao Cong:

The quality is much better, also it has better taste.

Wu Tsz Chun:

You can clearly specify pears for the lunch, i.e. HKD4 \* 32.

Lam William:

In the case that you forgot quantity and unit price, just write N/A in the cells but don't make guesses, otherwise it leads to errors. By the way, did you use society money for Semester Commencement Dinner?

Chan Wing Kin:

No.

Lam William:

Just a reminder, you can do it, but remember to record it down.

Lau Sze Cheung:

Chan Shing Cheong, can you update the financial report before Wednesday?

Lam William:

If you can't, say it out. If so, we don't need to have a meeting on Wednesday.

Chan Shing Cheong:

It's hard.

Lam William:

Also you should state the remainder from last session. When writing, you need to include cash and amount in bank account.

Chiu Wen Han:

How to settle print budget?

Chan Wing Kin:

Write HKD120 as revenue, which should be completely used up in the coming Annual General Meeting. Then write HKD120 as expenditure under Annual General Meeting function. If there's leftover, then include half as expenditure in 'Others' as only half is carried over.

Lau Sze Cheung:

But it's virtual money.

Lam William:

There is a simpler method. Suppose you printed HKD130 and used up all the print budget, then you write HKD10 as print cost and explain that actually HKD130 is spent. Just remember to make the amount consistent with your record. Another approach is to use the print budget of individual executive committee member and claim for them.

Procedure motion: Poon Lok Nga raised a procedure motion to lay agenda item 2 on table at 20:58 and Chan Zhao Cong seconded.

For 15, Against 0. The procedure motion is passed.

4. To discuss changes regarding the post of financial secretary

Poon Lok Nga raised the motion at 20:59. Chan Zhao Cong seconded.

Lam William:

Summarize what you have done in the past year. You can think about it for a moment.

Chan Shing Cheong:

What I mainly did is to keep financial record and claim money.

Chiu Wen Han:

What have you done for individual functions?

Chan Shing Cheong:

In Class Photo Taking, I picked up professors and brought them to the sundial, and I helped sitting at counter for selling photos. In Joint-Science Inauguration Ceremony, I practiced the entrance and taking the oath.

Wu Tsz Chun:

You should talk about how you contributed to the function, not just participation.

Lam William:

Tell us about your role in organizing the function. For example, poster design.

Chan Shing Cheong:

I didn't do that.

Lam William:

How did you distribute work among members?

Poon Lok Nga:

We took the promotion field. All promotion items were done by Lui Ming Hong, and I placed the orders for foam board and banner. Then I collected the banner, while the foam board was picked up by me, Chan Zhao Cong and Chan Wing Kin together. Posters were put up by Lui Ming Hong and me. Finally we all helped in setting up the foam board and its support.

Lam William:

Don't you need to help decorate the venue?

Poon Lok Nga:

We already have enough helpers.

Lam William:

Who recruited them?

Poon Lok Nga:

A lot of different people, myself included.

Lam William:

What about your roles in other functions?

Chan Shing Cheong:

In Graduation Party, I picked up pizzas and help decorating. Chung Yin Kwan also asked me to chat with professors.

Lam William:  
Are you the person-in-charge for any of the events?

Chan Shing Cheong:  
Orientation Week.

Chan Shing Cheong:  
On Registration Day, I helped set up the counter the day before. On that day, I held up banners to direct people to our counter. I also helped make the banners.

Lam William:  
I expected you to say something related to finance. Based on what you have just said, you only acted according to the budget and nothing more.

Chan Shing Cheong:  
I planned the costs with reference to budget. I didn't do much price referencing for Registration Day.

Lam William:  
What about Joint-Science Inauguration Ceremony?

Chan Shing Cheong:  
I claimed money.

Lam William:  
Please continue on.

Chan Shing Cheong:  
For Orientation Camp, I helped buy the water bucket, beach balls and other game materials. Also I bought pears.

Lam William:  
Did you joined either group to play?

Chan Shing Cheong:  
No, I was the photographer. Also I helped look after belongings and settings to make sure no one temper with the game setups.

Lau Sze Cheung:  
When will you upload the photos?

Chan Wing Kin:  
I don't want to, since the quality is not good.

Chiu Wen Han:  
You can improve the quality with Photoshop.

Wu Tsz Chun:  
Is any of them usable as poster advertisement?

So Chui Wa:  
Are there at least some group photos?

Chan Cheuk Yin:

The executive committee of next session may want to include them in posters.

Lau Sze Cheung:

I don't think we have this tradition.

Lam William:

Go on and talk about Orientation Week.

Chan Shing Cheong:

For Orientation Week, I wasn't very involved since I was dealing with Visa.

Lam William:

President, what do you think Chan Shing Cheong has done during Orientation Week?

Chan Wing Kin:

He did make a list of things to do, and that's it. But most of them are common sense.

Wu Tsz Chun:

When did he send you the list?

Chan Wing Kin:

A few days before the counter is set up, but at that time we have already come up with an execution.

Wu Tsz Chun:

Then why he still gave you a list?

Chan Wing Kin:

Because we cannot reach him.

Lam William:

The key issue is that he is the person-in-charge. When did you start planning for Orientation Week?

Chan Wing Kin:

A week before the event.

Lam William:

Did you urge him to give you a plan?

Liaw Ming Wai:

It's hard to contact him, by phone or WhatsApp.

Wu Tsz Chun:

Do you have any explanation for this?

Lee Wai Hang:

You should remind Benjamin earlier if you know he seldom works.

Chan Zhao Cong:

One week before Orientation Week is just the end of Orientation Camp.

Chung Yin Kwan:  
I started reminding him at Registration Day.

Chan Wing Kin:  
I also asked him at early August

Lee Wai Hang:  
You shouldn't just mention, but need to have follow-up.

Chan Shing Cheong:  
I could only think of these general things.

Wu Tsz Chun:  
What's your explanation?

Chiu Wen Han:  
Why don't you inform them earlier when you start planning to go to Germany?

Lau Sze Cheung:  
What were you doing at late August?

Chan Shing Cheong:  
Dealing with documents.

