

International Research Enrichment Students' Society, HKUSTSU

Minutes of Annual General Meeting 2016 and Extraordinary General
Meeting for the Session 2016-2017

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Date: 15-03-2016

Venue: Common Room 7

Time: 19:20

Chairperson: Chan Wing Kin

Minute takers: San Yik Chuen, Lui Ming Hong, Chung Yin Kwan, Zuo Longlong, Tse Yuen Wah

The Business of the Annual General Meeting 2016 of IRESS, HKUSTSU shall be:

1. To commence the meeting;
2. To receive and adopt the agenda of IRESS, HKUSTSU Annual General Meeting 2016;
3. To receive and adopt the minutes of IRESS, HKUSTSU Annual General Meeting 2015;
4. To receive and adopt the minutes of the 1st, 2nd and 3rd Extraordinary General Meeting of IRESS, HKUSTSU, Session 2015-2016;
5. To receive and adopt the Annual Report of IRESS, HKUSTSU, Session 2015 – 2016;
6. To receive and adopt the Annual Financial Report of IRESS, HKUSTSU, Session 2015 –2016;
7. To vote and announce the Honorary Members;
8. To introduce and inaugurate the Executive Committee Members of IRESS, HKUSTSU, Session 2016 – 2017;
9. To introduce and adopt the Year Plan of IRESS, HKUSTSU, Session 2016 –2017.
10. To introduce and adopt the Financial Budget of IRESS, HKUSTSU, Session 2016 – 2017;
11. To adjourn the meeting.

1. To commence the meeting.

The time was 19:20

No. of full members present: 14

Quorum was met. Chairperson Chan Wing Kin started the annual general meeting at 19:20.

2. To receive and adopt the agenda items

San Yik Chuen motioned at 19:20 to receive and adopt the agenda items. Leung Cheuk Wai seconded.

Lau Sze Cheung: Why haven't some of the documents been signed yet?

Chan Wing Kin: My bad.

For 17 against 0, the motion was passed at 7:28pm.

3. To combine agenda item 3 and 4.

Poon Lok Nga raised the procedural motion to combine agenda item 3 and 4. Chan Zhao Cong seconded.

For 17 againsts 0, the motion is passed.

4. To discuss the combined agenda items 3 and 4

Poon Lok Nga raised the procedural motion to discuss the combined agenda items 3 and 4.

Chan Zhao Cong seconded.

For 17 against 0, the motion is passed.

Chan Wing Kin: Any comments on the minutes?

Lau Sze Cheung: Why is the drama-format adopted this year?

Chan Zhao Cong: Based on Ken's comment last year, we chose to use this format.

Chan Cheuk Yin: Did you print out the minutes?

Chan Wing Kin: The minutes is too long.

Lau Sze Cheung: 300 pages is too long. For our session and the last one, the minutes were much shorter.

Chan Cheuk Yin: Is Liaw Ming Wai here? I saw that she was one of the minute takers last year.

Chan Zhao Cong: No. This minutes was actually typed by all of us.

Lau Sze Cheung: Does the minute have signature on it? It is better to have it to signify that

Chan Wing Kin has read through it. You can scan the signature to the e-document.

Lau Sze Cheung: 300 pages is not necessary. No one would want to read through such a long document.

Chan Zhao Cong: So we suggest the next session to use "summary format" to make it shorter?

Chan Wing Kin: We will add the signature and society chop to the next version of minutes. Any further comments?

Lau Sze Cheung: I saw that page 306 of the minutes has a different format from the rest? Why is that?

Chan Wing Kin: It was due to a communication problem during preparation.

Lau Sze Cheung: Same problem for the middle part as well.

Chan Wing Kin: It is because it was prepared by the same person. Also, it may be due to the spacing of the documents, making it seemingly in “summary format”

Lau Sze Cheung: You should have set a standard for everyone to follow before you start working on the minutes.

Chan Wing Kin: Next time, we will change the “reported-speech” to “summary”.

5. Procedural motion: to lay the combined agenda items on table

19:45 Chan Zhao Cong raised the procedural motion to lay the combined agenda items 3 and 4 on table. Leung Cheuk Wai seconded.

For 17 against 0. The procedural motion is passed.

6. Procedural motion: to combine agenda items 5 and 6

19:46 Chan Zhao Cong raised the procedural motion to combine agenda items 5 and 6. Leung Cheuk Wai seconded.

For 17 against 0, the motion is passed.

7. 19:47 Chan Zhao Cong raised the motion to discuss combined agenda items 5 and 6. Leung Cheuk Wai seconded.

Lau Sze Cheung: You had replaced the financial secretary. How do you propose to deal with it?

Chan Zhao Cong: Lee Cheuk Long will present everything.

Class Photo Taking

Chung Yin Kwan: We started asking the availability of professors in mid-March, and we provided them with two time slots. We finally decided it to be held on Apr 22. We started promoting this event one week before (15 or 4 or 2015). After the event, Chan Wing Kin edited the photos and we printed the photos at a company in San Po Kong. Members were allowed to order photos online according to their respective codes. Two weeks later, we held counter for distribution. The photos were distributed to everyone save the graduates.

On the day of the event, executive committee members gathered at 14:30 and started preparation work, including retrieval of chairs for professors, and deciding which angle should the photos be taken. The photographer arrived at 14:40. At 14:45, executive committee members started messaging and calling participants to come. Also, some executive

committee members asked professors to arrive precisely in time so that they do not arrive too early by themselves.

5 professors were invited. We planned the event for 30 minutes, but it only took 20 minutes. The event was in general successful.

However, there were also some problems. We planned for everyone to gather in front of CP1897, but we accidentally led Dr Tang to the sundial first. We should have done better in communications.

Also, during preparations, Prof. Robert Ko brought along some of his friends and asked us to help them take some photos. This was unexpected but cannot be prevented as well. Perhaps we could have advised professors to reserve his time for this event.

Since the event is oriented towards graduates, we prioritized the presence of Prof. Chow. Therefore, the finalised time slot caused some participants to be unavailable. We should have provided more time slots for everyone to choose from.

Meanwhile, quite a few members failed to observe the dress code which was our society jacket since they had not purchased it. We suggest that if there are only a few people, prepare spare jackets for them to wear. If there were a lot, we should remind them what color the society jacket or society tee is so they may “blend in” better.

Finally, the printing of additional photos requested by some members was done by an alternative company, which photos turned out to be of bad quality. So we had to find a third company. We suggest sticking to just one company.

Lau Sze Cheung: Where can I find these photos?

Chan Zhao Cong: It is on facebook.

Lau Sze Cheung: What does “year-4 members” entail.

Chung Yin Kwan: Joel and Jeremy, since they deferred.

Lau Sze Cheung: Do you think 30 minutes is sufficient for chairs retrieval?

Chung Yin Kwan: Yes, because we started on time, and we had sufficient labor.

Lau Sze Cheung: Did you plan to give out photo frames as well?

Chung Yin Kwan: Yes, we tried to make the newly ordered photo frames to match with the old ones left by your cohort, but you know Taobao.

Lau Sze Cheung: Do you think you could have put up the posters earlier?

Chung Yin Kwan: Yes. But since we printed the posters late.

Lau Sze Cheung: How early should it have been?

Chung Yin Kwan: 2 weeks.

Lau Sze Cheung: For me, 1 month is sufficient. Since expiry date was 2 weeks, you would only need to change it once. Even if you haven't decided on the event time, you could still have printed it.

Lau Sze Cheung: Was the financial report for the event in the EGM?

Chan Wing Kin: Yes, but it was not adopted. However, since now the discrepancy is only \$1 which is probably due to human error, there should be no problems.

Chung Yin Kwan: (continuing on event finances) The cost of 4R photos was \$0.8, but for the sake of rounding, we charged \$1.0. As for why there was two parts in the (financial) report, it was due to us ordering at two different companies. Since the latter company did not provide us with much information on our order, we only listed the unit price. The event garnered a higher revenue than planned.

Lau Sze Cheung: How was the quality of the photos?

Chung Yin Kwan: 4R was quite good, but 8R was slightly pixilated

Lau Sze Cheung: How was the costs for the photo frame calculated?

Chung Yin Kwan: Based on Taobao price plus shipping cost, we did the exchange rate calculations and divided by the total numbers to get the unit price. The delivery fee was also considered.

We returned the 4Rs but reprinted the 8Rs.

Lau Sze Cheung: What is "photo for guest"?

Chung Yin Kwan: It was for professors who attended.

Lau Sze Cheung: Why does it cost \$22?

Chan Cheuk Yin: Is the sum \$22?

Chung Yin Kwan: Most likely.

Lau Sze Cheung: Why was the number of photos from expenditures and revenues different?

Chung Yin Kwan: The photos given out for free were not included in revenues.

Lau Sze Cheung: To whom were the photos given?

Chung Yin Kwan: The participants.

Lau Sze Cheung: How many frames were given out in total?

Chung Yin Kwan: 33.

Lau Sze Cheung: Please explain how the money for purchase in Taobao was reimbursed.

Chung Yin Kwan: Receipt was included in the parcel. We used that for reimbursement.

Chan Cheuk Yin: Next time, if you had further details concerning each item, try to write them out but don't simply bundle them in one item.

Chan Wing Kin: Any further question? If not, we may move on to next item.

Inauguration

Poon Lok Nga: The ceremony was held on May 4 night, and meetings were convened in early march. This year we knew Mathematics Students' Society wouldn't have a new cabinet this session, so we divided the tasks into 5 instead of 6 Parts. The fields include: finance, marketing, decoration, invitation, and promotion.

We were assigned to do promotion. We were tasked to take charge of designing and publishing posters, booklets, signboard, banner (4x4), roadsigns, eboard promotions (the one next to lift 17-18 in concourse), invitation cards, envelopes, and name cards. Most promotion materials were prepared by Lui Ming Hong. Publication went well, except for the part where we enlarged the sign board, making it impossible to take MTR.

Lau Sze Cheung: How big was the sign board?

Chan Zhao Cong: Taller than the average person.

Poon Lok Nga: The schedule was as such: set up at 4pm, cocktail at 6pm.

We encountered some problems that day; the distribution of helpers was sub-optimal, and there was no detailed seating plan as we were worried somebody wouldn't come.

For decoration, there were more helpers than needed, as biology society had enough executive committee members, but their part was not labour intensive nor demanding.

The reason why such a problem arose was that no briefing session was given to helpers this year. We suggest preparing documents for them to read beforehand if you don't want them to attend a briefing. It would be too pitiful to ask helpers to attend a briefing session for their voluntary work.

Event started late since Prof. Leung arrived late. We wanted to give Prof. Herrup the chance to deliver a speech first, but then Prof. Leung arrived. The powerpoint thus did not match with the order of speakers, as it was prepared beforehand with no anticipation of such incident.

The Student Union was also holding their Annual General Meeting that day, which means many guests were away to help with quorum counting, leading to a further delay.

At the same time, the chief helper was in absentia. Again, we suggest the provision of briefing materials beforehand, and the appointment of multiple team leaders, with a leader in each team to prevent chaotic situations.

Aside from the late arrival of professors, some helpers were unable to recognize the professors, so we must ask them to identify their faces beforehand.

As for event finances, the physics society claimed they did not have enough money to contribute, so the deposit for each society was split as follows:

0.5(IRE):1(biochem or biology or chemistry):0.75(physics)

With accordance to budget and required workload, you can decide on how many helpers you should recruit this year.

Chan Cheuk Yin: You said some helpers did not know what they were doing at the time?

Poon Lok Nga: We divided the tasks into reception and leading guests, but helpers working in reception lead them in instead, causing things to turn chaotic.

Chan Cheuk Yin: Any briefing materials for helpers, like slides?

Poon Lok Nga: Yes for the chief helper and the signal manager, but no for the others.

Chan Cheuk Yin: All helpers should have had a soft copy.
You should encourage them to read the materials.

Lui Ming Hong: Was the event held too late?

Poon Lok Nga: Many societies hold their inauguration ceremonies in April, so there would be conflicts on banner location if all of us held at the same time. Plus, we needed to clear the lecture theatre before we could decorate. Since lecture theatres can only be booked in the morning, only certain lecture theatres could be booked

Chan Cheuk Yin: In our year, we held one day later than you guys. But that was already pretty late.

Poon Lok Nga: We held our first meeting on Mar 6, and we spent some time to decide if mathematics and physics would join us. Due to mass procrastinating, many deadlines were not met.

Chan Cheuk Yin: The similar situation happened to us in our year. The next session should hold the inauguration earlier if all things go well.

Lau Sze Cheung: Why was the ceremony was so late, apart from the SU AGM?

Poon Lok Nga: No particular reason if memory serves.

Lau Sze Cheung: If some other society held a function on the same day as you, there would be many people at the concourse. Is there any way to avoid clashing with SU AGM? How did you try prevent such time clash?

Poon Lok Nga: We couldn't really. Last year the SU AGM ended late since quorum could not be fulfilled every time.

Chan Cheuk Yin: I heard the Biochemistry Students' Society (biochemistry) caused a lot of problems. Can you specify what happened?

Poon Lok Nga: Most of the troubles did not come from specific personnels. It was more due to hostile attitude from some societies. For instance, finance and marketing were merged. Both Biology and biochemistry wanted to take two fields, but didn't want to do everything,

especially marketing, as the workload is heavy. Moreover, due to an overlap of duties, no one held themselves responsible. No one took up the duties of ordering flowers and delivering food. I don't want to put the blame on any particular society. It was only an unfortunate consequence of pre-existing hostile relationships.

Chan Cheuk Yin: You mentioned in report the event was not smooth. You could have been more specific on why that was so. Plus, biochemistry did not manage to secure enough sponsors.

There was not enough food and executive committee members did not have food to eat as they had to wait until the guests had eaten. Supposedly, there should be leftover snacks after the event. You should also reserve time to talk with the guests after the ceremony, and by that time the executive committee members could eat.

Poon Lok Nga: Another point to stress is that we ought to tell professors what their speech should entail beforehand, rather than just a vague 'please say something to compliment our society'.

Chan Cheuk Yin: The inauguration financial report was not clear.

Poon Lok Nga: It is difficult to include the shared expenses which are handled by different societies. We could, however, attach the joint-society financial report of the event. Moreover, subsidy was approved only a week before.

Chan Cheuk Yin: Don't only refer to expenditure as deposit, you should clearly list the items.

Poon Lok Nga: For promotion, the most expensive items are the banner (\$450, which was already the cheapest on the market) and signboards (\$621 in total). The posters and booklets were free as physics external vice president used her company's resources to print.

Chan Cheuk Yin: You printed 200 booklets, how many people did you expect to get copies?

Poon Lok Nga: Well we printed them out quite late. We expected executive committee members, new committee members. We have leftovers. Reprinting was also needed and cost \$3 each.

Chan Cheuk Yin: Were the name tags also printed by LoYan?

Poon Lok Nga: Yes.

Chan Cheuk Yin: Physics deposit was decreased, why is that?

Poon Lok Nga: Since physics stated they wouldn't join if they had proportion of 1. Plus only around 10 to 20 people joined their Orientation Camp and they had few new members. They didn't have any incentive to join anyway.

Chan Cheuk Yin: Any problem with tapes?

Poon Lok Nga: Tapes were noticeable on the surface as we used plain box tape. However, clearing them out was not troublesome.

Chan Cheuk Yin: Avoid what we used

Poon Lok Nga (to Cheung Long Him): Have you started discussion concerning the upcoming inauguration ceremony?

Cheung Long Him: This year, decorations and promotion were combined, though we already stated that we cannot do that.

Chan Cheuk Yin: Maths society has lots of people this year, they should be interested in joining. Any society want to quit doing it?

Cheung Long Him: No.

Chan Zhao Cong: Any fight for coordination?

Cheung Long Him: No, but all fought to avoid decoration and promotion. We tried to deconstruct the marketing section but failed. We tried to do the same for invitation as well, but they said they fear confusion would arise. Same for promotion, but they feared inconsistency.

Chan Cheuk Yin: Marketing secretaries from each society should hold meetings in private.

Cheung Long Him: I agreed, but not for other societies, so it was banned.

Poon Lok Nga: How can you ensure you get the post you want (invitation)? I think you should ask two more societies for support.

Cheung Long Him: Everyone agreed to allocate mathematics to finance; It's all about mutual help: if you help someone become coordinator, they will support you in return.

Poon Lok Nga: You should divide promotion up if you ultimately fail to reach a consensus.

Chan Cheuk Yin: Start booking venues early. Any remuneration for helpers? You should provide them something, as little as in form of drinks.

Poon Lok Nga: No remuneration.

Chan Cheuk Yin: I got admonished by Brenda that we should offer something, say, drinks, to helpers for their efforts. Did you guys walk in with a cadence? It was very awkward, we only walked normally in my year.

Poon Lok Nga: Probably because of the Baroque music with slow tempo.

Chan Cheuk Yin: For the next session of executive committee members, they ought to decide if their steps should match the music.

Chan Cheuk Yin: Do we need special sessions to discuss inauguration progress?

Cheung Long Him: So far we've had first meeting, and the next meeting will be held tomorrow. Time is Apr 25 (MON) (most preferred) for the event, OR Apr 29 (FRI). And third choice is Apr 22 (FRI) (least preferred). Rehearsal will be held on Apr 18. Mathematics Students' Society will be in charge of finance. All societies avoid promotion and decoration for now. They will have simple interviews for helpers, gift ladies and MC, to be held in early April (tentative).

Chan Cheuk Yin: Why Invitation?

Cheung Long Him: We won't be the coordinator, which leaves just marketing or invitation, which is simpler. Heavy workload for promotion and decoration; Finance is already taken; Coordination is not ours to take; And since we have 2 general secretaries as opposed to just 1 marketing secretary, it should be easier for us to just do word processing as in invitation. Moreover, this job was left vacant due to the absence of physics.

Poon Lok Nga: It is already mid-March now. There are things that cannot be done in a short time. For example, making the banner takes about 1 week, same for foam board. It also takes quite a while for booklets since they need to be printed outside (the campus). These tasks should be finished as soon as possible, otherwise you may not make it. Promotion items should be prioritized to finalize the design.

Cheung Long Him: For now we don't even have a coordinator, so the plan right now is to book venue first, or else we might not even get a place. I'll propose what you said tomorrow.

Poon Lok Nga: Venue booking should be done after a coordinator is assigned, as you usually book on behalf of the department. Commenting on your point about general secretaries or marketing secretary. The work distribution among the society would practically be 99% external vice president, since there isn't really any prerequisite for word processing, everyone can do it.

Do you have a clear agenda and minute for your meetings?

Cheung Long Him: Yes, Chemistry Students' Society will write up the minute and agenda in the absence of a coordinator. We have a shared google drive for which minutes are uploaded so that every member can access and or or make amendments.

Poon Lok Nga: It is okay to swap roles for minutes taking and agenda setting, it is not necessary for one society to handle it all. Later, e.g. orientation camp will still have agenda or minutes. Thus, these work could be shared and rotated among societies. This can give others a friendlier impression.

Chan Cheuk Yin: Discussed deposit yet? Don't have financial disputes.

Cheung Long Him: No, same for helper amount.

Chan Zhao Cong: Every executive committee member can share the burden for document processing.

Poon Lok Nga: The IRE program coordinator is Prof. Leung, but he is also the associate dean, so will we consider getting him alone?

Cheung Long Him: I proposed that, but they suggested to division of labour first.

Poon Lok Nga: Seek director, otherwise IRE coordinator e.g. Prof. Chow. It is still better to occupy Prof. Leung though.

Lau Sze Cheung: Can you ask him to mind his speech, e.g. don't discourage people from being executive committee members?

Chan Zhao Cong: Tough to ask him that.

Graduation Party

Chan Zhao Cong: I shall talk about preparation in place of Liaw Ming Wai. The event MC, Chung Yin Kwan, will then report on what happened that day

Chan Zhao Cong: We started preparation in early April. It was decided the party would be held on May 31, the last day of spring semester. We asked for the availability of Ken, who had already ordered plane tickets for vacation. Ken is leaving on Jun 1 for a month, so no party in June. Since the final exams do not end until May 30, May 31 really is the only viable date.

We chose Common 5and6 because it is spacious. Reason not holding the party at lawn area was that they didn't have enough labour and could not receive signature from them, therefore failing to borrow the required equipment.

The poster was posted early; the design was similar to photo taking, but had been amended later on. A mass email was sent near the end of April, and we set up a counter for application from Apr 27 to Apr 30. We booked the venue on May 1.

Then we prepared decorations, graduation cards, and slide shows (Photos were provided by jeremy) We made graduation cards for graduates, and people can write their blessings onto a piece of paper beforehand. Then we would scan the words onto a graduation card. They could write messages when they are enrolling at the counter as well. Game demonstration was done during the study break, on May 8. The games were alright.

We invited Prof. Chow and Dr Tang because they were the program coordinators of MBMS. We told them they could just dine and play there. Dr Tang came at dinner, while Prof. Chow joined the games (he came early).

We ordered pocket watches with words "MBMS" inscribed on the surface as souvenirs for graduates. Absentees were given grad cards and souvenirs too. We had ordered PHD pizza for dining 2-3 weeks before, and we picked them up on that day at Hang Hau MTR Station as delivery to UST was unavailable.

Day of Event

Chung Yin Kwan: We were allowed access to the common room at 4:30 and had started decoration right away, decorating with ribbons and balloons. Set up reception. Some had told us they might be late but they still came eventually. Some early arrivals talked excitedly, and did not interrupt; though we started late by about 5 minutes.

We had three games, 2 before dinner and one after. Started the games at once.

1: popsicle and candy is equal to walk

Level 1: Hershey's Kissers chocolate, no problem

Level 2: Supposed to use Mentos. Liaw Ming Wai bought cylindrical Mentos that morning. We forgot to talk about it with Liaw Ming Wai, leading to erroneous instruction and chaos, we resolved this issue by returning to kissers.

2: umbrella and beach ball is equal to golf

No major issue, but the umbrella broke while playing. It was not anticipated, since we did not use an umbrella for game demonstration. Also, the pace was a bit too slow (for the game), since only one did the shooting but the rest just stood there.

Then the group had dinner for about 1 hour; board games were provided.

3. Pictionary

Three groups. The game was too one-sided. One group completely dominated and won decisively. We encountered the same problem with 2; the participants were not very involved, and most of the time there's just 1 or 2 players actually playing. Moreover, it was tough to judge which group got it correct if they shouted at the same time.

Afterwards, there was a sharing session and a time capsule opening. The transition was rather awkward since the atmosphere was cheerful right off the games. The MC did not adapt quickly enough to handle the situation.

No trouble for time capsule. For sharing, we asked both Prof. Chow and Dr Tang for sharing. Some graduates invited Dr Tang to speak. "Then what about Dr Tang?" Awkward looks were exchanged. Prof. Chow spoke for 20-25 min, which is good. Dr Tang didn't speak much. The MC can consider amending the order of sharing.

No problem for graduate sharing either. The event ended on schedule after mass photo taking.

For gift distribution, we did not mark down which one was the grand prize, and so there were some mistakes. More communication was needed such that the MC and the gift senders can be sure of which is which.

During dinner, Prof. Chow and Dr Tang talked with each other, but not with the participants. We didn't try to interrupt them. Next time you invite professors, try talking to them and do not bore them.

It got too noisy when playing games due to elation, making it harder for the MC to give instructions and maintain control of the event. Being too noisy also makes it difficult in determining the winning side.

There was not enough food: some are popular and some are not. Some foods were very popular, but some were horrific.

Considering the fact that there are more males in the society, we should try ordering more food that suit their tastes.

Lee Mang Hei Gordon: Which food was the least popular?

Chan Zhao Cong: No one ate the tofu rice, though we thought it would be a nice blend with fatty foods like pizza.

Cheung Long Him: How much is “insufficient”?

Chan Zhao Cong: We will talk about it for Christmas party.

Chung Yin Kwan: The plan for decoration was too detailed, so we did not have enough time. It was indeed quite awkward for people to see us preparing when they arrive. We should have considered decorating with something both simple and pretty.

Chan Zhao Cong: We can book the venue for an earlier timeslot, or you can just try your luck and go up earlier.

Tso Yee Ming: How long does it take to book a venue?

Chan Zhao Cong: If it turns out there was not enough time for decorating, try to see if the venue is opened earlier than booked.

Lau Sze Cheung: Do we prefer Milano or Common Room 5and6?

Chan Zhao Cong: We have not tried Milano, so we can’t compare. For graduates, they wanted lawn area, so we prioritized the preferences of graduates. It also was not possible to actually book Milano.

Chan Wing Kin: Let’s talk about orientation camp last because it requires time to go through.

Lau Sze Cheung: Did the Students’ Union provide any subsidy?

Chan Zhao Cong: We recorded a surplus, so we had not applied for subsidy.

Lau Sze Cheung: Is the grand total correct?

Chan Zhao Cong: Yes, we have even added up the interests from bank.

Registration Day

Lui Ming Hong: The registration day was on Aug 12 and preparation started in late May. To familiarize with the registration day, we asked the OAC.

There had not been any plan formulated at that time, so we just assumed the same as last year: booth at atrium for grabbing freshmen. After continued communication with the OAC, we were informed that the counter was at sports hall, which is very restrictive for promotion. The first day of OAC meeting was 05 or 06 of June.

End of semester: Find Sci or Home if there is special arrangement for IRE. Sci or Home verbally promised us that there would be.

In July we started recruiting helpers, especially year 2 members. Simultaneously, we prepared forum and facebook page posts, which were handled by Chan Wing Kin. There were two preferences for designs. Where Chan Wing Kin and Lui Ming Hong opted for simplicity, others preferred tradition. Eventually each side sort of compromised. The posts were published on Isforum and uwants, and there were links that redirect them to our facebook page since it was our main promotion site. The facebook page included some information about entering the IRE program and the infographics were posted in late June. On average, 1 post per week.

Helpers and executive committee members were responsible for taking photos, being path-helpers, and giving tips on registration day proper.

We booked an LC room for promotion (it had projectors for us to trace out designs on PC). New society boards following colours from the previous ones was made there. There were three IRE boards, one in English, and one in Chinese, and finally a smaller version. Board materials were taken from SCI or HOME (e.g. Foam board) The board took us a few days to finish.

Between late July and Early August, Sci or Home informed us that they forgot about our earlier request. After reminding them, they promised to discuss with Sci or nucleus for distribution of stickers, which needed to be prepared by ourselves.

By that time, we had also talked to Sci or Home about us promoting our society during the IRE Induction Talk given by Prof. Leung.

We did not brief helpers, but we issued a checklist for them.

We also asked Sci or Home if we may go to the pre-registration session for IRE students for promoting orientation camp and giving advice on course taking. They approved of it.

Poon Lok Nga: Some problems with Non-JUPAS registration day (~ mid-July) We didn't plan for a non-JUPAS registration day, as usually these students are in small number; Turns out there was quite a number of non-JUPAS freshmen that year. I recalled Sci or Home telling us

no one went through under non-JUPAS, yet Owen came that day and applied for Chemistry Students' Society orientation camp, so we had to negotiate with them to finally get Owen back. However, it should be noted that Owen's case was special since he knew Jeffrey.

Lui Ming Hong: I recalled asking Sci or Home if there were any non-JUPAS intakes, but they said no one had been accepted yet. You could have asked them regularly.

Poon Lok Nga: can ask dean's office e.g. Vivien, Carol if response from Sci or Home was not satisfactory.

Chan Zhao Cong: Has Carol or Prof. Chow approached you?

Cheung Long Him: No.

Poon Lok Nga: Preparation is needed. We suggest to have more helpers at that day. Moreover, the External Vice-President must attend *all* OAC meetings. He must communicate with other science societies, though we would have to bear risks of failing to keep promises. external vice president should be freed up if possible since he or she may need to deal with other society if problems arise. Same for people who are familiar with external parties.

Cheung Long Him: Any other accidents?

Poon Lok Nga: In case of conflicts, external vice president shouldn't step down to avoid conflicts.

Lau Sze Cheung: Advantageous position for hall 6, 7 committee?

Poon Lok Nga: Not as advantageous as House I to V. I know about half of the OT for House VI, and I tried talking to them about it. Now Owen is part of the Hall 8 or 9 committee, so you can try to ask him for help. Also, you can try asking for help from peer mentors, which could indeed broaden your social network too.

The reason we had a room in LC is that since we could *not* talk with people starting from bus stop and talk with them until at sports hall starting from this year. Having a "counter" in LC is not as obvious. This probably won't happen again this year, so no need to have multiple counters which leads to dispersed workforce.

Let me reiterate: the registration day is chaotic, take extra care!

Lui Ming Hong: We prepared early on that day, but briefing went a bit on the messy side. We needed to divide duties and disperse helpers to bridge link, concourse etc. Note that it was actually illegal to promote there.

It was absolute chaos around lunch hour, since some executive committee members ate with freshman and they could not come back on time. This caused some problem with changing shifts and contacting people. We expected them to update their status through Whatsapp whether they have caught anybody. However, this approach yielded mediocre success, as most executive committee members did not know when and what to update.

Minor problems: one roaming helper went missing, which means there were fewer people remaining in the sports hall. One pretended to be a freshman, and stayed at Sport Hall. All in all, the preparation and event rundown was problematic.

Poon Lok Nga: Society tee is recommended, as it confers the advantage of being easily identified. However, it also adversely affects image if got into sticky situations. One solution is to prepare clothes to change and make smaller boards of sizes A1-A2.

I think the small board is better for better mobility and stealth effect. We didn't prepare flyers since we all agreed there was no need for them. Unless you have some physically capable personnel, don't try to "fight" for freshmen at the bus stop. Casual wearing is recommended if you really wanted to go to promote at the bus-stop (DON't wear society tee in that case). Can consider having some wear society or executive committee members tee, while others are light dressed.

Again, try maintaining better relationship with other societies and tell them not to recruit our freshmen for orientation camp. We have made good progress so far. 1 banner is enough (e.g. at bus-stop) for orientation camp promotion.

Chan Wing Kin: Assign one person dedicated for facebook.

Lui Ming Hong: We originally had the vision to make a page for sharing academic information. Could include cut-edge news about academia and scientific research.

Poon Lok Nga: If you have time, try renovating the society website.

Chan Wing Kin: You can ask for a template from others.

Chan Zhao Cong: MBMS page was disabled, but it is a good reference. If you think the website given by ITSC is tough to deal with, try to have a hyperlink to direct people to the other website you have prepared.

Chan Zhao Cong: Have you considered setting up a counter for non-JUPAS registration day.

Cheung Long Him: If there are enough non-JUPAS IRE admissions, we will consider.

Poon Lok Nga: If you do that, you can consider having orientation camp poster earlier and make it stand out more.

Chan Zhao Cong: No need to be “grand”, just have a few people sit there.

Chan Cheuk Yin: Beware of clashing timeslots with Campus Wrap during registration day. Change schedule if possible.

Chan Wing Kin: But it cannot be changed or refunded.

Poon Lok Nga: Any recollection about the time slot for your year?

Chan Cheuk Yin: I forgot.

Chan Zhao Cong: You can think about if you will be touring freshmen through UST.

Cheung Long Him: I think it is ok to book a LC room as it is easy to get familiarized, especially when Raphaella So is on board

Chan Zhao Cong: Strangers don't speak much.

Cheung Long Him: Raphaella So.

Poon Lok Nga: Remember the goal of registration day is to have people join your orientation camp. If you already had a counter in atrium, maybe there's no need to open a counter at LC. If you do, you'll need to consider division of labour when some executive committee members have lunch with freshmen.

Chan Zhao Cong: It is quite hot in August, need to consider that too.

Tso Yee Ming: IRE room for alternative? It could be too distant and the room is not large enough in the first place.

Chung Yin Kwan: IRE room is not for society use.

Lau Sze Cheung: It is probably inevitable for us to clash with Campus Wrap.

Poon Lok Nga: Then the orientation camp time slot probably is the same for every year.

Orientation Week

Chan Wing Kin: We had a tough time directly asking for sponsorship. Fortunately, we had already ordered the society tees meant for sale during the orientation week, along with the orientation camp tees. They do provide you with lots of gifts if you order before orientation camp, and we can give them out during orientation camp – that is with you finished designs beforehand. For the T-shirt, we asked leaders for their sizes. We usually order M more, and fewer for S and L.

Society paper was ordered at ePrint, and we specified package (at an extra cost circa \$0.3-0.4 per page) and amount per pack. Since we ordered a great deal of papers, we needed more than one person carrying the paper.

By late Aug, we had finalized facebook design, and we used orientation camp recycling bags for welfare package. We set up shift plan with knowledge of everyone's schedule. We also prepared a membership list, and a table for recruitment, where students are meant to fill in their names, student IDs and their facebook profiles or links.

Note that usually orientation camp participants would want to join membership as well, thus executive committee members had PMed them for membership. \$200 included welfare pack (e.g. society paper) and 4 year full membership and T-shirt. Some time slots only have one person at counter, but sometimes we'll have two freshmen coming at the same time, so you should try to have more people at counter.

For the orientation week proper, we released instruction sheets for executive committee members to inform them what to do at the counter, including how to sign receipts. One problem, though, is some parts were still missing from time to time, and we should have gotten more prepared.

In the end, we recruited 17 freshmen to join as full members.

We don't object to people other than IRE students joining our membership. But remember only SSCI students are allowed to join as members. Remember to check the constitution.

It is also reminded to stick the society board firmly. For the society papers, there were many generations, and some had non-transparent package, so it was not quite identifiable. We should label the society paper packs according to their origin to differentiate them Use other package for society paper (e.g. tearing-off paper)

Tse Yuen Wah: How long did it take for t-shirts to arrive?

Chan Wing Kin: 2-3 weeks if memory serves. But beware of the deadline for gifts giving (for early application). Early bird packages were usually offered in June.

Chan Cheuk Yin: (quoting Wu Tsz Chun) Remember to invite freshmen to tea together at the end of registration day.

Chan Wing Kin: Orientation week society-tee quality was different from orientation camp. Since orientation week t-shirt is for prolonged wearing, you should make its quality better. Orientation camp can be relatively worse (still need to be of acceptable quality). Also be aware of print quality.

Tse Yuen Wah: How to prepare for sizes?

Cheung Long Him: Is it better to have more than enough, than to have not enough?

Chan Wing Kin: Devise a method to estimate the budget.

Tang Cheuk Him: How many in a bundle for society paper.

Chan Wing Kin: We prefer 100 pages, otherwise it has too few.

Lau Sze Cheung: what is \$1030 for?

Chan Wing Kin: 60 packs of 100 pcs.

Lau Sze Cheung: Didn't you print poster?

Lui Ming Hong: We did, it was designed by Chan Wing Kin.

Lau Sze Cheung: Why not appear in report?

Chan Wing Kin: I was too rich and forgot to get receipt.

Lau Sze Cheung: Can Leung Cheuk Wai share your experience on marketing sponsorship for orientation camp and orientation week?

Leung Cheuk Wai: search for suitable agents or middlemen online. Told Tang Cheuk Him to attend to briefing.

Lau Sze Cheung: What about credit card?

Leung Cheuk Wai: I shared the same view as Ken Wong that after applying for credit card, the money actually belongs to the executive committee members personally. So it depends whether they wish to 'donate'.

Lau Sze Cheung: Joint-society marketing?

Leung Cheuk Wai: Only knew Chemistry society or astronomy society, but didn't quite "joint-society" marketing since I only asked what they marketed. Give namelist or contact Lee Cheuk Long. If other societies mark first, we lose the opportunity.

Lau Sze Cheung: We did joint-society marketing, which offered better deals. Cathy had a marketing group, you can consider that.

Tang Cheuk Him: we have got mark-secretary group, known each other but not much conversation. Said they are willing to cooperate even if they had turned us down before. We did suggest bulk purchase with large societies (e.g. civil arts) to cut costs though.

Chan Wing Kin: Any questions about marketing and orientation week?

Cheung Long Him: Draw lots for counter position?

Poon Lok Nga: Its results are determined from discussion. Must attend OAC in order to update and get a better counter.

5. Adjournment

Poon Lok Nga raised procedural motion to lay remaining agenda items on table until the next session of Annual General Meeting. Chan Zhao Cong seconded.

For 17 against 0, the procedural motion was passed.

The meeting was adjourned at 10:28.

*Minutes of International Research Enrichment Students' Society, HKUSTSU, Annual General Meeting
2016 Session II*

Date: 02-04-2016

Venue: Common Room 7

Time: 12:30

Chairperson: Chan Wing Kin

Minute takers: San Yik Chuen, Lui Ming Hong, Chung Yin Kwan, Zuo Longlong, Tse Yuen Wah

The Business of the Annual General Meeting 2016 of IRESS, HKUSTSU shall be:

1. To commence the meeting;
2. To receive and adopt the agenda of IRESS, HKUSTSU Annual General Meeting 2016;
3. To receive and adopt the minutes of IRESS, HKUSTSU Annual General Meeting 2015;
4. To receive and adopt the minutes of the 1st, 2nd and 3rd Extraordinary General Meeting of IRESS, HKUSTSU, Session 2015-2016;
5. To receive and adopt the Annual Report of IRESS, HKUSTSU, Session 2015 – 2016;
6. To receive and adopt the Annual Financial Report of IRESS, HKUSTSU, Session 2015 –2016;
7. To vote and announce the Honorary Members;
8. To introduce and inaugurate the Executive Committee Members of IRESS, HKUSTSU, Session 2016 – 2017;
9. To introduce and adopt the Year Plan of IRESS, HKUSTSU, Session 2016 –2017.
10. To introduce and adopt the Financial Budget of IRESS, HKUSTSU, Session 2016 – 2017;
11. To adjourn the meeting.

1. To commence the meeting

Time: 12:30

Full members: 8

Quorum was not met, next quorum count set to begin 15 minutes later.

Time: 12:45

Full members: 17

Quorum was met, Session II of Annual General Meeting was commenced.

2. To discuss agenda items 3&4

Poon Lok Nga procedural motion to resume discussion agenda items 3&4 (minute).

Chan Zhao Cong seconded.

For 16 Against 0

The motion was passed.

Agenda item 3&4 - AGM and EGM minutes

AGM or EGM minutes were corrected from reported speech to script style; added signature and chop.

Chan Zhao Cong: The minutes were arranged in the order of: current functions; current executive committee members; next annual plan or financial budget; next executive committee members.

3. To lay agenda items 3&4 on table.

Poon Lok Nga procedural motion to lay agenda items 3&4 on table.

Chan Zhao Cong seconded.

For 16 Against 0

The motion is passed.

4. To discuss agenda items 5&6

Poon Lok Nga procedural motion to resume discussion on combined agenda items 5&6.

Chan Zhao Cong seconded.

For 16 against 0

The motion was passed.

Agenda item 5and6

Semester commencement dinner

The dinner was held on 10 Sep. we were waiting at orientation week counter. Same restaurant was used as last year. We obtained schedule from freshmen and other members

Chung Yin Kwan and San Yik Chuen investigated the venue. Last year we had a small compartment on upper floor, but too many people this year (4 tables). Eventually had tables by roadside

On the day of event

Chung Yin Kwan and Lui Ming Hong went earlier (departed at 6pm) to set up tables. Poon Lok Nga, Lee Cheuk Long and Chan Shing Cheong: leave at 18:20 and lead members to venue Chan Zhao Cong and Chan Wing Kin: 18:50 left with rest of the participants. Leung Cheuk Wai, Liaw Ming Wai and San Yik Chuen closed counter. The price of dinner is \$60

Problems

Freshmen cannot be contained in one whole table, leading to a table and 2 left (Lee Mang Hei Gordon and Andy So)

Suggestion: try to put all freshmen into one table. Lau Sze Cheung: There was still room on upper floor separated with a pavilion? No. The wall was indestructible

Lau Sze Cheung: the first group to go to venue was lost, but the group was split into two. Lee Cheuk Long and Chan Shing Cheong were at tail so the later half was completely lost. Chan Zhao Cong: Each group was supposed to have an executive committee members knowing the way, didn't expect the group to broke in two. Suggest leader to look back from time to time.

Lau Sze Cheung suggestion: as many people to know the way as possible, not just one per group.

Chan Zhao Cong: Happy dinner?

Lui Ming Hong: I recalled some alumni arrived late, and we added food for them.

Lau Sze Cheung: What happened to the amount not covered by \$60?

Chan Zhao Cong: executive committee members paid the rest

Lau Sze Cheung: do you think you guys should pay the remainder? Or should the society subsidize?

Chan Zhao Cong: It's just a few dollars (\$2 extra), so it's no big deal. But if the amount gets bigger, depends on the 'generosity' of executive committee members.

Tso Yee Ming: some freshmen arrived late, say 30 or 60 mins late, how did you deal with that?
Chan Zhao Cong: have some executive committee members left behind to wait for them and pick them up.

Lui Ming Hong: And the latecomers were charged \$60 full.

Lau Sze Cheung: Any poster?

Lui Ming Hong: please wait.

Lau Sze Cheung: when did you put up the poster?

Chan Zhao Cong: circa 2 Sep and 3 Sep.

Lau Sze Cheung: You could have put it up earlier and get a nice spot.

Mak Wing Kwan: On what basis did you divide the freshmen into tables?

Chan Zhao Cong: We expected freshmen to be familiar with each other and that they will sit together. So no plan beforehand.

Mak Wing Kwan: Can plan where to seat in case people don't know or not familiar

Lau Sze Cheung: Which do you prefer: (i) people know each other sit together, or (ii) strangers sit together so that they get to know each other?

Chan Zhao Cong: I prefer sitting with people I know. The commencement dinner for my year was quite awkward, sitting with some strangers.

Lau Sze Cheung: Strange order of financial report.

Tam: Arranged according to Financial. budget. Was not as good. Better to arrange according to actual event order.

Lau Sze Cheung: report was missing society hoodie evaluation.

Chan Wing Kin: We thought it is a minor event, so we didn't include it in the annual report.

Lau Sze Cheung: The report better have table of content and page number. And match the order of events with the annual report.

Senior sharing session

San Yik Chuen: Was previously alumni sharing (about graduate students). But we wanted the event to be more intimate to UG students interested in research. We requested to Sci or Home as SCIE1000 activity to arouse interest of students. Approved by Tina as it's helpful to science students. To qualify for SCIE1000, it must be held during regular semester (i.e. no holidays)

Send invitation to speakers, chemistry mathematics life science physics, but finally no mathematics as he is not free. Compromising the availability with the speakers and Sci or Home to finalize the date. End of Oct, poster was done. Email was drafted for SCI or HOME promotion. Late Oct, we designed powerpoint to guide speakers of their sharing. Emails sent. We have reminders and rundowns sent to speakers a few days before the day of event

Lui Ming Hong: We get benefit from Sci or Home (e.g. print poster, promotion) as it is the co-organizer.

San Yik Chuen: Event began at 18:00. At 1700, we set up venue in training room at Sci or Home.

Need to borrow student card barcode scanner to record attendance from SCI or HOME. At 1800 the event started. Sharing format is different. First, we have Self-introduction by speakers. Then , we had Q&A by MC (Chan Wing Kin) 5 questions to each speaker, questions can also be raised by others. The event ended at 1900. Sign in and out are needed (depends on SCI or HOME request)

SCI home closed. Sign out is not necessary.

Lui Ming Hong: need to specifically check the requirements of Sci or Home, as sometimes they just shut the door and thus check-out is not required. After sharing, audience stayed to talk to the speakers

San Yik Chuen: Overall successful. Underestimated number of participants was much lower than actual. The number of people far exceeded our expectation (power of SCIE1000). not enough room for chairs. Suggestion is getting a larger venue (such as classrooms or LT)

We forgot to buy drinks for speakers. Remember to prepare drinks for speakers.

Technical problems such as malfunctioning of microphone. We thought that there was mic but turn out non-functional. We borrowed mic from LG3 guaranteed to work.

Fluent, but the mode of sharing is odd, as other speakers had to for the speaker to finish its 20-min sharing by societies. Feedback is Q&A sequence by MC was weird: asking one speaker all the prepared Qs before moving on to another. some speakers were left alone and no interaction. Suggestion is making it forum-like.

For time management, we quickly went through the introduction. Luckily the speakers were talkative. It was a better plan for the time

For distribution of time. Q&A was not expected that long, overrun for 15min. Suggestion is limiting number of questions. You should ask them to stay behind if they have more questions to ask

Lee Mang Hei Gordon: better ask less questions and Q&A longer? Say prepare 7 Q, ask 4 and let audience ask. Should no audience ask extra question, MC can ask backup to make up the time

Lau Sze Cheung: spy?

San Yik Chuen: There was, but not used finally as there are enough active audience

Lee Mang Hei Gordon: When and what was the format of the alumni sharing the year before?

Poon Lok Nga: Held in holidays because PhD overseas were free only during holiday times.

San Yik Chuen: Concern: UST students may not be interested to come back during holidays for the talk. Format of questioning was different. MC and then audience will take turns to ask questions. Not much interaction between audience and speakers. There are times of dead air. It may be not enough audience. Suggestion is hold the event before study break so there will be more audience

Mak Wing Kwan: Souvenir?

San Yik Chuen: Yes, wrapped Ferrero Roccher

Mak Wing Kwan: criteria for speaker?

San Yik Chuen: invited Wu Tsz Chun, will, superman. The criteria were working in lab at the time, has research experience. Invited Lau Sze Cheung at first, but Wu Tsz Chun had internship at HKO, may offer new experience on internship, so picked him instead of Lau Sze Cheung

Lau Sze Cheung: Remember to assign CAMERAMAN for each function

Mak Wing Kwan: How many people?

San Yik Chuen: More than 50, the venue was crowded.

Lau Sze Cheung: Better choose for LT behind SCI or HOME training room

SCIE1000 requires the use of their logo to cooperate with them, they will also check the emails drafted by us. Ask for wording, use IRESS organiser, Sci or Home co-organizer.

Sun Yusen: Cantonese, but how about non-local?? Some had difficulties in listening (some left?)

San Yik Chuen: Considered English but speaker preferred Cantonese, moreover poster already specified that the medium will be Cantonese, which seems more nostalgic

Lau Sze Cheung: evaluation - SCI or HOME display banner using projector <- meaning?

San Yik Chuen: projector and screen on the glass door, but No follow up on the EBoard

Lau Sze Cheung: event rundown is 1800 – 1850, is there anymore detail?

San Yik Chuen: Expected 10min introduction (around 3min by each speaker) followed by 20 min Q&A with MC (6-7 min per speaker)

Lau Sze Cheung: Should include this detailed plan in report so that people can know what is enough or not enough.

Sun Yusen: Who paid for the souvenir? Didn't see it in financial report.

Chan Zhao Cong: Left is real Right is budget

Sun Yusen: My bad.

Lau Sze Cheung: better write quantity 3 in the souvenir option. If there's one for each speaker.

Lau Sze Cheung: What type of questions is suitable?

San Yik Chuen: We wished to approach to undergraduates who wish to pursue research. Questions can be categorized into 2 parts: how to get into research; possible challenges encountered during research

Lau Sze Cheung: Do you have powerpoint?

San Yik Chuen: Yes. Got feedback. Powerpoint is too bland (white and black) Add more art designs.

Lau Sze Cheung: did not record the drink in the financial report?

San Yik Chuen: not prepared, so I rushed to buy from automatic machine. No receipt there.

Lau Sze Cheung: Planned division of work

San Yik Chuen: Computer man, speaker, receptionist, cameraman and set venues labour

SUB-COMMITTEE FUNCTION

Chan Zhao Cong: Date of event is 7 Nov. Time is 13:00 - 19:00

Sub-committee member recruited in orientation week. On20 or 9, first whatsapp group added people in, it serves as the main form of contact. Two meetings were held with Chan Zhao Cong, I mentioned what needed to be done, posts responsible e.g. Treasurer etc. I have

attended a total of 2 sub-committee meetings. Division of labour done on the first meeting. 1st Meeting already has the idea of RPG but not confirmed

As for 2nd meeting (6 Oct), the sub-committee was discussing RPG details. Chan Zhao Cong gave some reminder and counter details. Counter was set up quite late - up till 6 or 11 while 7 or 11 was the date of event. We need to avoid clashing with the midterm period. At 12pm I got the venue and later the sub-committee began to set the venue. Event starts at 13:00. We played some warm-up games first. After event went to Chinese restaurant for dinner

On 16 Nov, we have evaluation meeting (together with information session). For Evaluation, it is hard to come up with a time with everyone present. They always had absentees in the meeting which I have attended. Demonstrate game in seafront and Chan Zhao Cong was there to observe. I saw them demonstrate Running man

Major problem is being difficult for everyone to gather together (coordinator initiated)

Any questions?

Lau Sze Cheung: What is the "selling tape" item in Financial report?

Chan Zhao Cong: typo: sealing.

Lau Sze Cheung: Why so much profit?

Chan Zhao Cong: I misinformed them that they need to pay too, when I told them they could be refunded, they didn't seem too interested. Food consumption not included in the executive committee members' planning They did not consume any foods but they did pay.

Chan Zhao Cong: Also, sub-committee paid for the event even though they didn't participate in the game

Lau Sze Cheung: It seems weird but I wouldn't say it's wrong. Compared with orientation camp where freshmen 400, but group leader executive committee members 350. So it is weird how they shouldn't pay in this event.

Lau Sze Cheung: So the question is, should sub-committee pay less than participants?

Cheung Long Him: The reason why we paid \$6 less than participant was because of refreshment. Sub-committee doesn't need energy bar and drinks. It turns out we have quite a bit of revenue, and we heard that there will be refund of \$14. However, someone didn't

bother to get the refund. There was net no payment of \$6 among sub-committee (originally paid \$14 but refunded \$14)

Lau Sze Cheung: Next time you should write down how many participants were there in the financial report. Also, don't write "unknown" in the report.

Lui Ming Hong: such as "unclaimed refund"

Cheung Long Him: energy drinks taken as sponsored product from current session's sponsors, leading to less expenditure than budget.

Lau Sze Cheung: When did you know you got sponsored product?

Cheung Long Him: During counter opening

Lau Sze Cheung: Chan Zhao Cong, do you know they will distribute drinks? When?

Chan Zhao Cong: Quite early on, but we weren't sure if there will be enough for everyone so we didn't confirm it until later: i.e. we confirmed giving out midway through the counter

Lau Sze Cheung: How many drinks you had in locker?

Chan Zhao Cong: A few more than 22

Lau Sze Cheung: You could refrain from charging the money first. Even there won't be enough drinks, you can buy them later.

Lau Sze Cheung: Do you think sub-committee need to pay for the events?

Chan Zhao Cong: No need if they didn't use the game materials or food or drinks.

Lau Sze Cheung: I think it's quite weird.

Chan Zhao Cong: Then it depends on how the next cabinet thinks?

Lau Sze Cheung: How many meetings did you have with sub-committee?

Chan Zhao Cong: 2

Lau Sze Cheung: Did you help set up the venue for them?

Chan Zhao Cong: Almost none. But did help them borrow mic

Lau Sze Cheung: Let me share my feelings as participant. (summarized problems)

As an executive committee member, do you think you should point out their mistakes at that time?

Chan Zhao Cong: If problems happened, I'll tell them during breaks. Not immediately, but during the break.

Lau Sze Cheung: I recalled Will pointing it out. It is better point out the mistake before the participants did.

Chan Zhao Cong: No use to tell them off at the moment because it's already happened. Could only remind them next time.

Lau Sze Cheung: So you allow them to eat during hosting the game.

Chan Zhao Cong: Yes, because this is the better way as they really need food given the circumstances. But it is better to have lunch beforehand.

Lau Sze Cheung: I prefer they eat after holding the game.

Lau Sze Cheung: Did you take a look at their Division of labor? Should you?

Chan Zhao Cong: No, Yes.

Lau Sze Cheung: Not enough to just watch through 2 meetings. Should demand them to give you the rundown and division of labour before the event.

Lau Sze Cheung: I think that you shouldn't give too much freedom to sub-committee, be more strict if necessary. Give guidance and instruction as it's first time they were holding an event.

Tang Cheuk Him: The Aquarius is from orientation camp?

Chan Zhao Cong: Remnants of marketing products from orientation camp.

Lau Sze Cheung: Don't just send out internal vice president or PIC to attend the meetings, at least 2 people.

INFORMATION SESSION

Chan Wing Kin: The date was 16 or 11 at 7:30pm

Chan Wing Kin: It was hosted Sub-committee evaluation before the session. There was evaluation before information session. We targeted at those interested in becoming executive committee members. We posted FACEBOOK, poster one week before. Executive committee members have meeting about what to present. We have rehearsed once. One day before event, we collected all powerpoint and merge them together. We did not realize the difference in format between the contents and the title

One to two days before, we prepare wishlist.

After introducing posts, everyone sat together to talk about formation of cabinet. We should not force them to form a cabinet on that day. We need to allocated more time for them to decide.

They Later confirm Sun Yusen become President. As later confirmed for other posts. Discuss with respective next session for the work and responsibility. Preparation work for promotion page Any questions?

Lau Sze Cheung: Why rush?

Chan Wing Kin: Hope them to finalize what post they want to be on that day. This method is not good, should give time after information session for them to think over.

Lau Sze Cheung: How rush?

Chan Wing Kin: Continually ask them who want to be which post.

Lau Sze Cheung: what will be the advantage if they form the cabinet as early as possible?

Chan Wing Kin: We realized that there are no distinct advantages, so we hope to give them more time. Earlier to discuss for their responsibility

Lau Sze Cheung: It's only during information session that everyone can gather together.

Chan Wing Kin: Quality vs speed. More time should be given for them to think. The form is for reference only.

Lau Sze Cheung: That's just for reference, not binding.

Chan Wing Kin: Take form the nom cab.

Lau Sze Cheung: I think that if they have foundation of a cabinet on that day, it will be good for our society. Should confirm who will become executive committee members.

Chan Wing Kin: Sb confirm to become executive committee members but not yet decide which post

Lau Sze Cheung: So i think it is good to be chur.

Mak Wing Kwan: Any cases of competing for posts?

Chan Wing Kin: No apart from Academic Secretary. Maybe because we didn't talk about details enough during information session, we advised them to divide up afterwards.

Mak Wing Kwan: any other society hold information session?

Chan Wing Kin: yes, Biochemistry. The information session was held late to accommodate the Sub-committee function

Mak Wing Kwan: Better to hold the information session earlier to other society, such that more people can be in the new cabinet

Chan Wing Kin: The expenditure is poster only. Cakes were not included.

Lau Sze Cheung: Where did you print poster?

Chan Wing Kin: I printed in Sai Wan Ho, \$1.5 per poster.

Lau Sze Cheung: Why some costs \$3?

Chan Wing Kin: Because the poster was printed in black-and-white, which cost \$1.5 ea.

Mak Wing Kwan: What about other posters?

Chan Wing Kin: Same.

Mak Wing Kwan: How much?

Chan Wing Kin: Color \$3; BW \$1.5

Reminder: rehearsal is necessary

Cheung Long Him: Should more positions be offered? We didn't have IT secretary etc. Would introducing these posts help?

Chan Wing Kin: We didn't include welfare secretary, IT secretary, etc due to its overlap with promotion secretary. If you think the post is important, you can introduce it in information session. If the post is not in constitution, then have an EGM to request.

Lau Sze Cheung: you did not prepare or road sign.

Chan Wing Kin: I think it is not necessary, as we have talked to the participant of the venue.

Lau Sze Cheung: Inform other people that you are having the session. SU print shop is cheaper than the shop in sai wan ho chosen

Mak Wing Kwan: It was okay when I tried it, but the usage is really annoying.

Chan Wing Kin: Perhaps, ha cabinet can search for better usage of facilities in UST.

Sun Yusen: The barn can print A3-sized posted in black-and-white. But for colour printing, we discovered that printing quality is not standardized in different barns. Barn B is preferred.

Lau Sze Cheung: It is better to involve everyone and sit close together to prevent wanderers.

Chan Wing Kin: So just be formal.

Annual Dinner

Lee Cheuk Long: On 23 or 11 (Monday), We sent email to professors and ask them for availability, During 23-25. Prof. Lortz, Dr. Tsang, Prof. Chow confirmed to be available on 23 or 11. \$160 was for set dinner which is more expensive than \$140 for ordering separately. 10 days before, we set counter for collecting the money

At 1730, we decorate the room (Chinese Restaurant). During the day of event, at 5.30pm decoration of venue starts. 18-1830 reception. We had invited graduates, though they were unexpectedly late. We delayed the starting time. The 1st game is guessing the photos. The 2nd Game is guessing the song. Prof. Lortz left. Prof. Leung was invited. Lucky draw is bingo. Price is PnK shop coupon, Usb, chocolate. All prizes were wrapped. For Evaluation, we ordered 2 spicy dishes, not everyone can withstand. For audio issues, the restaurant had problems with the speaker. For Suggestion, try to spare more time to fix the audio system. Remember to bring tripod for phototaking

Lau Sze Cheung: What decorations did you have?

Lee Cheuk Long: golden balloon for 'ANNUAL DINNER'. 2 separate threads went through these 2 letters and were hung up the ceiling

Lau Sze Cheung: would you consider more decoration?

Lui Ming Hong: the decor may not match with the style of the room.

Lau Sze Cheung: For me, I think it's a bit hea. Also, we made a banner for Annual Dinner, why didn't you put it up?

Lui Ming Hong: not aesthetically look good. (mismatching of colour)

Lau Sze Cheung: I think more decoration is needed but have to think of some solutions how to match with the theme(?) of the restaurant

Chan Zhao Cong: I think since almost all MBMS students have graduated, maybe we can make a new banner just for IRE

Lau Sze Cheung: Was the "Park'n' coupon" a typo? It should be "Park'n'Shop"

Mak Wing Kwan: We used balloons tied on nylon wires to fill up the ceiling. The disadvantage of balloon is it will burst. Nice in photos

Lau Sze Cheung: difficult to match the "ancient" theme of the restaurant

Lau Sze Cheung: You started at 18:50, why did you invite professors. so early? (18:30)

Lee Cheuk Long: we invite professor when most of the participants come.

Chan Zhao Cong: We hope that students can chat with the professors. We sit by major, they can talk with the coordinator.

Lee Cheuk Long: We arrange all old ghost to be with Prof. Chow, so some life science students were arranged to sit with chemistry. People major in chemistry could not occupy a table

Lau Sze Cheung: can you prepare it earlier? It was fewer than 2 weeks' time before event that you invite participants

Lee Mang Hei Gordon: Should we ask for time slots in Oct?

Chan Zhao Cong: The main stalling factor is because of the replies of professors. Their schedules were not confirmed until some time before.

Lau Sze Cheung: If you can't get their schedule, then shouldn't you reserve their availability earlier on?

San Yik Chuen: They are not willing to prioritize our activity. It would be useless to ask earlier as many important events could pop up.

Lau Sze Cheung: no matter what, it is much better ask earlier, or even ask repetitively.

Mak Wing Kwan: may invite other professors

Lau Sze Cheung: what if all professors invited attend and only a few members show up?

Chan Zhao Cong: As it is held at night, we didn't expect many members will join.

Mak Wing Kwan: what criteria to choose present?

Lee Cheuk Long: suitable to most of the participants, like Starbucks coupons , usb

Lau Sze Cheung: why have you chose pencil bag?

Chan Wing Kin: Want to have something interesting other than coupons, but still within budget.

Lau Sze Cheung: Coupon is more preferable since not all people like the pretty pencil bag.

Lau Sze Cheung: I think the atmosphere that night was pretty good and the games were quite fun, SO I have no opinion. Also, the food that night was very "healthy".

Chan Zhao Cong: 2 or 12 dishes were pure vegs.

Tse Yuen Wah: Did you consider allergies?

Chan Zhao Cong: No. Better to ask beforehand. But we've got variety to make up for.

CHRISTMAS PARTY

Leung Cheuk Wai: On 19 or 11, we booked venue (From meetings before) and had meeting to discuss division of work. On 21 or 11 we put up posters. On 22-24 or 11 we sent email and

whatsapp for promotion. On 1 or 12 meeting, we discussed food and games. On 19 or 12 after exam, we demed another round. For food considerations, APC, PhD, pizza box are too expensive. We got cheap pizzas from Ebeneezers and snacks from PhD. We ask Golden rice bowl and milano for sponsorship

Lau Sze Cheung: what sponsors?

Leung Cheuk Wai: Golden bowl rice sponsored spring rolls. Milano sponsored spaghetti, meat sauce

Also, you said last year that Pizza Hut is cheap around Christmas, but we found out that it is quite expensive this year and so we didn't choose it. Any more questions for preparation?

Lau Sze Cheung: how to confirm the date of event?

Leung Cheuk Wai: It was decided very early on, when the year plan was drafted. Avoiding Winter solstice, Saturday or Sunday, Christmas eve

Lau Sze Cheung: What about members' availability?

Leung Cheuk Wai: Asked via Google Form, but not many responses. Expected 2x participant before semester ends. But got add. Contacts after finals 3x including executive committee members. Some absentees on the day of event, we've also offered refunds to them

Lau Sze Cheung: I think it is best that you ask for availability of members so that you may change the date to one on which most people are free.

Leung Cheuk Wai: We did use Whatsapp to ask people's availability beforehand

Lau Sze Cheung: better to use whatsapp to contact some members who did not fill google form.

Leung Cheuk Wai: We also bought hats.

For the day of event. We sent reminders to participants. For those who don't know the way to venue, we did take photos, and with Chan Zhao Cong standing by at McDonalds to lead people to commons. In the morning, Chan Wing Kin and Lui Ming Hong discussed where to decoration what.

2pm: Chan Zhao Cong, Chan Wing Kin and I briefed rundown, but less details on games as 5 of them have to take food outside. Cause: we've ordered food from 3 separate sources. Lok as a cameraman need to be as a judge. At 3pm, Chan Zhao Cong get equipment from LG3.

Others went to buy drinks and back-up gifts. The progress of decorating the room was slow although only a few decorations were required

Lui Ming Hong: two people is used to fix the song playing problem. We decorated with ribbons and plastic caterpillars.

Leung Cheuk Wai: the decoration is generally fast, something troublesome (e.g. set table). Chan Zhao Cong brings participants in. 2 ppl at counter for reception and wrapping of gifts. Other executive committee members chat with arrived participants or play board game. 3 people go to tko get phd. For problems, we forgot to bring one of the receipts required to get food. Expected taxi return to stop food from getting cold. 5 people left to monitor games. For 1 min game, problems are catapult and cup rolling. For Catapult, we did not expect games to be that difficult. No problems during demonstrate game, probably the angle of firing changed. And we were allowed to correct. Participants don't want to sing (maybe to songs were too difficult), the atmosphere became a bit weird. Prepared 5 games (was overrun), but coincidentally food had delay. Took part of the gift food as snacks. Any more questions about food?

Chan Zhao Cong: Enough food?

Lau Sze Cheung: Enough if you are quick enough. (i.e. not enough)

Poon Lok Nga: Is there some food that is not liked?

Lau Sze Cheung: People preferred meaty food with decreasing order of people's preferences, from wings to pizza to spaghetti to rice to salad.

Leung Cheuk Wai: After meal, We play Bidiots. Problems are time-consuming to collect and display drawings (originally computer games). Eventually just go to present exchange. Then photo taking. Method of gift exchange different from last year.

Also, another problem was that there were some latecomers - originally planned grouping was not applicable. Should have made adjustments. (Outcome: one group and people over another)

Wu Tsz Chun: any game demonstrate.

Leung Cheuk Wai: We demonstrate all games. The problem was that in demonstrate game of catapult, one person fired multiple times, while in the real scenario, many people take turns to fire, yielding different results

Wu Tsz Chun: watch out for game rules, demonstrate results not necessarily equal to real results

Lau Sze Cheung: Games that do not require brain-functioning are preferred. If we played skill-based games some groups might out-skill others. There were some practice time for participants, not clearly distinguished between practice and actual test

Leung Cheuk Wai: Actually not much time for practice, but not too many games of these types. Any problem with decoration?

Mak Wing Kwan: Can you repeat the decoration plan?

Lui Ming Hong: We used ribbon to decorate the wall, and “caterpillar” and tablecloth for reception table

Leung Cheuk Wai: some of the caterpillar stick together.

Lau Sze Cheung: we did buy some caterpillars.

Lui Ming Hong: there wasn't enough

Chan Zhao Cong: some was stuck and unusable ?

Lau Sze Cheung: MC's control can be improved. Gift exchange was quite fun. (the format)
What are the back-up gifts?

