

International Research Enrichment

Students' Society, HKUSTSU

Minutes of Annual General Meeting 2018

and

Extraordinary General Meeting

for the Session 2018 – 2019

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

Date: 19-03-2018

Venue: Room LG4 common room 3

Time: 19:45

Chairperson: Lam Tak On

Minute takers: Tai Wai Ting, Fong Kin Long, Lai San Yu, Chau Chun Yin, Cheung Chun Wai

The business of the Annual General Meeting 2018 of IRESS, HKUSTSU shall be:

1. To commence the meeting;
2. To receive and adopt the agenda of the Annual General Meeting 2018 of IRESS, HKUSTSU;
3. To receive and adopt the minutes of the Annual General Meeting 2017 of IRESS, HKUSTSU;
4. To receive and adopt the minutes of the 1st and 2nd Extraordinary General Meetings of IRESS, HKUSTSU, Session 2017-2018;
5. To receive and adopt the Annual Report of IRESS, HKUSTSU, Session 2017-2018;
6. To receive and adopt the Annual Financial Report of IRESS, HKUSTSU, Session 2017-2018;
7. To vote and announce the Honorary Members;
8. To introduce and inaugurate the Executive Committee Members of IRESS, HKUSTSU, Session 2018-2019;
9. To receive and adopt the Year Plan of IRESS, HKUSTSU, Session 2018-2019;
10. To receive and adopt the Financial Budget of IRESS, HKUSTSU, Session 2018-2019; and
11. To adjourn the meeting.

Agenda item 1. To commence the meeting

The time is 19:45.

No of full member present: 25

Quorum was met. Chairperson Lam Tak On started the Annual General Meeting at 19:45.

Agenda item 2. To receive and adopt the agenda items

Li Wing Shun motioned at 19:45 to receive and adopt the agenda items.

Lau Wing Sum seconded.

For 25 Against 0. The motion was passed at 19:45.

Li Wing Shun motioned at 19:46 to combine the discussion of agenda item 3 and 4.

Lau Wing Sum seconded.

For 25 Against 0. The motion was passed at 19:46.

Li Wing Shun motioned at 19:47 to combine the discussion of agenda item 5 and 6.

Lau Wing Sum seconded.

For 25 Against 0. The motion was passed at 19:47.

Li Wing Shun motioned at 19:47 to combine the discussion of agenda item 9 and 10.

Lau Wing Sum seconded.

For 25 Against 0. The motion was passed at 19:47.

Agenda item 7. To vote and announce the Honorary Members

Li Wing Shun raised the motion to discuss Agenda item 7 at 19:48.

Lau Wing Sum seconded.

For 25 Against 0. The motion was passed at 19:48.

Lam Tak On read the names of the nominated Honorary Members, they are: Sun Yusen, Tso Yee Ming, Cheung Long Him, Cheng Man Hin, Tse Yuen Wah, Iu Shing Huk, Chan Siu Man, Tang Check Him and Lee Mang Hei.

The item was discussed. Li Wing Shun asked a question about the need of discussing the nominated Honorary Members separately. Lam Tak On believed that there is no need of discussing the nominations separately.

Li Wing Shun motioned at 19:52 to vote for agenda item 7.

Lau Wing Sum seconded.

For 25 Against 0. The motion was passed at 19:52.

Agenda item 5. To receive and adopt the Annual Report of IRESS, HKUSTSU, Session 2017-2018 & Agenda item 6. To receive and adopt the Annual Financial Report of IRESS, HKUSTSU, Session 2017-2018

Li Wing Shun raised the motion to discuss the agenda items 5 and 6 at 19:52.

Lau Wing Sum seconded.

For 25 Against 0. The motion was passed at 19:52.

Lam Tak On suggested to discuss the events in chronological order. Unfortunately, the person in charge for the Joint-Science Inauguration Ceremony was absent, the event was skipped.

Inauguration Ceremony

Poon Lok Nga has asked the elected cabinet to talk about the details of the upcoming Inauguration Ceremony. Kan Ying Hei mentioned that the event would be held on 26 April 2018. The cabinet was responsible for the promotion works, as it is the preference of the cabinet members and the cabinets from other Science field. The theme colour would be golden yellow. The proposed design of the promotion material was discussed in the previous EV meeting. Regarding other societies' duties, Biochemistry and Biotechnology Students' Society is the coordinator, Chemistry Students' Society is responsible for the reception and invitation, the Biology and Biotechnology Students' Society is responsible for marketing, the Mathematics Students' Society is responsible for financial issues. Decoration works would be done by all societies separately, and IRESS is responsible for the decoration of the wall of Lecture Theatre. The budget ratio of Biology and Biotechnology, Biochemistry and Biotechnology, Chemistry 1, Mathematics and we will be 1:1:1:0.8:0.5. 11 helpers are needed, and the cabinet has started finding. Cheng Muiyang, Hung Yui Chi, Fu Wai Kuen, Ma Ka Long and friends of the elected cabinet members were invited to be helpers. They were told that they must wear suits on the day of event, and if they do not have one, they must leave the venue before the ceremony starts.

All promotion materials, including banner, sign board, leaflet, poster, name tag, seating guide and seating card for guests will be designed by the cabinet, while the sign board will be purchased in Tao

Bao. Poon Lok Nga and Chan Siu man reminded the cabinet members to check the spelling of the name tags since in the previous year some people's names were spelt wrongly.

Each cabinet has to invite two professors as guest, and the Academic Secretary has started to contact the coordinators of the program to know their availability. Poon Lok Nga and Chan Siu Man mentioned that Professor Henry Yan cannot be trusted even if he promised to come. Biology and Biotechnology Students' Society will find Professor Banfield, Biochemistry and Biotechnology Students' Society will find Professor Herrup, Mathematic Students' Society will find Professor Tim Leung. To prevent embarrassments, formal invitation would not be sent unless the professor's availability and the invitation list had been finalised.

Kan Yin Hei then talked about the poster printing issues. She had been searching for a company offering a lower price, and Tao Bao was not the preferred choice since the quantity of posters needed was not very high. Although the details of posters had not discussed, other societies could help stick posters.

The ceremony will be held in Lecture Theatre A, and Poon Lok Nga worried that there could be a lot of empty seats. Kan Yin Hei replied that the societies would like to book Lecture Theatre B for the ceremony, however the theatre was booked except 3, 4, 13 April, which was too rush for preparation works. But societies from other universities, most of which are science societies, would be invited as well, therefore there would be fewer empty seats. The societies had booked Lecture Theater A for rehearsal at night of 6 April, and they had also tried to find an unofficial day for rehearsal.

The societies decided that the reception should send people to bus station to guide guests to the venue, since posting road signs may violate regulations. They also planned to attach the map to guide the guest in the invitation email. Poon Lok Nga commented on the former one that this may not be effective since they may not be recognized by external guests, and most guests would be HKUST societies.

Poon Lok Nga emphasized that the cabinet member must not participated in the cocktail session.

The cost of the sign board was \$191, excluding the transportation fee. Cheung Long Him provided a shop inside Well On Garden Shopping Mall near the Po Lam MTR station that help cut the thank you cards to the desired size.

Graduation Party

Lau Wing Sum was the person in charge of the event. The event was held on 1 June 2017 in Sci/Home and Common Room 5+6.

School of Science invited the IRESS executive committee to co-organize the event. The executive committee agreed and hence the first part of the party took place in Sci/Home, and the second part took place in Common Room 5+6. Number of participants joined the event was 41, including the executive committee members. The fee for member is \$80, and \$100 for non-member.

Lau Wing Sum and Yam Wun Kwan were the emcee of the first part of the party, and the MC of the second part was also Lau Wing Sum.

Souvenirs, pens and graduation cards, which were ordered from Tao Bao, were prepared for graduates. The pens had the words "IRESS CLASS OF 2017" engraved on them

The time capsules that the graduates wrote during the Orientation Camp were also given back to the graduates

Iron bars were used to make a frame for the registration booth, and a piece of red fabric was draped on it. "IRE" balloons were attached then.

The games played were listed below:

Game Name	Game Content
Big Television	<ol style="list-style-type: none">1. Each team shall select some members as "performers," while the rest act as "guessers".2. The guessers shall sit between the performers and a screen. Only the performers, but not the guessers, can see the screen.3. A word shall then be displayed on the screen. The performers must perform actions to let the guessers guess the word displayed on the screen correctly without resorting to verbal communication.4. The team that can guess the most number of words wins.

<p>Draw Something X Chinese Whispers</p>	<ol style="list-style-type: none"> 1. Each group of participants decides the order of drawing picture. 2. The first person of each group will get the question and have to draw according to the question, while other group members should not watch the drawing process. 3. When the first person has finished drawing, the next member can take a look at the picture and reproduce one for the next person. Repeat the process until there is only one member left in each group. 4. The last member has to guess what the question is. 5. The team that can guess the most number of correct questions wins.
<p>I never</p>	<ol style="list-style-type: none"> 1. Players are divided into 3 groups and every player has 5 lives. 2. Each group 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, including the players in the same group. 4. The group which has the most remaining lives win. 5. The game will run for two rounds.
<p>Make the Image! (心有 靈犀)</p>	<ol style="list-style-type: none"> 1. Players will be asked to close their eyes. 2. The MC will announce a topic. All players have to do an action to express the topic. 3. After every players choose an action, they keep their body freeze and then can open their eyes to see other players' actions. 4. The more unified team wins.
<p>Russian Roulette</p>	<ol style="list-style-type: none"> 1. Some secret drinks is prepared. Some of them are smeared with wasabi, while some are not.

	<ol style="list-style-type: none">2. Participants are not allowed to know what is inside the cup of drinks.3. The order of picking drinks follows the order of losing the previous games.4. Everyone has to drink up the cup they take.
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Evaluation

There were no significant problems regarding the games. All games were chosen carefully that all participants can join but not sitting around. The difficulty level of games was suitable since not much skill is required

An important point is that Lau Wing Sum was both the MC and person in charge of the event, she did not have much time to monitor the preparation works of the party. This was fixed by changing the person in charge to ().

Not enough tablecloth and utensils were prepared. Highly recommend to have a checklist of items to see what and how many materials should be prepared.

Some participants arrived early, executive committee members should have arranged to entertain them, such as chatting or play some simple card and board games.

Some non-active members did not come to the party and hence their time capsules and souvenirs were still kept in the society room. Executive committee members could make an appointment with them to give the souvenirs to them.

\$697 was earned in the party, since no one would like to eat food ordered from Golden Rice Bowl, which is the main cause that the cost of food to be low. Besides, the souvenirs were purchased in Tao Bao so the price was low.

It was notable that the school did not pay part of the price even though the society collaborate with them to order the first session of the party. The next session shall reconsider if the school approaches for the party again. As the school only provided the availability of the graduates and did not help actively in promotion and booking of suitable venue.

Recommendation

Ask the availability of graduates as soon as possible, otherwise they might not in Hong Kong. Do not miss the members even though they remain inactive. Remember to find the time capsules, they should be inside the cabinet in the society room. Bring a tripod for the camera unless there is a camera man. Complete the design of the photo booth as early as possible. Finish the financial record after the event as soon as possible. Remember to keep the receipts whenever you buy relevant materials. If the budget is allowed, do not order food from Golden Rice Bowl, or just order vegetables. Avoid collecting money during the event or the situation could be very messy.

Registration Day

The person in charge of the event was Lau Wing Sum. The event was held on two days, which is 19/7 for non-JUPAS applicants, and 9/8 for JUPAS applicants. Since Sci/Home provided that there would only be one non-JUPAS IRE student come on 19/7, the counter was closed after that student had already come.

The school provided a place outside the library and the External Vice Presidents of different societies negotiated the assignment of the counter. At last the counter allocation was decided by lucky draw. The counter allocation for JUPAS Registration Day was also determined by lucky draw.

For JUPAS students' Registration Day, Sci/Home cannot provide information, so the counter was opened for whole day (0900-1800). Sci/Home helped by asking all IRE students out after the registration talk delivered by Prof Leung to introduce IRESS. This also allowed the executive committee members to collect the contact of almost two-third of the IRE freshmen. Although the information session delivered by Prof Leung did not allow executive committee members to come, they still managed to get into Sci/Home during course pre-registration. However, they entered as elder students to provide useful advice for IRE freshmen since only a few peer mentors come from IRE track that they may not provide the most relevant suggestions, especially regarding the information for honor courses such as MATH1023, PHYS1312. Promotion of the society in Sci/Home during the session is forbidden.

Facebook posts were the most prominent way of promotion, while the executive committee members also posted on Uwants forum, but it seems that it was not helpful.

As the previous year, a room in Learning Common (LC) was booked for freshmen, especially for those who came early, executive committee members and helpers to rest and meet with each other. Only two freshmen, Chang Yau Ming and Chau Chun Yin, stayed for dinner with the senior students.

There was in total of 6 helpers. It was allowed to hold boards at the Piazza to attract freshmen to the counter, and people from the Students' Union were there to monitor whether someone had violated the regulations. Moreover, security guards would present whenever there was bus or minibus arrived at HKUST to prevent any societies' executive committee members to approach the newly arrived people.

At least two executive committee members must stay in the counter, according to the rule they set up by themselves. One executive committee member and 1-2 helpers (Cheung Long Him and So Wai Lam) stayed in the LC room. 4 board holders were at Piazza, Sci/Home, Cheng Yu Tung Building. Lam Tak On was responsible to bring freshmen to Cheng Yu Tung Building to make their Student ID card, but he could not wait outside the building's gate and had to wait outside Lecture Theatre J.

All the sign boards were still kept in the society room, but the sticks were broken.

After collecting the contact of the freshmen (mostly phone number), they were added to a WhatsApp group for freshmen only. But they behave strangely that only a few introduce themselves in the group.

Freshmen were asked to fill in the source collection forms. It was recommended to ask them in a place that multiple people can see the message, such as the main WhatsApp group, so they would not be ashamed to request for the sources.

A document was opened in Google Drive for uploading the picture and name of freshmen that had approached by the executive committee members. The list also allows Orientation Camp leaders to recognize them.

Freshmen who did not bring enough money for the Orientation Camp were asked to pay the deposit first. As the normal practice, Yam Wun Kwan had asked other science societies not to ask the IRE freshmen to join their Orientation Camp but join the IRESS one. Also, they were asked to forward the

IRE freshmen to the society's counter. Unfortunately, 1 freshmen Fung Lok Yee joined the Orientation Camp of the Biochemistry and Biotechnology Students' Society and remained inactive in IRE.

Regarding the Orientation Affairs Committee, Chemistry Students' Society and Biology and Biotechnology Students' Society wanted to be the committee, while Mathematics Students' Society wanted Biochemistry and Biotechnology Students' Society to be the committee. After drawing, Chemistry Students' Society and Biochemistry and Biotechnology Students' Society became the committee.

The expenditure for the Welcome Fare was low, since the signs from the previous year were reused. (For Ocamp: Wong Yat took some freshmen with him to play card games, exco should be aware and try to save fm from him

Joma: swimming, raphie, yuen wah (left on 3rd day), athena (come only on 3rd day). No participants had left for other societies' orientation camp. Participants who did not join the whole camp should be refunded.

The accommodation was half floor of hall 6, 8 double room, 7 triple room, total 37 bed which is a bit underestimate. All executive committee members had their own hall so there were enough places for sleeping. Recommend to request the whole floor so that both common can be used

The society subsidies could be claimed for the camp but it is very important for everyone to submit the receipt as early as possible. There was no reunion held as the freshmen WhatsApp group was very inactive)

Evaluation

The details for the event were uploaded to Google Drive, but for unknown reason the WhatsApp group for helpers was setup at 0400 at the day of event. So the details for the helpers were sent extremely late. The next session should get it done earlier.

The helpers should be briefed for the things that freshmen should do on that day, such as the procedures of registering ELPA, HLTH1010 etc.

Suggested to find approximately 20 helpers in total since they may have different availability.

It is not very useful to promote the society by posting on the Internet. The most efficient way should be direct contact with the junior students who also admit to IRE program.

There is no need to send helpers to Choi Hung and Hang Hou to guide freshmen since it is basically useless.

The sticks of the sign boards were broken, next session should consider using bamboo as the stick.

The atmosphere in the WhatsApp group for freshmen was awkward, executive committee members should manage the group by different means such as asking the freshmen to make a self-introduction.

Since the average age of IRE freshmen are lower than normal subject, it is very likely that quite a number of them are under 18. Enough notices should be prepared.

Semester Commencement Dinner

The person in charge for this event was Li Wing Shun. The event was held on September in Hang Hau Hop Si Restaurant. Since the prices are reasonable and the restaurant could offer the whole second floor for the event, it was chosen as the venue again.

The preparation works began in late August. The availabilities of the freshmen and members were collected. The function was promoted during the Orientation Week. The poster containing the QR code for registration were posted on 10 September. The members of the executive committee tried to walk from the campus to the restaurant and it was proven to be feasible. For the people who said that they would be available but did not fill in the registration form, the executive committee members messaged them to confirm as well.

On the day of event, Li Wing Shun and Lai Sun Yu went to retrieve the venue first. They designed a seating plan after knowing the number of tables available, but at last the seating plan was not implemented. The first gathering time was 1800, and Lam Tak On brought the members to the venue, and the second gathering time was 1900 for the late comers. But there was no late comer this year.

Due to miscommunication, most of the members gathered at 1800 walked from the campus to the restaurant. Ordering of food was extremely chaotic. Each table ordered different dishes, but the restaurant assume the dishes were ordered collectively, hence the executive committee members

needed to distribute the dishes to corresponding desk. Other than that, participants took drinks whenever they want, which also caused the payment procedures messy. Executive committee members needed to calculate the total amount a table should pay and divide it by the number of participants of that table and round down to 1 significant figure. The discrepancy of this and number of drinks consumed was paid by the executive committee.

The dinner ended at 2100, and a group photo was taken outside the restaurant. There was an unofficial dessert time, but no one joined as the time was already late.

Evaluation

The event should be organized earlier, such as the first or the second week of the semester so most of the members would have fewer works to do. This can reduce the difficulty of finding a time that most members are free.

Bus is the recommended transportation since the capacity of minibus is too low that it is impossible for all participants to arrive at the venue at the same time, especially at the time that the traffic condition would be extremely terrible.

For reference, the money a freshman needed to pay in the previous years was capped at \$60, and the discrepancy were paid by all other participants.

Other than Hop Si Restaurant, other Chinese restaurants in Tseung Kwan O were considered, but they are too expensive.

Some Dai Pai Dongs were also considered, but since the weather was quite hot, most of them were not selected as they have no air conditioning.

Originally the seating plan arrange the participants according to their major, and freshmen shall sit with senior members for them to be part of the social circle. Although it was not implemented, the idea is still worth considering for the next session.

The registration procedure of the previous year was to put down their name in the WhatsApp group, which is a bad idea since the message would reappear for about 50 times, which was a nuisance to the members who did not join the activity.

Li Wing Shun motioned to lay the remaining agenda items on table until the next session of Annual General Meeting at 2219.

Lau Wing Sum Seconded.

For 23 Against 0. The motioned is passed at 2219.

The meeting ended at 2219.

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

Date: 27-03-2018

Venue: Room LG5 common room 7

Time: 17:54

Chairperson: Lam Tak On

Minute takers: Tai Wai Ting, Fong Kin Long, Lai San Yu, Chau Chung Yin,

The business of the Annual General Meeting 2018 of IRESS, HKUSTSU shall be:

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7. To vote and announce the Honorary Members;
8. To introduce and inaugurate the Executive Committee Members of IRESS, HKUSTSU, Session 2018-2019;
9. To receive and adopt the Year Plan of IRESS, HKUSTSU, Session 2018-2019;
10. To receive and adopt the Financial Budget of IRESS, HKUSTSU, Session 2018-2019; and
11. To adjourn the meeting.

Agenda item 1. To commence the meeting

The time is 20:07.

No. of full members present: 20

Quorum was met. Chairperson Lam Tak On started the Annual General Meeting Session II at 20:08.

Agenda item 5. To receive and adopt the Annual Report of IRESS, HKUSTSU, Session 2017-2018 & Agenda item 6. To receive and adopt the Annual Financial Report of IRESS, HKUSTSU, Session 2017-2018

Li Wing Shun raised the motion to resume the discussion of combined Agenda items 5 and 6 at 20:08.

Yam Wun Kwan seconded.

For 20 Against 0. The motion was passed at 20:08.

Congregation Photo Booth

Yam Wun Kwan was the person in charge of the event. The booth was set at Sci/Home on 16 November 2016, the same day as the School of Science's Congregation Ceremony, so the graduates could take photos there. Lau Wing Sum helped take photos for the graduates.

The graduates were informed that there would be a photo booth located at Sci/Home a few days before the Congregation Ceremony, mainly by personal messages. An official announcement was made in the WhatsApp group a few days before the event.

In total 7 graduates came to the photo booth and the function was smooth in general and no significant problems were found. Most graduates were free before 12:30 and the noon session ended at 13:30 since the photo-taker Lau Wing Sum had lessons afterwards.

The photos taken were uploaded onto the Facebook page of IRESS and sent to the graduates.

No money was spent for the event, since there were sufficient materials in Sci/Home.

Evaluation

The next session should start to inform the graduates earlier. Otherwise the number of participants could not be estimated.

There should be some executive committee members staying at the booth all the time.

Other than graduates, members of other years shall be told as well. They shall also be encouraged to come to the booth.

The next session could consider informing the professors about this event.

Instant camera could be prepared.

The choice of Sci/Home as the venue was reasonable. As there are places for graduates to put their belongings when taking photos, and the academic concourse was chaotic.

The next session could consider making their own decorations for the booth.

The next session could make an announcement in the WhatsApp group to invite members to take a group photo with graduates.

Research Sharing

The person in charge of the event was Tai Wing Ting. The event took place on 1 November and 8 November 2017. For the first session, the speakers, Chung Cheuk Hang and Lee Wai Hung were from Life Science and Chemistry respectively, and the speakers of the second session, were from Mathematics and Physics. Professor Fong Tsz Ho also participated to share his experiences.

He was invited since he could provide useful information about researches in graduate schools. The fact that he was familiar to the members was also a reason of inviting him to participate in the sharing session.

The posters about the event was stuck one week prior to the first session, that is 23 October.

Unlike the previous year that the society cooperated with Sci/Home to make the function as a SCIE1000 selective function, the event this year was held by the society alone.

In the previous year, the research sharing was an 1-hour talk with 2 to 3 senior students talking about their experiences in researches. However, since most participants were there for the SCIE1000 activity, they did not pay attention and do their own works.

Therefore, the event this year mainly focused on people who are interested in conducting scientific researches. Other than IRE students, the society did receive some emails from non-IRE students asking about the event.

Tai Wai Ting prepared a list of questions for the speakers to elaborate on. In fact, there was no fixed structure of the event, and the sharing sessions were led by the speakers. They answered Tai's questions, state their opinions about the topics, and sometimes had their own conversations. After both speakers finished their talk, souvenirs were presented to them followed by photo-taking. After that, the Q&A session began, and participants stayed and asked questions that they were interested in.

During the event, Ng Si Long helped take photos.

Evaluation

PowerPoint presentation can allow participants to catch points on the topics and have a better understanding. The next session could ask the speakers to prepare a simple PowerPoint.

Setting up a time limit shall be considered to prevent an uneven distribution of time of each disciplinary.

The participants were not actively engaged even they were told the sharing was a conversational event. Executive committee members may ask questions to heat up the atmosphere and encourage participants to speak.

Recommend to borrow a microphone for the speakers even they may not need it.

It is possible to ask Sci/Home to help send email about the event even though they are not invited to cooperate with the society.

The photos taken during the event was not uploaded to the society's Facebook page. The next session shall not forget about this.

It is possible to ask the audience which language should be used. Although it is not likely that all participants understand Cantonese, the question is worth asking.

Inauguration Ceremony

The person in charge of the event was Yam Wun Kwan. The event was held on 24 April 2016 at Lecture Theatre B.

This year did not have the Physics Students' Society, and the decoration were done by all societies. Invitation cards were prepared after the polling and it was completed before the deadline. Other than Affiliated Societies of HKUSTSU, the Physics Society of Chinese University of Hong Kong was also invited as some of the executive committee members went to their Inauguration Ceremony. Professor Leung Pak Wo and Professor Fong Tsz Ho were invited by the society as guest. Other IRE coordinators were asked for their availability but unfortunately, they were not free. The professors were informed that there would be executive committee members to pick them up and bring to the ceremony venue. But Professor Leung came from his home.

Lecture Theatre B has 300 seats, and there were in total 206 participants. The first row was for professors, and the next five rows were for the elected executive committee members, and the others were for guests.

The society had to pay a deposit of \$500. IRESS had to find 8 helpers, and other societies needed to find 14 each. The helpers were mainly for MC, photo-taking, reception, decoration and gift-presenting. Chow Chun Yu, Yuan Weijun, So Wai Lam, Cheung Wing Yau, Chu Shek Kit were invited to be the helpers for decoration and reception. Decoration including putting up the name cards, setting up the microphone on stage.

The refreshment session was smooth, and the Biochemistry and Biotechnology Students' Society did all the clean-ups. Cutleries were sufficient. No complaints about the food quality or quantity were received. The marketing of the food was done by them as well. Different restaurant sponsored the food and drinks, including canned soft drinks and wine.

The video played during the ceremony took 1 day to film. The editing was done on 14 April. The current president and the new president should have their speeches recited. Regarding the oath-taking part, the committee members had practiced and should have no significant mistakes.

Thank you cards and pens were given as the souvenirs for the guests. The cards were printed by the Chemistry Students' Society.

Evaluation

Do not let the reception to be all freshmen since they may not recognize professors.

The name cards used in the previous year were fastened by pins, which is very insecure and hard to put on. The next session should be aware of this problem and purchase cards with other fasteners.

The professors arrived at different time, and the early comers need to wait for a long time until the ceremony begun. The next session should have better coordination with professors, or assign people to keep them entertained.

A typo appeared on the name card. Proofreading is needed.

Some guests arrived late and the time of entry is later than that on the event rundown.

A direction should be given to professors for their speeches.

Wines can be problematic and may not be necessary for the cocktail session.

Joint Science Singing Contest

Yam Wun Kwan was the person in charge. The preliminary round was held at the night of 27 and 28 September 2017 at Common Room 5+6. The final round was held at noon of 20 October at the Atrium. There were 71 participants for the preliminary round, and 20 of them entered the final round.

For the audio part, background music of the songs were collected and a playlist was created to play the music during the contest. The preparation works started at late August, and were completed at early September. The event was opened for registration at mid-September. For the preliminary round, people from University Philharmonic Orchestra, Band Society and Dance Society were invited as judges. For the final round, Biochemistry and Biotechnology Students' Society invited a person from outside was invited through social media as judge.

The society was responsible for the decoration and audio during the competition, while the workload for decoration is low. Yam Wun Kwan controlled the volume of the audio and the mixing. For the preliminary round, there was mixer in Common Room 5+6, and Biochemistry and Biotechnology Students' Society borrowed one from Student Affairs Office.

Yam Wun Kwan, Sit Hiu Chi and Fong Kin Long joined the contest.

No deposit was needed and there was a positive balance. This is probably due to the sponsorship of House 1, since they organized their festival at that time.

Evaluation

The quality of the mixer from Student Affairs Office was not good. Band Society should have better mixers.

The audio system in Common Room 5+6 was bad that it failed to give out sound occasionally. The next session should consider booking Common Room 1+2 as the venue.

For mixing, it would be very helpful if the committee members know people in the Band Society for help.

The event was held as a joint science function as the external vice presidents got familiar with each other after the Inauguration ceremony, but not necessary. If the next session really wants to organize it again, it is recommended to get information on when houses would like to hold their own festivals, which can reduce the financial burden.

Li Wing Shun motioned to lay the remaining agenda items on table until the next session of Annual General Meeting at 22:48

Yam Wun Kwan Seconded.

For 22 Against 0. The motioned is passed at 22:48.

The meeting ended at 22:48.

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

Date: 04-04-2018

Venue: Room LG5 common room 7

Time: 11:55

Chairperson: Lam Tak On

Minute takers: Tai Wai Ting, Fong Kin Long, Lai San Yu, Chau Chung Yin, Sit Hiu Chi

The business of the Annual General Meeting 2018 of IRESS, HKUSTSU shall be:

1. To commence the meeting;
2. To receive and adopt the agenda of the Annual General Meeting 2018 of IRESS, HKUSTSU;
3. To receive and adopt the minutes of the Annual General Meeting 2017 of IRESS, HKUSTSU;
4. To receive and adopt the minutes of the 1st and 2nd Extraordinary General Meetings of IRESS, HKUSTSU, Session 2017-2018;
5. To receive and adopt the Annual Report of IRESS, HKUSTSU, Session 2017-2018;
6. To receive and adopt the Annual Financial Report of IRESS, HKUSTSU, Session 2017-2018;
7. To vote and announce the Honorary Members;
8. To introduce and inaugurate the Executive Committee Members of IRESS, HKUSTSU, Session 2018-2019;
9. To receive and adopt the Year Plan of IRESS, HKUSTSU, Session 2018-2019;
10. To receive and adopt the Financial Budget of IRESS, HKUSTSU, Session 2018-2019; and
11. To adjourn the meeting.

Agenda item 1. To commence the meeting

The time is 11:57.

No. of full members present: 16

Quorum was met. Chairperson Lam Tak On started the Annual General Meeting Session III at 11:57.

Agenda item 5. To receive and adopt the Annual Report of IRESS, HKUSTSU, Session 2017-2018 & Agenda item 6. To receive and adopt the Annual Financial Report of IRESS, HKUSTSU, Session 2017-2018

Li Wing Shun raised the motion to resume the discussion of combined Agenda items 5 and 6 at 11:58.

Tai Wai Ting seconded.

For 16 Against 0. The motion was passed at 11:58.

Information Session

Lam Tak On was the person in charge of the Information Session. The Information Session was held on 29 November 2017 at 20:00 in Room 2406. The poster was finalized on 23 November and was poster on 25 November.

The event aimed to gather potential Executive Committee members of the next session and provide essential information for them, and to collect the post preference of the potential Executive Committee members.

In the event, the current Executive Committee members prepared a PowerPoint to explain the duties of each post and information about becoming an Executive Committee member.

A survey was given immediately after the current members introducing their duties for the freshmen to indicate their post preference.

A WhatsApp group was created for important announcement and for the potential Executive Committee members to discuss their post preference.

Evaluation

The current Executive Committee members can talk to freshmen who are interested to be an Executive Committee member about their post preference.

After the freshmen have made their choice, Executive Committee member of the corresponding post can approach to them to provide more guidance for them.

Annual Election

Lam Tak On was the person in charge of the event. The election was held on 28 February from 10:00 to 18:00.

The Election Board was formed in late December to January, and the members of the Election Board were: Lam Tak On, Ng Si Long and Tang Cheuk Him.

The notice of the formation of the Election Board was posted on 6 February, and the rules and regulations, and the nomination form were published on 15 February.

The nomination period was 15-23 February. Only one nomination, Tesseract, was received in the nomination period.

On the day of election, the election box was sealed at 18:00. Counting of vote started at 19:00. 50 members voted. 47 for, 1 against, 1 abstained, 1 void. The vote rate was 54.9%.

On 1 March the provisional result notice was published.

In the 24-hour appealing period, no appealing request was received. On 2 March the provisional result confirmed as official result.

Voting statistics were released since 10:00 in a 2-hour interval. Neutral wordings were used as members had feedback on the encouraging tone used in the previous year.

The voting box was a A4 paper box with a hole drilled and sealed. Each A4 paper which divided into 6 pieces to make the ballots.

Evaluation

Photo taking of the ballots are not allowed. Members should be clearly informed before they vote. The duration of the promotion period can be shortened so the choice of polling date can be more flexible.

Orientation Week

The person in charge of the event was Ng Si Long. The event took place in the Atrium, started from 4 September 2017 to 15 September 2017. The purpose of the event is to recruit new members, distribute welfare to members and sell society's products.

The preparation work started in late June, marketing secretaries started to look for sponsors. In July, the Society T-shirt and Society paper design was completed, and the ordering were made on 11 August. In late August, the rundown of the Orientation Week was decided. Poster design, member recruitment form, ordering of Society T-shirt and welfare were finalized on 27 August. The location of counter was finalized on 31 August by lucky draw held by the Student Union. On the day before the event, the executive committee members set up the counter and reminded members about the event through WhatsApp messages.

A polling was created in the WhatsApp group regarding the design of the Society T-shirt. Members were asked to vote for their favourite design, including the colour and logo. The final design was decided following the preference of the majority of members.

8000 Society paper was collected by 4 executive committee members from E-print in Kwun Tong after the semester has begun. Fong Kin Long went to Tsuen Wan to collect the ordered society T-shirts before 4 September.

On 4 September, the counter was opened at 09:00. Members were told the location of the counter by WhatsApp. Welfare and Society T-shirt were available throughout the event, while Society paper was available since the second week. 25 welfare packs were prepared, and some contents were bought by the society as only a few companies offered sponsorships. There should be at least 2 executive committee members at the counter, and the rule was followed most of the time except one day.

IRE freshmen were invited to the counter. For those who did not come, cabinet members messaged them to invite them to come to the counter.

Evaluation

Society T-shirt can be ordered together with Orientation Camp T-shirt so that the unit price is lower.

Society paper from previous sessions can be sold during the Orientation Week. Promotion may be needed.

The deadline of design of products should be followed strictly even if there are diverse opinion inside the cabinet. The person in charge should be responsible for making the final decision.

Buy and use reusable zip tie for counters to reduce cost.

The next session should ask the members' opinions on the design of society products earlier to ensure you have enough time for design.

Next session may consider asking Sci/home for information of transferred-in IRE students.

Sponsorship for Orientation Week can be requested together with sponsorship for Orientation Camp.

Christmas Party

Fong King Long was the person in charge of the event. The party took place in common room 5+6 on 21 December 2017.

On 5 November, members' availabilities were asked along with Annual Dinner. On 24 November, the executive committee booked the venue. On 27 November, the design of the poster was finalized. From 27 November to 30 November, the executive committee set up the counter for promotion and registration. On 4 and 19 December, the cabinet members demonstrated the games for the party. The food was ordered on 19 December.

On 21 December, the Executive Committee members started to decorate the venue at 15:00. The reception started at 17:00. The event began officially at 17:30. 3 simple games were played. The first game was a warm-up game "Opposite". MCs said a motion, and participants were required to do the opposite action. The second game was "High! Low!". Pictures with different quantity of objects were shown. Participants needed to stand up if there were more object in the current slide than the previous slide and sit down vice versa. The third game was "Tug-of-war". Each group sent out a representative and all three pulled the rope to their side with only one leg on the ground. The dinner started from

18:30 to 20:00. After the meal, participants joined another simple game, followed by the gift exchange session.

Division of labour

MC, poster design: Yam Wun Kwan

Ordering food: Li Wing Shun, Tai Wai Ting

Prepare game materials: Chung Kam Hin, Lam Tak On, Fong Kin Long

Collect food: Li Wing Shun, Fong Kin Long

Evaluation

The person in charge should play a more active role in the preparation of the event, especially near the end of semester.

The instructions of games were not clear, and the flow was too slow.

Prepare a to-do list and follow strictly.

The counter should be opened earlier, so many people walk-in. The payment maybe messy as well.

More food is needed and only order vegetables from Golden Rice Bowl.

Prepare backup gifts in case someone forget to bring their gifts for gift exchange.

Annual Dinner

Chung Kam Hin was the person in charge of the event. The event took place on 21 November 2017 in the Chinses Restaurant. There were in total 48 participants. The fee for member and non-member were \$150 and \$160 respectively.

Members' availabilities were collected previously, and 20, 21, 23 November were the most popular choices. On 9 November, professors' availabilities on these 3 days were asked. The day of event was confirmed on 15 November, and the executive committee booked the venue on the following day. On 17 November, posters were printed, and the menu was confirmed. On 18 November, emails were sent to inform members about the details of the event. Metal balloons ("I", "R", "E") for decoration were

bought on 20 November and presents for lucky draw were bought on 21 November. The counter for registration was set up from 20 to 21 November.

Reception began at 18:00 on the day of event. Participants were assigned with seats according to their majors. The event began officially at 19:00. The MCs led 2 simple games. One of the games are “Big Television”, where participants were divided into two groups and one of them need to use body languages and verbal descriptions in designated languages to describe the phrase, and another group of people need to guess the word. Another game was “Kara Karaoke”. Participants listened to songs and sang the lyrics, and other people needed to guess the name of the original album.

The game session ended at 19:45, then the dinner began.

Two of the participating professors sponsored the event, and the money was used to buy extra gifts. Thank-you emails were sent after the event.

Coordinators of each discipline and professors that members are more familiar of were invited to the dinner.

Division of labour:

Chung Kam Hin: monitor the overall flow, decide the menu, communication with MC

Li Wing Shun: Book the venue

Feng Zhijie: design the poster

Tai Wai Ting: contacts professors

Evaluation

There were more participants than expected, and one extra table was booked on the day of event.

“Kara karaoke” was disturbing to other users as it caused nuisance to others. Games with less movements and noise shall be considered.

If event must be held outside campus, executive committee needs to prepare resources normally available from SAO, such as microphones. There should be space for games.

The preparation work should start earlier. Availability can be collected after the add-drop period.

Two days for promotion and registration is far from enough.

It is better to invite professors in chemistry instead of a laboratory instructor.

Division of labour is not clear. There should be different executive committee members responsible for reception, collecting money and taking photos.

Li Wing Shun motioned to lay the remaining agenda items on table until the next session of Annual General Meeting at 17:41.

Wong Ting Hei Matthew seconded.

For 18 Against 0. The motioned is passed at 17:41.

The meeting ended at 17:41.

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

(session IV was postponed as quorum was not met)

Date: 11-04-2018

Venue: Room LG5 common room 7

Time: 19:30

Chairperson: Lam Tak On

Minute takers: Tai Wai Ting, Fong Kin Long

The business of the Annual General Meeting 2018 of IRESS, HKUSTSU shall be:

1. To commence the meeting;
2. To receive and adopt the agenda of the Annual General Meeting 2018 of IRESS, HKUSTSU;
3. To receive and adopt the minutes of the Annual General Meeting 2017 of IRESS, HKUSTSU;
4. To receive and adopt the minutes of the 1st and 2nd Extraordinary General Meetings of IRESS, HKUSTSU, Session 2017-2018;
5. To receive and adopt the Annual Report of IRESS, HKUSTSU, Session 2017-2018;
6. To receive and adopt the Annual Financial Report of IRESS, HKUSTSU, Session 2017-2018;
7. To vote and announce the Honorary Members;
8. To introduce and inaugurate the Executive Committee Members of IRESS, HKUSTSU, Session 2018-2019;
9. To receive and adopt the Year Plan of IRESS, HKUSTSU, Session 2018-2019;
10. To receive and adopt the Financial Budget of IRESS, HKUSTSU, Session 2018-2019; and
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 Lam Tak On started the Annual General Meeting Session V at 19:30.

Agenda item 5. To receive and adopt the Annual Report of IRESS, HKUSTSU, Session 2017-2018 & Agenda item 6. To receive and adopt the Annual Financial Report of IRESS, HKUSTSU, Session 2017-2018

Li Wing Shun raised the motion to resume the discussion of combined Agenda item 5 and 6 at 19:34.

Lau Wing Sum seconded.

For 19 Against 0. The motion was passed at 19:34

Ordering of Soceity Jacket

Feng Zhijie was the person in charge of the event. The start of the drafting of the jacket design could not be pinpointed to a specific day. The design was generally well-received. On 24th November 2017, several manufacturers were contacted, and Amax was chosen because their samples were more colourful, and they offered a student society discount. The original cost of the jacket is \$140. The 3D silicon printing on the front logo further raised the price to \$147. The cost is around \$10 higher than last year's. 36 people placed an order and 50 jackets were ordered in total.

On 27 November, the poster design was finalized. On 6 December, the manufacturer sent back the photo of the jacket design. On 19 December, the jackets were delivered to HKUST. The majority of people received their jackets on 21 December as it was the Christmas Party that day.

Evaluation

The jacket design should employ simple and commonly used colour themes. Avoid using bright and sharp colours. The next session could consider asking for opinions from a few people before proceeding.

It is a must to ask for samples from manufacturers to see whether there are discrepancies of colour between what is advertised and the actual product. Manufacturers should be contacted as soon as possible to see if they can provide a sample.

For the poster design, the actual photo of the jacket should be used instead of the design template.

During promotion, the next session should encourage people to order as much as possible as the cost could be lower with more orders

It is better to start the preparation work earlier as this event is scheduled around the final exam period. Counter should be set up earlier as well. This is also to increase sales as most societies will promote their jackets around the same time. If they have already purchased jackets from one society, they will less likely buy another one.

It is advised that google form registration should be used so that people can order online. The counter is only open for a few days.

Keep very good track of the payees as some people may have placed an order but not paid.

10 spare jackets should be ordered to cater for people who missed the ordering period but are still interested in purchasing.

Many people will go on exchange in December, so the distribution of jackets be made earlier. It is possible to allow people to change their jacket size, but the next session should consider whether there are enough spares.

The number of spare jackets to be ordered at each size could be decided according to the ratio of the order.

There was no sample for preview when the counter was open.

The receipt records were very chaotic.

Promotion Secretary

Chan Siu Man: Talk about what have you done in this year.

Feng Zhijie: I do the stuff related to design, including the items used in the Promotion Period, the big decorations, Graduation Party's poster. Apart from designs, I gave ideas during discussions, tidied the society room and helped with physical works.

Kam Wa Mei: the design of the Inauguration Ceremony was not done by you. Did you give any advice?

Feng Zhijie: No, the designs were completed when I first saw the products.

Chan Siu Man: I think there was a google drive for the ceremony?

Yam Wun Kwan: Yes, and the account was given to the next session.

Kam Wa Mei: Did you involve in the design?

Feng Zhijie: I did not participate.

Yam Wun Kwan: We were responsible for invitation, the banner and the sign boards only.

Chan Siu Man: What software did you use for designs?

Feng Zhijie: GIMP. It is similar to Photoshop, but it is free. It is a good alternative if you do not want to download the crack version.

Chan Siu Man: Were you responsible for designing all posters? I think some were designed by William.

Feng Zhijie: He designed the posters for Class Photo Taking, Christmas Party and recruiting Orientation Camp leaders.

Kam Wa Mei: How many days before the events were the posters done?

Feng Zhijie: Usually a few weeks earlier, and you must stick the poster before opening of counter. It is not suggested to set up the counter right after the posters were posted.

Chan Siu Man: Were there objections and conflicts with cabinet members regarding the design?

Feng Zhijie: Yes for the choice of Society Jackey's logo. I planned to use the same figure on the back of Society T-shirt, but some of them think it was too strange.

Chan Siu Man: Were the Society T-shirt and Orientation Camp T-Shirt ordered by you?

Feng Zhijie: Marketing secretaries ordered them as they had a package.

Chan Siu Man: Why you ordered the Society T-shirt and Orientation Camp T-Shirt separately?

Feng Zhijie: Design of Society T-shirt was not finished when we ordered Orientation Camp T-Shirt.

Chan Siu Man: The cost is lower if you order them together, and the things can be used in Orientation Week welfare pack.

Pang Chun Sum: Did you think of using fast fry material for Orientation Camp T-Shirt?

Feng Zhijie: No as the package did not provide it.

Chan Siu Man: Did you listen to talks that have this kind of package?

Pang Chun Sum: Yes, fast dry material will be \$2.5 more expensive.

Feng Zhijie: I don't think it is important.

Pang Chun Sum: I was concerned as when we received back the washed clothes at night, they were very wrinkled.

Lau Wing Sum: I will be a lot better if you slightly shake before and after washing.

Feng Zhijie: Companies will give deadline for products.

Tang Cheuk Him: Any function that the designs of related products should start earlier to prevent time clashes?

Feng Zhijie: Time clashes are very often. For example, the design of Society Jacket was close to the finals.

Kam Wa Mei: In the Information Session you said we may prepare in advance?

Feng Zhijie: I suggest you do the things close to current time, for example Society T-shirt was designed in summer.

Kam Wa Mei: What is the difference between Society T-shirt and Orientation Camp T-Shirt?

Feng Zhijie: The Society T-shirt should not be too fancy.

Tang Cheuk Him: Where do you find the idea?

Feng Zhijie: Posters are very easy. All you need is google "Poster design".

Chan Siu Man: Who is responsible for sticking posters?

Feng Zhijie: Basically we asked in the WhatsApp group that who can help with it. Most of us have helped.

Chan Siu Man: Next year Room5489 will be taken away. Do you print an extra copy of poster for the counter so people walk pass know what event you are organising?

Feng Zhijie: We have one. Next session please be reminded that you need to add the expiry date and society chop on the softcopy otherwise you will have to put them on the posters one by one.

Tang Cheuk Him: Talk about the relationship in your cabinet from your frame of reference.

Kam Wa Mei: Who will always object your designs?

Feng Zhijie: I always find William for help and he automatically filtered away the problems.

Tang Cheuk Him: Then comment on your cabinet members.

Feng Zhijie: The relationship between the cabinet members is harmonic. Everyone is peaceful and the relationship is calm. We often have cabinet gatherings.

Lau Wing Sum is proactive, responsible and she always heat up the atmosphere. She put much effort on works and entertains us. But she is quite careless about the financial issue as she sometimes forgot who has paid for the function or not.

Tai Wai Ting provides professional advices. He is a rational people and he has reasons for every step. He actively participated in his person-in-charge function. Something he can improve is that his role was partially taken away by Prof. Fong in the Research Sharing. He should remind the crowd not to off-topic.

Yam Wun Kwan is a good designer. Since the Promotion Period, I asked him for advices and he has helped with a lot of things. He is proactive in the cabinet affairs. He reminded us to come back for work for the Promotion Period. He is a responsible External Vice President (EVP) in general as he keeps good relationship with other EVPs. A minor problem is that it is hard to find him occasionally.

Mike is a person with responsibility and endurance. He can take criticisms from others easily. His notices and meeting agendas are fine. He shielded us from outsiders' criticisms. One of his problems is he is a deadline fighter. Also his interpersonal skills need improvements.

Li Wing Shun is a good Internal Vice President to deal with inter-cabinet relationship. He is very good at dealing with other people, very warm and soft, willing to help others. Overall he fulfils his duty well.

Chung Kam Hin as the Marketing Secretary has good bargaining skills. He provided many ideas so that we can finish our work on time. But after finishing his duty (Orientation Camp), he does not actively participate in the cabinet affairs.

Ng Si Long is a good Marketing Secretary. She fulfils his duty such as urging me to hand in the designs. But she does not give a lot of opinions in meetings.

Fong Kin Long is very good at typing minutes. He is very sociable and contributes to make the cabinet funnier.

Lai Sun Yu is very aware of errors in academic related issues. He together with Mike, Hilbert and Tai Wai Ting did a good job when creating games for the camp. He is not very good at presenting his ideas. He keeps a fair relationship with cabinet members but was criticised by camp leaders. He should have been given other posts instead of leading games.

Lui Ming Hong: Comment on yourself.

Feng Zhijie: I handed in the designs too lately, such as the Annual Dinner, the posters were done a few days before the event. As a Promotion Secretary I should have my works done before the deadline. I should not forget to write the expiry date and should be more careful about details of design.

I feel comfortable for my designs and have no conflicts with cabinet members. But if is not design-relation work such as demonstrating games, I did not engage actively.

Lui Ming Hong: Even you have finished your duties, you should help with other people as everyone will be busy at certain time. The division of labour need not to be so clear inside the cabinet. Do you share your design with others?

Feng Zhijie: Yes, I will post the design to the WhatsApp group to let them see first.

Lui Ming Hong: Why still no one discover that there is no expiry date on the posters? It is no just your problem, you should not put all the responsibilities on yourself.

Feng Zhijie: Time management is the most important as sometimes functions come together, like Society Jacket and T-shirt, and posters for other events.

Lui Ming Hong: When designing posters, how do you balance aesthetic and the function itself?

Feng Zhijie: Some elements are must, like "IRESS" and the name of function must be obvious. I have a guideline to follow, and after fulfilling these rules then I consider aesthetic. The font can be small as if people are interested in they will come close enough to read the contents.

Kam Wa Mei: What elements are must for IRESS? What is suitable and not recommended for us?

Feng Zhijie: No. The style of design depends on the function but not IRESS. Most importantly is to have your own style.

Kam Wa Mei: In our cabinet there will be 2 Promotion Secretaries, and our style are quite different. Is it a huge issue?

Feng Zhijie: I suggest that the style should not differ by too much, especially when you are having 2 posters on the same board.

Lui Ming Hong: Unless you have events every week, it should not be a big deal.

Feng Zhijie: Remember some colours will blend in with the environment.

Kam Wa Mei: Shall we use the same colour to represent IRESS?

Feng Zhijie: Don't look too similar to other posters and make our poster more obvious.

Lui Ming Hong: Apart from posters, who are responsible for other promotion methods?

Feng Zhijie: Emails are by General secretaries or President, Facebook is by Ng Si Long and Tai Wai Ting, WhatsApp is by Lau Wing Sum.