Liaw Ming Wai:  
When have you decided to leave, or when did you apply for the German university?

Chan Shing Cheong:  
I did not think of succeeding. I was informed of admission at mid-August.

Lam William:  
When did you realize that you need to deal with Orientation Week?

Chan Shing Cheong:  
After Orientation Camp.

Lam William:  
I shall believe in your words. Then what did you do?

Chan Shing Cheong:  
I planned what to do.

Lam William:  
Did you ask for any help?

Chan Wing Kin:  
Yes.

Lam William:  
When? Chan Wing Kin, as the President you should realize his weakness. So what have you done and is it appropriate?

Chan Wing Kin:  
Our practice would be taking up his duty.

Lam William:  
Then why did you set him as the person-in-charge?

Chan Wing Kin:  
We followed the year plan. We thought that if his plan works then we will adopt his plan. If it doesn't then we will come up with our own.

Lam William:  
Do you think it is fair to Chan Shing Cheong?

Chan Wing Kin:  
If he don't do his work well after us urging him on multiple occasions, I think it's appropriate to use our own plan.

Lam William:  
The way Chan Shing Cheong handled this event is certainly wrong. You did little things even as the person-in-charge. However, the President also has his responsibility. You have known your fellow member for such a long time, you should be able to count on them for something else than planning.

Chan Wing Kin:  
I expected people to help spontaneously, and not following the plan.

Lam William:  
In our session, it's unavoidable (because of the lack of committee members). But your session has twice the people as ours. Members can feel the lack of communication among the executive committee members, as we have been surveyed multiple times by different executive committee members.

Chan Wing Kin:  
If someone can take over the situation, and the event runs smoothly, then there is no problem.

Lam William:  
You are lucky that you have some helpful committee members. It feels like the inauguration is done solely by Poon Lok Nga, but just because he is willing to plan and to do everything. I hope you realise the problem, and improve in the remaining time. Also remind the next session about this problem.

Chan Cheuk Yin:  
I'd strongly advise you all not to make a shameful display during Joint-Science Singing Contest.

Lam William:  
Chan Shing Cheong, do you know that they will come up with a plan if yours don't work?

Chan Shing Cheong:  
No.

Lee Wai Hang:  
You all don't seem to trust each other.

Wu Tsz Chun:

Any remedial actions? You shouldn't just leave him alone.

Lee Wai Hang:

You should care about Chan Shing Cheong as much as each other. Being an executive committee member is not just for organizing functions. If you are just aiming to hold the best functions, then one session running forever is the best solution. I don't understand why you cannot solve this problem for half a year. How did you communicate with him before August?

Chan Wing Kin:

It was easier to approach him before the final exam.

Lee Wai Hang:

We had inactive people in our session, but they did return and helped.

Chan Zhao Cong:

We usually make announcements in WhatsApp group. He usually read the message quite late, from the records. I've reminded him to check WhatsApp more frequently, and he did. But by Orientation Week, I no longer checked who read the message. He did miss a few meetings, but then what his explanations were I have forgotten.

Lee Wai Hang:

What about not answering the phone?

Chan Shing Cheong:

I used to put phone in 'Ten'.

Lee Wai Hang:

What happens then? The phone is still ringing.

Chan Shing Cheong:

Sometimes I call the person back and ask why they called me if they left a WhatsApp message.

Chan Zhao Cong:

I usually do things near deadlines, if he respond late, like after a day or so, I'll just do the job myself.

Lee Wai Hang:

I know it is difficult to deal with, but this is not the way to go. You shouldn't hide things from him.

Poon Lok Nga:

This is not the first time though.

Wu Tsz Chun:

After coming up with your own plan, have you informed him of the change?

Lee Wai Hang:

Chan Shing Cheong, when did you know they have their plan?

Chan Wing Kin:

Orientation Week started on 3 September, and his plan was put up on 1 September. We started gathering people back to prepare before that but he didn't appear.

Lau Sze Cheung:

When did you start planning?

Chan Wing Kin:  
A week prior.

Lau Sze Cheung:  
How did you plan? Through meetings or WhatsApp?

Chan Wing Kin:  
I planned the decoration, and San Yik Chuen coordinated the shifts to sit at counter.

Lau Sze Cheung:  
So what plan is there? It seems like you all work individually without communication.

Chan Wing Kin:  
I know what everyone else is doing.

Lam William:  
Do they know what each other has done?

Chan Wing Kin:  
We announce our work in WhatsApp group.

Lau Sze Cheung:  
Then you don't need Chan Shing Cheong to come up with a plan after all.

Chan Wing Kin:  
From your perspective, he should be coordinating.

Lee Wai Hang:  
So why did you not inform Chan Shing Cheong of the plan? Was it because he was dealing with Visa or you simply did not expect him to do it? You should find someone to assist him if necessary, rather than abandoning his idea.

Poon Lok Nga:  
It's a matter of efficiency.

Lee Wai Hang:  
If that's the case, we only need one person-in-charge for all the events.

Chan Wing Kin:  
The problem is specific to Orientation Week. In other events the person-in-charge is still the person in charge.

Wu Tsz Chun:  
You should have more communication.

Chan Cheuk Yin:  
He is a living person too.

Lee Wai Hang:  
You all should care about everyone's feeling, not just efficiency.

Lau Sze Cheung:

I think Chan Shing Cheong should care about the others' feelings. If they cannot approach him, how can they care about him?

Wu Tsz Chun:

If you have another plan, you should inform him.

Lam William:

Do you have any more to say about your involvement in functions?

Chan Shing Cheong:

No.

Lam William:

What is your feeling about our comments and the comment from your fellow executive committee members?

Chan Shing Cheong:

I'm not used to communicating with WhatsApp. I'm not used to view group meeting records. I like sending private messages instead.

Lam William:

Did you realize you are one of the executive committee members? You have your own practices, but so do others. It's about working in unity. Up till Orientation Week, you are still not used to WhatsApp, despite knowing that other members communicate this way. Why won't you view the messages? We don't want to scold you, we just want to help you and your fellows find a solution. The problem is that you are doing something, but you're not realizing you are in part of doing it.

