

International Research Enrichment Students' Society, HKUSTSU

Minutes of Annual General Meeting 2017 and
Extraordinary General Meeting for the Session
2017-2018

Minutes of International Research Enrichment Students' Society, HKUSTSU Annual General Meeting, 2017, Session I

Date: 08-03-2016

Venue: Room 2302

Time: 19:30

Chairperson: Sun Yusen

Minute takers: Lu Shing Huk David, Tse Yuen Wah, Chan Siu Man, Fong Kin Long, Lai San Yu

The Business of the Annual General Meeting 2017 of IRESS, HKUSTSU shall be:

1. To commence the meeting;
2. To receive and adopt the agenda of IRESS, HKUSTSU Annual General Meeting 2017; 3. To receive and adopt the minutes of IRESS, HKUSTSU Annual General Meeting 2016;
4. To receive and adopt the minutes of the 1st, 2nd, 3rd, 4th and 5th Extraordinary General Meeting of IRESS, HKUSTSU, Session 2016-2017;
5. To receive and adopt the Annual Report of IRESS, HKUSTSU, Session 2016 - 2017;
6. To receive and adopt the Annual Financial Report of IRESS, HKUSTSU, Session 2016 - 2017;
7. To vote and announce the Honorary Members;
8. To introduce and inaugurate the Executive Committee Members of IRESS, HKUSTSU, Session 2017 - 2018;
9. To introduce and adopt the Year Plan of IRESS, HKUSTSU, Session 2017 - 2018.
10. To introduce and adopt the Financial Budget of IRESS, HKUSTSU, Session 2017 - 2018;
11. To adjourn the meeting.

Agenda item 1. To commence the meeting

The time is 19:30.

No. of full members present: 18

Quorum was met. Chairperson Sun Yusen started the annual general meeting at 19:30.

Agenda item 2. To receive and adopt the agenda items

2. To receive and adopt the agenda items.

Tso Yee Ming motioned at 1930 to receive and adopt the agenda items.

Cheung Long Him seconded.

For 18 Against 0. The motioned was passed at 1931.

Agenda item 7. To Vote and announce the Honorary Members

Tso Yee Ming raised the motion and Cheung Long Him seconded.

The Item was discussed. Lau Sze Cheung asked a question about why Liaw Ming Wai was not nominated as an Honorary Member as she was once a part of the executive committee. Tso Yee Ming clarified that according to the constitution, "All past Executive Committee Members will be nominated as Honorary Members at the end of the session automatically", so she was not automatically nominated as honorary member. However, If she is nominated by no less than 20% of Full members of the society, the issue can be considered.

The motion was passed with the quorum's consensus. Chan Wing Kin , Chan Zhao Cong, Poon Lok Nga ,Leung Cheuk Wai, Lui Ming Hong, Lee Cheuk Long, San Yik Chuen, Chung Yin Kwan were voted as the Honorary Members.

Agenda item 3. To receive and adopt the minutes of IRESS, HKUSTSU Annual General Meeting 2016 & Agenda item 4. To receive and adopt the minutes of the 1st, 2nd, 3rd, 4th and 5th Extraordinary General Meeting of IRESS, HKUSTSU, Session 2016-2017

Tso Yee Ming raised the procedural motion to combine agenda 3 & 4 and Cheung Long Him seconded.

The motion was passed with the quorum's consensus.

Since the minutes were too long, the item was laid on table until the sixth session of AGM. The procedure motion was passed with the quorum's consensus.

Agenda item 5. To receive and adopt the Annual Report of IRESS, HKUSTSU, Session 2016 - 2017 & Agenda item 6. To receive and adopt the Annual Financial Report of IRESS, HKUSTSU, Session 2016 - 2017

Tso Yee Ming raised the procedural motion to combine agenda items 5 & 6 and Cheung Long Him seconded. The motion was passed with the quorum's consensus.

Tso Yee Ming motion to discuss agenda 5 & 6 and Cheung Long Him seconded. The annual report was then discussed.

Inauguration

Cheung Long Him was the person in charge of the event and the inauguration ceremony was held on April 29,2016 from 1830 to 2100. The venue was LTB.

The IRESS executive committee members were in charge of the invitation part of the ceremony. Their responsibilities include doing the reception, deciding who to invite, publication of flower board and name tags, making seat labels, sending invitation email and finding professors and guests and bring them to the venue. Also, as the Physics Society was absent, every society had to be responsible for some parts the decoration. For the decoration part, IRESS executive committee members were responsible for lighting,

slideshow, video and sound effect. The responsibility of reception decoration was shared by all societies. Every society must remain and clean up reception venue after the event.

At the beginning of March, the external vice-presidents started discussing the division of labor and things about the inauguration ceremony. The preparation work was began on 17th, March.

On 1st , April, the guest list was confirmed and emails were sent to confirm the availabilities of professors. In the mid-April, the invitation cards were done by the Chemistry Society and were printed out by the IRESS executive committee members.

On 19th April, the availabilities of professors were confirmed. There was a delay because some professors were not replying and finding the professors in person was needed. For example, executive committee members have to phone Liang Chun directly at the end. Also, the prices of flower corsages between different shops were compared so as to minimize the cost.

From 20th to 22nd of April other societies representatives were confirmed and the seating plan was then settled. Helpers for reception, slide shows and sound effects were also found from classmates and friends.

We set the seating plan and find other guys to help reception, slide show and sound effect

In the week before the inauguration ceremony, videos were collected from different society and slideshows were tested.

At that day, name cards and slideshows were made. There were 15 seconds allowance for the video and the overrun of the Biochemistry society's video is within 15 sec, so no money punishment. But the overrun for Biology society's video is longer, so they are fined. The event run down was not discussed as it is about the same as before, except that the five societies vow one by one, and presidents and professors give their speeches one by one.

This year, our society's share is 60% because of the decline of the Mathematics society and we have similar number of people made us think that our society and Mathematics society are similar in terms of power. Hopefully, the share of us next year can return to 50% because the increase of power of Mathematics society because the Mathematics society is subsidized by the Mathematics Department.

Evaluation:

- There were not enough time to decorate the venue and there was delay. The reason was that no one was familiar with decoration. More time should be reserved for decoration. The rundown and procedure for decoration should also be discussed.
- The number of walk in guests was underestimated because every society estimated on their own. The solution was to make the seating plan more flexible and to arrange the empty seats to accommodate the guests.
- Helpers should be briefed in order to avoid chaos during clean-up

- During the discussion in the vice-presidents meetings, things were chaotic as OAC stuffs were also discussed and there were some quarrels. It was also difficult to schedule a meeting sometimes. It was suggested that if consensus could not be reached, just stick to the last year's plan.
- In unifying the background music, due to lack of discussion, societies used their own background music. It is suggested that if suggestions were given by us, then that will be fine as we have done our job.
- There was not enough time in rehearsing the swearing because many of us do not have a dorm room. Also, executive committee members have other affairs to work on and it was difficult to practice together. Others society practiced for at least 2 nights.
- The financial report for the event was prepared by the Mathematics society. There were no large deviations from the budget except there were some deviations for printing because it was not workable to print the thank you cards and invitation cards in UST. Also Chemistry Society failed the printing twice and the cost was included. The loss is shared by all society as it is compromised that we can have others help ourselves if we made some mistakes and vice versa.
- The Biochemistry society found the cheapest food and things to buy rather than doing marketing and getting things back. It is suggested that we can ask them to do some real marketing.
- The next session should observe how other societies deal with their affairs to facilitate socialization.

Semester Closing Party

The person in charge for the event was Cheng Man Hin. A google form was set up to collect the availabilities of members after exam on 25th April. The date for the event was finalized on 3rd May. A counter was set up one week before the study break in order to invite people to the event. Games were tested on the first day of semester break. Every game was tested by executive committee members who were not participated in the design of that game. Food was ordered from Cheung Long Him's friend and the second game testing was conducted on 31st May. The rundown was tested and reminders through WhatsApp and email were done one day before the event.

On the day of the event, the venue(common room 4) was decorated started from noon. The reason for not using common room 5+6 is that we were informed that common room 5+6 was not available. Games began at 16:15 because some of the members were late.

Games that were played are:

1. Break balloon
 - a. For warm-up purpose.
2. Side switch
 - a. Two rows of people standing on a line. They have to switch their order according to instructions .

3. Big Television (blindfolded).
 - a. The medium was restricted to be either Chinese or English.
4. Blinded people fight
 - a. Members have to design weapon using newspaper
 - b. A paper-rock-scissors that took up longer than expected as ties occur more often than expected.
 - c. One round was cut to have dinner on time.
5. After dinner: God's hand
 - a. "Guess how many points are there" or "guess how many push ups Tang Cheuk Him could do (randomly guess things)
6. Big draw
 - a. Ghost foot was drawn for lucky draw

The hidden game Find good grades(turtle) was cut due to time constrain.

After the photo taking, the venue was cleaned up.

Evaluation:

- 1 or 2 members showed up at 15:00. because after exam students are more relax. They sat alone to watch us decorate, so 1 or 2 executive committee members might need to prepare some games and talk to them
- The game "Find good grades" should be prepared earlier. The Paper-rock-scissors took too long and better planning should be done. The preparation of games was done late because it was hard to gather people when IRE people prefer studying.
- Some less active members also joined the event and executive committee members should guide and encourage them to play.
- There were too many people and the time required was underestimated.
- The second game testing was done on the day before the event. It is suggested that the game testing should be done earlier as some games did not work after testing because our members were good in looking for bugs in games. During game testing, testers should try to find the bugs.
- Several mistakes were found in the evaluation part and proof reading should be done.
- It is suggested we should have less guessing games next year.
- The session should notice that they have to hold a graduation party instead of semester closing party. They should try to gather as many people as they can by collecting availabilities from members and alumni.

Registration Day

The person in charge for this function is Lu Shing Huk David. The non-JUPAS registration day was held on 20th July, 2017 while the JUPAS registration day was held on 10th. August. The preparation work was begun in June and we asked SciHome for leaflets.

By mid-July, other IRE students were asked whether they can be helpers. On 20th July, a counter was set up. However, no people came on that day and the counter was considered as a trial for the JUPAS registration day.

Before a few days of DSE result announcement and the day of the release of the JUPAS result, information and graphics were posted onto the Facebook page and Uwants forum post. The Uwant post was managed by Yuen Wah and the Facebook posts were managed by Tang Cheuk Him. Foam boards were made from recycled IMO material and the design for the form board were confirmed a few days before the JUPAS registration day. Tse Yuen Wah was responsible for the big form board and Lu Shing Huk David was responsible for the hand hold boards. Preparation work was started from 19:00 and ended at 21:00.

On registration day, the first freshmen arrived at noon. Due to the heavy rain in the morning, helpers sitting in LC had nothing to do and they left on their own. When it comes to the time of admission talk, there were more freshmen. There were around 20 freshmen who came to the counter and all JUPAS IRE freshmen appeared except Ng Wai Bun and Chow Chun Yu. Only two JUPAS freshmen did not sign up for the OCamp and they were Donald Siu Ming Shing and Yuan Weijun. A google form were set up by Longlong Zuo for OCamp registration.

After teaching freshmen about course registration, opening ITSC account stuffs, some of the IRE freshmen had dinner with other IRE students.

Some freshmen sent messages to the Facebook page and Yuen Wah handled those messages.

The division of labour on the registration day is listed below:

Longlong Zuo, Gordon Lee Mang Hei : Sit counter
Tang Cheuk Him: Talked to freshmen anywhere.
Chan Siu Man : Waited for people in South gate.
David Lu Shing Huk: Sit in LC
Others: Random walk

Evaluation:

- David and Raymondo asked Tina for the list of freshmen. However, SciHome cannot do this officially. It can be done last year because Prof. Leung ordered. Luckily, all freshmen were captured on that day. This maybe because promotions in other channels were done well. For example, Yuen Wah asked around for IRE freshman and added them to the WhatsApp group.
- Donald Siu Ming Shing and Yuan Weijun did not apply for the IRE OCamp because they applied for the Campus Wrap. Later, Donald Siu Ming Shing inform us on Facebook and we allowed him to join later. Yuan Weijun agreed

to follow Donald's plan. Executive committee members did not ask for the time of the Campus Wrap and consider there would be a time conflict. They were also not quick enough to invite freshmen because the Language Center sent emails to invite them on the first day after the release of JUPAS result. It was suggested that the next session should ask about the date of the Campus Wrap to see if there would be time conflicts.

- Ng Si Long tried to register IRE OCamp but she joined the Biochemistry OCamp. Cheung Long Him tried to talk to Biochemistry Society but he failed as Ng Si Long was not in UST when they tried to refund. Also, Yuen Wah stated that Ng Si Long wanted to join the Biochemistry OCamp.
- Hilbert Chung Kam Hin also involved in the competition between societies. It was stated that whether a freshman join you OCamp depends on how you persuade them to join your OCamp instead of the others.
- Several mistakes were found in the evaluation part. Proof reading should be done.
- Some posters were not printed using the society account but personal account due to time constraints and SU print shop was cheaper. Also some people did not claim their money because they were late to hand in their receipts.
- The Uwants forum was considered as not so effective. It was suggested that we can abandon the Uwant post stuff, just to ensure that we can show up in google. However, it was also mentioned that the Uwant post is necessary otherwise other societies may set traps to trap IRE freshmen to join their OCamp.
- Also, fake freshmen posts were posted on FYS, we try to find those who liked the post. However it was also not so effective.
- This year pre-reg is guarded by peer mentor and people from societies could not get in. Although Cheung Long Him intended to sell the IRE Society during explaining the information about PHYS1312, he did not success due to being watched by SciHome staff.
- A freshmen group was set up on the registration day and freshmen responded that the information in the group was indeed helpful.
- A new big group for IRESS members and IRE students was set up during the OCamp period and therefore the discussions in the freshmen group were moved to the new big group.
- The next session should find a few more people for contacting freshman, there was a time I was talking with 5 person at the same time. Those people should be presentable, not afraid to talk to strangers for the job.

Orientation Camp

The Orientation Camp issues was decided to be discussed in the next session of the meeting due to more people will be available at that time.

Orientation Week

The person in charge was Raymondo. The orientation week started from 5th September to 20th September. The purpose of the orientation week is promote IRESS to all science students especially IRE students and let more people to know our society and the IRE program. Welfare was also distributed to new members and society products were sold.

The preparation work started form 1st April , marketing secretary started to find companies for sponsorship until the 31st of July. Items such as towels, coupons, food, drinks, folders were received from companies.

The Society T-shirt design was confirmed on 15th of July and a google form was set up on 16th to 17th of July to collects opinions from members. Starting from 18th of July, emails and WhatsApp messages were sent to ask members whether they are interested in ordering.

The ordering of society T-shirt and Ocamp T-shirt through Signature were made on 27th July because cost will be lower and more welfare products such as toothbrush, cup noodles, toothpaste could be got.

There were three choices, HUNGFUNG, Origin, Signature. As for quality, 180g T-shirt were picked although it might be too thick for Ocamp tee. Light coloured tees were not chosen as it may be problematic if the T-shirt become transparent

20th August, executive committee members went to sci home and dean office to ask who have not joined our ocamp and they wished they could find them before 1st September.

21st August, the poster and society paper design were confirmed. 6000 society paper were ordered through E-print.

26th August, executive committee members printed and put up posters and made welfare packs. 35 welfare packs were made.

31st August, things were finalized and gave to SU. A map was made to help freshman to find IRESS counter location.

1st September, emails and WhatsApp messages were sent to member to tell details of counter.

2nd September, timetables from exco were collected to make timetable for counter duty. As it was still in the add drop period, the timetable was not confirmed.

3rd September, society paper and society T-shirt were collected. For convenience, delivery service was used.

4th September, the counter were opened.

Everything was smooth. There were 32 new members which far exceeded executive committee members expectation. Fortunately, there were enough welfare packs.

There were 11 sub-committee members at last although more than 11 people were interested in it during the orientation week.

Evaluation:

- Previous report said there was a timeslot that only one exco sitting in the counter due to everyone had lectures and that was not preferable though it was not detrimental. People should consider skipping classes to do counter duties.
- Executive committee members consulted members to see if they want memo style society paper, which is a A4 writing pad or note book, but mostly said normal paper.
- Overestimated the number of society paper and 1000 of them left, the next session can ask member how many they want. They should also ask the printing company to separate into 100 per pack with separate packing.
- Executive committee members put the papers overprinted during Promotion Period in IRE room, so members have no need for new paper and the demand for society paper is low.
- Chiu Wen Han stated that \$20 pack society paper is expensive. This may due to the fact that E-print is expensive. However, among different companies, E-print was the best choice when considering the price, availability, retrieval, etc. Also, other societies such as Radio and Biochemistry society, they used E-print.
- Someone did not claim their money due to late submission of receipt.
- 9 non-members bought society T-shirt and this stressed the demand of it. RMBI, QFin and two engine students joined associate member.
- The portion of members who joined sub-committee seems too small. However, there were more than 10 people in the next session.
- It was anticipated that M and L would be the most popular sizes as responses were collected from questionnaire. At last, more M-size T-shirts were need and some of the members bought L-size instead. The problem of not enough T-shirts may also due to some non-members bought our T-shirts. Maybe the price for non-member society T-shirts wasn't restrictive enough. The price can be divided into 3 levels, IRESS member, IRE student non-IRESS member and non-IRE student non-IRESS member.
- A Ocamp shirt for 2015 Ocamp were sold to year 2 Cheung Yuen Man.
- The money box was kept by the person who opens counter the following day when the counter was closed. Welfare packs were put in locker and society papers were put in society room.

Semester Commencement Dinner

The date for the dinner was 13th September and the person in charge was Tso Yee Ming. The venue was Hop Sze in Hang Hau.

Looking for restaurant started from 6th August. He expected to find a restaurant other than Hop Sze and he found restaurants in Po Lam and there were no special good points in Choi Hung. The whole 2nd Floor was offered by Hop Sze and it was satisfactorily spacious though the structure was bad and there was barrier in the middle.

Starting from 28th of August, messages were sent to members to ask for their availability. The big group announcement were done by Chan Siu Man and David Lu Shing Huk.

After the semester commences, the venue were booked and deposit were paid.

On 7th September, the poster design was confirmed and reminder were sent on 12th September.

On the day of the event, Tso Yee Ming and Chan Siu Man went to the venue earlier to confirm the venue was ready.

There were 2 parts of people leaving UST.

The first part was leaded by Yuen Wah and Sun Yusen and left at 18:15. The second group leaded by Cheung Long Him and Cheng Man Hin left UST at 18:45.

The dinner started at around 19:30. Since freshmen already knew each other, we recommended free seating at first with recommendations for part of the population e.g. final year and MBMS students, but some people come late e.g. Chan Zhao Cong and there were not much space left to choose which made the situation awkward.

Every participant had to pay \$80 at last and executive committee members paid the rest.

Evaluation:

- The restaurant in Po Lam has darker lighting, but the place is larger, so the next session can consider it.
- Executive committee members suggested order by table. However, the waiter messed up all the orders said by Chan Siu Man.
- There was recommendation that \$80-\$90 is also fine for Chinese restaurants
- The poster design were late even Tso Yee Ming urged promotion secretary for several times. It is suggested that the deadline and the urging can be earlier.
- The date was set by collecting dates of available from members and then chose the date that most of the members were available

- There were concerns about whether MBMS people would come the next year. The next session should keep contact with them if we still want some active people of them to come.
- A seating plan was recommended to prevent disorder in the next session.
- There were concerns that Hop Sze was a little bit small, although other outdoor restaurants may have noise problems. Also, the cost for Hop Sze is low.
- Some people switched to academic channel and dead air occurred sometimes
- Lau Sze Cheung stated that I she can't meet the freshmen
- Chiu Wen Han stated that burn firecrackers cannot be done in that venue. In the next session, seniors could be assigned to chat with freshmen.
- The fee of \$80 was charged due to easy rounding. Chan Zhao Cong suggested that if not exceed too much, we can pay using society money.

Senior Student Sharing

The person in charge for the function was Gordon Lee Mang Hei.

In early August, Gordon Lee Mang Hei asked SciHome if there'll be any sharing session for cooperation as

elective sessions may disappear. It was planned to hold in mid-November as first but the sharing may be hold on Mid-October by SciHome.

In mid-September, the event details were out. In late-September, we tried to find MBMS alumni but most of them rejected.

In early-October, the speakers were confirmed and briefed and they were Wong Sheung Kin Ken (超人), So Wai Lam, Lee Wai Hang, Esther Mak, Yik Hiu-Fai. There was one other post-graduate student who volunteered to talk about physics, but he quit suddenly. All the things were finalized on 5th October.

Due to the time constraint, there were no posters, and promotion were done only thorough mass mail and Facebook posts.

The venue was a 2/F classroom and was booked by SciHome. Since there were a lesson before the sharing, the set up venue was rush. Only 10 minutes for setting up the venue and brief the speakers.

There were some standard questions about introduction, the research field and their difficulties during research, and what to tell the next generation.

The sharing finished at around 1930 and there were around 5-10 minutes of overrun. Executive committee members were in a hurry to clean up as the venue would be used after that.

Evaluation

- There were feedbacks about opinions of speakers overlap

- There were feedbacks about the sharing session is too short (1 hour for 5 speakers) and the sharing was lack of depth. There should be 2 or even more sharing session by major.
- There should be better communication with SciHome staff.
- The next session can discuss the venue with SciHome, although we might have no choices as it was a series of talks.
- The promotion secretary can do the posters in advance to prevent using images from SciHome.
- Executive committee members should remember to mention that the event is prepared by IRESS.
- It was not suggested to work with SCIE1000 as the SCIE1000 plans were changed rapidly. A different format is expected, and the number of participants would be smaller if it is not a SCIE1000 function next year. If a small scale session is held, a chit-chat format will be workable.
- The event should aim at IRE people, and other student interested in research
- There were some planned questions, but the questions were not asked due to the overrun. Some small follow up questions were asked during the sharing.
- There should be less speakers to let them speak more.
- As it was a SCIE1000 requirement, some people are inactive.

Class Photo Taking

The person in charge for this event was Tse Yuen Wah. The venue was the sundial.

At the end of the add-drop period, executive committee members started asking for members' schedule. On 30th September, the date for the event was confirmed. Executive committee members tried to book the venue one month before the event but it turned out that they have to book the venue one week before the event.

After asking members' availabilities and listed out unavailable timeslots for faculty by constructing a timetable containing all their courses, on 18th October, emails were sent to Prof. Leung, Prof. Chow, Prof. Qian and Dr. Tsang. Prof. Yan Min was approached but he did not reply. A cameraman who is Yuen Wah's relative was also found.

Emails were sent to members one week before the event. Direct messages and emails were sent to members one day before the event. The cameraman also reported that he was not available on that day. Since there were not enough time to look for a new cameraman, the problem was solved by Chan Siu Man pressing the button on the camera set on a tripod. The event rundown on that day is shown below:

A big group post in WhatsApp was posted in the morning.

13:00 Set up the venue. The physics majors were still in physics seminar.

13:45 Took attendance.

13:50 To pick up professors. The original plan was to meet at student lounge.

14:00 Started taking photos. One serious photo and one freestyle.

In mid-November, the editing job of photos was finished and a google form were set up to collect members' orders.

Evaluation

- Executive committee members thought really need to book one month earlier, so the date was changed, but there was no big problem in this regard. Also, even you booked the venue, the office won't reserve the place for you.
- Executive committee members should inform members that there would be a freestyle photo so that members would not hesitate to think about the gestures at that time.
- Not many people know Prof. Qian as there were not many people taking his courses and it caused an awkward situation. Students should pretend to be interested in ENV5.
- Cantonese was the major language for communication and non-local members and professors may not understand. Translation service may be needed.
- Chairs had to be borrowed from SAO and trash bags had to be prepared to cover the floor for members to put their bags.
- A stage could be borrowed but a course need to be attended and the stage was ugly.
- It is suggested to ask members availabilities first as the schedule should be confirmed after asking professors.
- A back up list of professors should be made in case there are a few professors available when most of the members are available.
- The date of approaching professors might be too late.
- Many people went to physics seminar and left 3-4 people to prepare for the event and it was tough for them.
- Executive committee members may tell professors slightly later to come to prevent the awkward situation of professors arrive before the members.
- There should be at least two cameras for back up.
- It was rush when distributing the photos as it was in the final period. Photos should be collected earlier.

- Several mistakes were found in the report. Proof reading should be done.

Tso Yee Ming procedural motion to lay agenda item 5+6 on table until next session of AGM. It was seconded by Cheung Long Him. The procedure motion was passed with the quorum's consensus.

The motion was passed with the quorum's consensus. The meeting was adjourned at 23:00.

Minutes of International Research Enrichment Students' Society, HKUSTSU Annual General Meeting, 2017 , Session II

Date: 16-03-2017

Venue: Room LG5 common room 7

Time: 19:30

Chairperson: Sun Yusen

Minute takers: Yuen Wah Tse, Mang Hei Lee, Wai Ting Tai, Kin Long Fong, San Yu Lai

The Business of the Annual General Meeting 2017 of IRESS, HKUSTSU shall be:

1. To commence the meeting;
2. To receive and adopt the agenda of IRESS, HKUSTSU Annual General Meeting 2017; 3. To receive and adopt the minutes of IRESS, HKUSTSU Annual General Meeting 2016;
4. To receive and adopt the minutes of the 1st, 2nd, 3rd, 4th and 5th Extraordinary General Meeting of IRESS, HKUSTSU, Session 2016-2017;
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10. To introduce and adopt the Financial Budget of IRESS, HKUSTSU, Session 2017 - 2018;
11. To adjourn the meeting.

Agenda item 1. To commence the meeting

The time is 19:30.

No. of full members present: 17

Quorum was met. Chairperson Sun Yusen started the annual general meeting at 19:30.

Agenda item 5. To receive and adopt the Annual Report of IRESS, HKUSTSU, Session 2016 - 2017 & Agenda item 6. To receive and adopt the Annual Financial Report of IRESS, HKUSTSU, Session 2016 - 2017

Cheung Long Him raised the motion to receive and adopt the Annual Report and Financial Report of IRESS, HKUSTSU, Session 2016 - 2017 and Chan Siu Man seconded. The motion was passed with the quorum's consensus.

Orientation Camp

The person in charge for the event was Sun Yusen.

Since some MBMS alumni suggested that the event should be divided into different parts with several person in charges, Tso Yee Ming was the person in charge for logistics, David lu was the person in charge for the theme game and Cheung Long Him was the person in charge for other games.

The preparation work started from mid-April and executive committee members recruit JOBAMAs through WhatsApp. 5-7 sponsors were also found. In 3rd to 6th May, a counter was set up to collect the JOBAMAs' fees.

29th June, the date for the camp was confirmed by OAC and the date was 18th to 20th August.

In July, the T-shirt design for the camp was confirmed and game materials were prepared. The games were tested in late July to early August. A briefing session was held on 4th August and the poster design was confirmed on 9th August. On 10th August, total number of 17 freshmen and 3 spies were recruited while some only participate partially.

In the briefing session:

- 1) Communication of JOBAMAs with freshmen
- 2) Notice less active freshmen
- 3) Bring umbrella, sunscreen
- 4) Step in during games (e.g. maintain atmosphere during pause scenes/dead air)
- 5) May tell freshmen some academic stuffs and future prospect
- 6) Not to be too serious or active in games
- 7) The time to wake up each day
- 8) Room games that can be played, such as werewolf

These items were told to the JOBAMAs. In the afternoon of the briefing, games were tested.

The meals of Golden Rice Bowl and Asia Pacific Catering were booked on 13th August, and the camp books were printed on

15th August. On 17th August, the final reminder was written and everything was prepared.

The 18th August was the starting date for the event.

The content of the OCamp books contain:

- 1) Self-introduction of JOBAMAs and executive committee members
- 2) The flow of the OCamp
- 3) Welcome speech by the president
- 4) Cheers

All the rooms for accommodation are in the same floor. There were some inconvenience due to the time clash with School of Engineering and Interdisciplinary Programmes Office. Eventually, all rooms can be got with Chemistry

society in Hall VI. The executive committee members participation fees were adjusted by determining whether they have a hall room or not. If executive committee members did not have a hall room, 3 executive committee members will be suited into a 2 people room and 4 executive committee members will be suited into a 3 people room. Therefore, the

accommodation fees for executive committee members would be \$80. The fees for JOBAMAs and executive committee members were same as the last year.

The grouping was done by striking a balance between group members' abilities of communicating with others and how they are adapted to games. The abilities of freshmen were estimated by observation during registration day. People from the same secondary school were put in the same group.

The 1st day, during the ice-breaking, it was raining and the football court was wet and everybody stayed at common room 5+6. Since no one booked the venue later, the room can still be used by us.

On beach day, executive committee members left at 06:00 for preparation and they had around 3 hours to prepare the game materials such as water balloons. 2 bucket, 3 water guns and 150 balloons were bought to the venue. Every participants should get 4-5 balloons.

In total, the loss for the event was about \$2000 before the \$1500 deposit was counted and no subsidies were received at that time.

The marked things that welfare packs included:

- 1) 2 Aquarius energy watt
- 2) 1 towel
- 3) shower gel, shampoo, toothbrush/toothpaste
- 4) mosquito tip
- 5) pen
- 6) tissue
- 7) Cup-noodle
- 8) A bag

The Aquarius energy watt needed 10 photos for 100 bottles and all photos were taken by executive committee members. The noodles were included in the T-shirt ordering. The Bags were from Raymondo's church friend's company. Toothbrushes and toothpaste were from SciHome Tina's friends.

Non-theme game details presented by Cheung Long Him, icebreaking and teambuilding game:

- 1) Firecrackers. Since this game was too long, the game "Heart attack" was cut.
- 2) Whack-the-mole
- 3) Prince and excrement. People randomly distribute in common room. People ask who is prince. After 3 times, the prince has to admit it and those people line up. There were little punishment which the losers had to do self-introduction.
- 4) Newspaper war. Players need to use newspapers to construct a tower higher than 166cm and they have to use newspaper as weapons to destroy the other tower.
- 5) Ping Pong net. There are some holes in newspaper and participants have to transfer the Ping Pong balls using the newspaper.
- 6) Sound of music. People were divided into groups: 4-5 people per group. They were assigned to imitate one sound(pig/cow). Participants had to close their eyes and find their own teammates according to the sound.

7) Human soccer machine. People were divided into mid field, striker, defender and goal keeper. They sat on the floor and try to score. A team won when win 3 points are scored. The plan was to play dodgeball but due to the rain, the floor was slippery.

There was a backup plan about drama but it was not used.

From Cheung Long Him, most of the games were searched online. Also, previous annual report was read to avoid repetition of games and designer should strike a balance between brain and brawn and so these games were chosen.

Games played on Beach Day:

- 1) Sand sculpture. Build a turtle
- 2) CTF. People were divided into 2 groups, the fastest team who grab the others flag wins.
- 3) Spicy sushi
- 4) To say what one does not mean. But since people can pour water, well responded.
- 5) Water balloon free fight

The details of theme game was explained by David Lu Shing Huk.

The theme of the theme game was "Search for the roots" and participants had to look for some famous scientists' manuscript. The theme game was prepared starting from late June. The purpose of city Hunt was to find information and it was claimed to have important meanings. Participants did task to find contact email. This was decided on June after meeting and a google account with specific email combinations and passwords was opened.

The purpose of UST hunt was to obtain clues from the Google account and 5 routes were designed. The last part of UST hunt was the (IAS) air quality monitoring station, but due to the heavy rain, the venue was changed to LSK.

The Flow of games:

In the first day afternoon, participants were separated into 2 teams, one in McDonalds, one in 5+6. Some board games are prepared for those who came early. After the ice-breaking and team-building, at 18:30, participants set down baggage in Hall 6 and they had hotpot in common room at night for 2-3 hours. The division of labor in 5+6 was that there were 3 teams and there was a team leader for each team. Some people were MC, helper, and some behind stage to buy hotpot food and setup venue. The team leader was responsible for paying attention to changes by WhatsApp.

In the second day, participants had breakfast in Golden Rice Bowl and the city hunt was started after that.

One team went to Choi Hung first and the other went to Hang Hau first. The teams decided their lunches and subsidies were provided. One team had Saria and the other team had Cafe de Carol.

Afternoon return to UST, the UST hunt began. The prize for winning the theme game was a junk-box. At night, there were small talks of seniors and freshmen in the form of one to one and time capsule. After that, executive committee members and JOBAMAs paid for the sweet soup for freshmen.

In the 3rd day, participants had breakfast in McDonalds and they went to beach after breakfast. After return to UST, they had lunch in Chinese restaurant and later went to common room 4 for their turtle back.

Evaluation:

- During the first day of game testing, the MC was not there and this caused some discrepancies in the later game testing. Therefore the MC should present in all the game testing.
- We should not ban everyone from being JOBAMA just because he or she may not attend the whole camp as the impact was not significant. In fact, not allowing he or she to be JOBAMA would have a greater impact. As there were only 6 JOBAMAs can be there all the time
- The executive committees members' participation fees were less than that of JOBAMAs because sometimes they have to pay for some discrepancies. However, those discrepancies should be paid using society's money. Also, the function is expected to cause some loss.
- There were not enough rooms even a whole floor was assigned to us.
- There were no JOMAs this year. Some of the reasons were that Jessamyn said she could not come suddenly and Sun Yusen's girlfriend was not free at that time. External help should be seek to maintain the balance otherwise the games would not be fun and girls may not be willing to join. While considering seeking external help, it should be considered that the outside people may not be familiar with IRE people.
- Spies were informed not to be too actives in games and do not show their contact to freshmen.
- There should be some executive committee members to be a person in charge for room games as the effect can be very different under different leaders. The executive committee members rest after the meetings.
- There were freshmen playing in other OCamps, the RMBI and Campus Wrap. There were time conflicts. The two freshmen joined Campus Wrap return during the puzzle solving game.
- Since the freshmen don't know how to play the games including some common games, much time was spent on explaining the games. More time should be reserved for explaining the game in the next session.
- On beach day, pouring water games was put into the front as that day was hot. Also, more pouring water game can be played.

- Game testing should be done with outside people and let 3rd party to give suggestions. It can also ensure that the games are funny enough.
- Posters can be made in larger sizes to look more attractive to freshmen. This is optional because posters were not the main approach to recruit JOBAMAs.
- The next session can consider posting posters on Public notices.
- The financial report for the next session should write the item names clearly but not only writing down the categories.
- If the punishment will take a very long time, just don't do the punishment.
- The thinking group name and cheer part overran. Some ideas may be given to the groups to reduce the use of time. JOBAMAs should also try to facilitate the discussion.
- Some games encountered difficulties in explanation, and they failed even after demonstration.
- It is suggested that participants should avoid swimming to the floating platform and insurance only include in UST area.
- 2 bucket, 3 water guns that were bought to the venue were not enough. The next session should bring more
- Plastic bags instead of balloons should be used for easy clean up and also can contain more water.
- The free time overran as some people needed to wash off sand and it took longer than expected and better time control should be done. 20 minutes was not enough. Maybe reserve more time for the next session.
- The next session should buy a larger water bucket to fill water. It was planned that 1-2 people to refill water but it failed.
- For the first day, several things to take note
 - There should be board games for early birds
 - If SAO see that you tape on the floor, you must immediately change the game
 - There should be some backup plan for outdoor games
 - Division of labor: A timetable should be made for everyone to know what to do at the time.
- Common room 5+6 cannot play ball game. Newspapers were wrapped into balls to play and no one complained in the end.
- Game should alternate between brains and brawns to avoid either boredom or exhaustion

- Notes:
 - 1. City hunt will be exhausting .People may be depressed. Executive committee members and leaders should do more to encourage participants as some people might want to go back to UST soon
 - 2. Should remind them to bring umbrella. If next year require outdoors, make sure bring umbrella .Final destination IAS was changed to LSK
 - 3. Lunch: sponsored \$40, but was unable to meet budget. If we set maximum as \$40, tell them \$35 to avoid having to fill budget.
- Lunch can be a task with a certain limit e.g. everyone must eat exactly \$38.8.
- If city hunt and UST hunt are in the same day, a break time of 30 minutes should be provided.
- If public sites are involved, leaders should contact the person-in-charge for scheduling if some plans are changed.
- There were significant difference in progress between two teams especially in UST hunt, so suitable clues should be given to avoid teams cannot begin certain tasks. Also, the progress was much slower than expected, and the dinner time was delayed. Golden Rice Bowl
assumes you eat for an hour only and they will ask you to leave later.
- About the trivia, similar questions were asked for too many times and it caused boredom. Asking many questions on same topic should be avoided.
- The junk-box was too large and participants were unable to eat all the snack before the camp ends. The next session can consider whether using snacks as the prize.
- Next session should consider whether MBMS alumni must be invited since they are very distant from next year's freshmen.
- Some executive committee members should be at the same room so that the luggage can be put there and therefore summer hall is recommended.
- The next session can consider buying one or two bottles of sunscreen oil for all people.
- City hunt can be cancelled may since IRE students have low stamina in general.
- Avoid having hints that ask participants to go other places and the clues should related to the theme.
- Avoid having games that can be soloed to promote communications.

Sub-committee function

The person in charge for the function was Tso Yee Ming. This year 11 sub-committees joined. The recruiting was started in the Orientation week. A WhatsApp group was created on 19th September.

The first meeting was held on 23rd September. In the meeting, Tso Yee Ming introduced what is sub-committee, facilitate the division of labor and allow free discussion about how to run the function. Format such as room escape, school uniform night can be considered. Treasurer, coordinator, promotion secretary were chosen. Tso Yee Ming and Yuen Wah attend their meetings to give suggestion and listen to their ideas. David Lu Shing Huk gave comments to the sub-committee posters.

The details for the function was finalized on 5th November. It was about Q&A and some mass games.

On 23rd October, mass mail was sent to members. The responsibility mainly lie with coordinators. The venue common room 5+6 was chosen by the sub-committee and Tso Yee Ming help them with the booking of the room.

The sub-committee insisted not to tell everything about the event to Tso Yee Ming. Tso Yee Ming therefore only reminded them the clues for the games should not be too hard.

The role of the sub-committee was to come up with a complete rundown of the event starting from the basics such as booking venues and designing posters. They can learn how to be an executive committee member through this event. This was also a chance for freshmen to get closer after the OCamp.

The role of the executive committee was to follow their meetings. When something wrong happened, the executive committee should remind them. They can also join as a participant and have fun.

Evaluation:

- A run down table should be made by the sub-committee.
- When the sub-committee was doing the messaging job, ask them to introduce themselves before asking people to join their event.
- The previous sessions executive committee members should try their best to come.
- At the end of function, the sub-committee should help with clearing the venue. But it turned out the current session and Chan Zhao Cong did the clean-up. They should be reminded to do the clean-up themselves.
- The trivia night was overwhelming.
- Better division of labor can be done as it seems Lam Tak On was soloing.

- The executive committee should tell the sub-committee that a place for participants to store their belongings is necessary. The executive committee is responsible to give suggestions to avoid failure.
- A formal meeting should be held to diffuse the ideas to all sub-committee members instead of some informal chatting in IRE room.

Information session

The person in charge for the function was Sun Yusen. The event was held on the same day as the sub-committee evaluation. The responsibilities of each post were introduced. The experiences of executive committee members were shared with the participants to attract them to join the next session. The executive committee members guided the participants to choose suitable posts for them.

During the introduction, PowerPoints were made to introduce the posts. A survey was conducted to collect their opinions. The executive also allowed participants to discuss what post they want to be. The president, financial secretary were finalized quickly but marketing secretary was controversial and no one would like to join.

After the event, a cabinet discussion group was set up that night to allow executive committee to contact the next session. The undetermined posts in the next session were confirmed through polling. A dinner was also organized to do the follow up of the next session.

Evaluation

- The survey was not very useful.
- Road Signs should be added as some of the participants may not find the room.
- If some participants were not interested in joining the next session, the executive committee should let them go as the situation would be awkward.
- The executive committee should not be too active in finding people to join the next session but allow freshmen to think about themselves.
- Official channels were not effective as people usually do not talk. The executive committee should find the next session in the form of chit-chat or some other non-official approaches. One-to-one communication is suggested as different people have different focuses.

Annual Dinner

The person in charge for the event was Chan Siu Man. The venue was chosen to be G/F Restaurant. The executive committee did ask UC Bistro but they found that organizing the event there was not feasible as there must be at least \$10000 spending. As very likely there would be less than 50 participants, each of the participants had to pay at least \$200 if UC Bistro were chosen. So, G/F Restaurant was chosen finally. The fee was \$140 per person.

The date of the event was chosen by after choosing three days which most of the executive committee were free, emails were sent to IRE coordinators to see on which day most of the people were available. It turned out that most people were available on 17th November. However, the restaurant was fully booked on that the and therefore the date were changed to 21st November.

The restaurant promised to offer a room and deposit was paid. However, no rooms were offered at last as the rooms were reserved for school via online booking. The executive committee did not book the venue through the CRO, which is the only way to secure the venue, because they did the booking late. The executive committee decided not to change the date again as emails had to be sent again. Windscreen were setup that day to avoid disturbances. The table plan was set according to different majors. Participants were able to sit freely in their table.

The menu was chosen by the restaurant after telling them the budget.

Prof. Lortz and Prof. Yan Min said they were not free. Ultimately invited Prof. Vic Law and Prof. Frederick Fong because they were more familiar with IRE students.

The decoration was done using the "IRE" metal balloons which are reusable.

There were 37 participants, 3 of them walked in.

The games that played were as follow:

- Eating peanuts
- 世界之最
- Guessing Items
- Bingo

Prize list:

Wine: Brought by Ming and not claimed

Book coupon: Sponsored by David lu Shing Huk as he forgot to claim money

Drone: Bought and claimed

Starbucks coupon: Bought and claimed

Biscuits: Brought by Cheung Long Him and not claimed

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Evaluation

- The event should not be held during the congregation period.
- Some members thought the price was too expensive.
- Alternatives can be chosen such as Golden Rice Bowl or hot pot.
- The next session should note that the correct way to book then venue was to book through the CRO system rather than doing that in person so that the venue can be secured.

- If there are early comers, some executive committee members should entertain them.
- The games should be involving more participants as most of the participants were not active.
- The next session should seek more ways to approach professors. Also, reminding the professors is needed.
- The next session should consider whether paying for professors or not as it costs a lot and reduces the money that can be spent on prizes.
- Preparing a long list of topics to facilitate discussions is recommended.
- The executive committee should remind the seniors to take care of the juniors and not to just playing around.
- It is possible to ask for sponsorship from professors. If possible, seeking sponsorship from the school is the best choice to avoid any embarrassment.

Tso Yee Ming procedural motion to lay agenda item 5+6 on table until next session of AGM. It was seconded by Cheung Long Him. The procedure motion was passed with the quorum's consensus.

The motion was passed with the quorum's consensus. The meeting was adjourned at 23:11.

Minutes of International Research Enrichment Students' Society, HKUSTSU Annual General Meeting, 2017 , Session III

Date: 22-03-2016

Venue: Room 2302

Time: 19:30

Chairperson: Sun Yusen

Minute takers: Lu Shing Huk David, Tse Yuen Wah, Chan Siu Man, Fong Kin Long, Lai San Yu

The Business of the Annual General Meeting 2017 of IRESS, HKUSTSU shall be:

1. To commence the meeting;
2. To receive and adopt the agenda of IRESS, HKUSTSU Annual General Meeting 2017; 3. To receive and adopt the minutes of IRESS, HKUSTSU Annual General Meeting 2016;
4. To receive and adopt the minutes of the 1st, 2nd, 3rd, 4th and 5th Extraordinary General Meeting of IRESS, HKUSTSU, Session 2016-2017;
5. To receive and adopt the Annual Report of IRESS, HKUSTSU, Session 2016 - 2017;
6. To receive and adopt the Annual Financial Report of IRESS, HKUSTSU, Session 2016 - 2017;
7. To vote and announce the Honorary Members;
8. To introduce and inaugurate the Executive Committee Members of IRESS, HKUSTSU, Session 2017 - 2018;
9. To introduce and adopt the Year Plan of IRESS, HKUSTSU, Session 2017 - 2018.
10. To introduce and adopt the Financial Budget of IRESS, HKUSTSU, Session 2017 - 2018;
11. To adjourn the meeting.

Agenda item 1. To commence the meeting

The time is 19:30.

No. of full members present: 19

Quorum was met. Chairperson Sun Yusen started the annual general meeting at 19:30.

Agenda item 5. To receive and adopt the Annual Report of IRESS, HKUSTSU, Session 2016 - 2017 & Agenda item 6. To receive and adopt the Annual Financial Report of IRESS, HKUSTSU, Session 2016 - 2017

Cheung Long Him raised the motion to to receive and adopt the Annual Report and Financial Report of IRESS, HKUSTSU, Session 2016 - 2017 and Chan Siu Man seconded. The motion was passed with the quorum's consensus.

Christmas Party

The preparation work began in November when posters were made, a counter was set up, etc. The counter was opened late, so it has to be done together with society jacket.

The party details were done in the late November.

The plan was finalized on 5th October and a Christmas tree was planned to be bought from TaoBao. Since it was hard to gather people during the exam period and so the game testing and preparing of the game materials were done at the same time on 18th -19th November.

At the day of the event, the venue was got at 12:30. The venue was then set up. It was planned to stick things, as transparent tapes were need for a game, at the venue but was suddenly reprimanded by the office. Things had to be removed and reconstructed at 15:00. This was troublesome.

The reception started at 17:00. There were some guests at 17:30 and some of the guests did not come so the executive committee WhatsApp them. Then, the games where started at 17:30. After playing the games, dinner were started at 18:45. Take away was ordered. After the meal, games were played again and gifts were exchanged. Spare gifts which were snacks were prepared. They were distributed out as no one forgot to bring gifts.

Games:

- Explode balloon
- Throw balls
- Tic Tac toe ∪ Running

For the division of labor,

Cheung Long Him: be MC

Tse Yuen Wah, Tso Yee Ming: collect food

David lu: prepare decoration plan

Chan Siu Man: prepare IT equipment and take photos

Evaluation

- Some members thought that the games after dinner were still too physically demanding.
- The next session should remember not to stick transparent tapes onto the ground.
- Game testing should be done earlier

Society Jacket

The person in charge for the event was David lu Shing Huk. The design was started in mid-October and was finished on 1st November. Opinions were collected from other members and executive committee so that modifications can be done accordingly. On 15th November, posters were made and posted and on 16th November, a sample were order. A counter was then set up in the following week in conjunction to Christmas party. In early December, email was sent to Citizen, which was the company for hoodie, and order was made. The company was chosen because it was okay in the last year despite that some other companies contacted them.

After final, the goods were delivered. Most of the jackets were distributed at Christmas party and the rest were distributed in January after messaging some members.