Poon Lok Nga: Toblerones

Lau Sze Cheung: Did you upload the event photos to facebook? Upload them before stepping down.

ANNUAL ELECTION.

Chan Wing Kin: What we've done are informing regulation.

On Jan, we asked Lau Sze Cheung to be member Election Board (1 person who is not current executive committee members). Board formed with Chan Wing Kin, Lau Sze Cheung and Lui Ming Hong. Why 3 people? In case physics has exams Lui Ming Hong can substitute. We open for nomination later. For counter, there are 3 weeks, reserve 3rd day of third week for polling. As for possible Improvements, box should be separated from public's sight with cloth or board

Prepare sample ballots Remember to put up samples to warn others of invalid votes. One person wrote his name on the ballot. For deposit, for now we have enough money to pay for deposit, now next cabinet has enough money to pay, and now we need to withdraw from society account to pay them back, which I think is inconvenient. Smooth polling process. Prepare backup timer (computer etc.).

Lau Sze Cheung: You typed "0 valid vote" in the report.

Chan Wing Kin: I shall correct this typo.

Chan Wing Kin: Watch out for deadline: e.g. open for nomination for at least one week etc.

Lau Sze Cheung: No this part in Financial report?

Chan Wing Kin: That's because I printed the votes in my lab and it was free.

Tse Yuen Wah: Where should the venue of polling be? If it's in an open area, other people will see votes, which should be kept confidential. Why financially penalize the society instead of individual violators. Society should notify non-cabinet to be responsible for any penalties.

Chan Wing Kin: My suggestion is to save unnecessary troubles as the non-cab is trustworthy

Lau Sze Cheung: It's better to include this part for Financial report.

Lau Sze Cheung: Please explain why no one wore suit?

Chan Wing Kin: we did wear our society hoodie

Chan Zhao Cong: We thought wearing suit had no particular meaning, plus the weather was cold. Hoodie symbolized we are the executive committee members of iress. It is not meaningful and really cold. For AGM, that was just tradition.

Lau Sze Cheung: In tradition, everyone wears suit. If other societies can wear suit in such cold weather, so can you. It's also tradition to wear suit on polling day.

Chan Zhao Cong: That is a question about values, it's difficult to say.

Lau Sze Cheung: I think it is tradition of our society to wear suits.

Chan Wing Kin: Next year executive committee members may consider wearing suit on the day of election

Mak Wing Kwan: Was everyone (next session) present during the counting of votes?

Chan Wing Kin: yes

WELFARE

Chan Wing Kin: Why welfare? Because by the end of December we have quite a profit. After weighing practical use and our society-logo attachment, we've decided to make a tote bag

Mid-Feb: confirmed company and design.

Lau Sze Cheung: What is the cost per bag?

Lee Cheuk Long: each costs \$40

Lau Sze Cheung: Write clearly 50 tote bags x 40. Also posters. Don't just refer to receipts, note sub-items clearly

Lau Sze Cheung: Has the taxi fee from Christmas party been included in financial report?

Lau Sze Cheung: Any sponsorship for tote bag?

Chan Wing Kin: NO

Lau Sze Cheung: What about society jacket and society tee?

Chan Wing Kin: started November, looked for HK companies. One sample was present at counter after annual dinner. Received some feedback on design of jacket. We thought these feedbacks were important and discussed if we should change the design to accommodate most people's wishes. However, other people were discontented with the change in design.

Personally, I think a design should be settled down early, be determined. Only change if trivial and big errors are made such as wrong spelling of calligraphy. Otherwise it seems indecisive or lose authority. Another thing is that when you're about to place an order but then changed the pattern, it will cause troubles to the company

Leung Cheuk Wai: some companies will do promotion in ust. Pay more attention.

Lui Ming Hong: apart from the cost, one should also consider the quality of jackets, as some companies (e.g. those from Taobao) will not have qualities made up to their claims

Chan Wing Kin: quality of hoodies ordered from Taobao online shop is not guaranteed

Lui Ming Hong: companies in hk will give a sample and may offer discount

Lau Sze Cheung: What is that "deposit" in Financial. report?

Lau Sze Cheung: It's deposit for XS jacket

Lee Cheuk Long: Some companies need the payment of deposit before making the products. We collected half the amount as deposit before the ordering. Jessamyn didn't want the final product, so we took the deposit and not the rest.

Lau Sze Cheung: Why only collect half rather than the full amount?

Leung Cheuk Wai: To make the fee for Annual Dinner better (\$200 in total)

Lau Sze Cheung: One "L" size vanished.

Lee Cheuk Long: 30 units have special price so (cost of 30 < cost of 29)

Chan Zhao Cong: The XS and L still in society room.

Poon Lok Nga procedure motion to recess for 10 min

Chan Zhao Cong seconded

Time now is 3:54

For 17 Against 0

orientation camp

4:05PM

15 Full Members present, AGM resumed.

Chan Wing Kin: We'll describe according to timeline. We'll asking group leaders from April, collect orientation camp fee at Annual dinner counter Exam in May. In Early June, we ask for sponsorship. Leung Cheuk Wai and Lee Cheuk Long looking for sponsor packages. OAC meeting in June: hall & venue distribution. We confirmed group leaders and spy mid June. Late june confirmed games to play orientation camp rundown formed at June. July, we design society tee and seek for company to print society tee. Society-tee sponsored welfare pack as well. Mid july we finalize game. From late July to early Aug, we have 2 leader-briefing sessions (1 not enough, some busy) to informed of details, 1 briefing session for jo ba ma. In early-

mid August, we ordered food (golden rice bowl, mcdonald). GRB, APC start to release menu since July Aug. On registration-day, we invited freshmen to join. There are 2 particular points, first, do CampBook early. Putting pages together takes time. Second, if made early, can view orientation camp tee sample.

There were 4 teams for labor division. Team A (San Yik Chuen, Chung Yin Kwan, Lee Cheuk Long) was in charge of all games besides theme game. Team B (Lui Ming Hong, Chan Wing Kin, Leung Cheuk Wai) was in charge of theme game. For theme game arrangement, Team C (Chan Zhao Cong, Liaw Ming Wai, Chan Shing Cheong) was in charge of admin and food and booking Team D (Poon Lok Nga) was in charge of external, cheers

For Grouping, as for registration course day, we stalk freshmen for group leaders and executive committee members to recognize everyone (upload pictures to whatsapp). We took pictures, estimated activity level. Just before orientation camp: Reminder to executive committee members, group leaders, participants of stuff to be brought in orientation camp

Lau Sze Cheung: Was that all the orientation camp preparations?

Chan Wing Kin: Not really, about promotion), we had facebook forum post posts. Also put up posters just before registration-day. (Too early, not too useful) Forum is important, many people looked at it.

Lau Sze Cheung: There should be no "TBC" in your preparation schedule.

Chan Wing Kin: The tables were copied from year plan.

Lau Sze Cheung: I understand there is no specific time, but you can put down "late June" instead of "TBC". I also believe that it's quite delayed to start posting the poster a day before.

Chan Wing Kin: next executive committee members can post it up earlier. It reminds me how to communicate venue

Chan Zhao Cong: we expect to get rooms that is not quite convenient (e.g. common room 4, 5 and 6). Highly competitive venues are common rooms

Chan Wing Kin: When reserving venues for long durations, LG3 will cut the time you want, then you need to argue with them

Cheung Long Him: It is ok to state that the preparation time will last a longer time than needed?

Chan Zhao Cong: They will read your proposal . call you and ask about your arrangements. Make an accurately boasted plan . better chances of getting full length

On day1, Registration of orientation camp participants. No latecomer problem (informed in advance). It's better to ask early to make sure event start on time you want. Spare some time for group leaders and participants to familiarize with each other.

Lau Sze Cheung: Group leader arrived earlier?

Chan Wing Kin: We invited them to have lunch together. In general, they came half an hour earlier. It is best for group leaders to arrive earlier. As for Prof. Leung content, it was okay. We told him what we expect to hear. (asked about University life). Nothing off the rail. For sending email, if did not reply, we should go to office to ask.

Lau Sze Cheung: What did he say?

Chung Yin Kwan: Study at Cornell, met Henry Tye, TA did not know QMII questions.

Lau Sze Cheung: Did Prof. Leung arrive on time?

Chan Wing Kin: yes, After Prof. Leung left, we started ice breaking games.

Chung Yin Kwan: There are 5 Ice breaking games. First, firecracker. Second, 1 dollar 50 cents. Third, forest fire, people seemed excited, so we had additional rounds and therefore overran (expected:15min; extended to 20 min). Fourth, Paper plane: rule ambiguous, MC should clarify. Fifth, bok idiot, rules very complicated, but it turns out the run is quite smooth (no one was continuously beaten). Overall, some participants didn't pay attention to instructions and amendments. MC has responsibility to monitor if everyone is listening to game rules.

For team creations, teams were preassigned. We give them a board and ask them to think of a name and cheers for their group. For rules, 國 or 際 & 科 or 研 for team names. It overran because of task incompleteness. For team-based games, first, phone dial, someone was injured, but we had first-aid. The result is difficult to judge, we may introduce double bias. Second, eiffel tower, we used newspaper to construct 30-cm tall thing, then stack shoe on top. We had a suggested solution if they had difficulties coming up with a solution, but both teams got it. Third, we use straw as rubber band. However, troubles are many needs to wait while playing, and some might move and leave their position, or bored and became less involved. Fourth, newspaper tank, the rule is if no moving until fixed. Fifth, agent VS IR rays. problem is that only has one person to walk through web, and three to four gives instructions, but 10 people in a group. The rest heard and therefore no participation. The rule is out if touch string, but that is difficult to judge (maybe some grey area).

Lee Mang Hei Gordon: Game had bug and mask didn't block light totally. Originally team-based game has 6 games with the last one being "Big TV", which was for buffer. If underrun, we will have more questions. If overrun we will have fewer questions. From conference room to hall.

Chan Zhao Cong: Poon Lok Nga and Chan Zhao Cong moved to hall a bit earlier. Take ticket to hall to return keycards. Then we waited for people to arrive. Each room will have one senior and 2 fish.

Chan Wing Kin: we prepared some card games for those who settled down earlier to play

Leung Cheuk Wai: As they returned to hall, we took game materials to mini soccer pitch and do setup. At soccer pitch, 3 games: 1. Flip over table cloth; 2. Water extraction; 3. Dodgeball. We asked them to put belongings. For evaluation, first game overrun. Second game, one group was destined to lose because of a dangerous approach that did not work out. Got frustrated when we tried to stop them. Every executive committee member (apart from only the MC or PICS) should be familiar with the rules in case participants get confused. Break in between as we clean up. For play Dodgeball, we prepared 3 variations of the game, so eventually only two rounds of same version was played. As the previous games overrun, participants only play the first variation for 2 rounds

Chan Wing Kin: There was accident during Dodgeball. Cheung Long Him was too op. The Dodgeball was a bit imbalanced as someone practiced it every week. So consider strength and weakness of each team.

Part of executive committee members were supposed to arrive early to set up BBQ. But LG3 notified that they needed to go back to take equipment, else they close. Therefore BBQ was delayed.

Participants had to wait in the BBQ court for executive committee members' preparation. BBQ took more than 30 mins to set the "stove". Executive committee members tried to entertain participants as we start the fire. For BBQ, food stored in hall. There were feedback that BBQ in summer too hot and chur, you may consider not BBQing at all. Also the environment is very dim, we prepared a strong lighting, but too focused light, hence ineffective. For lightning problem, we would be blind if look at it directly but too dim if look at other places.

It was expected 2.5 hours, but at around 2 hours, it started to get boring, so end early to play common room games. But common room 4 not prepared yet, Participants looking at executive committee members preparing.

Chan Zhao Cong: has centralized system to book venue and equipments. We asked clerks for details of getting equipment and venue.

Wu Tsz Chun: Did you use firegun ?

Chan Zhao Cong: San Yik Chuen got bonus firegun, regular lighter should be enough.

Wu Tsz Chun: what made lighting up coals so long?

Chan Zhao Cong: no fire gauze. Got only one piece of charcoal in the bag of charcoal.

Wu Tsz Chun: you should check it first.

Chan Wing Kin: I also suggest you to come up with some games in bbq, in case the chatter stops.

Lau Sze Cheung: What do you think about atmosphere of BBQ?

Chan Zhao Cong: Hot plus not much entertainment towards the end.

Lau Sze Cheung: Did you not prepare some games to play during BBQ?

Chan Zhao Cong: Because of the delay between mini soccer pitch and BBQ, the black magic. we've prepared were already used up

Chan Wing Kin: prepare more mini-games to fill up the time.

Tse Yuen Wah: My group did not have executive committee members in there, got strange people talking about famous school stuff, hence could not join.

Chan Wing Kin: Suggestion: at least 1 executive committee members in each group. Be considerate to other executive committee members if they had to work and got no food.

Chan Zhao Cong: executive committee members were responsible for setting up the venue may not have time to eat. Other executive committee members can keep food for them. People are assigned to the same kinds of jobs (e.g. setting up venue, getting equipment). Labour rotation is better.

Theme Game Part I

Lui Ming Hong: First, drink things and drama. Second, fibbage. Third, pass the message.

We expect have two different drinks (1 horrible 1 nice), and participants guess. But the drinks either can't make the participants get a good natural response, or the drink is semi-solid, making the guessing team know the right answer before the playing team act.

It's new to many people, use computer to record score and propose a question. Rules are complicated, some participants didn't understand the rules. Argument on the answers due to the definition of the word. Challenge on the correct answer, solved by google.

Ask people if they wanted to play, they did. Very noisy, did not monitor it enough. Chaotic but embarrassing to ask them to stop. Coordination between MC and PIC is poor, so turn out to be chaotic. Evaluation at the end of first day and we reached consensus, MC had the right to make decision. Also, the problems were quite difficult, people were sleepy. It turns out the atmosphere is not good. The most successful game was 2.

Lau Sze Cheung: I suggest that you don't play the last game, it's too wide-spread.

Chan Wing Kin: group leaders organize room game, and executive committee members offered the list of room games to them. Evaluation on that night, MC has the final decision. We asked will on the comment on the first night, and he pointed out the MC problems. Executive committee members Collect camp tee to wash. About 1 to 2 had no names. Remind participants to use pen with ink difficult to fade to write their names.

Chan Wing Kin: With reference to the excel working division, any opinion?

Lau Sze Cheung: 1st day what food did you buy? Chan Wing Kin: We ask some executive committee members to buy food, depending on the weather condition.

Lau Sze Cheung: You got 5 people to buy food, but 3 people to ship food from hall to BBQ site.

Chan Zhao Cong: we got trolley more than 2 people.

Chan Zhao Cong: next session should also prepare a similar work division chart, for convenience purposes

Lau Sze Cheung: You reserved only 45 mins for taking food down and starting fire?

Chan Zhao Cong: yes.

Lau Sze Cheung: were there any executive committee members to follow 2 groups of participants?

Chan Zhao Cong: yes (2nd day)

Chan Wing Kin: (repeat) you can consider doing something similar to this to make sure no mishaps.

Lau Sze Cheung: Did you remind group leaders when to get up?

Chan Wing Kin: Yes, if memory serves. Forgot exact time, but woke up earlier than freshmen.

Lui Ming Hong: Told group leaders when to wake up and tell everyone what time do we go. Third measure: knock on door to wake them up 15 minutes before departure and gave bac camp tees to participants.

Lau Sze Cheung: According to one group leaders, executive committee members didn't inform wake up time, wake up time not enough, etc. So did you inform them when to wake up the night before?

Chan Wing Kin: I really forgot, can anyone check?

Chan Wing Kin: Did not inform in WhatsApp group.

Lau Sze Cheung: Maybe you planned but forgot to execute.

Chan Wing Kin: Suggestion: remind group leaders when to wake up through whatsapp

2nd breakfast in apc

Chan Zhao Cong: 3 No-food untouchables work on decoration in rooms above. Rest have happy breakfast. Chan Zhao Cong and Lok went to APC early, and found out that the meal was already set up.

Chan Wing Kin: nothing special about the breakfast in general

Lau Sze Cheung: Did you order food for the 3 people above?

Chan Wing Kin: No. We ordered exact amount.

Lau Sze Cheung: Can also order their portion and deliver it to them later. Be more humane.

Chan Wing Kin: yes, we have to be more humane

Theme Game:

Chan Wing Kin Leung Cheuk Wai Lui Ming Hong went up early for decoration. We booked adjacent room for balance purposes. After decor and people arrived, we briefed them about the game and what they would have to do. Luckily, you guys guessed correctly. We've (Chan Wing Kin and Lui Ming Hong) checked the places at city hunt to ensure no major changes at the venue. a week before the event. We forced them to start at different locations so that they won't meet mid-way.

Overall atmosphere not bad, but it rained when the trip was outdoors. Don't trust HKO 100%, and prepare umbrellas in advance.

Cheung Long Him: Better to ask participants to bring umbrellas themselves.

Chan Wing Kin: Lunch arrangement: limited budget, and forced them to sit down for a meal. Supposed to be paid by executive committee members, check if there's enough money. Chung Yin Kwan didn't eat enough because not enough \$\$ brought. City hunt took 5-6 hours, we were afraid we will underrun or overrun a lot. My team underrun about half hour and had enough time to go back to hall to take a rest, change shoes etc.

Lui Ming Hong: To make them not to overrun, we imposed some severe punishments.

Chan Wing Kin: set rules to force group leaders and participants to arrive on time. We separated into two teams. In order not to have too much disparity, we have one intermediary between two teams to make sure the game is balanced (if one team is leading by a lot, the executive committee members there will make the game more challenging). Prepare games in city hunt with better involvement. Set some unusual questions that the powerful google can't help, in case some participants are too familiar with pathfinding

Lui Ming Hong: For my team, quite extreme. Some are very active while some are very inactive. This reflects our partial failure in planning. We should have planned games that will engage everyone to play. Not very active. Moving speed was slow. Quite sluggish, I expected them to overrun. The executive committee members following the group has been contacting the main person (Leung Cheuk Wai) in UST to update information. Still, the effect is not satisfactory. However, they exploded their tiny universe in sun po gong and finished on time. There are two problems, first, claim that questions were set wrongly. Second, Ethan vanished (forgotten) and Lui Ming Hong waited for Ethan. It's good to have at least two executive committee members following group.

Lau Sze Cheung: Please explain the problem in Sun Po gong.

Lui Ming Hong: Some participants live nearby and know the place. They believed that they know the place very well and were sure their answer was correct. Hence argument ensues.

A rubbish bin disappeared within one week. Answers differs a bit.

Lau Sze Cheung: Also, what did you mean by not enough money for meal?

Chan Wing Kin: We suppose that the lunch is paid by executive committee members, but due to discrepancies in planning, one team carried not enough money. In the end, Chung Yin Kwan ate less.

Lau Sze Cheung: What was your budget?

Lui Ming Hong: \$40 per person.

Lau Sze Cheung: How did you tell participants about your budget?

Chan Wing Kin: if eat less, then we have revenue; if no, we pay.

Lau Sze Cheung: You could have borrowed from group leaders if there is not enough money.

Chan Wing Kin: awkward to borrow money from group leaders

Lui Ming Hong: The problem of precipitation has always been our concern. The version you played was revised to include more indoor. However, our team experienced rejection by supermarket. In all, if you really need to be indoors in shopping centers, be quick.

Lau Sze Cheung: How did you divide the group?

Chan Wing Kin: we estimate the power of individual power of freshmen but intuitive observations. During registration day and the day of pre-registration

Lau Sze Cheung: do you think the group leaders division balance?

Chan Zhao Cong: one concern is major, another was gender and dividing the couples.

Lau Sze Cheung: One team seems significantly more active than the other. I suspect major should only be a concern.

Chan Zhao Cong: We thought to mix some extremely active group leaders with the less active ones to one team while putting the moderately active ones to the other team. But the effect wasn't too good, a more average distribution should be applied.

Wu Tsz Chun: Major is not the main concern since freshmen know little about the curriculum

Chan Zhao Cong: Any problems about city hunt?

Wu Tsz Chun: the route is quite "liulung" and it is quite difficult to complete all tasks

Chan Wing Kin: We allow participants to use google as assistance

Wu Tsz Chun: i dont recommend city hunt since the involvement is not that good. I suggest that more games with more group interaction can be adopted.

Will avoid city hunt if there are options because there's few room for interaction.

Chan Wing Kin: If you can think of games that gets everyone involved then go ahead. If not, think of alternatives.

Wu Tsz Chun: If you don't plan to do city-hunt, consider carrying out activities on the beach.

Chan Wing Kin: we plan to use city hunt as it matches with our theme. Next session can consider more whether to include city hunt or not. If rain and make socks wet. Reserve some time for people to wash or rest after a day's running. For intel gathering, People go back into 2 rooms for detective game. Got executive committee members to accompany participants to go to different places at UST. Distribute the clues they got from city hunt. Remove all remaining demonstrate game materials to avoid confusion. Game material should include society name.

Chan Wing Kin: We expect the photo book can give some hints to participants. However, not everyone made use of photo-books. Give clearer instructions of how to use the material, otherwise wasted efforts. First time demo, no one succeeded, so we need iterations Also relatively more difficult to control time for complex puzzles. At least 1 executive committee members in each group have to super familiarize with the rules

Lui Ming Hong: compare the progress of 2 groups from time to time. Adjust the progress of the 2 groups by giving more or less clues.

Chan Wing Kin: can give some hints to avoid slow progress

Chan Wing Kin: After theme game we asked them to GRB for dinner. We have dinner at lg7. 2 executive committee members see if all dishes are prepared.

Lau Sze Cheung: enough food?

Chan Zhao Cong: yes. There was unlimited supply of rice. Around 8 people per table
Restaurant will release the menu in July

Lau Sze Cheung: enough time? If they have been too active for the whole day, so they would be exhausted and need time to rest. So don't just include time for the meal.

Chan Zhao Cong: They played the mystery solving game afterwards, so it doesn't take much moving.

Chan Wing Kin: no one knows the meal cheers. Silly, but it's all about the qi. After dinner the goal was to go to the tree clusters near other BBQ site. We prepared 2 games. One was net of strings, one team had only one girl so there may be some etiquette problems as the game involves physical contact. It is suggested to have better organization of teams. One team remembered the solution, while the other had arguments.

For the other team, they had some arguments about the solution and therefore there was some chaos. Should be well prepared if participants argue for the rules or solutions

There is one big mistake: Chan Wing Kin's team took two USBs instead of ONE, making the other team cannot find. Suggestion is confirming the materials got by the other team

Lee Mang Hei Gordon: what if two separate locations?

Chan Wing Kin: balance should be considered

Lui Ming Hong: Also beware of limited human resources.

Chan Wing Kin: we thought of RPG at first but there was insufficient manpower so we dumped it. It is dangerous to run by the seaside, so beware. In common room 4, participants retell story. A criteria based marking sheet (try to be objective in judging performance)

Lui Ming Hong: Different people have different interpretation on the story, so it's not that accurate to have one checklist to score everyone. There are Rules to score marks can be more lenient. Many details were missing but correct in general.

Chan Wing Kin: If even the executive committee members is not sure about the marking, judge yourself and don't ask around because it looks bad on us, be affirmative.

To conclude, Demonstrate more times if it is story telling theme game and many wordy or graphic materials were involved, make sure objects involved matches with. If stuck somewhere, then the other parts crumble.

Joint-science Inauguration of next session

Cheung Long Him: For Progress of inauguration, 25 or 4 was occupied msa. We decided 22 or 29 or 4 (22 booked by BIOLOGY, 29 booked by us). We got to do invitation. Waiting for chemistry and biochemistry's professor invitation list. We will send Mass email to all invited persons and societies. We have to start recruitment of helpers. We will need to decorate reception table. Name tags to be done by others. Decoration was split up by all. Will be responsible for playing AV on the day, including music and slideshow. Also prep our own promo video. Cheung Long Him personally can market disposable cutlery. Invitation card text prepared, but design pending (chemistry). WE are Also responsible for reception. So we have only light workload. Besides, we design and publicate invitation card

Chan Zhao Cong: Who's responsible for churring professors?

Cheung Long Him: us. Financial budget not come out yet, so we do not know the exact deposit amount. But we will give $\frac{1}{2}$ money and $\frac{3}{4}$ helpers compared with other society.

Chan Zhao Cong: Have you and other societies signed any agreements?

Lau Sze Cheung: Who's responsible for cleaning up the venue?

Helpers will mainly be responsible. Every executive committee member will help.

Chan Zhao Cong: all society. Agreed to stay after the ceremony?

Cheung Long Him: Subject to change, but only after agreement is drafted

Chan Zhao Cong: decoration part is divided up but chemistry takes up publications. Is the division of labour by different society of the decoration part clear?

Cheung Long Him: Design of souvenir. chemistry will be principally in charge for all promotion materials. Decoration was divided. We help with receptions as we're responsible for promotion.

Chan Zhao Cong: In case there were missing materials forgot to be assigned, who will bear the responsibility?

Cheung Long Him: to be discussed later. If no consensus, chemistry will be responsible for that.

-Back to orientation camp-

Chan Zhao Cong: For time capsule, a MC talked about what it is. Freshmen finds executive committee members or group leaders to talk to. We also informed them of the time at which they come back. We provided guideline for group leaders about where to go and when to return. All participants returned on time. In case somebody is late, call them. Prepared stationery to write down letter to future self. Can give some guidelines for reference. Preparing a glass bottle.

Chung Yin Kwan: Some freshmen was slow in writing. We gave them additional time because there was time left.

Chan Zhao Cong: We tried to help them and give them ideas on what to write if they took too long. During the briefing, we told group leaders not to interfere with what freshmen writes on time capsule.

Chan Zhao Cong: executive committee members lead cheers, Not everyone synchronized. So need to be sure to have one that stand out.

Chan Zhao Cong: Not everyone has to join the full duration. People claimed to be busy can ask them to come for some time (part in the night) Should ask graduates or non-IRE members if they could come for specific timeslots.

Lau Sze Cheung: Set guidelines on what group leaders should do during small talks.

Chan Zhao Cong: You can think about when to hold sharing session.

Next meeting: 7th april

Next-next: 12th april

Chan Zhao Cong procedural motion to lay all agenda items on table until next session of AGM

Lui Ming Hong seconded

For 16 against 0

passed.

Date: 07-04-2016

Venue: Room 3598 (Lift 27 or 28)

Time: 19:20

Chairperson: Chan Wing Kin

Minute takers: San Yik Chuen, Lui Ming Hong, Chung Yin Kwan, Zuo Longlong, Tse Yuen Wah

The Business of the Annual General Meeting 2016 of IRESS, HKUSTSU shall be:

1. To commence the meeting;
2. To receive and adopt the agenda of IRESS, HKUSTSU Annual General Meeting 2016;
3. To receive and adopt the minutes of IRESS, HKUSTSU Annual General Meeting 2015;
4. To receive and adopt the minutes of the 1st, 2nd and 3rd Extraordinary General Meeting of IRESS, HKUSTSU, Session 2015-2016;
5. To receive and adopt the Annual Report of IRESS, HKUSTSU, Session 2015 – 2016;
6. To receive and adopt the Annual Financial Report of IRESS, HKUSTSU, Session 2015 – 2016;
7. To vote and announce the Honorary Members;
8. To introduce and inaugurate the Executive Committee Members of IRESS, HKUSTSU, Session 2016 – 2017;
9. To introduce and adopt the Year Plan of IRESS, HKUSTSU, Session 2016 –2017.
10. To introduce and adopt the Financial Budget of IRESS, HKUSTSU, Session 2016 – 2017;
11. To adjourn the meeting.

1.To commence

Time: 19:21

Number of full members present: 13

Quorum is met, commencement time : 19:30

2. To resume discussion of agenda item 7

Time:19:30

Chan Zhao Cong: procedural motion to resume discussion of agenda item 7

Leung Cheuk Wai seconded

For 14 against 0, motion is passed

Vote for and announce honorary members

Vote the following as honorary members

Lau Sze Cheung

Chan Cheuk Yin

Lee Wai Hang

Mak Wing Kwan

Wu Tsz Chun

Chiu Wen Han

So Chui Wa

Leung Sze Ching

Chan Wing Kin: Any comments on the following members? If there's no further questions, the motion will be put to vote.

Time: 19:34

The motion is now put to vote

For 14, Against 0, the motion is passed

Chan Wing Kin: After graduation they will become honorary members, currently there are still regarded as full members.

3. To resume discussion of combined agenda items 5 and 6

Chan Zhao Cong raised a procedural motion to resume discussion of combined agenda items 5 and 6

Leung Cheuk Wai seconded

For 15 Against 0, the procedural motion is passed

Annual Report

Orientation camp Day 3

Chan Wing Kin: After having breakfast, we took the bus and went to beach. After some warm up, we offered fruits to the participants and then we had water game. Some people left earlier as they also participated in other orientation games. Others went to the Chinese restaurant as they arrived back UST. After the lunch we went to common room 4 for sharing and write turtle back

Discussion of beach games

MC: Chung Yin Kwan and Poon Lok Nga

MC:

We divided the beach games into two sections with 80 minutes each. On the day of event, 4 executive committee members went to the beach (Clear Water Bay (II)) to secure the area. As it's summer holiday, we need many people to occupy the area.

Number ball

MC: There were no huge problem discovered during demonstration. But at the day of event, the beach ball were deflated and hence we used volleyball instead. However, this was complained by the staff at the beach as ball games are prohibited except beach ball. We suggested to try your best to protect the beach ball.

We initially planned to have 15 minutes of playtime but we finally ended 5 minutes earlier right after the complaint of the staff.

Fishermen

MC: Our Original concern was that the pebbles may hurt the participants as they ran around the beach. Therefore, we picked up pebbles beforehand. It is fortunate that none of us get hurt during the event.

Transformers

MC: It is a less demanding game and we did not force the participants to play since some of the participants did not feel comfortable. It is suggested that if there are anyone feeling unwell during the event, just let them rest.

Sand transferal

MC: We had the same problem as we faced during day 1: Many people were exposed under the sun and wait for their turn. We originally planned to alternate active and less active games, but then it caused more waiting time for the participants.

Water War

MC: Participants are active in general, and the only problem would be the temperature being too hot. Therefore we suggested games involving more water splashes. It is quite strange that participants wanted to lose instead of winning as they just want to get wet.

Transfer Water

MC: One team dominates in the past games. Winners of last game got plastic cloth while losers use newspaper in this game.

Nth pineapple bun

MC: It's a game involves getting wet. As the weather is hot, many participants want to get wet instead of winning.

MC: We have also included some spare games (Spicy sushi) to kill time during water balloon preparation.

Water Balloon Fight

MC: Finally we tried to build IRE with the water bombs we've prepared in advance, but the building was not complete when pineapple bun was over, so we had spare games. We used plastic bags, because balloons for grad party was too hard to burst. Originally we wanted to use normal (rubber) balloon but they are very hard to burst.

Chan Wing Kin:

We originally feared for poor time management, therefore we didn't book a place in chinese restaurant in advance. Lee Cheuk Long returned UST earlier and ordered food in the Chinese restaurant. We didn't assign seats since we assumed people knew each other already. After lunch, we went to common room 4 for sharing

Sharing Session

Chan Wing Kin: We let everyone sit in a large circle and share about experience in orientation camp. For suggestions, it is better to remind group leaders what to talk in the sharing session during the group leaders briefing session. Better promote society in a less academic manner. We didn't prepare a mic but it is still okay since there are not many participants. It is better to use mic if there are more participants next year. Also, as the booking of venues during orientation camp ends at 12:00 for day 3, we actually didn't book common room 4. After sharing, we wrote turtle back together. We originally prepared tape but they are not adhesive, so we just stick them on well. There are not enough pen so we suggested next session to prepare more. As some may need to leave early, please prepare some papers for them so that others may write their turtle back sheet. We will return the sheets to them later. Then we went to hall 6 as we stored all luggages in one of the executive committee members' room after check out.

Cheng Man Hin: How did you pay for meal at Chinese restaurant?

Chan Wing Kin: The bill was equally shared by group leaders and executive committee members because this activity was not stated in the budget.

Poon Lok Nga: To external vice president: You may need to compromise with other societies if you want to take big photos in sundial. If you want to set up a counter to take attendance for the first day, you will need to talk with other societies. For the booking of rooms, if you have good relationship with OACs, you can get rooms early. But for equipment, you will need to fight together. Just exaggerate your needs and it will be fine. For hall place, we usually choose Hall VI, and executive committee members also live there during summer semester to save money. We used executive committee members' room for no need to claim other rooms. executive committee members take UROP or summer course Registrare hall. Avoid sharing the same room with other executive committee members due to safety reasons.

Sun Yusen: Can we choose rooms for summer residency?

Poon Lok Nga: We can't choose room but roommates.

Chan Zhao Cong: I used to share the room with Lui Ming Hong in a triple room, luckily the remaining one is absent.

Evaluation

Chan Wing Kin: For sponsorship, we didn't get much reply, so make sure that the mailing lists are valid, also try to include more emails from more companies. Try to collaborate with marketing secretary of other societies. It would be more convincing as other societies have more members.

Lee Cheuk Long: If we send too many emails at the same time, we may have a chance of being blocked.

Chan Zhao Cong: Maybe you can transfer from webmail to connect. The current webmail system is too old and does not support many functions.

Chan Wing Kin: For leader recruitment, it is suggested to encourage potential members to become group leaders. For fee collection, since some couldn't join orientation camp full time,

we believe it is not fair to collect full fee on them. We therefore count what service they have used and break down the cost for people who didn't show up for the entire orientation camp.

Poon Lok Nga : For joint-science mass game, I think it is better not to do it. First of all, the mass game has been stopped for 2 years. The executive committee members may not know what to do.

Chan Cheuk Yin : But the mass game is meaningful to the Chemistry Society.

Cheung Long Him: Chemistry society really want to organize that, but we haven't decided whether we should join.

Poon Lok Nga: If they do it, then you may consider, but my opinion that everyone should not do it.

Cheung Long Him: Mathematics society has no opinion.

Chan Wing Kin : For materials, we were quite silly as there's not a need to buy everything. For example, we can obtain ketchup from mcdonald and cups temporarily from LG7. It is important to prepare an first-aid kit for injury treatments. For money usage, it is suggested to consult financial secretary before buying anything to ensure it is a reasonable expenditure. All expense should be approved by him or her. On game design, not everyone could actively participate the city hunt, but I think everyone should get involved. It is better to avoid games that does not require everyone's participation. For beach game, as ball games were forbidden by staff there, please make sure about the regulations of the beach. For game demonstration, since many game require a lot of participants, you can invite helpers for help. Please do the demonstration in details, otherwise there may be chaos at the day of event. Also plan a MC for holding games. MC must show up during game testing. For materials used during game testing, better check materials are sufficient beforehand, otherwise it will be wasting helpers' time

Poon Lok Nga: Ken suggested a 'summer paradise' function that asking participants to test the games as a function itself.

Lau Sze Cheung: We gave helpers refreshment in our year and we paid friends to help testing the games in the form of a meal.

Chan Wing Kin: We held an EGM to discuss particularly the orientation camp. Orientation camp is likely to be buggy, and we don't have time to plan. We discover many bugs in our year plan during AGM, but AGM ends quite early. Therefore it is advised to host an egm for orientation camp. To inform group leaders of their duties and rundown of orientation camp, you can

ask group leaders to test some non-spoilery games so that they can be more familiar with the game rules. In case freshmen confuse with the rules, group leaders can help them. During game testing, better inform group leaders how to build an appropriate atmosphere

Chung Yin Kwan: Make sure your game testing is very close to the actual game, or otherwise the effects may not be what we anticipated.

Chan Wing Kin: For example, we demanded plastic sheets but not newspaper for water canal in beach game.

Chan Zhao Cong: If you are holding beach day, you can ask to store the pre-filled water bombs at the storefront. Water bombs are too many to fill on the day Ask for free storage, and pay if necessary. Beware of unit of pricing. Sometimes per box, sometime per unit area. We paid \$50 per box

Chan Wing Kin: Is there any problems with 3rd day and overall evaluation?

Lau Sze Cheung: Why choose beach no.2?

Lui Ming Hong: We believed that it is more safe as the pebbles are collected by vehicle and it is less exhausting to get there

Poon Lok Nga: Avoid holding beach day on Saturday or Sunday as the beach will be too crowded.

Chung Yin Kwan: The stairs of 1st beach is much longer

Lau Sze Cheung: how many water bags were prepared?

Chan Wing Kin: We prepared around 200 plastic bags, with 100 was filled in with water. Remember to use the same balloon in game testing and the at the actual event.

Also avoid using fragile materials.

Lau Sze Cheung: I think 200 bags are too few, as you have 30 participants including executive committee members.

Mak Wing Kwan: Were there any evaluation meeting each night?

Chan Wing Kin: Yes, it is very important.

Mak Wing Kwan: Evaluation or reminder for next day?

Chan Wing Kin: I think both are equally important. Evaluation is just mention those affecting the following days.

Mak Wing Kwan: Did executive committee members play room games as well?

Chan Wing Kin: No, we need to sleep.

Lau Sze Cheung: If people don't want to get wet, the games can be hosted at UST.

Chan Zhao Cong: We want to go to the beach.

Lau Sze Cheung: Did you use water guns?

Chan Wing Kin: yes

Tse Yuen Wah: Be careful that people should not splash water into eyes

Cheng Man Hin: People took off their glasses before games as they may be afraid of breaking glasses and hurting their eyes. Like Poly U require participants to remove glasses and contact lenses.

Lau Sze Cheung: How many helpers did you recruit to test the games?

Chan Wing Kin: Around 12-13 on average. 16 at most. Beach games require more people where some games need 2 large teams compete against each other

Mak Wing Kwan: How many times have you tested?

Chan Wing Kin: Thrice.

Mak Wing Kwan: What was the food at the beach?

Chan Wing Kin: fruits

Mak Wing Kwan: No lunch?

Chan Wing Kin: We had lunch at the chinese restaurant. We planned sandwich buffet at first but they might be too dry.

Mak Wing Kwan: If you guys want to have lunch at the beach, note that not every company will do delivery. Even they do, you may need to travel a bit. The participants may be at two extreme cases: No appetite or very hungry.

Poon Lok Nga: Avoid dry food.

Chan Wing Kin: It is better to prepare an insulating storage box

Lau Sze Cheung: What were the drinks for beach day?

Chan Zhao Cong: Sponsors, which is energy watt.

Tse Yuen Wah : But they were all heated up as we arrived at the beach.

Chan Wing Kin : Executive committee members could not carry all energy watt.

Chan Zhao Cong : We cannot borrow many icebox. Otherwise we may consider bringing frozen drinks.

Lau Sze Cheung : Have we passed the finance report of orientation camp?

Chan Zhao Cong: Passed before Chan Shing Cheong left.

Lau Sze Cheung: So items were discussed, but report not passed.

Lau Sze Cheung: Why so much revenue?

Chan Zhao Cong: We had wrong calculations about hall costs

Mak Wing Kwan: Did you encourage people to become executive members during orientation camp?

Chan Zhao Cong: We told group leaders not to do that as orientation camp just for fun.

Lau Sze Cheung: But some group leaders won't follow the instruction.

Chan Zhao Cong: Any other problems?

Chan Cheuk Yin : Not all games are beach-specific. Some games are not necessarily to be held on beach day. I think executive committee members are too reliant on group leaders to hold some games

Lau Sze Cheung: When would be a better time to test game?

Chan Wing Kin: I think it is better to do it as soon as possible. We confirmed all games in mid july Some details in theme games which are not crucial are considered later. After finals, it would better to be prepare for game testing. We had our first round of demonstrate game in mid june and some games needed to be revisited. It is better to reserve half to one month for buffering in case of new amendments.

Chan Zhao Cong: We can take videos during game testing.

Lau Sze Cheung: No only videos but also editing as well.

Mak Wing Kwan : Have you considered any back-up plan for beach day?

Poon Lok Nga: We planned to have the games to be played at conference room with water elements eliminated.

Chan Wing Kin: Some games did not require getting wet and could be held in UST

Mak Wing Kwan: I think it is a must to have a backup plan. For example, use city hunt to replace beach day, and hot pot instead of BBQ if there's rain.

Poon Lok Nga: We bought all meaty food in the morning in case of BBQ not feasible.

Chan Wing Kin: The back-up plan should be designed as soon as possible. The executive committee members should sleep as much as possible, especially MCs as a lack of sleep can cause poor performance.

Lau Sze Cheung: What kind of welfare products were distributed in orientation camp?

Leung Cheuk Wai: Cup noodles, sports drink, shampoo, toothbrush, vitamin C, lozenges

Lau Sze Cheung: Need to take photos?

Leung Cheuk Wai: Yes

Lau Sze Cheung: Who?

Leung Cheuk Wai: Executive committee members

Lau Sze Cheung: Won't get recognized?

Leung Cheuk Wai: we need only 3 people.

Chan Wing Kin: toothbrush, toothpaste, shampoo must be included in welfare pack.

Mak Wing Kwan: Any dessert?

Chan Wing Kin: Yes, they were bought by MBMS graduates.

Lau Sze Cheung: They spent so much money on dessert, why don't you recognized them and chat more with them?

Chan Wing Kin: We did.

Mak Wing Kwan: Were there disparity between the 2 teams?

Chan Wing Kin: More hints were given to team with slower progress

Lau Sze Cheung: Don't you find it hard to give hints?

Chung Yin Kwan: In theme games they were playing separately, we don't know how many hints the other team get.

Lau Sze Cheung: Can you further refine the AGM minutes, like categorize them by events?

Mak Wing Kwan: Clearer division should be adopted between different sections

Lau Sze Cheung: Did you book the conference room at beach day?

Chan Zhao Cong: Yes.

Lau Sze Cheung: The breakfast of APC are expensive.

Chan Zhao Cong: Since there were lots of vermicelli, toast, ham and chicken fillet. There were 2 options: \$20 for vermicelli, ham and toast, \$25 with an additional piece of chicken

Lui Ming Hong: It's more expensive than usual.

Lau Sze Cheung: Compared to McDonalds it's almost double the cost (for breakfast)

Chan Zhao Cong: We didn't expect participants to enjoy their breakfast on beach day from McDonald's. You could try everyone order their own meals, but it may seem strange.

Poon Lok Nga: We could order dishes.

Lau Sze Cheung: How about if you claim fewer people joining, given that they serve fixed amount based on number of tables?

Chan Zhao Cong: They count the number of participants.

Lau Sze Cheung: I don't think they will count so seriously? What if there are non-Cantonese participants in orientation camp?

Chan Wing Kin: We will try to implicitly dissuade them from joining. It's highly inconvenient and bad mood to use different languages. But it will be a very special experience if English is used in room games

Lau Sze Cheung: What about other functions

Chan Wing Kin: For short time events, e.g. annual dinner, we welcome non-local where we will use english.

Chung Yin Kwan: we don't have to cater international students specifically. We can ask other participants to translate for them. Other orientation camps have translators by the side, no need to deliberately cater to non-locals given we have specified to use Cantonese.

Chan Kai Sin: Why there are "overall" for orientation camps?

Chan Zhao Cong: One is budget, one is report

Lau Sze Cheung: The format is wrong for AGM minute page 44. 6th paragraph. Are there especially dangerous games at orientation camp?

Chan Wing Kin: Nope.

Lau Sze Cheung: If there are agitated participants, what would you do?

Chan Wing Kin: We would have mentioned this to group leaders during briefing session

Lau Sze Cheung: What did you tell group leaders to deal with such situation?

Chan Wing Kin: Tried to isolate that person and let him or her calm down first.

Lau Sze Cheung: What if there is no conflict but he is very excited by himself or herself? What if there are people especially active so that he or she is disrupting MC or other people?

Chan Wing Kin: If they disturb MC, we would advise group leaders to try to control them, or contact family members should situation go out of control. We should have discovered that problem when they signed up for orientation camp.

Mak Wing Kwan: Were there any executive committee members following each groups?

Chan Wing Kin: Yes. On the first day, one executive committee members in each team to see if they have any queries or dissatisfaction. For the second day, two executive committee members follow throughout the day. They should be familiar with the run down and the rules.

Mak Wing Kwan: Are there any spy?

Chan Wing Kin: Yes

Mak Wing Kwan: Was it successful?

Tse Yuen Wah: failure. He got all telephone number of group leaders, executive committee members and year 1 participants.

Chan Cheuk Yin: If a freshman always mind their own business and ignore all instructions, what would you do? Solo player affecting the mood of whole team?

Chan Wing Kin: It should be fine as long as he or she does not interrupt the flow and not affect other people. We should tell group leaders what to do in briefing session. It's the responsibilities of group leaders to deal with such situation

Mak Wing Kwan: What if some one join the camp suddenly, e.g. first night?

Chan Wing Kin: For the special case between Kathy and Jessamyn, there were none executive committee members knew about this.

Lau Sze Cheung: Why there's no title in AGM minute page 54?

Chan Zhao Cong: So let's continue our discussion on questions regarding orientation camp.

Mak Wing Kwan: What if after beach day, freshmen want to go to swim?

Poon Lok Nga: We would verbally discourage them, but would not physically stop them.

Chan Wing Kin: Better advise them not to.

Lau Sze Cheung: How much time was given for them to wash themselves?

Chan Wing Kin: 30 minutes

Lau Sze Cheung: Do you think that's enough?

Chan Wing Kin: They returned 5 mins late at maximum.

Tse Yuen Wah: Does the icebox belong to IRESS?

Chan Zhao Cong: No, it was borrowed.

Lau Sze Cheung: Annual report page after schedule: Evaluation a) sponsorship . change IP?

Lee Cheuk Long: Use VPN. Or switch browser

Lau Sze Cheung: How to change IP?

Lee Cheuk Long: Use VPN.

Lau Sze Cheung: what is ASP?

Chan Wing Kin: Artificial soccer pitch.

Lau Sze Cheung: Please use full name for that. Regarding to financial report, did you use any of print budget of next year?

Chan Wing Kin: Yes. It's a vicious cycle.

Lau Sze Cheung: If you've made an revenue, please recharge back to \$120

Chan Zhao Cong: We have left next executive committee members some cash, they can use it however they like.

Chan Wing Kin: I suggest you enroll in UROP. The lab area offers free printing.

Lau Sze Cheung: Ever get caught using lab printers? It's banned on 4 or F.

Chan Wing Kin: The staff don't care about that.

Lau Sze Cheung: Chung Yin Kwan was the MC for most of the camp. Are you tired to have MC responsibility for whole day?

Chung Yin Kwan: It's fine for me.

Chan Wing Kin: It's ok to have 1-2 MCs, but not 4-5, as it may be at chaos.

Lau Sze Cheung: When will you upload the photos?

Chan Wing Kin: Within this week.

Lau Sze Cheung: Did constitution specify whom to sign on minutes? General secretary?

Chan Wing Kin: President.

Lau Sze Cheung: What about General secretary?

Chan Zhao Cong: Not explicitly stated in the constitution.

Chan Wing Kin: Is there any problem with the annual report? If not, we can pass on to finance report.

Chan Wing Kin: May Lee Cheuk Long briefly talk about "others" and "Summary"?

Lee Cheuk Long: For "Others" The value \$0.28 were bank interest. The print budget \$5 comes from Will accidentally using society email to print things for personal use. For summary, the \$1400 does not includes welfare pack. With welfare pack included it would be \$2,300.

Lau Sze Cheung: What is the "N or A" in the summary?

Lee Cheuk Long: There is only 1 "N or A" in the most updated version.

Lau Sze Cheung: Why not delete it?

Chan Zhao Cong: We want to be consistent with the budget.

Lau Sze Cheung: is it appropriate to make amendment in "budget"? If you didn't plan, I don't think it is need to have "N or A". Not necessarily corresponding, so it doesn't feel like you're changing the budget. No N or A is just like the disparities in individual entries.

Chan Zhao Cong: That should be about grand total.

Lui Ming Hong: Lau Sze Cheung meant we shouldn't change budget items.

Chan Zhao Cong: Budget is for reference, so it's more convenient to make comparisons

Lau Sze Cheung: why is there a "-" in expected revenue of Annual Election?

Lee Cheuk Long: We didn't use any money on this event.

Chan Zhao Cong: That's an auto formatting which turns '0' into '-' if you select type \$ in excel.

Tse Yuen Wah: Why some society-tee sells \$60 and some \$65?

Lee Cheuk Long: From my record, the society T-shirt was charged \$65 before orientation week, and \$60 after orientation week.

Lau Sze Cheung: You only bought 2 receipt books throughout the session?

Chan Zhao Cong: We have a generous president.

Lau Sze Cheung: Does the \$83.1 of the print budget remain from the last cabinet?

Chan Wing Kin: We wrote how much we spent

Lau Sze Cheung: Who paid the 2-year membership fee?

Lee Cheuk Long: From Yik Hiu Fai, and we received it before orientation week,.

Lui Ming Hong: How about John Lo?

Lau Sze Cheung: Did Jonh Lo join member in the end?

Lee Cheuk Long: No.

Chan Wing Kin: IIRC he's not in the membership record.

Lau Sze Cheung: While Chan Cheuk Yin is here, how about pass external vice president now?

Chan Zhao Cong: Chan Cheuk Yin, are you okay?

Chan Cheuk Yin: I am busy with my own academic work.

Chan Wing Kin: We'll then start passing people

Mak Wing Kwan: I told Wu Tsz Chun that AGM will end at 11pm. He will join later. I found some sources about promotion secretary, we may pass promotion secretary first .

Promotion Secretary - Lui Ming Hong

Mak Wing Kwan: Did you design all items?

Lui Ming Hong: The name card for inauguration ceremony was designed by Chan Wing Kin.

Mak Wing Kwan: What is the division labor for inauguration? One item per person?

Lui Ming Hong: I left some duty to Chan Wing Kin.

Mak Wing Kwan: Did you feel busy?

Lui Ming Hong: I was quite free, so it is ok. Teaching photoshop is a challenge so I prefer doing it myself.

Mak Wing Kwan: I believe you can have a division of labour in promotion if you don't have time. Are there any other items that were not designed by you?

Lui Ming Hong: Information Session and Orientation week posters. They were done by Chan Wing Kin. The text messages were usually done by San Yik Chuen and Chung Yin Kwan.

Mak Wing Kwan: How about the welfare tote bag and orientation camp tee?

Lui Ming Hong: By me.

Mak Wing Kwan: Were there any conflict?

Lui Ming Hong: We had discussion about society t-shirt and camp tee with other executive committee members. Some members disliked the design of hoodie. There were no problems for society papers. There were a huge conflict in graduation part. Since there were no more Chan Wing Kin in next session, so everyone needs to give their honest opinions

Mak Wing Kwan: What should be included in the poster?

Lui Ming Hong: Society name, event name, date and time, fee charged, society name, society chop, expiry date.

Mak Wing Kwan: Were there any IRESS websites?

Lui Ming Hong: Nope.

Mak Wing Kwan: Did u expect them to do so?

Lui Ming Hong: Of course.

Lau Sze Cheung: Who is in charge of the Facebook page?

Lui Ming Hong: Chan Wing Kin. Chung Yin Kwan also involves actively in managing the Facebook page.

Lau Sze Cheung: Where should you stick the poster?

Lui Ming Hong: Atrium, Outside Starbucks, Bus stop, LG1, Lifts 11-12, LG5 corner public notice, Bridge link, LG7 public notice, Hall lift (10 or F), Locker (unofficial), IRE room.

Lau Sze Cheung: How many posters did you posted on average?

Lui Ming Hong: Around 15

Lau Sze Cheung: Do all poster printed by Chan WIng Kin?

Lui Ming Hong: Part of them were printed by him.

Lau Sze Cheung: Some functions missed poster as in finance record.

Lui Ming Hong: Chan Wing Kin paid the fee.

Mak Wing Kwan: What if next session want to change the society chop?

Lui Ming Hong: Since changing society chop involves a lot of procedures like EGM, as a logo of IRESS, it can hardly be changed. Don't be too reckless in doing this. I think the next session may separate representative logo with society chop.

Lau Sze Cheung: What other tasks have you carried out other than the usual duties of a promotion secretary?

Lui Ming Hong: Typing minutes, attend meetings, contact people, design theme games

Mak Wing Kwan: What have you learnt and changed in this year?

Lui Ming Hong: I have learnt 2D promotion technique, not only for art, but also have a specific purpose. I'm now listen more to feedback, and my designs have more emphasis on catering customers' need. I went mad less during meetings.

Chan Cheuk Yin: Don't focus too much on hand drawn design, make it look more "professional".

Lui Ming Hong: I think it is better to avoid shoddy designs. Since it is very difficult to cater all people's need, a good design should focus more on important stuff rather than art, as the purpose of a poster is to carry information to audience. There should be different style for each product and you can always try a new art style that you're not keen on as long as you do not delay the deadline.

Mak Wing Kwan: Any last words?

Chan Cheuk Yin: The colour of poster designs were not eye-catching. Also, I think it would better to have a poster no matter how important the event is. Just design a poster first and then insert information later.

Lau Sze Cheung: Have you tried that?

Lui Ming Hong: Only twice.

Lau Sze Cheung: Any words to next session?

Lui Ming Hong: Be happy, Enjoy your life.

Mak Wing Kwan: Did you regret being a promotion secretary?

Lui Ming Hong: Nope.

Academic Secretary - Chung Yin Kwan and San Yik Chuen

Wu Tsz Chun: Why so sudden? Describe what you've done this year.

Chung Yin Kwan: Accumulate sources. As life science changed syllabus, there are new signature courses that I've been taking which I got relevant course materials. I also updated powerpoints of the course as it was taught by different professors. I got E-books for the course as well. Before was inconvenient that the sources are stored in USB, now we updated them to cloud and it is more convenient for distribution.

San Yik Chuen: I am responsible for contacting professors. If he has some troubles with it, I will help him. I also try to answer questions from members, Facebook post and whatsapp text. For non-academic secretary work, I've took minutes and send mass emails.

Wu Tsz Chun: Is there anything you're proud of?

San Yik Chuen: I think I did average.

Chung Yin Kwan: WhatsApp messages, I find them quite efficient and attractive.

San Yik Chuen: I'm more used to compose formal emails and contacts with professors. I'm not saying that I'm very good but at least, in average.

Wu Tsz Chun: Any improvements?

San Yik Chuen: Be active when asking for sources, don't just wait until others ask, as someone would be embarrassed.

Wu Tsz Chun: Approach freshman actively, especially after orientation camp or just after semester commencement. Year 2 and 3 students won't ask that frequently.

San Yik Chuen: We set a cloud drive and distribute through it. Originally idea of having a drive is to inform them of the existence of the drive. As long as they ask us, we distribute.

Poon Lok Nga: We could make a catalog for members to choose from.

Wu Tsz Chun: What proportion of faculty members are acquainted with you guys, i.e. can recognize you?

San Yik Chuen: Physics faculty members, for example, Prof. Leung; Prof. Lortz; Prof. Man Fung; Prof. Szeto; Prof. Liu tao.

Wu Tsz Chun: It's better to know more, particularly those who showed up often. Especially those related to IRE, i.e. Prof. Lortz, Prof. Leung.

Chung Yin Kwan: Prof. CHOW, Prof. Herrup, Prof. Robert Ko, Dr. Tsang, Prof. Eugene, Dr Dr Tang, Prof. Melody. They all know me.

Wu Tsz Chun: This year 2 academic secretary? What about the following year?

San Yik Chuen: 1

Wu Tsz Chun: If there's only one, he or she may not know all faculty members. But he or she should know at least IRE related faculty members. Say hi to biochemistry or chemistry coordinators.

Other executive committee members can also get acquainted with other faculty

Wu Tsz Chun: Do you regret to be an academic secretary, like, wanted to be a president instead?

San Yik Chuen: I am not that aggressive.

Chung Yin Kwan: Me too.

Wu Tsz Chun: Do you find having two academic secretaries too much?

Chung Yin Kwan: I find having 2 academic secretary is good as we have different majors, we can spread out network further.

Wu Tsz Chun: It's good to have 2 academic secretary, in case of too few things to do, it's good to help others, for example, writing facebook messages. Thank whom in particular?

San Yik Chuen: Thank everyone, thank TVB. It is hard to point out someone special.

Wu Tsz Chun: Feel sorry or remorseful to whom?

San Yik Chuen: Chan Zhao Cong. I often asked him to share my burden

Chung Yin Kwan: Chan Wing Kin. I would sometimes ask Chan Wing Kin to do his assignment himself.

Wu Tsz Chun: Chan Zhao Cong did you get angry?

Chan Zhao Cong: no but i sometimes get angry when they get some minor mistakes with email

San Yik Chuen: Did you?

Chan Zhao Cong: A little.

Wu Tsz Chun: I rest my case.

San Yik Chuen & Chung Yin Kwan: Any questions?

Chan Kai Sin: I think private issues should be discussed later

Chung Yin Kwan: You want to ask questions about private issues?

Lau Sze Cheung: What did you learn?

San Yik Chuen: I've learnt to be outgoing. I was an introvert and now I've been more shameless. Admit to your shortfalls and ask for help.

Chung Yin Kwan: I've learnt how to talk to staff in yellow uniform. Fat uncle only talk to pretty girls, so he talks to me. Don't be ashamed to establish relationship with others. Partners have different levels. It's necessary to maintain good relationship with staff as working partners. No need to be friends with everyone, but drop the hostility.

Lau Sze Cheung: Anything to remind next session?

Chung Yin Kwan: Interact with professors, especially Prof. Chow - great power in hands

San Yik Chuen: Expect to do everything - including things outside of your job specification.

Chung Yin Kwan:

Do what you're good at other areas, e.g. me is equal to good at informal chats, you can give a helpful hand

San Yik Chuen: Band, don't be negative.

Chung Yin Kwan: learn how to get along with other people

Sun Yusen: Any suggestions to befriend anyone?

Cheung Long Him: don't be afraid, take first step

Poon Lok Nga: help edit photo; giff snacks

Chung Yin Kwan: Beautify ;your ;words.

San Yik Chuen: don't be ashamed. Experience

Chung Yin Kwan: take first step is the most difficult task. confidence up.

San Yik Chuen: any other questions?

Lee Mang Hei Gordon: Why save sources and don't want others to have access? Isn't it more convenient to let others download? As a member I think it's better for me to save to my devices. In case i lost the link, i don't have to ask again

Chan Zhao Cong: We will allow you to download, but won't let you download things outside of your access

Chung Yin Kwan: We fear that the sources may leak out.

General Secretary

San Yik Chuen: Send email, typing minutes

Mak Wing Kwan: did you type all the minute?

San Yik Chuen: yes

Mak Wing Kwan : did you upload all the minutes?

San Yik Chuen: yes, to drive

Mak Wing Kwan: How to make sure executive committee members know there is minutes?

San Yik Chuen: I haven't done but i think i should do: copy down the duties for someone . message individually through whatsapp

Chan Zhao Cong: It's done by Chan Wing Kin actually

Mak Wing Kwan: What language you use?

San Yik Chuen: Eenglish. I type english faster.

Mak Wing Kwan: How many days prior to the event do you need to send out the email?

San Yik Chuen: For AGM is equal to 3 clear days; events around 1 week ago; then 1 day ago; then today

For event no official claimed, but practice is 1 week

Mak Wing Kwan: AGM minutes division of labour?

San Yik Chuen: AGM or EGM minutes was distributed roughly 'equally' . but people spent different amount of time. Some Chan Wing Kin typed 30 hours I typed 20 hours

Lau Sze Cheung: Venue booked by Chan Zhao Cong?

San Yik Chuen: Yes.

Mak Wing Kwan: Liaw Ming Wai typed the proposal for AGM?

Chan Zhao Cong: I did it. (no.) Those responsible for the task did it.

Mak Wing Kwan: O camp document?

Chan Zhao Cong: divided into teams.

Lau Sze Cheung: do you find the handover not smooth?

San Yik Chuen: I was not familiar with the regulation, so I needed reminders. For minutes i'm quite used to typing.

Mak Wing Kwan: society email?

Chan Zhao Cong: Directed to mine.

Mak Wing Kwan: How long after the meeting will you post the minute?

San Yik Chuen: within one day.

Mak Wing Kwan: Thank you.

San Yik Chuen: Thanks ATV

Chan Wing Kin: I think the time is very late now. For the next session, let's begin by financial report, then marketing secretary, financial secretary, External Vice President, Internal Vice President, finally President

Chan Zhao Cong raised a procedural motion to lay the remaining item on table until the next session of AGM

22:54

Lui Ming Hong seconded

For 18, against 0.

The procedural motion is passed.

Date: 14-04-2016

Venue: Meeting Room 4 LG5

Time: 19:20

Chairperson: Chan Wing Kin

Minute takers: San Yik Chuen, Lui Ming Hong, Chung Yin Kwan, Zuo Longlong, Tse Yuen Wah

The Business of the Annual General Meeting 2016 of IRESS, HKUSTSU shall be:

1. To commence the meeting;
2. To receive and adopt the agenda of IRESS, HKUSTSU Annual General Meeting 2016;
3. To receive and adopt the minutes of IRESS, HKUSTSU Annual General Meeting 2015;
4. To receive and adopt the minutes of the 1st, 2nd and 3rd Extraordinary General Meeting of IRESS, HKUSTSU, Session 2015-2016;
5. To receive and adopt the Annual Report of IRESS, HKUSTSU, Session 2015 – 2016;
6. To receive and adopt the Annual Financial Report of IRESS, HKUSTSU, Session 2015 –2016;
7. To vote and announce the Honorary Members;
8. To introduce and inaugurate the Executive Committee Members of IRESS, HKUSTSU, Session 2016 – 2017;
9. To introduce and adopt the Year Plan of IRESS, HKUSTSU, Session 2016 –2017.
10. To introduce and adopt the Financial Budget of IRESS, HKUSTSU, Session 2016 – 2017;
11. To adjourn the meeting.

1.To commence

Time: 19:21

Full members: 16

Quorum is met, commencement

Cheung Long Him:

We have finished the work allocation and organized the guest list. We have also sent the emails and we are still waiting for reply to finalize the guest list. However, we have yet to mark the flower boards and the corsages.

Poon Lok Nga: Will you attempt to mark things from funeral parlor?

Cheung Long Him: We will try to mark flowers in a flower shop at Mong Kok.

Poon Lok Nga: where does the paper for publishing come from?

Cheung Long Him: Every society will pay for that.

Poon Lok Nga: Have you confirmed the number of name tags?

Cheung Long Him: not yet. We will order on 19th, name tag shall be printed by chemistry society. The greatest change in guest number will be the number of society, not professors. We have made an estimation based on replied number and list from last year.

Poon Lok Nga: Ordering more than enough will cause a waste of money?

Cheung Long Him: we will have spare more than estimated, just in case.

Poon Lok Nga: Why order so early? Is that demanded by the shop?

Cheung Long Him: we need two weeks for making

Poon Lok Nga: Did you ask the shops for the time needed to produce the corsages?

Cheung Long Him: Not yet.

Poon Lok Nga: i suggest u asking the company first.

Cheung Long Him: even though confirming on 21st, we will still overestimate the number just in case.

Poon Lok Nga: ordering on 19th will underestimate, better to have all ordering confirmed on 21st.

Cheung Long Him: But the same problem will occur still.

Poon Lok Nga: you can close the google form.

Cheung Long Him: but some may not receive the google form.

Poon Lok Nga: Will you remind other societies to contact the shops?

Cheung Long Him: yes, before the 21st. If we don't have the contact of people who is not society from HKUST, we will still attempt to find their contact. Designing seat card of guest is the duty of Chemistry society, not ours

Poon Lok Nga: which LT will be occupied?

Cheung Long Him: LTB

Poon Lok Nga: Expected number of participants?

Cheung Long Him: around 200-300 (professors and former executive committee members)

Poon Lok Nga: You said draft seating plan will be done by 13 or 4, is it done yet?

Cheung Long Him: we have estimated that 20 professors will come and we have reserved around 120 for other societies. According to current seating plan, former and current president will sit apart.

Poon Lok Nga: 5 presidents will come out individually?

Cheung Long Him: when we went to other inauguration, they had the same practice of presidents sitting separately. Presidents will give their presentations, so it will be more convenient to sit separately. Other societies will also arrange like this, so it should turn out fine

Lau Sze Cheung interjects: We did the same in our year too.

Cheung Long Him: One thing to amend--We originally proposed 100 seats for other societies, which are not enough

Poon Lok Nga: Any seat empty under this plan?

Cheung Long Him: not many seats are emptied in the latest plan. According to biochemistry society, session 2015-2016 executive committee and session of 2016-2017 executive committee will occupy 2 rows, then 1 row for other society.