Lee Wai Hang:

Did you try changing your practice in this half year?

Chan Shing Cheong:

I did check WhatsApp more frequently.

Chan Cheuk Yin:

Are you having difficulties in using WhatsApp? Why don't you tell your fellows?

Lee Wai Hang:

The point is that you all did not address the problem, just leaving it there. We as members are not collaborating with you, we don't know about you. We just feel disappointed knowing it now. I wish you all learn a lesson from this: Responsibility is essential in your life.

Lau Sze Cheung:

Did you tell other executive committee members about your application to another university?

Wu Tsz Chun:

Did you tell them things like 'I will be difficult to approach in late August'?

Chan Shing Cheong:

It's embarrassing if I told them but in the end failed to be admitted. I wanted to wait until the end of Orientation Camp.

Lau Sze Cheung:  
So when did you inform them of your decision?

Chan Shing Cheong:  
Late August.

Lui Ming Hong:  
But why did we not know?

Chan Zhao Cong:  
I ask whether he want to keep it confidential, and he said he wanted to wait until Orientation Week.  
So we leave this until then.

Chan Wing Kin:  
It might be a hit to our morale.

Lau Sze Cheung:  
What about other executive committee members' feelings?

Chan Zhao Cong:  
I respect Chan Shing Cheong's choice.

Lau Sze Cheung:  
Isn't he giving you a choice to tell the others?

Chan Zhao Cong:  
No. He told me to keep it confidential.

Lee Wai Hang:  
How do the other executive committee members feel?

Liaw Ming Wai:  
It's unacceptable. I felt like Chan Shing Cheong did not treat us as friends.

Chung Yin Kwan:  
I think Chan Shing Cheong should leave after doing what he should be doing, taking care of all his responsibility. I'm angry because it's not announced by himself but by Chan Wing Kin.

Poon Lok Nga:  
I knew this earlier, because I heard Bat-Amgaalan talk about this with Chan Zhao Cong in the counter. I am angry for two reasons. The first one is why the President and the Internal Vice President decided to keep this confidential. The second is that why he quitted the group without any announcement or explanation. But I think right now the most important thing is to deal with the handover rather than being mad about it.

Lee Wai Hang:  
This is the first time in our history. Not everyone is prepared for this scenario, and it's somehow forgivable. Next time, when someone gives you a secret, try to consider the feelings of everyone around. You should communicate with Chan Shing Cheong and ask for his permission to inform others.  
Did you regret not having consulted Chan Shing Cheong for announcing his decision?

Chan Zhao Cong:  
Not really, it's hard to say.

Lee Wai Hang:  
You should realize that you are not just responsible to Chan Shing Cheong, but to other executive committee members as well. To the rest, what's done is done, and you can only adapt to it. You may not be good friends with other fellows, but at least don't hate them for their choices and decisions. On these Meetings we can only review, as the events couldn't be re-organized. It's just an occasion for you to reflect, and think clearly on the way forward. I hope you all learn some lessons from being an executive committee member.

Chan Shing Cheong, why would you keep it confidential after Orientation Week?

Chan Shing Cheong:  
I wanted to wait until the event is over and I've done what I was assigned to do.

Chan Cheuk Yin:  
If you informed them once you know you are leaving I would be better.

Chan Shing Cheong:  
When I informed Chan Zhao Cong and Chan Wing Kin, they didn't have too big of a reaction, so I thought it is okay to tell them when Orientation Week ends.

Lam William:  
You should respond to Liaw Ming Wai's comment. She felt sad that you didn't treat them as friends. What's your response?

Chan Shing Cheong:  
I treated all of you as friends. Some are closer, some are more distant. But that doesn't mean they're not my friends.

Lam William:  
The point is that your action made them feel otherwise.

Chiu Wen Han:  
Why Bat-Amgaalan knew earlier than they did?

Lam William:  
You can think more about others' feelings. This is also applicable to Chan Wing Kin and Chan Zhao Cong. If you considered other executive committee members' feelings, your decisions may not be the same. I expected you to think more before any decisions are made, especially those whom you're cooperating with. This is also important in your future, for example when you're working in labs. Other members haven't make their comments. Lee Cheuk Long, your thoughts?

Lee Cheuk Long:  
He had his own reasons, and it's understandable. But the handover should be done better. For me, who is taking his place, he should have prepared his stuff earlier.

Leung Cheuk Wai:  
I don't have any negative feelings, but it is very sudden of his departure.

San Yik Chuen:

I knew about it the earliest, because I have to assign the counter shifts with his timetable. I was shocked at the moment. As an executive committee member, I think he should inform us earlier, but as I friend I understand him keeping it secret.

Lui Ming Hong:  
I don't have much feelings about this.

Lam William:  
What about suggestions? Like advice for him?

Lui Ming Hong:  
It's fine to do what you want.

Chan Shing Cheong:  
Thank you.

Lau Sze Cheung:  
I'm curious, but how does his timetable look like?

San Yik Chuen:  
It was a fake one I made to hide the truth.

Lau Sze Cheung:  
Chan Shing Cheong, so you only come to UST to sit at counter?

Chan Shing Cheong:  
To also have meals with friends.

Lau Sze Cheung:  
Do you need to take any courses?

Chan Shing Cheong:  
No. I have applied for study leave instead of quitting, but I will quit UST next January.

Lau Sze Cheung:  
So what are you going to do before you leave?

Chan Shing Cheong:  
I'm learning German, doing gym, and spending time with my family.

Lau Sze Cheung:  
Remember to work on the financial report. Be considerate to Lee Cheuk Long.

Lam William:  
The reason why I ask others' feeling is because I want you to be understanding. Try to understand your fellow executive committee members. Sometime true feelings are not easy to say, so I take this serious occasion to let them comment on you. To listen or not is your own choice. You can reflect on what you've not done well. This does not just apply to your financial report, but your future interpersonal skills. I just want everyone to be friends even after you step down. Rigid skills are not that useful. Soft skills like communication and friend networks are the most useful thing you can take away. I expect you to realize this in your future, and may this mean something to you.