Evaluation:

- Since the design was done by David Lu Shing Huk alone and he encountered a long designer's block, he needed one or two more weeks for the design and the jackets can only be delivered in the Christmas Party. The next session should do the designing earlier so that distribution can be done earlier.
- There was a huge discrepancy between the poster and the sample. That was because the company said that they only have that color. Cutting a piece of cloth and attach it to the poster can be considered. The next session should take a look from different companies.
- There should be some extra order for people who did not order. This year, 2 spare M and 1 L were ordered. The number of extras may be too many as our society is not big, like 1 M 1 L. The remaining jackets have to wait the next session to deliver it.
- A google form may be used to collect opinions from members though it may be time consuming.
- Collecting opinions while designing would be better, since it will not be the case that the whole design was scrapped after finishing.

Annual Election

The person in charge for the event was Sun Yusen. The preparation was from 16/1 to 31/1. The promotional period was from 1/2 to 17/2. The polling was done on 20/2 as the last day was a Friday. The venue was the atrium. The polling time was started 10:00 to 18:00 and the result was checked on 18:15. It turned out that the polling rate was 61.25%, 45 votes for, 3 against, 1 abstain. There were no invalid votes.

A WhatsApp message informing how many people voted and how many hours are left and encouraging members to vote.

A ballot box was made by an ordinary paper box wrapped with colored paper. A small hole was opened at the top so that electors can vote on their own without seeing the ballots inside.

Evaluation

- Some members reflected that as the current cabinet, the executive committee should not openly help the nominated cabinet. The next session should stay neutral anytime.
- it is a good practice to use a member list to check whether members voted, but you should try to be more discreet. Signing should be done before getting the ballot.
- Examples of correct/erroneous ways of filling the ballot should be provided.

- Executive committee members should wear something that could represent their identities. Society T-shirt may also be acceptable.
- Direct messaging members to ask them to vote is recommended.
- It is good to have at least 2 executive committee members at the counter anytime.
- Showing the box is fine before opening the box is needed in the next year.

Comments on the next session

- Yam Wun Kwan was proactive in asking people to vote as he asked Cheung Long Him to vote in the toilet.
- It is good for them to win the Green Award which worth \$1800 HKD.
- The next session got 1000 dollars from SSSS and \$3500 from Biochemistry after selling big decoration place and banner, and another \$800 with Food society for 1 week of banner. They are smart.
- The games are nice with the variety and contents; contained elements about the cabinet. It is possible to understand the cabinet further through the games, which is commendable.
- The games should be more about posts as people don't have to know them before they play and pertinent to advertisements like Facebook posts.
- It is good that they give hints immediately if the players were stuck. They are patient as they are nice even I always bring chaos.
- Some members expressed that they were too passive in looking for members. The situation improved later.
- There was a box containing past promotional period materials and the next session of the next session can take a look.

Academic Secretary - Gordon Lee Mang Hei

San Yik Chuen: Please talk about your work.

Lee Mang Hei: Firstly, invite professors during inauguration ceremony, student sharing, took over the Christmas party as Longlong was gone. Sending email to find professor in photo taking, keeping track of source and other miscellaneous affairs like helping the process of OCamp

Chan Wing Kin : How did you help the freshmen?

Lee Mang Hei: In the fall semester, I distributed source. Also, I distributed this semester but not many people asked.

San Yik Chuen : Where you can do better

Cheung Long Him: I can try to contact Wen Han more as he had many hidden sources.

Chan Siu Man : Lee Wai Hang also.

Lee Mang Hei: Indeed. I should try to approach more people. I reorganized the sources but did not obtain many sources in particular.

Chiu Wen Han: Should you pass the sources to the next session?

Lee Mang Hei: I will, at least those sources that I have.

San Yik Chuen: You put them in the drive? Did we have some fanciful mechanisms?

Lee Mang Hei: Yes.

Chan Wing Kin : How if someone tell you that he want to take all the sources?

Lee Mang Hei: Normally this could not be allowed as this could cause leakage of sources. They will be handed out individually.

San Yik Chuen : Did you tell people actively that you have sources?

Lee Mang Hei: It will be better if you can be more active in the promotion. I didn't do so this semester.

Lee Mang Hei: Any questions?

San Yik Chuen : what questions did I asked?

Tai Wai Ting: *Reminded about what discussed*

San Yik Chuen: Did you think this should be done actively?

Lee Mang Hei: Yes , I should do it

Wu Tsz Chun: Maybe you can keep the sources in a physical hard disk and hand them to members.

Chiu Wen Han : This is not very good

Lee Mang Hei: You mean a physical hard drive? The current distribution is already quite fast.I put them in a society mail.

San Yik Chuen: How do you obtain more sources? Please describe the process.

Lee Mang Hei: I collect mostly from executive committee members.

San Yik Chuen : Do you think you need to ask other societies?

Lee Mang Hei: Not really.

Cheung Long Him:As we need to swap. There were fewer sources about Chemistry sources. We might obtain more from Chemistry society.

Lee Mang Hei : Yes, we only have a few sources in chemistry.

Wu Tsz Chun: Are there any Chemistry and Biochemistry sources?

Lee Mang Hei : Course on life science is okay but we have really few sources on 2000-level and later course.

Wu Tsz Chun : Did you find Lee Wai Hang ?

Lee Mang Hei : No.

San Yik Chuen: Did you chat with other Academic Secretaries from other societies?

Lee Mang Hei: No.

San Yik Chuen: Do you think this is necessary or beneficial?

Lee Mang Hei : I don't see there is a need.

Chan Wing Kin: About labs, did you prepare A-plus sources?

San Yik Chuen : Lab courses are so important, did you get some lab sources?

Cheung Long Him: We left summaries for 1115 and 2023, etc.

Lee Mang Hei: We have 1115 and I already uploaded 2023. But for 1113... It might be more troublesome as most students are freshmen.

Lee Mang Hei: If you are talking about 1113, then it is more troublesome. 1113 is usually taken by freshmen and it does not make sense to ask them to collect sources.

San Yik Chuen : Agree. Did you get to know professors more outside formal encounters?

Lee Mang Hei: Prof. Vic Law ,Prof. Frederick Fong, Prof. King Chow can recognize me. Prof. Lortz should recognize me also but I don't know much about other professors.

San Yik Chuen: Did you actively entertain them during events like inauguration?

Lee Mang Hei: I tried, but I'm not sure if that's enough.

San Yik Chuen: What's the opinion from other members?

Tso Yee Ming: There should be more.

Cheung Long Him: If there are seniors more familiar with Professors, we will try to leave them alone. But if some professors are left alone, e.g., Prof. Qian during photo taking, we might need to intervene in.

San Yik Chuen: If necessary, do you think you need more academically-related activities except sharing?

Lee Mang Hei: We can make a journal club like what Lee Wai Hang is doing. There will be a regular meeting in which members routinely share papers.

Tso Yee Ming : It is similar to a study group

Chiu Wen Han: should you organize a study group, e.g. PHYS1312 mid-term review ?

Lee Mang Hei : I think we can do that.

San Yik Chuen: Your reasons?

Lee Mang Hei: To assist struggling students.

Wu Tsz Chun: There are no problems in this, but make sure you have someone organizing it.

San Yik Chuen : What did you learn when you are in this posts?

Lee Mang Hei: Can I say no?

San Yik Chuen: Did you change in any way?

Lee Mang Hei : I had more chances to communicate with professors Without the post, I might fold in a hidden corner.

San Yik Chuen: What did you get?

Lee Mang Hei : Experiences of holding events.

San Yik Chuen: Will you choose to be Academic Secretary again if you can choose again?

Lee Mang Hei: Yes. The others are so demanding. I don't think I can handle other posts e.g. promotional secretary.

Lee Cheuk Long Frank: Who is Academic Secretary in next session?

Cheung Long Him: Tai Wai Ting. Tai Wai Ting say 'hi' to him.

Tai Wai Ting : Hi~.

Cheung Long Him : You may go away.

Chan Wing Kin: Any freshmen asked you about syllabus, graduation requirement, etc.?

Lee Mang Hei: Very few freshmen asked.

Cheung Long Him: Since freshmen asked anyone they saw, most people were familiar with the requirements, so we don't need Academic Secretary specifically.

San Yik Chuen: Do you know about the graduation requirements, since it has changed for example between its application to me and to you?

Lee Mang Hei :I have a general idea, e.g. Bio-physics can be an elective for physics

San Yik Chuen: Any unpleasant experiences?

Lee Mang Hei : Nothing special for me.

San Yik Chuen: Any special items?

Lee Mang Hei: You might have heard about them, but they are mostly unrelated to me.

Chan Zhao Cong , San Yik Chuen , Wu Tsz Chun: Please give comments to you members.

Lee Mang Hei: To David Lu Shing Huk, will be alright if he follow deadlines.

To Tso Yee Tso Yee Ming, he is responsible and better than me.

To Cheung Long Him, he is a good External vice president ,but sometimes did not told us his plans clearly.

To Sun Yusen, I am not very familiar with him. He should talk more with others.

To Cheng Man Hin. He is responsible but sometimes doesn't care about other things outside of himself and he could be more proactive.

To Chan Siu Man. Over-enthusiastic and too aggressive that he was always trying to show off.

To Tang Cheuk Him. He is a good peacemaker

To Tse Yuen Wah. She was very devoted but she did freeride during the last months.

Regardless of work relationship, she should be more professional about it.

Chan Wing Kin: What did you expect about the next Academic Secretary?

Lee Mang Hei: Do not do worse than me.

San Yik Chuen: How specifically?

Lee Mang Hei: Treat me as a minimum standard.

San Yik Chuen: Like?

Lee Mang Hei: Like he can be more active in organizing activities involving professors.

Chan Wing Kin: What is the 'ask professor activity'?

Lee Mang Hei: Lau Sze Cheung suggested asking a professor to share with members every month like SCIE1500. I don't really agree. Asking a student to share is better than asking a professor. Looking for professors will be troublesome and the response is also a problem. If too few people show up, it will be awkward .

Wu Tsz Chun: The format is like SCIE1500, but it only rotates through three to four professors.

Lee Mang Hei : You have to consider the size of the talk.

Wu Tsz Chun: One small classroom. If all executive committee members are present then it would be good.

Chiu Wen Han: I think the freshmen will want to listen.

Wu Tsz Chun: 8-10 students should be enough.

Chiu Wen Han: Only present to IRE students and don't expect too much people.

San Yik Chuen: You are more familiar with Prof. Vic Law, Prof. Fredrick Fong, Prof. Pak Wo Leung. Is it because they all speak Cantonese?

Lee Mang Hei: Partly because they often find Wong Yat to eat, and I go together

San Yik Chuen: Any final words?

Lee Mang Hei: It was quite a pleasant experience to have deadlines only one week to 1.5 week. I might choose this post again if I had the chance.

Financial Secretary : Cheng Man Hin

Lee Cheuk Long Frank : Hi~ financial secretary.

Lee Cheuk Long: Talk about how you claim money this year.

Cheng Man Hin: I made one to 1.5 week deadline to ask them to approach me to claim money as I need to claim subsidy within a month.

Lee Cheuk Long: How long after the function will you give back money and make draft for financial report?

Cheng Man Hin : I will make it immediately after 1.5 week and all will be done including the subsidy form.

Lee Cheuk Long: Any major obstacles?

Cheng Man Hin: It is hard for me to divide them into each functions and claim money. People only gave me a form for money later on as events become more closely packed.

Lee Cheuk Long: How do you keep the receipt?

Cheng Man Hin: I stick the forms in an A4 paper before scanning.

Lee Cheuk Long: Other than financialsec, how else did you help others this year?

Cheng Man Hin: Basically, at every activity, I do backstage supports like physical labor.

Lee Cheuk Long: Any questions from others?

Chiu Wen Han: How well did you think you do this year?

Lee Cheuk Long: I can't hear others clearly

(Cheung Long Him and Cheng Man Hin repeats question)

Cheng Man Hin: As Lee Mang Hei just said, I actively worked on finance, but I was rather lazy for the others. Maybe because my PIC event was the first function, I did it in a lazy way.

Chiu Wen Han: Do you think you should be like that?

Cheng Man Hin: No. Maybe I know the working attitude of the cabinet and imitated it.

Chan Wing Kin: Did you notice this problem before or anyone told you?

Cheng Man Hin: I may have noticed, but people did not reminded me.

Chan Wing Kin: Did you increase others workload as you didn't do something?

Cheng Man Hin: No, I may not be proactive, but I will help others upon request.

San Yik Chuen: Is the pressure great?

Cheng Man Hin: The functions overlapped quite significantly during the latter parts of the session. Under that situation, I somewhat feel pressure.

Lee Cheuk Long: Let's talk about the financial report, there are spelling mistakes, quite a few typos, capitalization errors, etc.

Cheng Man Hin: In the newest edition, all of them are corrected.

Lee Cheuk Long: The email version...

Cheng Man Hin: The errors should be minimized by now.

Lee Cheuk Long: Where do you keep the society funds? Do you have hall?

Cheng Man Hin: Some in bank and some keep in safe. They are locked

Lee Cheuk Long : Good.

Chan Wing Kin : How to you keep the receipt?

Cheng Man Hin: I put them in my personal file first. After going back to hall, I stick them into A4 paper before scanning them into computer. I usually have the file with me, if I did not stick it on A4 paper, I will put it on paper, or photo/scan them.

Chan Wing Kin : So will you take a photo once you get the receipt? Any receipt lost?

Cheng Man Hin: The file is usually secure. Executive committee members may have forgotten to give me, but I do not remember losing any receipt.

Chan Wing Kin: You mentioned not claiming money if they give too late. How is the procedure for reclamation?

Cheng Man Hin: One hand money one hand receipt. If otherwise, input them into computer and handing them the money one to two weeks later as my poor memory allows.

Chan Wing Kin: So where does the money come from? Society money, or you give temporarily?

Cheng Man Hin: Even if I gave them first, I will go back to hall to reimburse from society safe the same day. So you can count it to be directly from the safe.

Chan Wing Kin: You keep the safe in hall, would you be worried about security?

Cheng Man Hin: I have locks and I lock it up usually.

Chan Wing Kin : If some members bought some stationary that not necessary , will you allow them to claim?

Cheng Man Hin: If too ridiculous, did not claim. For example, Chan Siu Man was fooled by Cheung Long Him to buy two pens of the wrong color.

Chan Wing Kin: So what is the standard?

Cheng Man Hin: The material must be used in at least one function.

Chan Wing Kin : Is it meaning less if Chan Siu Man bought something and cannot claim money?

Cheng Man Hin: But he has external capital input.

Chan Wing Kin: But for the receipt, there should be other useful materials right?

Cheng Man Hin: No, the receipt was really for those pens only.

Chan Wing Kin : Like exactly \$23.4?

Cheng Man Hin: I will give them exact, but whether they take it or donate it is up to them.

Chiu Wen Han: How did you claim subsidy?

Cheng Man Hin:

1. The condition is to have loss in the function
2. SU council form
3. Financial report
4. Receipt stucked on A4
5. Sign of president and me

Chan Wing Kin: What about those without receipt?

Cheng Man Hin: There is a word file for form for claiming subsidy without receipt, just follow the procedure.

Lee Cheuk Long: Do you stick all the receipt on the A4 paper?

Cheng Man Hin: Generally yes as our function have losses, so I can stick them all.

Lee Cheuk Long: If no loss, what will you do?

Cheng Man Hin: I kept the receipts somewhere away and left them to oblivion.

Albert: If you have loss, would you put it in report? How much do you expect to cover?

Cheng Man Hin: Expect 5-10%.

Lee Cheuk Long: Is there any function with approved subsidy?

Cheng Man Hin: No, they sent me an email to get the subsidy today. I will get them this week and know how many subsidy we can get.

Lee Cheuk Long: So there are no subsidies for the first function?

Cheng Man Hin: We have not got back the deposit for orientation camp.

Chan Wing Kin: How did you keep the money box?

Cheng Man Hin: I give it to the executive committee who will set up the counter the next day.

Chan Wing Kin: Is this the one kept in your drawer?

Cheng Man Hin: Yes.

Chiu Wen Han : How frequent you count the society money?

Cheng Man Hin: I do not count later, too many functions.

Chiu Wen Han: So you are sure there were no discrepancies between the amount in report and actual amount?

Cheng Man Hin: Have not counted exactly, but will make sure by these few days.

Chan Wing Kin: Any problem in transition of counter?

Cheng Man Hin: The problem is in the closure of counter, some money loss and we input capital to cover it.

Chan Wing Kin: How did you deal with it?

Cheng Man Hin : External sources. Since it is an isolated incident, we did not pay too much attention to it.

Chan Wing Kin: Anything you do to prevent it from happening again?

Cheng Man Hin: We need executive committee members to be more careful. We have a paper which tells us how much money we have by closing of counter.

Chan Wing Kin : How many money in the money box?

Cheng Man Hin: Usually I keep less than \$1000, but it may vary.

Lee Cheuk Long: Who keeps the safe after closing of counter?

Cheng Man Hin: It depends on who are free the next day.

Lee Cheuk Long: Will you mark down the amount?

Cheng Man Hin: Yes, the one who closes the counter marks it down.

Lee Cheuk Long: Did it happen that you have to collect the money from the safe?

Cheng Man Hin: Yes, some activities have larger application fee.

Lee Cheuk Long: If you found there were an excess of money, how did you treat them?

Cheng Man Hin: I treat them as others' donations.

Lee Cheuk Long: Usually take it on your own.

Chan Wing Kin : You have pay deposit when buy hoodie, how will you handle the large amount of money?

Cheng Man Hin: Depends on whether the responsible executive committee member pays themselves. Some of them may be rich and they deal with it on their own then give me receipt.

Chan Wing Kin: Hypothetical question, a member ordered too much deposits, like 30 instead of 20. How would you deal with it?

Cheng Man Hin: I will ask the member to buy more.

Chan Wing Kin: What if, for orientation camp, which is really expensive, and executive committee members didn't tell you how expensive it is, and you underestimated the cost

Cheng Man Hin: I will try to deal with it with external sources.

San Yik Chuen : What are external forces?

San Yik Chuen : And the bank account belongs to ?

Cheng Man Hin: Me and Yuen Wah, since we cannot open a bank account with society name.

Chiu Wen Han : Discrimination, why can't gay open an account?

Cheung Long Him: You can kiss to show them.

Cheng Man Hin: You need to submit an address to police station, but we do not have one. We need to try to pressure SU to allow society to open an account.

Chan Wing Kin: Any problems while pretending to be a couple?

Cheng Man Hin : Nothing, they will trust you when you tell them. However, for two males, they do not trust no matter what you say.

San Yik Chuen: Any last words?

Cheng Man Hin: Be diligent. Don't drag the issue for too long.

Sun Yusen: I investigated, opening account requires actual address (not mail box) and update the PIC every year. It was considered giving hall room as address, but it was not confirmed.

Cheng Man Hin: Really ?

Sun Yusen : Not approved up to now.

Chan Zhao Cong: How about the SU office?

Sun Yusen: We need a proof that this is our base.

Cheng Man Hin: They should not allow it.

Cheung Long Him : If Lam Tak On have money, you can rent an office.

Lam Tak On: (puts up hand with middle finger slightly raised towards Cheung Long Him)

Chiu Wen Han: Comment on your cabinet members.

Cheng Man Hin:

Lee Mang Hei Gordon is responsible, but not very communicative.

David Lu Shing Huk did not follow deadline and he had so many external sources.

Tso Yee Ming is very hard working and he replaced the president in many occasions, but he always say he want to quit.

Cheung Long Him: I don't know how he deals with external affairs, but sometimes I didn't know what he says.

I don't know why I don't see Sun Yusen often even though he is the president.

Chan Siu Man is very proactive, but he do not get along well with some other members especially those in Chemistry.

Tang Cheuk Him was very diligent and he can handle every post. He can use PowerPoint to design posters.

Tse Yuen Wah is diligent as well, but she did not get along with some certain teammates afterwards.

Wu Tsz Chun: Do you think you chose the wrong post?

Cheng Man Hin: Not specifically, as I don't have many posts that I can do other than Academic Secretary. Unlike promotional secretary or marketing secretary, financial secretary doesn't really require much skill.

Lee Cheuk Long: No questions now.

Marketing secretary - Raymondo Tang Cheuk Him

Sun Yusen: I asked So Chui Wa and she rejected as lab something... I asked Leung Cheuk Wai and he said that he would come up with a few questions.

Chan Wing Kin: Please summarize your work last year.

Tang Cheuk Him: My main work was in the orientation week and it was successful, so I need to thank my teammates though there were some troubles in organizing activities.

But my person in charge event was smooth. In other events, I helped with others stuff but I am not particularly proactive. Mostly, I lead games and play along like a hype man and I was more like a participant than an organizer.

In cabinet position, there was not much differences, I do the peacekeeping. I had no discord with others which was good.

Lee Cheuk Long: What did you mark during orientation week and orientation camp?

Tang Cheuk Him: For Orientation camp, there were gift packs containing two electrolyte drinks, energy Watt, toothbrush, toothpaste, tissues, shower lotions and cup noodle.

On beach day, there was 1 additional electrolyte drinks for each member.

In the orientation week, there was 3-4 folders, toothpaste, tissue paper, pencils, spaghetti machines, toothpaste, coupon, pen, timer, toothbrush, cup noodles, notebook, tissue.

Lee Cheuk Long: Why put cup noodles in orientation week?

Tang Cheuk Him: It is in orientation camp as well.

Lee Cheuk Long: Tell us how you mark things.

Tang Cheuk Him: I first draft emails and send emails. Since the email response rate is low, I phone later like escape HK coupons and folders. I also asked acquainted aunties whether or not there are sponsors. Cafe and Milano coupons I walked in.

Lee Cheuk Long: How many emails were sent?

Tang Cheuk Him: Orientation camp 60 email and 4-5 emails replied.

Hung Fuk Tong asked me to fill in a form but later rejected because our society was small. Espresso had to plug electricity and SU banned.

Lee Cheuk Long: How many participants did you expect for Hung Fuk Tong?

Tang Cheuk Him: I wrote 100, but they did not approve.

Albert: We were approved even we wrote 50.

Tang Cheuk Him: I did keep the hard copy and we could review it later.

Lee Cheuk Long: How many in ocamp this year?

Tang Cheuk Him : Around 30.

Lee Cheuk Long : Any different in things distributed in JOBA and JOJAI?

Tang Cheuk Him: Theoretically no, except cake for JOJAI but not for JOBA.

Lee Cheuk Long: Any company required you to give email/phone number?

Tang Cheuk Him: Yes for personal email and phone. I will ask them when it comes to other members' information like AIA: We can get money back if we can go to interview but it requires participants' phone numbers, so I didn't reply.

Aquarius required us to take photos and I find executive committee members to take 10 photos.

Lee Cheuk Long: Find executive committee members to take photo to pretend as participants?

Tang Cheuk Him: They didn't require member to take photos.

Chan Zhao Cong: What did you do in other activities?

Tang Cheuk Him: In promotional period, I helped prepare games and decorations as I have hall during the period. Marketed things and sit counter were also done.

Chan Zhao Cong: Just summarize in general.

Tang Cheuk Him: I did the physical labor job. I mainly act like a spy in other events to raise the atmosphere like in orientation camp, I was a follow wing group executive committee member. In the end-of-semester party, I was in the game testing group.

Chan Wing Kin: This year it seems that you managed to mark a lot of stuff. How did you do it?

Tang Cheuk Him: I was lucky.

Many companies are relatively generous and my Karma is good like tissues come from a mom of my friend in primary school, spaghetti machine and the iron bars are from a friend in church.

Lee Cheuk Long : Which email account did you used to send emails?

Tang Cheuk Him: I use society email to send, but in promotional period we use IRE nominated cabinet email to send. Using which account is not a problem as most companies won't care/reply anyway. Chinese version is superior.

Lee Cheuk Long: Any members ask you for extra sponsored products in ocamp like shampoo?

Tang Cheuk Him: I was not asked personally and I didn't know if this happened to other teammates, but we have enough supplies for such emergencies.

Lee Cheuk Long : what is " spaghetti machine"

Tang Cheuk Him : The machine that have two holes distributed in orientation camp, if you want I can give one to you.

Chan Wing Kin: So you knew more people from other societies. How will this facilitate other teammates?

Tang Cheuk Him: In terms of work, we do not usually collaborate with other societies like seeking other sponsors. We have a group for Mark-secs, but I remained silent as it was not really beneficial. However, we could promote the name of our society and meet more friends.

Lee Cheuk Long: Did you choose to be marketing secretary to meet more people?

Tang Cheuk Him: Not the case. I joined sub-committee function, but did not want to join cabinet. Cheung Long Him phoned me one day telling me that the cabinet lacks a Marketing Secretary. He lied that the post was simple enough, only requiring me to send emails, etc.

Chan Wing Kin; So what do you think about the post?

Tang Cheuk Him: This position suit me since there are many chances to talk with others. This helps my communications skills and instructs me how human resource companies work like missing deadline and get nothing

Chan Wing Kin: Are there any changes about the template for looking for companies?

Tang Cheuk Him : I had my own template
I followed the template, but I mainly follow my own as Leung Cheuk Wai send them to me after I drafted the email. I added Chinese version of email. I also truncated the English version and asked David Lu Shing Huk to proofread both versions. I also attached proposed year plan, like soya bean milk at semester end party and Christmas Party.

Chan Wing Kin: Any advice to the next session?

Tang Cheuk Him: Don't be shy. Rejection is the norm so don't be disappointed. It is just everyday affair if companies reject you. Try to open up, don't underestimate of your society just because it's small. We don't have to rely on other societies except inauguration

and you should keep an eye on department events to see if there are any leftover resources. I grabbed 20 soft drinks after some activities. Check society materials more frequently to see if any valuable resources are left. Try to make an excel file about any valuables there. Marketing secretary is not difficult to be and add oil.

Lee Cheuk Long: Why you guys do not get a new lock?

Tang Cheuk Him : One have locked and some open space to store items that cannot be put in the locker like board. We did lose things this year but not too much. It is important to have good relationship with the other societies as we share a room. If you don't get many things from others, they will not steal too much from you.

Chan Zhao Cong: Comment on your fellow members?

Tang Cheuk Him:

Lee Mang Hei has high work efficiency but susceptible to whims. He might be unable to function well under sudden pressure as he carried a lot of academic problems.

David Lu Shing Huk don't follow deadline but understandable. He should try to follow schedules better. Tso Yee Ming has high efficiency in memorizing cons and booking venues.

Sun Yusen was special and I could see great changes from firstly proactive to temporarily diving to rejuvenating again during the last few events. I appreciate on this.

Cheng Man Hin was really principled concerning monetary affairs. He should be more flexible in changing his plans.

Chan Siu Man was quite talented but overly eager to show off himself and he might upset others. Yuen Wah's emotion was not good and she need to learn to control her emotion. She was able to fulfill her jobs but is again emotional.

Everyone have different personalities, and have to communicate with different strategies

Lai San Yu: You forgot Cheung Long Him.

Tang Cheuk Him:

He was highly efficient and is a ideas-man and he is capable of a lot of things, but he has a quick logic that can be hard to catch up with. He need to learn how to communicate with others as argues occurred because of lack of communication.

To summarize, the experience is good. I must thank all my members

Chan Zhao Cong: How about yourself?

Tang Cheuk Him: There are rooms for improvement like sometimes I forgot to reply WhatsApp due to other affairs. At other times I didn't reply to minor discussions.

Sometimes I rely on others too much. I should try them by myself first.

Although the problem solved, I can't learn anything from it like morning counter, would tell people to standby beforehand but it was not really necessary.

Chan Zhao Cong: Any comment for next cabinet?

Tang Cheuk Him: Add oil. I was surprised that there were originally 11 people as I didn't expect so many. I hope you can enjoy this year as this year can be a bit demanding. You can study anytime but join a society only this year. You can experience many things you can't learn from studying, e.g., communication, fighting deadlines.

You only have one chance at joining this. There will be many memories

There must be arguments but you have to find ways to solve problems Enjoy.

Sun Yusen: We end here for now.

Tso Yee Ming procedural motion to lay agenda item 5+6 on table until next session of AGM. It was seconded by Cheung Long Him. The procedure motion was passed with the quorum's consensus.

The motion was passed with the quorum's consensus. The meeting was adjourned at 22:12

Minutes of International Research Enrichment Students' Society, HKUSTSU Annual General Meeting, 2017 , Session IV

Date: 12-04-2017

Venue: Room LG5 common room 7

Time: 09:00

Chairperson: Sun Yusen

Minute takers: Yuen Wah Tse, Mang Hei Lee, Wai Ting Tai, Kin Long Fong, San Yu Lai

The Business of the Annual General Meeting 2017 of IRESS, HKUSTSU shall be:

1. To commence the meeting;
2. To receive and adopt the agenda of IRESS, HKUSTSU Annual General Meeting 2017; 3. To receive and adopt the minutes of IRESS, HKUSTSU Annual General Meeting 2016;
4. To receive and adopt the minutes of the 1st, 2nd, 3rd, 4th and 5th Extraordinary General Meeting of IRESS, HKUSTSU, Session 2016-2017;
5. To receive and adopt the Annual Report of IRESS, HKUSTSU, Session 2016 - 2017;
6. To receive and adopt the Annual Financial Report of IRESS, HKUSTSU, Session 2016 - 2017;
7. To vote and announce the Honorary Members;
8. To introduce and inaugurate the Executive Committee Members of IRESS, HKUSTSU, Session 2017 - 2018;
9. To introduce and adopt the Year Plan of IRESS, HKUSTSU, Session 2017 - 2018.
10. To introduce and adopt the Financial Budget of IRESS, HKUSTSU, Session 2017 - 2018;
11. To adjourn the meeting.

Agenda item 1. To commence the meeting

The time is 09:00.

No. of full members present: 7

Quorum was not met.

The time is 09:15.

No. of full members present: 15

Quorum was met.

Chairperson Sun Yusen started the annual general meeting at 09:15.

Agenda item 5. To receive and adopt the Annual Report of IRESS, HKUSTSU, Session 2016 - 2017 & Agenda item 6. To receive and adopt the Annual Financial Report of IRESS, HKUSTSU, Session 2016 - 2017

Cheung Long Him raised the motion to to receive and adopt the Annual Report and Financial Report of IRESS, HKUSTSU, Session 2016 - 2017 and Cheung Long Him seconded. The motion was passed with the quorum's consensus.
motion passed

Promotion Secretary

Chan Zhao Cong: Talk about what you did first

David Lu Shing Huk: Design poster, leaflet, have to think about it, planned to see the minutes

Tso Yee Ming: Supposedly you have worked for the whole year, you should know.

(discussion about who to discuss next)

External Vice President - Cheung Long Him

Chan Zhao Cong: Let's talk about what you did.

Cheung Long Him: As an external vice president, I attended the nominated cabinet seafront meeting and handle sell/trade counter affairs etc. After promotional period, I did the inauguration, OAC, discuss school of science department society about OAC and wrote proposals. SU was not givable, OAC also. As house orientation camp need 3+1 days, this year we have only 3 days only. If they need 3+1, one field will be sacrifice.

The school think engine (+Interdisciplinary Programmes Office) is sad that they overlap with school of science one day.

Science against, but still passed. Engine agreed to have off-campus activities on the day of overlap. We also had beach day so not too bad. In the orientation week, the counters were selected by lot claimed by SU, but the reality was that they privately discussed with OAC. In registration day, there was red rain, but our location not affected much and so there were no big problems. While discussing to get the counter position, I used the traditional IRE dogma "Not too bad, not too good".

Chan Zhao Cong: Did the science societies stick together?

Cheung Long Him: No. This concludes the external affairs. For the internal affairs, I discussed whenever there are problems, but I only contacted external vice president in case of urgent affairs. In the SU council, I am not a counselor, but I also notice. The SU council was not givable as they

often adjourn due to lack of people. The science societies urged science field councilors to attend. The subsidies were late but this the problem for UST, not just school of science.

Other miscellaneous works include designing games and being MC most of the time as I am better at improvisation.

However, I am too reliant on improvisation, and thus poor coordination between game people and me and chaos may be created. I prepare before describe games like how to let them understand. I should be loud enough.

Chan Zhao Cong: Discussed with PIC?

Cheung Long Him: We don't discuss with PIC individually, but in meetings and not one-to-one discussion.

Chan Zhao Cong: Any other internal?

Cheung Long Him: Miscellaneous works like physical labor and thinking games.

Chan Zhao Cong: Do you make many acquaintances in external meetings?

Cheung Long Him: many hi bye friend, not that familiar. I am more familiar with external vice presidents from Science Societies.

Chan Zhao Cong : Any people in science societies other than external vice president?

Cheung Long Him: External secretary and Presidents are ok familiar.

Chan Zhao Cong: Joint Science Singing Contest?

Cheung Long Him: The sing con problem, we discussed a month before the contest , but all venues have been booked, so we could either choose common room 4 or weekends. So we cancelled the event, but pledged that the next session MUST organize it and so I have to remind the next session to hold it.

Chan Zhao Cong : Date for next session external vice president?

Cheung Long Him: Have to ask members when they want to have the event and it should be discussed it earlier.

Chan Zhao Cong : How is the work of you cabinet overall?

Cheung Long Him: Overall, all people are deadline fighter.
People have different priorities
not that passionate towards cabinet duty comparing w/ other society
a characteristic of IRE society: not too demanding.
We tend to solve problems rather than obviate problems
other cabinet mate may not agree, but that's my overall comment

Chan Zhao Cong : Any advice for the next session?

Cheung Long Him: We don't have enough management experiences to foresee problems. We can practice how to avoid problems. The next session should start hold many meetings to discuss different affairs and they may try brainstorming potential issues during the meetings. Of course, not too rely on that, still have to improvise when problems come out. Maybe this sounds too idealistic, but you can try.

Chan Zhao Cong: Overall comment about inter-personal relationship about your session

Cheung Long Him: We are generally good when it comes to private lives. When it comes to official matters, people will have arguments due to again poor planning. We tend to perceive personal problems when the concerned person is absent or could not submit work on time instead of thinking environmental factors. For example Chan Siu Man return on polling day angrily, thought that he was easily excited and distribute plastics. But the real situation was that he worked late into night for promotion so he was suffering from lack of sleep but no one appreciate his effort paid. Though sometimes it may really due to personal problem, still we ignore the situation or circumstances.

Chan Zhao Cong: The new session please try to pay attention to these issues. Do you think it hard to balance work and life?

Cheung Long Him: I was young, I don't need to sleep that much. I can stay overnight if there is excess workload. This is not good, and have no need when a good time management This is not a rule for all people: Some people might have poor constitution and cannot thrive without enough sleep. You have to balance between official matters and study, as study is demanding, and you may cannot do official matters.
There are 3-4 projects per semester. Better time management to strike balance between duties and academic affairs. If you can live fine without sleep, then you may use your youthful time.

Chan Zhao Cong: Any major problems for external affairs?

Cheung Long Him:

We wanted to deal with inauguration first.

OAC deadline is earlier than inauguration and there was disharmony among science societies.

Biochemistry society came in one day and told us to vote immediately.

Biology and Chemistry are not informed. Other external vice president and E secretary chit chat for the whole night. They went to car park and discuss, I, math society and Tina went there and talked for a while. No preparation and coalition formed: Mathematics and Biochemistry vs Chemistry and Biology ,neutral: me and Physics society.

After one night: we agree to vote as deadline has come.

we can't gather Chemistry and bio and it was voted by remaining 4 societies. I personally disagree with that but the deadline is approaching. Biology and Chemistry society called and complained. I agree to send withdrawal email.

The next session seems quite good relationship

Chan Zhao Cong : SU council?

Cheung Long Him : The man problem is not having enough people to have a meeting.

Chan Zhao Cong: Did other teammates help you in external affairs?

Cheung Long Him: There was external one a urgent affair,

But Bio needs to sign agreement. No one wants to sign it actually.

I asked Yuen Wah to sign the agreement and pretend we don't have societies chop. But we saw Fin Sec on the way back, Bio Societies filed a complaint saying that we didn't remember where the societies chop is. I told them we don't remember where it was also

I then asked Tang Cheuk Him to contact other familiar SU members to skip regulations

Chan Zhao Cong : How about others?

Cheung Long Him :

Gordon Lee Mang Hei was dedicated to finish his work. But a problem is that he cannot handle well against

waves of problems. He was also great at executing events.

A commendable point is that he is very early in occupying counters despite the fact that he had no hall, but occupy counter even earlier than those with hall.

David Lu Shing Huk was a post deadline fighter. He is more perfectionistic than deadline fighter.

We can see that he works whole day in IRE room, but can't meet deadline because he doesn't have perfect idea. Perfectionism is important, but we don't need to be 100% perfect

was also good at his work and he can handle financial secretary duties very well, correct to 1 d.p. as he is very careful towards money. He always type the financial reports immediately after events. He was also a good physical labor. An ambiguous point is that he did not notice problems if others do not report and he tend to view problems as personal problems. He does not want to give up individual interests in face of group decisions.

This kind of people has high% of survival in working environment but can try to express more smoothly.

Tso Yee Ming is good in paper work. But internal vice president have to handle problem of emotions and he is not good enough. He is pessimistic but hardworking he is also good at administrative affairs.

Sun Yusen has grown much during the year. He said timorously when he said why he wants to be President a year ago and had no confidence at first.

In orientation camp and week duration not that good in performance due to emotional problems. Overall he had a boost in confidence level. But if you have personal emotional problems, please discuss with group. Others will doubt why you do not do work.

Also, he made slow decisions may be because of thinking too long or too many considerations.

Chan Siu Man was very dedicated despite lacking related ability, so often attempted to do work even though it cannot be finished. A good person to unleash anger upon he smile, then emotional problem solved.

Overall, he played an important role in managing the mood in the group.

Sometimes he tended to overestimate his power and tends to repeat what he says too much So he have to change the method to present.

Tang Cheuk Him has high working and executing ability and he know how to improve atmosphere both during events and during meetings. He is also sociable, so good path way to find ICA societies. I cannot think of bad points. Tse Yuen Wah also worked hard. But have great emotional fluctuations when the work is not perfect, anger but the way of presentation is not good, seems we are blamed we tend to scold to point out problem.

I would prefer commendations instead of scolding Tang Cheuk Him tends to encourage so people often adopt his recommendations. Her workload has become heavy during the second semester, so participated less in societies work. She may have a different working style, so it is understandable. Please just say it out when there are problems.

Chan Zhao Cong: Any final words to your next session?

Cheung Long Him: I am not dead yet...

I am not aware of any major problems

They tend to express their problems more directly. Encourage but not to blame.

Sun Yusen: Maybe we should talk about the financial report?

Financial Report

Sun Yusen: Frank said his albert is studying, and he don't want to disturb him.

Chiu Wen Han : Where are the subsidies

Cheng Man Hin: Since applied after march , have to wait for the next session

Chiu Wen Han : What is notice?

Cheng Man Hin: Like those in AGM ,EGM...

Chan Zhao Cong: Why do you have notice for AGM/EGM

Cheng Man Hin: Election board

Chan Zhao Cong: What are the 10 receipt book?

Cheng Man Hin: Just those receipts.

Promotional Secretary - David Lu Shing Huk

David Lu Shing Huk: I will talk about what I have done in the past year.

Including promotional period. I designed Leaflet, poster, societies paper, etc.

In the AGM, I help typing minutes and other paperwork like emails and proposals.

In grad party, I did the decoration plans.

Theme game in OCamp. Physical labor and sit counter in orientation week.

I also did design work and my PIC event, societies jacket.

Chan Zhao Cong: What's your comment towards yourself?

David Lu Shing Huk: You have already heard many feedbacks about time management and think too much in thinking ideas because constantly loop between designing ideas and rejecting ideas.

Chan Zhao Cong: Any advice to the next session?

David Lu Shing Huk: Feng Zhijie is not here.

Yam Wun Kwan:We have minutes, no problem.

Chan Zhao Cong : Just say it, no problem.

David Lu Shing Huk: If there is no idea, try to tell others quickly, as they might have other ideas. There are not many problems for the design work itself.

Chan Zhao Cong : Any other excos helped you in designing?

David Lu Shing Huk: Mainly Yuen Wah, the only one who is familiar with design work with Photoshop.

Chan Zhao Cong : Who stucked the posters?

David Lu Shing Huk: Sometimes I did it all, sometimes others like Isaac when returning hall. I stick in main campus.

Chan Zhao Cong : Are you active in meetings?

David Lu Shing Huk: No problem in brainstorming, but not that proactive. Sometimes have ideas but I am not willing to return UST, and I would skype for online conference instead.

Chan Zhao Cong: I think Skype is an excuse of not to talk too much since no one can see you? It happen in our session.

David Lu Shing Huk: Suppose I have to post the design of the poster, but I fall asleep, the rest you can imagine.

Chan Zhao Cong: What are the good or bad of yourself towards that issue?

David Lu Shing Huk : That thing is really bad. I can do it earlier and I should not fall asleep.

Chan Zhao Cong: Afterwards?

David Lu Shing Huk: Say sorry.

Chan Zhao Cong: Any method to solve the problem of deadline?

David Lu Shing Huk: We set up a charitable fund.

Chan Zhao Cong: That's all?

David Lu Shing Huk: They are already implementing it.

Lam Tak On: We already have such a fund.

Chan Zhao Cong: Any better alternatives?

David Lu Shing Huk: We should be not that generous. It should be a good system.

Chan Zhao Cong: Other than design, any contribution to promotion work?

David Lu Shing Huk: Help correcting email and also MESSAGE others.

Chan Zhao Cong: Are you in charge of FB page?

David Lu Shing Huk: It depends. I published English posts. Generally it is me or Tso Yee Ming who replied to messages.

Chan Zhao Cong: Did you check email? your session have many typos.

David Lu Shing Huk: Our current email system is that anyone who is free should check email.

Chan Zhao Cong : Sometimes typed the societies name wrong, and forget to change after copying.

David Lu Shing Huk :I don't know why everyone should do this this year as there may be overlap.

Chan Zhao Cong : You can talk what you want, its free

David Lu Shing Huk: Without overlap, there is nothing to say.

Chan Zhao Cong: Any words to others or next session?

David Lu Shing Huk: Minutes have to be corrected earlier, otherwise you will suffer.

Chan Zhao Cong : When do the next session inauguration?

Li Wing Shun : 24th April.

Cheung Long Him : Will Chan Zhao Cong do helper?

Chan Zhao Cong : No la , I have to work overnight.

Chan Zhao Cong ; When will Lee Wai Hang come?

Sun Yusen: He did not replied.

Chan Zhao Cong : Do Yuen Wah want to wait for Lee Wai Hang , as I don't know many about it.

Tse Yuen Wah: No opinion.

Chan Zhao Cong: Then just wait for him. You can pass to the next session first.

Agenda item 8. To introduce and inaugurate the Executive Committee Members of IRESS, HKUSTSU, Session 2017 - 2018

Tso Yee Ming motioned while Cheung Long Him seconded.

Chan Zhao Cong : How is your minutes?

Sun Yusen: working in progress. Let us introduce the members of next session. Next Marketing secretary, Hilbert & C Long.

Marketing secretary, Hilbert Chung Kam Hin & Sharon Ng Si Long

Tang Cheuk Him: Lets start with something general. Why you are here?

Chung Kam Hin: Some people called me to attend info session. I also wish to go out of comfort zone and to break through the barrier .This may help me breakthrough. As a mark sec, I can achieve the original goal.

Ng Si Long: I wish my university life is not that dull. This is a good platform for me to express myself as I have to symbiosis with other people. I usually don't like talking face-to-face with others. As marketing secretary, I have to become brave.

Tang Cheuk Him : Any expectations?

Chung Kam Hin :I hope I can be more sociable like in phone call in marking.

Ng Si Long: I should seek more sponsors for myself. I hope in our cabinet, everything will be smooth and no arguments.

Tang Cheuk Him: Any expectation to your session?

Chung Kam Hin: Improve communication and hope there will be no conflicts.

Ng Si Long: conflict cannot avoid sometimes, but hope we can deal with that

Tang Cheuk Him: If there is time conflict with midterm and deadline, how to handle it ?

Chung Kam Hin : First, try to see whether the work can be done earlier.
If cannot, I would have better time management or timetable like confirming date earlier so that I don't have to do deadline fighter.

Ng Si Long: We will know midterm timetable in advance. So we will distribute the work, if the affairs are due earlier, they should be assigned a higher priority and done quicker.

Tang Cheuk Him: What are the marketing secretary affairs in constitution?

Ng Si Long : With general public.....(repeated cons)

Tang Cheuk Him: cons too general, what is your view?

Ng Si Long: I should give more opinion in meeting and I may help others when they encounter problems.

Chung Kam Hin: Mainly seek sponsor and I should help other post if I have the ability to do so.

Tang Cheuk Him: What methods did you use during Promotional Period to contact companies?

Chung Kam Hin: At first , email after getting the email list. Then, phone directly but as the time is rush, most of them were negative results.

Tang Cheuk Him: What is the distribution of work between you two?

Chung Kam Hin : We used the mailing list, distributed according to aspect I am responsible for the snacks and she were responsible to karaoke.

Tang Cheuk Him: Is it efficient?

Chung Kam Hin: We have to do contact, the important thing is to be brave to call and send email to people.

Ng Si Long: As long as it is evenly distributed, then there will be no problems.

Tang Cheuk Him : Actually one may not have to do marketing secretaryduties yourselves, other cab members can help. May be some boys are more brave to do the calling and find girls. You should divide jobs according to individual ability. Communication is very important when cooperating with other societies.
Did you guys communicated well in official affairs?

Ng Si Long: When in promotional period seeking sponsors, we communicated quite a lot.

Chung Kam Hin: We will try to do so if we can like knowing other societies marketing secretaries to expand network. IRESS itself is not that big, joint society can increase our scale.

Ng Si Long : We joint the marketing secretarygroup, be no one say anything. I tried to seek help from societies with similar scale.

Tang Cheuk Him: I myself have joined marketing secretarygroup, but they cooperate not that frequently. You guys may try cooperating with others, though the efficiency will not high. In later activities, if companies want to sponsor conditional to giving personal information, e.g. phone number for sponsorship, deal?

Chung Kam Hin: I would seek approval from members.

Ng si Long: Same.

Tang Cheuk Him: That's right. If, for example, AIA ask you to hand in personal info(name) like Facebook like, photos, for energy watt. Will you find executive committee to take photo or member or yourself?

Chung Kam Hin: I think is ok as it is ordinary methods.

Tang Cheuk Him: Let say you need 20 photos, executive committee first or member first?

Chung Kam Hin: Initially, if we can find excos, we should, but if members have to be involved, I don't think it is a large problem

Tse Yuen Wah: you have to ask others first, if they don't want , you cannot force them to do so.

