

**International Research Enrichment**

**Students' Society, HKUSTSU**

Minutes of Annual General Meeting 2019

and

Extraordinary General Meeting

for the Session 2019 – 2020

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

Date: 05-03-2019

Venue: Room 2132C

Time: 19:00

Chairperson: Sit Hiu Chi

Minute taker: Chau Chun Yin, Cheung Chun Wai, Lam Yu Sang, Kwok Yuk Lam, Lau Chak Hei

The business of the Annual General Meeting 2019 of IRESS, HKUSTSU shall be:

1. To commence the meeting;
2. To receive and adopt the agenda of the Annual General Meeting 2019 of IRESS, HKUSTSU;
3. To receive and adopt the minutes of the Annual General Meeting 2018 of IRESS, HKUSTSU;
4. To receive and adopt the minutes of the 1<sup>st</sup> Extraordinary General Meeting of IRESS, HKUSTSU, Session 2018-2019;
5. To receive and adopt the Annual Report of IRESS, HKUSTSU, Session 2018-2019;
6. To receive and adopt the Annual Financial Report of IRESS, HKUSTSU, Session 2018-2019;
7. To vote and announce the Honorary Members;
8. To introduce and inaugurate the Executive Committee Members of IRESS, HKUSTSU, Session 2019-2020;
9. To receive and adopt the Year Plan of IRESS, HKUSTSU, Session 2019-2020;

10. To receive and adopt the Financial Budget of IRESS, HKUSTSU, Session 2019-2020; and
11. To adjourn the meeting.

**Agenda item 1. To commence the meeting**

The time is 19:24.

No. of full members present: 19

Quorum was met. Chairperson Sit Hiu Chi started the Annual General Meeting.

**Agenda item 2. To receive and adopt the agenda items**

Wong Ting Hei Matthew motioned to receive and adopt Agenda items.

Kan Ying Hei seconded.

The time is 19:25.

21 For 0 Against

The motion was passed.

Wong Ting Hei Matthew motioned to combine Agenda item 5 and 6.

Kan Ying Hei seconded.

The time is 19:27.

21 For 0 Against

The motion was passed.

Wong Ting Hei Matthew motioned to combine Agenda item 9 and 10.

Kan Ying Hei seconded.

The time is 19:28.

21 For 0 Against

The motion was passed.

**Agenda item 7. To vote and announce the Honorary Members**

Wong Ting Hei Matthew raised the motion to discuss Agenda item 7.

The time is 19:30.

21 For 0 Against

The motion was passed.

Sit Hiu Chi: Lets discuss about the honorary member.

Sun Yusen: What nominated honorary members do we have? Can you read it out?

Sit Hiu Chi: Lam Tak On, Fong Kin Long, Tai Wai Ting, Lai San Yu, Feng Zhijie, Li Wing

Shun, Yam Wun Kuan, Ng Si Long, Chung Kam Hin, and Lau Wing Sum.

Anything to discuss about this issue?

Wong Ting Hei Matthew raised the motion to vote for Agenda item 7.

Kan Ying Hei seconded.

The time is 19:33.

23 For 0 Against

The motion was passed.

Cheng Man Hin: Have you updated the honorary member email list?

Wong Ting Hei Matthew: Not yet.

Cheng Man Hin: Better update before the next Annual General Meeting.

Chau Chun Yin: We don't have the honorary member email list.

Cheng Man Hin: Why?

Lau Wing Sum: Ask Fong Kin Long.

Sit Hiu Chi: No reply yet.

Wong Ting Hei Matthew: After this session, we will discuss this matter with the previous cabinet.

**Agenda item 5. To receive and adopt the Annual Report of IRESS, HKUSTSU, Session 2018-2019 & Agenda item 6. To receive and adopt the Annual Financial Report of IRESS, HKUSTSU, Session 2018-2019**

Wong Ting Hei Matthew raised the motion to discuss Agenda items 5 and 6.

Kan Ying Hei seconded.

The time is 19:34.

23 For 0 Against

The motion was passed.

**Inauguration Ceremony**

Sit Hiu Chi: So now let's start discussing about the Inauguration Ceremony.

Kan Ying Hei: Last year the Inauguration Ceremony was held on 26 April, and we were responsible for the promotion. More details are written in the Annual report. And because Physics Students' Society did not have an elected cabinet, there are only a total of 5 societies, and each society has their own decorations.

We were also responsible for decorating the wall in Lecture Theater A. Anything want to ask about the Inauguration.

Cheung Long Him: Please list out what you have decorated.

Kan Ying Hei: We designed the booklet, the design board, the flag, invitation cards, thank you cards, certificate of appreciation, seating guide, and also seating cards.

Cheung Long Him: What about the name cards, also made by us?

Kan Ying Hei: Yes.

Cheung Long Him: How did you divide the leftover materials with other societies?

Kan Ying Hei: As in?

Cheung Long Him: Tablecloth, etc. Money would be distributed by ratio.

Kan Ying Hei: We did not discuss about how to distribute the materials. But name tags were reused in Singing Contest. And I am not sure if we will reuse next time.

Cheung Long Him: Where are the things now?

Kan Ying Hei: Should be in Chemistry or Biotechnology Society.

Cheung Long Him: Anyone violated regulations in the Inauguration Ceremony?

Kan Ying Hei: No, we set regulations that after professors have left or passed Sci/Home or went down the escalator, dem cheer is allowed.

Cheung Long Him: Was there any emergency situation during walking that can be used to remind the next session?

Kan Ying Hei: The most unsmooth part is only opening the door, if there is enough rehearsal, it should be no problem. The most surprising thing was that Professor Jason Chan played fire.

We invited professors for speech, Chemistry invited Professor Jason Chan and he played fire.

We also sang happy birthday to Professor Frederick Fong.

Cheung Long Him: What professors did we invite?

Kan Ying Hei: Professor Pak Wo Leung and Professor Frederick Fong.

Cheung Long Him: Was there any conflicts between societies?

Kan Ying Hei: We wanted to invite the Dean of Science, but we couldn't. Therefore, we wanted to invite the Associate Dean, but there was not enough time. So we invited Professor Pak Wo Leung. Biology and Biotechnology Students' Societies knew very well who they should invite so it was quite peaceful.

Cheung Long Him: Was there a joint science Inauguration Rehearsal?

Kan Ying Hei: Yes, but the rehearsal was very early, and so many things were not ready.

This year it is better book lecture theatre earlier so the rehearsal can be held closer to the real Inauguration day.

Because last year we could not prepare much things, we did not practice a lot. We practiced before 9am class and took LT to practice.

We had official joint science rehearsal on 4/4, but Inauguration was on 26, so there was not enough time to prepare.

Cheung Long Him: How about the money ratio?

Kan Ying Hei: I remember it was 0.8:0.5 for Mathematics and us. But this year does not have Mathematics so it should be fine.

Cheung Long Him: Shirley, try to get 0.5 this year.

Kwok Yuk Lam: We already discussed about that.

Cheung Long Him: For the people who came to Inauguration, was there any interesting thing that happened?

Cheng Man Hin: Did the President last year trip over him own tongue?

Cheung Long Him: Anyway, no matter what, if you need to give a speech, it is better to practice more. How about finding helpers? Was there any discount?

Kan Ying Hei: Yes, there was some discount.

Cheung Long Him: How much?

Kan Ying Hei: We found 11 or 12, and they found 20?

I forgot the ratio but I can check. But it wasn't a great deal for us to find helpers last year

Cheung Long Him: Any helpers of last year here? No?

Lau Wing Sum: No.

Wong Tak Hin: Me, but I forgot I helped which side.

Cheng Man Hin: Anything wanted to say?

Wong Tak Hin: The oath did not synchronize. Next session please practice more.

Kan Ying Hei: And remember to ask people to prepare for their speech.

Cheung Long Him: And tell professors what should they say in the Inauguration.

Long time ago Professor Pak Wo Leung told people not to be Executive Committees and study hard instead. Professor Frederick Fong said he did not know what he was saying last year.

So please give them some guidance.

Kan Ying Hei: Regarding the early rehearsal, actually the agreement said that every society needs over half of the people to come or else they have to pay fine. But we had not prepared everything, so we could not practice anything. Then Chemistry Society got angry and all of them did not come for the first half of the rehearsal. This year better be more harmonious.

Cheung Long Him: Last year, each cabinet was in charge of themselves or they gave all things to the coordinator to distribute?

Kan Ying Hei: Each cabinet gave their own guidance and followed their own work. For example, Mathematics Society found a girl MC but Biotechnology Society was responsible for MC.

Cheung Long Him: In my year, all societies gave the list to a coordinator and let the coordinator give instructions. Coordinator distributed work, but some said instructions were unclear.

If this year the coordinator system is adapted, please ensure the work does reach the helpers of each societies.

Lau Wing Sum: Yes, in your Inauguration, we helpers were responsible for decoration, but many helpers did not know how to blow and tie balloons.

Kan Ying Hei: We had a lot of helper last year, but we were called to stick the decorations to cover the sign of “No Eating” only, we found so many helpers which was actually useless.

Cheung Long Him: If the next session will do invitation, better ask did they buy the flower fixing tools.

Kan Ying Hei: And give the printed card to them so they will help you put the cards inside, so you do not have to do it yourselves, but need early notice.

Lau Wing Sum: Back to honorary member. Do you guys have the older member list?

Chau Chun Yin: No.

Lau Wing Sum: Fong Kin Long, please send stuff.

### **Graduation Party**

Sit Hiu Chi: Then let's proceed to graduation party.

Wong Ting Hei Matthew: Who was there?

Cheung Long Him: Ming came but he is not here today.

Wong Ting Hei Matthew: Li Wing Shun is here, it should be fine.

Shun: Should be fine.

Cheung Long Him: Did Lam Tak On go to the event?

Lam Tak On: I think so.

Wong Ting Hei Matthew: The annual report has included the preparation rundown and games.

We asked the graduates' availability in late May, and last year the graduation party was held late because we needed to wait for the graduates to come back from their trips. And it turned out to be held right after final. The preparation was rushed as it was done just after final which was sad. The next session can be more aware of this issue, if the party is held too close to the final examination it would be rather hard to prepare.

We decided the final date in May. Main duties are designing poster, opening counter for registration, designing props for photo taking and preparing souvenirs for graduates.

We tested the games in June, and we ordered the souvenirs one and a half weeks prior to the event. Basically, the rundown is play games, eat dinner, and then play games again. We invited Professor Pak Wo Leung. We also gave the graduates a time capsule paper with souvenirs. They stayed and played board games that day. Other than souvenirs, we also edited a video including their photos for them to have a good laugh, and we prepared cards for graduates to give message to IRE students, we later distributed the cards at the photo booth.

The games played were listed below:

1. Sticker Stalker	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
2. Get the Treasure	1. Participants are divided into 2 teams 2. The teams line up in a straight line and each member is numbered 3. A ball is placed between the teams 4. When a number is called, the one with that number must try to get the treasure before his/her counterpart gets it 5. Teammates may help obstruct the opposing team

3. You draw, I guess	<ol style="list-style-type: none"> <li>1. Teams set a 4-word phrase as the question</li> <li>2. The playing team sends 1 member to draw according to the question in 1 minute</li> <li>3. Another member of the team guesses using a 4-word phrase</li> <li>4. The next member draws according to the new phrase</li> <li>5. Repeats until the last member guesses the final product</li> </ol>
4. Pass the Bomb	<ol style="list-style-type: none"> <li>1. A theme is set before the game starts</li> <li>2. A bomb is circulated among the players</li> <li>3. Each player must say a noun related to the theme</li> <li>4. After he/she says it, the bomb is passed onto the next player</li> <li>5. When the bomb “explodes”, the one holding it loses</li> </ol>

Wong Ting Hei Matthew: For the evaluation, some people arrived really early, the party. Officially started at 16:30 but some arrived at about 3 something. It would be better to prepare something for early comers to play, for example board games so that they would not be too bored to wait, but there were people to come later too. It is better to prepare more games, the catch the ball game was played more aggressively than expected. Tang Cheuk Him Raymondo Raymondo hurt his eyes playing it, the games need to be thrilling but it is also important to be aware of accidents. For example, the grab paper game held in subcommittee had potential danger, it is better to be more cautious. For the food, it arrived a bit too late so there was a short time of dead air, and it was very embarrassing, it would be better to have extra games to play during that gap. For the blessing cards, it is better to give them earlier so they will have more time to prepare and think about what to write. We were not sure whether they will be back for congregation, but we managed to distribute all in the end.

Li Wing Shun: Some comments. You opened counters for 4 days, I understand you started late as day of confirmation was late. But you only opened counters for 4 days, it is better to open more days when the date was confirmed. Did you request any help from school?

Wong Ting Hei Matthew: No, we were a bit embarrassed to compromise with the school. Last year the school approached us, but this year they didn't so we did by ourselves.

Li Wing Shun: I think you can discuss with the school considering whether it is IRE graduates or Society member graduates? If you target for IRE graduates the you can ask the school to help to promote, if not, the promotion needed will be only for our own society's graduates.

Sun Yusen: Did you invite any non-active members?

Wong Ting Hei Matthew: Yes like MK.

Sun Yusen: How about non-local?

Wong Ting Hei Matthew: Non-locals didn't appear.

Lau Wing Sum: How did you invite them?

Wong Ting Hei Matthew: WhatsApp private message.

Lau Wing Sum: But how about graduates that did not join member?

Wong Ting Hei Matthew: We asked Sci/Home whether they can help us to send the email to all IRE graduates. They said they have already forwarded email to them.

Cheung Long Him: Any problems regarding inviting professors?

Wong Ting Hei Matthew: Originally, we wanted one from every discipline, Professor Frederick Fong appeared for a while, Professor King Chow said he was free but turned out he was not, Professor Dennis Chan also said he was free but he did not show up.

Cheung Long Him: Graduation party can invite less professors. Professor Pak Wo Leung is the most representable so inviting him should be enough. Some members reflected that school gave souvenirs to graduates on top of the gifts from the society. They wanted the school to give similar things, so they asked for something similar this year.

Li Wing Shun: Matthew can you explain how you distributed the cards in details?

Wong Ting Hei Matthew: After the graduation party, we collected all the cards, and we waited for the congregation photo booth, and we private messaged those who could come.

Li Wing Shun: Any members who did not show up afterwards? Did everyone come to the photo booth.

Wong Ting Hei Matthew: Last year, all members who went to the graduation party came to the photo booth, there was one or two members who could not come but have asked someone to help them to take it.

Pang Chun Sum Brian: We did not find Sci/Home to promote the event, but we asked Sci/Home to tell graduates that they have souvenirs to get from us.

Wong Ting Hei Matthew: But the souvenir thing seemed to have no reply.

Li Wing Shun: Souvenirs were reserved for society members or graduates? How many souvenirs?

Wong Ting Hei Matthew: We reserved for all members but did not reserve for those who are non-IRE.

Even if we reserve all members, there were already excess souvenirs. The souvenirs are one pen and one book

Li Wing Shun: Did you distribute all?

Wong Ting Hei Matthew: Everyone who came to graduation party received.

Li Wing Shun: So you did not contact them to come?

Wong Ting Hei Matthew: We sent email to them and notified them to take the souvenirs.

Sun Yusen: How about the time capsule for people who did not come?

Lau Wing Sum: Will you contact them to get back?

Wong Ting Hei Matthew: But we contacted them and they ignored us anyways

Sun Yusen: So they did not response?

Wong Ting Hei Matthew: Many blueticked.

Li Wing Shun: Then perhaps next time the number of souvenirs needs to evaluate more accurately.

Wong Ting Hei Matthew: Yes, agreed. Souvenir amount should be carefully handled. Many members did not come.

Cheung Cheuk Lun Alan: Last year have a lot left?

Wong Ting Hei Matthew: Yes, half of them was left.

Cheung Cheuk Lun Alan: So you prepared souvenirs for graduate members?

Wong Ting Hei Matthew: Yes.

Cheung Cheuk Lun Alan: Souvenirs for graduation party participants or all graduate members?

Wong Ting Hei Matthew: Supposedly all people can take, but not all will take.

Sun Yusen: So you distributed to them once they come?

Wong Ting Hei Matthew: No.

Sun Yusen: What about the extra ones?

Wong Ting Hei Matthew: As we wanted it to be unique, we printed something on it.

Cheung Cheuk Lun Alan: When will those souvenirs be returned?

Wong Ting Hei Matthew: No specific date but they blueticked us anyway.

Li Wing Shun: Please talk about how you prepared the video.

Wong Ting Hei Matthew: We asked graduation party participants to find their executive committee photos and stuff like Poon Lok Nga used pen mix chocolate that one. The feedback was positive, many people laughed.

Li Wing Shun: Have you gotten agreement from the guy who was being taken photo?

Wong Ting Hei Matthew: Yes, we asked their permission.

Fong Kin Long: Will it be embarrassing for people who came but no photos of them were shown?

Wong Ting Hei Matthew: Basically, we have at least one photo for every people who came.

Cheung Cheuk Lun Alan: You asked participants to send their pictures to you?

Wong Ting Hei Matthew: Yes.

Cheng Man Hin: Your finance report has written that there is photo booth. What is it?

Wong Ting Hei Matthew: Oh we mean that we made some props for people to take photos.

Cheng Man Hin: Can you divide the souvenirs into unit price?

Lau Wing Sum: Why was the transportation cost of balloons even greater than balloon themselves?

Lee Olivia Wing Kei: Delivery, Taobao was so expensive.

Li Wing Shun: You set up a photo booth for graduates to take photo on the day of event?

Wong Ting Hei Matthew: Yes.

Li Wing Shun: Did you save the props?

Wong Ting Hei Matthew: Yes.

Li Wing Shun: I think is quite good. Next session can keep them.

Wong Ting Hei Matthew: Designed by Isaac.

Lau Wing Sum: Why did you print 21 posters?

Lee Olivia Wing Kei: Ask Pang Chun Sum Brian. Two receipts. One 11 and one 10.

Sun Yusen: Printer malfunction, two sided?

Chan Yin Hei Brian: A2?

Pang Chun Sum Brian: Should be no? Maybe accidentally printed double-sided?

Li Wing Shun: Professor Pak Wo Leung joined the party. What was the role of him? Did you hold a session for Professor Pak Wo Leung?

Wong Ting Hei Matthew: Professor Pak Wo Leung talked for about 10 min and joined a simple game. Originally we wanted him to dinner but he said no.

Li Wing Shun: I remember Professor Pak Wo Leung ate something.

Wong Ting Hei Matthew: Not exactly joining dinner but he came while we were eating.

Cheung Cheuk Lun Alan: Did you prepare a place for Professor Pak Wo Leung to sit?

Wong Ting Hei Matthew: Unrelated because it was KFC and Pizza hut stuff, so it was self-served.

Li Wing Shun: Was there a slot for graduates to talk?

Wong Ting Hei Matthew: Yes.

Li Wing Shun: I remembered there were a few graduates who were embarrassed, it is better to find a few to raise the mood.

I have some question about the Financial Budget.

Lee Olivia Wing Kei: Yes?

Li Wing Shun: Graduation party expenses wrote 200 but why it was 300?

Lee Olivia Wing Kei: I think the subtotal was wrong. I will change it.

Cheng Man Hin: Your budget included walk-in members?

Lee Olivia Wing Kei: Yes, because there are walk-in. I just followed last year.

Actually, for the report it is a receipt so it cannot be separated.

Like the souvenir is a package so we can't divide

Lau Wing Sum: The pen and the book is a package? Just divide them by brute force to get unit price is fine. All in all, you can find the unit price by brute force. But there is no rush to amend it now, you can update it in the next reminder.

Cheng Man Hin: Participants have enough food?

Wong Ting Hei Matthew: It was fine.

Cheung Long Him: The cards for graduates do not need to be too large.

Wong Ting Hei Matthew: Yes, I agree.

Cheung Long Him: Large card but very empty is very embarrassing.

Lau Wing Sum: That year the paper was like this big, I also could not fill.

Wong Ting Hei Matthew: A5 is good.

Cheung Long Him: In my opinion, A5 is too big, you can fold it in half.

Wong Ting Hei Matthew: Any other things for Graduation Party?

Lau Wing Sum: Did you find graduates from the previous year?

Wong Ting Hei Matthew: We find Lee Wai Hang.

Cheung Long Him: Anything can remind next session?

Wong Ting Hei Matthew: Yes, date is a crucial factor.

Because the date can affect how long the things can be prepared so it is important.

Lau Wing Sum: Remember to ask when they go graduation trip.

Wong Ting Hei Matthew: Ask about their preference. Their graduation trips are often in the middle, so if it is before it will be too early, if it is after it will be too late.

Cheung Long Him: We went Mid to Late. I forgot the month.

Cheung Cheuk Lun Alan: you guys chose 6/15 is because graduation trip finishes?

Wong Ting Hei Matthew: We choose 6/15 because they ended graduation trip.

Cheung Cheuk Lun Alan: Why not later?

Wong Ting Hei Matthew: Because they will fly soon.

Cheung Long Him: This year 6/15 is not okay.

Lau Wing Sum: Earlier is better.

Wong Ting Hei Matthew: Plus need to think about the choice of game.

This session the graduates are more active, but for my year it was rather awkward.

Lau Wing Sum: Need to be more fierce

Cheung Long Him: Demonstrate carefully then okay.

Cheng Man Hin: Cheung Long Him is very dangerous.

Wong Ting Hei Matthew: People were pretty slow hot.

So your year will have less problems, without like Ming those strange people. Siu man is dangerous.

Lau Wing Sum: Remember not to let Person In Charge to be MC.

Cheung Long Him: Don't ask troll people to be MC and don't let tony to be PIC.

Lau Wing Sum: Prepare earlier on everything you (possibly) need. Our year's tragedy

### **Registration Day**

Lau Wing Sum: Why Year Plan and Financial Report have different names?

Cheung Chun Wai: this year should be called welcome fair?

Lau Wing Sum: Please check.

Cheung Chun Wai: Wait. They didn't write it in the school calendar.

Cheung Long Him: If not then just unify them, everyone knows what it means.

Sit Hiu Chi: Which one do you want?

Cheung Chun Wai: Registration Day.

Lau Wing Sum: But O'Venture did not put in budget

Cheung Chun Wai: O'Venture is not our business?

Lau Wing Sum: That one..... at financial perspective there is no need to care about.

Li Wing Shun: O'Venture should be counted as other items.

Lau Wing Sum: You use how much money, just claim from school.

Wong Ting Hei Matthew: Later discuss, because it is minor and auxiliary.

Lau Wing Sum: Then let's talk about welcome fair?

Cheung Chun Wai: This year Non-JUPAS is on 7/19. JUPAS is on 8/8- 8/9.

On 10 Jul, we uploaded encourage message for students facing release of DSE, introduce IRE program and useful information on IRESS Facebook and Instagram.

During Mid Jul-Early Aug, we asked senior IRE students and IRESS members as helpers to assist the executive committee's work during the Welcome Fair

On 5-7 Aug, we uploaded encourage message for JUPAS students, useful information for freshmen and promotion materials of Orientation camp on IRESS Facebook and Instagram.

Tthen 8-9 Aug is the JUPAS Registration Day. We had a counter on Registration day. We waited for the freshmen to come and taught them to go to take and get stuff. I will talk about LC later. Remember last year after your briefing, we went into sci home and had a briefing. Sci/Home every year is willing to help us, but we need to inform them. Last year, we wore society tee and people from other societies were a bit discontented about why there would be other society people present there. Next year you can wear things other than society tee or anything that can be identified.

Lau Wing Sum: I think it is better to be easily recognized.

Cheung Chun Wai: This is the problem.

Lau Wing Sum: I mean easier for freshmen.

Kan Ying Hei: Put on jacket perhaps.

Cheung Chun Wai: Others say cannot have promotion clothes in atrium.

Kan Ying Hei: Seems like can wear, I remember

Cheung Long Him: You can. But you need to walk around and cannot invite people to our counter.

You cannot enter LIFS common, ENG common and Sci/Home

Lau Wing Sum: You can put banner

Cheung Chun Wai: I think cannot raise sign? No one did it. It was banned last year.

Cheung Long Him: Did you ask Professor Pak Wo Leung if he can go into Sci/Home and talk?

Cheung Chun Wai: We asked but was turned down.

Cheung Long Him: Last year they thought it was okay, but they didn't ask so it was removed. But this year they asked, and it was not allowed.

Cheung Chun Wai: Actually, we have booked LC - 17.

But last year the reaction was not big.

Only senior students sitting in the LC, I remember have Ng Ka Ho.

What is the source of problem? No one tells them to come down or what?

Kan Ying Hei: Actually there was a lot of them who appeared, Leung Ka Wun Casey, Chan Yan Yan, etc.

Lau Chak Hei: Me too.

Lau Wing Sum: But they didn't stay for long

Cheung Long Him: Any situation like other societies grabbing IRE freshmen?

Cheung Chun Wai: Basically, did not notice any last year. This year we have 17 freshmen, all of them turned out joining our camp.

Cheung Long Him: So strong?

Cheung Chun Wai: Some didn't appear though.

Cheung Long Him: Did not get caught by other societies?

Cheung Chun Long: Io Kai Hong came to the counter, but he said he could not come to the camp.

Cheung Long Him: If next session has situation like IRE Freshmen being caught, then EV needs to discuss with other EV.

Kan Ying Hei: It is better to tell other EV to notify IRE freshmen to go to our counter earlier, or at least ask other societies to give us IRE freshmen's contact if they enrolled other society.

Cheung Long Him: Often there is no problem. Because the target of IRE are those people.

Kan Ying Hei: Only around 10-20 very few.

Cheung Chun Wai: Any other questions?

Lau Wing Sum: Did you invite other people like non-ire freshmen?

Cheung Chun Wai: I don't quite remember.

Cheung Long Him: Helpers, were the orders clear?

Li Wing Shun: Not very clear, I could not recall clearly.

Cheung Chun Wai: I realized it was impossible to complete the mission.

Raise sign was banned so we did not raise

Helping freshmen to register HLTH1010 and ELPA is rather random.

Cheung Long Him: Found any helpers that are social to sit in LC?

Cheung Chun Wai: I forgot. I just assign it randomly, and we tried to make thing even though there is no need for people to sit for so many hours.

Cheung Long Him: Will recommend more sociable people to sit LC.

Cheung Chun Wai: I remember that time should have around 20 something people but turned out only 16-17 came that day.

Li Wing Shun: I remember that day, there was only two of us. Some people sit in LC for whole day. Other places have executive committee? We have not received any clear instructions, like teaching them how to register HLTH1010, ELPA, etc. So we did not know if we have to help so or executive committee would do the job.

Cheung Long Him: This year have Language Center Orientation camp?

Lau Wing Sum: Wait, this year seems like no time clash, right?

Cheung Long Him: Language center orientation camp can get people before registration day, and they can grab people in time slots and places that other societies cannot go.

Lau Wing Sum: I remember this year doesn't have this kind of thing, there was also a HTLH1010 one, and it's free.

Cheung Long Him: Yuan Weijun and Siu Ming Shing were taken away.

Lau Wing Sum: Was there any helper that did not come at last? Ma Ka Long?

Cheung Chun Wai: He did not positively respond anyway.

Cheung Long Him: This year how was the registration day counter? How was the counter arranged?

Kan Ying Hei: They drew priorities and we chose. Done randomly by excel.

Lau Wing Sum: I actually still think that taking photos of freshmen secretly is so crazy.

Sit Hiu Chi: If I can find a photo then I would not take one.

Kan Ying Hei: Was our session one of the victims?

Lau Wing Sum: Yes.

Cheung Long Him: OAC had things to do?

Kan Ying Hei: There was an OAC but was very slow and was late to draw counter.

Cheung Chun Wai: Was it Fong Kin Long who took the photos?

Lau Wing Sum: Yes haha.

Cheung Cheuk Lun Alan: Why did you take photo secretly?

Cheung Chun Wai: Because will forget about them.

Cheung Long Him: For registration day early preparation, did you find freshmen early?

Cheung Chun Wai: Like find Sci/Home to help?

Cheung Long Him: No.

Lau Wing Sum: By using your personal connections? Facebook has private messages.

Cheung Chun Wai: I remember was Io Kai Hong.

Li Wing Shun: You can check the Facebook page to see if anybody has liked them.

Cheung Chun Wai: Io Kai Hong liked.

And still have one person but he said his exam was not good, so he asked something about how to transfer into IRE in year 1-2, but the new student guide had some problems and we corrected fast.

Lau Wing Sum: And is it that the calendar you uploaded has a very low resolution?

Cheung Chun Wai: I was only in charge to upload things; the photo is not in charge of me.

Cheung Long Him: Any advices for the next session?

Cheung Chun Wai: Actually copy last year then it is okay, just change the dates.

Lam Tak On: Anyone distribute orientation camp under 18 form?

Cheung Cheuk Lun Alan: Yes

Lam Tak on: Next session remember to prepare first.

Li Wing Shun: Any helper that did not fulfil the expectation in this year's registration day and welcome party?

Cheung Chun Wai: Actually no.

What they need to do in registration day is to bring people and tell them what to do. Study long time will know what to teach.

Li Wing Shun: Overall evaluation of the function rundown?

Cheung Chun Wai: No non-JUPAS probably is a problem.

Li Wing Shun: Why this year has no non-JUPAS?

Cheung Chun Wai: Actually, when I know about it's already that day.

Li Wing Shun: Collected non-JUPAS?

Cheung Chun Wai: No. I realized about this thing like on 7/10.

The other day I come back for class and someone asked me if I was a freshman. So that day basically had no preparation.

Tang Cheuk Him Raymondo: No non-JUPAS meaning no one admitted or no successful admission?

Cheung Long Him: This year did not collect non-JUPAS.