Chan Shing Cheong:  
Thank you.

Wu Tsz Chun:  
What are your comments to your fellows? How do you think about them?

Chan Shing Cheong:  
Lee Cheuk Long is a nice person. We have some common topics like video games. He's serious at work, and quite a good friend.  
Chung Yin Kwan is kind. He helped me when I'm having troubles here.  
Chan Zhao Cong embraced my characters, and he helped me at times I made mistakes.  
For Chan Wing Kin, we played war game several times together. Although there's less communication in spring semester, I hope to keep this friendship.  
I didn't chat with Poon Lok Nga much, hope we can keep this relationship.  
Leung Cheuk Wai was my first friend at UST. We chatted a lot when we had our first semester. But we had less contact afterwards.  
San Yik Chuen in my eyes read many difficult books, but we didn't talk much.  
I didn't talk much with Lui Ming Hong either, but I do like his previous comment 'do whatever you like'. I'll consider the feelings of others more.  
Liaw Ming Wai feels like a straight-forward person.  
I want to keep this friendship with all of you.

Wu Tsz Chun:  
In your time as an executive committee member, who do you feel sorry for?

Chan Shing Cheong:  
Chan Zhao Cong, because he always handle my mistakes.

Wu Tsz Chun:  
Is there any more? Just say a name?

Chan Shing Cheong:  
During promotion period, I was helped by Rachel. As I could not multitask in Spring semester, and my roommate stayed up late, I could not be involved much in society. Sorry to everyone.

Lee Wai Hang:  
Next, every executive committee member give Chan Shing Cheong a few words.

Lee Cheuk Long:  
Quitting UST is a prudent choice. If you cannot transfer into IRE, staying in the School of Science may not have a future.

Chan Shing Cheong:  
I don't quite agree. Everyone has their own paths.

Lee Cheuk Long:  
Yes, just walk the way you choose.

Chung Yin Kwan:  
Bless you. I'm a kind person, and I won't be angry with you. Don't regret for your choice. Think more when you're working. Don't just think for yourself.

Chan Zhao Cong:

You're a kind person, just pay more attention to your responsibilities. If you put enough heart into things you'll succeed. Good luck on your trip to Germany.

Chan Wing Kin:

You can't avoid collaboration with others, be responsible.

Poon Lok Nga:

Be a responsible person.

Leung Cheuk Wai:

You are responsible for your own life, try to look at it positively.

San Yik Chuen:

As a co-worker, they all gave you good advice. As an acquaintance, you have made your choice, I hope you won't regret it. I won't say good luck, because it's not in your control.

Lui Ming Hong:

Don't just take in all the information we said. Decide your own path and try to think more independently. Don't be easily swayed by others, and on top of all, be happy.

Liaw Ming Wai:

You need to have commitment. If you treat others as friends, keep it going. If you realize something is not for you to do, don't just keep it inside you. Try to talk to others. It's not much help to the whole scheme of things to just leave without a word.

Lam William:

I don't want you to misunderstand me and Lui Ming Hong. You don't need to blindly follow others' comments, but some may be useful for you and you may have some reflections. I wish you a good future, and improve your interpersonal skills. But after all, you don't need to blindly follow me as well.

Procedure motion: Poon Lok Nga raised a procedure motion to lay all remaining items on table until next session of the Extraordinary General Meeting at 22:48 and Chan Zhao Cong seconded.

For 15, Against 0. The procedure motion is passed.

Procedure motion: Lui Ming Hong raised a procedure motion to resume the IRESS, HKUSTSU, Session 2015 – 2016, 2<sup>nd</sup> Extraordinary General Meeting at 18:48 and Chiu Wen Han seconded.

For 10, against 0. The procedure motion is passed.

Chan Wing Kin:

Let us re-discuss agenda item 3.

Chiu Wen Han:

There is a typo. You left no space between Orientation Week T-shirt.

Chan Shing Cheong:

The items for Orientation Week were added this afternoon. I started working on the update last night. I've added recently found receipts so the total expenditure was increased.

So Chui Wa:

Did you use Excel or not?

Chan Shing Cheong:

I used Excel functions for calculation. For Class Photo Taking, there are some expenditure changes. There have been two more receipts for printing photos, one is \$22 and another \$25.

Chiu Wen Han:

What are the receipts recording respectively?

Chan Shing Cheong:

\$22 is for the gifts for professor, \$25 is for Ivy's photos.

So Chui Wa:

Why don't you group them into one item with the above photos?

Chung Yin Kwan:

The prices were different because we printed them from different shops.

So Chui Wa:

The format is weird and inconsistent.

Chan Shing Cheong:

Because I didn't have enough time, I did it this afternoon.

Lam William:

Why was there no record of remainder from last year?

Chan Shing Cheong:

This is not the finalized version of the financial report.

Chan Shing Cheong:

For Joint-science Inauguration Ceremony., the mistakes are corrected. The deposit is \$1,300, the refund is \$200.66, so there was a net loss of \$1,099.34. For Graduation Party, I've recorded increased expenditure from decoration and stationery, which totaled \$153.8. The event now has a loss.

Chiu Wen Han:

In the budget this was originally claimed to have profit, but now there's a loss. Why didn't you claim for subsidy?

Chan Wing Kin:

We will have problems if we manipulate the old record. We can only modify the expenditure for other activities.

Chan Shing Cheong:

For Registration Day, more receipts were found for stationery, plastic wraps and colour paper, so the expenditure increased. For Orientation Camp, a few items were added: A2 drawing paper (under game materials), stationery of \$29.5, and a package of plastic strip.

Lui Ming Hong:

What is it for?

Chan Wing Kin:

We should check the original receipt.

Chan Shing Cheong:  
The receipt may be in society room.

Liaw Ming Wai:  
Do you not have photos? Where did you find the new receipts?

Chan Shing Cheong:  
Purchasing for Orientation Camp was originally supervised by Chan Zhao Cong. I have the financial record, while Chan Zhao Cong has his own record on the Internet, so I just checked his record.