Poon Lok Nga: Would mathematics society and us have a lot of seats left empty?

Cheung Long Him: Yes, there will be, but we hope that each society will occupy one row, instead of two societies occupying the same row. So that 1 more row would be available other guests.

Poon Lok Nga: Has invitation card and thank you card published?

Cheung Long Him: We have finished the design but not yet printed. And we haven't decided the texture of thank-you cards, but the material of invitation card should resemble that of birthday cards.

Poon Lok Nga: where are you going to buy thank you cards?

Cheung Long Him: White based card but with colors at the background.

Poon Lok Nga: will colourful background leads to bleeding mark?

Cheung Long Him: yes. For invitation card, we will use ordinary envelope. For thank-you card, we will use special envelope. We originally thought of using yellow background.(Cheung Long Him show card)

Poon Lok Nga: I think this is greenish yellow

Cheung Long Him asserted: the theme colour is yellow.

Cheng Man Hin: I think the color is rather pale.

Poon Lok Nga: The words seem a little small? Put where is "the" in "the HKUST"?

Cheung Long Him: we follow the design of previous year

Chan Zhao Cong: "the" appears in school logo but not school webpage

Lau Sze Cheung: "the" appears in previous year design

Cheung Long Him: Indeed, we will correct this.

Poon Lok Nga: why biology society has lowercased letter "T" "the"?

Cheung Long Him: Biology society didn't care during yesterday's motion.

Lau Sze Cheung: Their constitution says that it should be capitalized "T".

Cheung Long Him: Just forget about it.

Poon Lok Nga: why are there 2 different fonts? It looks so strange

Lau Sze Cheung: 2 fonts are not a big deal, but they look too different.

Cheung Long Him: Chemistry society is responsible for the design. They think that it is not problematic, even quite nice.

Poon Lok Nga: is that printed yet?

Cheung Long Him: no

Poon Lok Nga: what about the envelope?

Cheung Long Him: Not yet either

Chan Wing Kin: The color scheme seems inconsistent.

Cheung Long Him: We voted for these font designs yesterday and it was finalized.

Chan Zhao Cong: anyone responsible for proofreading?

Cheung Long Him: we all look for the promotion secretary in editing the design

Poon Lok Nga: it is still inconsistency

Chan Wing Kin: inconsistent theme of what?

Poon Lok Nga: when will you distribute the invitation card?

Cheung Long Him: distribute it once we received it.

Poon Lok Nga: what about the size?

Cheung Long Him: it will be in A5 size.

Poon Lok Nga: What about potential symmetry problems in printing, like in case the front and the back are translocated?

Cheung Long Him: We need a sample before judgment.

Poon Lok Nga: How about the name tag?

Cheung Long Him: we asked account and economics society to borrow them.

Poon Lok Nga: you have to ask the company to pin the flower and plate together.

Cheung Long Him: ok. The Google document is prepared, which includes name of society, whether joining the ceremony or not and number of people who are going to attend.

Poon Lok Nga: is that sent yet?

Cheung Long Him: yes. Sent this afternoon.

Poon Lok Nga: what is the duration of a speech?

Cheung Long Him: Mentioned in the agreement, 20 minutes.

Poon Lok Nga: Explain the deposit.

Cheung Long Him: do i have to talk about the allocation of decoration? For example, the handling of sound and lighting for videos?

Poon Lok Nga: Have you started making the video?

Cheung Long Him: we agree that different society can have different arrangement for the slide show. Deadline is 27th. We have already found a suitable helper in handling the machine. And for deposit, the ratio is raised from 0.5 to 0.6. we have tried to maintain 0.5, but we had no reason to back up our assertion. Indeed, they want us to raise to 0.75 at first. As Mathematics society has very few members (a bit more than us) but they still pay 1 share of deposit, therefore, we don't have an excuse to only pay half the amount. We have discussed for a long time and come to a consensus that our deposit raise to 0.6 (median of 0.5 and 0.75)

Lau Sze Cheung: what about last year?

Cheung Long Him: 1:1:1:1:0.7(physics society):0.5(ire)

Poon Lok Nga: why the budget this year is so large that come up to \$11270?

Cheung Long Him:

The Financial budget is made by Mathematics society, referenced with the budget from 2 years ago. They estimated it based on inflation.

Poon Lok Nga: inflation based on which index?

Cheung Long Him: unknown but we trust them

Poon Lok Nga: Have you kept tracking the cost comparison between the report and budget two years ago?

William Lam: is the difference between report and budget large?

Cheung Long Him: I haven't checked it myself and i believed that they will repay. Moreover, if there is budget remainder, it will be refunded.

Poon Lok Nga: Any other disputes on the 2nd item of the agreement?

Cheung Long Him: any difference between deposit and actual cost, which is the missing deposit will be covered by Mathematics society. The remaining deposit will be distributed before 31st may. If there is a surplus or leftover subsidies, then the surplus will be divided and give back to each of the society at the ratio same as deposit before 31 or 5. In case of over budget, each society has put in more money according to ratio 1:1:1:1:0.6. For Leftover material: it is supposed to be refunded according to the ratio but we will discuss afterwards.

Poon Lok Nga: What do you want to keep in term of surplus.

Cheung Long Him: we speculate that there will be many leftover utensils, but we wish to get cloth instead. And according Item 8: in case inauguration held unsuccessfully, refund all materials according to the ratio. All participating societies shall be divided by established work allocation to carry out respective duties, even if they decide to quit. Even though one of the society dismissed, they have to pay according to the ratio.

Cheung Long Him: We will adhere to the latest meeting minutes for instructions in case of discrepancies. If any society can't follow the deadline, pay \$500 per day and the money will be refunded according to the ratio. If the coordinator can't book the venue, there will be no penalty, fortunately the booking is successful

Poon Lok Nga: who books venue?

Cheung Long Him: should be chemistry and biology society. We have booked 22nd for rehearsal and 29 for the actual ceremony, but I don't know which society booked which day.

Poon Lok Nga: why rehearsal on weekday?

Cheung Long Him: it starts after 6pm

Poon Lok Nga: rehearse on decoration?

Cheung Long Him: We won't rehearse that. But we have to figure out whether it fits the venue or not. According to 11th item: all shall abide by deadline. The deadline (with ref. To appendix) (decoration, rehearsal, prep work) must be followed, See appendix for more details. In case of violation, we need to pay \$500 per day.

Cheung Long Him: According to Line 12: agenda published 24 hours before the meeting. Penalty of \$50 per hour by the coordinator if minute failed to be published 12 hours before the next meeting. The compulsory attendees of general meeting must be external vice president or equivalent (appointed by external vice president in case of his or her absence). If external vice president or equivalent is late, the society has \$1 per minute, but with 15 minutes' buffer time.

Poon Lok Nga: The fines are divided among society or people?

Cheung Long Him: the one who is penalized cannot refund

William Lam: refund to society or person?

Cheung Long Him: refund to society not to person. According to item14. There has to be at least 50% of cabinet for rehearsal, If they are late for 30 minutes or more, it will be regarded as absent. In case of less than half, \$4000 penalty. All societies are subject to the same amount of penalties, regardless of ratio, and the penalty will be distributed to all the societies based on the ratio.

Cheung Long Him: according Item 18, every executive committee member should appear in inauguration ceremony within 15 min, otherwise he or she is not allowed to come to the stage for introduction and pledge. In addition, at least 50% executive committee members are required for the cleaning up at the venue

Poon Lok Nga: need not to speak out all agreement. What is the agreed ratio of the number of helpers each society should contribute.

Cheung Long Him: 10 helpers per society, but they wish us to find more than 8 people and We found 9 now

Poon Lok Nga: So 48 helpers in total?

Cheung Long Him: Yes, except chief helper, gift lady and MC. But chief helper, mc, gift lady are not yet confirmed

Poon Lok Nga: it included in 9?

Cheung Long Him: yes

Poon Lok Nga: afraid of any useless helper? Any briefing session?

Cheung Long Him: We will have gift lady, IT man, MC, cameramen.

Poon Lok Nga: sharp 2 minute for video?

Cheung Long Him: we can cut it sharply. There will be 1 cameramen for biochemistry and 1 for chemistry society.

Poon Lok Nga: who are going to be helper

Cheung Long Him: 2 secondary school friends to control the machine. Kathy Cheung, Ivan So, Kit Chu, Owen Lei, Chak Man Him, Raphaella So, Wong Yat

William Lam: executive committee members don't trust him (wong yat)

Cheung Long Him: we are quite close and he guaranteed to show up

Poon Lok Nga: Better make sure that the helpers know all professors and guests.
helper at reception in previous year cant recognize some professors, make sure receptionist know who is who.

Cheung Long Him: Sure.

Poon Lok Nga: Why no "claim money" listed in Mathematics society duties? Never mind, just asking.

Cheung Long Him: will add later

Poon Lok Nga: we responsible for transportation of flower?

Cheung Long Him: yes

Poon Lok Nga: design confirmed?

Cheung Long Him: not going to use Lily and chrysanthemum

Poon Lok Nga: what about conventional sign?

Cheung Long Him: Chemistry society will be responsible for that

Poon Lok Nga: You can put up road sign earlier. Do you guys have lessons that day?

Cheung Long Him: Some people will need to have lesson till 5:50.

Poon Lok Nga: any comment?

Poon Lok Nga procedure motion to resume discussion of combined agenda items 5&6, Chan Zhao Cong seconded.

Chan Zhao Cong seconded

20:26

For: 15

Against 0

The procedural motion is passed.

Chan Wing Kin: Lee Cheuk Long was marketing secretary before

William Lam: Please present your duty.

Leung Cheuk Wai: I was in charge of orientation camp mark gifts with Lee Cheuk Long. Lee Cheuk Long sent emails, and I replied emails, listened to briefing, found promotion platform and asked if they provide sponsorship. Besides, I helped duty of ordering Orientation camp T, society T, society hoodie, welfare bag, Christmas party (PIC) and creating society board.

William Lam: any problem with contacting companies?

Leung Cheuk Wai: I needed to use companies' specific platform to apply for sponsorship.

William Lam: Please relate this matter to next session's marketing secretary as he isn't here.

Leung Cheuk Wai: As for orientation camp, I marked Shampoo, toothbrush, toothpaste (together with orientation camp T)

William Lam: Event elite?

Leung Cheuk Wai: No, only “Hang Fung” 1 file from tutorial center with some cup noodles and drinks. For other sponsorship, due to limited time, no one responded. As for Christmas party I marked golden rice bowl, Milano for food.

William Lam: Does any other function need marketing? You can talk about some that you have marked but was unsuccessful.

Leung Cheuk Wai: As for Tee, you can ask other societies whether they want to mark hoodie from the same company. I invited chemistry society to mark hoodie together, but due to diverse opinions on the suitable companies, we eventually gave up.

William Lam: Any that you have marked together with other society?

Leung Cheuk Wai: no.

William Lam: did you ask in marketing secretary group?

Leung Cheuk Wai: the group is quite inactive. I only know two marketing secretarys from chemistry and ASTRON. But the companies they order from are not very suitable for us.

William Lam: Generally, what did you do well and badly within this year? Any improvement needed?

Leung Cheuk Wai: During my service, I think I did well in terms of having asked for sponsorship (esp. Companies at HKUST) for events like Christmas party. As for marketing, I did ask for some company for food sponsorship

William Lam: why food only?

Leung Cheuk Wai: The chance for being successful is higher. Not only food, balloons too

William Lam: How early did you start marking stuff for orientation camp?

Leung Cheuk Wai: I have always kept an eye on websites for sponsorship since Cathy has given me a list very early on. Lee Cheuk Long read emails. Cathy sent the list to me quite early.

William Lam: for orientation camp, what time is the earliest for asking for sponsorship.

Leung Cheuk Wai: latest 3 months earlier

William Lam: Why?

Leung Cheuk Wai: Some companies require application letter sent 3 months before. E.g. hung fuk tong Plan: I shall tell Tang Cheuk Him to make a list to ask for sponsorship, pay attention to websites or facebook page. You can also ask other societies to ask for sponsorship together

William Lam: Have you considered joint-marketing with other sci societies?

Sun Yusen: Yes, with Chinese folk art society, because I know their President well.

William Lam: more members in science society will make things easier, and larger in quantity. You should tell marketing secretary in next session?

Leung Cheuk Wai: We ask for sponsorship too early E.g. Heng fung for orientation camp tee because more credible

William Lam: How about other sponsorships except T? Ordering tee earlier may not necessarily beneficial, but other products will be

William Lam: Now, time for financial secretary. When have you started being financial secretary?

Lee Cheuk Long: after orientation camp

William Lam: So please tell us what you have done up to orientation camp as marketing secretary?

Lee Cheuk Long: During Orientation camp, I was responsible to find the companies. Previous session gave me a list. I found even more around April to May

William Lam: start from april

Lee Cheuk Long: proposal in chinese and English, there are minor difference in last page (according to welfare we want). The welfare included cup noodles, drinks, stationery. When we finished proposal, we sent email. Sending email is troublesome, as we used the society email to send, but we can't have too many recipients. If send too many and open tab, it will fail to load

William Lam: You mean you can't type in multiple email addresses in webmail? How to solve?

Lee Cheuk Long: delete cookie, ig, etc.

William Lam: Remember to remind next session on this matter.

Lee Cheuk Long: that's almost what i have done as a marketing secretary.

William Lam: all?

Lee Cheuk Long: i did attend some meeting with Leung Cheuk Wai

William Lam: any suggestion to the next session?

Lee Cheuk Long: Try your best in extending the company list if none have replied you.

William Lam: good

Lee Cheuk Long: email in both Chinese and English, separate attached proposal in Chinese and english also. Usually English first, then Chinese

Lau Sze Cheung: So you have joint-society marketing secretary whatsapp group. Are both of you in that group?

Lee Cheuk Long: yes

Lau Sze Cheung: what information can you get? Which society marketing secretary are in the group?

Leung Cheuk Wai: almost all. But other societies usually use this platform for promoting their own events and have little relevance to marketing

Lau Sze Cheung: any group for science society marketing secretary only?

Leung Cheuk Wai: No

Lau Sze Cheung: According to Cathy, other marketing secretary will upload and share marketing information to group.

Leung Cheuk Wai: i ask other science society marketing secretary for time of some briefing session and tee sponsorship. They are willing to share information of the briefing session but not information of the companies they found.

William Lam: requirements of companies?

Leung Cheuk Wai: e.g. shampoo: they ask how many participants

William Lam: participant means those involved in the event?

Leung Cheuk Wai: yes. they allocate the products to different societies according to the no. of participants involved

William Lam: the reason why i ask about credit card is to remind you to beware its expiry date.

Lau Sze Cheung: we order camp tee on our own or with other societies

Leung Cheuk Wai: On our own.

William Lam: Why not with other society?

Leung Cheuk Wai: We ordered too early.

Lau Sze Cheung: I think cathy did tell you

Leung Cheuk Wai: Looking at emails sent after July, those companies give us less souvenirs. Plus Hang Fung cooperated with Event elite, more gifts were given. Plus I want to find a company that has better reputation.

William Lam: What do you mean by “better reputation”? Bad quality of orientation camp tee of the previous year was the problem of the company but not reputation.

Leung Cheuk Wai: The time required to prepare the products.

William Lam: Are the ordering time a problem for other companies? I don't think so?

Chan Wing Kin: Take ordering hoodie for promotion period as example, there was a great contrast between what we expected and what the actual product looks like. As such, searching for big companies is better.

Leung Cheuk Wai: Need to hold sponsors, according to Chan Wing Kin.

William Lam: Any more suggestions to the next session?

Leung Cheuk Wai: Collaborate with more societies from other institutions, like I only cooperated with HKU chemistry society. Liking each other's facebook for promotion is preferable. And don't order things too early.

Lau Sze Cheung: We had Joint-Science function in orientation camp, so we shared the information. I think it is good to open a marketing secretary group just for science society so there are less chaos, less shameless promotion. Actually there are not so many society functions promotion

Lau Sze Cheung: Any difference between your proposal and the one by last executive committee members?

Lee Cheuk Long: time and date, number of people. We expected more participants to join I have included brief introduction to our orientation camp in my proposal

Leung Cheuk Wai: Some companies asked us for sample. I translated the year plan to Chinese and sent it to them. They gave us turtle spirit paste as a sample.

William Lam: whole year plan?

Leung Cheuk Wai: shortened version

William Lam: you are supposed to send some detail of the function

Leung Cheuk Wai: i did highlight some details about how the function can benefit the company

William Lam: Don't blindly send emails as they won't bother to reply.

Lau Sze Cheung: what can you trade? Lots of vitamin C left

Chan Zhao Cong: we need it for promotion period

Lau Sze Cheung: cathy can trade some welfare out. I think you can trade out vitamin C as well

Leung Cheuk Wai: i didnt think of that

Lau Sze Cheung: did teach the next session how to come up with the proposal?

Leung Cheuk Wai: Yes. They wrote it and let me revise, we compromised between our ideas.

Lau Sze Cheung: did you phone the companies which didn't reply your email

Leung Cheuk Wai: Rarely, though I whatsapped and phoned the companies for water balloons, but in the end they still didn't reply.

Lau Sze Cheung: Still, you'd better try call them first if they didn't reply.

Leung Cheuk Wai: the no. of companies i have tried to contact via phone is small. I tend to and am used to contact the companies found on the internet platform.

William Lam: If you contact the companies, it is impossible to be done by one person.

Lau Sze Cheung: you can ask other executive committee members to contact those companies as well

William Lam: Can you tell us what Chan Shing Cheong has done during his period? Then what you have done following.

Lee Cheuk Long: Subsidies claimed in class photo taking.

Poon Lok Nga: did claim. One hundred and some

Lee Cheuk Long: surplus originally. But loss eventually. Someone didn't claim his receipt until a month later(after the deadline for redeeming money), leading to change in financial report

William Lam: why was it so? From whom?

Lee Cheuk Long: I'm not sure about this...

William Lam: let me put it this way: do you give receipt immediately to Chan Shing Cheong after event?

Chan Wing Kin: Chan Shing Cheong sometimes did not carry enough cash. Delayed to avoid chaos.

William Lam: This is a very severe problem, because everyone forgets things. It's best that everyone gives receipts to financial secretary 1-2 weeks after purchase or spending. Suggestion is, everyone should pass all receipt to financial secretary. And financial secretary should bare in mind even though not enough cash, you not to pass receipt after the deadline

Lee Cheuk Long: As for Registration day, I did not claim money since we only made 3 objects.

William Lam: Why not? Because your expenditure seems very unreasonable.

Chan Zhao Cong: I think we forgot if memory serves.

William Lam: what items can be reclaimed?

Lee Cheuk Long: Promotional items

William Lam: you use paper and stationery on registration day, you should claim this. Suggestion is, next session should bare in mind that reclaim is feasible for registration day

Lee Cheuk Long: for orientation camp, we had a surplus and so we didn't claim money

William Lam: We had the same problem too.

Chan Zhao Cong: we supposed to have net loss. But i miscalculated the budget, the fee for double room and triple room is different.

Poon Lok Nga: We need to share hall 6 with Chemistry society, we can only get triple room.

Chan Zhao Cong: triple room is more desirable for all group leaders and participants to live in

William Lam: As mentioned in previous AGMs, more participants than usual, miscalculations in food and accommodation, leading to lower expected expenditure than revenue. But you will already know in the first day of orientation camp. Solution is, spending more during orientation camp (e.g. More for meals, prizes etc.) You shouldn't make a revenue more than \$1k, as claiming money for orientation camp is almost guaranteed. Suggestion is, financial secretary should come up with the solution as soon as possible

Lee Cheuk Long: As for Orientation week, Chan Shing Cheong was going to leave. The receipt book and revenue record were given to Liaw Ming Wai.

Chiu Wen Han joined

William Lam: One question, are you sure unit price for society paper is \$1030? Do you know what's meant by unit price and quantity in financial report?

Chiu Wen Han: you have to define "one unit"

William Lam: Then why did you choose "1" whole pile as unit?

Chan Wing Kin: we set the unit according to the receipt

William Lam: You should have known how many pieces of society paper you have sold. The reason why I asked this is because I saw you have revenue for this function, but most of the items are expenditures

Chiu Wen Han: cost for society tee is \$30, but sold at \$60

William Lam: You have earned a lot! Why is it so?

Chan Zhao Cong: we spare some tee more than expected. The higher price is to compensate.

William Lam: han, Do you remember when did you order society tee?

Chiu Wen Han: around June to July

Lau Sze Cheung: How many did you sell.

Chan Zhao Cong: forgot. I just know that we sold all we had purchased.

Chiu Wen Han: selling 30 tee can compensate for the higher expenditure on spare tee

Chan Zhao Cong: to make both ends meet, we expect to sell out around 50

William Lam: But rounding up the price to \$200 is ridiculous, is it that difficult to have a \$10 note change? The purpose should be to provide welfare to and serve members rather than serving your own convenience and earning profit. When did you decide to do the rounding? You should have known the number of freshmen by then.

Chan Wing Kin: early August

William Lam: i understand it is to make the financial report looks better but have to have clarity about the nature of the event. How do you propose to solve this problem? The problem in setting the price.

Chan Zhao Cong: I don't understand where the extra 20 society Tee come from.

Chiu Wen Han: you should count member, but not executive committee members

Chan Zhao Cong: We didn't expect most of the members will buy it.

William Lam: year 3 plus freshmen. How many people replied the form?

Chan Zhao Cong: excluding freshmen, there were 20 replies

Chan Wing Kin: It was really just for the sake of wholeness.

William Lam: But why? Convenience is one thing, making financial report look pretty is one thing, but I must emphasize again that serving members should be your priority. Next session should pay attention to that

Lee Cheuk Long: Semester-Commencement dinner: didn't include in financial report because everyone paid immediately after dinner

William Lam: poster (promotion item reclaimed)?

Lee Cheuk Long: For society hoodie, payment was made in two installments. For the 1st time, it was \$60. For 2nd time, they pay the remainder when getting the hoodies. Someone paid the deposit but didn't get the hoodie, so we lost \$60.

William Lam: How did you decide the selling price and quantity (2 deposit)?

Leung Cheuk Wai: original price was \$12x, rounded down to \$120

Lee Cheuk Long: We asked members if they will order the society hoodie. Turn out 29 members want it, but there is a discount if we ordered 30, so we did.

William Lam: How many were sold?

Lee Cheuk Long: 28

Senior student sharing:

William Lam: Any poster?

Chan Wing Kin: Sci or home, which also organized the event

William Lam: Starting from which event did you start being financial secretary.

Lee Cheuk Long: ordering of society hoodie. For Sub-com, someone didn't reclaim \$14

William Lam: Where did that \$14 come from?

Cheng Man Hin: At first, every sub-committee paid \$14. Chan Zhao Cong said sub-committee need not pay but one of them didn't reclaim, no matter how many times we reminded them.

William Lam: i think i should be determined by current executive committee members. If surplus for most of the events, sub-committee can pay \$0. If loss for most events, subcoms should pay

William Lam: How did you have revenue?

Cheung Long Him: We charged excessively for sports drinks and refreshment for participant, Sport drinks were given by executive committee members, and stationary from relatives \$20 for convenience (expected cost is \$17 per participant)

William Lam: Any room of improvement in this event? Just asking, I don't know either.

Lee Cheuk Long(mockingly): No. (Laugh)

William Lam: any comment about the decision of sub-committee

Lee Cheuk Long: everyone paid \$10 less. We apologize for the over-charge.

William Lam: under such situation, it is understandable to charge more. Passing receipt later than deadline is bad

Lee Cheuk Long: For Information session, no subsidy claimed, but we can probably.

Chiu Wen Han: why the poster for information session was much cheaper than that of other event.

Lee Cheuk Long: Poster for information section was in black-and-white.

Chan Wing Kin: Originally there was red, but then it was turned to black as it is unreasonable to pay much more for a single spot of color.

Lee Cheuk Long: For annual dinner, we had a loss of \$288. Originally it was \$160. There is a space for down adjustment.

William Lam: what caused you to lower the price?

Lee Cheuk Long: Originally we planned to order sets, but turn out a la carte is cheaper.

Chiu Wen Han: i think too much food is ordered.

Lee Cheuk Long: I think this is a matter of subjectiveness.

Chiu Wen Han: But in fact there were a lot of leftovers, you can order fewer dishes.

Lee Cheuk Long: X'mas party lost \$340. Subsidy was \$150. With surplus of \$4k before the event, we wished to even it up

Lau Sze Cheung: \$90 snacks for what? They should be listed out individually in Christmas party. Why is it so?

Lee Cheuk Long: better to separate

William Lam: There is nothing bad about being detailed in financial report. It's better to be clearer.

William Lam: Do you think it is appropriate to take taxi?

Lee Cheuk Long: avoid cooling down of food

Leung Cheuk Wai: we return ust by taxi. Go out with other transportations.

William Lam: This is understandable.

Chiu Wen Han: I think there is no need to take taxi. Not many people go ust during that period. Can get into mini bus easily

William Lam: What was your arrangement for food retrieval?

Leung Cheuk Wai: 3 people went to PHD, 1 to ebenezer , 1 to Milano and 1 to golden rice bowl

William Lam: So 5 in ust, 3 were not in ust

Lee Cheuk Long: yes

Chan Wing Kin: 3 people going our left receipt in ust

William Lam: So how many trips of taxi fare were claimed?

Chan Zhao Cong: it was 1 take ride

William Lam: Okay, so that was just careless.

Lau Sze Cheung: is it reasonable for members to pay for the wrong doing of executive committee members? I think payment by respective person is more reasonable.

Chiu Wen Han: it costed more than \$80

William Lam: Who decided to claim back the money?

Lee Cheuk Long: Yes.

William Lam: What does the president think?

Chan Wing Kin: pretty nice

William Lam: I agree with what Lau Sze Cheung said, you should pay for your own mistake, but not the society. You shouldn't use society money. I do not recommend this. But the decision is yours to make, i'm just stating my own opinion.

Lee Cheuk Long: Welfare: ordered 50 for \$2300 in total

Chan Wing Kin: We divided the surplus by number of members. There are around \$60 per member. We chose which item is more practical for members. Remaining \$26 is impossible to order products with good quality

William Lam: How did you decide \$60?

Chan Wing Kin: (Actual revenue - expected revenue in budget) / no. Of members

Chiu Wen Han: how many members in total?

Chan Zhao Cong: 55. Some members won't retrieve. But just in case, executive committee members get tote bag the latest.

Chan Wing Kin: Some are reserved for exchange members.

Lau Sze Cheung: did you reserve some for those studying abroad?

Chan Wing Kin: Yes.

Lau Sze Cheung: Who didn't get tote bag?

Chan Zhao Cong: 3 mainland members. Usually it is the inactive members who don't claim their welfare.

Chan Wing Kin: 50 is enough for those who want the bag

Lau Sze Cheung: what if someone suddenly read the email and want to get the bag?

Chan Wing Kin: We have PMed them one by one

William Lam: What is the delivery fee?

Lee Cheuk Long: Fee charged by the companies.

William Lam: we are supposed to get the products on our own. You can decide within the cabinet whether transport fee could be claimed.

Lau Sze Cheung: Using the same logic, should we reclaim transportation fee if I return ust for IRESS duty?

Cheung Long Him: it's impossible to claim oil fee as it is too ambiguous.

William Lam: unless you can specify how much you spend on transportation, otherwise it cannot be reclaimed.

Lau Sze Cheung: can we ask PHD to deliver to Ust directly?

Chan Zhao Cong: No.

Lau Sze Cheung: should one reclaim \$ spent on mini bus?

William Lam: Sometimes you claim for events randomly without basing on a justified standard, it is simply too unnatural.

Lau Sze Cheung: 7 pieces of public notice?

Lee Cheuk Long: 7 per time.

Lau Sze Cheung: What about later sessions?

Lee Cheuk Long: Chan Wing Kin's lab

William Lam: Suggestion is, the financial report should be clear. A member should understand every item in financial report given that s or he attended all AGM.

William Lam: Why society tee and society paper appear again?

Lee Cheuk Long: The purchase is done some time after orientation day.

William Lam: Should be stated more clearly. What is "other subsidy"? Where does the subsidy come from? You must be clear on this point. Also, why membership fees for 1 year and 3 years are stated together?

Lee Cheuk Long: sorted according to alphabetical order.

William Lam: In summary, why is there a "N or A"?

Lee Cheuk Long: joint science sing-con was not held.

William Lam: But you didn't do that until summary. That could be confusing.

Lau Sze Cheung: \$114.3 for AGM print budget You had corresponding expenditure. But What about the \$5 by Will?

Lee Cheuk Long: we added previous print job

Wen Hen: it is not necessary indeed.

Lau Sze Cheung: Why there is a \$3.xx loss?

William Lam: Wait, why \$1.18 more.

Lee Cheuk Long: Interest. Chan Shing Cheong didn't include interest.

William Lam: how to change the account from Chan Shing Cheong to Lee Cheuk Long? Bank statement?

Lee Cheuk Long: Chan Shing Cheong passed all the money to me.

William Lam: But the account primarily belonged to Chan Shing Cheong.

Chan Wing Kin: we set up an account in the name of IRESS. Now all passed to Lee Cheuk Long. No significant effect of interest in such short period of time. Setting up IRESS account in China Bank is troublesome. We chose hang seng

Lau Sze Cheung: how about hang seng?

Chan Wing Kin: we said we set up that for society and they simply approved.

Chiu Wen Han: Chan Wing Kin can delete the account on his own

Chan Wing Kin: i can't. We claim subsidy using the same account.

William Lam: i hope the next session won't encounter the same problem.

Lau Sze Cheung: What is the responsibility of financial secretary?

Lee Cheuk Long: Keep a good financial record for the society. Make sure each function should have reasonable surplus or loss. Claim money for executive committee members. Claim subsidy from SU. That's all.

Lau Sze Cheung: When would you claim the expenditure.

Lee Cheuk Long: I became financial secretary after orientation camp. I deliberately make annual dinner and Christmas party suffer from great loss

Lau Sze Cheung: What about smaller events.

Lee Cheuk Long: It is difficult to make a significant loss for these events. We made welfare package to even out the massive profit. We spent about \$2000 welfare. The overall surplus was lowered

Lau Sze Cheung: But why not lose more money after Orientation week, instead of having such a massive profit remaining?

Lee Cheuk Long: i should consider that

Lau Sze Cheung: What can you improve?

Lee Cheuk Long: too much surplus or loss makes the financial report looks not that good

I planned to make a loss of about \$500 in annual dinner, but ended up losing only about \$200 to 300.

Lau Sze Cheung: How would you judge how much should be “lost”?

Lee Cheuk Long: It would be unreasonable to lose \$1000 for events like annual dinner, as it would seem unreasonable.

William Lam: what do you mean by “unreasonable”?

Lee Cheuk Long: Changing the trend suddenly. I think it is reasonable to earn any amount under \$1000 per year.

William Lam: Are there other methods to calculate? Although \$1000 seems unreasonable, it is beneficial to members

Lee Cheuk Long: We could have used welfare as an event to prevent other function from suffering too much loss.

William Lam: But that was your last welfare. Do you mean to plan “welfare” ahead of time?

Lee Cheuk Long: Yes.

William Lam: you can’t calculate the expected expenditure until it is planned. I suggest the next session to plan welfare earlier?

Lee Cheuk Long: Not recommended. You can’t have an estimate on what item to be sold and its price.

Lau Sze Cheung: You asked members to pay for the “welfare”, how is this “welfare”?

William Lam: no need to think so complicated. There is no absolute right or wrong.

Lee Cheuk Long: Government collects taxes, and gives back to citizens.

Lau Sze Cheung: I think that the taxes should be spent on what citizens need, not just on buying some bags. It does not make sense to distribute welfare after you discovered there is too much surplus.

William Lam: What do you mean by “giving money”?

Lau Sze Cheung: each function should cost \$30 less. You collected “tax” from active members who overpaid for participating your events, but every inactive member can enjoy “welfare” at last, this is not fair.

Lee Cheuk Long: So lower participation fee is better than giving out tote bags?

Lau Sze Cheung: Moreover, lowering the participation fee will encourage more involvement from members. Of course it is better.

William Lam: Just tell us what you think.

Lee Cheuk Long: I think it’s fine.

Chiu Wen Han: what is the most difficult part as a financial secretary?

Lee Cheuk Long: filling in subsidy form since there are ~20 lines to write to describe the event.

William Lam: How to overcome the difficulty?

Lee Cheuk Long: I get used to it as i fill in more subsidy form. I didn’t notice that receipt should be stuck on a A4 paper and i stapled.

William Lam: The regulation was ambiguous on this matter. My other jobs include keeping financial record and money.

William Lam: What is your habit in writing report? Immediately after handling transactions or sometime afterwards.

Lee Cheuk Long: i wrote it after one function ended. I put it in drive.

William Lam: i think it is good. It is not recommendable to deal with receipt after the function ended for a long time. If you’re too lazy and wish to procrastinate, be very careful. You need to develop good time-management skills.

Chiu Wen Han: How can you help Cheng Man Hin to become a financial secretary?

Lee Cheuk Long: Teach him how to claim SU subsidy, help him get the hyperlink and go through the regulations with him.

Lau Sze Cheung: is sending the link only sufficient?

Lee Cheuk Long: he can ask me if he has any problem

William Lam: why not a PDF file?

Chiu Wen Han: you can remind him to pay attention to what you have done wrongly before

Chiu Wen Han: How does being executive committee members change you?

Lee Cheuk Long: I've learnt how to use Excel.

William Lam: any changes other than financial secretary duty?

Lee Cheuk Long: Be responsible.

William Lam: his attitude towards financial report is really good (type it after the end of each function)

Lau Sze Cheung: Regarding to problems encountered by Chan Shing Cheong, will you bring many cash and help executive committee members claim money or discuss with executive committee members first before claiming money for them?

Lee Cheuk Long: I learn how much money is needed first.

William Lam: Carrying a large lump-sum on the run is not recommended. In case of carelessness, you will suffer.

Lee Cheuk Long: I will bring more cash after the function ended.

William Lam: any suggestion to next session in reclaiming money?

Lee Cheuk Long: set up a deadline for reclaiming money. Remember to bring enough cents.

William Lam: What if someone doesn't want the change, say \$0.2, what would you do or write on the financial report?

Lee Cheuk Long (jokingly): take it ?

William Lam: Do not. Either state clearly in the financial report clearly (perhaps "donation") or return to that person.

Lau Sze Cheung: After executive committee members buy materials for event, they should report to financial secretary immediately. All reclaiming can be done in monthly executive committee members meeting or common lesson.

William Lam: other gains?

Lee Cheuk Long: Becoming more careful, Learning to double-check (e.g. typo, calculation) and being more active asking executive committee members to reclaim)

William Lam: I will ask you again tomorrow. Another question. Did you get what you expect to gain through being executive committee members?

Lee Cheuk Long: As an IRE student, it is reasonable for me to become an IRESS executive committee members. I expected to get more chance to be together. This is an important part of University life.

William Lam: So you get most you expected?

Lee Cheuk Long: Yes

William Lam: After having put in time and effort and money, what more do you think you can gain from this experience. Or are you unsatisfied with what you gain?

Lee Cheuk Long: I originally had not high expectation. Becoming an executive committee member cannot be described by effort spent.

Tmr 7:20pm continue

11:23 Poon Lok Nga procedural motion to lay all undiscussed items on table until next session of AGM

Chan Zhao Cong seconded

Chan Zhao Cong seconded.

For 17 against 0

Motion is passed

Date: 15-04-2016

Venue: Common Room 7 LG5

Time: 19:20

Chairperson: Chan Wing Kin

Minute takers: San Yik Chuen, Lui Ming Hong, Chung Yin Kwan, Zuo Longlong, Tse Yuen Wah,
lu Shing Huk

The Business of the Annual General Meeting 2016 of IRESS, HKUSTSU shall be:

1. To commence the meeting;
2. To receive and adopt the agenda of IRESS, HKUSTSU Annual General Meeting 2016;
3. To receive and adopt the minutes of IRESS, HKUSTSU Annual General Meeting 2015;
4. To receive and adopt the minutes of the 1st, 2nd and 3rd Extraordinary General Meeting of IRESS, HKUSTSU, Session 2015-2016;
5. To receive and adopt the Annual Report of IRESS, HKUSTSU, Session 2015 – 2016;
6. To receive and adopt the Annual Financial Report of IRESS, HKUSTSU, Session 2015 –2016;
7. To vote and announce the Honorary Members;
8. To introduce and inaugurate the Executive Committee Members of IRESS, HKUSTSU, Session 2016 – 2017;
9. To introduce and adopt the Year Plan of IRESS, HKUSTSU, Session 2016 –2017.
10. To introduce and adopt the Financial Budget of IRESS, HKUSTSU, Session 2016 – 2017;
11. To adjourn the meeting.

1.To commence

Time:19:20

Full member present: 11

Quorum is met, start

2. motion to discuss agenda item 8

Time: 19:22

Chan Zhao Cong procedural motion to discuss agenda item 8

Leung Cheuk Wai seconded

For: 14

Against: 0

The motion is passed

Leung Cheuk Wai: what is the duty of mar secretary

Tang Cheuk Him: external communication with companies, to obtain sponsor (e.g. money or products or discounts) and act as a representative to negotiate with companies to get benefits

Leung Cheuk Wai: did you read cons

Tang Cheuk Him: not much detail about marketing secretary

Leung Cheuk Wai: Yes, it's not very detailed. But it says you need to cope with "external affairs", what are these affairs?

Tang Cheuk Him: e.g. AIA summer intership. No matter whether a program can provide sponsorship, join activities of companies to learn and establish a good relationship with them.

Leung Cheuk Wai: contact which companies

Tang Cheuk Him: for promotion period, I contacted coca cola, vita, tissue. For orientation camp, I contacted 759, hong fuk tong, heng fung, u circle.

Leung Cheuk Wai: When will you start to prepare?

Tang Cheuk Him: I have already submitted the application form for heng fung tong. Today, I went to u-circle for a meeting. I have also started phoning companies for sponsorships

Leung Cheuk Wai: You said you have attended briefing session. How will you make your decision?

Tang Cheuk Him: they want some of us to take part in their summer internship. As a marketing secretary, I have the responsibility to attend their interview. i didn't share this with much members as the interview is held in April and may clash with final, but i have asked some year 3 students whether or not they want to join or not. For asking society-tee price, they seem very nice, as they provide us with different information.

Leung Cheuk Wai: you haven't made decision?

Tang Cheuk Him: You guys have said that it's not necessary to order society-tee so early, i plan to compare prices between companies before I make the decision.

Leung Cheuk Wai: I have mentioned about external affairs, you seek for sponsorship and attend briefing session, Do you think trading is one of your duties?

Tang Cheuk Him: Yes. But during promotion period, marketing secretary group was not active. We mainly laid games and allow participants to get the prices, I found out that sponsorship seeked by other societies was not very special and I wish to trade more divers stuff for the benefit of our members.

Leung Cheuk Wai: do you think you should trade surplus resources with other societies as i saw u seeking tissues sponsorship?

Tang Cheuk Him: I didn't think of trading tissue with others for 2 reasons: Firstly, tissues can be used for a long time and tissue are not very attractive. Also, the agreement signed with companies may prohibit trading, causing disputes

Leung Cheuk Wai : Specify which marketing secretary have you come to know?

Tang Cheuk Him: For inside HKUST, marketing secretary of all science society, some business society for example MSA, ec, MARKETING, ISOM and FINANCE. Some marketing secretary from hall society say like hall 2,3 and 4. Some ICA society like Nature, photography, movie, SSSS, MSSUG.

For society outside HKUST, I have City rotaract, economy and finance. HKU Nusing society, science society. CUHK pacc, science and social science society. Some of them have phone contact with me, and a few have direct contact say like ordering product or seeking sponsor together.

Leung Cheuk Wai: which society do you think you can have more interaction?

Tang Cheuk Him: In terms of its nature, I think we can interact more with other science society.

Leung Cheuk Wai: understandable. Any society you are currently cooperating with?

Tang Cheuk Him: ust society as it is easier for communication and we have similar dates. For potential partner: nature, radio, biochemistry

Leung Cheuk Wai: Did you join marketing secretary groups?

Tang Cheuk Him: I have joined a very big marketing secretary group, but it is silent so far. I think i should have close relationship with science society marketing secretary but i still don't have many opinions to get close with them. We haven't got the appropriate venue to get to know everyone yet

Leung Cheuk Wai: last night Lau Sze Cheung suggested that a sci marketing secretary gp should be set up. What is your opinion? science society have more members than, say, radio society

Tang Cheuk Him: I think it is necessary, but I don't want to work with them personally due to the following reasons:(i) Do not like their attitude of working,(ii) BIOLOGY and biochemistry got fined for \$1.8k.not following regulations,(iii) dont want to affect our progress

Leung Cheuk Wai: But usually all SCI society hold orientation camp together, so they will order around the same time together. But the time will be different for chinese folk society and so it may not be a good idea.

Tang Cheuk Him: cooperate with chinese folk arts, even if we need to pay more money. Company like U-circle, ect. can only buy in bulk given that only 1 design is allowed. Then biochemistry, BIOLOGY society don't need to order with us. It is still, however, possible to cooperate with these societies in the future but it invokes a high risk.

Lui Ming Hong: but other companies won't have discount that early?

Tang Cheuk Him: I have found 5 until today but they haven't replied yet

Lui Ming Hong: Have you confirmed this matter with Chinese folk arts?

Tang Cheuk Him: Chinese folk arts confirmed that they will order 150 with U-circle but i won't tell them we can purchase at that price

Leung Cheuk Wai: You said the role of marketing secretary is to mark stuff. How will you do this?

NTang Cheuk Him: Email & phone. Email not very efficient for some may not reply, but phone is better. During promotion period, I send email first, then phone them

Leung Cheuk Wai: You call them all by yourself?

Tang Cheuk Him: Yes. I liked their page, pay attention to their welfare provided

Leung Cheuk Wai: e.g.?

Tang Cheuk Him: the source and hang fung. I discovered that hang fung offer discounts on their facebook page, so we liked many companies' and i left my name i the forms they provided

Leung Cheuk Wai: You can consider asking other marketing secretary on this matter. What are the email contents?

Tang Cheuk Him: introduce our society (e.g. we're form HKUST
we would like to seek sponsorship,which days will we present their products,how we promote their logo,thank them at last

Leung Cheuk Wai: which criteria

Tang Cheuk Him: no harm to reputation, minimize cost to promote their company, but can offer non-tedious promotions and non-tangible efforts. Taking photo is acceptable. some casual, some deliberately take photo

Leung Cheuk Wai: do you think your members will accept them?

Tang Cheuk Him: Mostly yes. e.g. they agreed to take videos for Vita. I will contact members about the offer and see if they want to do it for sponsorship. if they don't t want to, i may ask executive committee members only

Leung Cheuk Wai: if this can be done by executive committee members, why don't executive committee members do it?

Chung Yin Kwan: You can ask for help in advance.

Chan Zhao Cong: Like asking other society.

Chung Yin Kwan: Don't leave too many things uncertain, make plans ahead.

Tang Cheuk Him: Many companies during Promotion period wanted us to take photo. I have told members that the photo will be sent to company that sponsor us and seek for their acceptance before taking the photo. e.g. Escape HK: Chan Wing Kin & Lau Sze Cheung and Ethan helped too.

Chan Wing Kin: hah? did i really do so lol?

Leung Cheuk Wai: proposal in email?

Tang Cheuk Him: We attach year plan (for orientation camp) & proposal (chinese and english) We prepared chinese and english versions separately, but after listening to your advice, I decided to merge both versions and will send them as soon as possible as chinese version has a better response rate.

Leung Cheuk Wai: did you make a list

Tang Cheuk Him: previous year gave me 3 lists and i combined them with adding a few more and leave contact with potential partner.

Tang Cheuk Him: For orientation camp, I find products like toothpaste, combs and other personal items are marked, wishing to mark slippers, drinks, etc

Leung Cheuk Wai: anything else?

Tang Cheuk Him: 759 and candy wanted us to contact them later as it is too soon to make a decision

Leung Cheuk Wai: what features do you have? why do you want to become a marketing secretary

Tang Cheuk Him: As for Prosec, I don't know much about computer and editing software. As for Academic secretary, I don't know professor. As for 3P, they need to represent IRE, I'm not IRE. As for reason for marketing secretary, I'm not ashamed to communicate with other people. I don't choose external vice president, because I want less powerful and stress

Leung Cheuk Wai: So the reason is not afraid of talk with others. Any other reason?

Tang Cheuk Him: I'm not afraid to bother them, not tired with contacting companies so often to seek for sponsorship

Leung Cheuk Wai: Apart from the skills for being a marketing secretary, what else do you think you can do?

Tang Cheuk Him: Physical stuff. e.g. tending counters as i have hall residence. As the cabinet joker to relieve tension may be.

Lui Ming Hong: what's your current workload

Tang Cheuk Him: seeking sponsorship for orientation camp, but not that heavy at this moment

For now it's acceptable, since I only have to contact three separate companies at present

Chan Wing Kin: How do your cabinet mate help you in terms of marketing secretary duties?

Tang Cheuk Him: drafting email (poor english) in order to get sponsors and products, more people accompany me to attend meetings by other companies. Most importantly making wiser decision

Leung Cheuk Wai: some companies may ask you to set up credit card or like facebook page or etc

or download apps and use them, will you try them out?

Tang Cheuk Him: Yes. I will try out all of them by myself. Depending on member's' response, I will announce it first to see their response.

Leung Cheuk Wai: How to announce?

Tang Cheuk Him: through whatsapp group and facebook page (nom cab page)

Leung Cheuk Wai: use ire facebook page or nom cab facebook page to announce

Tang Cheuk Him: no power to announce via ire facebook page. it depends on the response rate of the 2 page. I will not force any member to join any sponsorship programs, but will openly invite members to enroll and help them enroll

Leung Cheuk Wai: Do you think you should discuss how to use the ire facebook?

Tang Cheuk Him: i will.

Leung Cheuk Wai: you can use nom cab page actually

Tang Cheuk Him: I will inspect the response rate of each post and determine final decision will be made in meeting

Leung Cheuk Wai: good

Lui Ming Hong: I think it is better to balance with Promotion secretary, prevent it from becoming an advertising page.

Tang Cheuk Him: 1page for internal affairs 1 for promoting partner companies

Lui Ming Hong: Frequently upload posts to get higher response rate, and insert one or two advertisements in between.

Tang Cheuk Him: i understand

Chan Zhao Cong: Will you consider those that only require facebook like?

Tang Cheuk Him: we will ask them and try to promote, like sharing them.

Chan Zhao Cong: Yes, but how do you plan to get those “likes”?

Tang Cheuk Him: executive committee members like. share with fd and secondary school classmates and ask member to like those page

Chan Zhao Cong: will you consider joint society like page?

Leung Cheuk Wai: Companies like Hang Fung will want you to get 50 likes for each shirt they sponsor, I also asked marketing secretary from other society. But this seems to involve certain degree of “lying”, what do you think about it?

Tang Cheuk Him: I’m afraid we would owe other societies.

Lui Ming Hong: But the likes aren’t unique, is this a problem?

Tang Cheuk Him: I will try not to let the companies know.

Leung Cheuk Wai: they can help you like as well

Chan Wing Kin: other than orientation camp, will you seek sponsorship for other event?

Tang Cheuk Him: Yes. christmas party: golden rice bowl, milano and other companies outside HKUST

Chan Zhao Cong: Will you help out in other functions other than marketing secretary duties?

Leung Cheuk Wai: Any expectation for this marketing secretary post?

Tang Cheuk Him: Knowing more companies and other marketing secretaries, understanding how the business world works and how they give out sponsors, gaining any experience, interpersonal skills that may help me.

Leung Cheuk Wai: As part of executive committee members, what is your expectation?

Tang Cheuk Him: Sharing with them the joy and happiness, getting to know each other better experiencing chur but meaningful.

Promotion secretary Lu Shing Huk

Lui Ming Hong: work first; what do you think promotion secretary does?

Lu Shing Huk: Promotion stuff like publicize our cabinet e.g. posters, facebook group, other publications and hoodies and tee

Lui Ming Hong: There are 2 levels. 1st level, to promote the entire IRESS. 2nd level, to promote individual events and people

Lu Shing Huk: i dont think such a clear cut is necessary e.g. promoting individual events is indirectly promoting the society

Lui Ming Hong: do you think you can achieve so?

Lui Ming Hong: Do you think you can handle all the workload by yourself? As a promotion secretary, do you have enough time?

Lu Shing Huk: I think so

Lui Ming Hong: practically?

Iu Shing Huk: not that much. I even have time to help Tang Cheuk Him write the sponsorship proposal

20:07

Swap chair to Chan Zhao Cong

Lui Ming Hong: is it a fair trade

Iu Shing Huk: kind of

Lui Ming Hong: you help other and others help you to what extent can you help them

Iu Shing Huk: ?

Lui Ming Hong: at first you can handle all promotion item. Then you can pass them to others, except those with already have heavy workload. if you want even contribution, not to one person only. I don't know how you guys communicate. But if you are a promotion secretary, you should expect and prepare for above-average workload

20:10

Swap chair to Chan Wing Kin

Lui Ming Hong: practically, what can you do?

Iu Shing Huk: if no amendments, registration day and ordering hoodie. For Registration day, I have hoodie ordering. As for ordering, it will involve making poster and designing of hoodie design poster and hoodies. For Registration day, I will coordinate executive committee members. For other event I may help poster, orientation camp tee, society tee .end-of-semester party

Lui Ming Hong: other event promotion item

Lu Shing Huk: most of them are posters

Lui Ming Hong: other than art, how about text (whatsapp), facebook page graphic design

Lu Shing Huk: didn't mentioned them, sorry. also, I can help with graphics design and typing posts on facebook page. text should be thrown to general secretary

Chan Wing Kin: promote IRE orientation camp? how to promote externally?

Lu Shing Huk: In registration day we will decorate counter, design stickers and have campus tour

Chan Wing Kin: when to post forum post

Lu Shing Huk: period of release of jupas result, considering jupas, people are only free in december(which is too early) and june. We may adjust to closer to jupas result release

Chan Wing Kin: you can use adopted practices from previous yrs

Chung Yin Kwan: you can promote ire as well since it is quite new not much people know

Lui Ming Hong: what quality and skill are important to promotion secretary

Lu Shing Huk: Use relevant software for posters, e.g. basic photoshop skills. finishing before deadline (art sense is less important) and good time management

Chan Wing Kin: how to deal with executive committee members' (negative) comment

Lu Shing Huk: I will evaluate whether that problem exists or not, ask them how to improve and make amendment

Chan Wing Kin:how to share promotion items

Iu Shing Huk:share them by putting them in whatsapp group

Lui Ming Hong: save draft is important

Chan Wing Kin: to save time, you can make ref to “printress” and seek for sources for posters and avoid disharmony in design e.g. colour tone

Lui Ming Hong: What other quality and skills?

Iu Shing Huk: that’s all

Lui Ming Hong: For communication, since idea is divers, better have brainstorm for inspiration to reduce time to come up with the idea, others’ idea can be served as an inspiration. being a promotion secretary, you can master art to contribute more. art is also a form of communication (not necessarily to adopt other’s idea). For time manage, not deadline only, allocating workload wisely is important (e.g. party is held near final period) suggestion is, expanding ideas, not limited to chasing deadlines. art sense is undeniably important, it is a kind of common sense

you may not discover some trivial problems other than art

Lui Ming Hong: regulation of poster?

Iu Shing Huk: need society chop, with expiry date of 2 weeks and not larger than 2 A3 size paper

Chan Zhao cong: you can change the date, and what would you do if posters is torn down by people? you should check from time to time

Iu Shing Huk: ask FMO?

Lui Ming Hong: it is almost impossible to know who ripped it. what if it's shrouded?

Lu Shing Huk: find that person in charge

Cheung Long Him: I will also offer help as external vice president, if their acts are unreasonable. I will file a complaint.

Lui Ming Hong: therefore, what you should do is to tell external vice president. If there are no place for you to put up poster, you can also consider talking to other societies and ask other societies to spare space for you. covering tiny corner is acceptable

Chan Zhao Cong: when will you reserve space for certain events

Lu Shing Huk: I have never done this before. I think for events like orientation camp, i will do it.

Chan Zhao Cong: most spaces are occupied for orientation camp. check for places 2 times a week

Lui Ming Hong: orientation camp promotion should be started much more earlier, you should either finished the designs and put up posters earlier or paste reserve receipts. The closer to the event, the more clashes. You occupy space first so you can reoccupy more easily

Chan Zhao Cong: If all conspicuous spaces on a board is full, what would you do? put up posters in less obvious places?

Lu Shing Huk: cover them

Chan Zhao Cong: you should cover the entire expired poster otherwise they will be unhappy

Lui Ming Hong: don't let them think you intentionally cover them. how to allocate time and manpower to pin posters

Lu Shing Huk: usually one other person will accompany me to paste posters. one holding it, and another handling the tape

Lui Ming Hong: time?

Lu Shing Huk: depends the date it is printed and our free time.

Lui Ming Hong: You should post them up at least one month before the real event. any questions?

Lu Shing Huk: no

Lui Ming Hong: who is responsible for inauguration video

Chan Siu Man: me, slideshow as suggested by previous session

Cheung Long Him: we can obtain promotion videos from other societies as reference

Chan Wing Kin: pay attention to bgm to avoid awkwardness

Lui Ming Hong: avoid using metal music

Sun Yusen: Chan Siu Man is mainly responsible for facebook page, taking photos, editing posters and other IT duties

Chan Wing Kin: any overlap between u and Lu Shing Huk?

Chan Siu Man: I install adobe, i can help make poster update facebook page and be as a camera man

Chung Yin Kwan: what about event pic

Chan Siu Man: i will help taking photo, but not the main

Chung Yin Kwan: (to lu Shing Huk)Are you responsible for literal promotion drafts?

lu Shing HukL only simple ones and English

Chan Wing Kin: question in facebook page?

lu Shing Huk: i will respond and pass to Tse Yuen Wah to post

Cheung Long Him: Tse Yuen Wah usually responsible for facebook and whatsapp

Lui Ming Hong: as a reminder, please do give feedback to people who post stuff to group, don't just blue-tick. Do you have any expectations for being a promotion secretary?

Lui Ming Hong: What do u think about the current workload.

lu Shing Huk: average, I have delegated some workload to others

Lui Ming Hong: more or less workload afterwards?

Lui Ming Hong: prop duty?

lu Shing Huk: leaflet, poster, game rules, some facebook posts(e.g. personal introduction)

Lui Ming Hong: counter decoration and games?

lu Shing Huk: society banner is designed by Tse Yuen Wah

Lui Ming Hong: Tse Yuen Wah seems to have heavy workload. i expect you to contribute more are you going to force other executive committee members to learn how to use software for designing? You only rely on Tse Yuen Wah. I recommend you to delegate work to people other than Tse Yuen Wah. Would you “force” others to learn photoshop to help you out?

Chan Wing Kin: I think you should do it by yourself. Try doing it earlier and more.

Lui Ming Hong: big decoration is designed by Cheung Long Him, I believe?

Cheung Long Him: it involved all executive committee members come up with that design. i am mostly responsible for execution.

Chung Yin Kwan: anything you expect from Tse Yuen Wah to help u in return?

Iu Shing Huk: paperwork

Chung Yin Kwan: Like?

Iu Shing Huk: paper scripts e.g. during promotion period, i helped her to write some script for facebook and whatsapp and email

Chan Wing Kin: in short, doing more is the advice. Do you expect yourself to have improvements in designs during your service.

Iu Shing Huk: i think so. Lui Ming Hong said design with and without purpose are completely different You don't want to just scribble stuff.

Lui Ming Hong: I accept your answer.

Chung Yin Kwan: you can help typing minute to help Tse Yuen Wah as well

Lui Ming Hong: apart from sharing work to do, I suggest you focus on promotion duties.

Chan Wing Kin: As promotion secretary, maybe chur

Lui Ming Hong: need not to trade duty as you feel guilty

Chan Wing Kin: Design may be chur at first, but it will prove to be helpful in future (e.g. real-life CV)

Lui Ming Hong: that's the opinion of part-time designer. president is supposed to know everything

Lui Ming Hong: Thoughts and entrails?

Iu Shing Huk: No.

General secretary

(delegation of work to type minutes.)

San Yik Chuen: What duties do you have as a general secretary

Tse Yuen Wah: Minutes, mass email, literal work, proposals etc.

San Yik Chuen: What minutes?

Zuo Longlong: AGM, EGM

Tse Yuen Wah: also executive committee members meeting minutes

San Yik Chuen: executive committee members meeting can take turns of both general secretary do it?

Tse Yuen Wah: We take turns

San Yik Chuen: What language do you usually use for the minutes?

Zuo Longlong & Tse Yuen Wah: English.

San Yik Chuen: Do other cabinet mates understand your writings?

Tse Yuen Wah: will read through again to ensure myself understand

San Yik Chuen: what is the use of executive committee members meeting minute?

Tse Yuen Wah: remind them what has been said during meeting: evaluation and division of labor.

Lui Ming Hong: what if they don't read?

Tse Yuen Wah: force them to

Zuo Longlong: will remind them in whatsapp group

Chan Wing Kin: We had one person to summarize the duties and post in whatsapp group, If something more specific, we will sort out parts and PM targets in person. people did not do work usually as they are not clear of their instruction.

Chan Zhao Cong: Sometimes they are lazy to read the minutes.

Sun Yusen: division of labor is reminded by Sun Yusen

Chan Zhao Cong: How will you organize the minutes

Tse Yuen Wah: we follow chronological order. for different items, e.g. event A to B to A, we will reorganize ourselves

Zuo Longlong: in summarized form, but not in transcript

Chung Yin Kwan: how long after meeting will you upload minutes?

Tse Yuen Wah: immediately, within 48hrs

Chan Zhao Cong: Our general secs typed during meeting. What ways will you do?

Zuo Longlong: I wrote by hand. Tse Yuen Wah used computer so she can be more efficient, so I will consider using computer

San Yik Chuen: Do you usually record the meetings?

Tse Yuen Wah: We are actually recording this meeting right now.

San Yik Chuen: Apart from minutes and records, what is the duty?

Zuo Longlong: Word promotion items;

San Yik Chuen: Who will be responsible to keep the membership record?

Tse Yuen Wah: together

Chan Zhao Cong: What to include in mass emails?

Tse Yuen Wah: Date time briefing, introduction, deadline; contact

San Yik Chuen: Remember to leave mobile contact.

Chan Zhao Cong: Regulation on emails?

Zuo Longlong: Cannot directly forward to members; mass emails need signature

Chan Wing Kin: Back to the minutes, you two should be the most familiar with what was discussed in the meeting, so you should remind others as well.

Chan Zhao Cong: Require IT skills to implement on primitive email system

Chan Zhao Cong: Who will check email?

Tso Yee Ming: Me.

San Yik Chuen: What will you do if you have opinions during meetings?

Tse Yuen Wah: we will talk, and then type in minutes

Zuo Longlong: Will mark down on paper and then say out later

Chan Zhao Cong; Can halt the meeting when necessary to guarantee a better minute taking experience

San Yik Chuen: How early should you send the emails?

Tse Yuen Wah: For AGM or EGM, 5 days before, for reminder one day before. For resuming meeting, 3 days before

Chung Yin Kwan: You should also send them on the date of the meeting.

Chan Zhao Cong: What about events?

Tse Yuen Wah: For events, 3 days before

Chan Zhao Cong: It's not a regulation. just send when you think it's time to inform members

Chan Zhao Cong: Clear days are different from days, which excludes the day of event and the day of sending. It requires you to send the emails before 'clear days'. You can send emails a week before, no problem

San Yik Chuen: If emails have attachments, what will you do? You need to make sure the file names are correctly renamed

Chan Zhao Cong: Remember to include full name of society, and to include them in one whole string

San Yik Chuen: Why do you choose general secretary?

Tse Yuen Wah: during Sub-committee I was doing general secretary, so I carry over. In secondary school I was handling jobs of similar nature, so I'm familiar. I am very familiar with typing minutes

Zuo Longlong: I was the academic secretary, but I heard that the general secretary's workload is pretty huge, so I decided to help. I have better English proficiency to contribute: e.g. send emails

Chung Yin Kwan: to Zuo Longlong: what makes you switch?

Zuo Longlong: I think minutes are more tedious and will require more help?

San Yik Chuen: How fast can you type? Can you catch up with the pace of discussion?

Zuo Longlong: Couldn't before, now is catching up.

Chan Wing Kin: What do you have to do beyond general secretary.?

Zuo Longlong: Everything? Things that require entire executive committee members, e.g. big decoration in promotion page Also can help with Lee Mang Hei Gordon with his academic secretary duties.

Chan Zhao Cong: give ideas in events. Liaw Ming Wai was very enthusiastic and gave many ideas to debug activities. It's good to have everyone contribute.

Chan Wing Kin: Better to give out ideas during meetings, esp. not from those who spoke often

Chan Zhao Cong: give more opinions in every function. work is very general. Back to Chan Wing Kin's question

Zuo Longlong: year plan activity PIC. orientation camp setting up. May learn photoshop like Tse Yuen Wah to edit photos

Chan Wing Kin: I like lightroom rather than photoshop for image processing. It's faster for large batches.

Chan Zhao Cong: What about Tse Yuen Wah?

Tse Yuen Wah: Duties include Informal language-based promotional items, e.g. whatsapp; facebook page, helping promotion-secretary edit photos, name card, society-paper etc. I will follow up on progress and nudge the group to work

Chan Wing Kin: Don't take everything onto yourself, you should try to ask group or Sun Yusen or internal vice president to spread the work

Chung Yin Kwan: what do you expect for drafting to publishing text promotional?

Tse Yuen Wah: whatever I can think of

Chung Yin Kwan: Do you proofread yourself?

Tse Yuen Wah: Yes, and I will proofread others'

Chung Yin Kwan: Better to put everything on the group and let others proofread for you. Annual election publication had argument among executive committee members. Not just for proofread, but also for everyone's approval. you never realize your own mistakes

Chan Zhao Cong: Applicable for whatsapp, facebook, forums etc.

Chung Yin Kwan: To answer facebook

Lui Ming Hong: Set time limit when asking for executive committee members' feedback

Zuo Longlong: For external affairs we will also consult the external vice president.

Chan Zhao Cong: You've said you'll be helping with the proposal. Will you help with booking?
Did ming tell you what to do?

Tso Yee Ming: I think I can handle myself so I won't tell them what to do, but if needed I would.

Chan Zhao Cong: email drafted by whom?

Tse Yuen Wah: Me.

Chan Zhao Cong: after that who will pass?

Zuo Longlong: Usually Sun Yusen. actually put up to drive so everyone can read

Chan Zhao Cong: personal experience: not many people read drive information. Best to pass through general secretary's hands before sending , so no need to bother everyone, but gets the job done

Chung Yin Kwan: For informal promotions, remember to distinguish between informative drafts and casual drafts. Don't lose focus on main event with casual digression. So what do you expect in an event promotion text?

Tse Yuen Wah: Date time fee deadline, who to contact executive committee members. Use light phrases to introduce

Chung Yin Kwan: the most important thing is to ask people to participate.

Chan Zhao Cong: are you planning how to register

Zuo Longlong: We'll also make google forms

Chan Zhao Cong: Who will make and manage?

Zuo Longlong: read by Cheung Long Him or Sun Yusen before publishing, along with whatsapp or emails

Chan Zhao Cong: Better to have someone to regularly check for responses. If there's not much responses, we will need to inform executive committee members for extra promotion or PM

Cheung Long Him: If event needs to collect fee, we will use counter for actual count. Google form is just an estimate

Chung Yin Kwan: When will you release those informal drafts?

Tse Yuen Wah: Synchronize with mass emails.

Chung Yin Kwan: does that mean you'll send 3 times?

Tse Yuen Wah: 3 is max. First one more detailed

Chung Yin Kwan: When?

Tse Yuen Wah: first one is sent latest one week prior. The second one is send two days ago. The third day is sent one day before.

Chung Yin Kwan: Is that you're reminding them to apply or attending the event? I think it's too early. It's different between calling for application and reminding for attendance. You'd better remind them 0, 1, and 3 days before.

Chan Zhao Cong: You'd also consider a draft for PM

Chung Yin Kwan: There could be miscommunication between whatsapp or people may ask for templates.

San Yik Chuen: new member joining?