Chung Kam Hin: of course

Tang Cheuk Him: Will it be demanding? pessimistic? Or, as marketing secretary was not your 1st priority, are you willing to do so?

Chung Kam Hin: My feeling is that if I get one sponsor, I have a sense of achievement, like the times when I solved a math problem, as I expected that they do not have much interest in us as a university society.

Ng Si Long: Though not my 1st priority, I was not reluctant. I would try R more sponsor.

Chung Kam Hin : We should seek sponser earlier next time.

Tang Cheuk Him: We are a new and small society, so our contact list is small, so I hope that we can collect more companies in the future to condense into his work. Let's give comments to your cabinet mates.

Chung Kam Hin: Fong Kin Long is a responsible minute taker.

Lai San Yu is perfectionistic in his approach, though may get narrow-minded sometimes can be not that serious.

Terrence is serious in his work.

Li Wing Shun can solve interpersonal conflicts, relieve stressed atmosphere. As an internal vice president, he

could help alleviate the tense atmosphere in the group, take up the responsibilities when mike is not here.

Lam Tak On has a very strong sense of responsibility and may gather too much responsibility to on himself. He better to allocate some duty to other people.

Yam Wun Kwanis able to make contact with other societies and facilitate societies other event like inauguration.

I have collaborated with C Long, she can seek many sponsors and started to type email early. She is an able worker.

Wing have passion in this thing ,her budget is good. It is reliable in giving money to her. Feng Zhijie had many duties during promotion period, but good outcome in promotion period and she can meet deadline which is very important.

Tang Cheuk Him: Do you have anything to say to your cab members?

Chung Kam Hin: Hope there will be no conflicts.

Tang Cheuk Him: Thanks, wish you have good luck.

Ng Si Long:

Feng Zhijie has many things to do, but still very detailed.

Lau Wing Sum can handle other post duty, responsible financial secretary.

Yam Wun Kwancan do the work as external vice president , communicate with others.

Lam Tak Oncan bring up atmosphere during our meetings so our meetings are very smooth.

Li Wing Shun has a high EQ.

Chung Kam Hin, other than work as Mark Sec, he also brings up good points during meetings.

Terrence is quiet but can give out good ideas.

Lai San Yu is a perfectionist, sometimes too fixated on one point.

Fong Kin Long is quiet, and make detailed minutes.

Tang Cheuk Him: Anything to say to cabinet members?

Ng Si Long: Add oil, hope we can have a happy year.

Promotional Secretary - Sarah Feng Zhijie

David Lu Shing Huk: Hi, Feng Zhijie why you are here?

Feng Zhijie: Firstly, this helps meeting new friends and to expand my social network.

We are familiar with each other and collaborate smoothly. Second, promotional secretary, as I love art jobs.

David Lu Shing Huk: What are the duties of promotional secretary?

Feng Zhijie: Designing promotional materials and other promotional work.

David Lu Shing Huk: For example?

Feng Zhijie: Promoting activities to members and our society to non-members.

David Lu Shing Huk: How about specific things like Facebook page?

Feng Zhijie: The Facebook page is managed by Ng Si Long.

David Lu Shing Huk: Website?

Feng Zhijie: I have less experience in computer affairs. Supposedly it should be done by Lam Tak On.

Lam Tak On: We have not decided the person-in-charge. I have learnt the specifics about the website, but it remains undecided.

David Lu Shing Huk:how about the inaug video?

Feng Zhijie: We have a quite detailed plan. Overall flow done, dress code done and will take video on 14th.

David Lu Shing Huk: Any other assistance offered besides your own duties as a promotional secretary?

Feng Zhijie: Giving out ideas in meetings

David Lu Shing Huk: Anything else you can do other than your own duties?

Feng Zhijie: It is hard to define which are not my duty, like after designing, seek suitable comp with better material choice.

David Lu Shing Huk : That's ok
Hypothetical questions, how if members react negatively to your ideas?

Feng Zhijie: Re-design the whole thing.

(David Lu Shing Huk surprised)

Chan Zhao Cong : Maybe you can correct a little bit but not all.

Feng Zhijie: I will try to make a spare design

David Lu Shing Huk: Will you consult other members beforehand?

Feng Zhijie: I will out the draft on the group and ask the comments from others.

David Lu Shing Huk: Comment your cabinet members.

Feng Zhijie:

Lau Wing Sum is responsible financial secretary and she can spot out our problems. Ng Si Long is silently listening and does her duty. She is responsible.

Yam Wun Kwan is good in his job. He met many new people and he also help design work.

Lam Tak On is responsible. He typed agendas for meetings and facilitates meetings smoothly.

Shun is a good mediator.

Chung Kam Hin have many good idea and he is a responsible mark sec. But he may sidetrack

Terrence is a good academic secretary and he fulfills his job requirements. He also brings us back on track during meetings.

Lai San Yu is serious in his work. He is finicky about details, reduce chance for wrong doings.

Fong Kin Long, as a general secretary, he is responsible and he types good minutes.

David Lu Shing Huk: Anything special?

Tso Yee Ming: Anyone else to do design in your cabinet?

Feng Zhijie: Yam Wun Kwan.

Tso Yee Ming: where to check poster location?

Feng Zhijie: I asked.

Tang Cheuk Him: If you have no ideas but deadline is coming, what would you do?

Feng Zhijie: When deadline comes, ideas come out naturally.

Tse Yuen Wah: In case you do not have ideas , you can refer to some web sites.

Tso Yee Ming: Poster design need not to be that fancy, informative should be the 1st priority, though it should be attractive.

Cheng Man Hin : Keep the words large, e.g. IRESS should be larger

Sun Yusen: Remember no fancy fonts.

Chan Zhao Cong: The purpose is to promote the activity

Tse Yuen Wah: What are the necessary information?

Feng Zhijie: "IRESS".For activities: date, content, venue, contact person, full name of society and expiry date. Art should be neat and relevant.

Tse Yuen Wah: Remember to add society chop

Feng Zhijie: This is part of design?

Tse Yuen Wah: Just remember.

Academic Secretary - Tai Wai Ting

Lee Mang Hei: Why become exco?

Tai Wai Ting: Meeting new friends and learn useful skills like organizing events, listen to other people's opinion.

Lee Mang Hei: Why Academic Secretary?

Tai Wai Ting: I am more a quiet one, and like academic stuffs
So this job, contacting professors and managing academic stuff, is suitable for me.

Lee Mang Hei: What have you done?

Tai Wai Ting: In promotional period, there was not much with academic secretary stuff, so other things, e.g. give out ideas in meetings, design and make games.
Inauguration ceremony, I contacted professors to attend it and Prof. Pak Wo Leung agreed to come.

Lee Mang Hei: Other than IRE coordinators, what Prof. you seek?

Tai Wai Ting: Prof. Fredrick Fong.

Lee Mang Hei: How would you usually contact professors?

Tai Wai Ting: Use society email to send email.
if they give no response, then approach in person

Lee Mang Hei: How if he is not at the office

Tai Wai Ting: A few possibilities:
1. S/He is not at office, so try to find them later.
2. S/He is at lectures, try to seek then after lesson

Lee Mang Hei: Some Prof. have more than one office.

Tai Wai Ting: I am not that familiar.

Lee Mang Hei: e.g. KC not in 5F office, find him in Interdisciplinary Programmes Office. Some Prof. wont reply email e.g. Prof. Liang Chun. Many activities will involve professors, what will you do?

Tai Wai Ting: Find Prof. and ask them what time do they have.

Lee Mang Hei: They say they will come, then between this promise and activity, what will you do? And what will you do in free time?

Tai Wai Ting: Send reminder few days before the event. Have chitchat with professors that member are not familiar with to avoid odd situation.

Tse Yuen Wah: Do you know all IRE coordinators?

Tai Wai Ting:

Math: Prof. Yan Min Phy: Prof. Rolf Lortz
Chem: Prof. Henry Yan
Lifs: Prof. King Chow
Envr: recently changed to Prof. Stanley Lau

Tse Yuen Wah: Knowing Prof. Stanley Lau is ok.

Lee Mang Hei: What will you do about sources?

Tai Wai Ting: Message or google form? For better allocation, set google form to ask which source they want at the start of the semester.

Lee Mang Hei: What if non-society member want source?

Tai Wai Ting: Not share. If the course is my own, I may share. But in general, no.

Lee Mang Hei: How if other society ask you to get source?

Tai Wai Ting: Exchange information.

Lee Mang Hei: In summer ,there will be many messages asking about IRE track, will you reply them?

Tai Wai Ting: Other members will be familiar, so they may reply.
I will try to reply message as it is part of my responsibility, but if the number is too large, I will seek help from others.

Lee Mang Hei: Reasonable.
In August, JUPAS release result and many people will inbox. Talk about your information on common core.

Tai Wai Ting: University common core(36cred, 6*Lang, 3*Chinese Common core, 6*each of H, SA, S&T(3*SSC each), 3*QR, 6*Elective)
Science common core (fundamental course)
7 foundation(in PHYS, LIFS, CHEM(missing math)+1 lab+COMP.

Lee Mang Hei: The 7 course, can we use lab course cover?

Tai Wai Ting: No.

Lee Mang Hei: Remember, is lecture course.

David Lu Shing Huk: What is the difference between co-requisites and pre-requisites?

Tai Wai Ting: Co-requisites are courses in the same semester or past semesters. Pre-requisites are courses in the past semesters.

3000-level LANG must in the same semester with that co-requisite lab

Lee Mang Hei: Get back to common core, what can double count? And count in which area?

Tai Wai Ting: Can only count in one common core area

Lee Mang Hei: Which?

Tai Wai Ting: If you have 1 H & 2 SA, the H&SA course will be counted as H

Lee Mang Hei: What are the differences between honor and non-honor classes.

Tai Wai Ting: In terms of content?

Lee Mang Hei: In general.

Tai Wai Ting: Content more difficult in general, student's ability is higher, the grade is higher in general. Some honor courses are requirement in IRE track, e.g. PHYS3053 but cannot PHYS3033.

Lee Mang Hei: Are IRE track required to take honors course?

Tai Wai Ting: Yes, e.g. 3053, 3033, year2 or above need right?

Lee Mang Hei: Yes, and mathematics course, have to all honor, but for physics, year one is not required.

Cheng Man Hin: In case somebody want double major, 2 should be IRE track?

Cheng Man Hin: First major must be, second not (e.g. COMP)

Lee Mang Hei: How much do you know about double major COMP?

Tai Wai Ting: other than COMP from School of Engineering, other COSC especially for science student. The requirements are different and they do not have to do FYP.

Chan Zhao Cong: Also electives are flexible.

Lee Mang Hei: Double major COMP is a big trend, pay attention to that. How to do Course substitution?

Tai Wai Ting: Credit transfer: on entry, due to other exams or courses by other institutions, should apply directly. Some U course need no application for trans, but you have to submit a form to withdraw.

Cheng Man Hin : How if some IRE student didn't study honor course

Tai Wai Ting: Tell the school do curriculum change.

Lee Mang Hei: There are some standard procedures, like filling form , handing in to major advisor and giving it to ARR.

Cheng Man Hin : If it is a major requirement, find the major advisor. If it is a common core course, common core seek common core office.

Lee Mang Hei: What is unofficial transcript?

Tai Wai Ting: One can request the system to generate an unofficial transcript to reflect study progress.

Lee Mang Hei: What is its use?

Tai Wai Ting: Course approval request

Lee Mang Hei: How can I know I fulfil the requirement or nor?

Tai Wai Ting: Look at SiSProd.

Lee Mang Hei: It's good you know, you can check later. What are the differences between UROP1000 vs UROP1100?

Tai Wai Ting:

1000 is a tasting stream. Students don't have to do report, cannot repeat
1100 are graded by Pass or Fail. Students have to do report and can go on 2100/3100/4100

Lee Mang Hei: Do I need to go to 2100/3100?

Tai Wai Ting: No, see whether you Prof. allow you to do so

Lee Mang Hei: How do I know?

Tai Wai Ting: Ask professor

Lee Mang Hei: PP instead of P.

Cheng Man Hin: Can I do the same course twice?

Tai Wai Ting:...

Chan Zhao Cong: should be

Tse Yuen Wah: Two more differences:

1. 1000 require CGA 3.0, 1100 3.3
2. 1100 does not give money, 1000 gives \$2000 or 4000

Many different people: correction: 3000 or 6000

Lee Mang Hei: IRE required course stuff?

Tai Wai Ting: UROP 1100, SCIE 1500 2500.... Different programs have different requirements.

Lee Mang Hei : And also SCIE3900 summer internship.

Lee Mang Hei: Are we promised an exchange opportunity in regular sem?

Tai Wai Ting: Yes

Lee Mang Hei: as I know. You are not promised one, and you are not required to do so

Tai Wai Ting:I know Prof. Michael Wong,Prof. Vic Law from secondary school activities. And from QM course, I know PW Leung.

Lee Mang Hei: in this sem, you will have chances to meet them. How to communicate with other professors?

Tai Wai Ting: Try contact them?

Lee Mang Hei: Actually, other than KC, I don't familiar with other LIFS Professors. Better to be familiar with them, but not is ok.

Lee Mang Hei: Penultimate question: How to do student sharing?

Tai Wai Ting: Karen suggested small sharing held by Prof like SCIE1500.

Lee Mang Hei: I looked at year plan, not particularly stressed on this point.

Lee Mang Hei: What will you help others?

Tai Wai Ting: Things in general , physical labour, give ideas in meetings.
In other fields, I can draw on iPad, but I do not think I have the ability to do the job of Promotion Secretary.

Tse Yuen Wah: if small sharing is held, people may be too shy to ask questions, but of hold with people that we are familiar with, they may ask questions, even some of them are stupid.

Lee Mang Hei: Can ask other people to come.

Tso Yee Ming: During OCamp, I contacted library to do workshop, so if you want to, you can join them as they want to do academic activities with societies.

Tai Wai Ting: What was the activity?

Tso Yee Ming It was a workshop about physics, about what to study.

Sun Yusen now is 1145, its the lunch time meeting will resume in 1300

Sun Yusen now is 1300.

Internal Vice-President Tso Yee Ming

Tso Yee Ming: Mainly, my work includes:

1. backstage support
2. think idea
3. make decision when Sun Yusen is not here
4. physical labour
5. emotional support

Theoretically I need to handle exco relations, but I am bad at this and thus I don't count this as things I have done.

Chan Zhao Cong: What did you gain during the last year

Tso Yee Ming: The most important gain is that I can develop a more intimate relationship with many students in the same year. I also learnt through organising functions, knew more administrative affairs and knew more SAO staff.

Chan Zhao Cong: Where is our banner?

Tso Yee Ming: It is badly damaged. I do not recommend to use it.

Chan Zhao Cong: Do you wish them to hang the banner more if it has been designed?

Tso Yee Ming: I told shun to try hanging the banner.

Chan Zhao Cong : Do you know other society ,people?

Tso Yee Ming: In Science Societies, I am the most familiar with Math Society internal vice president. Personally I know other school's society internal vice president more. Also I know other dept society internal vice presidents, e.g.School of Engineering,Civil. House III internal vice president also, but I know that person quit late.

Chan Zhao Cong: What do you think about the overall cabinet?

Tso Yee Ming: We are deadline fighters.

In many times we do not work when we are far from the deadline. Only till one or two days before deadline did we work more. Also that person who quitted cab is not motivated, I need to push him more. At meetings, it is fine, but during working, things are hurried and thus everyone have bad temper. We had the minimal efficiency when we are working.

We are good at crisis management, since we do that all the time.

Better to be well prepared for chaos prevention instead of dealing with problem. Our execution is messy, but the outcome is fine.

Chan Zhao Cong: anything done to combat the deadline fighting problem?

Tso Yee Ming: one example is David Lu Shing Huk's poster problem. I kept on urge him, but he keep on delay. We then implemented the penalty of money.

Wen Han: Have you ever considered set the deadline even earlier?

Tso Yee Ming: I often receive the product at the real deadline and so it is not useful.

Chan Zhao Cong: But you can get more money from him.

Tso Yee Ming: Most importantly, we need to make sure cabinet-mates actually work. I should keep on track the progresses.

Chan Zhao Cong: Were there any exco gatherings?

Tso Yee Ming: We planned to have a meal once our current session is over.

Chan Zhao Cong: Did you celebrated anyone's birthday?

Tso Yee Ming: Some of us don't like birthday. I think it is very important, that's my personal problem, and I hope Shun can do better than me in this perspective. In my opinion, Tang Cheuk Him is a more competent internal vice president than me.

Chan Zhao Cong: Comment on your members as a whole.

Tso Yee Ming: There are two stages. The first one is when Longlong is still here.

Chan Zhao Cong : He made the mean lower?

Tso Yee Ming: Actually our mean is low, but he absent for once as he overslept. I scolded him a little, the conflict escalated to physical conflict.

Shun should keep track and deal with this kind of issue with better emotion.

The second stage is when Chan Siu Man entered. When everyone is busy, we all in bad temper.

The problem emerged more when fall semester started as many of us became dissatisfied with the others.

Then, conflicts occurred frequently and that's my problem.

Although there are some disharmony, but we can still hold functions so far so good. At last, the function can run through and that is ok.

If I were a participant, I would not be satisfied, probably because of how we messed up the organization.

Chan Zhao Cong: How to do better in interpersonal relationship? And your recommendations to next session?

Tso Yee Ming: When there are argues, internal vice president should know what happened. As a mediator, he should be more soft. Tang Cheuk Him should do better than me.

The next session should try to understand what's the problem from 2 sides. Me and Tang Cheuk Him try to approach and report to issac.

Personally don't want the next session to make our mistakes.

Chan Zhao Cong: Other than Longlong, did you have any conflict with other members?

Tso Yee Ming: Personally I don't think there was.

Chan Zhao Cong: What are the main responsibility of internal vice president?

Tso Yee Ming: internal vice president should deal with member relationship first, then technical issues which are easy to be done by other people. The cab needs to be stable so that works can actually be done. Technical issues like booking venues should be put last.

Chan Zhao Cong: Did you check the external emails?

Tso Yee Ming: Yes. Sometimes David Lu Shing Huk and Chan Siu Man checks when I am busy. Then they tell me later.

Chan Zhao Cong: Last words to your cabinet-mates?

Tso Yee Ming:

Lee Mang Hei is in the backs supporting team. He is responsible and willing to do many things such as physical labour. He is not that good in expressing/talking.

Even though I am bad at this, Gordon Lee Mang Hei is worse. But it is acceptable to me.

David Lu Shing Huk still the same problem, I don't repeat.

He is good at thinking idea, but sometimes he thinks too much about history and related issues.

Cheng Man Hin is good at managing money, which is both good and bad.

On request, he is willing to work. But he is quite a miser/mean on money and he admit that actually. Although money is important, there are something more important things than it like friendship.

Tse Yuen Wah is the person who has worked most.

She helped receive comments from different member.

She upholds a very high standard and she can work in many different fields, e.g. design, backup, think of idea and the general secretary duties.

Her bad point is that she is badly tempered.

Sometimes personal, sometimes other internal issues we can't blame her solely.

Tang Cheuk Him is active and optimistic in many affairs. He encourage us when we are down.

He should be a better internal vice president than me.

He has good connections with science school. He is the only one who has no bad points.

Chan Siu Man joined later on. At first I thought that he is a good manpower. He is very responsible for annual dinner which is his PIC event.

But he is too impulsive and he speaks before thinking.

He is hot-blooded and he can encourage people.

Cheung Long Him is good in overall especially as a external vice president. He knows social stuff than other people. The only one who actually knows how to socialize with boys

He is good at thinking ideas, and he is creative. But he told us nothing about the CU medic offer. He should try instead to report it at once.

Sun Yusen secretly did a lot without telling us like sticking all notice of GM

I understand his difficulties like health problems. Sometimes he disappeared without telling us so we thought that he is irresponsible. He should communicate more with others as it is a team. Me and Tang Cheuk Him dominated the leadership in meeting, so Sun Yusen appears weak. I hope he can stand firm in some circumstances.

Chan Zhao Cong: Any final words?

Tso Yee Ming: Again, I should not be an internal vice president. Also, I realized a problem that the stress tend to be accumulated until it bursts. Some problems accumulate than it may eventually affect previous/next session. Try to clean your own mess, don't jeopardize the next session.

Promotional Secretary Chan Siu Man

Chan Zhao Cong: Talk about what you did first.

Chan Siu Man:

1. Physical labour.
2. Managing Facebook posts.
3. Sending email after Longlong gone.
4. Migrating society email.
5. Managing mailing list.
6. Managing society webpage.
7. Being the annual dinner PIC.

Chan Zhao Cong: You sent email?

Chan Siu Man: Before, it should be done by Longlong, then I in charged of this.

Chan Zhao Cong : Did you look at the drafts before you send them out?

Chiu Wen Han: There were font problems. You should know that in connect platform.

Chan Siu Man: I can't see the font in the draft, but there should be no this problem recently.

Chiu Wen Han: As second promotion secretary, did you try to help the first pro sec?

Chan Siu Man: I try to give a design, but he rejected.

David lu Shing Huk: Art sense is important.

Chan Siu Man: If he wants art sense over handing in work on time, I have nothing to do.

Chan Zhao Cong : What did you add to webpage?

Chan Siu Man: We made meetings during summer holiday to discuss the format. The style was decided to be blue sides.

3-frame-mode, main frame, top frame, side frame.

Sessions are about Main, About us, executive committee members, IRE programme, gallery.

Chan Zhao Cong: How to maintain?

Chan Siu Man: The web page is visited less often. Most of the things there are informational. What to amend are just photos of each event. The next session should be Tak On to do the maintenance work.

Lam Tak On: I learnt the skills, but we don't know whether I should be maintaining that.

Chan Zhao Cong: What is your PIC event?

Chan Siu Man: Annual dinner.

Chan Zhao Cong: Any problems?

Chan Siu Man: Professors reply email late and therefore the date was finalized late, Application number is beyond my expectations. We booked 4 tables, 10 people each. A few members applied post-deadline. South North asked us to confirm all the things on Friday. It was too crowded for 14 people per table.

Chiu Wen Han: The resolution of the banner is too low. Also, the Christmas party photo is a bit too wide and some members looks fatter.

Chan Siu Man: We did not notice probably because of using different cameras. Owen has the same body shape so it should be fine. We tried to deal with the alignment, but it is difficult to stick them together. We copied the same things for different pages I tried to edit, but different number for different page in the program. The next session may try to use an alternate alignment or use a pure color banner instead You may also try to make a mobile version as karen suggested.

Chan Zhao Cong: What's your relationship with others?

Chan Siu Man: Most of them are fine. There might be one or two misunderstandings or clashes of temper.

Chan Zhao Cong: What have you done that make it burst?

Chan Siu Man: maybe everyone have a temper. On the day...

Chan Zhao Cong: You can choose not to mention it if you dont want to.

Chan Siu Man: I think not.

Chan Zhao Cong: What could you have done before to avoid?

Chan Siu Man: I should care other people more.

Chan Zhao Cong: Comment others, try not to repeat.

Chan Siu Man:

Lee Mang Hei has a temper like me and he sometimes will explode. We should both notice this. David Lu Shing Huk, not mentioning the deadline stuff, is a perfectionist and he should think about which, deadline or quality, is more important.

Cheng Man Hin, as an exco, is good that he saves a lot, but outside, such misery cannot succeed.

Tso Yee Ming done many things, but he can communicate more with people.

Sun Yusen do a lot of work behind and he seldom notify us. He usually message people, we have no idea what he is doing.

Cheung Long Him is a good external vice president. He is a good idea generator and improviser. But we may over-rely on him.

Tang Cheuk Him should not be a Mark Sec, as he can take care of other cabinetmates and members, so should do more work. It is sad that he cannot mark JOMA in ocamp.

Tse Yuen Wah, I understand her difficulties, but might have different standards on her own and others like you can't demand a person live in Tai Po get back to ust at 8:00.

Chan Zhao Cong: A little comment, think before you talk, do not be so cocky, it will make others unhappy. Anything to talk about for the next session?

Chan Siu Man: No.

Financail Secretary- Lau Wing Sum

Cheng Man Hin: Talk about the duties of this post.

Lau Wing Sum: According to the Constitution, I should take an accurate record of all financial transactions and keep a financial report. Also, I am in charge of all financial transactions.

Cheng Man Hin: Remember the bank account stuff.

Lau Wing Sum: Yes.

Cheng Man Hin: Some activities require collection of fees, what should you bring?

Lau Wing Sum: Google form, money box and receipt book.

Cheng Man Hin: What do you fill in in receipt?

Lau Wing Sum: Particcipant's name, name of the event, event date and signatures.

Cheng Man Hin: Where to buy receipt book?

Lau Wing Sum: Stationary shop?

Cheng Man Hin: Stationary or co-op shop.

Lau Wing Sum: They are not opened everyday.

Cheng Man Hin: What will you do with the money box after the event?

Lau Wing Sum: If we need to open counter another day, if I open counter, I will keep in the cabinet with lock. If not me open counter next day, give it to the one who open the counter.

Cheng Man Hin: You should count money everyday. What if the money is inconsistent with the receipt?

Lau Wing Sum: Try to find out the discrepancies, e.g., error in changing money

Cheng Man Hin: What if you can't solve eventually?

Lau Wing Sum:....

Tse Yuen Wah: Then it should be shared by your cabinet.

Cheng Man Hin: You can cover with penalty fund.

Cheng Man Hin: What if a member joined it earlier but said that he could not join, will you return the money?

Lau Wing Sum: I will refund if he report before 1 day of the start of the event. But if he disappeared or only reported on that day, I will not.

Cheng Man Hin: It also should depend on the nature of the function, like if we have already paid for him/her, that part should not be returned. Check receipt to prevent other problems. How do you deal with money claimed by other excos?

Lau Wing Sum: If they give me receipt before deadline. I will first keep the record like photo of the receipt and mark it in an excel file and claim as soon as possible.

Cheng Man Hin: You should also mark down activity and event in the backside of the receipt. How to handle the case in which the price for something is unexpectedly large?

Lau Wing Sum: If the receipt maker is lazy and put the money into a large item, I will try to sort the money into different uses. But if it is an useless item,I would neglect it.

Cheng Man Hin: How to deal with cents?

Lau Wing Sum: ...

Cheng Man Hin: I would set a pool to hold them. How to claim subsidy?

Lau Wing Sum: Fill the SU council form within 1 month ,attach the financial report and receipt which are stucked on an A4 paper. Documents aslo need my and president's signitures and society chop.

Cheng Man Hin: What is the big prerequisite behind claiming subsidy?

Lau Wing Sum: There is a deficit.

Cheng Man Hin: some items may have no receipt(e.g. laundry during ocamp) how to claim?

Lau Wing Sum: There is another application form

Cheng Man Hin: Which kind of subsidy is more claimable?

Cheng Man Hin: Usually administrative and promotional stuffs.

Cheng Man Hin: If you buy things in Taobao in RMB or other currency, the receipt should have date, capscreen exchange rate on the date you purchase. If not caped, they would use 1:1.

Don't miss anything, if something is missed, they can only claim 70% for you.

What if at the end of the session, you discovered discrepancies between financial report and money reserve?

Lau Wing Sum: Check individual items.

Cheng Man Hin: Hey it is in final stage.
Which kind of tools you do financial report

Lau Wing Sum: Excel.

Cheng Man Hin: Excel can help you calculate, unlike word which you cannot.
Who will you open bank account with?

Lau Wing Sum: Not yet. I will try to find one of the Presidents.

All: Who?

Lau Wing Sum: Shun.

(secret sound: But you said another person last day seafont)

Tso Yee Ming: You need to hand in some documents to SU council. What are they?

Lau Wing Sum: Bank account details

Ming: And?

Tso Yee Ming: Balance sheet, financial report and income statement.

Sun Yusen: What if you pick up society papers during Oweek, someone want to ride a taxi instead?

Lau Wing Sum: He can find others to help if there are too much to carry.

Tso Yee Ming: (Thumbs up).

Sun Yusen: How if no other people are free, and only 2-3 people are free?

Lau Wing Sum: If in this situation I think taking a taxi is reasonable. I think it is not reasonable to be carried by one person.

It is reasonable if 2-3 people carry that item but not able to take public transport.

Sun Yusen :What if you need to bring bulky items which is banned by public transport? In this case, are taxis warranted?

Lau Wing Sum: Cheaper transport preferable.

But if banned from bus, seek alternatives which is cheaper than taxi such as private cars

Tso Yee Ming: Any further questions?

Tang Cheuk Him: What factors for you to choose internal vice president? Why not president?

Lau Wing Sum: Play through non-action. As money reclamation should be internal affairs, internal vice president is better suited.

Internal Vice president - Li Wing Shun

1402 swap chair to Tso Yee Ming

1402 swap chair to Cheng Man Hin

Tso Yee Ming: What are the book common room procedures?

Li Wing Shun: Go to LG3 to take forms. Necessary documents include information on the activity and society chop.

Tso Yee Ming: anything else?

Li Wing Shun : It should be fine if I filled in the form...

Tso Yee Ming: Activity should have a proposal, with rundown and game details.

Li Wing Shun Yes.

Tso Yee Ming: Sorry.

Tso Yee Ming: Which SAO officer is responsible for approving booking request?

Li Wing Shun: Leung Sze Ching?

Tso Yee Ming: Yes. Don't book the venues too late, sometimes they may have holiday, like I book AGM room , I found her, but she was in holiday.

Chan Zhao Cong: Can Mr. Hui deal with it?

Tso Yee Ming: Yes, but it has changed to Iris. Moreover, she is nicer.

Tso Yee Ming: How to book banner?

Li Wing Shun I don't know...

Tso Yee Ming: FMO 13lift 5 floor.SAO form,what is user ID?

Tso Yee Ming: S00113

1404 swap chair to Sun Yusen

Tso Yee Ming: What is mailbox number?

Li Wing Shun : 98

Tso Yee Ming: How do you book equipment?

Li Wing Shun: Fill in SAO form.

Tso Yee Ming: What equipment you will use in a function?

Li Wing Shun: The MC should need audio equipment.

Chan Zhao Cong : Did you see the equipment form?

Li Wing Shun :Yes.

Chan Zhao Cong: What is the audio equipment?As the name is so complicated.

Li Wing Shun :I am not familiar with that

Tso Yee Ming: It should be portable PA-system.

Tso Yee Ming: In which scenarios can you book a classroom?

Li Wing Shun Only when all common rooms are booked.

Tso Yee Ming: Only when SAO's sites are all occupied or you are holding an academic activity.

Chan Zhao Cong: Need SAO endorse?

Tso Yee Ming: You only need student service counter. Where is it?

Li Wing Shun: Don't know.

Tso Yee Ming: Student's lounge, beside Starbucks

Tso Yee Ming: Where is common room 3?

Li Wing Shun :In LG4

Tso Yee Ming: What is the closest lift?

Li Wing Shun: Lift 6

Tso Yee Ming: You should know this as borrowing marquee is from there

Tso Yee Ming: What is your role during your meetings?

Li Wing Shun: Ordinarily , Lam Tak On is the holder of the meeting. Sometimes he is away, then I hold the meeting.

When someone sidetrack, usually me or Tai Wai Ting will push flow back to normal.

Chan Siu Man: What if a member filed a complaint officially that the meeting is ineffectual?

Li Wing Shun: I will solve the problem immediately,ask him for ideas to improve the efficiency of the meeting.

Tso Yee Ming: What if someone make an unjustified fuss?

Li Wing Shun: It is important for the meeting smooth, I will take him to another place to talk about it.

Tso Yee Ming: Do you allow people not attending meetings to work on personal affairs?

Li Wing Shun: If he is aware of the progress, yes.

Tso Yee Ming: Personally it is ok as long as he contributes.

Tso Yee Ming: What is your role in promotion period?

Li Wing Shun:Our work distribution is scattered as every member contributed in whichever part he could do, like for game materials, there are no specific roles.

Tso Yee Ming: One member quit eventually.Did you approach her?

Li Wing Shun: Initially she contacted Lam Tak On. They talked for a while before I intervened. We discussed methods through which she doesn't need to leave. We talked in person at last.

Tso Yee Ming: If somebody want to quit, what will you do?

Li Wing Shun: Again, look at the reason first. The most important thing is that he is clear what is happening.

Tso Yee Ming: Do you think it is necessary to have no member quit?

Li Wing Shun: Ideally yes, but unnecessary.

Tso Yee Ming: After events, you should clean up. Have you discussed who shall be responsible for this?

Li Wing Shun :Not yet.

Tso Yee Ming: Do you know how to borrow tables and chairs in function?

Li Wing Shun : Please talk about it.

Tso Yee Ming: When you get the venue, you ask the staff to give you the key of the chair and table. Do you know when to return the key of the chair?

Li Wing Shun: Before the office closes. You can also find a key box outside LG5 or return before 9:00a.m.

Tso Yee Ming: if you do not return it on time, \$80 will be charge

Chan Zhao Cong: Isn't it \$2000?

Tso Yee Ming: They scare you only.

Tso Yee Ming: Ho about the gathering?

Li Wing Shun Last time, Lam Tak On is interested in karaoke, and everyone did not object.

Tso Yee Ming: As asked earlier, do you celebrate birthday?

Li Wing Shun We missed once for Chung Kam Hin...
we will celebrate it but still do not know the style

Tso Yee Ming: What if there are intra-cabinet romance?

Yam Wun Kwan: Not possible.

Lau Wing Sum: What if Fong Kin Long and Li Wing Shun or Yam Wun Kwan meme?

Li Wing Shun: We discussed once. No problem if they do not interfere with the cabinet. If there is emotional problems, we will ensure that the meeting is smooth. If they break up, we might need one of them to quit.

Tso Yee Ming: According to past experiences, this should not be necessary. Do you sense any potential conflicts?

Li Wing Shun: It is not potential anymore. I have dealt with once.

Tso Yee Ming: Good for you to solve it. I am not good at this and thus I did not do so. Comment on others.

Li Wing Shun:

Fong Kin Long is a responsible general secretary who gives good idea during the meetings. Lai San Yu claimed that he is an ineffectual general secretary but actually can contribute. For example, on email drafts.

Tai Wai Ting's post is academic secretary but he actually do many stuff, and remind us not to sidetrack, though sometimes he may sidetrack us.

Chung Kam Hin provides a lot of ideas during meetings though sometimes might go off-track.

Lam Tak On is a responsible leader but should try to see whether or not the workload is too large. Remember that others can share their workload with you

Yam Wun Kwan is an excellent external vice president, know all science society (Yam Wun Kwan: only 5...) and

quite a number of other socs as well. But some other cabinetmates complained that you have too many other activities. You should strike a balance between them.

Up to now, you are still good enough.

Ng Si Long has a great sense of responsibility, like found what she could do for video taking.

Lau Wing Sum is ok for money stuff, not a big problem for late claim money. Try to learn use excel don't use word.

Feng Zhijie's workload is large as she is the only promotional secretary. You can discuss with others about the promotional materials.

Overall, if you guys have emotional problem, feel free to find me.

Tso Yee Ming: If you have members who is very busy, what will you do?

Li Wing Shun: Not good to shift fixed deadline. If we can divide the work into several piece, find somebody else to help him/her.

Tso Yee Ming: If someone is talented but busy, will you assign work to him/her or find someone else with less talent?

Li Wing Shun: Assign to other people else, and ask the professional to refine it.

Tso Yee Ming: What do you need to submit to the SU council?

Li Wing Shun: Executive committee members list in June, Member list in October.

Tso Yee Ming: Constitution as well. There will be email sent by su to remind you.
Need to submit both hardcopy and softcopy. Did you remember Lee Wai Hang said if you want to hold event in south north, what kind of things you have to do?

Li Wing Shun: There is a website for booking.

Tso Yee Ming: It is the CSO (Campus Service Office) They can secure a room for you.

Tso Yee Ming: Any other questions? Tang Cheuk Him?

Tang Cheuk Him: None.

Tso Yee Ming: What do you hope to gain as an exco?

Li Wing Shun : Meet friends. My mechanism with dealing with work. Hall scores.

Tso Yee Ming: Anything to say?

Li Wing Shun: None.

Tso Yee Ming: I completed the interrogation...Wait.
Did you study the definition of full members?

Li Wing Shun :Yes. Need to satisfy the requirement:

1. Science school member
2. Paid membership fee for both su and society

Tso Yee Ming: Like Henry, he was a full member before transferring to School of Engineering.
What is his
membership status now?

Li Wing Shun: Associate member.

Tso Yee Ming: Associate member at most. He needs to pay an additional 40 dollars. If not, or he does not apply at all, then he is nothing.

Graduation party cum end of semester party

Graduation party PIC: Lau Wing Sum

Sun Yusen: How would you do?

Lau Wing Sum: As this is the first time with IRE graduates, we end sem party change to "cum end of semester party"

In addition to usual party stuffs (food and games), we will also prepare souvenirs for graduates and open their time capsules. After we propose this party, Science School sent us an email saying that they wish us to contribute to their own graduation party.

They asked us whether we want to help and whether we want to chip in. If we chip in, our money will be for the souvenir.

Tso Yee Ming: Did you talk further?

Lau Wing Sum: They sent us an email with two potential dates, asked us whether or not we are free. Also asked us to design the event rundown.

Chiu Wen Han: They will find professors?

Lau Wing Sum: Yes they will find prof. It only last for one hour.

So our party will still go on, but the style will change a little, as the science school one is more formal, but this one will let members to relax.

Lau Wing Sum: 1 Jun or 2 Jun from 4 to 5. As some people who are not IRE student but familiar with IRE people, but the sci school one may only welcome IRE students, this one can satisfy the need.

Chiu Wen Han: Did you talk to Mandy in person?

Lau Wing Sum: Not yet.

Lam Tak On: We have discussed whether we should, but no consensus is reached.

Tso Yee Ming: Did you ask the opinions of graduates-to-be?

Lam Tak On: We asked a few, namely Lau Sze Cheung

Cheng Man Hin: Is it free?

Lau Wing Sum: Yes.

Lau Wing Sum: The plan is to organise two.

Tso Yee Ming: What is the style?

Lau Wing Sum: The one with professors will tend to be more formal.

Cheng Man Hin: Are the games ready?

Lau Wing Sum: Not yet.

Cheng Man Hin: prep earlier as in may, you guys have to study. Remember no Q&A games.

Cheung Long Him: Will your party invite professors?

Lau Wing Sum: We thought about this, but as Sci/Home already covers it, it is unnecessary.

Cheung Long Him: You guys haven't talk about the details?

Lau Wing Sum: Yes have the rough run down, but the details are not decided yet.

Sun Yusen :If you arrange it yourselves, will you invite non-members?

Cheung Long Him: Is it open to all SU members?

Lau Wing Sum: No?

Sun Yusen: Open to all IRE Students?Non-local students?

Tso Yee Ming: If a mainland students want to join your party, you have to care about like the MC things.

Cheng Man Hin: Souvenirs will be sent to every year 4 students, or everyone who attends?

Lau Wing Sum: They are supposed to be distributed to all IRE graduates

Chan Zhao Cong : If non-member comes, just charge more.

Tso Yee Ming: Yes, should distinguish between members and nonmembers.

Cheng Man Hin: Co-op print shop can print \$2.7.

Tso Yee Ming: Talk about some with no games.

Orientation Week

Ng Si Long: Seek sponsors for welfare pack.We have one week for society tee and society paper. On 27/8, we will finalise poster design. From 28 to 31st August, we will confirm products, get welfare packs and tell member oweek is coming.

Cheung Long Him: Order of society tee is together with Ocamp tee?

Ng Si Long: Separated.

Tang Cheuk Him: Beware of the separate dellivery date.

If in ocamp period, they will have some gifts for you.

If you also ordered society-T, you can bargain for more sponsorships.

Single delivery saves more, but need to find somewhere to place your society tees.

No one will steal your society tee but you should also keep it well.

Every society also orders at the same time period, so try to order them a little bit earlier. if you really want to order seperately, do it earlier as there might be some discrepancies

If some IRE freshmen do not participate in the ocamp, you may ask Tina for those people, and grab them in Oweek

Cheung Long Him: IRE Training camp email will also feature the names of all IRE freshmen.

Tang Cheuk Him: Get the timetable(20/8) of excos, and make sure at least 2 people are sitting counter and please avoid sit lesion. If at one timeslot everyone is not free, try to find other members to keep counter or not to open counter, but you have to inform members. Remember to WhatsApp and Facebook the time when counters are open. Also, if the time for society jacket are close, you can combine the two activities. But this is not compulsory, depends on your interest. How many society paper will you order?

Ng Si Long: Um...

Tang Cheuk Him : We ordered 6000 but it was too much. You should ask members through watsapp and ask for their comments though they don't reply often.

Remember to distribute the work load or you have to do many extra work.

Ng Si Long: We looked for e-print, it is popular, as price resonable, and Cheng Man Hin and Tang Cheuk Him claims that on HK Island there is one that is less expensive.

Tang Cheuk Him: This time , our society jacket colour is not the same as that of the poster, next time find a good one and ask for it. I suggest starting a group, involving PIC, Promotion Secretary, and the company representative, such that you and Promotion Secretary know what each other has said. And be aware of which colors other socs use. Society tee has 150g and 180g. 180 g is thicker and durable.

If you expect them to wear the Tee at functions, it should be thicker

But for OCamp, it can be lighter as it has better ventillation

for oweek , 180g is better

What do you target for sponsor?

Ng Si Long: No more toothpaste and toothbrush. Paper and pen.

Tang Cheuk Him: if you have extra toothpaste or other thing else, you can just put in the welfare pack. If someone ask you to sign contract, read the lines carefully. Some society are accused. Will you buy products if you cannot find sponsors?

Ng Si Long: Yes, if necessary.

Tang Cheuk Him: Not prefer you to use your own money, but this might be necessary as a last resort.

Cheng Man Hin: In oweek, the event you can earn more money than you expected. Some member reflected that T-shirts have cost \$30 but the sale price is \$50, the profit is too large.

Cheung Long Him: Get familiar with the printing companies.

Cheng Man Hin: You can also follow Wen Han suggestion, bundle with society tee.

Tang Cheuk Him: Be more careful with counter. Try not to leave them vacant.

Chiu Wen Han: Also collect more money from non-members.

Tang Cheuk Him: Just curious, Why you separate the order of ocamp tee and society tee. Are you afraid of not posing the design on time?

Ng Si Long: Yes.

Tang Cheuk Him: But if you buy more , the average cost will be lower and they will give more gifts to you. It's up to you.

Sun Yusen : Chan Cheuk Yin, do you have questions?

Chan Cheuk Yin: No questions as I didn't participated in the society activities this year.

External Vice President - Yam Wun Kwan

Cheung Long Him : Let's talk about the responsibilities of external vice president.

Yam Wun Kwan: Associate with other society, according to constitution. Internally, help president to handle external affairs. Also I am the inauguration and ocamp PIC. I will also hold small games.

Cheung Long Him: There are many committees to be formed. Can you name a few?

Yam Wun Kwan: OAC have to discuss , then discuss SU council. Talking about OAC now but we will try to wait until the end of Inauguration to discuss.

Cheung Long Him: Be ware of the deadline, as last year we encountered troubles as the deadline is before Inauguration.

Cheung Long Him:What is the main responsibility of the OAC?

Yam Wun Kwan : Discuss OCamp dates and divide housing, who organizes the activities, distribution of counters in OWeek and Registration Day.

Cheung Long Him:What is the internal operation of OAC.

Yam Wun Kwan :This year will change but don't know how to change.

Cheung Long Him: Last year there is a vote. 70% of votes are required to pass a plan.

Yam Wun Kwan: I hear that they want to use lottery.

Cheung Long Him: I also received an email that said they will change, but I don't know how to change.

Yam Wun Kwan: The situation is the same as last year.

Cheung Long Him: Do you plan to do it?

Yam Wun Kwan: No.

Cheung Long Him: So you need to choose a side. Add oil then. What does the SU council need to do?

Yam Wun Kwan: They need to form a court and deal with people who violate regulations.

Cheung Long Him: The SU council has a court. The most useful thing to us are the financial things. The council has 6 small groups, please check the relevant groups. If you don't want to be a councillor, you just need to know.

Chan Cheuk Yin: For the council, if you divide a week, you should get funding and be familiar with the external vice president of the council, familiar with the function of the council.

Cheung Long Him: Please be familiar with the SU council staff.

Cheung Long Him: An external vice president needs to deal with sudden disputes. How do you deal with them?

Yam Wun Kwan: Ordinary talk with them in diplomatic means, if not possible, there is a court. In the bad situation, it may be a possible method.

Cheung Long Him: If both have fault, how will you handle it?

Yam Wun Kwan: Share the responsibility together.

Cheung Long Him: To me, it is better to shift the responsibility away, but sharing is also fine. Do not carry all responsibility. What people do you know?

Yam Wun Kwan: Know the external vice president of science socs. In other fields, I know more from School of Engineering and cultural clubs.

Chan Cheuk Yin: Be specific.

Cheung Long Him: Yes, what are their names and how are you familiar with them?

Yam Wun Kwan: Engineering society I know Civil, Computer Science. But I have less contact with Cultural clubs.

Cheung Long Him: Do you know all science society external vice president and External Secretaries?

Yam Wun Kwan: Yes.

Cheung Long Him: Then talk about their personalities, how to communicate with them?

Yam Wun Kwan: Biochemistry is C. She is more peaceful and tend to work more. Biology is Michael. He is less experienced. Has the initiative, but might be a bit too careless. There are no problem when cooperating. Chemistry, relatively hurried, hard to find consensus with. Mathematics Society is smaller, so they are less aggressive.

Cheung Long Him: OAC divided in two sides, with side will you choose and how will you choose?

Yam Wun Kwan: Depends on familiarity and what they can offer us. Now, I think the position will not be bad.

Cheung Long Him: Also the connections of the person wanting to be OAC, since if they are familiar with House societies, they can help getting more advantages for science and for IRE. In external vice president meetings, there are two sides, you will choose middle, or go to one side?

Yam Wun Kwan: There are fewer divisions in meetings, so by default we are neutral.

Cheung Long Him: Any questions from Chan Cheuk Yin?

Chan Cheuk Yin : Any words to your cabinet mates? Like when you have a job, how will you divide the work?

Yam Wun Kwan: In inauguration, many actions shall be taken by people of the relevant post like ASec should be inviting the professors. So one must share such agreements with cabinet members.

Chan Cheuk Yin: If you have insufficient labor, you can ask your cabinet mates. Can you evaluate your cabinet mates?

Yam Wun Kwan: Fong Kin Long is cheerful and he makes atmosphere. He is also a good minute taker. Lai San Yu is responsible for the cab and he does quality control.

Tai Wai Ting can also improve atmosphere as he can keep discussion on track.

Li Wing Shun is great at internal vice president duties and good in emotional control.