Chiu Wen Han:  
Have you cross-checked or just copied from Chan Zhao Cong's report?

Liaw Ming Wai:  
My concern is that both of you may have missing items, or you used different names for the same item and caused double counting.

Chiu Wen Han:  
Where are the hard copies of all the receipts?

Chan Wing Kin:  
They were in society room.

Liaw Ming Wai:  
You seem to have just recorded the revenues from our receipt book. What about the expenditure?

Chan Shing Cheong:  
Membership fee is put in 'Others'. Expenditure from Orientation Week is mainly from society T-shirt and society paper.

Chiu Wen Han:  
Why do some society T-shirt entries have 0 for quantity?

So Chui Wa:  
Maybe because the quantity really is 0.

Chan Shing Cheong:  
Yes. The entry is from non-members.

Liaw Ming Wai:  
I'm pretty sure that we have sold some society T-shirt to non-members.

Chiu Wen Han:  
Society paper too.

Chan Shing Cheong:  
Society T-shirts bought by non-members were recorded in 'Others' as they were not sold in Orientation Week. Those were for people who joined membership after o-week period.

Chan Wing Kin:

Where did you get the data?

Chan Shing Cheong:

We sold 40 new society T-shirts to members, 2 to non-members. Of the 40 sold to members, one was sold after Orientation Week. For the 2014-2015 society T-shirt, we have 0 sold to non-members, one sold to members for \$60 during Orientation Week and 2 sold during 2015 Spring, one to So Chi Long, the other to Chung Yin Kwan.

Chiu Wen Han:

Why don't you use Chan Zhao Cong's records for Graduation Party and Orientation Camp?

Liaw Ming Wai:

What is your opinion for Graduation Party, turning from profit to loss? Does it affect claiming of society subsidy?

Chan Zhao Cong:

No.

Chan Wing Kin:

Let Chan Shing Cheong present how much he owes the society due to errors.

Chan Shing Cheong:

For Class Photo Taking, there is a loss of \$185.8

Poon Lok Nga:

Did you get a refund for Joint-science Inauguration Ceremony.? If you didn't then I can help you ask.

Chan Shing Cheong:

No. For Graduation Party, there was a loss of \$102.36.

Chiu Wen Han:

Why is there 6 cents?

So Chui Wa:

It's Renminbi.

Liaw Ming Wai:

We used an exchange rate of 1.3 RMB: 1 HKD for Graduation Party.

Chiu Wen Han:

Then how much did you pay back to your fellow executive committee member?

Chan Shing Cheong:

I rounded off and returned \$812.5.

So Chui Wa:

Then you should write \$812.5 instead.

Chan Shing Cheong:

For Orientation Camp, we have made \$899.3 profit. It's lowered because we've updated the record of cloth wrapping the counter bought by Leung Cheuk Wai. For Registration Day, there's a loss of

\$191.5. For Semester Commencement Dinner, there's a loss of \$36. For Orientation Week, we made a profit of \$358.5. And \$2,230.1 profit was grouped under 'Others'.

Chiu Wen Han:

The selling price for society T-shirt is almost double its cost.

So Chui Wa:

But the price was higher last year.

Liaw Ming Wai:

We wanted to make all products into a package of exactly \$200. Also the price is comparable to that of other societies.

Poon Lok Nga:

Another reason to set a higher price is to guarantee revenue in case of unsold items in inventory.

Chan Zhao Cong:

Maybe we could lower the price so that it's a loss in order to claim subsidy that way.

Poon Lok Nga:

Did you expect to have a loss in Orientation Week?

Chan Zhao Cong:

Membership fee is not included.

Chiu Wen Han:

Chan Zhao Cong, did you check the record for Orientation Camp?

Chan Zhao Cong:

Please wait a moment.

Chan Wing Kin:

I think even if there are more amendments, it's not useful as we cannot exhaust all the errors right now.

Wu Tsz Chun:

Have all mistakes been identified?

Chan Wing Kin:

No. If you are dissatisfied with the report, maybe you can vote against passing this motion, and we shall discuss on Annual General Meeting.

For 2, against 11. The motion is defeated.

Procedure motion: Poon Lok Nga raised a procedure motion to resume discussion of agenda item 4 at 19:38 and Lui Ming Hong seconded.

For 13, against 0. The procedure motion is passed.

Chiu Wen Han:

Why is Lee Cheuk Long taking Chan Shing Cheong's place?

Lee Cheuk Long:

We have 2 marketing secretaries, with few things to do after Orientation Camp. So one can be switched to financial secretary to reduce redundancy.

Chiu Wen Han:

How are you going to clean up the messy financial report? Just tell us something basic and general.

Lee Cheuk Long:

The receipts are hard to find, and I shall first deal with Orientation Week and Joint-science Inauguration Ceremony. I will follow-up on Joint-science Inauguration Ceremony to get refund back.

Chiu Wen Han:

Can you try to identify problems in this report?

Lee Cheuk Long:

First of all, we need exact dates of events. The 'Total' entries need 2 decimal places, so do unit price. And we need to first mention the amount received from last session.

Chiu Wen Han:

One more question. If this is the actual financial report, what more needs to be added?

Lee Cheuk Long:

We need the financial budget to compare side by side, we need signatures from the financial secretary and the president. Finally, it needs the chop of the society.

Chiu Wen Han:

You'll also need to include the receipts. What should be included for them to be valid?

Lee Cheuk Long:

The date of purchase, price, items, full name of receiver, repaid with cash or cheque, finally the president or the financial secretary's signature and society chop.

Chiu Wen Han:

How do you deal with receipts collected? What will you write?

Lee Cheuk Long:

I'll refund them with my own money, record down what function it serves, what they have bought and amount.

Chiu Wen Han:

What should be on their receipts?

Lee Cheuk Long:

The item bought, total cost, the quantity and date of purchase.

Chiu Wen Han:

What are the duties of the financial secretary?

Lee Cheuk Long:

According to constitution, the financial secretary needs to write up the financial report, financial record and to sign receipts and claim money for the society and the executive committee members.