Kam Wa Mei: Did you make the banner in email?

Feng Zhijie: Yes.

Kam Wa Mei: Are Promotion Secretary responsible for managing the Facebook account?

Feng Zhijie: In the previous session yes, but not for me as I don't use it often.

Lam Tak On: We changed the society's website, the URL is <http://iress.su.ust.hk/>

Chan Siu Man: We can put the website at the bottom of email. Is Tony responsible for the website?

Lam Tak On: Should be.

Lui Ming Hong: Any people tear away posters this year?

Lau Wing Sum: Yes.

Feng Zhijie: Other societies' posters were removed but only us were not affected. All we can do to avoid it to maintain good relationship with them, like not covering their posters.

Kam Wa Mei: And don't compete good position?

Yam Wun Kwan: In the Promotion Period, each society can stick 2 A3 sized posters. You better post on the side.

Lam Tak On: So we passed Sarah. Now we will pass the 2 Promotion Secretaries of the next session.

Li Wing Shun procedural motion to lay down the discussion of agenda item 5+6 on table at 21:15 and Yam Wun Kwan seconded. 15 For 0 Against. The motion was passed.

Agenda item 8. To introduce and inaugurate the Executive Committee Members of IRESS, HKUSTSU, Session 2018-2019

Li Wing Shun procedural motion to discuss agenda item 8 and Yam Wun Kwan seconded at 21:16. 18 For 0 against. The motion is passed. The Promotion Secretaries, Chang Yau Ming and Kam Wa Mei were being introduced.

Proposed Promotion Secretaries

Lui Ming Hong: Why do you choose to be Promotion Secretary?

Chang Yau Ming: I think this post has a relatively small work load, and I am interested in using software to draw, so I think I can handle the post. But originally, I want to be the EVP. William and I both think that Kit is more experienced, so I turned my interest to Promotion Secretary. I use GIMP2 and Illustrator for designing.

Chan Siu Man: Talk about your duties and how will you divide the duties with your partner.

Chang Yau Ming: Things related to promotion, such as posters. I think I am responsible for designing the Society Jacket, sending WhatsApp messages and updating the Facebook page for promotion. If I have time, I will make a banner for graduation photo taking booth.

Lui Ming Hong: Promotion is an outreach job. The most important job for Promotion Secretaries is to promote IRESS to others, and the designs serve for this purpose.

Chang Yau Ming: In the Information Session, only Kit, Kam and I chose to be the Promotion Secretary.

Lui Ming Hong: But why there are 2 Promotion Secretaries at last?

Chang Yau Ming: I don't know very well. I was told to be the Promotion Secretary by Gregory, and I compromise.

Sit Hiu Chi: The response was very extreme that some posts were very popular, and there were posts that no one was interested. I asked the proposed cabinet members that which posts can they accept except their preferred posts, then I arrange the posts according to the results.

Lui Ming Hong: Did other engage in post dividing?

Sit Hiu Chi: I asked them about their preference.

Lui Ming Hong: If everyone is happy with this then it is fine. Back to Promotion Secretary.

Feng Zhijie: Have you divided the duties for designing posters?

Chang Yau Ming: Not yet.

Lui Ming Hong: Why do you design independently?

Chang Yau Ming: I use GIMP and Kam uses Photoshop. If I do something in GIMP and send it to her to modify in PS would waste time.

Kam Wa Mei: If a job is done by two people, it usually takes more time as waiting maybe needed.

Chang Yau Ming: Yes. For example, if I want to place a circle, I need to discuss with her whether putting it in the centre or at the side. Working independently would be more efficient.

Lui Ming Hong: How about the quality?

Feng Zhijie: I think you should do the draft on your own first, then exchange the ideas. Also GIMP can save file as photoshop.

Lui Ming Hong: Ask feedbacks at different stages but don't ask after finishing everything to prevent the need to make huge modification.

Kam Wa Mei: We often have discussions. I always ask his thoughts.

Feng Zhijie: What are the procedures of designing posters?

Chang Yau Ming: We did 2 posters for Inauguration Ceremony and Subcommittee function. But that for the Subcommittee function was done by Kit so I have no comment. I did the background for the Inauguration Ceremony, and she added the words.

Feng Zhijie: Now you still do like this? The workload is too large.

Chang Yau Ming: We have not decided yet.

Chan Siu Man: How about the promotion video?

Chang Yau Ming: It is not by me.

Kam Wa Mei: Not me either.

Kan Ying Hei: It has not yet started. The person in charge is very busy. The works will start soon. We plan to do it later today.

William: I know that the Biochemistry and Biotechnology Students' Society did their video from midnight till the sun had risen.

Feng Zhijie: Be careful about the copyright. Try not to use very famous things. I think the work should be done by you.

Lui Ming Hong: Will you edit the photo and pictures or use your original works for designing items?

Chang Yau Ming: Now it is original design.

Kam Wa Mei: I will buy online. I don't have this issue.

Feng Zhijie: It is an ethical issue.

Yam Wun Kwan: You should avoid such problem.

Feng Zhijie: Did you get your name cards?

Chang Yau Ming: The background is just finished and we will give it to the Chemistry Students' Society to print the words onto them.

Feng Zhijie: I mean the name card of your cabinet.

Chan Siu Man: Why do you want to be a Promotion Secretary? What are your talents?

Kam Wa Mei: Because I think I am good at designing and maybe Gregory likes my designs so he appointed me to be the Promotion Secretary. I also know how to type minutes.

Lui Ming Hong: Why do you want to be an Executive Committee member?

Kam Wa Mei: Because my friends.

Lui Ming Hong: You just mentioned you don't know how to draw. How about design? Why Gregory think that you have this ability?

Kam Wa Mei: Maybe he thinks I will improve my skills?

Lui Ming Hong: Now what is your plan?

Kam Wa Mei: I feel I learnt a lot from being the Promotion Secretary. And others taught me how to be a good Promotion Secretary. I think my contribution to the society is to fulfil my duties as the Promotion Secretary.

Lui Ming Hong: Do you know the duties of the Promotion Secretary? For example, where can you stick posters?

Chang Yau Ming: I don't know. I have sent email to SAO, and they only tell me places for society, but no information for public notices were given.

Lam Tak On: The Student Union Council's website is dead. So you cannot read the related document there.

Lui Ming Hong: You have stuck a poster before? You stuck them according to your memory?

Kam Wa Mei: I have just read the document. Here are the allowed locations. They are: bus stop, sundial, bookstore, bank board, atrium, Lifts, LG5 board, LG7 board, Bridge Link.

Lui Ming Hong: Which boards are for School of Science?

Kam Wa Mei: Bus stop

G/F, Inner Wall of the Piazza, near the main entrance of the Sports Hall

LG1, Lift 10 - 12

The 3rd pillar of bridge-link (counted from LG5)

10/F, Lift lobby, UG hall I

The 3rd left wall of "Fong Shu Chuen Promenade"

G/F, Wall adjacent to the main entrance of the Sports Hall

Atrium, Area Cj

LG5, near escalator

LG7, Wall adjacent to the Canteen

1/F, Lift 17-18. Both sides

G/F, New Hall (Seafront Restaurant) x3

And for the sizes,

bus stop: 1 A2 sized,

Starbucks: 1 A2 sized,

Bank: 2 A3 sized,

Atrium down stairs: 2 A3 sized,

LG1: 2 A3 sized.

LG5: 2 A3 sized

Lui Ming Hong: Basically you can stick 2 everywhere except for the Bridge Link. And you don't have to paste 2 posters onto the same board.

Chan Siu Man: For the board belongs to School of Science, you can stick 2 A3 sized, and 1 is enough for public notice boards.

Feng Zhijie: What is the minimum size of the poster?

Chang Yau Ming: A4. If the words are too small, or depends on the design, I will enlarge the posters when necessary.

Lui Ming Hong: The criteria of designing the posters should be about the limitations of the functions, then the design should be used to incorporate into those constrains. I don't think you have to consider whether there are spaces for you to hold or not. What font size did you use?

Chang Yau Ming: Title 40 and contents 20 for A4 sized poster, and 12 for expiry date.

Lui Ming Hong: I think that it is a bit too small?

Feng Zhijie: It is not the problem of font size, but the proportion.

Chang Yau Ming: For the heading, it will be the width of the A4 paper. "IRESS" will lie above it.

Feng Zhijie: In terms of area, the remaining details should consume about 1/4 of the space. The logos and figures consist of 30%, and the remaining space should be blackened for visual effect.

Lui Ming Hong: What are the necessary details for the poster?

Kam Wa Mei: "IRESS", name, time, venue, fee, content, society chop, expiry date.

Feng Zhijie: Also the contact people's detail.

Yam Wun Kwan: And use the full name of IRESS, that is: International Research Enrichment Students' Society, HKUSTSU, Session 2018-2019.

Lui Ming Hong: I think the words "IRESS" should be the biggest, and even bigger than the event name. As when someone looks at the event name, they won't know which society it is. "IRESS" allows people to know we are organizing an activity. Do you know that you can also post the posters on lockers? Will you do that, especially for those in laboratory area?

Chang Yau Ming: I don't think so. But if I have spare copies, I will do so.

Feng Zhijie: We haven't tried it.

Lau Wing Sum: I don't think it is needed as no one will notice it.

Wong Ting Hei: If personal message is enough to invite members to come, then there is no use doing this.

Lui Ming Hong: Do you have other promotion methods?

Chang Yau Ming: Facebook, like in our Promotion Period, we posted the counter's location on our fan page. We personal messaged members about a week before, and message the participants the day before the function. The order maybe: Facebook posts, email, announcement in WhatsApp group and then individual messages.

Lui Ming Hong: How about the posters?

Chang Yau Ming: I will post them 1 month before the function and 2 weeks before.

Lui Ming Hong: Do a standardized timeline for your own reference. And you should do the designs before you post on Facebook.

Chan Siu Man: Yes as if you have your poster done, the WhatsApp message and Facebook post can refer to the poster.

Li Wing Shun procedural motion to lay down the discussion of agenda item 8 on table at 22:06 and Yam Wun Kwan seconded. 18 For 0 against. The motion was passed.

Agenda item 5. To receive and adopt the Annual Report of IRESS, HKUSTSU, Session 2017-2018 & Agenda item 6. To receive and adopt the Annual Financial Report of IRESS, HKUSTSU, Session 2017-2018

Li Wing Shun procedural motion to discuss agenda item 5+6 and Yam Wun Kwan seconded at 22:07. 18 For 0 against. The motion was passed.

Subcommittee function

The person in charge of the event was Li Wing Shun. New members were asked whether they wanted to join the subcommittee during the orientation week. The first meeting was held on 29 September 2017. Originally, the time slot was reserved for SCIE1000 but there was no lecture for that Friday so most of the first-year members could come. However, some were not able to attend due to personal matters. In the first meeting, the members were introduced to the duty of subcommittee and some posts were assigned for the proposed subcommittee, namely 2 coordinators, 1 financial secretary, 2 minute takers and 2 poster designers. The theme of the function was also discussed and

the time for the next meeting was arranged. The members were informed about the details of last year's subcommittee function and what could be done to improve.

Further meetings were arranged. In each meeting, there was at least one executive member present to ensure that feedback was given and that the preparation was progressing smoothly. In the meantime, we kept on contacting through whatsapp to inform them about the work they had to do, guided them through making timetable for counter duty and booking SAO facilities. In total, they had 4-5 meetings before the event. The discussion was mainly among the subcommittee. However, the executive members reminded them if they had gone off topic or missed some important details.

After confirming the details with subcommittee regarding the rundown of the event, the coordinators were contacted and instructed to write a proposal.

The subcommittee function was held on 11th November,2017

Evaluation

2 coordinators were selected since they have relatively heavy workload and is quite important. If one of them cannot attend the meeting, the other can substitute.

It is reminded that the subcommittee is open to all members, local and non-local.

Academic Secretary

Lee Mang Hei: What did you do?

Tai Wai Ting: I give out sources to members, invite professors to the society's activities, book rooms for Journal Clubs, and help with general matters such as physical works. The most prominent job is designing the games for the Orientation Camp.

Lee Mang Hei: Please give some examples.

Tai Wai Ting: I designed the games for night hunt and room escape. For example, the main task and one of the optional branches of the room escape were designed by me. For the theme game, I contributed the idea of tasks.

Lee Mang Hei: What do you think you have done well this year?

Tai Wai Ting: Managing sources. Some of the sources are outdated, such as those still with 3-digit course codes, some are very incomplete, and some PDF files are possibly damaged. I did some tidy up, like update the latest version of the materials.

Lee Mang Hei: Who did you ask for sources?

Tai Wai Ting: I have a list to mark the courses that people want to study. At the end of semester, I ask them whether they can share the source to us. I also asked my cabinet members and senior members.

Lee Mang Hei: You said you have a list, how is the response rate?

Tai Wai Ting: I mean if they response to the source request google form, we will have their course record. I also marked down the courses when they asked whether we have the sources of that course.

Lee Mang Hei: I mean the response rate when you ask for sources after finishing the semester.

Tai Wai Ting: 50% from my impression. A significant number of people offered help. An observation is that the highest reply rate is from year 1. More seniors may have sources by their own means and did not response.

Lee Mang Hei: So most of the sources are year 1 course?

Tai Wai Ting: That is a problem. I tried to ask Lee Wai Hang, who may have many high level chemistry course, but he cannot provide a lot.

Lee Mang Hei: What can you improve for the works you have done?

Tai Wai Ting: One of the most prominent is that in my PIC event, Research Sharing Session, I performed the role of MC. I did not do my work well as I don't have good communication skills. The event tended to be dominated by the speakers.

Lee Mang Hei: Speakers speak more in general. What do you mean by domination?

Tai Wai Ting: I mean in Mathematics and Physics session, the discussion seemed to be led by Prof Frederick Fong. Some of his words are only suitable for top math students. He is a math professor so

his comments are not particularly applicable to physics students. The other two student speakers did not contribute much.

Lee Mang Hei: You have a list of questions, right?

Lee Mang Hei: Did Prof Fong side-tracked when answering your questions? Or did he say something off the ground related to the questions?

Tai Wai Ting: For the former one, most of the time. He side tracked from the guiding problems. I based on the flow on the discussion and tried to guide the discussion so that side tracking was not too severe.

Lee Mang Hei: Did you ask the speakers what questions they are willing to answer?

Tai Wai Ting: I gave them the list but I did not ask about the intended answer. The next session should ask this ask well.

Lee Mang Hei: As the Academic Secretary, you should have good relationship with professors. Which professors have a cordial relationship with you?

Tai Wai Ting: I am more familiar with Maths and Physics professors. For Maths, mostly Prof Fong. I am not particularly familiar with Prof Meng and Prof Lortz but still invited the for Annual Dinner. Prof Leung Pak Wo and Prof Vic Law are the physics professor that I am more familiar with. For chemistry and life science, I usually ask Mike and Sharon to contact as they should be more familiar with professors in those disciplines.

Lee Mang Hei: This means that you don't contact professors on other disciplines? I found all professors in my year. Do you think that it is a better idea?

Tai Wai Ting: I think both are acceptable, it depends on which one is better. If someone is more familiar with that particular professor, it is a good idea to ask him or her to help. Otherwise, it is more convenient that the Academic Secretary contacts all professors.

Lee Mang Hei: I think you should send email by yourself and visit professors by proxy would be a good idea. Is there anything special you would like to tell the next session?

Tai Wai Ting: We have an IRE website, but the content is very outdated. So don't rely on the information on that website, such as the coordinators have already changed.

Lee Mang Hei: Anything you expect that they should do? Or anything that you think you have not done well enough and hope that they will do a better job?

Tai Wai Ting: I expect the role of the Academic Secretary is to promote the academic atmosphere in the society, so the next session may consider organizing more academic activities. And did the previous year organized a workshop in the Registration Day?

Lee Mang Hei: No.

Li Wing Shun: They thought of it but did not do at last.

Tai Wai Ting: If the next session has spare effort they may organize such event.

Lee Mang Hei: Do you think that you have done a good job as the Academic Secretary?

Tai Wai Ting: I will say so-so. I fulfilled the basic role of the Academic Secretary, but I was not very successful in promoting academic atmosphere.

Chang Yau Ming: Any tips to collect source? Who would you suggest to ask for sources?

Tai Wai Ting: I have a list of students taking courses. If I ask accordingly, they may be more enthusiastic to contribute. Senior members may not be proactive, so you have to be more proactive. Cabinet members can easily access the sources, but you may still ask them to contribute. If they are too lazy to upload the files, you may ask them to give you their canvas account.

Li Wing Shun: Do you think that you should ask graduates to give sources for advanced level courses?

Tai Wai Ting: If they study postgraduate here, it is possible, for example you may ask Kit Chu and Shing Ming. If they are not in Hong Kong, the courses they study are not related to HKUST so the benefit is low. If you want them to contribute to the sources it is certainly possible but the demand will not be as high as UST courses.

Li Wing Shun motioned to lay the remaining agenda items on table until the next session of Annual General Meeting at 22:45

Yam Wun Kwan Seconded.

For 20 Against 0. The motioned is passed at 22:45.

The meeting ended at 22:45.

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

Date: 17-04-2018

Venue: Room 2302

Time: 19:15

Chairperson: Lam Tak On

Minute takers: Wai Ting Tai, Kin Long Fong, San Yu Lai, Chau Chun Yin, Sit Hiu Chi

The business of the Annual General Meeting 2018 of IRESS, HKUSTSU shall be:

1. To commence the meeting;
2. To receive and adopt the agenda of the Annual General Meeting 2018 of IRESS, HKUSTSU;
3. To receive and adopt the minutes of the Annual General Meeting 2017 of IRESS, HKUSTSU;
4. To receive and adopt the minutes of the 1st and 2nd Extraordinary General Meetings of IRESS, HKUSTSU, Session 2017-2018;
5. To receive and adopt the Annual Report of IRESS, HKUSTSU, Session 2017-2018;
6. To receive and adopt the Annual Financial Report of IRESS, HKUSTSU, Session 2017-2018;
7. To vote and announce the Honorary Members;
8. To introduce and inaugurate the Executive Committee Members of IRESS, HKUSTSU, Session 2018-2019;
9. To receive and adopt the Year Plan of IRESS, HKUSTSU, Session 2018-2019;
10. To receive and adopt the Financial Budget of IRESS, HKUSTSU, Session 2018-2019; and
11. To adjourn the meeting.

Agenda item 1. To commence the meeting

The time is 19:23.

No. of full members present: 15

Quorum was met. Chairperson Lam Tak On started the Annual General Meeting Session VI at 19:25.

Agenda item 5. To receive and adopt the Annual Report of IRESS, HKUSTSU, Session 2017-2018 & Agenda item 6. To receive and adopt the Annual Financial Report of IRESS, HKUSTSU, Session 2017-2018

Li Wing Shun raised the motion to resume the discussion of combined Agenda item 5 and 6 at 19:30.

Lau Wing Sum seconded.

For 19 Against 0. The motion was passed at 19:30

Marketing Secretaries

Tang Cheuk Him: what have you done?

Chung Kam Hin: In general I marketed sponsored materials. For the Orientation Camp, other than marketing sponsor packages, I helped with the theme game design.

Tang Cheuk Him: what is your PIC event?

Chung Kam Hin: Annual dinner.

Tang Cheuk Him: How did you request for sponsor for the Promotion Period?

Chung Kam Hin: I got contact list and email them by type of companies. There were little responses for email, only a few indicated their interests. Then I used telephone to contact potential sponsors.

Tang Cheuk Him: What languages did you use in email?

Chung Kam Hin: Chinses and English.

Tang Cheuk Him: In our year Chinese had better response, as English was a bit long. Have you attached any material?

Chung Kam Hin: Yes we have proposal in the email.

Tang Cheuk Him: How effective is that?

Chung Kam Hin: Not very effective.

Tang Cheuk Him: What have you obtained from the companies?

Chung Kam Hin: Candies and masks.

Tang Cheuk Him: Did you buy gifts for the Promotion Period?

Chung Kam Hin: We bought the prize for the Promotion Period in the last year

Tang Cheuk Him: Have you buy things with your own money?

Lau Wing Sum: Yes.

Tang Cheuk Him: Do you think the amount of sponsored materials requested is enough for IRESS?

Chung Kam Hin: It is better if there were more things

Pang Chun Sum: I want to know if last year you have sponsored things left. If yes, can we use them for our year? Can we distribute them to members? We don't want to waste them.

Chung Kam Hin: For example?

Pang Chun Sum: like Tutor Circle's memo packs.

Lau Wing Sum: It does not belong to us.

Pang Chun Sum: We also have Tutor Circle's memo pack, but there are still others.

Tai Wai Ting: We have a lot of memo, according to last tidy up of the society room.

Lau Wing Sum: Tang Cheuk Him marked the towels.

Tang Cheuk Him: You can decide yourself.

Chung Kam Hin: Like the files that are not sponsored materials but bought. You should ask the previous session for these kinds of things.

Lau Wing Sum: Some white or colourless file are sponsored materials of last year. And we did ask for their permission.

Lui Ming Hong: If you put in the society room then they are supposed for next session to use, if you don't want them to use, then better not put them in society room.

Lau Wing Sum: The major problem is Promotion Period because it is not used for the society.

Yuen Wah said that we need to buy them as a debt repayment to the society.

Tang Cheuk Him: Did you collect cardboards? Like getting from Hong Kong Brands and Products Expo.

Chung Kam Hin: CI gave a separate source of cardboard paper.

Tang Cheuk Him: Then for next session where do you get the cardboard?

Chan Yin Hei: Kit has source for cardboard.

Tang Cheuk Him: If you have other methods then it is fine, but others would go to Hong Kong Brands and Products Expo to get them. Did you contact the restaurants of HKUST for support? You can give out coupons from APC, etc.

Pang Chun Sum: we mass sent email to APC but had no direct reply.

Tang Cheuk Him: Any special things need to pay attention for Promotion Period?

Chung Kam Hin: We started to request sponsors quite late so many companies said that their quota for sponsor is full. The lesson learnt is that we should start earlier.

Tang Cheuk Him: Have you considered to find Chan Siu Manaller companies or worse/lower-class companies?

Our member base is Chan Siu Manall, and it is difficult to ask companies to sponsor us. Then Orientation Camp, talk about when you find sponsor for clothes

Chung Kam Hin: About April there were many talks for sponsor plans. I went to The Hong Kong Polytechnic University to sign the contract, pay deposit and join the plan for sponsorship. Hang Fung, the sponsor, guaranteed sponsorship for some stuff, provided that we order Orientation Camp T-shirt from them. I also join a WhatsApp group for marketing secretaries. I asked tutor circle for towels.

Tang Cheuk Him: Do you think joining this plan is good or should you join another plan?

Chung Kam Hin: Overall I think is acceptable, but not as good as expected. Because the sponsored materials are not too much

Tang Cheuk Him: What did they give?

Chung Kam Hin: Some toothbrush toothpaste, shampoo, liquid soap, cup noodles, mosquito-repellent stickers.

Tang Cheuk Him: Is it enough for freshmen to get one each?

Chung Kam Hin: Yes, except cup noodles

Lau Wing Sum: There was not enough cup noodles.

Tang Cheuk Him: Freshmen received them in a whole pack or?

Chung Kam Hin: A whole bag.

Tang Cheuk Him: Did you buy the bags or were sponsored.

Pang Chun Sum: It is from HKTA.

Tang Cheuk Him: Will you recommend next session to do the same thing?

Chung Kam Hin: If possible... dependent on whether the society T-shirt is good. Quality of the Society T-shirt is the core factor here.

Lau Wing Sum: Orientation Camp T-shirt is not 150g as we ordered too late, have to choose color.

Pang Chun Sum: Did you suggest ordering 150g is better?

Lau Wing Sum: They are a bit thick but more durable.

Lam Tak On: The bag's string fell off quite easily, the quality was not very good.

Tang Cheuk Him: Did you try to obtain a sample from them to check the quality?

Ng Si Long: We only ordered a few, so they did not send us samples

Tang Cheuk Him: Do you think this is troublesome? Is the effort of separate orders worth it?

Ng Si Long: I think we don't have the ability to request all the things according to the experience in Promotion Period, so we think the package is a good solution

Tang Cheuk Him: You did compare different companies, right?

Chung Kam Hin: The sponsor materials from the Orientation Camp T-shirt sponsor is not as much as event elite, so join event elite

Lau Wing Sum: Last year Tang Cheuk Him suggested that we can cooperate with Science Summer Camp to order together. As they will have things other things like tooth brush in the package.

Chan Siu Man: We did not do it for this year, because Amber was responsible for the ordering, those things will be chaotic.

Tang Cheuk Him: Do you have Aquarius this year?

Chung Kam Hin: Yes

Tang Cheuk Him: Entirely obtained from the sponsorship deal?

Ng Si Long: No.

Lau Wing Sum: We bought drinks for BBQ dinner.

Tang Cheuk Him: What companies did you find so next session can make references?

Ng Si Long: Signature.

Lau Wing Sum: And when you order T-shirt, don't find strange companies for cheap price.

Ng Si Long: We looked over many sponsorship-T-shirt plans and Hang Fung seems the best.

Tang Cheuk Him: What about the delivery? You get the sponsored materials from Kwun Tong? Will you suggest the next cabinet to use the same method?

Chung Kam Hin: If you get a lot of sponsor at the same place then call van is a good choice

If they are separated in different places, it is not efficient.

Tang Cheuk Him: Did you look for different restaurant on the city hunt path? Last year, we did compared price so that you eat with a lower price.

Chung Kam Hin: I remember that in the City Hunt both teams eat at Tseng Kwan O because of time issue.

Lam Tak On: One side ate at Saizeriya.

Li Wing Shun: we did look for different choices.

Tang Cheuk Him: Did you encounter any special events during Orientation Camp related to marketing things? Like my year the Orientation Camp T-shirt is revised over and over, sent wrong version, any things like that? Besides, Prof Leung Pak Wo reminded us the as marketing secretary signed for IRESS, so you should be more careful when signing. Remember to look over first, they do not want IRE program and IRESS to have overlapping roles. So check whether it mentions the IRE Program or the IRESS. Anything to about Orientation Camp to share or anything next session want to ask?

Pang Chun Sum: In your year you receive sponsorship from Hang Fung?

Tang Cheuk Him: No, it was signature.

Chung Kam Hin: We were already cooperating with Hang Fung so we continued to cooperate with them, but the quality seem to be lower, so if you have better sources go and use them.

Pang Chun Sum: Did you remember when you were in year 1, were Signature's T-shirts better than Hang Fung? Because the Orientation Camp T-shirt for us reduce in size and some threads fall off after washing.

Li Wing Shun: the quality of the T-shirts this year were not good, but the fall off of thread may due to someone put their clothes into the washing machine inside out so the threads fall off.

Lau Wing Sum: My whole wardrobe is society T-shirts, and they have no problems. The quality is similar, only the printing is different.

Tang Cheuk Him: As a freshman do you think there is anything lacking that you want to see in the package, so this year you may want to request for sponsor and include in the package?

Caps and backpacks for example?

Pang Chun Sum: I think of give them fans, as it was hot during city hunt. It would be better if the fans have handles.

Tang Cheuk Him: Did you request any snacks? Like my year we have 2 “chiffon cake” for them to eat during city hunt. Some also may not eat breakfast and go city hunt, we afraid that they may faint, so we have prepared some candies. Anything want to ask the marketing secretaries for Orientation Camp?

Tang Cheuk Him: What did you do in Orientation Week?

Chung Kam Hin: Find society T-shirt producer and order society paper.

Tang Cheuk Him: When did you start designing the society T-shirt and society paper?

Chung Kam Hin: I ordered society paper on 30 August. I decided the supplier was E-print earlier. So we can have society paper for the first week.

Tang Cheuk Him: So do you think that we should order it earlier?

Chung Kam Hin: We did not have society paper for the first few days, so I will say yes.

Tang Cheuk Him: Did you change company for Society T-shirt? Any difference in quality between society T-shirt and Orientation Camp T-shirt? Is the quality acceptable?

Chung Kam Hin: I don't see any problem, the quality is good.

Tang Cheuk Him: What did you request in the Orientation Week?

Ng Si Long: Many companies only care for Orientation Camp, but not Orientation Week, so we had to buy stuff.

Tang Cheuk Him: I remember you mentioned this last time. What did you buy?

Ng Si Long: We have containers, towel, file, pen and paper bag and spaghetti time in the package. Towel, pen and file are from society room.

Tang Cheuk Him: Did you build your counter yourselves?

Lam Tak On: Student Union asked all societies to have a lucky draw on counter locations.

Tang Cheuk Him: Any offer to swap counter?

Lam Tak On: No and it was not allowed according to the regulations.

Tang Cheuk Him: Have you ask Sci/home whether there someone who have not joined the Orientation Camp yet are interested in joining IRESS?

Li Wing Shun: We asked all, but not everyone joined.

Tang Cheuk Him: Is there anything needs to pay more attention for Orientation Week? Is the quantity in the welfare pack enough?

Chung Kam Hin: There can be more, but one needs to notice that Orientation Week stuff needs to be request for sponsors as well. Remember to request sponsors for Orientation Week, we ignored Orientation Week as it is close to Orientation Camp

The time for us to marketing is too short and we didn't get many things. The next session should be aware of this.

Tang Cheuk Him: Anything want to ask for Orientation Week from next session?

Chan Yin Hei: How many packages need to prepare?

Chung Kam Hin: About 25 to 30

Tang Cheuk Him: Anything else about Orientation Week other than earlier order?

Chung Kam Hin: We ordered too much paper in these few years, so don't order too much this year.

Li Wing Shun: We did not sell previous society papers as well.

Chung Kam Hin: the society paper can't be sold out during Orientation Week, you need to find other opportunities to sell. We ordered 7000 this year, basically about this quantity.

Lam Tak On: If not many members like the design then don't order much.

Li Wing Shun: if member don't like the design then you should change the design. And you should persuade member to buy the old society products otherwise they just remain in society room.

Tang Cheuk Him: More personal questions: Why did you want to be a marketing secretary?

Chung Kam Hin: At the beginning I do not want to be marketing secretary very much. Because in the Information Session I heard that marketing secretaries need to communicate with other and represent

the society to sign for sponsors. I was an introvert back then. But I have no regrets being a marketing secretary, as I have tried to step to out of my comfort zone. I cannot do these things in the past.

Tang Cheuk Him: So this experience has been a breakthrough for you. If you can choose again, will you choose to be a marketing secretary again?

Chung Kam Hin: Yes

Tang Cheuk Him: How did you distribute the work? I have no experience to share.

Chung Kam Hin: I think the most important thing is that we should not affect the each other. Basically, if you demarcate by the product or the company, there should not be much problem. I did receive some responses, they or their marketing secretary can remind me to response. When two marketing secretaries are present, the workload is lighter.

Tang Cheuk Him: What is the role of the marketing secretary in the society? Did you look at the constitution?

Chung Kam Hin: As a mark sec the most important is to represent the society to communicate with companies. I think I achieved this, and through email, telephone and face-to-face communications, I contacted the companies well.

Tang Cheuk Him: we don't have External secretary in IRESS so sometimes Marketing secretary may need to communicate with external parties

Chung Kam Hin: I did not do that, maybe next session can consider.

Chan Siu Man: I have no further problems for Chung Kam Hilbert

Tang Cheuk Him: Did you do any good and bad things?

Chung Kam Hin: I think I did well in Orientation Camp and Orientation Week, I sent many emails, even cut my phone, I did not feel down.

Lui Ming Hong: What do you mean by many? An approximate number?

Chung Kam Hin: More than 30.

Lui Ming Hong: Have you updated the contact list?

Ng Si Long: Yes, and I removed unusable company names.

Chung Kam Hin: I called a few companies, and the phone numbers do not match the company

Tang Cheuk Him: Here is some personal advice. I think this post allow you to know people in other places. I hope after you have finished your session, you can still have good relationship with others, or even your cabinet members. I hope you can be more active, maybe it's because of your personality. Call other people for sponsor seems like to be an embarrassing job but it doesn't matter because they don't know who you are. I called the HQ of Nespresso instead of HK branch, so much of a problem in the company stirred up since they thought the HK branch was not working. Comment your cabinet member.

Chung Kam Hin: Tai Wai Ting is responsible, he is active in WhatsApp group. He generated many ideas in Orientation Camp theme game. He reminded us not to be distracted.

Ng Si Long and I were marketing secretaries. She worked very hard. She got many goods from sponsors and the qualities were very good.

Lam Tak On was a leading character, he made the agenda, fulfil his responsibility as the President. He can set the agenda and lead the discussion. He was responsible as a President and take final decision as a president He settled some dispute over ideas and made the final decisions.

Li Wing Shun is a mediator of the cabinet, especially when there were conflicts in the cabinet. He provided a lot of quotes and many black photo.

Lau Wing Sum created many black photos. Financial stuff was handled well, though some receipts are chaotic. But we at least know what is happening. She contributed a lot to the cabinet, I can feel her passion.

Fong Kin Long typed the minutes for every meeting, so I think he is awesome at that. But we have few opportunities to cooperate in work.

Lai Sun Yu is quiet at many times. If he gives an idea it would be useful. As a general secretary, he can send email, and is responsible. He fulfilled his job as a general secretary.

Feng Zhijie and I did not have many interactions except society jacket and society T-shirt. There was huge pressure during the deadline of those design. The designs are very good, and she designed the poster for us.

Yam Wun Kwan sometimes disappears. He communicated with other societies very well. He got many advantages for the Inauguration Ceremony, so we had our lives easier.

Tang Cheuk Him: Any last words for next session?

Chung Kam Hin: Cheer up and try you best.

Tang Cheuk Him: Anything to ask?

Tang Cheuk Him: Nothing else.

Tang Cheuk Him: For Ng Si Long, what have you done in Promotion Period and Orientation Week?

Ng Si Long: I got most of the things as Chung Kam Hin is assigned to game design. I also filmed the Inauguration Ceremony's video, and check grammatical mistakes in documents.

Tang Cheuk Him: In the Promotion Period, did you face new problems regarding your job as mark secretary?

Ng Si Long: I was not sure how long it takes for the companies to respond so I was very nervous. Then I call the companies in yellow page, but some are too small and some are too big that don't reply.

Tang Cheuk Him: How did you write the email?

Ng Si Long: "We are marketing secretaries of IRESS. We have an upcoming Promotion Period/Orientation Camp/Orientation Week ...". Actually, you can refer to the year plan of last session.

Chung Kam Hin: mentioned about how many people will come including outside HKUST so a good chance to meet with teenagers.

Ng Si Long: More details are in the attachments.

Tang Cheuk Him: You should mainly emphasize on how they can be benefited if they provide sponsorship for you. You need to let them have a feeling of trading

Tang Cheuk Him: Have you contacted Room Escape?

Ng Si Long: Yes, but there was no response from Escape HK

Tang Cheuk Him: There are many Escape HK coupons in society room.

Ng Si Long: We did not find thoroughly in society room.

Tang Cheuk Him: I think your prizes in Promotion Period were not very attractive, and you may use things in society room. But the position was difficult, you were nominated cabinet, not society so we understand. But the concern is that only two gifts cannot attract people to come for Promotion Period. How much have you spent on buying prizes?

Lau Wing Sum: \$269.

Tang Cheuk Him: Marketing secretary did you pay or all cabinet member pay for that?

Li Wing Shun: We did pool the money.

Tang Cheuk Him: Anyone who is not willing to pay?

Lau Wing Sum: No... we didn't even use our money

Tang Cheuk Him: What did you do during Orientation Camp, and how often did you meet for the Orientation Camp?

Ng Si Long: We messaged to discuss details.

Tang Cheuk Him: Is there anything that is very unclear, so you need to message a lot of times?

Ng Si Long: No. Once Chung Kam Hin went to PolyU but the exact spot was not clear. WhatsApp solved that efficiently.

Tang Cheuk Him: Did you try to press down the price with other UST society together?

Ng Si Long: no, as the discount is large already.

Tang Cheuk Him: Have you found any other sponsors other than event elite, Tutor Circle and HKTA?

Do you think the sponsor is enough?

Ng Si Long: I think it is better if we have more food, as the cup noodles was not enough.

Tang Cheuk Him: Any suggestion for next session to deal with this problem? Or just buy themselves?

Ng Si Long: You may find other society to get more sponsored materials from sponsors together.

But usually you need to find small societies as larger societies would not join any such program

Tang Cheuk Him: Where did the Aquarius come from?

Ng Si Long: Hang Fung

Pang Chun Sum: What about Event Elite? What requirements do they have?

Ng Si Long: Last time Event Elite asked us to take photo of members using their materials.

I copy the same photo 5 times and submit to them and it is still okay.

Pang Chun Sum: Did you need to pay deposit or do this as a prerequisite?

Ng Si Long: We are small society, we paid \$1000.

Pang Chun Sum: The task is just taking photo?

Ng Si Long: They will check the photo, but they will not check whether this is the same photo

Tang Cheuk Him: If you only need 5 photos, why didn't you ask the cabinet members to do it? We did it ourselves.

Ng Si Long: Because they request to take photo that people wearing clothes for member.

Tang Cheuk Him: We didn't want to disturb the members, so executive committee members wear member's clothes and take photo. Some companies like AIA would give sponsorship if you go for interview, so if you have this will you promote the plan to members or arrange for your cabinet to get interview for the \$100?

Ng Si Long: I think \$100 is too little

Tang Cheuk Him: Have you received any of these?

Pang Chun Sum: We didn't contact any insurance companies, and we received some weird offer. Levi asked to provide sponsorship if they have Naming rights and organize a activity to promote them, and we think that after all they can only provide somethings like coupons so rejected.

Tang Cheuk Him: If there is a plan for a company to arrange events to promote them, what will you do?

Some big society have to ask member to have a talk.

Ng Si Long: there is one of Event Elite, before the ice breaking start.

Tang Cheuk Him: Any members reflected that it is very weird?

Ng Si Long: No such responses received.

Tang Cheuk Him: I would be concerned for the activity and the personal data security

Ng Si Long: Members get personal care products after the talk.

Tang Cheuk Him: Next session what do you think about this idea?

Pang Chun Sum: I will look at the gain to cost ratio, if it really gives a large welfare pack then we will consider it.

Tang Cheuk Him: Did you introduce what the talk is for?

Lam Tak On: Yes.

Lui Ming Hong: Where is your bottom line?

Tang Cheuk Him: Did they require mandatory talk for the package?

Chung Kam Hin: They said the priority will be lower if you don't allow them to come. We were in the third round to sign contract, we wanted to raise our priority

Tang Cheuk Him: Signature did not give talk for sponsor, but the problem is our year is more expensive

Pang Chun Sum: Did you do tasks for U circle?

Tang Cheuk Him: There is a basic package, with toothbrush, toothpaste, shampoo, but we have basically nothing to do. You can also join different task, like 5 bottles of Aquarius for each photo, 10 bottles for each video. We have 120 just from cabinet members' effort. Then 100 packs of milk tea for the three societies with the most shares of their Facebook posts. We do not have enough member

base for the advanced tasks. Do not want to listen to talk for sponsor so we did not accept the offer from Hang Fung.

Pang Chun Sum: The two companies, Signature and U circle, what was the price for each freshman? Signature sounds more expensive.

Tang Cheuk Him: The clothes are just \$31, so the price for each freshman is not very high.

Lau Wing Sum: Orientation Camp fee for freshman is \$400 in your year. And for our year seems to be \$360.

Tang Cheuk Him: How about the price of T-shirt?

Lau Wing Sum: Your Orientation Camp T-shirt is \$34.5, and you bought 38. Ours is \$23.15, and we had 57.

Total cost is \$1311 and \$1319.5. In our year we have Orientation Camp T-shirt for everyone. In your year executive committee members wear society T-shirt as executive committee T-shirt.

Tang Cheuk Him: If it turns out that the cost differential for each clothes is about \$10, be more aware of the quality. Mike I think you went to our Orientation Camp, did you clothes still remain intact?

Lam Tak On: I think yes.

Tang Cheuk Him: So the quality is better.

Ng Si Long: I am person in charge for Orientation Week. The old society papers should be offered for sale as well, I didn't think about this and we did not do it. Next session should sell society paper from previous sessions We did well for wind prevention measures, monitored anything from rebirthing counters, like put more weights on the side. Next time you should order society paper earlier as we only offer them for the second week.

Tang Cheuk Him: Do you think the content of welfare pack is acceptable?

Ng Si Long: Fewer than last year. Definitely more is better.

Lui Ming Hong: How do you get more things in the welfare pack?

Ng Si Long: Depends on inter-society relationships. I don't know too many people, so I don't have much way to find more sponsors. Looking at yellow pages to find more companies and try to go to their office may be an option.

Lui Ming Hong: Do you consider cooperate with other societies?

Ng Si Long: Yes, but they have got their stuff already.

Tang Cheuk Him: For some societies, joining them at the same time would have discount, such as Hall 1, Biochemistry and Economics. Have you considered to partner with friendly society like Astronomy to offer the same thing?

Ng Si Long: We didn't consider that.

Tang Cheuk Him: We have similar member base, so you can try this.

Lui Ming Hong: I think asking sponsors with other societies will be better. The base will be larger that way. So you can get things from them with a lower expenditure. But giving discount would reduce the income of the society. During Inauguration Ceremony you can meet with marketing secretaries of other societies to ask if you can cooperate.

Tang Cheuk Him: Why did you choose to be marketing secretary?

Ng Si Long: I want to speak more and communicate more with the outside world.

Tang Cheuk Him: Other than speak more, do you think being marketing secretary allow you to know more people?

Ng Si Long: I know more companies and know how to communicate with people.

Lui Ming Hong: External in general, what is the relationship with School of Science?

Ng Si Long: Average.

Tang Cheuk Him: Did you ask Sci/home if they will have events that we can cooperate?

Ng Si Long: I remember yes, but I was not in charge of that.

Lui Ming Hong: Did you join Sci/home events frequently that you can know their staff so that sometimes they can help?

Chan Siu Man: Now there is space for the summer camp

Lui Ming Hong: Just remember do not get on the wrong side of the School of Science.

Tang Cheuk Him: Comment on cabinet member.

Ng Si Long:

Tai Wai Ting is a very responsible academic secretary that takes his job seriously. He is very close with professors.

Chung Kam Hin has many ideas, many creative games. He will be responsible to the things that he needs to be responsible

Lam Tak On can bring up the atmosphere in our meetings. He can perform the leadership role.

Li Wing Shun suits the post because he helps solve conflicts between member. He gave many constructive ideas.

Lau Wing Sum is passionate. She carries many things like raising a child. If we start to become less serious, she can voice out her opinion.

Fong King Long as general secretary is very responsible because he types fast.

Lai Sun Yu is too harsh on himself. I think he can relax.

Yam Wun Kwan maintains good relationships with external parties well.

Feng Zhijie has her own idea on arts. She should Stick to deadline; it is set already with space around.

Li Wing Shun procedure motion to lay down the discussion of agenda items 5+6 at 21:05.

Lau Wing Sum seconded.

17 for, 0 against. The motion is passed at 21:05.

Agenda item 8. To introduce and inaugurate the Executive Committee Members of IRESS, HKUSTSU, Session 2018-2019

Li Wing Shun motion to resume the discussion of agenda item 8 at 21:05.

Lau Wing Sum seconded.

17 for 0 against. The motion is passed at 21:06.

Proposed Marketing Secretaries

Tang Cheuk Him: Why do you want to be marketing sec?

Pang Chun Sum: As I don't know what to do at first, and this post seems interesting and challenging because it requires communicate with external parties and request sponsor. I also need to maintain good relationship with members and companies.

Tang Cheuk Him: Did you indicate your interest in Information Session?

Pang Chun Sum: Yes.

Tang Cheuk Him: Did you read the constitution? What did it say?

Pang Chun Sum: "The Marketing Secretary shall be responsible for the correspondence of the Society with the general public with regard to external affairs."

Tang Cheuk Him: What is your definition?

Pang Chun Sum: Similar with the constitution: to remain good relationship with outside. Maintain good relationship with other societies' marketing secretary and find chances to cooperation. Link with Science School and Sci/Home. I also need to partner with other companies to request sponsor.

Tang Cheuk Him: You need to be cheeky. Do you know how to send email right?

Pang Chun Sum: Yes

Tang Cheuk Him: You tried both English and Chinese in Promotion Period?

Pang Chun Sum: Yes, English first.

Tang Cheuk Him: What is response rate?

Pang Chun Sum: Very low. We sent over 200 emails, about 10 replied, 4 to 5 succeeded.

Tang Cheuk Him: Did you call the companies?

Pang Chun Sum: No as we have telephone in email, if they are interested, they will call us.

Tang Cheuk Him: What did you have for Promotion Period?

Pang Chun Sum: Memo pads, shampoo, coupons of Party Place, War Game, Tutor Circle, EGG glasses.

Lui Ming Hong: What is your PIC event?

Pang Chun Sum: Class Photo Taking and Semester Commencement Dinner.

Lui Ming Hong: Who is responsible for Annual Dinner?

Chan Yin Hei: Me.

Tang Cheuk Him: Who is responsible for oweek?

Pang Chun Sum: Tony.

Tang Cheuk Him: How will you distribute the work?

Pang Chun Sum: Because we are good friend and sometimes we work in LC so we help each other. We demarcated the form. He sent some and I sent some. But I leave Chan Yin Hei contact for sponsors. I proofread and type email.

Tang Cheuk Him: If you have offers from something not related to science, will you promote to member?

Pang Chun Sum: I will see if there are any negative effects. If the time cost is too large than not.

Tang Cheuk Him: If you need to take photos for sponsor, will you ask member for help or exco do the most?

Pang Chun Sum: First preference, exco can pretend to be member.

Tang Cheuk Him: If someone offer sponsorship, and it is not shampoo, but money, will you allow them to hold a talk here?

Pang Chun Sum: Generally no, except if the offer is very attractive, like \$1000 for 30 minutes.

Tang Cheuk Him: Ask member opinion is important.

Pang Chun Sum: I will confirm the flow of the talk to ensure members are not forced to open account or others.

Tang Cheuk Him: Chan Yin Hei, why do you want to be marketing secretary?

Chan Yin Hei: I ticked some posts and marketing secretary is one of them. I did not have the experience of being exco,

Tang Cheuk Him: Your first priority is not marketing secretary?

Chan Yin Hei: I have same priority for different posts.

Tang Cheuk Him: Do you know what is the duty of a marketing secretary?

Chan Yin Hei: Maintain good relationship with external parties.

Tang Cheuk Him: Both in UST and out of UST. How will you divide the work with Pang Chun Sum?

Chan Yin Hei: We don't have specific labour division. Like for Orientation Camp we both looked for sponsors. In Promotion Period we categorized the contacts and sent emails.

Tang Cheuk Him: If in Orientation Camp, you have to discuss something with the company, who will be the representative?

Chan Yin Hei: I will discuss with Pang Chun Sum in advance.

Tang Cheuk Him: The important thing is that if two people are working together, there should not be duplicated work and if there are arguments you should be able to discuss and settle.

Lui Ming Hong: Did you approach other societies marketing secretaries?

Pang Chun Sum: We have a Science field society marketing secretary group. There is another group for larger societies. BICH told us they were in the group, and RMBI were not. We wanted to join the group as well.

Chan Yin Hei: We went to Seafront Restaurant to attend the Hang Fung talk and asked Hall 4 marketing secretary to add us to the group, as they are in charge of it.

Tang Cheuk Him: Be careful that the larger societies may trick you.

Pang Chun Sum: We want to find more people to fulfil Hang Fung's requirement.

Chan Yin Hei: There was a cap of 500 pieces.

Pang Chun Sum: Hang Fung is a private company for a previous exco in Hall 4, so I think they want to dominate the discussion in this meeting with Hang Fung. We may want to liberate ourselves from this control. So we have a joint Science marketing secretaries collaboration, try not to be dominated by them.

Tang Cheuk Him: If society room have something, do you want to distribute them to members?

Chan Yin Hei: Yes but we will ask previous session.

Lui Ming Hong: The welfare should be for everyone or first come first served?

Tang Cheuk Him: Actually the things in society room belong to society so you can distribute, but it would be great if you ask previous session. If companies asked to give talk for sponsorship offer in Orientation Camp, will you allow?

Chan Yin Hei: Depends on whether we have enough sponsorship?

Lui Ming Hong: Have you started working?

Chan Yin Hei: yes.

Lui Ming Hong: For what event?

Chan Yin Hei: Orientation Camp.

Li Wing Shun motioned to lay the agenda item 8 on table at 21:21.

Lau Wing Sum seconded.

For 18 Against 0. The motioned was passed at 21:21.

Agenda item 5. To receive and adopt the Annual Report of IRESS, HKUSTSU, Session 2017-2018 & Agenda item 6. To receive and adopt the Annual Financial Report of IRESS, HKUSTSU, Session 2017-2018

Li Wing Shun raised the motion to resume the discussion of combined Agenda item 5 and 6 at 21:22.

Lau Wing Sum seconded.

For 18 Against 0. The motion was passed at 21:22.