Chung Kam Hin ,in planning and activities, he has a lot of ideas, so he contributed a lot. Ng Si Long is dedicated to her job and concentrate on her work.

Lau Wing Sum can accept opinions from members.

Feng Zhijie is good at promotion work even 2 promotion secretaries become 1.

Lam Tak On is responsible for the meetings and he can facilitate meetings. He can control the direction of meetings without sidetracking too much.

Chan Cheuk Yin: external vice presidents are representatives of the society in external affairs. What would you do to safeguard the image of the society? And How to maintain your image? What kind of image you prefer?

Yam Wun Kwan: The image should be friendly and no rival and more academic. We are more academic, so try to maintain this image.

Chan Cheuk Yin: People may think that IRE is a god subject and conceive us with a peculiar attitude.

Cheung Long Him: Yes they may think "why those book worms has society"?

Yam Wun Kwan: This society's existence already proves that we do not only study but we are also more academically oriented with events like research sharing.

The misconceptions need not to be clarified, actually we can have more academic oriented events.

Chan Cheuk Yin: Is the sing concert even harder to organize this year? Some potential participants like So Wai Lam will leave.

Yam Wun Kwan: We will search for sources and try to see whether it works.

Cheung Long Him: There are sources for you so it is possible for you to organize.

Yam Wun Kwan: Even if there is no participants, we can try to seek more member to watch.

Chiu Wen Han: Also executive committee members can join, but must have no awards.

Cheung Long Him: Will there be mass games?

Yam Wun Kwan: In the agenda of Chemistry society, somebody asked about it, but they just passed it later.

Chan Cheuk Yin : There is a mass game. In our session, physics society ocamp did not have enough people, end of story. Then Chemistry and Biology held on their own.

Yam Wun Kwan: They tried to mention it, but did not work out.

Chan Cheuk Yin: Biochemistry and Biology, better to avoid.

Cheung Long Him: And mass game is a kind of conflict for big socs as they can use their performance to attract members. You better to avoid since it may eventually lead to rivalry for members. Unlike other sci society, we have rather steady member base.
Any fixed position in cabinet?

Yam Wun Kwan: Tends to be so. More specifically, I helped looking at designs by Feng Zhijie.

Cheung Long Him: In your external vice president job, you have to join many meetings.
Up to now, what's your feeling as a external vice president? Are there any differences with your expectation?

Yam Wun Kwan: I did not expect there are so many external meetings.
Much more time was spent and I am quite exhausted, but so far so good.

Chan Cheuk Yin: When?

Yam Wun Kwan: A few hours starting from 2200 or 2400.

Chan Cheuk Yin: Sometimes they start meetings at 2100, but never 2000 or 1900.

Yam Wun Kwan: Other external vice president may have other function or AGM, then we may accommodate.

Cheung Long Him: Are you still Dual cabinet? (Yam Wun Kwan: Yes)
How do you distribute your time between them?

Yam Wun Kwan : More in IRE, the time spend there will not be as much as here,
There are fewer required time there as there are less functions and meetings, like there are only two sessions of AGM. The next one is a few weeks later.

Tse Yuen Wah: Any other things hidden from cabinetmates? I did not know that you dual until during Promotion Period.

Yam Wun Kwan: There are some variables in UPO, but I have to join the rehearsal

Tse Yuen Wah: I don't know whether the work will affect you IRE affairs, but please tell all the things to you cabinetmates.

Cheung Long Him: What=t if you are too exhausted, will you find another exco to attend the external vice president meetings with you?

Yam Wun Kwan: Not yet thought about it. If have to bring someone to go, it depends on the nature of that function. Up to now, it still hasn't happened yet. I can still handle them for now. But in case I cannot, I will try to find a random teammate.

Chan Cheuk Yin: I want to see inauguration stuffs.

Inauguration Ceremony

Yam Wun Kwan: The theme color is purple as we cannot use the same color as in last year. or the other societies.

Chan Zhao Cong : In our session, our colour is pink

Yam Wun Kwan: So this year, the purple will be darker in color.

Chan Cheuk Yin: Theme using one word only?

Yam Wun Kwan: We try to be elegant and that's why we use this design.

Chan Cheuk Yin: How is the progress?

Yam Wun Kwan: The run down is like last year and we are now ordering souvenir. Decoration is done by Biology. Printing stuffs are all done. Booklets are not yet done. Signboard design is done, computer delivery and publication are still in progress. Promotion is done by Mathematics. And we do the invitation

Chan Cheuk Yin: Mathematics do not in charge finance?

Yam Wun Kwan: Biology claim they cannot do promotion, so Math helped Bio society do promotion instead.

Chan Cheuk Yin: Seems math society have some unique society-based program to deal with that.

Yam Wun Kwan: The budget is being created, this year main difference is because we bought pens instead.

Cheung Long Him: Bookmark to professors, different kinds.

Chan Cheuk Yin: Comment other societies.

Yam Wun Kwan: Since bio society does not have sources, they may use more. but it is reasonable due to inflation.

Chan Cheuk Yin: What is the deposit ratio?

Yam Wun Kwan: Deposit goes to 0.5 ratio.

Cheung Long Him: Are the invitation card publicated?

Yam Wun Kwan: Publicated but not yet distributed.

Cheung Long Him: In our year, we sent email out then distributed them.

Yam Wun Kwan: Some professors haven't reply yet.

Cheung Long Him: We still give them since heading is "Dear Prof."
Giving them the day before is not that good. As email is informal while invitation card is formal.

Yam Wun Kwan: The invitation card is distributed by?

Cheung Long Him: Gordon Lee Mang Hei did it , as is our society give it out

Cheung Long Him: In my session, Chemistry design and then our society distributed.
You can give them after they confirm, but still don't give them the day before.
You should do it at least one week before.

Lee Mang Hei: As you may not able to find professors. Give some time for Tai Wai Ting to find professors.

Cheung Long Him: What is the guest list and how many people are there?

Yam Wun Kwan: Student?

Cheung Long Him: Normally won't be around 100 societies come.

Yam Wun Kwan: Professors asked me privately.

Cheung Long Him: Which professor did you invite?

Yam Wun Kwan: We invited Prof. Leung, but other IRE coordinators are not available and so we tried to approach Prof. Fredrick Fong.

Lee Mang Hei: When did you approach Him?

Tai Wai Ting: I contacted him on Monday since other professors are confirmed not to be free late.

Lee Mang Hei: Prof. Fredrick usually respond quickly. If he does not respond, there may be a problem.

Cheung Long Him: If you find fredrick, he should give speech as well. Remember to remind them.

Yam Wun Kwan: Seems all professors have to give a speech.

Cheung Long Him: Please be careful of overrun.

Yam Wun Kwan: Mathematics invited 2 professors.

Cheung Long Him: Biochemistry and Mathematics professors are?

Yam Wun Kwan: Together find they found 3 professors as Herrup cannot attend the ceremony.

Cheung Long Him: Pay attention to the rundown. Are the name tags done by us or promotion?

Yam Wun Kwan: The design was out, but it is not yet done since it can be completed in short time.

Cheung Long Him: Who make the flower board?

Cheung Long Him: There is a service if you can give the name list to the flower board company, they can help you put the name cards in it.

Yam Wun Kwan: Haven't printed.

It has to be done when the society and their names are finalized.

Cheung Long Him: You will buy name tags and promotional items. How will they be distributed?

Yam Wun Kwan: Name tags are only for inauguration. Promotion items are not discussed yet. This year are kept by Chemistry

Cheung Long Him: Are the thank you card done?

Yam Wun Kwan: It is still being designed.

Lee Mang Hei: If Prof. Fong can't come, who will come?

Yam Wun Kwan: We have not discussed since Fredrick is our 6th choice.

Lee Mang Hei: You have to think about it as Frederick often reply to email fast. If he don't reply fast, I am afraid that he won't come.

Cheung Long Him: If Prof. Wang come, Prof. Leung can represent IR.
The decoration part was divided, which part did we get?

Yam Wun Kwan : Reception table and technician. We also receive movie and play the movie.

Cheung Long Him: Remember ask them to give the movie to you earlier.
Sometimes the format may be incorrect or too long. IT should be fine if they are received one to two days prior.

Chan Cheuk Yin: How about helpers?

Yam Wun Kwan: We need to find 8 helpers. We have already found 8 while 2 are not confirmed.

Cheung Long Him: More will be better, if not enough people, we will be penalized.

Yam Wun Kwan: Last year we need to be penalized if there are fewer than 10 helpers.

Cheung Long Him: Who will seek cheif helper?

Yam Wun Kwan: Chemistry society seeks cheif helper. We mainly find reception and invitation.

Cheung Long Him: Have you talked about the vow?

Yam Wun Kwan: Use the previous session's format.

Cheung Long Him: Remember to practice.

Tse Yuen Wah: If you consider inviting professors, consider professors such as Dr. Emily, Prof. Robert Ko and Prof. Tai Kai Ng.

Yam Wun Kwan: We considered, but bio society already invited Prof. Robert Ko and Chem invited Dr. Emily.

Cheung Long Him: Be careful that they will speak too long and may be overrun. Prof. speech has longer allowance, but if it last over 4 minutes, there will be penalty.

Tse Yuen Wah: Remember to give directions to Prof. what to speak.

Cheung Long Him: Prof. have large probability to be late, you should have some method to find them. Remember ask other society to serve the professors when they come.

Yam Wun Kwan: Those who are free would approach in person.

Lee Mang Hei: Find some back up plan for those who are late.

Cheung Long Him: Prof. Leung was late for so long for Chan Zhao Cong's session?

Chan Zhao Cong: Yes

Cheung Long Him: This year he came after the gathering time and before the starting time, better to come up with backup plan in case professors show up in the middle.

Cheung Long Him: I have no questions

1606 swap chair to Cheung Long Him

SCIENCE RESEARCH SHARING

Cheung Long Him: brief explanation about the activity

Tai Wai Ting: Last year one did not give enough time for the speaker

So this year I think I would divide it into different sessions like senior students who have done research. If possible, I would also find professors.

In early September, I will find senior students and professors. On 18/9 I will confirm speaker's identity and topic.

22/9, a month before the event, I will confirm the time date venue.

In early October, I will prepare poster for promotion with an early soft deadline.

9-10/10 we will do promotion through poster, WhatsApp, Facebook.

On 15/10 we will print thank you card for speakers.

2-3 days before the event, we will send reminder to speakers.

1 day before, emails would be sent to remind members.

23-27/10 are the event dates, each session would feature 1-2 speakers,

40 minutes-1 hour for a speaker, what is their research and what to tell the members.

10 min for Q&A.

Cheung Long Him: Who are the target audience, IRESS member?

Tai Wai Ting: All science school students, but the main target is still IRESS members

Lee Mang Hei: 2-4p.m.? Would it be on Saturday and Sunday?

Tai Wai Ting: Depends on speaker availability. If possible, it will be in weekday evenings.

Lee Mang Hei: Will you think that it may affect the member's willingness to come?

Tai Wai Ting: This is a valid concern. So it would be preferred if the activities are held in the evening, but if they are only available in the afternoon, there is no choice.

Lee Mang Hei: Normally, in weekday night, people will be more free than daytime.

Cheung Long Him: Some senior students may have class at night, you have to ask them.

Lee Mang Hei: Who are the potential speakers?

Tai Wai Ting: Familiar prof. are preferable as they are more experienced. Then year 3/4 students as alumae are not that familiar with our session.

Lee Mang Hei: What if prof. experiences are not applicable to current situation?

Tai Wai Ting: The prof. should have some research now, if some of their information are out of date, I would try encourage them to talk more about current situation.

Chiu Wen Han: Instead you can invite all UST-related persons.

Cheung Long Him: Like TAs that you are familiar with.

Chiu Wen Han: Our session find a many-year-ago alumni.
I believe you claim we are HKUST students to help research-info oriented event, they will reply you probably.

Lee Mang Hei: Have you thought about the content?

Tai Wai Ting: This is a research sharing, so that they should talk about their recent research, some factual things, some may overlap with SCIE1500. So they should talk more about their feelings during research process.

Cheung Long Him: How is the interval?

Tai Wai Ting: I will put on 23-27, and the interval is one week.

Cheung Long Him: One week several sessions?

Tai Wai Ting: Depends on the time.

Lee Mang Hei: You have to plan earlier and you may ask what will they talk about.

Cheung Long Him: Participants need application? Or they can just walk-in?

Tai Wai Ting: I recall that there was one such event last year and it was walk in. This event do not expect many people will come.

Cheung Long Him: If you divide into many sessions, this cannot be a part of SCIE1000 right?

Lee Mang Hei: Will you seek help from sci home for like promotion?

Cheung Long Him: Even if it is not a SCIE1000 event, you still can seek help from SciHome.

Lee Mang Hei: But you have to find them earlier as their things change very fast.

Tse Yuen Wah: Will you gather with speakers before the session and brief them? In the last year, some of the content overlap and the participants are not so enjoy.

Cheung Long Him: If one person in one session, this situation will not happen I think

Sun Yusen: Any souvenir? And will you add some background information of the speaker in the email to members?

Tai Wai Ting: We will also give water to speakers.

Cheung Long Him: Water is a must, but not souvenir.

Lee Mang Hei: You have to plan these things earlier

Tai Wai Ting: On the other hand, we have not thought about the souvenirs yet.

Sun Yusen: there is a Q&A session, if dead air, Will you find actor to ask question?

Tai Wai Ting: Or MC can ask the questions.

Tse Yuen Wah: A demanding MC is odd. If there are people in the audience, you can find some friends or even other cabinet members.

Cheung Long Him: You can also consider the format of a chat.

Lee Mang Hei: What if too many people ask questions?

Terrence Tai Wai Ting : Since we reserve 15 mins for Q&A, we may ask them to raise questions afterwards privately.

Lee Mang Hei: You need to consider whether the room is occupied in the next session. If no, then it is fine. Otherwise this is more difficult.

Tai Wai Ting: We may try book another room for that.

Cheung Long Him: I'm worry about the number of participants as the incentives are not that attractive. What if there is only a few people? You have to think about it. You should be well prepared for extreme cases especially it is not a SCIE1000 event.

Chan Zhao Cong: Check if there are timeclashes with lab or midterms.

Class photo taking

Tse Yuen Wah: Can you talk about the work schedule?

Lai San Yu:

the most importnat thing is that people are free

We will, from late Sep to early Oct, first ask faculty members for their availability and select a few days

Choose the days with the most free society members

early Oct: formally invite professors, photographer and member by mass email.

But we cannot confirm about invitation about external people, since it is so early.

early oct: finalise the poster design

Cheung Long Him: You are talking about work schedule right?

Chan Zhao Cong : What date will you do what stuffs?

Cheung Long Him : Simply just read out from the PDF.

Lai San Yu: Of course excat dates may vary due to the weather.

Lee Mang Hei: Approximately what time?

Lai San Yu: Last week of October.

Chan Zhao Cong :Will you reserve one or two week ?Nevermind I will ask it later.

Tse Yuen Wah: If there is rain on that day, what should you do?

Lai San Yu: Postpone it. If require postponing multiple times, we will have a backup plan. The plan is to take photo outside Art Hall.

Cheung Long Him: Somewhere will not be affected by raining and the background is not too bad?

Lai San Yu: Yes

Tse Yuen Wah: Who do you plan to invite?

Lai San Yu: The coordinators of IRE.

Cheung Long Him: What if they are not free?

Lai San Yu: We will select the days depending on professors' availabilities

Tso Yee Ming: You mean prioritize professor's schedule over students?

Lai San Yu: Yes

Tso Yee Ming: If professor available during time when no other members available, what should you do?

Lai San Yu : Choose the date which most professor is free and I believe that the probability for this case happen is too low.

Tse Yuen Wah: You still need to prepare for this chance. We could not find Prof. Yan Min last year. Will you find someone to replace him, or just leave the spot blank?

Lai San Yu: If professor leave HK for a whole week, we will try to find a professor in the same field to replace, but who exactly is up for discussion.

Tse Yuen Wah: You can also think of potential backups. You can also find their schedules and find a time slot with no lectures.

If Prof. Lortz is not available, find some people in physics field. LIFS, if Prof. King Chow is not free, find Prof. Robert KO.

Or Prof. Wah Hung for Chem. Try to take a look at their timetable before asking for availability.

Cheung Long Him: Talk about the work schedule for distribution of photo.

Lai San Yu : We will reserve a few days for photo editing, use a counter to collect orders.

Chan Siu Man: What will you edit in the photo? Say, what have to be changed?

Feng Zhijie: For example, when glasses reflecting light and red eye occurs. Overexposure and underexposure are also things have to be changed.

Personal request is also ok.

Adding title has to be done.

Cheung Long Him: Some official ones, such as title.

Chan Siu Man: Most importantly, try to leave some margins for both the photo and title. As all photos have a little white sides.

Tse Yuen Wah: Try to make the photos consistent, avoid too much contrast.

Cheung Long Him: How about the distribution of the photos?

Lai San Yu: We hope to distribute by the end of November.
Since we have counter for other activities, we can do it at the same time.

Cheung Long Him: Would you prefer giving money when ordering or giving money when they get the order?

Lai San Yu: During order.

Cheung Long Him: What if they want to add order, say they tell you after the counter ended, will you allow it?

Lai San Yu: Depends if we have already send the request to the shop, if we did, we cannot help.

Chan Siu Man: Actually it is ok, we did it as well. However some shops have minimum spending.

Cheung Long Him: This year we distributed one photo for free. Will you do the same this year?

Lai San Yu : Yes

Tse Yuen Wah: Talk about the event rundown.

Lai San Yu: Before photo-taking, we will set venue, if professors or member get early, I will find somebody to chat with them.
1645 swap chair to Tso Yee Ming

Then take photos from alumni down to Year 1.

Then there will be a big group photo and have some additional free styles.

Cheung Long Him: If you take photo in sundial, you will need our society board and chair. Remember to borrow chair. See whether there is member have to leave earlier, if there is , there will be some fine tunes. Will you find exco as cameraman, or external help? And any target?

Lai San Yu: We will find external help, but we don't have targets yet.

Tse Yuen Wah: Remember to find backup photographers. For the worst case, need to set up tripod and timer.

Tell the cameraman where to take photo and find the ideal spot for phototaking beforehand.
Will there be both formal/funny version available?

Lai San Yu: Yes.

Tse Yuen Wah: Remember to tell participants that there will be a funny version so that they won't need to improvise on spot and can save some time. When will you send mass email?

Lai San Yu: We will need to send a few times.

First time is when asking approximate availability and inform of the event.

Second is approximate date. Third one is confirmed date, if bad weather on that day, will inform through WhatsApp.

Tse Yuen Wah: If you want to ask the availability of the members, pm them.

You may also want to prepare a google form or excel to record their availability.

Then find a time slot with most members and professors free.

Will you prefer to have more people with less people in one year, or more evenly distributed availability between the years?

Lai San Yu: If the discrepancies on number is not too large, I will try to find the more evenly distributed one. But still have to be determined in meetings.

Tse Yuen Wah: How if some excos will need to do lab / lang lessons on that day?

Lai San Yu: I don't think it is necessary for all excos to be present. This will be decided in later meetings.

Tse Yuen Wah: Will you invite non-IRESS IRE members?

Cheung Long Him: Like people who transfer into IRE.

Lai San Yu: It is a class photo taking, so will accept non-member IRE students. But will charge non-member fee.

Sun Yusen: Will you approach them actively for the photo-taking?

Tse Yuen Wah: Can you send an email to the science school and ask them to redirect the email to IRE members?

Tse Yuen Wah: How will you select printing shops? More specifically, how will you balance between price and quality?

Cheung Long Him: Any criteria for printing shops?

Lai San Yu: Will consider both price and quality.

Cheung Long Him: How to choose between price and quality?

Lai San Yu: It depends.

Cheung Long Him: Ask member first, but if you can decide in meeting, then that is ok. Just remember to consider these.

Tse Yuen Wah: Any dress code?

Cheung Long Him: We recommended society Tee or other similarly colored clothes like last year.

Tse Yuen Wah: Or clothes with similar color.

Lai San Yu: Dress codes are recommended for a class photo taking. Using society tee or clothes with similar color with society tee is good enough.

Cheung Long Him: Remember to add dress code in both the email and notice, otherwise members will forget.

Tse Yuen Wah: Also try to add the society tee photo to the mail, let members know what society tee look like. If some member do not have society tee or similar color clothes, what will you do?

Lai San Yu: I am this kind of person last year

Cheung Long Him: If you can borrow society tee for them, it is better. Otherwise just give a jacket of similar color. You should think of some extreme cases.

Tse Yuen Wah: Some members wore white necked shirt, we tried to force him to wear society tee, but the effect was not very good.

Cheung Long Him: You should think of some possible problems and possible solutions before you organise the event.

Tse Yuen Wah: If you borrow society tee to other people, remember to wash them after you get them back. We need to ask Shun for booking venue.

Alumni Congregation Photo Booth

Sun Yusen:What is it?

Yam Wun Kwan: We have IRE students graduating and attending congregation. We will have a booth to photograph them.

Tse Yuen Wah : Some people may be at overseas and even those in Hong Kong may not come.

Lee Mang Hei: Why do we need welfare pack

Yam Wun Kwan: Honorary members can also have

Cheung Long Him: Give incentives for them to come back

Chiu Wen Han: I will not come la, but I think organising it is good. Some people will fly back and forth for a photo since they are rich.

Cheung Long Him: It looks ok, but the timing is not good.

Multiple executive committee members: This event must be held during congregation.

Cheung Long Him: Fine.

Lee Mang Hei:Where is the booth.

Yam Wun Kwan: See which place school can give us , as the atrium will not have place.

Tse Yuen Wah: Other societies use concourse.

Chiu Wen Hen: Or just book one room in SciHome.

Tso Yee Ming: Learning Common is also fine

Information Session

Sun Yusen: What will you discuss during info session?

Lam Tak On: Similar to before, introduce the duties of the post, what we have learnt from the postes. Discussion among freshmen about preferred post to form a tentative cabinet.

Sun Yusen What will you do besides Information Session to facilitate the formation of the next cabinet?

Lam Tak On: We will target mainly subcommittee since most potential member will join it. Some freshmen don't play subcom, but may have the potential. So we may still contact them.

Tse Yuen Wah: If a person whom you deem to be incompetent wishes to become an executive committee, what will you do?

Lam Tak On: Discuss it with him or her . Firstly, it depends on which post (s)he wishes to do. Then , I would re-evaluate whether or not (s)he is incompetent. Try to tell him(her) what (s)he needs to do but not to exclude him by us.

Tso Yee Ming: As long as the next session can be formed, this should not be a problem

Sun Yusen : We should not be too subjective. Alternatively, this is also a chance for them to learn. They can improve their abilities throughout the next year.

Cheung Long Him: If the next session wants to exclude one person, and the person seeks help from you, what will you do?

Lam Tak On: They will need to cooperate together in the next year. If they strongly isolate a person, there must be some major discord. I will try to understand why such a situation appears, but will not dictatorially insert this person into the post.

Sun Yusen: Will you discuss potential candidates for the post before the Information Session?

Lam Tak On: I think there will be this kind of discussions in our meetings, but we will not discuss with outsiders. Later on, I will try to see whether or not the idea is similar to the discussion result of the next session. We can give some suggestion, but won't force them.

Cheung Long Him: If the next session is out of your expectation, will you give them suggestions or adopt a policy of non-intervention?

Lam Tak On: If I think their method is not workable, I may give them a few comments, but they still have a chance in the promotion period to test. If it really fails, they can re-evaluate.

Lee Mang Hei: I see that you divide the evaluation meeting and the info part, is that the last plan?

Lam Tak On: We might put them together based on the availability of sub-committees.

Lee Mang Hei: Do you prefer to separate them or to put them together?

Lam Tak On: I don't have particular preferences. It might be more convenient if they are put in the same night.

Lee Mang Hei: What if somebody is not a sub-committee and just sits here and does nothing.

Lam Tak On: This is a problem. If they are put together, we might ask him (her) to come only after the evaluation session.

Lee Mang Hei: Will you ask for availability?

Lam Tak On: We will message freshmen and ask them to come.

Sun Yusen :What if you know any non-IRE freshmen who are potential candidates?

Lam Tak On: Not a big problem as our cabinet already has two of them. So as long as it does not violate the constitution, there is no problem.

Cheung Long Him: How if the people is not year 1?

Lam Tak On: Non-Year 1 will have more difficulty in joining cabinets since they may (for year 2) go on exchange in year 3. We will discuss the possibility with him/her and evaluate whether (s)he can perform his or her duty.

Tse Yuen Wah: What if someone you are not familiar with come in?

Lam Tak On: We will not intentionally discourage him. We will also allow him or her to come and listen. But based on discussions, it depends on if the next session accepts him or her.

Cheung Long Him: Remember to regularly keep track on the formation of the next cabinet and encourage them to consult more with you.

Sub-committee Function

Tso Yee Ming: Talk about what you will do in sub-com function.

Li Wing Shun : Guide the sub com member to organise a game they want. If new members register, we will ask them if they wish to join subcommittee. I will talk in the first meeting about what is sub com, and act as a spectator in the later meetings. Incase they have question, I can help them.

Tso Yee Ming: How will you sell subcommittee to freshmen?

Li Wing Shun: We recruit subcommittees earlier on, in the first few days of September. They may not know too much about University life. This can be a respite in their academic lives and a chance to make new friends. Also one can get friends from this.

Tso Yee Ming: What if a nonlocal student registers as a member?

Li Wing Shun: I will still tell them.

Tso Yee Ming: Good or bad if a non-local appears?

Li Wing Shun: It depends on the communication between subcom members

Chan Zhao Cong: What if they do not know Cantonese?

Li Wing Shun: If they can use English during meetings, it would be fine.

Tso Yee Ming: Depends on atmosphere during the subcommittee meetings.

Li Wing Shun: Some society have 1-2 nonlocals, sometimes translate, and if they don't mind, that's ok.

Tso Yee Ming: Do you think that it would be better to promote sub-committee during or before OWeek?

Li Wing Shun: It depends on whether the members are interested in becoming members.

Tso Yee Ming: Some people may regret of joining sub-committee. What will you do?

Li Wing Shun: This process of checking should be done before the first subcommittee meeting.

Tso Yee Ming: What if you know someone talented but unwilling?

Li Wing Shun: I will talk to them in person.

Tso Yee Ming: What will you discuss in the first meeting?

Li Wing Shun: What is sub-committee's role in IRESS.

What have to be done and the division of labour like coordinator, minute takers.

They also need to assign work, namely coordinator, minute-taker, (Tse Yuen Wah: and money keeper) and promotion.

Tso Yee Ming: As PIC, to what extent will you involve in sub-committee meeting?

Li Wing Shun: During the meetings, I will refrain from giving original ideas. I can give advice when they have problems.

Tso Yee Ming: What if they have some crappy ideas?

Li Wing Shun: I will emphasize that there is a problem and try to convince them to change.

Tso Yee Ming: Will you keep track of their process after the first meeting?

Li Wing Shun: I will attend the meeting if possible. If I am not okay, I will try to see whether other members can come instead.

Tso Yee Ming: Don't let sub-committee off track too serious

Tso Yee Ming: Assuming function in November, there is only two months of time for this event. You have to urge them if necessary. You also have to know the run down of the function. Do you think that the evaluation session should be separate or same day as the InfoSec?

Li Wing Shun: I believe can be continuous, but must mention that they are separate event. Some may be interested in sub-committee but not exco, and vice versa. Date time consecutive is not that problematic.

Cheung Long Him: What if you discover that they aren't holding enough meetings or insufficient progress?

Li Wing Shun :if there is problem in progress, I will try to contact the coordinator first and inform them that they are behind schedule and see whether they can have additional meetings. If coordinator cannot do so, I will try to contact a person whom I deem as responsible.

Tso Yee Ming: You have to let them know and handle the technical stuffs like equipment, venue, rally point.

Tse Yuen Wah: Also, they will need to set up a counter using materials like money box, cloth, society banner, etc. Will you give them to keep on their own or put them in society room, requiring us excos to open the door every time they need access?

Tso Yee Ming: As sub-committees have to be accompanied by executive committees to get into society room.

Li Wing Shun: I think I'll let them keep the box themselves.

Tso Yee Ming: If I remember correctly, we kept a lot of the materials at hall. The best is that keep themselves.

Tse Yuen Wah: There was a time when we need to borrow materials, but none of the excos were free for a long time. As this is inconvenient, we need to remind them.

Tso Yee Ming: You have to teach them how to open counter.
Subcommittees are mostly year 1 and are not familiar with the senior members so you should provide the contact list. If they do not recognize the participant as IRESS member and charge the non-member fee, it might get messy.

Tso Yee Ming: Do you think sub-committee should be limited to year 1 student only?

Li Wing Shun I don't think there is a problem. If there are non-year 1 wishing to join subcoms, it might be introduced during the first meeting.

Tso Yee Ming: If the morale during the meeting is horribly low, what will you do?

Li Wing Shun: I think...

Tso Yee Ming: Will you use a different approach from what if it is your own executive committee who screwed up?

Li Wing Shun: I think the methods will be the same

Tso Yee Ming: Does that mean beating them up?

Tso Yee Ming: Your Honor, I have completed the interrogation.

Annual election

Sun Yusen :What do you need to prepare before polling day?

Lam Tak On: Firstly, after the Information Session, I will follow up the process of cabinet formation. In early January, try to form an election board first to deal with election affairs. Afterwards, I will receive the nomination form to perform the nomination procedures. In February, I will choose a date for polling and get a counter from SU for the election.

Sun Yusen: One more thing, after forming election board, send email on who is in nominated cabinet at end of January. There is a 2 week interval. How to choose election board member?

Lam Tak On: Me, another member in our cabinet , and one from the previous session, depends on who are free.

Sun Yusen: Please choose from at least two majors incase a major become very busy. Before how many days of the election day, you need to stick notices?

Lam Tak On: Let me check the constitution first... 5 working days before the election.

Sun Yusen: What do you need to prepare on the day of election?

Lam Tak On: I have to prepare a list for record member who come, ballot , sample ballot for valid and invalid sample, paper for counting vote, box, sealing the box materials and sign on the box. At announced time of vote count, open the box and count.

Sun Yusen: Will you help the next session call for votes?

Lam Tak On: No. We will use some neutral words for announcements. But informations will be announced.

Tse Yuen Wah: Will you use Facebook page for promotion?

Lam Tak On: We will use suitable media. But sometimes it is not suitable to use Facebook so mainly WhatsApp.

Chan Siu Man: Will you consider opening a Facebook account?

Lam Tak On: Facebook requires too much private information, so I am reluctant to open a page.

Lau Wing Sum: Let's open a page for Lam Tak On

Tse Yuen Wah: If you promote the voting activity itself, you will have to attach a floor plan.

Do not use the floor plan made by the nomcab as there may be some names on that thing. Make one yourself.

Sun Yusen: What do you need to do after the election?

Lam Tak On: Use an email to announce the election result. If there is no objection within a week, the election result will be confirmed.

Sun Yusen: I will ask promotion period questions now. What will you do during promotion period?

Lam Tak On: They may not know what will happen in promotion period. I will brief them what they will do during promotion period and see any spots where they need my help. I will check their working progress and give some hints for them to solve the problem if it is a big problem. If there are any rooms for improvement during promotion period, I will offer advices in a friendly tone.

Sun Yusen: During promotion period, will you have a casual meal with nominated cabinet?

Lam Tak On: Yes, I will try to tell them what they can do better, have some form of reflection so they can do better later.

Sun Yusen if promotion period have 13 days, how many days for them will be acceptable?

Lam Tak On: Not too short, 1 week (5 days) should be the minimum. If possible, 2 weeks is not too long and people can more time to know them, and let them gain some experience of solving problems.

Tse Yuen Wah: As an executive committee member, do you have to wear suit when you are sitting in the polling station?

Lam Tak On: We need a uniform dress code for workers. Suit is indeed a dress code, but it might be unnecessary. We need further discussions. Society T-shirts are also probable.

Sun Yusen :Some member said counting vote should be a sacred, solemn process, need suit to show respect.

Lam Tak On: Yes, but not wearing suit is not a sign of disrespect of the event. We will collect comments from members and discuss within us.

Sun Yusen: I think you don't have to ask the members for this stuff and I think that society tee is ok.

Cheung Long Him procedural motion to lay agenda item 8 on table until next session of AGM. It was seconded by Cheng Man Hin. The procedure motion was passed with the quorum's consensus.

The motion was passed with the quorum's consensus. The meeting was adjourned at 17:52.

Minutes of International Research Enrichment Students' Society, HKUSTSU Annual General Meeting, 2017 , Session V

Date: 13-04-2017

Venue: Room LG5 common room 7

Time: 0900

Chairperson: Sun Yusen

Minute takers: Yuen Wah Tse, Wai Ting Tai, Kin Long Fong, San Yu Lai

The Business of the Annual General Meeting 2017 of IRESS, HKUSTSU shall be:

1. To commence the meeting;
2. To receive and adopt the agenda of IRESS, HKUSTSU Annual General Meeting 2017; 3. To receive and adopt the minutes of IRESS, HKUSTSU Annual General Meeting 2016;
4. To receive and adopt the minutes of the 1st, 2nd, 3rd, 4th and 5th Extraordinary General Meeting of IRESS, HKUSTSU, Session 2016-2017;
5. To receive and adopt the Annual Report of IRESS, HKUSTSU, Session 2016 - 2017;
6. To receive and adopt the Annual Financial Report of IRESS, HKUSTSU, Session 2016 - 2017;
7. To vote and announce the Honorary Members;
8. To introduce and inaugurate the Executive Committee Members of IRESS, HKUSTSU, Session 2017 - 2018;
9. To introduce and adopt the Year Plan of IRESS, HKUSTSU, Session 2017 - 2018.
10. To introduce and adopt the Financial Budget of IRESS, HKUSTSU, Session 2017 - 2018;
11. To adjourn the meeting.

Agenda item 1. To commence the meeting

The time is 09:15.

No. of full members present:15

Quorum was met. Chairperson Sun Yusen started the annual general meeting at 09:15

General secretary Tse Yuen Wah

Tse Yuen Wah:I was responsible for,when Longlong is there, I draft the email, but the job of sending emails is distributed to the other hongmates. I sometimes do the design job, my event PIC, and preparation of games. I also helped giving ideas during meetings.

Chan Wing Kin:Why you give the email to others

Tse Yuen Wah: I encountered incidents similar to Liaw Ming Wai which is discord between Cabinet mates, after discussion with Tang Cheuk Him ,Tso Yee Ming and Sun Yusen, they agreed to let the others handle the job.

In promotion period, I designed name card, cabinet paper, nominated cabinet movie, real name cards, targeting high school student posts on Facebook, amend Ocamp book and my PIC event poster.

Chan Wing Kin : Why not others do the design work?

Tse Yuen Wah : Because sometimes give to other people ,the quality of product is not good.

Chan Wing Kin: Since when is the workload too heavy?

Tse Yuen Wah: I don't know, but since the Ocamp event, I realized the problem. When I sometimes talk to my high school schoolmates, I thought that is ok. But at last, the workload is still heavy.

Chan Wing Kin: When you approached Tang Cheuk Him and Tso Yee Ming, why did you start discussing with them about the problem? This seems to be a recurrent problem...

Tse Yuen Wah: One day before the PIC event, inbox about the email. I inboxed promotion secretary with phone call but had no responses.

Ultimately I spent 2 to 3 hours dealing with it alone and raged in from of that Promotion secretary. After a while, I have some arguments with promotion secretaries.

Since this incident I feel demoralized. I found high school schoolmates first and then outsiders (Owen), and finally resorted to Tang Cheuk Him .

No problem to discuss the problem with outsiders, yet more preferred to discuss with the person. But this only helps you release your mood then with no good in solving the problem. The problem will be less embarrassing if you approach that person one on one.

Chiu Wen Han: Seems that it doesn't help when you talk with outsiders.

Chan Wing Kin: So you can't deal with one cabinet mate, and the other one neglects the deadline. Anything else?

Tse Yuen Wah: There are still some trivial things, but those are ok. Chan Wing Kin: So you took up the jobs of Promotion Secretary ?

Tse Yuen Wah: When Zuo Longlong is there and send the email, there are nothing to be published during the summer semester. The job workload is lighter as I didn't take UROP. But the grudges accumulate.

Chan Wing Kin: Any further details or related stuff? I want to hear more from other excos, specifically, from that two related excos.

Cheung Long Him: But the two related people are not there. One is having a shower and the other disappeared.

Tso Yee Ming: What do you want to ask?

Chan Wing Kin: Tso Yee Ming please talk about something beneficial to the next session.

Tso Yee Ming: I can't tell them much more useful as they are better in dealing with it and the overall atmosphere is also lighter. There are nothing special. Li Wing Shun should check the deadline and push harder for the promotion secretary about the deadline. I am not harsh enough about emphasizing the deadline to promotion secretary . For the Intra- cabinet relationships , you should ask Tang Cheuk Him. \You should handle some conflicts as soon as possible . If not capable, ask other cabinet members for help. You should come up solutions on distributing workload .

Chiu Wen Han: One suggestion , if you have to miss deadline, you should tell others earlier.

Tso Yee Ming: Can Tang Cheuk Him talk more?

Tang Cheuk Him: I served as the role of an intermediary. When there are tensions in the relationship between cabinet members, I will ask them out and find out the problem.

Then I talk to the others on how we can allocate the problem.

Like on that day, if the situation is too serious, we will organize an emergency meeting.

Then ask both of them what happened. But only one appeared and disclosed the issue to the rest. And think about how we can deal with the rest of the job in the rest of the year follow-up. The suggestion to the next session is that don't let the problem snowball.

Like Tso Yee Ming said, solve the problem while it is still in bud.

You are grown ups, try to be more emotionally stable. Don't throw a tantrum randomly. Say what you should say.

You might know it more what you should say and do in front of the others

Understand the fact you should act what should act in the suitable circumstance. The most important thing is to control your temper.

But if when you feel irritated or unable to control your temper, the problem will burst.

You may escalate the problem when you ventilate your emotion.

The target might feel unjustified and shouts back and forms vicious cycle.

How to handle your temper. It takes time to learn.

Also, find other excos to talk. Treat them as your lifelong friends.

You can't avoid the problem.

Try to find others to discuss. Other cabinet members are best targets as they are in the same ship as you.

Chan Wing Kin: What happened, happened. Dilemma between talent and workload.

If there are inevitably free riders and only one person can take up the workload, what will you do?

Tse Yuen Wah: If there is someone outside the society who can take up the job, you can find outsiders to help. But apparently no such people exist.

For myself, I will ask other Promotion secretaries from other society in other universities when I have to give design.

I usually only asked their opinions and whether or not I can ask them to help the design, but this did not happen.

Also, I asked other friends to help if they don't mind, but I also give benefits to them.

Cheung Long Him: This is feasible as I also outsourced my work to my high school schoolmates, but our cab think that we should do the stuff ourselves, at last, that didn't happen.

Chan Wing Kin: When you choose people during the promotion period?

Did you realize the problem as soon as during the Promotion Period?

Tse Yuen Wah: Yes, when our Promotion Secretary cannot follow the deadline in the midway of the Promotion Period.

Chan Wing Kin: We may have to add such a warning during info session.

Tse Yuen Wah: The next session do not have this problem and this problem seems will not happen.

Chiu Wen Han: But this should still be left as an advice as they should not hide the problem just because they are "friends."

Chan Wing Kin: There is a problem during promotion period each year.

Chan Wing Kin: They should remember that problems during Promotion Period are problems in the following year.

They should set up a guideline so that every executive committee member will not be too relaxed.

If we remind them of the problem immediately after the formation of cabinet, will it help?

Tse Yuen Wah: ... I don't know.

Cheung Long Him: This is a case by case situation. Everyone freerides in a different situation. So one must be reminded of this possibility.

The method to handle this problem depends on the case, however.

Chan Wing Kin: Perhaps one of the involvers should comment on this?

Chan Siu Man: ...What?

Cheung Long Him: He didn't listen to what happened.

Chan Wing Kin: Why can't you distribute the workload of Promotion Secretary?

Chan Siu Man: I tried to help the second promotion secretary, but he rejected my design as it is not "beautiful" enough.

Chan Wing Kin: Maybe if Tse Yuen Wah gave us a draft work while you refine on it...

Chan Wing Kin: So, who finalized the design, David Lu Shing Huk or Tse Yuen Wah?

Chan Siu Man: Which event?

Chan Wing Kin: Then it is different every time.

Chan Siu Man: In one situation when David Lu Shing Huk did not submit the problem on time, it is Tse Yuen Wah who finalized it. The others event poster is done by David.

Chan Wing Kin: Why did you not finalize the poster design?

Chan Siu Man: Because he will reject the design

Chan Wing Kin: Why, since you are the promotion secretary and he does not work, why you didn't do it?

Chan Siu Man: During work distribution, David Lu Shing Huk helps design of poster while I take care of other stuffs like photo editing and webpage. I can't take up his work. I already tried to remind him of the deadline but nothing further.

Chan Wing Kin: But why Tse Yuen Wah ultimately take up the work but not you?

Chan Siu Man: The later ones are taken up by David, but Tse Yuen Wah designed the poster of photo taking as she is the PIC.

Tse Yuen Wah: Sometimes, the tasks are mysteriously assigned to me. I was reluctant to say no, and thus the problems.

For example, when we designed the cards, Isaac inboxed me whether I can design the card.

During JUPAS, he asked me again to design the JUPAS graphs.

He said that he does not have ideas while smiling and asking me to do it myself.

For the cards, Isaac said that David Lu Shing Huk has mid-terms and so asked me to finish it as I am free during the mid-term break.

Chan Wing Kin: I think the post should be taken up by the secretary. They are not responsible for the job outside their duties.

I think that if you have this post, you should take up the relevant responsibility. Even if you have a pre-assigned division of labor, if the other of same post is unavailable, you should take up the responsibility, instead of giving the job to outsiders. The next session should remember this.

Cheung Long Him: A question to consider is that if two excos have different ideologies on work, what will you do? This is a good question for thought.

If your styles are divergent during work, you can work in a relaxing way or even leave.

If in a cabinet, can you compromise or drive someone mad?

Chan Wing Kin: Can we ask each exco once?

Tse Yuen Wah: Most of us are irritable.

So try to control your emotions as this is important when socializing. Sometimes we might unintentionally hurt others by our words.

Don't let your emotions dominate your reason

Lee Mang He. His appearance rate is higher than every other excos who actually have halls.

I think him for how willing he works.

Cheng Man Hin did the things in silent, others are talked by others.

I don't need to repeat the positive feedback others have talked about

Tso Yee Ming, I don't know what to say about him...

Sometimes I think that he is more powerful than Isaac.

But the attitude is sometimes too firm.

He dealt with problems less diplomatically, but he can still mediate problems as a neutral party.

Sun Yusen, I am not so familiar with him, but I believed that he has improved, however inconspicuously.

As a president, he sometimes behaves too indecisive.

His leading ability is still to be improved but he has already improved.

Cheung Long Him sometimes is too creative, not willing to tell his thoughts to others. He should tell his thoughts to others. I hope that his thoughts can be more coordinated, do not be so hard to be understood.

Promotion Secretaries are already commented.

Tang Cheuk Him is a punching bag for us and he alleviates tense situations.

As a marketing secretary, he has a huge net-work as he gains help from then church. Even other mark secs are amazed by how many things he can mark.

Chan Wing Kin: Any comments you want to tell to the next cabinet?

Tse Yuen Wah: I act as spectator from promotion period.

I talked with some of them. I also know about the disputes inside the cabinet.

There are also internal conflicts but Shun and others are sensitive and can spot and solve the problem. I don't want to name some persons but try not to force your opinions on the others.

This will anger and confuse people.

Communication is the most important thing inside a cabinet.

If there are different opinions, try to find a mediator.

Yesterday, some people hope there will no argues but Conflicts are unavoidable due to divergent attitudes. They will inevitably arise when we work.

This is unavoidable, but if this happened, solve it as fast as possible.

I hope that this tradition will not continue.

Chan Wing Kin: I hope this is not a tradition...

Tse Yuen Wah: Finally, if you don't have too high a standard, try not to insist. Be a free rider and rejoice over how he screwed up. But this is not a solution and should only be considered as a last resort.

0954swap chair to Tso Yee Ming

President Sun Yusen

Chan Wing Kin: What did you do during the session?

Sun Yusen: Physical labor. After Promotion Period, I cannot take up function due to inappropriate schedule planning. For some events I didn't join, like end of semester party.

Chan Wing Kin: Where is the next session President?

Sun Yusen: He claimed that he will come by 9:30, but...

1013swap chair to Tso Yee Ming

Sun Yusen: I call meeting, events.

In the middle of the term , due to emotional problems, I cannot continue.

Tang Cheuk Him and Tso Yee Ming called the meetings.

Later on, I do some of the email drafts and stick notices and posters.

Chan Wing Kin: What do you prepare when you host meetings:

Sun Yusen : I asked availability and call meetings. Most ideas are discussed during meetings. Work is distributed during meetings

Chan Wing Kin: We usually had to think of games for the whole meeting without achieving anything. Did this happen?

Sun Yusen: When we need more games, we will first create a drive document and put our game suggestions there. They are to be decided during meetings

Chan Wing Kin: How to distribute the work?

Sun Yusen: We do not distribute work well. PIC workload is higher. Others are stick to their posts and when PIC tell them to do other stuffs, they do them.

Chan Wing Kin: How do you deal with PIC?

Sun Yusen: Discussed during meetings.

Chan Wing Kin: How to operate the whole cabinet? who in-charge?

Sun Yusen :Tso Yee Ming served as an acting President and hosts meetings whenever necessary.

Chan Wing Kin: Normal function can still be proceed?

Sun Yusen :Yes.

Chan Wing Kin: Sometimes you said that some times slot you are not available, will you tell others you are not available?

Sun Yusen : I did. For the end-of-semester party, I told the other excos that I was not free, but ultimately I chose that date based on the availability of members.

For improvement, especially for those whole leave HK or not free for long time, they should inform much earlier to avoid conflicts.

Chan Wing Kin: Tell what you did well and what you did badly

Sun Yusen: In promotion period, every one are devoted and this is good.

In the middle, some people have emotional problems and they are passive and pessimistic. my attitudes are very passive but I did not actively resort help from other excos. This should be improved as we should release our emotions regularly.

Later, Ramondo will actively resolve the emotion problem in the cab proactively as the emotions of excos are unstable.

It improved for a bit. I feel less depressed and can take up more of my work.

Not good things are about emotion problems and I am not doing many of my work. I am indecisive and not fierce enough in pushing my decisions. Also I tend to deal with other in person, which hinders the formation of a big picture.

Chan Wing Kin: Any self improvements?