Lau Chak Hei: I think they do, Howard is one of them.

Tang Cheuk Him Raymondo: So they have but no one entered successfully then.

Lau Wing Sum: Did you target people not in IRE that want to transfer to IRE?

Cheung Chun Wai: After all it is difficult to target those people like asking them right ahead whether they would want to transfer to IRE is awkward.

Lau Wing Sum: Ask them if they belongs to science school?

Cheung Cheuk Lun Alan: Were there any non-JUPAS registration day preparation in the past years?

Cheung Chun Wai: Did your year prepare for non-JUPAS?

Lau Wing Sum: Yes but it was rather troll, there was only one people who came.

Cheung Chun Wai: The one?

Lau Wing Sum: Justin chow.

Cheng Man Hin: Orientation camp is registered during registration day?

Cheung Chun Wai: Oh and we only charged deposit.

Pang Chun Sum Brian: They can choose to pay partial or full deposit

Lau Wing Sum: Don't worry, they can put down their names.

Cheung Long Him: Don't be afraid, there might have ATM.

In my year, Poon Lok Nga is so exciting as he will force you to withdraw money from the ATM, I am glad that you guys did not do that.

It is better to ask earlier when is the non-JUPAS registration day.

Cheung Chun Wai: Therefore this year you can confirm everything earlier.

Next, LC is a tradition for people to get to know each other.

I think this tradition can be kept as you don't know if the freshmen next year would want to mingle in LC or not.

Cheung Chun Wai: The next thing is about when to set up counter, the admission talk starts at 3, so basically no one came in the morning. But it's hard to say, so it's better to open it all the time.

Before 12, we were all sitting at the counter.

Lau Wing Sum: We opened counter at 9 meanwhile Ye Jeff York came at 8.

Cheung Chun Wai: But you still have to sit basically, especially it was August and the weather is so hot, which is sad. And about the dress code, if you all have the same clothes then it will be easily recognized. But beware as those staff will know that you guys are executive committee and will bother you, so you guys can choose by yourself.

Li Wing Shun: Bring clothes to change would also be good

Cheung Chun Wai: Please ask Sci/Home to reserve time for us to promote, and go in through back door or change clothes. Because this year the training room was in construction, so next year remember bringing freshmen to go in through the back door. This year we approached Sci/Home and asked for freshmen's contact, but they said that they could not give us the names due to privacy concerns, but they could help us to send emails to them.

Cheung Long Him: I remembered when I was a freshman, Sci/Home called and told me the society exists and can go and check it out.

Cheung Chun Wai: Email is okay, phone call is too exciting.

And you guys can ask this year, IRE collected how many people, but collected does not mean they will come so you guys can use that number as reference, but it might not be exact.

Li Wing Shun: I want to ask reg day, do you still have one more counter sign?

Cheung Chun Wai: On the top?

Lau Wing Sum: Didn't that sign fall off?

Kan Ying Hei: I remember we made a sign, but I forgot if it was registration day or what.

Lau Wing Sum: Actually, why do we need to do like this lol

Cheung Chun Wai: especially because the balance problem it always falls down

Wong Tak Hin: I remember I sat there for 5 minutes and they stuck that for 5 minutes.

Lau Wing Sum: But why lol

Wong Tak Hin: Who knows.

Kan Ying Hei: Because it faces the piazza probably. There were two sides, one facing the turkey and one facing the corridor. In the corridor side, originally, we had a sign, but the other side had nothing, and if people don't look the other way they won't know what counter we was.

Lau Wing Sum: Then why don't you make a rectangle sign with IRE wording but make IRE three words and put it out lol

Li Wing Shun: In the financial budget, you guys say there was 5 a3 size board but turned out did not use?

Cheung Chun Wai: What board?

Lau Wing Sum: Raise sign that one.

Cheung Chun Wai: But turned out all societies banned signs, so we did not use it too.

Lau Wing Sum: Lets jump this event first, there's nothing to discuss about now.

Sit Hiu Chi: Then let's jump to orientation camp first?

Wong Ting Hei Matthew: Orientation week maybe.

## **Orientation Week**

Chau Chun Yin: For Orientation Week, it was mainly about recruit members and selling things. We supposedly had to prepare and design things in August but because of Orientation camp and Oventure, there was not enough time to prepare and there was one day to draw for counter. But turned we were unable to get a counter at last. So turned out the first week, we let members to order and then the second week give it to them. However the reaction was not good so I think Orientation week can reserve things first and then deliver them later.

We booked everything afterwards, and distributed the society products to members in October. Society products have Society Paper, Society Tee, Notebook Bag and 29 new members joined.

Cheng Man Hin: What is welfare pack, why it was 7 pieces?

Chau Chun Yin: Because they noticed the fact that we had counter and the next day we made counter so it was a bit rush.

Cheng Man Hin: Then people didn't take can come back and take welfare pack or not?

Chau Chun Yin: Yes but no one came to get

Lau Wing Sum: What do you have in the welfare pack?

Black leather notebook? Towel?

Pang Chun Sum Brian: Eyedrops, some snacks, etc.

Lau Wing Sum: Wasn't those pro p things?

Pang Chun Sum Brian: We reused twice, there were some drinks too.

Lau Wing Sum: Octopus card cover?

Pang Chun Sum Brian: Yes, also some memo papers and some coupons. Because the next week we did not have a real counter. We had 2 boxes of things, one is herbal tea.

Kan Ying Hei: Virtual counter lol.

Pang Chun Sum Brian: Drinks were put next to the counter at LG5 and members can get one when they come

Cheung Long Him: Then what did OAC do in Orientation week.

Kan Ying Hei: Being OAC.

Cheung Long Him: But it was in rush to an extent that they did not draw counter?

Chau Chun Yin: She didn't go .

Kan Ying Hei: They drew counter 3 days before the start of semester.

Cheung Long Him: Next session EV be careful about the OAC issue.

Kan Ying Hei: And regarding the lucky draw, tell your cabinets members in advance so the risk is spread.

Cheng Man Hin: Society paper is very expensive.

20 is already expensive, 30 is even more expensive.

Plus there was no inflation.

Cheung Long Him: Why did you have the counter at last despite not going to the lucky draw?

Lau Wing Sum: Because we were in waitlist. One society didn't show up.

Pang Chun Sum Brian: There is one society that didn't appear so SU threw them away and we got the place, because they were late for 1-2 minutes so the counter was returned back to SU.

Cheung Long Him: Any conflicts with the original owner?

Kan Ying Hei: Because SU specified the usage. They cannot put their stuff at the counter.

We offered to give half of the counter to them but turned out did not.

Cheung Long Him: Remember there must be some people staying in the counter otherwise it will be abandoned.

Lau Wing Sum: For Orientation week Financial Report expense, can it be separated into smaller items?

Lee Olivia Wing Kei: Which items?

Cheng Man Hin: Try your best to separate as much as you can.

Lau Wing Sum: It is hard to separate society papers, but T-shirts, laptop bags should be fine.

Lee Olivia Wing Kei: Okay.

Cheng Man Hin: How about the expense price? How was it set?

Lee Olivia Wing Kei: I set just as Pang Chun Sum Brian proposed, he asked in the group before.

Cheung Long Him: What is the standard? Like the previous event gained many so, sell lower price, or vise versa.

Chan Yin Hei Brian: According to the cost and then round off.

Cheung Long Him: Did you claim Orientation week subsidy?

Lau Wing Sum: They earned in Orientation week, so they shouldn't be able to claim.

Cheng Man Hin: You can claim only if you lose money.

Cheung Long Him: Next session remember to use the subsidy wisely then.

Wong Kim Lok Kimson: Okay.

Cheng Man Hin: Which event did you claim for subsidy?

Lee Olivia Wing Kei: No event.

Cheng Man Hin: So you did not know how to claim subsidy?

Lee Olivia Wing Kei: I didn't notice the deadline is one month within the function, full report and all receipts needed.

Cheng Man Hin: For society paper, other societies sold for \$20, \$30 for us is too expensive.

Lau Wing Sum: Well if you buy more then it can be cheaper.

Cheng Man Hin: You can use subsidy.

Lau Wing Sum: Therefore if there is a loss then go and claim for subsidy, Wong Kim Lok Kimson.

Wong Kim Lok Kimson: Okay.

Lau Wing Sum: Was there any non-IRE people joined the society in Orientation week?

Chau Chun Yin: A friend of Pang Chun Sum Brian.

Lau Wing Sum: And?

Cheung Cheuk Lun: Executive Committee can collect out information right?

Chau Chun Yin: Remember to collect their information.

Cheung Cheuk Lun Alan: But year 1 doesn't have phone number right?

Chau Chun Yin: Actually you can apply event and secretly ask them to put phone number in as well.

Cheung Cheuk Lun Alan: We asked Sit Hiu Chi.

Chau Chun Yin: Perhaps haven't updated.

Cheng Man Hin: Mission for you is to update email and contact list before the next meeting.

Cheung Cheuk Lun Alan: Kwok Ka Him, a year 1 told us his email is wrong so he couldn't receive our mail.

Lau Wing Sum: Was there a lot of non-IRE members buying our product?

Chau Chun Yin: Not many.

Lau Wing Sum: But last year's design is so nice? Anyone bought old products?

Wong Tak Hin: Did you sell old products?

Chang Yau Ming: Heddy bought 2 packs of old soc paper.

Cheng Man Hin: How about the number?

Lau Wing Sum: You used a different price or what?

Chang Yau Ming: Seems to be the price of last year.

Lee Olivia Wing Kei: No receipts cannot claim

Lau Wing Sum: No, we mean selling old society papers.

Chang Yau Ming: I wrote in receipt book.

Lee Olivia Wing Kei: I couldn't find it in the receipt book. Anyway, I go back and check.

Chau Chun Yin: Kwok Ka Him couldn't receive email because he typed ust,hk instead of ust.hk.

Cheung Long Him: So next year remember general secretary need to check if there are some mistakes like this.

Chau Chun Yin: Don't assume user's input is always correct.

Lau Wing Sum: Last year said need to write receipt.

Cheng Man Hin: If members say that they don't need receipt just don't give it to them.

Cheung Long Him: Yes, remember to keep record.

Lau Wing Sum: Next session remember to open joint name bank account. And for that you need one boy one girl. I think it is fine because you don't need any interaction to open one.

Sit Hiu Chi: Any problems regarding orientation week?

Lau Wing Sum: UST Hang Seng staff is pretty smart, try not to open within campus. But if you apply outside, they will ask why don't you open within campus. Anyway, good luck on opening account.

Li Wing Shun: Did you think about the backup plan for the fact that you don't have counter?

Chau Chun Yin: For the first week we were waitlisted but then we got the counter at last. Second week still didn't have but we opened in LG5.

Li Wing Shun: So you guys just simply did not open counter for the first week? Was it difficult to grab a seat in LG5?

Chau Chun Yin: It was easy, I got up so I was able to get a seat.

Li Wing Shun: Did the society products arrive on time? Were you able to distribute them during orientation camp?

Chau Chun Yin: We released during the order of products.

Li Wing Shun: Did you give sample to them?

Chau Chun Yin: Notebook bags have sample, while others don't. We printed out the design but there wasn't any real product.

Li Wing Shun: It would be better if you have samples/products in the counter.

Better to reserve more time to make because usually after Orientation camp there will be no time to prepare.

Lau Wing Sum: Which company did you find to order?

Chan Yin Hei Brian: Signature.

Lau Wing Sum: Did you look for other companies?

Chan Yin Hei Brian: Yes but other companies' quality is not confirmed, plus signature had samples.

Lau Wing Sum: Any other companies in Hong Kong?

Chan Yin Hei Brian: That time Orientation camp tee used signature as other companies do not have samples.

Society paper is from E-print.

Pang Chun Sum Brian: For Biotech Society's computer bag, the soft part is good, we asked a Biotech friend but they forgot it was from which company in Taobao.

Lau Wing Sum: Why did you choose laptop bag as product?

Pang Chun Sum Brian: Because other societies have but this year, we didn't have so we tried to.

Wong Ting Hei Matthew: This afternoon there was some problems regarding wearing suit. And now we only have 3 hours a night. I guess it is fine that the dress code of the current cabinet to be smart casual, and next session there will be no specific limit. Let's vote for this.

Wong Ting Hei Matthew motioned to discuss extra item.

Kan Ying Hei seconded.

The time is 22:13.

23 For 0 Against

The motion was passed.

Wong Ting Hei Matthew motioned to lay the remaining Agenda items until the next session of Annual General Meeting.

Kan Ying Hei seconded.

The time is 22:15.

23 For 0 Against

The motion was passed.

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

Date: 12-03-2019

Venue: Common Room 7

Time: 19:00

Chairperson: Sit Hiu Chi

Minute taker: Chau Chun Yin, Cheung Chun Wai, Lam Yu Sang

The business of the Annual General Meeting 2019 of IRESS, HKUSTSU shall be:

1. To commence the meeting;
2. To receive and adopt the agenda of the Annual General Meeting 2019 of IRESS, HKUSTSU;
3. To receive and adopt the minutes of the Annual General Meeting 2018 of IRESS, HKUSTSU;
4. To receive and adopt the minutes of the 1<sup>st</sup> Extraordinary General Meeting of IRESS, HKUSTSU, Session 2018-2019;
5. To receive and adopt the Annual Report of IRESS, HKUSTSU, Session 2018-2019;
6. To receive and adopt the Annual Financial Report of IRESS, HKUSTSU, Session 2018-2019;
7. To vote and announce the Honorary Members;
8. To introduce and inaugurate the Executive Committee Members of IRESS, HKUSTSU, Session 2019-2020;
9. To receive and adopt the Year Plan of IRESS, HKUSTSU, Session 2019-2020;
10. To receive and adopt the Financial Budget of IRESS, HKUSTSU, Session 2019-2020; and

11. To adjourn the meeting.

**Agenda item 1. To commence the meeting**

The time is 19:25.

No. of full member present: 18

Quorum was met. Chairperson Sit Hiu Chi started the Annual General Meeting.

**Agenda item 5. To receive and adopt the Annual Report of IRESS, HKUSTSU, Session 2018-2019 & Agenda item 6. To receive and adopt the Annual Financial Report of IRESS, HKUSTSU, Session 2018-2019**

Wong Ting Hei Matthew motioned to resume the discussion of Agenda items 5 and 6.

Kan Ying Hei seconded.

The time is 19:26.

20 For 0 Against

The motion was passed.

**Alumni Photo Booth**

Kam Wa Mei: The event was held on the day of School of Science Congregation. Alumni came and took photo with members on 15/11. The event was held for about a whole day. We started setting up the booth at LIFS common around 0900-1000, the standby period is around 1000-1800, and we collected the booth at around 1800-1830. The estimation for participant is 30. The preparation started a month before the event. We contacted Sci/Home on 16-27/10 to book the venue, but they were unable to provide the place for us. Our original plan is to hold in Mushroom, but the condition is not good as it is inconvenient for alumni to take photos there. We finally chose to hold in LIFS common as members gather there usually, which is a good place for members to get together. For the design, Chang Yau Ming designed the posters and photo taking items, which are props and sign from Taobao. Other things were fine, we received positive responses from alumni. It is better to contact

Sci/Home earlier to see if we can get a venue for the event if you are going to organize next year. You need to book 3 weeks prior to the event date if you need a classroom. We sent posts to inform members about the event, and photos were uploaded to Drive very quickly. BP was in charge to upload immediately so that members can get the photos themselves via the link.

Cheng Man Hin: What is the difference of the props used in graduation party and this?

Kam Wa Mei: We reused the props from graduation, and we wanted to add more design. So we used polystyrene board with stamps of 2018 graduates ordered specifically for class of 2018. We also had an Instagram frame with Tesseract name and Tesseract border.

Tso Yee Ming: Did you ask if those alumni that studied abroad would come back or not?

Kam Wa Mei: We asked them secretly this year. Some confirmed to come like Kathy.

Cheng Man Hin: Be more consistent for the financial report. Some negative amounts was in black, some was in red.

Lee Olivia Wing Kei: Ok, I will change it.

Li Wing Shun: Did the graduates tell you when will they come?

Kam Wa Mei: Yes, but we have a roster for the Executive Committees as we couldn't estimate when will the alumni come. Therefore we tried to standby all the time.

Li Wing Shun: Do you think it is effective?

Kam Wa Mei: Depends on the aim. The event is for the alumni, so it is fine for us to put more time.

Li Wing Shun: I personally think that alumni themselves might have a plan to come back, you can ask them when would they be free, contact more of them.

Kam Wa Mei: For the designs, we considered the case to invite professors. But the time was unconfirmed and there were too many variables. It is difficult to execute so.

Li Wing Shun: About the annual report, you mentioned that you have posters, but it was not included in the financial report.

Lee Olivia Wing Kei: They did not claim the money for it.

Chang Yau Ming: The receipt was lost.

Li Wing Shun: What venue did you write on the poster?

Kam Wa Mei: We wrote the mushroom but the weather condition was not too suitable for making a booth. We then posted on the big group and privately messaged alumni to change it to LIFS Common. Turned out we got great photos and it worked fine.

Li Wing Shun: Choosing the venue is important, next session need to beware of this. It is better to prepare earlier, it was lucky that the congregation was not on Friday, or else LIFS common would have seminars and it would be unavailable.

Kam Wa Mei: Yes, because Sci/Home noticed us late about the venue problem, otherwise we would be able to book a classroom directly.

Tso Yee Ming: You asked Sci/Home on the day of event? Or you asked in advance?

Kam Wa Mei: We sent email to Sci/Home in Mid-October but we received no reply until 27/10.

Tso Yee Ming: You can go and ask Lisa directly.

Kam Wa Mei: It is an official thing so I think sending email is preferred and it is awkward to ask directly in the office.

Tso Yee Ming: Sci/Home staffs are nice so it should be fine.

Li Wing Shun: you can email them and then go directly after a few days if there is no reply. Because Sci/Home is really busy sometimes and might not be able to check emails.

### **Semester Commencement Dinner**

Pang Chun Sum Brian: We found proper restaurants during 27/8-3/9 and we got three choices, including Chinese restaurant in UST, Hop Sze in Hang Hau and Tao Heung in Tseung Kwan O. We made a google form on 4/9 and posted it on the big group for members to vote. Over 50% of the people chose the Chinese restaurant in UST thus we decided to choose that one and made a reservation on 11/9. We booked 5 tables but there was no deposit. We asked Chang Yau Ming to design posters in advance, he used Chinese cuisines to design posters as all choices available is basically Chinese cuisine. As most of the people were free on 26/9 we then finished the poster and pasted it on the big group on 12/9 with the google form for application attached. We then promoted the function via email on 16/9 as

not all people are in the big group. The restaurant suggested us to choose some pre-ordered food for the ease for them to prepare quicker, so we did on 25/9. We changed the order to 4 tables, ordered 30 bowls of rice, 3 dishes per table. Other dishes were ordered by the participants themselves. We also paid the deposit and reminded members about the event on the big group. But according to my memory we forgot to send email reminders. Next session please remember to do so. The rundown was smooth, we started at 1800, Lee Olivia Wing Kei took the banner outside of the restaurant at 1745 for indication as some members might be early we announced to collect early members before 1800. Members gradually came into the restaurant and we officially started ordering at 1825. We planned to have a seating plan sorted by majors but turned out abandoned that, as people automatically sat with known people. We only confirmed that there are some sociable members in every table to avoid awkwardness. We ate for around 2 hours and at 2030 some people wanted to leave. We then collected the money and took a group photo outside at 2045. There was one non-local freshman present, but he doesn't know Cantonese. Originally, he sat with the freshmen, but we were afraid of dead air, so we arranged him to join the Executive Committee table. But he didn't say much anyway. Next session can be more aware if there is any non-local. If this is the case you might need some Executive Committee to take to him so they won't feel isolated.

Li Wing Shun: For the google form in big group, how was the response rate?

Pang Chun Sum Brian: 44 responses, similar to the number of participants.

Sun Yusen: For those who did not respond, any other methods to ask them to join?

Pang Chun Sum Brian: We basically did not private messaged them to vote as I sent reminder messages for quite a few times in big group. The response was fair, so I did not message them one by one. Next session if the response rate is low, you can consider approaching members by private message.

Li Wing Shun: Any members reflect that the event was a bit late?

Pang Chun Sum Brian: So far no.

Li Wing Shun: 26/9 is the fourth week of the commencement of semester, right? Wouldn't it be a bit late? Will participant number drop because it was held relatively late?

Pang Chun Sum Brian: We have considered about that, the polling was not late, we started the polling on 4/9. But members still have not confirmed their schedule due to add drop period, so it was difficult to hold the event in the first two weeks. Basically 26/9 was the best choice so we chose that.

Tso Yee Ming: What was the range of time you provided initially?

Pang Chun Sum Brian: We did not put add drop period as everyone is busy for orientation week, so we gave members to vote for days during ranging from 17/9 to 28/9. We should have given the choice during add drop period as well despite the fact that they might not be free.

Li Wing Shun: In my opinion, the date was late is fine, I think early is worse. For the seating plan, were people getting more familiar with each other if there is no seating plan?

Pang Chun Sum Brian: Actually yes, as people prefer sitting with people they know. The event basically aims to provide a platform for members to sit down and gather together.

Li Wing Shun: The purpose of the event is to let freshmen to get to know seniors as not all of them joined the orientation camp. So if freshmen sit with themselves, old members would probably play with themselves as well. I think Executive Committee should consider ways to encourage them to talk to each other.

Pang Chun Sum Brian: True.

Li Wing Shun: Did you realise that there is a non-local during registration?

Pang Chun Sum Brian: I need to check.

Tso Yee Ming: Where is the non-local from?

Pang Chun Sum Brian: South East Asia, should be Indonesia. He walked in actually as we do not have google form record.

Tso Yee Ming: Why both commencement dinner and annual dinner were held in the Chinese restaurant in UST?

Pang Chun Sum Brian: We have considered about it but we let members to choose anyway. The polling was rather obvious that members prefer staying in UST with the Chinese restaurant a lot compared to other choices. But for the annual dinner it is confined be held within UST for the ease to invite professors.

Chan Yin Hei Brian: Plus Hang Hau does not have enough place for games and it would be inconvenient for professors.

Pang Chun Sum Brian: Considering the incident of mass walking to Hang Hau, the logistic of the event will be a trouble if we eat outside. So the Chinese restaurant is preferable.

Tso Yee Ming: For my year, I found some Chinese restaurant, 1-2 in Po Lam and 1-2 in Tseung Kwan O. You can find other options.

Chan Siu Man: You might consider Kwun Tong.

Leung Ka Wun Casey: Why don't we go to UC Bistro?

Pang Chun Sum Brian: Because it is very expensive.

Cheung Cheuk Lun Alan: How much is it for the Chinese restaurant in UST?

Pang Chun Sum Brian: Good question, around 100 per person.

Leung Ka Wun Casey: UC Bistro is around 100 per person too?

Cheung Cheuk Lun Alan: Or they prefer yum cha for commencement dinner due to tradition? Because past years basically are all in Chinese restaurant for commencement dinner.

Pang Chun Sum Brian: I think not, you can find more different choice for members to vote.

### **Subcommittee Function**

Wong Ting Hei Matthew: The recruitment of sub-committee members was done during the orientation week. After that, a WhatsApp group was opened to facilitate communication. After discussion, it was then decided that the first meeting would be held on 6/11. On the first meeting, the sub-committee members decided among themselves who would take up the posts of the treasurer, coordinators, designers and secretaries respectively. They were also given an introduction on the past sub-com functions and guidelines on what they could

and needed to do. For a few subsequent meetings, at least 1 ex-co member was present to offer suggestions and answer questions; afterwards, sub-com members held a few meetings on their own to confirm the details. The sub-com function was a party comprising a series of competitive games. The sub-com members set up a counter for enrolment start from 5/11. On the same day, an email was sent to all members regarding the event. An evaluation session of the event was held before the Information Session. The actual event was held on 17/11, in common 5+6. For my evaluation, turned out there was enough time. But the first meeting can be done one week earlier so that they can prepare for more detailed activities. However, there were typos on email and posters which caught SAO's attention.

Tso Yee Ming: Was the overall discussion effective during the meetings?

Wong Ting Hei Matthew: I think their decision is fast, overall effective. They wasted less time than us and ruled out the infeasible things quickly. The party was confirmed very early.

Tso Yee Ming: Any people joined the cabinet without joining the subcommittee?

Wong Ting Hei Matthew: No, but there were subcommittees that did not join the cabinet.

Tso Yee Ming: They had to have many meetings after the subcommittee function, any improvement can be made?

Wong Ting Hei Matthew: I think the foundation is good. To improve efficiency, it is better to discuss important things first before talk unrelated topics.

Tso Yee Ming: When did the subcommittee list get confirmed?

Wong Ting Hei Matthew: It should be around 1/10.

Tso Yee Ming: Were all subcommittees in the group?

Chau Chun Yin: No, as some say yes but did not join finally. We asked when people register membership, and then we reconfirmed with them again.

Tso Yee Ming: No people that joined late? Like some "Let me think for a while."

Wong Ting Hei Matthew: No.

Tso Yee Ming: What help did you offer?

Wong Ting Hei Matthew: Minimal.

Tso Yee Ming: Minimal as in?

Wong Ting Hei Matthew: We gave them the regulations, previous examples and ruled out the infeasible options. Basically I analysed the options and gave some suggestion only.

Tso Yee Ming: After the first meeting, you did not join their discussion anymore?

Wong Ting Hei Matthew: I appeared for the first few times but did not appear afterwards.

Li Wing Shun: How about opening counter? Were they able to find a place?

Wong Ting Hei Matthew: No, basically if they were late then they compromise.

Cheung Chun Wai: They opened counter at 1030.

Tso Yee Ming: Any evaluation this year?

Wong Ting Hei Matthew: Yes, it was done before the info session.

Li Wing Shun: For the fee it was \$20 for members and \$30 for non-members. How did they manage to offer dinner?

Wong Ting Hei Matthew: Dinner was not included that night. Basically it was just games.

Li Wing Shun: They ate dinner after the event?

Wong Ting Hei Matthew: Yes.

Li Wing Shun: Any argues during the preparation?

Wong Ting Hei Matthew: Basically no, but there were some personal fights.

Li Wing Shun; Was there any solution?

Wong Ting Hei Matthew: Someone did something that offended other's bottom line, so basically it is that person's person quality problem. So there is no meaning to involve in that. I think it is fine now.

Wong Ting Hei Matthew: Minimum help from Executive Committee. But if their argument affects their work, Executive Committee should try to help.

Wong Ting Hei Matthew: Finally there was no effect on the event so it is fine.

Li Wing Shun: You asked people whether they want to join subcommittee when they register membership. Any explicit promotion of the subcommittee event?

Wong Ting Hei Matthew: We started to invite people starting from orientation camp.

Li Wing Shun: Your selling target is?

Wong Ting Hei Matthew: We asked for all new members.

Li Wing Shun: How about non-local members? Do we have non-local new members?

Chau Chun Yin: One but never showed up.

Tso Yee Ming: Was it the one who appeared in the commencement dinner?

Chau Chun Yin: Not sure but if he is not interested then it is fine.

### **Society Jacket**

Chang Yau Ming: I started drafting the design from 11/9. I then took the code from Amax and Signature with the first draft on 21/9 and asked about the price for 50 pieces. It was \$143 for Amax and \$115 for Signature. We chose Signature due to its cheaper price. After confirming the company, the discussion for the design continued. We finalised the design on 2/10 and asked Kam Wa Mei to design the poster. The poster was done on 7/10 and we started promotion by posting posts on Instagram, Facebook and WhatsApp. We printed the posters and pasted them on the public notice and Science School Boards, but we did not send private messages to members. We collected money from the members during 8-12/10 and confirmed the order on 17/10. Some order was done after the deadline but they still accept order. The order amount was just right as we had an overbudget in orientation camp, so we decide not to lose too much money. We got the society jackets on 25/10 and started distributing them on 28/10. I distributed to the members and told them to get the products via private messages, as there were only 22 people who ordered, the workload was adequate.

Iu Shing Huk David: How did you design who to design society jacket when they are 2 promotion secretaries? Kam Wa Mei was in charge of the poster?

Chang Yau Ming: Yes but I asked her for some suggestions about the society jacket as well.

Iu Shing Huk David: Why did you estimate 50 pieces? How many was sold last year?

Chang Yau Ming: Last year 45 and 5 was left. Maybe it is because I did not send private messages to people. Or maybe last year there were too many people that bought so they did not buy this year.

Iu Shing Huk David: Why did you say you did not send private messages to members?

Wasn't it every Executive Committee have to send private messages to members?

Chang Yau Ming: I actually did not think of sending private messages cooperation so I did not execute that.

Iu Shing Huk David: Seems like I did not send private messages in my year as well. Anyway, the counter was merely for society jacket?

Chang Yau Ming: Yes.

Iu Shing Huk David: I think you can combine it with other events so people have motivation to come. Any sample provided during the counter?

Chang Yau Ming: No, but we asked Signature whether or not they can give us one sample. They said that one need 350 so we did not choose that option.

Iu Shing Huk David: Understandable.

Chang Yau Ming: We asked if other societies had any leftover model similar to ours as well but turned out they did not.

Iu Shing Huk David: Why did you only find Amax and Signature?

Chang Yau Ming: According to the Promotion period we actually found some more, but those are way too expensive.

Cheng Man Hin: How did you promote the previous session's jacket?

Kam Wa Mei: New members approached to us actively and said they wanted to buy them.

Cheng Man Hin: When did you buy it?

Kam Wa Mei: Not sure.

Cheng Man Hin: If it was not sold during that period, you can put those in others and claim more subsidy.