Class Photo taking

Chung Kam Hin, Hilbert, was the person in charge of the event. Preparation work started in late October. On 30thOctober, 2017, members' availability was collected through WhatsApp. A rough time frame was decided.

On 9thNovember, 2017, 3 dates were picked, namely 21stNovember, 2017, 22ndNovember, 2017, 23rdNovember, 2017.

Professors' availability was collected next. Emails were sent by Tai Wai Ting.

On 16thNovember, 2017, the date was finalized to 23rdNovember, 2017.

Poster design was finalized on 18th November,2017 and they were posted on the following day.

On 19thNovember, 2017, the photographer who was Li Wing Shun's friend, was contacted. Emails were sent to inform the members about the activity on the same day.

On 20thNovember, 2017, the venue was booked.

On 22ndNovember, 2017, a reminder email was sent.

The photo taking took place on 23rd November at 12:30 in piazza. The weather was fine with no rain. At 11:30, preparation work in piazza began. Chairs, IRE banner and plastic bags were collected, and the venue booking was confirmed with staff at LG3 SAO counter. Members started to arrive at piazza around 12:20. The photo taking commenced at 12:30 after some professors came. No professor from the Math department was present.

The order of photo taking was as follows:

All members->year4->year3->year2->year1->Respective majors

51 members were present including the executive committee members. This number was obtained by counting the number of people in the group photo. A counter was set up that day to collect orders for the photos. The counter was set up in conjunction with registration with Christmas party. A google form was also set up for members to order online.

Laminated photo costs \$4. Non-laminated photo costs \$1. The price was the same as last year's. The actual price of non-laminated photo is \$1.1 from the manufacturer. Spare copies were ordered. Chan Siu Man helped with finding the manufacturer.

Some editing was done by Yam Wun Kwan on the line curve, contrast and adding annotations on the photos.

Photo distribution was completed on 20th February, 2018.

Evaluation

It is reminded that non-IRE non-member should be the photographer so that they do not to have their photos taken.

The next session should start the promotion of the event earlier.

In some 4R photos, words were cut at the borders. It is best to leave more space around the borders when arranging the annotation.

The next session could send professors with group photos in photo frames to provide more incentives for professors to come.

Orientation camp

The person in charge of the event was Lam Tak On. The event took place in HKUST campus, Tseung Kwan O, Hang Hau and Choi Hung from 14th August, 2017 to 16th August, 2017. 16 leaders, 19 freshmen and 2 spies joined the event. The price was \$400 was freshmen and spies, \$360 for leaders and \$300 for executive committee members.

Chung Kam Hin, Hilbert, was responsible for the theme game. Yam Wun Kwan was responsible for other games. Li Wing Shun was responsible for logistics including food, promotion and marketing.

During preparation, discussion mainly took place in WhatsApp group. The search for sponsors began at the end of April until the start of the Orientation Camp. Counter was set up on 2nd May, 2017 until the end of spring semester. Orientation Camp tee-shirt design was confirmed on 6th July, 2017. Orientation Camp poster design was confirmed on 12th July, 2017. Registration of the Orientation Camp for freshmen last from 19th July, 2017 to 11th August, 2017.

Hall room allocation was confirmed on 24th July, 2017. Food and meals were booked on 8th August, 2017. A briefing session was held for leaders on 10th August, 2017. The details of the rundown, location and games were covered.

Orientation Camp event rundown:

Day 1	Time	Event
	12:45	Executive committee members waited for freshmen at McDonald's
	13:10	Freshmen were brought to Common room 5+6
	13:10-13:40	Sponsor activity
	13:40-18:00	Icebreaking game
	18:00-19:30	Participants went to hall and collected keys. Dinner was held at Golden Rice Bowl
Day 2	08:30	Had McDonald's breakfast
	09:30-14:00	City hunt and lunch
	14:30	Returned to HKUST
	15:00-18:30	Room Escape
	18:30-21:00	Seafront Barbeque
	21:30	Returned to hall
	21:30-00:30	Small talk with freshmen, writing time capsules and room games
Day 3	08:15	Woke up freshmen and had breakfast in Golden Rice Bowl.
	10:00-11:45	Beach game
	12:15	Returned to HKUST
	14:15	Arrived at Sheung Tak Tao Heung (稻香) for lunch
	17:00	Dismissal

Evaluation

It is good to publish a handbook for leaders.

The next session could invite Professor Leung Pak Wo to speak at the beginning of the orientation camp.

Dismissal time at 17:00 was a bit late. Optional activities could be arranged at the end such that people who wish to stay longer could attend.

Turtle back is more important and should be arranged at the start of the lunch on the third day. Participants need a storage area for beach games on the third day. Possible storage areas include the hall rooms of executive committee members, common room.

Mind the quality of Golden Rice bowl.

It is suggested that the barbeque should have more filling food items such as steaks instead of fish balls.

Li Wing Shun motioned to lay the remaining agenda items on table until the next session of Annual General Meeting at 22:59.

Yam Wun Kwan Seconded.

For 17 Against 0. The motioned is passed at 22:59.

The meeting ended at 22:59.

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

Date: 19-04-2018

Venue: Common Room 7

Time: 19:15

Chairperson: Lam Tak On

Minute takers: Tai Wai Ting, Fong Kin Long Fong, Lai San Yu, Chau Chun Yin, Sit Hiu Chi

The business of the Annual General Meeting 2018 of IRESS, HKUSTSU shall be:

1. To commence the meeting;
2. To receive and adopt the agenda of the Annual General Meeting 2018 of IRESS, HKUSTSU;
3. To receive and adopt the minutes of the Annual General Meeting 2017 of IRESS, HKUSTSU;
4. To receive and adopt the minutes of the 1st and 2nd Extraordinary General Meetings of IRESS, HKUSTSU, Session 2017-2018;
5. To receive and adopt the Annual Report of IRESS, HKUSTSU, Session 2017-2018;
6. To receive and adopt the Annual Financial Report of IRESS, HKUSTSU, Session 2017-2018;
7. To vote and announce the Honorary Members;
8. To introduce and inaugurate the Executive Committee Members of IRESS, HKUSTSU, Session 2018-2019;
9. To receive and adopt the Year Plan of IRESS, HKUSTSU, Session 2018-2019;
10. To receive and adopt the Financial Budget of IRESS, HKUSTSU, Session 2018-2019; and
11. To adjourn the meeting.

Agenda item 1. To commence the meeting

The quorum is met with 16 full members present at 19:32. Chairperson Lam Tak On commenced the Annual General Meeting Session VII at 19:32.

Agenda item 5. To receive and adopt the Annual Report of IRESS, HKUSTSU, Session 2017-2018 & Agenda item 6. To receive and adopt the Annual Financial Report of IRESS, HKUSTSU, Session 2017-2018

Li Wing Shun raised the procedural motion to resume the discussion of combined agenda items 5 and 6 at 19:38. Yam Wun Kwan seconded. 16 For 0 against. The motion was passed.

External Vice President

Yam Wun Kwan: I was the person in charge of three events: the inauguration ceremony in April, the Joint Science Singing Contest in October, and the alumni photo taking booth in November. I was also responsible for communication with the orientation affairs committee and council. My other duties include carrying stuff and sitting counter. I maintained contact and good relationships with other science societies. Since there is little cooperation outside school of science, a close relation was not required.

Poon Lok Nga: Can you elaborate on the other events?

Yam Wun Kwan: There were three societies (Biochemistry, Biology, Chemistry) opting for the orientation affairs committee, however only two may be chosen. In the end Biochemistry and Chemistry are chosen. The impact of the orientation affairs committee on us is not large. We discussed internally for things assigned by the orientation affairs committee, like the accommodation space for the orientation camp. The time slot for the orientation camp was Monday – Wednesday.

Poon Lok Nga: Have you attended the meeting? Or have you just heard it from others?

Yam Wun Kwan: No. I just heard it from others. The impact to IRESS is low as our number of participants is low.

Poon Lok Nga: I have a few comments. For the orientation camp, it would be better to hold it on Saturday and Sunday, as people have regular duties on weekdays. You should attend the orientation affairs committee even though you are not a representative as their minutes are rubbish. Other fields

have more representatives attending the orientation affairs committee. How is your relationship with other science societies?

Yam Wun Kwan: Generally good. The atmosphere in the inauguration ceremony and Joint Science Singing Contest was good. We have less contact now.

Poon Lok Nga: But did they compete for the orientation affairs committee?

Yam Wun Kwan: They competed, but not against a specific person or society, just because they want to join.

Poon Lok Nga: what about the council? How did you decide who to be the representatives?

Yam Wun Kwan: Those who were not representatives for the orientation affairs committee.

Poon Lok Nga: Mathematics was the representative for orientation affairs committee?

Yam Wun Kwan: No. Biochemistry and Chemistry.

Poon Lok Nga: Who are the councilors?

Yam Wun Kwan: Chemistry, Biochemistry and Biology.

Poon Lok Nga: Did you vote or discuss the post of the orientation affairs committee and inauguration ceremony?

Yam Wun Kwan: We voted for inauguration ceremony as everyone agreed. The rest is assigned by the availability of source or interest. We voted for the orientation affairs committee and the discussion time is lengthened.

Poon Lok Nga: How did you vote?

Yam Wun Kwan: Two votes per person.

Poon Lok Nga: This is meaningless as everyone knows how the votes are distributed

Yam Wun Kwan: Yes. I suppose they know.

Poon Lok Nga: Since the promotion period, how did you build relationship with other societies?

Yam Wun Kwan: I will go to the counters of other societies and play the games, and maybe have a chat with them.

Poon Lok Nga: Between the promotion period and inauguration ceremony...

Li Wing Shun: Cheung Long Him asked the criteria for choosing the representative for the orientation affairs committee.

Yam Wun Kwan: Depends on how they performed in the inauguration ceremony. Chemistry and Biochemistry did quite well. The financial by Biology is problematic. Mathematics wanted Biochemistry to do. To balance the interests and sooth Mathematics, we gave the posts to Chemistry and Biochemistry.

Poon Lok Nga: Did Mathematics compete for the orientation affairs committee?

Yam Wun Kwan: No.

Poon Lok Nga: What about the promotion period?

Yam Wun Kwan: I went to their counter to play games and greet them.

Poon Lok Nga: What about before the promotion period? Did you discuss with other societies?

Yam Wun Kwan: I went to other common rooms and discussed with them. It is important to remember the names of the other executive committee members, especially science societies.

Poon Lok Nga: The promotion period...

Yam Wun Kwan: You can discuss with other societies about the arrangement of banner.

Poon Lok Nga: Could you buy space of the counter?

Yam Wun Kwan: No, but decoration and banner could be swapped. This year they were distributed by bidding so no swapping is needed.

Poon Lok Nga: do you know people other than the external vice president?

Yam Wun Kwan: I know Science external vice presidents, and almost every other ones, I can call 80-90% of them by their names. Some I knew them before, especially the ones in Computer Science. I know most of the external vice presidents.

Poon Lok Nga: What about the relationship between your cabinet member and the executive committee members of other societies? You didn't do the external affairs all by yourself. For example, looking for sponsors for the Orientation Camp.

Yam Wun Kwan: Marketing secretaries have a group before the orientation camp. Near the annual general meeting, I wish other executive committee members to know the identities of the executive committee members of other societies, especially those of corresponding posts. I made a profile about other societies, with names and posts for them to remember. (To Kan Ying Hei) If you like you can make one.

Poon Lok Nga: Do you think it's useful?

Yam Wun Kwan: At least they know the names and posts.

Li Wing Shun: Cheung Long Him asked you to comment on the efficiency of the science external vice president meeting.

Yam Wun Kwan: When we were hardworking, we will have a meeting once a week. The efficiency is okay. During the inauguration ceremony, we were stuck at choosing a color. The discussion time for the inauguration ceremony is longer compared to other events. Joint Science Singing Contest is okay because Biochemistry did well.

Poon Lok Nga: Were there any big or small conflicts with other societies throughout the session?

Yam Wun Kwan: The most serious one is during orientation affairs committee, with 3 societies interested, was it was not decided until the last day.

Poon Lok Nga: back to the orientation affairs committee, only did the two representatives attend or did other people attend the meeting?

Yam Wun Kwan: Often Biochemistry, Biology and Chemistry go. Mathematics and I didn't go.

Cheung Long Him: Is the efficiency this year okay? Last year 80% of the time are wasted.

Yam Wun Kwan: I think it is okay, the only wasted time is for chatting. Nothing like some year when they didn't appear as they didn't want to meet. In engineering, there was an external vice president who wasted a whole day by not attending the meeting.

Poon Lok Nga: How did you balance external and internal work?

Yam Wun Kwan: I think I did okay, since externally mainly I only need to contact other societies during the two functions where I was the person in charge. If I needed the help from the other executive committee members, they would help. The other external vice presidents and external secretaries will assist. The workload was not heavy. Internally, I mostly move stuff, think about games and organize events.

Li Wing Shun: Cheung Long Him asked how often you reported the external job to your cabinet members.

Yam Wun Kwan: Not often. I only report after receiving confirmed details from meetings. Actually I can report more often, but I am not sure when to.

Poon Lok Nga: I want to know whether we have passed the orientation camp? Not yet right? During our time slot in the orientation camp, who else was there?

Yam Wun Kwan: Risk Management and Business Intelligence and Environment.

Poon Lok Nga: Any problems caused by that?

Yam Wun Kwan: Not much, mainly because we did not have venue conflicts. We voted with IDM.

Poon Lok Nga: Was there need to compete for hall places?

William: At last we didn't need to compete as we wanted different halls. We used hall 6 as always. Chemistry wanted hall 6 too. The space is enough. We used one floor, Chemistry used two or three. We wanted to partner with Humanities and Social Science but it didn't work out.

Poon Lok Nga: Any conflicts on Registration Day?

Cheung Long Him: Did you decide on everything without asking the opinions of other members?

Yam Wun Kwan: Sometimes, but I need to discuss with other members for important decisions. If it is not confirmed, I will decide first. For instance, the details of the Inauguration Ceremony. It is difficult to gauge when discussion is needed. If it affects our society, then I would discuss with them.

Cheung Long Him: Even if it is not yet confirmed I still recommend you to report it to your cabinet members for their reference.

Yam Wun Kwan: Yes I agree.

Lam Tak On: Dean of students said they wanted to change the hall policy and caused a lot of objection from many societies. For that the student union asked for a petition.

Yam Wun Kwan: I reported to the others late as I feel that it is useless.

Poon Lok Nga: I agree that it is useless, but did you notify?

William: No. But the timeline was tight, only 2 days. I could have reported to others earlier.

Poon Lok Nga: What was the final result?

Yam Wun Kwan: We voted and decided not to participate.

Lam Tak On: after listening to William's report, we voted and decided not to join.

Poon Lok Nga: was this organized by the student union or the houses?

Lam Tak On: The student union.

Yam Wun Kwan: Initially the houses, but finally somehow they did it in the name of the student union. The student union and the houses were close then. Back to the registration day. This year we only needed to submit the form then it is done?

Lam Tak On: They asked for our opinion but we did not say anything special. The procedure for choosing counter is similar to before.

Yam Wun Kwan: The conflict was not intense because not many IRE freshmen came. We asked the other societies to inform us when IRE freshmen appear. In the end we approached them ourselves. On that day SCI/Home helped us a lot, as they gathered the IRE freshmen afterwards.

Cheung Long Him: sometimes the job of an external vice president arises suddenly. At least inform someone, not necessarily the whole cabinet, but one or two members and discuss with them.

Yam Wun Kwan: Okay. I think it's okay.

Poon Lok Nga: Did they annoy you when you refused to sign?

Yam Wun Kwan: No.

Poon Lok Nga: Did they ask you to sign something during the promotion period?

Yam Wun Kwan: I don't think so. This year they have distributed a central place to house beforehand with 2000 HKD.

Poon Lok Nga: What was the bidding system for? Can you elaborate?

Yam Wun Kwan: Last year we think drawing lot is too random. This year it had a minimum price of 100 or 500, with increments of 300 or 100.

Poon Lok Nga: Was it open or private?

Yam Wun Kwan: Open.

Poon Lok Nga: Did someone attempt to outbid them?

Yam Wun Kwan: It is deposit only, so if you don't violate the regulations no payment is needed.

Poon Lok Nga: I think this policy is very bad, and some societies may lift the price.

Yam Wun Kwan: I think that some societies are so rich that they just put their counters there.

Poon Lok Nga: Did you attend the societies meeting?

Yam Wun Kwan: Yes

Poon Lok Nga: Did you attend all of them?

Yam Wun Kwan: I attended all that I can.

Poon Lok Nga: If you were unavailable, did you ask other executive committee members to go?

Lam Tak On: In such case, I would go.

Yam Wun Kwan: In normal conditions I would go. But if I was unavailable, then others (Lam Tak On) will do so.

Poon Lok Nga: Will you report back to your cabinet members?

Yam Wun Kwan: Yes.

Poon Lok Nga: Did you bring the next session to the societies meeting? Is there a societies meeting during the promotion period?

Yam Wun Kwan: Yes, the three presidents will bring them.

Poon Lok Nga: You have duties in two cabinets right? How did you balance your workload?

Yam Wun Kwan: I am also in the choir cabinet. But the workload for choir is quite low. It includes regular rehearsals every week, and two performances. Performances are mainly organized by the other executive committee members. I didn't have too much workload. As I am the general secretary for choir I just type the minutes.

Cheung Long Him: What are the criteria of choosing the counter?

Yam Wun Kwan: We came up with a price after discussion. Cheap but good positions. We prefer ones in the middle of B row.

Poon Lok Nga: During the registration day and the promotion period, the banner of other societies may be extremely large, were there any conflicts regarding this problem? Did any societies make their banners 9 feet tall, very wide and block other banner?

Lam Tak On: Never heard of such incidents.

Yam Wun Kwan: As the penalty is quite high.

Poon Lok Nga: Back to your duties in two cabinets, do you think you can balance the work? How would others identify you when you are out?

Yam Wun Kwan: Mostly as the IRESS external vice president.

Poon Lok Nga: Is there any time when you have work on both cabinets so your work is affected?

Yam Wun Kwan: Of course. A simple example would be when functions are held on Tuesday or Thursday, I would not be able to go to the rehearsal. Others are fine.

Poon Lok Nga: Does Cheung Long Him want to say anything?

Li Wing Shun: No observed response.

Poon Lok Nga: Please comment on the relationship with each society. About their external vice presidents and their cabinets, on their working ability.

Yam Wun Kwan: I will first comment on societies of other schools. Last year, In general we didn't understand the arrangements of the Business field. The cabinets have few people. Marketing disappeared. The field of engineering is better but have more disputes. The functions and cabinet members of computer science were good. Civil engineering was bullied. Interdisciplinary programs and humanities and social science were being their usual selves.

Poon Lok Nga: What about the houses?

Yam Wun Kwan: house 4 is the guide. Last year, house 1 got more support from people. I didn't join the house functions much but this is what I heard. The others are less fine. The houses had led most of the meetings. Mostly house 4 and house 1. Houses 2 and 3 had disappeared. Overall, science school societies were okay. Biochemistry did something nice.

Poon Lok Nga: Do you mean the external vice president or the whole cabinet?

Yam Wun Kwan: The whole cabinet. Rumor has it that the internal relationship is bad. This year Biochemistry is worse. Chemistry and Biology are normal. Mathematics initially could not form a cabinet, but finally came back. Luckily this year they have 5 and Physics disappeared. Biology, Biochemistry and Chemistry did more things. Mathematics had increased their participation this year. Mathematics external vice president was doing well initially, but did less when the other workload increased eventually. Others work consistently.

Cheung Long Him: Other than science societies, which societies are the most familiar to you?

Lam Tak On: Don't consider choir.

Yam Wun Kwan: I didn't consider choir. It the beginning (promotion period) with societies of other schools, but afterward mainly computer science, I knew 3 of their executive committee members in previous activities. In promotion period preparations, we were neighbors. Also civil engineering external vice president. Less contact afterwards, as we have few functions in common.

Wong Tak Hin: What about the houses?

Yam Wun Kwan: I stayed at Glacier, so I know their external vice president. Little opportunity to work with them. Other than that, maybe house 1.

Cheung Long Him: Were there any conflicts during registration day and promotion period?

Yam Wun Kwan: Firstly for registration day, because the school had restriction there were no conflicts.

Li Wing Shun: During promotion period magic was on our left, and Christian on our right.

Yam Wun Kwan: Zero conflict afterall.

Poon Lok Nga: Comments on interdisciplinary programs societies, student social service and drama were prominent, I expect?

Yam Wun Kwan: Last year the drama cabinet was almost broken.

Lau Wing Sum: They reformed five times.

Yam Wun Kwan: Dance Society is better, with more active participation.

Cheung Long Him: How would you comment on yourself as a master of ceremonies in events?

Yam Wun Kwan: I think that I am familiar with the rundowns. If I had any problems I would discuss with person in charge. My performance was pretty smooth. The atmosphere could have been better.

Poon Lok Nga: What do you mainly do in cabinet?

Yam Wun Kwan: Create and design something for the events. Give opinions for game design. Make posters and give my opinion.

Poon Lok Nga: Do you know the performance of the council? Did they do anything? How about the affiliated societies committee? Are they doing what they should be doing?

Yam Wun Kwan: It is possible that society subsidies were not approved. Nothing major happened. The student union wanted to amend the constitution, the council opposed and called two meetings. Almost all societies objected. Another thing is the functions, but not much to do.

Li Wing Shun: Have the council been dismissed much with unachieved quorum?

Poon Lok Nga: Have any science representatives been the stand committee?

Yam Wun Kwan: Possibly, I am not aware of this.

Cheung Long Him: Last year because of the many dismissed meetings subsidies were given out late.

Yam Wun Kwan: I'll confirm later. But it seems that there were not many mentions of the council functioning.

Poon Lok Nga: I have a comment, the external vice president should be more aware of that.

Yam Wun Kwan: I ignored the existence of the council.

Poon Lok Nga: The council is quite useless but at least it gives out society subsidies.

Cheung Long Him: I agree with Poon Lok Nga. Even if you are not a representative of the orientation affairs committee or the council, you should still be aware of the news.

Yam Wun Kwan: I have updated on the council, but not the orientation affairs committee. There is no direct impact from the council. Maybe I will ask them about the subsidy later.

Poon Lok Nga: Have any of your posters been sliced?

Yam Wun Kwan: Once. I think it was the orientation camp?

Li Wing Shun: Before the orientation camp. For once, our posters were sliced.

Yam Wun Kwan: Once. The culprit was unknown and the issue was ignored since.

Poon Lok Nga: Comment on your cabinet members.

Yam Wun Kwan: Chung Kam Hin is responsible for game and ideas, he has much to say so sometimes we were sidetracked, so it was quite good. In general, he gave much contribution in events. His function was smooth. Lau Wing Sum is an experienced financial secretary. We were dependent on her for member relationships. She knows more members than many of us. It is useful for working and advertising. I would like to thank Lam Tak On for being the president to lead us and the functions. He keeps us on track. We depend on him for the atmosphere. It was quite happy to work with him in general. Li Wing Shun helped the cabinet as an internal vice president. He was organized. He did all the venue booking. He organized gathering and such as well. He is reliable. Tai Wai Ting is serious.

He has high efficiency. When we needed to call professors we just ask him and it would be done. He is willing to help even on short notices. Fong Kin Long is quite experienced in typing minutes. I think he is good at lifting and moving things. Going faraway to take paper and such. I don't understand why he is always free. His function is fun and smooth. Lai Sun Yu is serious, especially during his functions. He issued multiple drafts for the emails and collected responses, is serious at editing that stuff. Ng Si Long put a lot of effort in finding sponsors. She does not mind when she was asked to do more. For Feng Zhijie, her workload is not constant, so I try to help her check the posters. The designs are good, the new logo and society jacket are beautiful.

Cheung Long Him: Did you check the external event notices in society email?

Lam Tak On: You have checked the society email?

Yam Wun Kwan: Yes I would. I would know about the societies meetings. I don't usually tell the others directly, but if Lam Tak On or Li Wing Shun saw it we would discuss. For the external vice president meetings, I will know through other channels.

Poon Lok Nga: Any comment from cabinet members?

Li Wing Shun: No comment.

Lam Tak On: any opinion from other?

Poon Lok Nga: Any last words? Take home message?

William: Have fun and don't stress yourself. Try to know other external vice presidents better. Maintain good internal and external relationship. Mainly a good atmosphere, both internally and externally.

Poon Lok Nga: That's it.

Li Wing Shun: Cheung Long Him do you have any questions?

Cheung Long Him: Any suggestions for next cabinet about how to survive in external vice president environment?

William: You need to know who does things well. Like houses you some of them can do more. Other fields as well. If you have external incidents you would know which side to take. Science school should

be fine because we are more aligned in our intentions. Inter-school communications was mostly done through a representative, who then returns and discusses with the rest. Don't ignore people beside the external vice president.

Li Wing Shun raised the procedural motion to lay the discussion of combined agenda items 5 and 6 on table at 20:36. Yam Wun Kwan seconded. 16 For 0 Against. The motion was passed.

Agenda item 8. To introduce and inaugurate the Executive Committee Members of IRESS, HKUSTSU, Session 2018-2019

Li Wing Shun raised the procedural motion to resume the discussion of agenda item 8 at 20:37. Yam Wun Kwan seconded. 16 For 0 Against. The motion was passed.

Lam Tak On: Swap chairperson to Li Wing Shun

Poon Lok Nga: Briefly introduce what you think you should do.

Kan Ying Hei: Mainly to communicate with other societies, joint science and joint societies activities will need to be discussed. External affairs of the society like orientation camp period, registration day counter, place for banner, swapping of counter, etc. Maintaining a good relationship with other societies.

Poon Lok Nga: What have you done?

Kan Ying Hei: During the promotion period?

Poon Lok Nga: Everything up to now.

Kan Ying Hei: Design, communicating with other science external vice presidents. During the promotion period, I opened the counter basically every day, sat counter when I had no class. Starting from late in the promotion period, I discussed the details of the inauguration ceremony.

Poon Lok Nga: Can you repeat the last part again?

Kan Ying Hei: Discussing details of the inauguration ceremony because I am the person in charge.

Poon Lok Nga: Anything Yam Wun Kwan need to ask?

Yam Wun Kwan: Have you had meals with other external vice presidents?

Kan Ying Hei: I had one with the external vice presidents of Biochemistry and Biology. All 5 external vice presidents had one together. Sometimes I would talk with the Chemistry external vice president. Mathematics swapped their internal and external vice presidents so I know their external vice president relatively late. I have a good relationship with their external vice president now.

Cheung Long Him: What are the details of the Seafront meeting?

Kan Ying Hei: Because Seafront does not have any big circular desks after decoration, the big tables and small table are similar in price. We did not have any reference. The representative was Biology. We finally bought two big tables and one small table. They lowered the price such that it was only \$100 or so for every society.

Yam Wun Kwan: Did you consider not to buy or decorate them?

Kan Ying Hei: Other societies preferred not to decorate too, as they will earn a bit from selling, so they decide to sell it also.

Yam Wun Kwan: No one wants to be tricked by houses, we can also decorate by putting a few posters. It's kind of annoying though, we need to print poster and stick them there. Now during the inauguration ceremony discussion, was the discussion always in the meetings? Or do you discuss outside the formal meetings as well?

Kan Ying Hei: I meet more with the Chemistry external vice president because I have more lessons in common with him, sometimes we eat together.

Yam Wun Kwan: Will you visit other counters? And meet the external vice presidents at the counters?

Kan Ying Hei: Biochemistry and Mathematics have counter; I will chat with them when I pass through.

Yam Wun Kwan: If have matters to discuss you can discuss with them separately.

Li Wing Shun: Swap chairperson to Lam Tak On.

Yam Wun Kwan: Do people drag along the progress in the inauguration ceremony now?

Kan Ying Hei: I personally think the progress is slightly slow. We are the promotion secretary. The design is fast. But after we gave the design, they would have meetings. After showing it to the current executive committee, a few things needed edits. But in the final week or two, Biochemistry suddenly has a lot of opinions about things to change. Others are fine.

Yam Wun Kwan: Should not be a problem, just like you only study a few days before final. What is your future projection?

Kan Ying Hei: Chemistry may not be the representative for the orientation affairs committee this year as Chemistry is not as aggressive as before. Biochemistry and Biology are the most likely. Council representative should be the three big societies. We and math should not be the representatives.

Yam Wun Kwan: What is your impression of the other societies, using their executive committee as a representation?

Kan Ying Hei: I think Mathematics is friendly. Their executive committee members are close with us. They work efficiently. Inauguration ceremony they do things quickly. Amendments to the financial budget is expected to be done quickly. Biology work efficiently. Found all the sponsors last year and some more. They are also great at using less conventional ways to obtain cheaper stuff for the inauguration ceremony. Chemistry is passionate, but sometimes will be slow. This year they are responsible for invitation and reception. They sent the email late, but they worked harder afterwards by finding suitable videos and music. Biochemistry I personally think they procrastinate slightly too much. They are not as decisive.

Poon Lok Nga: Is it the external vice president or the whole cabinet you are talking about?

Kan Ying Hei: I assume it is the opinion of the whole cabinet.

Yam Wun Kwan: What about societies of other schools?

Kan Ying Hei: Firstly the school of business. I am more familiar with Finance. I had great discussions with their executive committee members. Finance and Management are good. They worked hard. Economics too. They paid the most effort in the promotion period. The societies of the school of engineering I not very familiar with, but civil engineering is quite good. They chant loudly.

Poon Lok Nga: Chanting loudly does not imply anything.

Kan Ying Hei: At least they are not dispassionate and have enough people. And independent clubs, we are familiar with Drama, Astronomy and Radio. During the promotion period they had fun games and their counters quite beautiful. Their games were fun, decorations were pretty. Besides, we didn't work together so I can't comment on their working ability. For the houses, I had less contact with them. This year mostly house 1 and 4 are leading. I think House 3 is also okay, their games and decoration were good. Their people were quite proactive.

Poon Lok Nga: Comment on the relationship between societies. For example Biology and House 3 have good relations.

Kan Ying Hei: Yes. In Seafront, we sold the tables to House 3. The other societies complained about the price. Biology acted as the representative. Some issues occurred during the inauguration ceremony rehearsal. Because of the early rehearsal, we could not practice much. Chemistry got annoyed and they were late. Not many problems otherwise.

Yam Wun Kwan: Why is Chemistry like this?

Kan Ying Hei: Their external vice president told me their previous session asked them not to go.

Poon Lok Nga: Any cash penalty for them?

Kan Ying Hei: the rehearsal is really early that we have it at April 4. Everything is not ready then.

Poon Lok Nga: Any follow up rehearsals?

Kan Ying Hei: Biochemistry tried to book LT-A but it was full. Tried to book April 25 but no response. Chem try to book Saturdays or Sundays. They invited us to return with them.

Poon Lok Nga: Do you know the differences between the orientation affairs committee and the council?

Kan Ying Hei: The orientation affairs committee is mainly responsible for discussing matters related to the orientation camp, registration day and orientation week. Council is mainly responsible for regulation and penalties.

Poon Lok Nga: Penalties need to go through the court. The council is responsible for monitoring. The orientation affairs committee is responsible for all orientation events, like the registration day,

orientation week and orientation camp. Registration day monitoring team is by the orientation affairs committee and the student union and office. The council is about all the other things. But the most relevant to societies are the affiliated societies committee, constitution committee, finance committee. The affiliated societies committee is responsible for regulating societies, if they violate rules, then they will sue through the court. The finance committee mainly approves financial subsidy. The rumor is that they are fair, not open, and equal. The task of the constitution committee is to change the constitution, they have an event every year.

Poon Lok Nga: Will you compete for the orientation affairs committee or the council?

Kan Ying Hei: No.

Poon Lok Nga: Then based on what criteria will you choose the representatives?

Kan Ying Hei: The inauguration ceremony shows their activity and ability. Depends on who wants to be the representatives.

Poon Lok Nga: What if Chemistry say they don't want to be the councilor?

Kan Ying Hei: It is possible.

Poon Lok Nga: Then it would be either you or Mathematics. Who will you prefer?

Kan Ying Hei: I think the Mathematics external vice president does things better than me.

Poon Lok Nga: I don't think it is not necessary. If you have interest then do it otherwise it is okay. Have you read the internal regulations.

Kan Ying Hei: I have glanced through it but I cannot remember all of them.

Poon Lok Nga: What about the most important stuff? Mainly the three presidents. Like where can we stick posters, their regulations, and submitting report to the council. Do you know where to post posters?

Kan Ying Hei: Bus stop, Starbucks, Hang Seng Bank. LG1 lift 13-15, LG5 public notice board, two school of science boards on the bridge link, school of science board in house 1 lift, left side of the round dome, public notice board in Seafront.

Poon Lok Nga: There are other public notice boards, 1/F 17-18 lift, a very hidden one in atrium, beside the escalator. How many notices you can stick?

Kan Ying Hei: Two A3 sized ones on every board.

Poon Lok Nga: Other than those on the bridge link. Remember to stamp and write an expiry date. You can infinitely amend the expiry date.

Yam Wun Kwan: If you post on 1st of a month, what is the expiry date?

Kan Ying Hei: I don't know.

Poon Lok Nga: 2 weeks.

Yam Wun Kwan: You should write 2 weeks initially, some people write one that is too long and if it is found by other, they may remove it.

Poon Lok Nga: How to apply for subsidies?

Kan Ying Hei: I think there is a form on their website.

Poon Lok Nga: What else do you know? Financial secretary, do you know?

Poon Lok Nga: Did the current session even teach them?

Lau Wing Sum: Actually I have never taught Lee Wing Kei anything.

Poon Lok Nga: Shame on you.

Lau Wing Sum: I am sorry. The student society council webpage has the regulation and form. Fill in form and throw in the counter. If the report has an item with no receipt and need to claim, there is another form to fill. You need to submit the financial report of the event within one month after the event has concluded. But when will they distribute your claim, I have no idea.

Poon Lok Nga: You didn't mention what can be claimed.

Lau Wing Sum: Promotion, and mainly administrative.

Poon Lok Nga: It is not relative, promotion and administrative things are the only ones they can approve.

Lau Wing Sum: I am sorry. Actually I only applied once.

Poon Lok Nga: Your society is so rich.

Lau Wing Sum: You would need the signature of the president and financial secretary and the society chop.

Poon Lok Nga: Did you mention that you need a deficit to claim?

Lau Wing Sum: You need photocopies of all receipts in A4 paper. Every single sheet should be signed by the president and financial secretary and stamped with the society chop.

Poon Lok Nga: The signatures have a loophole. Actually, they don't know who the signature belongs to. You can draw a turtle if you cannot find your president.

Lau Wing Sum: But when can you collect your claim? It is a mystery. When you get the cheque, remember to bring society chop. You Need to collect it within 6 months. Otherwise 20% will be deducted as penalty.

Li Wing Shun: Except a few which are not found, the documents they can be found on the council website.

Yam Wun Kwan: What are your inter-school of science activities this year?

Kan Ying Hei: The inauguration ceremony, Joint Science Singing Contest.

Poon Lok Nga: Anyone ask you to sign?

Kan Ying Hei: Yes, the promotion period evening chanting. But it is mainly for the houses. From the house 4 external vice president, he asked me to send the society name. In the end we didn't sign.

Poon Lok Nga: The society chop was not needed?

Kan Ying Hei: No. I do not understand why.

Yam Wun Kwan: It occurred to us as well.

Kan Ying Hei: I don't understand.

Poon Lok Nga: Did they add your name? Did you check?

Kan Ying Hei: They did not send the document after all. I think is not related to us. If we joined and something happened, we may suffer consequences. So we neglected them. Maybe those who gave their society name to house 4 will have the document.

Yam Wun Kwan: What did you do in the cabinet?

Kan Ying Hei: The inauguration ceremony is my function, contacting people. I do not do everything, so I need to coordinate and delegate tasks to guard the progress.

Poon Lok Nga: What image do you wish to present as IRESS?

Kan Ying Hei: Friendly but not flippant and unopinionated.

Chang Yau Ming: Not like Sit Hiu Chi.

Cheung Long Him: Did you discuss the personality of the external vice presidents of other societies?

Poon Lok Nga: Did anyone think that you are a nerd?

Kan Ying Hei: No, because I am quite familiar with the three external vice presidents other than biochemistry. And they know some members of our cabinet. I think they think some of our executive committee members are cute.

Poon Lok Nga: In which sense cute? You can also say Lam Tak On is cute.

Kan Ying Hei: Like when we had a break in meetings and talked about something interesting, they expressed their love of some of our activities. Like they think that the "good morning" is funny.

Poon Lok Nga: What are the people's impression towards IRESS. Do they have any strange fantasies?

Kan Ying Hei: They think we are normal.

Poon Lok Nga: It is a good thing.

Kan Ying Hei: It's only my previous session who is abnormal.

Poon Lok Nga: You can return to the personality of the external vice presidents.

Kan Ying Hei: You just asked the impression towards the other society, they are based on the experiences of collaborating with their external vice presidents. Most science external vice presidents

are friendly. I think that Biology, Mathematics and Chemistry external vice presidents are outgoing. Mathematics external vice president is sporty and plays music. He is similar to some of us. He is easy to chat with. In general a good guy. Chemistry external vice president is proactive and meticulous. He raised some of the potential problems. The Biology external vice president is meticulous, proactive, has good efficiency. She made the marketing proposal quickly started marketing. She is friendly and talkative. Biochemistry is more on workplace communication. He has high standard, but is late to inform others.

Poon Lok Nga: Does he have high standards to himself or to others?

Kan Ying Hei: He has a lot of opinions on our design

Poon Lok Nga: Is his own work okay?

Kan Ying Hei: The quality of his work is okay, but a bit late.

Poon Lok Nga: Late to what degree?

Kan Ying Hei: We were supposed to submit the design of the booklet to sponsors yesterday. But they uploaded the booklet content yesterday.

Li Wing Shun: Is it post deadline?

Kan Ying Hei: It was the last day, but they need to hand it over to our promotion secretary for text arrangement.

Yam Wun Kwan: Was it still within the deadline?

Cheung Long Him: Chemistry is not competing for the orientation affairs committee, looks like Biology and Biochemistry?

Kan Ying Hei: Yes.

Cheung Long Him: Will Biochemistry cause problems due to their lateness in informing?

Kan Ying Hei: They will inform us and discuss with the student union about the orientation camp dates. I don't know if the student union informed late or they informed late. It is not that they didn't inform, but that they inform late.

Cheung Long Him: Have you elected the orientation affairs committee representative or not?

Kan Ying Hei: We have not yet voted.

Cheung Long Him: You can encourage Chemistry or Mathematics to be the orientation affairs committee representative otherwise this may be problematic.

Poon Lok Nga: Which of the societies are Biochemistry close with this year?

Kan Ying Hei: Obviously Biology and Chemistry, Biochemistry is not obvious.

Poon Lok Nga: What about the relationship between Biochemistry and Mathematics?

Kan Ying Hei: Biochemistry was fine with the original Mathematics external vice president, but not after the change in external vice president.

Poon Lok Nga: What about other societies?

Kan Ying Hei: I have no idea.

Poon Lok Nga: If you really need to choose a representative for the orientation affairs committee, you may need to consider the representatives from other fields so you choose the people who are more familiar with other representatives.

Poon Lok Nga: Did you have any conflicts in the promotion period?

Kan Ying Hei: No, only minor problems in last chant.

Poon Lok Nga: Did you hear what societies have especially bad relationships?

Kan Ying Hei: The main problem was the last chant. Chemistry chanted on a place Business wanted. Business did not have enough space. They had some conflicts but no bodily contact. There was no violence but I don't know how did it end. It was not on the day of the last chant, it is the day before the last chant but it was the last chant for Chemistry.

Poon Lok Nga: What methods will you use?

Kan Ying Hei: Aligning with Engineering societies and occupy some places.

Poon Lok Nga: Can you predict who will be the orientation affairs committee representatives for the other fields?

Kan Ying Hei: I am not familiar with Engineering, for school of business I think it would be Finance and either Economics or Management. Biology and Finance are close.

Poon Lok Nga: What about Biology and Management?

Kan Ying Hei: They are now close.

Poon Lok Nga: What do you mean?

Kan Ying Hei: I recently saw them being close.

Poon Lok Nga: What about Biology and Biochemistry?

Kan Ying Hei: They didn't compete but Biology is working hard to be close with others.

Poon Lok Nga: What about the department? I think it is no secret that department does not like Biology.

Leung Ka Yuet: Every year during the department dinner they say they need to shut down a society, do they still do that?

Kan Ying Hei: I am not aware of that.

Poon Lok Nga: Do you know relationship of the societies with the houses? Other than Biology and house 3.

Kan Ying Hei: Chemistry and house 4. Biochemistry and house 1.

Poon Lok Nga: It is like planned marriage. Do you know basically all the external vice presidents of science societies?

Kan Ying Hei: I am more familiar with external vice presidents, promotion secretaries and external secretaries.

Poon Lok Nga: What about the external vice presidents of other societies, can they recognize your cabinet members?

Kan Ying Hei: The can recognize Pang Chun Sum, Chan Yin Hei, Kam Wa Mei and Sit Hiu Chi.

Poon Lok Nga: If you cant find the external vice president, who would you find?

Kan Ying Hei: Biochemistry I would find the promotion secretary. Chemistry I would find the external secretary. Mathematics I would find the president, internal vice president or marketing secretary.

Poon Lok Nga: Do you know the three presidents of other societies?

Kan Ying Hei: I should still remember.

Poon Lok Nga: Are they aware that you know them? Does your president know them? We would discuss that when we pass the president. What about other fields?

Kan Ying Hei: I have chatted with the houses but I don't think they can recognize me. I have chatted with Economics and Finance but I am more familiar with Finance. Engineering I am more familiar with Engineering Students Union. I don't know the department societies.

Cheung Long Him: Do we have Science Students Union?

Kan Ying Hei: I heard that yes.

Yam Wun Kwan: Just the name or actually a cabinet?

Kan Ying Hei: I think there is a cabinet.

Poon Lok Nga: The Science Students Union cabinet last year is the Biochemistry cabinet of my year. If you need to vote for the orientation affairs committee and council representatives they may appear, so you better know who they are.

Cheung Long Him: If you do not want to know about the Science Students Union, then talk with the other external vice presidents and do not allow them to join.

Poon Lok Nga: Can you not recognize the people from engineering?

Kan Ying Hei: They came to out counter during the promotion period but I forgot.

Poon Lok Nga: What about the independent clubs.

Kan Ying Hei: Mostly Astronomy, Drama and Radio. We were familiar with Astronomy. But their external vice president quit so we need to know them again.

Poon Lok Nga: What about Student Social Service?

Kan Ying Hei: I know a few of them.

Poon Lok Nga: What about Humanities and Social Science>

Kan Ying Hei: I know some of them, but not familiar with them.

Poon Lok Nga: They have one vote in the orientation affairs committee, so it is good to be familiar with them.

Cheung Long Him: If you cannot attend the external vice president meeting, who would you find to replace you? Or would you just be absent?

Kan Ying Hei: We discuss about the time, it is unlikely that I cannot attend. Seafront meeting as I don't have a hall, Chang Yau Ming and Chan Yin Hei went in order to let them familiarize themselves with other external vice presidents.

Poon Lok Nga: Welcome fair of this year is totally distributed by drawing lots? Is it drawing by the whole field or otherwise?

Yam Wun Kwan: I forgot whether it was by handing in forms or drawing. If it was through forms then by societies, if it was through drawing then by fields.

Poon Lok Nga: Any information about the registration day?

Kan Ying Hei: Only the orientation camp.

Poon Lok Nga: What have been leaked out for the orientation camp?

Kan Ying Hei: The student union said the orientation camp period will only be 4 days.

Poon Lok Nga: Are they crazy?

Kan Ying Hei: It was said that they discussed and will have 12 days.

Poon Lok Nga: So there will still be 12 days?

Cheung Long Him: Back in my year we had 12 days.

Yam Wun Kwan: Yes it was 12 days but the houses may discuss with the school to have an extra day. So eventually 12+1.

Cheung Long Him: Back in my year it was 11+1.

Yam Wun Kwan: Then might in fact be 11+1.

Poon Lok Nga: If there is no time, you may find other places now. If you have sufficient time then it is okay. Do you remember the portion of orientation affairs votes required to pass this year? I remember before it was 70%.

Kan Ying Hei: Previously it was 70%.

Yam Wun Kwan: I think it is 50%?

Cheung Long Him: It is 70%.

Kan Ying Hei: It is 70%.

Poon Lok Nga: It is just a vote counting game. The societies just cooperate to destroy one of the societies. That's why you need to know the others. Your goal is to not let science be destroyed. Since even the sites and banners are decided by drawing lots, the dates must be discussed and do not get backstabbed at this point. Will there be an editorial board this year?

Yam Wun Kwan: they will have a vote, but they will not be the decider.

Poon Lok Nga: So they will be an observer and cannot vote?

Yam Wun Kwan: They voted last year but their votes were not important, nothing will be changed. The welcome fair features drawing lots, but each society draws for itself and decide afterwards. Expect this year to be similar.

Cheung Long Him: Are the meetings this year at night or not?

Kan Ying Hei: Are you referring to the external vice presidents meeting? The five external vice presidents are available on Tuesday afternoon so no.

Cheung Long Him: Healthy Lifestyle! It is good to not need to work overnight.

Kan Ying Hei: Two of us have no hall.

Poon Lok Nga: Are you the only one who goes to the external vice presidents meeting?

Kan Ying Hei: Yes.

Poon Lok Nga: Does the external vice president meetings have high efficiency?

Kan Ying Hei: Initially yes.

Poon Lok Nga: Is it the beginning of each meeting or otherwise?

Kan Ying Hei: No, back when we started to plan for the inauguration ceremony.

Yam Wun Kwan: What role do you play?

Kan Ying Hei: I provide ideas.

Poon Lok Nga: Do the other societies only have the external vice president attend the meeting or with the external secretary?

Kan Ying Hei: The promotion secretary of Biochemistry takes minutes as the coordinator.

Poon Lok Nga: Are your comments based on their performance in meeting or working or both?

Kan Ying Hei: Meetings because initially it was passed quickly. After the annual general meetings started they had to present each part to the current executive committee members. Then drag on and did not do anything. Then said they had no time and argued.

Poon Lok Nga: Do you think it is because of their current executive committees or because of their personalities?

Kan Ying Hei: Half of both.

Poon Lok Nga: Did you comment on them based on that?

Kan Yin Hei: Yes. I commented after a discussion and brought it out again a few meetings later.

Poon Lok Nga: Then? If there is not enough space for you to post poster, what will you do?

Kan Yin Hei: Basically big boards like school of science boards should have enough space because each society only have two a3 sized spots.

Poon Lok Nga: Not exactly. If every put at theirs at the center, it is not fillable.

Kan Yin Hei: I will post early. Those past their expiry date, I will discuss with the external vice presidents and cover them. It is okay to cover those if the poster is expired.

Yam Wun Kwan: I think can directly overlap the expired ones.

Poon Lok Nga: Business societies have a good practice, they post well-oriented. Science and engineering societies stick randomly. You can follow their example and agree on some arrangements for posters. Public notice will be messy so stick on any available spaces.

Leung Ka Yuet: Take note whose poster you overlap.

Poon Lok Nga: What if your poster get covered?

Kan Yin Hei: If it happens on public notice boards then nothing we can do. School of Science boards will see whether the poster expired, if so then let it go, otherwise I will approach the society.

Poon Lok Nga: What if your poster is sliced? Will you repost the poster?

Kan Yin Hei: Depends on the damage. If it is small, a little slice, then let it go. If it is very obvious at the middle or a cross then we will change it for a new poster.

Poon Lok Nga: Do you have reservation design?

Kan Yin Hei: No.

Poon Lok Nga: Also I want to ask whether your society chop will be kept in the society cabinet.

Kan Ying Hei: Society cabinet.

Poon Lok Nga: I think the internal vice president uses it frequently, so he can keep it. The general secretary and financial secretary should also keep one. Those with hall should also keep one. I think put cabinet is problematic, the passcode keypad is bad, it is easy to break the lock.

Lau Wing Sum: It changed passcode by itself once.

Poon Lok Nga: It is better to for someone to keep society chop. If SCI/home covers you poster what will you do?

Kan Yin Hei: If we are familiar with them then we will say something about it. If we have other vacancy then we will post there.

Poon Lok Nga: I think you can ask if they can move the poster a bit to see if there is space. How do you post poster now?

Yam Wun Kwan: Lining the sides.

Poon Lok Nga: I think it is a waste.

Lam Tak On: If it is a notice then only stick the 4 corners, notices are seldom destroyed.

Yam Wun Kwan: If people come to destroy it, it will be easier to be done if only 4 corners are stuck.

Poon Lok Nga: If people want to relieve pressure or are drunk you can't stop them.

Lau Wing Sum: If they really want to destroy the poster, they can destroy it no matter what.

Poon Lok Nga: I agree that lining the sides is not an effective defense against poster destruction. At least don't be loose. Don't use simple transparent tape.

Lau Wing Sum: Sometime the wall is sticky enough that tape is not needed.