Sun Yusen Life experience. On my own personal deficits and also on my interpersonal skills.

Chan Wing Kin: How to deal with cabinet problem? Like interpersonal problem, deadline-fighter. Any suggestions to the next session?

Sun Yusen :If that there is a mediator, then we can ensure no conflicts with other, that is important.

Other problems like deadlines. . . we have already urged others to follow the deadline. The solution is earlier deadline, penalty, pick up by another person.

Ultimately, asked another person to deal with it. Fortunately, some others can deal with the problem.

For next cabinet, I am glad to see that there are other people who can design other than Feng Zhijie.

And try not to have a situation in which only someone has a certain skill

Chan Wing Kin: Why did you pick up the post of President?

Sun Yusen: Initially, I would like to learn more, but I didn't realized my weakness. I don't realize my weakness in dealing with emotional problem.

I hoped that I can learn the abilities of a president.

I overlooked the potential problems in my emotions and this caused a failure during the year.

Chan Wing Kin: So you knew more about the excos. Do your opinions on them differ after this year?

Sun Yusen :Before we became exco, I knew the others only for 2-3 months, but afterwards, we know each others for a year. Our understandings are also improved.

How should I answer the question?

Chan Wing Kin: Freestyle

Sun Yusen: I know the attitude, style of work of others.

Wen Han: For example, before, somebody seems too hardworking, but becomes lazy afterwards, or vice versa.

Sun Yusen: Before being a member of cabinet, I thought that Cheung Long Him is powerful, but afterwards I think his power is beyond words to describe.

Chan Wing Kin: In promotion period, what was the difference between your expectations and the reality?

Sun Yusen: I didn't know them so well beforehand. Our relationship is milder, but due to some unknown reasons, we have quite bad temper.

I did not foresee how terrible our relationships can turn out.

But I realised that our personalities are more idiosyncratic after becoming executive committee members.

Chan Wing Kin: conflicts are unavoidable, how to deal with such issues better?

Sun Yusen The most ideal situation is that I have known that the main designer is a procrastinator while there is only another person who can design.

If we can foresee this, we should find one or two more people to learn how to design. so that even there is freerider, no one would have huge workload.

Techniques can be learnt afterwards and things need not to be so sophisticated. At least others can give some help.

Chan Wing Kin: So three people can create designs, but CHAN SIU MAN's work is rejected by David lu Shing Huk. If there is a deadline, and the one who suppose who do the work didn't do his work , but he rejected others idea, what will you do?

Chan Siu Man: He also thought of ideas, and thus he did do his work.

Sun Yusen: I will use two lines. First of all, I will ask to continue, and on the other hand, I will also ask others to take up the work if accidents arise.

Chan Wing Kin: Why not to Chan Siu Man?

Sun Yusen: We should respect his ideas , but we also need a backup plan.

Chan Wing Kin: when somebody cannot do his job, better to deliver to another person even though you get rather not desirable product.

Sun Yusen: I agree, but his personality is that he prefers late work to bad work.

Chan Wing Kin: I think he should accept others ideas as he didn't do his work.

Cheng Man Hin: He will rely on that.

Chan Wing Kin:So it is my personal idea.

Sun Yusen

Lee Mang Hei is serious.

His work attitude is good but his emotions may fluctuate.

Cheng Man Hin is responsible, like in his PIC event and controlling the money ,but he is not so enthusiastic in jobs outside his area

Tso Yee Ming is very responsible and has a strong sense of responsibility. He has good leadering skills and many good ideas in games.

He sometimes has Pessimistic outlook.

Cheung Long Him ,I will only talk about his weaknesses.

When he have some very important personal things, he will ignore the official affairs.
Strengths are everything else.

Chan Siu Man is devoted like website and Facebook page as he done most of them.
But he speaks very directly and he is not diplomatic enough, which causes volatile relations with others.

He also expressed his emotions too explicitly.

Tang Cheuk Him is very good at relationship, can help with relationship both internally and externally like other society and sponsorships.

He is also responsible and help other people's duty.

When others didn't do his work , he will help them to do it

Weakness... (Tse Yuen Wah: too tall - Sun Yusen I am not tall either) I can't think of any Tse Yuen Wah was good at her work at the beginning and she also take up others work.

She was sometimes over devoted and so conflicts were created.

She is not good at emotional control and this problem also appears in me. Therefore frustrating outcome occurs finally.

David Lu Shing Hukm I cannot comment on his designs.

He had some good points .

He will help others to do their stuffs.

(Cheung Long Him: his strength is that he is tall) Like drafting email . He uses his great English skills to draft email.

Also taking, minutes, he did a lot.

At first , he did many of the work.

Also, he does not get angry when people yell at him. He doesnt intentional worsen relationship. His weakness is about procrastination.

Chan Wing Kin: Talk about how the 3 presidents communicate.

Sun Yusen: No one ask external vice president, as we can't help him and understand what he was doing.

Internal affairs, in the beginning, I was responsible for calling, hosting meetings and reminding of deadline, while later it was Tso Yee Ming.

Chan Wing Kin: What suggestions to the next session's president?

Sun Yusen: (Lee Mang Hei: do not be late)

Self emotion problem, but I think Mike will not have this problem.

If you have emotional problems, ask people instead of bearing this alone.

As a president, you are the representative of IRESS, so if there is any problems many people will blame the president first.

You better to talk to 1or2 cabinete members,

Lam Tak On has leadering skill , and he is decisive .

Lam Tak Onoften goes to IRE room, so he meets others often.

He maybe not that good in external affairs like other society , at least let them know you are the president of IRESS.

He should open a Facebook acount.

If there is confllicts in the cab, he should have to deal with them with internal vice president. This is not limited to romance issues.

Sometimes an exco has a strange sudden change in behavior don't blame him at first, should ask him about the reasons behind, may be you can help him to solve the problems

Chan Wing Kin: Anyone to specifically thank?

Sun Yusen:

Thanks everyone hard work, and carry each other. For the next session , learning are more important. You don't have to blame each other even not very good at doing the stuffs, better learn how to deal with the problems.

Don't be too pessimistic, it will lead to loss of opportunities, friendships.

... I mean loss of many relationships

Agenda item 9 & 10. To introduce and adopt the Year Plan of IRESS, HKUSTSU, Session 2017 - 2018 and Financial Report of IRESS, HKUSTSU, Session 2017 - 2018.

Tso Yee Ming motioned to combine agenda item 9+10. It was seconded by Cheung Long Him. The motion was passed with the quorum's consensus.

President - Lam Tak On

Sun Yusen: Why become executive committee member and become the president?

Lam Tak On: I am interested in doing this in secondary school. After joining sub committee , I find that I love to serve others.

Why President? I think I like leading people instead of being led.

Sun Yusen: What do you want to get in this year?

Lam Tak On: Better time management, see if can do it better in the following year.

When I lead the whole group of people, I hope to know how to lead them to display their worth.

Sun Yusen :You said that you like this position, how will you control your temper? Like some other people will misunderstood you, how will you deal with it?

Lam Tak On: I will also have emotion,

I will try hard to control myself, don't let it burst and affect other people.

First I will solve the problem , then find somebody to talk to.

Sun Yusen:Sometimes you have to deal with emotion first since it will affect your efficiency in dealing with the event.

Is there anyone that you are more familiar with and you can talk to him?

Lam Tak On: Up to now , there are no cases that have to tell others. If I feel I am going to explode, I will find internal vice president, social worker to talk to.

Sun Yusen Who in your cabinet can play the same role as Tang Cheuk Him?

Lam Tak On: Shun can do this and he is doing this. He can do this thing well as some people have conflicts in our cabinet.

Sun Yusen: What societies do you know beside ourselves?

Lam Tak On:

I am more familiar with my secondary schoolmates.

The Biology Prosec, two people in Vista, one person in food society and one person in ESU.

Tse Yuen Wah: How about other science societies?

Lam Tak On: I didn't find many science societies in promotion period as I sit in my counter often , and I am not familiar with other science society people.

As other science societies will set counter in LG5, I will try to know them.

Lately my academic issues occupy much of my time , so I cannot have spare time to know the 3Ps of the other societies. During the joint science inauguration, rehearsal, or the real one, I will meet the 3Ps of other science societies.

Tse Yuen Wah: Do you know who invite you to Chemistry annual dinner?

Lam Tak On: I didn't remember

Tse Yuen Wah: That's ok.

Cheung Long Him: What are the names of other society's Presidents?

Lam Tak On: Temporarily cannot answer. I will try to know.

Sun Yusen: What are the duties as a president?

Lam Tak On: In Constitution or my own understanding?

Sun Yusen: Both

Lam Tak On: I have not recited constitution at this part...

President is the chair person of AGM,EGM, exco meeting chairperson, sign minute.

If no general secretary,I have to appoint somebody to be acting general secretary. I also have to sign financial documents with financial secretary.

Extra-constitutional things are that I should lead the cab to organise events. I am also the society representative.

Sun Yusen: OK. What will your role be when a PIC arranges a function?

Lam Tak On: I want to be a normal cabinet member but not a leading one. Now when we organise function, it was still not fully hold by PIC and sometimes I want to lead.

Sun Yusen :In this case, other than the functions in which you are PIC, when will you lead the cabinet?

Lam Tak On: If not my PIC function, I would like to play role as normal people and let other people to lead.

Sun Yusen :What is the general meeting quorum?

Lam Tak On: 5% of full members, or 15, choose the higher one.

Sun Yusen Who can make quorum during general meeting

Lam Tak On: Full member.

Sun Yusen :How about honorary members? Associate members?

Lam Tak On: They can speak with Chair approval.

Sun Yusen Really?

Lam Tak On: I have to check. Hmm?

Sun Yusen: Page 4. All members have the right to speak.
Who can move motion?

Lam Tak On: Only full member can vote.

Sun Yusen: Who can be honorary member

Lam Tak On: Normally, Past excos are nominated as honorary member.
But if any full member is requested by executive committee or 20% full member nominate, they can be nominated to be honorary members.

Sun Yusen :After graduate, what is the member state?

Lam Tak On:He is not a member.

Sun Yusen: Only honorary member can remain.
Under what circumstances you can call EGM?

Lam Tak On: 2 conditions. First, with exco requested, signed by president. Second, 60% full members sign petition.

Sun Yusen: How many issues can one EGM deal with?
Like 2 cabinet members quit , how many EGMs should be called?

Lam Tak On: 1 issue per EGM.

Chiu Wen Han: You know our society full name in English and Chinese right?

Lam Tak On: International Research Enrichment Students' Society, HKUSTSU
中文 香港科技大學學生會國際研學生會

Sun Yusen: Do you know what is MBMS?

Lam Tak On: ... not familiar. Pre-IRE?

Sun Yusen : This is the precursor of the IRE. The full name is biomolecular....

So Wai Lam: You sure that it starts with M?

Sun Yusen: Molecular biomedical science.

Chiu Wen Han: Did you study the constitution?

Cheung Long Him: I am sure that he did as one time I ask him to have meal, he said that he have to study the constitution first.

Sun Yusen: What if MBMSSS past executive committee members? Can MBMS members come to GM?

Lam Tak On: If they are not honorary member, they cannot come.

Sun Yusen: Ordinary, we do not refuse them to come.
Who can be exco?

Lam Tak On: Full member...?

Cheung Long Him: Try to answer according to common sense.

Lam Tak On: Constitution states that full member can be exco, but 3P and Financial Secretary must have at least one IRE member.

Tse Yuen Wah: Who can be full member?

Lam Tak On: Science school students, SU member. They should have paid SU membership.

Chan Siu Man: You check it once more

Lam Tak On: Science school full-time student, SU full member
is the requirement of being full member

Sun Yusen: How many clear days you need to call general meeting?

Lam Tak On: 5

Sun Yusen :3.

Cheung Long Him: Are you awake?

Lam Tak On: Good question.

So Wai Lam: When did you sleep this morning ?

Lam Tak On: You can assume that I did not sleep at all.

Sun Yusen : How much time you think you need to study the constitution?

Lam Tak On: I think 10-15 min.

Sun Yusen : Let's break 20 mins.

1140

17 full member present

Quorum met

Sun Yusen :Lam Tak On, OK ? If one exco wants to quit, what should you do?

Lam Tak On: First , I receive the resignation letter. Then I should call an EGM in 2 weeks.

Sun Yusen: Public notice should be posted for how many days?

Lam Tak On: 7 days

Sun Yusen What is clear days

Lam Tak On: Exclude the day of posting and the day of meeting

Sun Yusen: In what situation can you dissolve the society?

Lam Tak On: I haven't study.

Sun Yusen: This is a very rare situation. So if you don't know, never mind.
In AGM , you are not here, who is the chair?

Lam Tak On: Suppose should be internal vice president.

Sun Yusen: What documents require your signature?

Lam Tak On: Financial issues like financial budget and financial report.

Year plan and annual report.

Sun Yusen :Public notices as well

Lam Tak On: Yeah public notices.

Wen Han: Official documents,like those you submit to SU.

Sun Yusen :If you have to change cons, you should stick notice how many days before EGM?

Lam Tak On: 5.

Sun Yusen What to do when constitution is to be amended?

Lam Tak On: Public notice for the amended part of cons. Then call EGM and discuss constitution amendments.

Sun Yusen: In constitution amendments, the required votes for is 2/3.
Often all agree in fact. After EGM, what to do?

Lam Tak On: Post the amendments to the public notice board. Update the cons and update to SU.

Sun Yusen: Send email, update society webpage. Non-cabinet issues for now
How many science societies are there?

Lam Tak On: All? Counting us?
Department society, including IRESS, should be 6. IRE, Mathematics, Biology,
Biochemistry,Chemistry and Physics.

Yam Wun Kwan: SSU as well.

Tso Yee Ming: SSU is school.

Sun Yusen: Evaluate your cabinet members.

Lam Tak On:

Fong Kin Long is responsible, hardworking, detailed minute, active participation while typing minutes.

Lai San Yu,I sometimes don't think he did well, we helped him and he started doing agenda, and help to write on white board.

Tse Yuen Wah: Lai San Yu said he was forced to become exco. What happened?

Lam Tak On: When forming the cab, he said that he wanted to quit, but he stayed at last. The problem resolved now, there was some misunderstanding.

Tse Yuen Wah: continue

Lam Tak On:

Tai Wai Ting is very responsible, works hard in contacting profs and checking replies for inauguration. He also contribute ideas in meetings, remind us not to sidetrack, increase the efficiency.

Chung Kam Hin, as marketing secretary, he marked many stuff and he is very talkative and contributes many idea though sometimes sidetrack.

Li Wing Shun ,in our cabinet there are already conflicts and he helped us resolve them smoothly.

Yam Wun Kwan has few availability and he is mysterious in meeting with science societies, he can solve some problem which cant be solved by others.

Ng Si Long as a marketing secretary, she did a good job in promotion period, usually not much to say in meeting but sometimes point out what we can improve.

Lau Wing Sum, as financialsec, she has great skills in economic management, care much about

expenses. Though some problems with claim money as she forget to bring money box.

The financial budget is good because of her. She is a great financial controller.

Feng Zhijie designed many stuffs with good quality though need little adjustment sometimes and progress is slow, but still much better than David lu Shing Huk.

She may not agree with us all the time and suggest alternatives, help us reach the best solution. Anyway everone is important.

Sun Yusen Election progress. What is the minimum voting percentage for members?

Lam Tak On: Oh I lost my memory. Yes 40% .

Sun Yusen: Any further conditions for sucessful elections?

Lam Tak On: Sum of for and against has to be greater than abstain. For more than against.

Sun Yusen: How many days do you need to post notice prior to election day?

Lam Tak On: 5 clear days.

Sun Yusen For any event if you post it 5 clear days prior it will be fine.

What if polling date election percentage is not enough or for plus against is less than abstain.

Lam Tak On: Have to organise the polling again.

Sun Yusen

If for plus against is less than abstain or against is larger than for, they failed.

Only case a re-election occurs is that there are protests concerning the election process.

How to organize a meeting?

Lam Tak On: Make an agenda.

Now is done by Lai San Yu

Mainly on what is expected to be covered in meeting and also the expected time. During a meeting, we discuss agenda items according to their order.

When we come to decision, we can do it fast as we talk about it so much when we are having meals or in WhatsApp group.

When we need idea contribution, we usually spend more time.

So I suggest putting decision things front.

If cannot finish, adjourn the meeting or finish them or use other means like WhatsApp group.

After the meeting I would urge the general secretary to throw the minute out.

Sun Yusen: Anyone take minute? They read minute?

Lam Tak On: Yes. Everyone use minute to refer to previous discussions.

Sun Yusen: How to assign work?

Lam Tak On: Mainly...

Sun Yusen :By what standard do you assign work?

Lam Tak On: According to their abilities. If suppose the work should be done by a post, see whether he can do it, if not, assign it to someone that is capable of doing it.

Sun Yusen: Mainly you decide, or will you discuss as well?

Lam Tak On: Most of the time everyone agrees that which person is the best at that job. I don't deliberately assign somebody to type minute.

Sun Yusen : If somebody freeride, what will you do?

Lam Tak On: I will first personally or through Shun to ask him or her for reasons.

There should be some reason that (s)he freeride. If we can help, privately or hold meeting to discuss. Then may let others to do his work, like study.

If there is no specific reason, we will have to talk to him/her to change his mind.

We may also seek external help or even penalty to stop him from freeriding.

Sun Yusen :If there is a period with lots of exams, and lots of society work as well, how do you deal with complaints?

Lam Tak On: Prevent the situation from happening as much as I can.

There will be this situations later. If have exams, they can not to do official stuffs, ask other to do first, in a rotation way, If unavoidable like many people take same course, we may arrange it so that the duties can be shifted.

Lee Mang Hei: Some event like graduation party and Christmas party they clash with final. How to deal with them?

Lam Tak On: Do it earlier, like we are doing it now so that we can have time to study. I also collected the final period of them.

Sun Yusen: You said that you will help the PIC so that he will not do something stupid from preparation to execution, what should be done?

Lam Tak On: First, at some time before the event, the PIC should have meetings or talk what to prepare privately, and reserve time to do preparations, promotion materials, what to change in the year plan. The PIC should lead to discuss in the event.

He should finalize the rundown and decide division of labour.

Then it depends on the type of the event, like invite prof. by academic secretary.

He may also ask creative people for game suggestions.

If PIC has decided and no objections, then we start execution and ensure smooth rundown.

Cheung Long Him: you said that after sub committee, you want to be a leader.

Why do you think you can be/have the ability to be President?

Lam Tak On: For example, as coordinator in sub-committee,

I am more comfortable in leading people to do things other than being led by others.

Cheung Long Him: You mean that you are more comfortable at this post. Did you think about others' feeling?

Lam Tak On: At first, I only think of myself, but I also think of others later, but in information session, others suggested me to do the president, and have not much opinions, therefore I do the president. Some executive committee members are not satisfied with my performance, and I will try to improve. I want that everyone is comfortable that I am the president.

Cheung Long Him: Reminder, as president, you should consider other people's feeling, don't just consider yourself.

Sun Yusen: Any other questions?

What do you want to tell your cabinet members?

Lam Tak On: I hope this year we can smoothly deal with every event, and manage relationship such that we have less conflict as dispute are unavoidable.

1216 swap chair to Tso YeeMing

General Secretary - Fong Kin Long

Tse Yuen Wah: Why did you want to be executive committee member?

Fong Kin Long: I want to meet more friends.

I have not much experience before, and want to try it in University.

Tse Yuen Wah: Why General Secretary?

Fong Kin Long: I type quickly and I have good memory to remember what others have said.

I also wish to improve my linguistic skills.

Tse Yuen Wah: What is the duty of general secretary?

Fong Kin Long: Publish emails, draft minutes and kept the email list.

Tse Yuen Wah: Also keep membership record. Pay attention if somebody's membership expire and you have to remove it.

Tse Yuen Wah: For AGM and EGM how many days are needed to publish public notice?

Fong Kin Long: Do not know.

Tso Yee Ming: Lai San Yu do you know?

Fong Kin Long: 7 clear days

Tse Yuen Wah: 5 clear days. If need to be held again, 3 clear days. But you also need to send a reminder a day before. What is society email address?

Tso Yee Ming: They haven't taken the account yet, but they should also know this if they have received so many emails. Guess, perhaps.

Fong Kin Long: su_ress@ust.hk

Tse Yuen Wah: "connect". What is the mailbox number?

Fong Kin Long: 98

Tse Yuen Wah: Hm...

Do you use Chinese or English to type the minutes?

Fong Kin Long: Chinese, I type quicker in Chinese

Tse Yuen Wah: It's alright. The only important thing is that everyone can understand. What is the email format?

Fong Kin Long: Title, what event, time, date, location and encouraging people to join the event. Add attachments like map and T-shirt samples.

Tse Yuen Wah: If you need to promote event, how early or late should you send email?

Lai San Yu: I was supposed to send emails. Depends on the event, I think 1 month to 2 weeks. But sometimes 1 week. A reminder is also needed 1 or 2 days before the event.

Tse Yuen Wah: 2 weeks is way too early. 1 week should be the limit. A reminder 1 or 2 days is also obligatory.

Email content: You lack contact person, also, the end of the email has a few lines. What is it?

Fong Kin Long: If you don't want to receive our email, send to something.

Tse Yuen Wah: Other than email and minute, there is one more duty, what is it? Did you notice that?

Fong Kin Long: Did you told us earlier?

Tse Yuen Wah: For example, while internal vice president is responsible to book venues, should he be unavailable, the General secretary should do the job. Any other questions? What expectations or rooms of improvement do you have?

Fong Kin Long:
Interpersonal relationships. Like I should learn how to communicate as I need to coordinate with other excos. Also I have to learn to be more proactive by going member to join activities.

Tse Yuen Wah: Describe your cabinet members

Fong Kin Long: Individually?

Lai San Yu, he always claimed that his work is terrible, but he has good english skills, able to proofread my email drafts etc. So please don't think yourself as an unnecessary member.

Tai Wai Ting he is responsible and has high attendance rate, even though he is busy. He can manage meetings well.

Chung Kam Hin he is an idea generator as he tend to think in leaps.

Li Wing Shun is a good coordinator and is very gentle. He is able to upload harmony.

Lam Tak On has a good leadership role, lead us in discussing meetings.

Yam Wun Kwan represent us in front of other society. He knows a lot of people, did this very well.

Ng Si Long she has not much opinion during meetings, but she often has some ideas unexpectedly.

Lau Wing Sum monitors money and is careful with something as small as cents.

Feng Zhijie has very much responsibility and she helped design a lot of things.

Tse Yuen Wah: Besides the job as general secretary, what else do you think you can contribute to the society?

Fong Kin Long: Physical labour, of course.

Also communicate with other exco to improve harmony, I tend to be the more playful one.

Tse Yuen Wah: Anything to say to your cabinet members?

Fong Kin Long: Don't conceal your opinions, try to expose them to the others instead.

General Secretary - Lai Sun Yu

Tso Yee Ming: How do you distribute your work?

Lai San Yu: I send the emails while Fong Kin Long records the minutes. However, I do not have the email list yet...

Tse Yuen Wah: Why be an executive committee member?

Lai San Yu: No I am not being forced to stay.
I am rather utilitarian and I regard myself lowly.
I don't need to tell you how the "utilitarian" aspect works.
I want to meet new people. When I tell a high school schoolmate that I wish to join exco, he tells me that I am not suitable. I tell him that I have to get out of my comfort zone.

Tse Yuen Wah: Why choose general secretary?

Lai San Yu: I am not good with memory but my English skill is passable.

Tse Yuen Wah: Repeat what are the duties of general secretary.

Lai San Yu: There are three duties

1. Deal with minutes
2. Send emails and communicate with members
3. Manage membership information

Another unstated duty is to book venue when internal vice president is absent.

Tse Yuen Wah: Besides your job as General Secretary, what can you contribute to the cabinet?

Lai San Yu: It is repeated... I dislike physical labour, but I cannot escape from it. Other than that I am not very creative, but I do hope to give ideas in meeting. And also manage my PIC event.

Tse Yuen Wah: Describe the cabinet members.

Lai San Yu: Um... it has been repeated for nine times... redacted, eight times

Tse Yuen Wah: What's good about your fellow members.

Lai San Yu:

Perhaps the only thing unstated is that, Tai Wai Ting is able to write a document better than I do. I cannot check something when he gave me something. It occurs the other way round.

Cheung Long Him: Anything positive or negative?

Lai San Yu: All are said by others

Lee Mang Hei: To repeat, do you expect to send an email a month before the event?

Lai San Yu: It depends. If we need to know something about the event beforehand, we need to send the email.

Lee Mang Hei: You think the determinate factor is ?

Lai San Yu : I think many people do not check email.

Cheung Long Him: Any example of events for which you need to send the email a month beforehand?

Lai San Yu: For example, the graduation party, as if we send the email two weeks before, we will need to send it during the final exam.

Lee Mang Hei: So what determines the time?

Lai San Yu: There is a myriad of factors.
For Society Jacket and Society Tee, sending too early is not so meaningless.

Lee Mang Hei: I recommend that once you confirm the date of the event, you should send the email and open a counter as soon as possible. Also, you should include the details of the counter.

Tse Yuen Wah: Talk about your expectation in this year or what you want to achieve.

Lai San Yu: I do not wish to repeat again.

Cheung Long Him: This is subjective thing, everyone should be different Lee Mang Hei: You can say that I want to relax and free ride.

Lai San Yu: Anyway.

Cheung Long Him: This is a freestyle part. You can say something as interesting as to torment Lam Tak On.

Lai San Yu : Not much argues arrange events . Events going smoothly is something cliché.

Lee Mang Hei: Will you ask someone to proof read your email?

Lai San Yu: Depends on who is free.

Lee Mang Hei: So anyone can do it?

Lai San Yu: The most direct method is to put the email in the group

Lee Mang Hei: If somebody blame you that there are some mistakes, what will you do?

Lai San Yu: Mostly there are some mistakes.

Lee Mang Hei: And then?

Lai San Yu: Amend and resend.

Lee Mang Hei: Correct.

Tso Yee Ming: I have a question. Most other excos said that you are detail-oriented, which is good. But will you become overly finicky?

Lai San Yu: I can't understand that why they say I focus on details.

Tso Yee Ming: But they said so...

Cheung Long Him: I just want you to comment on this part.

Lai San Yu: I don't think that I am so detail-oriented. Sometimes I cannot capture when I go overboard. I will pay attention to that.

Cheung Long Him: This may not be bad so just listen to what they say. If they think that you are a good debugger or if they think that the result need not be so finely tuned.

Tse Yuen Wah: Anything you want to tell others?

Lai San Yu: Again?

Tse Yuen Wah: But you need not repeat.

Cheung Long Him: So you said that you wish to improve your creativity. Now is your chance.

Lai San Yu: Makes sense

Tso Yee Ming: Any other things to ask ?

Cheung Long Him procedural motion to lay agenda item 5+6 on table until next session of AGM. It was seconded by Chan Siu Man. The procedure motion was passed with the quorum's consensus.

The motion was passed with the quorum's consensus. The meeting was adjourned at 1246.

Minutes of International Research Enrichment Students' Society, HKUSTSU Annual General Meeting, 2017 , Session VI

Date: 18-04-2017

Venue: Room LG5 common room 7

Time: 13:00

Chairperson: Sun Yusen

Minute takers: Yuen Wah Tse, Mang Hei Lee Gordon, Wai Ting Tai, Kin Long Fong, San Yu Lai

The Business of the Annual General Meeting 2017 of IRESS, HKUSTSU shall be:

1. To commence the meeting;
2. To receive and adopt the agenda of IRESS, HKUSTSU Annual General Meeting 2017;
3. To receive and adopt the minutes of IRESS, HKUSTSU Annual General Meeting 2016;
4. To receive and adopt the minutes of the 1st, 2nd, 3rd, 4th and 5th Extraordinary General Meeting of IRESS, HKUSTSU, Session 2016-2017;
5. To receive and adopt the Annual Report of IRESS, HKUSTSU, Session 2016 - 2017;
6. To receive and adopt the Annual Financial Report of IRESS, HKUSTSU, Session 2016 - 2017;
7. To vote and announce the Honorary Members;
8. To introduce and inaugurate the Executive Committee Members of IRESS, HKUSTSU, Session 2017 - 2018;
9. To introduce and adopt the Year Plan of IRESS, HKUSTSU, Session 2017 - 2018.
10. To introduce and adopt the Financial Budget of IRESS, HKUSTSU, Session 2017 - 2018;
11. To adjourn the meeting.

Agenda item 1. To commence the meeting

Time was 1300. 16 Full members present. Quorum was met. Chairperson Sun Yusen started the annual general meeting at 1300.

Internal Vice President - Li Wing Shun

Lee Wai Hang: What if your cabinetmate freeride?

Li Wing Shun: I will look at the reason first.

If it is just because of lack of time, tell him to tell others in advance next time to prevent behind progress. If he or she is overloaded like taking too many academics, talk about this in meetings. If he take many duties like labs and is not free for long time, i would suggest him not to take so many academic stuffs. If he or she tries to take all the job, and turns out is unable to do so, then we can adjust job allocation.

If he take up too many cabinet duties, we would try better division of duty, evaluated by 3Ps.

Lee Wai Hang: How do you know whether he or she was busy or free during that period?

Li Wing Shun: We have to communicate more, with cabinet members, and not just for people who are usually busy, when people know they have many things to do.

Lee Wai Hang: Be careful, do not wait for them to tell you. Those without sense of responsibility will not tell you anyway.

As an internal vice president, you have to do more and remind more, they should not blame internal vice president not reminding them. Try to ask on your own, don't ignore them if they don't say anything.

All functions only do one time . So the purpose of evaluation in AGM/EGM are for the next session, not for you and you have to care more about it. Don't wait until problems come out then solve. So for potential freeriders, try to notice more. Think who will be the potential freeriders at home. Those who freeride often knows who they are, do not try to make the same mistakes again. Do not repeat this again. Time and work is not infinite.

You should communicate more with you cabinet members.

How if no correction after talking to him?

Li Wing Shun: Through WhatsApp or telephone cannot find, face to face is a better method. I will do it by finding him in the places where he usually go to.

Lee Wai Hang: Do you have confident in familiarizing with your cabinet members daily schedule or appearing location?

Li Wing Shun: I think that I am familiar mostly.

Lee Wai Hang: For those whom you are not familiar with, try to know them better, for example, their habits and where to find them. Make sure you can know them better, it doesn't matter how you achieve it. Up till now, do you find any problem in being with your cabinet members or collaborating with them?

Li Wing Shun: I think they are kind. No person with strong character and make others follow his thoughts.

Lee Wai Hang : How do you guys communicate?

Li Wing Shun: We usually have face-to-face meeting, like once a week.

Lee Wai Hang : When go research , you guys will be busy, how do you ensure that people will go to meetings?

Li Wing Shun: Maybe not everyone appears in every meeting. Over half of the cabinet present is fine.

Lee Wai Hang: How many of you are going into lab? Not computational stuff. Like Chemistry, LIFS such experimental stuff. (no response)

Do better time management if you do research lab.

Research lab need people, but not every moment. If you guys prefer face to face, arrange a weekly regular meeting, tell your PG that period of time you have to leave.

If the lab requires you to stay there all the time , I recommend that you guys don't do that lab Academic work and indentured servitude are different.

There are previous sessions that have such problems, so take the advice of precedents
If you don't raise concern, they will think that you can work all the time
internal vice president don't let ppl have the excuse of do lab all the time.
In terms of communications, are all members of your cabinet contactable, that is no one is isolated?

Li Wing Shun: During promotion period we already have evaluation. WhatsApp efficiency was low, and afterwards we improved.
At least at night, most of us check WhatsApp message, but less in morning.

Lee Wai Hang: That is true in winter semester, what about spring semester?

Li Wing Shun: Spring semester is okay, hopefully remains the same in next semester.

Lee Wai Hang: internal vice president should have good EQ and should be well prepared for special circumstances. Freeriding will occur, but you should know how to handle this.
If no difficulties, you can't learn anything from this. It is fine to argue, but do not keep arguing even in AGM. How if someone want to quit?

Li Wing Shun: First look at the reasons, and try to let him stay here.
If they have considered it thoroughly, and if I agree that this is reasonable, I would allow discussion in the cabinet, if everyone agree, just let him leave.

Lee Wai Hang: Why do you try convincing him/her to stay first?

Li Wing Shun: It will have certain negative effect to our operations and atmosphere.

Wu Tsz Chun: This is not necessarily the case. May be it is better if a freerider, or someone who cannot work with others in the cabinet, to quit

Lee Wai Hang: Let me ask president. How important for no one quit in the whole year?

Lam Tak On: everyone plays important role in cabinet. For the cabinet, anyone leaving is not a good thing.

To me, I hope there will be no one quit.

We have many memories, experiences, in promotion period.

Lee Wai Hang: sometimes, people having negative output leave can improve your working progress.

Lam Tak On: I have not observed that this has been the case yet.

If this has indeed become the case, I think that letting him or her go might be a wise decision.

Lee Wai Hang: It is hard to see the need when you just become a cabinet member. A cabinet, or organizing activity, has inherently very low efficiency.

Hope that becoming cabinet members have something to learn.

CV is useless; if you just come here to fill your CV, please go somewhere else (Wu Tsz Chun: or leave for another program)

Learning how to cooperate with freerider, strange and not responsive people and familiarize with member is the thing. So if one of you want to quit, see this as a challenge, try to resolve this.

Quitting is not the only option.

You need not to wait until that person want to quit cabinet then start solving.

If there are argues and anyone sense that, just tell internal vice president. Do not rely on internal vice president for personal

relationship problems. Everyone should contribute in maintaining good relationship.

Hope that you guys can learn something in becoming cabinet members.

Wu Tsz Chun: In the future, if you have problem, try solving it as soon as possible, don't wait until it accumulates and bursts.

Lee Wai Hang: Sometimes the problem not completely solved.

It is not a good solution when you just put people who have argues apart.

Hope you guys 4 years later will have no problems or embarrassments when you meet each other. I mean, now Chan Cheuk Yin can speak.

Wu Tsz Chun: I think that it is important for you guys to keep good relation.

Lee Wai Hang: When freshmen and sub-committee come, you should help them learn new things and grow up. You now have an opportunity to become a cabinet member, you have previous session members to come to AGM and tell you what to note, what they did wrong. I hope you can help them to grow. You should learn how to be a responsible man, but not how to organise functions.

Wu Tsz Chun: Do you remember the exact date of the birthdays?

Li Wing Shun: Hard for exact date.

Lee Wai Hang: What about month?

Li Wing Shun:

Fong Kin Long is October.

Tai Wai Ting and Lai Sun Yu are November ± 2 to 3 days.

Lee Wai Hang: internal vice president should not be the only person memorizing birthday dates.

Li Wing Shun:

Ng Si Long is October.

Chung Kam Hin is January.

Lam Tak On is December.

Yam Wun Kwan and wing are June.

Feng Zhijie is April.

Lee Wai Hang: Exact date?

Li Wing Shun: We have a copy which is saved.

Lee Wai Hang : You have to know there is somebody's birthday, when it comes.
Do your cabinet members have preference to birthday parties?

Li Wing Shun: One told me that he or she wants to hold this, but no response from others.

Lee Wai Hang: Once per month should be better. See how you guys want to organize. Even a WhatsApp message will be warm.

Wu Tsz Chun: Tell the characteristics of everyone.

Lee Wai Hang: What are the potential difficulties with every member?

Li Wing Shun: Fong Kin Long has few complaints about cabinet affairs and usually give positive feed backs. He may take a lot of responsibility to himself.

Lai Sun Yu needs some improvement in communication, sometimes not agree with cabinet affairs.

He think he have little contribution, usually blame himself first.

He also said that not confident with his emotions, his emotions can change in hours, like not comfortable with wing in the past with no apparent reasons.

Lee Wai Hang: Knowing your potential problem, try to do some adjustment or improvement when being together with others. You have to tell Li Wing Shun if you guys have any opinions, as it is his responsibility.

Li Wing Shun:Tai Wai Ting is very devoted in doing cabinet affairs even if he has health problem. Often have cold and come to meetings. It may be a problem that he may take too much course as has high expectations in his study.

Lee Wai Hang:Tai Wai Ting I suggest you to ask your previous session in dealing with such kind of stuffs.

Lee Mang Hei: ... No solution. Just die.

Li Wing Shun: Ng Si Long has good relationships with other cabinet mate, I see no potential problems with her.

Chung Kam Hin is easy to communicate with though he usually side-track in meetings. I hope that he does not take this too seriously.

This may be not a bad thing

Lam Tak On shouldn't try to overestimate your ability. You have taken up too many responsibilities.

Yam Wun Kwan is good at communications with other societies and can also help Feng Zhijie design. The only problem is how to manage his work properly, especially dual choir.

Feng Zhijie, probably not many other cabinet members can help you in design, but this is a hard task. So if you have difficulty, try to assign steps to other members. You don't have to do all the work from design to finalize.

Lau Wing Sum has no problem with financial secretary duties, before some conflicts with Lam Tak On. I hope you can settle down, feel free to voice out.

Self, I am sometimes too lazy. I will try to remedy this.

Lee Wai Hang : You have to ask other cabinet mates situations actively. Others, Self corrections when you spot problems.

Wu Tsz Chun: Don't expect they will voice out actively.

Tso Yee Ming: Lee Wai Hang ,are you finished?

Lee Wai Hang: Yes.

Sun Yusen: Anyone else to discuss this? Wu Tsz Chun,do you need to re-pass people?

Wu Tsz Chun: No... Wait, maybe we need to re-pass president.

Tso Yee Ming motioned to resume discussion on combined item 9+10

Cheng Man Hin second.

1357

For 15

Against 0

Motion passed

Sun Yusen: Wu Tsz Chun, do you need to re-pass President?

Wu Tsz Chun: Wait until 3, for Liaw Ming Wai is only available then.

Lau Sze Cheung : when you want to hold EGM?

Sun Yusen: In summer.

Tso Yee Ming procedural motion to lay down combined agenda item 9+10.

1359

Lam Tak On seconded

1359

For 15

Against 0

The motion is passed

Tso Yee Ming procedural motion to dicuss to resume discussion combined agenda item 5+6.

Chung Kam Hin seconded.

1400

For 15

Against 0

The motion is passed

Sun Yusen: Let's wait for Liaw Ming Wai for the minute part.

Tso Yee Ming procedural motion to resume discussion of combined agenda item 9+10

1401

Feng Zhijie second.

1402

For 15

Against 0

The motion is passed.

Lau Sze Cheung: Why you guys wear sports shoes?

Ng Si Long: Too much in a rush.

Lau Wing Sum: We talk the rundown before, we will talk games.

Sun Yusen: Lau Sze Cheung, look at the games in email.

Lau Sze Cheung: Where?

Lau Wing Sum: Let me find first.

Lau Wing Sum: We will organise the party with school.

To avoid all of you come twice, we proposed the two sessions are held on same day.

Wu Tsz Chun: Not cooperate?

Lau Wing Sum: The first part is in cooperation. The date is on 1st June.

Lau Sze Cheung: You have booked common room right? If you booked, then they change the date, this is not good.

Lau Wing Sum: This is an unlikely situation.

Chiu Wen Han: How is the progress of communicating with school?

Lau Wing Sum: School souvenir is solely by school, our society has to prepare other stuffs.

Chiu Wen Han: Other things you don't have to pay?

Lau Wing Sum: Yes

Chiu Wen Han: Is that enough for half an hour to decorate the room?

Lau Wing Sum: 30min is not enough, SciHome will close at 5:00 and cannot assign people there.

Lee Mang Hei : You can organise some easy game so that some people can go there to decorate.

Lau Sze Cheung: You have to walk 15 mins from SciHome to common room 5+6.

Lau Wing Sum: Alternatively we can book this room very early and do the decoration early like at 1400.

Lau Sze Cheung : What will you do in SciHome.

Lau Wing Sum : There will be speeches by professors.
2 games in remaining 1 hour, like Big TV, which fewer motions are required.

Chiu Wen Han:I suggest to set a time limit. Someone may not want to surround.

Lau Sze Cheung: How about the international people? Mainland students?

Lau Wing Sum: School office hasn't sent the participant list.

Chiu Wen Han: Games should be prepared in English.

Lau Sze Cheung : Who are the professors?

Lau Wing Sum: This is decided by the school, and we will ask about that.

Tse Yuen Wah: There would not be anything to play if every professor come and talk for half an hour.

Cheng Man Hin: Will you allow more time for participants to talk to the professors rather than playing games?

Lau Wing Sum: Not every participant will play I think?

Wu Tsz Chun: I think you should divide into group and send representatives only.

Lau Sze Cheung: Who are the SCI/Home participants?

Lau Wing Sum: SciHome only asked year4 student availabilities.
Our party haven't promoted, I think every IRE students can go.
If non IRE student wanna join, they can only come in the 2nd session.

Chiu Wen Han: There should not be any non IRESS member, non IRE student come.

Lau Wing Sum: Can I ask a non-Grad-Party related question?
Any theme color suggestions?

Wu Tsz Chun: No black .

Lau Sze Cheung: The society color or theme color of function?

Lau Wing Sum: Society.

Wu Tsz Chun: There is no fixed colour, most other non-House socs are not fixed colours I think black is ok, easy to match with other things.

Chiu Wen Han: Black is ok.

Lau Wing Sum: Back to gad party

The first two games are played in SciHome.

Other than the 2 sci/home games, we have 5 games played in the non-official party. Blank against humanity.

In convention we draw cards, in our game, we fill in the blanks.

Every group have a questions, every groupmates have to answer and the best response wins. The winner can have some little gifts (snacks)

We will prepare 3 rounds and 9 questions.

Tse Yuen Wah: How much time do you expect to be assigned to this game?

Lau Wing Sum: 3 rounds, I think half an hour is enough, as the questions are done simultaneously, and we just put the vote together.

Chiu Wen Han: How many groups do you want to divide participants into?

Lau Wing Sum: 25 participants can be divided into 3 groups - if it were in 2 groups, the groups would be too large .But if 4 groups,there will be too few people in one single group.

Lau Sze Cheung : If we organise this, there may be non-locals, non IRESS member IRE students. If we leave at some time, it will be very strange.

Lau Wing Sum: We expect that this would indeed be the case.

The first session is held with the school, so as the first grad party for IRE, we will expect that non-local members will come.

Lau Sze Cheung : Will you invite them?

Lau Wing Sum : Yes,we will tell them there is society party and school party , as we should serve IRE students.

Chiu Wen Han: Suppose the school will send email, ask them to add the society one. It is fair to ask them to do something for you.

Lau Wing Sum : School asked us whether we can promote it in big group, noted that the 1st session is for IRE students only.

Wu Tsz Chun: What language will you use during games?

Lau Wing Sum : English; if members can understand Putonghua, then Putonghua.

Wu Tsz Chun: Some locals cannot use Putonghua.

Lau Wing Sum : Then English is most advantageous.

Cheng Man Hin: You can ask somebody to translate to him, as using Cantonese will be more happy.

Tso Yee Ming: Non-local students may walk-in.
Don't prepare all the things of too local as they may not know.

Lau Wing Sum : Next game is called 福(ふく)笑(わら)い (Fukuwarai)
Choose a participant in a group and ask others to draw his face. Then ask other groups to guess .To prevent drawing too ugly, we will deduct marks from the drawing group

Lam Tak On: We changed already, if the drawing can be guessed, the drawing group can get 5 marks.

Lau Wing Sum : You didn't tell me when you changed.

Chiu Wen Han: You have to notify the PIC when something changes.

Lau Sze Cheung : I think will be difficult to draw somebody.

Wu Tsz Chun: Someone may dominate the game also.

Chiu Wen Han: They ask different people to draw different part of the face, so it should not happen.

Lau Wing Sum : Everyone has some special characteristic for recognition.

Wu Tsz Chun: Scoring is unbalanced

Wu Tsz Chun: How many times to guess?

Lau Wing Sum: Five times. As there are 6-7 people in a group, there is few people left after 5 guesses.

Lau Wing Sum: Next game: I never. 5 lives for each participant.
All participants will participate

1. Every player has 5 lives.

2. Players have to take turn and say one thing that he/she has never done throughout his/her university life.
3. After every statement, the players who have done that thing will lose 1 life; if all participants have not done that thing as well, then the person who said that thing will have to lose a life.
4. The player who lose all 5 lives loses.
5. The game will run for two round, and the two(or more) losers will be punished.

Wu Tsz Chun : How if someone lie?

Cheng Man Hin: Ask somebody familiar with him , and the lives will deduct more?

Lau Wing Sum :We can think about it. The purpose of the game is to know each other.

Cheng Man Hin: Why you have to konw each other in final year?

Chiu Wen Han: Please ensure that you know him well.

Lau Wing Sum : This is a classic room game. Any other questions?

Wu Tsz Chun: OK, Next.

Chiu Wen Han:For more people plaing, there will be more fun, but this may last a long time, and more peanuts.

Lau Wing Sum :

It-Which-Must-Not-Be-Named

1. Every player has a piece of paper sticked onto their back.
2. Players are allowed to move around and write a specific phrase onto the forehead of players from other teams. The phrase must not be common everyday words (e.g. the top 100 commonly used Chinese characters), but are allowed to be other slangs or catch phrases.
3. Should a player utter out the phrase written on his/her back, that player loses. Every player must talk. The last player staying wins and the participant who have not speak throughout the period of time shall receive double punishment in Russian Roulette.

Cheng Man Hin: How if someone not talk? How to define pointed silence?

Lau Wing Sum : Ask them questions.

Chiu Wen Han:Is the game played in individual or team?

Lau Wing Sum : Individual, but this subject to changes.

Chiu Wen Han: Maybe if you have spies, you can play it better.

Lau Wing Sum : Spy?

Wu Tsz Chun: I think this game may not be exciting enough

Tse Yuen Wah: I think you may write 2-3 words so the probability increases.

Lau Wing Sum : That's also a method.

Wu Tsz Chun:Any backups?

Lau Wing Sum : Yes.

Wu Tsz Chun : The back up is just for some game have bad atmosphere, or there is some extra time.

Lau Wing Sum : SciHome does not usually give foods that are too filling.

Chiu Wen Han &Wu Tsz Chun: You may ask the participants how much they can eat.

Lau Wing Sum :

1. A bunch of bread is prepared. Some of them are smeared with wasabi, while some are not
2. Participants are only allowed to see the non-smeared face of the bread.
3. The order of picking bread follows the order of losing the game It-Which-Must-Not-Be-Named.
4. Everyone has to eat the piece of bread they take. Those who get wasabi bread loses. There is penalty for the one don't speak, take two breads. If penalty is made suddenly, it would be strange.

Tse Yuen Wah: Will you pick somebody to speak outside or people speak simultaneously?

Lau Wing Sum : This can be a bit messy if all participants join, they can be on basis of groups.