Chang Yau Ming: The sample has zip but turns out there isn't any.

Kan Ying Hei: Actually, you can ask them to take it back as it is their fault.

Chang Yau Ming: But I did not specify whether or not it has to have zip.

Iu Shing Huk David: But in the promotion, didn't it have the sample?

Issac: I was like it is fine never mind then.

Cheng Man Hin: In my year the font size had some problems, so they gifted us new ones.

Iu Shing Huk David: What is meant by "Suggested by BP" in the report?

Chang Yau Ming: Because I released 3 designs. The Feynman Diagram design was proposed by Pang Chun Sum Brian so I added a note to that to indicate so.

Pang Chun Sum Brian: Actually I did not mean that way, I just asked him to be more concise but it wasn't specific enough so I simply gave some examples like Feynman Diagram.

Iu Shing Huk David: I want to know the origin of your design.

Chang Yau Ming: The quote is from Herrup and I love it so much because I worked there. That is why I put it in. Also I want it to include all 4 disciplines.

Iu Shing Huk David: Why all 4 disciplines?

Chang Yau Ming: If I don't include all of them, then it seems to be not so appropriate. So I thought of something to connect all disciplines, by which neurons turned out to be a good choice as it contains those extensions.

Iu Shing Huk David: I personally think that you do not need to include all disciplines. Simple is good. Like the one last year, simply putting "Science matters" is great, simple and clear. The next session should aim for this.

Kam Wa Mei: I want to add something, the order is little maybe because it doesn't have a zip.

Iu Shing Huk David: Any members said that they don't want to buy it because there is no zip?

Chang Yau Ming: No. Actually the society jacket design can be done at any time. Originally in the year plan it is planned to be done around the midterm. But if you do earlier you have more time. And note that simple is good, you don't need to include all the branches and you need to send private messages to people because I don't know why this year there were so few orders. And remember to distribute them before people go to exchange, before January or February approximately.

Li Wing Shun: If you consider about exchange, some people would have been gone in Late December. It is better to distribute all of them in fall semester if possible. And people won't come back to UST often so it is better to finish all in Fall.

Chang Yau Ming: Last year we ordered 45 pieces and had 5 extras. But this year we don't have any extra because we wanted to save more money, plus the deadline is told way earlier.

So if people did not order before the deadline those won't be accepted. Because the jacket is \$100 per each, which is pretty expensive. So next session you can consider about it yourself.

### **Class Photo Taking**

Wong Ting Hei Matthew: Let's move on to class photo taking then.

Pang Chun Sum Brian: I was in charge of it and the date was set on 26/11. The time is 15:30-16:30, held at Atrium. Including professors there were approximately 50 people. We started the preparation on 25/10 and made a google form similar to the commencement dinner one to let people to fill their availability. The range is the entire November. On 7/11, we observed that two dates, 19/11 and 26/11 has the most votes. The reason for us to abandon 19/11 is that it might be too rushed. As there were a lot to prepare and professors might not reply our email immediately, plus we had to find a photographer and book the Atrium as well, which is why we chose 26/11, to have more time to prepare. We then asked faculty members on whether or not they are able to come, including Professor Frederick Tsz-Ho Fong, Professor Leung Pak Wo, Professor Lortz Rolf Walter, Professor Jinqing Huang and Professor King Chow. Professor King Chow was not free so we approached Professor Danny Chi Yeu Leung, which was not free as well. We finally approached Professor Melody Kar Wah Leung, which accepted our invitation. However, Professor Danny Chi Yeu Leung said that he could come at last, and thus we had two LIFS professors for the event. I then found a friend of mine to be the photographer for the event as this saves money. It is better to confirm that your friend really knows about photography before the event. Luckily mine does know. I briefly talked about the style and position of the photos, etc. I then confirmed the poster time and asked Chang Yau Ming to design in advance, added the date after confirmation and booked the Atrium one week prior to the event, that is 19/11. I told my members about it after booking the event and posted messages on the big group and sent email to issue about this event. We also sent reminder email for the faculty members and reminder email on 25/11.

For the exact day, we started to get chairs and took the society banners and set place on 26/11. We also found some Executive Committees to serve professors and lead them to the

Atrium. The photographer arrived at 1450. We settled them down at 1515 and took the group photo first as some need to leave early. We first took Math Major as Professor Frederick Tsz-Ho Fong needs to leave early, and then followed by Physics, Chemistry, and then Life Science. We did not serve them during the major photo taking so they thought the process was done and left by their own. So we took by-year photos without the professors. After that, we had free camera for people to take photos. We ended the event at 1630. The time management was bad, and we gave out the photos in the spring semester. During winter semester Lam Ka Chung edited the photos and added banner. We put a google form on the big group for people to order the photos on 15/1. I then uploaded those to google drive for people to download. We cut the order on 27-28/1. After spring semester commenced, we distributed the photos, the process was rather messy as some people needed to pay but Lee Olivia Wing Kei got the receipt book for financial report. Plus year 3 students couldn't get the photos for a long time as they went to exchange.

Cheng Man Hin: Did you give the photos to the professors?

Pang Chun Sum Brian: Yes we plan to do so as the frame just arrived, we will send emails to the professors and give them 2 photos, including one group and one of their major, with frame. However the group photo quality this year was not quite good, I forgot to ask Lam Ka Chung to adjust the brightness and white balance of the photo. It turned out to be very bright and shiny. Since everyone receives a free group photo, many gave feedback that we forgot to fix the brightness.

Li Wing Shun: How was the response rate of the google form? Also the google form had too many choices.

Pang Chun Sum Brian: yes It was a 2d voting, it was tedious but I couldn't think of a better method. We received 24 responses by the way.

Li Wing Shun: 24 is a bit few. Also the availability, there is no need to be too specific at first because afterwards you still need to ask professors' availability so for the first google form, there is no need to be too complicated.

Tso Yee Ming: I remember my year we get all participants' timetables.

Pang Chun Sum Brian: That is too tiring.

Lau Wing Sum: But I think if you don't take timetables, you can still ask earlier?

Pang Chun Sum Brian: The problem is I was not free. After the orientation week then we had commencement dinner and then there was midterms.

Lau Wing Sum: Then you should have a lot of time after midterms?

Pang Chun Sum Brian: Kind of, I remember Tigris encountered the problem that people had midterms. It is better to start early.

Kam Wa Mei: Something to add on, usually the midterm is in October so no many would want to manage society things in October, things would then be pushed to November and there are a total of 4 events in November. So be careful.

Li Wing Shun: Actually every year there are people who say they had midterms so they had no time to manage the events. Next session try to prepare society things earlier when you have time to avoid this.

Pang Chun Sum Brian: I suggest that the class photo taking to be not the same as activities in September or October, try not to clash with those function. And ask right after Add drop period for availability, see if it can be done before the midterm period as if the midterm period strikes no one would want to come.

Chan Yin Hei Brian: You would be very busy from September to November.

Leung Ka Wun Casey: Ok.

Lau Wing Sum: About the class photo you mentioned that you forgot to remind people the night before. Try to remember doing so.

Li Wing Shun: In the annual report 7/11-13/11 there was a gap?

Pang Chun Sum Brian: Probably waiting for members' responses. As you said the response rate was not high. We were still finding possible dates on 7/11, so we were waiting for responses.

Li Wing Shun: Ok.

Pang Chun Sum Brian: Or maybe is asking Lam Ka Chung to send email. That few days he might be busy so it was delayed. Also, for the free photo, we stayed at the LIFS common for a long time and distributed those, and we messaged those who did not come.

Li Wing Shun: I think you can officially announce the distribution and ask them to come.

Pang Chun Sum Brian: Indeed, but I assume most of the people who came for class photo taking would be rather active, so they would appear in the LIFS common anyway.

Li Wing Shun: As you said that people who came to the photo taking are people that are rather active, have you thought of inviting less-active members to the event? This function should be oriented to all members.

Pang Chun Sum Brian: Did not quite think of that because I basically just sent the link to the WhatsApp group. My apologies for not considering the way to message less-active members. Next session might try to do so.

Sit Hiu Chi swapped chairperson to Wong Ting Hei Matthew.

Chan Siu Man: Which shop did you go to order the photos?

Pang Chun Sum Brian: "Salong" in Tai Po 8 Garden. Because I did not think that we can buy.

Lau Wing Sum: Last year there were.

Pang Chun Sum Brian: Yes, I forgot, and after realising so, it was too late.

Lau Wing Sum: Didn't you ask Chan Siu Man about where to print the photos?

Pang Chun Sum Brian: Yes but he didn't tell me.

Chan Siu Man: I thought it was common sense.

Lau Wing Sum: Why didn't you go to where Chan Siu Man went to?

Pang Chun Sum Brian: I didn't know where it was.

Chan Siu Man: Remember to edit the photo, the fonts shouldn't be too close to the border.

Bp: any problems about class photo?

### **Annual Dinner**

Wong Ting Hei Matthew: Let's move to Annual Dinner then.

Chan Yin Hei Brian: The day was 28/11, held in the Chinese restaurant in HKUST. The participation fee for members was 170 and 180 for non-members. 34 participants in total. There were no sponsors from professors and high quality gifts so the price were a bit high. Professor Kam Tuen LAW sponsored \$160. We then announced in the group for refund. We sent the google form to the big group to ask for availability on 1/11 and allowed them to vote for two weeks. On 13-14/11, the results were out and 28/11 and 29/11 have the most votes. We chose 28/11 as there was a research sharing on 29. We invited Professor Leung Pak Wo, Professor King Chow, Professor Frederick Tsz-Ho Fong, Professor Lortz Rolf Walter and Professor Jinqing Huang. Professor Lortz Rolf Walter and Professor King Chow were not free so we approached Professor Kam Tuen Law and Professor Danny Chi Yeu Leung. They both accepted the invitation. However, Professor Danny Chi Yeu Leung said he was not free one to two days prior to the event, so we did not have time to find another professors to replace his place. We confirmed the date and booked the venue on 17/11 and set up a counter during 22-28/11 for members to join this event. We invited members to the event via mail and sent a message on the big group on 22/11. We then bought gifts and snacks for minigames two to three days before annual dinner. Some members gave feedback to us that the minigames were embarrassing and extra. So we cancelled at last, and delivered the snacks directly to members after dinner. We put on posters on 26/11 as there were posters of photo taking and research sharing 2 weeks earlier, which we then took up the space of photo taking as fast as possible for the annual dinner's poster. We ordered the dishes on 27/11 and sent reminder emails and messages on the big group.

For the exact day, we started at 1800 because we expected to put minigames. Next session can hold it later this year if you are not planning to have some games. It was quite a long arrangement for us. We separated the people according to their major. There was no professor of LIFS so Professor Leung Pak Wo joined the LIFS table. After the dinner we had a lucky draw, the gifts are 2 chess games, 2 mini card games, 4 warm packs, 2-3 Starbucks cup, 5 Starbucks card and thank you cards made by Kan Ying Hei for the professors. There was a venue problem as the venue for this dinner is the same as the one in orientation camp

and commencement dinner. At first we planned to ask in the google form of whether or not people will prefer Hang Hau, but we finally banned this due to the inconvenience for professors to commute and we also expected to have minigames, which would be difficult to execute if we choose Hang Hau restaurants as our venue. So Hang Hau was chosen at last. We also have heard that members said that they prefer UC Bistro but we did not have past experience in doing so, so we did the safe choice to choose the Chinese restaurant in UST.

Cheung Cheuk Lun Alan: The minigames was cancelled due to?

Chan Yin Hei Brian: Because members think that it would be too odd.

Cheung Cheuk Lun Alan: Decided on the day?

Chan Yin Hei Brian: Yes, in the morning.

Lau Wing Sum: I remember in my year, we had no room and we couldn't hear what the MC was saying, and other customers was watching the whole time so it was rather awkward.

Chan Yin Hei Brian: We had an L corridor where a lot of staff would walk pass, which might be awkward. Also, Professor Kam Tuen Law and Professor Frederick Tsz-Ho Fong decided to sponsor us that day. We thanked him via mail to prevent making those professors who did not sponsor to be embarrassed.

Cheung Cheuk Lun Alan: Any details regarding the Thank you card?

Lau Wing Sum: Just put a cover, some content and thank you.

Cheng Man Hin: There were 24 participants but have around 10 presents?

Kan Ying Hei: Because Professor Kam Tuen Law sponsored \$1000 and he said that it is used to buy presents.

Chan Yin Hei Brian: Originally we had 2 warm packs but turned out bought 5 so that more people can get the presents. Plus, mini cardgames are so cheap and it should be fine.

Cheng Man Hin: When did he sponsor you?

Chan Yin Hei Brian: Days before the event.

Cheng Man Hin: When did you open counter?

Chan Yin Hei Brian: 22/11.

Cheng Man Hin: Try to shift down the price earlier when you know there is a sponsor.

Lau Wing Sum: There was a \$20 refund per person but turned out refunded for how many?

Chan Yin Hei Brian: It was marked in the receipt book.

Cheung Chun Wai: 25 people.

Lau Wing Sum: Maybe you can make the next event cheaper instead of doing refund, because it might be too troublesome.

Chan Yin Hei Brian: The event after annual dinner is Christmas party, the participants might vary and we still haven't closed the counter after changing the price. Plus, there was 31 responses in Google form and there were 25 participants who came is included in the form.

Li Wing Shun: I think the problem is that you set the date two weeks after you put the google form in the group.

Chan Yin Hei Brian: Because not many voted.

Pang Chun Sum Brian: And there was an accident because it was the same night as research sharing.

Chan Yin Hei Brian: Originally 29/11 had research sharing so we chose 28/11. 29/11 had more votes but 28/11 had little difference so we chose the latter.

Li Wing Shun: By the way I want to comment on the location. The reason to choose the Chinese restaurant in UST is because it is near, convenient and had rooms for us to interact. But now it wasn't cheap and no more room. So the next session can think of changing so.

Lau Wing Sum: I think the Chinese restaurant in UST is still the best choice. By the way, ever thought of merging the posters?

Chan Yin Hei Brian: Yes, but when we design the poster, we design it separately. But when we do the advertisement on social media pages we merged them.

Li Wing Shun: Where did you take the annual dinner photo?

Chan Yin Hei Brian: Outside the restaurant. As some customers were still there after our dinner, so we did not want to disturb them. I remember last year they took the photo almost at the end of the night so there wasn't any other customers but this time it was different. So we chose to take in the reception area.

Li Wing Shun: It is better to choose a proper place as the professors were present as well.

Chan Yin Hei Brian: Last they took it in the L corridor but the staff started to clear the stage and they couldn't move the chairs so we had no choice but to take it outside.

Lau Wing Sum: Was it appropriate that the professors and Executive Committees got the most prizes for the lucky draw?

Chan Yin Hei Brian: Good question, we considered about whether or not Executive Committees should join the lucky draw. We treated ourselves as a part of the participants as well so we should be able to join the Lucky draw as well. We were really lucky but it was glad that we only got the small prizes.

Lau Wing Sum: Will other participants be sad due to that though?

Chan Yin Hei Brian: I mean the lucky draw was fair, and professors are also members of the participant.

Lau Wing Sum: But professors don't need to pay.

Pang Chun Sum Brian: But it would be awkward to exclude professors for the lucky draw.

Chan Yin Hei Brian: We gave them presents after the lucky draw, it would be odd to exclude them.

Pang Chun Sum Brian: And the purpose of the lucky draw is to make a good atmosphere. It is effective for professors to get the prizes.

Lam Tak On: Why there were a lot of numbers that have no people?

Chan Yin Hei Brian: Originally the lucky draw number is self-chosen. It would be difficult to put one in after they choose.

Lau Wing Sum: Then why don't you prepare the exact amount of participants collected in the google form.

Pang Chun Sum Brian: There might be people who walk in.

Lau Wing Sum: I remember you prepared a lot, almost the twice amount of participants.

Chan Yin Hei Brian: After all the number of participants was not confirmed.

Li Wing Shun: If you have people, you can manually remove the blank numbers.

Chan Yin Hei Brian: So next time you can prepare to take out the unrelated numbers so that it would be faster.

Lau Wing Sum: For the food, every table has the same dishes?

Chan Yin Hei Brian; Yes.

Lau Wing Sum: If there is not enough then they can add by themselves?

Chan Yin Hei Brian: Yes.

Cheung Cheuk Lun Alan: Any seating plan?

Chan Yin Hei Brian: Yes, according to major. And professors were invited to sit in a specific table.

Lau Wing Sum: Would there be a great difference in people within tables?

Chan Yin Hei Brian: Originally we had this concern but turned out the number was pretty balanced so it was fine. Originally we expected to have 5 tables, but there were too few participants so we made it to 4.

Li Wing Shun: Do you know why the participant number dropped?

Chan Yin Hei Brian: Year 4 students were busy, and clashed with Wednesday event.

Cheng Man Hin: You set up the counter too late.

Li Wing Shun: Any suggestions to improve?

Chan Yin Hei Brian: Ask for more availability, and avoid bad days.

Cheung Cheuk Lun Alan: Ok.

Chan Yin Hei Brian: Like originally 29/11 had more people but there was a time clash with the research sharing so we used 28/11 instead.

Pang Chun Sum Brian: Not sure if it is lucky or not, we approached Professor Lortz Rolf Walter and he was not free. If he really came then one table had to speak in English. The next session should think about how to solve the language problem.

Lau Wing Sum: You ordered the food separately but not in a set? Which one is cheaper?

Chan Yin Hei Brian: A la carte.

Lau Wing Sum: Which one is cheaper.

Chan Yin Hei Brian: Set is not preferred, it lacks flexibility and problems like spiciness and food allergies are different to avoid if we choose to order set.

Li Wing Shun: How many coffee cake was ordered for dessert?

Chan Yin Hei Brian: We ordered 2 for each table, and a 4 color cake set. It should be approximately 10 serves in total.

Wong Ting Hei Matthew motioned to lay the remaining Agenda items until the next session of Annual General Meeting.

Kan Ying Hei seconded.

The time is 22:18.

23 For 0 Against

The motion was passed.

Date: 19-03-2019

Venue: Common Room 7

Time: 19:00

Chairperson: Sit Hiu Chi

Minute taker: Chau Chun Yin, Lam Yu Sang, Lau Chak Hei

The business of the Annual General Meeting 2019 of IRESS, HKUSTSU shall be:

1. To commence the meeting;
2. To receive and adopt the agenda of the Annual General Meeting 2019 of IRESS, HKUSTSU;
3. To receive and adopt the minutes of the Annual General Meeting 2018 of IRESS, HKUSTSU;
4. To receive and adopt the minutes of the 1<sup>st</sup> Extraordinary General Meeting of IRESS, HKUSTSU, Session 2018-2019;
5. To receive and adopt the Annual Report of IRESS, HKUSTSU, Session 2018-2019;
6. To receive and adopt the Annual Financial Report of IRESS, HKUSTSU, Session 2018-2019;
7. To vote and announce the Honorary Members;
8. To introduce and inaugurate the Executive Committee Members of IRESS, HKUSTSU, Session 2019-2020;
9. To receive and adopt the Year Plan of IRESS, HKUSTSU, Session 2019-2020;
10. To receive and adopt the Financial Budget of IRESS, HKUSTSU, Session 2019-2020; and
11. To adjourn the meeting.

**Agenda item 1. To commence the meeting**

The time is 19:25.

No. of full members present: 21

Quorum was met. Chairperson Sit Hiu Chi started the Annual General Meeting.

**Agenda item 5. To receive and adopt the Annual Report of IRESS, HKUSTSU, Session 2018-2019 & Agenda item 6. To receive and adopt the Annual Financial Report of IRESS, HKUSTSU, Session 2018-2019**

Pang Chun Sum Brian motioned to resume the discussion of Agenda items 5 and 6.

Kan Ying Hei seconded.

The time is 19:29.

19 For 0 Against

The motion was passed.

**Information Session**

Sit Hiu Chi swapped the chairperson to Pang Chun Sum Brian.

Sit Hiu Chi: Let's talk about the information session first. It was held on 5/12 during 1500-1700 in Room 4503. The participant number is approximately 15, including members of current session, potential next session and So Wai Lam. We started to ask for member's availability during the annual dinner period, but due to unavailability on November it was pushed to start on Early December. The venue was finalized, and poster was released on 4/12. The executive committees explained their duties of the posts and asked the potential next session about their interested post. We opened a WhatsApp group after 1-2 days. The date was set pretty late due to the aforementioned reason. It is suggested that the next session can ask for the availability earlier. Last year there was a preference indication form but this year we did not make it. It is suggested that the next session can make a form.

Because not everyone will member what are the duties of their interested posts.

Sun Yusen: Anyone other than the interested people came?

Sit Hiu Chi: No, all of them were subcommittees.

Sun Yusen: Did all subcommittees joined? Was there any subcommittee that did not join the cabinet at last?

Sit Hiu Chi: Yes.

Sun Yusen: How did you find potential people other than subcommittees.

Sit Hiu Chi: During orientation week, we invited people and asked subcommittees whether or not they will join the cabinet, the target is mainly subcommittees as there was not much other sources. We made the poster for the event but it was late and I didn't assume people will see the poster and come.

Sun Yusen: Were the people who came mainly active?

Sit Hiu Chi: Yes.

Iu Shing Huk David: The poster was external duties.

Cheng Man Hin: The purpose of the poster was just for people to acknowledge the fact that this cabinet exists.

Sun Yusen: Do you think that the number of the next session was fine?

Sit Hiu Chi: I think it was still fine.

Sun Yusen: For our year, we discussed the personality of every freshmen and examined that whether or not they are suitable. Like we did not only focus on the subcommittees and we had private talks with people that were not subcommittees.

Chan Siu Man: By the time you hold the orientation camp you should start finding subcommittees.

Sun Yusen: Next session can consider this method. Were the posts discussed among themselves?

Leung Ka Wun Casey: We compromised by ourselves.

Sun Yusen: What did you guys do?

Sit Hiu Chi: We asked if there were posts that no one had interest on and left them idle. We also told them about the duties for every posts and the deadline for submission.

Sun Yusen: Was there any competition for certain posts?

Kan Ying Hei: At first Cheung Cheuk Lun Alan and Kwok Ka Hin competed for being EV, but they later solved it by themselves.

Sun Yusen: I want to know how the formation was done after the information session.

Sit Hiu Chi: We asked them about the progress regularly. I did not quite keep in touch with them, I only sometimes message them to follow the progress. Originally no one wants to be the President and it took some time to manage this problem.

Sun Yusen: Because of the number of people this year, there might be unoccupied posts.

Next session please remember to advertise all posts.

Chan Siu Man: These posts are just the basic. Especially for International Enrichment Society if there were no people to be Academic Secretary, you would still have to advertise it. Academic Secretary is essential for communication with professors. Therefore, I asked somebody to take up two posts in the promotion period. I also want to ask when was the subcommittee evaluation held? Before or after the information session?

Sit Hiu Chi: The first part is the evaluation and the second half is information session.

Isaac: skype any question?

Lam Tak On: When did you decide the date of event?

Sit Hiu Chi: Approximately late November. We asked them when they were free but turns the dates available had time clash with a lot of activities. So it turned out to be held on 5/12. We decided it on 1/12.

Lam Tak On: Why didn't you inform people about the function earlier? I knew about the function on 4/12, and I knew it only because I asked Chau Chun Yin.

Sit Hiu Chi: We forgot to send the email as the location was undecided. We only received the confirmation of location on 3-4/12.

Chan Siu Man: I urged Chan Yin Hei Brian to send the email. You can check the record; I remember it was after the normal timing. I think if you confirm the venue late you can simply send it out in the WhatsApp group, but you need to notify them earlier about the event.

Cheung Cheuk Lun Alan: I want to ask if the venue should be written as tbc when it is not confirmed.

Chan Siu Man: Yes, it should be.

### **Annual Election**

Pang Chun Sum Brian: If there is no any question then we move on to the Annual Election.

Sit Hiu Chi: It was held on 26/2 as we followed last year's plan. The counter was set up during 1000 to 1800, and the number of vote was counted at 1800. It shares the same counter for promotion period. The preparation work started from early January. Email was sent on 7/1 for the formation of election board. The rules and forms were sent on 12/1, and the nomination period started from 24/1. Election details were given on 18/2 and it was carried out on 26/2 with provisional result. Confirmation of official result was announced on 27/2. During the nomination period, one nomination was received, with the polling rate of 47.1%, including 46 For, 1 Against, and 1 Void. The date was set late last year, we sent the email to Student Union early already but received no reply. But it is still recommended to send to them early. At last the email about polling procedures were sent on 25/2 and the member list was not updated.

Sun Yusen: Is the member list updated now?

Chau Chun Yin: Not yet.

Chan Siu Man: People from Molecular Biomedical Science is difficult to be tracked, but you should at least track people from IRE. I think you need to keep up to 2 years of information list.

Cheung Long Him: You should have all honorary members' phone numbers.

Sun Yusen: Who counted the election board?

Sit Hiu Chi: Cheung Long Him, Lee Olivia Wing Kei and I. I originally asked Wong Ting Hei Matthew who was more familiar with the election but they all left early.

Cheng Man Hin: What criteria did you use to choose the election board?

Sit Hiu Chi: I originally wanted to find Wong Ting Hei Matthew but he had to do lab so I found Lee Olivia Wing Kei.

Lam Tak On: Why was Cheung Long Him chosen?

Sit Hiu Chi: Because he was more familiar with these kinds of things. I asked Wong Ting Hei Matthew whether there were year 3 in the campus but turns out all of them were not there. So I found Cheung Long Him because he is more familiar with the polling and he is trustworthy.

Kan Ying Hei: So next session please be aware of who is free and does not need to go to exchange.

Lam Tak On: When you sit the election board, what did you do in general?

Sit Hiu Chi: I sent emails and documents for election. Basically are things related to the election day.

Chan Siu Man: Lam Tak On complained that your session copied things word by word.

Sit Hiu Chi: I changed the spelling of words.

Pang Chun Sum Brian: You created new words?

Sit Hiu Chi: Some words were misspelt.

Pang Chun Sum Brian swapped the chairperson to Sit Hiu Chi.

### **Christmas Party**

Lee Olivia Wing Kei: It was held on 23/12 at 1800. The participant number is around 20. The fee for members and non-members are \$50 and \$60 respectively. We asked for members' availability on 27/11. There were only 5 timeslots in three days given to choose as we asked late. We then booked 29/12 which has the most vote. We designed all rundowns and order Pizza Box on 29/12. The poster was printed and posted on 15/12, the games and materials were being prepared. We reminded the member in mid-December before final and reminded again after final. We started the decoration at 1700 and started reception at 1730. We played 3 games and then had dinner. We originally wanted to play 2 games first and have dinner,

and the last game follows, but the dinner arrived late. Then there was a gift exchange after dinner.

Lau Chak Hei: For Christmas party, how can we make the presents in the gift exchange to be more meaningful?

Lee Olivia Wing Kei: I think it is difficult to control and the laughing point is in how quirky the presents are. But I think it was a bit boring and awkward. Next session can use other methods to make it more interesting. That day, every present was assigned with a number.

Cheung Cheuk Lun Alan: Can you elaborate?

Lee Olivia Wing Kei: We assigned numbers to the gifts and people draw from a box. So, others waited outside when it is not their turn. And there wasn't a queue, so it was quite chaotic. Also, the amount of food is not enough, but I already ordered food from Pizza Box for 60 people, but there were only around 20 people present. Turned about the amount was only enough for 15 people. It is better not to trust Pizza Box.

Pang Chun Sum Brian: Who is the person-in-charge of the event?

Cheung Cheuk Lun Alan: Wong Kim Lok Kimson but he is not here.

Pang Chun Sum Brian: I trust Wong Kim Lok Kimson is a good guy and he won't ask people to be free labour.

Lee Olivia Wing Kei: As the fee for every member is only \$50, it was rather chaotic. So you need to consider that the above condition is insufficient to satisfy the demand. I considered Pizza Box, Pizza Hut and KFC and turned out that Pizza Box is the best. But the amount at last was not enough.

Lau Chak Hei: KFC will be more accurate in amount.

Cheung Long Him: Other than fast food, if you want it to be cheaper you can order ReUbird. But you need to confirm the number of participants earlier. Plus there will be takeaway delivered to HKUST directly.

Lee Olivia Wing Kei: Order earlier is also the best.

Kam Wa Mei: But after all it is pretty difficult as there was final.

Cheng Man Hin: Have you thought of increasing the number of participants?

Lee Olivia Wing Kei: No because there was not enough time.

Cheng Man Hin: All people who filled google form came?

Lee Olivia Wing Kei: Let me check, not all.

Lam Tak On: Where did you get the delivery?

Lee Olivia Wing Kei: Chan Yin Hei Brian and Pang Chun Sum Brian. Originally I ordered in Kwun Tong

Lam Tak On: Where did you get the Pizza?

Lee Olivia Wing Kei: Chan Yin Hei Brian and Pang Chun Sum Brian got them. Originally, I ordered in to be taken in Kwun Tong but actually Hang Hau is more convenient, but there were too many orders in Hang Hau so I chose Choi Wan. Plus, for the food, you need to consider for vegetarians.

Cheung Cheuk Lun Alan: Shall I ask in the google form?

Lee Olivia Wing Kei: Yes.

Lam Tak On: What games did you play?

Lee Olivia Wing Kei: There are a total of 3. The first one is a warmup games called connect huge dragon. The first method is to say a word first, and then the members need to connect the last letter. The second is to connect more words. The third one is to use the superposition of English characters. It was played in one group. The last person who put out their hands need to think of the next word. The next game is to play famous songs. We play the song and use famous lyrics to sing with the famous melody. And ask the participants to guess the melody. The third game, we found interesting stories on the web and asked members to act as the protagonists of the stories. Suggestion for the next session is that you can think of more games. And be careful of the mood as it might turn boring. The games can be more troll.