Poon Lok Nga: Have you ever had a situation where a vote is needed to distribute the places?

Kan Yin Hei: No.

Poon Lok Nga: Have you thought of how you would vote?

Kan Yin Hei: We already stated what we want to do so it was quickly decided for the inauguration ceremony. In the Joint Science Singing Contest we would have known their personality and ability. We would vote based on the characteristics.

Poon Lok Nga: What is the method or mechanism?

Kan Yin Hei: If two people compete for coordinator, then one vote per person. But if according to the posts, then as each post can only be done by one society, it should be one vote per person, for each posts respectively.

Poon Lok Nga: If there are conflicts with other societies, how would you resolve it?

Kan Yin Hei: If it was a problem on my end then I will see how the incident happened, if it was on their end I will talk to them, avoid arguing. If it is between members then depends on how the incident happened, do you have any concrete examples?

Poon Lok Nga: Anyway. How do you balance external and internal, for example if both sides have meetings what will you do?

Kan Yin Hei: Depends on which side is more important and easier to reschedule. If both sides cannot be rescheduled and are equally important I would choose external as internal affairs can ask my cabinet members more easily and to maintain a good image.

Poon Lok Nga: So far any situation where you cannot balance external and internal duties?

Kan Yin Hei: Not yet.

Cheung Long Him: How frequently will you report on the external meeting results?

Kan Yin Hei: If there are major matters like inauguration ceremony color then I will report. If there are some details, like where to correct the design, minor things, I will just tell the person in charge. If you are talking about the frequency, something important will be reported immediately.

Poon Lok Nga: Will External matters be determined by yourself or through discussion and voting among your cabinet?

Kan Yin Hei: So far we have not faced this problem because we have no choice. Like the inauguration ceremony, I have asked their availability but it still depends on when the venue is available.

Poon Lok Nga: For example, orientation camp equipment, you have a plan and have talked with others, and you discover that something have to be changed. You should bring along your internal vice president and general secretary so you can decide between the two of you. But if you are alone, I think you are the one to decide to keep the efficiency high.

Yam Wun Kwan: I want to ask if you will compromise when discussing with others? For example, in the orientation affairs committee, orientation camp, counter places. For example Chemistry or Biology said they need the place as they have many people than IRE, will you compromise?

Kan Yin Hei: I think we will set the final line there first.

Yam Wun Kwan: Like if you want to use the common, and you can move to a classroom while they cannot, will you compromise or not?

Kan Yin Hei: It depends on whether the conflicting society is close to us or not. On whether they can find a good place for us. If we are not familiar with them then it depends on the space we require.

Poon Lok Nga: What if another society tells you they want the beach?

Kan Yin Hei: The beach is big right? He wants to use a side of a beach? Like set a margin and not let us get in?

Leung Ka Yuet: They want to use one side of the beach and not allow you to pass.

Poon Lok Nga: I think you should trade something back. What I want to say that is you should pretend you have to use something even you don't. One way to do it is to give them something useless to you but pretend it is very important so you can trade for something better and more valuable.

Yam Wun Kwan: We must not give out something for free, or they will think it is for free next time.

Poon Lok Nga: Regarding internal meeting, do you think as you focus on external affairs you will put less focus on internal meetings?

Kan Yin Hei: No, because we don't have other function going on. Basically only the inauguration ceremony and the promotion period. Now looking at the inauguration ceremony and promotion period, we need to discuss with the external vice presidents. I Will sit counter. For the meetings in the future, I am not sure about that. Contributing ideas during meetings would be fine.

Poon Lok Nga: What are your internal duties?

Kan Yin Hei: Carrying things.

Poon Lok Nga: Your cabinet have so many men why do you need to lift?

Kan Yin Hei: Some boys are weak.

Poon Lok Nga: Is it assigned by the internal vice president to you or you pick it up automatically?

Kan Ying Hei: I see he is weak and I will help him.

Poon Lok Nga: What about the meetings? Did you bash your cabinet members?

Kan Ying Hei: No.

Poon Lok Nga: Comment on your cabinet members.

Kan Ying Hei: Chau Chun Yin is hardworking but he is a deadline fighter. Cheung Chun Wai claims to be lazy, actually a bit lazy. Chang Yau Ming is hardworking and fast. Kam Wa Mei is sometimes unable to understand what we said, but if she gets it, she will do the work very well. Lee Wing Kei always maintains the funny atmosphere in cabinet. Chan Yin Hei and Pang Chun Sum are fast. Lam Ka Chung also helps maintain the funny atmosphere. He is fast at work, quick to send emails to professors. Sit Hiu Chi maintains the funny atmosphere. He always wakes up late, but he will make up for it, like by doing more work at the counter. Wong Ting Hei seems cool, actually he is nice.

Poon Lok Nga: Actually retarded. Your cabinet is so funny, can you discuss serious stuff?

Kan Ying Hei: Funny when having meal.

Poon Lok Nga: But are they okay when doing their work and chores? Based on their own work or chores?

Kan Ying Hei: Because of the nature of some posts, it is hard to say. For the financial secretary, we got the money for the inauguration ceremony but many things haven't started. Other than the inauguration ceremony, there is not many work to be done and thus she gets some miscellaneous work. As we are the promotion secretary for the inauguration ceremony, and based on their performance in promotion period, the two promotion secretaries fulfil their duties well. Some people haven't have the chance to show their ability on doing their work.

Poon Lok Nga: During the promotion period, everyone is supposed to assume duties related to their posts, do you think that it is not sufficient to judge?

Kan Ying Hei: We had few meetings, we instead discuss stuff later. Both general secretaries do not need to type minutes now. They haven't done much so it is hard to judge. Promotion product must be available so promotion secretaries can be judged easily.

Poon Lok Nga: Do you want to be the external vice president at first?

Kan Ying Hei: I was okay as the internal and external vice presidents and promotion secretary.

Poon Lok Nga: But no one wants to be the external vice president. Who wanted to be besides than you?

Kan Ying Hei: Chang Yau Ming.

Poon Lok Nga: Why was it you eventually?

Kan Ying Hei: Because Sit Hiu Chi assigned.

Poon Lok Nga: Why you want to be the external vice president?

Kan Ying Hei: I wanted to do something different. I did others positions in secondary school.

Poon Lok Nga: That makes sense. What is the comparison between fantasy and reality for being an external vice president and your previous posts?

Kan Ying Hei: Not much difference from my expectation. Sometimes there was a difference between internal and external meetings. Internally they do stuff quickly but they expect external stuff to be done as quickly as well. If they talk for a long time I will be angry.

Yam Wun Kwan: Any expectation for this year?

Kan Ying Hei: I hope to have better relationships with other external vice presidents. Up to now, we are happy. I hope to organize the singing contest nicely. I hope there are fewer conflicts.

Poon Lok Nga: Do you have anything in particular you want to achieve?

Kan Ying Hei: Outside, as the IRE room will be discontinued, we have discussed whether there are other solutions. I discussed with the others what solutions we have to familiarize ourselves with the freshmen. The freshmen have no way to get familiar with the seniors.

Poon Lok Nga: Do you have any plans or conclusions?

Kan Ying Hei: I discussed with them but it seems not very feasible. Regular dinner to know the freshmen. Booking LC for people to gather.

Poon Lok Nga: These are actually all feasible, why do you say they are not? If you are familiar with SCI/home, then it is possible to ask them for the training room when no one is using. Have you thought about sports meet?

Kan Ying Hei: Not yet.

Poon Lok Nga: You can book venues to play.

Kan Ying Hei: We have thought about it before.

Poon Lok Nga: For regular dinners, people eat together already.

Kan Ying Hei: The problem is with the freshmen, they may not know the people in year 2 and 3. So if we organize them we can promote the attendance of freshmen instead of us having an internal meeting.

Poon Lok Nga: Reasonable, it is better to hold at night as people have classes in the afternoon. But someone may need to go home for dinner. If you do external stuff and be frustrated will you release negativity to your cabinet members?

Kan Ying Hei: I will talk to some good friends.

Poon Lok Nga: Releasing the pressure is important. If you do external stuff you will easily be depressed. You must have the right view. If you can do your things then someone else can't do their things, if you can't do your things you can't do your things. So far as an executive committee member, is there some deviation from your expectations that you need to release now?

Kan Ying Hei: The pressure that needed to be released is already released.

Poon Lok Nga: Do you have any expectations to your cabinet?

Kan Ying Hei: In fact within the cabinet we are already friend because of the sub-committee. When working as the sub-committee some are friends, some others are ignored. Sometimes someone forgets about some cabinet members.

Poon Lok Nga: What do you expect for your cabinet as an IRESS cabinet?

Kan Ying Hei: I think it is important for every event to be smooth. We should get more familiar with the freshmen.

Poon Lok Nga: What about the relationship with the school?

Kan Ying Hei: I think need more communication with the school. They want us to do more to increase the coherence of IRE students. More communication is good. After all, our resources are limited, like we need resources and money to hold events.

Poon Lok Nga: Have you assigned anyone to represent the cabinet to communicate with the school? Or is it you?

Kan Ying Hei: Not yet.

Poon Lok Nga: It is not necessary for every external affair to be handled by the external vice president, they may think this is the case but it is not, you can assign others to do the job.

Yam Wun Kwan: We can emphasize our existence when communicating with school. Other societies have money from their departments. We can ask the school of science for subsidy.

Li Wing Shun raised the procedural motion to lay the discussion of agenda item 8 on table at 22:27.

Yam Wun Kwan seconded. 15 For 0 Against. The motion was passed.

Agenda item 9. To receive and adopt the Year Plan of IRESS, HKUSTSU, Session 2018-2019 & Agenda item 10. To receive and adopt the Financial Budget of IRESS, HKUSTSU, Session 2018-2019

Li Wing Shun raised the procedural motion to resume the discussion of combined agenda items 9 and 10 at 22:28. Yam Wun Kwan seconded. 16 For 0 Against. The motion was passed.

Poon Lok Nga: For the inauguration ceremony, have you ordered the things you are supposed to make? Have you printed all the things you need to print?

Kan Ying Hei: No.

Poon Lok Nga: What are printed and what are not?

Kan Ying Hei: The envelopes, invitation cards and posters are done. The booklets are just sent to print. The banner and sign board are not done, we had technical issues yesterday.

Poon Lok Nga: Will the banner arrive on time?

Kan Ying Hei: Yes.

Yam Wun Kwan: Who took it to print?

Kan Ying Hei: Us.

Lui Ming Hong: You said it suddenly needs to be edited?

Kan Ying Hei: It was continually being changing before. It was confirmed on 17th. Then we can take it to print. Designs are on Kam Wa Mei's computer, she uploaded it to Google drive, no one can download it, and her computer is slow, cannot save the file as pdf. In the end the Chemistry external vice president lent us his computer and everything is done. But when we finished, we were tired, and the store is closed, we took it to print today.

Poon Lok Nga: Have you taken it to print?

Kan Ying Hei: The signboard, I asked them whether it should be cut and no one responded to me.

Poon Lok Nga: Will they deliver?

Kan Ying Hei: No.

Poon Lok Nga: Six can take the MTR. Where do you print?

Kan Ying Hei: We print at eBanner.

Poon Lok Nga: For how much?

Kan Ying Hei: \$6/square foot.

Poon Lok Nga: The banner is 6 feet by 9 feet right? You must cut it. Unless someone can drive it back.

Kan Ying Hei: They wanted to call a van. Initially they wanted to cut it but then they mentioned calling a van so I am confused.

Poon Lok Nga: If it is 6 feet by 9 feet, you need a 5.5-ton truck. It is not worth it. So definitely you need to cut it. Are you going to print tomorrow?

Kan Ying Hei: Tonight, online.

Poon Lok Nga: What is the design, for all the unpublished things.

Kan Ying Hei: The name tags are stilling waiting for others. For professors we invited Leung Pak Wo and Fong Tsz Ho. The coordinators are unavailable.

Poon Lok Nga: Does Leung Pak Wo represent the dean of science or IRE?

Kan Ying Hei: IRE. Wang Yang is not free. We found the associate dean to replace him. For Chemistry we found Emily Tsang and Jason Chan. Biology we found Banfield and Ice Ko. Biochemistry we found Chun Liang and Kai Liu. Mathematics we found Tim Leung and Tie-Zheng Qian?

Poon Lok Nga: You should give a guideline for the speech.

Kan Ying Hei: I have done so, but the other external vice presidents said it should be up to the guests.

Poon Lok Nga: They represent your society so you need to point it out. Leung Pak Wo will tell people not to join the executive committee, do more research and study more.

Poon Lok Nga: Did you brief the helpers?

Kan Ying Hei: We are only responsible for decoration so we intend to brief them that day

Poon Lok Nga: Did you check the draft for the master of ceremonies?

Kan Ying Hei: Biochemistry has done it.

Poon Lok Nga: Have you paid the deposits?

Kan Ying Hei: It was paid.

Poon Lok Nga: What about penalty from the incident?

Kan Ying Hei: It was against the agreement but it occurred before signing.

Poon Lok Nga: Everyone needs to be clear that the reason not to follow it up is that everyone does not want to do so. You need to have a meeting to announce the decision to waive it. You should have some spare name tags marked "Guest". Where are you ordering it?

Kan Ying Hei: Taobao

Poon Lok Nga: Has it arrived?

Kan Ying Hei: Not yet. We invited University of Hong Kong Physics Society and the Chinese Society of Hong Kong Physics Society. University of Hong Kong Nursing Society no longer has a cabinet. Management suddenly said they would attend together. Seems like a trap.

Poon Lok Nga: Is anyone responsible for the seating plan?

Kan Ying Hei: Yes, Chemistry is.

Yam Wun Kwan: When will you brief the current executive members on how to enter?

Kan Ying Hei: But they want to put the current executive members at the reception. Should I urge them to send the official email?

Poon Lok Nga: Did you practice? Is the song chosen?

Kan Ying Hei: The songs are chosen, we have practiced the walk.

Poon Lok Nga: Is the video completed.

Kan Ying Hei: Yes. We wanted to have bookmarks but they can arrive 2 weeks later.

Poon Lok Nga: When they will arrive?

Kan Ying Hei: They are not ordered by us.

Poon Lok Nga: Have you got the spider thing? What about other tools?

Kan Ying Hei: Yes.

Cheung Long Him: Have you ordered flower board?

Poon Lok Nga: Nevermind, we will talk about that later.

Li Wing Shun: Anything else important?

Poon Lok Nga: Anyone who has late lessons and will arrive late?

Kan Ying Hei: I am okay, but I need to brief the helper.

Poon Lok Nga: You need to arrange people to pick up the professors.

Kan Ying Hei: They are more available on Thursdays so I think it is fine.

Li Wing Shun raised the procedural motion to lay the remaining discussion items on table at 22:55.

Yam Wun Kwan seconded. 16 For 0 Against. The motion was passed. The meeting concluded at 22:55.

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

Date: 21-04-2018

Venue: Common Room 7

Time: 14:00

Chairperson: Tak On Lam

Minute takers: Tai Wai Ting, Fong Kin Long, Lai San Yu, Chau Chun Yin, Sit Hiu Chi

The business of the Annual General Meeting 2018 of IRESS, HKUSTSU shall be:

1. To commence the meeting;
2. To receive and adopt the agenda of the Annual General Meeting 2018 of IRESS, HKUSTSU;
3. To receive and adopt the minutes of the Annual General Meeting 2017 of IRESS, HKUSTSU;
4. To receive and adopt the minutes of the 1st and 2nd Extraordinary General Meetings of IRESS, HKUSTSU, Session 2017-2018;
5. To receive and adopt the Annual Report of IRESS, HKUSTSU, Session 2017-2018;
6. To receive and adopt the Annual Financial Report of IRESS, HKUSTSU, Session 2017-2018;
7. To vote and announce the Honorary Members;
8. To introduce and inaugurate the Executive Committee Members of IRESS, HKUSTSU, Session 2018-2019;
9. To receive and adopt the Year Plan of IRESS, HKUSTSU, Session 2018-2019;
10. To receive and adopt the Financial Budget of IRESS, HKUSTSU, Session 2018-2019; and
11. To adjourn the meeting.

Agenda item 1. To commence the meeting

The quorum is met with 15 full members present at 14:23. Chairperson Lam Tak On commenced the Annual General Meeting Session VIII at 14:23.

Agenda item 5. To receive and adopt the Annual Report of IRESS, HKUSTSU, Session 2017-2018 & Agenda item 6. To receive and adopt the Annual Financial Report of IRESS, HKUSTSU, Session 2017-2018

Li Wing Shun raised the procedural motion to resume the discussion of combined agenda items 5 and 6 at 14:29. Lau Wing Sum seconded. 15 For 0 Against. The motion was passed.

Internal vice president

Tso Yee Ming: How do you book a common room?

Li Wing Shun: Firstly, check the timetable for the availability of rooms. Then fill in a form obtained from LG2, write a proposal and submit them together. Ensure once again the room is available before submitting. Submit to different offices depending on the type of room. Submit to ARRO at the student lounge for classrooms, to student affairs office for common and meeting room.

Tso Yee Ming: How about booking restaurants?

Li Wing Shun: For booking restaurants contact campus service office. I have brought Wong Ting Hei to different offices and introduced the areas each of them handles. I have asked him to contact me in case he forgets.

Tso Yee Ming: Are you sure then Wong Ting Hei knows.

Li Wing Shun: He should.

Tso Yee Ming: How is the division of labour between the three presidents?

Li Wing Shun: It depends on the nature of the event. For external matter Yam Wun Kwan handles it. For internal matters, I will handle it alone if it is trivial, Lam Tak On and I will discuss and plan the more serious matters, then announce it to the other cabinet members.

Tso Yee Ming: Okay. Yam Wun Kwan is not always available, have you done any external work?

Li Wing Shun: He seemed busy but he doesn't need our help on external affairs. Lam Tak On have assisted him in society meetings. I seldom helped.

Tso Yee Ming: What is your role in meetings?

Li Wing Shun: My role is vague. It depends on the situation. The overall flow was planned ahead of the meeting, but I keep the discussion on track if someone is side-tracked. Everyone has done this. I do not have a fixed role.

Tso Yee Ming: In case of any conflicts, will you or Lam Tak On host the meeting?

Li Wing Shun: Both have done it, Tai Wai Ting has also done it.

Tso Yee Ming: Back in the promotion period, Wong Shu Ting was still in the cabinet. Eventually she quit. What is your role in the whole process?

Li Wing Shun: In the process, she found Lam Tak On first, and I act as the mediator. As few people know about her intention to quit, only the three of us. Lam Tak On and I asked her the reason and acted as the middle person by telling other cabinet members and collecting information. We finally made the decision to allow her to quit.

Tso Yee Ming: Was the exit inevitable?

Li Wing Shun: I approached her and asked the reason she wanted to quit. I found some solutions to her problems, but the problem on academics is unresolvable. Other cabinet members thought that her reason is reasonable and agreed. Most members also agreed.

Tso Yee Ming: Okay. It is a good thing that no one in your cabinet quit. What should you do if someone wants to quit?

Li Wing Shun: Something similar, persuade them to solve the problem. If the problem is unresolvable I will act as the middle person and the issue should be decided by the whole cabinet. I would hold a meeting and collect the opinion of other cabinet members.

Poon Lok Nga: What do you mean by decided by the whole cabinet? The person cannot quit unless you allow it?

Li Wing Shun: The whole cabinet should be informed before the decision was made, not just simply notified.

Chung Cheuk Hang: What do you mean by that?

Li Wing Shun: We need follow up on the issue, like the distribution of duty afterwards.

Tso Yee Ming: If you think someone in your cabinet affects the whole atmosphere, what would you do? Would you think that they should quit?

Chung Cheuk Hang: Your question is offensive.

Li Wing Shun: I don't think they really need to quit.

Tso Yee Ming: Do you think it is good for them to quit? I don't mean they need to quit. I mean do you think them quitting is beneficial to the cabinet.

Li Wing Shun: We should not exclude other possibilities. In case of negative productivity, we may alter the duty distribution instead of asking them to quit.

Tso Yee Ming: What is your role in organizing various functions, and the division of labour?

Li Wing Shun: I will tell the person in charge what to do. If the person in charge asks me to divide the work, I will help them. If the person in charge has their own ideas, I will follow them. If the person in charge is busy or overlooked some details, I will remind them to consider them.

Poon Lok Nga: There were many problems on the distribution of events and meeting the deadlines. Is it the responsibility of you or the person in charge? Have you reminded the person in charge to work?

Li Wing Shun: I am partially responsible. I have reminded them, though not frequently enough. They either blue-tick me or have no response.

Poon Lok Nga: How you did remind them?

Li Wing Shun: Mainly through WhatsApp, because they are so busy that I could not find them in person, WhatsApp is the only way to contact them.

Poon Lok Nga: When will you start reminding the person in charge to start working on the event?

Li Wing Shun: There is not a fixed duration. For example, after I have finished the semester commencement dinner in September, there was not many events. I looked at different posts and asked

them to focus on their upcoming events. Research sharing should be under preparation in late September, but also for annual dinner and class photo taking. It depends on the workload.

Poon Lok Nga: I think it is not only about the workload, the level of involvement and the schedule are also important.

Chung Cheuk Hang: If you need to contact others you should do this earlier, especially for professors because they respond to email late.

Tso Yee Ming: When approaching the person in charge, did some of them blue-tick and not respond?

Li Wing Shun: If the person in charge is missing, not many people will start working on their own.

Poon Lok Nga: When the person in charge is missing, what would you do? Also are there any events that you did not plan to organize initially but in the end was still held?

Li Wing Shun: I do not understand what you are referring to.

Tso Yee Ming: The event with no previous planning, and a bag was provided as gift.

Chung Cheuk Hang: That was not a function. It was paying back the society. The person in charge did not handle their responsibility well. The poster are posted and emails are sent too late.

Li Wing Shun: I think it is reasonable for the posters to be late because the detains confirmed very late.

Poon Lok Nga: The keyword "congregation photo booth".

Li Wing Shun: It was altering on the nature of the event only, this event has always been on the year plan. It turned out that not much graduates are in Hong Kong. Therefore, the format was altered. We just ask the members to come to take photos when they were free.

Chung Cheuk Hang: Then this make sense.

Poon Lok Nga: Any cases where the person in charge did not want to work on the event because of midterms?

Li Wing Shun: I will prefer distributing the work to others if he has a high workload.

Poon Lok Nga: In the beginning of the semester you should know the midterm dates, did you ask the others for their midterm dates then?

Li Wing Shun: I did not, as most of us studies Physics. I originally thought almost everyone enrolled in the same Physics courses and would have similar midterm dates.

Poon Lok Nga: But some of them take 4000 and 5000 level courses. As an internal vice president, you are responsible for knowing the availability of your cabinet members. Next session should ask your cabinet member for their midterm dates early and remind the persons in charge earlier to avoid some potential traps. As an internal vice president, did you have any severe conflicts with other members? Have you been blocked by some people?

Li Wing Shun: No.

Poon Lok Nga: Did you book a banner place?

Li Wing Shun: Not normally, only during events like the promotion period and orientation week.

Poon Lok Nga: Do you know how to book? Have you taught next session to book?

Li Wing Shun: No, I can remind them to find facilities management office.

Poon Lok Nga: Hand in the form some time earlier.

Tso Yee Ming: Do you know on which day of each week you can take the leftovers?

Li Wing Shun: No, I have never heard of that.

Tso Yee Ming: I have also forgotten. Go to the facilities management office to find out.

Li Wing Shun: If you want to promote some big events it is better to book the place.

Poon Lok Nga: And if you booked the banner place but are not using it, you can lend to other societies.

Li Wing Shun: Other societies may request your help in booking rooms. For example they want to conduct an interview and book two classrooms simultaneously, which is not permitted. But since we booked the room but have no one overseeing the event, it is dangerous. You should ask them to find other societies.

Chung Cheuk Hang: Some people think IRESS is single and toxic, you can use this method to build an external network.

Poon Lok Nga: Did you give a deadline when you assign work to your cabinet members?

Li Wing Shun: In the beginning many deadline fought, so we set a deadline later. For example we set a deadline for messaging members. When asking for the availability, I asked them to fill it in before 23:59.

Chung Cheuk Hang: Do they follow?

Li Wing Shun: Yes.

Tso Yee Ming: If someone is not doing their work, will you or Lam Tak On do it?

Li Wing Shun: It depends on the availability, if someone is available I would find them to do it. If I am available I would do it.

Tso Yee Ming: Did I ask whether you had any conflicts with and between cabinet members?

Poon Lok Nga: Not overall.

Tso Yee Ming: Any serious conflicts between cabinet members?

Li Wing Shun: Yes, it was resolved by messaging both sides.

Poon Lok Nga: Did you stay neutral?

Li Wing Shun: I was neutral before knowing the details. After learning detail, I provided value judgements and personal opinions. During a meeting we resolved the problem explicitly.

Poon Lok Nga: What do you mean by explicitly?

Li Wing Shun: I messaged both sides, not just letting it be diluted by time. If it was due to problems in their duties, I would see if there are any changes or amendments that can be made to avoid the problem.

Poon Lok Nga: Have you tried to pressure one person with everyone else?

Li Wing Shun: No. There will always be someone who stays silent.

Tso Yee Ming: Do you mean they are silent in meeting?

Li Wing Shun: Mainly silent in the WhatsApp group. Most people are not involved.

Poon Lok Nga: If one of your cabinet member is missing, what will you do?

Li Wing Shun: Going missing is very serious, I would use extreme strategies.

Poon Lok Nga: If they are committed they will not come back to UST.

Li Wing Shun: This seldom happens for IRE students. If they do not attend some trivial lessons, I would find some lessons where they need to submit homework. If it is not urgent, then I would ask others first.

Poon Lok Nga: People going missing getting less duty seems unfair??

Li Wing Shun: It depends on their ability.

Poon Lok Nga: What if someone did less work?

Li Wing Shun: It is not quantity but quality that matters.

Poon Lok Nga: Does anyone disagree with this?

Li Wing Shun: Like when someone is forced to produce a product?

Poon Lok Nga: Any cabinet gatherings?

Tso Yee Ming: Does everyone participate?

Li Wing Shun: Many do.

Tso Yee Ming: How many?

Li Wing Shun: 3 times.

Poon Lok Nga: How to decide what to do?

Li Wing Shun: See whether anyone has any ideas. I thought of some in the beginning.

Chung Cheuk Hang: Can you remember the birthday of everyone?

Li Wing Shun: I cannot remember the exact date but I know the approximate period.

Tso Yee Ming: What is the importance of cabinet gathering?

Li Wing Shun: To enhance the cohesion.

Tso Yee Ming: But if some people dislike each other, they won't be friend.

Li Wing Shun: People who friend will just stick together without gatherings.

Poon Lok Nga: Do you discuss the division of labour in meetings or message individually. Do the cabinet members know the duties of each other?

Li Wing Shun: The message response rate is high. Some work do not require everyone to know who is responsible. For example sticking the poster. The most important thing is that the work are being handled.

Poon Lok Nga: How is your relationship with LG3 and student affairs office staff?

Li Wing Shun: It is pretty good, but I am not familiar enough with them. I do not remember their names.

Tso Yee Ming: Can you call them by their names?

Li Wing Shun: Not all of them.

Tso Yee Ming: Can they call you by your name?

Li Wing Shun: Most of them cannot.

Tso Yee Ming: Remind next session to maintain good relationship with LG3 counter staff. My experience is that if you want to book a bigger room, and they don't think you should use such a big room, they will call you and ask you to change the room, and if you familiar with them, your chance of securing the room is higher.

Li Wing Shun: This year LG3 staffs seldom reject our proposal.

Tso Yee Ming: Actually maintaining a good relationship with them will make things easier when you try to hold a meeting.

Li Wing Shun: I told next session who is the person in charge of student activity.

Tso Yee Ming: Comment on your cabinet member.

Chung Cheuk Hang: On both public and private matters.

Li Wing Shun: Lau Wing Sum first. She considers the reputation of the society, whether the function is well-organized, is involved in the discussion even she is not the person in charge. She does not follow her own duties very tightly. She is responsible for the financial report and subsidies after events. She started working on the financial report a bit late. Overall she is responsible.

We depended on Chung Kam Hin for making games and game modifications. He does not have much concerns beside game design. He does not focus too much on things other than his own duties and game design. He mainly focuses on marketing and his own post. He was not the person in charge for the Christmas party, so he just focused on games and did not think of other aspects.

Lam Tak On is a deadline fighter. He is quite serious. Somewhat a post-deadline fighter in fact. For example, we agreed on a time to hold the theme game meeting, but in the end he post-deadline fought. He can do more in holding meetings. We need to remind him of his duties more frequently. If we are harsh on him he will do better.

Tai Wai Ting is proactive, does not have to be reminded. He sometimes reminds others. In meetings he puts efficiency above all. He keeps others on track and enhances the efficiency of the meeting. Because he thought few people would come to his event due to its nature, and because of his confidence in his ability, he did not distribute much work to others. He could have distributed more work to others, like being the master of ceremonies. This allows him to focus on his work and would enhance the quality of the event.

Fong Kin Long is mainly responsible for personal duties. He is responsible, both for his function and his own duties. He has few comments and little discussion on matters outside of his duties. He can be more involved.

Ng Si Long is focused on marketing, and she does the job quite well. She mainly focuses on her own duties. She is a bit passive. She seldom respond to discussion of work distribution.

Feng Zhijie keeps good progress in design. She started the design of posters and society products. She hesitated on which design to use for society t-shirt and society jacket, so the design was late to be

finalized even she start the design early. For posters, she finished the designs on time but cannot confirm the detail. The posters are not her problem. She is okay in other aspects. She cares less about asking the availability for official meetings.

I am more worried about Lai San Yu. He has enthusiasm for the orientation camp. His problem is asking for an excessively high standard. His workload and high expectation resulted in high pressure. Some accidents resulted in a lowered quality of the orientation camp. I have talked to him and he has considered quitting. He finally decided against it. He sometimes misses the deadlines. For example delivering emails. As a result of other matters he drafted an email at 5am.

Yam Wun Kwan is highly efficient. If you ask him to do something, he would complete it quickly. He focuses on efficiency and less about details in order to meet the deadline. He does his job as an external vice president well, there are no problems with external communication. He mostly handled the meetings on his own and did not report his external work frequently to us. When he discusses the details, he did not discuss with us.

Tso Yee Ming: What do you think about him being the member of two cabinets?

Li Wing Shun: It is not a big problem. His workload in choir is small, mostly just playing choir. He still would have a lot of work even if he is not in both cabinets. His general secretary duties in choir does not conflict with his external vice president duties in IRESS. There are no problems as there is no overlapping of posts. He did not deviate much from his promise;

Poon Lok Nga: How was the atmosphere in meetings? Is it only a few people talking and others just listening?

Li Wing Shun: This seldom happens. The bigger problem is on the punctuality.

Poon Lok Nga: Did you penalize?

Li Wing Shun: Most of the cabinet members are late, hence the policy was not adopted.

Poon Lok Nga: What are the reasons?

Li Wing Shun: Some people forgot about the meetings, and some people did not inform us even though they have valid reasons. Some informed us too late that they are not available.

Chung Cheuk Hang: Do you know the reason that some are absent now?

Li Wing Shun: Yam Wun Kwan is being a volunteer. Lai Sun Yu will come at 15:45. Feng Zhijie is participating in the hackathon. Ng Si Long altered her availability 50 minutes prior.

Poon Lok Nga: Do you have any connection with the school? Or does the external vice president do?

Li Wing Shun: I don't think we did enough, we did not communicate much with the school. Sometimes we want to find SCI/home for help. It would be posted in WhatsApp, and anyone available would contact them. No one was specifically in charge of it. Except for some school events, they would have meetings and find Lam Tak On, but it only occurred one or two times. We should have a person in charge to communicate with school.

Poon Lok Nga: Do you know the internal vice president of other societies?

Li Wing Shun: I know some of them, but we have little interaction.

Poon Lok Nga: Do you know those of other science societies?

Li Wing Shun: Yes. For example we will talk if we book the same venue and meet.

Tso Yee Ming: Do they know you?

Li Wing Shun: Not much, less than Yam Wun Kwan and Lau Wing Sum.

Poon Lok Nga: Did you try to get to know them?

Li Wing Shun: Yes.

Poon Lok Nga: Did you go society meeting?

Li Wing Shun: It was done mainly by Yam Wun Kwan, if Yam Wun Kwan cannot go then Lam Tak On does.

Poon Lok Nga: Do you know the executive committee of other societies? You live in hall 3, do you know Glacier?

Li Wing Shun: I know the Biology external vice president. Not the others. I lack the opportunity to communicate with the internal vice presidents of other societies.

Poon Lok Nga: Anything to remind the next session?

Li Wing Shun: I strongly recommend him to have more communication with cabinet members. Except when they dislike the internal vice presidents very much, then they should tell somebody else.

Tso Yee Ming: Do you have anything specific advice for the internal vice president of the next session?

Li Wing Shun: Don't quit.

Tso Yee Ming: Did you remind them to submit their photos to LG3?

Poon Lok Nga: Did you submit the document to the council?

Li Wing Shun: I have told them how to submit but it is not yet submitted.

Tso Yee Ming: Regarding the document, is it the problem of the student union?

Li Wing Shun: It is not only the member list, but also other documents. The deadline was given to us too late. But we submit them on time in the end.

Poon Lok Nga: Did you reply to the email?

Li Wing Shun: Yes, just like communicating with the council.

Poon Lok Nga: Did you check the email?

Li Wing Shun: I did but Tai Wai Ting and Lam Tak On checked most frequently.

Poon Lok Nga: How did you know they checked?

Li Wing Shun: They will inform cabinet members of matter related to their posts.

Tso Yee Ming: Back in my session, there was a problem where people checked the email but didn't inform others. I only check the unread emails. Hence emails may be overlooked. We almost missed submitting the document about hall scores. The next session should inform others when you check the email. Have you checked the email for functions before sending?

Li Wing Shun: We would first have a draft of the email, which would be sent to the group.

Tso Yee Ming: The style of some of the emails is informal. Did you check them before sending?

Li Wing Shun: I seldom check the style of emails. I mainly focus on the spelling mistake. The flow of proofreading is first the general secretary sending the draft to the society drive and then other will proofread it before sending. We will allow at least 30 minutes if the email is urgent.

Lam Tak On: Most of the time we would have more than 30 min to proofread, but sometime the time is limited.

Tso Yee Ming: I have no further questions.

Lam Tak On: Congrats. We will now pass Wong Ting Hei.

Li Wing Shun raise the procedural motion to lay the discussion of combined agenda item 5 and 6 on table at 15:34. Lau Wing Sum seconded. 15 For 0 Against. The motion was passed.

Agenda item 8. To introduce and inaugurate the Executive Committee Members of IRESS, HKUSTSU, Session 2018-2019

Li Wing Shun raise the procedural motion to resume the discussion of agenda item 8 at 15:35. Lau Wing Sum seconded. 15 For 0 Against. The motion was passed.

Proposed Internal vice president

Li Wing Shun: What you do before booking a venue at student affairs office?

Wong Ting Hei: Filling in a form, preparing proposal, and submitting it to student affairs office.

Li Wing Shun: Do you know the society mail box number?

Wong Ting Hei: 98.

Li Wing Shun: What about the society ID?

Wong Ting Hei: I have no idea.

Li Wing Shun: S00113.

Li Wing Shun: Are there any restrictions on using student affairs office room? They prohibit ball games in common 5+6. The restriction is harsh. They would note your safety.

Tso Yee Ming: Other than common 5+6, they do not care about other room as much as there are only CCTV in common 5+6.

Li Wing Shun: Don't stick decoration on the wall.

Lam Tak On: They would call you and ask you to remove them.

Li Wing Shun: Blu-tack is okay. Where to return the keys?

Wong Ting Hei: LG3.

Li Wing Shun: If LG3 is closed at night, return to the box on LG5 near McDonald's. You need to give them your student card when you are borrowing the key. If you return to the box on LG5, return to LG3 on the next morning for your student card. What are the opening and closing time of student affairs office? Normally they have a lunch break, from 13:00 to 14:30. You will find people in LG3 during the break, but they would not handle the booking forms. After 17:30, the important staff would have stopped working and would not want to handle serious stuff. If you borrow things, you need to return before 22:00, but they would not want to handle things when they are about to leave. So find a way to return early if you book until 22:00. Do you know any offices handling bookings other than student affairs office? Like bookings of other venues?

Wong Ting Hei: Campus services office for booking office. Facilities management office for...

Li Wing Shun: Facilities management office for public area.

Wong Ting Hei: Like atrium, yes.

Li Wing Shun: Furthermore, you need to request it explicitly when booking the sundial for photo-taking. You need to find facilities management office for booking sundial. The booking form does not mention it, so fill the site in at "Others". Do you know who is in charge of student activities in LG3?

Wong Ting Hei: I know his face but not name.

Li Wing Shun: What documents need to be handed in to student affairs office?

Wong Ting Hei: Financial report, membership list, and annual report?

Li Wing Shun: Executive committee list. When to hand in?

Wong Ting Hei: June for financial report, October for membership list, late April for executive committee list.

Li Wing Shun: What is the format for handing in the forms.

Wong Ting Hei: I am not sure.

Li Wing Shun: Soft copy through email, hard copy at the student union counter on LG5. What are the other duties of an internal vice president?

Wong Ting Hei: Firstly, helping chairperson on his internal business, being the acting chairperson if the chairperson is absent, holding an extraordinary general meeting for the position if the chair is vacant.

Tso Yee Ming: Who should you find if you want to book a classroom.

Li Wing Shun: Where to hand in the form?

Wong Ting Hei: I am not sure.

Li Wing Shun: Student lounge.

Poon Lok Nga: When booking sport facilities who should you find as a society? Or would you book it as individual?

Wong Ting Hei: I can refer to it online.

Li Wing Shun: Do you know which website?

Wong Ting Hei: The website for booking badminton court.

Li Wing Shun: Facilities booking system. You need to hand in a form for booking BBQ sites. Do you know where are the BBQ sites?

Wong Ting Hei: Yes.

Li Wing Shun: You need to check whether they are available at the facilities booking system. Submit the form after checking.

Li Wing Shun: During the promotion period and orientation period, the student union will give you a counter, and you need to borrow equipment from student affairs office. When borrowing things in the morning, how many people should you send?

Wong Ting Hei: 3 people.

Li Wing Shun: At least 3, 08:00 at the earliest. Where to get marquee?

Wong Ting Hei: LG3.

Li Wing Shun: It should be LG4.

Wong Ting Hei: Yes. LG4.

Li Wing Shun: What equipment can be booked from student affairs office?

Wong Ting Hei: Microphone, speaker, table, chairs, etc.

Li Wing Shun: Yes, mainly these. If you book a common room, most equipment will also be provided.

Wong Ting Hei: The audio system.

Li Wing Shun: For the audio system, you need to submit a request by yourself. Basically you would have tables and chairs, other equipment you need to borrow them from student affairs office. For the microphones, if you want to borrow from student affairs office, prepare the battery yourself. There are some in the society room. Any further booking related information from Tso Yee Ming?

Tso Yee Ming: You can borrow a cable reel.

Li Wing Shun: So you know student affairs office will clean the society room every year?

Wong Ting Hei: Yes. They have found me.

Li Wing Shun: What is the responsibility of the society?

Wong Ting Hei: To set up before they arrive.

Li Wing Shun: And you need to fill in a few forms and stick them on the paper box, to identify the things. The effect is small, the important thing is that someone is there overseeing the cleaning. Do you know the mailbox position?

Wong Ting Hei: (Points at the mailbox.)

Tso Yee Ming: Where is the classroom booking format?

Tai Wai Ting: Search HKUST booking form, the first one will be it.

Wong Ting Hei: I have downloaded it directly.

Tso Yee Ming: Do you know under what circumstance you cannot book a classroom?

Wong Ting Hei: When the function is not academic.

Lau Wing Sum: Also during add-drop period.

Li Wing Shun: There are other possibilities. To show a proof that student affairs office cannot supply any rooms for you. I shall ask question about meetings and intra-cabinet affairs. How would you handle the relationship between cabinet members if conflicts occurs?

Wong Ting Hei: I don't think there will be conflicts, I don't think it is a problem.

Poon Lok Nga: But if they break up it's a problem.

Li Wing Shun: What would you do if two persons are angry with each other?

Wong Ting Hei: Contact the two persons individually. Delay their quitting. Approach them after a while when their relationship is not that intense.

Li Wing Shun: If there are some events affecting the efficiency of the meeting, what would you do?

Wong Ting Hei: We hope that the final outcome is okay. If not, then let it be.

Poon Lok Nga: Often these kind of stuff is impossible to solve.

Wong Ting Hei: I will try my best.

Poon Lok Nga: What if someone freerides?

Wong Ting Hei: Depends on whether we can find him. If not then find him during lessons. And ask someone else handle their workload.

Li Wing Shun: Will you hold meetings every week, or only before some function?

Wong Ting Hei: We don't need a meeting per se, but a regular gathering. At least weekly or biweekly. But if many people are preparing for some event, then we need a meeting. If only a few people working, then we can communicate through WhatsApp only. We need a meeting when an event is approaching.

Li Wing Shun: Did you have a evaluation after pro p?

Wong Ting Hei: Yes we did. And we came up with some policies to improve.

Li Wing Shun: Will you prefer an evaluation after every event, or organize an evaluation of a few events together because some of them are close?

Wong Ting Hei: Preferably one per event, but we can combine regular meetings with evaluations if the time is close. If not, we will do it together. I prefer this because we will forget about it easily.

Li Wing Shun: Can you talk about the format and procedure of your evaluation meeting for the promotion period?

Wong Ting Hei: First, everyone talks about the good, the bad and the ugly. And some of the problems that occurred. We write down and prevent the same thing from happening next time.

Poon Lok Nga: Will you divide work in meetings or afterwards.

Wong Ting Hei: We will confirm most of it, and leave some for the time after meeting.

Li Wing Shun: The principle for the division of labor is?

Wong Ting Hei: It depends on the specialty of the person. If it is similar, then I would assign based on their workload.

Poon Lok Nga: What if someone really fails at the job?

Wong Ting Hei: We would allow him to do. Just fix it afterwards.

Poon Lok Nga: Will you only assign a person to menial jobs like buying stuff because they are an idiot?

Wong Ting Hei: Yes. But I observe no such problem in our cabinet. If it is not appropriate, we would find someone else to handle the task first, then tell the person afterwards.

Poon Lok Nga: How would you explain that they are screwing up?

Wong Ting Hei: Just point out the goods and bads directly.

Poon Lok Nga: If you have enough time, can you talk with them?

Wong Ting Hei: It depends on whether the person have voiced their opinions. If they haven't, I can't help.

Poon Lok Nga: If you think some job should be done by a person, but that person does not want to do or is not free, what would you do?

Li Wing Shun: If you assigned a job to someone but they do not want to do it, what would you do?

Wong Ting Hei: Forcing they is not a good solution.

Li Wing Shun: Are there any work with a default person? Like master of ceremonies, design, etc.

Wong Ting Hei: Design would be the promotion secretaries. Otherwise, no default roles. If it's words typing, then everyone could do it. Communicating with other societies would be for the external vice president. Usually, I would think about games. Logistics would be Sit Hiu Chi. Decoration and other miscellaneous affairs would be Kan Ying Hei.

Li Wing Shun: So you now have a rough format for who is responsible for which part?

Wong Ting Hei: It is not clear cut, but such format exists.

Li Wing Shun: What sort of communication would exist between teams?

Wong Ting Hei: Before an event, we will publish a schedule. And everyone need to work accordingly. I tell other cabinet members their tasks and update the progress regularly. If we are behind schedule, then I will jump in and help.

Poon Lok Nga: Who prepares the agenda? You or the general secretary?

Wong Ting Hei: Me.

Poon Lok Nga: What about the minutes?

Wong Ting Hei: I will do it myself.

Poon Lok Nga: Why do you need minutes?

Wong Ting Hei: Minutes serve for other purposes.

Li Wing Shun: If you are not free to do something, which person in your cabinet are you confident to give your work to?

Wong Ting Hei: Sit Hiu Chi or Kan Ying Hei, or Pang Chun Sum if both are not free.

Poon Lok Nga: What if what you are doing is not the right way?

Wong Ting Hei: We try our best to do it. If we all feel it's not suitable, then we would use another way to solve the problem.

Li Wing Shun: Any other meeting-related questions from Tso Yee Ming?

Tso Yee Ming: Not now.

Li Wing Shun: Did you communicate with people in other societies?

Wong Ting Hei: Yes. I visited other booths in the promotion period and talked to others in Hackathon.

Poon Lok Nga: Do you guys know each other?

Wong Ting Hei: Yes, it's mutual.

Poon Lok Nga: How many science executive committee members do you know?

Wong Ting Hei: I have talked to the three presidents of all science societies a bit, perhaps not as much as the president and external vice president did though. And in every cabinet, I know at least one person.

Poon Lok Nga: When will you publish the agenda of your internal meetings?

Wong Ting Hei: Depends on the circumstances. After Sit Hiu Chi announces the details of meetings in the group, I will prepare it in one or two days.

Poon Lok Nga: You need to prepare some of it beforehand.

Wong Ting Hei: Yes.

Poon Lok Nga: Regarding the designs, after the promotion secretary have done their work, will you look at it?

Wong Ting Hei: Kan Ying Hei will look at it. And I'll report to Kit afterwards.

Poon Lok Nga: Who has the final say?

Wong Ting Hei: The promotion secretaries.

Li Wing Shun: What if designers tell you they have no insight?

Wong Ting Hei: Depends on the event. Maybe I will allow them to copy some of the other designs.

Tso Yee Ming: What if the style of the promotion secretaries have conflicts? Will you intercept?

Wong Ting Hei: I can't say much, but Kan Ying Hei can. Usually the two promotion secretaries will decide on the overall style before actually designing.

Poon Lok Nga: Are the designs divided by functions or designed together?

Wong Ting Hei: Together.

Poon Lok Nga: How about the two general secretaries?

Wong Ting Hei: Usually the workload is distributed equally.

Poon Lok Nga: Any other duplicated posts?

Wong Ting Hei: Marketing secretaries. They work together.

Chung Cheuk Hang: They should work together.

Wong Ting Hei: Yes.

Poon Lok Nga: Did you go to society meetings?

Wong Ting Hei: Yes, once. They talked about nothing. Mostly Kan Ying Hei and Sit Hiu Chi go.

Poon Lok Nga: Who would you distribute the halls to?

Li Wing Shun: We submit a list. How to divide the halls? How many positions do we have this year?

Sit Hiu Chi: We have 5 ascertained, and then decided by lottery.

Poon Lok Nga: Did you organize study groups?

Wong Ting Hei: It seems that they have one, but I am not one of them.

Li Wing Shun: Do you remember their birthdays?

Wong Ting Hei: Once I did, but not today. Not on my optimal condition today.

Chung Cheuk Hang: Whose birthday is the closest?

Wong Ting Hei: Many people have birthdays in July.

Li Wing Shun: Do they discuss how to celebrate their birthdays?

Poon Lok Nga: We don't have this tradition too. How many of your cabinet members have hall this semester?

Wong Ting Hei: Pang Chun Sum, Chan Yin Hei, Chang Yau Ming, Lam Ka Chung, Chau Chun Yin, Lee Wing Kei.

Poon Lok Nga: Will you consider this when you are distributing duty?

Li Wing Shun: Does everyone have summer hall?

Wong Ting Hei: It should be.

Poon Lok Nga: Next semester we don't have 5489 too. Is the meeting real?

Wong Ting Hei: Yes it is real, not virtual.

Poon Lok Nga: Skype meeting you should turn on cameras. In case they fall asleep. I don't know how to talk the internal vice president, you go on.

Li Wing Shun: Did you remember the phone numbers your cabinet members?

Wong Ting Hei: I didn't save any contacts, so I can just contact them directly.

Li Wing Shun: Some WhatsApp numbers are different from real numbers.

Wong Ting Hei: I usually call them instead of using WhatsApp to avoid the curse of rubbish Eduroam.

Chung Cheuk Hang: Have you ever failed?

Wong Ting Hei: I would use data will defeat eduroam.

Poon Lok Nga: What if a cabinet member tell you they want to quit?

Wong Ting Hei: If the problem is unresolvable...

Poon Lok Nga: If someone wants to quit, how to transfer offices?

Wong Ting Hei: I would assume the worst. Make sure there is someone to pick up their work if they quit.

Poon Lok Nga: Talk about the replacement of each members.

Wong Ting Hei: The general secretaries, marketing secretaries and promotion secretaries can replace one another respectively. Kan Ying Hei would help promotion too.

Poon Lok Nga: Would you find one more promotion secretary?

Wong Ting Hei: No, if the general secretary is not busy by then, then we would find someone to replace. Pang Chun Sum can replace Lee Wing Kei and Kan Ying Hei. It is none of my business who replaces me. I can replace Sit Hiu Chi, Pang Chun Sum can then replace me.

Li Wing Shun: Do you know their lifestyles?

Wong Ting Hei: More or less. Chau Chun Yin is irregular. Most of the time you can't find him. Even if you find him, he is asleep.