Tse Yuen Wah: English full name, itsc, years and nature of membership

Chan Zhao Cong: Student ID for updating to SU

Chan Zhao Cong: Have you read the internal regulation or constitution? You can read them in case people unknowingly triggered. Ask Tso Yee Ming for membership record.

San Yik Chuen: who will arrange sit counter timetables?

Zuo Longlong: Usually we set up an excel file and let the cabinet mates fill in their own class schedules.

San Yik Chuen: Then who will do the assignment?

Sun Yusen: me for promotion period

Chan Zhao Cong: schedule is not equal to timetable

San Yik Chuen: also consider add-drop periods. Make sure even distribution, even if someone's especially free or busy. It's difficult, but you need to consider very carefully.

Chan Zhao Cong: Work distribution among two secretary? They can take turns for minutes. For promotional text, Zuo Longlong can be responsible for English, Tse Yuen Wah chinese

Chan Zhao Cong: Who type AGM minutes?

Sun Yusen: Currently it's lu Shing Huk

San Yik Chuen : How to prevent late arrival?

Cheung Long Him: I will bite the late guys

Tse Yuen Wah: Phone nudge

Chan Zhao Cong: Will you introduce monetary penalties?

Cheung Long Him: I think not.

Lui Ming Hong: The general secretaries should be better informed about the events because of the nature of their works, so they should be helping the presidents and the persons in charge as well.

San Yik Chuen: any expectation? As general secretary or executive committee members

Zuo Longlong: For GS, I wish to learn better english, improve formality, learn to respect for cabinet work, I'd like to learn that IRE people do other things except studying

Tse Yuen Wah: I wish to learn organizational skills, listen to people as a cabinet member, I would like to learn how to work with people in formal settings and how to avoid conflicts

Lui Ming Hong: Will GS help external vice president with cabinet work?

Cheung Long Him: Few people in our cab can sleep late, external vice president meetings will drag to 4am, Tso Yee Ming can, but he does not have hall offer.

San Yik Chuen: How does it feel to be the only female in the cabinet?

Tse Yuen Wah: nothing special, since all of us are pretty familiar or close with one another

Lui Ming Hong: Zuo longlong: as a “mentor” in orientation camp, you said that you are more inactive and would like to be more active. How does joining the cabinet help in that aspect?

Zuo Longlong: Sun Yusen said I do not look for work myself, not proactive enough

Chan Zhao Cong: Is work tough?

Zuo Longlong: No not really for now; but workload during Promotion period was rather heavy

Tse Yuen Wah: OK, as long as work falls within my limit. But if there’s sudden job assigned outside of my range. Was stressed for a time during promotion period.

Chan Zhao Cong: Fear that the cabinet will collapse if you don’t finish it?

Tse Yuen Wah: Not really, I’ll also consider my capability.

Chan Zhao Cong: president needs to listen. Not only about the distribution on average, but also in short term, no sudden burst of work. It’s natural to assign work to only people proficient at the task. It’s not an only goal to accomplish jobs and serve members, but also to

be happy everyone. So try to assign work to people even if they are not the best suited for the job and let them try. You can juggle work around as long as they are not that specialized.

Chung Yin Kwan: It's ok to have someone new to the task to try, then let people do work back.

Chan Zhao Cong: When you feel stressed, it's ok to throw work to others (president or internal vice president), even with a stronger stance.

Financial Secretary

Lee Cheuk Long: Say what you have to do

Cheng Man Hin: complete financial report, reclaim money

Lee Cheuk Long: will you make some marking on the receipts.

Cheng Man Hin: yes

Lee Cheuk Long: when would u reject reclaim of members

Cheng Man Hin: under unreasonable conditions (e.g. taxi roundtrip for pizzas)

Chan Zhao Cong: How to keep receipts?

Cheng Man Hin : seperately kept in my wallet

Chan Zhao Cong: remeber to have president and your signatures

Lee Cheuk Long: what kind of nature of event allow easier reclaiming

Chan Zhao Cong: it depends

Lee Cheuk Long: how to keep society money

Cheng Man Hin : Put it in locked in society locker. However, put it in bank is safer. But I will keep some cash for change.

Why did you choose your position of financial secretary.

Cheng Man Hin: not keen on ex affairs and general affairs. I used to keep financial records and I am not good at general secretary due to poor language

Cheung Long Him: the only person who studied BAFS

Lee Cheuk Long: what qualities that make u suitable for being financial secretary?

Cheng Man Hin: pay attention to money, even though few cents only, be aware of details and make no mistakes

Lee Cheuk Long: how long after even is buffered for claiming?

Cheng Man Hin: subsidy within 1 month

Lee Cheuk Long: orientation camp is the period the reclaiming money is the easiest. how to keep financial record specifically?

Cheng Man Hin: using multiple excel worksheet e.g. 1 for reason and 1 for data

Lee Cheuk Long: what would u do with money box if you're not the 1st one at the counter?

Cheng Man Hin : gave to 1st duty executive committee members

Lee Cheuk Long: will you get back from the last session

Cheng Man Hin: i will check and pass to the 1st session of the following day

Lee Cheuk Long: what if miscalculation

Cheng Man Hin: double check. if less, pay by person in charge or evenly by executive committee members

Chung Yin Kwan: what if more

Cheng Man Hin: not possible to make that belongs to me. maybe as donation.

Chan Zhao Cong: you should review all receipts and check for hand-writing to find out who does it belong to.

Chung Yin Kwan: what if people dun want cents

Cheng Man Hin: state clearly in the financial report and receipt

Lee Cheuk Long: state how much you get is okay. how to deal with discounts like from parkn shop

Cheng Man Hin: Specify the discounts.

Chan Zhao Cong: he means individual items. sometimes "dau ling" may appear

Lee Cheuk Long: You should calculate discount for each item, if rounding errors occur, modify unit prices a bit to make the sum correct

Chung Yin Kwan: someone may ask why one claim \$28 but not \$28.5. you may store those cents. cumulatively. Accuracy is important, no matter you take it as donation and split among executive committee members if that person doesn't care.

Chan Wing Kin: When will you update the financial report after a function ended?

Cheng Man Hin: within 1 week

Chan Wing Kin: reason for so much reminder in our session. If financial secretary didn't update in time , others cannot make adjustment. if you can update it from time to time, the calculation can be more clearer

Chung Yin Kwan: advice PIC on how he or she should do

Chan Wing Kin: how to keep a copy?

Cheng Man Hin: i will take photo of it

Chan Wing Kin: that's a good solution

Who determines the unit price for items?

Cheng Man Hin: usually people without hall purchase items

Chung Yin Kwan: But if people buy expensive stuff, it would be unfair for the cabinet.

Cheng Man Hin: usually buying from home is cheap

Chung Yin Kwan: financial secretary is responsible for lower boundary

Chan Zhao Cong: Poon Lok Nga said it is very important when you figure out the expenditure is unreasonable, it is quite troublesome. You'll get into sticky situations if someone bought things unnecessary or exorbitant, but you authorized them to make purchases.

Chan Wing Kin: you have to communicate with PIC and president, specify how much they should spend

how about society account

Cheng Man Hin: me and Tso Yee Ming

Chan Wing Kin: who will be primary?

Cheng Man Hin: me

Chan Wing Kin: set up online form as soon as possible to receive online updates

Lee Cheuk Long: Which bank account will you choose?

Cheng Man Hin: Hang Seng

Chan Wing Kin: when you purchase items like stationary, not specific to an event, which category will it in?

Cheng Man Hin: if cannot differentiate, like stationary, state "others". If colored paper we will specify function, will list under event

Chan Wing Kin: you may buy them from stationery shop in SHAM SHUI PO, which is much cheaper than in Hang Hau

Lee Cheuk Long: put in "others" can't claim, items like membership should be this category

Chan Zhao Cong: For items that span across multiple events, you may consider putting it in the function which is easier to claim subsidy.

Lee Cheuk Long: Have you done financial before? any prior experience?

Cheng Man Hin: Yes, when I was in any organizing committee. Including class.

Lee Cheuk Long: any expectation

Cheng Man Hin: be more careful

Internal vice president

Chan Zhao Cong: Did you read SAO or FMO regulations?

Tso Yee Ming: Yes

Chan Zhao Cong: briefly talk about your duties

Tso Yee Ming: Some technical stuff like, if president absent, I will be meeting chair. I need to support chair. If president is not here, I will organize EGM. And I need to book venue, type activity proposal deal with relationships among executive committee members

Chan Zhao Cong: you are responsible for the entire process?

Tso Yee Ming: yes

Chan Zhao Cong : including choosing venue?

Tso Yee Ming: venue is part of details, we will discuss in meeting.

Chan Zhao Cong: How to book a room?

Tso Yee Ming: take a form from web or ASC, fill in relevant information (society, user ID). There's time limit, which must be booked before this Common room 5and6 is 1 month before. 3 is 2 months

Chan Zhao Cong: 5and6 that one not deadline, should be the earliest

Chan Zhao Cong: special procedure to confirm venue, need to check society email. sometimes fast reply, sometimes after a month. Usually reserve the venue for you one or two days after submission. So better submit form as soon as possible to know reserved, approved or not. You can approach LG3 to ask for the confirmation of venue

Chan Zhao Cong: What's necessary to submit in a proposal?

Tso Yee Ming: game details, specify light refreshments if food is served

Chan Zhao Cong: you have to sign and society chop. What about equipment form?

Tso Yee Ming: There's equipment form at ASC

Chan Zhao Cong: did you read or fill that form

Tso Yee Ming: yes, PVC chairs or tables

Chan Zhao Cong: What's the time for submission? What I want to say is that even it requires a room approval number so you can hand in booking and equipment form together. What equipment are commonly needed?

Tso Yee Ming: tables and chairs, av equipment, etc

Tso Yee Ming: You can check the form to see.

Chan Zhao Cong: You don't need tables and chairs as they are already in the room. Do you know what room have these things?

Tso Yee Ming: common 5and6, meeting room

Chan Zhao Cong: that means all venue

Tso Yee Ming: yes

Where will you expect to borrow chairs and table?

Tso Yee Ming: if venue is opposite common area, it is in concourse

Chan Zhao Cong: under what circumstances do you need atrium or concourse?

Tso Yee Ming: Counter set-up

Chan Zhao Cong: where is freshmen

Tso Yee Ming: 13-15lift 5 or F

Chan Zhao Cong: Book banner or counter procedure? ask for form, the old one for banner he will ask you to use correction pen to specify the place. You need to book 8 weeks prior. After form submission will draw lots for banner positions.

Chan Zhao Cong: You need to bring society chop when filling up form.

Chan Zhao Cong: It will announce every Monday. You'll then need to confirm the place the following day (Tuesday) at the designated time slot. sometime you didn't hand in the form you can "zup wai" as well. Booking banner is useful to showcase our society's existence.

Chan Zhao Cong: you know how to reach common room 3?

Tso Yee Ming: yes

Chan Zhao Cong: how about common room 3?

Tso Yee Ming: lift 6

Lui Ming Hong: you can accompany the event to hoist banner not necessarily to make a banner specifically for the event. you can hoist it when an event is going to be held

Tso Yee Ming: In other words, if promotion is needed, obtain banner.

Chan Zhao Cong: More like that. You can communicate with other societies for banner locations

Chan Zhao Cong: Back to equipment. Projector and screens are also freq. used. There are two types of screen. One big, one small. Depending on what they approve. There's an AV cabinet (siu lo bo) that requires some knowledge to use. I'll demonstrate not in words. Our society also have a special piece of wire that is required. you can ask sao staff politely for enquires

Chan Zhao Cong: What do you need to prepare before hosting an event.

Tso Yee Ming: meeting to confirm all details, allocating duty corresponding to posts. Regularly check progress and urge if someone left behind, sometime allocate manpower to give help if necessary. If lag behind, assign proper personnel to assist or urge progress. Booking arrangements, decoration, after-party clean-up

Chan Zhao Cong: There are 2 types of schedule. 1st, big schedule (in days) before the event another based on hour and minute. Regardless, you should discuss with president and PIC for details.

Chan Zhao Cong: procedural motion to leave the agenda item on table until the next session of agm

Chan Wing Kin: The time now is 10:30, the chair has received the procedural motion, any seconder?

Chung Yin Kwan seconded.

Chan Wing Kin: For 13 against 0 Passed. The procedural motion is put to vote.

Date: 19-04-2016

Venue: Common Room 4 LG5

Time: 19:20

Chairperson: Chan Wing Kin

Minute takers: San Yik Chuen, Lui Ming Hong, Chung Yin Kwan, Zuo Longlong, Tse Yuen Wah, Lu Shing Huk

The Business of the Annual General Meeting 2016 of IRESS, HKUSTSU shall be:

1. To commence the meeting;
2. To receive and adopt the agenda of IRESS, HKUSTSU Annual General Meeting 2016;
3. To receive and adopt the minutes of IRESS, HKUSTSU Annual General Meeting 2015;
4. To receive and adopt the minutes of the 1st, 2nd and 3rd Extraordinary General Meeting of IRESS, HKUSTSU, Session 2015-2016;
5. To receive and adopt the Annual Report of IRESS, HKUSTSU, Session 2015 – 2016;
6. To receive and adopt the Annual Financial Report of IRESS, HKUSTSU, Session 2015 –2016;
7. To vote and announce the Honorary Members;
8. To introduce and inaugurate the Executive Committee Members of IRESS, HKUSTSU, Session 2016 – 2017;
9. To introduce and adopt the Year Plan of IRESS, HKUSTSU, Session 2016 –2017.
10. To introduce and adopt the Financial Budget of IRESS, HKUSTSU, Session 2016 – 2017;
11. To adjourn the meeting.

1.To commence

Time:19:20

Full member present: 10

Quorum is met

2.To resume discussion combined agenda item 5and6

Time:19:28

Chan Zhao Cong procedure motion to resume discussion combined agenda item 5and6

Sun Yusen seconded

For 14 against 0

EVP-Poon Lok Nga

Chan Cheuk Yin: What have you done this year?

Poon Lok Nga: I have two PIC functions, joint-society inauguration and singing contest. Singing contest was cancelled due to some reasons. For Inauguration, we began preparation after polling. We have meetings with other science society, then I report to IRESS. As Ssci councilor representative I attended the first council meeting at the 6th meeting and discussed registration day arrangements. There are two reasons for not having singing contest, first, Physics and Maths Society does not have many participants. Second, we discussed for too long that the atrium was fully booked till Decoration

Chan Cheuk Yin: talk about council affair in detail

Poon Lok Nga: Responsibility of council member includes attending meetings, budgets applying AIC, passed interview and becoming one of representatives of SCI school (Economy internal vice president and me). For ASC, due to election of affiliation and change of structure of SU, Ica becomes 2 part

Chan Cheuk Yin: What role did you take in your related posts?

Poon Lok Nga: For sci, we are not in bad relationship. I check on their progress and English problems. Afterwards, relationships get worse. I am tried to do something about it. I didn't quite work. Suggestion to next session, it is unnecessary to build bad relationships with other sci. For council, I am not passionate to discuss and I did not actively voice out

Chan Cheuk Yin: what kind of friend did you made? Give examples, after you became EVP.

Poon Lok Nga: For New acquaintances, including Ssu, engine(esu ,ee)

Chan Cheuk Yin: what have you gained from being council? Any special experience to share with the next session?

Poon Lok Nga: More opportunity to explore the external committee, what is negotiable, what must a society uphold. I already met at OAC, but can get to know one another even better after being council. E.g. financial subsidy, you can check which society gets more subsidy from which you can infer what happens inside the committee. You can investigate which society can get more funds, Know more about the relationships between different society in other fields. Besides, you can have good relationships between external vice president, leading to good relationships between society

Chan Cheuk Yin: Do you think the next session should do the same thing?

Poon Lok Nga: Look at the consequence of being a councilor. Not a big problem, but shouldn't become councilor at the expense of dividing science societies. Solely help one side only may

not be the best. Great for getting benefits locally, but not outside the council. Whether to be councilor or not depends on whether you want to spend time on it or not, it is not a must. If you want to save more time for study, it is ok not to be councilor. See if you have interest in knowing more people and understanding the relationships Contribution of councilor is not that significant. Getting good relation with SU may have benefit, but it depends on whether you want to do or not. In short, not a must to be a councilor

Chan Cheuk Yin: What about other things you've done apart from inauguration and counselor.

Poon Lok Nga: I have attended all OAC meeting. Since no executive committee members this year, held by OAC. As for representatives, chemistry and biology for ssci, civil and cs, EE and mech for English, Mark and economy for Busi, hall 3,4 for House and external vice president of SU, drama of ICA, archery and danso for sports. I have discussed orientation camp date, hall, venue, equipments, Registration day counter occupation for 2 days. I didn't participate much, but did give opinions for where and when we want to hold the event. For hall arrangement, Hall 6 was shared with chemistry, many executive committee members lived in hall 6. and for equipment & venue, I got most of what we needed without conflicts. For counter venue, Day1 is sport hall. Day 2 is atrium. For orientation week, we expect more people approach in first 2 weeks. Not close to escalator, but easy to find we discussed with chemistry or biology to compete for better position

Chan Cheuk Yin: Why BSU and SSU hold Orientation camp together same hall this year?

Poon Lok Nga: OAC wasn't successful. English or bsu society reached a consensus and Hall 3and4 and danso supported them. 11 votes are needed to pass the motion Archery helped sci sic. Danso helped bse. Sci has 200 people less than English or bsu, so there are not enough bed spaces

Other schools have lower priority to choose hall Bsu must have a separate timeslot with bsu

Chan Cheuk Yin: Is there any major effect?

Poon Lok Nga: It is more difficult to choose venue and equipment. But there is not that much to our society.

Lau Sze Cheung: Any effect of SSU recruiting freshmen on our society?

Chan Zhao Cong: ssu push a freshman to us

Lau Sze Cheung: other science society?

Poon Lok Nga: Didn't hear from other science society, other than SSU grabbed some of their people. For Mathematics: free orientation day attracted a lot of people. For physics: it was quite embarrassing. I think most people are taken by other societies away from ssu, since most of the SSU executive committee members declare as executive committee members after orientation camp

Chan Cheuk Yin: What else to talk about other than orientation day?

Poon Lok Nga: Singing contest could not be held.

Chan Cheuk Yin: Any reasons in details?

Poon Lok Nga: After orientation. physics has quite a bad relationship with biology & chemistry. They get only few freshmen, so there was a lack of funds. For Mathematics, orientation day was free, so they were lacking in funds. We were concerned that only 4 society organized, and not much participants, which resulted in awkwardness. There was heavy duty but bad outcome. Although physics and mathematics want to hold afterwards, cannot book atrium, so the contest cannot take place. Some chemistry society executive committee members disappeared as well.

Chan Cheuk Yin: Do you know any member of ours feel bad because of this incident?

19:55 Swap chair to Chan Zhao Cong

Poon Lok Nga: I didn't hear of that

Chan Cheuk Yin: But there was a very special member

Chan Zhao Cong: We have asked some potential participants, they were fine with that.

Chan Cheuk Yin: Please describe how you divide your time on these 5 events?

Lau Sze Cheung: what is time allocation?

Chan Cheuk Yin: You seem to have a lot of time

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Poon Lok Nga: I didn't expect sing con would be canceled in fall term. For March-april, I was focused on inauguration. SU AGM was late. During late-may to early -june: discussion. During July-aug, oac meeting, orientation camp preparation (less than other executive committee members), registration day preparation, pre-trip, pre-beach day, demonstrate game. I had a

lot of meetings, and helped Liaw Ming Wai a lot at orientation day. I helped in Pre-beach day, and Demonstrate game, with meetings During September, had Internal meeting, prep function and game, cameraman. I don't have much to do on weekends, which can be of great help. For council, during mid-fall late election. During Decoration-February, there was election of affiliation (helper of their counter), so I was not on duty for my society. I did not help (expect) at IRESS polling counter, as I was helping SU
I didn't realize that counselor numbers were severely lacking

Chan Cheuk Yin: Have you been more, or less free after sing con?

Poon Lok Nga: Relatively more time spent on doing internal work. More free time in fall semester than spring semester, but may not be related to the cancellation of sing con

Chan Cheuk Yin: overall, which did you put in more efforts, internal or council?

Poon Lok Nga: May not spent much time on council. I admit that I have not done enough in terms of internal matters of our cabinet. But external is not limited to just council, and OAC or ASC still related to IRESS. Still some contribution (albeit indirect) to the society. For Internal, orientation, duty in sept is relatively less than other executive committee members
When Liaw Ming Wai wished to quit, I realized that I could do better

20:03: Swap chair to Chan Wing Kin.

Chan Cheuk Yin: describe every executive committee member, including those who quitted.

Poon Lok Nga: For San Yik Chuen and Chung Yin Kwan, they were Nominal Academic secretary, but quite different. San Yik Chuen, he contacted with professor, draft email. Chung Yin Kwan was responsible Chinese promotion. Both kept sources.

Chan Cheuk Yin: any simile, colour? Just describe freely.

Poon Lok Nga: Strictly follow the request, Forgot something I've said. Not much opinion raised by them. San Yik Chuen was not as silent as i thought. Chung Yin Kwan was suitable as MC. For Leung Cheuk Wai, I know him the least since there were not much opportunity to cooperate with him. He Order, mark things, he is reliable, but quiet

For Chan Shing Cheong: Understand his pressure, but he should learn how to handle. Sometimes may fail to contact him but i can put up with that, but I am not familiar with him.

For Liaw Ming Wai:

I am quite familiar with her, so I was sad about her resignation, She had significant contribution, as she was able to force other people to do stuff. She had high potential within the cabinet. She has Bad temper and may condemn others before people's explanation. I tried to persuade her not to quit , since I believe it was not as bad as she thought. Even after she had quitted, she still used various media to express her opinions

For Lee Cheuk Long:

I was not familiar during his marketing secretary period, he seems follow order. I was impressed that he was willing to stand out to replace financial. Understand Lee Cheuk Long more as he had his own duty, but he was not good with people

For Lui Ming Hong: Good with promotion materials and designs, but need to be examined by normal people, including me. Well above average comparing with other society. During orientation camp, he designed the theme game, which was impressive (but not that good for freshmen to take english exam again after DSE) However he has artist's temper

For Chan Zhao Cong: have had more communication since the early stage. Sometimes our roles overlap. We may return home together sometimes, since we both live in shatin. He is good with errands and can handle interpersonal relationship in between different executive committee members (although i didnt expect a BIG MAN can handle this at first) Have argument with Liaw Ming Wai, in my opinion not anyone free of responsibility. He doesn't like how Liaw Ming Wai handles problems (e.g. condemning others). He is quite ok with internal affairs. He really should not to cover other poster.

For Chan Wing Kin:

He is talented in graphics design (e.g. posters), and can edit videos. Randomized (creative) thought, but having good idea. Highly creative, supported by Chan Zhao Cong's step by step approach. Chan Zhao Cong can implement it well, so overall ok.

Chan Cheuk Yin: Any last words.

Poon Lok Nga: more stressful. I suggested E secretary, but turns out no one is suitable. Pressure from being alone in external meetings (battlefield?)

Gain: I learned how people work in society. I learned not to be masked over by negative emotion. Don't lose your composure, try to get what you want or need through rational reasonings. Try to make friend with other people(not external vice president, E secretary) Don't be friends with other external vice president or e secretary, better befriend other societies members since it is easier to get along. Be happy, don't give so much pressure to yourself. There is no big deal if you fail. However, I scold my peer quite often. Don't spend so

much time in external affairs, leave some for internal problems (though I often fall asleep). Participate in internal affairs more. I rest my case

Chan Cheuk Yin: Thank you.

IVP-Chan Zhao Cong

Lau Sze Cheung: describe your conflict with Liaw Ming Wai

Chan Zhao Cong: long history, starting from AGM last year. No big problem at promotion period. In last year AGM, I expect will to check email. I promised to check. Liaw Ming Wai saw an email unchecked when she was writing email. About SAO form submission. She was angry over this

The curious case of Chan Shing Cheong. She dealt with finance stuff during promotion period since Chan Shing Cheong took course. She always like to interfere with finance. Chan Zhao Cong reminded her not to worry so much about it, and also worried that Chan Shing Cheong would be unhappy. Cumulative effects of minor stuffs, resulting in Big stuff, partly caused by difference in personality

Lau Sze Cheung: why she quitted?

Chan Zhao Cong: I don't think she has to quit. First, She really didn't like me, she doesn't want to see me during meeting. Second, there's not a person that she really likes in this cabinet

Lau Sze Cheung: Anything you've done to ease the tension?

Chan Zhao Cong: Let Poon Lok Nga be the middleman for communication.

Lau Sze Cheung: When did you do this?

Chan Zhao Cong: apologized for things i did wrongly. My stance is that it's okay that you think I'm wrong, but I won't apologize for what I think I have done right. I won't care much if you hate me, but I wouldn't apologize for something I did right. She treated me as enemy. Tried to treat her as normal if i'm not especially emotional.

Lau Sze Cheung: how to deal with it if similar problem happens?

Chan Zhao Cong: Similar. There are surely something I have done wrongly. I should have talked to her about it before she blocked me. Face to face or whatsapp to talk.

William Lam: apart from you, what do you think other executive committee member can do?

Chan Zhao Cong: Poon Lok Nga helped a lot.

William Lam: What has he done?

Chan Zhao Cong: I'm not sure. He talked with me, and talked with her. His girlfriend Leung Ka Yuet may help too

William Lam: When both of you are fighting, it's not a good idea to meet face-to-face.

Chan Zhao Cong: Chung Yin Kwan also helped.

William Lam: you can seek help from executive committee members other than Poon Lok Nga

Chan Zhao Cong: Because she didn't like others either, there are only so many people i can rely on.

Lau Sze Cheung: Why did she dislike other executive committee members?

Chan Zhao Cong: you should ask Chan Wing Kin

Chan Wing Kin: It began during Promotion period, when we were distributing prizes

William Lam: Can you try to summarize the reasons?

Lui Ming Hong: Difference in perspectives. She is stubborn.

William Lam: conflicts are inevitable. Ubiquitous in every society. After conflicts must solve. Cannot reform every time. What do you think you should do. Quitting is not a good and the only solution.

Chan Zhao Cong: I think there are a lot of options when we were just having different opinions. I have different opinions with her for almost all events.

William Lam: you may think her opinion may not be appropriate and give some comments. That was good but her face turn black. Could there have been another approach?

Chan Zhao Cong: Try to allude to the issues without being too blunt. Minor events accumulate to a large problem. Cannot rely on Leung Cheuk Wai, embarrassed relationship and not very talkative

Poon Lok Nga: Bystander attitude to deal with it

William Lam: This kind of problem is inevitable when many people gather.

Lau Sze Cheung: What did you do as a middleman between Chan Zhao Cong and Liaw Ming Wai?

Poon Lok Nga: The story I heard: during 1st egm, Liaw Ming Wai told me she blocked Chan Zhao Cong. What i did was I tried to find Liaw Ming Wai to talk about this issue. To hear her side of the story. Tried to explain maybe what Chan Zhao Cong was trying to say. Tried to come up with a way so that both can accept. Then she quitted.

William Lam: try to be tolerant. This is what I want to tell next cabinet. Sometimes both sides can make compromise. There must be at least one party that should be the “good guy”, after the conflict proceeds for a certain period of time.

Poon Lok Nga: I think every argument should not affect relationship but she doesn't think so. This may be the fundamental problem.

William Lam: Any question from next executive committee members?

Lau Sze Cheung: how do you control your emotion after the conflicts?

Chan Zhao Cong: I put it aside after a few days. Time washes everything away. Bad temper at that moment

William Lam: what if she cries?

Chan Zhao Cong: she is not that kind of person

Lau Sze Cheung: Suppose she has tears in her eyes when you guys are arguing, what will you do?

Chan Zhao Cong: i am not going to compromise. I would leave the room.

Lau Sze Cheung: Neither of you agree with each other's way of doing things, what do other executive committee members think?

Chan Zhao Cong: let other executive committee members to make decision. She may talk to me in person.

William Lam: Did she speak to you in person?

Chan Zhao Cong: Yes.

Lau Sze Cheung: in your opinion, your thought is correct but other executive committee members may do not think so.

Chan Zhao Cong: As such, I would ask for their opinions.

Poon Lok Nga: compromise unwillingly may not help. Private issues should not affect IRESS duty.

Lau Sze Cheung: We haven't experienced conflicts between 2 groups, only 1 person with the rest. That person could be verbally persuaded, but this is fine as they will have time to think it over.

William Lam: Why didn't you ask her to ask for others' opinion? From my perspective, it's like saying, "I don't want to speak with you, you go ahead."

Lau Sze Cheung: I think both you and Liaw Ming Wai should find a third person together. executive committee members meeting?

Chan Zhao Cong: Poon Lok Nga is active.

William Lam: did Chan Wing Kin know that issues? You can ask for opinions from people with neutral stance.

Lau Sze Cheung: you can take attendance

William Lam: As an ivp, you can seek for others' opinion

Lau Sze Cheung: she argued with Chan Wing Kin or you first?

Chan Zhao Cong: with president

Lau Sze Cheung: and what did you do in response

Chung Yin Kwan: gift distribution

Chan Wing Kin: Liaw Ming Wai helped us divide the gifts to 3 proportions. I went to tend counter and send the picture to group. I gave the wrong package to one person and Liaw Ming Wai turned furious.

William Lam: as a president, other executive committee members will expect you to be familiar with important affairs.

She did discover that you have done something wrong, and probably expected your apology.

Chan Wing Kin: I did apologize and came up with a solution.

Lau Sze Cheung: Would you have apologized?

Chan Wing Kin: I did.

Lau Sze Cheung: What do you mean?

Chan Wing Kin: Because it's rather difficult
Got lazy

Chan Zhao Cong: I actually kept an archive of the conversation. (proceeds to quote from conversation) I wish to deliver the message of don't over-exaggerate thing.

Lau Sze Cheung: What methods?

Chan Zhao Cong: through whatsapp?

Chan Zhao Cong: At counter I thought it was business as usual, but then I realized that Liaw Ming Wai was missing.

Chung Yin Kwan: she claimed she forgave you

William Lam: what's your opinion(to Chung Yin Kwan)?

Chung Yin Kwan: At that time I was not particularly familiar with Liaw Ming Wai, but now, in retrospect, I think she verbally accepts the apology but deep down she is still mad. She will intensify matters on the following meeting.

Tso Yee Ming: But if everything was down to petty little incidents and misunderstandings, do you think Liaw Ming Wai's quitting was inevitable? Chan Zhao Cong: Well not really, and when

she said she would like to quit I told her to stay. Yet, I hold doubts whether she quitting was a bad thing for everyone.

William Lam: Well at least Liaw Ming Wai was very dutiful person, and I saw this in her proactive performance in the AGM last year. It is a pity that she quit.

Chan Zhao Cong: We started working on group allocations early on.

Lau Sze Cheung: Have you notified Chan Wing Kin of your discord with Liaw Ming Wai?

Chan Wing Kin: It was only explicit in June.

William Lam: It is only natural for communications to get all tangled up when there's so many people, but then again you two are presidents.

Chan Zhao Cong: splitting into 4 groups to do stuff during orientation camp is too troublesome, asking Liaw Ming Wai to design ice-breaking games and stuff.

William Lam: I feel that she is willing to carry out cabinet work. She is extremely devoted and cares a lot about details. I think it's a pity she quit at the end due to minor arguments because she did put a lot of efforts to cabinet work. Maybe initially Liaw Ming Wai quitting would be a good idea, but later you'll realize that Liaw Ming Wai was a huge loss. For contrast, Chan Shing Cheong quitted but he didn't do much, so I did not feel any pity in his case.

Chan Zhao Cong: We wished to give her credit, but she still insisted on quitting, as she eventually hated everyone.

William Lam: I think you should deal with when the problem intensifies to maximum. When you see the problem, esp for the 3P, try to be active in terms of alleviating the problem.

Lau Sze Cheung: As an IVP, if you can't handle personal affairs within the cabinet, you should inform other executive committee members as soon as possible

Chan Zhao Cong: Will asked me how to deal with conflict and I replied that we had a very good evp

Lau Sze Cheung: I do understand that the president did not have a great relationship with Liaw Ming Wai. But still when splitting groups, try to put the people who have good relationships together.

Chan Zhao Cong: Well technically relationships with Liaw Ming Wai exist in a vacillatory curve, and there wasn't many problems with working with her during the preparation for orientation camp.

William Lam: As the only female in cab, she is quite poor

Lau Sze Cheung: did you ask for opinion from other female friends?

Chan Zhao Cong: Only after Liaw Ming Wai said she'll quit

Lau Sze Cheung: Since your cabinet has only one female, maybe you can try asking another female to talk to her about it.

Chan Zhao Cong: Liaw Ming Wai could fill in that position.

Lau Sze Cheung: End of "Liaw Ming Wai issue". What do you think are the short sides of each executive committee members, and how do you propose to solve the problems?

Lau Sze Cheung: what about Chan Shing Cheong?

Chan Zhao Cong: Chan Shing Cheong is a nice guy actually. He simply lacks the ability, e.g. mastering Excel. Not laziness. You can't blame someone for being dim-witted.

Lau Sze Cheung: how to determine?

Chan Zhao Cong: calculation individual items and fill in excel is much more time consuming than using excel only. From time to time he did ask me if there were any errand, but I'm not comfortable giving him work to do.

Lau Sze Cheung: Did you demand him to use the Excel functions?

Chan Zhao Cong: He did make many mistakes in addition or subtraction in his financial reports.

Lau Sze Cheung: Don't wait 'til members discover problems and then solve it

Chan Zhao Cong: Maybe I can't say he's hardworking, but he's at least 'normal'
But I don't think he's suitable as financial secretary.

Poon Lok Nga: i understand the pressure he encountered as an executive committee member but i think it is his responsibility to deal with it.

Lau Sze Cheung: Do you think it's appropriate for you to work out the budgets in his stead?

Chan Zhao Cong: In terms of deadline, yes. But the best would be to teach him how to do it.

Lau Sze Cheung: Did you communicate with him?

Chan Zhao Cong: In messenger, I pointed out the important points. Mostly, when deadline is near, we wouldn't trust him with the work.

Lau Sze Cheung: Which one did you do it for him?

Chan Zhao Cong: Grad party (1st version with surplus).

Lau Sze Cheung: how to overcome?

Chan Zhao Cong: I should start doing things earlier. I would remind him frequently and teach him how to do his work.

Lau Sze Cheung: After you taught him, you can monitor him to complete a report. She is a university student and should be able to manage.

Chan Zhao Cong: right.

William Lam: did you tried actively help or taught him?

Chan Zhao Cong: I pointed out what he did wrong in the reports, and told him how should he correct them.

Chan Wing Kin: For example, he only changed the part where we have pointed out, but left everything else unchanged

Lau Sze Cheung: So it's more of a problem with attitude rather than ability.

Chan Zhao Cong: I still don't think so. For instance, he is grateful of Liaw Ming Wai for pointing out his mistakes.

Lau Sze Cheung: I think as a cabinet, the collective goal is to give out the reports or hold events. But everyone must have their little goal, so you should try to be able to give him more opportunities to work.

Chan Zhao Cong: I did give him some chances.

Chan Zhao Cong:

For San Yik Chuen, he was not proactive enough, e.g. not looking for stuff to do and reluctant to give opinions. He was not very active in AGM last year. The solution was to give him work to do. For Chung Yin Kwan: normal person, No major problem here. Average participation in meetings

William Lam: Nice guy, but not much opinion

Chan Zhao Cong:

For Leung Cheuk Wai: not talkative. Similar to San Yik Chuen, the way they work is quite similar. Reticent during meeting. He seek job actively and is punctual and efficient when working. But he is quiet. Solution is to ask for his comments if the affair is related, E.g. how many did he purchase

For Poon Lok Nga: he is a peculiar person. As the external vice president, I wouldn't expect him too much contribution in internal affairs considering his workload, but he has active participation and highly opinionated during meeting. But he is a post-deadline non-fighter, and uses a lot of foul language

Chan Zhao Cong:

For Chan Wing Kin: usually cannot see him, have to make appointment. He is not careful when reading paperwork. Originally liked doing by himself rather than delegating work to others. He has poor language organization (others cannot understand), and is not keen on organizing what he is going to talk about

For Lui Ming Hong:

He has non-conventional or non-mainstream art style, but he is consistent with his work. He is very willing to work and efficient. He has Liaw Ming Wai-like working style, and has active participation. Expect a productive to be able to give out more opinion. But too sophisticated wordings for orientation camp theme game

For Lee Cheuk Long:

He was surprised that he will be financial secretary. No idea why his performance was radically improved after being a financial secretary

Lee Cheuk Long: i have no choice. I much have significant contribution

Lau Sze Cheung: Can I take that not much duty was allocated to Lee Cheuk Long when he was a marketing secretary

For Chan Zhao Cong: (self)

I was lazy after orientation camp, could have been more hardworking in meeting deadline. I am ill-tempered., and need better communication skills

William Lam: any improvement?

Chan Zhao Cong: yes, but not up to standard.

William Lam:

I don't think it's the problem with your attitude. It's more due to your 'mood' I'd say. If your idea is rejected, would you feel upset?

Lau Sze Cheung: Is it not possible to work on your own?

Lau Sze Cheung: What have you learnt after being an executive committee member?

Chan Zhao Cong: Learn a new viewpoint.

Something may seem not very special but may require heavy workload. I try not to be so demanding towards every task. I became more understanding. Got a GF, and Hehe with Chan Wing Kin. I also got new friends and discovered I don't work well under pressure.

Lau Sze Cheung: What is your major role in executive committee members?

Chan Zhao Cong: everything. Do what Chan Wing Kin doesn't want to do.

Lau Sze Cheung: Anything else that must be done by internal vice president?

Chan Zhao Cong: Book venue or check email. But these duties can be managed by general secretary for next session. Working plan is the duty of Chan Wing Kin. No cabinet gathering as I was afraid that people would just use their mobile phones, but next session could consider when suitable.

William Lam: There is problematic thought towards cabinet gathering. It's bad to have a clique in a cabinet. I think you were just eschewing the problem by what you said. Clique should not exist. When doing decision making, you should act as one group; When there are difference in opinions, who will make the decision?

Chan Zhao Cong: Seldom does one person make the final decision.

William Lam: Even if you believe there are conflicts within cabinet, you can still be friends. Not likely to get close in formal affairs as most of you are stressed and tired. You should offer

some opportunities for executive committee members to get close in informal situation, for example you can buy a cake for the birthday boy.

Lau Sze Cheung: apart from assorted works, maintaining interpersonal relationship within cabinet is another important duty of ivp. Who is responsible for delegation of work?

Chan Zhao Cong: Sometimes me, mostly Chan Wing Kin. Better to evenly allocate workload. If you were to delegate work to other executive committee members, how would you do so?

Chan Zhao Cong: I mostly do them myself. But I think everyone deserves the same workload.

William Lam: hard to allocate 10 duties evenly due to different workload.

Lau Sze Cheung: Do you know every executive committee members' birthday?

Chan Zhao Cong: No. But can look through facebook.

Lau Sze Cheung: did you miss anyone of them? Did you give any present?

Chan Zhao Cong: No.

Lau Sze Cheung: We had presents. Since everyone wants different things, so your job would be understand what everyone wants, like under \$100. What will you give to executive committee members?

Chan Zhao Cong: something not useful usually, but it's tough to know

Lau Sze Cheung: Some people want something not useful for commemorative purposes, but others are completely different.

William Lam: What is Lau Sze Cheung's intention to ask such question?

Lau Sze Cheung: Pens and notebook? It is important to create a bonding within the cabinet.

William Lam: Picking which gifts to give to that special person should be a happy thing to do, definitely not troublesome.

Lau Sze Cheung: You can think it's not very useful as a person, but not as an internal vice president. What cabinet gathering did you hold?

Chan Zhao Cong: BBQ, but it was very late.

William Lam: You should think from an IVP's perspective, not from the others

Lau Sze Cheung: any message to Tso Yee Ming and the whole next session.

Chan Zhao Cong:

To Tso Yee Ming: don't leave everything until deadline, it will make division of work very poor. Plus the workload for orientation camp is very huge, and it'll be frustrating to leave everything until deadline. To general: don't wait till the deadline. Cabinet gathering is up to you. Try to care more about the needs of your executive committee members. When encountering dissenting opinions, not a must to compromise, ask for other opinions. Seek help from others when necessary. Again, the most important thing is: never be late, especially if you're overloading or taking UROP.

To all:

Don't be stressed out, if not happy. Care about others. Don't be deadline fighter. Find a tree hole

William Lam: You often make assumption on executive committee members' thought. The point is that your executive committee members have given you gift, not what they give you.

Poon Lok Nga: not many people care about birthday celebration.

William Lam: My point is that Chan Zhao Cong always assume others' thoughts in his own perspective.

Chan Zhao Cong: There is a first step in everything, but the pt is how to take the first step.

William Lam: You should put yourself in others' shoes. (to all) i asked Lee Cheuk Long what he expect to gain from cabinet.

22:15 Chan Wing Kin swaps chair to Chan Zhao Cong

William Lam: Do you think the operation of IRESS is appropriate for IRE students? Many similarity between year plan of the previous session and the next session. I have read your annual report and previous cabinet's annual report. A lot of comments are very similar, which I don't think is a problem. Do you think these activities are suitable for IRE? I.e. are they the activities members want to join? I saw other department and society held some academic related functions. Other societies have activities related to their academic or development

(e.g.chemistry society have career path) It can be something as simple as inviting professors or researcher to dinner or a sharing session.

22:18 swaps chair to Chan Wing Kin

William Lam: Not only members can benefit from this experience, executive committee members can also learn a lot (as they are relatively young and new to research). School is very supportive of students holding academic related activity, as such the fund can easily be claimed. Would you try to draft a plan to hold an academic function?

Lau Sze Cheung: Have you guys been to “connect with faculty”? Just drink coffee in Starbuck with professors in a group of around 10. While we may not be able to book starbucks like the uni does, we can book a room to have a coffee meeting. Not overlapping with Connecting with Faculty

William Lam: you may want to know more about lab experience in other field

Lau Sze Cheung: If you want to hold this function, after you draft your proposal or plan, you only need to briefly recognize the professors’ background by browsing their webpages.

Lui Ming Hong: hold a small scale activity in the name of HKUST is rather difficult.

William Lam: organizing committee can learn from that

Poon Lok Nga: The school’s mindset is for IRE students only, but our stand is to let both IRE students and those who want to become an IRE student to join.

William Lam: I think the functions are simply lacking focus as they are too general.

Lui Ming Hong: depends on the collective goal of the cabinet. We particularly want to focus on promotion.

William Lam: This is the most important point indeed. But the problem is this becomes the ONLY point considered. I think there are at least some members who want to learn some concrete stuff.

Poon Lok Nga: It is possible, albeit difficult, to invite famous researchers outside the faculty, which can be quite meaningful.

Chan Wing Kin: the activities on the current year plan have already occupied their schedule. It may be hard to execute. Need to chur agm, then they have final and orientation camp

William Lam: to be more radical, you may consider cutting some relatively unimportant function and replace it by academic related function.

Chan Wing Kin: I agree that the function can be held after orientation camp, but simply too much preparation work is needed.

William Lam:

To execute, it heavily relies on you and those who are going to grad. Not a must to strictly follow the previous year plan. Members can try to give out their opinions as well.

Lui Ming Hong: All member can joint-hand to discuss that point.

Lau Sze Cheung: This matter can be discussed in EGM. Can add new agenda item.

President - Chan Wing Kin

Lau Sze Cheung: What have you done?

Chan Wing Kin: work allocation, check progress, ask pic whether he needs help Check progress with PIC. Communicate with Chan Zhao Cong for internal affairs

PIC:

orientation camp: divide all executive committee members into different teams. Monitoring the preparation. Not good at dealing with minor points, so pass to Chan Zhao Cong. Assorted works (e.g. retrieving tools, Design (supplementing Lui Ming Hong))

Lau Sze Cheung: These are all practical work. What about stuff apart from prepping functions?

William Lam: other than preparation work of events?

Chan Wing Kin: Can you be more specific?

William Lam: Have you done anything out of the regular scope of person-in-charges? These practical work do not make the president special.

Chan Wing Kin: During meeting, Make decision whether to stop the deviation of what is being discussed. Create atmosphere. making sure the meeting serve its purpose Make sure that the meeting reaches the purpose e.g. having fun when needed, but get the agenda back on track a while later

William Lam: how to execute?

Chan Wing Kin: deviate together but keep tracking whether sufficient time is allowed for the remaining agenda item. Contribute practical ideas for reference. Apart from meeting, familiar with some executive committee members

I have tried whatsapp, call, whatsapp call to contact with other executive committee members

Lau Sze Cheung: any voting session during meeting?

Chan Wing Kin: We usually don't vote, unless there have been various contested options with no distinct resolution and each choice have its merits.

Before meeting: prepare agenda items. Then if there are differences in opinions, we have two ways, first is postpone the discussion, and second is to come up with better solutions and then vote for them.

Lau Sze Cheung: How detailed are your agendas?

Chan Wing Kin: we seldom start discussing preparation work in meeting. Work distribution according to previous minutes. Keep track of progress.

Lau Sze Cheung: Were there anybody who didn't give any ideas during meetings.

Chan Wing Kin: We usually get enough ideas. I will push people to give ideas.

Lau Sze Cheung: will you force every person to come up with at least one idea?

Chan Wing Kin: Yes. orientation camp game: force everyone to make 2-3 games and upload to google form, successful

Lau Sze Cheung: What topic will lead to lack of idea?

Chan Wing Kin: e.g. welfare. We will discuss the easier topics first, then the topics which tend to be lacking of ideas

Lau Sze Cheung: If no consensus is met if all people could not come up with an idea, how could you ensure other executive committee members will spend time to think of that?

Chan Wing Kin: e.g. welfare. I specifically allocated 2 people to come up with arguments for both. They must present them in the next meeting.

Lau Sze Cheung: How do you make sure members have come up with ideas in between meeting?

Chan Wing Kin: There has really not happened before.

William Lam: it is due to discussion by particular executive committee members only. Can you make sure every executive committee members gives out their opinions? Or do just a few of you do the decision making??

Chan Wing Kin: E.g. deciding plans, the comments concentrate on particular executive committee members

William Lam: Lau Sze Cheung's point is that what if all executive committee members can't come with idea.

Chan Wing Kin: Everyone will give some suggestions. Chan Zhao Cong, Poon Lok Nga and me will have a heated discussion first and invite others to give opinions. Others may give comments. Finally, everyone will become involved.

William: but you still didn't ans my question directly!

Poon Lok Nga: This has happened before, but it was foreseeable and so was assigned to a few so that they can focus on the task.

Chan Wing Kin: These matters are usually assigned to one person.

Lau Sze Cheung: But is it fair to do so?

Chan Wing Kin: I will assign to a particular person to think of.

William Lam: Are you sure this works?

Chan Wing Kin: So far yes.

William Lam: Since not every person is good at thinking

Chan Wing Kin: e.g. Chung Yin Kwan and Lui Ming Hong are better at thinking. We will assign relevant work to the relevant person, with workload considered.

Tse Yuen Wah: But sometimes really can't think of stuff.

William Lam: how to come up with new stuff during promotion period?

Chan Wing Kin: write down all suggestion on whiteboard and sort them out.

William Lam: actually games are much easier since there are plenty of sources available.

Lau Sze Cheung: How do you involve inactive executive committee members during meeting?

Chan Wing Kin: e.g. Brainstorm the suitable gifts. hard to avoid contribution by non-active executive committee members. Just ask, if still no opinion, then pointless to involve him or her

Lau Sze Cheung: So will you ask?

Chan Wing Kin: Yes, I will invite them. It Rarely happens, someone just sit at the corner and press phones

Lau Sze Cheung: I didn't allow them to use the cell phone. Will you allow executive committee members to play with the phone?

Chan Wing Kin: Sometimes the executive committee members may be searching for some useful information, like Taobao.

Poon Lok Nga: Maybe just to find new inspirations.

Lau Sze Cheung: I think that president has given you agenda beforehand, so you should have come prepared.

Poon Lok Nga: Still, it is very useful to search for relevant information or new idea

Chan Wing Kin: I have never seen a cabinet mate so focused on phone that neglects us.

Lau Sze Cheung: So in conclusion, no one should slack off (e.g. FACEBOOK) while some others are working hard.

Chan Wing Kin: The next executive committee members may consider that. I did not consider as it does not affect us. They could consider imposing a new set of regulations, though the effect to the progress of meeting was not that significant.

Lau Sze Cheung: But when they are playing FACEBOOK, they will not be able to give out opinion. Even they do, they will forget very soon. When you ask them, they will just say no. They usually answer “i agree, no problem” then end.

William Lam: Maybe this is the reason why some give out very few opinions during meeting as Chan Zhao Cong mentioned.

Chan Wing Kin: I think it would be a good practice, but I have neglected it. Next cabinet can consider it.

Lui Ming Hong: I think the president should first recognize what is the main culprit affecting the progress or atmosphere in the meeting.

Chan Wing Kin: yes. We nip the problem in the bud.

William Lam: how to deal with problem of lateness?

Chan Wing Kin: Some cases are inevitable (e.g. tutorial class, lecture etc). 2 days before, we will ask executive committee members whether they will come, while reminding them of the meeting at the same time.

Poon Lok Nga: I think one of the most important factors affecting the atmosphere of meeting is that we have arguments with Liaw Ming Wai. And maybe due to digression as well.

Lau Sze Cheung: No deviation will make the meeting so formal. When it deviated, how to make sure everyone is involved?

Chan Wing Kin: I cannot know what is going on in everybody’s mind, and it’s highly impractical to survey everyone’s interests. I just deal with it.

William Lam: do you think you did not care about the minority who could not get involved? What if someone feels very uninterested in your topic? (e.g. i am so afraid about BIG BANG and i can’t join the discussion)

Chan Wing Kin: those people will usually ironically say a few words.

William Lam: The point is what if something like this happens, how do you make sure those uninterested ones can relax during digression too.

Poon Lok Nga: it is almost impossible to go completely off-topic. The most serious situation is say something meaningless for saying the sake of saying something.

Chan Wing Kin: Sometimes Poon Lok Nga will try to banish digression.

Lau Sze Cheung: Some people may think why am I sitting here doing nothing. Then you will just let them relax? What if the rest of the executive committee members follows? I'm not saying you shouldn't care about their feelings.

Poon Lok Nga: sometimes it may catalyze the discussion progress

William Lam: Two ways. First try to bring back the topic; then try to make those uninterested ones relax as well. How will you deal with people who intentionally don't care.

Lau Sze Cheung: So this is your way your cabinet deals with things. If you were in my cabinet, at least 2 will jump out to scold you.

Chan Wing Kin: Well I'll have to adapt in your context, but in mine, I survived.

Lau Sze Cheung: Describe your executive committee members.

Chan Wing Kin:

For San Yik Chuen: He is not proactive

Lau Sze Cheung: talked something that Chan Zhao Cong didn't mention

Chan Wing Kin: I guess his minutes are difficult to understand

Lau Sze Cheung: How to account for this?

Chan Wing Kin: I just try my best to understand, it turns out fine. His work is of good quality
Can relieve the intense meeting atmosphere

For Chung Yin Kwan:

Sometimes, for a few times only, he may refuse to work on things he's not interested. But he is easy-going. He does not receiving hate from anyone. He can explain some complicated issue without causing bad feeling. Can be neutralizer.

For Leung Cheuk Wai:

He is Hesitant on suggestions, seldom persists in stating his opinions during meeting, only focus elaborating others'. But he knows which part is in need, and fill up. He knows what's happening and will ask if specific help is needed

For Poon Lok Nga:

He is sometimes strict (bad if with respect to most members other than Liaw Ming Wai). He is assertive. He is easy going, active in giving useful opinions, and can notices details.

For Lui Ming Hong:

He is too artistic, and can fail to meet deadlines, but it is understandable (usually only late for 2 days)He will proactively make consultation and adopt others' opinions in his design

For Lee Cheuk Long:

His response to message is inconsistent. He is sometimes extremely efficient (e.g. finish financial report at the blink of an eye)

For Chan Zhao Cong:

He is too emotional and too complicated. But he is detail-minded(e.g. Can pick-up minor errors)

For Self:

I am not comfortable with coordinating a large group of people initially. I did not allocate job appropriately, release workload right before deadline. I did everything by myself. My delivery of ideas was rather poor, and I tend to talk with some particular executive committee members only(e.g. Physics major), so my Ideas are not diverse.

Lau Sze Cheung: not will to call via phone?

Lui Ming Hong: Chan Wing Kin doesn't like to call

Chan Wing Kin: yeah, another bad thing about me is that I only used to use whatsapp, reluctant to phone others

Lau Sze Cheung: no penalty?

Chan Wing Kin: There was one, but we cancelled that

Lau Sze Cheung: Why cancel it?

Chan Wing Kin: Cannot come up with a fair standard. It was also hard to execute

Lau Sze Cheung: Do you find that rule meaningful?

Chan Wing Kin: hard to define whether people with special cases to be penalized or not.

Lau Sze Cheung: i think it can be executed. Are there more cases of lateness after it was canceled? You need some type of hard measures to prevent people from coming late.

Chan Wing Kin: they weren't needed because people were very cooperative.

Lau Sze Cheung: When is the agenda announced?

Chan Wing Kin: 2-3 days before the meeting

Lau Sze Cheung: Were most of the members present during meetings?

Chan Wing Kin: Mostly yes, excluding Chan Shing Cheong.

Lau Sze Cheung: I think executive committee members bear much responsibility and shouldn't be occupied with things like tutorials, or too many personal matters. What is your objective for joining the cabinet?

Chan Wing Kin: As a whole, to hold function well, learn, and let DSE students acknowledge the existence IRE

Poon Lok Nga: You shared the posts at weird times and did not share them or like them though

Lau Sze Cheung: how many likes did you gather?

Tse Yuen Wah: If no one inbox, what would you do?

Chan Wing Kin: direct contact.

Poon Lok Nga: we have tried Golden Forum, Facebook, etc. for promotion.

Chan Wing Kin: The next session should familiarize with executive committee members, develop close friendships

Lau Sze Cheung: do you think the functions held achieve your standard?

Chan Wing Kin: Class photo-taking was slightly above average

Lau Sze Cheung: talk about which are not.

Chan Wing Kin: Grad party was pretty chaotic, since we did not have sufficient preparation

My suggestion is to demonstrate and prep better and not to add new elements after demonstrate and prep. We should Promote IRE&IRESS by activities. For orientation camp, just avoid big mistakes due to its complexity

Lau Sze Cheung: what did you do for forming the next session?

Chan Wing Kin: We implicitly encouraged Sun Yusen to be president for next session

Sun Yusen: I asked some questions and you answered. Kind of indirect

Chan Wing Kin: Talk about the motivation behind, like what a president does and how to handle the promotional period well. I contacted Sun Yusen about the duties as president and what to do in Promotion period.

Lau Sze Cheung: How did you help prepare the next session of annual general meeting?

Chan Wing Kin: I sent the relevant files as reference

Lau Sze Cheung: What regulations are there for joining the cabinet

Chan Wing Kin: You mean like we must be full members of IRESS?

Lau Sze Cheung: As an executive committee member, what are your regulation or constraints?

Chan Zhao Cong: HKUSTSU constitution and internal regulation

Lau Sze Cheung: did you tell the next session that 2 documents exist? I expect president should know well about the regulation

Chan Wing Kin: I forgot because I didn't come across these stuff for a long time.

Lau Sze Cheung: What can you improve, in view of your work in the previous year?

Chan Wing Kin: can be more detail-oriented. We wasted a lot of time to fix my overlooks

Lau Sze Cheung: how to strike a balance between attending lectures, doing lab and cabinet duty

Chan Wing Kin: By skipping all the lectures. I can't really think of any healthy advices. Take non-time-consuming courses or labs.

Lau Sze Cheung: any suggestion to Sun Yusen?

Chan Wing Kin: Clear communication with executive committee members, sometime they don't do work because instructions were unclear, or too much workload rather than being lazy. Be well prepared to avoid dead air or no idea. Seek help from close executive committee members. Direct the cabinet to betterment

Lau Sze Cheung: Any suggestions to general executive committee members?

Chan Wing Kin: If not satisfied with something, like workload, do say so, otherwise bigger problems. Voice out when encounter some problems. Give more ideas and be more active, help with progress of meeting. Apart from organizing function, getting close with executive committee members and being happy is very important

Lau Sze Cheung: Do you think there is enough communication within cabinet?

Chan Wing Kin: The activity of the whatsapp group largely hinges on. I was originally reluctant to allocate work to others since there was not enough communication. High workload, and people not speaking out results in ignoring what they think

Lau Sze Cheung: you tend to implement division of labour. How can you prevent people are doing duplicated work?

Chan Wing Kin: dividing into group and checking progress of different groups. Hold a briefing session to ensure all executive committee members know how to answer questions raised by participants

Lau Sze Cheung: I think your session is lacking in terms of intra-cabinet communication.

Chan Wing Kin: as 3Ps, we can ask other executive committee members whether they face heavy workload. I didn't consider much about workload. Next session should therefore be all ears about executive committee members' heartfelt words, and deal with it and allocate work based on this. Voice out your problem faced as soon as possible so that 3Ps can solve problems accordingly. Need two-way communication.

Lau Sze Cheung: apart from functions, what other things are you continually keeping track of?

Chan Wing Kin: Considering who is suitable for "inheriting" us. Ensure there will be a back-up plan. Ensure everyone is occupied by checking whatsapp, etc.

Lau Sze Cheung: Anything else?

Chan Wing Kin: Relationships within cabinet. Because when I realized the problem, I had problems with Liaw Ming Wai myself and got lazy dealing with it.

Lau Sze Cheung: did you follow their current situation?

Chan Wing Kin: Chan Zhao Cong did give me updates on his conflict with Liaw Ming Wai. Poon Lok Nga helped Chan Zhao Cong on my behalf.

Lau Sze Cheung: Anything else?

Chan Wing Kin: no i think.

Lau Sze Cheung: What about finance aspects?

Chan Wing Kin: It was my mistaking for overlooking so many errors in financial budget. I did not pay much attention on solution to deal with it. Suggest next session: financial secretary and president keep each other updated on the money remaining.

Lau Sze Cheung: Anything else?

Chan Wing Kin: at first, i aimed for hall point only. I picked up soft skills like presentation. How to allocate work fairly. Don't think that your efforts will be fruitless, they will be great learning experiences. Do all your best

Lau Sze Cheung: No problem for me.

Chan Wing Kin: Sun Yusen any questions?

Sun Yusen: I shall whatsapp you should any further enquires erupt.

If no further discussion, vote for Combined agenda item 5and6

23:53

For 16 against 0

Chan Zhao Cong Procedure motion to resume discussion on agenda item 3, Poon Lok Nga seconded

23:54

For 16 against 0

Poon Lok Nga seconded

23:56

For 16 against 0

No more discussion, motion put to vote

23:56

For 15 against 0, the motion was passed.

23:56

Chan Zhao Cong procedural motion to combine agenda item 8, 9, 10, Lui Ming Hong seconded

For 16 against 0, the motion was passed

Poon Lok Nga procedural motion to resume discussion of combined agenda item 8,9,10

Chan Zhao Cong seconded

For 16 against 0, the motion was passed.

If no discussion, put to vote

For 15 against 0

The meeting was adjourned at 23:58.

Minutes of International Research Enrichment Students' Society, HKUSTSU, Extraordinary General Meeting I, 2016

Date: 26-04-2016

Venue: Library Seminar and Presentation Room (LG5)

Time: 19:20

Chairperson: Sun Yusen

Minute takers: Zuo Longlong, IU Shing Huk, Lee Mang Hei Gordon

The business of the 1st Extraordinary General Meeting of IRESS, HKUSTSU, Session 2016-2017:

1. To commence the meeting;
2. To receive and adopt the agenda of the 1st Extraordinary General Meeting;
3. To introduce and adopt the addition of a new member to the executive committee of IRESS, HKUSTSU, Session 2016-2017;
4. To adjourn the meeting.

1.To commence

Time:19:20

Full member present: 11

Quorum is met, start

2. to discuss agenda item 2

Time:19:22

Tso Yee Ming procedural motion to discuss agenda item 2

Cheung Cheng Man Hin seconded

Time:19:23

No more discussion, motion is put to vote.

For: 11

Against: 0

The motion is passed

3. to discuss agenda item 3

Time:19:24

Tso Yee Ming procedural motion to discuss agenda item 3

Cheung Cheng Man Hin seconded

Chan Wing Kin: You helped quite a lot during promotion period. Why?

Chan Siu Man: I helped them demonstrate game, sit counter when needed. Actually, they found me to help them. And since I was free, bored, I was willing to help them to serve others as well.

Chan Wing Kin: Why didn't you join nominated cabinet earlier?

Chan Siu Man: First, I wasn't invited. Besides, I was not IRESS member, I was not on mailing list. Therefore, I didn't know about society stuff and did not see the recruitment poster for new cabinet.

Chan Wing Kin: Next time, executive committee should make it clearer in poster for information session.

Chan Siu Man: Since I was not busy, and I was experienced in organizing stuff, acting as the IT prefect, chairperson of science society and vice chairperson of mathematics society in my high school.

Chan Wing Kin: When you were wanted for help, were you familiar with the members? Did they approach you?

Chan Siu Man: They asked me after polling period.

Chung Yin Kwan: Why did they ask after polling period?

Sun Yusen: Tang Cheuk Him was more familiar with Chan Siu Man, and he asked him to join. We didn't know Chan Siu Man desired to join executive committee at first.

Chung Yin Kwan: When did Tang Cheuk Him mention? Was it past polling?

Sun Yusen: Yes.

Chan Wing Kin: So why did you allow him to join?

Sun Yusen: I do not know that we should not let people join after polling. He demonstrated IT skills in helping us construct a website for drawing prizes. We have since discovered his talent.

Chan Wing Kin: Aside from Tang Cheuk Him, which executive committee members are you more familiar with? Do you hang out with them often?

Chan Siu Man: I was already familiar with them before promotion period.

Lui Ming Hong: Executive committee members, could you tell us in which dimensions you know Chan Siu Man?

Sun Yusen: He is enthusiastic, just like Cheung Long Him and Tang Cheuk Him, and an efficient worker, being able to adjust to advice quickly.

Tso Yee Ming: Even when he was not officially an executive committee member, he already helped us with video. He has high ability, and he is familiar with us.

Chung Yin Kwan: Can you mention the impression before working.

Lu Shing Huk: He played with us in IRE room. He has been one of the most active people in our circle.

Lee Mang Hei Gordon: Active(over-active?). We originally considered him to be sports secretary.

Zuo Longlong: Almost everything was already said. He is very good, active, and he likes to play cards, etc.

Cheng Man Hin: No overlapping courses with him, so I could only comment from my impression of him in the IRE room: He is impulsive and he speaks loudly

Chan Wing Kin: Other than executive committee members, are you familiar with other IRE members? (or meet them frequently?)

Chan Siu Man: I am familiar with year 1 IRE students. I am in the same secondary school with Alan but Alan is currently *occupied*. And I am especially familiar with Owen, Jessamyn and Kathy.

Chan Wing Kin: So basically you are familiar with anyone who would hang out in IRE room.

Lui Ming Hong: Considering 2 things before adding new post. First, whether it is necessary. Second, your relation with other executive committee members. Up to now from promotion period, you have done a lot together, Can you get along with them well?

Chan Siu Man: During promotion period, I helped them demonstrate games. Now I mainly edit video. The relation is ok. When I asked them whether there are photos for video, Cheng Man Hin will answer only one photo available. For sub-committee function picture, Lu Shing Huk helped me improve the fonts.

Lui Ming Hong: What about your own approach?

Chan Siu Man: Both. Sun Yusen asked me for website

Lui Ming Hong: Does anyone else have anything to say about Chan Siu Man.

Sun Yusen: Main consideration for letting Chan Siu Man be promotion secretary is his IT ability: recreating society website. Last session feedback is about the website is abandoned for a long time, they want us to do better there, since he has talent in this regard, we want to invite him.

Tso Yee Ming: We will also support him to help him with the IT work. e.g., Cheng Man Hin will provide photos for him.

Chan Wing Kin: Apart from website and PIC, what else will you assign him to do?

Chan Siu Man: First, Taking photos, since I will buy a new camera in summer. Second, helping stick posters.

Chan Wing Kin: Other than that, what can you contribute in general?