Chiu Wen Han:  
How to claim subsidy for the society?

Lee Cheuk Long:  
Given a deficit for an event, there are forms on LG5 to fill in

Chiu Wen Han:  
What criteria favours the claiming of subsidy?

Lee Cheuk Long:  
A net deficit of the event, it's easier to claim if the events are related to administration and promotion.

Chiu Wen Han:  
What info to you need to claim subsidy?

Lee Cheuk Long:  
I'll need to include the financial report and the receipts.

Chiu Wen Han:  
What is the format of financial report?

Lee Cheuk Long:  
We need to write down the name, and related information on the back of the receipts, then paste it onto an A4 paper.

Chan Zhao Cong:  
Council's document stated that the receipts could be photocopied. But we will submit the original hereafter.

Chiu Wen Han:  
You'll also need the information of the person-in-charge, info of the society as well as the bank account.

Lee Cheuk Long:  
Also the nature of event.

Chiu Wen Han:  
How do you deal with the budget of coming events? Will you follow Chan Shing Cheong's report or amend it?

Lee Cheuk Long:  
I'll follow, since there are not many functions remaining.

Chiu Wen Han:  
Christmas Party and Annual Dinner will both involve large amount of cash flow.

Chan Wing Kin:  
Ordering of Society Jacket also involve much cash, but is easy to deal with.

Chiu Wen Han:  
Within how many days will you finish the financial report following the event?

Lee Cheuk Long:  
One week.

Chiu Wen Han:  
When is the latest submission of subsidy form?

Lee Cheuk Long:  
One month at most.

Wu Tsz Chun:  
There are two marketing secretaries. Why is it you who become the financial secretary but not the other?

Lee Cheuk Long:  
It's per voluntary basis.

Wu Tsz Chun:  
What characteristics do you possess that makes you confident to become a financial secretary?

Lee Cheuk Long:  
I find it fun to deal with numbers.

Wu Tsz Chun:  
It might be fun, but also be serious, to minimize error and mistakes.

Chiu Wen Han:  
What will you do if the final amount held by the society is different from the calculation in report?

Lee Cheuk Long:  
If amount calculated is less than actual money hold, I will pay back to balance.

Chiu Wen Han:  
What if there's more?

Lee Cheuk Long:  
If there is more, since I deal with all the claiming, means I have gotten less money from the money box.

Chiu Wen Han:  
How will you deal with print budget?

Chan Wing Kin:  
We have free printing in research lab.

Chiu Wen Han:  
In what function are you the person-in-charge?

Lee Cheuk Long:  
Annual Dinner.

So Chui Wa:

How much is planned for Annual Dinner?

Lee Cheuk Long:  
It's not planned yet.

So Chui Wa:  
In our session, someone thought the price was too expensive, and we finally lowered the fee.

Chiu Wen Han:  
Will you do the same?

Lee Cheuk Long:  
I'll consider later.

So Chui Wa:  
What factors will you consider?

Lee Cheuk Long:  
Number of participants, the set dinner offered, our financial conditions and the participants' feedback.

Chiu Wen Han:  
Do you plan for an overall profit or loss or a balance?

Lee Cheuk Long:  
I believe the ideal is to have a balance.

Chiu Wen Han:  
Right now you've made a profit. What would you do?

Liaw Ming Wai:  
We will finish the report of the first half of the year first. Prices for further activities may adjust upon discussion among executive committee members.

Lee Wai Hang:  
What price is reasonable?

Wu Tsz Chun:  
Where will we eat?

Lee Cheuk Long:  
We planned to hold the dinner at Chinese restaurant, with a fee of \$160, now maybe around \$120, plus or minus \$10.

Chiu Wen Han:  
Another option is to spend extra money on annual welfare product, which is free for members.

So Chui Wa:  
I want to ask about the Ordering of Society Jacket. Which manufacturer will you consider?

Chan Wing Kin:

Right now we will not consider TaoBao. We are considering making a local order, as it's more reliable and also we'll have samples.

Procedural motion: Poon Lok Nga raised a procedural motion to take a long break at 20:06 and Chiu Wen Han seconded.

For 15, against 0. The procedural motion is passed.

Procedural motion: Chan Zhao Cong raised a procedural motion to take a long break at 20:20 and Poon Lok Nga seconded.

For 14, against 0. The procedural motion is passed.

Chan Wing Kin:

Agenda 4 is interpreted as: the by-election of vacancy of the financial secretary. Lee Cheuk Long resigned from his original post of marketing secretary and now work as financial secretary. The agenda item is basically two-in-one. We'll now put the motion to vote.

For 15, against 0. The motion is passed.

## Appendix

International Research Enrichment Students' Society, HKUSTSU

### Agenda of 2<sup>nd</sup> Extraordinary General Meeting

1. To commence the meeting;
2. To receive and adopt the agenda of the 2nd Extraordinary General Meeting;
3. To receive and adopt the financial report from February 2015 to August 2015 of IRESS, HKUSTSU, Session 2015 – 2016;
4. To discuss changes regarding the post of financial secretary; and
5. To adjourn the meeting.

Minutes of the 3<sup>rd</sup> Extraordinary General Meeting, International Research Enrichment Students' Society, HKUSTSU, Session 2015 - 2016

Date: 23th December, 2015

Commencement Time: 13:16

Chairperson: Chan Wing Kin

Minutes Takers: San Yik Chuen

1. To commence the meeting;

Number of full member attendees: 10

The quorum was met. Chairperson Chan Wing Kin started the meeting at 13:16.

2. To receive and adopt the agenda of the 3<sup>rd</sup> Extraordinary General Meeting;

Poon Lok Nga raised the motion to adopt agenda item two and Chan Zhao Cong seconded. There was no discussion. For 10, against 0. The motion is passed.

3. To discuss changes regarding the post of general secretary; and

Poon Lok Nga Raised the motion to discuss agenda item 3 and Chan Zhao Cong seconded.

4. To adjourn the meeting.

Chan Wing Kin:

Let Rachel present her contributions and reasons to quit.

Liaw Ming Wai:

Event by event?