Poon Lok Nga: Do you know where the cabinet members live?

Wong Ting Hei: Chau Chun Yin lives in Lam Tin and HKUST. Pang Chun Sum lives in Tai Po. Sit Hiu Chi and Kan Ying Hei live in Ho Man Tin.

Poon Lok Nga: What if they need to call a taxi to go home?

Wong Ting Hei: I would call my dad.

Li Wing Shun: Any cabinet members who can stay overnight.

Wong Ting Hei: Basically no. People with no hall will leave first. We don't need that many people anyway.

Li Wing Shun: It is not common to need to stay overnight.

Poon Lok Nga: You may have a chance when preparing for the orientation camp.

Poon Lok Nga: And do you know who have courses or laboratory duties in summer?

Li Wing Shun: Do you know who have laboratory duties, who don't, and who will be more free in summer.

Poon Lok Nga: Do you have UROP in summer?

Wong Ting Hei: Yes. Whatever. Professor Jia maybe?

Chung Cheuk Hang: Why didn't some people come?

Poon Lok Nga: Do you have multiple WhatsApp groups? One for announcement, one for unrelated discussions, and one for serious discussions?

Li Wing Shun: Do you worry about their workload?

Wong Ting Hei: This may be a problem. Recently there is not much problem, but they should inform me early. If the event is important, than we need to announce it in the WhatsApp group. Otherwise it is not necessary.

Poon Lok Nga: If you have an argument with a cabinet member who will you find for help?

Wong Ting Hei: It will never happen.

Chung Cheuk Hang: You never know.

Poon Lok Nga: What if someone blocks you, what would you do?

Wong Ting Hei: I would fine Kan Ying Hei or Pang Chun Sum.

Li Wing Shun: If you have conflict with a cabinet member, who do you think can help?

Wong Ting Hei: Pang Chun Sum.

Poon Lok Nga: Why are you still taking the inauguration video?

Wong Ting Hei: Something happened.

Li Wing Shun: Comment on your cabinet members.

Wong Ting Hei: Chang Yau Ming is kind of not very much a deadline fighter. Sometimes he needs time to pick up, which is okay.

He is reliable, can commit more in non-design affairs. I appreciate his efforts. I feel that Kam Wa Mei is tolerant. Especially towards Lee Wing Kei.

Li Wing Shun: Does she tolerates others or just doesn't care?

Lee Wing Kei: It mean the relationship is better.

Poon Lok Nga: Next semester you will have different majors?

Wong Ting Hei: She majors in Chemistry. Chan Yin Hei is willing to stay until very late. If urgent matters arise he is willing to help. Pang Chun Sum is reliable. He is willing to stay until very late. Lam Ka Chung has the style of an academic secretary. He is neutral, undirected. He can give more opinion and be more assertive. But he is present in preparations. Kan Ying Hei keeps working on her duties. She is sometimes negative and it affects the others. Chau Chun Yin is legendary. I always ask him to do tedious stuff. He can do everything assigned which is good, even if he procrastinates a lot. He will do it before the deadline. Cheung Chun Wai live faraway, so he often leaves early. Sit Hiu Chi, add oil. He needs to learn to have interpersonal relationship. Stop igniting people.

Lee Wing Kei: Have you commented on me?

Wong Ting Hei: Sorry, Poon Lok Nga is too large. Lee Wing Kei keeps the receipts. She is responsible. I could improve.

Chung Cheuk Hang: Any points you wish to improve?

Wong Ting Hei: As an internal vice president, the events should have quality, it turned out that everything is good. I hope that we could be close with each other and have more chances to meet up. The functions are smooth and presentable. I hope I can live out the responsibility of an internal vice president.

Poon Lok Nga: Who is responsible for the Facebook page?

Li Wing Shun: Ng Si Long.

Chung Cheuk Hang: But she is passive.

Li Wing Shun: True. The first half of the year is okay, but...

Poon Lok Nga: Do you youngsters still use Facebook actually?

Li Wing Shun: Do Facebook or Instagram have responses?

Wong Ting Hei: We use both Facebook and Instagram. The turnout is not so great. Direct messaging is more useful.

Chung Cheuk Hang: It is for reaching the DSE graduates.

Poon Lok Nga: Who manages the Facebook page?

Wong Ting Hei: Chan Yin Hei.

Poon Lok Nga: Who is the cameraman?

Wong Ting Hei: Pang Chun Sum.

Poon Lok Nga: You may want to share science journals like Nature, etc.

Chung Cheuk Hang: Popular science is good enough, not like a journal club. It is so tough.

Poon Lok Nga: Once per week is too tough, maybe just on an irregular basis or when something serious occur (e.g. death of Hawking.) Any future plan after 5489 is gone?

Li Wing Shun: We should give more time first.

Wong Ting Hei: Occupy SCI/home. Seal 5489 with concrete when moving out.

Ye Jeff York: You monitor the process inside 5489 when sealing.

Tso Yee Ming: Your expectations for yourself please.

Li Wing Shun: Already mentioned.

Wong Ting Hei: I hope I can be the medium of communication between cabinet members. I didn't do it before, I hope I can do this when I take up this post this year. Follow more closely on the planning of events.

Poon Lok Nga: If your cabinet members give you something of low quality, would you bash them immediately?

Wong Ting Hei: I would find something that I can praise them for and do the praise. And then suggest points for improvement.

Lam Tak On: Swap chair to Lau Wing Sum.

Poon Lok Nga: What have you learned from the promotion period?

Wong Ting Hei: Devising an effective method of communication.

Lau Wing Sum: Swap chair to Lam Tak On.

Li Wing Shun raised the procedural motion to lay the discussion of agenda item 8 on table. Lau Wing Sum seconded. 15 For 0 Against. The motion was passed.

Agenda item 5. To receive and adopt the Annual Report of IRESS, HKUSTSU, Session 2017-2018 & Agenda item 6. To receive and adopt the Annual Financial Report of IRESS, HKUSTSU, Session 2017-2018

Li Wing Shun raised the procedural motion to resume the discussion of combined agenda item 5 and 6. Lau Wing Sum seconded. 15 For 0 Against. The motion was passed.

Financial secretary

Cheng Man Hin: What did you do this year?

Lau Wing Sum: Lifting, signing receipt books, financial report, messaging people, taking photos when free, that's all?

Cheng Man Hin: When you close the counter, did you count the money? Are there any discrepancies?

Lau Wing Sum: Occasionally people would forget. But we will check the amount on the following morning.

Poon Lok Nga: If it is last day for the counter, then you are screwed?

Lau Wing Sum: Yes. But on the last day, there will be counting.

Cheng Man Hin: Are the money correct?

Lau Wing Sum: I checked the financial report beforehand, but there are discrepancies between them.

Chung Cheuk Hang: Extra or short of money?

Lau Wing Sum: Extra.

Chung Cheuk Hang: Then I don't care.

Lau Wing Sum: Supposedly there should be some record.

Tso Yee Ming: The next session should keep a good habit.

Lau Wing Sum: There was an incidence where the money box is left on the top of the shelf, but no money was lost.

Cheng Man Hin: Where was the money box kept?

Lau Wing Sum: The top layer of the society cabinet.

Cheng Man Hin: But I always see it in the IRE room.

Lau Wing Sum: It should never happen.

Cheng Man Hin: But why are the receipts so chaotic?

Lau Wing Sum: Some people think that writing a receipt is cumbersome and skipped it.

Cheng Man Hin: Member or executive committee?

Lau Wing Sum: Both.

Cheng Man Hin: No record?

Lau Wing Sum: Someone just tells me verbally.

Cheng Man Hin: But did you mark it down?

Lau Wing Sum: Because I mark it on computer, I would ask them to send a WhatsApp message to me but sometime I will forget.

Cheng Man Hin: Have you collected all funds?

Lau Wing Sum: No.

Cheng Man Hin: What is left.

Lau Wing Sum: Orientation camp, society jacket and Christmas party.

Cheng Man Hin: Orientation camp?

Lau Wing Sum: I remember some people have paid, but there was no record in the receipts. Also some receipts have no names. There was a receipt with amount and item but no name. And no one can recognize whom it was signed by.

Cheng Man Hin: If no one recognizes, then that is a problem.

Lau Wing Sum: Normally some cabinet members do not need to sign.

Poon Lok Nga: Is the problem resolved? If not then it is unsettling.

Lau Wing Sum: But that receipt should be for a member called Mayen.

Poon Lok Nga: Who signed it?

Lau Wing Sum: Mainly by me.

Poon Lok Nga: But you said you don't recognize the signature.

Lau Wing Sum: They are independent events.

Poon Lok Nga: What would you do if people did not mark down the size on the receipt?

Lau Wing Sum: We would have a Google form to fill in the sizes but the final may not necessarily follow that. Society jacket and society T-shirt we see mostly M and L left when tidying the society room.

Cheng Man Hin: Any solutions to the aforementioned problems?

Lau Wing Sum: Because I checked this quite late so we have not resolved this problem. I recommend the next session mark down the sizes of members to avoid such problem. If someone changes the size, you would know. And you know the numbers left. Also even if a member say they do not want to have a receipt, you still need to write the receipt to keep a record.

Cheng Man Hin: This should have been told to all cabinet members.

Chung Cheuk Hang: Everyone has the responsibility.

Cheng Man Hin: How much money will you put in the money box for changes.

Lau Wing Sum: Around 1000. If the box accumulates too much money, I'll put around 3000 - 4000 into the bank account.

Cheng Man Hin: Would you put it into the bank account right away?

Lau Wing Sum: If it accumulates too much money, I will take some out and put it into the bank account.

Cheng Man Hin: Did you put money into the bank account very often?

Lau Wing Sum: Not very frequently. And sometimes we would take the money directly from the box to pay.

Tso Yee Ming: But how can you be suspected of money laundering with \$1000?

Cheng Man Hin: It is still a concern!

Li Wing Shun: The biggest problem is that the bank account is joint account. So if there are too many frequent movements it would be suspicious.

Cheng Man Hin: How do cabinet members claim money?

Lau Wing Sum: Lam Tak On gave me his bank account so I pay him through bank transfer. Other mostly by cash.

Poon Lok Nga: Do everyone have no problem with receiving small denominations ?

Lau Wing Sum: No.

Poon Lok Nga: There should be some better methods.

Chung Cheuk Hang: Alipay. We should love the country and the party.

Lau Wing Sum: Using QR code at counter.

Cheng Man Hin: How do your cabinet members claim money?

Lau Wing Sum: We have a WhatsApp group for receipt. Occasionally they have problems with it. They would message the photo to me directly and I would forget. They don't write their names on the receipt.

Cheng Man Hin: You need to record each receipt for the person who claimed it?

Lau Wing Sum: Usually when I receive them, I would mark down the person and what function they are for.

Cheng Man Hin: When will you start to manage the financial record of events?

Lau Wing Sum: Actually almost the time of polling. We didn't expect the receipt book to have so many problems.

Poon Lok Nga: I think you should consider whether you can claim society subsidies so you should look at the financial record after every event.

Lau Wing Sum: Because we used the society drive to calculate the approximate value. Then I estimated whether there are deficits.

If there are no deficits let it pass. Other than the orientation camp we should earn money from most events.

Cheng Man Hin: It seems that we would lose money in the graduation party.

Lau Wing Sum: But in reality we earned money in the graduation party.

Cheng Man Hin: But didn't you expect there to be a loss?

Lau Wing Sum: Actually in the orientation camp, I made the report for graduation party as well and we find it to be okay.

Cheng Man Hin: The welcoming fair and orientation camp are close, why didn't you put them together?

Lau Wing Sum: I marked down the amount we have spent for welcoming fair, but had not done the report.

Cheng Man Hin: No one asked you to take the subsidies?

Lau Wing Sum: No, no response. There are only emails to retrieve the deposits.

Poon Lok Nga: I think every year you will have subsidies?

Lau Wing Sum: The \$1000? They did not mention. And they did not reset the print budget back to \$120.

Poon Lok Nga: You should ask the previous session whether they have used it.

Cheng Man Hin: I think the print budget renews earlier so I think we really did use some of it.

Lau Wing Sum: I have counted the orientation camp refund, but I didn't mention it. Many leaders have gone overseas. The report is ideal in the sense that all money is received and claimed. The processes of claiming and refund are still not done.

Cheng Man Hin: You are about to leave. Shouldn't you be doing that by now?

Lau Wing Sum: I am doing it right now, it is ongoing.

Cheng Man Hin: Can you give a deadline? In the report, which ones is real and which ones is fake?

Lau Wing Sum: I think only Christmas party and orientation participants are fake. Others are real.

Cheng Man Hin : Can you not count the annual general meeting money?

Lau Wing Sum: Yes. Orientation camp is also right, but collection is not completed.

Cheng Man Hin: Overall regarding the financial report, are there any problems?

Lau Wing Sum: We haven't counted the annual general meeting printing fee and haven't bought new quorum cards.

Poon Lok Nga: Did you print anything for the annual general meeting?

Lau Wing Sum: We have printed notices I suppose. Also year plans and financial budgets as they are changed so frequently.

Cheng Man Hin: What about the society chop?

Lam Tak On: The society chop is being used.

Cheng Man Hin: When will you buy new quorum cards?

Lau Wing Sum: I think it will be next Monday.

Cheng Man Hin: So in next session of the annual general meeting, the quorum cards should be finalized in financial report?

Lau Wing Sum: I want to ask did you pay in the Christmas party?

Cheng Man Hin: I don't remember.

Lau Wing Sum: Did you receive the receipt?

Poon Lok Nga: Will the base will be removed from receipt book?

Lau Wing Sum: Never.

Poon Lok Nga: Then no receipt means no payment.

Lau Wing Sum: Yes.

Cheng Man Hin: If you cannot find my record, then it should be no.

Chung Cheuk Hang: At least give a receipt.

Lau Wing Sum: Next session remind your cabinet members not to be lazy.

Lee Wing Kei: Okay.

Cheng Man Hin: What do you think is the greatest difficulty in being a financial secretary?

Lau Wing Sum: The biggest problem is that I am not at the counter all the time. People do not keep the record properly , things will be chaotic. Also sometimes during the functions, we open the counter very late or even use Google form only. We sometimes use Google form for registration and receive money on site, then things will be chaotic.

Cheng Man Hin: How to fix these problems?

Lau Wing Sum: Check the records earlier. Remind people to give receipts.

Poon Lok Nga: How much money have not been received?

Lau Wing Sum: Orientation camp, society jacket, Christmas party, and annual dinner for Chan Siu Man.

Cheng Man Hin: When is the last session of the annual general meeting?

Lau Wing Sum: Next Tuesday is the last one.

Poon Lok Nga: What if you cannot give a satisfactory financial report? Then you cannot end your office.

Lau Wing Sum: Okay. I will do it.

Cheng Man Hin: You should send reminders to remind them whether it is possible to distribute the subsidies. What is the greatest pressure?

Lau Wing Sum: Not from doing the financial report.

Poon Lok Nga: What did you do other than financial budget.

Lau Wing Sum: Picking up tedious work by myself. My financial report drags along. But the functions, calling people to work, holding the activities, I have been doing these with too much enthusiasm.

Cheng Man Hin: Did you regret being the financial secretary.

Lau Wing Sum: This is a good question.

Chung Cheuk Hang: What will you do if you are not the financial secretary.

Lau Wing Sum: I had no choice, I cannot compete for the president with Lam Tak On, or for the internal vice president with Li Wing Shun. And I have 6 years of experience. Although I didn't have to submit reports in those days. I am not a good material for being a marketing secretary, I don't like talking to unknown people.

Chung Cheuk Hang: Nothing more can be said.

Poon Lok Nga: You don't want me to defeat your financial report right?

Lau Wing Sum: No.

Chung Cheuk Hang: Do you want to do it for another year with other people? It would be a new experience.

Cheng Man Hin: Can you confirm that your next session knows all the basic things?

Lau Wing Sum: Do you know how to use excel?

Lee Wing Kei: Yes.

Lau Wing Sum: Do you know how to issue receipts?

Lee Wing Kei: Yes.

Lau Wing Sum: Then she knows the basics.

Chung Cheuk Hang: Ask her when you pass her afterwards.

Poon Lok Nga: How do you treat the receipts?

Lau Wing Sum: Keep them.

Poon Lok Nga: Did they decolorize?

Lau Wing Sum: Yes.

Poon Lok Nga: Did you photocopy them?

Lau Wing Sum: 80% of them have photo on the group.

Poon Lok Nga: How about the others? Will you compare the price before buying something? Will you refund to a cabinet member who insists on buying the very expensive stuff like tape?

Lau Wing Sum: It is already done.

Poon Lok Nga: That means you allow them to claim money regardless of the high price?

Lau Wing Sum: Stationary yes, but others like annual dinner prizes, they will ask in the group whether the price is okay. We often buy tape when we need to use it. But afterwards we would discover that the society cabinet has tape in it.

Poon Lok Nga: The financial secretary should be responsible for this as well, since it doesn't make sense for someone to buy a \$20 pen for writing.

Lau Wing Sum: They only know of the existence of the society print budget lately. Very little of the print budget is used. They will reset it to \$120.

Poon Lok Nga: Add \$120, or fill up to \$120?

Lau Wing Sum: I don't know because I cannot see it this year.

Cheng Man Hin: Last year they fill up to \$120.

Lau Wing Sum: So last year is like so?

Cheng Man Hin: Yes.

Lau Wing Sum: Then should be like this.

Cheng Man Hin: Why do your members not know about it?

Lau Wing Sum: I have no idea.

Li Wing Shun: They are influenced by their habits to print at the print shop.

Lau Wing Sum: But I say this, everyone seemed shocked.

Chung Cheuk Hang: Is it always the same person printing?

Cheng Man Hin: Color can be printed outside, but black and white should be printed in UST.

Lau Wing Sum: The prices are similar. We print in small quantities so the expenses should be similar.

Tso Yee Ming: But you can find it near the Jockey Club hall.

Lau Wing Sum: But people in the Jockey Club hall return late.

Poon Lok Nga: But if you want cheap printing, you have to go to old areas like Mong Kok and Shum Shui Po.

Lau Wing Sum: And the residents of Jockey Club hall do not want to pay for an extra trip to Po Lam or Hang Hau. Usually they wait for the shuttle to go back hall.

Cheng Man Hin: Any more last words for the next session?

Lau Wing Sum: You must give the receipt. You can give deposit and pay later, and must ask the person to give receipt. Also don't procrastinate like me. Although the financial report is usually done during either midterm or final, procrastinating leads to a more serious end. And then, set up the counter earlier for event registration. You need more than one person to write the receipt, one writes the receipt, one updates the record. Concentrate on writing the receipt. Check whether society room has before buy something new. If there is, don't buy it repeatedly. For functions, you can spend more on food. In annual dinner, you order the same amount for every table, but some have a shortage while others have an excess. Having a deficit is okay, just do the report in time and send it to the student union. If it is possible, check the discount. If you are unsure, check past financial reports. Spend when you should. Don't be it like some past executive committee member who bought 10 packets of balloons for unknown purposes. If it is reusable then it is preferred. Set a deadline for collection of receipts.

Cheng Man Hin: Regarding deficits, you should have a small deficit for every event, you can gain more with this.

Lau Wing Sum: Have you changed to excel yet?

Lee Wing Kei: Changed.

Lau Wing Sum: Then you can copy directly.

Poon Lok Nga: Comment on your cabinet members.

Lau Wing Sum: Although we seem to bully Lam Tak On, and even though he is deadline fighter himself, he still reminds other to work, but others do not listen to him. Also does not like to communicate with unknown people. He lacks authority. Li Wing Shun is a good internal vice president. When he notices some of the members are busy or if any disputes occur, he tries to mediate. He has a very satisfactory performance. Yam Wun Kwan has high efficiency. He disappears frequently. But as an external vice president, he is great at it. His relationship with others is okay. But as a cabinet member, it is a bit uncomfortable. He only informs us only after he completed the decision. Not everyone is okay with that. Although he is not a promotion secretary. He helped Feng Zhijie a lot. Sometimes when Feng Zhijie can't finish on time, he helps. He gives opinions on poster design. It is a bit frustrating to be on the same cabinet as him. Fong Kin Long is a good general secretary. I am the most familiar with him. At work, he is very responsible. Very willing to do menial work no one else want to do, such as collecting banner from ePrint. Lai Sun Yu does his job as a general secretary. However, he is kind of emotional, and values academics. So sometimes disappears to work. He is responsible of sending emails. Feng Zhijie is good at design. She is easy-going. She helped find the company for society jacket because she has demand on it. She helped relieve the workload of the marketing secretary. Ng Si Long and Chung Kam Hin have done their work as marketing secretaries, although the result may not be good, or Tang Cheuk Him did very well. They are not really firm in the cabinet. Chung Kam Hin is committed to game design, he gives good results although sometimes the focus is wrong. He side-tracks all the time. Tai Wai Ting is very moe very kawaii. He did other duties, is good at collecting sources. He is a very good academic secretary.

Poon Lok Nga: Did you do any external stuff?

Lau Wing Sum: I have chatted with people from other societies. I don't know why. I went to the inauguration ceremonies of other societies. I went to all inauguration ceremonies, maybe I was too free. The external vice presidents of Biology and Biotechnology will greet me. During the promotion period, we prepare beside Computer Science, so we had chatters with them. The external vice president of Computer Science will greet me. The external vice president of Biology is on my language class in the spring semester so he will greet me. Chemistry has someone with strange relationship. One guy was chasing me and I refused his advances. I know the internal vice president and sports secretaries because of the orientation camp. I am a member of Drama.

Poon Lok Nga: Can you balance the work as a Drama member and your work in the cabinet.

Lau Wing Sum: As a team member there was not a constant job requirement. We have production in spring, I would be busy then. In summer someone somehow put me in for production. Though I was freeriding half the time, I still need to commit some time. The workload is not that large, but still consumes much time. There was no overlap with society functions.

Poon Lok Nga: But it had conflicts with the financial report.

Poon Lok Nga: Anyone else on other university teams?

Lau Wing Sum: No idea.

Poon Lok Nga: Do you scold other cabinet members at meetings?

Lau Wing Sum: No idea. I think I have argued with Lam Tak On. Sometimes Lam Tak On tells me something and I was a bit frustrated so we argued a bit. There was not much work related communication. Sometimes in the group I am too frustrated to ask them to work.

Chung Cheuk Hang: Thank you and wish you finish the financial report.

Poon Lok Nga: Thank you, and wish you can complete the tenure.

Chung Cheuk Hang: Add oil.

Li Wing Shun raised the procedural motion to lay the discussion of combined agenda items 5 and 6 on table at 17:49. Lau Wing Sum seconded. 15 For 0 Against. The motion was passed.

Agenda item 8. To introduce and inaugurate the Executive Committee Members of IRESS, HKUSTSU, Session 2018-2019

Li Wing Shun raised the procedural motion discuss of agenda item 8 at 17:50. Lau Wing Sum seconded. 15 For 0 Against. The motion was passed.

Proposed Financial secretary

Lau Wing Sum: Why do you want to be an executive committee member?

Lee Wing Kei: Kam Wa Mei is one of them.

Lau Wing Sum: Why do you want to be the financial secretary?

Lee Wing Kei: I haven't done it before, and no one else want to do it.

Lau Wing Sum: How can you contribute to the cabinet? Other than financial duties, will you help the others?

Lee Wing Kei: If others request, I will help.

Lau Wing Sum: Cheng Man Hin anything you want to ask?

Cheng Man Hin: Ask some practical.

Lau Wing Sum: Okay. How to claim subsidy?

Lee Wing Kei: There is a form on the council webpage. Go to the office to get the form. Hand in the financial report with the signatures of the president and financial secretary and society chop before a month after the end of the event.

Cheng Man Hin: Just staple the receipt together?

Lee Wing Kei: Photocopy them, right?

Lau Wing Sum: Which part can be claimed with highest preference?

Lee Wing Kei: You cannot claim without a deficit?

Lau Wing Sum: They have preferences on claiming. They will most likely honor your claim if it is related to promotion and administration. If they send email to ask you to retrieve the subsidy, when you should retrieve the subsidy?

Lee Wing Kei: One month?

Lau Wing Sum: No. It's six months. What is the consequence if you can't retrieve it in time?

Lee Wing Kei: Interest. No, the money will be deducted.

Lau Wing Sum: By 20%. Will you claim if your cabinet members do not have the receipts?

Lee Wing Kei: Then I would not claim.

Lau Wing Sum: There is another form for items without receipts. Have you seen it? Here's the form. You need the name, reason for the lack of receipt, disclaimer.

Cheng Man Hin: Don't use this unless you really don't have receipt.

Lau Wing Sum: You should set a deadline for claiming money. If they don't have the receipt before the deadline, then judge yourself whether to claim. If they come to you after the deadline, then ignore them. What to write on the receipts?

Lee Wing Kei: Amount, date, function, society chop, signature.

Lau Wing Sum: Only you can sign the receipts?

Lee Wing Kei: Only me can sign the receipts?

Lau Wing Sum: It can also be signed by the president.

Poon Lok Nga: Remember to write the sizes of T-shirts.

Lau Wing Sum: Just mark the events clearly.

Chung Cheuk Hang: What if some people don't want the small denominations?

Lau Wing Sum: How will you deal with currency exchange rates when you use Taobao?

Lee Wing Kei: Through a bank.

Poon Lok Nga: Actually HSBC has an online service with no service charge.

Cheng Man Hin: The website mentioned that you should photograph the online exchange rate at the day, or they will use the rate of 1:1.

Lau Wing Sum: You can use Octopus card in Taobao, and you can mark it down. If you use Octopus, you can just capture the screen. Do you know the membership fee?

Lee Wing Kei: Forgot. \$500?

Fong Kin Long: I paid that for you.

Lau Wing Sum: \$30 per year for full members, \$40 per year for associate members.

Poon Lok Nga: What is our tradition for giving gift packs for year two newly joined members?

Li Wing Shun: It depends on the number of gift packs. You can decide by the number of gift packs you have. We reserved 25 packs, more than the number of year one members but still not enough.

Lau Wing Sum: But not all of the year ones register before year twos. So you should consider yourself.

Poon Lok Nga: Should you write whether the society paper is new or old?

Lau Wing Sum: Supposedly yes. Think about what price you charge for the old society paper. Don't make it too cheap.

Chung Cheuk Hang: We need to charge more for ancient relics.

Lau Wing Sum: Have you read the constitution? What should the financial secretary do?

Lee Wing Kei: Typing the financial report, budget, opening a bank account, issuing receipts, claiming subsidy.

Lau Wing Sum: Who has the authority to sign the cheques and receipts?

Lee Wing Kei: The president and me.

Lau Wing Sum: Who will you open the joint bank account with?

Lee Wing Kei: The president.

Lau Wing Sum: Obviously not Wong Ting Hei. They don't seem like a couple.

Poon Lok Nga: It's the hairstyle.

Lau Wing Sum: The bank officers will ask you why you open the account. You can't answer it is for the society account.

Tso Yee Ming: Wong Tine Hei seems gay.

Poon Lok Nga: Do you need to hold hands?

Lau Wing Sum: No need. Be confident.

Fong Kin Long: Kiss for us to see.

Lau Wing Sum: The officer told me not to have weird transactions or they may terminate the use.

Tso Yee Ming: The officer has really good insights.

Lau Wing Sum: Don't ask if they can open society account. The workers in UST Hang Seng can spot them quickly. You need to say your account is for personal use.

Lau Wing Sum: Which bank would you open the bank account at? The obvious choices are Hang Seng, HSBC and BOC.

Poon Lok Nga: What do you mean by obvious choices?

Lau Wing Sum: Many people use them, don't go to Standard Chartered, the transfers will be easier.

Cheng Man Hin: What do you need to prepare when you set up a counter?

Lee Wing Kei: Receipt book, pen and money box.

Poon Lok Nga: If you have no receipt book will you stop collecting money?

Lee Wing Kei: I would use the computer to mark it down.

Chung Cheuk Hang: You still need to give back the receipt.

Li Wing Shun: It is not recommended to collect money.

Lau Wing Sum: The safest choice is to have an extra receipt book.

Chung Cheuk Hang: Normally this problem should not occur. You should buy in advance.

Poon Lok Nga: What would you do if there are no changes?

Cheng Man Hin: Prepare some extra changes

Poon Lok Nga: You should set the price to be a beautiful one. Don't go crazy for \$63.5. Don't set the amount to be \$63.57.

Li Wing Shun: And have a piece of paper for marking down the amount of money when opening or closing the counter.

Cheng Man Hin: Do you keep the money box in society room?

Poon Lok Nga: I suggest putting it in hall.

Lau Wing Sum: It may not be so safe with my roommate. Firstly, carrying it around is not good. Especially to the Jockey Club hall.

Poon Lok Nga: I am so rich, I have over \$2000 in my wallet all the time.

Chung Cheuk Hang: If it is very urgent then you can put it in the society mailbox. But the better choice is society room.

Lau Wing Sum: Assuming that you have the right lock, it is safer now that the society room requires your student card. That time when the money box is put on top of the cabinet, Pang Ching Yan actually called me. If you can choose the room, you can put it in hall, but remember to find a lock to lock it up. But I prefer in the society room. And buy a new lock. The current one is rusty and unsafe.

Poon Lok Nga: I recommend a lock with keys. Just duplicate the key for everyone. It is very cheap. If someone says they don't have enough cash to apply for a function, will you let them apply now?

Lee Wing Kei: He can ask others to pay first.

Poon Lok Nga: I think writing down the deposit is ok.

Lau Wing Sum: But remember to check the receipt when at time of the event. And ask them to keep the receipt.

Poon Lok Nga: Ask them not to throw away the receipt.

Cheng Man Hin: Need to coax him to join. Let him pay the deposit anyway.

Lam Tak On: What if Lee Cheuk Yin apply for the orientation camp?

Li Wing Shun: Say that the application is already closed.

Chung Cheuk Hang: Cheng Man Hin do you have any opinion?

Lau Wing Sum: Cheng Man Hin I don't have any stock of questions left.

Poon Lok Nga: Will you set a upper limit for something?

Lee Wing Kei: I will ask them to do it first.

Li Wing Shun: What if someone buys something unusable?

Lee Wing Kei: I will still honor their claim.

Lau Wing Sum: If a cabinet member says they need to call a van since the goods cannot be brought onto public transport, will you claim the money? For example metal balloons.

Fong Kin Long: Just deflate the metal balloon. I am not as stupid as a certain former promotional secretary.

Lee Wing Kei: No.

Lau Wing Sum: Last year when they ask me my first response was rubbish. What if the thing is too big that they need to call GoGoVan?

Lee Wing Kei: Collect from other cabinet members because they don't help.

Poon Lok Nga: How is the cabinet late fund? How will you manage late fund?

Lee Wing Kei: We do not have one.

Lau Wing Sum: How is your promotion period?

Lee Wing Kei: We did not spent all.

Cheng Man Hin: If someone join a function, paid, but did not come up, will you refund?

Lee Wing Kei: No.

Lau Wing Sum: If they inform one week before the function, then you can refund.

Lee Wing Kei: This is ok. If someone did not show up in the function of course no. If one week before the event they inform us then I will refund.

Chung Cheuk Hang: If everything was ordered, how can you refund? You can set a range, say within one week.

Poon Lok Nga: Will the price for walk-in be higher? Traditionally it is not, but what is your opinion?

Chung Cheuk Hang: You have to set a rule.

Lau Wing Sum: What if the person has an accident on the day?

Poon Lok Nga: Depends on the type of accident. Like when your toilet lock is broken.

Lau Wing Sum: Don't do this. It is terrible when you don't bring your phone into the toilet. My neighbor had this incident occur to her. Like if his dog died, or if his family member is hospitalized.

Lee Wing Kei: It is sad.

Li Wing Shun: The most important thing is to set a standard for the refund mechanism.

Chung Cheuk Hang: I think you can hold a meeting to discuss about it. You don't have to decide it yourself. What if that person is in the previous sessions?

Poon Lok Nga: This is quite a possibility considering our member base.

Cheng Man Hin: If there is discrepancy between your financial record and your actual money, what would you do?

Lee Wing Kei: Firstly I would find which part went wrong, if I can find it then solve it. Like if we did not give out receipts, paid deposits did not retrieve. If the problem is not found, I think that is not a possibility.

Poon Lok Nga: If a cabinet member is not willing to pay, what would you do?

Lee Wing Kei: Tell him not to join.

Li Wing Shun: But they need to participate.

Lee Wing Kei: Then chase them to pay.

Tso Yee Ming: Stick a big poster in LC.

Cheung Chun Wai: Use force. Last session cannot do this but this session can.

Lee Wing Kei: This is the last resort.

Chung Cheuk Hang: No one knows if it is the last. You can do it at the beginning.

Lam Tak On: Just don't honor their claims for now.

Lau Wing Sum: How would you keep the receipts?

Lee Wing Kei: Photograph them then store it in a file.

Cheng Man Hin: If you know there will be deficits, just stick it on an A4 paper.

Lau Wing Sum: If your cabinet member give you a receipt from two different activities together, what will you do?

Lee Wing Kei: See what item it is, you still have to print anyway. Ask them how much did they print, and divide into the two functions.

Chung Cheuk Hang: Better ask them to divide the items when buying.

Cheng Man Hin: Some stationery shop will just write stationery in receipt. Don't mark this as stationery in your report.

Lau Wing Sum: Put stationeries into "others".

Cheng Man Hin: Don't put in others, money cannot be claimed. Just put it in a random event.

Lau Wing Sum: Will you collect money depending on the financial budget or on all expenditures of the event?

Lee Wing Kei: Depending on the approximate cost of the event.

Lau Wing Sum: Regarding society products, would you ask members to fill in a Google form and order accordingly or order some extra?

Lee Wing Kei: Order extra.

Lau Wing Sum: You would not expect all the extra ones to be sold, will you include the extra cost into the original price?

Lee Wing Kei: Yes.

Poon Lok Nga: It can be a bit more expensive. There is no need to have profit.

Lau Wing Sum: But sometimes the extras can be expensive. You will lose much if the extras can't be sold. During functions would you order food according to the price or quality? Like GRB vs Pizza Hut.

Lee Wing Kei: I think I would consider quality more, because they need to enjoy the function.

Li Wing Shun: Would you order an amount that fits the budget, but is insufficient; or overbudget, but more than sufficient?

Lee Wing Kei: Joining the activity is for fun. So if they come, let them eat better. Any deficits can be covered by subsidy.

Poon Lok Nga: Actually it depends on how much you charge.

Li Wing Shun: If you don't want to charge too much and order some higher quality food like Pizza Hut, it is easy for the food to be insufficient. The food is expensive. If you need to fit the budget, you will have not enough to eat.

Lau Wing Sum: We wanted to fit the budget but people complained that they are not full.

Li Wing Shun: We ordered some rice from GRB, but the participants are adamant enough not to bend for the GRB rice.

Poon Lok Nga: Can you find professors or SCI/home to sponsor?

Lau Wing Sum: School won't sponsor you, but some professors can. A department society with no department has no money. Now we don't even have the room. It belongs to the program but still. If someone walk in and did not bring enough money, will you allow them to join or pay deposit?

Poon Lok Nga: Depends on whether you know the person.

Chung Cheuk Hang: Depends on whether a guarantor exist. On his trustworthiness.

Lau Wing Sum: There are many inactive members. Any other questions

Cheng Man Hin: Can't think of any.

Li Wing Shun: You can comment on your cabinet.

Lee Wing Kei: Chan Yin Hei is a good guy. He is willing to help. He is a good marketing secretary. And marketing secretary is a good post for him, look at those documents on his desk. Same for Pang Chun Sum. They act together. He is nice and helpful. Chang Yau Ming does many stuff as the promotion secretary. He often listens to Kam Wa Mei. I appreciate his efforts. Kam Wa Mei makes beautiful design, like folder and nominated cabinet paper. But she deadline fights and even post-

deadline fights. Wong Ting Hei is okay. He fulfils his responsibility. He mediates intra-cabinet relations, has good relationship with cabinet members. He is an okay friend with cabinet members. Sit Hiu Chi is not authoritative as a president. Sometimes his instructions are unclear. e.g. "Last year got budget?" He urges people to work, but did not complete the year plan and still asking for the financial budget. At least better than someone.

Lau Wing Sum: Don't worry. You haven't reached the nadir yet. (Pointing at the president.)

Lee Wing Kei: Cheung Chun Wai is nice, he lent a pair of scissors to me.

Chung Cheuk Hang, Poon Lok Nga & Lau Wing Sum: Why is your standard so low.

Lee Wing Kei: He is a good guy. He works on the minutes properly. Kan Ying Hei is a very nice person. She has good relationship internally and externally as an external vice president. She is good with cabinet members, we know what she needs us to do, the instructions are clear. I have full understanding of her job.

Lam Tak On: Swap chair to Li Wing Shun.

Lee Wing Kei: Chau Chun Yin is toxic, I did not talk to him very much. But at least he has a fine relationship with everyone in the cabinet. The academic performance of Lam Ka Chung suits his post. He was quick to communicate with professors. He helped make the decoration and games during the promotion period. He helps others outside of his own duties. That's it.

Lau Wing Sum: Cheng Man Hin.

Cheng Man Hin: Nothing left. You decide.

Poon Lok Nga: Your Honor, I have no further questions.

Lai Sun Yu raised the procedural motion to break until 20:00 at 18:57. Tai Wai Ting seconded. 15 For 0 Against. The motion was passed. Li Wing Shun: Swap Chair to Lam Tak On.

Li Wing Shun raised the procedural motion to lay the discussion of agenda item 8 on table at 20:01.

Lau Wing Sum seconded. 15 For 0 Against. The motion was passed.

Agenda item 5. To receive and adopt the Annual Report of IRESS, HKUSTSU, Session 2017-2018 & Agenda item 6. To receive and adopt the Annual Financial Report of IRESS, HKUSTSU, Session 2017-2018

Li Wing Shun raised the procedure motion to resume the discussion of combined agenda item 5 and 6 at 20:02. Lau Wing Sum seconded. 15 For 0 Against. The motion was passed.

Orientation camp

Lam Tak On: Swap chair to Li Wing Shun. The items for orientation camp that have not yet been passed are games. Anyone has any question regarding thing other than the orientation camp? Last time we talked about general details, the schedule and meals. We have not passed games.

Cheung Long Him: Why did you not divide the rooms earlier on day one?

Lam Tak On: We had a room division table. But after we got the room, we did not divided the room numbers. We also did not know which of the rooms are triple rooms.

Cheung Long Him: Why did you get fewer rooms?

Lam Tak On: The predicted number of participants is off.

Cheung Long Him: When did you confirm the rooms?

Lam Tak On: Confirm on 24 July, the freshmen have not yet registered.

Cheung Long Him: Did you need to pay on that day or just tell the school how many rooms you need?

Lau Wing Sum: Tell them the number of rooms.

Cheung Long Him: You can claim a large number and pay less.

Lau Wing Sum: Yam Wun Kwan did not tell me I can do this.

Cheung Long Him: Maybe our year cooperated with engineering so the situation is different. We used hall 6 together with Chemistry. We called 100 and did not use all of them. We gave the remaining ones to Chemistry.

Lau Wing Sum: Yam Wun Kwan did not tell me.

Cheung Long Him: I have no idea whether I can do so because our year was messy. Maybe next session can ask the school if they can do this.

Lam Tak On: It is bad if the leaders need to sleep at their own halls. Any other non-games questions?

Cheung Long Him: Have you passed day 2 and 3?

Lam Tak On: Game details are not yet passed.

Cheung Long Him: Okay, I don't remember details, but I let it go.

Lee Wing Hang: some freshmen focus on small groups, how to avoid such situation?

Lam Tak On: The aim of the orientation camp is to let the freshmen know each other. The executive committee and leaders should be aware of this and try to remove them one by one. Break them down.

Lau Wing Sum: Don't worry this year there is no Wong Yat.

Li Wing Shun: We can briefly tell the leaders about this problem so it can be prevented.

Cheung Long Him: What is thinking group board? You should come up with more ideas and give them to the leaders.

Li Wing Shun: Group board include dem beat?

Cheung Long Him: Giving sample and advice is good, you should try to give more ideas to the participants.

Chan Siu Man: Why did you change to barbeque this year?

Lam Tak On: Last year was hot pot, We thought that hot pot is not a very good idea. Hall common small, was a bit crowded. So we wanted to try another style. I remember there was barbeque in previous years. Both are not perfect, so next cabinet can find a third option.

Chan Siu Man: Can you talk about the job division on the second day?

Lam Tak On: The second day was dedicated to the theme game. Two led the city hunt, two prepared the room escape.

Chan Siu Man: How many of you bought things?

Lam Tak On: Non theme game team consists of 2 following the groups, 4 free to buy things.

Li Wing Shun: There was an accident when preparing for the games, we needed to buy day 3 beach game on the second day. So the focus was not only on barbeque materials.

Chan Siu Man: What about the afternoon?

Lam Tak On: Theme game team and the ones following the groups held the game. The ones following the groups were free to do other things. Others started the fire.

Chan Siu Man: So the beach game materials did not require 4 people to buy? Secondly now you have 6 people, why do you need to ask freshmen and leaders to start the fire, while every executive committee member is absent? You should not ask freshmen and leaders to start the fire. Why did the executive committee members stand there and did not help?

Cheung Long Him: Actually they asked me for help, and I thought I can start all 6 fires within time, but the firefighters didn't work.

Li Wing Shun: Those firefighters don't work.

Cheung Long Him: If I had proper firefighters then it would have been on time.

Chan Siu Man: If you buy those from Parkshop directly it never works, those that work are from the honey, which are better.

Cheung Long Him: Don't buy eco firefighters.

Chan Siu Man: Buy the red ones.

Chan Siu Man: How did you prepare drinks?

Li Wing Shun: Not all 4 people went to buy game materials, some prepared barbeque fork. We took forks from other societies and washed by hand. Since those are from neighbouring societies that was done by hand by our people. At night, we got ice, and asked GRB to take after dinner peak hour. We went after 20:00.

Chan Siu Man: McDonald's did not allow us to market ice?

Li Wing Shun: I asked LG7 only GRB would give. APC and Milano said it was a school restriction and could not help

Chan Siu Man: What do you think about the food and drinks? Were there enough food or did the food that you want disappeared quickly? Many chicken wings remained, but steaks were eaten quickly. We ran out of drinks very quickly. I think 1L per person is basic. The most difficult part of barbeque is marketing drinks and keeping it cold.

Lam Tak On: Yes.

Chan Siu Man: In the hall common, the fridge can be used, even though they are not very useful. What if your drinks are still warm at for example 19:00?

Li Wing Shun: The main problem is the number of drinks. If we had sufficient drinks we may not need to take all cold drinks to the barbeque site at once.

Chan Siu Man: You could buy some ice before 20:00. Our drinks this year were late and consumed quickly. Did you remind the participants that there would be barbeque so that they could bring fans and mosquito repellent?

Lam Tak On: We did not specifically tell them there will be barbeque.

Chan Siu Man: It is very important, because they can prepare for it and fans would be helpful in starting the fire.

Li Wing Shun: We mentioned mosquito repellent, but not fans.

Lam Tak On: Welfare pack included mosquito repellent but it was not useful.

Cheung Long Him: If there is a small talk, don't start it in hall, as they may get back to hall and play. After they bathe people would group and play games, cards, etc. So better hold it in common 5+6.

Lam Tak On: We considered that they have bathed so better let them to stay in hall.

Cheung Long Him: After bathing people would want to either sleep or play room games.

Sit Hiu Chi: how to predict the number of freshmen participants before the registration day?

Lam Tak On: 20 spaces for IRE freshmen and some more for others. About 30.

Li Wing Shun: You can also restrict the orientation camp participant number. You have the right to reject.

Lam Tak On: In principle we don't reject freshmen, but you have the choice.

Li Wing Shun: We should consider IRE freshmen first, or discuss in the group and tell someone that they are rejected. Some societies do that already in order to balance the gender ratio.

Lam Tak On: And usually the IRESS orientation camp is not likely to be full. As Yam Wun Kwan is not here, we shall talk about theme games first. On the first day, two of the executive committee members argued. One of them disappeared. The night hunt on the first night is about saving the disappeared exco. City hunt is to find clues of the murderer/culprit. The one disappeared was Yam Wun Kwan. We took Yam Wun Kwan's phone, sent WhatsApp messages to the participant group and asked them to go to different places. After going to final room and finished the mission, they saved Yam Wun Kwan in the next room. We prepared 8 check points, abandoned one and added a bonus task. The reward was one hint for the culprit.

Cheung Long Him: Did you play all games during the demonstration? Because it takes really long to walk to all the places.

Lam Tak On: We did not play all the games or walk together. We separated them.

Cheung Long Him: The games are okay but the path was too long. But walking and playing together is tough. And we have already play quite a lot of ice breaking games in the morning so it is a bit tough.

Lam Tak On: We wanted the freshmen to experience skywalking.

Cheung Long Him: From Cheng Yu Tung Building to wisdom stone.

Lam Tak On: Lee Shau Kee Building to wisdom stone, it is a bit long.

Cheung Long Him: Games are not problematic, but the games together are tough/ 8 ice breaking games in the morning so really it's too many. You can try to walk beforehand so you will know this is really tough.

Lam Tak On: Lee Shau Kee Building and Institute for Advance Studies are rare for IRE students. It is not really required to bring them to Lee Shau Kee Building and Institute for Advance Studies because freshmen will not go there very often. Skywalking experience is okay though.

Cheung Long Him: And the skywalk has air conditioning.

Lam Tak On: Skywalking is a useful skill. I recommend keeping this.

Cheung Long Him: Did the two groups have different speeds?

Lam Tak On: Yes. The difference in speed is huge, even with the bonus task the time gap is still large. Because the people leading the teams have different standards on whether to let them pass or not. The participants also have different abilities.

Cheung Long Him: The slower team should be allowed to pass the games easier and vice versa. But it is good to allow the faster group to sit in an air conditioned room.

Lam Tak On: In the demonstration we did not discuss this. Two team leaders interpreted the standard quite differently.

Li Wing Shun: Because we have a coordinator, he should coordinate the time.

Lau Wing Sum: swap chair to Li Wing Shun.

Cheung Long Him: Did the participants have any problems?

Lam Tak On: Any question for participants? Anyone thinks that campus hunt at night is not good?

Sit Hiu Chi: There are advantages for the night hunt, e.g. it was not that hot at night. However some games are boring for participants, e.g. the one at LG3, participants are to join one by one, so people got bored and started doing other stuff. Also the one at Life Science common, that was too easy.

Lam Tak On: The games should allow all participants to join. The majority of the time was city hunt, room escape, but less on night hunt.

Chung Kam Hin: Our design considered the night hung as a casual mini game, even we did not put much time on it, the game should turn out okay. But it was not the case.

Lam Tak On: The demonstration and walking should have been done together.

Sit Hiu Chi: The place for the final room is a bit chaotic.

Li Wing Shun: The next session should have some sign.

Lam Tak On: The final room was 1103, which is not large, it is the only room we can have. There are too many chairs, people searching for stuff in that room is too dangerous and crowded and messy. So either find a larger room or just abandon the task. We did not have the choice for another room.

Chung Kam Hin: Another concern about choosing 1103 is that we need to find a room where there is a space to hide Yam Wun Kwan. 1103 has such a space.

Lam Tak On: If we have chosen a normal classroom, then we would need to find something to cover him. Then everyone knows.

Cheung Long Him: You can hide Yam Wun Kwan in a random hall room.

Lam Tak On: We didn't want the participants to walk too much, but they are going back to hall anyways.

Cheung Long Him: Just suggesting a way to solve it.

Lam Tak On: The city hunt has two routes. Both teams completed the two routes. One in Choi Hung, one in Tseung Kwan O. But the Choi Hung one was shorter. When the Choi Hung team was in Tseung Kwan O, the Tseung Kwan O team still have not left. The Tseung Kwan O route is bidirectional, so starting from either Tseung Kwan O and Hang Hau is okay. The team in the morning started at Hang Hau, the one in the afternoon started at Tseung Kwan O. Not much difference because the games are not interrelated. Originally we wanted the participants to compare the prices of news cut on the walls, but the news cut disappeared on the day. Luckily we took photos of them. We wanted to introduce the Jockey Club hall to the participants, but this game was a failure as the participants all went to the air conditioned shopping mall. Both groups completed the plant task as we only require players to find some portion of it. The roaming task in the market was disturbing to market stalls. Taking photo in market is not a good idea because it disturbs them. For the theatre, it would be noisy if all of us go in. The notice counting was difficult, it is easy to count wrongly, but our standard was too harsh. Counting a number near the target is already okay, from reflection by the leaders. It is mainly for the mood.

Cheung Long Him: It is very disturbing if we find vegetables and fruits but do not buy them. A lot of people gathering, picking up vegetables, then setting them down, it is disturbing.

Lam Tak On: There was no picking up.

Cheung Long Him: Still disturbing though. It was very sunny when going to Tseung Kwan O circling and Choi Hung parking lot roof.

Lam Tak On: Leaders should remember to prepare fans, umbrellas, hats, water, snacks, etc.

Cheung Long Him: Other than counting stuff, the other games are playable. As count notice is tiring, and it is our last point, we somewhat didn't want to do it.