Chan Siu Man: Producing an active atmosphere and preventing dead air.

Lui Ming Hong: How can you achieve that? Can you demonstrate? Avoid being too off-topic. Never mind.

Chan Zhao Cong: You are PIC for which function?

Tso Yee Ming: Annual Dinner, because Cheng Man Hin was originally in charge of two activities.

Chan Wing Kin: On annual dinner, originally Cheng Man Hin was responsible, what do you know about it?

Chan Siu Man: It is to be held in December at Chinese Restaurant.

Chan Wing Kin: How will you promote the website to the members?

Chan Siu Man: Discussed with Sun Yusen about website this morning, already talked on the layout, if layout is confirmed, remaining problem is aesthetics,It can be done by myself or other executive committee members(in case of high workload), such as Lu Shing Huk, since he has better art sense, he can help with photos

Chan Wing Kin: I mean how you'll promote the website, not how you'll build the website.

Chan Siu Man: Through whatsapp group. For non-internal members, since ITSC originally has web search function, it can be searched through google. I have updated the program code to JS5101.

Chan Zhao Cong: Do not forget members not in whatsapp group.

Chan Wing Kin: You can consider using poster to promote website.

Chung Yin Kwan: You can stick poster for whole year, since website always here.

Lui Ming Hong: You can download the contacts from mass emails for promotion.

Chan Wing Kin: What will be in website?

Chan Siu Man: Referring to other societies, executive committee members list, promotion (poster soft copy), sponsor list, discount, contact us, constitution, introduction to society, year plan, function posters are necessary. They will be frequently updated.

Chung Yin Kwan: Will you upload the entire year plan or divide it into pages for each function.

Chan Siu Man: I think simple is the best. Photo can give link to facebook. Some people may be discontented about the photo quality uploaded to ITSC as loading large amount of photo may be slow. Facebook is the fastest way of storing photo

Lau Sze Cheung: Do you know how large is the storage space?

Chan Siu Man: 1G, not sure about the specific figure.

Lui Ming Hong: Website needs photo for promotion, Adding 2-3 on website will be better.

Cheng Man Hin: At other website, if there are 5-6 photos, they already lag.

Chung Yin Kwan: Activity needs 1-2 sentence description. If you are to join the executive committee members today, how long will you prepare for the website starting from now?

Chan Siu Man: Two weeks

Chan Wing Kin: When will you have functioning website?

Chan Siu Man: I expect to finish before DSE result release, early July

Chan Wing Kin: How to check progress?

Chan Siu Man: Coding will be mine. Design will be managed by others.e.g. Other executive committee members help with icon, after completing I will integrate week by week. It may require around 1 week.

Chan Wing Kin: Sun Yusen, is it easy to track progress for website?

Sun Yusen: I am not familiar with web design, Chan Siu Man say it is ok, In June, most executive committee members are not occupied and we can fully support Chan Siu Man.

Chan Siu Man: Two weeks is not enough, since aiming to complete early July, we shouldn't adopt sophisticated multimedia codes. And it should be minimalist but attractive.

Chung Yin Kwan: Webpage for society? If you put programme code, it may be strange?

Siu: The program code can be hidden.

Chung Yin Kwan: However, better to separate IRESS and IRE.

Chan Siu Man: The aim of IRESS is to promote IRE, if through JUPAS programme code can get our society website, we can broadcast our events, so that even secondary school students know that we are IRE students' society.

Chan Wing Kin: Make sure we do not get complains.

Chung Yin Kwan: I think the web can still be used for promoting IRESS regardless.

Lau Sze Cheung: Will there be a mobile version?

Chan Siu Man: Not for now. Adding will be busy, some may need reconsider (e.g., lag with even 1 photo,)maybe considered with sufficient time.

Chan Wing Kin: How to carry out maintenance and update?

Chan Siu Man: ftp allows things to be stored cross generations of the website, e.g. MBMS things are still accessible nowadays. No problem will be left to next session.

Chung Yin Kwan: What if next session doesn't know how to design such webpage?

Chan Siu Man: I can teach them.

Chan Wing Kin: Will you consider adding comment in code for website for easy maintenance?

Chung Yin Kwan: Please go back to my question. How long do you think is needed to teach them?

Chan Siu Man: Depends on the person.

Chung Yin Kwan: You should start from promotion secretary after information session. You can teach those showing IT potentials.

Chan Siu Man: I will teach them by using more user-friendly software, like Dreamweaver. Only need designer part, exclude aesthetics, we can make it easier Java script takes time to teach, if needed.

Chan Wing Kin: If change just content or date, make better document, they will no need to learn all language to maintain.

Chan Siu Man: Technically it's not a programming language?

Chan Wing Kin: When sending emails, there will be a hyperlink at the bottom. What do you want this link to be directed to? It would be pretty sad if you spend a lot of time to make, but no one watches. Are there features to invite more people to visit? e.g., add things DSE students want to know.

Chan Siu Man: Improving efficiency to search engine and allowing our website to be more relevant can help promote it to member. Since they are unlikely to visit, if add animation, it will be too chur.

Lui Ming Hong: How will you balance the information between the facebook page and the website? Put in both places, only one, or what? How to promote new event?

Chan Siu Man: Both FACEBOOK and website. facebook people visit when people traveling, we will keep it short. FACEBOOK should be kept simple and focus on concise promotional information with details

more content in webpage, more formal

Chan Wing Kin: Chinese or English?

Chan Siu Man: Constitution says english as main, we will follow other society, use english.

Lau Sze Cheung: Can you make both Chinese and English versions?

Chan Siu Man: Might be a bit odd if I used both, could try

Chan Wing Kin: FACEBOOK may be easier to access, but freer layout for webpage. At least people must visit, otherwise we will be sad.

Lui Ming Hong: Suggestion: On FACEBOOK, if visitor want more details, direct them to webpage. I expect you construct a scanner code every week. Since you will not do everything by yourself, communicating with other executive committee members earlier, update constantly.

Chan Siu Man: It is simple, just upload a picture and add descriptions.

Lui Ming Hong: The skeleton might be finished very quickly. You should help other executive committee members in text or promotion items, otherwise after you complete website, you will have nothing to do.

Chung Yin Kwan: What are put under "Contact us"?

Chan Siu Man: phone number, email

Chung Yin Kwan: What phone number?

Chan Siu Man: society mailbox. For phone number, I will ask other executive committee members' consent first, as unknown people may disturb executive committee members.

Chung Yin Kwan: Put question box?

Chan Siu Man: it is not recommended, taking the chaos in the hall 3 website as a counter-example

Chan Zhao Cong: No need guest book, people can comment but others cannot see. I just type text, and enter, no need to do anything else.

Chan Siu Man: Then we can use google form or email for immediacy. However, executive committee members cannot instantly know what is asked, unless they check daily. so I recommend email.

Law Cheuk Ting: Use FACEBOOK message?

Chung Yin Kwan: NDS may not have FACEBOOK

Chan Wing Kin: Still adding things relevant to IRE regardless.

Chan Siu Man: To promote themselves, other society website appear after typing JS5001.

Chan Wing Kin: You should add useful reference materials (about IRE) so that they will help you promote this website to their friends.

Chung Yin Kwan: You can type for more details, referring to IRE website.

Lau Sze Cheung: Can you repeat why you want to join executive committee members (since I was late), specifically after promotion period.

Chan Siu Man; I answer again. I was not in mailing list, so I was not aware of information session, after promotion president, more than one executive committee members ask me to become executive committee members, since I am not too busy and I am willing to serve. Hence I join.

Lau Sze Cheung: Do you know about sub-committee activity.

Chan Siu Man: Yes, but didn't receive mass email about it.

Law Cheuk Ting: Why do you need 2 promotion secretary?

Chan Siu Man: lu Shing Huk responsible for artistic stuff and posters. I will be responsible for technical stuff, like coding the webpage, sticking poster--we will do together

Sun Yusen: One is for art, one is for technical support.

Law Cheuk Ting: How to promote IRESS?

Chan Siu Man: I will send mass email and whatsapp group to notify members. Besides, I will enable search engine support, and add Jupas code to attract secondary school student

Duck: Where are the poster spaces in UST?

Chan Siu Man: 2 bridgeline has 3, northgate, starbucks etc.

Lui Ming Hong: There are no sci poster locations, only for notices

Chan Siu Man: Outside hall 1 near lake, seafront, atrium

Chung Yin Kwan: Even we know you are responsible for IT, your post is Promotion secretary, so you still need to know basic information.

Lui Ming Hong: Do you know anything about printing? eh, software graphics design

Chan Siu Man: I have installed adobe programmes. I will save it to common document like .pdf. For printing hard copy, I have helped them before, e.g., inauguration invitation card envelope cover, from jpeg file, setting alignment based on my measurements and print.

Lui Ming Hong: I suppose you know DPI, what about CMYK?

Chan Siu Man: Never heard of.

Lui Ming Hong: Most product will be taken outside for printing e.g. society Tee, societypaper

Chan Siu Man: I will try to familiarize

Chan Wing Kin: you should get to know about the format of these printing shops. You will take photos. Will you use photoshop to edit?

Chan Siu Man: Yes

Lau Sze Cheung(to Chan Wing Kin): Why are your photos are so dark?

Chan Wing Kin: Because my monitor is too bright.

Chan Siu Man: I will use other computers to check color contrast, e.g., projector in IRE room. if ok there, should be ok in LTB as well.

Chan Wing Kin: E board? How will you divide the work between you and Lu Shing Huk?

Lu Shing Huk: Did not try before.

Lui Ming Hong: LG7 has tv, if you give them unprinted photo, it can be considered.

Chan Siu Man: I will consider.

Chan Zhao Cong: About orientation camp, they send the email at strange time, and first-come-first-serve, say, only 20 out of 50 can get.

Law Cheuk Ting: How to get banner location?

Chan Siu Man: internal vice president is responsible for this

Tso Yee Ming: Book with FMO, earliest date will be weeks before usage

Chan Wing Kin: Please show inauguration video.

Lau Sze Cheung: Why don't you buy template for software?

Chan Wing Kin: If file too large, may lag in LTB.

(Video begins)

Lau Sze Cheung: Too much text.

(Video ends)

Chan Wing Kin: What programme do you use?

Law Cheuk Ting: It took like powerpoint with too much variety of fonts.

Lui Ming Hong: Fonts on same page are not match

Chan Wing Kin: I discovered there is blue text on top only after Tang Cheuk Him.

Lui Ming Hong: Don't use blue background. Blue Text, black frame are not match.

Chan Wing Kin: Try to pay attention to these problems, especially the part with Tang Cheuk Him.

Chan Siu Man: Time is just 2 minutes, We don't want to be too solemn.

Law Cheuk Ting: What songs do other societies use?

Chan Siu Man: Checked other inauguration videos from youtube.

Law Cheuk Ting: What if others are serious, you are not?

Chan Siu Man: Other society directly use film, only we use slideshow. It is something that cannot be speculated. Cheung Long Him has limited data on film of others society, even their society external vice president may not know.

Lau Sze Cheung: Do you have a deadline for the inauguration video in the agreement?

Chan Siu Man: Yes.

Sun Yusen: tomorrow night

Lau Sze Cheung: When rehearsal? Why don't you wait for video for rehearsal?

Tso Yee Ming: external vice president not here. The only available time is 22 or 4. Rehearsal is mainly for vow or marching or brief helpers.

Law Cheuk Ting: Why is size or brightness of every person different?

Chan Siu Man: The time of photo-taking is different.

Law Cheuk Ting: Why don't you take photo in a place with more stable lighting, and photoshop afterwards?

Chan Wing Kin: Replay the video.

(plays video)

Law Cheuk Ting: Annual dinner is spelt wrong.

Chan Siu Man: Cannot set skin colour of every executive committee member to be same.

Lui Ming Hong: Longlong has different brightness for hands and face.

Chan Siu Man: Problem of the camera, I see if I can fix.

Iu Shing Huk: Longlong's photo cannot expose, it is problematic during editing.

Chan Wing Kin: Try to find method to fix. e.g. retake his photo

Chan Siu Man: Change background picture, 1 hour can fix including photo taking, however, you need to find time to take photos for everyone.

Law Cheuk Ting: Size is too different! I want uniform feel, then need to edit size. You do not need to represent actual height.

Chan Siu Man: Cannot edit both size of background and person at same time

Law Cheuk Ting: Are these photos PSed? They seem unnatural.

Chan Siu Man: They're real. you can tell from background.

Chung Yin Kwan: Why put aims into it?

Chan Siu Man: need to introduce to other society, as mentioned by external vice president.

Chung Yin Kwan: Other methods to promote, without too much text?

Chan Siu Man: As told by Sun Yusen, I tried to cut without cutting too much.

Lau Sze Cheung: Should we just take keywords?

Law Cheuk Ting: At the front put "all members", omit "member" afterwards

Chung Yin Kwan: Year plan is strange, whole page with so much text is very strange, graphics is more easy to remember.

Chan Wing Kin: Having just few text more convenient.

Lau Sze Cheung: Year plan words are not properly aligned.

Law Cheuk Ting: The numbers are not aligned. Use excel?

Chan Zhao Cong: "Inauguration" is also spelt wrong.

Lau Sze Cheung: The font styles lack consistency.
For instance, some are thin but others are rotund.

Chan Siu Man: Inauguration or annual typed wrongly, will change. Inauguration needs to put into the video?

Chan Wing Kin: Try to ask other society.

Chung Yin Kwan: Try to phone Cheung Long Him?

Chan Siu Man: He is having external vice president meeting.

Chan Wing Kin: Need to fix wrong spelling and words being too crowded.

Chan Siu Man: Also, we usually show activities that we personally have joined.

Law Cheuk Ting: Passing functions is more important than passing the position.

Chan Siu Man: Should I send video for further commenting?

Chan Wing Kin: You can just ask your own executive committee members. Ask Liaw Ming Wai and Chak Man Him. Asking them one by one in private is better.

Law Cheuk Ting: Have it shown to all executive committee members?

Chan Siu Man: Some say no comment, some gave simple comment, only a few gave constructive comments on what should be changed. I added this to drive last night for them to comment.

Law Cheuk Ting: Adding it to drive then ask comment? You will be ignored. Ask them one by one. If shown to other science society, you need to be more careful.

Chan Wing Kin: Any plans to finish early, show in executive committee members meeting?

Chan Siu Man: I spend whole weekend working on it, uploaded last night, everyone in whatsapp group read.

Law Cheuk Ting: Any internal deadline?

Chan Siu Man: We ought to have a meeting in video making.

Chan Wing Kin: Sun Yusen should give them deadlines.

Chung Yin Kwan: Mon as deadline will be too late, only 2 days to change. If quiz or sick, it will be problematic.

Chan Siu Man: May request Cheung Long Him to give video from other societies to check. Other societies will not know we changed.

Chan Wing Kin: Our video last year was solemn and exciting.

Chan Siu Man: Other societies too.

Law Cheuk Ting: Clash tie colour with other society?

Chan Siu Man: Not for science.

Sun Yusen: Originally decide blue and black, but previous executive committee members already used blue.

Chan Wing Kin: To summarize. Coding is hard to check progress, finding a way to ensure can complete by deadline

Law Cheuk Ting: Not in agenda, but please talk about the work allocation for inauguration.

Chan Zhao Cong: external vice president is not here, we won't be able to get a full portrait.

Tso Yee Ming: Reception and send invitation. We will also be responsible to change the powerpoint slides.

Lau Sze Cheung: The last errand should be done by your helpers rather than yourselves.

Law Cheuk Ting: No promotion?

Iu Shing Huk: Chemistry society is responsible.

Cheng Man Hin: We are responsible for Google doc, invitation card, email

Lee Mang Hei Gordon: We invite professors on behalf of our society. Yan Min and Prof. Lortz cannot come. Dr. Tsang shouldered off her responsibility to Jason. Herrup hasn't confirmed his availability. One professors (Qian) is on leave. Prof. Chow will leave early. If he is to deliver the speech, we may need to adjust the rundown.

Chung Yin Kwan: Please find Qian as soon as possible, like knocking on the doors of his lab.

Chan Zhao Cong: Keep Prof. Chow as last resort.

Chan Wing Kin: What is the proposed rundown?

Sun Yusen: 6:30 cocktail. 7pm official opening

Chung Yin Kwan: How many professors for IRE?

Chung Yin Kwan: Prof. Chowt should be the last resort as honored guest. There should be at least one IRE professor.

Law Cheuk Ting: What society have you Invite from other universities?

Lee Mang Hei Gordon: I need to check the list. We used to the joint-science title for sending invitations.

Law Cheuk Ting: No one replied you?

Cheng Man Hin: Only 20. Reply rate of UST society is higher.

20:59

Sun Yusen: If there is no further discussion, the motion is put to vote.

For: 11

Against: 0

The motion is passed.

Sun Yusen: Time now is 21:00, meeting is adjourned.

Date: 26-4-2016

Venue: Meeting Room 4 (LG5)

Time: 21:00

Chairperson: Sun Yusen

Minute takers: Tse Yuen Wah Tse, Lee Mang Hei Gordon

The business of the 2nd Extraordinary General Meeting of IRESS, HKUSTSU, Session 2016-2017 shall be:

1. To commence the meeting;
2. To receive and adopt the agenda of the 2nd Extraordinary General Meeting;
3. To discuss and amend the Year Plan of IRESS, HKUSTSU, Session 2016-2017;
4. To discuss and amend the Financial Budget of IRESS, HKUSTSU, Session 2016-2017;
5. To adjourn the meeting.

1. To commence the meeting

The time now was 21:00.

No. of full members present: 11

Quorum was met, chairperson Sun Yusen started the 2nd Extraordinary General Meeting at 21:00.

2. To receive and adopt the agenda of the 2nd Extraordinary General Meeting

Tso Yee Ming motioned to discuss agenda item 2 at 21:11. Cheng Man Hin seconded.

Sun Yusen: If there is no more discussion, the motion is put to vote.

For 12 against 0, the motion was passed.

3. To combine agenda item 3 and 4

Tso Yee Ming motioned to combine agenda items 3 and 4 at 21:15. Cheng Man Hin seconded.

For 13 against 0, the motion was passed.

4. To discuss the combined agenda items 3 and 4

Lau Sze Cheung: You said you collected yr3 members' opinion, but did not say how to do, so please tell us.

Sun Yusen: I have attended SCIE1500 and IRE special events (meeting with renowned professors)

talk cannot be too long, otherwise too boring, not want to go for second time

Sharing and discussion better, experience from visiting professor, not just sharing research information, otherwise can just google.

21:17: swapped chair to Tso Yee Ming

Sun Yusen: We need to initialize discussion, prepare basic question

Lau Sze Cheung: What if experience overlap?

Sun Yusen: If overlap, can show it is important

Lui Ming Hong: Everyone same format?

Sun Yusen: Try with the first few, if not work, will change.

Lau Sze Cheung: Expected audience?

Sun Yusen: originally targeted IRE members. We then decided to treat it as IRE society feature, let them care about our society or even join.

Lui Ming Hong: William Lam said smaller better, if need to take care of just member and people outside, may be hard?

Sun Yusen: We will book 1 classroom which usually accommodate 50 or so.

Lui Ming Hong: Not the problem of classroom, but the target audience, if too many, not everyone can talk.

Sun Yusen: Will ask what professor willing to join, ask the members for preference, then start activity. then ask member preference. finally set a quota, and enrolling is on first-come-first-serve basis

Chung Yin Kwan: professors will not want to give talk, since too much work, may not want to do. Use society name to invite for small talk.

Sun Yusen: First invite with society name, then ask them availability, ask member preference of professor. We haven't set the specific timeslot yet.

Chung Yin Kwan: How will you reject the unpopular professors?

Lee Mang Hei Gordon: Say our society cannot find a suitable timeslot?

Lau Sze Cheung: Should ask member first.

Chan Wing Kin: What if each member has different preference?

Tso Yee Ming: We could filter some professors, e.g. those with poorer language skills

Chung Yin Kwan: Could allocate different timeslots for, say different departments.

Sun Yusen: One concern is that the year one student do not know the research interest well.

Chan Wing Kin: Just give a short description, e.g., neural science blah.

Cheng Man Hin: Seems that it will overlap with SCIE1500?

Sun Yusen: We focus on the "informal" aspect.

Chan Wing Kin: Will you adjust the number of executive committee members attending the event based on the number of other attendees?

Sun Yusen: Yes.

Chan Zhao Cong: How many you want to attend?

Sun Yusen: Prefer around 10 members

Chan Zhao Cong: If invite from public, may be far more than 10.

Chung Yin Kwan: Connect with faculty met with limited success, not many people go there.
This acts as a counter example.

Law Cheuk Ting: What if more than 10 professors?

Sun Yusen: if more than 10 IRE members, still first come first serve

Chan Wing Kin: Refreshment for professors?

Sun Yusen: Yes. But not yet decided for other attendees. it depends on cost, we might have to charge

Lau Sze Cheung: Strictly speaking, eating or drinking in classrooms aren't allowed.

Sun Yusen: If talk about research interest, may be too technical, people not interested since can google.

Lau Sze Cheung: If you organize these events for more than once and if target audience is not only yr1 members, may be too boring, since all talks sound the same. e.g. doing lab during UG studies

Chan Wing Kin: Poster design for promotion should be consistent, let members know.

Lau Sze Cheung: As yr3 member, want them to share more academic information rather than personal.

You can determine the ratio.

Chan Wing Kin: Can give theme to professors directly.

Sun Yusen: We want the professors to have a short introduction as opening for later discussions.

Chan Wing Kin: You will always have organizer there, need to act as MC to prevent awkwardness.

Chung Yin Kwan: Strange to ask professors to develop the discussion atmosphere

Lau Sze Cheung: If academic, can let freshman know what UROP project to take.

Chan Zhao Cong: but too similar to SCIE1500

Lau Sze Cheung: Can be shorter than SCIE1500.

Sun Yusen: May be hard to ask question, freshman have no question to ask.

Law Cheuk Ting: Ask them not to go into detail, even I am not necessarily interested.

Sun Yusen: Freshman may be dumbfounded at first, but when they may get bored as their knowledge of a particular field progresses

Lau Sze Cheung: When apply, chose topic, if not interested, will not attend.

Lee Mang Hei Gordon: The topics may be misleading.

Chung Yin Kwan: If professors get too technical, try to guide away.

Sun Yusen: MC is necessary, prevent sidetrack and dead air.

Sun Yusen: Sci or Home discourages IRESS organizing such discussions. Is it so? Or even, what support can they provide us?

Chung Yin Kwan: They cannot stop us from holding these activities.

Chan Wing Kin: Try to get feedback from 1st few times, then get proposal to ask them for assistance.

Chan Wing Kin: Who is or are the proposed PIC(s)? No matter what, must have PIC. You can have different PIC with backgrounds same as the department of professors.

Lau Sze Cheung: Yr3 student want academic focused talks, no methods or detailed results.

Swap chair to Sun Yusen

Lau Sze Cheung: What about the budget?

Sun Yusen: Light refreshments will be offered, so will have a small expenditure.

21:42

Sun Yusen procedural motion to lay the discussion of combined agenda items 3and4 to the next session of EGM

Chan Siu Man seconded.

For: 13

Against:0

The motion is passed

Minutes of International Research Enrichment Students' Society, HKUSTSU, Extraordinary General Meeting II. SESSION II, 2016

Date: 09-05-2016

Venue: Library Seminar and Presentation Room (LG5)

Time: 19:20

Chairperson: Tso Yee Ming

Minute takers: Zuo longlong, Lu Shing Huk, Lee Mang Hei Gordon

The business of the 2nd Extraordinary General Meeting of IRESS, HKUSTSU, Session 2016-2017 shall be:

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3. To discuss and amend the Year Plan of IRESS, HKUSTSU, Session 2016-2017;
4. To discuss and amend the Financial Budget of IRESS, HKUSTSU, Session 2016-2017;
5. To adjourn the meeting.

1. To commence the meeting

The time now was 19:20.

No. of full members present: 12

Quorum was met, chairperson Tso Yee Ming started the 2nd Extraordinary General Meeting session II at 19:20.

2. To receive and adopt the agenda of the 2nd Extraordinary General Meeting

Cheung Long Him motioned to adopt agenda item 2 at 19:23. Cheng Man Hin seconded.

For 14 against 0. The motion was passed.

3. To combine agenda item 3 and 4

Cheung Long Him motioned to combine agenda items 3 and 4. Lu Shing Huk seconded.

For 14 against 0. The motion was passed.

4. To discuss the combined agenda items 3 and 4

Chan Zhao Cong: What are the items 3 and 4?

Tso Yee Ming: Budget and plans for the end-of-semester party

Tso Yee Ming: We assigned people to pm members

Chung Yin Kwan: Why last year ok for 5and6 but not this year

Cheng Man Hin: Maybe because of the name of "grad party". Back to the planning, we will test game at 30 or 5, we have one week to prepare for any changes. Start decoration at 2pm, Borrow game from games society

Chan Zhao Cong: What about preparation?

Chung Yin Kwan: What have you prepared and how will you prepare?

Cheng Man Hin: Tang Cheuk Him buy food. Cheung Long Him are in charge of utensils or dumplings or emcee

Chung Yin Kwan: When did you open counters?

Cheng Man Hin: Since friday SCIE2500, better to hold counter on monday as well.

Chung Yin Kwan: How did you promote the counter

Cheng Man Hin: Send email, poster, whatsapp group. Thursday or friday pm members who have not responded. Thurs, Fri PM members to confirm availability

Chung Yin Kwan: who is assigned to PM?

Cheng Man Hin: everyone. we've assigned their clients on an excel file.

Chung Yin Kwan: Who haven't PMed?

Cheng Man Hin: Some people have not done it. We have pm the rest at 4pm.

Chung Yin Kwan:I haven't received.

Chan Wing Kin: so haven't I.

Chung Yin Kwan: PIC should monitor the entire operation. Try to urge the current executive committee members to pm. When did you receive the draft for poster and posted it?

Chan Zhao Cong: Find internal vice president to contact page

Cheung Long Him: Actually the president is pretty hard to find these days is equal to

Chung Yin Kwan: Event rundown, you plan to play games from 1600-1700, 10 minutes photo taking, then board games?

Cheng Man Hin: If still some time from 7pm, will play board game

Chung Yin Kwan: What about participation? Some people may not know how to play and do not want to participate.

Cheung Long Him: if people don't like boardgames, executive committee members can chat with them or invite them to play

Chung Yin Kwan: I pay \$70 for party, I do not expect to spend time just to chat. It feels "toxic".

Cheung Long Him: Boardgame is team game, which is good. We'll screen which games are suitable.

Chung Yin Kwan: Last year board game session begin before the party begin, or during meal time. We introduced board games only because people arrived or finished dinner early. I don't expect a party to only have boardgames.

Cheng Man Hin: We will try to avoid using board game.

Chung Yin Kwan: Light refreshment?

Cheng Man Hin: At least soy bean milk. Main meal not confirmed, maybe Pizza hut

Poon Lok Nga: Portions? Can everyone be stuffed?

Cheung Long Him: Yes, based on our expectation. 2-3 people share a "lunchbox".

Poon Lok Nga: What's inside? If just noodles or rice, not very attractive? The act of putting things onto the plate is not very convenient. Food "items" are preferred.

Cheng Man Hin: It depends on the participants, some might find noodles or rice more hygienic

Chung Yin Kwan: If all rice or noodles, they will have no choice.

Cheng Man Hin: Should have at least some rice or noodles

Cheung Long Him: Still comparing price.

Chung Yin Kwan: Dinner time 1815-2000?

Cheng Man Hin: I'll see if most people had finished their food yet.

Chung Yin Kwan: Free time used to play "light" games?

Cheng Man Hin: yes

Poon Lok Nga: You need to prepare games. They need not be played, but you need to have a plan.

Poon Lok Nga: Not yet demonstrate game?

Cheng Man Hin: The plan is not updated.

Chung Yin Kwan: 30 or 5 too late for demonstrate game. If people not interested in the games, the party might underrun.

Lui Ming Hong: Possible to demonstrate game in a few days?

Cheng Man Hin: We all have finals until the last day except for Lee Mang Hei Gordon.

Chung Yin Kwan: IRE student should be able to manage. See if some game does not work, then

Chan Zhao Cong: I recommend you demonstrate game now instead of during the final period.

Chung Yin Kwan: What is in the free time? What do you expect people to do?

Chan Zhao Cong: It's ok, in case there's dead air you can always add more games

Lee Cheuk Long: Why not leave early?

Poon Lok Nga: How come eat for 1 hour 15 minutes?

Chung Yin Kwan: I think it's not a problem as people can chat while eating. Why seems people can leave after eating?

Cheng Man Hin: There will be lucky draw. Probably around \$50 per prize, 3-4.

Chung Yin Kwan: The prizes are equal in value?

Cheng Man Hin: Still under consideration.

Chung Yin Kwan: When the party ends?

Cheng Man Hin: around 2000. 1 hour for cleaning up.

Chung Yin Kwan: Should write 2000 instead of 2100, otherwise seems we need to help clean up.

Cheng Man Hin: 12 paid, and 1 wanted to join

Cheung Long Him: Also Alan, so altogether 14

Chung Yin Kwan: Did you PM non-local people not in group?

Tso Yee Ming: Yes. PMed Bat Bat.

Cheng Man Hin: He did not respond.

Chung Yin Kwan: Eat rice-dumplings?

Cheng Man Hin: this is only an interlude.

Poon Lok Nga: executive committee members pay?

Cheng Man Hin: yes, we will

Poon Lok Nga: Will the financial budget work?

Cheng Man Hin: evenly distributed. year3 can't come. We didn't want to discourage active participation

Lee Cheuk Long: Decrease from where? Game prize or meal?

Cheng Man Hin: Fill the deficit by making profit in other activities

Lee Cheuk Long: If less people come, fixed costs will stand out

Poon Lok Nga: cannot assume overhead for costs

Chung Yin Kwan or Poon Lok Nga: How to decorate? You plan to use \$200.

Poon Lok Nga: we had dozens of balloons for decoration last year. \$200 is overestimate?

Chung Yin Kwan: Already confirmed what is in decoration, or just estimation?

Cheng Man Hin: Just a rough estimation

Cheung Long Him: There will be balloons, ribbons

Poon Lok Nga: Just normal balloons?

Cheung Long Him: Normal ones. we'll have display board too

Chung Yin Kwan: search society room. There may be reusable things. No need \$200.

Poon Lok Nga: you plan to loose \$600, but need to reconsider which item can be claimed

Chung Yin Kwan: Sure can enter by 2pm?

Cheng Man Hin: Booked 2pm. Since not very complicated, should be able to decorate in time.

Poon Lok Nga: Tying up balloon is time consuming.

Cheng Man Hin: Some, like balloons, can be prepared beforehand.

Poon Lok Nga: Hard to test decorate for balloons, but may work for ribbons.

Chung Yin Kwan: Better to prepare for extra time, rather than have guess come in while decoration is still underway.

Poon Lok Nga: common room 4 will not be locked, but people may occupy it faster than you

Chan Zhao Cong: When will you have the next meeting?

Cheng Man Hin: Not confirmed yet.

Chung Yin Kwan: So many things not confirmed. Even games.

Chan Zhao Cong: Do remember to set a meeting time soon. You can combine the meeting and the demonstrate game too. e.g. discuss for 2 hours, then demonstrate for 1.

Chan Zhao Cong: you cannot book common room 3? who did you approach?

Tso Yee Ming: Iris. We originally convinced by saying we need large area for game. This time since other rooms are not occupied, we can leave the room to others.

Chung Yin Kwan: Split games in 2 parts, some after meal.

Chan Zhao Cong: Could you draw a diagram of the room as part of the argument for common room 5 and 6?

Tso Yee Ming: the booking still prone to change

Chan Zhao Cong: Confirmed common 4? Received email?

Chung Yin Kwan: You can consider appealing

Chan Zhao Cong: Any game requires running?

Tso Yee Ming: Nope.

Chan Zhao Cong: Add some game that require running

Chan Zhao Cong: Work distribution?

Cheng Man Hin:

Tang Cheuk Him or Chan Siu Man are in charge of demonstrate game. MC is Cheung Long Him
Cameraman is Chan Siu Man and Sun Yusen can't come

Chan Zhao Cong: Try to ask some other people to demonstrate game. How many executive committee members will attend?

Cheng Man Hin: Sun Yusen cannot come. Tse Yuen Wah cannot confirm

Poon Lok Nga: more about food ordering?

Cheung Long Him Comparing prices. One in Kwai Chong, one in Kowloon Bay. Familiar with the one in Kwai Chong, see if they can deliver to UST as well.

Chan Zhao Cong: You still have 2 people left without post.

Cheng Man Hin: Change games and prepare for materials.

Poon Lok Nga: Make a list, like excel, so people know what they are doing.

Chan Zhao Cong: Try to arrange someone else for photo taking.

Chan Wing Kin: PIC can check who is free, and assign them duties

Poon Lok Nga: Should be assigned during demonstrate game.

Chan Zhao Cong: What equipment will be borrowed?

Tso Yee Ming: Projector or screen. Portable amplifier or speaker

Chan Zhao Cong: Always borrowed. Only have 2 socket See if need tripod for cameraman

Chan Siu Man: Already have one.

Chung Yin Kwan: What if paid and did not come?

Cheng Man Hin: we have

Chung Yin Kwan: if people cannot come, consider refund?

Cheng Man Hin: no decision yet. we are at loss, but try our best to refund, unless they state they're unavailable on the day before the event

Chung Yin Kwan: If participant requires refund, try to find way to refuse.

Poon Lok Nga: When make dumpling?

Cheng Man Hin: Since response is poor, have been cancelled.

Cheung Long Him: if people wish to learn, PM me

Poon Lok Nga: How long does it take to make dumpling?

Cheung Long Him: making is not time-consuming, steaming is originally considered, but since people do not want to do, decide not to do so.

Chan Zhao Cong: How many year 3 come?

Cheng Man Hin: Only Cathy confirmed to come.

Chan Zhao Cong: If time is not sure, try to ask again.

Chung Yin Kwan: Separate into groups?

Cheng Man Hin: Yes.

Cheung Long Him: Who did not PM people?

Tso Yee Ming: Lu Shing Huk and Tse Yuen Wah

Poon Lok Nga: why?

Tso Yee Ming: Tse Yuen Wah don't have access to wifi, cannot contact her

Poon Lok Nga: How does Lu Shing Huk explain?

Lu Shing Huk: changed to a new phone

Poon Lok Nga: If cannot do, ask others to help out, do not promise then do not do.

Chan Zhao Cong: Did anyone help Tse Yuen Wah PM?

Tso Yee Ming: Lu Shing Huk is responsible for Lui Ming Hong, San Yik Chuen, Poon Lok Nga?

Cheung Long Him: actually, he is responsible for Lui Ming Hong, Mak Wing Kwan, San Yik Chuen

Tse Yuen Wah responsible for Kao, Albert, Lau Sze Cheung, Lee Cheuk Long.

Chung Yin Kwan: Who PM me?

Cheung Long Him: Zuo Longlong. Zuo Longlong did you PM people?

Zuo Longlong: PMed siu fai and ctk.

Cheung Long Him: Asked preston,

Chung Yin Kwan; PIC should monitor the executive committee members working.

Poon Lok Nga: Even if people are responsible, if see some people not PMed, try to do so yourself.

Cheng Man Hin: Raphaella So say if already answered, do not preferred to be PMed again.

Poon Lok Nga: Try to mark down on list their response. If answered for a few days, then being asked again, may be strange

Chung Yin Kwan: Try to PM earlier, one or 2 days before, if PM me on last day and I am not in UST, may be troublesome.

Chan Zhao Cong: If response is not coming, try to mark down. If the list has empty part, try to ask if already PMed.

Poon Lok Nga: Who did not paid full price?

Cheng Man Hin: For now, all paid full price.

Chan Zhao Cong: Who paid?

Cheng Man Hin: Only Jessamyn and Lee Cheuk Long for orientation camp.

Chan Zhao Cong: How to manage if lose more money than planned?

Poon Lok Nga: Why not prepare price per person, then multiply by number of participants

Cheung Long Him: We are trying to mark food, see if we can reduce cost. we have prepared for situation where we fail to mark food

Chung Yin Kwan: What games are there?

Cheng Man Hin: Save tide is cancelled. God Hand still exist.

Chan Wing Kin: Can it last for 15 minutes?

Cheung Long Him: For God hand, you have some quantity. Whether can last for 15 minutes depends on topic. And side switch

Chan Wing Kin: Wait I have some comments concerning God hand. Try to prepare more diverse items for different rounds in the game.

Cheung Long Him: All games should be confidential

Poon Lok Nga: ice-breaking games? Better to prepare 1-2 ice breaking game

Chung Yin Kwan: Plan how to make teams.

Poon Lok Nga: Criteria?

Chan Wing Kin: Drawing lots?

Cheung Long Him: Team chemistry

Cheng Man Hin: I think should separate them to average out the abilities.

Poon Lok Nga: Parameters? reflex, intelligence, physical potential e.g.: Chan Zhao Cong or Chung Yin Kwan less stamina (by observation). Also may depend on response rate. If two really strong and familiar, need to separate

Chung Yin Kwan: If I am familiar with San Yik Chuen, separate?

Cheung Long Him: Separate, because abilities similar.

Chung Yin Kwan: Also personal relations criteria need to consider.

Poon Lok Nga: all your games are rather stationary?

Cheung Long Him: Yep, not many requires stamina.

Cheung Long Him: 8-10. 1-2 min each. If people hesitate, may be reduced to 6-8 combination.

Poon Lok Nga: Make sure you can count as well. Find standards which are easily quantified. Also, green beans gone after use, find sources that does not need to pay?

Cheung Long Him: I can use if for making rice-dumpling.

Poon Lok Nga: after being touch by everyone?

Cheung Long Him: Can be considered later

Poon Lok Nga: You should use materials that can be reused or recycled

Chan Zhao Cong: Side switch?

Cheung Long Him: People line up in straight line, People leg cannot leave the line, you must pass each other from the side.

Poon Lok Nga: Move beneath people?

Poon Lok Nga: How to make line?

Cheung Long Him: Tape.

Chan Zhao Cong: nylon strings too.

Poon Lok Nga: Nah. nylon strings could move

Poon Lok Nga: Many games seems passive, may be boring?

Cheung Long Him: Some games are not written here, like blindfolded people fighting using newspaper

Poon Lok Nga: Only 2 people participate? what about the rest?

Cheung Long Him: others responsible for directing them.

Poon Lok Nga: If 5 people per group already maximum for this game.

Chan Zhao Cong: can form 3 groups for the party instead of 2

Cheung Long Him: Improved red or green light. 1 person give signals like holding a bell. People have sth that can make sound, everyone need to move
If the light can tell who has the noise making equipment, then everyone start over.

Chan Zhao Cong: If guess wrongly, is there any penalty?

Cheng Man Hin: If shape is obvious, like a big box, should be ok

Cheung Long Him: Secret that cannot be told: Everyone has a paper on their back, If someone makes you say the word you lose

Poon Lok Nga: if people don't say anything?

Cheung Long Him: Then cannot win. Need to tempt opponents to say their word.

Chan Zhao Cong: Eeryone can play?

Cheung Long Him: We are considering if hard to judge, since

Cheung Long Him: Since we don't really have a rocky path, we are considering using lego for rock-paper-scissors

Poon Lok Nga: How to prevent people from falling?

Cheung Long Him: Try to remind people from beginning, if slipped, need to begin again. Prevent people running around.

Chung Yin Kwan: Game area is small, that's why cannot get Common 5and6. You should propose something ambiguous that have to potential for more playing space

Chan Wing Kin: Try to draw floor plan to them, make up how to play. Just approximately similar is ok

Cheung Long Him: For unlock smartphone, we use different preset unlocking patterns. following instructions on paper, the fastest to complete win. For example, may not give shape, 1345679

Chung Yin Kwan: How many games in total?

Cheung Long Him: 9 games.

Chung Yin Kwan: time needed per game?

Cheung Long Him: 45 min. some may overrun or underrun

Chan Zhao Cong: Can find more games where everyone can play at same time.

Cheung Long Him: there is still one more, but not fun if saying it now. It can happen anytime.

Also, there are some games under consideration. questions based on the recording or video

Poon Lok Nga: BGM?

Cheung Long Him: So far not prepared.

Chan Zhao Cong: I think it's not a must.

Cheung Long Him: nylon string if everyone involved. But hard and physically demanding, person being transported may fall.

Cheng Man Hin: May be better for orientation camp.

Poon Lok Nga: Back to work distribution, mentioned ones are mainly during game. What about work allocation for preparation and clean-up? How early do people get food? Need to consider that.

Cheng Man Hin: To be considered soon.

Poon Lok Nga: Anything that needs to be returned quickly?

Cheung Long Him: Keys.

Chan Zhao Cong: Yes. Equipment can be returned later

Poon Lok Nga: Any promotion for this activity on FACEBOOK?

Cheng Man Hin: Yes, published together with orientation camp

Iu Shing Huk: Separated into 2 posts.

Poon Lok Nga: Why you didn't like these posts yourselves?

Iu Shing Huk: Told everyone to like, half of the people already done.

Cheng Man Hin: People forgot they are using page admin, like without using their own account.

Chung Yin Kwan: Who wrote the promo?

Chan Siu Man: Iu Shing Huk

Why this poster doesn't have "IRESS", nor expiry date

Iu Shing Huk: this is not the official one, the version we posted are correct

Chung Yin Kwan: Try to demonstrate game earlier. You can't finish within one day.

Chan Zhao Cong: Also many details need discussion, e.g., dinner, so on.

Poon Lok Nga: Why don't you decide who will be responsible for decorate plan now?

Cheung Long Him: May be difficult

Chan Zhao Cong: No one knows, or too difficult?

Cheung Long Him: We should decide during meeting

Poon Lok Nga: Hard to get conclusion during meeting, more constructive to force someone responsible and have others advice him.

Cheung Long Him: Can still try different plans.

Chung Yin Kwan: why whatsapp group message didn't mention about the counter closing time?

Cheng Man Hin: Supposed to do so by email.

Chung Yin Kwan: Include 'sign up before 5!' or something similar in last day message.

Chan Zhao Cong: Find time for meeting, and pm people who still have not responded.

Chung Yin Kwan: beware not to create accidents

Poon Lok Nga: Remind people to wear suitable attire?

Cheung Long Him: sporty

Poon Lok Nga: remind people to wear society tee?

Cheung Long Him: yes, we'll encourage them to wear them

Poon Lok Nga: Do you have standard message for telling people, or everyone type on their own?

Cheung Long Him: No standard message.

Chung Yin Kwan: but should have person pushing others to PM

Cheung Long Him: Do you prefer healthier drinks, like soy bean milk or herb tea, or things like soft drinks?

Poon Lok Nga: Shouldn't you all have decided when you buy food?

Cheung Long Him: we still have a choice. we could mark soya bean milk and cold tea, but soft drinks probably need to be purchased

Poon Lok Nga: If bought earlier, can drinks be cooled?

Cheung Long Him: hall refrigerator

Poon Lok Nga: Hall refrigerator not very good, everything turned into sugary water.

Cheung Long Him: McDonalds promise to supply us as much ice as we need

Poon Lok Nga: Who confirmed will come?

Cheng Man Hin: Ivan So Chi Long, Lee Cheuk Long, Kathy Cheung Yuen Man, Chan Zhao Cong, Ng Yat Hei, Leung Cheuk Wai, Chak Man Him, Kit Chu, Owen Lei, Coco Chan, Andy Cheung-- these are the ones who paid. Also came are Alan Ho and Jessamyn Chiu.

Poon Lok Nga: Is Hei familiar with you people? How to take care of people who are less familiar?

Cheung Long Him: Just pretend

Poon Lok Nga: If not familiar, try to find executive committee members to chat with him, also try to consider these for grouping.

Chan Zhao Cong: What about alan

Chan Siu Man: I went to the same high school as him

Chung Yin Kwan: Try to be active yourself

Poon Lok Nga: Do not just leave people on their own

Chung Yin Kwan: Any card games for people who arrive early?

Poon Lok Nga: Need people to bring from LG5, need people to decoration, so on, do you have enough people?

Poon Lok Nga: Need to reserve time for decoration

Cheung Long Him: If enough people, can stick road paper.

Poon Lok Nga: Try to do so as late as possible so that they won't be teared off.

Cheung Long Him: Try not to add society name?

Poon Lok Nga: No, you need society name. Where will you stick the road paper?

Cheung Long Him: walls? lol

Cheng Man Hin: Life 10-12 bridge links, lift etc.

Poon Lok Nga: paste on road to the north gate? Stick on atrium floor is obvious, not many people do so.

Cheung Long Him: usually I start to see such papers on my way to LC.

Poon Lok Nga: Actually why is the photo taking arranged in the middle

Cheng Man Hin: Some people may leave early.

Chan Zhao Cong: If some people leave, remind them

Chung Yin Kwan: Why send invitation letter after counter?

Cheng Man Hin: typo

Poon Lok Nga: Remind people in big group, see chat.

Cheung Long Him: will remind the day before, and after exam

Poon Lok Nga: Ok, because the plan says remind on that day

Tso Yee Ming: Will do so on that day as well

Cheung Long Him: 2043

Chung Yin Kwan: what if bad weather.

Cheung Long Him: Indoors

Chung Yin Kwan: What if 8 typhoon or black, no transport. will you cancel or postpone?

Cheng Man Hin: If postpone, people may not be free, most likely cancelled.

Poon Lok Nga: Try to consider how early to remind people, e.g., if you begin at 4, tell them by 1pm that it's cancelled. arrange for the refunds

Poon Lok Nga: Remember to write on every box.

Chan Zhao Cong: Some final remarks: Don't fail the first event at all costs

Poon Lok Nga: Any evaluation for inauguration?

Cheung Long Him: inauguration by ourself, not joint-science. don't drink wine and become intoxicated like other society.

Lui Ming Hong: That person was drunk before or after inauguration?

Tso Yee Ming: After.

Cheung Long Him: we also have pending external vice president meeting.

Tso Yee Ming: Any short comment for Inauguration?

Poon Lok Nga: What did you see yourself? Any lessons learnt for the semester closing party?

Cheung Long Him: need to reserve more time for decoration

Poon Lok Nga: Why so little time you have now?

Cheung Long Him: This time much less work, should be ok.

Poon Lok Nga: but you have less people to work

Lee Mang Hei Gordon: For food, should find earlier

Poon Lok Nga: also beware of traffic congestion. and will you call taxi to collect food?

Tso Yee Ming: Not unless absolutely needed

Poon Lok Nga: executive committee members should be more active, do not group up themselves.

Cheung Long Him: Procedural motion to lay all undiscussed items on the table.

Tso Yee Ming: Chair receives motion to lay all undiscussed items on the table.

Iu Shing Huk seconded.

Tso Yee Ming: The motion is put to vote.

For 14

Against 0

The motion was passed at 8:59 pm.

Cheung Long Him: Procedure motion to adjourn the meeting

Tso Yee Ming: Chair receives motion

Cheng Man Hin seconded

For 14

Against: 0

The motion was passed. The meeting was adjourned at 9:00 pm.

Date: 07-June-2016

Venue: Common Room 7 (LG5)

Time: 14:47

Chairperson: Sun Yusen

Minute takers: Zuo longlong, Gordon Lee

The business of the 2nd Extraordinary General Meeting of IRESS, HKUSTSU, Session 2016-2017 shall be:

1. To commence the meeting;
2. To receive and adopt the agenda of the 2nd Extraordinary General Meeting;
3. To discuss and amend the Year Plan of IRESS, HKUSTSU, Session 2016-2017;
4. To discuss and amend the Financial Budget of IRESS, HKUSTSU, Session 2016-2017;
5. To adjourn the meeting.

1. To commence the meeting

The time now was 14:48.

No. of full members present: 8

Quorum was not met. 2nd Extraordinary General Meeting Session III was postponed by 10 minutes.

The time now was 14:58.

No. of full members present: 12

Quorum was met.

2. To receive and adopt the agenda of the 2nd Extraordinary General Meeting

Tso Yee Ming motioned to adopt agenda item 2 at 14:58. Cheng Man Hin seconded.

For 12 against 0. The motion was passed.

3. To combine agenda item 3 and 4

Tso Yee Ming motioned to combine agenda items 3 and 4 at 14:59. Cheng Man Hin seconded.

For 11 against 0. The motion was passed.

4. To discuss the combined agenda items 3 and 4

Tso Ming Ming motioned to discuss combined agenda items 3 and 4 at 15:00. Cheng Man Hin seconded.

For 12 against 0. The motion was passed.

Registration day

Chan Zhao Cong: evaluation about party? Chess should not take too long

Chung Yin Kwan: Inauguration not active enough. Should talk more with professor. Should get to know others more.

Lui Ming Hong: Distributed card? Should try to keep in touch with executive committee members from other society.

Chung Yin Kwan: Other societies say that IRE society seems like they do not want to know people.

Lui Ming Hong: Compared to other society, is rather hea.

Chung Yin Kwan: even up to my standards, you are quite hea

Lui Ming Hong: Did not follow rhythm or go naturally.
not uniform when vowing

Chung Yin Kwan: Prof. Chow is so lonely, only chatted with chanslov

Cheung Long Him: When we find Prof. Chow to talk, he says he is talking with others.

Chung Yin Kwan: but you can be more active and form a circle around him. also considering the party, whatsapp message in big group on the day of event?

Cheung Long Him: We pm'ed a few days ago

Cheng Man Hin: we've checked if anyone else wanted to join

Sun Yusen: We pm each member, so we already know who will come.

Chung Yin Kwan: you should message in big group to promote, at least let people know you are holding activities. Don't give them the impression that IRESS holds no activities

Lui Ming Hong: Add more to promote the activities.

Chung Yin Kwan: what about promoting on facebook?

Cheng Man Hin: only 1 post, but no other posts other than during payment.

Chung Yin Kwan: Should not worry about having too much promotion, unless you send more than 10 per day. Don't expect participant to take care of themselves even if they've paid. Maybe they will not come in the last minute just because no one reminded them the day before, they may also have forgotten.

Lui Ming Hong: Is this year plan updated?

Chung Yin Kwan: yes, The format of year plan is not uniform.

Iu Shing Huk: Most important part is, 1st, counter. 2nd, promotion items like posters, stickers. 3rd, orientation for freshmen, inc. campus tour, and student ID. Campus tour is not confirmed. Registration day a lot of things TBH inc. time and venue. Should be after result release.

Lui Ming Hong: You should be able to guess the date for registration day. just go to jupas website, the date should have been released.

Cheung Long Him: 13 or 8 should be confirmation, should be a few days after, but not certain yet. it could also be 14,15 or 8

Chan Zhao Cong: Why write sports hall? the name of the sports hall is wrong, please correct this.

Iu Shing Huk: Last year in sports hall.

Cheung Long Him: Not sure this year, SU is trying to discuss for registration day to be in atrium, but result unknown.

Chan Zhao Cong: Forum post?

Iu Shing Huk: not started. Forum post about basic information, e.g., transport. we plan to include photos. Introduce different places in UST, IRE program itself.

Lui Ming Hong: How to introduce?

Iu Shing Huk: Program structure, what year 1 do.

Lui Ming Hong: I recommend u split into 2 parts. DSE release result, can promote IRE as a program (JUPAS can change choice). what to do in year 1 upon entering university. Promote before they finalize result.

Chung Yin Kwan: should release 2 days before release of Jupas results.

Lui Ming Hong: Check arrangement in JUPAS

Chan Zhao Cong: Anyone push post?

Lui Ming Hong: Otherwise get it checked.

Iu Shing Huk: can do what we've done in forum before

Lui Ming Hong: What about other promotion materials?

9 Aug public media too late

3:19 swap chair to Tso Yee Ming

Iu Shing Huk: 8 or 8 release main round offer according to jupas

Lui Ming Hong: Not necessarily 2 days earlier. Can consider post when others post.

Tso Yee Ming: We considered pretending to be freshmen, talk post.

Chung Yin Kwan: Facebook post?

Iu Shing Huk: Should be similar to last year. As for poster, should be the same as poster for orientation camp

3:21 swap chair to Sun Yusen

Chan Zhao Cong: Occupied poster position yet?

Cheng Man Hin: all booked already

Chan Zhao Cong: If you cannot make one in time, just stick some paper on it.

Chung Yin Kwan: Liaw Ming Wai commented that the words on the poster can be clearer.

Lui Ming Hong: The main point words should be emphasized. The Largest font should be IRESS, followed by the name of activity, people should be able to tell from afar. so the poster u've designed inc. registration day and orientation camp?

Iu Shing Huk: yes

Lui Ming Hong: Since counter size should be same, you can prepare now.

Chan Zhao Cong: You can put some people in atrium, those will always be there.

Chung Yin Kwan: how would you arrange other people details?

Iu Shing Huk: According to last year report, not enough people for helper, need people from previous year. We will start contacting by end of July.

Lui Ming Hong: What about banner?

Iu Shing Huk: Will make new ones. If new ones are not enough due to resource deficit, use old ones

Lui Ming Hong: 27 or 7 confirm counter design. Will things be made?

Iu Shing Huk: yes. we'll ask sci or home to help us.

Lui Ming Hong: What about banner?

Iu Shing Huk: No specified date for making banner. Date should be within that week as well.

Chan Zhao Cong: can use LC projector to make better banner

Lui Ming Hong: In our year, board is free, we picked from Sci Home. However, we over budgeted. The most expensive thing we've used is "book-wrapping" plastic. Liaw Ming Wai bought a large batch of "pearl board" which were cheap. If you cannot find this year, which may be even more expensive, can consider using cardboard, even though the effect not be as good. Try to break down the items in the budget.

Chan Zhao Cong: How much will the board cost?

Iu Shing Huk: \$200 according to budget

Chan Zhao Cong: \$200 may not be enough.

Lui Ming Hong: you have many options, can get materials if you scavage. 1 week for design, but need to purchase materials earlier

Iu Shing Huk: As for label, it is written in schedule. Sci or Home will help us

Chan Zhao Cong: Should ask Sci or home first whether there will be label, then ask.

Lui Ming Hong: Have you asked whether they allow you to distribute label? You can also know the arrangement for registration day from sci home.

Chan Zhao Cong: Anyone familiar with sci home, take him to ask with you.

Tang Cheuk Him: I've asked tina about non-jupas and requested a timeslot for ire non-jupas

Chan Zhao Cong: You can take Tang Cheuk Him to help ask.

Lui Ming Hong: Look at the part from 3-7 Aug. I think the schedule is rather problematic, should not ask at that time. Last year they say they will not disclose contact, school will only know who accepted offer, which is too late.

Iu Shing Huk: Will still ask.

Lui Ming Hong: Jupas will give you a lot of information.

San Yik Chuen: schedule on 4th line, contact coordinator of IRE? But coordinator does not know anything.

Chan Zhao Cong: coordinators will not know, only directors do

Lui Ming Hong: What about work schedule on that day? How many people, where they stand?

Chan Zhao Cong: How will you plan whether people will stand at counter

Iu Shing Huk: It depends on registration day counter position.

Chung Yin Kwan: Which position must have people?

Iu Shing Huk: Positions where people will come in, although we don't know whether we'll have enough people

Chan Zhao Cong: Number does not matter in bus stop, it is usually (how strong that person is.)

Iu Shing Huk: we have an admission talk, will promote us and invite them to lunch

Lui Ming Hong: Too late if you invite in admission talk. other societies will yo people as soon as they get off bus

Tang Cheuk Him: After accept offer in JUPAS, SCI or HOME staff tell us about the counter. Can we ask SCI or HOME to tell them?

Lui Ming Hong: Ask them whether they will give you label first, if no, then be.g.

Tang Cheuk Him: We may make the image of isolating the IRE students from others, since other societies do not have this treatment.

Lui Ming Hong: I don't think people will get discriminated because of a sticker.

Chung Yin Kwan: Tell them since few people in IRE, hard to find them.

Tang Cheuk Him: we don't have peer mentor in our society, but afraid freshman will be "R"ed to other societies with peer mentor

Chan Zhao Cong: Are you talking about pre-registration?

Tang Cheuk Him: Since this year we do not have peer mentor officially

Chan Zhao Cong: IRE have their own pre-registration.

Lui Ming Hong: DO not rely just on stickers, find people to stay in bus stop, think of ways to recognize them and for them to recognize IRE and IRESS, apart from being vaguely active.

Chan Zhao Cong: What about after admission talk?

Iu Shing Huk: Similar to last year, we can have campus tour.

Chan Zhao Cong: lunch?

Iu Shing Huk: after?

Chung Yin Kwan: beware of the size of banner. There will be regulation, so make the size just exactly the same. If they ask you how big it is, ask them to measure for themselves
(Lui Ming Hong: Consider the size of the banner. Large will be catchier, but smaller ones are easier to move.

Open-Sem Rice

Tso Yee Ming: early Sept. Main idea is for freshman to connect with senior members, and allow re-U for orientation campers and non-orientation campers to meet people who joined orientation camp. If no specified date, need to check which courses freshman reged executive committee members will pm freshman which day they prefer, confirm which day they cannot join, even before add-and-drop. Confirm date after they know what course they have Two choices: either go out or South North. the furthest we will go is Diamond Hill or Choi Hung ask freshman which food they cannot eat or don't like booking tables a week before poster to be designed by Lu Shing Huk. On the day of event, some executive committee members will stay behind to take those latecomers.

Chan Zhao Cong: For the date, will you consider preference of freshmen first or senior first?

Tso Yee Ming: freshman is prioritized

Chan Zhao Cong: What about payment?

Tso Yee Ming: since people will sit at different tables, different tables will pay different amounts to be fair

Chan Zhao Cong: Will there be round up, e.g., 67.8, how will it be counter?

Tso Yee Ming: Will round down, e.g., 60, then executive committee members pay the rest. The budget should be around \$60

Chan Zhao Cong: This is around our budget as well, since we do not want freshmen to pay too much. As for location, any criteria?

Tso Yee Ming: don't be too expensive, accessible, clean,

Chan Zhao Cong: Will you want to have a room?

Tso Yee Ming: this is the best scenario, but not a must

Chan Zhao Cong: Ensure the tables are not too far away. How many executive committee members needs to know how to go?

Tso Yee Ming: some may need to wait for late-comers. A total of 4.

Chan Zhao Cong: Try to ensure more people know how to go, last year some people get lost.

Tso Yee Ming: did u have executive committee members stand-by at restaurant?

Chung Yin Kwan: Yes.

Chan Zhao Cong: Some of our executive committee members go first, one team bring most of the executive committee members, one team(2 people) bring the latecomers. Where will you wait?

Tso Yee Ming: If clash with orientation week.counter

Chan Zhao Cong: How to separate the tables?

Tso Yee Ming: freshman 1 or 2 table, senior 1 table

Chan Zhao Cong: Ensure each table has some executive committee members. If some table more quiet, put some more executive committee members(c.f.Tang Cheuk Him)

Lui Ming Hong: paste posters?

Tso Yee Ming: Poster originally make after confirmation of date, should be around the end of Aug (enrollment period).

Chan Zhao Cong: Confirm whether round to nearest 5 or 10, bring change. Remember to pm people to go, remind people to go, and roll call. try to evenly split people to these 2 tables

Orientation week

15:59 swap chair to Tso Yee Ming.

Tang Cheuk Him: Our main goal is to let members know we exist, distribute welfare, sell society product and receive new members. This year should have society tee or society paper, and also depends what sponsors I can get. orientation camp things can be used in Orientation week as well, e.g. the bag,society paper,society T, shampoo, snacks. Also, promote IRE, at least our own member do not think we only know how to study.

16:01 swap chair to Cheung Long Him

16:01 swap chair to Sun Yusen

Tang Cheuk Him: At least they will not think we ignore everything. Will notify the members earlier. As for decoration, may be slightly more than last year. Since we do not have timetable yet, we cannot make timetable yet. because people will not be eager to tend counter, so best to have 2 people assigned to counter at particular time-slot. Preferably, 2 people per timeslot,

if no one can go, PIC skip lesson. I will use myself to the greatest possible extent, unless lab lessons

Chan Zhao Cong: If really not ok, then you can close for a short time.

Tang Cheuk Him: but afraid that stuff may be lost, and it looks weird

Chung Yin Kwan: If close, need to notify everyone in whatsapp.

Tang Cheuk Him: May move some things temporarily to IRE room if close counter

Chan Zhao Cong: Can consider putting things in locker.

Tang Cheuk Him: We will order society tee with orientation camp tee from U-circle, but design not confirmed yet. The price is similar, but after considering everything we decide to order from U-circle. 180g and quality quite decent

Lui Ming Hong: Why society tee and orientation camp tee difference price?

Tang Cheuk Him: orientation camp tee \$30.5, society tee \$27.5, since different number, difference price. society T design not out yet, will finish it soon

Lui Ming Hong: orientation camp tee design same time as society tee?

Tang Cheuk Him: We need to give orientation camp tee design by end of July, but can be slightly later for society tee. the deadline is end of July

Chan Zhao Cong: When take the society tee?

Tang Cheuk Him: End of July. As for the distribution, we have not told them yet, but we expect more for M or L.

Lui Ming Hong: But not everyone will buy. Some people may not want to buy new ones.

Tang Cheuk Him: We have currently confirmed order, but not paid yet. I am optimistic about the current number. If order 55-65, same unit price, so order more.

Lui Ming Hong: Last year sell society tee, not many yr3 students buy, so no guarantee those people will buy.

Chan Zhao Cong: Last year predict around 20 freshmen.

Cheng Man Hin: exactly 25 last year

Chan Wing Kin: Yr3-4 people may not buy.

Tang Cheuk Him: we expect seniors to order too

Chan Zhao Cong: Can you ask members what size will they buy? Try to use google form to ask.

Tang Cheuk Him: I have already confirmed the number of order with the distributor. Should not be lowered to only around 40 people order. for 50-69, the unit price is the same

Chung Yin Kwan: For google form, need to release design first, otherwise people may ignore.

Lui Ming Hong: Use your own method to predict numbers needed.

Chan Zhao Cong: When will you need to give size to company? You should ask present members about the size, even if they won't buy. It's just for survey, otherwise you will suffer great loss.

Lui Ming Hong: society paper?

Tang Cheuk Him: No design or order yet. Have not found the company yet.

Chan Wing Kin: people didn't like the way we packed paper. it'll be more convenient to have pieces of paper stuck together and tore down one by one when needed

Chan Zhao Cong: Remember to ask them to pack, otherwise they just give giant stack to you at once.

Tang Cheuk Him: Memo pack?

Lui Ming Hong: Consider paper quality as well. Also, \$20 per stack is considered as expensive.

Chan Zhao Cong: eprint is expensive? but other societies have better bargain

Cheng Man Hin: What about the ones in promotion president?

Lui Ming Hong: Design is good, otherwise normal.

Chan Zhao Cong: Counter will open when?

Tang Cheuk Him: 9-5.

Chan Zhao Cong: Since no need to pre-occupy, 9 may be too early, however no one will object if you open too early.

Chung Yin Kwan: need to check inventory before opening and after closing counter, who will be responsible?

Tang Cheuk Him: let financial do.

Cheng Man Hin: If I am here, I will do, otherwise they put into money box. I might put them in my hall?

Chan Zhao Cong: Who keep record?

Tang Cheuk Him: We have a paper during promotion page

Chan Zhao Cong: Make sure one person responsible for document. What to collect for membership record?

Tang Cheuk Him: student ID, name, tele, ITSC, full or asso member, year of study

Chung Yin Kwan: use facebook, wechat to ask. Will you pm those with potential members who did not join?

Tang Cheuk Him: Yes. But will start with big group message first, if no one come, then start pm. By end of orientation week, we check those who should have come and did not, then pm him.

Chan Zhao Cong: How often will you have group announcement or email?

Tang Cheuk Him: every day email is more or less useless, but we'll still send them

Chan Zhao Cong: Email no need daily, but you can consider its frequency.

Chung Yin Kwan: Need to know difference between asso member and full member. Also update the membership record daily. Also, if you print in barn, try not to remote print, use computer in barn, because it may be taken by others

Chan Zhao Cong: What about Richard's email, is it in member list?

Cheng Man Hin: Yes.

Chan Zhao Cong: How to prevent people from leaving counter?

Tang Cheuk Him: Since situation is deteriorating, we are considering whether we should have a fine for being late. After promotion period and a few meetings, we think this situation requires more attention.

Chan Wing Kin: If you really can't come, at the very least inform others

Tang Cheuk Him: We usually have to ask where that person is, instead of that person tell us beforehand.