Fong Kin Long: Did you consider about the members being inactive for the second and the third games?

Lee Olivia Wing Kei: The members are in fact not active. But actually, we considered that as we tried the games with the executive committees. It was pretty hyper and we had a good time.

Cheung Long Him: Anyone tried to raise the mood?

Lee Olivia Wing Kei: I tried but it was awkward.

Cheung Long Him: So you guys need to try practicing to make the atmosphere more hyper.

Lam Tak On: Be careful as you need to consider that games suitable for the cabinet doesn't mean that it is suitable for the participants.

Kan Ying Hei: In general, avoid performance because IRE people are rather quiet.

Lee Olivia Wing Kei: Last year, Fong Kin Long helped me as he tried to participate and played. Also the society room actually has a lot of decoration like bells, box, etc. But the Christmas tree was broken. The small gift boxes are still useful, therefore we could go to the society room and find. Because we used paper box to pack Christmas stuff together.

Cheung Long Him: Did you wash the Christmas hats?

Lee Olivia Wing Kei: Yes.

Kam Wa Mei: During November, SAO cleared the society room, so we found something good. So the next session can go and see.

Lee Olivia Wing Kei: There were many decorations, do not attempt taking all with only 1-2 girls. You will need more people. Because last year we asked 4 boys to go and take pizza so no boys could come to grab materials in the room.

Cheung Cheuk Lun Alan: Are activities requiring movement good?

Lee Olivia Wing Kei: If they have to move too much people would not want to, but too little movement is boring. Try to take a balance between two.

Cheung Long Him: When you notice that the participants are being inactive, you can ask executive committees to join their team and make the atmosphere more hyper. In my year, we put Tang Cheuk Him Raymondo into the team.

Lee Olivia Wing Kei: Prepare earlier. Because there is too much to do in December. And expect the unexpected like people being late. Plus, the decoration might not be able to be done on time.

Try to give little games for people that arrived early. Don't wait for all people to arrive.

Cheung Long Him: Board games and Poker is a good choice for people who came early.

Kam Wa Mei: You can also gather with your cabinet earlier. We called them to arrive at 17:30 so it was too late.

Fong Kin Long: The pace can be faster. The third game needs to choose story and other people has to wait so maybe you could have chosen for them.

Cheung Cheuk Lun Alan: Do I need to consider the theme of the games in the party?

Kan Ying Hei: There is no need to do so.

Lee Olivia Wing Kei: If you want.

Kan Ying Hei: We asked Iu Shing Huk David for the HDMI cable to connect my computer to play some music. But their sound equipment were locked.

Lee Olivia Wing Kei: You can borrow the sound system when you book but there will be no cables.

Sit Hiu Chi swapped chairperson to Wong Ting Hei Matthew.

### **Orientation Camp**

Sit Hiu Chi: We pass the orientation camp now. I was the Person in charge. Pang Chun Sum Brian was in charge of the logistics. Wong Ting Hei Matthew for the games for night hunt and day 2. Lee Olivia Wing Kei for the ice breaking games and the beach day. It was held during 18-20/8. The location including HKUST, Tsueng Kwan O and Hang Hau. There are a total of 11 executive committees, 10 group leader. The fee for freshmen, executive committees and spies are \$400, \$380 for group leaders. We set counter on 2-9/5 to invite people to be group leaders. And we confirmed the T-shirt design in early July. We confirmed the date and venue of the camp on 10/7, and found sponsor in Late July. The booking of Hall 7 was done on 31/7. We invited freshmen to come on the registration day which is 8/8. We

confirmed the cuisine in LG7 for the first night on 16-17/8, and sent reminders on 17/8. So for the rundown. We gathered people at 12:30 the first day and played ice breaking games at 1300. We then started to distribute room cards at around 1700 to 1800 and brought everyone to the hall. We had LG7 dinner at 1845 and went to night hunt at 1930. After all, we all went back to the hall for rest. The second day, we had breakfast at 0900, and went to the Piazza for photo taking. The two groups collected hints and went to Tseung Kwan O and Hang Hau separately to find checkpoints. The theme game was started at 1000 and we ate at Tseung Kwan O for lunch. We returned to HKUST at 1420 and played room escape in room 2464 and 2465. Then we originally planned to have Barbeque but the weather was unstable so we ordered KFC and Pizza Hut instead. Professor Frederick Fong came for a while and discussed with people. The executive committees and group leaders talked with freshmen as well. And then we wrote time capsules. The third day, we originally had beach day but the weather was unstable. The breakfast time was delayed on purpose and we checked out at 1115. We played game outside the Sport Halls and went to lunch at 1300. Move on to evaluation. The preparation time management is not quite good. The ice breaking game took too long, people were exhausted. The preparation materials can be done earlier. The biggest problem is that we did not seriously consider about the backup plans. Especially for day 2, we used too many time to discuss whether we should have barbeque or choose other food. The preparation work can be done more. For the ice breaking games, the participants arrived early. In general the flow of games is good but the length is too long. Originally we prepared it to last until 1745, but people got uninterested at 1715. So we settled them down earlier and distributed welfare pack to them, and we went to the hall earlier. We could have planned for underrunning. Because originally we did not expect it to underrun. So the next session can prepare more games just in case to fill that time. The first day should be more casual. After going back to the hall, people came out late for dinner. The food was prepared but no people came but this is inevitable. For the night hunt, the flow after dinner, we went to LG7 grass ground and played some games. The two games went to the checkpoints. For the locations, there are the wisdom stones but there were too many mosquitos, so the participants did not

want to stay there. The next session can avoid those location if they need to stand still and play. The atmosphere for board games is good. But the progress of the two teams differs a lot. If we did not intervene, they would have met at some point. So we increased the difficulty for the faster team to balance the progress. The second day morning, it was raining during the photo taking, so it was a bit chaotic. For the city hunt, the progress of the two teams were again very different. One team finished playing the Hang Hau games and were heading to Tseung Kwan O, but the other team was still playing in Tsueng Kwan O. Originally we did not expect the progress to be so different. We separated the teams by major, and provided tips for the slower team to avoid making one team fall behind for too much. The difficulty of the city hunt is fair. The hints might be too vague and the area of search is too wide so it is a bit difficult. We originally gave two poems to them and each sentence corresponds to a location. Some are more difficult and need to stand at the entrance and look inside. When the details are missed it would be difficult for them to find. You can choose indoor area because last year it was very sunny. The indoor is preferred as it also prevent the weather instability. The time management was fine, if there is one team that overran we tried to reduce the difficulty.

Cheung Cheuk Lun Alan: Who made the hints?

Wong Ting Hei Matthew: Me.

Cheung Cheuk Lun Alan: As I remember some hints were impossible for the freshmen to know like the names of Lam Tak On. But the orientation camp is supposed to be catered for freshmen so wouldn't it be a bit too difficult?

Wong Ting Hei Matthew: I originally wanted you to ask the group leaders for it. Also we always talk about this so the group leaders shall know.

Chan Siu Man: Did you tell the group leaders to give hints about that in the briefing?

Wong Ting Hei Matthew: No.

Chan Siu Man: You should have done so.

Lau Wing Sum: I don't agree as not only the freshmen were playing, group leader should be able to play and help.

Sit Hiu Chi: Participants said that the games were too difficult.

Lau Wing Sum: Indeed very hard.

Sit Hiu Chi: The next session perhaps can reduce the difficulty of the main task.

Lau Wing Sum: Did you try the games with people other than the cabinet?

Kan Ying Hei: No.

Lau Wing Sum: Same issue as last year.

Kan Ying Hei: We actually wanted to let the group leaders to play as well.

Lau Wing Sum: You can ask other people to play. Or perhaps next session if you played other orientation camps you can use their game difficulty as a sample.

Wong Ting Hei Matthew: I think for setting games, it is difficult for IRE people. The level of participants is unable to be foreseen and the variation is too high. If we make the same level as other camps, some participants might be able to finish the games in one second.

Kan Ying Hei: Lam Ka Chung finished the scrabble game in 5 minutes.

Wong Ting Hei Matthew: Unless you can unpractically prepare for a few games and choose the suitable difficult to satisfy them. But if you want to make detective game, our problem is it is too long. We actually cut the time for city hunt and wanted to find something to fill the time. Next session can invest more time on big board games. There is no need to fill the entire timetable instead you should give the participants some rest. The side tasks of the detective game vary a lot. Recognizing shapes is interactive, geometric construction is hard. But this year the variation of participants is smaller than expected unlike last year.

Lau Wing Sum: Make a questionnaire to ask what is their strength maybe?

Kan Ying Hei: Give them some questions to do. Too hyper.

Wong Ting Hei Matthew: Refer to other society is fine.

Cheung Cheuk Lun Alan: I want to ask do you think that the city hunt take up too much time.

Wong Ting Hei Matthew: The problem is we couldn't think of what to do other than this.

Lau Wing Sum: You can think of other things to kill time.

Wong Ting Hei Matthew: If the location is further then it can kill more time but the boring thing will be become commuting. Last year it was too hyper and we disturbed too many people, and also why it can consume more time is because the location is further.

Lau Wing Sum: This year it was basically limited to Tsueng Kwan O, Hang Hau and Choi Hung. You can add places like Kwun Tong perhaps. The most important thing is not to disturb others please.

Wong Ting Hei Matthew: Whether or not to do hyper things depends on how you want to define the objective of the camp. You can avoid doing so in the IRE camp. In my opinion the city hunt always fail, I confess that the one I made is kind of failed. We started with an extreme and realized that it was impossible. And used another extreme but realized that it was impossible as well.

Cheung Cheuk Lun Alan: Any criteria for being group leader?

Sit Hiu Chi: Actually that time we lack people to be group leaders so we basically pull everyone who wanted to come.

Chan Siu Man: Actually the next session can consider making detective games. But it is only for afternoon so you need to make things for the morning.

Cheung Long Him: You can wake up late.

Wong Ting Hei Matthew: It is feasible.

Cheung Long Him: But they have enough people for mass games, and we did not.

Chan Siu Man: Every year, we play city hunt but the freshmen don't need the city hunt to know the places.

Wong Ting Hei Matthew: So basically try to find a solution that satisfies the both.

Chan Siu Man: For day 3 the LG1 game in the morning is not bad.

Lau Wing Sum: The barbeque turned out only bought tools but no food?

Wong Ting Hei Matthew: Yes.

Lau Wing Sum: So the barbeque tools are still in the society room?

Lee Olivia Wing Kei: Yes.

Lau Wing Sum: Next session can consider doing barbeque.

Chan Siu Man: The fork can be saved for one year?

Lau Wing Sum: I think there is no problem.

Chan Siu Man: Next session what you do want to do for orientation camp?

Cheung Cheuk Lun Alan: We want to play campfire.

Lau Wing Sum: 30 people play camp fire?

Wong Ting Hei Matthew: Yes, we have not many people. That's the problem.

Cheung Cheuk Lun Alan: Any briefing to group leaders?

Sit Hiu Chi: Yes.

Cheung Cheuk Lun Alan: What did you talk about in the briefing?

Lau Wing Sum: Rundown and how the team would be separated.

Cheung Long Him: The group leaders don't know about the games?

Sit Hiu Chi: Because last year the group leaders knew the games so they sat back and watched. We wanted to avoid this problem so everyone can play together.

Cheng Man Hin: Why did you choose hall 7 but not 6?

Pang Chun Sum Brian: Chemistry society got all.

Kan Ying Hei: Originally the price of hall 7 is not that expensive but we wanted to count people properly so it became expensive.

Cheung Long Him: How many places in Hall 6?

Kan Ying Hei: Around 100.

Cheung Long Him: My year also around 100. Chemistry should not have taken all of them?

Lau Wing Sum: The problem for summer hall it is. If you are lucky enough to have hall next year you might be able to extend the summer hall so you can reduce expense for the room.

Cheung Long Him: Plus Hall 6 9<sup>th</sup> -10<sup>th</sup> floor is already enough for our society. In every year we will share hall position with the chemistry society.

Chan Siu Man: Since mathematics society did not continue, probably chemistry society will eat up all of the rooms.

Kan Ying Hei: For Mathematics society, they came back after Inauguration?

Cheung Long Him: You don't need to think about others when you are taking rooms. Just think for yourself first and say that you don't have enough is fine.

Lau Wing Sum: No extra room for the orientation camp?

Kan Ying Hei: No.

Chan Siu Man: How many freshmen this year?

Sit Hiu Chi: 19.

Cheung Long Him: How was the date decided? By OAC?

Sit Hiu Chi: We argued for that.

Kan Ying Hei: It is better to vote for a better OAC, and find a less troublesome EV for that.

Cheung Long Him: This year did you compromise about the color of the orientation camp T-shirt?

Sit Hiu Chi: Yes.

Lau Wing Sum: Avoid choosing light-colored T-shirt if there might be a water game. Did you find graduated people for the camp?

Kan Ying Hei: Yes, we found So Chi Long, Lui Ming Hong, etc.

Cheung Long Him: What was marked for the orientation camp?

Pang Chun Sum Brian: Tutor coupon, party room coupon, fan, air ticket coupon, Signature shampoo and bath gel, cleaner, comb, energy drink, tissue, toothbrush, toothpaste, cup noodles and mosquito stick, etc.

Lau Wing Sum: This year you order with other societies?

Pang Chun Sum Brian: Not quite. But we exchanged with RMBI. We got herbal tea from them and we gave them hair growth product. We also have eyedrops and water recycling bag.

Lau Wing Sum: I believe you should mark things that are more valuable. Like before. We have marked mosquito stick but it was useless. So these are not that important. Shampoo, toothpastes and toothbrush would be more useful. Did they ask you to do promotion this year?

Pang Chun Sum Brian: I think they were supposed to do so but they did not raise that concern.

Lam Tak On: Why did Professor Frederick Fong come suddenly?

Sit Hiu Chi: We told him to come. We originally found him for barbeque but turned out it was cancelled. But he still came anyway.

Lau Wing Sum: Was the weather bad during the camp?

Cheung Cheuk Lun Alan: Actually originally have barbeque it would be better but anyway.

Chan Siu Man: I think the plan of beach day changing to LG1 games is a good plan.

Kam Wa Mei: Thank you.

Cheung Long Him: Did you plan night games?

Lau Wing Sum: This year's freshmen is hyper.

Cheung Long Him: Next session can prepare for that just in case freshmen are hyper. This year is basically freshmen who brought the room games.

Cheung Cheuk Lun Alan: I think the ice breaking game is too long, that name game I mean.

Lam Yu Sang: But I think it brought up the atmosphere.

Lau Wing Sum: Actually we did not have a lot of people so I shall be fine. It is just a game, our goal is to introduce members to participants. So basically it is fine.

Cheng Man Hin: Yes, it is a tradition.

Lam Tak On: I think it is important to know the people in other groups as well. That is why the game is good.

Fong Kin Long: You can have some other games to recognize people as well.

Kam Wa Mei: For example?

Lau Wing Sum: The first time I don't know how to bring a group then the game was that everyone says an adjective that represents themselves. And like I like to play basketball so call me basketball then pass to the next one.

Kwok Yuk Lam: They never appeared again afterwards...

Lau Wing Sum: Do you think dead air was too frequent in the camp?

Cheung Cheuk Lun Alan: Sometimes, because we did not know each other at first.

Wong Ting Hei Matthew: I mean this one is actually the group leaders' responsibilities.

Lau Wing Sum: You should have educated them.

Cheung Cheuk Lun Alan: We did not plan for the city hunt.

Wong Ting Hei Matthew: It is fine but you need to invite people earlier.

Lau Wing Sum: If you find spy don't call them by their nicknames. If there is a hot pot, remember to prepare at least three pots. Also, do you guys think it is difficult to think of a group name? During the start of a group, making group name is useful for team building.

Cheung Cheuk Lun Alan: Yes.

Cheung Long Him: If the group leaders are good then it shall be fine. Anyway, lower your expectation towards the group leaders for them to have space to improvise things. After all it is a difficult thing to manage the quality of the group leaders.

Lau Wing Sum: Don't forget to ask the members who went to SCIE3900 as they may come back. Remind them not to hijack the event, especially towards the participants.

Wong Ting Hei Matthew motioned to lay the remaining Agenda items until the next session of Annual General Meeting.

Kan Ying Hei seconded.

The time is 22:52.

20 For 0 Against

The motion was passed.

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

Date: 26-03-2019

Venue: Common Room 3

Time: 19:00

Chairperson: Sit Hiu Chi

Minute taker: Cheung Chun Wai, Leung Ka Wun Casey, Sit Hiu Chi

The business of the Annual General Meeting 2019 of IRESS, HKUSTSU shall be:

1. To commence the meeting;
2. To receive and adopt the agenda of the Annual General Meeting 2019 of IRESS, HKUSTSU;
3. To receive and adopt the minutes of the Annual General Meeting 2018 of IRESS, HKUSTSU;
4. To receive and adopt the minutes of the 1<sup>st</sup> Extraordinary General Meeting of IRESS, HKUSTSU, Session 2018-2019;
5. To receive and adopt the Annual Report of IRESS, HKUSTSU, Session 2018-2019;
6. To receive and adopt the Annual Financial Report of IRESS, HKUSTSU, Session 2018-2019;
7. To vote and announce the Honorary Members;
8. To introduce and inaugurate the Executive Committee Members of IRESS, HKUSTSU, Session 2019-2020;
9. To receive and adopt the Year Plan of IRESS, HKUSTSU, Session 2019-2020;
10. To receive and adopt the Financial Budget of IRESS, HKUSTSU, Session 2019-2020; and
11. To adjourn the meeting.

### **Agenda item 1. To commence the meeting**

The time is 19:33.

No. of full members present: 16

Quorum was met. Chairperson Sit Hiu Chi started the Annual General Meeting.

### **Agenda item 2. To receive and adopt the agenda items**

Wong Ting Hei Matthew motioned to resume the discussion of Agenda item 5 and 6.

Kan Ying Hei seconded.

The time is 19:33.

16 for 0 Against

The motion was passed.

### **Financial report**

Lee Olivia Wing Kei: First item of financial report is the joint science inauguration. Originally, we paid

\$1200 to joint science society, we then received \$112.5 and finally we received \$1137.5 back. Any questions?

Lui Ming Hong: Any small items?

Kan Ying Hei: Yes

Lui Ming Hong: Why don't we add it on?

Kan Ying Hei: It's tradition.

Lui Ming Hong: I remember. Any problems with the first function? During our year, we already

needed to add on small items.

Lee Olivia Wing Kei: I only have the total amount; how should I divide it?

Kan Ying Hei: Just divide it according to the number of societies

Lui Ming Hong: Did anyone follow up on the financial budget of the Inauguration ceremony?

Kan Ying Hei: Mathematics Students' Society has followed up.

Lui Ming Hong: Did anyone from IRESS follow up?

Kan Ying Hei: Everyone has a receipt number; we have uploaded all the receipts on drive.

Lui Ming Hong: Do you think the amount is fine?

Kan Ying Hei: Yes, we checked.

Lui Ming Hong: Any questions from the new session?

Lee Olivia Wing Kei: The second function is graduation party. We received an income of \$3280 and our expenditure is \$2700.

Cheng Man Hin: I have previously asked you to divide the amount, but the subtotal and individual amount are different.

Lui Ming Hong: Where do you print poster?

Chang Yau Ming: Library.

Lui Ming Hong: Is it cheap to print at the library?

Chang Yau Ming: For A4 color print it is \$3.

Lui Ming Hong: But we need A3 color print \$3, How should we do that?

Chang Yau Ming: It should be that price at the SU Print shop

Lee Olivia Wing Kei: Any questions?

Lui Ming Hong: What is meant by “transportation?”. The balloon costs \$22.9 but transportation

costs \$23.8?

Lee Olivia Wing Kei: From the time we used Tao Bao, we were in urgent need and therefore the price

increased.

Cheung Cheuk Lun Alan: Why did we not buy from the supermarket?

Lee Olivia Wing Kei: Their balloons have “IRE”.

Lui Ming Hong: Our next session should consider this.

Lui Ming Hong: How large are those balloons?

Kam Wa Mei: 70 cm.

Lui Ming Hong: Have we considered reusing those balloons?

Lee Olivia Wing Kei: Yes, but I couldn't find the balloons after the event.

Chan Siu Man: Yes, Oli. Do you have the finalized financial budget of last year? The budget. How

is the progress?

Lee Olivia Wing Kei: Half. People have yet to pay for the Christmas party.

Chan Siu Man: I mean the financial budget last year? Wing has listed many instances where people are owing societies money or vice versa. For example, Poon Lok Nga owe the society \$60.

Lee Olivia Wing Kei: The one last year is wrong.

Chan Siu Man: Yes, the numbers should be correct for our society and other society members,

but the number of participants should be wrong.

Lui Ming Hong: So it is the top number inside the bank or financial report in the previous versions?

Lee Olivia Wing Kei: Follows from last year's financial report.

The total amount is greater than 9146.

Cheng Man Hin: But you not cannot open a bank account?

Lee Olivia Wing Kei: Wing send those record to me. Wing send every month's monthly budget to me.

Cheung Cheuk Lun Alan: Have people not paid from the Graduation Party?

Lee Olivia Wing Kei: They have not paid for the Annual Dinner.

Kam Wa Mei: Not the Graduation Party?

Lee Olivia Wing Kei: No.

Cheung Cheuk Lun Alan: Finally, how will you determine the amount on the financial report?

Lee Olivia Wing Kei: An exact number needs to be written for the financial budget.

Lee Olivia Wing Kei: Everyone please be careful.

Lui Ming Hong: Don't give the wrong number to the next session.

Cheng Man Hin: Where is the receipt?

Lee Olivia Wing Kei: The receipts are clear. I have marked down who has pay and also and who has yet

to pay

Chan Siu Man: This number is not accurate.

Lee Olivia Wing Kei: Some members and executive council has not yet paid. I calculated once it's not

accurate.

Cheng Man Hin: Is the financial Report not ideal?

Lee Olivia Wing Kei: Positive

Chan Siu Man: You mean after deducting the amount is positive?

Lee Olivia Wing Kei: Yes

Chan Siu Man: Some executive committee has paid more, we can regard that as a donation

Cheng Man Hin: You have counted the amount?

Chan Siu Man: Did you account for all the transactions?

Lee Olivia Wing Kei: For the functions this year, we counted for the people who have paid and

attended but we have not counted from the members so the final amount will be more.

Cheng Man Hin: Have you private messaged them for them to pay back the money?

Lee Olivia Wing Kei: Not yet

Lee Olivia Wing Kei: I have manipulated the number it is correct now.

Lee Olivia Wing Kei: There is an amount reserved for claiming money.

Chan Siu Man: Last year we did not account for that amount in the financial report.

Cheng Man Hin: Can you chase the amount from last year?

Lee Olivia Wing Kei: Seems like we owe other more money last year.

Chan Siu Man: Actively find those who owe us money

Kan Ying Hei: Chan Siu Man, you owe us 200.

Lee Olivia Wing Kei: Lau Wing Sum say don't need to take Wong Shu Ting into account.

Chan Siu Man: When we received their money, the balance will improve.

Cheng Man Hin: But you treated them as nonexistent?

Lee Olivia Wing Kei: What should I do? I don't know.

Cheng Man Hin: You cannot merely chase other's money but don't ask them to pay back.

Lee Olivia Wing Kei: After receiving the money owed, just around \$200.

Cheng Man Hin: How much time you need to chase them for the money? When can you get the

money back?

Lee Olivia Wing Kei: One week should be enough since lots of them are from the executive council.

Lui Ming Hong: Then update everything next time.

Lee Olivia Wing Kei: Yes.

Li Wing Shun: If there are many people who have not paid, it is still part of our responsibility,

the people in charge should do better especially when people are applying for the event. We should collect money when people register for the function.

Chan Siu Man: Can you find the list of people that owe us money and people that we owe money

to from last year?

Lee Olivia Wing Kei: Yes we have it, but I forgot who I have chased.

Cheng Man Hin: You should start a receipt.

Lee Olivia Wing Kei: I asked Wing whether I should write a receipt, Wing said no.

Cheng Man Hin: It is so messy now though.

Lui Ming Hong: Next year, we should not refund to members mention clearly that we do not refund or mention refund amount during registration.

Cheng Man Hin: Somehow, they have earned a lot from O Camp, so they returned the money.

Eventually they lost a lot.

Oli: You decide what to do next.

Cheng Man Hin: Please write receipts from now on even it is executive committee paying.

Chan Siu Man: Do not use WhatsApp.

Chang Yau Ming: Any problem from skype?

Li Wing Shun: No.

Lui Ming Hong: If an event has earned money, what would you do? This year is kind of special.

Just in case you have earned money, what would you do?

Wong Ting Hei Matthew: What is the problem with earning money?

Lee Olivia Wing Kei: What is the problem with earning money?

Wong Ting Hei Matthew: What is the problem with earning?

Lui Ming Hong: Depends on how much. \$500 for grad party is a lot?

Wong Ting Hei Matthew: \$500 isn't much.

Cheng Man Hin: Actually, you should aim to lose money?

Wong Ting Hei Matthew: If I aim for no loss at every event there is no way to do so. If you aim for

negative, it is not sustainable?

Lui Ming Hong: You should aim for \$0 net income/loss.

Lee Olivia Wing Kei: Aiming is different from the situation in reality.

Wong Ting Hei Matthew: you can reuse the profit for other aspects, and not ask for money from the

members. It is natural for members to pay willingly and have profit left. There is no need for us

to not aim for large profit. We just need to make a small profit and I think it can be used for many useful things such as making more fits or for props.

Lui Ming Hong: If you have earned money, you can try to lose some money. Its members' money

anyway.

Leung Ka Wun Casey: We earned \$500 from orientation camp?

Lee Olivia Wing Kei: No that is from the grad party. Since we earned money in the graduation party,

we think that we can set the orientation price to be lower. Last time PIC told me that we should

raise the fees.

Chan Siu Man: I think Orientation Camp for Freshman can be more expensive. Firstly, we are

already have the cheapest orientation fees in the science field even if we raised the price by \$20

they would still come.

Cheng Man Hin: You should be able claim a considerable amount for orientational camp because it is a promotional event.

Lee Olivia Wing Kei: Next session, remember to collect money within one month.

Cheng Man Hin: Why you did not claim money?

Lee Olivia Wing Kei: I forgot.

Cheung Cheuk Lun Alan: How much you can get after claiming?

Lee Olivia Wing Kei: I'm not sure, they just told me to claim.

Cheng Man Hin: They will see how you spend the money. If they see that your event is only promotion, they can claim it all back for you.

Chan Siu Man: For some societies, they will put the orientation camp as "decoration" in future.

For next session, you can try to put the items in future event in. Next session can try to put the

items in future event to orientation camp. More importantly they have department sponsor.

Kan Ying Hei: We are a society without a department. Their department's subsidy can allow them to have orientation night for free.

Cheung Cheuk Lun Alan: Why is the poster \$34?

Lee Olivia Wing Kei: Two different people printed so it costs \$34.5

Lee Olivia Wing Kei: Do we need to detail the expenses?

Lui Ming Hong: No need just write is as 34.4.

Cheung Cheuk Lun Alan: Where are posters for the freshmen?

Kam Wa Mei: One is for group father and group mother; another is for freshman.

Lui Ming Hong: You can multiply it by 11, if you don't divide it into smaller number?

Lui Ming Hong: Why hall is like this? I want to ask you about the hall fees.

Lee Olivia Wing Kei: It's true, it is that expensive.

Kan Ying Hei: Because this year Chemistry Society has insufficient rooms, and they have to take

the whole of hall 6. The unit price is similar but total amount is huge. Last year's session packed

into some hall 6 rooms because they extend from summer hall. This year we don't have so we need extra rooms, can recommend for next session to extend their hall stay

Lui Ming Hong: 77 00 is exactly the amount?

Lee Olivia Wing Kei: Yes. How many rooms?

Kan Ying Hei: We initially book 26 or 28?

Lui Ming Hong: Why is there have 55 ppl sleeping but only 41 people paid the Participation fee?

Sit Hiu Chi: All the rooms are full.

Lui Ming Hong: Will each night cost around 370?

Kan Ying Hei: No, one night \$100.

Lui Ming Hong: If we book more can we cancel?

Kan Ying Hei: Yes

Lui Ming Hong: Should not be a big difference!

Cheng Man Hin: For the barbeque do we only need to buy barbeque forks?

Lee Olivia Wing Kei: Buy fork, plate, lighter fluid, gloves and cutlery,

Kan Ying Hei: I saw the price for Hall 7, \$176 per room, but no mention per night

Cheng Man Hin: Should be per night.

Kan Ying Hei: Cost of hall 6 double room is \$146 but hall 6 also has triple room, \$162. It will be

a lot cheaper if we sleep in hall 6.

Lui Ming Hong: Next session remember to check if you have to extend summer hall and be more

careful with the price of booking room.

Lee Olivia Wing Kei: We did not expect hall to be that expensive.

Kan Ying Hei: If you have difficulties compromising about the halls for orientation camp with

other societies, you may need to adjust the budget.

Lui Ming Hong: For the "sponsorship" I think we should be focusing on giving out product and

not only just getting items from sponsors.

Cheng Man Hin: McDonald and Gold Rice Bowl price should depend on number of people attending. You should be able to divide into unit price.

Lee Olivia Wing Kei: Then I divide each by the number of people.

Lui Ming Hong: It is divisible. What is LG Bar and Rest?

Lee Olivia Wing Kei: It is their name. It is a Chinese Restaurant.

Cheng Man Hin: Why are they having McDonalds both days? Why not Asia Pacific Catering?  
Oh

sorry, I made a mistake.