Lam Tak On: Actually that spot is quite famous so we wanted freshmen to know. We wanted to introduce famous sites and those they should know. Like the bridge can look at the Jockey Club hall. Sweet soup shop can go to have snacks.

Cheung Long Him: If you cannot think of a good game, then the easiest task to do is taking photos. Taking a big photo is also ok. How much budget for food per person?

Li Wing Shun: \$40?

Lam Tak On: Impossible.

Lau Wing Sum: \$45.

Lam Tak On: If it is not enough then they pay by themselves.

Lau Wing Sum: It supposedly is so.

Cheung Long Him: Did everyone ordered within the budget?

Lam Tak On: We did not exceed the budget.

Cheung Long Him: Do you think that \$45 is okay? I feel it is okay.

Ye Jeff York: It is enough for lunch.

Sit Hiu Chi: Back to Choi Hung estate, we went there at around noon, and leaders stayed at shaded area. What if the leaders don't want to play?

Li Wing Shun: This is why the demonstration is important.

Lam Tak On: This is not good, the leaders should be staying with the participants. I admit that the games are not good. But the executive committee should force the leaders to be there. The executive committee should gather the participants and leaders.

Li Wing Shun: The demonstration should not be done only by the executive committee. Find some friends and leaders. Be careful in dividing game, so every game would have leaders willing to carry the atmosphere. Balance the people to carry the atmosphere, it is hard for the executive committee members to do it alone, as they have to look after the participants and it is hard to persuade the leaders.

Lam Tak On: About the demonstration, we found leaders for the city hunt and room escape. No leaders for the night hunt demonstration. Some games are nerfed during the demonstration to be less tough. The only game that was not changed was the last one. Room escape was the main part of the camp, and we put most of the time on it. Every room had a site, we asked them whether to rest or not, they said no. Last year we were asked if we wanted rest, so we predicted this year to be the same. But no one wanted so omit this. We still need to consider the possibility of this. If people want to return to hall then do so. Otherwise your schedule gets messed up.

Cheung Long Him: Did you consider the possibility of adverse weather condition during the city hunt?

Lam Tak On: We planned some spare tasks for such situations. They are not well developed. We would mainly stay indoors. But raining was unlikely according to the weather forecast.

Cheung Long Him: If the next session wants to hold a city hunt, be prepared for adverse weather conditions. My year and the year before both happened to rain during the city hunt.

Sit Hiu Chi: If people do not want to move after playing for a while, is city hunt too long?

Cheung Long Him: Every year the seniors said that the city hunt is too tough so no more city hunt, but I don't know why there is still one every year. You can consider whether to keep it or not.

Lam Tak On: We wanted the freshmen to know more about the places that UST students often go.

Sit Hiu Chi: Would you include more indoor places?

Lam Tak On: It can be planned better. We tried our best to allow them to stay indoor, like theatre, market, Nan Fung Plaza, etc. After all if you can do it indoors then do so.

Lai Sun Yu: It is hard to connect tasks to only play indoor - theoretically it is possible but it would be hard.

Lam Tak On: If all routes are indoor then they may need to walk more.

Cheung Long Him: Indoor place may not be very suitable as we have many people.

Lam Tak On: Before room escape, so we brought them to toilet then to the room, as they have to stay there. We pretended to lock the room but did not actually lock for safety. An executive committee member stayed at the door to prevent participants from leaving. The participants got a letter introducing the game. The envelope itself is a clue. They need to solve the clue for every branch. The main branches should be solved in order to unlock side branches. We did not want the games to include specific knowledge that not everyone can solve. So we left those game in side branches. None of the freshmen said that they wanted to leave after the main branch is completed. We expected the participants to get stuck at the task with Audacity so we provided the user manual for them. It turned out that they are aware of that but were unable to solve the previous tasks. Jobama reflected that the linguistics game is too difficult and few people know about this, so we provided some hints. Also we reminded the participant not to try this branch. The result was unexpected, as both groups successfully solved it. Possibly because we gave the hint. The preparation was in reference to the experience last year, where the lack of a person with specialized knowledge was detrimental to the overall performance. Do not expect games that are too academic in the orientation camp. It is okay to be hard but not academic. The participants were not sure which group they should solve.

Cheung Long Him: I do think the games are too difficult.

Lam Tak On: The trend is that every year is better than the last.

Cheung Long Him: I know you are great Lam Tak On. You have to consider non-IRE student in these games.

Lam Tak On: Yes you don't have to be so tough.

Sit Hiu Chi: If you do it again now, what theme would you choose.

Lai Sun Yu: We did not put some specialized knowledge in science here, everything can be Googled.

Lam Tak On: I would go for great branches, history, computer science, but not linguistics.

Sit Hiu Chi: Maybe you need a computer when solving tasks, but there is only one computer in the classroom.

Lam Tak On: Indeed this is a problem. Ask the executive committee members to prepare their own computers.

Chung Kam Hin: You can create room-related tasks, it will resemble a room escape more.

Cheung Long Him: What if people do not join intensive thinking tasks?

Lam Tak On: Firstly, we can encourage the participants. See if we can help them, for example, if they find the task too difficult. If that fails, let them search whether there are clues still hidden in the room.

Cheung Long Him: I think the games are a bit difficult, so some may need to sit still for like 3 hours.

Lam Tak On: Therefore we should try to let him engage in the work.

Cheung Long Him: Try to include menial work.

Sit Hiu Chi: If you have briefed the leaders before, they would know the answers and cannot help with anything?

Lam Tak On: This is not good. A problem is that many leaders came to the demonstration, so they know the answer. We didn't want to let them spoil the game, so they didn't have much work to do, and just sat at a corner. The leaders also need to sit still. There are many ways to solve this. You can have some points where the leaders are allowed to give hints when the participants are stuck. Or ask some leaders to help prepare barbeque.

Li Wing Shun: Or don't let the leaders join the demonstration at all.

Yam Wun Kwan: I prefer to have leaders not join the demonstration and participate in the game on the day, so they don't give up on the day. The executive committee members guiding them is good

enough. So the problem is finding people for the demonstration, as leaders are the most active people in IRE network. You may need to find your own friends to help.

Cheung Long Him: It's fine to let leaders join the demonstration, they can help give hints since the game is hardcore. How long did you prepare for it?

Lam Tak On: From the very beginning, we started thinking about the details since April or May, and refined it until a few days before the event.

Cheung Long Him: Do you think you devoted too much time on it?

Lam Tak On: Yes.

Cheung Long Him: Actually the orientation camp and other activities all need time for preparation. You can't spend too much time due to study. So you need to plan the time more efficiently.

Lam Tak On: We are more available for the orientation camp, it is during the summer break after all. Even though we have UROP and summer courses, we were still more available. Do not invest too much time on something. Also we ignored the storyline and the connection between different parts of the theme game. Manage the preparation work better. We would discuss other games. Go to ice breaking.

Yam Wun Kwan: The ice breaking games are played on day 1, 13:45-18:00, before going to the hall. We planned many games for ice breaking, but which ones were played depended on the flow. Balloon break was not played due to a lack of demonstration and the fact that the balloons were unbreakable. There was a 30-minute talk from our sponsors.

Cheung Long Him: Did you prepare for the participants to be trolling?

Yam Wun Kwan: No. We discovered that they are doing so and we ended the game immediately. Mainly we considered the time. If the time runs up, then we would end.

Cheung Long Him: Give breaks, or you give hints. Don't let it be so demanding and prepare for the games at night.

Yam Wun Kwan: Okay.

Cheung Long Him: The games are fine, at least they are playable.

Yam Wun Kwan: Any opinions from freshmen?

Pang Chun Sum: Wong Ting Hei thinks that he did not participate in the soccer game at all.

Sit Hiu Chi: Those next to him (Wong Tsz King) are very active and too tall.

Pang Chun Sum: Seems like Wong Tsz King sits next to him.

Yam Wun Kwan: Yes this game may make some people disadvantaged. The participants sit freely so they put the tall guys in the center. This game can be played less and others more. Any further questions? Beach games were played on day 3 morning. We went to Clear Water Bay at 10:00. We planned a few games for them to play. There were great leaders like Leung Chung Sum who brought up the atmosphere by charging out. Another problem is that we left the hall somewhat late, but we have executive committee members who reserve the venue quickly. But problem was not big as some executive committee members were at the site to reserve. And the collection of water is also problematic. The buckets are too small, and executive committee members need to go back and forth to the faucets.

Cheung Long Him: Any water-transportation notes?

Yam Wun Kwan: Get big buckets.

Li Wing Shun: Big buckets are expensive.

Yam Wun Kwan: The previous concern is that big buckets are rather expensive. A cart can also do it. What was done before?

Cheung Long Him: The same last year.

Yam Wun Kwan: If we use a cart then we need to borrow it from somewhere, which is rather inconvenient.

Cheung Long Him: You can try to conceive alternative methods. And the masters of ceremonies should prepare to explain the rules of the games. Some freshmen may not know how to play them.

Yam Wun Kwan: Demonstration is important.

Chung Kam Hin: We had been chased away from our spot once. We must note where we are allowed to play, rest and put bags.

Cheung Long Him: When does the executive committee members go to the beach?

Yam Wun Kwan: Fong Kin Long and Tai Wai Ting went.

Tai Wai Ting: We got on the bus at 07:00, arrived at 07:30-08:00.

Chung Kam Hin: We set up the venue originally, however someone objected. We have to remove the stuff we set up and do everything again, which is troublesome. Also this time we were chased away during preparation, which may be a blessing. They started to become suspicious when we started setting up; if they drove us off after the games started, it will be much more troublesome.

Tai Wai Ting: Clear Water Bay is next to some pipes. We first settled down somewhere near the water source, and we shifted to a place to the right side.

Chung Kam Hin: Originally we chose a place so that we can have a shorter distance to the sea, which is half of the final position. Be careful. The area near the public shower is not recommended as people will force us to leave.

Yam Wun Kwan: Any opinion from the freshmen? Any fun from getting wet?

Fong Kin Long: The executive committee is played by others.

Lee Wing Kei: Initially it was boring. But the atmosphere came up afterwards. People were reluctant to get wet.

Yam Wun Kwan: Tell Leung Chung Sum to participate the in the orientation camp.

Cheng Man Hin: Beach Game you need time for transportation, right? Some seniors reflect that if you need time for transportation, then don't waste time on breakfast, go to McDonald's.

President

Cheung Long Him: What did you do this year?

Lam Tak On: Basically I have did lifting. I lead the executive committee throughout the whole year, and contributed to the events, especially games. All sorts of games and stuff. My functions are the orientation camp, information session and annual election. For the orientation camp, I devote the most to the theme game, but ignored most other parts. Insufficient time on the orientation camp, obviously. For the information session, I reminded others to upload a PowerPoint, set up the date. For the annual election, I formed the election board, and handled other menial stuff. For the annual general meeting, I asked for the availability of people, fixed the time and venue. In the later period (2018), I issued some more emails.

Cheung Long Him: How was your performance?

Lam Tak On: Not exactly abysmal, but have much room for improvement. As a president, I should have led more. But I don't have authority, and didn't pay enough attention to deadlines. I relied on Li Wing Shun too much. My sense of deadline is weak. Not quite bad in my point of view.

Cheung Long Him: Everyone deadline fights, it is a terrible practice as you should probably have experienced. Remember to take heed of the deadlines, plan the schedule, or else the events will be ignored until the last minute.

Lam Tak On: I have the problem of deadline fighting, therefore the situation is worsened.

Chan Wing Kin: What is your suggestion for the next session for this particular problem?

Lam Tak On: Reasons for deadline fight are procrastination and too many deadlines. The latter is rather difficult to solve, as the academic workload is high. You should solve by better time management. For the former, procrastinators should understand that the consequence is severe. Yet it solves nothing. Try to use all means to motivate yourself. You really need to rely on others for motivation.

Cheung Long Him: Try to set up a schedule in your phone or other places.

Lam Tak On: The problem is that I have set up a schedule but I didn't follow.

Cheung Long Him: In your session, some members have doubts on your work . What do you think? Many members have doubts on your leading ability. Do you think this grounded or just a stereotype?

Lam Tak On: I am a real deadline fighter, and the outcome is often not so good. As aforementioned, my sensitivity towards deadline is weak. Therefore the quality is not good. This is my problem. It is my fault.

Cheung Long Him: Do you think the criticisms are unfounded, and do they affect your performance?

Lam Tak On: I think some of them is correct and I attempted to correct but in the end I could not, even if I accept the criticisms regardless.

Cheung Long Him: What is your position / role in the cabinet?

Lam Tak On: I attempted to be a leader for the functions. But in many times, Li Wing Shun reminds me a function is close and Li Wing Shun and I will remind the person in charge to call a meeting. Administrative stuff was partly done by me as well. And other cabinet members tend to view me as a mascot.

Cheung Long Him: President should also be in charge of quality control. You need to be familiar with the overall progress of the preparation. But sometimes when I ask you you would tell me to ask Li Wing Shun. The president should help in quality assurance and debugging.

Lam Tak On: Sometimes I can't handle that much stuff.

Sit Hiu Chi: Okay.

Lam Tak On: I tend only to participate in the preparation of games. I help in games, and I didn't do much on others. So I can't answer much about these aspects from the members. I don't remember much event details so I cannot answer. Were they to ask game-related questions then I would have been fine, but it never happens.

Chan Wing Kin: Will you discuss with the person in charge a week before the event about the rundown, potential issues, etc.?

Lam Tak On: mostly not as we will discuss the rundown in group and less discuss in person with pic except I spot a big problem. I seldom talk to the persons in charge in private unless there are big problems, which doesn't occur in the span of a week.

Chan Wing Kin: Can you do things in the WhatsApp group?

Lam Tak On: Actually yes, we can achieve a conclusion in the group. It may however be sub-optimal. May not be the best conclusion, but at least not a bad one.

Chan Wing Kin: How do you prepare for the meeting?

Lam Tak On: I prepare the agenda at the beginning, but this job is left to either Li Wing Shun and the general secretaries at later times. In the meeting, I will guide the flow of the meeting and contribute to opinions if necessary.

Chan Wing Kin: Why don't you set the agenda?

Lam Tak On: I might not be familiar with the function. At other times, I am too busy. I also heard opinions that the agenda should be left for other cabinet members.

Chan Wing Kin: Okay.

Lam Tak On: My work may not be that comprehensive. It would be better to let others to do it.

Chan Wing Kin: How should the next session do to be better?

Lam Tak On: It depends on the next session, this will be done by Wong Ting Hei. They just have to find a plan that everyone agrees.

Sit Hiu Chi: I will discuss the agenda in the group and I would ask Wong Ting Hei to write the agenda then everyone agrees.

Chan Wing Kin: If you think it's okay then it's okay.

Lam Tak On: The most important thing is to let the cabinet members understand the information and the flow of the meeting.

Chan Wing Kin: Okay. Did you sidetrack during meetings?

Lam Tak On: That is quite frequent, but we would realize that often and go back to the topic. Tai Wai Ting would realize the issue and bring us back to the right track. But the frequency is rather high, especially when talking about games. If we start to talk about meal arrangements we may start to do strange things with the topic.

Chan Wing Kin: The president should try to help ensure the flow of the meeting. I heard that your relationship with other cabinet members is bad. What did you do to mitigate the situation?

Lam Tak On: I think that this problem gave me some pressure, and members are not satisfied with our performance. I have to accept the criticisms. The executive committee also got angry and I have to bear the brunt of it as well. To be frank, my interpersonal relationship is not good. I didn't face it myself, I found the internal vice president to help me.

Chan Wing Kin: Does this affect your performance in for example the division of labor?

Lam Tak On: It depends on whether it can improve in the next function, although there are some less specific complains that may not be easily corrected. But personal criticisms can be hard to deal with.

Chan Wing Kin: Will personal relationships affect the workload you give to a specific person?

Lam Tak On: Actually no. Usually the division of labor is done by the person in charge instead of me. I will not interject and backstab people, I look at it objectively and see whether they are suitable, when I review it upon request.

Chan Wing Kin: When you urge somebody to do thing, would you feel embarrassed?

Lam Tak On: Not often in the beginning. But later the cabinet members didn't respond to me very kindly when I pressure them to work. I often ask Li Wing Shun to persuade the others instead.

Cheung Long Him: Then what is the biggest challenge for bearing the post?

Lam Tak On: Towards people, either members or cabinet members. I am bad at interpersonal relationships. I can't answer queries and criticisms from members well.

Chan Wing Kin: What do you think is the role of an ideal president?

Lam Tak On: I think during the midterm examinations, everyone don't want to work, the president should stand up to ask people to work. Or when some cabinet members are busy and do not participate much, he should push the cabinet members to work. If there are many functions, he has to ask everyone to discuss, but not procrastinate. During midterms and finals if people have too much work to get by, he should redistribute work and make people get to work better.

Chan Wing Kin: Remember to remind the next president.

Sit Hiu Chi: You should let me have a bit more time to answer your queries about the cabinet members. Don't expect me to come up with an immediate answer.

Lam Tak On: I had to publish notices and emails, but I know I should have asked earlier.

Sit Hiu Chi: Sometimes there is miscommunication. I am not replying to WhatsApp quickly enough. I think that communication is bidirectional.

Lam Tak On: But I have no chance to ask you to do things anymore.

Sit Hiu Chi: But the instructions could have been more clear. Like you have to tell me where to find the constitution and internal regulations, not just asking me the content of the constitution.

Chan Siu Man: If the president has reminded the cabinet members, but he still does not do anything, what would you do?

Lam Tak On: Putting the focus on academic work is understandable in IRESS, but the function needs to be done. I need to find somebody to finish the work, usually Li Wing Shun. After the event, during the evaluation we would find out the reason why that happened. The important thing is to find somebody to do the work first.

Sit Hiu Chi: For example the polling on Wednesday, we have SCIE 1500. You decided on the counting time of 18:00 before many people have replied, and they opposed as they want to attend SCIE 1500. You should have been more considerate of the needs of the next session.

Lam Tak On: I have asked you guys and I was in a rush to confirm the notice. That day was the deadline to issue notice and email, that was my fault. The tradition is counting immediately after the polling time, but I changed after receiving the opinion from you. I saw you guys did not respond, I then chose a time seemed good, but it turned out to not be so good.

Yam Wun Kwan: We were late in setting the time, but you can join one SCIE 1500 session instead of two. You should try to sacrifice the session for society duty. I think coming to the polling is your responsibility as in case you are interested in the topic, you can find the professor later, and SCIE 1500 should not be the reason for not going to the counting.

Sit Hiu Chi: The student union was late in setting the time. We didn't know our class schedule at that time. Like society meetings, bidding counters, you should tell us the process beforehand to let us prepare for it.

Lam Tak On: In my memory, I have told you.

Li Wing Shun: I have some comments, the president needs to make decisions and announce the decision publicly. Like in the annual general meeting, we have some miscommunication in the dates of the meetings. Lam Tak On told me to book the venue, but I forgot to announce it in WhatsApp.

Lam Tak On: I just sent the email but did not remind people in the group, this is also my fault. I asked your availability and it was a bit late, and some people do not know there is a meeting. It was effectively me confirming the date and the cabinet members informing me that they could not attend.

Cheung Long Him: The next cabinet should not expect members to answer quickly, expect some members to bluetick and have extra time for follow up questions.

Li Wing Shun: In the session, some members have some opinion on you, and you did not improve. Some criticism is about why don't you have a Facebook account, or why you wear grey socks with suit. How do you judge the opinions of members? Whether they are valid opinions or they trolling?

Lam Tak On: Like when I don't know about the detail of a function, then I will just try to know more about the function in a later time. Your two points are more specific, like I only have a pair of grey socks, I don't have time to go out to buy a pair of black socks.

Tai Wai Ting: I have to tell you that my black sock was brought from LG7 Parknshop.

Lam Tak On: Another point is that I have a personal disdain towards social media, actually I do not have a strong reason not to do it, as I know I should do some social communication as a president.

Li Wing Shun: How would you suggest the next president to deal with criticisms, to hold his opinion or to adapt?

Lam Tak On: I think as a president, you need to be willing to take the criticism. Like accepting the opinion regardless of its truth value. And you need to follow up on the criticisms. But you should change only if you think the opinion or suggestion makes sense. If you don't think so, the solution

would not work. Regarding how you judge the opinions of members, you should think of a better solution to at least improve the situation.

Chan Wing Kin: I think this attitude has some kind of problem. You should not expect the member to be wrong. You can discuss with your members about the problem actually. To judge it yourself is to impose your own ideas. Rather than enduring the negative feedback, you can discuss it in public with the others. I think the people in our society is easygoing.

Lam Tak On: This is a better approach. Some member have some strict requirements

Chan Wing Kin: You should have an open mind to discuss with them at first, although later have some principle problem.

Lee Mang Hei: If you can choose again, will you be the president?

Lam Tak On: I think me being the president may not be the best. Perhaps I will not suggest and insist to be the president.

Lee Mang Hei: What post will you take then?

Lam Tak On: Perhaps more technical posts, for example general or academic secretary, who does not need to face people frequently.

Lee Mang Hei: Knowing your personal limitation is a good quality.

Chan Wing Kin: Let's go with the standard stuffs. Give a few words to each of your cabinet member.

Lam Tak On: I would like to say thank you to Li Wing Shun. I would definitely have been through a non-confidence voting if I don't have Li Wing Shun as the internal vice president. He sent reminders for going to functions and meetings, and starting to work. He reminded me of the deadline to finish my work. Li Wing Shun will coordinate the interpersonal relationship, keeps me from arguing. Yam Wun Kwan performed the external work well. He should report what he is doing externally, instead of just telling others "oh I have done this and that, just follow me." Lau Wing Sum is a good financial secretary, does her job fine. Many things are good. She deadline-fought with the financial report, but other things are done very well. She would remind people to do things, remind the design, receive opinions from members, also handles the opinions of senior members and gradates. Fong Kin Long types the minutes during every meeting and puts a lot of effort into minutes editing. Sorry for not

being able to pass minutes on Thursday. He helped us in other parts, for example game design. Lai Sun Yu deals with emails, though in the later part of the year I assisted much at it. He may be more introverted and taciturn, but his opinions are concise and broad. One of his problems is his interpersonal relationships. He might not have to insist on something, such as thinking if some effects cannot be done, which is bad. Feng Zhijie helped us design many posters. Sometimes the designs are finalized quickly or left to Yam Wun Kwan to do. But the designs are well and done promptly. I don't have much personal contact with her out of work, but she is a competent promotion secretary. Chung Kam Hin is responsible for marketing things, although he did not market so much, but they really worked much. He made many phone calls and emails. And he helped us in the theme game design, assisted much in brainstorming games and suggestions. But he should try not to sidetrack too much. Ng Si Long is quiet, she did not participate actively in other cabinet work out of her marketing secretary duties. But if you ask her to do something, then she will do it well for you. Tai Wai Ting is very important, he improved the sources a lot. He also contacted professors. He helped us book the venues for journal clubs and established the Physics journal club. In the meeting, he brings us back onto the right track. Although the ideas may not always be feasible, they are still quite good. Sometimes he does not handle stress well and may react violently. And he may be perfectionistic and too harsh on himself. He does not have to be too harsh to himself.

Li Wing Shun: raised the procedural motion to lay the discussion of combined agenda items 5 and 6 on table at 23:13. Chung Kam Hin seconded. 15 For 0 Against. The motion was passed.

Agenda item 8. To introduce and inaugurate the Executive Committee Members of IRESS, HKUSTSU, Session 2018-2019

Li Wing Shun raised the procedural motion to resume discussion of agenda item 8 at 23:14. Chung Kam Hin seconded. 15 For 0 Against. The motion was passed.

Proposed President

Lam Tak On: What is your duty according to the constitution?

Sit Hiu Chi: Holding general meetings. Signing financial documents. Hold meetings as a representative of the society, except non-confidence voting.

Lam Tak On: How frequently would the executive committee meet at least?

Sit Hiu Chi: At least one meeting per one month.

Lam Tak On: If you discuss much in WhatsApp, you don't need so many meetings, but they are beneficial nonetheless. What are the requirements of general meetings and extraordinary general meetings. Like when?

Sit Hiu Chi: When executive committee member resigns. When the annual general meeting items are not discussed fully. When society official documents are changed.

Lam Tak On: Change in executive committee composition. Change in society documents. Non-confidence votings. What is the procedure for hosting extraordinary general meetings?

Sit Hiu Chi: Need the signatures of $\frac{2}{3}$ of the executive committee or a certain percentage of members.

Lam Tak On: 60% of members. Written request with signatures. The topic to discuss should only be the one on the agenda, the extraordinary general meeting should be specific to one topic. You can discuss only the amendments mentioned in the email. You can only amend one part in each meeting. Any situations where you cannot make an amendment?

Sit Hiu Chi: Only if the amendment does not affect the original suggested motion.

Lam Tak On: If you want to amend, no amendment can be made with substantial alteration of the intended motion, but you can define the "substantial" part. It depends on the opinion of members. The aim of an extraordinary / annual general meeting is to listen members' opinion.

Lam Tak On: What is the quorum?

Sit Hiu Chi: 5% or 15.

Lam Tak On: Maximum or minimum?

Sit Hiu Chi: Maximum.

Lam Tak On: What if the quorum is not met?

Sit Hiu Chi: Count the quorum at 15 minute intervals. If quorum still not met then postpone it. We have to announce it, then the next time with same situation, continue regardless.

Lam Tak On: You may count the quorum at arbitrary intervals. If you don't expect members to come, then only count an hour later. Usually 15 minutes. How quick should you publish the notice of the next meeting?

Sit Hiu Chi: Two weeks?

Lam Tak On: One week. And try to issue an email about the postponement of the meeting as soon as possible. My understanding is that if session 4 is postponed, then session 5, 6, etc. can all be held without the quorum. The interpretation is in the eyes of the beholder. How early should you publish the notice before an extraordinary / annual general meeting?

Sit Hiu Chi: Normally 3 days. If concerning constitutional changes, then 5 days. 5 days extraordinary general meetings.

Lam Tak On: Any items longer than 5 days?

Sit Hiu Chi: 7 days for something, but I forgot.

Lam Tak On: The 7 day is not for general meetings, but the change of executive committee composition. You need 7 clear days for notice. Last technical item, what is the difference between motion and procedural motion?

Sit Hiu Chi: Procedural motion is for combining agenda items? Motion is other stuff.

Lam Tak On: Actually motion is if you go through the agenda in sequence. If you skip an agenda item, then it's a procedural motion, like laying on table, resuming and combining agenda items.

Chan Wing Kin: Why do you want to become the president?

Sit Hiu Chi: Firstly, when I organized the subcommittee function, I know more about the personalities of different participants. In the subcommittee I was not the coordinator. I am perhaps not authoritative, but accepted by many. Overall I think many people will be okay with me. I can connect everybody. I can connect other cabinet members.

Chan Wing Kin: Okay, that's good. What is the role of a president?

Sit Hiu Chi: I think the important thing is to know what you are doing, the meaning of a function. Coordinating the work of cabinet members. Maintaining intra-cabinet relationship. Representing the society, to communicate with others.

Chan Wing Kin: Communicate with other cabinet members to let them know the situation. Some cabinet members may not pay so much attention, letting them know can yield better discussion.

Lam Tak On: Supposedly a president should handle both internal and external affairs. How will you balance between internal and external affairs?

Sit Hiu Chi: I would do more external work. The internal vice president can do more to help me handle internal affairs first and report to me later. But external affairs, like if the external vice president cannot go to a meeting, I should be there. And external affairs cannot be as easily followed up as internal affairs.

Chan Wing Kin: Will you go to meetings with the external vice president?

Sit Hiu Chi: Not external vice president meetings, but I went to society meetings, Seafront meetings, etc.

Lam Tak On: Both the internal and external vice presidents work well, so choosing to handle either internal or external are both fine. I pay more attention to internal work and neglected external work. If intra-cabinet relationship is tense, what would you do to let them return to work?

Sit Hiu Chi: If the work is very urgent, I would follow up the incident first. Contact both sides to hear their opinions, often different people have different concerns. But I would try to understand their thoughts first to attempt at solving the problem.

Lam Tak On: Will you do this alone or with the internal vice president?

Sit Hiu Chi: If the conflict doesn't involve the internal vice president, I would let internal vice president do it. But if the conflict involve the internal vice president, I would do it.

Lam Tak On: What if the conflict does not involve the internal vice president but you?

Sit Hiu Chi: I began to have such thoughts at first, but I realized that it might be better to back off. The opinion of one side may be opaque to the other, so better communication is necessary.

Chan Wing Kin: About the division of labor, would you let some experienced people do the task or let everyone try?

Sit Hiu Chi: It depends on the deadline, like the inauguration ceremony, we are responsible for the promotion, the promotion secretaries are doing the design. But for graduation party, I gave it to the academic sec as our academic sec is strong at design too. So I will try to give different people different work.

Chan Wing Kin: There is no exact answer, if it suits you then it's okay.

Lam Tak On: Will you prefer you leading a event or letting the person in charge lead and you monitor from the side?

Sit Hiu Chi: Neither. I will let the person in charge handle the activity, but will also participate as an executive committee member. I won't act like I am not involved in the event, and I will participate.

Lam Tak On: I mean the leading role.

Sit Hiu Chi: I prefer to give the leading role to the person in charge.

Lam Tak On: If you observe that the person in charge is not good, will you choose to get back the right to lead or lead the person in charge?

Sit Hiu Chi: The latter.

Chan Wing Kin: What is your role in a meeting?

Sit Hiu Chi: Brainstorming, think about what needs to be discussed. Like the evaluation of the promotion period, I informed them in the WhatsApp group, mentioned a little of the details and asked people to prepare for it. I guide the people to work, like how to improve and how to think of the details. An important role overall.

Chan Wing Kin: Will you prepare the agenda yourself?

Sit Hiu Chi: I will give an overall guideline for the internal vice president to prepare the actual agenda.

Tai Wai Ting: How will you comment on your relationship with other cabinet members?

Sit Hiu Chi: In general, it is okay now. There might be some friction and misunderstanding. Like before, I had some conflicts with Kan Ying Hei, we tried to communicate and solve the problem, and to work out her concerns. Earlier I attempted to talk to her about the issue and what I can do to help her. The relationship with the others are fine, nothing special. I can talk with everyone.

Chan Wing Kin: I have no special things to ask and I have to leave.

Cheung Long Him: Comments on cabinet members?

Sit Hiu Chi: The internal vice president is good and smart and have a high efficiency. But sometimes he intimidate the others. He has very high expectations so he may be disappointed by the others. Like when they cannot meet his standard. Overall, he is a good internal vice president. He keeps the good relation in the cabinet, he know the habit of others. The external vice president is work-oriented. She is devoted in her work. She has many other duties, like teaching people in secondary school, but she can still spare her time to do the job of an external vice president. She is busy most of the time but can spare some times to do her work. She has a wide network with other external vice presidents. She can talk with other external vice presidents, and introduced them to me. She is a good communication bridge to other societies. She is good at promotional affairs, often helps the promotion secretaries. Lee Wing Kei is adroit and swift in thoughts. She is able to lighten the atmosphere of cabinet. She did her financial budget quickly. I agree that Cheung Chun Wai is lazy, but he shows up in our work even though he is living in Tai Po and having a day off. The experience is good. He is not that lazy. He gets tired very easily. He can finish a product on time. I didn't communicate with Chau Chun Yin much before. But I found that he is a little boring. His idiosyncratic way of speaking can lighten the atmosphere. His schedule is irregular, he can be hard to cooperate with. Overall his efficiency is high. If he is too tough, the efficiency is lower, and he deadline fought many times. Chang Yau Ming finishes his work very quickly. I am shocked at why he can finish the design so quickly. He is very nice, is not mean to others. He is a peacemaker, understands intra-cabinet relationships. I had prejudice towards Kam Wa Mei at first, didn't know whether she can finish her work. I worry whether she can meet her deadlines. She has extra work outside IRESS. Now that I have talked more with her, I understand her workload. The system is to report the progress, and I asked her whether need to offload some work to the others. Pang Chun Sum is very efficient. He can substitute any role. He devotes a lot of time to

cabinet work. He also acts as a middle person, mediates conflicts. As a marketing secretary, he is responsible. He checks email often, and listens to different sponsor meetings. Chan Yin Hei smiles all the time, and makes others smile. He gets everyone involved in the situation, he will help when I ask him. Lam Ka Chung does not talk much. He talks succinctly. He is smart, can point out the solution when we get stuck.

Fong Kin Long: Do you know the executive committee of other societies?

Sit Hiu Chi: I know the presidents and external vice presidents of the science field.

Li Wing Shun: Would you mind if your cabinet members do something in secret and does not inform you. Or would you like to know all the things?

Sit Hiu Chi: I think I will mind, everyone have different definitions on importance.

Li Wing Shun: What do you think is important?

Sit Hiu Chi: Personal issues or other sudden, important events. If they can, they should inform me as soon as possible, to let me know what happened, and I am very logical sometimes. I may ignore the feeling of others, but I need to know what actually happened.

Li Wing Shun: I have two suggestions. The cabinet should be open to discussions, don't stockpile issues and discuss in private. Keep an open atmosphere. Secondly, when you notice an issue you don't have to give the response too quickly or even don't have to give a response. Letting others give a response might prove to be a better solution.

Lam Tak On: What is your expectation in the following year?

Sit Hiu Chi: Do the event well, and keep the connections of members. Know more people, extend my network. Make this year an enjoyable one.

Li Wing Shun: Can you foresee any points where you will fail?

Sit Hiu Chi: I do the decisions quickly, perhaps judgmental. My friends always remind me of this. I do the judgement before learning all the details, this may cause bad relationships between me and the others. I should listen to others' opinion or ask somebody else.

Li Wing Shun: If you know your tendency to judge before you think, you can let others handle. Letting others handle is not a problem, you may not be involved as the problem is solved by other people.

Lam Tak On: What makes an election successful?

Sit Hiu Chi: Over 40% of the members voting. The number of for and against combined exceeds that of void. The number of for exceeds that of against

Lam Tak On: How many cabinets?

Sit Hiu Chi: One cabinet.

Lam Tak On: What if there are two?

Sit Hiu Chi: If there are two cabinets, then simple majority.

Lam Tak On: Correction, the number of for and against combined exceeds that of abstain. What qualifies a nominated cabinet?

Sit Hiu Chi: Having a name, all members of the cabinet being full members, none of them being on the election board. There should be at least 4 members in the cabinet: the president, the internal vice president, the external vice president and the financial secretary, these posts must be distinct, cannot have other posts. At least one among them must be IRE.

Lam Tak On: Who can be a full member?

Sit Hiu Chi: A full member must be a UST undergraduate under the student union belonging to the school of science. They need to pay the membership fee, both for the student union and IRESS.

Lam Tak On: Who can be an associate member?

Sit Hiu Chi: Everyone apart from full members and honorary members.

Lam Tak On: How to be honorary member?

Sit Hiu Chi: Nominated in an annual general meeting, a vote will be conducted. Usually past executive committees. Otherwise, over 20% nomination.

Lam Tak On: The cabinet of the last year is automatically nominated. Will honorary members exclude membership?

Sit Hiu Chi: No exclusion.

Lam Tak On: One can be a full member and honorary member at the same time.

Yam Wun Kwan: What if someone want to quit?

Sit Hiu Chi: If they tell me first, I would handle it. If they tell someone else first, I would let them deal with it. I will see how much does this affect the cabinet and if others can handle the work. I will try to prevent it from happening.

Lam Tak On: What is the society name in Chinese and English?

Sit Hiu Chi: International Research Enrichment Students' Society, HKUSTSU (Session _-_), 香港科技大學國際科研學生會

Everyone: 香港科技大學學生會

Lam Tak On: What is MBMS?

Sit Hiu Chi: The precursor to IRESS.

Lam Tak On: Although people from MBMS are all graduated, but they may want to join us sometimes.

Li Wing Shun: How much communication do you expect with the school?

Sit Hiu Chi: It depends on the function. If they suggest to co-organize the graduate party for example, I will see how much they can contribute and what we need to provide in kind. Sometimes it may be better to go alone.

Li Wing Shun: No concrete plans so far?

Sit Hiu Chi: Not now.

Li Wing Shun: Don't suddenly suggest this close to the deadline.

Lam Tak On: And ask them to sponsor as possible. Supposedly people from SCI/home will try to know the executive committee of the science societies. Like Tina knows all the executive committee of the science societies. The Dean's office may not be so familiar.

Cheung Long Him: Be more familiar with SCI/home. Last year we had Tang Cheuk Him. This also benefits you as a student. Have the preparation to be the tank.

Lam Tak On: You will be the first one who receive the blame.

Cheung Long Him: They will blame you for not doing the quality assurance well.

Lam Tak On: The president must be one of the injured.

Cheung Long Him: If the president is unwell, then they need to offload their work to the others. As in our session, he was not well, he offloaded his work to others. But if they did not offload their work to others, then the work will be left unfinished. And if you see cabinet members very serious at work, try to tell them to put more time in study and vice versa. So balance between the society and study. If the president does a better job at quality assurance and work distribution then there are no big problems.

Lam Tak On: We didn't follow closely with the availability for the annual and extraordinary general meetings. We should have paid more attention. We can postpone the meeting, but it wastes time. Avoid postponement.

Cheung Long Him: A rather irrelevant question: past presidents have a tradition to skip lessons. Will you follow the tradition?

Sit Hiu Chi: I do it all the time.

Li Wing Shun raised the procedural motion to lay the discussion of all remaining agenda items on table until the next session of annual general meeting at 00:26. Yam Wun Kwan seconded. 10 For 0 Against. The motion was passed.

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

Date: 24-04-2018

Venue: Room 4503

Time: 19:15

Chairperson: Tak On Lam

Minute takers: Wai Ting Tai, Kin Long Fong, San Yu Lai

The business of the Annual General Meeting 2018 of IRESS, HKUSTSU shall be:

1. To commence the meeting;
2. To receive and adopt the agenda of the Annual General Meeting 2018 of IRESS, HKUSTSU;
3. To receive and adopt the minutes of the Annual General Meeting 2017 of IRESS, HKUSTSU;
4. To receive and adopt the minutes of the 1st and 2nd Extraordinary General Meetings of IRESS, HKUSTSU, Session 2017-2018;
5. To receive and adopt the Annual Report of IRESS, HKUSTSU, Session 2017-2018;
6. To receive and adopt the Annual Financial Report of IRESS, HKUSTSU, Session 2017-2018;
7. To vote and announce the Honorary Members;
8. To introduce and inaugurate the Executive Committee Members of IRESS, HKUSTSU, Session 2018-2019;
9. To receive and adopt the Year Plan of IRESS, HKUSTSU, Session 2018-2019;
10. To receive and adopt the Financial Budget of IRESS, HKUSTSU, Session 2018-2019; and
11. To adjourn the meeting.

Agenda item 1. To commence the meeting

The quorum is met with 19 full members present at 19:45. Chairperson Lam Tak On commenced the Annual General Meeting Session IX at 19:45.

Agenda item 3. To receive and adopt the minutes of the Annual General Meeting 2017 of IRESS, HKUSTSU & Agenda item 4. To receive and adopt the minutes of the 1st and 2nd Extraordinary General Meetings of IRESS, HKUSTSU, Session 2017-2018

Wong Ting Hei raised the procedural motion to resume the discussion of combined agenda items 3 and 4 at 19:45. Kan Ying Hei seconded. 19 For 0 Against. The motion was passed.

Poon Lok Nga: I want to know from now on is there only the full version and no summary version?

Fong Kin Long: The summary version is put in annual general meeting functions only for convenience. Next session can decide whether to create the full version or summary version.

Poon Lok Nga: Are all of them done by the general secretary?

Fong Kin Long: 95% is typed by me.

Lam Tak On: Any question about the extraordinary annual meeting minute?

Poon Lok Nga: There is a problem, why would you allow foul language in the minute?

Fong Kin Long: My fault.

Poon Lok Nga :Foul language is not a problem, it is however not appropriate in the minutes. Maybe you can search for foul language in the minutes and see what you get.

Fong Kin Long: Diu is Iu Shing Huk.

Li Wing Shun: Do we need to change it to another name?

Fong Kin Long: Okay.

Poon Lok Nga: And you have terms like consecutive question marks in parentheses.

Fong Kin Long: I had less time to edit extraordinary general meeting minutes.

Poon Lok Nga: This is not the last extraordinary general meetings, this is one of the first extraordinary general meetings.

Fong Kin Long: I started with annual general meetings.

Poon Lok Nga: Please edit the motions and procedural motions if you have time. It would be clearer in reference to terms like "standing order". But at least ensure that there are no foul language. There is an important question, why did you adjourn the meeting after every session? You can only raise the procedural motion to lay the remaining agenda items on table. Please explain p.217 "Quorum is not met, Meeting commences now."

Lam Tak On: In constitution it says that if the meeting has been postponed once, even if next extraordinary general meeting does not meet the quorum, the meeting would still commence.

Poon Lok Nga: And I am quite sure that if you want to adjourn a meeting you do not need to vote.

Lam Tak On: In previous years they voted to adjourn.

Poon Lok Nga: I need to check my records. I am pretty sure we were not like that.

Fong Kin Long: I type what I see in the draft.

Poon Lok Nga: I checked the minutes from my session and we did not vote to adjourn. And please explain what if they vote against the motion. Sit still and wait? I think that regardless of the conditions then, it is not correct to put forward an incorrect practice in the meeting.

Lam Tak On: I search on Wikipedia and found that the adjournment is a motion and the vote requirement is vast majority. If this really happens then you need to wait until someone raises the motion again. And it is written in the constitution that adjournment is the last agenda item, at least in the annual general meeting.

Li Wing Shun: The council mentioned this.

Poon Lok Nga: I just wonder whether is it possible to not adjourn the meeting after the discussion of all items have been finished. I believe that someone else have asked this before. I accept that. There is the distinction between procedural motion and motion. And I want to point out that voting does not require a motion. Without further discussion, the item should be put to vote directly. Thus the minute should state "As there is no more discussion, the item is put to vote". I want to confirm when the annual general meeting commences whether you have combined the items 3 and 4. And which items have you combined.

Lam Tak On: We combined 5 and 6, other we need to check the minutes We combined 3 and 4.

Poon Lok Nga: How many Lee Cheuk Longs are in our society? Check p.3 of the annual general meeting minutes. And Lui Ming Hong has disappeared.

Fong Kin Long: It should be a typo.

Poon Lok Nga: Why did you put “pass in consensus” at some places and “pass” in others.

Fong Kin Long: It is a problem when tidying as I did it at midnight and my brain was not clear.

Poon Lok Nga: Why is there “motion to combine agenda items 5 and 6” and “procedural motion to discuss combined item 5 and 6” on p.3? If you put motion in both points I would understand somewhat but how can this be inverted so perfectly?

Fong Kin Long: I suppose I typed whatever I heard.

Poon Lok Nga: Why some date are in superscript and some are not?

Fong Kin Long: I believe it is a technical issue. Because I did not save the file and when a PDF is converted back to a Word document this can happen. So remember to save.

Poon Lok Nga: Would the computer not have warned you at that point?

Fong Kin Long: When you are hurrying to sleep you would have ignored it easily.

Poon Lok Nga: The quorum requirement is 15?

Lam Tak On: 15.

Poon Lok Nga: P.47.

Fong Kin Long: Hmm? I should have copied and pasted... It's a typo, it is changed. (Formerly: “Full members present: 15; Quorum was not met.”)

Poon Lok Nga: I still feel like we should not use the word “adjourned” for a session, but there is no better word that I can recall. And use full names. Don't so lazy and type something like “swap chair to Ming” on p.74. Same problems also occurred when passing the external vice president. You even typed Kevin instead of Kelvin for Chan Cheuk Yin. “Swap chair to Ming” again on p.112.

Fong Kin Long: I am correcting all “swap chair” mistakes.

Poon Lok Nga: Let me quote what Sun Yusen answered for Liaw Ming Wai's question. Complete sentences, no short forms, no blah blah blah, no dot dot dot, try not to have spelling mistakes. I give up, I am hopeless. If I am serious your minutes cannot pass today. Here is the proof that someone has taught the difference between procedural motion and motion. On p.154. Even though Leung Ka Yuet is not a full member, it does not mean that you should not put in her full name. Also you made this mistake somewhere else as well.

Fong Kin Long: I try to use the full name for the name of the speaker. If they are referred in third person I try to leave it unchanged.

Poon Lok Nga: Then the problem is you being inconsistent. There are uses of full names in reference form as well. And when passing Lam Tak On, some phrases in short forms, like AGM, EGM are acceptable, but Council is very unclear.

Fong Kin Long: Actually I don't know what Council either.

Poon Lok Nga: On p.161 do not use "CHEM society" in the minutes. On p.164. I will ask Lam Tak On. You did not say a series of full names followed by a series of nicknames right? On p.166, what is society P? There is even uppercase and lowercase P's in your minutes? On p.169, people's name are problematic again. "Superman"? If you fear that people would not know who Wong Sheung Kin is, you should at least mention his full name and use a bracket to state his nickname Superman. On p.175, do not use David but Iu Shing Huk. I believe that Liaw Ming Wai would not be happy with this. Who are responsible for taking minutes?

Cheung Chun Wai: Four General Secretaries, plus Tai Wai Ting?

Poon Lok Nga: I think you should use more complete sentences and formal language. Use the version with which Liaw Ming Wai had opinion as an example. Not this. And do not throw all this work to the general secretary. Now are you take minutes in conversation or summary style?

Chau Chun Yin: conversation.

Poon Lok Nga: I thought the minutes is an official record and why are there multiple exclamation marks? And I can understand from the context but you write "pic" for both person in charge and picture. It is confusing. On p.217, it says "discuss the lay blah blah blah"? On p.218, for Professor

Meng Guowu, I am sure that his name is spelled “Guowu” not “Guo Wu”, and adding their titles for them is appropriate. On p.222, the same problem for “Emily and Wa Hung”. The purpose of adding the title is to easily distinguish their positions. Wa Hung’s Chinese name is so difficult to type and you even managed that. On p.222, what is “ESec”? On p.223, why did you need to note Lau Wing Sum breaking a bottle in the extraordinary general meeting minutes?

Fong Kin Long: It is deleted.

Poon Lok Nga: Is it only the general secretary tidying up the minutes now?

Fong Kin Long: Only me.

Poon Lok Nga raised the procedural motion to lay the discussion of combined agenda item 3 and 4 on table at 21:38. Wong Ting Hei seconded. 19 For 0 Against. The motion was passed.

Agenda item 8. To introduce and inaugurate the Executive Committee Members of IRESS, HKUSTSU, Session 2018-2019

Poon Lok Nga raised the procedural motion to resume the discussion of agenda item 8 at 21:39.

Wong Ting Hei seconded. 19 For 0 Against. The motion was passed.

General secretary

Poon Lok Nga: What is the duty of a general secretary.

Chau Chun Yin: Maintaining an up-to-date record of members, preparing and taking minutes, as well as issuing emails.

Poon Lok Nga: What types of membership do our society have?

Chau Chun Yin: Full member, associate member, honorary member.

Poon Lok Nga: What are the requirements for them?

Chau Chun Yin: For full members, they need to pay and be a student of the school of science.
Honorary members need to be voted. Associate members need to pay.

Poon Lok Nga: Associate members need to be member or graduate of UST. How long does the associate membership last?

Chau Chun Yin: 1 year.

Lai Sun Yu: Membership fee?

Chau Chun Yin: For full members, \$120 if they join in year 1, \$90 if year 2, \$60 if year 3, \$30 if year 4.

Poon Lok Nga: What about honorary members? How to be an honorary member?

Chau Chun Yin: Voting at the end of a session.

Poon Lok Nga: What else?

Cheung Chun Wai: It should be nominated by 20% of the members.

Poon Lok Nga: Or past executive committee members. Any affiliated faculty members. Someone help me pass general secretary.

Cheung Long Him: Do you know how to send email?

Chau Chun Yin: Yes. Just type and click send

Cheung Long Him: What do you need to include? Some contents are required in emails. What are they?

Chau Chun Yin: Banner, date, content, disclaimer for not receiving any further email, email and mailbox no.

Chan Siu Man: How to send an email? Send it to yourself and cc all members?

Chau Chun Yin: Send to the list.

Lam Tak On: What account can send to the list?

Chau Chun Yin: Society email.

Poon Lok Nga: How to divide the duty during cabinet meetings?

Chau Chun Yin: Last meeting only I type the minutes because Cheung Chun Wai had no computer.

Poon Lok Nga: How about the meetings in the promotion period.

Chau Chun Yin: We only had one meeting.

Lai Sun Yu: what about afterwards?

Cheung Chun Wai: We would type it together. It's difficult to type it alone.

Lai Sun Yu: Google Doc is slow, and I suppose there will not be so many things to type in a normal meeting.

Cheung Long Him: As a reference, in my session, we wrote everything in email, photographed it and processed it later. We didn't really discuss too much anyway.

Poon Lok Nga: My personal opinion is taking turn to type is better. If you are focusing on taking minutes, you won't contribute much opinion. The two of you can decide. How long does it take to finish the minutes?