Chan Zhao Cong: Try to discuss earlier, before end of July, otherwise after orientation camp, no one will discuss.

Tang Cheuk Him: what were your practice last year

Chung Yin Kwan: we were more active and didn't encounter such problems

Chan Zhao Cong: Will open counter for non-JUPAS?

Tang Cheuk Him: Need further discussion with SCI or Home.

Chan Zhao Cong: Recommend open counter, and do no promotion.

16:28 swap chair to Tso Yee Ming

Orientation camp

Sun Yusen: The price is freshmen: \$400, leader: \$350, it depends on the materials consumed rundown. At 1pm, we have registration, greet participants, with half hour for coordinator

Sun Yusen: When did you know that Wo Jai is coordinator?

San Yik Chuen: July, Can expect to be Prof. Leung for now.

Sun Yusen: After ½ hours of coordinator speech. ice-breaking games, then team creation 4-6pm team games, then half an hour take them to hall to pack things. 6:30-7:30 dodgeball at basketball court recommend dodgeball as tradition. 9:30-11:30 1st theme game free time means end

Lui Ming Hong: demonstrate cheers?

Sun Yusen: no

Chung Yin Kwan: but it's a tradition

Lui Ming Hong: Want cheers.

Sun Yusen: We can consider, but due to our numbers, may be embarrassing.

Chung Yin Kwan: If no cheers, no difference from other activities.

Sun Yusen: as in society cheers or team cheers?

Chung Yin Kwan: society cheers

Lui Ming Hong: You see the other societies last chant, members will join in as well. Even not used in other circumstances, may be better for them to know and pass on.

Chan Wing Kin: If lose control of situation, can demonstrate cheers!

Chan Zhao Cong: What about team cheers?

Sun Yusen: Yes.

Lui Ming Hong: On the half hour for coordinator, necessary for such a long time?

Sun Yusen: because he may over-run

Lui Ming Hong: Ask Prof. Leung to prepare for how long?

Chan Wing Kin: 10 minutes is enough actually

Chan Zhao Cong: Last year ask them how long, no reply, when I go to sci home, he said he is still preparing. So, preferably not too long.

Chung Yin Kwan: there should also be a team-building camp this year. Emphasize difference between the 2 camps.

Cheung Long Him: I only know there is exist team-building camp in mid-Sept.

Lui Ming Hong: How to respond: Have team building camp, so no need to go to orientation camp

Cheung Long Him: team-building camp is for character-development. orientation camp is for making friends

Chan Zhao Cong: time may clash with campus run (8 hours of HLTH1010), be aware of this
Discuss with other societies on location (get people before campus registration)

Chung Yin Kwan: Registration of participants, does it count for leaders?

Sun Yusen: yes. group leaders will arrive slightly earlier

Chan Zhao Cong: last year, we asked group leaders to arrive at least ½ hours earlier

Chung Yin Kwan: When will you brief group leaders?

Sun Yusen: End of July.

Chan Wing Kin: How many sessions will you have? Hold 2 sessions is better in case they are not free on one day.

Chan Zhao Cong: If all area available on same day, then just one day is ok.

Chung Yin Kwan: ask scie3900 people whether they can come back

Cheng Man Hin: We know Iris and Raphaella So definitely cannot come.

Chan Zhao Cong: How to get the freshmen to the location?

Sun Yusen: open whatsapp group, will use it and pm them

Chan Wing Kin: one at atrium and one at mcdonalds

Chan Zhao Cong: Always leave someone to take photos. You can give a general direction for group leaders to speak.

Chan Wing Kin: Don't tell them not to become executive committee members in future.

Sun Yusen: First is firecrackers, you know what it is. For Heart-attack, 2 teams find a representative, then win depending on who can call the name of the representative faster

Chung Yin Kwan: how to judge? who MC?

Sun Yusen: Cheung Long Him

Chan Wing Kin: MC is throughout the orientation camp? If change, the focus may be chaotic.

Sun Yusen: Then, we have hit the idiot. For prince and beggar, choose 1 prince and 2 beggars select 1 prince and 1 begger (other people don't know). People just walk around, when the game begins, people ask around who is prince. when asked for the first 4 times, prince will not admit he is prince. the 5th time, the prince must admit and everyone must touch the prince

Lui Ming Hong: How do I know he is really prince or beggar?

Cheng Man Hin: If you think he is, you follow him.

Chan Zhao Cong: so the beggar is useless?

Cheung Long Him: people sandwiched between the beggars will loose

Chan Wing Kin: do the beggars know who is the other begger?

Chung Yin Kwan: Consider what MC will tell them, some implicit rules may not need to be told.

Chan Wing Kin: if the MC is confident, people will trust his judgement

Chung Yin Kwan: MC needs to be more firm. Worry about over or under run?

Cheung Long Him: afraid of overrun more

Chung Yin Kwan: Then better need a time keeper

Chan Wing Kin: We have a timekeeper who keep track of time, he will tell the MC how much time is left

Chung Yin Kwan: if ice-breaking game will overrun, will you cut icebreaking games or team games?

Cheung Long Him: have a short break (cut icebreaking game) and go one with team-building
Team-building will last for rest of orientation camp, so more important.

Chung Yin Kwan: I think it depends on the atmosphere. If people still don't know what they're
doing, better continue with the ice-breaking

Chan Wing Kin: Last year we have buffer game, if too much time, can be used as filler.

Sun Yusen: We will think of some more buffer game just in case.

Cheung Long Him: We may alter the rules in each round, make it more difficult.

Lui Ming Hong: Make sure the rules are not too difficult.

Chung Yin Kwan: How long the game is depending on the atmosphere, just make sure overall
do not overrun.

Sun Yusen: For team creation, similar to last year, team banner and team cheers

Chung Yin Kwan: How many groups? e.g. 15 people

Cheung Long Him: 2 teams

Chung Yin Kwan: 30 people?

Cheung Long Him: If 30 people, maybe 3 teams.

Chung Yin Kwan: max number of freshman per group, or what is the ratio of group
leaders:freshman?

Sun Yusen: The ratio depends on number of freshmen we get. Each group max freshmen is
10.

Lui Ming Hong: you can control the number of participant during registration day, e.g. do less
promotion if too much people are joining

San Yik Chuen: 30 min enough for team creation?

Chan Wing Kin: If no one has idea, group leaders can help.

Chung Yin Kwan: how do you define people interested in IRE? If business people want to join your orientation camp, will you accept?

Sun Yusen: yes. Depends on how many people we get

Lui Ming Hong: Good to know people from different discipline, but hard to keep.

Chung Yin Kwan: What about non-local?

Sun Yusen: We will tell them we will use Cantonese,

Cheung Long Him: we can have an executive committee member to translate everything to them

Lui Ming Hong: but lacking 1 executive committee members is a big deal

Chung Yin Kwan: Tell them the entire orientation camp is in Cantonese to discourage them, if they insist on joining, then give them translation.

Chan Wing Kin: Where will you put the resources? Any categorization?

Sun Yusen: categorize first and then put in society room

Chan Wing Kin: society room markers still there?

Sun Yusen: Markers for promotion period still there.

Lui Ming Hong: any framework for name of teams?

Sun Yusen: no foul language

Chan Wing Kin: Better to have a concrete framework, otherwise people have no idea.

Sun Yusen: We indeed prefer to have framework, will consider later.

Chung Yin Kwan: criteria for cheers? this is more than necessary.

Sun Yusen: within 4-6 sentences

Chan Wing Kin: Have some sort of framework, otherwise they give you poem.

Lui Ming Hong: have group leaders guide them

Sun Yusen: For team games, we have 'Trust me, I am an engineer'. Each group has straws and tape, they need to build a bridge. an remote controlled car need to be able to travel from one side to another

Chung Yin Kwan: Must it be in mid-air?

Chan Wing Kin: Make sure you demonstrate game.

Chung Yin Kwan: If semester party game is popular, you can recycle. no need to be exclusive

Lui Ming Hong: Would they not have advantage?

Chung Yin Kwan: group leaders should not talk about strategy.

Sun Yusen: ping-pong net. use strings to obtain ping-pong ball from a pail. How you do it is up to you.

Sun Yusen: string net. Each team has long nylon string. transport team-mate from one side to the other. fastest team wins

Chung Yin Kwan: How long will the nylon string be?

Cheung Long Him: 1 roll is probably not enough

Lui Ming Hong: Make sure it is safe.

Chung Yin Kwan: What is 'transport all the groupmates'?

Sun Yusen: it means that literally

Cheung Long Him: After you go to the other side, you can 'check', then go back to the other side.

Chan Wing Kin: what if the net breaks or the supply of strings ran out?

Sun Yusen: We will check during demonstrate game.

Chan Wing Kin: Make sure you buy same brand, may have large difference.

Chung Yin Kwan: What if net breaks?

Sun Yusen: We will ask them to fix the net right there.

Lui Ming Hong: If people injured, what to do?

Sun Yusen: we will have 2 executive committee members to care for them if severe, send to hospital

Chan Wing Kin: There are official guidelines on who to call and what to do for serious injuries.

Cheung Long Him: bullblazer: There are many square grids on floor, if you step on some, will die. 1 team left to right, other team vice versa. Some traps laid on your own team, some by others. If step on trap, you die. people need to remember where are the traps

San Yik Chuen: 2 teams go simultaneously?

Cheung Long Him: Yes. The map should have trap for both teams as well.

Lui Ming Hong: Last year we wanted to have minesweeper, but cost is too high, so cancelled. There may be this same problem here. Also, the pace may be too slow.

Chan Wing Kin: is it turn-based or real-time?

Cheung Long Him: Depends on demonstrate game, see if the game is too quick.

San Yik Chuen: When demonstrate game?

Sun Yusen: early July. By mid June or end of June we prepare all the materials.

Sun Yusen: We will consider.

Chung Yin Kwan: What if the 2 members clash?

Cheung Long Him: they can choose to fight for the square and no one will win the traps can activate for unlimited times, so it puts people's memorizing skills to the test

Sun Yusen: Find difference. Participants enter a room, see the position of things afterwards they will be asked to leave the room executive committee members will change position, they will tell the difference. For the second round, the rearrangement will be done by the other team.

Lui Ming Hong: Where will the team based game be held?

Sun Yusen: Common

Lui Ming Hong: How to make sure they will not see?

Sun Yusen: We ask them to go out for a break.

Cheung Long Him: for 1st round, everyone go in the room at the same time to compete who can find the differences quicker. for the 2nd round, one team will change the scenario for the other team.

Chan Wing Kin: How will they inform MC?

Cheung Long Him: We will put desk, first come first answer.

Chan Wing Kin: what if people just blindly guess?

Cheung Long Him: MC will decide who pressed first, then allow that person to answer first.

Chung Yin Kwan: What does 'move' means?

Cheung Long Him: need to noticeable. For example, 2 chair-3 chairs, or clock hands in different position.

Sun Yusen: Sound of music, each team divided into 2 parts, one team blindfolded and the other does not.

Cheung Long Him: they can only use animal sounds but cannot speak. They need to find ways to attract other teammates to find them.

Sun Yusen: Fastest team to gather wins.

Cheung Long Him: 1st rounds free to use any sound. 2nd round may have restrictions, e.g., must pretend to be birds.

Chan Wing Kin: if 1 pair is already formed, they need not find other teammates?

Cheung Long Him: We do not allow them to walk to certain people, need the others to walk.

Sun Yusen: Newspaper war

San Yik Chuen: This is at b-ball court?

Sun Yusen: yes

Chan Wing Kin: Consider buying snacks, they may be too hungry

Chung Yin Kwan: 30 mins may not be enough for packing

Chan Wing Kin: u should give them 40 minutes

Chung Yin Kwan: what if people suddenly want to take a shower

Sun Yusen: Recommend not to shower as they will need to play ball games.

Chung Yin Kwan: Find 1 team game that is a buffer game.

Sun Yusen: Newspaper war: each team split into 2 parts. 1 part attack, 1 defend. Make weapons with newspaper, and also a tower. Use the weapons to attack the tower. See how tall the tower that remains is, taller one wins.

Chung Yin Kwan: If given tape, should not be able to break.

Sun Yusen: Will require their tower to have a min height.

Chung Yin Kwan: you should make sure that all newspaper stacked up together will not meet the min requirement.

San Yik Chuen: How to attack?

Cheung Long Him: Probably by throwing balls, do not allow them to throw the entire stack of newspaper. We might not allow them stick the newspaper to the floor.

Chung Yin Kwan: Be aware of safety.

Cheung Long Him: Since tower or attack zone is different, so the attack should not reach the players

Sun Yusen: Dodgeball. No explanation required.

Cheung Long Him: One variation: change into 4 teams instead of 2.

Sun Yusen: Have a 3x3 matrix on floor

Cheung Long Him: Team line up away from the grid, each team has 3 coloured object, play tic-tac-toe. it is a physically-demanding race. If cannot win by 3 rounds, 4 member goes out to change their own object's position. Problem: You cannot think when you run.

Lui Ming Hong: What if 2 teams throw into same grid

Cheung Long Him: Depends who goes first. No second throwing allowed. If close, we should have a judge there.

San Yik Chuen: Is the 3x3 grid made in advance?

Sun Yusen: yes

Chan Wing Kin: Last year for dodgeball, we have 2 people in middle for picking up balls. You can think about arrangement of people.

Lui Ming Hong: what if it rains

Sun Yusen: apart from dodgeball, all the rest can be played in common room

Sun Yusen: We have not booked yet.

Chung Yin Kwan: not many people booked conference room

Cheung Long Him: If raining, may not go to hall first. Check in after all game ends. Will find backup for dodgeball.

Chung Yin Kwan: Find a backup plan for raining.

Chan Wing Kin: Last last year they think about backup plan throughout the night, very hard.

Sun Yusen: Hot pot.

Chung Yin Kwan: Anyone prepare beforehand, boil water?

Sun Yusen: Yes, we have 2 people in hall vi

Chung Yin Kwan: when prepare the food?

Sun Yusen: Will prepare food one day before.

San Yik Chuen: Make sure enough place for food.

Chan Zhao Cong: Normal fridge have not enough place or not strong enough.

Sun Yusen: My fridge is very strong.

Lui Ming Hong: If you can get the entire floor, just use the fridge in the common.

Chung Yin Kwan: hall rooms not confirmed?

Sun Yusen: no yet. Preferably triple room

Cheung Long Him: Have 1 group leaders with 2 freshmen, they can talk together. If get 1 floor, we will take the common as well.

Chung Yin Kwan: double room better for room game.

Chan Zhao Cong: Any activities during hotpot? Can prepare boardgames just in case. Who move the chairs or tables?

Cheung Long Him: Ask them to do so themselves.

Lui Ming Hong: Where does stove come from?

Chung Yin Kwan: How many stove?

Sun Yusen: 10 people per stove, need 3. Preferably from executive committee members home.

Chan Zhao Cong: Find people to set-up stoves, add water, etc.

Chung Yin Kwan: Any people pan-fry food?

Cheung Long Him: if the cooking is too slow and people are not full, use other methods like stir-frying

Chung Yin Kwan: Some games are quite boring?

Cheung Long Him: black-magic, and look for someone to ask freshmen speak their secrets

Chung Yin Kwan: There will be boring gaps in orientation camp, fill in with these kinds of games.

Cheung Long Him: If 2 groups and 2 stove, no idea how to separate. most likely form a big circle

Chan Wing Kin: Total travel time for beach game may be 1.5-2 hours, if play for short time, participants may not think it is worth.

Chung Yin Kwan: So far in schedule, only 75 mins beach game,

Sun Yusen: In such weather, staying in beach for 2 hours is very long already.

Chung Yin Kwan: Will people go to beach earlier?

Sun Yusen: Did you do it at your time?

Chung Yin Kwan: Yes

Sun Yusen: Then we will do so as well.

Chung Yin Kwan: If beach 1, need even more rest time.

We find 4 water guns to form an area, someone sit inside, and ask people who approach not to stay here. They are usually cooperative.

Chan Wing Kin: Last day for orientation camp is Saturday.

Chan Zhao Cong: Last Last year beach day is second day, but cancelled due to rain. Also normal booking is up to 1200, we just occupied the area, so consider about that for writing turtle back.

Chan Wing Kin: Think about the time for beach day, since time is Saturday

Chan Zhao Cong: We are fine with no beach day, but our previous join likes beach day a lot.

Sun Yusen: day 3 breakfast at gum dull?

Chan Zhao Cong: McDonalds requires previous booking., 1 or 2 days in advance.

Tang Cheuk Him: Gold dull too early if I ask before final.

Tso Yee Ming: Motion to lay down agenda item to next meeting.

Cheng Man Hin seconded

For:14

Against:0

The motion was passed. The session adjourned at 17:55.

Date: 16-June-2016

Venue: Common Room 7 (LG5)

Time: 14:00

Chairperson: Sun Yusen

Minute takers: Zuo longlong, Tse Yuen Wah, lu Shing Huk

The business of the 2nd Extraordinary General Meeting of IRESS, HKUSTSU, Session 2016-2017 shall be:

1. To commence the meeting;
2. To receive and adopt the agenda of the 2nd Extraordinary General Meeting;
3. To discuss and amend the Year Plan of IRESS, HKUSTSU, Session 2016-2017;
4. To discuss and amend the Financial Budget of IRESS, HKUSTSU, Session 2016-2017;
5. To adjourn the meeting.

1. To commence the meeting

The time now was 14:00

No. of full member present: 10

Quorum is met. Chairperson Sun Yusen started the 2nd Extraordinary General Meeting on 14:00

2. To receive and adopt the agenda of the 2nd Extraordinary General Meeting

Tso Yee Ming motion to receive and adopt agenda of EGM

Cheng Man Hin seconded

For 10, Against 0, the motion is passed.

3. To discuss and amend the Year Plan of IRESS, HKUSTSU, Session 2016-2017

4. To discuss and amend the Financial Budget of IRESS, HKUSTSU, Session 2016-2017

Sun Yusen: Any more problems concerning the orientation camp?

Chung Yin Kwan: Since San Yik Chuen and I would not be present next meeting, let's first discuss class photo taking and senior sharing.

San Yik Chuen: Any preparation right now?

Lee Mang Hei Gordon: no. earliest by early june, ask sci or home about preparation. First, won't be held at sci or home because too crowded. Second, discussion.

San Yik Chuen: what would you ask sci or home regarding SCIE1000?

Lee Mang Hei Gordon: Should be about if they'll help with the promotion items, printing etc.

San Yik Chuen: SCIE100 have record, can ask them or just check their glass door

Chung Yin Kwan: If you succeed in applying for SCIE1000 selective activity, Sci or home should help you with a lot of stuff.

Lui Ming Hong: how to convenience sci or home to make it a SCIE1000 activity?

Lee Mang Hei Gordon: to a certain extent, this is beneficial to their research career

Chung Yin Kwan: You mentioned that you don't want to be too crowded so you picked a classroom?

Lee Mang Hei Gordon: classrooms of capacity around 60 people

Chan Zhao Cong: what if the location is a bit remote? let's say room 3059. people will not know how to go there

Chung Yin Kwan: Last year the number of participants far exceeded the capacity of the room, will you book a room of higher capacities

Lee Mang Hei Gordon: we expect and hope to have many participants

Chung Yin Kwan: wouldn't too many people make the venue more dispersed or chaotic? how will you control the number of participants?

Lee Mang Hei Gordon: I expect the number to be below 60, and will cap it at 60.

Chung Yin Kwan: if more than expected, how to deal with it?

Lee Mang Hei Gordon: Depends on the time permitted for venue booking

Chung Yin Kwan: Because this event doesn't require enrolling beforehand, how exactly can you control the number?

Lee Mang Hei Gordon: First come first serve

San Yik Chuen: we use training room last year. would you consider sci or home(outside) instead?

Chung Yin Kwan: you can specify "first come first serve" in your promotion or poster

Chan Zhao Cong: no need to be too official

San Yik Chuen: you know that there exist a deadline for SCIE1000, which afterwards activities cannot be booked

Lee Mang Hei Gordon: it should be before exam

Don't prefer holding it in Spring

San Yik Chuen: what are the other preparation work can be done?

Lee Mang Hei Gordon: ask and confirm which helpers will come

San Yik Chuen: Sci or home is rather picky. Micky mentioned that you should differentiate who is the organizer and who is the co-organizer (i.e. Sci or Home)

Chan Zhao Cong: Who will you invite?

Lee Mang Hei Gordon: students and popular professor

San Yik Chuen: will it be weird?

Lee Mang Hei Gordon: it can provide some information abt after graduated research

Chung Yin Kwan: some questions are not suitable to ask professors, but you invite both students and professors at the same time

San Yik Chuen: which year student would you invite?

Lee Mang Hei Gordon: Can try asking some PG students, but I am not very familiar with them.

Chan Zhao Cong: How will you write about or find people related to mathematics and environmental science?

Better approach them earlier since they are hard to find.

Chung Yin Kwan: Will you brief or rehearse with the speakers about the approximate direction of the sharing?

Lee Mang Hei Gordon: I will give them a general guideline at least 1 week earlier

Chan Zhao Cong: confirm language used is English?

Lee Mang Hei Gordon: For now, yes. But our priority is to serve the guests or participants, so it can change

Chan Zhao Cong: English media may scare some potential speakers.

San Yik Chuen: how many questions will you prepare?

Lee Mang Hei Gordon: 5 (rounds) at most

San Yik Chuen: ask and reply for 5 consecutive rounds? better to prepare some backup questions.

San Yik Chuen: try to think of more than 10 questions

Lui Ming Hong: 5 questions for all guests or each guest?

Lee Mang Hei Gordon: e.g. What is the most tedious challenge that you have overcome?

Lui Ming Hong: you may prepare some follow-up questions for each guest. For every target, prepare some personal questions; you may ask them in email a week prior to the sharing.

San Yik Chuen: when you think about the questions, try to think about the general flow and the cohesion between transitions

Lui Ming Hong: Five people and five different answers, people x catch their research

San Yik Chuen: get to know which specific area the guests are working in their fields. important for you and MC, especially when you're inviting them to speak

San Yik Chuen: you will set-up 15 min earlier?

Lee Mang Hei Gordon: Yes

San Yik Chuen: How to?

Lee Mang Hei Gordon: table, place for MC, participants and guests in circles

San Yik Chuen: like a lecture? projector and screen after MC. Any place doesn't have projector?

Tso Yee Ming: scihome don't have projector

San Yik Chuen: For scihome you should check with them if the equipment works

Lui Ming Hong: Some of their microphones don't work, so you should check them beforehand.

San Yik Chuen: Any substitutes?

Lee Mang Hei Gordon: Not any that I've considered

Chan Zhao Cong: will people have to sit on tables?

Lui Ming Hong: will the seating plan be polar or row-by-row

Lee Mang Hei Gordon: Depends on the venue

San Yik Chuen: In case guest is late, call them. Will you brief again on spot, just before the start of the event?

Lee Mang Hei Gordon: Yes

San Yik Chuen: will you be afraid that some questions will be too technical

Lee Mang Hei Gordon: no for questions, but guests may give overly technical answers

Chung Yin Kwan: what if guests say bad things about research?

Lee Mang Hei Gordon: Well I can't do anything for it if that's their opinion

San Yik Chuen: If the audience wasn't very active, wouldn't the 20 min of free Q&A be awkward?

Lee Mang Hei Gordon: we have backup questions

Chung Yin Kwan: find actors will be better

Lui Ming Hong: when you have already specified that it's Q&A session, better not ask for yourself

Lui Ming Hong: Q&A session should be led by audience

Chung Yin Kwan: but you can ask some follow up questions.

San Yik Chuen: how to cope with overrun or underrun

Lee Mang Hei Gordon: if overrun then limit the number of questions at Q&A. if underrun then use back-up questions

Lui Ming Hong: scie1000 restriction: 40min

San Yik Chuen: if some speakers' time schedule aren't compatible, you can make "sacrifices"

Chung Yin Kwan: How will you choose the seniors?

Lee Mang Hei Gordon: Ask several guys in each field, and then try and work out a date on which most people are available.

San Yik Chuen: I suppose that each field should have one speaker? What if unbalanced?

Chung Yin Kwan: A downside to having too many people or many from different fields would be the prospect of overrun; also, the discussion might end up being too shallow.

Lui Ming Hong: scie1000 career talk 2-3 guests only

San Yik Chuen: if you ended up picking only one, think of ways to explain to other guests

Leung Cheuk Wai: find 1 first

Chung Yin Kwan: find way to reject you may scare off some guests when you mention that they must speak in English. Don't expect too much for professors except those who are really good

Chung Yin Kwan: sci or home will compensate for the expenses like posters if you can get their support souvenir \$15? can you buy anything this cheap?

Lee Mang Hei Gordon: probably a flag of thanks

Class Photo Taking

Chung Yin Kwan: how will you define one week

Tse Yuen Wah: Just after add-drop period.

Chung Yin Kwan: Is this arrangement for catering to newer members?

Tse Yuen Wah: Prioritize year 4 members

Chung Yin Kwan: So will cater more to year 4? Be careful as it may result in lack of participants not graduating. Faculty, which ones will you invite?

Tse Yuen Wah: each field coordinator, program coordinator

Chung Yin Kwan: Invite director of the graduating year. Do you know who is the director of that year?

Tse Yuen Wah: PROF. KO?

Chung Yin Kwan: Nope, professors Ng Tai Kai. but he is difficult to invite as he is no longer in ust. Also, you invite the professors in August, and may cause problems. What are they?

Tse Yuen Wah: Even the members could not confirm, it's hard to cater to them.

Chung Yin Kwan: You may not cater to newer members. Also, professors may not be HK, and they may not even reply. Any way to solve this problem?

Tse Yuen Wah: Maybe we could postpone the event, because after all it's not confirmed yet?

Chung Yin Kwan: But if you postpone, the activities may be crowded together. Also, you confirm availability by 14 or 8. You sure you could finalize availability before pre-enrolment?

Tse Yuen Wah: as a preliminary measure. We may confirm actual availability later.

Chung Yin Kwan: You may get the finalized one after enrollment. How to book venue?

Tso Yee Ming: FMO.

Chung Yin Kwan: 1 month?

Tso Yee Ming: 8 weeks prior

Chung Yin Kwan: Woah

Tso Yee Ming: Earliest.

Chung Yin Kwan: If your activity is in September, your working schedule may not work, since you have to deal with Orientation camp during that time. It may be too idealistic. You might not be able to deal with the workload, considering Orientation week is approaching as well. There should be no problem if you postpone it. please consider. Also, you need to know how to politely decline professor if the time slot does not fit him in the end. You intent to invite some friends as photographer?

Tse Yuen Wah: Will try if there's one; Otherwise, we may hire a professional photographer

Chung Yin Kwan: Will you consider paying?

Tse Yuen Wah: probably

Chung Yin Kwan: Avoid paying for professional. It will be expensive. you may ask "other years" for the job. Who will be responsible photo-editing?

Tse Yuen Wah: Could ask the photographer if he wished to help with the editing, but we do have people who know photoshop.

Chung Yin Kwan: It may be problematic to communicate frequently with an outside photographer. Also it will be more customizable if you do it on your own. How to check for members' availability

Tse Yuen Wah: Google form.

Chung Yin Kwan: How much time would you allow for phototaking

Tse Yuen Wah: 2-3 hours.

Chung Yin Kwan: 3 hours

Tse Yuen Wah: 2 hours?

Chung Yin Kwan: Last year only 1 hour, ended in 15 minutes.

Tse Yuen Wah: I thought also consider clearing up the venue.

Chung Yin Kwan: Even considering those time, it only took 1 hour in the end.
What props do you think do we have to prepare

Tse Yuen Wah: mat for professors and seniors to put down their stuff

Chung Yin Kwan: Where will you get the chairs?

Tso Yee Ming: SAO.

Chung Yin Kwan: Anything else special that you need to prepare as well?

Tse Yuen Wah: Society board

Chung Yin Kwan: Dress code?

Tse Yuen Wah: society tee, or clothing with similar colour.

Chung Yin Kwan: what if graduates want to wear their own years' shirt?

Tse Yuen Wah: Ask them to

Chung Yin Kwan: What if some of them had not bought the new one?

Tse Yuen Wah: Ask them to wear similar colour ones, or borrow one to them.

Chung Yin Kwan: Borrow may cause problems as it may not fit. but we have spares. When will you ask for their availability?

Tse Yuen Wah: 2 weeks before.

Chung Yin Kwan: 2 weeks is ok. But will you ask members first, and how will you ask the professors?

Tse Yuen Wah: Will ask the members for availability, then set date to ask professors.

Chung Yin Kwan: This should be ok, otherwise professor will tell you not available every day. So find a few days and propose those days. Biggest problem is inviting Prof. Ng. Will you brief the photographer?

Tse Yuen Wah: Will have a few trial photo taking first.

Chung Yin Kwan: Beware of the lighting. For the group photo, will it be formal?

Tse Yuen Wah: both formal and funny versions

Chung Yin Kwan: How can people order for photos?

Tse Yuen Wah: google form put in whatsapp group, where everyone can fill in how many copies they need

Chung Yin Kwan: According to the budget, will you only offer 4R photos?

Chung Yin Kwan: What sizes will you offer?

Tse Yuen Wah: 3R, 4R, 5R, should be these.

Chung Yin Kwan: Can I request for plastic lamination?

Tse Yuen Wah: Yes, if they add money.

Chung Yin Kwan: Make the price clear. Also, if you only have 3R, 4R, 5R on google form, they may not say anything about this, so you can ask them to write down any special request, ask them to contact you later. Everyone get one photo for free, will there be photo frame?

Chung Yin Kwan: How to order?

Tse Yuen Wah: Will ask marketing secretary, since he has a broad connection.

Chung Yin Kwan: beware of the margins e.g. "IRE" to "TRF". Note whether any parts of the photo will be covered, or if the photo will slide down automatically.

Tse Yuen Wah: Taobao will consider the comments

Chung Yin Kwan: Note that Taobao have new policy, may be restricted to Chinese credit cards only. Can use octopus when purchasing from Taobao.

Lui Ming Hong: How will you do the photoshop?

Iu Shing Huk: Chan Siu Man is more familiar in this regard. (end)

Lui Ming Hong: You can refer to our photos taken before as reference

Tse Yuen Wah: Add society name and year.

Chan Zhao Cong: For example, if all of them are third year, it is added.

Chung Yin Kwan: Will you use IRE or IRESS?

Sun Yusen: Should be IRE, since this is our target.

Chung Yin Kwan: yes, IRE is better

Iu Shing Huk: but last year used IRESS

Chung Yin Kwan: Yes, however there are objections. You decide, just make sure there is a consensus. When will you decide not to hold if weather conditions are poor?

Tse Yuen Wah: Should be 1 hour before.

Chung Yin Kwan: Remember to contact by whatsapp, facebook, big group, so on. Do you have any experience in ordering photos?

Chung Yin Kwan: Note some companies may not cater to one person who has a special request as they prefer to print in bulk. you can look for another company that accepts such offer given that there are no severe discrepancies in prices. how will you make sure that the quality is acceptable

Tse Yuen Wah: Ask for samples first

Chung Yin Kwan: Ask them to print just one first, do not start with 30. Do recognise the professors and those who show up less often. Will you go to the office yourself to find the professor?

Tse Yuen Wah: ourselves

Chan Zhao Cong: Last year some of the professors "drifted" down here, e.g. Prof. Lortz.

Chung Yin Kwan: Then tell them exactly how will you invite them. If you tell them to wait somewhere, do not suddenly take them elsewhere. Take note of the professor's special

requests first, as long as it does not affect the progress of the activity, then it is fine. My biggest concern is the working schedule, which is not very feasible, otherwise it is fine.

Chan Zhao Cong: Members who usually do not attend activities are more likely to appear in photo taking, so be aware of that.

Sun Yusen: Since some members of last year executive committee members will leave at 4pm, I would like to ask. would you like to upload all past executive committee members' photos, events, personal information, etc. to our society website?

Chan Wing Kin: So the main issue is whether we should add previous executive committee members photos into the website.

Lui Ming Hong: Current executive committee members have individual photos and group photo?

Sun Yusen: Both.

Lui Ming Hong: What is the section called?

Sun Yusen: We will add it beneath the tab "executive committee"

Lui Ming Hong: I do not think photos of the previous executive committee members are needed. put in "history"? If cut-off is at IRESS, then it is ok.

Tso Yee Ming: I see that some society web pages have photos for past executive committee members as well.

Sun Yusen: if no photos, it seems to be a code, as no one can recognize names. Lau Sze Cheung says it is ok for her session.

Lui Ming Hong: I think it is acceptable if just add group photo, and then tag each member.

Tso Yee Ming: Will there be difficulty, say last session some members have left.

Chan Wing Kin: We were all present in to inauguration photos

Chan Zhao Cong: How many members will be added? You may need to pay extra attention to our sessions as some of executive committee members quit

Sun Yusen: How will you label Chan Shing Cheong and Liaw Ming Wai?

Chung Yin Kwan: If you write 'resigned', it may be strange.

Chan Wing Kin: Ask for their opinion. Try contacting through facebook.

Chan Zhao Cong: is it acceptable to put Chan Shing Cheong on them but not Liaw Ming Wai?

Sun Yusen: So you plan to see if their opinions coincide, if they both agree, then we will add their names. But what about the Chan Shing Cheong's position?

Chan Wing Kin: We may put both titles.

Chan Zhao Cong: Add the date of post, 'up to' when.

Chan Wing Kin: Will you use the inauguration photo of our session or your session?

Chung Yin Kwan: If you use the one in our year, then Liaw Ming Wai and Chan Shing Cheong say they do not want to be in the photo, it will be strange.

Sun Yusen: So you prefer to use group photo.

Chan Wing Kin: Note that this year's inauguration photo consist of only the final members of the executive committee members, so you can use it if they do not agree.

15:11 swap chair to tso yee ming

orientation camp

Sun Yusen: beach day

Chung Yin Kwan: We do not mind if you do not hold beach day, but the previous executive committee members may mind. Do you plan to play for the entire 1.5 hours?

Sun Yusen: probably no, because some of our games are quiet

Chung Yin Kwan: Quiet is even worse. Moving may be preferable due to the atmosphere and the cooling effect of the wind. It may be better to add some time for them to take a break, go to toilet, etc.

Sun Yusen: First game is sand fortress, same as last year.

San Yik Chuen: will it be boring?

Sun Yusen: For me, it's enjoyable

Second game we will divide them into 2 teams. We will place water balloons around the field. can allow them to jump into the sea just for fun.

San Yik Chuen: preparation will be a big problem. Also, if you use balloon, it will be very difficult. If the balloon is too thick and it does not burst, it will be painful.

Sun Yusen: We plan to use plastic bag, like last year.

San Yik Chuen: there's a specific method to tie the plastic bag. you have to explore.

Chung Yin Kwan: Preparation is very time consuming, find more labors.

Chan Wing Kin: balloon storage will be another big problem.

Chung Yin Kwan: pay \$ to store. make sure they won't put up the price

Sun Yusen: What is the price for last year?

Chung Yin Kwan: \$50 or 2 boxes

San Yik Chuen: it was heavy

Chung Yin Kwan: Say there are 30 participants, how many will you need?

Sun Yusen: Around 10 per person, find 5 persons to make. each executive committee members make at least 10

Chan Zhao Cong: think about how to store and carry them

Sun Yusen: How many did you store in 2 boxes?

Chung Yin Kwan: 200 tops

Chan Zhao Cong: Do take special care of the box, as some of the water balloons may have burst

Chan Wing Kin: Some water balloons bursted, so when we drag the box out, the cardboard box is damaged.

Chan Zhao Cong: we covered the boxes up with plastic to be smooth, but the balloons at the bottom will still burst due to pressure at the top
Cut a hole then put a few thicker cardboard inside.

San Yik Chuen: you should start preparing much earlier as it is really time consuming

Chan Zhao Cong: maybe you could divide the balloons into smaller portions and put them in separate boxes

Chan Wing Kin: Remember to ask participants to take off glasses and put their phones away. It is dangerous if the glasses break.

Sun Yusen: but wouldn't glasses protect our eyes?

San Yik Chuen: you can try during demonstrate game

Sun Yusen: Next game is *draws diagram*. First, the square is the field. The field is divided in two, with a jail at two opposing corners. The flag is hidden in the field. Everyone has a tag on him, if the tag is taken away in the opponent's field, he has to go to jail.

Chan Wing Kin: How to judge whether they touch or not?

Sun Yusen: Using executive committee members' eyes

Chan Zhao Cong: How to judge whether someone is dead?

Tso Yee Ming: The person loses his tag.

Chan Wing Kin: 1 team member attack enemy's field at the same time?

Sun Yusen: you can send more than 1 person actually.

Chan Zhao Cong: Where is the tag?

Sun Yusen: On the participant's back.

Chan Wing Kin: Can I enter an opposing zone to de-tag someone?

Sun Yusen: No, you can only remove the opposing players' flag.
but you can save your teammates

Chan Zhao Cong: If the flag is dug too deep, how to retrieve?

Sun Yusen: We should not allow them to bury the flag too deep.

Chan Zhao Cong: But if you allow everyone to de-tag anywhere, it may cause problems as well.

Tso Yee Ming: need time for cooldown

Lui Ming Hong: it will be quite time consuming to re-tag the person.

Chan Zhao Cong: The main concern is the defend is too strong, everyone will be passive then.

Sun Yusen: we'll consider during demonstrate game

Chung Yin Kwan: What is the restriction for the depth for burying the flag?

Sun Yusen: a layer of sand. executive committee members will judge

Chung Yin Kwan: but different executive committee members have different standards

Chan Wing Kin: What if the flag was buried in the jail? Would it be super convenient for the defending side?

Sun Yusen: obstacle course. divide into 2 teams. 1st stage, blinded folded to find an item
2nd stage, use a water gun to fill a cup from afar. 3rd, make something

Chung Yin Kwan: For 2nd part, will you put the cup in the sand, or will it be held by another person?

Sun Yusen: put in the sand.

Chan Wing Kin: how to execute a game

Sun Yusen: one person will be blind folded. executive committee members burry something in sand. then find

Chan Wing Kin: Will other people give instruction?

Sun Yusen: Yes.

San Yik Chuen: Can the opponent interfere?

Sun Yusen: Good idea, it can be considered.

Chung Yin Kwan: Will the game order definitely be as in year plan?

Sun Yusen: not necessarily

Chan Wing Kin: What do you mean by “building something”

Sun Yusen: We will give them instruction, e.g., make a turtle, then if it resembles one, we will give them more marks.

The marks will be considered for both time(1 mark) and resemblance(2 marks).

Chan Zhao Cong: how will you define “finished”?

Sun Yusen: when they say so. It starts from the person getting blindfolded and starts touching object, to the time when they say they are finished.

San Yik Chuen: Will the standard for judging resemblance be challenged?

Tso Yee Ming: As long as the object is generic, there should not be problem.

Sun Yusen: if both are of similar quality, then it is a tie

Chung Yin Kwan: any penalty?

Sun Yusen: Beach game is our last part, so all the credits will be used, there will not be special bonus or penalty.

Chung Yin Kwan: Avoid adding sand into water, it may get into the eyes.

Chan Wing Kin: Concerning the game duration, any plans for underrun or overrun? Also, wouldn't 30 minutes be too much for capture the flag?

Sun Yusen: 20 minutes will be more suitable. We prefer to have more time.

Chan Wing Kin: will there be any back up plan if underrun?

Sun Yusen: We will have backup for every section.

Chan Wing Kin: Make sure you have games for the entire 1.5 hours.

Chung Yin Kwan: Maybe we could have two runs for capture the flag, with variations. e.g. 1st time only for heat-up. But difficult to arrange another trial for beach obstacle course

Chan Zhao Cong: For beach water balloon fight, will the water balloons be placed on the field already?

Sun Yusen: Yes

Chan Zhao Cong: Can it last for 10 minutes

Chung Yin Kwan: it will be hard to monitor.

Chan Zhao Cong: it may be unlikely to last 10 min. Either you add more rules, or make sure other games take more time.

San Yik Chuen: you can consider some mini game like spicy sushi

Chung Yin Kwan: Consider splitting one team into 2 groups?

Sun Yusen: yes

Typo: design of orientation camp "T-shirt"

Chung Yin Kwan: Any backup if it rains?

Sun Yusen: we have an indoor back up plan

Chan Wing Kin: Backup needs to be even longer, since you have to take traveling time into account as well.

Chung Yin Kwan: you can let them sleep more also. Also, give them time for washing. when demonstrate game, it should be similar to real event

Chan Wing Kin: Remember to bring towel and extra clothes for changing, otherwise it will be sad.

Chan Zhao Cong: how to deal with luggage?

Sun Yusen: what is the check-out time?

Chan Zhao Cong: At noon.

Chan Zhao Cong: Last year we put the belongings at the executive committee members' own rooms. Is there any rooms which are only occupied by executive committee members?

Sun Yusen: Not in Hall 6.

Chan Zhao Cong: Think about how to manage, if you return by 2pm, it will already be late.

Chan Wing Kin: Also prepare more water, ask them to prepare extra water and snacks. You may also add one item in budget for snacks if you want to prepare for it.

San Yik Chuen: Also check for typos.

Chan Zhao Cong: Also find a way to get venue for turtle back. Prepare the materials beforehand, otherwise it will be too late.

Chung Yin Kwan: Remember to occupy the venue earlier. Also tell us about the backup games after you planned for them.

Chan Wing Kin: For group photo, remember to take them earlier.

Sun Yusen: we will pay attention to the exit time of participant.

Chung Yin Kwan: usually last day lunch will be paid by group leaders. Remember to have financial deficit!

Cheung Long Him: If we couldn't obtain a deficit we'll try to offer desserts and other gifts.

Chan Zhao Cong: Will there be prizes for the winners of theme game?

Iu Shing Huk: I designed the theme game.

Sun Yusen: For room games, we plan to discuss it with group leaders in briefing session.

Chan Wing Kin: How to make sure people can leave on time in the morning?

Sun Yusen: We will have morning call half an hour earlier, and we will knock on their door before we leave as well.

Chan Wing Kin: you can send message to participants the day before.

For breakfast, some people may not want to eat, which may cause problems in beach day, so prepare some snacks, and try to encourage them to eat before the beach day. If you're unfortunate, you may need two bus trips as some people may be late better to have more executive committee members know the way to the beach.

Sun Yusen: We will have more people to go to the venue beforehand, so those people should know how to go.

Chung Yin Kwan: Will you have division of labour or timetable?

Sun Yusen: yes, but not prepared yet

Chan Wing Kin: When will you invite others to demonstrate game?

Sun Yusen: early July

Cheng Man Hin clash with IMO?

Chan Wing Kin: not really. Invite people earlier. spare some time to change game

Chung Yin Kwan: Changing games will take a lot of time.

Chan Wing Kin: Remember to check the weather, last time it rained when we demonstrate game.

give credits to demonstrate game people.

Chung Yin Kwan: Since you have city hunt, remember to check right before.

Chung Yin Kwan: not enough group leaders

Chan Wing Kin: If small talk does not have enough group leaders, what will you do?

Chung Yin Kwan: If you ended up having to have 1 group leaders for multiple participants, what is the maximum number of participants who follow one group leaders then? Also, remember to tell them how long, and where they can go. Is the sharing in day 3? remember to buy bottles.

Sun Yusen: Yes.

Iu Shing Huk: First, on the structure of the theme game. For the first night there will be introduction.

Mainly it is for participants to warm up and earn credits for use in the second day. The credits can be used to buy tools and clues. tools: uv light, invisible ink (1600), can opener, map. some tools are useful for city hunt. The objective is to find certain executive committee members find a sim card in last game. they can use that sim card to contact that executive committee members who is in ust. It will bring them to the next part, the UST hunt.

For UST hunt, the format should be somewhat similar to last year. A classroom with clues on the corkboard. They will find the locks and passwords in the clues. there will be videos and paper. lunch in the middle of ust hunt. the design will be similar to that of last year. They will return to the common room in the end to report their findings.

Chan Wing Kin: what is the progress at this moment?

Iu Shing Huk: So far exact games have not been planned, only the framework is planned.

Chan Wing Kin: the tools earned will only be used for city hunt?

Iu Shing Huk: yes

Chan Wing Kin: what is the use for getting the sim card?

Iu Shing Huk: for the location of the classroom

Chan Zhao Cong: Will there be background in the first night? are there any long passage?

Iu Shing Huk: There will be briefing.

Chan Zhao Cong: Will there be long passages?

Iu Shing Huk: We will tell them verbally.

Lui Ming Hong: Why have the team game? why not normal team building?

Iu Shing Huk: theme game can be another type of team building. the scale is large and there is a sense of purpose within

Lui Ming Hong: how can you guarantee it helps team building? setting puzzle to pursue team building will be very difficult. we failed last year.

Chan Wing Kin: we demanded 2 to 3 times but there were still loopholes. you may need to put extra efforts into theme game. It will take even more preparations than other team building games. So far who is mainly responsible for developing the theme game?

Lu Shing Huk: me and Cheung Long Him

Lui Ming Hong: the purpose of theme game is team building only?

Lu Shing Huk: also thought-provoking. There can be more interactions between group leaders and participants

Cheung Long Him: multiple mini theme-building games may be too dispersed or unorganized and boring. Also, since we go to city hunt, it will allow them to be familiarize with the environment near UST as well. venue of city is near UST therefore participant can familiarize with UST nearby area.

Lui Ming Hong: Why need more than 1 day for theme game?

Cheung Long Him: in camp and out camp hunting. Since we plan to do in and out camp in 1 day, if we can link them together, it may get them to be more involved. linking them up will be more fluent. 3 to 4 hour for the puzzle cannot be too sophisticated. need an entire day

Lui Ming Hong: I do not object to this, but take note to the purpose of the activity. If your objective is team building, make sure the puzzles involves more than 1 person, otherwise people might think independently

Cheung Long Him: we will remind group leaders to help participants get involved.

Lui Ming Hong: Also note other things like Escape Hong Kong, if you use difficulty as gimmick, they may not be able to solve. If the scale of the game is too large, the flow may not be ideal

Cheung Long Him: This is why we have the credit system, they can buy clues or even the answers. some tools are necessary while some may not (e.g. opening a can doesn't absolutely need a can opener). There is strategies involved, for example, only use credits if they get stuck.

Chan Wing Kin: How many times will you demonstrate game? Will you break the game into parts during demonstration?

Cheung Long Him: we plan to split it up at first. then whole game. so 2 in total. We plan to find those who are available in July but not in orientation camp to help. we may even ask secondary schoolmates to help us

Chan Wing Kin: When do you expect you finish demonstrating game, when will we have the final product?

Cheung Long Him: 1st early or mid july, 2nd late july. last modification is early august

Chan Wing Kin: I suggest you demonstrate the second time at end of July. Finalize everything by early August.

Chan Zhao Cong: buy items earlier.

Chan Wing Kin: how would you plan the demonstrate game material, e.g. who will purchase them?

Sun Yusen: This will be decided after we know what resources we need. We will see if we can find cheap or even free resources based on our interpersonal network.

Chan Wing Kin: what is the flow of 1st night?

Iu Shing Huk: there will be a powerpoint to tell the background story for team based game After telling the story, we will start the games after they return to their respective groups.

Chan Wing Kin: would you relate the games to the theme?

Iu Shing Huk: not necessarily related.

Cheung Long Him: 1st day for credit, 2nd day start the big boss

Chan Wing Kin: Remind them the earning credits is useful by the first night, otherwise they will complain. intellectual? physical?

Iu Shing Huk: we would mentally prepare them for the 2nd day. not physical since participants may be exhausted.

Cheung Long Him: we already have physical activities like dodgeball in the afternoon, so don't want to further chur them into physical activities after dinner

Chan Wing Kin: Find a way to make them feel that the games have impact. when will you have a concrete plan?

Cheung Long Him: After we discuss the resources, we will discuss the games. We will allocate around 5 days

Lui Ming Hong: will it be competitive?

Cheung Long Him: We have 2 types: 1 is time based, if you fulfill the requirements within time limit, you get a certain amount. The other time is competition.

Lui Ming Hong: so like the number of stars you can achieve in mobile games. Also, consider if you need to adjust cost of the tools according to performance of the teams.

Chan Wing Kin: color-printing is expensive, so allocate more budget to demonstrate games

Cheng Man Hin you can use black-and-white printing costs to print colored items

Chan Wing Kin: When do you plan to have the field trip?

Iu Shing Huk: it should be before demonstrating game.

Cheung Long Him: we can search for some potential questions and tasks.

Iu Shing Huk: the format of city hunt will be similar to last year. am and pm different places. mainly Hang Hau, Polam, and probably Sum Hou Gong.

Chan Wing Kin: We added Because there is not much in Choi Hung. Just make sure that the traffic isn't too troublesome

Iu Shing Huk: We considered Diamond Hill before. We also considered Sai Kung as well, but there is the concern of traveling to a third place.

Lui Ming Hong: little transportation will be tough since it is hot and wet.

Chan Zhao Cong: i think more time for transportation will be better

Lui Ming Hong: Also, consider whether it is really useful to go to certain places.

Chan Zhao Cong: try to balance usefulness and fun

Chan Wing Kin: you mentioned that u would locate a card, how will you determine the travelling route of the two teams?

Cheung Long Him: final position of 2 team will be different.

Chan Wing Kin: how to guide?

Cheung Long Him: We will have guides, for example, directed by executive committee members or told by clues.

Iu Shing Huk: they can use credit to buy map

Chan Wing Kin: How to prevent the group from escaping the game?

Cheung Long Him: executive committee members should encourage them to have better involvement in city hunt.

Iu Shing Huk: brief group leaders not to sidetrack

Chan Wing Kin: You have to tell them during briefing what they can do.

Iu Shing Huk: highly depends on the progress of each team

Chan Wing Kin: Remember to bring enough money, otherwise executive committee members will starve

Lui Ming Hong: Your entire city hunt's goal is looking for one card, right? What if they cannot find?

Cheung Long Him: yes. We will also consider backup plans, e.g., they can buy with credits where they need to go.

Lui Ming Hong: you should make sure that they will find it.

Chan Wing Kin: how can you make sure that the progress of the teams is too different?

Iu Shing Huk: it one team too slow, or executive committee members directly give them clues.

Chan Wing Kin: Will it result in a loss of incentive?

Tso Yee Ming: we won't tell them beforehand that we'll give them clues, and one team may not know that we give additional clues to the other team

Chan Wing Kin: You can also pretend it to be official, so they do not become aware that they are actually slower. what if it rains?

Lui Ming Hong: What happens if they return earlier than expected? Will you give them more tasks to do?

Cheung Long Him: let them take a rest.

Chan Wing Kin: what if more than an hour early?

Sun Yusen: board games

Chan Zhao Cong: Where will the second task begin? Let's say if they return to hall first, then go to the classroom, it may be time consuming. You can book the classroom earlier.

Chan Zhao Cong: If you start the subsequent events early, it will be strange.

Chan Wing Kin: Just try to avoid having the game end too early. You can also consider letting them have tea. What if one team wishes to split up to maximize efficiency?

Cheung Long Him: We should not have task that allow such situation to happen. We will also have side-tasks (not directly related to the theme) for them to earn credits.

Chan Zhao Cong: during or after?

Cheung Long Him: In between. If you think you have time, you can do.

Chan Zhao Cong: participants will never know when it ends

Cheung Long Him: we will design.

Chan Wing Kin: If, somehow, they misunderstood your instructions and went to a completely different location, what would you do?

Cheung Long Him: In such situation, executive committee members will directly tell them.

Chan Wing Kin: How to demonstrate city hunt?

Cheung Long Him: give question, see whether clues help. We will also see if the clues help.

Chan Wing Kin: would you find someone for demonstrate game in particular?

Cheung Long Him: May be difficult to follow exactly like orientation camp. Whether they can find answer with clues may be difficult, we may give them clues and see if they know what to do next.

Chan Wing Kin: Try to find executive committee members to demonstrate

Chan Wing Kin: What to do if it rains?

Iu Shing Huk: Most games will not involve being outdoors.

Cheung Long Him: also, we'll ask participants to bring umbrella, we will bring spare as well. However, if there is serious rainstorm, we will consider

Chan Wing Kin: I agree that the event can still be carried out under rain, but be sure to remind them to bring their own umbrellas

Lui Ming Hong: When will you change plan?

Cheung Long Him: Red rainstorm warning signal. We will try to make task indoor. team executive committee members should report to executive committee members in ust.

Lui Ming Hong: what if it began to pour suddenly in the middle of city hunt?

Cheung Long Him: We will consider if they can go to somewhere indoor instead, and wait for the rain to wade. if the rain is too heavy, they need to immediately leave.

Lui Ming Hong: safety is the most important.

Chan Wing Kin: Leave them some time for washing if such situation arises.

Chan Wing Kin: if things get from city hunt is helpful to ust hunt (1640)

Cheung Long Him: We will make sure they do not lose too much, for example, give them tips. if it overrun, we may persuade them to buy clues or give some free tips if they're broke

Chan Wing Kin: Tell them about the penalties, e.g., if they are late for 10 minutes, they will receive credits penalty, they should give up by then.

Chan Zhao Cong: penalty can be heavier

Iu Shing Huk: UST hunt. everyone gather in the classroom. executive committee members will brief joabama or teams on the tasks. let them have a look to clues in the room and explore if they're clueless, give guidance. Mainly we hope they can go to different locations in campus and know the routes.

Chan Zhao Cong: You will search for things in the hunt? Remember to write down society name on these things. demonstrate game set should be slightly different to real set.

Chan Wing Kin: Need to plan time slot with other societies?

Cheung Long Him: yes. In my external vice president meeting, I confirmed that we would not clash with other society.

Chan Wing Kin: Prepare extra clues in case the clues get taken away by random kids. when will you prepare clues?

Cheung Long Him: during city hunt, executive committee members in ust will do it. if not enough time, at least set up clues before they come back to prevent their ruin

Chan Zhao Cong: how many teams or people can go out? an executive committee members needed?

Iu Shing Huk: There should be no need?

Chan Zhao Cong: What if they cannot find it on their own? Last year we have executive committee members follow them to help tell them the location.

Cheung Long Him: If the executive committee members follow them, suppose the clue is lost, the executive committee members can still tell them the clue.

Iu Shing Huk: regardless, executive committee members will monitor them consistently

Chan Wing Kin: what will you get from this session?

Cheung Long Him: In UST hunt you find parts, afterwards you put them together into the treasure.

Lui Ming Hong: what if cannot find all components?

Cheung Long Him: will not understand the big picture

Chan Wing Kin: if cannot find one piece of clue, will it affect solving the rest?

Cheung Long Him: You will have no idea what the parts are. But if we see them work hard, we will put it together for them.

16:47 swap chair to tso yee ming

Lui Ming Hong: better to tell them the purpose is to form something from debris

Cheung Long Him: Our plan is to give them the parts, ask them what the entire thing is. They may also need tools to help them.

Chan Zhao Cong: how to define win lose?

Iu Shing Huk: There are 2 ways. One is by considering credits. Two is by the completeness of the story.

Chan Zhao Cong: How to know the completeness of the story?

Iu Shing Huk: take point at this stage.

Lui Ming Hong: Everyone has creativity, so it may not be the same, judging creativity may be very subjective. I recommend finding more objective ways to determine the winner. the story can be for easter egg only

Iu Shing Huk: It may not necessary be how exactly the story is. For example, the parts, what clues you have.

Chan Zhao Cong: if you don't have prizes, it doesn't matter whether you win or lose

Cheung Long Him: we can offer the remote-control helicopter as the grand prize for the MVP of the winner team

Chan Wing Kin: Two executive committee members follow the teams on City hunt, what will they do during UST hunt?

Cheung Long Him: give tips, check and report their progress.

Chan Wing Kin: executive committee members follow team searching for clues?

Cheung Long Him: So far no need, but preferably need one. but yes if manpower enough.

Chan Wing Kin: if they can't find the treasure, directly goes to dinner?

Cheung Long Him: If they have credits, deduct it from there. If they are close to the treasure, we will give more time.

Chan Wing Kin: so credits will be useful all the way to the end

Cheung Long Him: Yes. If you do not know how to assemble, you can give credits.

Lui Ming Hong: So it is voluntary?

Cheung Long Him: If certain tools are necessary, we will force them to pay. If they give up certain clues, they can voluntarily buy them using credits

Lui Ming Hong: Make sure they know earlier, e.g., if they will lose marks for overrunning .

Cheung Long Him: we will tell them the penalty for overrun

Lui Ming Hong: Remember to clean up.

Chan Wing Kin: You plan to go down to plan after dinner?

Cheung Long Him: the venue is unconfirmed

Lui Ming Hong: so before and after lunch, the contents of UST hunt are different?

Cheung Long Him: yes.

Lui Ming Hong: don't run vigorously after lunch

Chan Wing Kin: What is the main difference between the UST hunt before and after meal?

Cheung Long Him: Before is for finding the parts, after is for assembling.

Leung Cheuk Wai: So you sit there for half an hour?

Cheung Long Him: We may also consider letting them find tools during that time. The teams also need to sum up their clues throughout the day.

Leung Cheuk Wai: everyone has duty?

Cheung Long Him: Ideally they will do it together, but some may withdraw, so it depends on group leaders should encourage them to get involved.

Lui Ming Hong: I think design is still the most important consideration, though group leaders can offer help

Cheung Long Him: Supposedly everyone should give their opinion, but there will always be people who refuse to think, in case such happens group leaders will help.

Chan Zhao Cong: Try to break the entire tasks into different parts.

Lui Ming Hong: Do you think they will discuss during meal time?

Cheung Long Him: We don't think it'll be a problem, but we may give important clues

Lui Ming Hong: will you get back those items?

Cheung Long Him: we will

Chan Wing Kin: Will there be problem for them if they sit for 1.5 hours?

Cheung Long Him: It should be ok, since they will be tired after running for an entire day.

Chan Wing Kin: conclusion?

Cheung Long Him: We will take a look at their story. calculate credits, determine winner, elect MVP, give prize

Chan Wing Kin: So tell story and give prize.

Small Talk

17:01 swap chair to Tso Yee Ming

Sun Yusen: the format will be similar to last year. if group leaders and executive committee members no. not enough, maybe 1 group leaders or executive committee members: 2 participants. For briefing, we will tell them where they can go, and the contents. As for time, we will allow 45 minutes.

Chan Zhao Cong: When will you call group leaders to return.

Sun Yusen: We will whatsapp the group leaders at around 15 minutes prior.

Chan Zhao Cong: Ask them where they will go beforehand, even if you cannot call them, you can go find them directly. Anything specifically to brief for time capsule?

Sun Yusen: We will let them do it on their own.

Chan Zhao Cong: cheers?

Sun Yusen: We have not discussed them yet.

Chan Zhao Cong: After beach game, they return directly for lunch?

Sun Yusen: Yes, in South North.

Chan Zhao Cong: We have day 3 lunch item in budget, be aware of that.
If they are paid by group leaders, then you will make a profit from orientation camp.

Cheng Man Hin If the Orientation camp budget suddenly changes, what if we return the money to group leaders?

Sun Yusen: but wouldn't that change the grand total?

Chan Zhao Cong: I do not mind, you think about it on your own.
Ask one of the group leaders to encourages other group leaders to pay.
What comes after lunch?

Sun Yusen: Turtle-back.

Chan Zhao Cong: When will the photo taking be?

Sun Yusen: We'll gather the availabilities of group leaders or participants first, before we could decide.

Chan Zhao Cong: Will you find someone to hold the camera, or use tripod and time function?

Sun Yusen: yes, Chan Siu Man?

Chan Zhao Cong: Have you started booking for the meals.

Sun Yusen: not that early

Chan Wing Kin: Camp-book design started yet?

Iu Shing Huk: haven't started yet

Chan Zhao Cong: content?

Iu Shing Huk: Will include introduction to executive committee members, orientation camp schedule.

Tse Yuen Wah: IRE information

Iu Shing Huk: maybe not

Chan Zhao Cong: Think about how to write the introduction.

Lui Ming Hong: Can also consider putting cheers into the book.

Chan Zhao Cong: think thoroughly about cheers, and the introduction, whether one person write it all, or will it be in English (hopefully not), and so on. Remember to put it into the working schedule.

Sun Yusen: We will think about where to print the camp book later, maybe in e-print. It will depend on marketing secretary.

Chan Zhao Cong: Remember to bring sunscreen for beach day.

Singing contest

Cheung Long Him: not confirmed. if not enough people interested.talent show

Cheung Long Him: We will poll within each society whether they want to join. probably only Raphaella So and owen would want to sing. It will be done after the freshman join next year. we start the questionnaire after freshmen enter.

Sub-committee

Tso Yee Ming: We will ask them during Orientation week if they will join sub-com. Once we confirmed who will join, I will contact them and start whatsapp group. i will organize 1st meeting, division of labor. Find someone with leadership abilities to be coordinator, I will communicate with them. I will tell them about the meeting rundown. I am mainly a support.

Chan Zhao Cong: What roles do they have?

Tso Yee Ming: coordinator, treasurer, 1-2 secretary (to jot minute), 1 for poster.

Chan Wing Kin: How closely should you follow them?

Tso Yee Ming: technical stuff have to be taught. They should know the basics such as dropping minutes. remind them according to past experience. Some guidelines such as focusing on participants.

Chan Zhao Cong: Remind them on finding participants, they may not be willing to do so. Coordinators should follow closely whether people have whatsapped the participants. For book venue, you alone or with coordinator?

Tso Yee Ming: Should we do the booking in the name of the society?

Chan Zhao Cong: Yes

Tso Yee Ming: so I will book along with them

Chan Zhao Cong: Leave more time for certain things. What do you need to remind them? When latest to start the activity?

Tso Yee Ming: nov. so must finish before midterm. Avoid having a period of time where nothing is done. Open counter.

Chan Zhao Cong: If the function requires no entry fee, should you have counter?

Tso Yee Ming: Yes, some may prefer to join personally

Cheung Long Him: let them have exprience in opening counter.

Chan Zhao Cong: When will you have evaluation session?

Tso Yee Ming: Evaluation session should be together with information session

Chan Wing Kin: I'm afraid that they may come up with unfeasible ideas?

Chan Zhao Cong: Will you give them examples of failures?

Cheung Long Him: Tell them to ask potential participants whether they would like to join such event to see the results

Chan Zhao Cong: How many meeting will you have?

Tso Yee Ming: 2-3 times. follow their progress.

Chan Zhao Cong: If you think they are not very responsive, e.g., they do not respond in whatsapp group, what will you do?

Tso Yee Ming: may ask coordinator to phone

Chan Wing Kin: How to encourage freshman to join sub-committee?

Tso Yee Ming: enrich University life, hall score

Chan Wing Kin: we don't hope Chan Siu Man case won't happen again. so more promotion is needed.

Chan Zhao Cong: Try to see if you can make posters for inviting sub-committee. refreshman during evaluation?

Tso Yee Ming: There will be some.

Cheung Long Him: our president may be willing to buy us refreshments

Chan Wing Kin: expensive one is better not

Chan Zhao Cong: If they say they are considering, when will you ask them for final answer?

Tso Yee Ming: Around half to one week later.

Chan Zhao Cong: You can book room for Sub-committeemeeting. If you think it is troublesome, you can bok library. What about the profit or deficit?

Tso Yee Ming: Count into the society.

Chan Zhao Cong: What about deficit?

Cheng Man Hin: ask them to make the financial report better.

Chan Zhao Cong: Make them feel if they lose money, they will need to pay themselves.

Society Jacket

Iu Shing Huk: late oct confirm society jacket design and poster. contact company for price ask IRESS member for suggestion after poster confirmed. 3-4 days after, order. release polling results. start promotion. early nov, set-up counter for people to confirm their orders and pay the settlement around 2 weeks later, will open counter again for retrieval of society-jacket.

Cheung Long Him: some people might still not have finished midterms by late nov. also, would early nov clash with sub-committee counter?

Iu Shing Huk: no

Chan Wing Kin: when designing, try to ask for their opinion

Chan Zhao Cong: Will you have a start of design date? Try to add that into your work plan.

Iu Shing Huk: Since it is mid-term at around that time, so the work should be started around photo taking.

Chan Zhao Cong: Since people see the deadline as 20 Oct, they may not remember to remind you.

Lui Ming Hong: Since the variety of opinion may be very large, you can't cater all people including those who didn't give opinion. even those whom you did not ask may have their own opinion. You should finish designing first, then ask them for your opinion

Chan Wing Kin: show the design in society room and ask for feedback

Chan Zhao Cong: You can ask some general things, such as colour.