Chan Yin Hei Brian: Last year they had Golden Rice Bowl breakfast.

Pang Chun Sum Brian: If we buy breakfast from Asia Pacific Catering it is hard to divide, and delivery

is difficult as well.

Cheng Man Hin: If we have Pacific Catering we should eat in LG7 instead of in hall.

Pang Chun Sum Brian: Yes, but it is troublesome.

Lee Olivia Wing Kei: Any other questions?

Lui Ming Hong: The sessions before us used to buy desert on second night but we forgot to do so

this year

Lui Ming Hong: Maybe we arrange with the next year.

Kam; what if the previous is 6uo and no pay?

Lee Olivia Wing Kei: Yes because the people said that they wanted desert and so executive committee

went and bought it but how can we ask them to pay?

Lui Ming Hong: You can ask the leaders earlier?

Cheng Man Hin: First ask them if they will be coming to orientation camp. Secondly, ask whether they can attend the second night of orientation week.

Lee Olivia Wing Kei: Any problems for orientation week?

Lui Ming Hong: I don't understand how can you create the discount for society merchandise?

Lee Olivia Wing Kei: I just follow the set price but I'm not sure how they set it.

Lui Ming Hong: Why will they set the price as this? Who are the people in charge?

Pang Chun Sum Brian: Tongy but he has midterm.

Lee Olivia Wing Kei: Tongy sets the prize. We had a package deal for merchandise someone asked if

they can get a deal for a combination of products someone just told them a random price.

Lui Ming Hong: Set the price earlier so can prevent such issue and not allow for discount if it is

not declared before.

Lee Olivia Wing Kei: If people buy a set then we can make it cheaper for them.

Kan Ying Hei: Originally the deal was to buy two can get a discount of \$10, which is simpler.

Lui Ming Hong: It's too late you can't chase them for money now.

Chan Yin Hei Brian: It was someone who bought Society T shirt first, then he/ she decided to purchase

the remaining two products. We decided to give them the discount, so there is a separate entry

of ninety dollars.

### **Commencement Dinner**

Lee Olivia Wing Kei: Only need to print poster because participants will pay immediately.

Lui Ming Hong: How much will each be for each table?

Pang Chun Sum Brian: No such thing. Each table order their food and they pay accordingly. We order

3 dishes for reserving tables, others they just order for themselves.

Lui Ming Hong: What is the price for freshman?

Pang Chun Sum Brian: No difference with other members on the price.

Lui Ming Hong: No special offer for group members.

Lui Ming Hong: Why is the price of poster is different every time?

Lee Olivia Wing Kei: Maybe he printed one extra.

Lui Ming Hong: Next year, communicate better. For example, on how posters are needed for each event.

Kam Wa Mei: You guys know how to print poster? Double check whether the printer has A3 color print.

Cheung Cheuk Lun Alan: Yes.

Lui Ming Hong: Does the subcommittee have posters?

Cheung Cheuk Lun Alan: Promotion period has.

Cheng Man Hin: You can't use print budget? Use the student union account to enter the details

on the printer, and then print.

Lee Olivia Wing Kei: You know how to do that right?

Cheung Cheuk Lun Alan: Yes.

Kam Wa Mei: There is an event where I printed black and white posters.

Chan Siu Man: No problem. Skip

Lee Olivia Wing Kei: I told the sub-committee to write the budget and give us.

Lui Ming Hong: The money sub-committee earns is for the society or for themselves?

Lee Olivia Wing Kei: In our money box.

Lui Ming Hong: You guys believe we should do that?

Lee Olivia Wing Kei: Last year Wing counted the amount on the financial report, so you should count it

as our money.

Lui Ming Hong: I have no opinion on this.

### **Society Jacket**

Chan Siu Man: Is the \$300 from Sarah's year? I think you should put it into other expenses.

Lee Olivia Wing Kei: Yes

Lui Ming Hong: Why?

Chan Siu Man: Consider it as society material

Kan Ying Hei: Is it not our expense?

Cheng Man Hin: I think it is fine for you to put it in others and can try to claim society subsidy.

Lee Olivia Wing Kei: If that's possible let's do it next year. Also, where should we order the society

jacket from?

Chang Yau Ming: Signature.

Cheung Cheuk Lun Alan: Why is it a hoodie?

Lee Olivia Wing Kei: We gave them a sample with a zip how come when it comes back it is a hoodie?

### **Research Sharing Session**

Lee Olivia Wing Kei: You want to pass function first?

Cheng Man Hin: Nothing.

Lui Ming Hong: No souvenir and drinks for speakers?

Kan Ying Hei: There is a souvenir from society.

### **Class Photo Taking**

Chan Siu Man: Can the 4R photo be separated?

Lee Olivia Wing Kei: Yes

Chan Siu Man: How about the laminated photos? Can we divide it?

Lee Olivia Wing Kei: The receipt only has the total number.

Chan Siu Man: How much is it for the photo to be laminated?

Pang Chun Sum Brian: Pay extra \$4 for each photo.

Chan Siu Man: You will only laminate if they request right? Then you need to divide into unit price.

Lui Ming Hong: But it is not written on the receipt

Cheng Man Hin: Just curious, do you guys collect ten cents?

Pang Chun Sum Brian: the cost is \$1.2 and \$5.2 so we set price to be \$2 and \$6

Lui Ming Hong: why \$2 and \$6 and not \$1 and \$5?

Lee Olivia Wing Kei: I messaged Pang Chun Sum Brian and discussed for long time, we decided on \$2 and

\$6.

Lui Ming Hong: The subtotal is wrong, it should not be \$187.6

Pang Chun Sum Brian: We decided to charge them more as our society is losing money and we have to

order extra for the professors, so we need to make some profit here.

Cheng Man Hin: What is the incentive of printing outside? They can download from drive

Kam Wa Mei: It is unfair to people who have purchased.

Lui Ming Hong: It depends on what the next session thinks.

Cheung Cheuk Lun Alan: It is difficult to say since it is his choice.

Lui Ming Hong: Why is the price of photo frame not included in the financial report?

Lee Olivia Wing Kei: Someone bought it did not claim.

Lui Ming Hong: It is not an equivalence relation. But you can do better?

Cheung Cheuk Lun Alan: I will do the same.

Lui Ming Hong: This is not a big problem.

Chan Yin Hei Brian: Actually, we don't want.

Pang Chun Sum Brian: Now go cents need admin cost.

Cheung Cheuk Lun Alan: If you know the expenses, you can subdivide the item

Lui Ming Hong: The problem is that you know it but failed to mention it in the report.

Chan Siu Man: Wong Kim Lok Kimson, you only need to calculate the total amount, for the small stuff

just ask Alan.

### **Photo Booth**

Lee Olivia Wing Kei: Moving on to the next issue, photo booth.

Kam Wa Mei: We lost money as there was no income.

Lui Ming Hong: What is the photobooth?

Lee Olivia Wing Kei: You hold the board and take a photo.

Kam Wa Mei: You can recycle those props, so a small loss is acceptable.

Wong Kim Lok Kimson: That is non-current asset.

Kan Ying Hei: You can throw the item into others, so you can lose money. Like putting the cost

of tenting the academic into "others" to claim society subsidy.

Cheung Cheuk Lun Alan: Where did you find the props?

Lee Olivia Wing Kei: Taobao.

Kam Wa Mei: We found the cheapest and the fastest one.

Chan Siu Man: Should be similar price everywhere.

Kan Ying Hei: You can find Kam Wa Mei for any Taobao stuff because she often Taobao's and

can reduce transportation fee.

### **Information Session**

Lui Ming Hong: Why is there no poster.

Kam Wa Mei: It was decided too late so there was no time to make the poster

Lui Ming Hong: Is it because we didn't confirm so there's no poster?

Kam Wa Mei: Actually, we have discussed in the Annual General Meeting.

Kan Ying Hei: Last year they earned money by selling counters, flag ocean and environment price by Health, Safety and Environment Office, they use the profit to pay for the refreshment

during information session.

Lui Ming Hong: In previous years, the committees paid for the refreshment and they used societies' money. Each session can decide themselves.

Lee Olivia Wing Kei: For next year you decide by yourselves. Any questions from skype?

Chang Yau Ming: No

Lee Olivia Wing Kei: No

### **Annual Dinner**

Cheng Man Hin: Why are there so few participants? Why did we inform members so late?

Chan Yin Hei Brian: There are actually around thirty participants.

Cheng Man Hin: Thirty people only for all the majors together?

Chan Yin Hei Brian: Originally, we chose Thursday, but it clashes with research sharing, Therefore, we

had to choose Wednesday which is the second most available day for most people.

Cheng Man Hin: Why did we decide so late this year?

Chan Yin Hei Brian: We needed some time to confirm the date. We ended the polling on the 14<sup>th</sup>,

maybe I should have stopped the polling earlier. As the response for the google form was not good I wanted to wait longer.

Cheng Man Hin: Did you private message?

Chan Yin Hei Brian: No but promoted it twice in big group.

Cheng Man Hin: That is definitely not as effective as private messaging, the earlier is better.  
The

reason for the lack of participation is because Leung Chung Sum organized one before us and they joined that.

Chan Yin Hei Brian: The price can be lower but we didn't know professor will sponsor us in the first

place. The price was originally \$170 we later adjusted it to \$150, maybe it was too expensive originally, so nobody came.

Chan Siu Man: Did you tell next session to avoid time clashes with congregation?

Chan Siu Man: What is a thank you card?

Lee Olivia Wing Kei: To express our appreciation.

Lui Ming Hong: \$89 for tic-tac?

Lee Olivia Wing Kei: Snacks for everyone.

Lui Ming Hong: Did we decide on the number of presents before people applied or after because

it seems only 50% of participants will receive the presents.

Chan Yin Hei Brian: We decided it beforehand.

Lui Ming Hong: Number or percentage?

Chan Yin Hei Brian: Number, we referenced the participant numbers from last year.

Lui Ming Hong: One word of advice, plan earlier.

Lee Olivia Wing Kei: Any questions?

Lam Tak On: No

### **Christmas Party**

Lee Olivia Wing Kei: Moving on to the Christmas Party, we need chase people for money since some of

them did not pay.

Lui Ming Hong: There was no poster again.

Lee Olivia Wing Kei: I did not claim

Lui Ming Hong: How about for decorations?

Lee Olivia Wing Kei: We used materials from society room.

Lui Ming Hong: Was it recycled?

Lee Olivia Wing Kei: Yes

Cheung Cheuk Lun Alan: How did we decide participant fees? As I think pizza box is quite expensive.

Lee Olivia Wing Kei: I assumed twenty something people will come.

Lui Ming Hong: How many people ended up coming?

Cheung Cheuk Lun Alan: We already collected the fee from these 18 people?

Lee Olivia Wing Kei: Yes, only 18 paid and some still have not paid.

Lui Ming Hong: Around twenty something participants?

Lee Olivia Wing Kei: Yes.

Lui Ming Hong: Gift?

Lee Olivia Wing Kei: Everyone brought.

Lee Olivia Wing Kei: Should we prepare society paper?

Chan Siu Man: If you randomly pick stuff from society room it might be better than the presents

of some members.

Lee Olivia Wing Kei: If I order pizza box for 60 people will it be enough?

Lui Ming Hong: I would recommend the fee for Christmas party to be set higher. In our year \$50 was not enough and inflation is severe.

Cheung Cheuk Lun Alan: I guess pizzas is not that expensive?

Lee Olivia Wing Kei: We have 6 but the variety is not much, and members might be unhappy.

### **Annual Election**

Lee Olivia Wing Kei: There is nothing to print so no cost.

Lui Ming Hong: How come?

Lee Olivia Wing Kei: Sit Hiu Chi printed all stuff and did not claim money.

Lui Ming Hong: Try to avoid doing things that are not listed in the financial report it causes

confusion. Being environmentally aware is also important.

### **Annual General Meeting**

Lui Ming Hong: Now we use phone/computers to read documents, in previous years we used to print hard copies. If you think there is no need to print, then don't. Maybe just print one for reference It is necessary to put up a notice for every Annual General Meeting. A4 is fine. It is necessary.

### **Others**

Lee Olivia Wing Kei: It is last years' society paper and I forget to put it there.

Lui Ming Hong: Be consistent and follow up on events and others. Why only follow up on society

paper and not society jacket? This is inconsistent.

Cheng Man Hin: Tapes just include in event it aasier to claim society subsidy.

Cheung Cheuk Lun Alan: What is society banner?

Chang Yau Ming: Blue background, white font with International Research Enrichment in Chinese.

Cheung Cheuk Lun Alan: Is it still in the society room?

Kan Ying Hei: Not sure, but if you want to use it we need to reinforce it so that it can be more durable.

Lui Ming Hong: Why do we need new society banner?

Kan Ying Hei: We mean the one put on top of the counter.

Cheung Cheuk Lun Alan: Not for inside the society room?

Lee Olivia Wing Kei: I did not see it.

Cheng Man Hin: It is unacceptable that financial secretary didn't claim subsidy. No matter what

please give me a completed society subsidy form for next session when you leave. Also, we assume that next session will receive \$1000 in cheque each year.

Cheng Man Hin: Find some day to collect the money. You can look for last year's Annual

General Meeting there should be a cheque with Sit Hiu Chi for \$1000.

Kan Ying Hei: Maybe propose counter deposit?

Cheng Man Hin: No matter what bring society chop to LG5 to give it a go.

### **Research Sharing**

Lee Mang Hei Gordon: I want to ask what happened with research sharing? There are some inconsistencies in the date.

Lam Ka Chung: Last week, we waited until everyone was free, so everything was more rushed.

Either way there is not much to do for research sharing.

Lee Mang Hei Gordon: How do you find people?

Lam Ka Chung: About finding people, look for people or members that are more familiar. The

choice is a bit special. For physics and mathematics, So Chi Long has experience applying for grad school so that is good. For physics we have Cheung Long Him, he is in year 4, and has done

3900 and he agreed to do it. For chemistry, we look for Cheng Man Hin.

Lee Mang Hei Gordon: When did you try to look for them?

Lam Ka Chung: 2 weeks before the sharing date.

Lee Mang Hei Gordon: Do you think it is too hurried?

Lam Ka Chung: Yes, a bit rushed, it will be better if you ask earlier. They had their presentation

materials prepared so it's fine.

Lee Mang Hei Gordon: Do you think you need an MC?

Lam Ka Chung: If it is a presentation, speakers can easily organize and have more freedom and

they can consider to use a question and answer format like in last year. If they want it to be a presentation, they can add photos it will easier to organize overall.

Lee Mang Hei Gordon: Did you ask them to give you the PowerPoint before the sharing?

Lam Ka Chung: I gave them some suggestions on how to do the PowerPoint for example mentioning UST experience and 3900 experience.

Lee Mang Hei Gordon: You guys have discussed?

Lam Ka Chung: Yes

Lee Mang Hei Gordon: Do you think it is better this year or last year?

Lam Ka Chung: Last year only speaker and MC talking so there was not much interaction with

the audience. This year presentation is better and there is a question and answer session in the

end.

Lee Mang Hei Gordon: Any important problems regarding the function?

Lam Ka Chung: For first session life science and chemistry, there are not too many freshmen in

these majors so fewer participants attending. I may try to promote to non-IRESS member. I

private messaged them but some still do not want to come.

Lee Mang Hei Gordon: Any idea to attract more people? Do you think few people is a problem?

Lam Ka Chung: Turns out there were 10-20 people who showed up, this is acceptable. Besides,

the quality of the sharing is more important than the number of people showing up it is already

enough to promote in the IRESS community.

Chan Siu Man: I want Lam Ka Chung to present.

Cheng Man Hin: I presented but not chemistry freshman joined. My heart is broken. How do we

prevent similar things from happening?

Lee Mang Hei Gordon: Even if you private message them they don't come?

Lam Ka Chung: Yes, we know what majors they want, and we ask accordingly.

Cheng Man Hin: Suppose we can buy a bottle of water for speaker

Lam Ka Chung: Yes

Cheung Long Him: If possible, for physic we can find experimentalist and theorist since they are

so different, but if that is not possible then it is fine.

Cheung Long Him: What do the freshman think about this year's research sharing? If the

feedback is good, then we can continue to use this format.

Leung Ka Wun Casey: I think it's good

Cheung Cheuk Lun Alan: I don't have much experience, so I have no strong opinions.

Lee Mang Hei Gordon: I am fine with the event.

Wong Ting Hei Matthew motioned to lay the remaining Agenda items until the next session of Annual

General Meeting.

Kan Ying Hei seconded.

The time is 22:16.

21 For o Against

The motion was passed.

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

Date: 02-04-2019

Venue: Common Room 7

Time: 19:00

Chairperson: Sit Hiu Chi

Minute Taker: Chau Chun Yin, Chang Yau Ming, Cheung Chun Wai, Lam Yu Sang, Sit Hiu Chi

The business of the Annual General Meeting 2019 of IRESS, HKUSTSU shall be:

1. To commence the meeting;
  2. To receive and adopt the agenda of the Annual General Meeting 2019 of IRESS, HKUSTSU;
  3. To receive and adopt the minutes of the Annual General Meeting 2018 of IRESS, HKUSTSU;
  4. To receive and adopt the minutes of the 1<sup>st</sup> Extraordinary General Meeting of IRESS, HKUSTSU, Session 2018-2019;
  5. To receive and adopt the Annual Report of IRESS, HKUSTSU, Session 2018-2019;
  6. To receive and adopt the Annual Financial Report of IRESS, HKUSTSU, Session 2018-2019;
  7. To vote and announce the Honorary Members;
  8. To introduce and inaugurate the Executive Committee Members of IRESS, HKUSTSU, Session 2019-2020;
  9. To receive and adopt the Year Plan of IRESS, HKUSTSU, Session 2019-2020;
  10. To receive and adopt the Financial Budget of IRESS, HKUSTSU, Session 2019-2020;
- and

11. To adjourn the meeting.

**Agenda item 1. To commence the meeting**

The time is 19:32.

No. of full members present: 19

Quorum was met. Chairperson Sit Hiu Chi started the Annual General Meeting.

**Agenda item 5. To receive and adopt the Annual Report of IRESS, HKUSTSU, Session 2018-2019 & Agenda item 6. To receive and adopt the Annual Financial Report of IRESS, HKUSTSU, Session 2018-2019**

Kan Ying Hei motioned to resume the discussion of Agenda item 5 and 6.

Pang Chun Sum Brian seconded.

The time is 19:33.

19 For 0 Against

The motion was passed.

**Academic Secretary**

Lee Mang Hei Gordon: Talk about what have you done.

Lam Ka Chung: From when?

Lee Mang Hei Gordon: Anything you have done

Lam Ka Chung: For Promotion Period, I had worked on big decoration. For inauguration ceremony, I contacted professors as it is one of the responsibilities of Academic secretary. I invited Professor Frederick Fong and Professor Pak Wo Leung. Then, I have designed a few posters. Chang Yau Ming or Kam Wa Mei may ask me to help them when they are busy.

Lee Mang Hei Gordon: Which few posters have you designed?

Lam Ka Chung: The posters for graduation party, Orientation camp to recruit group leaders, and research sharing.

Kam Wa Mei: And for society T-shirt.

Lee Mang Hei Gordon: I think society T-shirt is designed by you.

Lam Ka Chung: For research sharing, I am the person in charge. Last time I have mentioned on what I have done. I am also responsible for contacting professors in other activities, like in Orientation camp.

Lee Mang Hei Gordon: Who did you find for Orientation camp.

Lam Ka Chung: At first Professor King Chow, but he is not free, then I found Professor Frederick Fong.

Lee Mang Hei Gordon: He came and said a few words?

Lam Ka Chung: Yes

Lee Mang Hei Gordon: Any difficulties in finding professor?

Lam Ka Chung: Not much difficulties. Usually those who regularly come will come. Professor King Chow sometimes would not be free to come.

Lee Mang Hei Gordon: How do you usually find the professors?

Lam Ka Chung: Send them an email. If I know them then I will go to their office

Lee Mang Hei Gordon: Which professor do you know?

Lam Ka Chung: Professor King Chow. Mainly professors from the Division of Life Science.

Lee Mang Hei Gordon: Such as?

Lam Ka Chung: Professor King Chow, and my supervisor.

Lee Mang Hei Gordon: Who is your supervisor?

Lam Ka Chung: Professor Julie Semmelhack.

Lee Mang Hei Gordon: Have you encountered difficulties in contacting professors of another discipline?

Lam Ka Chung: No as I mainly contact them by email.

Lee Mang Hei Gordon: Have you done anything to contribute to the sources of IRESS?

Lam Ka Chung: I added diversities to sources, for example ECON, and I added more LIFS courses. I also tidied up some of them.

Lee Mang Hei Gordon: Such as?

Lam Ka Chung: Some courses have files from different years, so I use proper folder structures to organize them.

Lee Mang Hei Gordon: Okay. Then, how did you expand the sources?

Lam Ka Chung: I asked other executive committees, especially Pang Chun Sum Brian.

Pang Chun Sum Brian: Thank you.

Lee Mang Hei Gordon: Do you think the way you organize source is good? For example, changing to another drive?

Lam Ka Chung: I think it is okay now. Now we use one drive, which is Microsoft. It is rather convenient.

Chan Siu Man: Who else except Pang Chun Sum Brian did you ask for source?

Lam Ka Chung: My own friends.

Chan Siu Man: Have you exchanged with other societies?

Lam Ka Chung: No.

Chak Man Him: Have you considered majors with fewer people in your cabinet? Like chemistry?

Chan Siu Man: Wong Ting Hei Matthew did not collect source.

Lam Ka Chung: I will ask again before I end my session.

Lee Mang Hei Gordon: What do you mean by more diverse?

Lam Ka Chung: Ask more people.

Lee Mang Hei Gordon: Who will you ask?

Lam Ka Chung: The graduating members.

Lee Mang Hei Gordon: Another thing you mentioned is poster design. Anything you want to talk about, i.e. the difficulty faced?

Lam Ka Chung: No.

Lee Mang Hei Gordon: Massive workload?

Lam Ka Chung: No.

Lee Mang Hei Gordon: Do you think your workload is too heavy this year?

Lam Ka Chung: It should be moderate.

Lee Mang Hei Gordon: What have you gained this year?

Lam Ka Chung: No. Let me think. Um more communication with professors.

Lee Mang Hei Gordon: As in?

Lam Ka Chung: Interact through email

Lee Mang Hei Gordon: Comment on other executive committees.

Lam Ka Chung: Cheung Chun Wai is reliable.

Lee Mang Hei Gordon: Are there any emergence stuff you asked him to help?

Lam Ka Chung: Send email.

Lee Mang Hei Gordon: To professors?

Lam Ka Chung: Announcement.

Lee Mang Hei Gordon: You are responsible for sending email too?

Lam Ka Chung: Yes. Like informing members.

Lee Mang Hei Gordon: Isn't it supposed to be their responsibility?

Lam Ka Chung: I am the person in charge for research sharing. For Chau Chun Yin, he is foolish. He is productive. Nothing special. For Sit Hiu Chi, he is responsible for his own responsibility. Kan Ying Hei is suitable for being the EV. I don't know if she enjoys, but she is suitable for this post. Pang Chun Sum Brian gave me workload when I am free. Chan Yin Hei Brian too. They are similar. Chang Yau Ming is a kind promotion secretary. He is creative and is suitable for being a promotion secretary. Besides, he is a good source of manpower. Cheung Chun Wai too. Kam Wa Mei is a good candidate for promotion secretary. Lee Olivia Wing Kei is a good financial secretary. It is lucky to have her to be on this post. Wong Ting Hei Matthew is very Wong Ting Hei Matthew. He is busy but he is kind.

Lee Mang Hei Gordon: Then if you could choose again will you be Academic secretary?

Lam Ka Chung: Yes.

Lee Mang Hei Gordon: Any suggestions to the next session?

Lam Ka Chung: Enjoy your post.

Lee Mang Hei Gordon: Any recommendations? In addition to what you have done.

Lam Ka Chung: Collect more sources. There can be more. For example, your major.

Lee Mang Hei Gordon: What is your major?

Lam Yu Sang: Mathematics.

Lee Mang Hei Gordon: Any other questions? No for me.

### **Promotion secretaries**

Kam Wa Mei: We are the promotion secretary responsible for the inauguration ceremony. We create products related to promotion. We basically design for every function, and we design the society paper, society jacket, executive committee T-shirt and other products. I am also the person in charge for some functions.

Iu Shing Huk David: Anything else you want to add?

Chang Yau Ming: No.

Iu Shing Huk David: How do you guys distribute your workload?

Kam Wa Mei: We discussed in promotion period and cooperate for the inauguration ceremony. We distribute some work to Academic secretary and then divide equally. For example, for inauguration ceremony I design the background and Chang Yau Ming design the words. In designing clothes, I have designed executive committee T-shirt and he designed society jacket.

There are around 10 posters we need to design, and we divide them equally.

Chang Yau Ming: We work individually. And let others to vote. We seldom work on the same item.

Kam Wa Mei: Except the inauguration ceremony.

Chan Siu Man: What posters did you gave to academic secretary?

Kam Wa Mei: Orientation Camp poster for recruiting group leaders.

Chang Yau Ming: The graduation party poster, and society T-shirt. And research sharing poster.

Chan Siu Man: During the functions this year, anyone responsible for taking photo?

Chang Yau Ming: Pang Chun Sum Brian.

Kam Wa Mei: It should be the responsibility of person-in-charge? Not promotion secretary.

Chan Siu Man: Why don't you update the Facebook page?

Kam Wa Mei: We did.

Chan Siu Man: It was long time ago.

Kam Wa Mei: I think we update for alumni photo booth.

Chan Siu Man: What about other functions. Who is responsible for updating Facebook page?

I know Chau Chun Yin is responsible for updating webpage.

Chang Yau Ming: Chan Yin Hei Brian is responsible for Instagram and Facebook.

Kan Ying Hei: Originally in promotion period, Kam Wa Mei and Chang Yau Ming is responsible for this. As they are not good at typing the posts, it is changed to Chan Yin Hei Brian.

Kam Wa Mei: But not everything is done by Chan Yin Hei Brian or Pang Chun Sum Brian. For example, the post for registration day is done by general secretary. For events which I am the person-in-charge I would post.

Chan Siu Man: Will you update Facebook pages?

Chang Yau Ming: You mean photos?

Kam Wa Mei: If any.

Chang Yau Ming: Can consider about that.

Chan Siu Man: What functions have you taken photos in?

Chang Yau Ming: Christmas and graduation party.

Chan Siu Man: Post photos for those functions which you have taken some photos.

Chang Yau Ming: Ok.

Cheng Man Hin: What about webpage?

Chan Siu Man: Chau Chun Yin is responsible for that.

Chan Siu Man: How many posters have you printed?

Chang Yau Ming: Formally 14. If we only stick on science board then 7.

Kam Wa Mei: You want to see our designs? I can send you the file.

Iu Shing Huk David: Wait. Where did you print poster?

Chang Yau Ming: Usually in the computer barn. The Student Union print shop too.

Iu Shing Huk David: There is a slight difference?

Chang Yau Ming: Yes.

Iu Shing Huk David: How do you claim money?

Chang Yau Ming: If we print in the barn then we print using the budget. We would take the receipt if we print in Student Union print shop.

Chan Siu Man: Anyone contact our Facebook page through private message?

Chang Yau Ming: No.

Chan Siu Man: Have you designed a new society banner this year?

Chang Yau Ming: Originally, we have thought of that but turned out we didn't.

Chan Siu Man: The "IRE" and "國際科研"?

Chang Yau Ming: Yes.

Chan Siu Man: We have a black one with screw. Did they throw it away? Anything to say to next year?

Chang Yau Ming: For the design, choose the basic style, don't be too complicated. And good time management is important. Many designs can be prepared in advance. If the deadline is near exams, then do it in advance.

Kam Wa Mei: And do it earlier could allow others to choose from your designs.

Chan Siu Man: How about the workload?

Chang Yau Ming: Moderately high workload.

Chan Siu Man: What is your post in inauguration ceremony?

Indigo: The post of promotion is divided among all societies.

Kan Ying Hei: So surprising. Nevermind.

Chan Siu Man: Comment on the other executive committees.

Chang Yau Ming: I think Kam Wa Mei is a good promotion secretary. Though our styles are different. Her style is watermark? She mostly uses computer, I mostly draw. Plus, her comments are useful. Sometimes if I am too busy, she will help me.

Kam Wa Mei: Thank you.

Chang Yau Ming: She will bring happiness to other people. Quite funny. Cheung Chun Wai is charming. He carries things and move things around just like me.

Pang Chun Sum Brian: Can you not say Cheung Chun Wai is charming and then say he is just like you.

Chang Yau Ming: Cheung Chun Wai is funny, and he is responsible. Chau Chun Yin is quiet and charming. He knows about computer science, so he is responsible for managing the society website. He is also responsible for sending email. I am not familiar with these. Sit Hiu Chi is friendly and is a good president. Wong Ting Hei Matthew is very busy but he can still manage his time. And he also did a great job as the internal vice president, and there is not much conflicts between executive committees. Kan Ying Hei is a good EV as she knows how to social. She seems to have good relationship other societies. Lam Ka Chung is very charming. He offered to help when he is not responsible for these. And his designs are beautiful. I will comment Pang Chun Sum Brian and Chan Yin Hei Brian together. They gave many feedback in the WhatsApp group. They went to a lot of events to find sponsors. They responded a lot and quickly. Lee Olivia Wing Kei manage the money, and she is active in WhatsApp group.