Chau Chun Yin: As soon as possible, like within one week.

Poon Lok Nga: Will the internal vice president set a deadline for that?

Wong Ting Hei: Previously no.

Poon Lok Nga: A week is a bit too long. Maybe 2 to 3 days. Because you may have a meeting every week, if you finish the minutes after a week, then cabinet members cannot refer to the minutes.

Lai Sun Yu: Of course it depends on the amount of content.

Poon Lok Nga: Will you record?

Chau Chun Yin: We didn't last meeting.

Lai Sun Yu: It is not necessary, just for your reference in case you cannot follow.

Cheung Long Him: Did someone record the annual general meeting.

Everyone: No

Cheung Long Him: Good luck to next session tidying up the minutes. It is very difficult to understand what is being discussed when you look back a year later.

Poon Lok Nga: A minutes contain literary elements anyway. Do you type or write minute?

Chau Chun Yin: Type.

Cheung Long Him: Who can sign the email?

Poon Lok Nga: You asked about the format of the email, but I would like to ask what should be included if the email is to promote a function.

Chau Chun Yin: Date, time, venue, promotional message inviting them to join, maybe fee if applicable.

Poon Lok Nga: Contact information?

Chau Chun Yin: Contact information of the person in charge.

Poon Lok Nga: What style will you use in the email?

Chau Chun Yin: Formal.

Poon Lok Nga: So will the use of words be formal or causal? Like when you want to encourage people to join a party, what would you write in the email?

Chau Chun Yin: It would tend to be more formal.

Poon Lok Nga: It depend on the nature of activity. Academic sharing requires more formal language. Casual language for parties is acceptable. Just use your common sense to judge. And ask your cabinet members to proofread the difficulty of English vocabulary.

Cheung Chun Wai: No worry. My English is bad enough.

Cheung Long Him: If your English is rubbish be careful not to make grammatical mistakes, remember to ask your cabinet members to proofread.

Li Wing Shun: Will you upload the draft to group to let the cabinet members proofread?

Chau Chun Yin: Yes.

Li Wing Shun: How long before the deadline?

Chau Chun Yin: At least a day. Don't just improvise the email and write "remonder". (Points at Lam Tak On.)

Cheung Long Him: The title of the email the annual general meeting today reads IX, but the content reads VIII. What would you do if you send a wrong email?

Chau Chun Yin: If it is small grammatical errors which do not hinder the comprehensibility, just ignore it. If affect the content then send an updated version.

Cheung Long Him: Remember to add [amendment] for the new email to remind the members not to read the previous email.

Lai Sun Yu: Capital letter [AMENDMENT].

Poon Lok Nga: Do you also write the WhatsApp message?

Chau Chun Yin: During the promotion period it was done by Chang Yau Ming.

Poon Lok Nga: What about afterwards?

Chau Chun Yin: It can be done by the general secretaries, it depends on the labor division.

Poon Lok Nga: What's the requirement for a WhatsApp script? Will you write in Chinese, spoken Cantonese or English?

Chau Chun Yin: Cantonese, just like before.

Lam Tak On: Swap chair to Li Wing Shun

Poon Lok Nga: That's fine. Most members speak Cantonese. Be more careful about the vocabulary usage.

Cheung Long Him: Don't write something too long otherwise no one would want to read.

Poon Lok Nga: The date, time and venue are necessary. The content can be reduced. How long should you send email to promote in advance?

Chau Chun Yin: Depend on the scale of function. For events like the orientation camp, it needs to be a bit earlier.

Lai Sun Yu: How early?

Chau Chun Yin: Like three to four weeks before.

Poon Lok Nga: For normal functions 1 week. General meetings are required by the constitution.

Chau Chun Yin: If it involves constitutional change, 5 clear days.

Poon Lok Nga: What does clear day mean?

Chau Chun Yin: Not counting the day you send the email and the meeting day. Otherwise 3 clear days. 5 clear days for extraordinary general meetings.

Poon Lok Nga: And reminder emails should be sent one day before. And remember send the reminder during meeting.

Lai Sun Yu: What is the full name of the society?

Chau Chun Yin: International Research Enrichment Students' Society, HKUSTSU.

Lai Sun Yu: Where is the apostrophe?

Chau Chun Yin: After the "s".

Poon Lok Nga: What about the Chinese name?

Chau Chun Yin: 香港科技大學學生會國際科研學生會.

Poon Lok Nga: Is the counter schedule related to you?

Chau Chun Yin: Sit Hiu Chi made the schedule before.

Poon Lok Nga: Are the society webpage and Facebook page managed by you?

Chau Chun Yin: The society webpage will be managed by me.

Poon Lok Nga: Did you discuss the duties with cabinet members?

Chau Chun Yin: The Facebook page was managed by the promotion secretaries.

Poon Lok Nga: How do you make sure that the post's information matches that of the email?

Chau Chun Yin: Usually the content will be sent to WhatsApp group.

Li Wing Shun: Swap chair to Lam Tak On.

Chan Siu Man: Did Lam Tak On talked to you about details of the society webpage?

Poon Lok Nga: Did the society webpage move to the new server?

Chan Siu Man: It was moved to the ftps server.

Lam Tak On: You can check the emails. I added the website at the end.

Chan Siu Man: Lam Tak On talk about what you have done on the society webpage.

Lam Tak On: Last year I took the source code from Chan Siu Man. I changed the server after ihome was shut down. Updated the executive committee list and changed to the newest session. Also moved the structure, combined the document into a single folder. Originally there was only the constitution, I also uploaded the election documents before the election. Created a page just for documents. And I uploaded the photos after some events. Provided links to Facebook albums.

Poon Lok Nga: Can we use phones to access society webpage?

Lam Tak On: Chan Siu Man made a mobile friendly version. I updated the basic word information but not other things.

Poon Lok Nga: Will you change it?

Chan Siu Man: Talk about the difference between web and mobile version.

Poon Lok Nga: Stuff too technical need not be discussed in the annual general meeting.

Chan Siu Man: The mobile version is simpler and member can search for information more easily. For the web version, you will need to load all the photos, this can slow the access time. Ask Chau Chun Yin, why the society webpage need to exist. What should be put in the web?

Chau Chun Yin: For holding constitution document and minutes.

Chan Siu Man: Minutes are not needed, but need to hold the constitution. After ihome is shut down and the council is down, you can only access the constitution from the society webpage.

Poon Lok Nga: And it is a means of promotion, but it cannot be searched on Google. Whatever I don't know.

Chan Siu Man: It can be Googled. I allowed Google to access it. But our society is popular enough to be pushed to the top search results.

Chan Siu Man: Lam Tak On what suggestion can you give to Chau Chun Yin so he can improve?

Lam Tak On: A problem is that if the main page is accessed by https but not http, the photos are not centered. You can try to find a solution. And the design of the society webpage has been used for 2 years, you can discuss with your cabinet member whether it needs an update or not.

Chan Siu Man: Did you update the JUPAS admission statistics?

Lam Tak On: No.

Chan Siu Man: Next session can update the JUPAS admission statistics for the reference of DSE takers.

Poon Lok Nga: I think more people would look on Facebook and Instagram.

Chan Siu Man: We updated it on both Facebook and society webpage.

Poon Lok Nga: I think people will search for IRE on Facebook. Will your meeting minute be summarized or put in conversation format?

Chau Chun Yin: Summarized.

Poon Lok Nga: It is good because conversation will be extremely long. After the minutes is uploaded will other cabinet members read it?

Chau Chun Yin: Adore the English ability of the internal vice president and president.

Poon Lok Nga: If someone messages the Facebook page, who will respond.

Chau Chun Yin: Depends on who read it first.

Li Wing Shun: I recommend having a person in charge.

Poon Lok Nga: Or else no one would reply. If you do not know how to reply at least you can ask who knows how to reply.

Poon Lok Nga: How will you let members apply for functions?

Chau Chun Yin: Setting up a counter and using Google forms.

Poon Lok Nga: Will you have Google forms?

Chau Chun Yin: Yes, depending on the person in charge.

Poon Lok Nga: Remember to collect money and provide a receipt. Or else you see what happened earlier. Will you or the academic secretary draft the emails for professors?

Chau Chun Yin: The academic secretary.

Poon Lok Nga: Remember to proofread the email? Why do you want to be a general secretary?

Chau Chun Yin: I have no preference. All posts has its contribution. I prefer posts handling words instead of facing many people like the external vice president and marketing secretaries.

Cheung Chun Wai: I am rather lazy and untalented for promotion and communication. So I chose a post involving more words.

Poon Lok Nga: As an executive committee member, you are more than a secretary. Don't ignore handling the members. You should be able to do the basic communication. This is one of the jobs for the secretaries.

Lai Sun Yu: This post comparatively faces fewer people. Why do you want to join the executive committee in the first place?

Chau Chun Yin: To challenge myself to see if I can handle it. And the previous session helped us a lot, I want to give the freshem the same help so they can adapt to UST better.

Cheung Chun Wai: Similar to Chau Chun Yin. I want to try something new, and stick together with the friends I know from the subcommittee.

Li Wing Shun: Do you have any expectations?

Chau Chun Yin: I want to manage my time better to juggle simultaneously academic work and cabinet work, without focusing too much on one side and making the other side suffer. And I hope to provide guidance to freshmen for the integration to university academic work and social life. Get to know more about the freshmen so they would not only focus on studying.

Cheung Chun Wai: I hope I can handle paperwork better, and fulfill my duties as a general secretary and help prospective freshmen.

Li Wing Shun: Members don't include new freshmen only. Try to think also about members from different years.

Poon Lok Nga: Who checks the mailbox? I mean the real one.

Chau Chun Yin: It was not discussed.

Li Wing Shun: Where is the mailbox?

Chau Chun Yin: LG5.

Poon Lok Nga: The number?

Chau Chun Yin: 98.

Poon Lok Nga: Actually most of them are rubbish, remember to clean it regularly. About once a week.

Li Wing Shun: In my year it was mostly checked by me. Most paper for booking venues will be put in the mailbox. Otherwise the rest are mostly junk promotional materials. You can see if there is useful promotional information. There was a leaflet about printing and I gave to kit to see if it is useful.

Poon Lok Nga: Woo drafted the orientation camp proposal?

Li Wing Shun: The three presidents.

Poon Lok Nga: Find someone to do the paperwork.

Li Wing Shun: When to update the membership record? It should be updated continuously, but you need to submit one to the council. Should be late October, but when a person applies for membership, you need to update the list.

Poon Lok Nga: Don't just ask for their names, student IDs. Add their contacts, Facebook account, intended major, etc. Provide a google form for them to fill in during the orientation week. How will you name the minutes?

Chau Chun Yin: With the date and the name of the event.

Poon Lok Nga: Is the Facebook managed by someone? Are all cabinet members an administrator?

Chau Chun Yin: They should be.

Lai Sun Yu: Check it clearly. We had a cabinet member accidentally left out.

Chan Siu Man: If someone attacks you on the Facebook page, what would you do?

Chau Chun Yin: Block them.

Chan Siu Man: Okay.

Li Wing Shun: If there are some members that are disliked by others, will you promote the functions to them?

Chau Chun Yin: I would ask the opinion of other cabinet members or members. If other members think that they would bring troubles, I would avoid messaging them. Though I cannot remove them from the mailing list.

Li Wing Shun: Any other questions?

Cheung Long Him: No.

Lai Sun Yu: Recite the society email.

Chau Chun Yin: su_iress@connect.ust.hk

Chan Siu Man: Who is responsible to update the mailing list and database?

Cheung Chun Wai: It depends on who is free.

Chan Siu Man: You should have a Google Sheet / Excel containing the member information.

Fong Kin Long: I think I haven't given it to them.

Cheung Chun Wai: I will do it.

Chan Siu Man: Remember to remove members with their membership expired from the mailing list. Like those year 4 non-honorary members, their membership will expire after Aug 31.

Lai Sun Yu: Evaluate your cabinet members.

Cheung Chun Wai: Chang Yau Ming has good drawing skills. He is diligent and fun to play with. For Chau Chun Yin, birds of a feather flock together. Lam Ka Chung is very smart, a great and nice person. Pang Chun Sum looks funny. Chan Yin Hei is friendly, has same interest as me. Lee Wing Kei is plastic, but I fear her martial art skills. Wong Ting Hei studies well, likes to play with the cabinet members. But he is very productive. Kan Ying Hei is normally very hardworking in external work. She is quite nice. Sit Hiu Chi is not appearing, he tends to be late. He sometimes show care to other cabinet members.

Cheung Long Him: Chau Chun Yin did you miss a meeting before by oversleeping?

Chau Chun Yin: Overslept yes, but I have not missed a meeting.

Lam Tak On: Chau Chun Yin comment on your cabinet members.

Chau Chun Yin: Chang Yau Ming works hard to design. Many ideas were by him. Cheung Chun Wai always claims to be lazy. Lam Ka Chung works on designs as the academic secretary. He does not mind working on extra stuff, on things unrelated to his post. Wong Ting Hei is tough, he takes many duties by himself. I adore him. Pang Chun Sum works hard, did the inauguration video well. Chan Yin Hei is an icon in the cabinet. His laughter is bewitching. Lee Wing Kei does the dirty but underappreciated work as the financial secretary. She sacrifices much for us. I admire her tenacity. Sit Hiu Chi always urges me to work. Kan Ying Hei needs to meet so many other people, is very busy. I admire her tenacity. Kam Wa Mei brings happiness to everyone. She works hard.

Lam Tak On: Attachment update is sent, you should receive it within minutes.

Academic secretary

Lee Mang Hei: Can you introduce yourself? Who are you?

Lam Ka Chung: Good evening, I am Lam Ka Chung. Year 1. My intended major is life science. My intended post is academic secretary.

Lee Mang Hei: I let Tai Wai Ting ask, if Tai Wai Ting has nothing to ask then I ask.

Chan Siu Man: What do we use to store our sources?

Lam Ka Chung: OneDrive.

Chan Siu Man: Who are the IRE coordinators of each major?

Lam Ka Chung: Life science is Professor King-Lau Chow. Physics is Professor Rolf Walter Lortz. Mathematics is Professor Min Yan.

Tai Wai Ting: Mathematics is Professor Meng Guowu.

Lam Ka Chung: Chemistry is Professor Henry Yan. Environmental science is Professor Stanley Chun-kwan Lau.

Tai Wai Ting: Who is the overall coordinator?

Lam Ka Chung: Professor Pak Wo Leung.

Chan Siu Man: Why do you want to be an academic secretary?

Lam Ka Chung: During the info session, I was moved by Tai Wai Ting's excellent speech.

Lee Mang Hei: Can you be more specific, give more details.

Lam Ka Chung: It does not sound so tough. An academic secretary can balance between society work and other parts of life. I think if I have more time I can help other posts. I think being an executive committee member, different posts do not have to be so divided, can they do extra-post stuff.

Tai Wai Ting: If you say so, are you now assisting the promotion secretaries?

Lam Ka Chung: Somewhat. If they have too much to do I will help.

Poon Lok Nga: Do you know the prerequisites of each major?

Lam Ka Chung: For Life Science, they are LIFS 1901 and LIFS 1902. For Mathematics, it is MATH 1013.

Poon Lok Nga: Also MATH 1014, or MATH 1023 and MATH 1024, does MATH 1020 still exist?

Tai Wai Ting: MATH 1020 is for credit transfer.

Lam Ka Chung: For Chemistry they are CHEM 1020 and CHEM 1030. For Physics, they are PHYS 1111 or PHYS 1112, or PHYS 1312 and PHYS 1314.

Lee Mang Hei: What about PHYS 1114?

Tai Wai Ting: What are the differences between IRE and normal requirements?

Lam Ka Chung: SCIE 1500, SCIE 2500, SCIE 3500 and SCIE 3900.

Poon Lok Nga: Also SCIE 4500.

Lam Ka Chung: Mathematics require MATH 1023 and MATH 1024, also other honors courses.

Poon Lok Nga: In general UROP 1100.

Lee Mang Hei: Yes, you must have to do UROP 1100 at least once.

Cheung Long Him: Is UROP 1000 okay?

Lam Ka Chung: No.

Li Wing Shun: What about the 2000-level electives in general?

Lam Ka Chung: What is that?

Poon Lok Nga: IRE requires additional 2000-level electives of 6 credits. You need to hand in a form to 6/F. Usually not your own major, but subject to discretion.

Tai Wai Ting: You can find the form on the internet.

Poon Lok Nga: Each major usually has special requirements. PHYS 3000-level require honors courses (PHYS 3053 and PHYS 3037). Chemistry requires CHEM 4430 and CHEM 4680.

Biochemistry and Cell Biology requires LIFS 3110, LIFS 3210 and 12 credits of electives.

Li Wing Shun: Do you know the differences between prerequisites and corequisites?

Lam Ka Chung: For prerequisites you must take the requirements first before you are allowed to take the course. Corequisites can be taken together.

Poon Lok Nga: If course A is the corequisite of course B, it means that you need to study course A before or together in the same semester as course B. What if you do not have the prerequisites but want to take a course?

Lam Ka Chung: Apply for waiver.

Poon Lok Nga: Where?

Lam Ka Chung: Student Centre.

Tai Wai Ting: How to apply for double major?

Lam Ka Chung: First find school of science to discuss, and then see if they approves.

Tai Wai Ting: After approval, what do you need to do after approval?

Lam Ka Chung: Take the required courses.

Tai Wai Ting: You need to fill in a form with the signature from both departments. And then return to I think SCI/home. What are the COSC requirements? We have a lot of COSC people as well.

Lam Ka Chung: They have to fulfill school requirement.

Tai Wai Ting: Many ire people study COSC.

Lam Ka Chung: Need to fulfill school requirements

Tai Wai Ting: Same way to apply for any double major. One special point to note is that the degree is still Bachelor in Science. You need to apply from year 1 spring semester to year 4 spring semester. What are the differences between university and school common core.

Lam Ka Chung: There are some courses that must be taken, they are limited, like HUMA 1000.

Tai Wai Ting: Common core requirements have 36 creds, in 6 areas and electives.

Poon Lok Nga: What do people who wants to transfer to IRE need to do?

Lam Ka Chung: They should first register in SCIE 1500, but it is optional. It is better to register. Then they will be interviewed. If they pass then they will transfer in.

Tai Wai Ting: Any requirements in GPA?

Lam Ka Chung: I have not heard of it.

Tai Wai Ting: Officially there are no requirements, but they would not pay attention to you if yours is too low.

Poon Lok Nga: Does your major department or school decide whether you can transfer?

Lam Ka Chung: Major department.

Poon Lok Nga: Indeed.

Tai Wai Ting: If year 1 students want to transfer credits, what do they need to do?

Lam Ka Chung: The transfer from DSE is automatic. Otherwise you need to go to the database to find whether they are allowed and then apply for it.

Tai Wai Ting: If you apply through non-JUPAS or have taken exams, it is automatic, otherwise you can go to 6/F to transfer.

Poon Lok Nga: How to transfer year 1 language courses?

Lam Ka Chung: DSE English 5* or above, every paper 5 or above. 5** for Chinese?

Tai Wai Ting: 5* or above, writing 5 or above. Passes assessment by UST. Considering freshmen may ask us about academic question, you should know about that. Unofficial transcript access?

Lam Ka Chung: Under student center, under my academics, there is a link, it loads for a long time.

Lee Mang Hei: If I need an official transcript, what should I do?

Lam Ka Chung: I am not sure.

Lau Wing Sum: Academic registry has a website, you can fill in a form there. After filling in everything you use your UST card to pay \$50 in barn. You need to check the status often, if it shows that it is ready you can go there to take it.

Lee Mang Hei: Sometimes you need an official transcript to apply for exchange, etc. What should be done if you took a course incompatible with your major?

Lam Ka Chung: Contact the person responsible and tell them the situation.

Lee Mang Hei: Who is the person responsible?

Tai Wai Ting: You should contact the academic registry and fill in the form GR-23, deviation from curriculum.

Lee Mang Hei: Your department head needs to approve.

Tai Wai Ting: If I want to check how many courses did I take to fulfill the requirements, what should I do?

Lam Ka Chung: Student center, where you see if you can graduate.

Poon Lok Nga: Student center has advisement report.

Tai Wai Ting: Indeed. In the student center you can search for this function. what are the differences between honors courses and non-honors courses?

Lam Ka Chung: Honors courses have a deeper understanding and the workload is greater.

Tai Wai Ting: As you said, some honors courses are IRE requirements. Also some urban myths say that the honors courses have better grades. It depends on the instructor, but it is true in general. What about the school common core

Lam Ka Chung: Didn't we just do it right now?

Tai Wai Ting: Did we?

Lee Mang Hei: Indeed.

Tai Wai Ting: That's it for the academic system. Then perhaps other questions. About sources. You know it is on Google drive.

Everyone: OneDrive.

Tai Wai Ting: How would you collect and distribute sources.

Lam Ka Chung: Ask people what sources they want at the beginning of a semester. Collect sources according to the list at the end of a semester. Also update the ones not updated for a long time. For example some of the ones I am using are like 2-3 years old. If we don't have sources we will try to find who is taking the course. And at the end may need to message to get the sources.

Lee Mang Hei: If sources are from 2 or 3 years ago they are ok but 10 years it is not.

Cheung Long Him: Those can be used as questions for training purposes only.

Chan Siu Man: They will corrupt your hands, you will see that the actual questions are so much more easier

Tai Wai Ting: How do you plan to contact members for sources at end of a semester?

Lam Ka Chung: Message them, tell them who I am, and as an academic secretary, tell them I want them to contribute to our sources, so that the future generations can benefit. Use any possible ways to get the sources and say thank you.

Chan Siu Man: Now the sources are quite messy. If you can then you better re-classify them and make them neater.

Poon Lok Nga: Who will you give the sources to?

Lam Ka Chung: Members.

Lee Mang Hei: If some non-member asks you for sources, how would you deal with it?

Lam Ka Chung: Ask them to apply for membership.

Chan Siu Man: Will you exchange sources with other societies?

Lam Ka Chung: I do not have plans to do so, but if I am asked to do so by other societies, then I would consult previous sessions

Chan Siu Man: If some society actively asks you to exchange and gives you their sources first, you don't need to give back.

Poon Lok Nga: Fong Kin Long, The superscripts are not changed.

Tai Wai Ting: About sources do you have any questions to ask?

Lam Ka Chung: Not really.

Tai Wai Ting: Do you know other professors personally? Not including the IRE coordinators.

Lam Ka Chung: At this point not many.

Lee Mang Hei: Then what would you do to try improve this situation?

Lam Ka Chung: Have more contact, for example by asking questions. Answer question actively in lectures to let them have a better impression.

Lee Mang Hei: Will you follow any professors to undertake any projects in the near future?

Lam Ka Chung: I am considering, I have no preference at the moment.

Poon Lok Nga: Do you know the normal credit load and how much they will approve?

Lam Ka Chung: 18 credits for year 1.

Poon Lok Nga: What is the approval limit?

Lam Ka Chung: Somewhere in the twenties should be okay.

Everyone: Do they approve so many for year 1 students?

Lau Wing Sum: No approval in fall semester?

Year ones: But spring semester can overload to over 20 credits.

Tai Wai Ting: In what activities will you invite professors?

Lam Ka Chung: Those professors who are available, some of them are active and some are inactive. Usually I would invite the active professors. For example Professor King-Lau Chow. Also for larger scale activities, Professor Pak Wo Leung. And Professor Tsz Ho Fong, for events like research sharing. Usually he would not refuse.

Tai Wai Ting: What will you do to contact professors for such activities?

Lam Ka Chung: Like for the inauguration ceremony, I asked them for their availabilities. I asked Professor Pak Wo Leung in person, Professor Tsz Ho Fong through email.

Li Wing Shun: In events like annual dinner, you will need to invite more than one professor, all of whom you cannot personally escort to the receptions yourself. How would you arrange the cabinet manpower to invite professors, and to escort them to activities?

Lam Ka Chung: I would assign cabinet members who are familiar with the professor first, then by major.

Tai Wai Ting: If during the activities, will you personally accompany the professors to the venue?

Lam Ka Chung: It depends on the activity, for larger scale events like annual dinner or inauguration ceremony then I should. Small scale ones like research sharing let them come by themselves.

Lam Tak On: I think regardless of the scale you should ask before and if they say they do not need escort then can let them come by themselves. It is for the etiquette.

Tai Wai Ting: Usually professors with closer relationship like Professor Tsz Ho Fong would come on their own, no need to escort them. In some activities the professor may be late for more than 5 minutes. What will you do?

Lam Ka Chung: I would contact them by phone, then go to their office. We may need to find another professor to take their place if they are suddenly unavailable.

Tai Wai Ting: If you suddenly find that the professor is unavailable it may be difficult to find another professor at such short notice.

Lam Ka Chung: If he is a guest speaker then we may indeed need to do so.

Tai Wai Ting: Do you know some professors with special means to contact them. Like Professor Pak Wo Leung is usually in SCI/home. Professor Jimmy Chi-Hung Fung has two offices, one in department of mathematics, one in department of environmental science, usually in environmental science one. Professor Emily Tsang does not reply to email usually, if you need to contact her you may visit her office - she is usually there if she is not lecturing. Usually during the summer or other times, you might receive questions on Facebook. Usually related to the IRE program or other academic matters. Who will deal with this? You, the promotion secretary, or someone else?

Lam Ka Chung: The academic secretary will deal with admission requirement queries. The promotion secretaries will handle the matters about the society. If it is related to academics then I am responsible for it.

Tai Wai Ting: Will you publish information for new recruits? Like what they should do after the JUPAS result is released or what they should do on the registration day.

Lam Ka Chung: I think this is necessary, to give updated information to freshmen. Like they might not know where to go, it would be better for them.

Tai Wai Ting: I uploaded a guide to Facebook to guide the new students. Have you seen it?

Year ones: Yes, we have used that, it is very useful.

Tai Wai Ting: You can consider doing the same thing. Will you consider releasing it through other channels?

Lam Ka Chung: Not through other forums. WhatsApp group possibly, especially after they enter the group. Otherwise mostly Facebook, because there are no other places.

Tai Wai Ting: Makes sense. Last year we made a guide on UWants, but no one read. If I recall correctly Finance has one on LIHKG. If I recall correctly they had responses that are... you understand it. In this year do you have any plans?

Lam Ka Chung: I plan to collect more sources and tidy them up. Also hold my events well. Like what I said just now maintaining a good relationship with Professors. Fulfill my responsibility in cabinet, and assist other cabinet members as needed, like when others are busy.

Lee Mang Hei: Okay.

Tai Wai Ting: Will you add some academic events to the year plan? Like if I recall correctly last year, Tso Yee Ming mentioned the possibility of an academic workshop on the registration day, what do you think?

Lam Ka Chung: I think I want to do my events better first. I would see how to add new elements and generally improve it. I would think about other possibilities later. For now probably not, especially as I have no ideas yet.

Tai Wai Ting: Finally, it is not necessary, but anything to comment?

Lam Ka Chung: Add oil.

Without further discussion, the motion to agenda item 8 is put to vote at 23:40. 19 For 0 Against. The motion was passed.

Agenda item 5. To receive and adopt the Annual Report of IRESS, HKUSTSU, Session 2017-2018 & Agenda item 6. To receive and adopt the Annual Financial Report of IRESS, HKUSTSU, Session 2017-2018

Wong Ting Hei raised the procedural motion to resume the discussion of combined agenda items 5 and 6 at 23:40. Kan Ying Hei seconded. 19 For 0 Against. The motion was passed.

Cheng Man Hin: What about the subsidy?

Yam Wun Kwan: Still waiting for it to be approved.

Lau Wing Sum: Which of the functions last year not yet received subsidy?

Cheng Man Hin: Election Day.

Lau Wing Sum: This year we don't have \$1000 subsidy but the one for the next session is approved.

Lam Tak On said that he heard from SU staff that there is a \$1000 cheque for "Sit Hiu Chi".

Poon Lok Nga: How much money is not yet refunded or collected?

Chan Siu Man: I want a list of it. Message it to us.

Cheng Man Hin: Go LG5 and ask clearly which session is the \$1000 for.

Poon Lok Nga : Why the revenues in "others" do not have print budget?

Lau Wing Sum: They didn't give us print budget.

Poon Lok Nga: Didn't gave? But you said it was topped up?

Lau Wing Sum: It was last year.

Lau Wing Sum: Cheng Man Hin said that the print budget of last year was released early so they used some of them.

Poon Lok Nga: So they used \$80? Wow.

Tang Cheuk Him: Lau Wing Sum only owe you and cabinet members money.

Chan Siu Man: How much does the society owe me?

Tang Cheuk Him: \$93.1.

Chan Siu Man: What about the orientation camp refund? Like Ye Jeff York.

Lau Wing Sum: It has not yet been done.

Tang Cheuk Him: I read the list. We owe Wong Shu Ting \$200; Chan Yin Hei, Pang Chun Sum and Cheung Long Him owe us \$50; Iu Shing Huk owes us \$60; Cheng Muiyang should be refunded \$50; Cheung Hon Ning owes us \$50; Chak Man Him should be refunded \$110; Chiu Hoi Chun owes us \$50; Kam Wa Mei and Chu Shek Kit should be refunded \$30; Cheng Man Hin and Wong Ting Hei owes us \$60; Kwok Chun Nin should be refunded \$30; Fu Wai Kuen should be refunded \$95; Au Kam Cheong should be refunded \$80; Poon Lok Nga owes us \$60; Leung Chung Sum owes us \$50; Chan Siu Man should be refunded \$93.1; Cheung Wing Yau owes us \$51; Lam Ka Chung should be refunded \$45; Li Yuen Tung owes us \$60; Ye Jeff York should be refunded \$95; Tse Yuen Wah should be refunded \$50 if we can find her.

Chan Siu Man: Do these soon.

Li Wing Shun: Cheng Man Hin do you have any questions for the financial budget?

Cheng Man Hin: No.

Tang Cheuk Him: Cheung Long Him, Chan Siu Man no questions?

Chan Siu Man: No.

Cheung Long Him: No.

General secretary

Chan Siu Man: Tell us your work this year.

Lai Sun Yu: Sending emails with a lot of typos. Doing game design and then making everyone add a game that I thought of in each function. Holding the worst photo taking in history. Seems like nothing more, I cannot say I did lifting, as I rank 7th in the physical strength of our cabinet.

Cheung Long Him: Comment on your cabinet members.

Lai Sun Yu: About Chung Kam Hin, everyone talked about his... (interrupted by Chan Siu Man)

Chan Siu Man: Did he come today?

Lam Tak On: No, he is busying.

Cheung Long Him: Did we pass the minute of last year?

Chan Siu Man: Poon Lok Nga insists on not passing.

Poon Lok Nga: I cannot pass, I worry that I would be killed by Liaw Ming Wai.

Leung Ka Yuet: She called just now.

Lai Sun Yu: The performance of Tang Cheuk Him is exceptional, the performance of Chung Kam Hin and Ng Si Long pales in comparison. But then I see that they are both very eager to find more sponsors, even if the results are not necessarily as satisfactory. Individually, Chung Kam Hin is a great designer for puzzles and games in every event. But that may be one of the reasons why our cabinet is so focused on game design. Many people have talked about Chung Kam Hin sidetracking, I will not repeat it here. For Ng Si Long, I did not communicate with her much in terms of official work. I do not think that I am the right person to comment on her. Fong Kin Long typed over 70000 words of minutes. For that he sacrificed a lot. Although it seems to not be the best, I clearly see the effort put in. Yam Wun Kwan and Feng Zhijie together. Why? Not only because they both do many poster designs. I don't understand why they can do so many things. Everyone commented that Feng Zhijie had made great posters, but I think Yam Wun Kwan's role should not be underestimated. Feng Zhijie has to dedicate time to choir and academic work, but Yam Wun Kwan's workload dwarfs hers. His work includes the work from another cabinet, research, etc. Nothing additional for comments. For the others, I don't have much to say. Tai Wai Ting, Lau Wing Sum and Li Wing Shun are suitable for their own posts. They did much in their own posts. Academically I would not

comment. Tai Wai Ting, in our discussions, often brings us back on track, but many people have talked about this, I will not repeat it. Lau Wing Sum has good relationship with many people including inside and outside of the society. How she did that, she talked about it herself, I will not repeat. I have sort of finished 8 out of 9. Lastly, I will not repeat where Lam Tak On did not so well, not how he united the cabinet by being the mascot, and not how he used some undecipherable terms to maintain the relationship between the theme game group.

Cheung Long Him: What advice would you give to the next session?

Lai Sun Yu: Firstly, all of the emails we sent are forwarded previous emails. If you send emails by forwarding previous emails, the things to modify are not only the content, but also the footer, email address.

Chan Siu Man: And change the webpage address.

Lai Sun Yu: And the session too. Secondly, pay attention to whether to include your personal touch in the email. Members complained about that. It is not that you cannot have personal style, but note the context and the appropriateness of the style. Thirdly, I forgot why I always send email so late. I remember I said one month in the last annual general meeting, but I can't even do one week. So be vigilant of what you promised. I am not sure about the minutes, I have little personal experience. I usually type minutes slower than writing essays. Not to mention I often include what I am thinking of into the minutes. A few hours ago I said that general secretary is a comparatively internal place, but it is not always so. You need to be a representative for many things. Now things that are not specific to the general secretaries. Control your emotions, don't be like me. I think many people remember the Nan Fung Plaza incident, or rather, Saizeriya incident. Control your emotions, do not let your whole cabinet being scolded. So far that's it, I can't think of more right now. Any other questions?

Chan Siu Man: Did you send the email drafts to your cabinet members to proofread?

Lai Sun Yu: Firstly after January I have not really touched the emails much. For the previous ones, often that I would take a photo and upload to cabinet group. There are some disadvantages for taking pictures, you usually only take the content, then you spectacularly leave out the email. Later on the time is much tighter, and the emails are sent later and later, sometimes even at 10pm, we can

sometimes only allow 15 minutes for drafting, and 15 minutes for proofreading, in order to send at 23:45 so that members can receive on the same day. The time for proofreading is thus very short. That's it.

Cheung Long Him: I have nothing more to ask. Chan Siu Man do you have?

Chan Siu Man: No.

Lai Sun Yu: Any questions from Chau Chun Yin?

Chau Chun Yin: What are the Chinese words in minutes?

Lai Sun Yu: We cannot do the official version on site, most of the time it is unofficial. If we attempt to type grammar correctly, we cannot do it quickly enough. If we try to think of the English word, most of the time you would delay too much. So we type Chinese to avoid wasting time. That's why we often type Chinese, and that's why we need to fix minutes. Just like just now we have the Chinese nicknames of professors in the minutes, but when we are doing the official one we need to change it to the proper names.

Cheung Long Him: If you have anything to say just say it.

Lai Sun Yu: I have already said my last words. To add, I think I should not be an executive committee member. But many do not agree, especially Fong Kin Long.

Yam Wun Kwan: It is tough for one person to type the minutes, of course he thinks that you should.

Lai Sun Yu: Originally I wanted to get a hall so I did something, and I did it badly. Those things sort of had improvements, but they still have a long way to go. Soon I will no longer have a hall, I don't know what happens afterwards. Some people are not suitable to join the executive committee. I think no one in the next session is unsuitable to be an executive committee member. But that is mainly because I am not familiar with them. A lot of the times I do homework everyday, or just lay in the bed and procrastinate. And I issued email late because I did not want to turn on the computer. It was fine in year one but I leave everything to the deadline in year two. Not only for email but for everything. I usually did not need to work overnight in year one fall. I started working overnight for laboratory reports in year one spring. I worked overnight for UROP in year two fall. Now I work overnight for everything. It is not good to work overnight, but for the abnormal biological clock of

Chau Chun Yin it is another case. The conclusion is that some people are not suitable for being an executive committee member. I have the urge to quote certain 14 words, but I refrain from doing so.

Cheung Long Him: Describe your work this year.

Fong Kin Long: Physical labor, taking society paper, cabinet paper, society T-shirt, food, sponsor, game material. I am qualified to say that I did physical labor. Also prepare minutes, prepare membership records, annual general meeting minutes. Sometimes I help issue notices, emails, update the email list.

Chan Siu Man: Then this year what people joined member?

Fong Kin Long: Year 1 members, Ma Ka Long.

Chan Siu Man: Does everyone in your cabinet know the new members?

Fong Kin Long: Probably,

Chan Siu Man: The reason why I ask this is because in one of the annual general meetings, the Chemistry external vice president came in and you guys gave him the quorum card. Wong Ting Hei, if you are not sure whether someone is a member, check first. Don't think that it is troublesome.

Cheung Long Him: Or you can give him the member card then force him to pay the membership fee. Next comment your cabinet members.

Fong Kin Long: Tai Wai Ting is great at source management. At many times he will help when needed, e.g. typing minutes. If you ask him for help, he usually helps a lot. I would like to thank Chung Kam Hin for his huge input in game design. Most games are basically his brainchildren. Although he is kind of a loner. He is solitary, I do not see him much except in games. I can see that he does the work of a marketing secretary well. The nominated cabinet email has many records of him sending emails. Ng Si Long is same as Hilbert, did much of the work of a marketing secretary. But I do not see her often, since we have different majors. I would like to thank Feng Zhijie for making designs. Although at later times I saw that she did not really want to do it, at earlier times I saw her work hard. Her designs are of high quality. She cooperates well with other cabinet members. I need Lai Sun Yu to stay, or I would want to die if I need to send emails too. I want to

thank him so much. He should not depreciates himself. He has contributed much Lau Wing Sum seems very tired. I do not know why she can play so many things. She paid a lot of efforts for the society. As a financial secretary she did the financial budget for so long, even wanting to jump off the roof. I know her much at a private level. Yam Wun Kwan is okay. He is actually good as an external vice president. He has great communication with other societies. He did other work, like design. I don't know how does he have time for so much stuff. I think he has 48 hours per day. Li Wing Shun has a high readiness to help. He helped my function, also minutes. He managed the intra-cabinet relationship. He should be careful not to burst the temper at once. Lam Tak On is okay, even though his leadership skills have room for improvement. Sort of doing what he has to do. I would like to thank him for leading.

Cheung Long Him: Any advice for the next session?

Fong Kin Long: Ask others to work with the minutes. It will kill you, and you won't get anything in return. So it is better to give others this work. Enjoy the year. If cabinet members ask you to do something, then you do it to notify others of your existence. Otherwise just enjoy. Get your cabinet members the minutes to edit early. Don't think that it is asking for a favor.

Cheung Long Him: Did you do the minutes alone only for the annual general meeting or also for executive committee meetings?

Fong Kin Long: For the annual general meeting.

Cheung Long Him: Sure. The other casual meetings are not as lengthy, but the annual general meeting is easily over hundreds of pages.

Chan Siu Man: Have you taught the next session how to use the mailing list?

Fong Kin Long: Not yet.

Lai Sun Yu: I will teach them now.

Chan Siu Man: I will skip the technical details.

Cheung Long Him: Any challenges and gains this year?

Fong Kin Long: Mostly staying overnight so many times for minutes. For the rest, during the organization of a function, you need to have the courage to ask your already occupied cabinet members to work.

Lam Tak On: I will send the finalized minutes now. Wait for a few minutes.

Cheung Long Him: Any last words?

Fong Kin Long: Remember when doing the minutes, think of yourself but not the others.

Chan Siu Man: How often do you update the database?

Fong Kin Long: What do you mean database?

Chan Siu Man: That is the member list, and also the accompanying contact list and mailing list.

Fong Kin Long: Actually I did not do the mailing list and contact list.

Lai Sun Yu: I copied Fong Kin Long's database for the direct messaging list. The mailing list, I used python to append the ITSC usernames to the emails.

Cheung Long Him: How often?

Fong Kin Long: When there are changes in the member composition?

Cheung Long Him: Do you recommend the next session to have a dedicated physical worker?

Fong Kin Long: Sure if they have the time. I was free so I did it. Because I am mostly free at the times when physical labor is required.

Cheung Long Him: Should you spread the work for the annual general meeting minutes?

Fong Kin Long: It should depend on whether you are free before.

Cheung Long Him: Spreading the work is ideal, but in reality is you will deadline fight.

Fong Kin Long: Actually it is the same for the financial report. Supposedly you should do it as soon as possible but actually you cannot.

Poon Lok Nga: No audio recording?

Cheung Long Him: Only Esther and we tried. It actually helped when we did not understand some details.

Li Wing Shun: We can tell the next session about the pros and cons of it.

Without further discussion, the motion to combined agenda items 5 and 6 is put to vote at 01:56. The motion is 14 For 0 Against. The motion was passed.

Agenda item 9. To receive and adopt the Year Plan of IRESS, HKUSTSU, Session 2018-2019 & Agenda item 10. To receive and adopt the Financial Budget of IRESS, HKUSTSU, Session 2018-2019

Li Wing Shun raised the procedural motion to resume the discussion of combined agenda items 9 and 10 at 01:56. Yam Wun Kwan else seconded. 14 For 0 Against. The motion was passed.

Without further discussion, the motion to combined agenda items 9 and 10 is put to vote at 01:57. 14 For 0 Against. The motion was passed.

Agenda item 3. To receive and adopt the minutes of the Annual General Meeting 2017 of IRESS, HKUSTSU & Agenda item 4. To receive and adopt the minutes of the 1st and 2nd Extraordinary General Meetings of IRESS, HKUSTSU, Session 2017-2018

Li Wing Shun raised the procedural motion to resume the discussion of combined agenda items 3 and 4 at 01:58. Yam Wun Kwan else seconded. 14 For 0 Against. The motion was passed.

Without further discussion, the motion to combined agenda items 3 and 4 is put to vote at 01:59. 19 For 0 Against. The motion was passed.

Agenda item 11. To adjourn the meeting

Li Wing Shun raised the motion to adjourn the meeting at 01:59. Yam Wun Kwan seconded. 19 For 0 Against. The motion was passed.

Minutes of International Research Enrichment Students' Society, HKUSTSU 1st Extraordinary General Meeting Session I

Date: 11-05-2018

Venue: Room LG5 Conference Room

Time: 12:00

Chairperson: Sit Hiu Chi

Minute takers: Chau Chun Yin, Cheung Chun Wai

The business of the 1st Extraordinary General Meeting of IRESS, HKUSTSU, Session 2018 - 2019 shall be:

1. To commence the meeting;
2. To receive and adopt the agenda of the 1st Extraordinary General Meeting of IRESS, HKUSTSU, Session 2018 - 2019;
3. To receive and adopt the Year Plan of IRESS, HKUSTSU, Session 2018-2019;
4. To adjourn the meeting.

Agenda item 1. To commence the meeting

The time is 12:10.

13 full members present.

Quorum is not met

Quorum will be counted 15 minutes later.

The time is 12:25.

11 full members present

Quorum is not met.

Quorum will be counted 10 minutes later.

The time is 12:35.

16 full members present.

Quorum is met.

EGM I session I commence now.

Agenda item 2. To receive and adopt the agenda of the 1st Extraordinary General

Meeting

Wong Ting Hei motioned to receive and adopt the agenda of the 1st Extraordinary General Meeting of IRESS, HKUSTSU, Session 2018 – 2019 at 12:38.

Kam Wa Mei seconded

14 For 0 against

The motion is passed.

Agenda item 3. To receive and adopt the year plan

Wong Ting Hei motioned to discuss the agenda item 3 at 13:14.

Kam Wa Mei seconded.

14 For 0 against

The motion is passed.

Graduation party

The person in charge of the event will be Wong Tin Hei. The party will be held on 15 June. The venue is reserved for the party from 1500-2300, while the party should start at 1600 and end at 2230.

There will be receptions, games, sharing and food provided for the participants. Props will be provided for the participants to take photos, and the graduates will open the time capsules written in their Orientation Camp. 2 to 3 professors may be invited as the guests.

Sticker Stalker	<ol style="list-style-type: none"> 1. Every participant is given 10 stickers 2. The goal is to stick all the stickers one has onto others 3. If one is caught when he/she is trying to stick a sticker, he/she must take back the sticker and get one sticker from the other person 4. The first participant to get rid of all stickers wins
Who am I?	<p>(Group game)</p> <ol style="list-style-type: none"> 1. A person gets a name sticker stuck on his/her forehead 2. He/she must ask at most 20 yes/no questions to figure out to whom that name belongs
Likes and Dislikes	<ol style="list-style-type: none"> 1. Every participant writes down at least 5 things he/she likes and 5 things he/she dislikes 2. The cards are then collected and read aloud 3. Other participants will try to guess who that person is
Bucket Challenge	<ol style="list-style-type: none"> 1. 9 buckets are placed in a square, each carrying some points 2. Tiles labelled 1 to 3 are placed in front of the buckets 3. After throwing a die, the participant must throw a bouncy ball that bounces on the labelled tile matching the number 4. The team with the highest score wins
You draw, I guess	<ol style="list-style-type: none"> 1. Teams set a 4-word phrase as the question 2. The playing team sends 1 member to draw according to the question in 1 minute 3. Another member of the team guesses using a 4-word phrase 4. The next member draws according to the new phrase

	<ol style="list-style-type: none"> Repeats until the last member guesses the final product
HK, Kowloon, NT	<ol style="list-style-type: none"> The venue is divided into regions of HK, Kowloon and the New Territories The MC announces a place, and players must run into the corresponding region as fast as possible Whoever that goes to the wrong region is eliminated
我叫熊啤啤	<ol style="list-style-type: none"> 2 teams are chosen to oppose each other Each team member says 我叫熊啤啤 in the strangest voice possible The remaining team guesses who said it The team who gets the most correct guesses wins
Pass the Bomb	<ol style="list-style-type: none"> A theme is set before the game starts A bomb is circulated among the players Each player must say a noun related to the theme After he/she says it, the bomb is passed onto the next player When the bomb “explodes”, the one holding it loses
Slime dart	<ol style="list-style-type: none"> A huge dartboard is set up Each team has to throw sticky slimes onto the dartboard and compete for the highest score Only the final state of the board is used to calculate the score

Kan Ying Hei will be responsible for the decoration, the MC will be Wong Ting Hei, Chang Yau Ming will design the props and posters, Pang Chun Sum is responsible for preparing the souvenirs and Chan Yin Hei help order dinner, and they are now working on the video. The games are created by

Wong Ting Hei and Chau Chun Yin. Wong Ting will contact graduates, and Lam Ka Chung will help contact professors.

The details of the games are as follow:

The games will be mainly team games. 3 games will be played in the first part and 2 after dinner. The exact number will depend on the duration of the sharing session.

Cantonese will be the language of instruction, if there are non-local participants, Excocs should translate for them.

Souvenirs and cards for others to put down their words for graduates will be prepared.

For IRE graduates who cannot come to the party, their souvenirs will be reserved.

No music or audio will be used for games, but will be some for free time.

Suggestions

More time should be reserved for game and less for sharing.

If you plan to invite professors to share, better ask them to join some games but not just come for sharing. It is not recommended to reserve food for late-coming professors as it seems like giving them leftovers to eat. Professors should be more familiar with IRESS or may ask the opinions from the graduates.

For grouping, it is recommended to put more familiar people into the same group so they will not feel embarrassed.

Except trying out the games, the general flow with MC should also be practiced.

May contact Sci/Home to invite graduating non-IRESS IRE student to the party.

Financial Budget

Li Wing Shun: What are stickers and name stickers?

Lee Wing Kei: According to Year Plan, some games need stickers, so I type stickers here.

Li Wing Shun: What is the difference?

Lee Wing Kei: They are used in two games.

Lui Ming Hong: It is non-acceptable that you earn \$460. This means everyone can pay \$15 less.

Matt: The earning does not include souvenirs and decorations.

Lui Ming Hong: Will exco participate in event?

Matt: I think no

Li Wing Shun: Quantity of dinner is 32 but you only have 27 participants. Did you count professors?

Lee Wing Kei: No, it should be typo.

Lui Ming Hong: You do not have decoration and poster here. It is sketchy.

Lee Wing Kei: I type according to last year proposed Financial Budget.

Lui Ming Hong: Don't follow last year.

Lee Wing Kei: I changed stickers, changed according to Year Plan

Li Wing Shun: Why is it more expensive this year?

Lee Wing Kei: I follow year plan

Lui Ming Hong: if your execution does not follow last year, your Financial Budget should not follow last year.

Lee Wing Kei: If the items are mentioned in Year Plan, I follow it. Otherwise I copy from last year.

Lui Ming Hong: What will you do if you find the estimation is wrong?

Lee Wing Kei: If it is more expensive, I think I will not charge more, if less expensive then I may refund the members.

Lui Ming Hong: You should plan better, don't be too rough. I know this is planned early, but if real situation changes you should change. I think total and sub-total is inter-swapped You should use excel functions, this is a must for Financial Secretary.

Lee Wing Kei: I copied from word, if I use functions there is no "HKD"

Lui Ming Hong: Then you don't need "HKD", write "Total (HKD)" at last. We can understand it, but add to a wrong value is big problem.

Li Wing Shun: How much will you spend on souvenir?

Lui Ming Hong: Now you have net gain so better use it to make to event better like food. You may not return the extra money, instead you can make the event better. Also, if you plan to invite professors, see if they will sponsor.