Chan Wing Kin:

Whatever you like.

Liaw Ming Wai:

I mostly responsible for tying minutes. The Annual General Meeting minutes are not done yet. During class photo taking, I accompany Emily to go downstairs. During inauguration, I did not do much since our field is promotion. I am the person-in-charge of graduation party. We started the planning in May. I was not invited to the evaluation meeting therefore there has not much to talk about. During registration day, since I had an argument with a fellow executive committee, I did not help much in preparing orientation camp. Instead, I help with the registration day affairs. I was in charge on labour resource arrangement in order to avoid contact with that fellow. During semester commencement dinner, I was helping in gathering people. During orientation week, I was in-charge of membership record and creating google dorm. I prepared that google dorm for executive committee to organize information and kept the money box.

Chan Wing Kin:

Any question?

So Chui Wa:

When did you stop talking minutes for regular meeting?

Liaw Ming Wai:

Orientation week.

Chan Wing Kin:

If there is no further question, let's proceed to the next part about why she quit.

Liaw Ming Wai:

The initiation of becoming an executive committee is because I like this society and I wanted to work with fellow executive committee members. I want to work with them in form of friends but not just colleagues. Half of the executive committee members did not consider me as friend, and in return, I can't consider them as friends too. Some of them I can't even tolerate as hall mates. I knew the argument slowed down the pace of the society. Therefore, I quit.

So Chui Wa:

Could you give me some examples of how they not treating you as a friend?

Liaw Ming Wai:

Someone throw away some belonging on the ground to me.

Chan Zhao Cong:

That happened probably in Sci/Home. That time Rachel, Lok and Kcolour were there. When I reached with suspected pencil case of hers, I was having bad relationship with her at that time. The best way to give her back without a real contact is to put the onto her seat. But, unluckily, I dropped it on the ground. I went to pick the case up and place it on the table again. The loudest voice was the sound of dropping on the ground.

Liaw Ming Wai:

If you are inclined to return it to me, then why not just give it to me?

Chan Zhao Cong:

The relationship was not so good. I just didn't want to see black face.

So Chui Wai Cathy:

I think that's just the matter between you and Tom. That requires some talking face to face. What about others?

Liaw Ming Wai Rachel:

Around half of the people you don't regularly see unless at the day of event.

Chan Zhao Cong:

I did not organise any executive committee gathering.

Liaw Ming Wai:

We did meet in campus, but rarely eat together.

Poon Lok Nga:

Most of us did not have hall in spring semester. During dinner time, only few people can attend./ During lunch hour, since most of us have different lessons, therefore, leading to less contact.

So Chui Wa:

We did not have too much gathering. But, still can have some gathering in semester break. It is the responsibility of Internal Vice President.

Chan Zhao Cong:

Summer is a semester break and we started preparing for orientation camp starting at the end of July.

So Chui Wa:

But Rachel thought there was only contact on working place.

Liaw Ming Wai:

I don't think other executive committee members have such needs as some of them talked about the gatherings are unnecessary; being an executive committee members is just to organizing events.

Chan Wing Kin:

Some particular executive members have quite close contact without gatherings. For instance, me, Eric and Alex often meet during trips. I have much conversation with ABC regarding art. I cooperate with Cheuk Wai much often. We did communicate during non-work and work times. But, we failed to realise a different ways of communication.

Chan Zhao Cong:

We have different perceptions regarding 'friends'. To be honest, happy mood during meetings, relaxed meeting atmosphere could be consider as gathering. We became close during work, we treated others as friends, so it is not necessary to organise extra gathering to strengthen the friendship. But still, it is my bad for not holding executive committee gatherings.

So Chui Wa:

You think what you do are different from what you expected, but there's still an obligation to work.

Liaw Ming Wai:

I wish executive committee members are friends, even though we can't be friends, just as colleagues. Yet, every time we have meetings, the atmosphere was tense. It was not good for committee meeting. If it's just a year-long project, I'm okay to continue. To solve the problem is to quit so that there's no more arguments.

Chan Zhao Cong:

To reduce the tension, I've proposed that Rachel can contact like Henry directly and there's no need to communicate with me. Rachel is very productive and is very capable.

Lee Wai Hang:

Even thought of ways to resolve when you realized the problem?

Chan Zhao Cong:

In later stage, Lok acted as a bridge between me and Rachel. In earlier stages, I did try to do nothing and act like that nothing has happened in the next meeting.

Liaw Ming Wai:

'To do nothing' is to criticize me in front of others.

Chung Yin Kwan:

I did try to talk to Rachel, but maybe it's because of me that she misinterpreted and the situation deterred.

Chan Zhao Cong:

I did told Homan and ABC that she is narrow-minded but it's because that we are close friends and I think it's a normal complaint. And, I did told Lok, as he is a middleman between me and Rachel, and it's necessary to let him to know the full picture.

Poon Lok Nga:

I think blaming someone is not the way of solving the problem. It is not a good way when only one of the parties stepped down. It is the best to see if both parties can stand back.

Lee Wai Hang:

Do you think it's necessary to respect Tom as an Internal-Vice President?

Liaw Ming Wai:

I don't understand what you mean by disrespect. If I'm the person-in-charge, do you think the Internal Vice President can override my decision? I think that the whole group should give out ideas and choose the best one, so that I could give suggestions to improve the plan if I could.

Lee Wai Hang:

How did he react to your suggestions? Any examples?

Liaw Ming Wai:

It's like he deliberately ignored my ideas, but when someone else suggested the same thing, he would listen to it.

Chan Zhao Cong:

Maybe let's get some real examples of that. I got the WhatsApp record.

Chan Wing Kin:

There was three stages of it. In early stage, he did some sort of responses. In the middle stage, he did ignore the idea, and near the end, he tried to listen. But, maybe he did not elaborate upon the suggestions due to lack of courage.

Lee Wai Hang:

Did you voice that out, or other people also felt that they were ignored?

Chan Wing Kin:

Well, knowing the atmosphere of our meetings, ideas did fly around quite rapidly and it's natural that some ideas were ignored.