Kam Wa Mei: it is my pleasure to have Chang Yau Ming to be my partner. Originally I knew nothing so Sit Hiu Chi and Chang Yau Ming helped. He gave me many suggestions about my design. Our styles are drastically different. He is charming too. Lam Ka Chung is very helpful. I asked him to give me some tasks to do too. I asked him to design a poster, the deadline is not near, and he still finished it in a week. I am shocked. He is very efficient. Others do not need to worry about him. It is something I do not have. Cheung Chun Wai is cute. Comments are mean but accurate. Chau Chun Yin does not talk much. He likes Wong Ting Hei Matthew and they work together. I want to have their brain. Sit Hiu Chi is warm. Originally, I was afraid to be the promotion secretary. He taught me how to use Photoshop. He always ask how I was doing when I was not able to manage. Wong Ting Hei Matthew is smart. The flow of Orientation camp is very good. I cannot think of such great tasks and stories. I am very lucky to be able to work with him. Kan Ying Hei is reliable. Through the

tough days together, we have the sentiment of revolution. We would work on designs until late night. Lam Ka Chung's design style is very simple but beautiful. I will not be able to think of such designs. If I were asked to design society T-shirt, I won't be able to think at that way. He is also an independent and conscious person. He did a lot of things by himself, and he did not ask for help. Pang Chun Sum Brian and Chan Yin Hei Brian are conjoined twins. They have the heart to make IRESS great again. They do the post of marketing secretary together synchronized. They did very well. I could not believe that they did not have experiences in the past. They think in all perspectives and are responsible. For the stickers, we did not assign the person in charge, but they come to me and get the designs printed. Lee Olivia Wing Kei is charming.

Lee Olivia Wing Kei: Needless to say.

Kam Wa Mei: Her job is not like promotion secretary. Financial secretary gives two report, proposed fin budget and fin report. But she needs to monitor the usage of money in every function. She needs to follow every event's budget. She is like the boss. I think she is intelligent. When she is in charge of the Christmas party, she starts to think about how to save money in mid-November. It suits her personalities to think about saving money. For example, when we went to Fairwood she reminded me to take the flyer for their delivery.

Chan Siu Man: Who is in charge of the society Facebook account and Instagram?

Lam Yu Sang: Me.

### **Internal Vice President**

Tso Yee Ming: Sorry. Cheung Long Him help me ask questions.

Cheung Long Him: What have you done this year?

Wong Ting Hei Matthew: Basically except for activities I am in charge of, I would help to book room and venue and communicate with SAO.

Cheung Long Him: What the good things and bad things that you have done as the internal vice president?

Wong Ting Hei Matthew: Good stuff is can get endlessly fucked by SAO

Tso Yee Ming: Your next session seems like doesn't want to be fucked. How do you instruct your next session to deal with SAO.

Wong Ting Hei Matthew: Basically ask him don't do wrong things then will not be fucked. Don't need to care. Every time just say sorry before anything happen.

Cheung Long Him: Have you considered giving next year president the duties of internal vice president.

Wong Ting Hei Matthew: FMO don't fuck you but SAO every time wants to fuck you. You must apologize first.

Pang Chun Sum Brian: You can get out of the pool now.

Kan Ying Hei: It is necessary but not sufficient.

Wong Ting Hei Matthew: Basically, apologize first then will not die. If you don't mess with them they won't mess with you.

Tso Yee Ming: Do you think the next session has possessed the knowledge he needs to know?

Wong Ting Hei Matthew: I told him about things that needed to be fill and done already. More complicated tasks he can ask for my help. He should know the way.

Cheung Long Him: What is the most difficult thing to do as internal vice president?

Wong Ting Hei Matthew: Most challenging thing is if intra cabinet members don't like each other, and they come talk to you, you need to think how to handle interpersonal conflicts. It requires 1/10

Need 1/10 social engineering skills of cl

Tso Yee Ming: As an internal vice president, to what extend you think you can manage their conflict?

Wong Ting Hei Matthew: Minimal.

Tso Yee Ming: What do you think you can and cannot do?

Wong Ting Hei Matthew: If someone wants to quit you can use communication skill to delay. If they are arguing you can't do much. They are not like primary chicken. Basically, try to make them not too desperate about the situation first. If we cannot deal with the problem then we deal with each other.

Tso Yee Ming: Which function are you in charge of?

Wong Ting Hei Matthew: Graduation party.

Tso Yee Ming: Except for the function you are in charge of, did you do any other things to support?

Wong Ting Hei Matthew: Mainly booking room. For research sharing Lam Ka Chung said need a host so I did.

Tso Yee Ming: So basically, you have similar responsibility as a normal member right?

Wong Ting Hei Matthew: Basically.

Tso Yee Ming: As an internal vice president should you pick up more work?

Wong Ting Hei Matthew: Preferably.

Tso Yee Ming: What job is suitable for an internal vice president?

Wong Ting Hei Matthew: Mostly during discussion but we didn't have much discussion.

Tso Yee Ming: Based on your current situation, we start to imagine. Let's have a thought experiment. How can you cooperate with your president?

Kan Ying Hei: We had meetings.

Wong Ting Hei Matthew: We had meeting but most of them are chaired by me. President is supposed to chair, and internal vice president is supposed to keep the discussion on track. Before meeting think more about the agenda about which one is more important. Because time is limited in meeting so people might forget to talk about some issues. President will forget if they are in heated discussion. Internal vice president should remind president.

Cheung Long Him: Internal vice president and president have responsibility to supervise the work. How do you distribute tasks with president?

Wong Ting Hei Matthew: Actually, there is not much communication between me and president. So basically, when someone remember something is not done then will propose and say oh shit is it done? If booking of room is needed, he will find me and I will do it.

Idealistically, I think you should be sure what the person in charge is doing. President needs to be sure about the progress of the person in charge. Internal vice president needs to discuss with president and if there is any problem, we need to solve it.

Tso Yee Ming: You are responsible for booking the venue everytime?

Wong Ting Hei Matthew: Yes, if I am not free then I will tell others to help me hand in form.

Tso Yee Ming: You mean you have conflict with SAO?

Wong Ting Hei Matthew: Not big deal.

Tso Yee Ming: For the venues which booking has special requirements, have you told next session?

Wong Ting Hei Matthew: Yes.

Tso Yee Ming: Are there any samples? maybe next session can learn from you.

Wong Ting Hei Matthew: I told Alan. Remember to be responsible. Everyone need to know where you are. Especially when you are needed to appear but you can't then you need to say prior to that event, so that everyone have an idea what to pick up and can't find you for help.

Tso Yee Ming: In this year, after being an executive committee member, any difference between relationship compared with that in sub-committee?

Wong Ting Hei Matthew: Depends on if you can let it go.

Tso Yee Ming: During sub-committee function, did you have the similar role as iv?

Wong Ting Hei Matthew: Yes, but you won't experience that much in sub-committee. Afterall if you can forgive them and let it go then it is ok.

Tso Yee Ming: How to balance your duty of internal vice president and lab?

Wong Ting Hei Matthew: If you need to go to lab, I recommend you not to be an executive committee member.

Chak Man Him: Um maybe chemistry is more demanding.

Chan Siu Man: Look at my lab, postgraduate doesn't let me go back.

Wong Ting Hei Matthew: They should be okay.

Chan Siu Man: Any relationships affairs between executive committee members?

Wong Ting Hei Matthew: Yes. Chan Yin Hei Brian and Pang Chun Sum Brian. Adore.

Kam Wa Mei: They have been living in the same room for a semester.

Wong Ting Hei Matthew: Chan Yin Hei Brian definitely cannot be the one on top.

Tso Yee Ming: Anything to tell next session?

Wong Ting Hei Matthew: To the whole session, the most important is communication. Don't think I am kidding. When you are working together you will know communication is crucial. Some people never appear. Sometimes you do not want to find one another. Don't be like don't want to talk because you think it is not going to help.

Wong Ting Hei Matthew: Lee Olivia Wing Kei is reliable. She helped me in different ways. Thank you. For Kam Wa Mei and Chang Yau Ming, they are effective. When there is emergency, they could produce designs very quickly. They are also responsive to feedbacks to their designs. For Chan Yin Hei Brian and Pang Chun Sum Brian, they are very reliable. They did many things in short time and take up duties which they are not expected to. Lam Ka Chung is very reliable too. He automatically did everything. There is no need to remind him. Also, his work has high quality. Me and Kan Ying Hei listen to each other. She has to face the other societies' EVs alone. It requires impressive EQ. I admire that. Sit Hiu Chi could be a better boy. Chau Chun Yin help me a lot when I do not want to work. Played music games with me. He could have worked more during the Orientation week. Cheung Chun Wai is fat, durable, cute, and can be beaten up. Thank you TVB. I have nothing more to say.

### **General Secretary**

Lam Tak On: Minutes prepared yet?

Cheung Chun Wai: Ask Chau Chun Yin.

Lam Tak On: Attached minute in email is incomplete.

Chau Chun Yin: Yes. Not yet completed. Soon.

Cheng Man Hin: When can you complete the minute?

Chau Chun Yin: Before next week.

### **President**

Sit Hiu Chi swapped the chairperson to Wong Ting Hei Matthew.

Sun Yusen: Talk about what you have done.

Sit Hiu Chi: At first before inauguration ceremony, I was freer so can manage more stuff. That time things would be a little bit off. For the inauguration ceremony, we picked up the post of promotion secretary. Kan Ying Hei wanted to design on her own but finally gave some to Chang Yau Ming and Kam Wa Mei. Then I gave comments regularly, and I knew Kan Ying Hei was busy so I helped her sometimes. Basically, I will be in charge of some small stuffs like handing in proposals. Then there was more than one month during which I was not in Hong Kong. The preparation of Orientation camp was done by Wong Ting Hei Matthew, and I didn't quite participate in that work. It was fine as I could see him updating stuff and distributing work. Pang Chun Sum Brian was responsible for logistic. I was not in Hong Kong so I didn't work much, and I was not aware of the deadline of proposal. I had to use 2-3 days to finish it. I did not talk much in the group and had some conflicts with other members. It was hard to recover. I gave most duties to Wong Ting Hei Matthew until Orientation camp. After the event ended, I started to calm down. Since the beginning of this session, I prioritized my personal feelings instead of working. It was not good. After September, it becomes a bit more normal. I started taking up duties. I worked more in backup instead of frontline duties. Around November, I started preparing for the information session. I didn't know what was going on for many functions, but the person in charge is responsible. Everyone work on their own part and did not require others to remind them. I helped in typing the report and minutes.

Sun Yusen: So for the functions you are in charge of, what did you do?

Sit Hiu Chi: Backup task in Orientation camp, like sending email, and deciding the timetable.

Sun Yusen: You had conflicts with others during this session. Any suggestion to prevent something similar from happening?

Sit Hiu Chi: I think things are not so black and white. Maybe both sides are correct. Winning or losing the debate is not important. Basically, everyone has their own party and concerns and different views. It is not good to forcefully put your views to others.

Sun Yusen: When you encountered the difficulties, how do you solve the problem? Did you ask for others' help?

Sit Hiu Chi: I was escaping, I won't talk to anyone about something when my emotions fluctuated. For most of the time, I ask Wong Ting Hei Matthew to help.

Sun Yusen: What was your reason or motive of being president?

Sit Hiu Chi: I don't know. I didn't expect it to be that hectic.

Tso Yee Ming: So you are busy with external duties?

Sit Hiu Chi: I basically was forced to join another cabinet by my friend. Also, I argued with my friends so I had a hard time.

Tso Yee Ming: I agree different people have different priorities, but I think no matter how emotional you are, you still have to bear the responsibility that you have taken. Like Wong Ting Hei Matthew always says ending IRESS but eventually things need to be done. If you are too busy or you want to escape, it is normal. It is normal that a human being has some period of collapsing

No matter how tired you are, as long as you are still the executive committee, you need to fulfill your responsibilities. Of course, if you don't have the passion to do that stuff, it will be difficult to make things good but at least do not make things bad. I don't think you should use different priorities as an excuse for not doing things. You should at least tell what external stuff you have.

Sun Yusen: Anything you want to tell the next session? Any experience to share?

Sit Hiu Chi: I think should communicate clearly. If you are not here then tell others the situation. I think when other knows your situation other people will be okay with it. For example, if you tell you have many assignments or midterms they will understand. But if you don't tell them they will be angry.

Sun Yusen: You need to let others know where you are and need to appropriately manage arguments. You did not manage to do it. If you want a cabinet to have a better and happier communication, what are important criteria? If give you a chance to deal with the conflict before it happen, what can you do to allow you have normal relationship with other members?

Sit Hiu Chi: You should speak your feelings. If you are dissatisfied with someone you need to deal with it. Talk about the places that you are not okay about. One of the sides need to take the first step.

Sun Yusen: So need to talk what is in your heart.

Lam Tak On: Anything else that can be improved?

Sit Hiu Chi: First and foremost time management. If you know you will be busy you should reconsider whether you should do it. Like that time I was forced to do so many things but like when you know that you are not capable to manage that amount of stuff you shouldn't take up so many things.

Sun Yusen: Describe other executive committee members.

Sit Hiu Chi: I think Cheung Chun Wai is reliable. Sometimes I asked for his help near the deadline, and he still can finish the work efficiently. He typed many minutes and helped a lot in logistics. I did not have a lot of communications with Chau Chun Yin. I don't know what he wants and how to approach him. But he helped a lot in some activities like setting up in the back. For Wong Ting Hei Matthew, I want to apologize to you. I forced you to pick up a lot of things. When I was not there you helped me to sustain the operation of a lot of stuff. You listened to me and help me to communicate with others. Thank you very much. For Kan Ying Hei, I don't know what to say. Only if we could have no argument at the beginning.

Kan Ying Hei: To be fair you have worked. In the end we tried to communicate.

Sit Hiu Chi: After arguing, I learnt to accept others' opinion. Chang Yau Ming is reliable. During Orientation week he will always come and help. He would also appear in midnight to help. He is a good promotion secretary. A good friend too. For Lam Ka Chung, we did not communicate a lot. He worked efficiently, and if problems appear he will deal with it immediately. He is good at everything. Pang Chun Sum Brian and Wong Ting Hei Matthew took up most of my duties. I know Pang Chun Sum Brian may not be too happy about it. I am sorry. Chan Yin Hei Brian is the person who always listen to me. He taught me a lot about how to communicate with people. When I had conflicts, I would usually avoid it, but he

provides me others' view and let me think about it more objectively. He helped me a lot and picked up a lot of duties together with Pang Chun Sum Brian. Thank you very much.

Pang Chun Sum Brian: Thank you Sit Hiu Chi. Finally, someone separate me from Chan Yin Hei Brian. For Kam Wa Mei, in the beginning we had a lot of conflicts on views. I like to type a long message in English in WhatsApp.

Kam Wa Mei: The biggest conflict is that he typed a long paragraph in English, and I don't understand.

Sit Hiu Chi: I was angry. My Chinese was not good. Since then I tried my best to use Chinese. I tried to find a balance in communication. Communication is mutual so it is important to find a suitable platform mutually to communicate. As a promotion secretary, she made a lot of designs. She could produce designs even if I ask her to do so when deadline is near. She is a responsible person. Lee Olivia Wing Kei is very fierce person. Sometimes I am afraid of her. She is smart and quick-witted. Her thoughts are reasonable.

Lee Olivia Wing Kei: I can't hear you.

Sit Hiu Chi: When she said I am foolish, probably she is correct. We tried to open a bank account many times but always failed. Staying with her is happy. She helped a lot in work of finance and budget.

Sun Yusen: I feel like the order for the Annual General Meeting is messy. Did you talk about the progress with next session?

Sit Hiu Chi: Send you later.

Sun Yusen: Perhaps during the start of meeting you need to start counting quorum at 7 exactly. At most you could suspend for an hour. Do not write starting at 7:00 in email and count at 7:30. Finally, your thoughts on finishing this session.

Sit Hiu Chi: I won't be causing troubles anymore. And I will try not to escalate something small to big.

Lam Tak On: Did you regret picking up the post as president?

Sit Hiu Chi: With the knowledge now yes. But you need to experience it to know. If I go back without the knowledge I will probably do the same.

Sun Yusen: So you learned then its ok. Are there any question from the next session?

Lam Tak On: What did you tell next session?

Sit Hiu Chi: Practical stuff. The confusing stuff in constitution like the dates. The number of days before the event to send notice. I talked to him about some duties of president.

Sun Yusen: You did tell next session.

Sit Hiu Chi: Yes.

Wong Ting Hei Matthew swapped the chairperson to Sit Hiu Chi.

Wong Ting Hei Matthew motioned to lay the remaining Agenda items until the next session of Annual General Meeting.

Kan Ying Hei seconded.

The time is 21:57.

22 For 0 Against

The motion was passed.

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

Date: 09-04-2019

Venue: Room 2132C

Time: 19:00

Chairperson: Sit Hiu Chi

Minute taker: Chau Chun Yin, Cheung Chun Wai, Lam Yu Sang, Sit Hiu Chi

The business of the Annual General Meeting 2019 of IRESS, HKUSTSU shall be:

1. To commence the meeting;
2. To receive and adopt the agenda of the Annual General Meeting 2019 of IRESS, HKUSTSU;
3. To receive and adopt the minutes of the Annual General Meeting 2018 of IRESS, HKUSTSU;
4. To receive and adopt the minutes of the 1<sup>st</sup> Extraordinary General Meeting of IRESS, HKUSTSU, Session 2018-2019;
5. To receive and adopt the Annual Report of IRESS, HKUSTSU, Session 2018-2019;
6. To receive and adopt the Annual Financial Report of IRESS, HKUSTSU, Session 2018-2019;
7. To vote and announce the Honorary Members;
8. To introduce and inaugurate the Executive Committee Members of IRESS, HKUSTSU, Session 2019-2020;
9. To receive and adopt the Year Plan of IRESS, HKUSTSU, Session 2019-2020;
10. To receive and adopt the Financial Budget of IRESS, HKUSTSU, Session 2019-2020;  
and
11. To adjourn the meeting.

**Agenda item 1. To commence the meeting**

The time is 19:30.

No. of full members present: 17

Quorum was met. Chairperson Sit Hiu Chi started the Annual General Meeting.

**Agenda item 3. To receive and adopt the minutes of the Annual General Meeting**

**2018 of IRESS, HKUSTSU**

Kan Ying Hei raised the motion to discuss Agenda item 3.

Chan Yin Hei Brian seconded.

The time is 19:30.

17 For 0 Against

The motion was passed.

Sun Yusen: You can append the signature and the society chop at the end of the minutes.

Sit Hiu Chi: Sure.

Fong Kin Long: Have you finished the Extraordinary General Meeting?

Kan Ying Hei: No.

Sit Hiu Chi: It is because we cannot find suitable time to continue the Extraordinary General Meeting last year.

Fong Kin Long: How can you resolve this problem? Does Lam Tak On have any suggestions?

Cheng Man Hin: I wonder why you cannot find suitable time.

Sit Hiu Chi: It is because many people stay overseas during summer.

Cheng Man Hin: Who is gone?

Sit Hiu Chi: Lau Wing Sum and some more.

Chang Yau Ming: Every current session except Lam Ka Chung, Wong Ting Hei Matthew.

Li Wing Shun: How about executive committee of the past sessions?

Chang Yau Ming: Sun Yusen, Cheung Long Him, Cheng Man Hin.

Fong Kin Long: I saw some instances of nicknames in minutes, such as TT, Mike.

Cheung Chun Wai: Okay.

Fong Kin Long: I didn't pay attention to the content, but the format requires more attention.

The greatest problem is the Extraordinary General Meeting.

Sun Yusen: You can consider adding a content page in front of the minutes, otherwise it is difficult to find specific content.

Cheung Long Him: Which part is not completed yet?

Sit Hiu Chi: Annual General Meeting Session 8 and 9.

Fong Kin Long: The format of the minutes should be consistent. Are Annual General Meeting and Extraordinary General Meeting minutes typed by different people or in different time?

Cheung Chun Wai: It was a long time ago. Which part is not consistent?

Fong Kin Long: The font and paragraph spacing vary.

Cheung Long Him: Have you recorded the meetings last year? Did you edit the minutes with recordings or solely with the minutes taken?

Cheung Chun Wai: We didn't do the recordings.

Cheung Long Him: We forgot to remind you that you should record it. Reading the minutes might be difficult but creativity helps.

Cheung Chun Wai: But we got 9 sessions of Annual General Meeting.

Cheung Long Him: It is fine if every executive committee record one session.

Cheung Chun Wai: But each session last for 2 to 3 hours.

Cheung Long Him: How did you distribute the minute typing work?

Cheung Chun Wai: Basically, general secretary will do the typing work, but sometimes also request other executive committees help.

Fong Kin Long: An example of inconsistency is the font size of the "agenda item No.X", the original font size is 12 but it suddenly changes to 11. I might be a little picky but still you should be more cautious regarding to these issues.

Cheung Chun Wai: Got it.

Cheung Long Him: Those abbreviations from the plain minutes might be confusing, so better do the recordings for the meetings.

Cheung Chun Wai: Next session of executive committee also participated in the minutes typing so it should be fine.

Li Wing Shun: How many items from the current session has not passed yet?

Sit Hiu Chi: Joint School Singing Contest.

Fong Kin Long: Another format inconsistency problem that the spacing suddenly change from single line spacing to double line spacing regarding the date, venue and time information.

Cheung Chun Wai: Could you please specify which part of which minutes got the problem?

Fong Kin Long: Annual General Meeting Session 1 and External General Meeting II Session I. Another minor problem related to the using of 24-hour format in typing time. The colon between hour and minute should be more consistent.

**Agenda item 5. To receive and adopt the Annual Report of IRESS, HKUSTSU, Session 2018-2019 & Agenda item 6. To receive and adopt the Annual Financial Report of IRESS, HKUSTSU, Session 2018-2019**

Kan Ying Hei motioned to resume the discussion of Agenda item 5 and 6.

Chan Yin Hei Brian seconded.

The time is 20:19.

22 For 0 Against

The motion was passed.

**Joint School Singing Contest**

Kan Ying Hei: Originally, we did not plan to hold singing contest this year. However, 2 weeks after the commencement of the fall semester, Chemistry Students' Society EV informed me to hold the singing contest. They have booked the venue and added our society so we were forced to hold. The date of preliminary round is 19 Oct and 22 Oct at night in Common Room 1+2. The date of final round is 24 Oct in the afternoon in atrium.

Last year we have very few members registered. Seem our members do not like to join singing contest so spending time and money on it cannot benefit our members. Therefore, we decided not to hold this year initially. Surprisingly, 7 groups of members registered this year because previous session of executive committees support us. But actually, not all past

session executive committees will do a favor. Not everyone knows how to sing, last session we have Fong Kin Long and Lau Wing Sum while this session we only have Sit Hiu Chi. For the evaluation part, I think the participation rate really fluctuate a lot so you may consider not to hold this function next year. It is not necessary to be singing contest, you can hold thousand people dinner. You should decide earlier whether you will hold the singing contest as this year it is in a hurry to invite judges for the event.

Yam Wun Kwan: How is the workload and how you distribute the work?

Kan Ying Hei: The brainstorming and preparation work were done by Biochemistry Students' Society. Everyone helped with the music and reception.

Yam Wun Kwan: How is your relationship with the other societies' EV after holding singing contest?

Kan Ying Hei: It sucks. It is pretty shocked when we are informed to organize singing contest.

Yam Wun Kwan: It turns out to be fine.

Kan Ying Hei: Yes, it is pretty good at last. But the preparation is not that smooth.

Yam Wun Kwan: If next session of executive committee is going to hold singing contest, it is better to promote the event earlier. Otherwise, participants may not have enough time to prepare. You should assign large common room as the venue. The equipment is fine, common 3 also have good equipment. But do not hold it in seafront.

Kan Ying Hei: Yes, do not hold it in seafront. Common Room 1+2 is good enough.

Yam Wun Kwan: Not much comment. Well done.

Kan Ying Hei: Thank you.

Yam Wun Kwan: Kwok Yuk Lam, are you discussing Inauguration Ceremony right now?

Kwok Yuk Lam: Yes.

Yam Wun Kwan: Do you think you will hold singing contest this year? Or other functions?

Kwok Yuk Lam: I asked other EV, they preferred singing contest mainly but it is not confirmed yet.

Yam Wun Kwan: In my session, we discussed the event before commencement of the semester. The preliminary round is in September. In fact, the event is not difficult. Do the booking earlier. Promotion needs time. You also need time to encourage your members to participate.

Kan Ying Hei: You should protect yourself and your cabinet. Better discuss earlier and remember to sign agreement. We did not sign the agreement this year.

Yam Wun Kwan: Do any members have any feedback?

Fong Kin Long: Nothing special.

Kan Ying Hei: Remember to encourage more members to join the singing contest.

Kwok Yuk Lam: Okay.

Li Wing Shun: Did Kan Yin Hei just mentioned that only previous executive committees will join the singing contest? If so, do you still recommend next session to hold?

Kan Ying Hei: If Yam Wun Kwan join, I will join.

Li Wing Shun: As Kwok Yuk Lam said the EVs of other societies want to hold the singing contest, how will you suggest them to do?

Cheung Long Him: Or do you have any suggestions in case other societies want to hold but our society do not participate?

Kan Ying Hei: It is pretty difficult to exclude ourselves while socializing with the EVs.

Cheung Long Him: Mentioning previous session of executive committees may help. How about the money distribution? Is it still the same ratio?

Kan Ying Hei: By the way, remember to encourage members to join the function. I suggest you to hold the event earlier. In our society, many members know how to sing but few people are willing to sing. For example, Sit Hiu Chi, Wong Ting Hei Matthew, Fong Kin Long, Lau Wing Sum. Ask them to join.

Cheng Man Hin: How much did you earn for the event? How do you calculate the participation fee? Is it if you have members participate then you will get the money?

Kan Ying Hei: Yes.

Cheng Man Hin: It is somehow unfair to our society.

Kan Ying Hei: This year is beneficial to us, but not necessarily for the next year. We did not sign the agreement so there was not a solid guideline. Originally, we use the ratio from singing contest. But since there is no agreement, how to make up the number is very flexible. We used the ratio from singing contest at first but we did not talk about the participation fee since we gain from this.

Cheng Man Hin: There should be money left after the event, right?

Kan Ying Hei: No.

Yam Wun Kwan: We had money left because our year clashed with House I Festival, so House I gave money to us to swap the time.

The final ratio of money distribution should be 0.5? But our participation should be fewer than half of other societies?

Kan Ying Hei: Biochemistry Students' Society had 16 groups of participants, but other societies not too much. In fact, we earned eventually.

Cheng Man Hin: Which society made the singing contest financial report?

Kan Ying Hei: Biology Students' Society.

Cheng Man Hin: They did not claim subsidy?

Kan Ying Hei: We did not have official financial report as the event was all in a sudden. I was notified suddenly of the work.

Cheung Long Him: Next year try to keep track on that. Do you have more details about the troubles during preparation?

Kan Ying Hei: The preparation work is pretty late. I was notified 2 weeks after the commencement of the semester, but the date of singing contest is in mid Oct. They booked the venue but the ordering of banner, finding judges and buying trophies were not yet done. We had a meeting in late September to discuss about the details. The meeting only lasted for 30 minutes. There were errors in the banner which required correction, but Biochemistry Students' Society did not correct it. Basically, we lacked time and communication, many problems arisen. To certain extent, I think they held singing contest to pacify their past executive committees.

Lau Wing Sum: I think it is quite troublesome to order 2 banners.

Kan Ying Hei: I agree. This year we ordered 2 banners, one for preliminary and one for final. Since final was held in atrium, the banner is bigger. The preliminary one is smaller. It really wastes money. Next session can consider ordering a relatively larger banner to accommodate both preliminary and final rounds. Try to make the size suitable to cover the board in Common Room 1+2 and grand enough for the use in atrium.

Yam Wui Kwan: The details are different but can still consider reusing.

## EV

Kan Ying Hei: So I talk about what what I have done. For promotion period, I helped doing the decoration. The games were mainly done by Wong Ting Hei Matthew. I also helped to draw the counter for the counter and banner. But since my luck is bad, we could not have unofficial trade with other societies to subsidize the expenditure. During the promotion period I chatted with other EVs. Before promotion period we had seafront meetings and it was quite peaceful. We ate outside during promotion period and discussed about the public affair and Inauguration too, and also quite peaceful. Biology society repeated so they did not do the coordinator. Chemistry society said she wants GPA to transfer to International Research Enrichment so she didn't want to be the coordinator. And then Mathematics society and our society would not be the coordinator for sure. So it followed that the Biotechnology society became the society in charge of the Inauguration Ceremony and other jobs were allocated quickly as well. We then prepared for the Inauguration. We were in charge of the promotion and designs, there was a lot of designs to do but I don't have talent in arts so it was by the hard work of our two Promotion Secretaries. During that time, I had quite a lot of meetings with other societies. Then for the orientation things, including Registration day, orientation camp and orientation week. I distributed the resources with other societies like which societies taking up which hall during the orientation camp, what venue and time to take photo, etc. I also drew counter and banner locations which had not tackled much barriers for these tasks. Then it is Singing Contest. I basically have done some

chores. Except for the event where I am the person in charge and the orientation related events, I am responsible for the logistics, and sometimes for designs I might give some ideas.

Yam Wun Kwan: Did you do anything for subcommittee function?

Kan Ying Hei: No.

Yam Wun Kwan: How about information session?

Kan Ying Hei: I mean I had to be there.

Yam Wun Kwan: Do you think that joining the cabinet is a trap?

Kan Ying Hei: Yes.

Yam Wun Kwan: Why?

Kan Ying Hei: Because my last EV is Yam Wun Kwan.

Yam Wun Kwan: So basically the workload for being an EV is the Inauguration and Singing Contest?