Li Wing Shun: You have already collected money from some participants, refunding is troublesome. And you can claim society subsidies if the function has a net loss.

Lui Ming Hong: It is okay to earn money, but you should not expect to earn in the first place.

Li Wing Shun: If you earn more than expect after Orientation Camp, then you may give a better welfare pack in Orientation Week.

Lui Ming Hong: About the formatting, group them up like decoration, games, etc. Have the quantity if possible, for example one card cannot cost \$50. When do you expect you can update?

Lee Wing Kei: Tonight.

Registration Day

Cheung Chun Wai will be the person in charge of the activity. Most of the details need to wait for OAC's decision. A new banner is under design for the counter.

LC room will be booked for early arrivals, and the checklist for freshmen is copied from the previous year. Posts encouraging students and providing essential information will be posted on important dates, such as the day releasing DSE or JUPAS result and the day before.

To promote IRESS on the Internet, information of the program and some features will be provided, and the contacts will be given to those who are interested in the program.

WhatsApp group for freshmen will be created after collecting the contacts of all freshmen.

Kan Ying Hei has contacted other societies that if they have met IRE freshmen, we will have priority to invite he/she to our Orientation Camp.

Fee for Orientation Camp will be collected, if freshmen do not have enough money, they will be allowed to pay deposit.

3 teams will be present on the day of event, one stay in counter, one stay in LC, and one will walk around the campus, mainly in concourse area.

Suggestion

May promote IRESS in forums except Facebook and Instagram.

To know who potential IRE freshmen are, you may check who has recently liked and followed IRESS Facebook Fan page.

Science student who are interested in transferring into IRE track in Year 2 shall be targeted as well.

May put photos for different functions at the counter so freshmen will have a better idea.

Details of Registration Day for Non-JUPAS student need to discuss with cabinet members as no information for Non-JUPAS student is available at the moment. But if needed, you can request a place from SU.

Tell Sci/Home that you can provide information for the honour courses such as MATH1023 and PHYS1312 so ExcOs can stay there when freshmen are pre-registering courses.

Orientation Camp

Sit Hiu Chi will be the person in charge of the event.

Counters recruiting spies and leaders had set up, but the response is not good as the date has not been confirmed. Around 10 leaders and 3 spies are needed

There are 3 teams working on different part. One team work on theme game, one work on other games, and one is planning the logistics, such as ordering and taking food, dividing food, planning the flow of events.

The sponsor will be Signature. Orientation Camp T-shirt, bag, toothbrush, toothpaste, shampoo, body wash, fan, mosquito sticker, snacks and drinks will be provided in the sponsorship package.

Ice-cloth is not included as we approached the sponsor too late.

The promotion will be made on Facebook and Instagram.

The rundown is as follow:

Day 1	Day 2	Day 3
	Breakfast 08:30 – 09:15	Breakfast 08:30 – 09:15
	City Hunt 09:15 – 12:30	Transportation to Beach 09:15 – 09:45
		Beach Games 09:45 – 11:30
		Cleaning Up 11:30 – 12:00
	Lunch 12:30 – 13:30	Transportation back to UST 12:00 – 12:30
Assembly of Participants 12:45 – 13:00		Lunch (Chinese Restaurant) and Turtle Back 12:30 – 15:00
Icebreaking, Team Creation and Team Games 13:00 – 17:45	Transportation back to UST 13:30 – 14:00	
	Rest 14:00 – 14:20	
Unpacking 17:45 – 18:30	Room Escape 14:20 – 18:30	
Dinner 18:30 – 19:30	Dinner (BBQ) 18:30 – 21:30	
UST Night Hunt 19:30 – 22:30	Time Capsule, Sweet Soup and Private Talk 21:30 – 23:00	

The breakfast on the second day is likely to be McDonald's. And participants will have lunch on that day after City Hunt. Each participant will have \$40-45 budget for that meal. Professors will be invited for the dinner's barbeque.

The theme game will be a detective story written by Wong Ting Hei. The story is related to City Hunt and Room Escape. Night Hunt may be included as well.

The games will be tested with those who do not participate in the Orientation Camp.

The Orientation Camp Booklet will include the rundown, story background, Exco and leaders' photo and descriptions.

Leaders are expected to act as a bridge to link society to freshmen, they should tell freshmen more about the society, IRE program and UST, such as the locations of important facilities. They should have some degree of participation, such as helping with the games but not complete take over.

A Google Doc is set for ExcOs to report the current working status.

The Financial Budget for the Orientation Camp is not yet ready.

There will be room games at night until around 0200. No games involve wine.

Regarding room allocation, leaders will share room with freshmen as this allow them to get closer with each other.

Cantonese will be used to host the games. If non-local people joined, ExcOs or leaders may translate for them. Transfer-in students will be accepted for leaders and spies.

Suggestion

Check out must be completed before 09:00 on the third day. You may ask the users of the next booking session if you can use it to store the belongings. Storing in Exco's hall may be possible solution as well.

If possible, do not let members to complete the sponsor's task. ExcOs should take care of them.

The range of the City Hunt should be set larger as it aims to allow freshmen to be more familiar with places near HKUST.

The colour of the Orientation Camp T-shirt should not clash with other science society. You may communicate with them to avoid this.

Backup plan is needed for barbeque in case it rains.

You should not give too much workload and pressure to leaders.

Logistic issues shall be planned in advance.

Finding helpers for logistics should be the last resort.

Detective game may last too long, as some of the time only a few people are working on the clues and the rest do not participate.

You may find different people to test the difficulty of the Room Escape. Excos may give hints when participants are stuck at some tasks. The games are supposed for participants to have fun.

You may allow people back from exchange studies or working in laboratory to visit at some time, so freshmen can know them. While the leaders should better come on the first day to let participants to be familiar with them.

Rooms of the same floor are preferred as this allow us to use the Common Room to play games.

An ideal case for room allocation will be one leader, two freshmen.

In ice-breaking games, it is suggested to have team games that more people can join. It is better to have 2-3 MCs and should simulate the overall flow after everything has finalized. You should include buffer in timetable in case any unexpected issues. Each part of the Orientation Camp shall be given similar degree of care, otherwise some of them will be too rough.

Parent Consensus Form for participants under 18 is needed on Registration Day.

You may cooperate with School of Science to use the resources leftover in Summer Camp.

Wong Ting Hei procedural motion to lay the discussion of agenda item 3 on table at 16:17.

Chan Yin Hei seconded.

15 for, 0 against

The motion is passed

EGM I session I end at 16:17.

Minutes of International Research Enrichment Students' Society, HKUSTSU 1st Extraordinary General Meeting Session II

Date: 30-05-2018

Venue: LG5 Meeting Room 4

Time: 10:00

Chairperson: Sit Hiu Chi

Minute takers: Chau Chun Yin, Cheung Chun Wai

The business of the 1st Extraordinary General Meeting of IRESS, HKUSTSU, Session 2018 - 2019 shall be:

1. To commence the meeting;
2. To receive and adopt the agenda of the 1st Extraordinary General Meeting of IRESS, HKUSTSU, Session 2018 - 2019;
3. To receive and adopt the Year Plan of IRESS, HKUSTSU, Session 2018-2019;
4. To adjourn the meeting.

Wong Ting Hei motioned to resume the discussion of agenda item number 3, to receive and adopt the Year Plan of IRESS, HKUSTSU, Session 2018 – 2019.

Time now is 11:28.

Kan Ying Hei seconded. 13 for 0 against. The motion is passed.

Agenda item 3. To receive and adopt the year plan

Orientation Camp

Li Wing Shun: Greg, in your work schedule you mentioned you would decorate the venue one day before the Orientation Camp.

Sit Hiu Chi: We can delete the item and start decorating on that day.

Li Wing Shun: You should only be able to decorate on that day. Beware the societies of the previous session may be late The theme game in the year plan were typed or copy and paste?

Sit Hiu Chi: They were written, following the format of the last year.

Orientation Week

Li Wing Shun: Tony what would you do?

Chau Chun Yin: We would design society tee, society paper, find sponsor. Then we would make the gift packages with the sponsored items, and distribute the packages to our members.

Li Wing Shun: You would only sell society tee and society paper as the only society products?

Chau Chun Yin: We may sell society paper of the previous year.

Li Wing Shun: Mainly these two types, no others?

Chau Chun Yin: Should be

Li Wing Shun: Our year had society card.

Li Wing Shun: Just saying that it is possible to have other products.

Li Wing Shun: How to recruit members?

Chau Chun Yin: It is a good question.

Li Wing Shun: New members.

Chau Chun Yin: How do you recruit new members last year?

Tai Wai Ting: We recruit them in the Orientation Camp. If they choose to join the Orientation Camp, they are likely to join our society also.

Li Wing Shun: Whatever, our society is not aggressive.

Lee Wing Kei: I applied because Fong King Long applied.

Kam Wa Mei: Can non-Science students join the Orientation Camp? Can non-UST students join the Orientation Camp?

Li Wing Shun: Strictly speaking. If non-UST students would like to join our Orientation Camp, then we would need to find Students' Affairs Office.

Li Wing Shun: The major concern is about the insurance. Who would you distribute the welfare packs to?

Chau Chun Yin: Members.

Li Wing Shun: All members? New members?

Chau Chun Yin: Not all members?

Li Wing Shun: Back in my year, there were not enough packages for all members. If you want this year, then you would need over 80 packages.

Li Wing Shun: You would not buy extra items and put in the welfare packages? And you would only put items you get from sponsors?

Lee Wing Kei: Yes.

Li Wing Shun: In our year, some sponsor items were not sufficient. We put them into welfare pack randomly.

Pang Chun Sum: When we market for sponsors by sending email, shall we mark more so we can get materials for both Orientation Camp and Orientation Week?

Li Wing Shun: Can. The major problem is the number of person. In our year there were only 20 packages, thus it is only for new member and even associate members do not have.

Pang Chun Sum: It should be okay. We marked over 500 packages during Promotion Period.

Li Wing Shun: You have written that you would seek for welfare pack sponsor in 22/7-14/8, but it is not likely for you to follow schedule. You better mark the sponsors along with the Orientation Camp. How about the design of Society T-shirt?

Pang Chun Sum: We should purchase them separately.

Li Wing Shun: Perhaps you could make an extra design in O Camp Tee. And reserve them for the use of Society Tee.

Pang Chun Sum: We cannot expect the number of persons.

Chan Yin Hei: They count it separately so we cannot do this.

Pang Chu Sum: If it is purchased separately, then perhaps we can purchase in bulk along with other societies. Thus we have a lower average cost?

Lee Wing Kei: The above measure is not that beneficial in the sense that our society is a small society. We can only save \$1.x.

Li Wing Shun: Lee Wing Kei, I think we can earn more from O week than last year. You plan to sell 50 piles of society paper out of 60, 45 society tees out of 60. Moreover, you could also sell the ones of previous years so you would be able to earn more.

Lee Wing Kei: Okay. If we include the welfare packages it should be similar.

Li Wing Shun: Is it possible to print less society paper? Last year we have printed 7000 but sold 4600 only. This year perhaps you would only print 6000? See the price, 7000 papers would create a surplus.

Li Wing Shun; Counter Decoration reuses summer Registration Day ones? So there are no expenses?

Lee Wing Kei: Should be.

Semester Commencement Dinner

Pang Chun Sum: We would firstly estimate the number of society members, but it is actually not a must. And around late august we would design poster.

Kam Wa Mei: Will late august be too late?

Pang Chun Sum: We can design it earlier. And at late August, we would ask in WhatsApp group what to eat. We would mainly choose restaurants within UST or outside, like GRB, Chinese restaurant at UST, Hop Sze in Hung Hau etc. We would obtain an indirect estimation of number of

participants. Then we would confirm the choice of restaurant and call to book and confirm details like how to order food.

Li Wing Shun: It is okay to decide the restaurant in the WhatsApp group and prepare the games before semester commencement dinner. However, be cautious that the event day may be bit chaotic. You would need to think of how to deliver people out of UST campus. Last year we have walked out of UST together and the arrangement is bit messy. You should estimate a total of 40 people and divide into two teams and wait for the buses together. You should gather the participants earlier as there might be traffic jam later, and the bus station may be crowded also. The two teams should try to get on successive buses, with 2 to 3 excos leading each team. 2 excos should go to the venue in advance for preparation and two for the latecomers. The seating plans were not used. It should not be following majors because friends may not be in the same major, so a seating plan is necessary. You should divide the table by functionality. Each table have some seniors that are talkative and outgoing, like one have Cheung Long Him, and another has David Iu and Swimming. You should observe whether there will be freshman that are more familiar with each other.

Li Wing Shun: It depends on how you control the flow. Our year we told members that we have seating plan, but they did not follow. The entry of Hop Sze Restaurant, the second floor is quite small so it may not be convenient to arrange seating plan. The seating plan is strange if friends were separated. You could plan it more generally and tell the ones that are talkative in advance to sit in different tables. You could order the same set of food for each table, or they can order separately. However, the payment procedures may be messy if each group order separately. Besides, you should tell members when will the semester commencement dinner ends, and there will be a group photo afterwards. You can divide 3 teams to leave, one go back home by themselves, one go back to UST by minibus and another team for dessert.

Li Wing Shun: The expected number participants is 40 in the year plan?

Pang Chun Sum: I think it should be about this range

Li Wing Shun: According to previous year, semester commencement dinner is the event that has the most participants. You should expect a maximum of 60 participants.

Pang Chun Sum: We would expect 15-20 freshman and 11 exco.

Chan Yin Hei: Last year each table have at least 10 people and there were at least 5 tables.

Li Wing Shun: Yeah, and I think asking in big group is good, but you need to find some suggestions of the restaurants in advance. In UST you may use GRB venue, but you can order food from other places. Having games or not depends on the venue.

Wong Ting Hei : Big television.

Li Wing Shun: It is ok even if there are no games.

Pang Chun Sum: The main purpose of the semester commencement dinner is to chit chat but not playing.

Li Wing Shun: Yeah, it depends on how you sit also. When will the first group leave UST?

Pang Chun Sum: I estimate 18:30, but this may be the rush hour. If someone is early, we could bring them to the restaurant first. And then invite another group there.

Li Wing Shun: It depends. Normally lessons end at 18:00. If people do not have lessons at 16:30-18:00, maybe you can gather them and leave at 17:30 before peak hour. And another at 18:00. For late comers, two excos are there. I think quite a number of IRE people can only come after 18:00, so the first group may need to wait for queue for a long time. Moreover, if the date overlaps with the O Week. You may have to close counter earlier. You have to consider how the excos were arranged.

Pang Chun Sum: Probably we would close the counter earlier.

Li Wing Shun: In terms of venue, one of the factors apart from the size are ventilation/air con. It is also very important because early September is quite hot

Pang Chun Sum: I will visit the site beforehand.

Li Wing Shun: It is needed. Excos must know the way. How can the members join?

Pang Chun Sum: Google form is more appropriate? It depends on how to collect money. If the prices and food are fixed, it would be better to start a counter.

Li Wing Shun: It is better to collect money beforehand, if the prices are fixed.

Pang Chun Sum: Walk-in may be troublesome

Li Wing Shun: It depends on whether you accept walk-in or not. I think it is better to allow.

And remember to promote counter, especially your targets are the new members and the old member, a chance for them to gather and mingling. You should promote while they are there registering for the event.

Tai Wai Ting: Which plan, order together or separately?

Li Wing Shun: Order separately if possible, so they can order the food they like.

Pang Chun Sum: A better communication method should be established.

Li Wing Shun: Divide the bill. If the restaurant says that that time is peak hour, you can consider to have set menu. Have you thought of any food choices? I mean which type of restaurant.

Pang Chun Sum: I think Chinese restaurant. Chinese Restaurant at UST or restaurants that serves in dishes. Moreover, they won't allow us to take up a large space for the event.

Li Wing Shun: And probably they won't allow you to make noises.

Li Wing Shun: When would the three group of people leave?

Pang Chun Sum: Yeah. I think we should divide beforehand, to avoid the situation that occurred this year.

Li Wing Shun: it is okay but you need to tell members about this.

Pang Chun Sum: For example, others may follow the guidance of the ExcOs. Some excOs will go home, some will go UST, and some will go for dessert

Li Wing Shun: I think you should plan earlier, i.e. Hop Sze. The location of disassembly is similar.

After all you need to lead all of the participants to MTR station.

If someone want to leave earlier what would you do?

BP: Find an exco to bring him/her away at least to downstairs. It would be better if we could bring them to the MTR station.

Li Wing Shun: It depends on the person. If freshman, then it is probably better to lead them to go back to MTR station.

Li Wing Shun: It would be inconvenient for the person to early leave if there is no set menu. Would you invite alumni which are still in Hong Kong?

Pang Chun Sum: Yes, like Kit Chu etc.

Li Wing Shun: You should find a way to introduce the alumni to freshmen

Pang Chun Sum: Maybe we will introduce to them on bus, because it is very weird to introduce them if they are not in the same table.

Li Wing Shun: But most likely alumni go there by themselves. Forgot if Poon Lok Nga leaves at September. If he joins, he will come by himself. I think most important is how exco bring participants to restaurant, how to leave, how to order and collect money

Society Jacket

Chang Yau Ming: We will receive order in mid-October. It is expected to have 40 orders, but we will buy 50. We planned to finish design on 16-27/9 and stick poster on 20/9, which includes the sample of the society Jacket. It would be better to print the whole thing on an actual jacket. And it would be nice to include the logos or figures on the poster. And we would contact the factory later.

During the Subcommittee function, we have tried to print through Amax. They forgot the "1" on "2019" during the printing the of the nominated cabinet hoodie.

Sarah use Amax, so this year it is likely that we will use them too

After contact and we know the price, we will order and request for the sample.

Last year it costs 147 dollars. And this year we assume it to be 140.

We will promote it during 9/30 - 10/2. We will promote through sticking poster, private messaging our members and announce the details in the big group. We will upload the poster on our Facebook Page also. The poster will include the picture of the society hoodie.

And in the period 3/10-13/10, we will have a counter of a total of 8 days. The price will be similar to last year, member 150, non-member 170. I think it would be sufficient. They will give 80 as deposit, after getting the jacket and collect the rest.

About delivering society jacket, last year most of the people got their jacket in the Christmas Party. We have considered the option of open counter again, but it is not very feasible as we would need to keep urging them to come and get.

Tai Wai Ting: I believe there will be a counter for Annual dinner, so distribute the jacket when open these counters.

Li Wing Shun: The problem is that people would not appear in winter semester, it would be better to distribute everything in fall sem. Sample is rather important. If you can follow the schedule, it would be better to have a sample in counter. The deficit would be big, if you assume 40 people buy and 50 jackets. It has some difference in fin bud, and plan better. 45 may be a slight overestimation. If you open counter lately, then other people will likely to buy jackets from other societies, and they would not buy our society jacket. You need to assume if the price of jackets were cheaper, you would not earn that much.

Lee Wing Kei: If we assume 41 or 42 orders and purchase 45 jackets. Would it be better?

Li Wing Shun: I think that is okay. It is not important anyway. I am not familiar with financial budget, but I think it is better to minimize the deficit and the revenue. Estimate the cost, and the number of people, and most importantly the market price. If everything works out like that, it should be fine.

Tai Wai Ting: Just now have you guys mentioned asking the preference of the members in the big group?

Chang Yau Ming: Yes

Li Wing Shun: Even if you don't ask all the members in big group, you should private message them privately. Don't decide everything by yourself.

I remember Chan Siu Man is the person who bought society jacket right. I think Sarah or Chan Siu Man would give more useful advices.

Chang Yau Ming: During the sub-committee function last year, I have asked her the opinions. She has suggested me not to have a logo that is too large in size. There is a style with cotton hoodie and recommended me to use it. So, I will ask Sarah's opinion again soon.

Class Photo Taking

Pang Chun Sum: Class photo taking should be held at the end of October, or early November. Similar to the format of last year, to take the photo at the hottest time of the day. Better not to Photoshop. We should avoid cloudy or foggy days. It is better to have more than one choice. We should ask the members earlier, to arrange a day for photo taking. Most the people will finish their midterm by the end of October. I think we should ask their availability in early October. There is no cost of asking the people early.

Li Wing Shun: I think you should ask members' availability in early October.

Pang Chun Sum: To find photographer and minimize the cost. We would find friends of us, no need to promote. We could ask our friends inside and outside UST. We can discuss the size of photo, layout beforehand. Communication about the requirements can be done earlier. And we need to bring chairs for professors.

Li Wing Shun: Most likely you would find friends for photo taking. Can ask Photography Society to help if necessary.

Pang Chun Sum: I think there are no major problems in photo taking, but the rundown should be well defined to avoid chaotic situation. It is roughly like this. We would find pro sec to edit the photo

Kam Wa Mei: Not okay.

Li Wing Shun: Chang Yau Ming, you okay with photo editing?

Chang Yau Ming: Haven't tried before,

Pang Chun Sum: I do Photoshop?

Kam Wa Mei: Yes

Pang Chun Sum: I know someone could give me the official version

Li Wing Shun: Actually, there is a crack version.

Tommy: I thought you know.

Pang Chun Sum: I want to ask what are the software in society one drive?

Pang Chun Sum: I think there is no major problem with photo editing. About purchasing of the photos, I have not searched the actual details. However, we should ask members how much they want beforehand. And we should prepare extra photos just in case.

Li Wing Shun: I think it is not good. If members would like to purchase, we can buy it later at a higher price. The decision of course depends on you guys, whether leaving spare photos are good.

What are the procedures of ordering?

Pang Chun Sum: I think we would be like last year, to have a counter with society jacket.

Kam Wa Mei: Alumni photo booth counter.

Pang Chun Sum: When is there no counter?

Li Wing Shun: Open counter for registration. You should think of more systematic ways.

Will you gift professors /members? For example, the big group photo to members.

Pang Chun Sum: Last year there is?

Li Wing Shun: Yes

Pang Chun Sum: We can consider, the cost is not high. I think it would be nice to gift them back.

Tai Wai Ting: If you give the photos back to professor, would you include a frame?

Pang Chun Sum: Yes. It would be better. A plastic thing that is floating is not good.

Tai Wai Ting: There is no such thing in financial budget.

Pang Chun Sum: We will add them later.

Li Wing Shun: How about the distribution of the photo?

Pang Chun Sum: We would set up counter for a long time. When we have photos, we would announce in the big group, and members would arrive counter to get the photos. We would use Excel to mark down whether the members have gotten the photos back or not. It would be more convenient. If they had not visited our counter, we would find them separately.

Sit Hiu Chi: You could give them during annual dinner.

Pang Chun Sum: If he does not come to Annual Dinner or other society functions, then it would be better if we asked him / her out privately.

Tai Wai Ting: Who you find to buy photos?

Pang Chun Sum: Last year which company did you find?

Tai Wai Ting: About this, I think it is better to find Siu Man.

Li Wing Shun: You should also find FMO for booking. There is no option of Fire Chicken, you should follow the timetable.

Tai Wai Ting: Last year which company you find?

Li Wing Shun: I forgot ask. Let me ask Siu Man.

Li Wing Shun: FMO booking paper will be given to you on the date of event. And on that day you should give them the form. Then BP, the order of photo taking, please think before the event.

Pang Chun Sum: I think we would follow year plan.

Li Wing Shun: If someone who does not major in Physics but go into the photo?

Pang Chun Sum: Not including freshmen.

Li Wing Shun: If they really need do that, then let them to do so?

Pang Chun Sum: I think it is difficult not to let them to do it. It would be difficult, and most importantly, people would need to enjoy from the event. No violence is required in the process.

Li Wing Shun: If violence is required, wait till all the professors leave.

Li Wing Shun: How about inviting professors?

Pang Chun Sum: We would follow to procedure to ask the professor's availability. We would consider them into the decision of which day to take photo. We would find Prof Lortz for Physics, Prof Leung for IRE, Prof Fong for Math, Prof Chow for Life Science and Dr. Dennis Chan for Chemistry.

Wong Ting Hei : Henry Yan

Li Wing Shun: Last year was a wrong example, as we should invite people in faculty.

Wong Ting Hei: It depends on the hierarchy. We should find Henry Yan beforehand.

Li Wing Shun: We triggered Henry Yan because of that.

Wong Ting Hei : I think we should ask the coordinator

Tai Wai Ting: Meng Guowu

Li Wing Shun: I agree too

Li Wing Shun: I remember last year we find Meng Guowu too?

Tai Wai Ting: He said he would not come so we have found Frederick.

Tai Wai Ting: Would you guide the professors to fire chicken?

Pang Chun Sum: We can consider. It depends on our division of labour.

Tai Wai Ting: It is common for the professors to have something to do beforehand. It would be inconvenient for them to be like that. If it really occurred, what would you do? For example, Prof Lortz, we waited him for five minutes.

Pang Chun Sum: I think we should confirm in email. And then mention once more on that day. You should ask their preference on whether they would like to be accompanied by us.

Tai Wai Ting: Normally, professors would not be late too much. So it would be fine to ask beforehand.

Li Wing Shun: Will you prepare any "props" for photo taking?

Pang Chun Sum: Like?

Li Wing Shun: Board, or Chau Chun Yin provides some ideas?

Kam Wa Mei: We would prepare it in the graduation party.

Pang Chun Sum: But it would be better to let the professors leave first.

Li Wing Shun: Board is necessary. You could consider other things too. Where will you gather the members?

Pang Chun Sum: Sign board

Lam Tak On: Society board

Pang Chun Sum: It is basic.

Li Wing Shun: You should find the photographer and discuss with them earlier about the technicalities of the photo.

Subcommittee Function

Wong Ting Hei: Nothing special.

Li Wing Shun: How to recruit? How to introduce?

Wong Ting Hei : We would private message everyone, especially our target members that are active in the community.

Li Wing Shun: I think the Orientation week counter is important. You should ask them whether they would like to join the subcommittee function.

Wong Ting Hei : They would not be that willing to.

Li Wing Shun: True

Wong Ting Hei: So we would invite them to the meeting, and we will assist them in the technical aspect. For example, the booking of the venue

Li Wing Shun: How would you introduce the function to them

Wong Ting Hei: We would introduce the function to them in the first meeting, or should we mention about it during the recruitment?

Li Wing Shun: Talk about recruitment first.

Wong Ting Hei: I would tell them that we would hold a function, for example what have we done before.

Li Wing Shun: For example, how would you talk to the freshman?

Wong Ting Hei : I would say the function can let them try earlier, as it doesn't take a long time. It would be better to prepare beforehand

Li Wing Shun: First meeting?

Wong Ting Hei: In the first meeting, we would introduce them the past format. To let them know briefly, what kind of functions we had in last year to avoid overlapping. We would give them direction, like the general picture first, and then technicalities.

Li Wing Shun: How about the distribution of post in the subcommittee?

Wong Ting Hei: We would tell them what the most important post is, for example coordinator, treasurer. Let them know first, and then ask their preference.

Kam Wa Mei: I have a suggestion. I don't know what subcommittee is, so I ticked yes.

Wong Ting Hei: So we should include what is subcommittee. At least we should explain to them.

Li Wing Shun: If they asked what's that, you should explain to them.

Li Wing Shun: What if non-local students join. Will you promote subcommittee to them?

Wong Ting Hei: I think I will. But it would be troublesome. It depends on how they accommodate the person, i.e. if the person is not a Cantonese speaker.

Li Wing Shun: So we would not discourage them?

Wong Ting Hei: Yeah, but we won't encourage or promote too much either?

Li Wing Shun: Will the period overlap with subcommittee counter?

Wong Ting Hei: I think there is no overlap.

Li Wing Shun: I think it is not in the year plan.

Wong Ting Hei: But I think it is okay cause we do not know their preference.

Li Wing Shun: When is the first meeting?

Wong Ting Hei: Early October.

Li Wing Shun: Will it be too rush? If there is a meeting per week, then they would not have sufficient time.

Wong Ting Hei : Then probably mid / late September

Li Wing Shun: You should ask their availability earlier, and so we can organize everything in October.

Li Wing Shun: Any Exco to guide them during meeting?

Wong Ting Hei: Myself. If I am not free, then we would find someone else to attend their meeting. Everyone did subcommittee function and we would understand the format of it, so it should be alright.

Li Wing Shun: The actual rundown is fine. Just look after them. No big deal.

Li Wing Shun: TT, anything to say?

Lam Tak On: You said you won't find someone other than you?

Wong Ting Hei: It depends on whether they are okay.

Lam Tak On: It is better to find two excos for backup.

Li Wing Shun: If you are busy, then you should find someone else to attend the meeting, and let them follow up.

Wong Ting Hei: Okay

Research Sharing

Lam Ka Chung: Following our year plan, it would be hold in roughly late October. We should follow the format of last year. We would not follow SCI/Home, so the degree of freedom is higher. We can invite other science students to attend if they like. They would come if they want to listen. We would organize the events independently. We would follow different field, and hold two times, one session of Chemistry and Life Science, and another one of Math and Physics. Then, in terms of invitation of guest speakers, we would change the speakers. I thought for a while, but it really depends on their availabilities during the sharing.

Tai Wai Ting: Who?

Lam Ka Chung: I am thinking to find Donald for the talk in Life Science. I think he is a good speaker judging from the experience in the journal club, for example on the topics. We would allow them to focus more on research instead of some deep topics. We would find Frederick for Math. I think he is appropriate.

Tai Wai Ting: Any other students? I don't think there are too much math students. How about Physics and Chemistry?

Lam Ka Chung: Physics - I am not familiar with Physics, maybe I will think later.

Tai Wai Ting: Chemistry?

Lam Ka Chung: Matthew

Lam Tak On: Preferably the ones in Year 3.

Wong Ting Hei: Andy?

Lam Tak On: Whether he cares about the event is a problem

Wong Ting Hei: Yes. There are many Year 3 Chemistry students.

Lam Tak On: There is not much

Wong Ting Hei :

Lam Tak On: I think Owen is not too good too.

Wong Ting Hei: Chak Man Him does biomolecular, it may be overlap

Li Wing Shun: You should think about the details and expectation of the research sharing.

Tai Wai Ting: So Frederick. Would you like to invite other professors also?

Lam Ka Chung: If we can find undergraduate students, we should find them first. If people would like to come and listen, they could take SCIE 1500 which are talking about the works by professors. So, we would invite students first.

Li Wing Shun: Undergraduate Students. The reason for inviting Year 3 is that they have SCIE 3900, which is an overseas research experience. If they are not available, you can find IRE undergraduates. Otherwise, you can find postgraduates or professors.

Tai Wai Ting: Then who would you like to have for MC?

Lam Ka Chung: I think I would be MC, or someone who is more suitable in the cabinet.

Li Wing Shun: It is okay. But you need to find another person to coordinate the rundown and the procedure.

Li Wing Shun: If you use the format of the current year, would you like to have more interactive research sharing?

Lam Ka Chung: We can raise questions for the audience. There is a short Q and A session in the midway. To make them involve more.

Li Wing Shun: Find excos for asking questions. You could give some questions for the exco to ask.

Cheung Chun Wai: I remember Donald goes to Cal Tech exchange? Not sure when though.

Li Wing Shun: In light of financial report, research sharing light refreshments, what are those?

Lee Wing Kei: Just copy last year.

Li Wing Shun: If you offer water, then it is okay. It is cheap.

Tai Wai Ting: Last year we bought at café. This year we can buy at ...

Wong Ting Hei: Parknshop.

Li Wing Shun: Normal Size?

Wong Ting Hei: I'm not sure. I think they are not offered in UST parknshop.

Wong Ting Hei: Or we can collect water from the machine outside IRE Room.

Tai Wai Ting: What kind of souvenirs will you give to the speakers?

Lam Ka Chung: last year?

Tai Wai Ting: Bookmarks from commercial press.

Lam Ka Chung: We would choose a different one this year then it would not overlap.

Li Wing Shun: You said 5 souvenirs for speakers?

Lee Wing Kei: Just copy from last year.

Li Wing Shun: Last year we have 5 because in the math session we have invited Chow Tsz Kiu and his supervisor Prof Frederick Fong. If this year is not the same then four is needed only.

Jeff Ye York: Language?

Lam Ka Chung: If all the participants are locals then Cantonese, otherwise English.

Tai Wai Ting: what about Putonghua?

Lam Ka Chung: Nope.

Tai Wai Ting: Will you ask the speaker to prepare a PowerPoint for presentation?

Lam Ka Chung: It depends on their style and preference.

Li Wing Shun: You want to follow the style of last year?

Lam Ka Chung: I will ask a question and let one sharer answer, then another one answer.

Li Wing Shun: How about promotion?

Lam Ka Chung: We will promote the event in the WhatsApp group and stick posters around the campus.

Li Wing Shun: What are your target audiences?

Lam Ka Chung: Technically the event is open to all Science students, but we would expect that most of the participants are members.

Li Wing Shun: You can ask SCI/home or School of Science for help. Maybe you could make it as SCIE1000 elective to encourage participation, my previous year did it.

Tai Wai Ting: When will you start contacting the sharer?

Lam Ka Chung: As soon as possible, possibly early September.

Tai Wai Ting: Late October is the midterm season and some sharer may not be able to come. So in my year we have changed in to early November.

Li Wing Shun: Printing Thank You card is?

Tommy: I copy from last year.

Li Wing Shun: Would you find someone to design and give to sharer together with the souvenirs?

Lam Ka Chung: Yes

Tai Wai Ting: Will 2 hours be too long? Will speakers have so much to say?

Li Wing Shun: Yeah but 1 hour maybe too short. Last year it was officially one hour, then free talk for about 15-30 min.

Tai Wai Ting: Will you give a list of questions for speaker? If yes, what kind of questions are included? Would you like to make it as an interview, or allow them to deliver their own talk?

Lam Ka Chung: better follow the flow otherwise the speaker may off topic too much and the information may not fit freshman's interest, and there will be room for extra sharing like a short break.

Alumni Photo Booth

Kam Wa Mei: The event is called alumni congregation photo booth. The events allow graduates to take photo when they come back for congregation ceremony. The exact date depends on when the Congregation will be held in.

There is an over estimation of the participants, at most 20 including exco.

And about sponsor part I just copy last year, and we will do it at late October.

We will find SCI/Home to cooperate with as last year we have also prepared some props in SCI/Home. On top of that, we will prepare decoration and design and 29/10 is the deadline for that. We would stick poster on 3/11, and open counter from 1/11-12/11 to tell members that we have the booth, and also to private message our graduates. One or two days before the event we will announce it in the big group. We would use instant photo camera.

Li Wing Shun: Probably tell SCI/home what the props are for?

Kam Wa Mei: I would tell them we want to use SCI/home for taking photo because there are quite a lot of graduates there and also have props for use. We will also find students that are friends of graduate to take photo, but not as early as alumni.

Li Wing Shun: Who are responsible for finding alumni?

Kam Wa Mei: 2-3 alumni per exco.

Tai Wai Ting: Last year Wing is responsible for it as she is more familiar with them

Kam Wa Mei: I think finding different people to ask them is better as seems like we care about them. We can have two sessions of booth, like before and after ceremony so we can know when they will come. We can find professors to take photos with them. We will find them as early as possible like 1/11.

Li Wing Shun: What will you have for alumni?

Kam Wa Mei: Big boards, maybe those used in previous function. However, the focus should be on graduates, messages like "happy graduation" but not just some emojis

Li Wing Shun: Will you find professor or not?

Kam Wa Mei: Yes

Li Wing Shun: Will you ask the professor when are they available, or first ask the available time of graduates then inform the professors?

Kam Wa Mei: I will ask professors availability, because if graduates want to take photo with professors then they probably will find the professors themselves.

Li Wing Shun: Actually, last year is the first year to hold this event, so not much can do.

Information session

Sit Hiu Chi: The event will be held at mid to late November, which depends when will people be free. ExcOs will prepare a PowerPoint for the duties of excOs, so each excO prepare their own part. We would stick posters and remind people to come. Around 19:00 we would take the venue to setup, 15 minutes for the late comer. We will start the event at 19:30. Each excO will have 5 minutes to talk about their post. They will have time for dinner, preferably bought by ExcOs, and it is likely to be pizza. Then we will have time for them to discuss which post they want to do, or to become an excO or not.

Li Wing Shun: Will you hold this together with subcommittee evaluation?

Sit Hiu Chi: It depends on how many people have joined subcommittee.

Li Wing Shun: What is the target audience?

Sit Hiu Chi: Year 1 people who are interested in becoming an excO.

Li Wing Shun: Light refreshment for IRESS?

Sit Hiu Chi: I assume some non-year 1 IRESS member will also come, so I would also prepare something for them.

Li Wing Shun: Oli you did not separate event 12/13?

Lee Wing Kei: Oh sorry.

Li Wing Shun: You should think of the role of the non-year 1 comers, why you need to prepare refreshment for them?

Sit Hiu Chi: It is weird if only provide for year 1 or subcommittee members.

Tai Wai Ting: Would you like to copy this year's format to allow freshman to choose their preference?

Sit Hiu Chi: Yes, since they may not remember all post

Tai Wai Ting: What if there are lots of freshman that want to do the same post?

Sit Hiu Chi: I will talk with them to see if they want to do other post

Li Wing Shun: When will you get it done?

Sit Hiu Chi: After midterm, before final.

Li Wing Shun: Actually, you do not need to confirm with them, but you can initiate their discussion.

What should be included in the presentation?

Sit Hiu Chi: Information about the post from the Constitution, and the characteristics of the post.

Li Wing Shun: Refreshment is for subcommittee evaluation but not for information session. If you want, then it is ok. But you should think whether the society would need to pay for food. If you open a group, then it is less likely to quit. If someone want to be a leader or participate, then you can private message them. It may not be the case that everyone is from subcommittee and have their own way to discuss, so have a group is useful.

Annual Dinner

Chan Yin Hei: The date is on the 23rd, which is Friday. Last year the annual dinner is on Tuesday. However, someone may not be okay on that day so the time can change.

The expected number of participants is around 30 to 50, and 4 to 6 faculty members.

We would invite professors first, preferably the coordinators. We would invite Prof Chow King Lau, however he would need to leave early for Life Science. Prof Henry Yan for Chemistry, Prof Leung Pak Wo for IRE, Prof Frederick Fong for Math and Prof Vic Law for Physics. We would hold the annual dinner in Chinese Restaurant at UST. Hang Hau Hop Sze has too much hassle, on transportation and games. Work schedule is earlier than last year.

Li Wing Shun: I think “subject to change” is unnecessary because it is very likely subject to change. You can reconsider the restaurant. Chinese Restaurant at UST is preferable because you can play games, however it is not necessary to play games.

Lam Tak On: You can book a formal location and order delivery, like the theatre in university center.

Chan Yin Hei: Example of games would be to hold a picture and ask other to guess who the guy is, or big television with 4 – 6 people guessing. There is a singing game on the year plan, but it depends on the venue, we would cancel it if we have chosen Chinese Restaurant at UST.

Li Wing Shun: Games that involve physical movements should depend on Location. Chinese Restaurant at UST may not be spacious enough.

Tai Wai Ting: Last year the food is inadequate for most tables?

Li Wing Shun: Some tables have leftovers.

Chan Yin Hei: Last year there were not enough time for eating, so we would have less time for game this year.

Li Wing Shun: Usually professors come later, so you could play games when students were waiting.

Chan Yin Hei: We would arrange the tables by major.

Tai Wai Ting: How would you handle professors’ sponsorship (if any)?

Chan Yin Hei: I will see Prof Leung, and also SCI/Home.

Lam Tak On: You should not ask for professors to sponsor actively, but if they want to sponsor them it is okay.

Chan Yin Hei: If science school has resources, then we can ask them to sponsor.

Lam Tak On: If professors have sponsored for the event then probably you should not mention it during dinner.

Chan Yin Hei: We can thank them in email.

Chan Yin Hei: Before the start of the dinner, we will find exco to bring the professors to the venue, and to bring them away after the dinner.

Lam Tak On: You can ask the professors if they need to be brought, especially the ones that are close to us, but you can also offer the service first and see if they need

Tai Wai Ting: When will you open the counter?

Chan Yin Hei: 8-9,12-14 of November.

Lam Tak On: Use relative time not fixed time

Chan Yin Hei: Probably one to two weeks before the event, at least 4 days before the event.

Lam Tak On: Would you allow participants to pay at the venue?

Chan Yin Hei: As from last year's experience, better not.

Lam Tak On: If can pay before then it is optimal. But there may be some members that could not pay before, so it is better to prepare a money box. Walk-in should be more expensive to deter walk-in people. If the venue has sufficient space to collect participant's money, then it would not be a big deal.

Li Wing Shun: Do not let one person do this. It can reduce the number of walk-in.

Tai Wai Ting: Bingo cards are inadequate.

Chan Yin Hei: We will buy extra ones.

Lam Tak On: You can find another way for lucky draw. After all, if it is fair then it is okay. Also, you would need to buy the "IRE" balloon. If you are going to buy, please buy the ones with better quality.

Tai Wai Ting: remember not to ...

Cheung Chun Wai: ride MTR

Chan Yin Hei: We would buy deflatable balloons. We can always inflate them in our society room.

Li Wing Shun: Matthew know how to book Chinese Restaurant?

Wong Ting Hei: Find CSO?

Li Wing Shun: Suppose you need to hand in proposal. Then you should find earlier, as it is not available during congregation. But at first you need to ask Chinese Restaurant at UST first to see if they have space. After finding CSO, then you should find SAO to borrow for the equipment. Last year we did not book through CSO, as I phoned CSO but they say they were too busy to process the application. They said if the Chinese Restaurant is available then it is okay.

Wong Ting Hei motioned to lay the discussion of agenda item 3 on table until the next session of the First Extraordinary General Meeting.

The time is 16:20, chair receive the motion.

Chan Yin Hei seconded.

14 for 0 against

The motion is passed.

Minutes of International Research Enrichment Students' Society, HKUSTSU 2nd Extraordinary General Meeting Session I

Date: 30-05-2018

Venue: LG5 Meeting Room 4

Time: 10:00

Chairperson: Sit Hiu Chi

Minute takers: Chau Chun Yin, Cheung Chun Wai

The business of the 2nd Extraordinary General Meeting of IRESS, HKUSTSU, Session 2018 - 2019 shall be:

1. To commence the meeting;
2. To receive and adopt the agenda of the 2nd Extraordinary General Meeting of IRESS, HKUSTSU, Session 2018 - 2019;
3. To receive and adopt the Financial Budget of IRESS, HKUSTSU, Session 2018-2019;
4. To adjourn the meeting.

Agenda item 1. To commence the meeting

The time is 10:37.

No. of full members present: 15

Quorum was met. Chairperson Sit Hiu Chi started the 2nd Extraordinary General Meeting Session I at 10:37.

Agenda item 2. To receive and adopt the agenda items

Wong Tei Hei motioned at 10:38 to receive and adopt the agenda items.

Kan Ying Hei seconded

For 15 Against 0. The motion was passed at 10:38

Agenda item 3. To receive and adopt the Financial Budget of IRESS, HKUSTSU,

Session 2018-2019

Li Wing Shun: How many people have joined the grad party? How many people do you expect to participate as written in your financial budget?

Lee Wing Kei: 8

Li Wing Shun: On the financial budget, there were a non-member joining the graduation party. Does this mean that there will be one non-member participating in the function?

Lee Wing Kei: Yes. And the person has paid.

Li Wing Shun: Who said they will come verbally but have not yet filled in the form?

Wong Ting Hei: Chow Tsz Kiu, Poon Lok Nga haven't filled in the form yet.

Li Wing Shun: I see. 22 participants is a reasonable estimate. Bucket cost zero dollars because there are few in the Society Room?

Lee Wing Kei: Yes.

Li Wing Shun: The items that could be found in the Society Room do not need to be listed on the financial budget.

Lee Wing Kei: Okay.

Li Wing Shun: The souvenirs are for all registered year 4 participants?

Lee Wing Kei: Should be.

Li Wing Shun: I see. You expected 10 year 4 to join, with three walk-in. But you should prepare 12 souvenirs, which should be in excess.

Lee Wing Kei: Okay.

Li Wing Shun: You can plan a small deficit, so the number could be balanced if there are walk-ins, instead of planning the budget with no deficit and earn more if there are walk in.

Li Wing Shun: Would you give souvenirs to year 4 who are unavailable to come?

Lee Wing Kei: Yes.

Li Wing Shun: This affects how many souvenirs you buy.

Lee Wing Kei: I'll ask the PIC for his decision.

Wong Ting Hei : Some year 4 haven't replied, but there are at least three members that would not come, like Rachel.

Li Wing Shun: It depends on whether you would make souvenirs or card for them

Li Wing Shun: What is bomb on the financial budget?

Lee Wing Kei: It is for use of game.

Li Wing Shun: Why do you it need \$20?

Lee Wing Kei: Because it is made of plastic?

Li Wing Shun: You haven't thought about it?

Lee Wing Kei: yes

Li Wing Shun: if you know what you make it with then it is meaningful in fin bud

Li Wing Shun: What is slide?

Wong Ting Hei: We won't play that game

Li Wing Shun: So no need?

Wong Ting Hei: Yes, bomb may not be needed also.

Li Wing Shun: Confirmed 3 professors?

Wong Ting Hei: We have confirmed Prof Leung Pak Wo. Prof Fong Tsz Ho would be on an boat trip, and we shall see if he can come in time. Prof Chow King Lau said if he would attend if he could rush back from City University of Hong Kong. Dr Dennis Chan is not in Hong Kong at that time. We are finding Emily now. So we would not expect Prof Chow and Prof Fong to present during dinner.

Li Wing Shun: The dinner price may over budget because \$50 per people is not a lot. The amount of food may not be sufficient for the participants.

Lee Wing Kei: So you think \$60 is acceptable?

Li Wing Shun: should be. What about utensils?

Lee Wing Kei: I think there are some in society room. If not enough then buy.

Li Wing Shun: The ones in society room maybe enough. You should see whether it is clean, the utensils that are not opened should be clean. Table cloth can also be found in society room.

Li Wing Shun: Will you use better and colourful pens to write the cards for graduates?

Li Wing Shun: Stickers you use so much.

Lee Wing Kei: The game sticker stalker need 10 per people.

Li Wing Shun: Buying more stickers should be cheaper.

York: What stickers do you need?

Lee Wing Kei: Should be normal sticker, in which we would write on it.

Li Wing Shun: Perhaps buy a batch should be cheaper. Do you have prizes for the winners?

Lee Wing Kei: We have.

Wong Ting Hei: We can consider the option.

Tai Wai Ting: Or you can similarly consider to have punishments for the losers.

Wong Ting Hei: Punishment is the cheaper option.

Li Wing Shun: The A3 size board is for?

Sit Hiu Chi: The board that we held to let others see.

Li Wing Shun: You want to make new this year?

Sit Hiu Chi: The ones in society room are broken.

Li Wing Shun: \$6 one is cheap?

Lee Wing Kei: Don't know how he wants to make.

Li Wing Shun: It can be made more beautiful, thicker and more durable.

Lee Wing Kei: So you think \$6 is not enough? Do you think \$10 is enough?

Li Wing Shun: See the total of the amount planned in the Registration Day.

Li Wing Shun: There is a deficit of more than three thousand in Orientation Camp, is it normal?

What is transport for sponsorship? You don't know where to get sponsor materials right?

Brian Chan: Should be Tsuen wan. The transportation fee would not exceed 80, need to take ourselves.

Li Wing Shun: How to divide room for Orientation Camp? There is total 36 bed spaces, yet the number of participants and exco are altogether 38.

Lee Wing Kei: Two of the ExcOs have summer hall.

Li Wing Shun: Have they extended to Orientation Camp period yet?

Sit Hiu Chi: Details not announced yet. We would know it in July.

Li Wing Shun: Why the unit price of day of 3 lunch become so accurate?

Lee Wing Kei: Because we eat outside.

Cheung Chun Wai: Why eat outside accurate?

Lee Wing Kei: Because I can't adjust in excel

Li Wing Shun: Started to think the Orientation Camp games?

Wong Ting Hei: Thinking.

Li Wing Shun: Do you need to buy a lot of material?

Wong Ting Hei: Thinking

Tai Wai Ting: Last year we used \$800.

Li Wing Shun: Maybe exco or society room have materials that you need. The game materials can be anticipated better. The number of estimates of freshman and spy, a total of 18 is clearly an underestimate. It is likely to have more participants. The room booking shall be done carefully, because you need to book early. How many participants have registered for Orientation camp?

Wong Ting Hei: Minimal.

Li Wing Shun: 10? The sponsor with price \$2926 is already a confirmed package? If some materials were not included in the package, will you buy?

Chan Yin Hei: No, we would do task instead.

Tai Wai Ting: What do you have in the sponsor package?

Chan Yin Hei: Shampoo, conditioner, body wash, energy drink, mosquito stickers, cup noodle and green bag. Some limited offer would also give us another bag.

Li Wing Shun: I have nothing to say in this part of the financial budget.

Wong Ting Hei motioned to lay the remaining agenda items on the table until next session

Time now is 11:25, chair receive the motion.

Kan Ying Hei seconded.

13 for 0 against

Motion is passed.

Prepared by,

SIT, Hiu Chi (20515312)

President,

International Research Enrichment Students' Society, HKUSTSU,

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(Society Chop)