Chiu Wen Han: Then for this game, less people will be better.

Lau Sze Cheung: Who is MC?

Lau Wing Sum : May be me.

Lau Sze Cheung: How about the SciHome session? You also?

Lau Wing Sum : If SciHome don't assign people to do, it should be me also.

Lau Sze Cheung: Are 15 minutes for time capsule enough?

Lau Wing Sum : At first reception?

Lau Sze Cheung : No , open time capsule

Tse Yuen Wah: I think more time should be reserved for time capsule, and pick somebody to say the things and remember how naive they were.

Wing: We can extend it if you want?

1445 swap chair to Tso Yee Ming

Cheng Man Hin: Your schedule have no game testing.

Lau Wing Sum :It is included in discussion and preparation.

Chiu Wen Han: How about the souvenir? All participants or all year 4?

Lau Wing Sum : For souvenirs - we will prepare for every year 4.

Chiu Wen Han: Talk more about this, why all year 4 IRE students?

Lau Wing Sum : As I said, this is a society for IRE student. If this year 4 IRE student is not our member, we will still express our congratulation to him or her.

Lau Sze Cheung: Our cohort has 2 girls who speak Cantonese.

Lau Wing Sum : The school has asked you guys to fill available dates, both dates have only around 10 people available.

Chiu Wen Han: 10 responses or 10 available?

Lau Wing Sum : 10 available.

Chiu Wen Han: There may be someone didn't response.

Lau Sze Cheung: Any name on the souvenir?

Lau Wing Sum :If the member confirm attendance early, then it will have names on it. Else if they come at the time, we also prepare souvenirs with no names for them.

Chiu Wen Han: Will non IRE year 4 also have?

Lau Wing Sum: We may be prepare 1-2 for walk in.

Lau Sze Cheung : Only 23?

Lau Wing Sum : We will make little more as some quaility may be bad.

Chiu Wen Han :What is the fee for non-member?

Lau Wing Sum:It is stated in non year4, member \$80, non member \$100. We have to confirm this things before school find us.

So for IRE non member , we will treat them as non members , as they didn't pay member fee.

Chiu Wen Han: Should be right. What is the catering choice?

Lau Wing Sum: Pizza or other food catering.

Lau Wing Sum: Souvenirs are given to non-participants also?

Lau Wing Sum: Yes.

Lau Sze Cheung : How to give them ?

Chiu Wen Han: participants should also contribute to the price. You could also sell the souvenir to those who didn't attend. We did it in our session.

Tse Yuen Wah: They have flown away. How do you give it to them?

Chiu Wen Han: They will probably not fly away this early.

Lau Sze Cheung: International, but you have made it, just put it there will be a waste.

Chiu Wen Han: I think you should follow... When is the counter date?

Lau Wing Sum: Early May.

Chiu Wen Han: I think you should follow the number of applied participants and prepare slightly more.

Lau Sze Cheung : If you don't mind them not to pay, you don't have to open counter.

Lau Wing Sum: There should be aware of this.

Chiu Wen Han: Yes, but we don't expect people don't pay and the most not pay people have left.

Chiu Wen Han: It would be unsatisfying if people have to pay on site.

Lau Wing Sum: It is troublesome to do so.

Lau Sze Cheung: Is the poster ready?

Chiu Wen Han: It is too early to do so.

Lau Wing Sum: it will be ready by early May, with the banner for inauguration.

Tse Yuen Wah: Inauguration is coming, can it be ready on time?

Lau Wing Sum: the banner thing, we saw e-banner, they can make it for us in 1~2 days.

Chiu Wen Han: Our banner almost not usable.

Tse Yuen Wah: it is not usable at all, as the holding points all broken.

Lau Sze Cheung: But if it is too durable, after a few years people may want to change.

Lau Wing Sum: Hmm.

Wu Tsz Chun: How about the society chop

Lau Wing Sum : this question... We do not even have the design. We can do it in EGM.

Chiu Wen Han: What if there are two qualities for different prices?

Lau Wing Sum: We will ask for more companies to see different price, how different is the quality.

Lau Sze Cheung : I asked some non locals , mainland, and they said that they will come.

Lau Wing Sum : If the number is not to large, some excos can follow them and help them.

Lau Sze Cheung: If there are 3 or more?

Lau Wing Sum: We will change the questions to commodate them.

Wu Tsz Chun: What if there are tongue twister games?

Chiu Wen Han: Supposedly English is the best way.

Cheng Man Hin: But some games are unsuitable in English.

Chiu Wen Han: If there are too much non locals, just change the games.

Lau Wing Sum : May be change to the games with more gestures.

Tse Yuen Wah: Final exam schedules are already out, you guys better arrange it earlier.

Lau Sze Cheung : When will you have all finals?

Lau Wing Sum : We asked for this question in our cabinet.

Cheng Man Hin: Anyone leaving Hong Kong immediately after final?

Lau Wing Sum: Only Feng Zhijie may go to the trip of "WISE"?

Tse Yuen Wah: 3 days only.

Feng Zhijie: 1/6 would be the date of return.

Lau Wing Sum: Only Feng Zhijie may have problem, up to now.

Sun Yusen: If this is okay, we will lay this down.

Tso Yee Ming motioned to lay down agenda item 9+10.

1505

Ng Si Long second.

1505

For 15

Against 0

The motion is passed.

Agenda item 3. To receive and adopt the minutes of IRESS, HKUSTSU Annual General Meeting 2016 & Agenda item 4. To receive and adopt the minutes of the 1st, 2nd, 3rd, 4th and 5th Extraordinary General Meeting of IRESS, HKUSTSU, Session 2016-2017

Liaw Ming Wai: We can start now?

Tso Yee Ming procedural motion to resume discussion of the procedural motion 3+4

1506

Lau Wing Sum seconded

1506

For 15

Against 0

The motion is passed.

Sun Yusen: Any comments from Liaw Ming Wai and Lau Sze Cheung?

Liaw Ming Wai: What is the work distribution for minutes?

Sun Yusen This year, we have different sessions.

Everyone types different sessions, I then compile them together and amend the common mistakes.

Liaw Ming Wai: What qualities make a good minute?

Sun Yusen: There should be complete sentences, no typo errors, formal language should be used, consistent format should be done, appendix and content page should be added. The society chop and president's signature should also be there.

Liaw Ming Wai: What is formal language?

Sun Yusen: No short form and no Chinese should be used.

Liaw Ming Wai: What is your evaluation in typing minute?

Sun Yusen: We underestimated the workload of minutes.
We missed several sessions in the middle, this led to the first version missing those sessions. Also, some short form are still remaining.
The good thing is that in the amendment work, efficiency is quite good.
We made good timely amendments such that current minutes is displayable.

Liaw Ming Wai: For the quality, the minute should keep a complete record and there should be no "... " and "blahblahblah" these kind of mistakes. There should not only one person to do the double check. Single person double checking may lead to fatigue, thus there may lead to oversight. There should be more people to double check
Why, the style is not consistent?
Why upto now is still not consistent? Like procedural motion.

Sun Yusen: This is my fault, I will correct this at once.

Liaw Ming Wai: You should care about that and change it.
Also, why you continued to use script format this year?

Sun Yusen: no problem in using script in the past years, so we use script format this year.

Liaw Ming Wai: My impression is that the last time we looked at that Lau Sze Cheung suggested using summaries.

Lau Sze Cheung : I don't know who, but not me , may be Mak Wing Kwan.

Sun Yusen: Summary somehow is too subjective, script format can avoid anything missing, and ensure completeness. Minutes shall reflect the full procession of the meeting.

Liaw Ming Wai: others?

Tso Yee Ming : I think using script is better, summary may not be able to tell the full meaning. Even though there is less work involved in summaries, For sake of completeness, script format would be better.

Liaw Ming Wai: Next session prefer which format?

Fong Kin Long: Script, since we have already been writing in this format

Liaw Ming Wai: How many people ?

Lai Sun Yu: 4

Liaw Ming Wai: But I see only 2 accounts

Lai Sun Yu: Different people are using the same account.

Liaw Ming Wai: I suggest that different people should use different accounts.

So please open four separate accounts if there are four people typing minutes. Avoid using the same accounts as this may exacerbate the problem of lagging.

Lai Sun Yu: I get it, but we do not observe the problem yet.

Fong Kin Long: We will change it next time.

Liaw Ming Wai: It's just a suggestion but not a legit reason, since what you are typing right now is just a manuscript.

Lai Sun Yu: And thus I prefer summary as I can hide the embarrassing points more easily, though in principle, scripts should be used.

Fong Kin Long: I also prefer script to ensure completeness.

Liaw Ming Wai: I remember last year, Mak Wing Kwan used summary for activities and scripts for people. As activity,summary allows the next session for reference. To preserve completeness, scripts were used for people.

Lai Sun Yu: This sounds reasonable.

Liaw Ming Wai: Why so many mistakes in previous emails sent

Sun Yusen: Mostly because I am the one responsible But sent minutes done by Chan Siu Man.
Our communications have some errors, so the first few emails have incorrect minutes attached.

Liaw Ming Wai: I think it is ok for the first time
But the mistake persisted for three or four emails despite my continual complaints.
Communication is not a reasonable justification.

Sun Yusen: Other than the first time, can you tell us what was the mistake in the later emails?

Liaw Ming Wai: It seems that the 2nd 3rd 4th emails are all the same. I saved the emails and compare.
That's why I am so angry in the 3rd AGM.

Sun Yusen: This was because of errors in communications between me and Chan Siu Man.

Liaw Ming Wai: But is the 2nd one correct? You can check the length, this marks whether they are the same file..

Sun Yusen : Are you asking about 12 or 13?

Liaw Ming Wai: March or April?

Sun Yusen :First time, it was because I had errors in checking.
The 2nd should be same with the 1st as I can't spare time to amend

Liaw Ming Wai: but you told me that you attach the wrong thing, but later you didn't change back.
On 22/3 there are still no changes.

Sun Yusen :Then we found out that it was not because we attached the wrong file, it was because of errors in checking.

Liaw Ming Wai: But the 22/3 and 16/3 attachments are the same, no changes.
It should be wrong attachment , are there any other reasons?

Sun Yusen: 22/3 that one we haven't started large scale amendment.

Liaw Ming Wai: Is Chan Siu Man draft and then send , or are there any other mechanisms?

Sun Yusen: We now let the next cabinet draft email, Chan Siu Man check for errors, and then send.

Liaw Ming Wai: who give attachment to the next session?

Chan Siu Man: I attach it.

Liaw Ming Wai: Who check Chan Siu Man have attached the correct thing? In the past, I cooperate with Chan Zhao Cong, and check , then Chan Zhao Cong double check although there was mistakes, only a few of them appears. The experience is that double-checking is important.

Sun Yusen: Usually I draft and is checked by Chan Siu Man.

Liaw Ming Wai: You checked the content only but not attachment?
Then the next time you should care more about it, especially, there are many changes in financial budget and something else.

Liaw Ming Wai: Updated version should be clearly stated to avoid chaos So this shall be clearly marked on the file.
The next cabinet should also take note of this.

Liaw Ming Wai: Is Tse Yuen Wah here?

Tse Yuen Wah: I am here.

Liaw Ming Wai: Just asking about it.
What is the difference between procedural motion and motion?

Tso Yee Ming: Who are you asking?

Liaw Ming Wai: Lam Tak On's cabinet... or Lam Tak On

Lau Sze Cheung: Why think too long?

Lam Tak On: I don't know how to tell the difference, I know the difference.

Liaw Ming Wai: You better tell it, as take minutes have to specify the two things

Lam Tak On : Sorry, I don't know the difference.

Lau Sze Cheung & Liaw Ming Wai: Sun Yusen, you tell him

Sun Yusen: "Motion" is done according to agenda item order.

"Procedural motion" is that discuss not according to order or combined or lay-down.

If it is in order of the agenda item order, it is a motion; otherwise it is a procedural motion.

Lau Sze Cheung: Can you add agenda item in the meeting?

Sun Yusen: If the agenda item has little effect to the overall flow, we procedural motion to amend agenda item. In short, it depends on the extent it affects the overall flow, like we cannot add quit cabinet in change quorum.

Lau Sze Cheung : I don't understand the " change quorum"

Sun Yusen: Like changing constitution.

May be after you discussed the number which is not the same as the one proposed in the agenda.

Lau Sze Cheung: It is not feasible

Sun Yusen: Constitution allows this as long as there are $\frac{2}{3}$ of members consensus.

Liaw Ming Wai: Which page states this?

Tso Yee Ming: page 14

Liaw Ming Wai: Change resolution but not agenda item.

Sun Yusen: As the resolution is stated in the agenda, this implies the agenda item must be changed.

Liaw Ming Wai: Resolution changes not agenda item changes.

Sun Yusen: So I said that if the changes have no big effect on the purpose of the meeting, we can change.

Liaw Ming Wai: Can we add agenda item to AGM?

Sun Yusen: No, AGM agenda items are fixed

Lau Sze Cheung: Why there is no session 4 in content page.

Chan Siu Man: ... I see. This is because when we use find and replace all, it replaced internal vice president by Internal Vice President.

Liaw Ming Wai: Don't use EGM meeting 1,2 as the name is the first EGM ,the second EGM.

Sun Yusen: OK, I will change now.

Lau Sze Cheung: But EGM 4 is really missing.

Liaw Ming Wai: EGM was changed to internal vice president

Lau Sze Cheung : In the content page, between 224, and 292.

Liaw Ming Wai: Can you go to page 322, line 7?

Why agenda will include section 2?

The line after minute takers.

This is obviously 4th EGM and the next sentence is "chair person started AGM" at 1920, but the previous line states 1930.

So how trustable are your minutes?

Lau Sze Cheung: What does "Chen Zhao Cong by Chan Wing Kin" mean? In your minutes, the place where Rachel said.

Tse Yuen Wah: Chen Zhao Cong, representing Chan Wing Kin, because Chan Wing Kin have no right to speak.

Sun Yusen: This is the problem of english

Lau Sze Cheung : I think you guys have to add foot note to explain the situation.

Sun Yusen: We found that part, that was our fault.

Liaw Ming Wai: You guys just copy and paste and did not do double check.

Also your name is sometimes stated as "Yusen" and sometimes as "Yu Sen"?

How can even a name be inconsistent in your minutes?

Sun Yusen: This is my mistake, I will change this.

Liaw Ming Wai: Why the name of gordon appeared twice?

"Minute takers: Tse Yuen Wah, Lee Man Hei Lee Mang Hei Gordon"

Sun Yusen: You are right, Gordon's name appeared twice.

Lau Sze Cheung: P. 335 why highlight "extraordinary"?

Sun Yusen: Ok changed.

Liaw Ming Wai: On P. 336 line 4, did you process it? Actually the whole fifth EGM. Commence, receive, adopt agenda, did you change the format? Which exco responsible for this?

Tso Yee Ming: Tang Cheuk Him.

Lau Sze Cheung: The title of EGMs are not the same. Like "Title: EGM 2" and "Session: 2nd EGM".

The title is not consistent with the content.

Your title is 'the minutes of EGM' then time, business, something else, but the title is not the same.

Chan Siu Man: This is also our oversight.

Sun Yusen & Chan Siu Man: We will change this.

Sun Yusen: We initially adopted email notations.

Liaw Ming Wai: p.336 why talk "excocs" is not consistent and some use capital letters? Mostly you use full name "Executive Committee" but you have "ExCos"?

Sun Yusen: We have tried "exos" "exco", but no "excocs"

Liaw Ming Wai: P. 339, why IRE/IRESS usually use capital letter but you don't use.

Sun Yusen: May be because we use all small letters in typing the minutes.

Liaw Ming Wai: P.339 my speech, why is there "Nom Cab" which is a contraction?

But as I randomly choose some pages and discovered so many errors, I don't know what to say.

P. 341 "cons"

P.47

Sun Yusen: Where is the problem?

Liaw Ming Wai: Can you discover the problem in the top part of the page:

Sun Yusen: I cannot spot any problems.

Liaw Ming Wai: Quote,

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

1. Henry Tye is a professor, please use consistent terminology
2. Short form (TA, QMII)
3. Are you sure that is the full record?

and in ocamp

"BBQ" as short form, is it suitable?

Sun Yusen: Ok we corrected the "BBQ" problem

Liaw Ming Wai: P.52

Sun Yusen: Yes?

Liaw Ming Wai: Can you discover the mistake?
Can you spot the problem?

Sun Yusen: There are two "??" symbols.

Liaw Ming Wai: If you use UST throughout, the meaning of which is clear, so it is prime. You should use consistent short forms.

Then PIC don't sometimes use capital letters, sometimes small letters, the most important thing is to be consistent.

Sun Yusen: Any other questions?

Liaw Ming Wai: people name like Ethan and Lui Ming Hong.

Why does Lui Ming Hong state that "Lui Ming Hong is waiting for Ethan"?
He can use "I".

Lau Sze Cheung : When you expect to finish?

Sun Yusen: Expected at 6:00p.m.

Liaw Ming Wai: P.56

Sun Yusen: One capitalized Biology, "msa"

Liaw Ming Wai: "WE", "churing prof"

You used lowercase "msa", uppercase "BiologyLOGY" then I have no idea why you use lowercase "chemistry"

Chan Siu Man: "Finding" ,good.

Liaw Ming Wai: Why use small letters in chemistry , all use small letters, all short form? Please use consistent terminology.

AGM should have the same agenda item, include it in the first session only should be more appropriate.

As the agenda items are always the same, there is no point of repeating the agenda item every time.

Sun Yusen: I think somebody may only want to see part of them , this will be more convenient .

Liaw Ming Wai: They can refer back to the first session

Sun Yusen: That's also ok

Liaw Ming Wai: In general ,only full members or honorary member will present, but there is a special case, Chan Wing Kin, so do we record what he said?

Sun Yusen: Considering his identity is very special as he is a past executive committee member. I allowed him to speak so I think we should mark this down in minutes.

Liaw Ming Wai: I see that a few times Leung Ka Yuet attends meeting, Leung Ka Yuet is in record. Chit-chat should not be included as well.

Lau Sze Cheung: What did you say?

Liaw Ming Wai:That should they only record full members or honorary members, like Chan Wing Kin and Leung Ka Yuet .

Lau Sze Cheung: What did she say?

Sun Yusen: It was Chan Wing Kin as president, so I don't remember whether he approved her to speak. If yes, the words should be recorded.

Lau Sze Cheung: But is Leung Ka Yuet a full member?

Liaw Ming Wai: if the words is relevant to the meeting , should record it, but if is just chatting , don't have to record it. But the next session should not have this problem, so just to remind you guys.

Lau Sze Cheung: A questions not relevant to the minutes.
How many people will be there when you organise congregation photo booth. How many members will be at Hong Kong?

Lam Tak On: We know that less people will be here in Hong Kong, but we don't know how many people will be present, we are exploring the possibility of holding it earlier.

Lau Sze Cheung : As I know , only Lee Wai Hang will be at Hong Kong.

Tso Yee Ming : May be Shing Ming ,Hung Siu Fai ,Chu Shek Kit and Yik Hiu Fai will be there.

Lau Sze Cheung : As I know turtle may go to Germany.
These people are not that active

Sun Yusen: Rachel are you still reading?

Liaw Ming Wai:P.73

Lee Cheuk Long's speech

Will should be Lee Wai Hang but not "Will".

P.75

What is "IIRC" ?

David Lu Shing Huk: "If I remember correctly".

Sun Yusen: changed

Liaw Ming Wai : Anyone else want to ask about minutes?

Sun Yusen: Any opinions from Lau Sze Cheung?

Lau Sze Cheung: No

Sun Yusen: Others?

(No response)

Sun Yusen: No.

Lau Sze Cheung : Can stay to 6 p.m. and let Liaw Ming Wai see.

Sun Yusen: Do you want us to lay down the discussion, such that you can have sufficient time to look at the minute, or keep the current meaning?

Liaw Ming Wai: I am not going to look at it more.

Sun Yusen: As the next Monday is the inauguration, and this should be the last section of AGM, and the minutes should be passed.

Liaw Ming Wai: You guys have to be serious about the documents using the name of society. Much like the fact that the next cabinet to have an empty year plan because of the fact that people are still discussing the annual report.

The next session, even they are passing the previous session, don't do the year plan in a not serious way. This is the comments that I want to talk and so I skype.

Lau Sze Cheung : What haven't passed?

Sun Yusen: Ocamp, Registration day , open semester dinner, Christmas party, society jacket, annual dinner. There are no details of games, but they have the work schedule.

Lau Sze Cheung: President of next cabinet, please explain the lack of details.

Sun Yusen: They only lack the game details, every other detail is ready.

Lam Tak On: We were not aware that the game details are required, especially for later activities.

Minute is put to vote.
For 14
Against 0
The motion is passed.

Tso Yee Ming procedural motion to resume the discussion of agenda item 9+10. Tai Wai Ting seconded.
1627
For 13
Against 0
The motion is passed.

Sun Yusen: We asked about constitution details in the previous session. From the previous one, Lam Tak On seems not familiar with the constitution.

Liaw Ming Wai: Passing President right?

Sun Yusen: Yes.

Liaw Ming Wai: Can I ask Su Yusen first? What experience would you want to share with Lam Tak On?

1628 Swap chair to Tso Yee Ming

Sun Yusen: My bad experiences in dealing with personal emotion. I suggest that Mike should not hide his feeling
Mike did quite well for the technical things.
Like in promotion period, he know how to lead and organise meetings.
Mike is self disciplined and has high expectation on himself.

Liaw Ming Wai: As I heard, Lam Tak On has no Facebook?
This is not really important, but other society people want to know you but you won't give them your phone number, so you should have a Facebook.
Also, Sun Yusen, I heard you dive WhatsApp in a very severe way.
What advice do you have for the next session for facilitation of communication?

Sun Yusen: In my advice, if it is important, please direct message or call.

Liaw Ming Wai: Can I find you by direct message? You grey ticked me for a week.

Sun Yusen: Sorry. Also if you need face-to-face meetings, you can have regular meetings, weekly or biweekly. The main difficulty is that you may have time clashes, mostly due to come with time.

Liaw Ming Wai: Year2 is hard to meet other cabinet mate due to different major courses. You guys have to think about, as in year 1, you gys can see each other often, but in year 2, people have lessons in different places, and you will not able to see others often and things will not be done well.

1633 swap chair to Sun Yusen

Sun Yusen: Liaw Ming Wai, do you have anything to ask? General meeting public notice need how many clear days?

Lam Tak On: 5 days?

Tse Yuen Wah: Have you studied the constitution?

Lam Tak On : Yes...

Sun Yusen: My idea is that general meetings are 3 days, dissolution are 7 days, and the rest are 5 days.

Sun Yusen: Under what circumstances can you call EGM?

Lam Tak On: A proportion of member printed request, or a proportion of executive committee member request, but I forgot the exact number.

Lau Sze Cheung : I heard that you can't answer the questions last time, why in this time, you still cannot answer the questions?

Lam Tak On: I have already looked over it quite a number of times.

Liaw Ming Wai: Any other cabinet mate can answer other than you?
internal vice president?external vice president? Gen Sec?

Lau Sze Cheung: Suppose IRE student should be clever and good at memorizing.

Lai Sun Yu: But I didn't focus on the details .

Sun Yusen: What is the official language of the society?

Lam Tak On: Chinese and English.

Lai Sun Yu: Only Chinese and English, not specified whether you should use traditional Chinese or not.

Lam Tak On: Which one is more preferable?

Lam Tak On : I have no preference.

Sun Yusen: In constitution, they are equal, but we use English more often as there are non local students. How to be a full member?

Isaac: How to be a nominated honorary member?

Lam Tak On: Past exco will be nominated as honary members.

If the majority full member think a normal full member can be honorary member, he or she can be nominated as well.

Sun Yusen : When will the nomination processed?

Lam Tak On : In AGM.

Sun Yusen: Who can vote, and motion?

Lam Tak On: Full Member.

Sun Yusen: Who can vote?

Lam Tak On: Full Member.

Sun Yusen: Who can speak?

Lam Tak On: Member.

Lam Tak On : Nominated cabinet 3P and financial secretary should have at least 1 IRE student, fulfilling this other science students can do.

Sun Yusen: What is President's duty?

Lam Tak On: As general meetings chairperson. Executive committee meeting chairperson. Signing official documents like notice, year plan, annual report and financial documents.

Lai Sun Yu: 2 remaining. 1, as Financial Doc is included in the previous statement. 2. Appoint General secretary when general secretary is absent.

Sun Yusen: What are the procedures of handling quitting?

Lam Tak On: After receive written resignation letter, I have to call one EGM to discuss the resolution to deal with the vacancy problem.

Sun Yusen: Within 2 weeks. How many clear days? 3 days for resumption. 5 days for calling for the 1st time.

Lau Sze Cheung : Do you have to tell the SU?

Lam Tak On : Yes, tell the SU council

Sun Yusen: When to have AGM?

Sun Yusen: Election board formation?

Lam Tak On : Exco and one full member.

Sun Yusen: When have to form?

How about people like Chan Wing Kin?

Lam Tak On : Chan Wing Kin cannot.

Sun Yusen: To form nominated cabinet, what should they submit?

Lam Tak On: Application form.

Lai Sun Yu: The constitution specifies what have to be written on the application form.

Lam Tak On: Post, name, telephone no. and nominated cabinet name.

Sun Yusen: Voting . What should you do on polling day or prep work? Mass email, public notice to inform member.

On the date box ,ballot , sample ballot and tools for voting and also full member list for recordfull member list record who have voted.

Sun Yusen: Election public notice needs how many clear days?

Lam Tak On : 5 days

Sun Yusen : What have to be on the ballot?

Lam Tak On: society chop

Sun Yusen: The options on it.

Lam Tak On: If only one nom cab, for/against/abstain

If more than one: every cab/abstain

Sun Yusen: What are the requirements

Lam Tak On: 40% full member

1 cab, if for more than against, for plus against more than abstain

a cab for more against.

More than one cabinet, then simple majority

And for plus against more than abstain.

Sun Yusen: What if ,less than 40% or for plus against less than abstain?

Lam Tak On: They Fail.

Sun Yusen: Re-election?

Lam Tak On : 1 week , if there is compliant about the election.

Sun Yusen: Not all complaint can have re-election, such as non-fair in the election

Lai Sun Yu: Draw also have to do re-election.

Isaac: Quorum?

Lam Tak On: Either 15 or 5%, depends which consist larger no. of people.

Sun Yusen: What if quorum not enough?

Lam Tak On: Re-count with certain time interval.

Liaw Ming Wai: How long if recounting quorum not enough such that the meeting should be postponed?

Lam Tak On: One hour

Sun Yusen: What if how?

Lam Tak On: Still have to continue.

Sun Yusen : How many days to change cons?

Lam Tak On: 5 days.

Sun Yusen: Criteria of changing constitutions?

Lam Tak On : $\frac{2}{3}$ of present members.

Sun Yusen : What to do after changing cons

Lau Sze Cheung: Difference between motion and procedure motion? What is the order of voting, second, procedural motion, discussion?

Lam Tak On: Motion should be discuss and then seconded then vote?

Lau Sze Cheung: It is called so many times. Any other cabinet mate can answer?

Lai Sun Yu: Second, discuss, and then vote?

Lau Sze Cheung: What about procedural motion?

Lam Tak On: Second, vote, discuss?

Sun Yusen: Something technical?

Lau Sze Cheung : As you like . What society external vice president and Presidents you know?

Lam Tak On : I am not familiar with other science society.

Tse Yuen Wah: Any other than secondary schoolmates?

Lam Tak On: No.

Liaw Ming Wal: What?

Liaw Ming Wai: Do you know UST people other than IRE?

Lam Tak On: Yes.

Chan Siu Man: Except secondary school mates?

Lam Tak On: Yes.

Lau Sze Cheung: Rehearsal for inauguration.

Tso Yee Ming : Do you think other societies know you?

Lam Tak On: Some of them knows.

Tse Yuen Wah: The Chemistry society one invited you to the annual dinner , do you think that they recognize you?

Lam Tak On : I think they know

Lau Sze Cheung: What did you do during promotion period?

Lam Tak On : Initially I stayed in our counter.

Later, go to other science society, but don't know their presidents, external vice president, as they are not there.

Lau Sze Cheung: How about other posts?

Lam Tak On : I am not really familiar with them.

Tse Yuen Wah: What is the name of the President of Chemistry society?

Lam Tak On: I don't know.

Chan Siu Man: External vice president?

Lam Tak On: (no response)

Sun Yusen: can you recognize them?

Lam Tak On: Not really.

Lau Sze Cheung : Do you think it is a problem?

Lam Tak On: Yes and I will try to know them later.

Liaw Ming Wai: Do you think you are an out-going person?

Lam Tak On: No.

Liaw Ming Wai: Do you think you are suitable for this post?
If some duties require posts, who can help you?

Lam Tak On : I think Yam Wun Kwanis familiar with other society and I think he can help me and I don't think that not very outgoing is a very big problem.

Lau Sze Cheung: Even if you are not out-going you should at least know other society P and ev, even I can do that?

Sun Yusen: Will you consider opening a Facebook account?

Lam Tak On: I had this plan. But I think that the personal info required is too personal and too many.

Liaw Ming Wai: When you distribute name card your personal information are also leaked.

Tso Yee Ming : I think the leakage of your personal information have not much relation with opening Facebook

Lau Sze Cheung: What information should you give to open a Facebook account?

Chan Siu Man: Name, birthday, email.

Lau Sze Cheung: Other than Yam Wun Kwan, who can help you?

Lam Tak On: Wing can help as she familiar with some of the people outside , but others are not familiar with them .

Lau Sze Cheung: If meetings are required but Yam Wun Kwanis not free, what will you do?

Lam Tak On: I will go

Lau Sze Cheung: What if you not free as well?

Lam Tak On : Ask who is available to go, if there is somebody can go, let them go, if no one is available, ask Yam Wun Kwan if his stuff is important. If it is important , then I go.

Liaw Ming Wai: external vice president meeting only Yam Wun Kwan?

Lam Tak On: Yam Wun Kwan only

Liaw Ming Wai: if you replace Yam Wun Kwan and other society can't recognize you, what is the point? How if Yam Wun Kwan eat Golden Rice Bowl, and cannot go?

Lam Tak On: I believe he won't.

Tse Yuen Wah: And there are still a lot of myths about Yam Wun Kwan, so you have to know.

Lau Sze Cheung: Other society members?

Lam Tak On: People commonly appearing at IRE room I will know. People not in IRE room , I am not familiar.

Tse Yuen Wah: Can you recognize the past executive committees?

Tso Yee Ming: Can you recognize Liaw Ming Wai?

Liaw Ming Wai: Not past exco. Sorry.

Lam Tak On: I don't know who is exco.

Tso Yee Ming: Say name of year 4?

Lam Tak On : Lee Wai Hang, Chiu Wen Han , Wu Tsz Chun,

Tse Yuen Wah: even Lau Sze Cheung?

Lam Tak On : Sorry...

Liaw Ming Wai: Get a photo for him and see how many people he know.

Tso Yee Ming : You don't know?

Lam Tak On : I have to see whether I know them.

Tse Yuen Wah: Year 3?

Lam Tak On: Chan Wing Kin, Leung Cheuk Wai, others I am not sure... Chan Zhao Cong I know.

Liaw Ming Wai: Even people majoring in chemistry you do not know?

Tso Yee Ming: Do you know year 4 Chan Cheuk Yin?

Tse Yuen Wah: Too demanding.

Tse Yuen Wah: Say who major chemistry in year 2 ?

Lam Tak On: You, Siu Man, Man Him, Owen.

Tse Yuen Wah: Andy Cheung, Ethan

Lau Sze Cheung: Do anyone have the annual dinner photo?

David Lu: This is the previous Inauguration. How many you know?

Lau Sze Cheung: Cannot recognize So Chui Wa, Mak Wing Kwan ,Leung Sze Ching, forgive you.

Sun Yusen: This one is too difficult, give him another one.

David Lu: This is Annual Dinner photo.
(recognition in progress)

David Lu: You do not know San Yik Chuen?

David Lu: This is Frank... I do not know Lee Cheuk Long's side.

Lau Sze Cheung: How can you improve?

Lam Tak On: Try to meet the members in the functions.
If I meet a member I don't know, hope that cabinet members can help me point them out, especially in functions.

Tse Yuen Wah: As someone told me in counter, you guys cannot see him even he walked by 3-4 times, but no one find him, you sure this is a good method?

Lam Tak On : I think there should be other excos who know the member

Lau Sze Cheung: it cannot be explained by not out-going.

Chan Siu Man: Your problem.

Lam Tak On : if I cannot recognize the member, I will talk to him actively

Tse Yuen Wah: You don't know them and you go and chat?

Lau Sze Cheung: We are all IRESS members. It is fine.

Tso Yee Ming: As long as they can recognize you

Lee Mang Hei : if you don't talk too silly, is ok.

Lau Sze Cheung: Why become exco?

Lam Tak On:

I have tried to hold activities in secondary school.

I have the interest in doing this things

Since sub-committee functions, this belief becomes firm.

Liaw Ming Wai: if you only want to organize events you don't have to be the P.

Lam Tak On: I personally like leading people rather than lead by others

Tse Yuen Wah: but that was at first, later, do anyone don't want you to be the P?

Lam Tak On : Not really, there is the previous incident involving Lau Wing Sum.

Tse Yuen Wah: As Shun stated previously, the problem is not totally solved?

Lam Tak On : But I think the problem cannot be totally solved.

Tse Yuen Wah: Do you think you have the potential to be the leader? Is there anyone more competent than you?

Lam Tak On : I think there is someone that can do, but I think I will the most suitable one

Tse Yuen Wah: What quality do you have that is better than the other contenders to this post?

Lam Tak On: I think when I am leading others, I can push and lead other to finish the work before deadline.

Liaw Ming Wai: Good leader should have what properties?

Lam Tak On:They can lead the team to finish their work before deadline

Also have foresight to note any difficulty that may arise?

The most important 2 things are these.

Liaw Ming Wai: Other things important?

Lam Tak On : Cannot think about

Tso Yee Ming: Why were you late these two AGM?

Lam Tak On : My fault in my rest , lack of rest.

Tso Yee Ming: a reminder: In later AGM/EGM, you will probably be the chair, A chair should be punctual.

Lee Wai Hang :Last time, you said that you didn't know other society people, in this time , you told me the same. What have you done in this period?

Lam Tak On: They are all holidays, I did not have time to meet them, especially as there is no point in meeting people from other socs during the middle of a holiday

Lee Wai Hang: Didn't you get name card from other society?

Lam Tak On : Before, I am doing assignment and don't have time in sitting their counter. May be in inauguration rehearsal or at that night, I can find others.

Lee Wai Hang: What about external vice president, did he get cards?

Lam Tak On: Yes

Lee Wai Hang: You have conflict with external vice president?

Lam Tak On: No

Lee Wai Hang: Just know their name does not need confronting face-to-face.

What can you do if you don't know other society president or other society president don't know? If you cannot represent the society, how come you can be the president? Why I don't find another person that know?

You want to major in chemistry, at least you should know your major society executive committee.

Liaw Ming Wai: But if he can't even recognize every Chemistry major in IRE, I think this is "understandable."

Lee Wai Hang: So why you were so insistent on being president? If you want to be the president, you should take all of the responsibilities of the president.

Lam Tak On: During the initial sessions, I thought more about internal issues than external ones. When I become aware of the lack of, I have thought about the changes, but too busy to implement.

Lee Wai Hang: As year1 student, how busy are you? Apart hanging in IRE room?

Lam Tak On: Open semester ,I was busy in Promotion period.

Lee Wai Hang: You should have done this there.

Lam Tak On: In march , there were many midterms , assignments, and I have to do them , and also have affairs in cab, so I cannot have enough time to do external affairs.

Lee Wai Hang: This is the last session right?

Sun Yusen: Suppose this is the last session, after inauguration will be EGMs.

Lee Wai Hang: Do you have the determination that you will know the 3 president of other societies by the next AGM or EGM?

Lam Tak On: This week should be partly, next week will be all done.

Lee Wai Hang: Hope that you can answer me when I or other people ask you this question later.

Lee Wai Hang: Become cabinet member, academic work, join lab; while you are joining the cabinet, you should already have noted that you have to balance them.

Do the best if you decided to do so.

I hope you can have higher self-expectations.

Lau Sze Cheung: When to recognize society member?

Lam Tak On: Graduation party, or other functions where many members will appear.

Tse Yuen Wah: But some year 3 go to exchange.

Tso Yee Ming : I think you have to settle those are still in UST.

Lee Wai Hang: We asked senior , ask for their Facebook , cap screen , put them in a file and let other people can see so that everyone know.

Liaw Ming Wai: He can't add people in Facebook.

Lee Wai Hang: Or let society member add people to Facebook. Such that you can interact with people properly and not just that they display a receipt and prove that they are member.

At least you should know other society 3 presidents.

What's the point for joint science inauguration, why don't hold our own.

Others should know the people who have the same post with them

Do shun know all the members? Did you guys communicate ?

Tso Yee Ming: No , you should communicate with people properly and not just that they display a receipt and prove that they are member.

Lee Wai Hang : Currently, what have you talked with your internal vice president and external vice president?

Lam Tak On: internal vice president game; external vice president when he has external vice president meeting or other external affairs.

Lee Wai Hang : Did you asked about the process of inauguration?

Lam Tak On : Yes , we ask him often in meeting, I also asked him in WhatsApp.

Lee Wai Hang: Anything important with inauguration?

Lam Tak On: No recent important decision, everything is decided previously.

Lee Wai Hang: Any important decision of inauguration you know?

Lam Tak On : Overall run down, not all details I do remember, but rundown is fine and the theme color also.

Lee Wai Hang: More communication with internal vice president and external vice president. You have to organize functions, but the most important things is that you organize the functions for the members. The target should be people instead of the event.

At least members will not be isolated by others

If some members get there early, but no one talk to them, they will regret for it. Don't let them regret joining the event.

Current session focus on function details rather than members. Up to now I don't think there is someone in your cab is outgoing.

Let other out-going exco to mainly R member, of course you have to do so as well. I only worried you guys don't know how to communicate with others.

Lee Wai Hang: How to solve your weakness in communicating with others?

Lam Tak On : I think have to be more active when I see other people, as I am not brave enough to talk to them . I will try actively open topic.

Lee Wai Hang : Remember your words.

Everyone should all remember the promises in AGM.

AGM is meant to point out your insufficiencies.

After that, you fail we won't care.

Will you consider opening a Facebook account

Lam Tak On: No going to do so. I am not willing to give my personal information? As seems I have to give many of my personal information.

Lee Wai Hang: I don't think there are much info required in the application for a Facebook account.

Tse Yuen Wah: You can put fake information there instead.

Lee Wai Hang: Member current situations?

Lam Tak On: Big group.

Lee Wai Hang: But not many people will be active in big group like me, I won't tell others if I have offer in WhatsApp group, but may be on Facebook like someone.

Lam Tak On: Through other cabinet mate to know.

Lau Sze Cheung: No one want to look Facebook then report to you.

Lam Tak On: At this moment I don't have other resolutions, I will try to seek other ways in the future.

Lee Wai Hang : Your method is not totally unworkable , but you have to ask people very actively as I added as many Facebook pages of them as possible.

Now IRE students show up less, only a few people like past excos will show up in IRE room. Other people stay at lab or think IRE room too crowded and then don't want to come in. If you know more, then you have more topic to talk about.

At least you have to know what he is majoring.
if member arrive early, which exco will cater them?

Lam Tak On: Lau Wing Sum, Shun, Fong Kin Long; these three have higher ability in chatting.

Lee Wai Hang: Do you know MBMS?

Lam Tak On : Know but not familiar with them.

Lee Wai Hang: Which old people are active?

Lam Tak On : Not familiar

Lee Wai Hang : So who will be invited for alumni sharing?
Only fresh grad?

Lam Tak On : May be senior ,year 3 or 4, not all have to be graduated.

Lee Wai Hang: How much do you know about the decision making of this activity?

Lam Tak On: I did not take part in this too much. I only noted the final decision.

Lee Wai Hang: Who is the PIC?

Lam Tak On: Sharing is Tai Wai Ting

Lee Wai Hang: Which alumni?

Tai Wai Ting: Not really familiar with graduated students , so may be year3,4 or professor.

Lee Wai Hang: Professors are too off-ground. Your concern may not be their concern. e.g. How to apply for grad school, they can't tell you. Academic secretary should familiar with them. MBMS has a large alumni base.
Which major?

Tai Wai Ting: Tends to LIFS?

Lee Mang Hei: But don't find Wong Sheung Kin (超人), as last two years, we found them.

Lee Wai Hang: People like me still in Hong Kong, but most are oversea. Members are very important. New members and old members are both important. New member will be next session. Old member will join function.
Don't wait people to find you, you should find others as well.

Lau Sze Cheung : We cannot do anything to you if you do not take the responsibilities. But if you choose to become excos, just to learn something as IRE students are kind and they won't blame you even you do something wrong.

Lee Wai Hang: People who can come or Skype are giving comments upon your weaknesses, you should cherish this.

Liaw Ming Wai: So you said that you are incompetent only in external affairs. How do you view your performance in internal affairs?

Lam Tak On : I think not bad but not perfect,
But in many places, there is room for improvement, but it is not too bad.
I can communicate better.

Liaw Ming Wai: Can you be more specific in how "good" or "bad" you are? How can I understand how you are with all the umbrella terms?

Lam Tak On: Like during division of labor, the way I assign jobs and how to tell them to work, this may need some more partnership.

Liaw Ming Wai: Any comments from other cabinet members?

Lee Wai Hang: Lau Wing Sum?

Lau Wing Sum: But he has an inclination to overstress in some strange points (e.g. hyphen needed in year plan, even find data to support.) My feeling is that Lam Tak On tends to look down on non-IRE people.

For example, during Promotion Period, Lee Wai Hang expressed his wish for Lam Tak On to approach people from other societies, but he said that he might over-impress others . But you won't discuss academic stuff when approaching people. He sometimes have bad attitude. Like during a seafront gathering, the Chemistry society is having a break during the AGM. I told him that I wish him to remember the name of at least the President, and preferably also that of the External Vice President.
His response: I'll try .

Lee Wai Hang: That? Now or elected cabinet?

Yam Wun Kwan: Elected cabinet.

Lau Wing Sum: sometimes not pay attention.
Like stand firm to do homework in counter.

Lee Wai Hang : Response from mike?

Lam Tak On:
These are facts. There might be misunderstandings during the conversation.

Lee Wai Hang : Why you do homework in counter? I am interested.

Lam Tak On: That was ... I don't actually remember the situation.

Tse Yuen Wah: You don't talk to me even I stand in front of you.

Lam Tak On: I don't remember

Tse Yuen Wah: 1024 homework deadline.

Lam Tak On: Oh, that day. I was deadline-fighting the homework, but I still wish to stay at the counter to assist.

Lee Wai Hang: But you occupied the table for the counter.

Lam Tak On : I didn't think that much at that time If I were given second chance, I won't do that.

Lee Wai Hang : there are reasons behind every decisions and rules. What's the meaning by over impress others?

Lam Tak On : Half-joking. As still have time,
I didn't want to go, I wanted to stay at counter to do counter duties

Tse Yuen Wah: But at last you didn't do that. As I walked by atrium with my friends, I saw you just passed by and did not play the game. You only want to recognize their face?

Lee Wai Hang: What is your view towards non IRE people?

Lam Tak On: No special view

Lee Wai Hang: when you confront other society people, even you may academically did better than them , you have to praise their persistence as they give up their study to do their stuff. May be they can do better than you if they put their efforts on study. you shouldn't hold any prejudice. Have you written the inauguration speech?

Lam Tak On: I have ideas about the plan, but have not written it down yet.

Lee Wai Hang : Don't just read out from the script.

Liaw Ming Wai: internal vice president, how do you evaluate/comment your cabinet interpersonal relationship?

Li Wing Shun: Now is ok, other than Lau Wing Sum have some opinions. We still have room for improvements. Although P may not do well before, he can improve as time pass.

Lee Wai Hang: Where?

Li Wing Shun : How to face opinions, external and internal, if the opinion hold a different view from your idea.

Lee Wai Hang: Uptil now, other than Lau Wing Sum, any conflict with others?

Lam Tak On: No. When there are view conflicts, we can handle immediately.

Lee Wai Hang : Remember that, although you haven't inaugurate, don't have the feeling that you are still in the stage of cooperation. You should come up with a method in cooperating with other people. Shun, we were discussing the ability to know members. You know all members?

Li Wing Shun: As in, knowing their names and faces.

Lee Wai Hang: Preferably had a few conversations. Do you have confident to recognize other members.

Li Wing Shun: Not now, but...

Lee Wai Hang : So what you will do?

Li Wing Shun: Through Facebook or ask seniors.

Lee Wai Hang: Did you add Facebook?

Li Wing shun: If I saw him 2 or 3 times, I will add them , but if not sure is member, I may not add.

Lee Wai Hang: Year4 or above?

Li Wing Shun: Here 3,Chiu Wen Han, Leung Sze Ching, So Chui Wa, and Esther Mak Wing Kwan , Wong Sheung Kin (超人).

Chemistry Lam William.

Tse Yuen Wah: There is only chemistry Wan Ho Chuen and alumnus Lam William.

Liaw Ming Wai : There is chemistry Lam William, mainland year3

Lee Wai Hang: Past exco Chan Cheuk Yin. He will be sad.

So Wai Lam: There was a research talk in last semester , did you go?

Li Wing Shun: No.

So Wai Lam: Oh...if you went there , you will know Wong Sheung Kin (超人).

Lee Wai Hang: You can't find all information on the web, try ask other people. Although they won't show up, but you have to know them as a manner . You can also refer to the honorary member list.

Very old people won't return, but I still add fb friend, chit-chat for short time even though I haven't met him. If they had an inexplicable urge to come back, we are not embarrassed.

Lee Wai Hang: Do you have the member list?

Li Wing Shun: Yes.

Lam Tak On : Yes, everyone can see.

Lee Wai Hang: Honorary member list?

Lam Tak On: Exist, but haven't read.

Lee Wai Hang: Not useful then don't read?

Lam Tak On: I will read later.

Liaw Ming Wai: What are the aims of our society? Or refer to Article 2 (G).

Lam Tak On : To promote and serve IRE and MBMS members.

Liaw Ming Wai: I want to point out you still have to serve MBMS. Find the photos in Facebook. Even I don't know them, I can still find a lot of photos of their inauguration.

So Wai Lam: I think a Facebook account is a must.

Tse Yuen Wah: You can put fake information on Facebook.

Tso Yee Ming : You cannot force him to open account, though I think that his reason is some kind of rubbish.

Lee Wai Hang: All of you, not just 3 presidents, have to know members. Come up with solution to recognize members. If you don't know, then ask.