Kan Ying Hei: I think singing contest had low workload. Time needed to work was not long. But mainly is Inauguration and promotion period I would say.

Yam Wun Kwan: After singing contest, any work for your post?

Cheung Long Him: Was the OAC busy this year?

Kan Ying Hei: Nothing special, but there was some conflicts. There is one society that got dissatisfied with another society but it was a minor thing.

Yam Wun Kwan: How was the OAC and Council chosen?

Kan Ying Hei: It did not take a long time. For the Council it won't be us and Mathematics society. But for the OAC, it was a bit complicated as there were some incidents. I personally think that Chemistry society and Biology society were pretty good at working, but Chemistry society did not want to work with Biology society. And I did not want to vote for Biotechnology society, so it turned out to be Chemistry society and Biology society. Somehow Biotechnology society knew that I won't vote for them so they did not even asked us to vote for them.

Yam Wun Kwan: I think voting was strange. You all know each other, you can simply discuss or vote right ahead.

Kan Ying Hei: I agree.

Yam Wun Kwan: Any solution?

Kan Ying Hei: Originally they chose to vote directly, but they wanted to persuade others to vote for them so they talk with others privately. So some of them approached to us personally. Like the voting day was assigned at one day, and people would secretly ask for votes.

Yam Wun Kwan: But the voting should not be too many people.

Yam Wun Kwan: The problem is that the relationship of societies after Inauguration was not good. It was hard to discuss peacefully. So in my opinion, the next session can simply let OAC to let them ask for votes by themselves.

Cheung Long Him: Kwok Yuk Lam, is Mathematics society still here for your session?

Kwok Yuk Lam: They did not come in Inauguration, but I am not sure if they will appear later for Intra-competitions.

Cheung Long Him: But this year did you follow up the information?

Kan Ying Hei: I asked them, but the meetings were very inefficient. Chemistry society was pretty responsible like they summarized some important things. If the date is decided they would update about it. But not all OAC is responsible so when you are not updated you can request for updates.

Cheung Long Him: This year did you take care about the Science Students' Union?

Kan Ying Hei: I think they don't exist.

Cheung Long Him: Because as OAC votes, they are counted as well.

Kan Ying Hei: But if they exists it is basically some biggest science society old cabinet.

Cheung Long Him: Any seafront meetings this year?

Kan Ying Hei: Yes.

Yam Wun Kwan: Any good or bad things that happened? Any difficulties?

Kan Ying Hei: Unhappy because the last EV only passed the information about the event few days prior to the actual date.

Cheung Long Him: I suggest you asking other societies' EV about what their past executive committees tell them to do during your meetings.

Kan Ying Hei: I tired to do it earlier.

Cheung Long Him: Any conflicts with other societies that you need to resolve? Like during orientation week, the destruction of other societies' sandbags?

Kan Ying Hei: Nearly forgot about the classic story about the society banner. Once upon a time, in November, one of the societies said in the EV WhatsApp group that their society banner was broken in the society room. They said they did not want to find out who is to blame but now if the banner of any societies is destroyed in the society room, then all 5 of them shall be destroyed. Another society's EV quickly agreed. And a few moments later, they were still talking in the group, and I said that now our society's banner was destroyed, what should we do now? And no one replied. The take home message is that it is always better to resolve any conflicts face to face but not through WhatsApp group. Actually, that time we wanted to make a new society banner. But when you make such requests make sure you don't make others become angry.

Yam Wun Kwan: So turned out you made a new society banner?

Kan Ying Hei: No.

Yam Wun Kwan: Be faithful. I think one is broken?

Kan Ying Hei: One is kind of broken but still functional. We talked about it since Inauguration, but I haven't done it. So the society banner will be given to you all.

Kwok Yuk Lam: Later we need to clean the society room right?

Kan Ying Hei: Yes, make sure you hide the stuff or you can put them in hall. They put their stuff in the designated area last year but SAO still threw those stuff away. Lee Olivia Wing Kei tried to get out stuff back but they threw others away instead. She had to call Pang Chun Sum Brian and Chan Yin Hei Brian for help.

Cheng Man Hin: You have to stick a "Do not throw away" paper on the important stuff.

Tso Yee Ming: But if there are too many they will still throw them away.

Kan Ying Hei: It is important to find someone strong enough to fight against the people from SAO.

Cheung Long Him: How was the communication with people who went to foreign countries?

Kan Ying Hei: Depends on the importance and urgency of the incident.

Kan Ying Hei: Comments for fellow executive committees. For Cheung Chun Wai and Chau Chun Yin, he is humorous, and he brings us happiness. He doesn't need to type minutes except for Annual General Meeting but he and Chau Chun Yin provide valuable manual labor. For this I am thankful. Even though I usually cannot notice the existence of Chau Chun Yin, but I know that he helped a lot many times in the game ideas of Wong Ting Hei Matthew. Like things in orientation camp and promotion period, those are all prepared by Tony. For Chang Yau Ming, he puts his heart in the design stuff, and I am picky. Like I told him a lot of times to edit the society jacket and always give comments to him, but he does not mind and he worked hard. For Kam Wa Mei,

She is adorable and she brings up happiness. I love her designs, probably because we have similar style. However, she starts to prepare things early and some of them are too early. She would ask me for advice sometimes and she is a good conflict resolver. She is easygoing with everyone. For Lee Olivia Wing Kei, She is a strong and fierce woman, she is born to collect money. If we don't have her I don't know who can collect money. Thanks. For Lam Ka Chung, he is very all-rounded. He is also good at design so he can help the promotion secretaries. He is self-motivated, and he studies well so he can help executive committees' academy. For Pang Chun Sum Brian, He is hardworking, a perfectionist and he brings us happiness as well. It feels like a family relationship. For Wong Ting Hei Matthew, he is hardworking, and has high efficiency. He did stuff silently in the orientation camp and graduation party. He is a good Internal Vice President. I have something to confess. I had conflicts with one of the executive committees and Wong Ting Hei Matthew is a good listener for that. For Chan Yin Hei Brian, he is a perfectionist. If we have something that is not perfect, he will be concerned. He is helpful for doing things properly. Thank you for being an honest man that he would tell me if I have something that was not done so well. For Sit Hiu

Chi, same as Wong Ting Hei Matthew, and can be a better boy. I know that he had a bad time mentally but thank you for resolving the conflicts. I could have been more patient with you. Sorry for being rude for the whole year. Anyway, thank you everyone for bringing us so many happiness. For the next session, keep it up.

### **Annual Financial Report**

Lee Olivia Wing Kei: Today I sent the finalized version of financial report and there is nothing to change.

Cheng Man Hin: Why there is suddenly \$2000 more in the financial report?

Lee Olivia Wing Kei: I collected money from other people and I got \$1000 subsidy from the Students' Union.

Cheng Man Hin: Is your money still with Lau Wing Sum?

Lee Olivia Wing Kei: Yes.

Cheng Man Hin: If you have interest to update then you can update it in the report.

Lee Olivia Wing Kei: Put it in the other slots?

Cheng Man Hin: Yes.

Cheng Man Hin: Sit Hiu Chi you can sign and stamp it.

Lam Tak On: For the financial report, the graduation party part, why did the word "Revenue" became "3.00"?

Lee Olivia Wing Kei: It should be an accident; I will change it. The price has no problem in the last report. Perhaps I edited it wrongly today.

Lau Wing Sum: For the orientation week revenue, you missed the "bag" for "laptop bag".

Lee Olivia Wing Kei: Ok. I will add it back.

Cheng Man Hin: Regarding the dessert for the 2<sup>nd</sup> night and the lunch on the 3<sup>rd</sup> day of the orientation camp, it is usually paid by the group leaders and higher forms. If the next session calculates the money frequently, you can check and ask the group leaders to pay for the lunch of day 3 if there is a great loss. The aim is to lose some, but not to lose too much. Make a wise use of the \$1000 from Students' Union and try to claim more subsidies from them.

Li Wing Shun: For the expense of the singing contest, only payment is written.

Lee Olivia Wing Kei: Because there isn't anything else.

Li Wing Shun: Why didn't you use budget deposit instead?

Cheung Long Him: Because you can collect deposit, but you cannot collect payment.

Li Wing Shun: If you think payment is a better choice then it shall be fine. I was just asking why the two sides were different.

Sit Hiu Chi: If there is no more problem about the financial report, the updated version will be sent before the next session. Let's move on to Financial Secretary then.

Lee Olivia Wing Kei: I have collected payments, recovered debts, signed receipts and made the financial report and budget. I was in charge of the Christmas Party, and I helped decorating it, and sitting the counter. I also prepared for the starting events of the orientation camp.

Lam Tak On: On the first page of Financial Report, I think there is an extra "9" on the far right edge.

Lee Olivia Wing Kei: Yes.

Cheng Man Hin: How did you manage the money before and after each function?

Lee Olivia Wing Kei: Put it in the money box.

Cheung Long Him: How did you set the price? Will you look at how much money you had?

Lee Olivia Wing Kei: Originally, it was to be set by the person in charge. We refer to our last year as reference. If there isn't much difference, then the person in charge will set the price.

Cheng Man Hin: Any restriction on claiming money? Also, when did you do the report?

Lee Olivia Wing Kei: I didn't set any restriction which resulted in people claiming slowly.

Next session try not to do the same. We had a receipt collection group, but people don't use it.

Cheng Man Hin: How did you keep the receipt?

Lee Olivia Wing Kei: I put them in a bag and put it in my hall.

Cheng Man Hin: Any record for receipts?

Lee Wing Sum: I will write down the name and function.

Cheng Man Hin: Financial report is done all in once recently?

Lee Wing Sum: Half of them.

Cheng Man Hin: Did you mark the expense and earning after every single transaction?

Lee Olivia Wing Kei: You mean before and after activity?

Cheng Man Hin: I mean as you collect member's money or collect subsidy then you shall have a record for that.

Lee Olivia Wing Kei: No, but this method is good. So the next session can consider using it.

Wong Kim Lok Kimson: I have already been doing that.

Cheng Man Hin: What did you have to do with the receipts?

Lee Olivia Wing Kei: Photocopy them and give all of the receipts.

Cheng Man Hin: You have to stick them into an A4 paper.

Lee Olivia Wing Kei: Hard copy?

Cheng Man Hin: Soft copy shall be fine. But you can use an A4 paper. What do you need to do with the A4 paper?

Lee Olivia Wing Kei: Label what item it is, sign it and stamp it.

Cheng Man Hin: Who should sign it?

Lee Olivia Wing Kei: President and I. And should be handed in within a month.

Cheng Man Hin: What if there is no receipt?

Lee Olivia Wing Kei: I would have to fill in another form to say why there is no receipts.

Wong Kim Lok Kimson: When you open account you open it with others right?

Lee Olivia Wing Kei: Yes, with Sit Hiu Chi.

Wong Kim Lok Kimson: If I need to apply for government grant, what do we need to do?  
Write half of it?

Tso Yee Ming: Maybe you can open Extraordinary General Meeting to allow others to open account.

Cheung Long Him: The most important thing is that the password of the account is held by Financial Secretary.

Cheng Man Hin: But when you claim they will write the name of financial secretary as recipient.

Cheung Long Him: Never mind. We can talk about this as we move on to Wong Kim Lok Kimson.

Cheng Man Hin: Do you have any difficulty?

Lee Olivia Wing Kei: I didn't claim for subsidy. I had to check the finance for every function right after it. And after the orientation camp, the functions are packed so the checking was difficult and messy. It is better to do it as soon as possible, otherwise the events will be too packed and you won't be able to find time to type. You need to set deadlines to make them claim money as well. Otherwise people will do it at the last moment.

Wong Kim Lok Kimson: I have to check the original receipts, or the copy is fine?

Lee Olivia Wing Kei: Of course.

Wong Kim Lok Kimson: What if there is no hardcopy?

Lee Olivia Wing Kei: Like for Taobao you might take a screenshot of the screen. Remember if the transaction is in RMB then you need to write the exchange rate that day on the top. Then you can print it out and count one by one. It shall be more convenient then. You can also ask people to make a better receipt. Remember that the receipt is for your record but not for people's convenience. If you collected extra in the function, you should write it down in the receipt book. Like in the annual dinner we originally charge \$170, and turned out we had to refund to others so I had to mark that down.

Kam Wa Mei: For Taobao, we usually use the way of payment in Hong Kong, so it shall have Hong Kong Dollars directly.

Cheng Man Hin: But if the receipt screenshot doesn't have Hong Kong Dollars then you shall claim 1:1.

Lee Olivia Wing Kei: Better to set some rules.

Kan Ying Hei: You can also make a receipt group.

Cheng Man Hin: How long would you recommend the deadline be?

Lee Olivia Wing Kei: Two weeks maximum.

Kan Ying Hei: EV remember that some function belongs to other's society, so they will be doing the financial report. So it might not be available shortly after the joint science functions. You should tell her to be lenient if she is unresponsive.

Lee Olivia Wing Kei: Plus, if you are making the function, you better count money every day before closing the counter.

Wong Kim Lok Kimson: Ok.

Lee Olivia Wing Kei: So that you can ensure the money is good every day. Any problem for the subcommittee function?

Wong Kim Lok Kimson: Not much. But actually I didn't give you any receipts during the subcommittee function.

Lee Olivia Wing Kei: I trust you. If you don't plan to claim subsidy then it is fine to not have receipts. It is for your own reference only. But remember to write names in the receipt.

Comments for fellow executive committees. For Cheung Chun Wai, he is a good general secretary, willing to help and he is still working now. For Chau Chun Yin, he helped in a lot of functions, and he did a lot of things other than his duties, especially for the games that need brain. For Wong Ting Hei Matthew, he did a lot of things, including booking venues, thinking games, and asking us to do stuff. He knows what he is doing, and he knows how to communicate with us, great at giving feedback and comments. For Chang Yau Ming, he is a good promotion secretary. He did a lot of things and shared a lot of workload with Kam Wa Mei, the efficiency for design will be much lower without his help. For Kan Ying Hei, she is talkative and charming. We rely on her to deal with people outside, which helped a lot, and gave us a lot of happiness. For Sit Hiu Chi, I think his drawback is the lack of leadership. But he is responsible and has high expectation on himself.

For Lam Ka Chung, he is a good Academic secretary, and has high GPA. For Kam Wa Mei, I think her designs are nice. Even though she said that her photoshop skills are weak, she still managed to make many beautiful designs. For Pang Chun Sum Brian and Chan Yin Hei Brian, thank you for helping to get the pizza in the Christmas Party. But Pang Chun Sum Brian always ask me for money for transportation. But still, they worked a lot and found a lot

of sponsors, and the promotion secretaries have to pick up sponsors in faraway places. They have already done tasks that is beyond his position.

Kan Ying Hei motioned to lay the remaining Agenda items until the next session of Annual General Meeting.

Chan Yin Hei Brian seconded.

The time is 22:32.

21 For 0 Against

The motion was passed.

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

Date: 12-04-2019

Venue: Room 6573

Time: 19:00

Chairperson: Sit Hiu Chi

Minute taker: Chau Chun Yin, Cheung Chun Wai, Lam Yu Sang, Sit Hiu Chi

The business of the Annual General Meeting 2019 of IRESS, HKUSTSU shall be:

1. To commence the meeting;
2. To receive and adopt the agenda of the Annual General Meeting 2019 of IRESS, HKUSTSU;
3. To receive and adopt the minutes of the Annual General Meeting 2018 of IRESS, HKUSTSU;
4. To receive and adopt the minutes of the 1<sup>st</sup> Extraordinary General Meeting of IRESS, HKUSTSU, Session 2018-2019;
5. To receive and adopt the Annual Report of IRESS, HKUSTSU, Session 2018-2019;
6. To receive and adopt the Annual Financial Report of IRESS, HKUSTSU, Session 2018-2019;
7. To vote and announce the Honorary Members;
8. To introduce and inaugurate the Executive Committee Members of IRESS, HKUSTSU, Session 2019-2020;
9. To receive and adopt the Year Plan of IRESS, HKUSTSU, Session 2019-2020;
10. To receive and adopt the Financial Budget of IRESS, HKUSTSU, Session 2019-2020; and
11. To adjourn the meeting.

**Agenda item 1. To commence the meeting**

The time is 19:00.

No. of full members present: 10

Quorum was not met.

The quorum is counted again 15 minutes later.

The time is 19:15.

No. of full members present: 13

Quorum was not met.

The quorum is counted again 15 minutes later.

The time is 19:30.

No. of full members present: 17

Quorum was met.

Chairperson Sit Hiu Chi started the Annual General Meeting.

**Agenda item 5. To receive and adopt the Annual Report of IRESS, HKUSTSU, Session 2018-2019 & Agenda item 6. To receive and adopt the Annual Financial Report of IRESS, HKUSTSU, Session 2018-2019;**

Kan Ying Hei raised the motion to resume the discussion of combined Agenda items 5 and 6.

The time is 19:30.

17 For 0 Against

The motion is passed.

Tang Cheuk Him Raymondo: Please respect the occasion and wear society jacket or society t-shirt.

Tso Yee Ming: The next session has society jacket or society t-shirt.

Sit Hiu Chi: Okay, sorry.

Tang Cheuk Him Raymondo: Which functions are you in charge of in this year?

Chan Yin Hei Brian: Annual Dinner.

Pang Chun Sum Brian: Class Photo Taking and Open Semester Rice.

Tang Cheuk Him Raymondo: What are the duties of marketing secretary and the person in charge of the functions?

Chan Yin Hei Brian: Person in charge has to assign duties to other Executive Committee members. As marketing secretary, we need to buy some present.

Tang Cheuk Him Raymondo: The duties this year are assigned according to availability, personal strengths and weaknesses or according to position in the executive committee?

Chan Yin Hei Brian: All three. The game we designed turns out to have no use in the annual dinner, as having a game during the dinner would be bit awkward.

Tang Cheuk Him Raymondo: Where is the annual dinner held this year?

Chan Yin Hei Brian: Chinese Restaurant at G/F (南北小廚).

Tang Cheuk Him Raymondo: Did you consult the members' opinion regarding the choice of venue?

Chan Yin Hei Brian: Yes, I have provided them with three options, Hang Hau Hop Sze, Chinese Restaurant at G/F, and Tao Heung. I have also considered the need of the professors, to stay closer to the campus. However, as we have had dinner at the Chinese Restaurant at G/F during the Orientation Camp. It might be bit repetitive for the participants. However, balancing the concerns of the stakeholders, we have decided to organize the annual dinner at Chinese Restaurant at G/F.

Tso Yee Ming: It is unlikely for the restaurant to provide a room for us.

Tang Cheuk Him Raymondo: Mainly because other affect us or are we disturbing others?

Chan Yin Hei Brian: The cancellation of the games turns out to be a good choice as it does not disturb others.

Tang Cheuk Him Raymondo: Do you decide the dates first or consult the members' availability first?

Chan Yin Hei Brian: We ask for the members' availability first. The most wanted dates are 28, 29 November. However, the dates clashed with the research sharing event on the 28<sup>th</sup> and therefore we choose to have the annual dinner on the 29<sup>th</sup>.

Tang Cheuk Him Raymondo: Will you change the date if not much members are available for the event?

Chan Yin Hei Brian: I have given them two weeks to confirm their availability so that it should be fine.

Tang Cheuk Him Raymondo: How much do members need to pay for the event?

Chan Yin Hei Brian: Originally 180. However, we have found Professor Vic Law to sponsor, and the price is reduced to 170.

Tso Yee Ming: Professor Vic Law sponsors directly or indirectly?

Chan Yin Hei Brian: I did not expect Professor Frederick Fong to sponsor for the dinner.

Tso Yee Ming: Do you think you should ask for sponsor before the event?

Chan Yin Hei Brian: It is based on past experience that Professor Vic Law would sponsor the event. Originally I have asked Professor Lortz to attend the dinner, and eventually we found Professor Vic Law to attend the event, and he immediately told us that he would sponsor for the event.

Tang Cheuk Him Raymondo: Would you recommend the next session to discuss with the professors regarding the sponsorship?

Chan Yin Hei Brian: Yes. We would allocate some of the money received from the sponsors on purchasing better gifts. Some members have told us that they believe we have spent too much on gifts.

Tse Yuen Wah: What kind of gifts have you bought?

Chan Yin Hei Brian: Thank you Card and Starbucks Card.

Tse Yuen Wah: Altogether, how many professors have you found?

Chan Yin Hei Brian: 5

Tso Yee Ming: Professor Vic Law, Professor Jing Qinghuang, Professor Leung Pak Wo, Professor Tsz-Ho Fong, and Professor Ivan Ip. However, there are no representatives from Life Science.

Tang Cheuk Him Raymondo: Will you feel embarrassed if the professor did not sponsor for the event? What would you do if there are no sponsors from professors?

Chan Yin Hei Brian: We find some companies to sponsor us throughout the year. Some of them have required us to register on the electronic platform then they would sponsor us. We weighed the pros and cons and decided against it.

Tse Yuen Wah: You have earned a lot from the membership fee already. The next session should try to cut short on expenses based on the budget and claim subsidy.

Tang Cheuk Him Raymondo: Have you asked for the price of other restaurants?

Chan Yin Hei Brian: We have considered UC Bistro also.

Tse Yuen Wah: Did you give members an estimated price of each restaurant choice when asking for their preferences?

Pang Chun Sum Brian: It was not feasible. If we do not invite professors, Samuel had organized a gathering similar to our annual dinner. Therefore, it is most important for us to consider the availability of professors. We have chosen to the restaurant at campus. I am quite sure that no one wants to eat at Golden Rice Bowl. So it is either Chinese Restaurant at G/F or UC Bristo.

Chan Yin Hei Brian: After counting the expenses of the gifts, Chinese Restaurant at G/F is our only option.

Pang Chun Sum Brian: After considering the expenses, Chinese Restaurant at G/F is preferred. Annual General Meeting of previous years have discussed the possible alternatives, but we do think it is difficult.

Tse Yuen Wah: You can still consider conference lounge.

Kan Ying Hei: It won't be cheap also.

Tang Cheuk Him Raymondo: Perhaps you have spent a lot of money on the gifts, do you consider to spend less on that?

Chan Yin Hei Brian: We can.

Tang Cheuk Him Raymondo: You can ask the marketing secretaries to find more sponsors. Is the annual dinner passed? What are the duties of the marketing secretaries?

Chan Yin Hei Brian: I think marketing secretary is in charge of the communication outside of UST, that is to find for sponsors. I think back in the cabinet, we mainly find sponsors for the

Orientation Camp, Orientation week and Promotion period. I think during the other events, we can also assist other Executive Committee members. Apart from the gifts in the annual dinner, others are rather affordable.

Tang Cheuk Him Raymondo: I think your executive committee do not have an external secretary; therefore you can act as like it by assisting the EV in her duties and communicate with other societies.

Kan Ying Hei: They helped me.

Chan Yin Hei Brian: For example, I have attended the meetings in the Promotion Period and the Seafront meeting with other societies. So is oventure.

Tse Yuen Wah: What kind of sponsors have you found?

Pang Chun Sum Brian: I have already listed them out in Session 3 of the Annual General Meeting.

Chan Yin Hei Brian: Tutorial coupon, party room coupon, paper fan, travel coupon, study room coupon, laser coupon, chips and tea. From Signature, we have ordered Orientation Camp tee and bag, along with the sponsor packages that are equipped with essential supplies for the camp.

Tang Cheuk Him Raymondo: How much have you paid for the essential supplies in addition to the Orientation Camp tee?

Pang Chun Sum Brian: \$6 if I remember correctly. Each Orientation Camp tee is around \$23 – 24, so the total should be around \$30.

Chan Yin Hei Brian: We thought other suppliers are of low quality, therefore we chose Signature.

Tang Cheuk Him Raymondo: Okay.

Chan Yin Hei Brian: Moreover, the packages are not too expensive therefore we have chosen that.

Tang Cheuk Him Raymondo: I would like to ask of the total price of Orientation Camp tees for participants, leaders and executive committee altogether?

Chan Yin Hei Brian: All together.

Tang Cheuk Him Raymondo: How many altogether?

Chan Yin Hei Brian: 45.

Tang Cheuk Him Raymondo: Have you thought of the option of buying the orientation camp tee along with the society tee? If the design is released early is it possible to purchase them together?

Chan Yin Hei Brian: If I remembered correctly, we find Signature for the printing of the Society Tee also. So we have asked them will there be discount if we purchase together? We have ordered the laptop bag also therefore we have 12% off for the products.

Tang Cheuk Him Raymondo: There are not enough cup noodles during the Orientation Camp.

Chan Yin Hei Brian: Freshman and leaders have, but Executive committee does not necessarily have.

Kan Ying Hei: This year we have chips also.

Chan Yin Hei Brian: Conditioner, eye-washing water and tea also. RMBI have asked whether we would like to exchange our sponsors with them. Surprisingly, they are willing to exchange HKTA recycling bag for the conditioner. Some members said there are cloth bags before, so the coming session can try to avoid getting both.

Tang Cheuk Him Raymondo: The Orientation Camp bags are ordered separately?

Chan Yin Hei Brian: No, from HKTA.

Tang Cheuk Him Raymondo: Are the cost included in the package

Chan Yin Hei Brian: No.

Tang Cheuk Him Raymondo: Maybe I am unlucky because the colour on my bag faded. So next session please be careful, perhaps it is due to the rain and sweating during the period.

Tang Cheuk Him Raymondo: Do you purchase name card?

Chan Yin Hei Brian: Name card?

Tse Yuen Wah: Do you have individual name card?

Kan Ying Hei: We do not have personal cards but we have a card with our cabinet details on it.

Cheng Man Hin: Did you pay yourself?

Kan Ying Hei: We made it before the promotion period.

Tse Yuen Wah: But did you change from “nominated” to “elected”?

Kan Ying Hei: We thought that is unnecessary, as the purpose of the card is to contact within the campus.

Tse Yuen Wah: Nominated to Elected.

Cheung Long Him: EV and Marketing secretary should have the card with them. Marketing secretaries are needed for communicating with outside companies. EV has to communicate with societies within or outside of UST or with other people. This year is lucky that the card is not needed.

Tse Yuen Wah: At least the president, internal and EV, and marketing secretaries should have name card.

Cheung Long Him: EV and President for next session is enough.

Tang Cheuk Him Raymondo: How much per bag?

Pang Chun Sum Brian: \$24.1

Tang Cheuk Him Raymondo: Do you think the next session need such high-quality bag? Or simply a recycling bag is enough?

Pang Chun Sum Brian: I think the price is reasonable. The money spent on signature on clothes and bag are similar to the number on the financial budget. We did not exceed much there. Moreover, it would look better if we have a bag. The bag is well designed so we have used cowboy leather as the material. Colour fading is unexpected. Next session may try to find a higher quality cloth.

Kan Ying Hei: It is sufficient for you to buy the plainest bag. The kind of bags can be purchased through Taobao which can even cut more expenses.

Tang Cheuk Him Raymondo: What is the price of a plain bag from Taobao?

Pang Chun Sum Brian: I personally see this as a society item. I would rather have a beautiful bag than a mediocre Taobao bag.

Tang Cheuk Him Raymondo: Apparently \$24.1 is relatively expensive.

Kan Ying Hei: I believe Taobao have the kinds of bags that allows you to design on it by yourself, so it should be fine. Next session could try and see.

Chan Yin Hei Brian: Be careful when purchasing on Taobao on whether they would give you samples before ordering.

Tang Cheuk Him Raymondo: Did you order more tees than enough or just enough? It is likely that the company delivered fewer or few are damaged.

Chan Yin Hei Brian: Yes

Pang Chun Sum Brian: Yes, we bought a little more.

Tang Cheuk Him Raymondo: Enough toothbrushes and toothpaste?

Pang Chun Sum Brian: Yes.

Chan Yin Hei Brian: I remember they print more actually. Next session should be aware of the fact that the products sometimes prepare more than you order. You can ask for them if needed.

Pang Chun Sum Brian: The biggest problem with ordering orientation camp tee is that we do not know the size of the freshmen. We have to estimate the size using gaussian distribution. In our cabinet there are few members who wear M size. This year the distribution of the freshman desired t-shirt size is normal. Our estimated peak is at M but the peak is not tall enough. Therefore, some freshman has to wear L instead of M.

Tse Yuen Wah: Yeah, oversize are preferred than undersize.

Chang Yau Ming: Larger is better.

Cheng Man Hin: If there are extra tees you can sell them afterwards.

Tang Cheuk Him Raymondo: What else do Marketing secretaries need to do other than the usual duties?

Pang Chun Sum Brian: Mainly finding sponsors. In addition to that, I have another duty of managing the logistics of the Orientation Camp.

Chan Yin Hei Brian: Pang Chun Sum Brian also lead teams during Orientation Camp. I am in charge of staying at the campus and prepare for the setup.

Tang Cheuk Him Raymondo: How about Orientation Week?

Tse Yuen Wah: Is it merely putting the products obtained from the sponsors of the Orientation Camp to the Orientation Week?

Tang Cheuk Him Raymondo: They have laptop bag this year.

Pang Chun Sum Brian: For the welfare of the Orientation week, we put the sponsors obtained from the orientation camp into orientation week. It is because in the email we drafted to the sponsors that we will have the products of Orientation week and Orientation Camp together. The number they have given is definitely more than enough for the Orientation Camp.

Tang Cheuk Him Raymondo: What is left?

Pang Chun Sum Brian: Basically most of the products have extra, for example: tea, conditioner, eye-washing water.

Tang Cheuk Him Raymondo: Those who study Chemistry should love the hair product.

Tang Cheuk Him Raymondo: You pack them together in a bag?

Pang Chun Sum Brian: Yes, we packed them into a cheaper rather than a good looking bag to the participants of the Orientation Week.