Liaw Ming Wai:

The reason I think that problem is personal is because when I said the idea, they ignored, but when other people said the same idea, they accepted.

Chan Zhao Cong:

I did quite often ignore idea, especially when I'm in an argument with others, for instance, Lok. Then. If ideas were then confirmed, we will include that.

Lee Wai Hang:

Not sure if he really thinks about that. But, don't interpret Tom's reaction using your own mind-set. Now that you've quitted anyways, let's find a way to mend that relationship today if we can, and don't just try to argue. Let everyone knows the full picture and try to eliminate any prejudice. So Tom, what do you think about Rachel's allegation?

Leung Cheuk Wai:

Towards the end of the conflict, I see both sides do not have a very good attitude. For example, when Tom tried to look to Rachel's computer, she just directly cosed the lid. But, Tom also said something not very polite.

Liaw Ming Wai:

The reason that I blocked him for the first time is that when we are preparing the orientation camp, I have to go on a trip. I told Tom and Henry about this trip in June. Two nights before my leave, Tom asked me to teach Eric how to send emails. But I have things to do with my summer course and the trip. Moreover, Tom also knows how to send emails. After I told him about this, he responded with “So?”, which pissed me off with his expression. I don’t like his attitude. I talked to Lok in July about my own attitude problem and I tried to correct it. But, it seems that I got turned down. Perhaps, it is my EQ problem.

Lee Wai Hang:

It’s just that we have bad timings trying to correct our mistakes.

Liaw Ming Wai:

I asked the intermediaries if he admits his own attitude problem and would like to apologize. But, they told me that he just said he is always like that and do not think he should change.

Chan Zhao Cong:

I indeed did not keep track of everyone’s schedule. Also, the conversation was done through WhatsApp. I knew she was flying but I did not know the exact date of her flight.

Liaw Ming Wai:

Henry and you did not note down the period I would be busy.

Chan Zhao Cong:

I did not mark down the exact date. She did not tell me she had summer courses and revision. After she blocked me, Homan told me afterwards that she has a lot of things to do, but I really did not know how busy she was.

Liaw Ming Wai:

The summer schedule is uploaded by everyone and I think it’s your responsibility of not checking our availability.

Chan Zhao Cong:

Before the “So?”, I did not realize you had things to do but when I realized that it was too late already. You could have just told me you were busy and it would save everyone the trouble. That’s the way I assign work to everyone, expecting people will speak out if they are not available. This is also a menial task in my opinion and I did not expect it to take that much time.

Lee Wai Hang:

These things happen when you do not talk face to face. So, both the sender and recipient should not project too much opinions or emotions on it. It was a trivial matter and yet you complicated it by misunderstanding each other.

Chan Zhao Cong:

A reason that I think reasonable is that both sides think the other-side did wrong first and then there is a positive feedback loop.

Lee Wai Hang:

What I think is just that there’s no need to hate each other so much. Even if you don’t befriend the other, there’s no need to have one more enemy.

So Chui Wa:

In the later stage, a worsened relationship will lead to crippled partnership in executive committee meetings and works.

Chan Zhao Cong:

I don't think that I added more working burden to her. I did not look at her since her expression made me unhappy. But, about the ignoring opinion, maybe I did ignore her subconsciously. Maybe both of us did try to compromise, but the other just missed that. The compromise that I offered it that maybe we cannot be friends but at least try not to be enemy.

So Chui Wa:

At least do not worsen the situation.

Chan Zhao Cong:

What I expected is just that you don't glare at me even I tried to smile. I think I have done my best. I just expect to let it be, but, of course, I do not expect things to improve to be honest.

So Chui Wa:

I think what Tom did is correct. But why Rachel is angry for so long? Maybe the executive committee betrayed her expectations and that she need more time to recover. So, Tom should at least give her more time.

Chan Zhao Cong:

Both sides wanted the other to apologize but neither side thinks he or she did wrong, so I do not think there will be an apology from either one.

So Chui Wa:

I have no more questions.

Chan Wing Kin:

Any more discussion?

Chan Wing Kin:

Any more discussion?

Chan Zhao Cong:

The problem I have is that I think it would be my lack of reaction initially and I do apologize for that. Also, thanks Lok. I have no more comments.

Lee Wai Hang:

Rachel?

Liaw Ming Wai:

I think he did bad works as an Internal-Vice President. I do not think his mean attitude is acceptable. I think such attitude is hateful. Concerning the EGM for Orientation Camp, the document is problematic. But, it is not my responsibility to improve it. Tom just seemed to think that it is my responsibility.

Lee Wai Hang:

Just treat this as some sort of experience which you can learn and grow. To Rachel, let's not talk about who's fault, do you think you share some parts of the responsibility?

Liaw Ming Wai:

I admit that my attitude is unchangeable which made the society get stuck, leading to today's Extraordinary General Meeting.

Chan Zhao Cong:

I don't know which direction that this Extraordinary General Meeting should further proceed.

Chan Wing Kin:

Some examples are given. The conclusion is that both thinks the other party got problems. Even if we try to look into individual events, because of each other's attitude, the situation won't improve. It is just better to be stranger. Personally, I think it takes time solve this problem. If there is no further comment, let's end this item.

Poon Lok Nga:

It is meaningless to talk about things as you only remember what you want to remember. One can't even know who's right or wrong. And, it doesn't matter anyways.

Lee Wai Hang:

So, remain the position vacant? Who's taking the job?

Chan Wing Kin:

Eric takes the minutes. In General Meeting, we do it all together.

Time now is 14:29. The motion is put to vote. For 12, against 0, the motion is passed.

## Appendix

International Research Enrichment Students' Society, HKUSTSU

Agenda of 3<sup>rd</sup> Extraordinary General Meeting

1. To commence the meeting;
2. To receive and adopt the agenda of the 3rd Extraordinary General Meeting;
3. To discuss changes regarding the post of general secretary; and
4. To adjourn the meeting.

Prepared by



---

CHAN, Wing Kin (20277087)

The President of International Research Enrichment Students' Society  
HKUSTSU. Session 2015-2016



---

(Society Chop)