Liaw Ming Wai: I think that General Secretaries have to know as well as they should have to manage contact list.

Lee Wai Hang : In our session, we don't familiar with the members, so you should know them and how to serve the members. (To Yam Wun Kwan) Will you help me to know other society people? Do you know his problem?

Yam Wun Kwan: This was once discussed in meetings, we also discussed with him about the president of Chemistry, as he is Lau Wing Sum's primary schoolmate and we hope that she can introduce them.

Lee Wai Hang: But he can't answer in the previous and this session.

Yam Wun Kwan: Help president in external duties, and manage external affairs.

Lee Wai Hang: Although president is not good you have the responsibility as well .Not only his fault, you have the largest responsibility though everyone have the responsibility. Especially your president is not very active and won't play games even in front of the counter. Think about the society, think about the big picture.

Yam Wun Kwan: We have come up with some solution.
We plan to find them when they open counter .

Lee Wai Hang: He didn't get other society name cards, but you did .Take photo then send to him.
You cooperate with him .

Yam Wun Kwan: Ok.

Lee Wai Hang: your tie is cabinet tie? Why some of your cabinet mate don't wear?

Lam Tak On: Suppose everyone have to wear, but if they don't wear, I won't blame them, I think they should have self-discipline.

Tse Yuen Wah: In promotion period , when you are taking cabinet photo, I saw someone wear grey, and I shocked that that were the president.

Lee Wai Hang : But you think you can lead the team , you should play a leading role and be the role model of the team.

Lee Wai Hang: By the way, David lu, cabinet tie or....?

David lu: Do not discuss this now...

Lau Sze Cheung: Is this cabinet suit or...

Lam Tak On: Cabinet suit.

Lau Sze Cheung: Both this suit and the cabinet suit do not fit.

Lee Wai Hang: Did you think of the cabinet suit initially?

Lam Tak On: Initially we didn't. We prepared this later.

Tse Yuen Wah: Why the time pass , half a month left, why things are not prepared?

Lam Tak On : We decide the date for photo but don't have time for the suit. We prepared game material first, take care the photo later, so the things are not well prepared at that time .

Lee Wai Hang: Representing the society, pay more attention to maintain the image.
Even if King Chow when need to represent school, he wears suit.

Lee Wai Hang: internal vice president did you remind your cabinet mate?

Li Wing Shun: I think that wearing suit is everyone's responsibility and this case didn't happen before. So I didn't remind them intentionally.

Lee Wai Hang: Push yourself to do so as this is not something difficult to do. Know to do next time.

Lau Sze Cheung: Will next year have promotion period forum?

Lee Wai Hang: Will you hold the promotion period forum for the next cabinet .

Lam Tak On: We haven't discuss this thing, but I don't think I will do that. We did not have promotion period forum, but we had something similar, a meal with the last cabinet.

Lau Sze Cheung: A meal only, really useful?

Lam Tak On: if there is a need, I think I will ask them to organize.

Lee Wai Hang : So what is the purpose of holding a forum?

Lam Tak On: To remind nominated cabinet of their mistakes and prevent them from making them again.

Tse Yuen Wah: I remember some of you went to other society forum, what do you think the purpose and the effectiveness of the forum?

Li Wing Shun: Me, Chung Kam Hin, Tai Wai Ting go. main purpose is a mid-promotion period evaluation and receive comments from members.

Chung Kam Hin: Other society member will join and give opinion, to let nominated cabinet know what is their weakness.

Li Wing Shun: Another use is that ... for Chemistry ,they have to inform member and find other society people to participate, an experience to find member. This can become important experience in organizing activities.

Li Wing Shun: They have to inform member and find other people.

So Wai Lam: As a Biochemistry member, the cabinet member will know you, but I don't know him. When they hold forum, they still ask me whether if I go even I am inactive.

Lee Wai Hang : Any other information about forum?

Tai Wai Ting: Most important point raised by Chung Kam Hin

So Wai Lam: So far experienced promotion period , if you think that you have a forum, will it benefit you, according to your answers?

Lam Tak On: We had a meal, received opinions from the last session, but the amount of information got may not be enough.

I must have benefits. Do next session needs forum depends on their ability or whether they have problems.

So Wai Lam: So if they think they don't have issues, they don't have to hold a forum?

Lam Tak On: Not exactly.

So Wai Lam: Don't you think it is a good channel for other members to express their opinion?

Liaw Ming Wai: Sun Yusen, what about you and your cabinet?

Sun Yusen: Looking back this 2 years, there are some flaws.
We had a meal with the then-current cabinet as an evaluative session.
We lack member views as participants .

So Wai Lam: Even in your session, IRE room is not a representative view.

Sun Yusen: So I think that forum is worth considering.

Liaw Ming Wai: The most important point is not the forum exist or not but is how you value the opinions of members ideas? Did you ask member whether the games are fun or ask or their evaluation.

Lee Wai Hang: Forum is a good chance for an official meeting and a chance for evaluation to make better organization. you can't go back to promotion period and set up the counter again. If you can deal with them earlier, try to do so, don't leave it until AGM. You don't have to remember all the things for AGM, but at least you can know the past experiences in the forum.

Lee Wai Hang: Even if the pass sessions, we are not that experienced. You may feel that we are so many things to say Turns out learn nothing and waste a whole year .At least I don't want to see this happens to you Opinion is not something people like to give at any point. We need formal occasion to receive opinions

So Wai Lam: As a member, a common outcome when they disagree with you is not showing up. He can stay with his friends or other society, why he have to be an active member to join your activities?

Lee Wai Hang: So I think forum is necessary. The only possible concern is that you may think it occupies too much of your work.

Say if forum is held during promotion period, at least you can start find other society during that time. If there is not much problem, not many workload, just tell what you have to do next, what you can improve. This kind of extra workload is necessary.

Promotion period should be your freest time, at least you don't have much heavy academic workload. When you go to other people forums, some of those people may be too demanding. There are some worth-learning points in big society forum. I went to their AGM, forum and learn big society operations. IRESS has small workload but you learn less.

A better way is to learn from big society. At least I found something useful when I went to their forum, AGM.

So Wai Lam: Picking up from Lee Wai Hang's question, what other societies' activities have Lam Tak On joined?

Lam Tak On : Taekwondo society.

So Wai Lam: Any other?

Lam Tak On: Other.... No.

So Wai Lam: Taekwondo society is not a big society.

Tse Yuen Wah: The event, regular practice.

So Wai Lam: But you cannot learn from the regular practice.

Lam Tak On: Sometimes there are other events.

So Wai Lam: Why don't you go Chemistry society?

Lee Wai Hang : This is not a must

So Wai Lam: This is a good channel for you to know other society people and members.

Lee Wai Hang: Or when you don't join their functions, try find other solution to solve this. Other members, other than IRE member, other than Yam Wun Kwanwho has dual cabinets, anyone
of you have joined activities by other societies?

Ng Si Long: Nature club

Lau Wing Sum: Drama

Tai Wai Ting, Li Wing Shun, Lai Sun Yu, Chung Kam Hin: No.

Lee Wai Hang: I am not forcing you to do so, but suggest you to consider not just focus on game, but also what should organizer do. Practice makes perfect, see other society how to organize events.

So Wai Lam: Chemistry society and Karate experience, open semester rice same table with Karate

P, they successfully make me in. We are a program-focused society, but we also have great people, not of IRE track, who made the activities more enjoyable, so why not?

Lee Wai Hang: Anything further to discuss?

Sun Yusen: Remaining agenda item is next session year plan.

Lee Wai Hang: Next time I may come or ask other to represent me. I will go ask other societies as well Shun remember to look at the member list.

Lee Wai Hang: In these AGM sessions, you have received many suggestions, if forget then refer to the minutes. This depends on your own motive for joining cabinet - if you want just to run the events, then it's fine. If you want to learn, however, please remember this.

Sun Yusen: The next meeting will be the EGM after final, talk about registration day and oweek.

Lee Wai Hang: Member list, remember year 4 , don't forget Chan Siu Man.

Sun Yusen: If no problems, we will put to vote.

1913

Motion to pass agenda item 9+10 is now put to vote

For 15

Against 1

The motion is passed.

Minutes of International Research Enrichment Students' Society, HKUSTSU The First Extraordinary General Meeting, Session I ,2017- 2018

Date: 28-June-2017

Venue: Common Room 4 (LG5)

Time: 19:00

Chairperson: LAM, Tak On

Minute takers: FONG Kin Long, LAI San Yu

The business of the 1st Extraordinary General Meeting of IRESS, HKUSTSU, Session 2017-2018 shall be:

1. To commence the meeting;
2. To receive and adopt the agenda of the 1st Extraordinary General Meeting;
3. To discuss and amend the Year Plan of IRESS, HKUSTSU, Session 2017-2018;
4. To discuss and amend the Financial Budget of IRESS, HKUSTSU, Session 2017-2018; 5. To adjourn the meeting.

Agenda item1.To commence the meeting

Time now is : 1901

Full member present : 8

Quorum is not met

Quorum to be counted 14 minutes later

1915

Full member present: 15

Quorum is met

Meeting commences

Agenda item 2. To receive and adopt the agenda of the 1st Extraordinary General Meeting

Li Wing Shun propose procedural motion

1917

Yam Wun Kwan seconded

For:15

Against:0

The motion is passed

Agenda item 3. To discuss and amend the Year Plan of IRESS, HKUSTSU, Session 2017-2018

Li Wing Shun propose procedural motion

Yam Wun Kwanseconded

For:14

Against:0

The motion is passed

Tso Yee Ming : What was not passed in the AGM ?

Lam Tak On: Orientation camp, Annual dinner, Christmas party .

Annual dinner

Chung Kam Hint: Firstly, we will invite the professors and guests, while Promotion Secretary finalize poster design, while we plan activities and draft MC scripts.

On 11/6 will send invitation email.

On 10/11, all designs will be finalized and posters posted on the campus.

We will also prepare game material and confirm menu and number of participants.

We will demonstrate game in the following 3 days.

On 11/20, we will send Email reminder

The time of the event was 5:00 to 10:00. At 6:30p.m. reception begins.

We will decorate before. From 19:00-20:00 is to have dinner. 2045 play game and 2115 lucky draw

Tso Yee Ming: Renovation of Chinese restaurant , I don't know can you contact them.

Cheung Long Him: It is better to communicate earlier by one month since they have many activities. Do you know the office responsible for catering?

Lee Wai Hang: Can you describe in more details? I am afraid you do not know them yet.

Li Wing Shun: We can access the CSO system and book at online. Then talk to south north.

Lee Wai Hang : Where is the office? It should be at the above the souvenir shop. If there are no relocations, the CSO is at 2/F just above the souvenir shop. I remember no online form, and just send email to them They will tell you where to go from there. The practice is, tell them in south north first, if there is , go the CSO and confirm Otherwise, they will still ask you if you have already gained the consent of South North.

Lee Mang Hei: Invite professors before finalizing the venue?

Chung Kam Hin: We know that professors are busy, so we just wish to make sure that they are available then.

Lee Mang Hei: Just ask when will be available for them is better.

Chung Kam Hin: So we will.

Lee Mang Hei: It's better to ask when they are *free* rather than when they are *not free*.

Lee Wai Hang : 10/22 start asking or finish asking? Then when will you start to ask?

Chung Kam Hin: We will begin one to two weeks beforehand.

Lee Wai Hang: How about the members? Will you finish the data collection by 10/22?

Chung Kam Hin: We will obtain the general wish of the members intending to join first.

Lee Wai Hang: This is best done in parallel; then, you need not consider the dates on which the members or professors are unavailable.

Lee Mang Hei: To clarify, I mean knowing when the professors will be unavailable within a specific time range.

Lee Wai Hang : If you ask professor, people with higher level first or propose the date before asking them, I prefer giving specific dates to professors instead.

Cheung Long Him: Decoration plan, due to renovation, see the floor plan. Also, there is only one half hour, such that you should not make it too complicated.

Tso Yee Ming: But you can go in earlier if you have a room reserved.

Cheung Long Him: You have to know whether have event before, often no.

Tso Yee Ming: Will the time clash with congregation?

Lee Wai Hang: The official schedule is being released on July?

Cheng Man Hin: But then, they already have an unofficial one in spring semester.

Cheung Long Him: Subject to change.

Chung Kam Hin: List of games:

1. Big TV: A few members from each table will be selected to act while the others will guess. Marks will be awarded if they guess correctly.
2. Can you understand it?: Mc : announce sentence. Each table will have a limited time to discuss the strategy of giving appropriate clues to convey the message to the target team. The team that can guess the word in the shortest time wins.
3. Karaoke: Non-Chinese songs will be chosen. Each team will select representatives and sing the song while listening to it. The winner will be chosen according to accuracy. To foster participation, the "funniest" performed will also have an extra prize.
4. One representative for start , receive the message from mc, tell the message to the others with a spoon in the mouth, the last one tell the message to the mc

Cheung Long Him: Will you play the games with professors?

Lee Mang Hei: They will most likely be gone by the time the game session is over.

Cheung Long Him: Prepare more things, such that if the professors could not come on time, one can fill in the gap.

Chung Kam Hin: Most likely, we will not play all the games, or the games can also be cut.

Chung Long Him : Will you play game after or before dinner?

Chung Kam Hin: After dinner.

Cheung Long Him: Then, the professors will not play games most likely.

Wu Tsz Chun: What song will be in karaoke?

Lee Wai Hang: Or who will choose the songs?

Chung Kam Hin: Firstly, we will not choose languages normal Hong Kongers know

Lee Wai Hang: But then, listeners won't resonate with it.

Chung Kam Hin: We will choose songs that the singer can sing the melodies.

Wu Tsz Chun: Song that we familiar will be better I think.

Chung Kam Hin: A possibility is choosing songs all of us know but re-sung in another language, like birthday songs in Thai.

Lee Wai Hang: You can try it with friends first. And for the second game, you will have three minutes to discuss the strategy?

Chung Kam Hin: This is a placeholder only, depends on the testing of game .

Lee Wai Hang: My advice is, unless the players are really familiar, they will chat rather than actually engage in meaningful discussion.

Chung Kam Hin: We may put it in reserve or otherwise simplify it.

Wu Tsz Chun: It is unfeasible for a large table to discuss for three entire minutes.

Lee Wai Hang: Do we have any particular events before Annual Dinner?

Cheung Long Him: We played a few games .

Lee Wai Hang: Did we introduce people?

Cheung Long Him: We didn't think it necessary.

Lee Wai Hang: I think this is a good idea, such that there is some interaction between the tables; otherwise, e.g. I did not know what happened over at the Mathematics table. The division of labour? Discuss it now?

Chung Kam Hin: We don't have any detailed plans now.

Lee Wai Hang: How is the rough division of labour at that day?

Chung Kam Hin: Some excos will decorate the venue, while others will find the professors.

Lee Wai Hang: Could you give more details?

Lee Wai Hang: You are freer during this summer holiday; think about it. Otherwise you cannot do this during the regular semester with courses and all.

Chung Kam Hin: The decoration of venue includes setting up the venue, putting the bingo cards in the correct positions, arranging the seats, etc..

Wu Tsz Chun: Who to find faculty?

Chung Kam Hin: We mentioned it already.

Lee Mang Hei: Will you use Chinese or English?

Lee Wai Hang: Let me finish it first...

Chung Kam Hin: We need to coordinate with south north when to offer the dishes, the sequences of dishes, when to serve the desserts, etc..

Lee Wai Hang : Internal vice president , any other job?

Li Wing Shun: Have you thought about the MCs? Who will guide the participants?

Lee Wai Hangs: Even the internal vice president didn't talk about it? Did you think about some excos bringing up topics to facilitate discussion?

Chung Kam Hin: The escorted can have some small talks with the professors.

Wu Tsz Chun: every table should have a exco to help talk to professors. Some members may be shy or unfamiliar with each other.

Lee Wai Hang: Most importantly, you need to find excos who know how to talk.
To prevent dead air and keep the conversation smooth

Wu Tsz Chun: Since not every member wants to talk with professors.

Lee Wai Hang: I am most worried that excos do not know how to bring up the atmosphere and need to resort to the help of members instead.
A potential problem is that persons who are relatively more outspoken to be locked to the MC position.

Wu Tsz Chun: Watch more TVB.

Lee Mang Hei : Will you use Cantonese or English?

Chung Kam Hin: Cantonese.

Cheung Long Him: If there is some non-local here who wants to join in, what should you do?

Chung Kam Hin: We will encourage the table to speak in English or (if possible) Putonghua.

Lee Wai Hang: Continue my question, can you count which people can go to which table and converse?

Wu Tsz Chun: I think by major is better.

Lee Wai Hang: But don't expect Math majors to remain silent.

Li Wing Shun: Tai Wai Tingshould talk to professors as he is academic secretary

Other excos: We can divide according to major like how it happened last year.

Chung Kam Hin: I can talk to other members about their recent work to bring up a topic. As I am a math major, I can talk about math courses.

Wu Tsz Chun: In case freshmen do not like academic topics, you can also find other ones.

Li Wing Shun: Chung Kam Hin can follow topics of math major area. Yam Wun Kwan performed well with Lau Wing Sum during Graduation Dinner and can serve the role well. Ng Si Long majors in Life Science, so she can talk to them. As for Chemistry... we need to see if Lam Tak On is free. If he is free, then so be it. But if he is not, then we can find some physics majors like Fong Kin Long or me.

Lee Wai Hang: Do you sure you can talk fluently?

Lam Tak On: Not that sure now, I will try to improve on this.

Lee Wai Hang: Don't let it be just words

Lee Wai Hang: Did you fulfill the promise last meeting. I will bring them up after this event.

Wu Tsz Chun: Chemistry majors should be in the same table as life?

Cheung Long Him: You don't need the same majors necessarily as you can also talk about some general stuffs.

Lee Wai Hang: Try to act as a bridge between faculties and members.

Cheung Long Him: Will you have freshmen table?

Chung Kam Hin: No. We will divide by purely majors.

Lee Wai Hang: If you can find some pass sessions, try not to arrange them together to prevent them from engaging in some small circle discussions. The worst case scenario is two talkative persons trapping a faculty. You should prevent this.

Chung Kam Hin: We will. We will arrange them apart and engage the more introverted members in the discussions too.

Lee Wai Hang: Discuss with the pass sessions first. My last annual dinner ended up in something similar. Remember it.

Cheung Long Him: Prof. Vic Law has mentioned asking professors directly for sponsorship, i.e., you can simply knock his door.

Lee Mang Hei: Some professors also suggested so previously.

Cheung Long Him: Asking professors for sponsorship and then inviting them for dinner, this is a win-win situation.

Tso Yee Ming: You will find graduates? Who will be in charge of contacting them?

Lau Wing Sum: I will.

Tso Yee Ming: Are there any IRE graduate in Hong Kong?

Lau Wing Sum: There is one right behind you (Lee Wai Hang).

Chung Kam Hin: This event is finished if no questions.

1958 swap chair to Li Wing Shun

Lee Wai Hang: Do you know the 3 presidents in other societies?

Lam Tak On: I know the presidents and external vice presidents by name and by face already.

Cheung Long Him: Can they recognize you?

Lam Tak On: Yes, yes. Presidents and external vice president are more important.

Lam Tak On: But internal vice presidents are relatively separated from my work. Mathematics society internal vice president is more familiar as talk to him sometimes

Lee Wai Hang: Do you know his name?

Lam Tak On: No, but I can find it.

Lee Wai Hang: Isn't remember their names a basic form of respect?

Lee Wai Hang : How many effort is need to remember 4-5 names? No one helped you?

Lam Tak On: We have traded such info. But I am not told to meet the internal vice president .

Lee Wai Hang: So is this so hard?

Wu Tsz Chun: You don't need to interact with the internal vice president, but they should know you upon mention.

Lee Wai Hang : Do you know the major chemistry members and those chemistry member grad this year?

Cheung Long Him: Not to mention the ghost members, at least you should know some active members.

Lam Tak On : I focused in the academic things, and also participated in Ocamp preparation, and not put many effort in memorizing the member's name.

Lee Wai Hang: Is this your inability in dividing workload?

Lam Tak On: I did not do all the work myself, I participated in the delegated work.

Lee Wai Hang: So is this so hard?

Lee Wai Hang: It is a basic responsibility to remember the names of the members of the same major.

Wu Tsz Chun: And you should also greet the member when you meet them sometimes, they may participate in your events next time. If you cannot recognize them, they come will be meaningless.

Lee Wai Hang: Even if your planning is complete, it is useless in itself.

Wu Tsz Chun: And the society should also foster the bonding between the members.

Lee Wai Hang: I talked about it in AGM for countless times already. The society is about people, not about events.

2006 swap chair to Lam Tak On

Christmas Party

Fong Kin Long: The date is 21/12 from 5pm to 10pm. The expected venue is common room 5+6.
17/11 onwards: PM members for scheduling 20/11 On 3/12, we will finalize the details of the game.
24/11 will book venue. 26/11 will Finalize poster design. Afterwards, start promoting the events and hang posters. From 27 to 30/11 we will open counter and collect participation fees. From 2/12 to 10/12 we will prepare game materials and start the design.
11-17/12: Continue design, 16/12 we will rehearsal and on 21/12 is the day of event .

Event rundown:

3 pm: Decorate venue.

5 pm: Reception. Card games are prepared for early members.

6 pm - 7 pm: Game 7 - 8:15 pm: Dinner

8:15: Continue playing game.

Finally, exchange presents (30 min) and take photos.

9:30 pm: Cleanup

Wu Tsz Chun: The preparation time is close to semester break and exams. Are you afraid of freeriders? To illustrate, what happened during graduation party?

Fong Kin Long: We tested once before exam and once afterwards.

Lee Wai Hang: You know what happened last time...

Lee Mang Hei: Doing this during semester break is entirely unfeasible. By the way, will you begin decoration at 3 pm?

Fong Kin Long: Depends on the time booked.

Lee Mang Hei: It depends on your game and, more importantly, on the punctuality of people and materials.

Fong Kin Long: We will put tables with dishes, receptions.

Wu Tsz Chun: There is a Christmas tree and related decorations.

Cheung Long Him: We can also ask one exco to dress as Santa Claus.

Lee Mang Hei: Will you buy new Christmas hats? You can simply bring them to the laundry.

Lau Wing Sum: Won't they flake off?

Cheung Long Him: Dry cleaning - no, too expensive.

Wu Tsz Chun: And balloons and ribbons, etc..

Lee Wai Hang: Have some buffer time for decoration and reception. You should finish decoration at least half an hour before reception. Some cute freshmen will arrive half an hour earlier to see you embarrassingly still decorating.

Wu Tsz Chun: The food will be takeaway, yes? The exco should be ready to open the box.

Fong Kin Long: We have five games, the first three for the first session and the last two for the next.

1. Opposites: This is a warm-up game without division of groups. The MC will announce a certain action, like moving in a certain direction. Participants must move in opposite directions.
2. High-low: The game will be played in groups. Firstly, the projector will show picture representing numbers like a certain number of eggs or mathematical expressions. Three seconds later, another picture of another number will be shown. If the second number is larger than the first one, participants must stand up. Otherwise, they must remain seated. This game will test their reactions.
The game can last for 10 rounds. We can have rests between rounds. The group with the highest accuracy wins. (Wu Tsz Chun: Don't use very complicated expressions.)
3. Single-legged tug-of-war: Also played in groups. Each team choose a representatives. Each representative will pull one end of a towel. The three representatives must stand in one leg and pull the towel. Those who have two legs on the ground loses. (Gordon: What if two players land at the same time? Tie?)
4. Dummy, played in action: Each participants will receive a paper describing a certain action. A few participants will receive a variant of the action. They must perform the actions, and players must guess who receive the variant as soon as possible.
5. Blanks against Humanity: Individual game, played for prizes. Given a sentence, participants must creatively insert a word or phrase into the blank. The funniest wins.

Finally, lucky draw and photo-taking.

Cheung Long Him: Seems that the games can be played without groups. We can have games involving entire groups.

Lee Mang Hei: Can you play the tug-of-war in groups? It might be quite troublesome for the losing group.

Lee Wai Hang: Do you have only English names for the game? They don't sound particularly fun.

Fong Kin Long: We do not have Chinese names for the first two games and the last one, but we have ones for the third (單腳拔河) and fourth (白痴仔). We will consider Chinese names in the future.

Lee Mang Hei: Again, will you conduct the party in Chinese or English?

Fong Kin Long: Chinese.

Lee Mang Hei: Then, you really should have Chinese names. Will there be problems with having tug-of-war with the entire team?

Fong Kin Long: Sounds possible.

Li Wing Shun: The first one is also a team game, but it is hard to discern winners and losers.

Lee Mang Hei: The 2nd and 3rd games are quite short, will they be enough to fill the 1-hour range?

Fong King Long: Depending on the turnouts.

Lee Mang Hei: Just worried that they will be insufficient. Especially for the second, as you need to prepare the game materials beforehand.

Fong Kin Long: You can eliminate players if they lose. If the game is done in groups, we can have players who landed on two feet eliminated. The teams that have no more remaining players lose.

Cheung Long Him: No other problem with games except that they don't really require collaboration.

Lee Mang Hei: So the free time is like end of event, so that members can remain and chat?

Fong Kin Long: Yes.

Lee Wai Hang: Time and preparation... you ask.

Lee Mang Hei: By the last demonstration, it may fall within the exam time and some of you might be unavailable.

Fong Kin Long: Some might finish the exam earlier.

Cheng Man Hin: Don't expect this.

Lee Mang Hei: Worst-case scenario: The PIC is unavailable, which prevents further progress. Also, check with SAO on the restrictions. If you should infringe any requirements, it will take much time to redo.

Tang Cheuk Him: Will you buy back up presents?

Fong Kin Long: Yes.

Tang Cheuk Him: You may consider selling it to anyone who happens to forget to buy gifts.

Lee Mang Hei: How will you conduct present exchange?

Fong Kin Long: The most direct method is to draw the presents directly, but you can have variations too.

Cheung Long Him: Maybe having an arena?

Cheng Man Hin: You can buy snacks as backup presents so that they can share the presents.

Tang Cheuk Him: Some presents may be a bit more... outrageous, like iPhone boxes

Cheung Long Him: When will you open the counter?

Lee Wai Hang: If you open the counter at 27/11 and post the posters, then what are the posters doing?

Fong Kin Long: We can ask Promotion Secretary to finalize the poster and stick the posters earlier.

Lee Mang Hei: The critical question is if you can finalize the date and venue earlier. You can finish the design and layout earlier and fill in the date and venue later.

Lee Wai Hang: If you confirm the dates and close the counters so late, then you are just discouraging participation. Moreover, the posters are not so useful if you only post them after setting up counter.

Fong Kin Long: We can ask the availability of members earlier to finalize the dates earlier.

Lee Mang Hei: Finalize the date earlier.

Lee Wai Hang: If you start earlier, confirming the date and venue at no later than 17/11, you can set up the counter at 27/11.

Fong Kin Long: Any other questions?

OCamp

Lam Tak On: If no, the next and last function will be the OCamp. We can go through theme game first.

Chung Kam Hin:

Theme game is a detective game, participants have to solve a crime. Participants must solve a crime during OCamp. The theme game is divided into 3 parts

Firstly, we will discover a person missing and receive a WhatsApp message from the culprit directing them to go around UST campus to complete different tasks.

After completion, they will be directed to a room where the missing exco is in. They will find an envelope containing clues for the upcoming City Hunt.

The city hunt will be divided into 2 teams, one to Choi Hung first, one to Hang Hau first.

Participants will finish tasks and obtain clues. After completing all the tasks, they can combine the clues to find out a room where they must go to.

They will perform the Room escape there. Each room contains identical props and puzzles. The rooms are locked theoretically, but due to safety concerns, they will remain unlocked. Have to solve the puzzle, get the password and open the fake lock.

Besides these tasks, they have four optional branches, each of which contains crucial clues to solve the crime.

History, computer science, music?

Cheung Long Him: If we have computers we will ask Google. Also, do not use real locks, they are too easy to pick.

Chung Kam Hin: We thought about the possibility of brute-forcing through the locks, so we will have more digital locks. Expect they can solve one branch at least, but not expect they can solve all of them, so the time is okay. Finally, they must use the information obtained in the side branches to deduce the identity of the culprit. We will present the photos of all ten excos, from which the participants must deduce the identity of the culprit.

David Lu Shing huk: In UST hunt, the theme game. How will you give freshmen the briefings? It may be confusing if you give them a WhatsApp message directly.

There is a place to brief them or just brief after dinner?

Chung Kam Hin: Firstly, the excos will announce that an exco is missing. Then, one exco will give his phone to show the message of the culprit, after which the UST hunt will start.

Cheung Long Him: But will you find rooms?

Chung Kam Hin: They don't begin at a room.

Lee Mang Hei : The destination is a room?

Chung Kam Hin: Yes.

Cheung Long Him: Beware of exhaustive search.

Chung Kam Hin: They will move in a group, so no individual actions are allowed. Moreover, each team will perform the tasks in different order, with at least two tasks sandwiched in between.

CL: There will be no bases?

Chung Kam Hin: Right

Cheung Long Him: So they must deduce the location of the next task on the run.

Chung Kam Hin: the time for hunt is around 7:30 to 10:30.

David Lu Shing Huk: Did you thought about the checkpoints and tasks?

Chung Kam Hin: They are ready, but not good to tell here

Lee Mang Hei: How many tasks are there?

Chung Kam Hin: There are 8 tasks, excluding the last task which is common to both groups. They will complete a final task in the room, after which they will find out the losing exco behind a partition.

Wu Tsz Chun: Must do in order? How if they cannot do one of them?

David Lu Shing Huk: How if they cannot do the task?

Chung Kam Hin: If so, then we can treat them as finished. The tasks are separate, but we do not wish the two teams to clash.

Cheung Long Him: even do not have the clue in A, they can finish B.

Chung Kam Hin: The only punishment for not completing the tasks is time.

Lee Mang Hei : the time for what?

Chung Kam Hin: May be there will be counting the time for the game, the faster one will win.

Wu Tsz Chun: Can they finish the tasks in three hours?

Chung Kam Hin: Yes, they should can.

Wu Tsz Chun: If they can complete the tasks with ease, then won't the meaning of competing for the speeds be lost?

Chung Kam Hin: Our aim is to have them be able to finish all tasks; the transit time, which should occupy the bulk of the time, should be determined only at demonstration.

Wu Tsz Chun: You should prepare spare tasks for such hunts. Hunts typically have more tasks than can be completed.

Chung Kam Hin: As only the final task in individual, some more time can reserve for it. The others may advise them to do for 20 to 30 minutes.

Wu Tsz Chun: Try to have tasks with more interactions. Some tasks last year can be completed alone.

Chung Kam Hin: Many of them requires communication.

Lee Mang Hei: After finishing UST hunt, find the person will have the clue?

Chung Kam Hin: The aim for the UST hunt is to find the person, and they will receive a message after finding him.

Lee Mang Hei: What is this message?

Chung Kam Hin: The message will direct the teams to the City Hunt tomorrow.

Lee Mang Hei: Who should keep this message?

Wu Tsz Chun: So the teams will get the clues after completing the tasks?

Chung Kam Hin: The teams will be directed to the room with the clues of the hunt, in which the next phase will take place.

Wu Tsz Chun : How if they are too stupid to find the room?

Chung Kam Hin: Exco help them

Wu Tsz Chun: Will they receive identical clues?

Chung Kam Hin: Yes

Wu Tsz Chun: But then, won't there be no meaning in completing the tasks?

Chung Kam Hin: The clue can be different, as the hint is for city hunt the next day and the order of visit is different. The clues will direct the teams to first Tseung Kwan O and then Choi Hung.

Wu Tsz Chun: Will completing more tasks get more clues?

Chung Kam Hin: This is most apparent in Room Escape.

Wu Tsz Chun: If is like that, in the city hunt, no matter how hard working they are, they will receive the same clue.

Lam Tak On: We can release some hints for the winning team.

Wu Tsz Chun: How will the marks be used?

Chung Kam Hin: They will be used to determine the winning team. Solving the crime also carries base marks.

Wu Tsz Chun: I don't think the marks are important

Chung Kam Hin: They will get some clues in the city hunt, and they can have better understanding and solve faster.

Wu Tsz Chun: But after solving, the clue they get will be the same?

Chung Kam Hin: Yes.

Lee Mang Hei: I am worried that participants will lose the envelope. You can give them look, collect them, and give them back tomorrow.

Cheung Long Him: Will you ask them to look at the clue during the night?

Chung Kam Hin: They will probably not understand the clue.

Cheung Long Him: Then why don't you give them the clues tomorrow morning directly?

Chung Kam Hin: Due to the smoothness of the plot.

Wu Tsz Chun: Can you use the points to buy things or obstructers for the next team?

Chung Kam Hin: Sounds possible. The tasks will not be in extra if we have three hours, so we haven't prepared extra tasks. There are many potential spots for extra tasks. But for time management , they are not put into the game. Buying extra tasks for others can allow us to put the extra tasks into the game.

Wu Tsz Chun: I think preparing more than necessary is good since it provide an incentive for them to complete the tasks quickly.

Lam Tak On: Most tasks are independent of weather.

Lee Mang Hei: Last year, the bicycle stadium is closed due to cleaning. Beware of similar scenarios.

Wu Tsz Chun: What will the format of the clues be?

Chung Kam Hin: An object, not electronic. 2D.

Wu Tsz Chun: Picture? Text?

Chung Kam Hin: Pictures, containing texts.

Wu Tsz Chun: The clues can have more kinds. E.g. text, pictures, and (Whatsapp) messages Snapshot.

Wu Tsz Chun: Who will die?

Chung Kam Hin: Not murder, just captured.

Cheung Long Him: Remember to find normal students to test game. As we do not have problems when we test it, but finally, there were problems.

Wu Tsz Chun: the good point for voice message is that there are emotions that can engage the participants.

Chung Kam Hin: The starting WhatsApp message can be (processed) voicemail instead.

Wu Tsz Chun: Will there be any wagering of points?

You can have two teams each having representatives to finish a task, and then distributing points accordingly.

Chung Kam Hin: Sounds possible, but as we don't have enough time for Room Escape, we can move it to later parts.

Lee Mang Hei: So you will put the wagering in Beach Game?

Chung Kam Hin: We need to discuss more about it.

Wu Tsz Chun: Like us, finally, they will do some tasks and some point may transfer to others.

Chung Kam Hin: Any more questions on theme game?

Lau Wing Sum: Liaw Ming Wai asked if we completed ice-breaking games, team-building games and beach games. They were not included in the year plan attached in the email, but are now added.

Wu Tsz Chun: The pace should be fast, demanding, but not requiring thinking for several minutes. If have "lives" don't give them too much.

Other Games

Yam Wun Kwan: Initial, ice breaking, team building Firecracker (10:00) Individual, say their name.

Wu Tsz Chun: Try using Chinese names instead.

Lee Wai Hang: You have to let the freshmen know the Chinese names for them to communicate with other UST people.

Yam Wun Kwan: Meet and Greet.

Wu Tsz Chun: How to play?

Yam Wun Kwan: Supposedly, freshmen do not each other beforehand. They must walk around the room and greet strangers to shake hand and high five.

Wu Tsz Chun: This can be done during gap time.

Lee Wai Hang : One to one, no one know if they will do something wrong.

Wu Tsz Chun: Remember to take more (black) photos for graduation.

Yam Wun Kwan: Bingo. Team division: Everyone have a paper, have a descriptor, sense the people have the same descriptor and find their teammates. Team building: Sequencing - arrange in order. Active, blanket name , tell the name when there is a blanket.

Wu Tsz Chun: Some games may not need so long: e.g. Meet and Greet.

Yam Wun Kwan: The Meet and Greet is played assuming they do not know each other and don't talk, if they are active, this game can be skipped.

Active, pass ball, introduce themselves. Alternatively, knowing the names of the other team and giving points. Musical chair.

Wu Tsz Chun: I think they should say some bad habits or otherwise provoking points, that will be more interesting.

Yam Wun Kwan: River use some newspaper to travel.
First round, nothing , second round will have some obstacles...

Balloon popping: Two alternatives:

1. Tie balloons to feet and each team should attempt to pop balloons of the other team.
2. Each team has a set number of balloons and pop them back-to-back

Have time limit.

Team building game. Should be 2 hours, but may change after testing game.

1. Use some materials to build a structure (Wu Tsz Chun: this is too similar with 4.)
2. Protect the Egg: use anything to build a structure to protect said egg when thrown to ground.
(Lee Wai Hang: SAO will complain if the egg yolk spreads everywhere)
3. Blindfold D-game: A puzzle, or 3D structure, ask the teammate to guide them
Harder version: with something blocking the way.

Wu Tsz Chun: make sure they will not fall down. One dollar fifty cents to form some values.

4. a. Newspaper war: Each team select representatives to pull a corner of a newspaper, tearing it to obtain materials for the next task.
b. Then, they will use the newspaper to build a nuclear bomb to shoot down a newspaper tower we built
Have to adjust the time for the game after testing game.
5. Transfer the rubber band using the straw in the mouth
6. Sponsorship: One sponsor requires us to have one game proposed and held by them for 45 minutes.

Chung Kam Hin: The sponsor is Event elite.

Yam Wun Kwan:
Ice breaking : first more static , then some more dynamic.

Beach game: actual play time is slightly more than 1 hours

Plan to have two continuous tasks

1. Bigger and better: They will have a starting item and use it to trade for better items.
2. Picture scavenger hunt: Have a list, there will be some task and actions require them to do

Wu Tsz Chun: How is the task above related to beach?

Yam Wun Kwan: The picture can be related to the beach.

Wu Tsz Chun: This game does not seem to be very fun...

Yam Wun Kwan: The photos taken can be sent to the judges.

Li Wing Shun: But it will be more interesting if the groups can view their own photos.

Wu Tsz Chun: It seems the tasks cannot use beaches well.

Li Wing Shun: I think there can be requirements that the pictures include beach.

Yam Wun Kwan: 3. Ball throwing: they should throw this into prepared targets.

Lee Mang Hei: Remember to ask if throwing balls is allowed.

Wu Tsz Chun: One can and one cannot if I remember correctly

Lee Wai Hang: Big one cannot while the small one can.

Wu Tsz Chun: I strongly discourage going to the smaller beach, as I have been there before. The large one, however, is controlled more strictly.

Yam Wun Kwan: Splat. Point to someone, and the people next to him have to say the name, the slower one is knocked out.

Lee Mang Hei: Try to pour water?

Wu Tsz Chun: You should only pour water near the end of the session.

Yam Wun Kwan: Ultimate ninja. Capture the flag: Each team has a flag and must grab the flag of the next team.

Wu Tsz Chun: They may fight at last.

Lee Mang Hei: You have to think what will be the rules.

Yam Wun Kwan: Big TV.

Wu Tsz Chun: Why again?

Yam Wun Kwan: As they asked us to add some TVB game, I added Big TV.

Lee Wai Hang: Are you afraid that the freshmen don't know the rule for spicy sushi again?

Wu Tsz Chun: Big TV at beach, really? There should be better options.

Lee Wai Hang: You cannot treat the camp you played as a reference. You can ask the people from hall society to borrow big rubbish bins, they usually ok if no time conflicts.

Lee Mang Hei: Will you use water bombs?

Yam Wun Kwan: Sounds possible.

Lee Mang Hei: If so, you need to prepare for quite a bit of time. The clean-up is also troublesome. You have to think how to prepare the water bombs.

Wu Tsz Chun: In our year, there is a tap can allow us to fill the water bombs. Also, do not use balloons for water bombs. Use plastic wrap instead.

Lau Wing Sum: Isn't plastic wrap water bomb hard to explode?

Everyone: You don't throw the plastic bag out.

Wu Tsz Chun: One of the tasks of other society is to allow them to fill in water bombs in a limit time.

Yam Wun Kwan: Instead of sushi, one uses water.

Wu Tsz Chun: We played steal dragon ball instead. Grab the thing fast and throw them to others. There is another game with a teammate being shot by other teammates so as to fill the bucket on his head.

Yam Wun Kwan: Other games, if there is extra time, use other games to fit. Never did I ever .The one in grad party.

Wu Tsz Chun: These are boring?

Yam Wun Kwan : But they can prevent dead air.

Cheng Man Hin: Maybe black magic is better?

Lam Tak On : We included Blackmagic at the bottom.

Wu Tsz Chun: I remember we had a database of Blackmagic. You can give them to group leaders.

Lau Wing Sum: Wouldn't it cause bad luck?

Yam Wun Kwan : That the thing we have to do is to include more water games.

Wu Tsz Chun: The thing to worry is that the freshmen may not know how to play games.

Lam Tak On : Any other questions in this ?

Wu Tsz Chun: Better have them played through first, since there might be more problems. Try to find other people to try the games. That is all.

Lam Tak On : Rundown part..

Lee Wai Hang: Who will be the MC?

Lam Tak On: This is undecided.

Cheng Man Hin: You have to decided it.

Yam Wun Kwan: It depends on the session. I can be the MCs for general games.

Lam Tak On: Everyone can have a chance.

Wu Tsz Chun: ocamp is not a chance to try. You should find one or two fixed MCs. You may also consider whether script is required. This can have many changes.
Rules are decided by MCs. MCs should be uncompromising towards the rules.

Lam Tak On: Next is work schedule and rundown.

Rundown:

Day one: 1200 gather , after they have lunch, so we can save one meal

Bring them to 5+6 may be and the ice breaking games. 1700-1800 put their things in the hall, and have dinner

Then have dinner at Golden Rice Bowl.

Then tell them have a person missing, give them the clues.

Cheng Man Hin: We had a problem, don't know why they assume you have dinner for one hour. And they forced us to leave. Play games after finishing dinner.

Lam Tak On: Horror story tour

Wu Tsz Chun: You have to decorate something if have horror story tour, e.g. decorate something in chemistry lab area.

Lam Tak On : We were not aware of it?

Wu Tsz Chun: I don't think you know how to lead horror tour.

Not easy to tell them in a good way, have to how to create the atmosphere
(examples given)

Lam Tak On : We have to discuss this

Wu Tsz Chun: Otherwise, you can also bring them to other places like glass ceiling.

Travel through a place something like windows in the toilet ?

(Apparently no one is aware of this)

Wu Tsz Chun: If you should do so, maybe you need to ask for outside help.

You have to ask someone to carry you and teach you how to practice for the tour.

Li Wing Shun: This is an unofficial part and is thus voluntary.

Wu Tsz Chun: If you wish to have horror tour, you need to know the stories and have a competent guide. In any case, you should not have this session if you do not feel confident.

Lam Tak On: Second day: wake up early at 8:30 We wish that they wake up at 8:30 and let them have breakfast at either Golden Rice Bowl, Asia Pacific Catering or McDonald's.

Cheng Man Hin: Not Golden Rice Bowl, please have Asia Pacific Catering instead.

Lam Tak On : Depends on the price and the availability Then, take them to either Tseung Kwan O or Choi Hung.

1200 expect them to have lunch outside

We have a cap for them, if they have extra they must pay for it Then, they will complete the remaining part of City Hunt.

1500 finish city hunt and go back to UST

1530 Enter the locked room and begin Room Escape until around six

~1800 Dinner

Probably barbeque, if raining, hot-pot

Wu Tsz Chun: What do you need to prepare for BBQ?

Lam Tak On: Forks, dishes, charcoals, etc..

Wu Tsz Chun: And for hotpot, the pot is important , one is not enough.

Wu Tsz Chun: make sure you guys know how to set up the fire, and use something good to set up the fire, (e.g. lab manual) Also, prepare a lighter.

Find those lighter in the IS lab before.

And don't buy Select-brand materials in Park'n'shop, as they are good for nothing. Buy them several days before.

Make sure you guys have good division of labor to set up the fire and not to ask JOBAMA to help.

The BBQ will go until 2130, including the part for writing time capsule, sweet soup and private talk.

Lee Wai Hang: Can you tell freshmen not to bring a folder and ask which subjects to register.

Lam Tak On: It will end at 2300.

Wu Tsz Chun: Will you buy sweet soups from Seafront or somewhere else?

Lam Tak On: Yes, as it is more convenient and cheaper.

Wu Tsz Chun: Cong Sao is also ok

Lau Wing Sum: but first we have to find somebody to get the things.

Lam Tak On: Participants will wake up and eat breakfast earlier at the third day, at ~800 - 900

Travel to beach

~1200 come back

Wu Tsz Chun: When do you want to occupy the beach?

Lam Tak On: We have not discussed yet.

Lee Mang Hei: Try it once one week before.

Lee Wai Hang : I though you want to say occupy one week earlier.

Wu Tsz Chun: You should go at ~0700 or otherwise ask other science societies.
You can com the beach things and prevent time conflicts. They probably go to the big one

Lee Mang Hei: Don't go to the small one, have to walk stairs.

Lam Tak On: We will finish beach game at ~1200 and have lunch at South North Final meal at South North....

Cheng Man Hin: South North is in renovations.

Lee Wai Hang : some of them may be have to leave and go to another o camp.

Wu Tsz Chun: you have to ask them if they need to leave earlier.

Lam Tak On: We will have a backup choice soon.

Lee Wai Hang: Firm no joint science?

Yam Wun Kwan: This is not confirmed. Not firm but No one proposed

Lee Wai Hang: Then don't.

Wu Tsz Chun: Will we demonstrate cheers?

Lau Wing Sum: We have received them, but I don't know much about the beats.

Lee Wai Hang : will you do cheers?

Yam Wun Kwan: We can try this.

Cheng Man Hin: But is there anyone knowing how to do?

Wu Tsz Chun: We practiced for half an hour.

Lee Wai Hang: Do you know what is "側身叉腰" ?

Lau Wing Sum: No

Lee Wai Hang: You are Drama Society.

Lau Wing Sum: ...They did not have this.

Cheng Man Hin: Find MBMS o camp material , the last page of it contains.

Wu Tsz Chun: The aim of doing cheers is that let them know have this thing, don't have to do to long.

Lee Wai Hang: Did you meet other universities when you go on city hunt?

Lau Wing Sum: No?

Lee Wai Hang: We have to go all around HK, so demanding,... say hi until they respond you.

Wu Tsz Chun: Will you have sharing sessions about our reflections during ocamp?

Lau Wing Sum: Pardon?

Wu Tsz Chun: Do you want to be thanked? If you want to, include the section.

Lee Wai Hang: How can you let the participants get to know each other faster?

Lau Wing Sum: Do some silly things.

Lee Wai Hang : What is the rationale of making them familiar?

Lau Wing Sum: Do silly things together.

Lee Wai Hang: You have to make their lower limit lower. Do you have stupid person ? And we tested Chan Wing Kin.

Wu Tsz Chun: And try to find some retarded idiots in each team, perhaps making some unintelligible moans and encouraging everyone else to join them.