Iu Shing Huk: Main point is not to cater to everyone, but to ensure the product will not receive opposition from everyone.

Chan Wing Kin: 11 days enough to get product?

Lui Ming Hong: usually 9-11 working days.

Iu Shing Huk: yes, show them the design when they pay the settlement

Chan Zhao Cong: How will you collect suggestion?

Iu Shing Huk: Whatsapp in big group, pm everyone.

Chan Zhao Cong: so you will take them specifically whether they like them? Try to ask them in a clearer way, whether they like the design or not. Google form can be another solution and can prevent getting feedback not included in choice provided.

Lui Ming Hong: But at that time you should have finalized the design right?

Iu Shing Huk: the actual deadline is after people have stated their preferences.

Chan Zhao Cong: Will you make more than one design for them to rank?

Cheng Man Hin: For example, like orientation camp tee, there are different colours with same price, we can let them choose.

Lui Ming Hong: You can also directly ignore their opinion, either you have the jacket, or you do not.

Chan Zhao Cong: Will you ask the opinions of executive committee members first?

Iu Shing Huk: Yes.

Chan Zhao Cong: The budget expects a profit, is there any special reasons?

Cheng Man Hin: It is for covering other activities.

Chan Wing Kin: Better to keep a deficit.

Lui Ming Hong: How to collect money after ordering?

Chan Wing Kin: Is it possible to separate ordering sample from ordering product?

Chan Zhao Cong: so according to your year plan, you will overestimate the number of jackets required?

Chan Wing Kin: One or two extra is quite a lot.

Lui Ming Hong: In this case why even bother?

Tso Yee Ming: Some other people may also want to buy after seeing it.

Chan Zhao Cong: For the problem of getting sample before ordering, try to find a solution for it.

Information Session

17:37 Swap chair to Tso Yee Ming

Sun Yusen: held together with sub-committee meeting. book venue, poster, powerpoint. We will let each executive committee members prepare beforehand. let member discuss which post they want stand-by for their questions

Chan Wing Kin: you plan to hold evaluation before information session?

Sun Yusen: Yes. we have fixed the time for information session from our posters, so don't recommend holding the information session beforehand.

Chan Wing Kin: If you have lots to say in evaluation, will you postpone or start earlier? who will be target?

Sun Yusen: Sub-committee, and other freshman. we will promote in big group

Chan Wing Kin: Remind the year one full members, avoid the situation like Chan Siu Man.

Lui Ming Hong: What if someone in RMBI wants to be executive committee members?

Tso Yee Ming: Only SSCI students can be full member.

Sun Yusen: If it works, there is no reason to break them apart.

Chan Wing Kin: What about MAE? they have no intentions of joining IRE, would you still let them join cabinet?

Sun Yusen: if they have no problems with it, we don't have problems too

Sun Yusen: everyone will do their own post.

Chan Wing Kin: Make sure the format is consistent

Sun Yusen: Someone will be responsible for compiling and formatting.

Chan Wing Kin: remember to rehearse once. Buy more expensive cakes. What will you do with the paper for posts?

Sun Yusen: The format will list all the choices, and each can choose their first 3 choices. We will see if some posts will be vacant, or very competitive.

Chan Wing Kin: what if a post is vacant or too competitive?

Sun Yusen: I will set a quota and force them to discuss it through.

Cheung Long Him: trick them to if a certain post is vacant (e.g. no workload)

Chan Wing Kin: just tell part of the truth, don't tell lie.

Cheung Long Him: I will try to improve the image for the posts with no one.

Chan Wing Kin: any follow up?

Sun Yusen: I will observe if certain people are more active, and communicate with them to form the entire executive committee members.

Chan Wing Kin: how long would you expect to form the cabinet?

Sun Yusen: around 2 weeks

Chan Zhao Cong: how often will you check the progress?

Chan Wing Kin: Will you help them to form the executive committee members faster?

Cheung Long Him: we can give some suggestion to form cabinet (e.g. vote). can invite people with leadership skills to stand out and present

Chan Wing Kin: You can try to encourage them to find people who hold the post previously for discussion.

Chan Zhao Cong: You can release the poster earlier. That date is November, and the poster is released early November.

Chan Wing Kin: how long will it last

Sun Yusen: around 2hr

Chan Zhao Cong: evaluation?

Sun Yusen: 1 hour for sub-committee, so 3 hour in total

Chan Zhao Cong: Will it be too late?

Sun Yusen: Since we spend 1.5 hours for introduction, and the remaining time is discussion, if they want to leave early, we will allow it.

Chan Zhao Cong: let them have dinner before or during evaluation.

Chan Wing Kin: you can consider when to end.
What is the item 'booklet' in the budget for?

Sun Yusen: powerpoint slide

Tso Yee Ming: lay down

17:51

Chair receives procedure motion

Cheng Man Hin seconded

For: 12

Against: 0

Date: 22-June-2016

Venue: Common Room 7 (LG5)

Time: 19:00

Chairperson: Sun Yusen

Minute takers: Zuo longlong, Gordon Lee

The business of the 2nd **Extraordinary** General Meeting Session V of IRESS, HKUSTSU, Session 2016-2017:

1. To commence the meeting;
2. To receive and adopt the agenda of the 2nd **Extraordinary** General Meeting;
3. To discuss and amend the Year Plan of IRESS, HKUSTSU, Session 2016-2017;
4. To discuss and amend the Financial Budget of IRESS, HKUSTSU, Session 2016-2017
5. To adjourn the meeting.

1.To commence

Time:19:00

Full member present: 8

Quorum not met

Quorum to be counted 10 minutes later

Time:19:10

Full member present: 11

Quorum met

Meeting start

Christmas Party

Zuo longlong: For Christmas party, we plan to hold on 22 or 12 (Sunday), since this year there are no graduate, we plan to hold it at that time. The rundown is: reception, play games for around 1 hour, eating, dessert, exchange present, photo taking and free time.

Poon Lok Nga: When is winter solstice? There may be many people who need to celebrate it.

Sun Yusen: 21 or 12. Also, 22 or 12 is Thursday.

Zuo longlong: Isn't 22 or 12 on Saturday? Correction, it is on Thursday. I shall introduce the games. I plan to start preparation on November, and book common room 5 and 6. Send email to members after booking venue. I am not sure this is formal or not, but I will ask availability first. On 25-27 or 11 we shall collect participation fee.

Poon Lok Nga: when does study break start?

Zuo longlong: This year semester end on 19 or 12, and study break start on 1 or 12.

Chan Zhao Cong: By that time you may not confirm the venue, and 25-27 or 11 is on weekend. So when do you want to set up counter?

Zuo longlong: 23-25 or 11, or 28-30.

Poon Lok Nga: 3 days may not be enough, also at the end of semester people may not come back.

Chan Wing Kin: You can try to ask earlier, the biggest concern is whether people can come, so you ask people availability, then send official email.

Poon Lok Nga: Any measures to ensure everyone can receive whatsapp message?

Sun Yusen: I shall ask them to give the whatsapp screen capture.

Poon Lok Nga: Also, how do you allocate who will message whom?

Sun Yusen: Just follow the list. Since as of now no one said it is hard to communicate with anyone in particular.

Zuo longlong: I forgot to mention that by 11 or 12, we shall confirm decoration-plan and on 14 or 12 we shall order food.

Poon Lok Nga: Is it better to finish these all in study break? Especially since it is during exam.

Zuo longlong: I will move the deadline earlier.

Poon Lok Nga: Things like decoration-plan does not need to be done during exam.

Chan Zhao Cong: You should have counter when you set up counter.

Lui Ming Hong: You need to stick the poster before you set up the counter, so that people can

consider.

Chan Zhao Cong: When you set up counter, you should have all the details, so you should be able to have poster.

Lui Ming Hong: You can write "TBC" in case it is not.

Chan Zhao Cong: So do not worry about the expiry date, just change it later.

Poon Lok Nga: Try not to allocate the work during the exam.

Zuo longlong: For demonstrate game, I shall move it earlier, before semester break.

Poon Lok Nga: Do you think you should demonstrate game during study break, or at the end of exam, this should be decided on your abilities. Also, why send reminder 3 days prior? Will there be reminders a night before?

Zuo longlong: We will do so.

Poon Lok Nga: Are there work allocation? For example, how many people for decoration plan, food, game material?

Chan Wing Kin: Should be similar to semester closing party.

Poon Lok Nga: How many for each?

Zuo longlong: poster design, ordering food, everyone demonstrate game.

Poon Lok Nga: You need to plan ahead what food to order, where, so on.

Try to do so by mid November.

Also, demonstrate game should take half a day only if you are efficient, at most take 5 hours.

Zuo longlong: On that day there will be executive committee in LG5 to guide people to venue.

Lui Ming Hong: If you do not have enough people, put up signs.

Poon Lok Nga: You can put roadsigns, but do so at noon, and remember to remove them. Also, do not put society chop on it.

Also, do you have papers for poster position?

Sun Yusen: We use public notice.

Poon Lok Nga: Will you put at 'frog road'?"?

Sun Yusen: I shall discuss with Cheung Long Him.

Chan Zhao Cong: They will remove paper according to the date of meetings. Just put society paper, write IRESS and put society chop, then it is ok. You said executive committee bring participants to venue then?

Poon Lok Nga: How many will be in LG5?

Zuo longlong: Around 2.

Poon Lok Nga: You should only need 1, afterwards you can use phone call. Receive and bring food requires more people definitely, guiding people may need less.

Zuo longlong: On 4pm we will start to decorate the venue.

Chan Zhao Cong: You may not have enough time.

Poon Lok Nga: How long did it take for semester closing party?

Cheng Man Hin: We get the venue at around 12, decorate until 3.30.

Zuo longlong: We will try to get the venue earlier then. For reception and welcoming, it takes 15 minutes, we will have snacks and card games for those who arrive early.

Chan Zhao Cong: What snacks will you have?

Zuo longlong: Maybe potato chips.

Chan Wing Kin: What language will you use?

Zuo longlong: Chinese.

Chan Wing Kin: Remember to state that when they join.

Chan Zhao Cong: What about dinner?

Zuo longlong: It should take 1 hour, participants will eat while talk, maybe playing as well. Gift

exchange will be around 1 hour, participants will buy presents around \$50 worth, we will also prepare a few for lucky draw?

Poon Lok Nga: How to exchange presents?

Zuo longlong: Maybe put all presents on table, then generate people's name.

Chan Wing Kin: Remember to make sure how much time it takes.

Lee Cheuk Long: Do you really need extra gift?

Cheng Man Hin: This is in case people forgot to bring, so that everyone will be happy.

Poon Lok Nga: Need \$200 for game material?

Cheng Man Hin: May not be necessary, estimated from semester closing party.

Chan Zhao Cong: For photo taking, will there be tripod?

Zuo longlong: yes

Chan Zhao Cong: Remember to take photo earlier if people leave early.

Poon Lok Nga: Will there be professor?

Zuo longlong: There should be none. We can invite. Have they been invited before?

Chan Zhao Cong: No.

Zuo longlong: Afterwards there will be 1 hour free time.

Poon Lok Nga: So will you clear the venue after 9:30pm?

Zuo longlong: It depends how long we can have venue.

Lui Ming Hong: Will you have any arrangement for free time? Otherwise it is same as dismissal.

Zuo longlong: Executive committee members will talk with people.

Chan Wing Kin: It may be better to have indication for the end of party.

Zuo longlong: maybe we shall put it during free time.

Chan Wing Kin: You can also put it after photo taking, tell them there are games afterwards, if they are interested they can stay.

Zuo longlong: For the games: Pink elephant: A spring is tied to the head with a headband, they try to stack the spring on the head.

Poon Lok Nga: Where do you find so many springs?

Chan Zhao Cong: You may need to consider about the game material. How many springs for people?

Zuo longlong: 1 per person.

Chan Zhao Cong: It may be too expensive.

Chan Wing Kin: You need to consider the price, and whether everyone can participate. Will there be groups for the party?

Zuo longlong: There should be, for later games.

Chan Zhao Cong: How will it last for 15 minutes.

Zuo longlong: They will try with different rounds, and try to do so as fast as possible.

Chan Wing Kin: This game may not last on its own for 15 minutes, better for other format.

Zuo longlong: Next game:(Hut Hut Hike)

Poon Lok Nga: How will you make sure it is vertical?

Zuo longlong: Put it on table, then stick it.

Poon Lok Nga: How many hoops?

Zuo longlong: Depends on number of groups.

Poon Lok Nga: Will you throw things that may break things?

Zuo longlong: Depends.

Chan Zhao Cong: You may want to be careful, it may break things easily due to low accuracy. Remember to try it during demonstrate game.

Chan Wing Kin: Try to think about variations for it to last 15 minutes.

Chan Zhao Cong: How many groups?

Zuo longlong: 3.

Chan Zhao Cong: So they line up and throw in turn? How to win?

Zuo longlong: Maybe the fastest to throw all.
It should be limited by time, if you can knock down the most during time limit, you win.

Zuo longlong: Bobblehead. You have a pedometer,
You try to shake your head, the one with most counts wins.

Poon Lok Nga: Most of the games so far seems to require lots of physical activity.

Chan Wing Kin: Can it last 15 minutes?

Zuo longlong: Should be ok.

Poon Lok Nga: Will you divide people in group?

Zuo longlong: Yes, maybe we can add the number for the teams.

Chan Wing Kin: Counting the time needed to reach a certain number of steps may work.

Zuo longlong: Floating balloon: there are 3 balloons, participants have to keep the balloon above the ground without holding it.

Poon Lok Nga: Why do I feel like all the games could not last for 15 minutes

Chan Wing Kin: I just thought about one thing, you may need to find method to convince everyone that it lasted 3 seconds.

Poon Lok Nga: Wouldn't this sound like volleyball

Chan Zhao Cong: Will 2 seconds be too short? Is it your target?

Zuo longlong: You cannot hold the ball at all.

Poon Lok Nga: Is it many people to do it at the same time? It is either very chaotic, or it will not last long.

Zuo longlong: Should be

Chan Wing Kin: It would be better if you divided the guys into teams, for easy assessment.

Lui Ming Hong: Maybe play it like Wii, king-of-the-hill format.

Chan Zhao Cong: Try to think about the format, for example, how many rounds.

Zuo longlong: Grab the card is the next game. For example, executive committee tell them to draw spades, if they can draw the most, the team wins. Or if the executive committee tell them to draw cards of "and1" value

Chan Zhao Cong: Can you clarify?

Zuo longlong: you cannot draw a certain number.

Chan Zhao Cong: Highest value means total value or individual value? These are details, you can decide later. Can the game last 15 minutes?

Poon Lok Nga: Maybe you should think about more games.

Chan Wing Kin: Many of these games are just minute duel – mini games

Poon Lok Nga: Also, will you prepare the balloons ahead of time?

Zuo longlong: We will prepare them during decoration time.

Poon Lok Nga: Otherwise you will have to spend a lot of time on it

Chan Zhao Cong: What if the balloons burst?

Zuo longlong: We will use water gun to prevent balloons from bursting due to static electricity.

Lee Cheuk Long: Any dress code?

Poon Lok Nga: Will you have Christmas hat?

Zuo longlong: Encourage participants to bring.

Cheng Man Hin: Actually there are hats in the society room.

Poon Lok Nga: Will you wash them ?

Chan Wing Kin: For gift exchange, any budget limit?

Zuo longlong: Should be maximum \$50.

Chan Wing Kin: It is better to set minimum, hopefully no one will draw trash in the end.
For board game, what if they start playing.?

Zuo longlong: Better let them finish.

Chan Wing Kin: Maybe show them at the end only, but avoid having these time consuming games appearing too early.

Poon Lok Nga: Have you consider work allocation for each game?
Otherwise if too many people playing, you may need more judge.

Zuo longlong: If 3 groups, 1 judge per team is good enough.

Poon Lok Nga: But if you have cameraman as well, you may not have enough.

Chan Wing Kin: What about semester closing party?

Cheng Man Hin: Since food is delivered to turkey, it may be different.

Chan Wing Kin: Will you wrap presents?

Zuo longlong: Recommend participants to do it themselves.

Lui Ming Hong: Is it necessary to do so?

Poon Lok Nga: Why is there profit for this function?

Cheng Man Hin: Since other functions have deficit.

Poon Lok Nga: Can you claim society subsidy for decoration?

Chan Wing Kin: They will only tell us total.

Poon Lok Nga: Since you only earn \$55, why not have deficit?

Chan Wing Kin: But in semester closing party, they already cannot eat all food.

Chan Zhao Cong: How much deficit in semester closing party?

Cheng Man Hin: \$301.2 without subsidy.

Chan Zhao Cong: It is preferable to divide all the admin subsidy and member fee between all the activities, but may be difficult.

I think it is ok.

Cheng Man Hin: We shall wait for inauguration society subsidy.

Poon Lok Nga: You cannot wait for that, it will take very long for the subsidy to return.

Chan Wing Kin: If we win, are there presents?

Zuo longlong: We can have small presents, but not as much as lucky draw.

Chan Zhao Cong: When is the luck draw?

Zuo longlong: In present exchange.

Chan Zhao Cong: Remember to add that into schedule for MC.

Lui Ming Hong: I recommend you to update the annual plan according to the last few meeting, it will be better for your reference.

Poon Lok Nga: Will there be big prizes for overall winner?

Zuo longlong: Maybe we will add special prize during lucky draw.

Lee Cheuk Long: How many for Christmas party?

Poon Lok Nga: Do you include executive committee in the 40 participants?

Cheng Man Hin: Yes. But it is not updated in financial budget.

Poon Lok Nga: So you will have deficit?

Cheng Man Hin: Originally there are 45, it has been changed.

Poon Lok Nga: 45 is not realistic, even 40, it is better to guess 30-35.
So how many people?

Cheng Man Hin: I will change back to 40 first.

Poon Lok Nga: So at the end will there be profit or deficit?

Cheng Man Hin: If we charge for \$80, there should be profit.

Poon Lok Nga: If you get only a few dollars in profit, it is better to charge cheaper and get subsidy. If you have more games, then \$200 game materials may not be enough, so you will need \$80 per person, but make sure the game materials can be reused.

Poon Lok Nga: What about spare presents?

Zuo longlong: Can't think of anything, something useful I guess? Like, a power bank?

Poon Lok Nga: Can you buy a power bank with \$50, have you considered what \$50 could buy?

Sun Yusen: Actually I did see power banks below \$50 in SHAM SHUI PO

Cheng Man Hin: Some board games can be purchased below this price level as well.

Poon Lok Nga: Make sure they are not of the same type, and are suitable for both genders

Lui Ming Hong: The advantage to buying food is that you can share it with others instantly.

Annual dinner

Chan Siu Man: 2018 18-25 November. Chance for members to gather and dine, and for freshmen to know the seniors

Chan Zhao Cong: Which professors will you invite?

Chan Siu Man: IRE professors and teaching professor. We are considering bistro following the experience of other societies. but it's much more expensive than Chinese restaurant.

Chan Zhao Cong: Will you use society capital to pay for bistro dinner?

Chan Siu Man: could pay part of it, depends on participant number and financial situation.

Chan Zhao Cong: Don't lose too much money on this. It is not very appropriate for one activity to drain the finances too much

Poon Lok Nga: What is the criteria for choosing date? MBMS or professors?

Chan Siu Man: Professors

Poon Lok Nga: MBMS people are more important, as they have to be approached earlier
Will you invite Dr Tang and Prof. Chow? (especially Prof. Chow)

Chan Siu Man: yes.

Poon Lok Nga: Will you invite Prof. Lortz?

Chan Zhao Cong: But he doesn't know Cantonese.

Poon Lok Nga: But you should at least invite him. Can we play games at Bistro?

Chan Siu Man: Throw darts at unibar

Leung Ka Yuet: The capacity is rather limited though

Chan Siu Man: To recap, Budget and number of participant will determine

Poon Lok Nga: If that makes participation too expensive, please don't go to bistro

Chan Siu Man: expect less than \$250 per participant for Bistro

Chan Zhao Cong: That is probably too expensive

Chan Siu Man: One month before the event, we shall finish poster design, prepared game materials, decided the gift for lucky draw.

Poon Lok Nga: so much to do during midterm period

Chan Siu Man: for different major, midterm may not be clashed

Poon Lok Nga: Don't fix deadline now

Poon Lok Nga: How to invite professors

Chan Siu Man: Send email first

Poon Lok Nga: what if professors don't reply

Cheng Man Hin: we can also invite them during their lectures e.g. Yan Min 3043

Chan Siu Man: can knock their office doors 5 days after email if no reply, after that say sorry to professors if their time schedule is unfit

Would ask for price one month before the event.

Poon Lok Nga: will you ask for members' availability in prior?

Chan Siu Man: ask professor first

Chan Zhao Cong: if only ask professor, what about members?

Chan Siu Man: I'm afraid that professor can't confirm

Poon Lok Nga: but still do so 1 month before

Chan Siu Man: Will send email or reminders the day before the event

Chan Zhao Cong: When post poster?

Chan Siu Man: confirm 1 month before, paste before opening counter can only arrive at venue at 5pm, that is only 1.5hr to decoration

Chan Zhao Cong: 4:30pm can go in and decorate venue, even though can't have dinner?

Lee Cheuk Long: Dress code?

Chan Siu Man: Smart casual

Chan Zhao Cong: obtain venue at “campus services”, not the venue itself. The auditory equipment at Chinese Garden are faulty, do go there earlier

Chan Siu Man: On that day, executive committee will mainly be responsible for decoration. 1~2 executive committee set up a table outside for reception

Chan Zhao Cong: Anyone guide professor?

Chan Siu Man: Should be after decoration.

Chan Zhao Cong: How many professors for each executive committee?

Chan Siu Man: 1~2, can invite them after they have waited for a little while

Chan Zhao Cong: Where will the professor be waiting? It is better for them to be sitting rather than waiting outside.

Chan Siu Man: We will wait around

Chan Zhao Cong: You expect professor to be there by 6:30?

Chan Siu Man: late comer.

Poon Lok Nga: Can they go in and sit down first?

Chan Siu Man: yes. 6:30pm finish decoration. Need time to fix the mixer though

Chan Zhao Cong: we would have dinner at 7pm?

Chan Siu Man: yes

Poon Lok Nga: Then you go get professor at 6:30?

Chan Siu Man: At around 6:45. We will send reminder and tell them when the executive committee will come to get them.

Chan Zhao Cong: When will you send reminder?

Chan Siu Man: ask them for availability 1 week before, remind them to come 1 day prior to event

Poon Lok Nga: What if professor is suddenly not available?

Chan Zhao Cong: The case the year before, Prof Lin did not reply to our email to confirm his availability, so they invited Prof. Lortz instead; yet, that day, Prof. Lortz was sick and Prof Lin came unexpectedly. Try to think what it means if professor did not reply email.

Poon Lok Nga: Think about contingency, if professor cannot come suddenly.

Chan Siu Man: Need to see the participant member. last year, we split by major

Chan Wing Kin: How will you guide them to correct table?

Chan Siu Man: We will have executive committee for welcoming, they will tell them and guide them to correct place.

Poon Lok Nga: Will it be strange to put a sign on the table?

Chan Zhao Cong: Yes.

Poon Lok Nga: Suppose there are 30 participants, isn't it bothersome to tell all of them?

Chan Zhao Cong: we had one person hold up the sign

Chan Siu Man: It will be in our consideration. After dinner, half of the games finished, then draw lots. Our game is called mind connection. each table select a representative. different rounds need different representatives. Each table will be a group, the other groups need to guess the answer. executive committee ask a question, representative give an answer to executive committee and others guess the representative's answer. Representative cannot give hints

Poon Lok Nga: This game will last 30 minutes? Will the representative come first, then explain the rules?

Chan Siu Man: Multiple rounds. The answer must follow the question.

Poon Lok Nga: If they know the answer beforehand, for example, they will give a certain answer no matter what they ask.

Chan Zhao Cong: Maybe the questions could be designed to be more specific as opposed to generic ones

Chan Siu Man: guess the question correctly for extra credit

Poon Lok Nga: So they will not know the question?

Chan Zhao Cong: How do you know without hints or question?

Chan Siu Man: tests their psychological connection “telepathy” They will know the question.

Chan Zhao Cong: There are 10 people in a table, it is difficult for them to work out a unified answer.

Poon Lok Nga: They select their own representable, they can just give the same answer no matter what.

Chan Wing Kin: can foul them if answer isn't logical

Chan Siu Man: we'll further discuss the details to prevent them cheating

Poon Lok Nga: Can you consider adding one more game?

Chan Siu Man: Reserve games as the dinner may last shorter than expected.

Chan Wing Kin: Melu Shing Hukm?

Chan Siu Man: Chinese, but English if Prof. Lortz come.

Chan Zhao Cong: Yan Min should know Cantonese, but does not prefer.

Chan Siu Man: We will see who will participate, then the MC will translate.

Poon Lok Nga: Please don't, too tedious

Chan Zhao Cong: And some non-Cantonese speaking members might want to join.

Poon Lok Nga: Also, will you send email to non-members?

Chan Siu Man: Since we do not use bcc for email, it should be ok.

Chan Zhao Cong: Will you contact non-members?

Chan Siu Man: need further discussions, maybe yes

Poon Lok Nga: Chinese restaurant need to buy a la carte.

Chan Siu Man: when we ask for their availability, we can also ask for food allergies

Poon Lok Nga: How about bistro, how does it work?

Chan Siu Man: Should be ordered separately as well.

Lui Ming Hong: you can compromise with the restaurant the pace of serving food

Poon Lok Nga: Also, do not try to order too healthily. if there are too much vegetable, people may not eat it.

Chan Siu Man: For photo taking, it will be after lucky draw.

Poon Lok Nga: 25 minutes for photo taking??

Chan Siu Man: The actual time may vary, if the food is too slow, and everyone arrived, we can do so at that time. Not recommended to have extra gifts for winners of games, but they can have benefit for lucky draw, for example, they can have more cards for bingo.

Chan Zhao Cong: 50 people may be too optimistic for budget.

Lee Cheuk Long: Well the numbers are similar to my year actually.

Chan Siu Man: Still depends on the participants.

Poon Lok Nga: How to spend \$50 dollars for mind connection?

Chan Siu Man: because we haven't confirmed the games yet. There may also be backup games as well.

Poon Lok Nga: for reserve games no need to spend money.

Lui Ming Hong: how is the audio system at bistro?

Chan Siu Man: We can ask at that time.

Lui Ming Hong: But it will be included in decoration.

Chan Siu Man: I will be responsible for sound effects

Lui Ming Hong: You may need to allocate people for this in decoration plan.

Cheuck Wai: will you invite MBMS people?

Chan Siu Man: we would

Lee Cheuk Long: They may be late, or required for work or so on.

Chan Zhao Cong: Remember if you invite MBMS people, you must include Prof. Chow and Dr Tang, if you cannot, remember to tell them beforehand, or change the date.

Poon Lok Nga: Prof. Robert Ko too?

Chan Zhao Cong: fix the budget, \$400 may not be reasonable

Chan Siu Man: other society have lower prices

Chan Wing Kin: For this, you may not want to follow us.

Poon Lok Nga: Will there be background music?

Chan Siu Man: I guess not. We will see if we can prepare audio system.

Lui Ming Hong: Some people think we should not have music while talking last year. I think it does not matter, but you may need to pay attention to volume

Poon Lok Nga: executive committee divide based on major?

Chan Zhao Cong: Will there be executive committee for each table?

Chan Siu Man: yes

Chan Zhao Cong: Make sure the executive committee knows what is going on, if anyone has question, they will be asked.

Poon Lok Nga: Executive committee members should be responsible for chatting with professors, in case no one else is talking to them

20:56 Swap chair to Cheng Man Hin

Election day

Sun Yusen: Formation of election board includes two executive committees and one full member

Poon Lok Nga: Who will you ask for election board?

Sun Yusen: People from different majors. For executive committee, should be me and someone else. For full member, we will find Chan Wing Kin. We will send email to inform them about the election board.

Chan Wing Kin: Alex would be better, as I have the same major as you.

Sun Yusen: We will ask the new session to give their application form, student ID, ITSC, at least one contact number

Poon Lok Nga: Will you send regulation to them? There should be ceiling for budget, and some things cannot be in promotion, but whether you tell them is up to them.

Sun Yusen: we will tell them promotion period details, e.g. decoration

Poon Lok Nga: For those, tell them after information session.

Sun Yusen: For polling, paste notice at least 5 clear days before. if only 1 nomination, there will be for, against, and abstain. If multiple cabinet, which is improbable, we will have agreed, disagree, they will state preference

Poon Lok Nga: Think carefully what is valid and invalid vote.

Sun Yusen: Constitution only tell us if there is one cabinet, member must tell us their preference. Required at least 40% members to vote, valid votes must be greater than abstain and there should be more than 50% for elected.

Poon Lok Nga: For vote counting, all election board members present?

Sun Yusen: Yes.

Chan Wing Kin: If require 3 people, is it possible that not everyone can come?

Poon Lok Nga: You know how to sign the polling box right?

Chan Wing Kin: What will be in the counter, how will you set it up?

Sun Yusen: Polling box. Board that tells them what is valid and invalid vote. And to avoid other people from see the vote, otherwise the vote will be invalid

Chan Wing Kin: You can follow the example of other societies, they have extra space behind.

Poon Lok Nga: prepare sample ballots. Also, each vote must have society chop.

Chan Zhao Cong: There should be other society who poll before you, try to follow the example of the good ones.

Chan Wing Kin: create more invalid vote samples

Sun Yusen: We have no chop, so we will use pen. We will start counting 10 minutes after the polling deadline.

Chan Wing Kin: Remind the next cabinet that every one of them must be present.

Sun Yusen: As for result, we will send society email at that night.

Poon Lok Nga: this is provisional result only, confirm result afterwards

Sun Yusen: We will also post official notice on the official structure of the cabinet, then hold AGM within 3 weeks.

Chan Zhao Cong: Try to hold it earlier.

Chan Wing Kin: Teach their external vice president the dynamics between society. Remember to find more people for writing minute for AGM.

Sun Yusen: We will change the format to summary.

Chan Wing Kin: the format needs to be consistent, e.g. font, spacing

Lui Ming Hong: I think summary with recording is fine.

Chan Wing Kin: save reference

Lui Ming Hong: Summary is better,

Sun Yusen: For AGM, it should be ended within spring semester class day.

Poon Lok Nga: You will print 70 votes?

Sun Yusen: calculated based on total number of society member

Poon Lok Nga: Why print 10 more?

Sun Yusen: Just in case of accidents.

Chan Zhao Cong: Make sure election board member will not disappear at the same time.

Poon Lok Nga: I do not think suit is necessary, but make sure they have uniform dress code.

21:09 Swap chair to Sun Yusen

Poon Lok Nga: can recap register day?

Lui Ming Hong: have you confirmed the date?

Iu Shing Huk: Date is confirmed to be 10 or 8.

Poon Lok Nga: Will there be new society banner?

Sun Yusen: yes.

Iu Shing Huk: 10 Aug is register day, 8 Aug release Jupas offer results. For schedule, 2 weeks prior to register day, we could confirm counter and label design.

Poon Lok Nga: Will the schedule be too tight? Will the register day be in sports hall?

Iu Shing Huk: No, in atrium. It will be one day as well.

Poon Lok Nga: how to determine which school a person belongs to?

Iu Shing Huk: Still do not know, there should be label.

Chan Zhao Cong: Any welcoming booth?

Poon Lok Nga: will you draw on them regardless of their school? Will this year still make student ID in LT-L? If in LT-L, make sure they come first before they go there. If in sports hall, people will be stolen by House If you have less obvious ways, for example, on frog road, it may be good as well.

Chan Zhao Cong: Mak Wing Kwan used to hold up small sign. Do not recommend distributing flyers, since it cannot attract people.

Poon Lok Nga: Just make sure.

Chan Zhao Cong: Any Sci or home lable?

Iu Shing Huk: We asked Tina last time, for label and counter location, it is still not confirmed. Also, we asked about student contact, they agreed to tell IRE student that we have Orientation camp, but they will not do extra promotion.

Poon Lok Nga: What about people from Dean's office? For example. Carol, Vivian. ask them if they can provide you freshmen's contacts

Iu Shing Huk: We have not approached them.

Poon Lok Nga: Try to do so. But it will be after JUPAS result release, before then they do not know he contact as well.

Iu Shing Huk: Tina also mentioned that magnet T-shirt orders have spare souvenir that can give to us. It should include toothbrush, toothpaste, so on.

Poon Lok Nga: but they're better for orientation camp

Iu Shing Huk: And they mentioned Sci or Home will not directly contact IRE students, only did it last year because Prof. Leung told them to do so.

Chan Zhao Cong: So whether they will call them depends on Wo Jai.

Poon Lok Nga: Can they give your contact to freshman? Try to see if you can get the names, or even photos, of the freshman.

Chan Zhao Cong: For the extra things in ordering t-shirt, remember to reply Tina.

Poon Lok Nga: You make the forum post on 3-9 or 8?

Iu Shing Huk: It has changed.

Poon Lok Nga: Anyway, to encourage people to study in UST or IRE?

Iu Shing Huk: yes

Chan Wing Kin: How will you do the forum post?

Iu Shing Huk: We will write one week prior. Facebook post information and graphics will separate into 2 batches.

Poon Lok Nga: Any forum posts then? For example, uwants.

Iu Shing Huk: That is for registration day.

Poon Lok Nga: You can also post before DSE result release. Separate posts into a few days.

Chan Wing Kin: If you want to push post without looking obvious, reserve parts in below.

Poon Lok Nga: Also, see if anyone in uwants and golden wants to join IRE.

Chan Wing Kin: Make sure the title is easy to recognize, people will know you are from IRE.

Poon Lok Nga: Prepare everything earlier, especially for asking people.

Chan Wing Kin: Start prepare things, such as photo taking, earlier.

Poon Lok Nga: You can think of taking the banner for photo taking as well. What about forum post content and format?

Iu Shing Huk: Should be same as last year.

Poon Lok Nga: Any executive committee surf forum ?

Iu Shing Huk: facebook sufficient

Chan Wing Kin: For forum post, make sure they can see the link to facebook in post.

Poon Lok Nga: Registration day dress code?

Sun Yusen: Society T-shirt

Poon Lok Nga: Golden forum post need not to make by yourself, just try to ask if anyone registered. It is useless to make an actual post, just go to 'UST discussion', go ask if anyone joined IRE 'as well', "please PM". But do not be too obvious, otherwise you will get into trouble. What if people contact you before registration day? Where would you choose to meet with them?

Iu Shing Huk: Should be in UST.

Chan Wing Kin: Closer to station is better, make sure they are found before getting into house area.

Poon Lok Nga: Try to ask for phone contact, and wait for them in minibus stop. Tell them to walk on the bridge, not on the frog road.

Chan Zhao Cong: make sure you can identify them, for example, by asking what color they're wearing

Poon Lok Nga: If you find anyone, remember to get their contact, and tell other executive committee you found them. You need to start finding helper now. How many will you ask?

Iu Shing Huk: around 15 last year including executive committee

Poon Lok Nga: Any stupid rules this year, such as wearing badge?

Iu Shing Huk: still don't know yet

Poon Lok Nga: PIC must also know, do not rely on Cheung Long Him. Also, make sure not everyone goes to have meal at same time.

Chan Zhao Cong: If there is not enough people, do not go to have meal with freshman. You may think there are too many helpers during planning, but it will not be so during meal time.

Poon Lok Nga: also know clearly which people will be late or leave early. Make sure there is one person for coordination. How will you set up the counter?

Iu Shing Huk: With orientation camp poster and overhead banner

Poon Lok Nga: Will you make new banner?

Iu Shing Huk: Will use the current one.

Poon Lok Nga: Try to see if you can get material from SCI or HOME.

Chan Zhao Cong: Which one?

Iu Shing Huk: IRE in Chinese one.

Poon Lok Nga: including JS5101. Get counter location yet?

Iu Shing Huk: Not yet for jupas

Poon Lok Nga: Are you open for non-jupas?

Cheng Man Hin: yes

Poon Lok Nga: Any non-jupas IRE freshman?

Iu Shing Huk: at least 1, I know his contact

Poon Lok Nga: Make sure you have the banner by non jupas registration day. It is also ok to use cardboard paper, but may be hard to get it now. If you want certain font type, try to book LC, then use projector to help. I think IRE: is ok, making it's chinese characters are too hard

Chan Zhao Cong: You can also make the banner for orientation week, since we discovered we do not have enough suddenly, we made one immediately.

Lui Ming Hong: You can put a detachable part with JS5101 on it, then remove it after registration day.

Poon Lok Nga: you can have 3D banner make out of foam. What else in counter?

Chan Zhao Cong: How will you use the movable notice board?

Chan Zhao Cong: Any photos?

Iu Shing Huk: Photo will be included in poster

Lui Ming Hong: Add event photos other than posters.

Chan Zhao Cong: How many people will be in the counter?

Iu Shing Huk: 2

Chan Zhao Cong: That person is responsible for putting down contact.

Poon Lok Nga: what is your division of work alongside with external vice president?

Iu Shing Huk: external vice president will be responsible for external affairs. I will be responsible for internal coordination

Poon Lok Nga: For introduction talk. how will you approach freshmen.

Iu Shing Huk: We would try to get contacts.

Poon Lok Nga: Ask their name first! Introduce yourself, don't scare them

Iu Shing Huk: Guide them to make ID card.

Poon Lok Nga: Settle the payment with them as early as possible.

Cheng Man Hin: Student ID will be done in CYT.

Chan Zhao Cong: Remember by Orientation camp if they are not over 18, they need parent consent form.

Poon Lok Nga: If you have enough people and they want to go somewhere, you can guide them, but notify everyone else before so. The one sitting in the counter should coordinate, but you will chat with freshman on counter.

Chan Zhao Cong: You may book the room in LC for communication.

Poon Lok Nga: Make sure you have passionate people to chat with freshman in counter. It is also a suitable location for coordination. Also, introduce society and orientation camp, and ask them if they are interested in joining orientation camp after the introduction talk. If they join other society orientation camp, ask external vice president to talk to them. Also, ask them to allow us to be in the induction talk and pre-registration. they'll be introduced to training camp in induction talk. So try to convince them before induction talk, for example any selling point? Like most of IRE students will join IRESS orientation camp. And leak the secrets that only some (not most) Chemistry students join Chemistry society orientation camp, and so do Biology society and Biochemistry society

Leung Ka Yuet: Think about that before the registration day.

Poon Lok Nga: Everyone should prepare some beforehand, should be able to talk continuously for 3 minutes. Ask them about their middle school, etc. to lower their level of alert, then invite them to join your orientation camp. Will there be campus tour?

Iu Shing Huk: Yes.

Poon Lok Nga: If time is available, you can show them Sci or home, barn, library beforehand such as barn B and \$120 printing quota; Sci or home, a common room for science students

Chan Zhao Cong: Remember to activate ITSC in counter.

Iu Shing Huk: I thought it's to be done at barn

Poon Lok Nga: Any computer will work, so you can borrow your computer. Also, do not fight in registration day, unless you are attacked. Bring tools for setting counter, like screw driver for iron frames. After it ends, bring them to library, if they want you can take them to LG7 for dinner as well. If they want to look at hall, what will you do?

Iu Shing Huk: We will guide them

Poon Lok Nga: Anyone in Hall 8-9?

Iu Shing Huk: Owen is reliable.

Poon Lok Nga: If they want to take a look at hall, if you have members in that hall, go take them there. Which spots are suitable for waiting freshman? Don't be too obvious.

Chan Zhao Cong: The society bag is more obvious than society tee.

Poon Lok Nga: in conclusion, do preparation work at an earlier stage. try to have intelligence on the school of freshmen. anyone is a member of magnet mentor? See if there is any method to hide your identity and infiltrate concourse. If you bring people to LT-L, remember to ask where the exit is. Place External vice president in the most chaotic places.

You will bring freshman for meal?

Iu Shing Huk: The item should refer to helpers.

Poon Lok Nga: find opportunity to take a photo of freshman, but don't be too pushy. Know what each person look like, see how active they are as well.

Chan Zhao Cong: Go ask Prof. Leung first if you want to take photo.

Poon Lok Nga: And pay attention to how active they are. Also, make sure there are both male and female helpers.

Chan Zhao Cong: Also, look for their facebook as well.

Poon Lok Nga: Pay attention to anyone who join IRE in your own secondary school. Where will you put Orientation camp poster? A2 size.

Iu Shing Huk: Other than bridge link, should be ok.

Poon Lok Nga: It may not work for those outside starbucks as well. For pre-registration, think of how to introduce the course. About the curriculum structure, different year one courses. Just pay attention in registration day, it will be chaotic. Make sure people are not taken away if you are bringing them to counter. Which hall will you stay for Orientation camp?

Sun Yusen: Hall 6.

Poon Lok Nga: Can you occupy an entire floor?

Sun Yusen: Not sure, still discussing.

Poon Lok Nga: Make sure if you have beach day, each game should have the chance for water pouring, or otherwise it is too hot.

Chan Wing Kin: If you have a few people not available for the entire week during preparation, you may want to be more careful.

Chan Zhao Cong: Try to have less typo for year plan and budget. For example, in summary, line 8, joint science singing contest, "ceremony" and "joint" are spelt wrong
Do improve it.

22:10

the motion is now put to vote

for:11

against:0

The motion is passed.

The 2nd EGM is adjourned.

Date: 07-June-2016

Venue: Common Room 7 (LG5)

Time: 14:00

Chairperson: Sun Yusen

Minute takers: Zuo Longlong, Lee Mang Hei Gordon

The business of the 3rd Extraordinary General Meeting of IRESS, HKUSTSU, Session 2016-2017 shall be:

1. To commence the meeting;
2. To receive and adopt the agenda of the 3rd Extraordinary General Meeting;
3. To receive and adopt the amendment of the Constitution of International Research Enrichment Students' Society, HKUSTSU
4. To adjourn the meeting.

Proposed Amendment on the Constitution of International Research Enrichment Students' Society, HKUSTSU, Session 2016-2017

Section Seven: Finance, Article 4: Bank Account:

Repeal:

"The bank account shall be held by the Financial Secretary and, either the President or Internal Vice President of the society"

Substitute*:

"The bank account shall be held by the Financial Secretary alone, or by the Financial Secretary and, either the President or the Internal Vice-President, of the society."

*The substitute may be further amended to "The bank account shall be held by the Financial Secretary and another Executive Committee member of the society.", which is to be raised and voted during the course of the meeting. Such act is in compliance with the Constitution Section Six: General Meeting, Article 6: Procedure in General Meetings, (B)

1.To commence

Time:14:00

Full member present: 9

Quorum not met

Quorum to be counted 15 minutes later

Time:14:15

Full member present:11

Quorum met
Meeting start

2. to amend agenda item 3

Tso Yee Ming procedural motion to amend agenda item 3

3. to amend agenda item

Tso Yee Ming: Procedure motion to amend agenda item

“either president or internal vice president→ by financial secretary and another executive committee member of society”

Sun Yusen: Since adding financial secretary alone may be dangerous. Now account successfully was opened by Cheng Man Hin and Tse Yuen Wah

4. to receive and adopt the item in agenda

Time:14:17

For: 11

Against: 0

Procedural motion is passed

Tso Yee Ming motion to receive and adopt the item in agenda

Cheng Man Hin seconded

Time: 14:18

For: 11

Against:0

The motion is passed.

Sun Yusen: For opening bank account, now we change from being opened by financial secretary and president or IVP to financial secretary and another executive committee member. Is there any question?

Lui Ming Hong: Why do you change?

Cheng Man Hin: Bank doesn't allow due to strict regulation. If we register as group, we need address, and mailbox does not count. Therefore, they don't accept unless we pretend to open private account alongside with a female.

Lui Ming Hong: what is the difference between private and group?

Cheng Man Hin: It is used similar to a group, but may be shut down.

Lui Ming Hong: It cannot pass our account?

Cheng Man Hin: HKU engine can pass every year, but not sure about details in HKUST.
The biggest concern is money from SU.

Sun Yusen: some society like chemistry society cannot open too.

Tso Yee Ming: they allow 2 men opening an account to them, but not for us, which is unfair

Sun Yusen: I know some society, financial holds money until they can open account as group.

Cheng Man Hin: Lee Cheuk Long open on his own, is private.
Chan Shing Cheong and Chan Wing Kin open together.

Sun Yusen: things become more complicated only starting from this year

Tse Yuen Wah: Some society use society account from previous session, no need to open a new one.

Lui Ming Hong: what if no female executive committee members next year?

Cheng Man Hin: They should tell SU about this matter

San Yik Chuen: Which one did you try?

Cheng Man Hin: UST, 東港城

Lui Ming Hong: Main concern is whether president or IVP is necessary. It doesn't need to be president or IVP, just need someone who can monitor the monetary data.

Chung Yin Kwan: You can ask Chan Wing Kin about the account.

Lui Ming Hong: Chan Wing Kin's opinion is no opinion. He concerns about the year plan but not cons

Sun Yusen: I have previously discussed with Chan Wing Kin on the change of cons.

Lui Ming Hong: Have you asked other old ghosts' opinions about it, like people from MBMS?

Sun Yusen: only Lau Sze Cheung, Liaw Ming Wai, Chan Wing Kin. Chiu Wen Han has no comment

Lau Sze Cheung replied "OK".

Chung Yin Kwan: we think that group account is better

Sun Yusen: We will attempt to communicate with SU along with other societies and open the account.

Cheng Man Hin: We should really reflect to SU. If we register as a group under SU, it should be ok.

Tso Yee Ming: Motion to adopt the amendment of the cons

Cheng Man Hin seconded.

14:35

motion put to vote

For:11 11

Against:0

The motion is passed.

Date: 29-Sep-2016

Venue: Common Room 7 (LG5)

Time: 19:30

Chairperson: Sun, Yusen

Minute takers: Tse Yuen Wah, Lee Man Hei Lee Mang Hei Gordon

The business of the 4th Extraordinary General Meeting Session II of IRESS, HKUSTSU Session 2016-2017 shall be:

1. To commence the meeting;
2. To receive and adopt the agenda of the 4th Extraordinary General Meeting;
3. To discuss changes regarding the post of General Secretary; and
4. To adjourn the meeting.

1. To commence the meeting

Time now is 19:30

Full member present: 10

Quorum is met. Chairperson Sun Yu Sen started the annual general meeting at 19:20.

2. To receive and adopt agenda items

Tso Yee Ming motioned at 19:30 to receive and adopt agenda items. Cheung Long Him seconded.

For 10, against: 0. The motion was passed at 19: 32

3. To discuss changes regarding the post of general secretary

Tso Yee Ming motioned at 19:33 to discuss changes regarding the post of general secretary. Cheung Long Him seconded.

For 10, against: 0. The motion was passed at 19: 34

Sun Yusen: Zuo Longlong, why did you leave the post?

Zuo Longlong : I have quitted UST due to transfer to CU medic, hence quitting member of IRESS as well. I am originally responsible for sending email and notice and now I will leave the job to Tse Yuen Wah.

Chan Zhao Cong: Who will check email?

Sun Yusen: I will take care of notice and email. Other than me, Tso Yee Ming will also help checking emails. Iu Shing Huk will handle the English checking. If Tse Yuen Wah is not free, Chan Siu Man will help sending emails. For the christmas party, the duty of PIC will leave to Lee Mang Hei Gordon.

Chan Zhao Cong: Does the Student sharing time slot overlap with Christmas party?

Sun Yusen: No.

Chan Zhao Cong(by Chan Wing Kin): what other job you have, for example, buy things, give ideas?

Zuo Longlong : Take minute, upload to drive, will also give ideas in meeting, but not very sufficient. I have helped out in many aspects, for example, background work in orientation camp.

Chiu Wen Han: Could you be more specific?

Zuo Longlong: Pumping balloons and moving things.

Sun Yusen: Minute will be left to Tse Yuen Wah and Iu Shing Huk , depending on who is free.

Chan Zhao Cong(by Chan Wing Kin): What do you mean by free?

Sun Yusen: take alternatively. one jot down minute while the other is contributing ideas.

Zuo Longlong : As one person taking minute is not enough, the job is usually done by two.

Chan Zhao Cong(by Chan Wing Kin): What other things have you did?

Zuo Longlong: In promotion period, I've helped making the big decoration.

Chan Zhao Cong(by Chan Wing Kin): So mainly taking minute, physical work and make big decoration.

Lau Sze Cheung: When did you make up your mind to apply cu, received offer and inform other executive committee members?

Zuo Longlong : At around January, from non-JUPAS. But I did not receive news for a long time until late July. I only inform others after I got an offer (7 or 9), one day earlier than Cheung Long Him.

Lau Sze Cheung: Did you notify others when you apply?

Zuo Longlong: I did not notify for interview, as it said I was rejected, so I did not take seriously.

Chan Zhao Cong: I don't understand what you mean by you were rejected.

Zuo Longlong: They told me I was unsuccessful.

Sun Yusen: Zuo Longlong did notify us when he applied but he may have forgotten.

Zuo Longlong: Jeffery received offer on 8th August. but i didn't receive offer on the same day this year.

Lau Sze Cheung: When did you (Sun Yusen) know?

Sun Yusen: At around mid summer holiday.

Tso Yee Ming: He did notify us about the interview. When we know he interviewed, we reminded him to tell us if he has offer. As we did not receive news at early Aug, we thought he did not succeed. We did not expect he will receive offer in early sept

Sun Yusen: Since he put medic in A1 for JUPAS, therefore we know he will choose medic eventually

Lau Sze Cheung: Did you discuss with other executive committee members?

Zuo Longlong : Mainly with lu Shing Huk. I did not talk a lot on it with others, so as not to seem like I am in a hurry to leave.

Chan Zhao Cong: Say something about each executive committee members member, anything want to say before you leave, or describe how it is to work with them?

Zuo Longlong : I did not give much ideas, sometimes I am not active, I did not improve much, and I was carried by other executive committee members.

Zuo Longlong : I am also sorry for a college compulsory event last week, where we have to postpone EGM with the help of Sun Yusen thanks to me.

Zuo Longlong: Tso Yee Ming really cares for the cabinet, but sometimes too rash. Cheung Long Him is very chur and always gives many ideas. Tang Cheuk Him is very optimistic. Cheng Man Hin is very careful in managing society budget. Chan Siu Man is talent in IT (e.g.webpage). Lee Mang Hei Gordon do much for the cabinet, but sometimes get angry easily. Lu Shing Huk really put a lot of effort to the cabinet (especially orientation camp)

Chan Zhao Cong: If you have one less general secretary, will Tse Yuen Wah have much more work to do?

Tse Yuen Wah: For emails Lu Shing Huk can help me with language, sometime I will draft it myself.

Notice there should be no big problem, as it is similar in content to email.

Poon Lok Nga: What's going on?

Sun Yusen: Even he is not very active in working, as long as he is told clearly what to do, he can do it well, so it is unfortunate that he is leaving, since we count as friends, and burdens of each executive committee members will increase.

Cheung Long Him: He is not active but willing to contribute when you urge him. If you assign him tasks and force him to do, he will do it well.

Tso Yee Ming: Similar to Sun Yusen, Zuo Longlong's main problem is his motivation. When clear guides are given, he will contribute well, however, he should try to ask others how to follow up on his own. We don't need to look for faults for past events. I wish he has a promising future in mbsb, and improve his flaw when interacting in cu community

Tang Cheuk Him: I get along well with Zuo Longlong, he will help me out sometimes when I need help.

But he should give more of his opinion

Cheng Man Hin: How many of us have you informed when you received the offer?

Zuo Longlong: Tang Cheuk Him and Lee Mang Hei Gordon

Tse Yuen Wah: You think it is not necessary to tell us after you told them two?

Zuo Longlong : No need to tell everyone when offer is not confirmed.

Tso Yee Ming: you cannot assume other people will help you handle your responsibility, Cheung Long Him's case is even worse. If anything unexpected happens, you should notify us.

Chan Siu Man: He is willing to do things behind the scene, unfortunate that he is leaving.

Tse Yuen Wah: Why notify us so late that you cannot come to EGM?

Zuo Longlong: My college only gave me position very late, and only notified me on Friday, and need to apply non-attendance at that time.

Poon Lok Nga: Why did you apply for the dinner if you know need to go to EGM?

Zuo Longlong: It was pre-reged.

Poon Lok Nga: explain the timeline again. I didn't check email.

Zuo Longlong: Email was sent to me on Friday, and if I want to un-registration it. I have to do it on Friday. However I have only saw the mail on Monday

Lee Mang Hei Gordon: Why did you tell us that you will fail, even if they did not tell you explicitly?

Tso Yee Ming: He said he may fail.

Zuo Longlong: Hightable dinner is very important

Tang Cheuk Him: Let us conclude: Zuo Longlong told us what he did, who he left his job to, his views on other executive committee members, and we gave him our views on him.

Poon Lok Nga: Have you started to prepare for Christmas party?

Lee Mang Hei Gordon: Not started yet, so Zuo Longlong did not leave anything to me.

Iu Shing Huk: As KCers, I know him for so long and understand he has an awkward personality. I wonder if he can be a doctor, but he is in medic now, so whatever. I would like to quote from some random English teacher: communication is very important and please do not sound

strange. You did not tell us clearly what you are doing, I have not much to say about your work, as it has already mentioned by others.

Tse Yuen Wah: I heard that you caused loss of property in orientation camp.

Tso Yee Ming: Actually for 5 and 6 the card games were lost, so we were considering who might have stored the stuff. Turns out that after participants checked in, Chan Wing Kin or Chan Zhao Cong were holding room games, so I gave the cards to them. This is not related to Zuo Longlong. We were thinking if they might have been in the society room.

Lee Wai Hang: I recommend you to separate society items and personal possession. Do not lose other member's property.

Tse Yuen Wah: Before orientation camp, everyone discusses fiercely about him. For discussion in Whatsapp, Zuo Longlong never appears, until half a day later, he just said 'yeah I floated'

Cheng Man Hin: In other words, we asked you a question, but you just said you floated.

Zuo Longlong: As I was doing UROP, I was very busy.

Tse Yuen Wah: I think you are not the only one who is doing UROP?

Lee Wai Hang: Did you consider you may have other responsibility?

Zuo Longlong : I regretted about that very much, and I promised to try my best to help.

Poon Lok Nga: How long did your lab last?

Zuo Longlong: From 9am - 5pm but sometimes it might last longer

Poon Lok Nga: If you only do 8 hours of lab, and claim that you cannot do society work, this is not acceptable. Usually we just do society duties at night after everything.

Lam Tak On: You will not stay in lab forever, you have lunchtime, why not check Whatsapp at that time This is just a dodge of responsibilities

Zuo Longlong: Probably wouldn't be so occupied I couldn't check.

Lee Wai Hang: Why no further response afterwards?

Zuo Longlong: I climbed post afterwards, but do not understand.

Wu Tsz Chun: Did you ask people to explain?

Zuo Longlong: No.

Poon Lok Nga: Why not PM others?

Zuo Longlong : They may not check.

Lee Wai Hang: Do you guys see him often?

Tso Yee Ming: Sometimes we called him directly, but he didn't not response. We see him at lunchtime(sometimes)

Lee Wai Hang: So this is not just the problem at the time in summer, and you sensed that he is not very active?

Tso Yee Ming: He said that in every evaluation meeting, but did not improve.

Poon Lok Nga: Have you tried approaching him directly, like trapping him while he hanging arounds?

Lee Wai Hang: internal vice president or president directly meet him to discuss this problem? This may not be his own responsibility.
Other executive committee members should try to be more active in solving this problem.

Poon Lok Nga: Work distribution

Sun Yusen: For work distribution, Tse Yuen Wah or Lu Shing Huk will take over email.

Sun Yusen: Sometimes if I need to send an urgent email, I will pm Zuo Longlong. Usually if he blue ticks he replies.

Lee Wai Hang: Although Zuo Longlong can't allocate time and half free rided during sub-committee function, this is not an excuse, everyone has responsibility.

Cheung Long Him: We tried to force him to go to meeting if we see him in IRE room, but he looks very tired, so we let him sleep for a while, and he disappeared.

Poon Lok Nga: Why not meeting in IRE room?

Cheung Long Him: IRE room is not IRESS property, and because he is too tired, we cannot take him down to meeting

Poon Lok Nga: So you get so tired after working just 8 hours?

Lau Sze Cheung: Maybe you shouldn't be a doctor after all

Poon Lok Nga: How do you do on-call duties

Lee Wai Hang: The main point of this meeting is not to blame others, once you know the mistake, you should learn from it.

Wu Tsz Chun: When Chan Shing Cheong leave, anyone was here?

Cheng Man Hin : Me, Cheung Long Him and Tse Yuen Wah

Wu Tsz Chun: Last year similar situation happened, everyone pushed responsibility to Chan Shing Cheong.

We should instead look for a better way of communication. Everyone else have responsibility to find way to communicate to him. You probably already have known his working style, so you should have developed a mechanism to deal with him; president and internal vice president bear especially great responsibility.

Lee Wai Hang: It has become very regular, IRE people will leave to medic, so remind the next cabinet.

Well you are here to learn; If an executive committee members freerides and leaves, you need to think about what you can do more, and when you take extra responsibility, can you handle it. For Zuo Longlong, this is a good experience to learn that lab could be chur, you should consider everything before accepting duties.

Wu Tsz Chun: Before registration day where no one could find him, did you discuss before deadline the job allocation, or just find him suddenly one day before?

Lau Sze Cheung: This is more of an emotional or attitude issue, "yeah I floated" is not an appropriate response; it's as if he's teasing the executive committee members despite not doing anything.

Zuo Longlong: My meaning is not 'yeah', but just to notify them I read.

Lee Wai Hang: This can cause some miscommunication, take note about it. You cannot talk to the patient that “yeah, you have a tumour or cancer” when you be a doctor

Cheung Long Him: We were talking about material list, and asking whether everyone has objection, then his message appears.

Lee Wai Hang: Does all finalized discussion just stay on group?

Cheung Long Him: We have 2 groups, one for notice and one for discussion.

Lee Wai Hang: Same thing happened with Chan Cheuk Yin, as he insisted on creating a facebook group

Poon Lok Nga: Have you tried asking him to do things when he did not come?

Cheung Long Him: We mostly gave him backstage stuff, which are things that do not require familiarity of what’s going on.

Wu Tsz Chun: Have you tried to confirmed when you will discuss things?

Cheung Long Him: For Whatsapp, it is all in random, but we will inform ahead that who will come to meeting.

Tso Yee Ming: Usually we start to ask for availability a week earlier.

Cheung Long Him: Most of the time he said he is not free, sometime he said not confirmed. His advisor gave him a new project in the last week leading up to the august events

Lee Wai Hang: Any comments on being assigned to moving things?

Zuo Longlong: It is my own responsibility, so if I can help, that is ok.

Poon Lok Nga: Do you have any preference for work?

Zuo Longlong : I prefer mostly paperwork.

Poon Lok Nga: On event?

Zuo Longlong: There are not many things suitable for me. May be I could try to talk with participants. I mainly work behind scenes.

Poon Lok Nga: Any other work you want to do specifically?

Zuo Longlong: I don't think it's a low grade work as someone has to do it, so it's nothing to me

Lee Wai Hang: If in the future you want a specific post, try to get more involved. Also try to think about other's feeling when you assign work.

Tso Yee Ming: Usually the group of fitter individuals

Lee Wai Hang: You should try different post within each function.

Cheung Long Him: Mostly by the yo-ing abilities

Lee Wai Hang: As long as it is voluntary, it is ok. Anyone want to say anything else?

Tse Yuen Wah: As a whole, he's not a very active guy, but he will do stuff when forced to. If he cannot do his own things, he will be upset if we ask him to work. Although I'm not the one who forces him to do things. As general secretary, I found that he's not very characteristically compatible; I try to avoid personal contact to prevent conflicts. At last, as you have transferred to medic, most you need is communication skills. I don't give up mid-way, according to previous experience, he is always the first one to said "why do we need to do this anyway" and kind of gives up. I wish you have a good new university life and hope you could blend in

Tse Yuen Wah: What did you learn as an executive committee members during this term?

Zuo Longlong: I need to be more proactive

Poon Lok Nga: Do you know what learning means?

Lee Wai Hang: Any actual thing has you done to improve?

Zuo Longlong: Build a timetable.

Cheung Long Him: It is not about not doing work properly, but you do not participate actively.

Poon Lok Nga: Any other ways of communication other than meeting or Whatsapp?

Tso Yee Ming: Skype, but not every efficient due to connection problems and dead air. Also, the one who use Skype cannot see things written on white board.

Tse Yuen Wah: Not everyone used skype at that time, just because some people cannot be physically present.

Poon Lok Nga: I understand that Whatsapp reply is very stupid and face-to-face meeting is better. How do you set meeting time?

Cheung Long Him: It mainly depends on how many people can be present.

Sun Yusen: If someone can't come, he will try to skype.

Poon Lok Nga: Do not rely too much on Whatsapp, you should try to talk face to face.

Wu Tsz Chun: How do you prefer others to contact you?

Zuo Longlong: Face-to-Face.

Wu Tsz Chun: Did you tell them about this? I believe most people check whatsapp frequently. You can tell other executive committee members which method you prefer if you do not check Whatsapp frequently

Cheung Long Him: If you are not free to check progress, you can ask us to tell you

Poon Lok Nga: Were yu guys separate into team for orientation camp?

Tso Yee Ming: Yes. His team consist of me, Zuo Longlong and Chan Siu Man. We mainly focus on buying materials and background work.

Poon Lok Nga: Do you guys have successful in communicating with him in small group?

Tso Yee Ming: We will ensure everyone knows the flow. Although he also did not participate much in small group, but we make sure everyone understands.

Poon Lok Nga: I think it is not necessarily to have all executive committee members voice out his opinion. Sometimes discussion in small group may be better.

Wu Tsz Chun: You should not expect everyone to appear in sudden discussion.

Poon Lok Nga: For discussion you mean you throw a plan, then you ask yes or no, or really discussion?

Cheung Long Him: We use big group for voting and long conversation exists only in face-to-face.

Tso Yee Ming: We decide the details in face to face meeting.

Poon Lok Nga: Is it fully democratic?

Cheung Long Him: Yes.

Sun Yusen: Usually, we have similar view

Sun Yusen: If there are no more questions, then we adjoin the meeting.

Wu Tsz Chun: Are there more internal problems?

Lau Sze Cheung: Apart from studying, what do you want to do in CU?

Zuo Longlong: I will try to do lab.

Lau Sze Cheung:Just in summer or during usual semester?

Ilz: Summer is preferable. but regular semester is also okay.

Lau Sze Cheung: Try to plan your timetable ahead, do not agree to others, but then say you are not free to do things.

Wu Tsz Chun: You have to consider whether you have the capability when you plan your timetable.

Cheung Long Him: Do not let other people know when you daydreaming.

Poon Lok Nga: Why you give no comment? So only him take the minute?

Tse Yuen Wah: We take turns.

Sun Yusen: Each meeting there will be different people taking minutes.

Poon Lok Nga: Why you do not participate in meeting?

Zuo Longlong: I don't have good ideas.

Poon Lok Nga: Speaking nonsense may generate good ideas.

Sun Yusen: Do all of us have other questions?

Lau Sze Cheung: (To Lee Mang Hei Gordon) What's your feeling when you have one more PIC event?

Lee Mang Hei Gordon: I don't have much duty to do, so that would be fine.

Time: 21:03

Tso Yee Ming motion to pass item: changes regarding post of general secretary

For:16 Against: 0, the motion is passed.

The meeting is adjourned

Date: 08-02-2017

Venue: Meeting Room 4 (LG5)

Time: 19:30

Chairperson: Sun Yusen

Minute takers: Tse Yuen Wah Tse, Gordon Lee

The business of the 5th Extraordinary General Meeting of IRESS, HKUSTSU, Session 2016-2017 :

1. To commence the meeting;
2. To receive and adopt the agenda of the 5th Extraordinary General Meeting;
3. To receive and adopt the amendment of the Constitution of International Research Enrichment Students' Society, HKUSTSU; and
4. To adjourn the meeting.