Wu Tsz Chun: Find someone to contaminate others.

Lee Wai Hang : Help me to find her lower limit.

Wu Tsz Chun: find two 9 people in a group if possible.
Can JOBAMA say foul language

Li Wing Shun: Why not? We should ask them, on the other hand, to refrain from swearing too much.

Lau Wing Sum: Please don't, we are healthy society.

Lee Wai Hang: We are vulgar at our hearts only.

Wu Tsz Chun: The aim is to reduce the lower limit.

Lee Wai Hang: So one should observe the freshmen, not just hang around

Wu Tsz Chun: Same to excos leading groups.

Lee Wai Hang: Be well prepared mentally and physically.

Wu Tsz Chun: And we don't have so many large functions throughout this year. ocamp is pretty much the only chance for us to play without such a mental barrier.

Lee Wai Hang : ocamp period is the time that we play many things

Wu Tsz Chun: Try to create collective memories.

Lam Tak On : We have a work schedule. Some of them are started. E.g. finding JOBAMA, opening counter, mark things .

Wu Tsz Chun: What is marked

Ng Si Long: Hang Fung: Toothbrush, toothpaste, towel, cup noodles, drinks..... Environmentally-friendly bags, real life laser game coupons.

Lee Wai Hang: How many cup noodles?

Ng Si Long: 50.

Lee Wai Hang : That's good. Event elite also have some sponsor but we still not know what they will provide. We also have 50 towels and party room coupons.

Wu Tsz Chun: Try to take photos within yourselves.
Any further requirements from Event Elite?

Chung Kam Hin: Need to find some people to take photos and send them.

Ng Si Long: We also need to print them as sponsors in booklets.

Wu Tsz Chun: only the 45 minutes is worrying

Lee Wai Hang: Be more uncompromising, do not let them overrun.
Any other sources?

Ng Si Long: Around 25 bottles of drinks (carton drinks).

Wu Tsz Chun: Remember to buy water bottles if you are going to the beach without enough sponsored drinks.

Lam Tak On : Then the OAC thing is in progress.

Yam Wun Kwan: The OAC consists of Biochemistry and Chemistry. The last meeting is not held as the School of Engineering did not come. The period is 12-14 for us, seems ok. The welcoming carnival is at 9-11.

Lee Wai Hang: The engine one will not compete with us but SSSS will.

Cheng Man Hin: And be careful for Campus Wrap.

Lee Wai Hang: You can cooperate with other schools to promote to freshmen not to go to Campus Wrap. How to do the promotion?

Lam Tak On : Facebook and forum?

Lau Wing Sum: In Facebook and forums.

Lee Wai Hang: Did you ask other societies to prevent them from taking IRE members?

Yam Wun Kwan: Discussed with every other societies except Math.

Lee Wai Hang : Better ask them to refer and refund if IRE freshmen. Earlier on, Leung Cheuk Wai applied for Chem Society ocamp and they refused to refund. In the end, I used my own money to draw him.

Yam Wun Kwan : They say that they agree, but at that time, not know how will they do.

Lee Wai Hang: Have to think that if some people insist to go to dept society, how to convince them to join IRE ocamp.

Wu Tsz Chun: Do you have registration day?

Yam Wun Kwan: No. We have a welcoming carnival instead. The science school will organize an advising session. 9-11 Welcome carnival

Lee Mang Hei: Is it compulsory?

Yam Wun Kwan: Science school is compulsory.

Lee Mang Hei: That's ok.

Wu Tsz Chun: How many helpers do you need on the Carnival?

Lam Tak On: We haven't decided yet.

Wu Tsz Chun: Consider it; they only control the official helpers, not unofficial ones . Also, consider the way of promotion.

Lee Wai Hang : Registration day passed? The name is still registration day?

Lam Tak On: Just keep the name.

Lee Wai Hang: Try to distribute cards to freshmen to collect their numbers. Also, take photos (with or without consent) so that JOBAMAs and you can recognize them.
Observe and divide groups.

Wu Tsz Chun: Add a name next to the PIC.

Lau Wing Sum: If we open a group for IRE freshmen, but use this as the big group

Wu Tsz Chun: That's ok. Just something needed to have.

Lee Wai Hang: Try to draw more girls to ocamp with your feminine wiles,

Lau Wing Sum: Many boys. With high GPA.

Cheng Man Hin: Backtracking, will you set a price cap during City Hunt lunch?

Lam Tak On: Yes, something similar in the previous camp.

Wu Tsz Chun: I think that it is not good for them to pay after they have to pay the fee for ocamp

Cheng Man Hin: I think some problems occurred then... I don't think we should ask freshmen to subsidy their lunches.

Cheng Man Hin: Also notice that 3-bed rooms and 2-bed have wildly different prizes, so notice this for budget.

Wu Tsz Chun: Will you guys have ocamp evaluation?

Lam Tak On: Probably have

Lee Wai Hang : Make sure you can wake up on time Also , reserve a room for yourselves

Lee Wai Hang: What is the profit of the society?

Lau Wing Sum: Roughly \$9000

Lee Wai Hang: That many, use it to buy whatever is needed.

Cheng Man Hin: Remember to pack the things the night before.

Lam Tak On : Plan activities and game material .We are planning the games but the material not yet, but we foresee there are some things to buy.

Wu Tsz Chun: Try to summon the divers. No freerides allowed

Lam Tak On: We will organize two test games, once intra-cabinet and once with other helpers. On OCamp Tee, the design is ready; we are preparing to communicate with other societies for coordination of colors.

Wu Tsz Chun: Any pictures?

Feng Zhijie: (show picture)

Lee Wai Hang: Remind girls to wear deep colored clothes. Remember to do some scratching.

Lam Tak On: Poster We had a poster for counter But we need more for the welcoming carnival.

Lee Wai Hang: do you have the banners?

Lau Wing Sum: yes, some left from last year.

Lam Tak On: The camp book will be designed later on. The briefing session, dated 1/8 -3/8, should be finished within July.

We will stick reservation papers during this two weeks.

Cheng Man Hin: Try to monitor the reservation papers more often as they are frequently removed.

Lam Tak On: The night before camp , remind the participants .The next day, start.

Lee Wai Hang: What if some leaders are not in HK during briefing session?

Lam Tak On: We will have a separate, one-to-one, briefing session.

Lee Wai Hang: So how many of them are identified yet?

Lau Wing Sum : there are some possible JOBAMAs, but they ask to confirm the date first

Wu Tsz Chun: Actually I think there should be a one-to-one between JOBAMA and participants as one-to-many is too pressuring.

Lam Tak On: Any other questions for ocamp and its schedule?

Lee Wai Hang: Be self-disciplined

Wu Tsz Chun: You will see the problem when you actually test the games. Don't shirk the work. Be responsible.

2312

Li Wing Shun motion to vote for agenda item 3

Yam Wun Kwan Seconded

For: 13

Against: 0

The motion is passed

2314

Li Wing Shun motion lay down item 4 until the next session of EGM

Yam Wun Kwan Seconded

For: 13

Against: 0

Motion is passed

The meeting is adjourned

**Minutes of International Research Enrichment Students' Society,
HKUSTSU, The First Extraordinary General Meeting, session II ,2017- 2018**

Date: 22-July-2017

Venue: Common Room 7 (LG5)

Time: 13:00

Chairperson: LAM, Tak On

Minute takers: FONG Kin Long, LAI San Yu

The business of the 1st Extraordinary General Meeting of IRESS, HKUSTSU,
Session 2017-2018 shall be:

1. To commence the meeting;
2. To receive and adopt the agenda of the 1st Extraordinary General Meeting;
3. To discuss and amend the Year Plan of IRESS, HKUSTSU, Session 2017-2018;
4. To discuss and amend the Financial Budget of IRESS, HKUSTSU, Session 2017-2018; 5. To adjourn the meeting.

1.To commence the meeting

Time now is 1300

Full member present : 5

Quorum is not met

Quorum to be counted 1 hour later

Time now is 1400

Full member present: 7

Quorum is not met. The meeting is postponed

Details announced within 2 week, session adjourned.

**Minutes of International Research Enrichment Students' Society,
HKUSTSU, The First Extraordinary General Meeting, session III ,2017- 2018**

Date: 8-August-2017

Venue: Common Room 7 (LG5)

Time: 19:00

Chairperson: LAM, Tak On

Minute takers: FONG Kin Long, LAI San Yu

The business of the 1st Extraordinary General Meeting of IRESS, HKUSTSU,
Session 2017-2018 shall be:

1. To commence the meeting;
2. To receive and adopt the agenda of the 1st Extraordinary General Meeting;
3. To discuss and amend the Year Plan of IRESS, HKUSTSU, Session 2017-2018;
4. To discuss and amend the Financial Budget of IRESS, HKUSTSU, Session 2017-2018; 5. To adjourn the meeting.

1.To commence the meeting

Time now is : 1902

Full member present : 11

Quorum is not met

Quorum will be counted 13 minutes later

Time now is : 1915

Full member present : 13

Quorum is not met

Quorum will be counted 15 minutes later

Time now is : 1930

Full member present : 13

Quorum is not met

Quorum will be counted 15 minutes later

Time now is : 1945

Full member present : 15

Quorum is met

The meeting commences

Li Wing Shun procedural motion discuss agenda item 4.

Yam Wun Kwan seconded

Time now is 1946

For:16

Against:0

Lam Tak On: In the financial budget, ocamp annual dinner , Christmas party not yet passed.

Chiu Wen Han: Why the financial budget have difference?

Lam Tak On: May be we sent the older version

Lam Tak On: Where is wrong?

Chiu Wen Han: The date of the ocamp.

Lam Tak On : It is because not yet confirm the date of the ocamp at that time.

Chiu Wen Han: but the work schedule is wrong

Lam Tak On: All the things except the ocamp date are correct .

Lau Wing Sum: Exco 300/person , freshmen \$400, spy also 10 executive committee member, leader estimated by last ocamp ~10, 20~freshmen.

Chiu Wen Han: Now you have a newest data, how many leaders?

Li Wing Shun: Just had one addition, 11.

Lau Wing Sum: any problems in the prices?

Cheng Man Hin: Why the exco will have lower prices than leader?

Tso Yee Ming: How many rooms this year?

Cheng Man Hin: How is the discussion progress?

Yam Wun Kwan: Chemistry society share hall with us. They have 3,4/f .We have 2/f

Tso Yee Ming : How many rooms?

Yam Wun Kwan: 7 3 people room 12 2people room .

Lau Wing Sum : Expense:, as ~20 freshmen, some non-IRE people may come , and spy, order 25 ocamp tee for freshmen.

Chiu Wen Han: 9 order the size the t shirt?

Lau Wing Sum : Normal distribution, and many M and S, prepare some extreme case, 2 L.
At last: 10 executive committee T, 20 JOBAMA, 27 freshmen. But the financial budget of course the number is not correct For follow up, please look forward to the new financial report. The financial budget expect some people will save money and not have room.

Cheng Man Hin: I don't expect people not to have room.

Lau Wing Sum: Only 4 of us no extend so the place for exco to sleep is not a problem.

Lau Wing Sum: Also we have posters and I don't know why they are torn twice.

Han: The poster in hall one 11/f disappeared?

(Cheng Man Hin: What did you do?)

Lam Tak On: We will fix it later

Lau Wing Sum : road sign, of course will have people to find them, to help freshmen

Cheng Man Hin: Why you have people in atrium but still have road sign

Lau Wing Sum : Those boards can be counted as road signs

Cheung Long Him: Your counter is at exactly the outermost position, why do you even need them? Did Yam Wun Kwan tell other society to tell IRE freshmen to go to IRE.

Yam Wun Kwan: told them before but don't know if they will listen

Lau Wing Sum: For food, it will be Golden Rice Bowl for the first dinner

Cheng Man Hin: Did you ordered?

Lau Wing Sum: Did it today .Have soup.

Cheng Man Hin: \$40/person?

Lau Wing Sum: Around \$42/person .Have inflation.

Li Wing Shun: We chose the dishes

Lau Wing Sum: The second breakfast, McDonald's, \$25

Various members: Isn't it \$20?

Lau Wing Sum: \$20, McDonald's did not have posters when the budget was composed
Lunch: eat outside, around \$45/person

Cheng Man Hin: But some exco will be in UST?

Lau Wing Sum: But we cannot expect... Second dinner, BBQ; bad weather conditions will have hotpot instead.

Cheung Long Him: You use the things for barbeque to do the hot pot?

Lau Wing Sum: There is something called weather forecast .The stove/site problem is not.

Cheng Man Hin: You need to consider if you stove is suitable.

Lau Wing Sum: Current data shows that the weather will be good.

Cheung Long Him: you trust the weather forecast? 2days before is ok , 2 weeks before is not ok

Chiu Wen Han: you should find some stoves first.

Cheng Man Hin: May be you can do the thing in the training camp.

Lau Wing Sum : \$70/person? We have planned what to buy, like food around \$1500, drinks around \$100, fork around \$600.

Cheng Man Hin: Steal rubbish bags from hall.

Lam Tak On: you can save \$5.2

Lau Wing Sum : \$5.2 can have 2 posters
Paper plates, honey, forks of plastic and barbeque, lighter.

Cheng Man Hin: Will plastic plate better?

Cheng Man Hin: How many plates and forks will you buy?

Lau Wing Sum: Plate and fork ,each \$50.

Cheng Man Hin: I think plastic bow or plates are better.

Cheng Man Hin: But you said you have finalize?

Lau Wing Sum: You can't say that as we did this before Han: must deficit, as you have to claim money. The ocamp financial budgetis here finished.

Cheng Man Hin: In evaluation meeting at night, if you find not spending much, try to buy something, e.g. water.

Lau Wing Sum : Cup noodle have only half, water log is canned.

Chiu Wen Han: explain

Ng Si Long: One is partnership, one is ocamp tee, but we have to do both, cup noodle is from ocamp tee, but not from the one will come.

Chiu Wen Han: So what the one come here will give?

Ng Si Long: They will give as commodities, drinks, shampoo, wash face milk , pen, file

Lau Wing Sum: How many like , how many bags to give sponsors, from the ocamp tee one.

Lau Wing Sum : Any questions about ocamp financial budget?

Cheng Man Hin: Count money while drink tea, if not spending much, order dim sum.

Tse Yuen Wah: What people here?

Lau Wing Sum: Lee Mang Hei, Cheng Man Hin,Chiu Wen Han, Cheung Long Him, Chak Man Him, Au Kam Cheong, Tso Yee Ming.

Tse Yuen Wah: Him?

Lau Wing Sum : Chak Man Him

Chak Man Him: Seems angry?

Tse Yuen Wah: Han should be "han " but not "hon", anyway it is okay

Tse Yuen Wah: I see the BBQ one, how do you barbeque without preserve with salt ?

Li Wing Shun: Actually not considered,may be use pan

Chiu Wen Han: Many be you have to prepare a pan.

Tse Yuen Wah: What is the plan of 3rd day, the whole day

Li Wing Shun: Beach play game, 1200-30 back to UST first, turtle back, pack things, go to TKO.

Tse Yuen Wah: When to eat breakfast?....nothing

Lee Mang Hei: When will you go to Tseung Kwan O ?

Li Wing Shun: 1400

Tse Yuen Wah: 1400 turtle back?

Li Wing Shun: No, 1400 lunch.

Tse Yuen Wah: Why too trouble

Chiu Wen Han: I suggest you to try the beach things first , as time management is difficult,

Tse Yuen Wah: I suggest not to go back UST before Tseung Kwan O, but as you like.

Chiu Wen Han : Agree.

Yam Wun Kwan: But some people have to bath.

Chak Man Him: But you cannot bring your luggage to the beach?

Li Wing Shun: Yes

Chiu Wen Han: How about bad weather? On the beach day?

Yam Wun Kwan : Beach game can get to indoor. The other games is used to fill time. The last time comment is that to put more water games.

Cheng Man Hin: How about the venue problem?

Li Wing Shun: Book common room 4.

Yam Wun Kwan: Other games, and all the games in the first day, as there is sponsor game.

Tse Yuen Wah: What sponsor?

Chung Kam Hin: There is a visiting section and have to give some time to them.

Cheng Man Hin: Do you know what will they play? Will there is same game?

Ng Si Long: Actually they will only ask people to like the Facebook page.

Tse Yuen Wah: Cheers?

Lau Wing Sum: It is put in camp book.

Tse Yuen Wah: Do you know the actions?

Lau Wing Sum: No. Can Han demonstrate that here?

Chiu Wen Han: No.

Li Wing Shun: Can Han demonstrate that later?

Chiu Wen Han: No.

Tse Yuen Wah: 3rd day plan , suggest eat at UST e.g. pizza but not outside.

Cheng Man Hin: But you have ordered.

Li Wing Shun: Actually will dismiss there so there will be not much differences.

Tse Yuen Wah: Eat outside is not a must.

Chiu Wen Han: But they cannot book venues now and they cannot use later than 1200.

Li Wing Shun: We can discuss with ESU people.

Chiu Wen Han: Date of briefing section for JOBAMA is?

Lau Wing Sum: 10th.

Chiu Wen Han : What game will be tested?

Lau Wing Sum: City hunt, detective game , room escape.

Chiu Wen Han: What people.

Lam Tak On: JOBAMA, and some people outside.

Chiu Wen Han: What about beach games?

Yam Wun Kwan: Not really.

Yam Wun Kwan: Extrapolate.

Lee Mang Hei: Have any people went there?

Yam Wun Kwan : I think no.

Chiu Wen Han: I think you have to do it.

Tse Yuen Wah: How many helpers tomorrow? I almost forgot. I need a number, but not names.

Lau Wing Sum: 5?

Lam Tak On: 5.

Cheng Man Hin: Do you think it's enough?

Lam Tak On: Not really,

Cheng Man Hin: So why do not ask more?

Tse Yuen Wah: When did you do that?

Lau Wing Sum:I did it while recruiting JOBAMA.

Tse Yuen Wah: Did you make sure your people have work?

Cheung Long Him: I think if you have enough people, then not message is ok, but not enough people , then not message is not so good.

Tse Yuen Wah: Distribution must be sensible.

Cheng Man Hin: Did you try booking LC?

Lam Tak On: Yes.

Yam Wun Kwan : The first day all IRE people will come, but the second day will have science home and peer mentor, some people will come back.

Cheng Man Hin: But you have to test game.

Lam Tak On : We don't have to send all people to test game.

Cheng Man Hin: Why don't you ask how many intake today?

Yam Wun Kwan: No , I will ask tomorrow

Tse Yuen Wah: Did you fish for freshmen?

Cheung Long Him: Did you ask for secondary school teachers? Ye Jeff York? The people at TV?

Lam Tak On :Found.

Tai Wai Ting: The person in TV I didn't talk much to her.

Cheung Long Him: Maybe she only not talk to you.

Tse Yuen Wah: Posting things now is still ok.

Chiu Wen Han: Why test the game so late?

Lam Tak On : We did it before, while we are going to test outside later

Chiu Wen Han: Will you have time to change?

Chung Kam Hin: Most of the problems are solved.

Tse Yuen Wah: Why you test too late?

Lau Wing Sum : As people tell us they are only free this week.

Chiu Wen Han: Actually you can find some other people to try the games, not only JOBAMA.

Lau Wing Sum: My friends are not free.

Chiu Wen Han: Then others can also ask, and exchange testing game.

Tse Yuen Wah: How about spy?

Lau Wing Sum: Heddy will come to briefing.

Yam Wun Kwan & Lau Wing Sum: Samuel trans into IRE, will come, and another trans , physics, met him today , and approach him, but not sure.

Lau Wing Sum: Can we ask science home?

Chiu Wen Han: You can try, later they will put the names one web.

Cheng Man Hin: They will receive an email for the training camp, if you can find one, you can find all by email.

Tse Yuen Wah: If trans members come, and they don't want to be spy, they can be JOBAMA as well. Like Ivan So.

Cheng Man Hin: Ask freshmen food allergies.

Lam Tak On : Added in the google form.

Tse Yuen Wah: What the things to fill when freshmen join ocamp?

Lau Wing Sum: Name, ITSC, ID, Food allergies Date of birth or age Mainly these items.

Tse Yuen Wah: Ask them if they are 18 years old or above.

Lau Wing Sum: Chan Siu Man's girl god came to quit you today, he is sad and so not skype back.

Tse Yuen Wah: Also do you know how to find parent's consent form?

Lam Tak On & Lau Wing Sum: Did that already.

Tse Yuen Wah: Print parents letter, and remember to distribute, last year someone forgot and have to give in person.

Lau Wing Sum: We will get their contact also.

Lam Tak On: Open group, and remind them.

Cheng Man Hin: If they bring not much money, ask them to pay deposit, make sure the calculation is correct.

Chiu Wen Han: How to find freshmen?

Lau Wing Sum: Board in piazza, and some contacted, find them.

Tse Yuen Wah: Facebook one, give text only version, the title of the email is wrong, did someone noticed?

Lam Tak On : Yes but we don't want to send an amendment because of the title.

Chiu Wen Han: Talk about annual dinner first

Lau Wing Sum: Annual dinner, \$160/person, approximate from the previous year.

Chiu Wen Han: which 6 faculties

Tse Yuen Wah: Where to eat?

Lau Wing Sum: Suppose October can be done in the Chinese restaurant.

Tse Yuen Wah: Are there any other places?

Lau Wing Sum: As we will invite faculty, we better stay at UST.

Cheng Man Hin: You can ask Bistro.

Chiu Wen Han: Many society at bistro

Cheng Man Hin: Only engine will do it in Golden Rice Bowl.

Lau Wing Sum: \$130/person, but after counting faculty, \$160.

And some decoration but the balloons are reusable , game material but not big games.

Lau Wing Sum: \$130 each, but considering faculty, \$160 is the price Game materials: Must be small games, so not much.

Chiu Wen Han: You can buy a 1*3 or 1*4 banner as decoration.

Yam Wun Kwan : Do we have \$500 in decoration?

Lau Wing Sum: We have only \$100 in decoration.

Yam Wun Kwan: May be not get banner.

Tse Yuen Wah: If you invite Henry Yan, I will not go.

Chak Man Him: Why do you hate him ?

Tse Yuen Wah:As we cannot communicate.

Chiu Wen Han: You don't have to sit next to him .Actually not have to talk academic things, e.g.Prof. Fedrick Fong, Prof. Vic law.

Lau Wing Sum: Game material \$50, 15 color poster, \$45

Chiu Wen Han : I see you games not many things to buy, so maybe not spending much in game materials.

Lau Wing Sum: So the money is used in printing posters and \$300 to buy prizes.

Cheng Man Hin: If you have many income in oweek, reduce the prices

Chiu Wen Han: Tse Yuen Wah any questions?

Tse Yuen Wah: For what?

Lau Wing Sum: Anything

Chiu Wen Han: Continue

Lau Wing Sum: Christmas party \$80/person and around 40 people will come, including us .Catering \$2500, will be pizza . \$150 decorations, some decorations in society room are old, and the hats. \$100 for game materials. There will be some money to buy gifts . There will also be 15 posters .

Cheng Man Hin: Graduation party earned how much?

Lau Wing Sum: We had 39 people. At last used \$2819.5, where catering used \$2300

Chiu Wen Han: That's ok

Cheng Man Hin: They ordered Golden Rice Bowl.

Chiu Wen Han: There may be discounts in the restaurant outside, so the catering would not be too expensive.

Chiu Wen Han: They would have discounted sets at Christmas.

Lau Wing Sum: Actually, Christmas party is similar to grad party, but graduation party have souvenir We earned 586.8 in the grad party.

Cheng Man Hin: \$1700 differences , then now you can reduce the prices, do not have to wait for the oweek.

Cheng Man Hin: Where is the refund ?

Yam Wun Kwan: Refund received.

Lau Wing Sum: \$1045, they gave us \$205.

Cheng Man Hin: In total, you have \$2000 more,

Chiu Wen Han : You should have more welfare or reduce the prices.

Chiu Wen Han: What do the * means?

Lau Wing Sum: because is new events, others also have new things, banner. The * are just for my references.

Tse Yuen Wah: What do the red numbers mean?

Lau Wing Sum: Deficit

Tse Yuen Wah: Why not negative number?

Lau Wing Sum: Tradition.

Chiu Wen Han: the latest version should have no *.

Tse Yuen Wah: Is the society chop design finished?

Lau Wing Sum: No, not started yet.

Lau Wing Sum: Our promotion secretary has not yet come back.

Tse Yuen Wah: Where did she go?

Lau Wing Sum: Do volunteer.

Tse Yuen Wah: How about Ng Si Long?

Lau Wing Sum : She has come back.

Tse Yuen Wah: HI~

Tse Yuen Wah: Have you printed ocamp book?

Lau Wing Sum: Not yet printed.

Lam Tak On: There is a design but not confirmed.

Lau Wing Sum: You can end today earlier and I produce a better, but the book again is difficult.

Yam Wun Kwan: What do you want to do?

Cheung Long Him: We finished asking.

Lau Wing Sum: Tse Yuen Wah anything to ask?

Tse Yuen Wah: No, is there questions?

Lau Wing Sum: No then seems we are finished.

Cheng Man Hin: How long to correct the print budget?

Lau Wing Sum: Is ocamp considered? Do the ocamp job first.

Lau Wing Sum: 1 week, afterwards.

Lau Wing Sum: When will Chiu Wen Han leave?

Chiu Wen Han: 9/9

Cheng Man Hin: Start reducing prices first, you earned 2000

Lau Wing Sum: The functions reduce prices

Lam Tak On: After 24 can book room

Cheng Man Hin: You can do the EGM in 1/9,2/9

Lau Wing Sum: When will Karen leave?

Chiu Wen Han: One day earlier .

Li Wing Shun motion to lay down item 4

Time 2153

Yam Wun Kwan Seconded

For: 13

Against:0

Motion passed

The motion is passed

The session is adjourned

**Minutes of International Research Enrichment Students' Society,
HKUSTSU, The First Extraordinary General Meeting, session IV ,2017- 2018**

Date: 23-December-2017

Venue: Meeting Room 4 (LG5)

Time: 1330

Chairperson: LAM, Tak On

Minute takers: FONG Kin Long, LAI San Yu

The business of the 1st Extraordinary General Meeting of IRESS, HKUSTSU,
Session 2017-2018 shall be:

1. To commence the meeting;
2. To receive and adopt the agenda of the 1st Extraordinary General Meeting;
3. To discuss and amend the Year Plan of IRESS, HKUSTSU, Session 2017-2018;
4. To discuss and amend the Financial Budget of IRESS, HKUSTSU, Session 2017-2018; 5. To adjourn the meeting.

Time now is : 1332

Full member present : 2

Quorum is not met

Quorum will be counted 13 minutes later

Time now is : 1348

Full member present : 6

Quorum is not met

Quorum will be counted 11 minutes later

Time now is : 1400

Full member present: 9

Quorum is not met

Quorum will be counted 14 minutes later

Time now is : 1416

Full member present: 10

Quorum is not met

Quorum will be counted 14 minutes later

Time now is : 1430

Full member present: 11

Quorum is not met

Meeting commences now

Lam Tak On: We updated the budget from last time according to minutes of previous meetings, this time we are only looking over it and taking any questions.

To discuss the lay

Li Wing Shun motion the resume item 4

Yam Wun Kwan seconded

12 for 0 against

Tse Yuen Wah: How to calculate the unit price of laundry? Why \$20? Why quantity is 2?

Lau Wing Sum: 2 nights; washing \$8, \$12 because drying as more clothes need more time; \$6 for one time, it's

only financial budget

Tse Yuen Wah: Booklets?

Lam Tak On: Yes.

Tse Yuen Wah: Why haven't I seen them?

Lam Tak On: Only given to freshmen.

Chan Siu Man: Is there big difference between budget and report

Lau Wing Sum: No much deficit in ocamp.

Tse Yuen Wah: Why you didn't gave support to sub committee, e.g. print poster

Lau Wing Sum: Suppose they have to include it in the fee.

Lau Wing Sum: We should have less deficit now, probably.
Congregation spent no money, we only put them on Facebook and didn't print them out.
Society jack more expensive per one, the charge is \$150 , but the cost is \$147.

Tse Yuen Wah: Annual din, there should be professor sponsor?

Lau Wing Sum: Some prof. Sponsored, like Prof. Vic law \$800, Prof. Meng Guowu \$200.

Chan Siu Man: Why sponsors are found this year?

Lau Wing Sum: On voluntary basis.

Tse Yuen Wah:How many name card for external vice president?

Lau Wing Sum: 2 cases ,200. The next session should not print that much They won't finish using it.

Chan Siu Man: Will you tell the next session only print for 3P?

Lau Wing Sum: Can use nom cab instead

Tse Yuen Wah: Have you contacted other companies?

Lau Wing Sum: Not much people will go out of UST. And no useful comments from others, and the efficiency for e-print is high.

Chan Siu Man: You can just print for presidents and Marketing secretary. Others can use Promotion period cards. And you can save \$270 .And we can use the nominated cabinet one, and after distributing the card, we have no contact.

Chan Siu Man: We can discuss in AGM further whether we should put all members on one card in Promotion period.

Tse Yuen Wah: Will you ask the next session to organize a graduation photo taking?

Yam Wun Kwan : In grad party?

Tse Yuen Wah: You may do it yourself or ask the next session to do that

Lau Wing Sum: Others, the society banner, we have a new one.

Lau Wing Sum: In Others, banners are not that expensive Replacement banner, roughly \$400.

Tse Yuen Wah: Society chop really need \$40, that expensive?

Chan Siu Man: This is old one right? What about the new one?

Lau Wing Sum: Feng Zhijie has design, we are waiting for EGM to approve the design.

Chan Siu Man: What is your price for photo taking, for 4R laminated or not?

Lau Wing Sum: \$1, \$4

Chan Siu Man: Then you will have much deficit as more people ordered.

Tse Yuen Wah: Why too few people here?

Lam Tak On: It was a little bit rushed, especially we need to make it possible for financialsecs to attend. The only date we can choose is today.
After final, we can see the only date is today,
We did not do PM after final. We should have done it.

Tse Yuen Wah: Why not do it in September or October?

Lam Tak On: We wished to do it after OCamp bills are handled. We do it August, we said to do the financial budget to organize the next session, and the speed of doing financial budget is slow

Chan Siu Man: When did Lam Tak On ask you do speed up to the financial budget?

Tse Yuen Wah: WhatsApp have record and you can search.

Lau Wing Sum: 7/11 I did it, and the new one is last two days.

Tse Yuen Wah: Why so late?

Lau Wing Sum: Mid-term, activities. At early September, have drama, and mark the ocamp money Late Sept will be Oweek, semester commencement dinner. October will be midterm. So do it in early November.

Tse Yuen Wah: Why you done it in November and you have the EGM now?

Lam Tak On: Because there was 4-5 functions in November.

1. Society jacket mostly Feng Zhijie
2. Photo taking
3. Annual dinner

The intense part were in November.

Tse Yuen Wah: That's your problem.

Chan Siu Man: Shouldn't it be September for photo taking preparation to start?

Tse Yuen Wah: Is your cabinet members not pm others?

Lau Wing Sum: we have deadline for pm. We have a google drive to update But the message time is relatively late itself already.

Tse Yuen Wah: Who you have asked before today?

Lam Tak On: Consider not much people will come, we ask mainly year 3, like Chan Siu Man, Cheung Long Him, Tso Yee Ming, Cheng Man Hin.

Tse Yuen Wah: Why you only ask year 3?

Lam Tak On: We find today should be the most likely to be available.

No follow up

Chan Siu Man: If you do follow up, David Lu Shing Huk will come.

Tse Yuen Wah: And why no year 4? Only 2 next session?

Lam Tak On: Did not consider

Tse Yuen Wah: Why not year 1?

Lam Tak On: We contacted them at last cab formation meeting. But no follow?

Tse Yuen Wah: Did you not the reason for increasing the quorum , you should find more people to come.

Chan Siu Man: If it were Christmas party today, then more people would come.

Tse Yuen Wah: You will have a new EGM for society chop right?

Lam Tak On: Then would be Year1 and Year4.

Tse Yuen Wah: Are you even familiar with past cabinet?

Lam Tak On:...

Tse Yuen Wah: President: Chan Wing Kin , internal vice president : Chan Zhao Cong, external vice president: Poon Lok Nga, Financial Secretary Lee Cheuk Long, Academic secretary: San Yik Chuen , Promotion secretary : Lui Ming Hong , general secretary: Liaw Ming Wai.

Tse Yuen Wah: Remember to call them. It is your responsibility to do so.

Chan Siu Man: Year 1?

Tse Yuen Wah: Not even your whole cabinet is here. This is a bad example for the next cabinet.

Chan Siu Man: Photos are given to Year 3 already?

Tso Yee Ming: About the email written by Lai Sun Yu. Please do not use the style for writing novels or passages to write email. Remember that this is a formal letter.

Tso Yee Ming: Explain why there are members absent.

Lam Tak On: Tai Wai Ting, Ng Si Long, Feng Zhijie No special reasons .

Tso Yee Ming: Not coming is not important, as long as a good enough reason is provided.

Tso Yee Ming: When you ask someone to help, your cab members may use academic reasons to refuse help. Help others as much as possible

Tso Yee Ming: Some of your cab members may lose contact?

Lau Wing Sum: give comments may not show up

Tso Yee Ming: Some PIC may not handle their own events?

Lau Wing Sum: This does not happen in big events

Tso Yee Ming: What else?

You should message in EGM, which is important

This reflects whether you have paid efforts in calling people here.

Tse Yuen Wah: I saw 2 people working hard to message people, and Mike is eating.

Lam Tak On: I messaged people before

Lam Tak On: Chemistry President Kelvin external vice president don't know. Biology president is Natalie, external vice president is Fong Kin Long. Biochemistry President is San Yik Chuen external vice president cannot remember the name. Mathematics President is On, external vice president: forgot.

Chan Siu Man: Do you say hi to other societies presidents?

Lam Tak On: Will say hi, only Dat will not response

Chak Man Him: Who asked to find Dr. Chan Ho Wai in photo taking?

Lam Tak On: Just because he is available.

Chak Man Him: We can find Dr. Chan Ho Wai in annual dinner, but photo taking is not the same.

Lam Tak On: Don't want to be trouble

Tso Yee Ming: We should find a better faculty like Dr. Emily Tsang or Prof. Leung Wah Hung .Did you attempted to find other chemistry people?

Tse Yuen Wah: Did you find environmental science?

Lam Tak On: We found Prof. Stanley Lau, but he was not available.

Tso Yee Ming: When you plan printing photo ,how much time will it be? The Monday in study break, the photo, can get in Christmas party.

Yam Wun Kwan: Added title, increase the brightness.

Cheng Man Hin: Mike I think that you should not raise middle finger in front of faculty members at annual dinner.

Lam Tak On: I intended to show it to somebody , I know that is inappropriate.

Cheng Man Hin: Especially as you have a post and an identity.

Tse Yuen Wah: Discussed something about the next session.

Lau Wing Sum: We should have two EGMs , one is society chop , one is new post.

Tso Yee Ming: Who is external secretary?

Lau Wing Sum: Chang Yau Ming.

Tso Yee Ming: When?

Lam Tak On: Probably February, during Promotion period.

Tso Yee Ming: I suggest better EGM before Promotion period, but just try your best to ask people come in holidays.

Lam Tak On: Anything else?

If nothing else, we will vote to pass agenda item 4 and 5 for the conclusion.

We will have three votes

Li Wing Shun motion to vote agenda item 4

Time now 1549,

Yam Wun Kwan seconded

11 for 0 against

Motion pass,

Li Wing Shun motion to discuss agenda item 5

Time now 1550

Yam Wun Kwan seconded

11 for 0 against

The motion is passed

Li Wing Shun motion to vote agenda item 5

Time now is 1550 Yam Wun Kwan seconded

11 for 0 against

The motion is passed

The meeting is adjourned

Minutes of International Research Enrichment Students' Society, HKUSTSU, The Second Extraordinary General Meeting Session I,2017- 2018

Date: 19-03-2018

Venue: Common Room 3 (LG4)

Time: 19:00

Chairperson: LAM, Tak On

Minute takers: FONG Kin Long, LAI San Yu, TAI Wai Ting

The business of the 2nd Extraordinary General Meeting of IRESS, HKUSTSU, Session 2017-2018 shall be:

1. To commence the meeting;
 2. To receive and adopt the agenda of the 2nd Extraordinary General Meeting of IRESS, HKUSTSU, Session 2017-2018;
 3. To discuss and adopt the new Society Chop design;
 4. To discuss and adopt the details regarding the transition of Society Chop design;
- and
5. To adjourn the meeting

Agenda item 1. To commence the meeting

Time now is 19:11

Full members present: 22

Quorum was met. Chairperson LAM, Tak On started the extraordinary meeting at 19:11

Agenda item 2. To receive and adopt the agenda of the 2nd Extraordinary General Meeting of IRESS, HKUSTSU, Session 2017- 2018

Li Wing Shun motioned to receive and adopt the agenda of the 2nd Extraordinary General Meeting of IRESS, HKUSTSU, Session 2017-2018.

Lau Wing Sum seconded

For 22 Against 0.

The motion was passed at 19:12.

Chung Yin Kwan: Why do you want to make a new society chop design?

Li Wing Shun: Because the old one has been broken.

Lau Wing Sum: Not only is it slightly broken, but very broken.

Li Wing Shun: So we adapt this chance to make a new society chop design.

Chan Siu Man: Can we invite the designer to introduce the design?

Feng Zhijie: Border is pentadecagon, it is , I don't know.

Li Wing Shun: Just for aesthetic purposes

Feng Zhijie: It can have many meanings.

Feng Zhijie: The font is already present on the society jacket. It gives a geometric and modern feel and is similar to our society's image.

Lam Tak On: Anyone has any opinion with relations to the design?

Feng Zhijie: There is something that can be change: the letters "HKUSTSU" will be changed to a curved design instead of straight.

Lam Tak On: We will pass the modified design which is not realized yet. After all, it will be troublesome for another EGM.

Chan Siu Man: You should give a notice and a email that on a certain future date the new society chop comes into effect.

Lam Tak On: In this case, we should lay the design on the table. We transition to the next item - the details of transition.

Agenda item 4. To discuss and adopt the details regarding the transition of Society Chop design

(silence)

Lam Tak On: One week after the design.

Chan Siu Man: Did you ask the companies?

Feng Zhijie: Yes, it should be fast.

Chan Siu Man: How long do you think it will take for the company to manufacture the new chop after the design is approved? You should try to know this beforehand.

Feng Zhijie: It displays that only 1 day is required. I guess 1 week is okay.

Chan Siu Man: You decide, but note that you should not set a too harsh deadline You can decide to do this after Easter or whatever.

Lam Tak On: We propose the two weeks after the EGM in which the design is confirm.

Chung Yin Kwan: Are you sure that the time is enough?

Li Wing Shun: Assuming that it takes about one week to make the society chop, two weeks should be more than enough.

Chung Yin Kwan: Do you know the administrative procedure from the SU?

Lam Tak On: There are no clear administrative procedure from the SU. It seems we only need to submit an application.

Chung Yin Kwan: Do you want to pass the chop design first?
You can ask the procedure first or there may be some incidents and cost several weeks.

Lam Tak On: Ok

Lam Tak On: We can for now.

Lam Tak On: We can use 2 weeks for now, if any. If more time is need will postpone it later.

Normally this would not be necessary, two weeks is enough.

Li Wing Shun motioned to pass agenda item 4.
Lau Wing Sum seconded.

For 24 Against 0
The motion was passed at 1934

Lam Tak On: Let's adjourn the EGM.

Lam Tak On: We cannot pass the design today, we should adjourn (sic) the discussion today.

Chung Yin Kwan: You should say lay down until the next session instead.

Shun proposed to lay down the discussion until next session at 1935.
Lau Wing Sum seconded
For 24
Against 0

Lam Tak On: Let's end the session.

**Minutes of International Research Enrichment Students' Society,
HKUSTSU, The Second Extraordinary General Meeting, session II , 2017-
2018**

Date: 27-03-2018

Venue: Common Room 7 (LG5)

Time: 19:00

Chairperson: LAM, Tak On

Minute takers: FONG Kin Long, LAI San Yu, TAI Wai Ting

The business of the 2nd Extraordinary General Meeting of IRESS, HKUSTSU, Session 2017-2018 shall be:

1. To commence the meeting;
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 3. To discuss and adopt the new Society Chop design;
 4. To discuss and adopt the details regarding the transition of Society Chop design;
- and
5. To adjourn the meeting

Agenda item 1. To commence the meeting

The time is 1900

Full members present: 5 Quorum is not met.

Quorum will be counted 15 minutes later.

The time is 1915

19 full members present

Quorum was met

The extraordinary general meeting commenced.

Li Wing Shun motioned to resume discussion agenda item 3.

Yam Wun Kwan seconded.

For 19 Against 0

The motion was passed at 1916.

Lam Tak On: You should have just received an email attachment.

The attachment was updated

Design is finalised

Any comment?

Poon Lok Nga: Did you asked other people's idea?

Feng Zhijie:

Design: no

Whether change or not: we had consensus to change the society chop before

Poon Lok Nga: Just to check, is our name spelled "Students' "or Student's"? (Note the apostrophe's position)

Lam Tak On: "Students"

Poon Lok Nga: Is the design really finalized?

Lam Tak On: We made a mistake, we are going to change now.

Poon Lok Nga: Are you correcting the design?

Lam Tak On: Yes, we are doing it.

The updated version has been sent. Please wait a minute. The mail server is rubbish.

Lam Tak On: We have sent out the email already.

The mistake has been corrected.

If you have any more opinions please raise them now.

Poon Lok Nga: What to do after the design is changed? I remember that you need to tell LG3 and SU council.

Li Wing Shun: What do you mean ?

Poon Lok Nga: You should tell the school, but how to do it.

Li Wing Shun: They need to know our design, but they won't interfere.

Poon Lok Nga: How to give notice though? You should give the sample of now and old design. The precise process I am not familiar with. Anyone knows?

Li Wing Shun: I don't think there is someone in our cab who know the details.

Li Wing Shun: LG3 doesn't have a regularly-maintained database of society chop designs, but I think we should inform them when we are going to book venues. I don't know the details, and I didn't asked about it before.

Lam Tak On: The final finalised design have been sent.

Poon Lok Nga: I didn't receive.

Lam Tak On: You have to wait a little because of the rubbish mail server.

19:35

Lam Tak On: Everyone should have received the email ? Any comments to the design?

Poon Lok Nga: I am inspecting the design.

Lam Tak On: Any comments to the design from Skype?

Chan Siu Man: NO

Poon Lok Nga: What did you changed?

Yam Wun Kwan: Changed character spacing, especially. Black and white S & U in HKUSTSU, and improved resolution.

~~Removed message~~

Lam Tak On: No further comments?

Poon Lok Nga: None design-wise.

Lam Tak On: Any other problems?

Poon Lok Nga: Reviewing.

Lam Tak On: Tell me when you are okay.

Poon Lok Nga: I have not found anything about SU's requirements. I am thinking about whether to poll or not, I mean the LG3 stuff, I think you need to research this, or ask somebody else whatever.

Chan Siu Man: Did you ask about changing the society chop procedure?

Poon Lok Nga: Please do not copy. I think not to poll today as you cannot tell me things about this.

Lam Tak On: Okay., Yam Wun Kwan will ask SU, Shun will ask LG3. Li Wing Shun: Let me ask LG3.

Lam Tak On: Then we will poll after we ask LG3 in the next session. Any other questions?

Poon Lok Nga: Do you want to make atomic chop again? Black or blue?

Feng Zhijie: Black atomic chop.

Poon Lok Nga: Does it exist?

Feng Zhijie: It should exist. I don't like blue chops.

Lam Tak On: Any further questions?

Li Wing Shun: Black, no problem?

Feng Zhijie: Green, red, black, purple all available

Poon Lok Nga: About the design: Is it intentional to have the dotted line with different length.

Feng Zhijie: Intentional.

Yam Wun Kwan: Subject to change; if you have opinions.

Poon Lok On: Why is it not symmetric?

Yam Wun Kwan: It is symmetric.

Poon Lok Nga: But not left-right symmetric

Yam Wun Kwan: The outer shape and inside one, The angle. The circle, 360 degree. Cut one time per 4 degree. But the distance outside is not a multiple of 4.

Poon Lok Nga: Does the rays begin from center?

Yam Wun Kwan: Not for the outside one.

Poon Lok Nga: My view is not that important, if the next session is ok, then I am ok.

Poon Lok Nga: Next session, any opinion? Don't tell me that you will change the design next year because you don't like this design.

Yam Wun Kwan: A little strange when I make it, but it's still natural.

Lam Tak On: Next session, question?

Wong Ting Hei: No

Chang Yau Ming : I think it is ok.

Poon Lok Nga: Pass it next time after you ask LG3.

Lam Tak On: If no more opinions we will lay it on table, change to AGM

Li Wing Shun motioned to lay agenda item 3 on table until next session at 19:53.

Chair received the motion

Yam Wun Kwan seconded.

For 18 Against 0

Motion was passed.

**Minutes of International Research Enrichment Students' Society,
HKUSTSU, The Second Extraordinary General Meeting, session III ,2017-
2018**

Date: 19-03-2018

Venue: Common Room 7 (LG7)

Time: 19:00

Chairperson: LAM, Tak On

Minute takers: FONG Kin Long

The business of the 2nd Extraordinary General Meeting of IRESS, HKUSTSU, Session 2017-2018 shall be:

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 4. To discuss and adopt the details regarding the transition of Society Chop design;
- and
5. To adjourn the meeting

Time is 1108.

Full members present: 9

Quorum was not met.

Quorum will be counted 10 minutes later.

Time is 1119.

Full members present: 9

Quorum was not met.

Quorum will be counted 10 minutes later.

Time is 1129.

Full members present:11 Quorum was not met.

Quorum will be counted 10 minutes later.

Time is 1141.

Full members present:12

Quorum was not met.

Quorum will be counted 10 minutes later.

Time is 1149.

Full members present: 15 Quorum was met.

Li Wing Shun motioned to resume discussion of agenda item 3.

Tai Wai Ting seconded.

For 15 Against 0

Motion was passed.

Lam Tak On: Last time we said after we know the procedures, we pass the design.

Li Wing Shun: We need to send an email to SU and LG3. The content include old and new society chop design.

Lam Tak On: We will use clear day, change in 19th April.

Any questions?
If no we are going to vote.

Li Wing Shun motioned to vote for agenda item 3.
Time is 11:52.
Tai Wai Ting seconded
15 for 0 against
Motion was passed.

Li Wing Shun procedural motioned to adjourn
meeting.
Time is 1154.
Tai Wai Ting seconded.
For 16 Against 0
Motion was passed.

The meeting is adjourned