Proposed Amendment on the Constitution of International Research Enrichment Students' Society, HKUSTSU, Session 2016-2017

Section Six: General Meeting, Article 4: Quorum:

Repeal:

"In all General Meetings, not less than FIVE PERCENT or 10 people of the Full Member of the Society shall constitute a quorum. The one which has a larger number of members shall be the quorum. "

Substitute:

"In all General Meetings, not less than FIVE PERCENT or 15 people of the Full Member of the Society shall constitute a quorum. The one which has a larger number of members shall be the quorum. "

1.To commence

Full member present: 17

Quorum is met

2. to receive and adopt item of 5th EGM

Tso Yee Ming motion to receive and adopt item of 5th EGM

Time now is 19:31, the chair accepted and received the quorum.

For: 19

Against:0

motion passed.

3. to discuss agenda item 3

Tso Yee Ming: Motion to discuss agenda item 3

Proposed amendment: to change the session 6 article 4 of constitution

1932

Amend the minimum quorum to 15 people instead of 10 people.

Sun Yusen: The change this time is due to that the minimum quorum is 10 or above, however, the past cabinets members are around 10. There is a chance that the future cabinet can meet the quorum for a general meeting by the cabinet executive committee only without any member attending.

This lead to a chance that an item may be only discussed by excos, and passed without any member or pass executive committee participated in the discussion.

As a result, full member recommended for raising the quorum to 15, which is reached from discussion by us and past executive committee.

We expect each general meeting would have at least around 2 to 3 past executive committee, and all present executive committee, which in total is around 15 people.

any suggestion or objection?

Lai San Yu: How many full members are there now?

Tse Yuen Wah: 82

Lai San Yu: I think originally the constitution write down 2 items and is tedious

Tso Yee Ming: Do you mean eliminate one of the requirement?

Lai San Yu: Can it be changed to '15 full members or 5% of the full member; whichever is larger'

Tso Yee Ming: Originally is stated in the sentence

Lai San Yu: Would it be tedious?

Tso Yee Ming: It is ok if everyone understands.

Chan Zhao Cong: We seldom amend constitution.

Chiu Wen Han: You don't usually have to take out the constitution, as long as people understand it is ok

Sun Yusen: This EGM is mainly about the number of people for quorum, for wording you should start another EGM

Lau Sze Cheung: For the percentage, why not change?

Sun Yusen: We consider if IRE program has large change, let's say if member suddenly increase greatly, the percentage is useful, so we do not amend that.

Lau Sze Cheung: Let's say you get 50 per year, you get 200 members

Sun Yusen: Yes, 25 is greater than 15

Lau Sze Cheung: I think the percentage is still too small.

Lee Wai Hang: Whichever is larger

Chan Wing Kin: 15 is a strange number. I do not think 15 is a problem for now, but after a few years later we will see if this number works, say, if that year people do not want to be executive committee, and only have 6 executive committee, then it may be very hard to meet quorum.

Lee Wai Hang: It can be a motivation for executive committee to engage more, to get other members involve more

Chan Wing Kin: The concern is people may just come to take quorum. They do not contribute to discussion.

Chan Zhao Cong: It's meaningless even if executive committee call other member to come but they speak nothing

Lee Wai Hang: If you do not set higher, past executive committee do not need to come. If 15, they will need to ask them to come. While they may not necessarily give opinion, if they do not come they will not give opinion.

Chan Zhao Cong: It is a waste of time and meaningless

Chan Wing Kin: Let's say if it is near mid-term, only 12 people can come. Then, 10 is too small while 15 is too large

Tso Yee Ming: Since IRE people like studying too much, so they may have lots of work. e.g. Lau Sze Cheung lab's duty is so heavy and sometimes come late. I do not think quorum should increase that much

Lau Sze Cheung: I do not expect everyone to be as busy as me. Even people from life science who are busiest, like people from MBMS, lab duty is even more heavy. The number of member now is their double. We should feel sorry if we can't meet quorum.

Chan Zhao Cong: Do you want people to participate, or just people to be happier?

Lau Sze Cheung: If member do not come and as a result do not increase quorum, why set quorum in the first place?

Lee Wai Hang: Currently, if executive committee number is 7, call 3 or more people then no problem.

Chiu Wen Han: During AGM many students (physics) go to exchange

Chan Zhao Cong: Are we expecting people to actually participate,

Lee Wai Hang: I think the next executive committee would be more than 8 people, as the number of executive committee is increasing and they are the first year of IRE program.

Sun Yusen: This quorum is not about AGM, but EGM. At that time, the meeting mainly will be held by year 2 or 3 or 4 people, so it is necessary to set a smaller number.

Liaw Ming Wai: I think the quorum should be 18. There are past executive committee. past-past executive committee is still here even if past executive committee go exchange. I think it can encourage executive committee to find more people. They should ask more people to see if they are free. 15 for Egm or Agm?

Sun Yusen: Both. We need consider the case if the number of executive committee drops to 6 people or increases to 15.

Chan Wing Kin: Is it hard to find people now?

Lau Sze Cheung: Chur is expected. call 6 members to come is also foreseeable

Chan Wing Kin: Let's say there are only 6 executive committee, we want to meet 15 quorum, how to do?

Sun Yusen: Use more extreme method, take full member to meet quorum

Liaw Ming Wai: If they can call so many people to come then the number of executive committee member won't be that small

Lee Wai Hang: I think 15 is a reasonable number. If necessary, the cons can be changed again, cons can be changed few years later. Let see whether ire or iress die first, our target is not to let the society die before ire die

Sun Yusen: Is there any other objection?

Chan Zhao Cong: Is it ok that we can leave?

Chan Wing Kin: The 5% rule is not possible to use for now. Do we need to change that for special cases?

Sun Yusen: For percentage, for now there is not many full member participating AGM and EGM, the main effect is due to past executive committee.

Chan Zhao Cong: Seems reasonable

Sun Yusen: Any problem with 15 or other issue?

Liaw Ming Wai: For this meeting is there public notice?

Sun Yusen: I am sure i did

Liaw Ming Wai: I see that some poster for nom cab has been cleared, so I was not sure

Chan Zhao Cong: let's pass

Liaw Ming Wai: Please read the amendment aloud.

Lee Wai Hang: Does Lam Tak On has any suggestion?

Chan Zhao Cong: What about summer? For us, we barely made the quorum

Liaw Ming Wai: Year 3 students may not be in Hong Kong but Year 4 students are still here

Chan Zhao Cong: I feel it might be a bit difficult to pass quorum in summer

Cheng Man Hin: You will not hold meeting in July or August

Chan Zhao Cong: I do not know if you want to go earlier, for travelling

Chan Zhao Cong: Preparation of orientation camp start in June.

Liaw Ming Wai: You can have a plan earlier to discuss, which is around June.

Chan Zhao Cong: Do you guys have mood to come

Lau Sze Cheung: We would not be here otherwise

Liaw Ming Wai: Why there is not all executive committee present?

Sun Yusen: Tang Cheuk Him went to sports team training. Lu Shing Huk went to life science open semester rice.

Liaw Ming Wai: My worry is that people all want to go to lab or travel, and do not come to meeting.

Chan Zhao Cong: The concern is also for the coming cabinet, if they will go traveling or exchange.

Liaw Ming Wai: They have hall, so no problem for them

Chan Wing Kin: Maybe we can demonstrate game after egm in summer

Liaw Ming Wai: If skype meeting, should they count as quorum?

Chan Zhao Cong: Is it ok?

Chan Wing Kin: You need to consider people for summer, they may not want to come back.

those who demonstrate game are usually full member.

if hall resident and current executive committee cannot not meet 15, we should provide more incentive to call more member to come

Time now is 20:06

Motion to receive and adopt the amendment of cons

For: 24

Against: 0

The motion is passed.

5th EGM is adjourned.

Appendix I

Date: 21-3-2016

Chairperson: Chan Wing Kin

19:21

Academic Secretary- Lee Mang Hei Gordon

Chung Yin Kwan: why do you want to be the academic secretary?

Lee Mang Hei Gordon: To connect with faculty members. Moreover, it's not as important as posts like External Vice President, as failing at my job has insignificant effect.

Chung Yin Kwan: Are you a physics major?

Lee Mang Hei Gordon: Yes.

Chung Yin Kwan: Will you contact professors in other departments?

Let's start with naming the IRE coordinators.

Lee Mang Hei Gordon: Program director is Prof. Leung. Physics coordinator is Prof. Rolf Lortz. Life science coordinator is Prof. Chow. Environmental science coordinator is Prof. Qian Pei Yuan. Chemistry coordinator is Dr. Tsang. Mathematics coordinator is Prof. Yan Min.

San Yik Chuen: What qualities are unique to academic secretaries?

Lee Mang Hei Gordon: Never give up.

Liaw Ming Wai: But that's not unique to academic secretaries.

Lee Mang Hei Gordon: Let me just give an example. Finding faculty. "knock knock", no one's in there. That's when this quality kicks in.

Chung Yin Kwan: You think finding professors is the most difficult job as an academic secretary?

Lee Mang Hei Gordon: To me, it is, as I'm a rather withdrawn person.

Liaw Ming Wai: What are the duty of academic secretaries?

Chung Yin Kwan: Based on cons.

Lee Mang Hei Gordon: To connect with faculty and accumulate sources

Chung Yin Kwan: How would you interpret the definition on the constitution?

Lee Mang Hei Gordon: Discussion among members; experience sharing etc

Liaw Ming Wai: I guess there's one thing left. You have to collect comments ideas about the curriculum from member and reflect to faculty. Communicating with school, ideas about the curriculum,etc.

Chung Yin Kwan: Will you do jobs other than academic secretary?

Lee Mang Hei Gordon: Proofreading emails. Filling up other's space. To be Lee Cheuk Long I have relatively smaller workload than External Vice President.

Chung Yin Kwan: Do you only take up others' duties when someone offers you or tells you to?

Lee Mang Hei Gordon: Or when the others seem too busy.

San Yik Chuen: Did you gather any source?

Lee Mang Hei Gordon: PHYS1312,PHYS2022 with final. The courses that I am taking chemistry and COMP sources from Chan Siu Man.

San Yik Chuen: How else do you gather your sources.

Lee Mang Hei Gordon: No idea.

Chung Yin Kwan: Do you know other academic secretaries of science societies?

Lee Mang Hei Gordon: Not too familiar with them.

Chung Yin Kwan: Then you should. You can trade sources if you make friends with them.

Cheung Long Him: Moreover, this is for convenience and understanding the habit of professors.E.g,Prof. Liang Chun. Try to learn professor's patterns of work from other societies

Liaw Ming Wai: Are you familiar with any senior students?

Lee Mang Hei Gordon: Not yet.

Chan Zhao Cong: You may ask these senior students for sources like Lee Cheuk Long

Chan Wing Kin: Chiu Wen Han too. He wouldn't give you unless if you ask him, but he gathers a great deal of them.

Chung Yin Kwan: How to get sources and information apart from your major?

Lee Mang Hei Gordon: Ask other executive committee members. E.g. BIPH from Cheung Long Him or Lu Shing Huk

Liaw Ming Wai: But executive committee members are in the same year as you so senior students like us won't be able to get them.

Lee Mang Hei Gordon: I will also ask seniors

Liaw Ming Wai: Do you have any specific targets to ask at semester end?

Lee Mang Hei Gordon: Raphaella So.

Liaw Ming Wai: Tse Yuen Wah, do you know who can provide sources in chemistry?

Tse Yuen Wah: Do Chemistry society sources count?

Liaw Ming Wai: You can ask TAs, Will Lee also ok, but do ask him early. They are such jerks sometimes, they only tell you they had sources after final exams

San Yik Chuen: Sources from which departments?

Chung Yin Kwan: Which course sources must you accumulate?

Lee Mang Hei Gordon: Common cores, and school requirement courses that everyone would take. e.g. PHYS1112, LIFS1902, CHEM1020

Liaw Ming Wai: Personally, which type of courses (lab, lecture, tutorial) would you like to obtain sources from?

Lee Mang Hei Gordon: Lab of course because they are magical courses. At present we don't have sources for PHYS1113 lab so that would be a premier target.

San Yik Chuen: If I recall correctly, we have 1115 but not 1113.

Chung Yin Kwan: What about sources in life science? What kind of sources do you need in that?

Lee Mang Hei Gordon: Should it be lab report and past papers? I don't take many life science courses.

Chung Yin Kwan: Lab sources are the most important for life science, because they will almost never publicize past papers.

Liaw Ming Wai: chemistry?

Lee Mang Hei Gordon: Lab reports.

Liaw Ming Wai: You'll need exclusive past papers or marking schemes.

Liaw Ming Wai: environmental science?

Lee Mang Hei Gordon: From Richard (阿蟲).

Tse Yuen Wah: Mak Wing Kwan.

Lee Mang Hei Gordon: Also ok.

Liaw Ming Wai: Can you introduce some school requirements for environmental science major?

Chung Yin Kwan: What prereqs are there for majoring in environmental science?

Lee Mang Hei Gordon: LIFS1902, MATH1013&1014

Chung Yin Kwan: It is not known whether science school will change the curriculum, so stay updated.

San Yik Chuen: pay attention to a certain webpage with "IRE" something like that.

Lee Mang Hei Gordon: The SCIE1500 website??

Chan Zhao Cong: Yes. Bear in mind it's a pretty hard site to find.

San Yik Chuen: Requirements of major declaration?

Lee Mang Hei Gordon: Fulfill the major prereq courses.

San Yik Chuen: How many?

Lee Mang Hei Gordon: All.

San Yik Chuen: What exactly are there?

Lee Mang Hei Gordon: physics: general physics iⅈ need to submit form.

Chung Yin Kwan: Lab? Some majors require lab but some do not.

Liaw Ming Wai: Lee Mang Hei Gordon: If I recall correctly, physics also no need

Chung Yin Kwan: How can I graduate.

Lee Mang Hei Gordon: All the major requirement courses (including final year project), common core. School requirement: 7 foundation science courses and 1 lab course.

Chung Yin Kwan: 4 fields (7 courses), 1 lab, what about others?

Poon Lok Nga: SCIE1000.

Cheng Man Hin: also LANG2010, SCIE3900, SCIE4500.

Chung Yin Kwan: Can you do UROP1000 when you have done UROP1100?

Lee Mang Hei Gordon: If I recall correctly, yes.

Chung Yin Kwan: Nope, they are exclusive, except when you change projects. What are the differences though? How much money for UROP1000?

Lee Mang Hei Gordon: One of them gives money (~\$1000 for summer), one of them gives credit.

Liaw Ming Wai: What requirements are there for UROP.

Lee Mang Hei Gordon: 1000 3.0 CGA with professor consent. UROP1100 3.3 CGA, with professor consent.

San Yik Chuen: What about IRE students with CGA lower than 3.0.

Lee Mang Hei Gordon: No choice, you can't take the course and you'll need to chat with the faculty. Perhaps you could not graduate.

Chan Zhao Cong: Common core?

Chung Yin Kwan: How do you categorize the common core courses? Specifically, how many credits?

Lee Mang Hei Gordon: SSC courses from each field.

Poon Lok Nga or Liaw Ming Wai: Actually only 3 out of 5 fields consist of SSC.

Lee Mang Hei Gordon: S&T, H, SA, QR, ART.

Chung Yin Kwan: And E communication courses too. Both Chinese and English.

Everyone: COMP in different languages? (laughter)

Chung Yin Kwan: I mean actual language communication.

Liaw Ming Wai: Comp 1001 not QR.

Lee Mang Hei Gordon: Oh why don't you refer to school webpage (proceeds to recite requirements accurately)

Chung Yin Kwan: HUMA, S&T and SA get ssc

San Yik Chuen: What SSCs are there?

Lee Mang Hei Gordon: PHYS1003, HUMA1000, SOSC1960

Liaw Ming Wai: What about good grade common cores?

Lee Mang Hei Gordon: How do I know?

Poon Lok Nga: How do you predict the workload of a common core course?

Lee Mang Hei Gordon: I haven't taken any HUMA courses.

Poon Lok Nga: Course with essays confer heavy workload. If high percentage on class performance, the workload is probably high too. You can see the course outlines for most H and SA courses 2 months prior to commencement.

Lee Mang Hei Gordon: Not sure, maybe through E-mail?

Poon Lok Nga: HUMA and SOOSC. They are actually overlapping.

Lee Mang Hei Gordon: Can HUMA3810 fulfill both areas of CC?

Poon Lok Nga: You cannot stack them, unfortunately

Poon Lok Nga: How many credit overlap from school requirement and common core?

Liaw Ming Wai: If freshmen wanted to persuade a career in research, how can you introduce the faculty research to them.

Lee Mang Hei Gordon: Refer to people already working with professors, and tell them how to find the professors e.g. lab website.

Liaw Ming Wai: Use power search and search for publication.

Chan Zhao Cong: UST repository.

Chung Yin Kwan: Publications not recommended.

Chan Zhao Cong: Publications within 1 year are good for reference.

Chung Yin Kwan: Head of each science department or division?

Lee Mang Hei Gordon: Physic department is Prof. Michael Altman. Chemistry is Prof. Lin Zhenyang. Life Science is Prof. Karl Herrup. Mathematic is Prof. Wang Yang. environmental science is Prof. Qian Peiyuan.

San Yik Chuen: Up to your knowledge, how many professors recognize you?

Lee Mang Hei Gordon: Vic Law & Frederick Fong.

Liaw Ming Wai: How can you familiarize with professors.

Lee Mang Hei Gordon: Ask more questions, and chat with them.

Chung Yin Kwan: Try to initiate conversations, or ask executive committee members to initiate them.

Chan Zhao Cong: Approach them during the inauguration ceremony, it's so important.

Chung Yin Kwan: If a certain function requires faculty to attend, what would you do?

Chung Yin Kwan: What happens when you have enough credits?

Lee Mang Hei Gordon: You get on the preliminary graduation list.

Chung Yin Kwan: Need to contact officials, cannot automatically graduate.

San Yik Chuen: Do I have to do 2 final year projects if I double major?

Lee Mang Hei Gordon: no need, you just have to choose one.

Chan Zhao Cong: What about LANG courses for the differing majors.

Chung Yin Kwan: Can the two majors be both IRE track?

Lee Mang Hei Gordon: No need for both to be IRE track.

Chung Yin Kwan: 1st major should be IRE track, 2nd major not necessary.

Poon Lok Nga: What IRE major-specific courses are there? Where can you find this piece of information?

Lee Mang Hei Gordon: IRE website, which includes detailed major requirements.

Poon Lok Nga: Which website?

Lee Mang Hei Gordon: advise.ust

Poon Lok Nga: program catalog is better.

Poon Lok Nga: Minor requirements?

Lee Mang Hei Gordon: 18 credits, 6 credits 3000 level or up.

Poon Lok Nga: Where can you find the requirements for minor programs?

Chung Yin Kwan: Can minor and major courses double count?

Lee Mang Hei Gordon: there's a cap to the number of credits.

Chung Yin Kwan: each minor can be double-counted up to 9 credits.

Poon Lok Nga: what would you do if all executive committee members couldn't recognize professors?

Lee Mang Hei Gordon: This is a very unlikely case, isn't it?

San Yik Chuen and Chung Yin Kwan: remember their faces from (recent) photos.

San Yik Chuen: Apart from special courses, are there any differences between IRE and regular programs?

Lee Mang Hei Gordon: more exchange opportunities which are essentially guaranteed. Prioritized for regular semester exchanges but cannot guarantee where you'll go. Must exchange during regular semester?

Iu Shing Huk: Not required for life science.

San Yik Chuen: Must go on summer exchange, no need for regular semesters.

Poon Lok Nga: What does it mean by good grade?

Lee Mang Hei Gordon: I assume you aim for A range normally, since some executive committee members see A as a broken grade.

Chung Yin Kwan: What about common cores?

Poon Lok Nga: Which is more important for considering good grade, high letter grade around mean or ease to get A range? e.g. some courses mean is around B but no Aand, does it count as good grade?

Lee Mang Hei Gordon: If you aim for Aand then obviously it's bad grade.

San Yik Chuen: How would you define an objective bad grade?

Lee Mang Hei Gordon: depends on feedback from IRE students, e.g. Monk mentioned 2033 is bad grade.

San Yik Chuen: some courses are good grade with heavy workload, would you advise?

Lee Mang Hei Gordon: I will tell them the truth and let them decide.

Poon Lok Nga: 1312 vs 1112; 1023 vs 1013, how would you advise that freshman?

Lee Mang Hei Gordon: Depends on his capabilities. Let's say he's a physics major, I'll advise him to take 1312 since the contents are deeper in physical contexts.

Poon Lok Nga: If not understand their ability, clarify the difference, give some sources.

Chung Yin Kwan: Can you be specific about the differences between PHYS1112 and 1312.

Lee Mang Hei Gordon: the honours course will go more in-depth. Also more related to maths, like some contents were pulled from MATH2011. For both, Masteringphysics is time-consuming

Liaw Ming Wai: ask them to browse C-wiki, ust space

Chung Yin Kwan: MSSSUG, but for reference only mainlands are there.

Lee Mang Hei Gordon: I will ask other executive committee members.

Chung Yin Kwan: I'm afraid that other executive committee members would throw these questions back to you.

San Yik Chuen: How to distribute sources?

Lee Mang Hei Gordon: actively ask in big group who needs them.

Liaw Ming Wai: ask if they want sources of pre-registered subjects.

Chung Yin Kwan: Best to ask after pre-registration day.

Liaw Ming Wai: Take Alan as an example. Assume he joined biology society. Will you give him the IRE sources?

Lee Mang Hei Gordon: Will only give at most what is requested, not the entire drive.

Chung Yin Kwan: I will not do so.

San Yik Chuen: What if sb ask for sources you don't have?

Lee Mang Hei Gordon: Ask other societies first.

Poon Lok Nga: To what extend will you exchange sources with other sources? Like, how many sources and what sources will you exchange?

Chung Yin Kwan: Oh I almost forgot, Peter Gao's site is helpful too.

Lee Mang Hei Gordon: OK.

Chung Yin Kwan: what kind of documents should be prepared for summer exchange?

Lee Mang Hei Gordon: Unofficial transcript, reference letter, e.g. from UROP advisor

Chung Yin Kwan: You should approach IRE coordinator, not UROP advisor.
better to have reference letter?

Lee Mang Hei Gordon: better.

Liaw Ming Wai: Who is doing what lab

Lee Mang Hei Gordon: Chan Wing Kin is working under Prof.Jo Gyu Boong.lu Shing Huk Ren is working under Prof.Rolf Prof. Lortz.Chan Zhao Cong & San Yik Chuen are working under Prof.Szeto Kwok Yip.Lui Ming Hong, Lau Sze Cheung and Chow Tsz Kiu are working under Prof.Du Sheng Wang.Wu Tsz Chun is working under Prof.Sheng ping.Iris & Chiu Wen Han are working under Prof.Liu Tao.Kathy is working Robert Qi.

Chung Yin Kwan: You can learn about their former bosses as well.

San Yik Chuen: ".ust.hk" vs "connect.ust.hk"?

Lee Mang Hei Gordon: ".ust.hk" is only to be used after graduation.

San Yik Chuen: recommend professors from different field

Lee Mang Hei Gordon: Prof. Szeto kwok yip is working in the field of network.Prof. Liu Tao is working in the field of particle. Prof. Du Sheng Wang is working in the field of optics. Prof.

Wang Yi is currently working in the field of cosmology and Prof. Rolf Prof. Lortz is working on superconductor.

Liaw Ming Wai: Which professors like admitting UG?

Lee Mang Hei Gordon: Szeto Kwok Yip. Another tidbit: Andy Cheung said he is IRE student and got special consideration.

Cheng Man Hin: Do tell him you're an IRE student.

Chung Yin Kwan: UROP is relatively arduous, as you need to write 10 pages of report. Another thing, you can approach faculty members as well. Remember to know what other professors is doing; Prof. Chow is nice.

Liaw Ming Wai: I remember many of you want to be academic secretary though?

Cheung Long Him: Let me recount the scenario: We had no marketing secretary; no one listed general secretary as 1st priority; Zuo Longlong & Lee Mang Hei Gordon: academic secretary, since general secretary great workload. However, Longlong being better at language, was later changed to general secretary to help with Tse Yuen Wah.

San Yik Chuen: How to organize sources?

Lee Mang Hei Gordon: organize into courses, which will be organized into subjects.

San Yik Chuen: where to save?

Lee Mang Hei Gordon: may set up another drive.

San Yik Chuen: no USB.

Chung Yin Kwan: When do you think you will be busiest as academic secretary?

Lee Mang Hei Gordon: Seems not very busy; I guess the coming fall semester (e.g. faculty or student sharing)

Chung Yin Kwan: For sources, which period do you think would be very busy?

Lee Mang Hei Gordon: near the end of the semester

Chung Yin Kwan: also start of semester, because you need to distribute the sources.

External Vice President-Cheung Long Him

Chan Cheuk Yin: Yikes, why are you always so playful.

Poon Lok Nga: What are your duties?

Cheung Long Him: According to constitution, external duties, to represent society to communicate with other societies (Those at HKUST and at other Universities); other associations; to resolve conflicts with other societies

Chan Cheuk Yin: seems too little.

Cheung Long Him: Apparently yeah, but actually you have to attend a shitload of meetings so the workload is pretty YUGE. inauguration have 9~10 meetings already for conflict, so it is hard to estimate.

For OAC, I will represent science to attend even more meetings. For non-OAC, I will communicate with other science societies more and to reflect our needs

Poon Lok Nga: other society who?

Cheung Long Him: I have an entire list...

For Biochemistry society, I will find president first, then external vice president and ESec, and lastly Marketing Secretaries. For Biology society, I will first find president, then external vice president and ESec. For Chemistry student society, I will first find president, then external vice president and promotion secretary, lastly marketing secretary. For Mathematics society, I will first find external vice president, then internal vice president, and lastly page For SSU, I will find external vice president only.

Poon Lok Nga: Other fields?

Cheung Long Him:

For BSU, I will find external vice president Eric. For Civil society, I will find external vice president. For SSSS, I will find external vice president Au.

Poon Lok Nga: other Engineering Societies?

Cheung Long Him: Mech, ESU, EE, CS.

Poon Lok Nga: Independent clubs or societies?

Cheung Long Him: Astron, RMBI, Band, etc.

Poon Lok Nga: What happened with the physics orientation camp?

Cheung Long Him: SSU was going to call OAC meeting. Representatives from Mathematic society say that physics society is going to organize while representatives from Chemistry say that they recognize the looks.

Poon Lok Nga: Any inter-society gossip?

Cheung Long Him: Biology ex-President and Mathematics external vice president's boyfriend are taking DSE; while Biochemistry external vice president claimed to have no girlfriend.

Poon Lok Nga: They are so important, as they could affect OAC. Science societies' internal relationships?

Cheung Long Him: We are small; The alliances are as such: Biology and Chemistry (neutral feeling to Biochemistry). Biochemistry (naturally they're arch-rivals of Biology) and Mathematics

Poon Lok Nga: Do you know why Biochemistry went to Sports Hall for promotion period? It is because hall internal vice president forced them to trade counters.

Cheung Long Him: Isolated by department society.

Poon Lok Nga: Which field?

Cheung Long Him: Biochemistry: business, engineering societies

Poon Lok Nga: Civil and economics too, I think.

Cheung Long Him: Chemistry is with hall internal vice president. Biology knows hall III well, and can talk to hall I and hall II. Biochemistry doesn't know any house well.

Poon Lok Nga: For your information, Biology x hall III. Biochemistry x hall internal vice president. Chemistry x Hall II. But last year, for some reason everyone cozied up to Hall internal vice president.

Poon Lok Nga: inter-hall relationships?

Cheung Long Him: There was physical altercations during the promotion period.

Poon Lok Nga: How did you prepare for promotion period?

Cheung Long Him: no need to communicate for venue, as they are assigned. seafront meeting: just sitting around, playing games and enjoying the drama between the ever-warring Business, Science and Engineering societies, in particular CIVL.

Poon Lok Nga: how to draw counter?

Cheung Long Him: Wait, and pick counter and decoration sites for the 3 weeks. We also traded counter with others.

Poon Lok Nga: What would you consider when you trade items with other societies?

Cheung Long Him: What do you gain: counter, decoration, banner space, and monetary compensation. Counter location, e.g. locations where you could get wet. Preferably in the second row, facing the stairs or escalators is good credibility of the societies is also important.

Liaw Ming Wai: which society lacks credibility?

Cheung Long Him: Hall III.

Biology and Biochemistry were fighting. When they both approached, we should seek for other society with similar offers. They did approach me for counter location, but we sold to house I eventually

Poon Lok Nga: Do you think other executive committee members need to know other societies' executive committee members?

Cheung Long Him: Of course. At least, marketing secretary and academic secretary should know others for sources.

Poon Lok Nga: Current progress on external affairs?

Cheung Long Him: Pretty slow. I don't know any marketing secretary yet.

Poon Lok Nga: You registered the name you mentioned?

Cheung Long Him: yes.

Poon Lok Nga: What did you trade?

Cheung Long Him: \$2200 for trading our front row counter during week 1 with house I. Week 2 location too atrocious, but we had 3 no offer for swapping week 2, so the original placement was kept. We were also approached by hall V for the counter during week 3 but we did not trade it because we needed it for continued promotion and for holding the polling day.

Poon Lok Nga: What are the progresses on registration day and orientation week? Which locations are preferred?

Cheung Long Him: not sure about counter, haven't read on that yet; inner corridor would be the best option. However, we wouldn't compete for 1st row and places next to library. Premier concern is whether we'll be heavily affected by rain or sun.

Poon Lok Nga: Look into the OAC meetings, you may get counters on behalf of a field, e.g. SSCI. Would you want science societies to be together or separated?

Cheung Long Him: Separate. Target participants are the same, so we'd better separate to prevent arguments. Moreover, this may make IRE freshmen hesitate to approach our counter. Also, it is too noisy to have a counter near other science societies, which means we cannot chat with freshmen.

Liaw Ming Wai: Are you implying that it will not get noisy if the societies nearby were business or engine school societies?

Cheung Long Him: Also noisy, but can avoid extreme competition.

Chan Cheuk Yin: So should the counters from different schools be mixed? Do you know how the counters are organized this year? What rows or columns are there in the floor plan?

Cheung Long Him: For now I'm not sure. SU wants to have separate registration days for different fields. If it was anything like last year (all fields have same registration day), it would probably be scattered to avoid crowding. I don't know if venue is sports hall or atrium.

Chan Cheuk Yin: Prefer facing concourse. If separated, even more chaotic. If freshmen see big banner of Biochemistry, they'll know this area is for science.

Cheung Long Him: See how the Student Union will organize.

Poon Lok Nga: sticking together is better. You can see other societies catching other people and avoid IRE freshmen being snatched by the others. There will be fights no matter if you're separated or together.

Poon Lok Nga: which locations are good for displaying banners?

Cheung Long Him: Closer to yellow wall. Hall 1 10 or F is bad. Also e-board, and atrium escalator.

Poon Lok Nga: Atrium places are ok. Where can you post banners(4x4)?

Cheung Long Him: 1 or F

Poon Lok Nga: 2 or F and 4 or F. How many?

Cheung Long Him: I don't know

Poon Lok Nga: You cannot hang banners from third floor; the language centre will be pissed. What regulations do we need to follow?

Cheung Long Him: Internal regulations.

Tso Yee Ming: For the member lists, both hard and soft copies of the executive committee members list should be handed in. For finance secretary, the financial budget is due on the second friday of June. Moreover, the information sheets, constitution, income statements, and balance of the past 12 months have to be provided as well.

Chan Zhao Cong: Bank statement too.

Poon Lok Nga: How about external affairs-related regulations?

Cheung Long Him: Only a glance.

Poon Lok Nga: mostly about booking, e.g. concourse and atrium counters desk, banner locations.

Poon Lok Nga: Who enforces IR?

Cheung Long Him: The councils

Poon Lok Nga: What of?

Cheung Long Him: ASC, I think?

Poon Lok Nga: can you cover other societies' posters?

Cheung Long Him: if expired, cover the entire poster. The monitoring ASC body will observe the enforce of IR.

Poon Lok Nga: ASC will prosecute you and put the matter to court

Poon Lok Nga: What about applying subsidy?

Cheung Long Him: Go to FC.

Poon Lok Nga: you have to approach councilors to ask whether there was any change in the process of application. What will be discussed at the OAC?

Cheung Long Him: orientation camp affairs (date based on field and hall allocation); Registration day and orientation week counter location (based on field).

Poon Lok Nga: Council and OAC composition?

Cheung Long Him: Council: councilor (pop council), representative from different fields (3 from science), Student Union (executive committee members, editorial-board). For OAC (from each field) 2 from hall, 2 from science. Arts societies get 1 vote, SHSS gets 1 vote; motions are valid if more than 11 votes.

Poon Lok Nga: sports association 2 votes too. $\frac{2}{3}$ is required to pass motion. Atmosphere of Joint-science meetings?

Cheung Long Him: $\frac{3}{4}$ blow water.

Poon Lok Nga: Natural Style?

Cheung Long Him: gossips and dramas.

Poon Lok Nga: Any arguments?

Cheung Long Him: Promotion and Decoration combined because no one wanted those posts. This led to some major arguments. It was resolved as chemistry society volunteered for promotion. Biology and Biochemistry fought for the position of coordination.

Poon Lok Nga: Each person 5 votes.

Chan Cheuk Yin: Characters of each society?

Cheung Long Him: seafront: Biology, Biochemistry maintained a certain degree of privacy. We, IPO, and maths mostly discussed. In preparation of the inauguration ceremony, there was no specific leader or enforcer. Biology hosted the meetings, while the other societies reported their progresses and freely gave their comments. We stated our progress, and other societies took turns to give us opinions, and there was no observable hierarchy.

Chan Cheuk Yin: How about you?

Cheung Long Him: I will determine the promotion items, and give personal perspectives. I'm for the most part a problem-solver, analyzer, and a proofreader.

Chan Cheuk Yin: Could you use a few words to describe the relative positionings and niches of the involved societies?

Cheung Long Him: Biochemistry society is Opinionated, while Mathematics society is Self-oriented. Chemistry society is Prevent deviation. Biology society takes things lightly.

Poon Lok Nga: Which societies do you think you can cooperate with?

Cheung Long Him: Biochemistry and Mathematics. Biochemistry knows more people from other fields. Biology reformed and are now less motivated.

Poon Lok Nga: Support one side only or 1 society from each side

Cheung Long Him: 1 society from each side

Chan Cheuk Yin: For the OAC, what societies would be good partners?

Cheung Long Him: 1 from each side, Chemistry for those with hall and Biochemistry for societies other than hall.

Poon Lok Nga: If the OAC you chose have their own groups which they support, it would be difficult to get along.

Poon Lok Nga: how to deal with conflict with other society?

Cheung Long Him: If we did nothing wrong, we'll stand firm; otherwise, investigate the faults. If we are responsible, we'll say sorry and avoid penalties as much as possible.

Chan Cheuk Yin: Current progress on inauguration?

Cheung Long Him: Tomorrow there will be a rehearsal. For MC, script has been finished. About promotion, chemistry has ordered the items. We're discussing the ordering of inauguration banner. For sci or home projection, waiting for us to finalize the invitation (for which the deadline is on Apr 26). The invitation cards and corsages are done though. 4 professors are under consideration right now.

Poon Lok Nga: You should make corsages for all professors. Should put everything in the envelope first. I suggest leaving a blank with "guest"

Cheung Long Him: For souvenirs, marketing will work on that. Taobao for souvenirs, they will deliver it to Sundial. Date of inauguration is 29. Tomorrow we will hold an optional briefing to helpers, and a to-do-list will be sent to helpers' mail boxes.

Poon Lok Nga: Who will have the final say on which society to support?

Cheung Long Him: Me.

Poon Lok Nga: What is your role in executive committee members meeting?

Cheung Long Him: Side-tracker. I will direct the conversation away from matters that people wish to avoid.

Chan Cheuk Yin: did you allocate job to executive committee members?

Cheung Long Him: Distributing invitation cards is done by academic secretary who will allocate the work to others. Email is done by general secretary. Google form is done by IVP. Order corsages is done by marketing secretary. Video was done by promotion secretary. As for jobs allocated to me, since the promotion secretary does not have hall, I helped stick poster. I give sources to academic secretary for the invitation cards. For promotion period, I dealt with promotion item; it would be better for general secretary to do it.

Poon Lok Nga: Did you follow deadline?

Cheung Long Him: yes.

Poon Lok Nga: Is the video finished?

Cheung Long Him: Not yet. need to reach a consensus on the photos and subtitles.

Poon Lok Nga: What if poster covered?

Cheung Long Him: We will complain to corresponding society if before expiry day. We can report to SU or directly remove the poster.

Chan Cheuk Yin: What if covered by school (e.g. sci or home)?

Cheung Long Him: We wouldn't be so assertive, but we'll inform and make suggestions.

Poon Lok Nga: What if bridge link no space?

Cheung Long Him: Cover expired posters; communicate with other societies to spare space otherwise pin it to hideous spaces.

Poon Lok Nga: Reservation papers design?

Cheung Long Him: It should have a "IRESS" printed on it.

Whether we have one depends on the promotion secretary's workload.

Poon Lok Nga: One concern might be that other societies might cover the white margins of your reservation poster. Will you paste society papers instead? And did the President help you in dealing with external affairs?

Cheung Long Him: none, because no one can stay awake for the entire night apart from Tso Yee Ming and me, but ming is on waiting list 183, if he gets hall, he can help me.

Chan Cheuk Yin: IVP as E secretary is not approved officially.

Poon Lok Nga: Describe your peer executive committee members.

Cheung Long Him:

For Chan Siu Man: likes to showoff and demonstrate his capabilities, tries all the best. He will like to do work even if he doesn't know how to, and he is productive if allocated.

For Cheng Man Hin: Good at managing money. He is sensitive to monetary issues. If it shouldn't be claimed, then he won't claim. It is nice but tough too when working

For Sun Yusen: he is a good leader and can cure sidetrack. He deals mainly with work allocation and know everyone's strength and weaknesses. However, unable to hold the scene when Cheung Long Him goes mad and he is not assertive enough

For Tso Yee Ming: Knows everyone's strength and weaknesses, and is productive when doing paper work. Has good memory, which is especially useful for regulations. Impetuous at times though.

For Lee Mang Hei Gordon: he is organized when working, and is productive e.g. invitation, mail list. He is also willing to do heavy workload. However he stutters when get nervous

For Lu Shing Huk: He possesses reading accuracy and speed, and makes good designs. However he is not sensitive to deadlines.

For Tse Yuen Wah: She helps the promotion secretary in his work. She takes minutes while giving ideas, and deals with paperwork. She is able to take minute and give comment at the same time. However, she hasn't periodic eruption.

For Zuo Longlong: he is good with paperwork and is productive. However, he is not proactive to handle work. He often does not pay attention, and sidetracks. Also causes dead air.

For Tang Cheuk Him: He is smart, and possesses large interpersonal network. He is smart and does stuff before you realize. He is capable of marking a lot of stuff and is confident. However, he has low self-esteem, and side-track a lot during meeting.

Chan Cheuk Yin: Why do you want to be the external vice president

Cheung Long Him: I am the only one who don't mind and not sense of rejection. To strive for excellence with my comrades. I'm good with talking, have high EQ and can act as a fool when needed. I can summarize the main points to peer executive committee members

Poon Lok Nga: how to make decision when communicating with other society?

Cheung Long Him: talk with executive committee members first and reach a consensus, e.g. determining our duties at inauguration. I will persuade others and other society. If not a big deal, I will make the decision myself.

Chan Cheuk Yin: As representative of IRESS and IRE student, how will you maintain your image?

Cheung Long Him: In people's eyes, IRE is introverted. Most were surprised that I am quite an active person. I do tell them IRE is a very diverse community. We are very "normal". I will try to root out this stereotype.

Poon Lok Nga: What are your expectation as External Vice President

Cheung Long Him: I will work with executive committee members. Knowing people and having more friends is more important than earning money. For sure there will not be friends during this year, but after our session is over, I'm sure we'll be good ones.

Chan Cheuk Yin: 3 aims for IRESS?

Cheung Long Him: promote IRE program, serves member and facilitate communication between IRE students and professor academically

Chan Cheuk Yin: How do you determine what stance to take for each event?

Cheung Long Him: I will take objective stance.(e.g. hall 3 debt, biology vs Biochemistry for coordinator).I will try to focus on events other than person.

Chan Cheuk Yin: 3P of different societies should familiarize with each other.
Is 3P the only communication channel?

IVP-Tso Yee Ming

Chan Zhao Cong: how to borrow cage car?

Tso Yee Ming: LG3 OAC center. There is no need to fill in form, but need student ID.

Chan Zhao Cong: Are you checking email?

Tso Yee Ming: yes. I will login regularly to check email.

Chan Zhao Cong: you have to reply a message tomorrow. What kind of document you have to submit ?

Tso Yee Ming: executive committee member information sheet, bank statement, member list

Chan Zhao Cong: When should you send out the AGM or EMG notices?

Tso Yee Ming: 5 clear days before for EGM

Chan Zhao Cong: AGM 3 clear days but 5 for changing constitution

Chan Zhao Cong: What do you know about SU structure?

Poon Lok Nga: executive committee members edboard council court. Do you know the responsibilities of each faction?

Tso Yee Ming: I did not check

Chan Zhao Cong: you have to know the person that collect form. OAC,FC,ASC

Poon Lok Nga: OAC belongs to council.

Chan Zhao Cong: What is your criteria for work allocation?

Tso Yee Ming: depending on post. For poster design, allocate to Lu Shing Hukand Tse Yuen Wah. For marking stuff, will give to Tang Cheuk Him

Chan Zhao Cong: Please talk about non-post-bound allocations

Tso Yee Ming: For carry heavy study, will give to Cheung Long Him. For brainstorming, mainly Cheung Long Him, tso yee ming

Chan Zhao Cong: brainstorming in home?

Tso Yee Ming: Everyone think of 1-2 games , then meeting for determines function

Chan Zhao Cong: Would you reserve some work for yourself?

Tso Yee Ming: biggest proportion

Liaw Ming Wai: do you consider other executive committee members feeling when they are not given job and you get most of the duty?

Tso Yee Ming: I'll do my best to give them sufficient work.

Liaw Ming Wai: how about other executive committee members?

Lee Mang Hei Gordon: should be okay

Tso Yee Ming: I don't have the ability to take up certain type of job

Chan Zhao Cong: executive committee member gathering?

Tso Yee Ming: needed for team building, dining out together. For activities, I haven't not thought of any yet

Chan Zhao Cong: birthday celebration?

Tso Yee Ming: some people mentioned that they don't like to celebrate birthday birthday cake, meal, announce their birthday on group

Chan Zhao Cong: who will be the organizer

Tso Yee Ming: myself

Chan Zhao Cong: please describe the strength and weaknesses of peer executive committee members

Tso Yee Ming:

For Sun Yusen, He is detail-minded, organized, Clear about agenda. However he won't actively tell details to others.

Chan Zhao Cong: What will you do to cope with Sun Yusen's problems?

Tso Yee Ming: approach Sun Yusen in person and talk in executive committee members whatsapp group

For Cheung Long Him, most sociable, Funny, know about what others like and don't like. But he is airborne, unrestrained, too anime-minded.

For Cheng Man Hin,

He is good at mathematics and economy, good at calculation and execution. But he is not a great thinker

For Lee Mang Hei Gordon,

He is good at studying, good at gathering sources. But he is always in scholar mode, too serious

For Lu Shing Huk,

He has having art sense. But have typical artist feature, which is not following deadlines

For Tse Yuen Wah,

He can double as designer, good at paperwork (e.g. minute, have publishing experience and also handle promotion well). However she has periodic eruption of emotion, impulsive, brash

For Zuo Longlong,

He is good at paperwork, e.g. email and minute. But he is lazy (will work with some nudges) and not proactive

For Tang Cheuk Him,

He is optimistic, strong networking, which is good for marketing secretary. But he is always distracted

For Chan Siu Man,

He is Energetic, motivated, Well versed in IT stuff, Can urge other executive committee members And offer help to others. However he act on impulse, bossy with good intentions

Chan Zhao Cong: how to deal interruption during the meeting?

Tso Yee Ming: as long as insignificant to the progress then is okay. As we need relaxation sometimes, but still need to get the work done

Chan Zhao Cong: time of rest is up to you

Chung Yin Kwan: If someone is too focused on looking for the true meaning of love, how would you deal with it?

Lee Mang Hei Gordon: his heart is already broken

Chan Zhao Cong: Observe his conditions. Deadlines?

Tso Yee Ming: for flexible deadlines I can adjust.

Liaw Ming Wai: Are you familiar with most people's schedules and activities?

Tso Yee Ming: During Promotion period, I have course, outside-school activities. Sun Yusen has 1-2 week not in HK, so will consider changing the date of event. For Cheung Long Him, need to wait for external vice president meeting and come up with a framework for first.

Liaw Ming Wai: how to allocate job when you and other executive committee members engage in research?

Tso Yee Ming: Depends on the workload of the executive committee members, including non-society affairs. For example, UROP final report, giving him less work

Liaw Ming Wai: you have to control executive committee members daily work and you have to ask why often to determine their personalities. Will you double check other stuff? For example, email and public notice.

Tso Yee Ming: recently checking email is not done by me. Invitation email is sent by Gordon. I will assign detail-oriented people to check email

Chan Zhao Cong: Zuo Longlong pass to Sun Yusen

Tso Yee Ming: draft is done by Zuo Longlong, then Sun Yusen and Ming for enquiries, then proofreading done by Gordon

Liaw Ming Wai: Double-checker should be familiar with constitution and internal regulation

Chan Zhao Cong: Is workload evenly distributed? talent-oriented? free-time-oriented? How would you handle executive committee members if they didn't follow the deadline?

Tso Yee Ming: Work distribution is ability-oriented than specific post. If deadline is not flexible, I will push them

Chan Zhao Cong: Try to voice out your dissatisfaction when deadline is over. how to deal with inter-society conflict?

Tso Yee Ming: listen to both side to figure out what happen in an attempt to resolve the conflict. If I cannot do so, involve the 3rd person

Chung Yin Kwan: you can tell other executive committee members to make decision.

Chan Zhao Cong: What do you expect at your service.

Tso Yee Ming: Be more mature. The entire society should work as a team, minimize conflict and be happy together

Chan Zhao Cong: Your own strength and weaknesses?

Tso Yee Ming: I am Efficient when I know what I'm doing. But I am Impulsive when sleep-deprived

Chung Yin Kwan: You are not necessarily to be friend with all, but try not to make enemy

Chan Wing Kin: Let stop here and leave to the next meeting.

Appendix II

Date: 26-4-2016

Chairperson: Sun Yusen

Venue: Library seminar room

Time: 1930

21:45

President: Sun Yusen

Chan Wing Kin: Self introduction.

Sun Yusen: Slightly introverted, hope to learn through this experience, get working experience and learn to work with others.

Chan Wing Kin: As president, what is your main work?

Sun Yusen: chair executive committee members meeting and AGM or EGM. sign minute and financial budget, make final decision and work allocation

Lau Sze Cheung: Not every time you need to check what to do, why now?

Sun Yusen: I do not have good memory, so I need to check. As president, I will monitor work progress of executive committee members, and have an opinion on development of society, e.g. promote IRE to DSE student and IRESS should carry its own tradition, e.g. focus on academic and research or experience sharing

Chan Wing Kin: You are responsible for work allocation and progress checking, any way to ensure they finish their work?

Sun Yusen: Some executive committee members might be unable to join society meetings due to family affairs or academic affairs and see if reason is reasonable, for example, definitely not assignments. Some executive committee members may not be too concerned about deadline, a rather large problem right now. I will keep reminding deadline, e.g., since always meet in IRE room, will remind when meet.

Law Cheuk Ting: Are there any penalties?

Sun Yusen: No and not considered.

Chan Wing Kin: So it works at present?

Sun Yusen: Yes.

Chan Wing Kin: Could develop a plan first. Reply then blue tick then grey tick

Law Cheuk Ting: What if he ignore? Anyone help pick up the mess?

Sun Yusen: I'll first try to understand why he did not reply, and if his reasons were legit, then I'll tolerate them and give the unfinished work to others. If no good reason, then I will confirm the work progress, see who can pick up, e.g., who has low workload, such as poster not everyone can manage, so give to the members who can, and discuss with internal vice president how to deal with the problem.

Chung Yin Kwan: Suppose that tomorrow is deadline, but the PIC suddenly have a major excuse and cannot finish his job, do you think this is acceptable?

Sun Yusen: First, acceptable, but not yet happened, since I keep asking progress, if he did not do anything up to deadline, give to someone else.

Law Cheuk Ting: How to push people to do things?

Sun Yusen: Our members are not shameless

Law Cheuk Ting: They will probably be at that time.

Sun Yusen: The sense of belonging of the executive committee members are still improving, so this should not happen.

Lau Sze Cheung: But right now they are not in lab, but when in summer, e.g., they may need UROP, what should you do?

Sun Yusen: I will give them more buffer time for deadlines.

Law Cheuk Ting: But they fundamentally won't do it.

Sun Yusen: I will ask them whether they want to focus on academic, or learn more from society, depends on their attitudes.

Law Cheuk Ting: Correct attitude, be like a social worker

Sun Yusen: If he did not want to do anything I couldn't force him to confirm his attitude first. If poor attitude then punishments

Chan Wing Kin: At promotion period, you started an online meeting, is the feedbacks from meeting useful?

Sun Yusen: The feedbacks were quite helpful. The huge issue back then was that certain particular executive committee members had not been very proactive. Through the meeting, the drawbacks of each executive committee members are discussed, can have preventive measures.

Lau Sze Cheung: Why need to promote this society? No benefit for members.

Sun Yusen: Promoting the society, then greater sense of belonging and be proud and may attract potential members.

Chan Wing Kin: President vs Internal Vice President?

Sun Yusen: president is mainly for things inside the society, needs insight on development of society. Internal Vice mostly assist President in details and maintain internal relationships

Chan Wing Kin: How do you cooperate right now?

Sun Yusen: Since I was not used to sharing information before, I will share information with internal vice president. For details, I am responsible for work allocation, internal vice president deal with book venues and year plan. Discuss work allocation in meeting, if no one want, will allocate to someone authoritatively

Law Cheuk Ting: So you only allocate, you do not work?

Sun Yusen: I do work too. E.g. set counter schedule,

Law Cheuk Ting: What do you do for Inauguration?

Sun Yusen: Deliver invitation cards, which is done by every executive committee members. Will give work to other when possible, let them learn how to do.

Chan Wing Kin: How do you set deadline?

Sun Yusen: Depends on person.

Chan Wing Kin: You may not be PIC for activity, how do you allocate work? If president and PIC not communicate properly, no work gets done, how to prevent?

Sun Yusen: I will encourage PIC to plan out the event and I will give feedback.

Chan Wing Kin: Any activity PIC start working and you start giving opinion?

Sun Yusen: e.g. Close-semester party: I constantly remind the progress of posters
Poster design needs time, and since promotion secretary may give late,so ask Cheng Man Hin to remind him.

Lau Sze Cheung: so you remind Cheng Man Hin, who should remind promotion secretary?
Why go in circles?

Sun Yusen: I want PIC to know as organiser what he needs to do, and remind workers of their progress is responsibility of PIC. I want everyone to learn about their responsibilities.

Chan Wing Kin: You are responsible for work allocation, only 3 activities you are PIC, so do you allocate work, or tell PIC to do?

Sun Yusen: If he has opinion, I let him do, give him opinion. Under divergence of opinions, we will hold meeting

Lau Sze Cheung: Started planning close semester party?

Sun Yusen: Yes. As stated in whatsapp group, will set counter next week. We will have further discussion next Tuesday.

Law Cheuk Ting: There is one important more role for president within cabinet, what is it?

Sun Yusen: Unite the executive committee members?

Law Cheuk Ting: Same as internal vice president. What about meetings?

Sun Yusen: Be the chairperson, as I mentioned it earlier.

Chan Wing Kin: After promotion period, now start agm and prepare close semester party, any difficulties in meeting deadline?

Sun Yusen: For now, no.

Chan Wing Kin: If cannot meet deadline, problem is usually not due to executive committee member attitude, but may be due to them not knowing what to do. Need to know whether they are sure what to do, do not blame their attitude at the beginning.

Law Cheuk Ting: What do you need to know as President?

Sun Yusen: be familiar with internal regulations, executive committee members' traits, communicate with external societies. Knowing how to make discussions and efficiently conduct meeting

Law Cheuk Ting: Need to know how to find banner location, book room?

Sun Yusen: Those are not necessarily President's duty, but the President needs to know in case the internal vice president disappeared

Law Cheuk Ting: You may need to take over duties of internal vice president or external vice president (like in case of their absence), therefore you should be familiar with their respective duties.

Chan Wing Kin: Other than these works, what talent do you have that can help in organizing activity? For example, I can make posters for promotion secretary too.

Sun Yusen: I am careful, which can help for Debugging

Chan Wing Kin: What situations you need to debug, and anyone else will help you on it?

Sun Yusen: Actually everyone can debug, but it's mainly done by me and Tso Yee Ming, since PIC may not know since he is directly involved.

Chan Wing Kin: What were you executively responsible during promotion period.

Sun Yusen: During the promotion period: making things. Since I have hall, I can help make things necessary.

Law Cheuk Ting: Why is your personality suitable for being the president? What personalities do you need to improve for being the president?

Sun Yusen: I am introverted, an ideal president may be 'heroic', I am more motivated and want to improve

Law Cheuk Ting: Any prior experience as leader?

Sun Yusen: Head prefect and class monitor. Can help me observe things in details, this is one of the main things I learned.

Chan Wing Kin: Why do you choose to be president for IRESS?

Sun Yusen: I do not know other societies well, so I want to improve on that.
I Want to learn more, as president can learn a lot, especially interpersonal relationship, but not as external vice president since need to stay up for long time. However I cannot be external vice president due to health conditions

Law Cheuk Ting: Anyone competed with you to be president?

Sun Yusen: Yes. external vice president, but he was the only one suitable for external vice president so he had to take that position.

Chan Wing Kin: How to ensure you remember what you need to do?

Sun Yusen: Use phone to set reminder, check daily, e.g., having meal.

Chan Wing Kin: You should always have work list, even not as President.

Chan Zhao Cong: If you have no habit of checking, can find apps that have pop-up features.

Chan Wing Kin: Any other non-technical problems?

Lau Sze Cheung: How do you guys communicate?

Sun Yusen: Whatsapp, Phone, IRE room

Lau Sze Cheung: How exactly do you use the IRE room to communicate?

Sun Yusen: Because when I was there, you weren't there.

Lau Sze Cheung: How long between each executive committee members meeting?

Sun Yusen: 1 month. Haven't had any up till now. Will have one next tuesday.

Lau Sze Cheung: How is the atmosphere during meeting?

Sun Yusen: relaxed, have joking time, but not too much, can stimulate brain, maybe strange ideas which can help stimulate new ideas. However, not many people give ideas, only half or 2-3 as main idea givers.

Lau Sze Cheung: How to encourage people to give ideas?

Sun Yusen: If must have everyone give ideas, will set deadline, open google drive and force people to upload ideas onto it. Executive committee members are responsible people.

Lau Sze Cheung: Anyone give lazy ideas?

Sun Yusen: Many ideas from google search. Some are obviously from google search (which is the main source of information), but some give newer ideas. They wouldn't just copy-and-paste.

Chan Wing Kin: Can you complete every agenda item in each meeting?

Sun Yusen: Each time I will tell them agenda beforehand, let them prepare, and I will follow agenda on phone during meeting to ensure completion.

Chan Wing Kin: It is good for you to fulfill the purpose of meetings while staying relaxed.

Lui Ming Hong: How long before meeting will you give agenda?

Sun Yusen: When I've decide what is to be discussed.

Chung Yin Kwan: So how long beforehand will you give the list?

Sun Yusen: If need prior preparation, I will tell beforehand, but otherwise I will tell them on that day only.

Chan Wing Kin: For example, if need external vice president to present inauguration progress, it is ok, but otherwise can tell them on a day or two beforehand.

Lau Sze Cheung: You usually have meetings at night?

Sun Yusen: Yes, after SCIE1500.

Lau Sze Cheung: What if they are too tired, they did not read agenda?

Sun Yusen: I usually just give them structure (ie. short version), let them understand, not necessary prepare exactly what to do?

Law Cheuk Ting: Who missed most meeting?

Sun Yusen: Tse Yuen Wah, she is grounded.

Chan Wing Kin: Need meeting between weekly regular meetings to discuss the working progress?

Sun Yusen: If just discuss what they are doing, I prefer asking them personally, unless serious accident happen, will not conduct extra meeting.

Chan Wing Kin: Weekly meeting have advantages, such as finding bugs earlier
When extraordinary events occur, may need additional meetings.
If quite a lot of bugs, more meetings is preferred.

Law Cheuk Ting: Comment on your executive committee members. You can use animals or cartoon characters for symbolism.

Sun Yusen:

Tso Yee Ming is efficient, good memory, careful; however may be emotional impulses

Chan Siu Man is Passionate, extrovert, high efficiency, have talents other executive committee members lack; but, careless

Iu Shing Huk has good art sense, good english ability, can help with emails, help proofread emails; however, we cannot follow deadlines, though this problem has improved

Lee Mang Hei Gordon is efficient, careful; however introverted, nervous when communicating with others

Zuo Longlong has good english, unbelievably efficient; however not proactive enough, though this has improved

Cheng Man Hin is careful with numbers, focus on reasons over emotions; however not proactive in giving opinions, prefer execution rather than giving opinions.

Cheung Long Him is energetic(especially from external vice president meetings), can have no mistakes in external affairs, great multi-tasking; however likes to play games while giving meetings, idea quality differ from time to time

Tse Yuen Wah can help promotion secretary in design,e.g.,society paper, logo; however periodically berseks, may not attend meeting due to family reasons

Tang Cheuk Him can bring up the atmosphere, active and proactive (e.g. marking sponsors before asked); however, not so good in english, need other members to proofread.

Law Cheuk Ting: Good and complete, also applying hedging when mentioning weaknesses. This is an important skill as President .

Chung Yin Kwan: Tse Yuen Wah family does not want her to go home late?

Tso Yee Ming: Will try to understand, but not convenient to ask directly.

Chung Yin Kwan: May be problematic to miss her opinion.

Lui Ming Hong: Can consider using skype like AGM.

Sun Yusen: She can do her work, she just cannot attend directly.

Chan Wing Kin: Can consider using skype, we used it in summer as well.

Sun Yusen; Have used skype before with other members, but do not know if will cause problems.

Law Cheuk Ting: How is the relationship among you 3 Ps?

Sun Yusen: Good communications, we usually share information and ask opinions. As for external vice president, since we are close in hall, can communicate easily, and last session communicate often.

Law Cheuk Ting: Do you know executive committee members outside the society well? As in president or external vice president?

Sun Yusen: The president of chemistry society is Wah jai while external vice president is Tracy. Physics society is gone, the president of biochemistry is Rex and Evis alvin. For biology society, president is Calvin and external vice president is Cathy. For interest club, I know MSSUG president, film society president, astronomy society internal vice president (ethan). Other not know well, may know executive committee members.

Law Cheuk Ting: Apart from knowing others, you should make sure that they know you too.

Chan Wing Kin: What is society full name?

Sun Yusen: International Research Enrichment Students' Society, HKUSTSU

Chan Wing Kin: What is our predecessor in full name

Sun Yusen: Molecular Biomedical Science Students' Society

Lui Ming Hong: "Sciences", not "science"

Under department society, any other types of society?

Sun Yusen: Interested, house, sports

Chan Wing Kin: Other than these, there are 2 bodies of the SU aside from the council and the court, what are they?

Sun Yusen: executive committee members, editorial board, council, court

Chan Wing Kin: Aims in constitution?

Law Cheuk Ting: Mention all, then state which is important?

Sun Yusen: member coordination, connection between member and faculty, research sharing, science & societal interests, developing unique style

Law Cheuk Ting: So which is most important?

Sun Yusen: Member most important, need promote sense of belonging.

Chan Wing Kin: How to achieve?

Sun Yusen: Increased communication between members can already be achieved by regular functions. Other than this, need to bring out specialities of IRESS, such as on research. Already have enough opportunities for communications.

Chan Wing Kin: How to be full member?

Sun Yusen: One needs to be SU full members and SSCI student. Also, pay money.

Chan Wing Kin: How to be honorary member?

Sun Yusen: past executive committee members, requested by executive committee members or 50% full member. All need voting

Chan Wing Kin: What about faculty?

Sun Yusen: automatically become.

Chan Wing Kin: associate member?

Sun Yusen: Give 1 year member fee.

Chan Wing Kin: What if executive committee members trans department? What type of member is that person considered?

Sun Yusen: Honorary member

Chan Wing Kin: Correct. Honorary member goes first. Other than executive committee members, who can attend executive committee members meeting?

Sun Yusen: Full member can join, however can only talk.

Chan Wing Kin: Can you vote during executive committee members meeting?

Sun Yusen: No.

Chan Wing Kin: How to form election board? What are its constituents?

Sun Yusen: executive committee members, 2 full members

Chan Wing Kin: Make sure not all from same major, may have quiz and cannot attend
Who can vote. What are voting options.

Sun Yusen: Full members. More than 1 cabinet, choose cabinet. If not, then for, against and
abstain

Chan Wing Kin: Can leave less obvious space for putting vote.

Chan Wing Kin: General meeting, what is the quorum?

Sun Yusen: 10 or 5%?

Chan Wing Kin: Always choose the higher number of the two.

Chan Wing Kin: How many are required to pass agenda item?

Sun Yusen: Simple majority.

Chan Wing Kin: how many votes are required to amend the constitution?

Sun Yusen: $\frac{2}{3}$

Lau Sze Cheung: Who is eligible to vote?

Sun Yusen: Full member.

Chan Wing Kin: votes required for dissolution?

Sun Yusen: $\frac{3}{4}$

Chan Wing Kin: Any major difference between promotion period and right now?

Sun Yusen: Big difference. Promotion Period is mostly handicraft back then

Chan Wing Kin: I mean the approach

Sun Yusen: During Promotion Period, I don't know others well, cannot allocate work
effectively. Now it is more reasonable. Can allocate work using different people's ability.

Chan Wing Kin: Make sure good communication between executive committee members. See
if you did not tell them clearly, not that they did not want to do.

Lau Sze Cheung: What is your and other opinions on Cheung Long Him playing during meetings?

Sun Yusen: We haven't discussed this matter. We think he has the most contribution and is ok for him to "multi-task"

Lau Sze Cheung: what would happen if you tell him not to do so?

Sun Yusen: he thinks playing electronic games can help him think, but he won't get mad

Lau Sze Cheung: Any others do not like this?

Sun Yusen: Did not discuss this in detail, but so far we accept.

Law Cheuk Ting: What situation will you shout at others?

Sun Yusen: When I lose control.

Law Cheuk Ting: Unreasonable reasons?

Law Cheuk Ting: Yup. It also adversely affects your relationships. Old ghost, last last session, professors, freshman, what are they to you?

Sun Yusen: Actually I think they are the same.

Law Cheuk Ting: No, last session is actually more familiar with stuff because more recent

Sun Yusen: Last session most update, most useful opinion. For MBMS, I will refer to all opinions, have more chance to communicate. Knowing professors is an advantage, good relations between professors and society, can hold activities more easily.

Law Cheuk Ting: What if professors do not like activity?

Sun Yusen: I'll try to understand why he didn't like the activity. If he thinks it's a waste of time, will state opinion, e.g., communication. Opinion may not change our direction

Lau Sze Cheung: professors Leung's opinion?

Sun Yusen: he is IRE coordinator. Even if he thinks last cabinet waste time, will not directly intervene

Law Cheuk Ting: He is just IRE coordinator, you are IRESS, can ignore. You can ignore him as society

Sun Yusen: Avoid making atmosphere too tense.

Law Cheuk Ting: Why no chanting? What is chanting to you?

Sun Yusen: we are introverts and we think it's meaningless

Law Cheuk Ting: Why do you think it's meaningless?

Sun Yusen: Other societies may want to promote themselves through chanting. But IRE is academic, and we have few members, chanting is rather useless. It may also leave bad impression, e.g. too loud or rude. And we think it is not helping to promote IRESS.

Law Cheuk Ting: So you think IRE is more academic?

Sun Yusen: Yes.

Law Cheuk Ting: What about being multi talented?

Sun Yusen: Could do so, but should focus on being academic.

Chan Wing Kin: Happiness when doing work is important, given that efficiency is not affected

Chan Wing Kin: ok, I have no more questions. Let's end here

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