Tse Yuen Wah: I have thought of a problem. What are the weight of the Orientation Camp tee and the society t-shirt?

Kan Ying Hei: Society t-shirt is heavier. I did not order the tees together on purpose.

Tse Yuen Wah: So orientation camp tee is lighter?

Pang Chun Sum Brian: We chose the lightest category for the orientation camp tee.

Chan Yin Hei Brian: Orientation camp and society tee should be made of the same material so they have equal weight.

Tse Yuen Wah: How about the price?

Pang Chun Sum Brian: Lightest one should be cheapest?

Tang Cheuk Him Raymondo: Normally Orientation Camp tee is around 150g as it is expected that the participants would sweat. Society tee is of 180g, a bit thicker so it could be worn normally. However, consider the price of 150g for orientation camp is acceptable too. Some members reflected that for the society tee can be of better quality. The tee you wore in

orientation camp is only for few days then can be discarded. Society tee should be heavier for daily purpose. You order the bag containing the welfare pack?

Pang Chun Sum Brian: We bought in stationery shop for a few dollars.

Tse Yuen Wah: You have HKTA recycling bag?

Pang Chun Sum Brian. Brian: It is running out of supply.

Tang Cheuk Him Raymondo: Are there profits in selling the laptop bags?

Chan Yin Hei Brian: The cost is \$51.1 per bag.

Tang Cheuk Him Raymondo: How much is the selling price?

Pang Chun Sum Brian: \$80.

Tse Yuen Wah: Will you earn too much?

Pang Chun Sum Brian: We also offered members an option to buy along with other products, and we charge less on it.

Chan Yin Hei Brian: We bought 40 laptop bags altogether, more than just enough in case some members would like to order them after the promotion period.

Tang Cheuk Him Raymondo: 40 bags with a profit of \$30 each?

Tse Yuen Wah: More unreasonable than Chan Wing Kin's year.

Tang Cheuk Him Raymondo: From the point of view of the marketing secretaries, I understand it is difficult to look for sponsors but try your best. If it is unnecessary then do not order them, otherwise we may lose a lot of money and the cabinet members would need to pay themselves. You can try to swap with other societies as the last resort.

Chak Man Him: How many society tees and laptop bags are in the society room?

Pang Chun Sum Brian: We did not count.

Tang Cheuk Him Raymondo: How do you deal with the remaining stuff? Ask the upcoming session to sell?

Chan Yin Hei Brian: Put in the society room.

Tang Cheuk Him Raymondo: You may count before stepping down and tell the next session that it could be used to make a profit. Paper can throw away. How many society papers have you ordered this year?

Pang Chun Sum Brian: 4000 altogether, 100 each pack.

Tse Yuen Wah: How many were left?

Tang Cheuk Him Raymondo: Were the society papers popular?

Pang Chun Sum Brian: 5 packs were left.

Tang Cheuk Him Raymondo: You ask the members on whether they would purchase before actually purchasing or the other way round?

Pang Chun Sum Brian: We give the members an ordering form and we order the number of products depending on their responses. But turns out there are not enough time for the members to do so, so we order first.

Tang Cheuk Him Raymondo: So you do not have society paper on the first day?

Pang Chun Sum Brian: We didn't.

Tang Chuk Him: When do you have the design of the society paper?

Pang Chun Sum Brian: Late August.

Tang Cheuk Him Raymondo: Why so late?

Pang Chun Sum Brian: Chan Yin Hei Brian and I have to work on Oventure, and we have just finished orientation camp. Originally Chau Chun Yin is the person-in-charge but it is delayed due to unexpected reasons.

Tse Yuen Wah: Is it because of the late design or order late?

Tang Cheuk Him Raymondo: Unexpected reasons and busy. Did you use E-print?

Pang Chun Sum Brian: Yes

Tang Cheuk Him Raymondo: At that time many societies order the society papers from them, it may take longer time. How did you guys take the papers?

Cheung Chun Wai: We took them ourselves.

Tang Cheuk Him Raymondo: 4000 papers...

Cheung Chun Wai: I asked Chan Yin Hei Brian to get a luggage, but the next session should not do so.

Tang Cheuk Him Raymondo: Any suggestions for them?

Cheung Chun Wai: Find more people.

Tang Cheuk Him Raymondo: Can book a car with other societies or ask if the company offers delivery. I remember at E-print we have to walk stairs.

Tang Cheuk Him Raymondo: What is the most difficult thing of being a marketing secretary?

Pang Chun Sum Brian: A lot of time you have to find the best thing to do, like when looking for the company you have to choose the best. The quality and the size must also be optimal. We have to do mathematical modelling. A good marketing secretary should have common sense to construct a good model, refer to MATH 4335 – Introduction to Optimization.

Tang Cheuk Him Raymondo: So how would you comment on your own performance?

Pang Chun Sum Brian: So-so.

Tang Cheuk Him Raymondo: How about Chan Yin Hei Brian? Which part is the hardest?

Chan Yin Hei Brian: I think the mathematical modelling part is the hardest. It is not trivial because it is impossible to calculate each variable. There are many different factors affecting the situation, for example the cost of members cannot be determined so it is basically driven by common sense.

Tang Cheuk Him Raymondo: If you need to give an estimated number of persons to the company but you do not have it yet, how would you handle the situation?

Pang Chun Sum Brian: We do not have this kind of concerns because our promotional secretaries are very efficient. If in that case, we either compromise, that is to ask for the company to give us a few more days to decide. However, the one we are talking to may not be the person in charge, and at most we suspend it for a week. The more feasible way is to urge the promotional secretaries for a design.

Chan Yin Hei Brian: Prevention is better than dealing with it. We ask the promotional secretaries to design two or three weeks earlier and give other members to see first if there are any problems with the design.

Tang Cheuk Him Raymondo: How do you find sponsors?

Pang Chun Sum Brian: Through Email.

Tang Cheuk Him Raymondo: Do they reply late?

Pang Chun Sum Brian: Fair because we have sent over two hundred emails to them.

Tang Cheuk Him Raymondo: You have excel?

Pang Chun Sum Brian: Yes. We have also added a bit in excel and we have marked more than ten companies.

Tang Cheuk Him Raymondo: From email, how many companies were successful in asking them for sponsor?

Chan Yin Hei Brian: Some has found us through phone.

Cheung Long Him: Did you go to the booth of the companies to get sponsor? I think no one did it after Raymondo.

Tang Cheuk Him Raymondo: Like every year they have. Some events targeting to University students. They would either like to have an event in the orientation camp or the information of the fresh graduate. So if you allow them to enter your orientation camp for an hour, then there would be \$2000. However, traditionally our cabinet would not consider that. If next session would like to, they could try.

Pang Chun Sum Brian: You mean the booths in UST?

Cheung Long Him: No, similar to recruiting but they are for sponsors. Even though my last session said it was not worthwhile to do so the next session could still try out.

Tang Cheuk Him Raymondo: But one advantage is that you could know other marketing secretaries from outside of UST. Did you join marketing secretary group?

Pang Chun Sum Brian: Yes, but no one speaks.

Tang Cheuk Him Raymondo: You need to know other science marketing secretaries so you can call them.

Chan Yin Hei Brian: For science, we have a marketing secretary group. We joined a group for all marketing secretaries in UST, then there is a briefing by Hang Fung Ltd.

Tang Cheuk Him Raymondo: No one speaks in that group?

Chan Yin Hei Brian: RMBI is in the group though they are not in science field, but we still have contact.

Tang Cheuk Him Raymondo: Like trading with RMBI? However, the quantities are not the same, how to decide whether you should trade or not?

Chan Yin Hei Brian: Quality and uses. For example, we have traded memo pack and hair products for eye-washing water and herbal tea.

Tang Cheuk Him Raymondo: Do you find them or the other way round?

Pang Chun Sum Brian: I remembered they have too much eye-washing water and it was going to expire soon. They think putting it there would be useless so they have traded with us for something with a bit use.

Chan Yin Hei Brian: During promotion period we have sent emails to the sponsors in the past years. The response rate is low. We have asked other societies in UST for recommendations and we tried to find those companies for the second round.

Tang Cheuk Him Raymondo: What have you got for promotion period?

Pang Chun Sum Brian: Hair products, memo pack, coupons.

Chan Yin Hei Brian: You could find other sponsors if you think the ones you found are not enough.

Tang Cheuk Him Raymondo: Have you ever considered buying products with your own money? It is because your last session paid money by themselves during promotion period.

Chan Yin Hei Brian: We bought some bags to put our sponsored items inside.

Tang Cheuk Him Raymondo: So you paid for them yourself?

Cheung Long Him: Yes, promotion period are paid by the cabinet for every year.

Tang Cheuk Him Raymondo: Paid for what? You bought or picked up the paper boxes from streets?

Pang Chun Sum Brian: The latter of course.

Tang Cheuk Him Raymondo: How much did you pay?

Cheung Long Him: I think it is mentioned last year. Hong Kong Brands and Products Expo have a lot of things to get.

Lee Olivia Wing Kei: Each cabinet member paid \$550. We have sold the promotion slot at the Seafront to Hall 4 for \$90.

Tang Cheuk Him Raymondo: Anything to say to next session?

Pang Chun Sum Brian: Usually marketing secretaries have huge workload at Orientation camp, orientation week and promotion period. There are no specific work for them at other times. Maybe annual dinner also, but should be quite free so you may ask your cabinet members whether they need help or not.

Tang Cheuk Him Raymondo: How to allocate your time to make yourself less busy during those busy periods? Prepare before orientation camp to make your life easier during orientation camp.

Pang Chun Sum Brian: It is not that busy actually. The golden rule is to prepare early. Orientation camp is held in August and we start our preparation in June.

Tang Cheuk Him Raymondo: When did you order the orientation camp tee?

Pang Chun Sum Brian: Mid-July.

Tang Cheuk Him Raymondo: Is it too late?

Pang Chun Sum Brian: The order is completed at that time.

Tang Cheuk Him Raymondo: So this is your advice?

Pang Chun Sum Brian: There are many people that are hostile from outside companies, so learn to control your temper.

Tang Cheuk Him Raymondo: Comment on your cabinet members.

Pang Chun Sum Brian: Chau Chun Yin is a responsible general secretary. He dealt with that stupid mailing system, updated the society website, sent email. Besides, the props he prepared during orientation camp are of high quality. Please do not reply “ha” when others ask you for your progress. Besides, you could give more effort during Orientation Week. Cheung Chun Wai is a handsome guy. He is a good general secretary as he is very efficient in typing templates of messages. He is an effective source of human work power for our cabinet. Lam Ka Chung is a responsible academic secretary. His GPA is very high. He effectively and efficiently communicated with professors. One remarkable thing about him is that he has organized the research sharing all by himself. He often assisted other promotional secretaries in completing their duties, for instance some posters were designed

by him. Lee Olivia Wing Kei is very manly. She manages money strictly, and I feel nervous asking her to claim money every time. It is good that she can work and presents her work in a tidy way. Kam Wa Mei is a good promotional secretary. I like her designs. She started from being a photoshop noob to a good designer. But sometimes maybe too dull. Kan Ying Hei is a very extroverted EV. She cooperated with outsiders during singing contest and inauguration ceremony. She works effectively and efficiently. Sit Hiu Chi is an efficient person. He did a lot at the back, especially with some minor or repetitive duties like sending emails. His working ability is high, but leadership could be improved. Wong Ting Hei Matthew is very competent. He is the Internal Vice President, but the efforts he put were well beyond the requirement of the post. I appreciated his creativity as he thought of many games during the promotion period and orientation camp. He has high tolerance towards SAO. Overall is good. Chang Yau Ming is highly efficient also. He and Kam Wa Mei have two different styles of design. Chang Yau Ming preferred a fancier and more complicated style, with more details. He has worked under Herrup, making him quite busy. However, he does not disappoint me when I ask him to work. Chan Yin Hei Brian is a good partner. I mean, we both are marketing secretaries with similar values. We solve problems together. Sometimes when I am too busy and still have to work, I am thankful to have such partner.

Chan Yin Hei Brian: Chau Chun Yin is a good general secretary. He collaborates with Wong Ting Hei Matthew a lot. He could devote more time on his PIC event. Cheung Chun Wai is a good general secretary. It is tough to type minutes. He usually helps a lot physically in events by lifting or carrying things around. Lam Ka Chung is a very good academic secretary who does a lot of designs in the cabinet. Lee Olivia Wing Kei manages the budget throughout the year. It is tiring to consider the budget and the actual scenario at the same time. Kam Wa Mei is a good promotional secretary. She completes her designs very early, with a beautiful style. Kan Ying Hei has collaborated a lot with external societies and had a lot to do. I understand Sit Hiu Chi has two cabinets at the same time and I think he did his best. He could be better if he focused on being a president only. But it is already very good. Chang Yau Ming is always at UST, a good helping hand and always help to stick

posters. I appreciate Pang Chun Sum Brian's working ability. He is a good partner of mine. He follows up regularly. Wong Ting Hei Matthew is competent and always know the rundown of the whole event.

Tse Yuen Wah: Any suggestions to the next session?

Pang Chun Sum Brian: Don't join the executive committee. It is a trap.

Cheung Long Him: Are there occasions that you want others to relieve your workload or the opposite?

Chan Yin Hei Brian: I think marketing secretaries send a lot of emails, which others cannot help because it is basically clicking buttons. Maybe others could help us to take sponsors.

Pang Chun Sum Brian: Casey is thin.

Tang Cheuk Him Raymondo: You chose to be marketing secretary, or is it because others do not want?

Pang Chun Sum Brian: Chan Yin Hei Brian and I preferred marketing secretary.

Chan Yin Hei Brian: Not really, I am open to a lot of options and it turns out to be marketing secretary.

Pang Chun Sum Brian: There are a lot of talks before the Orientation Camp. It would be better if you guys could find someone to listen with Casey. It would be easier to ask the company about the details of the contract if there are more than one person.

Chan Yin Hei Brian: Sometimes you have to do some decisions so having two people will be better.

Tang Cheuk Him Raymondo: Do you regret being part of the executive committee?

Chan Yin Hei Brian: Absolutely no.

Pang Chun Sum Brian: No comment. In lifetime one must do something stupid.

Tse Yuen Wah: As an executive committee, any reminders for the next session?

Chan Yin Hei Brian: There are many obstacles throughout the year, but eventually you will find ways to solve the problems.

Cheung Long Him: There are more solutions than problems. But this does not imply that every problem has a solution.

Pang Chun Sum Brian: Where there is life there is hope. Please be considerate. Sometimes you have to do the things you need to do but you don't like to do, please don't avoid. After all you would need to face it. If someone wants to find you for help, help that person.

Chan Yin Hei Brian: Be more responsible.

Tang Cheuk Him Raymondo: Okay, thank you.

Tse Yuen Wah: Please briefly talk about what have you done for being a general secretary.

Cheung Chun Wai: Draft and send emails, write minutes, managing membership record and society website, and lifting things.

Tse Yuen Wah: When will you update the minutes? Or you'll upload them after meetings?

Kan Ying Hei: We don't have meeting.

Cheung Chun Wai: Directly at the google document.

Tse Yuen Wah: How to ensure that every member will the minutes? Else what is the purpose of it?

Cheung Long Him: Especially for members who were absent.

Tso Yee Ming: I think it is not general secretary's responsibility that others do not read the minutes. Nonetheless, general secretary should remind others.

Tse Yuen Wah: I remember my way is to ask people to type their name at the bottom of the minutes to confirm that they have read. Next session could try something similar. Will you give the minutes for others to proofread?

Cheung Chun Wai: A lot of people proofread before publishing.

Tse Yuen Wah: If you would like to say something during general meetings, yet you are writing minutes at the same time, what would you do?

Cheung Chun Wai: Others will record.

Tse Yuen Wah: Like if you want to talk what would you do?

Sit Hiu Chi: He says and other types.

Cheng Man Hin: Have you typed minutes for annual and extraordinary general meetings?

Cheung Chun Wai: Haven't.

Tse Yuen Wah: What kind of information will you collect when someone applies for members?

Chau Chun Yin: The year they are in, ITSC, full name, telephone number, and major.

Tse Yuen Wah: Thought of Chinese full name?

Chau Chun Yin: No. We provide the option for them to fill in their nickname instead.

Tse Yuen Wah: Any other information is needed from the members?

Cheung Chun Wai: No.

Chan Siu Man: If new members joined, how often will you be updating the mailing list and the membership list?

Chau Chun Yin: Batch processing after orientation week.

Tse Yuen Wah: If a member graduated long time ago, what would you do?

Chau Chun Yin: Remove them from membership record. The last session did not keep the list, so we made one just in case we would need to contact them.

Cheung Long Him: Is Michael Here? Why don't you reserve the old member list?

Fong Kin Long: I corrected the membership record and did not keep the oldest one.

Tse Yuen Wah: Which function are you the person in charge of?

Cheung Chun Wai: Registration day.

Cheng Man Hin: When will you finish minutes?

Chau Chun Yin: I cannot finish the minutes this week because I forgot that I have to attend journal club.

Cheung Long Him: You have to finish that by Monday.

Chau Chun Yin: Okay.

Chan Siu Man: Comment on the mailing list system.

Chau Chun Yin: It is not user-friendly.

Chan Siu Man: If there are no mailing list, then you would need to send email to yourself and bcc everyone else. It acts like a notepad that saved all information.

Chan Siu Man: What did you update on the society website?

Chau Chun Yin: Mike gave me the web. I have corrected something, added the list of executive committee members and photos.

Chan Siu Man: Photos taken from the events? I can only see the photos from graduation party.

Chau Chun Yin: Yes.

Tse Yuen Wah: Actually they did not quite update the website.

Chan Siu Man: Also, you haven't upload the photos on Facebook which you have said before that you would do so.

Tse Yuen Wah: Who managed the Facebook Page? No one?

Cheung Chun Wai: Seems like no one.

Chau Chun Yin: Whoever free then update the page.

Tse Yuen Wah: It is better to find somebody professional to manage the page. Sometimes, the Facebook page is not only for posting videos. You would have to reply to some secondary five to six students regarding JUPAS.

Tso Yee Ming: The Instagram account of IRE?

Sit Hiu Chi: Okay.

Lam Yu Sang: We do have an cabinet Instagram account, not the society's one.

Tso Yee Ming: I mean our society should have an Instagram account.

Tse Yuen Wah: Do not abandon the Facebook account.

Chan Siu Man: I don't mind if there are no frequent updates about the photos of the events on the society website.

Tse Yuen Wah: The problem is about annual dinner. Can you find someone to manage the Facebook page?

Chau Chun Yin: Next session can have no one in charge of the account.

Lam Yu Sang: Shirley and I would be in charge of the account.

Tse Yuen Wah: Teach these things to the cabinet next year.

Tse Yuen Wah: Comment on your members.

Chau Chun Yin:

Cheung Chun Wai is basically doing the things I would do. He is good at preparing things, like have typed minutes during summer and winter break. I have overestimated my ability or underestimated the difficulty of typing minutes. I started late and haven't even finished typing. He frequently lifts things to move around. Lam Ka Chung is a role model. He helped a lot in design as well. Lee Olivia Wing Kei always chases others for money. It is not easy to do so. Kam Wa Mei's designs have improved with respect to the positive time flow. Kan Ying Hei helped the society to communicate with other societies. She encounters lots of annoying people so it is a very difficult task. She has interacted and mingled a lot with others. I always feel Sit Hiu Chi is very tired and has lots to do. Even though he is very busy he still tried his best to follow the things that he is in charge of. He did his best. Good job. Chang Yau Ming's designs are keep improving. He is willing to perfect the design. He worked hard to do everything. Pang Chun Sum Brian and Chan Yin Hei Brian did a lot of stuff this year. Even though a lot of things they are not in charge of doing, they picked up a lot of things to do as well. They are devoted executive committee members. Thank you. Wong Ting Hei Matthew is a workaholic. When he finds me to work, he gives very clear instructions. He follows tightly about the progress and always asks you about it. He is extremely devoted as well. He has high expectations but it's good.

Tse Yuen Wah: Any feelings or discontent towards other members of the executive committee?

Chau Chun Yin: No discontent. I am grateful for their contribution. Chan Yin Hei Brian and Pang Chun Sum Brian actually took up a lot of duties, like during the Orientation Week. I originally thought there are a lot of time for me to prepare, then I procrastinated. They helped me a lot during the event which is good.

Tse Yuen Wah: Fong Kin Long are you here? Anything to add?

Cheung Long Him: Did you think that you have no time to type minutes because of some personal matters?

Chau Chun Yin: No.

Fong Kin Long: You plan to send the minutes after Extraordinary General Meeting directly or how?

Sit Hiu Chi: Send once after typing.

Fong Kin Long: How is the progress now?

Cheung Long Him: The deadline is on next Monday.

Chan Siu Man: There are no mobile versions of the society website?

Chau Chun Yin: Yes, because there are no photo albums on the mobile version.

Chan Siu Man: They did this on purpose.

Chau Chun Yin: I think there are no albums so I would like to make one, but I forgot.

Tang Cheuk Him Raymondo: Next session could try to consider whether it is necessary to make one.

Lam Yu Sang: Okay.

Tse Yuen Wah: Cheung Chun Wai.

Cheung Chun Wai: Chau Chun Yin is fine. He contributed a lot like Pang Chun Sum Brian. He works so it is okay. He managed the technical details, like mailing list and membership records. He helped me to do which is good. The problem is that the progress of him typing minutes is slow. Lam Ka Chung has made autoreply for the form asking for sources, which is very smart. He excelled academically and artistically. Lee Olivia Wing Kei always chase others for money. She is overpowered. Being a financial secretary means she is good with numbers, which I certainly don't. Kam Wa Mei and Chang Yau Ming always make beautiful posters. I am not good at arts. I would also like to credit Chang Yau Ming for helping me to type minutes occasionally. Kan Ying Hei is very extroverted. She has the high tolerance to communicate with others. Facing a stupid person is difficult, but she needs to face a lot of them simultaneously. Sit Hiu Chi has did a lot of work behind the scene. He will ask others about their progress sometimes, like minutes. He is helpful. Wong Ting Hei Matthew is overpowered like Lam Ka Chung. He is an extreme workaholic. The games in the orientation camp requires is intellectually demanding. He has very high IQ. He did a lot of stuff like room booking. It requires high emotional quotient to talk with SAO. Chan Yin Hei

Brian and Pang Chun Sum Brian are the marketing secretaries. Their job is tough. I always see companies sending email to them. It is difficult to manage huge amount of emails. They are very devoted and have the highest response rate in the group. They are willing to do things even if they are not the person in charge. Nonetheless, they are very devoted.

Tse Yuen Wah: Why do you want to become part of the executive committee?

Cheung Chun Wai: I am being scammed to join the subcommittee. Then I follow others' decision to become part of the executive committee.

Tse Yuen Wah: Do you have any achievements or improvements? It is fine if not.

Tse Yuen Wah: Start to type minutes as soon as possible.

Cheung Chun Wai: Planned to type them during holiday, but. I procrastinated.

Lau Chak Hei: It is okay.

Cheung Chun Wai: Hope everyone has higher EQ than him.

Tse Yuen Wah: How about Chau Chun Yin?

Tse Yuen Wah: Are there any problems in the cabinet or anything to say throughout the year?

Cheung Long Him: Basically for next session's reference.

Tse Yuen Wah: Any arguments?

Kan Ying Hei: Of course.

Sit Hiu Chi: Of course.

Tse Yuen Wah: How should you deal with it?

Kan Ying Hei: If there are any discontent then say it out. And it is a must to apologize afterwards.

Tse Yuen Wah: Are there any situations that you failed to meet the deadline?

Kan Ying Hei: The deadline is not absolute. We come up with a feasible solution and set a new deadline.

Cheng Man Hin: Are there any policies that require one to pay if they missed the deadline?

Kan Ying Hei: Yes but it was usually not needed.

**Agenda item 8: To introduce and inaugurate the Executive Committee Members of IRESS, HKUSTSU, Session 2019-2020**

Kan Ying Hei motioned to discuss Agenda item 8.

The time is 20:34.

Chan Yin Hei Brian seconded.

20 For 0 Against

The motion is passed.

Kan Ying Hei: How was the Inauguration Ceremony?

Kwok Yuk Lam: The rehearsal was on 18/4 and Chemistry Society was responsible for it. The marketing secretaries have found two to three sponsors for the food. Design was almost done. We would ask the Chemistry Society to print and publish them after adding the text on the file. Originally we were responsible for the invitation part but Chemistry Society has already ordered flower for us, so we do not need to do. We were now responsible for sending email.

Yam Wun Kwan: There were no Mathematics Society this year, which society had taken up the role of financial secretary?

Kwok Yuk Lam: Chemistry Society was the coordinator, Biology society was the marketing secretary. I am not sure about the Biochemistry Society. We were responsible for the invitation part. The promotion and the decoration duties were split between different societies.

Cheung Long Him: Are there any thank you cards for the professors?

Kwok Yuk Lam: Yes, we have designed them together.

Cheung Long Him: Have you prepared the cloth for the reception table? Not sure if you guys have to do so.

Kan Ying Hei: The colour this year was black and gold. Technically you could reuse the ones last year if you found them in the Society Room.

Yam Wun Kwan: When would you give a briefing to the helpers?

Kwok Yuk Lam: We have sent the helpers' list. Biochemistry and Biology society have not yet send the helpers' list.

Cheung Long Him: Which professor have you invited to attend the inauguration ceremony?

Kwok Yuk Lam: We have sent email to the dean of science, Professor Pak Wo Leung, and Professor Frederick Fong. Other societies have invited on their own. Biology society has not found another professor yet.

Cheung Long Him: Remember to give Professor Frederick Fong a topic.

Tse Yuen Wah: Otherwise he may not speak well on the stage.

Cheung Long Him: Were you responsible for the name card, or others were?

Kwok Yuk Lam: I remembered that biology society was responsible for the design.

Cheung Long Him: You supposedly have sent emails to invite other societies to attend the inauguration ceremony, have you forward the name list to biology society? Since they are supposed to prepare the name tags, so they would need the list.

Kwok Yuk Lam: The list was on the drive so it has already been shared.

Chan Siu Man: Remember to double check the names.

Cheung Long Him: Whose were wrong back in our year?

Chan Siu Man: Mine.

Chan Siu Man: Were there any societies apart from the Chemistry society competing for the coordinator?

Kwok Yuk Lam: Biochemistry Society, but they had only 5 people in the cabinet.

Cheung Long Him: Have you signed the agreement yet?

Shirley: Yes.

Cheung Long Him: Remember you have to prepare a pin for the guest to pin their flower onto their shirt.

Chan Siu Man: Remember to open the pocket on the suit as soon as possible. Prepare a knife to cut at that time is acceptable.

Cheung Long Him: Which promotional items you have to design?

Kwok Yuk Lam: Thank you card, certificate.

Chan Siu Man: This year each society would give a briefing on their helpers or do it together?

Kwok Yuk Lam: Altogether by the coordinator.

Chan Siu Man: Remind Chemistry society to prepare better for the briefing. Last year I was one of the helpers. I did a lot and briefed other helpers.

Cheung Long Him: Have you finished the invitation card yet?

Kwok Yuk Lam: Biology Society had not yet confirmed which professors would be coming.

Kan Ying Hei: You must finish them before the Midterm Break. If they were not ready, then Biology Society should give to their professors on their own later.

Cheung Long Him: If biology society did something not good, let them do it. You were responsible for invitation part, yet every society is responsible for inviting their own professors. You would not invite for them. Do you have name card?

Kwok Yuk Lam: No.

Cheung Long Him: If you need to exchange name card then that is the time do so. Prepare the name cards for EV, president and marketing secretary.

Kan Ying Hei: For me, giving the name card representing the whole cabinet is okay. If you don't want to receive a lot of message, as it would be bit troublesome, then the name card for the whole cabinet is good enough.

Cheng Man Hin: If you choose to do so, highlight yourself on the card.

Kan Ying Hei: Try not to make it not too ugly.

Cheung Long Him: Which societies have you found to attend our ceremony? Inside and outside of UST.

Kwok Yuk Lam: I have the list here.

Cheung Long Him: Do you have to design the floor plan also?

Kwok Yuk Lam: No.

Cheung Long Him: Remember to print out the list for record.

Tse Yuen Wah: Leave a few name tags for spare.

Cheung Long Him: Notice that there might have some walk-ins. The only thing you could do is to send what you have now. If you wait for all of the societies first before sending, it consumes a lot of time. If they did poorly, let them do it.

Chan Siu Man: Who were the helpers this year?

Kwok Yuk Lam: My secondary school classmates and IRE Year 1 students who are not part of the cabinet.

Kan Ying Hei: What are the duties of the EV?

Kwok Yuk Lam: Basically is to organize activities with other societies, including inauguration ceremony and singing contest. We had to discuss with OAC about the details of the Orientation Camp. The EV have to maintain good relationship with other societies also.

Kan Ying Hei: If you need to vote for the representatives for the OAC, do you have any preferences?

Kwok Yuk Lam: Chemistry society's would be a good choice. Even though sometimes they did not follow the deadline, but still they are responsible and high working ability. They actively take up a lot of duties. The other one should be Biology Society, even though I don't know whether he wants to be part of the OAC or not, but he could be.

Kan Ying Hei: Basically their last session would force them to do so, especially when this year there are only five people from the Biochemistry Society.

Cheung Long Him: But Biology Society sent things lately in the Inauguration Ceremony, were they still capable of becoming part of the OAC?

Kwok Yuk Lam: But the Biochemistry Society is even latter.

Kan Ying Hei: Which cabinets are closer in the Science field?

Kwok Yuk Lam: Chemistry and Biology Society.

Kan Ying Hei: Last year I thought Biochemistry Society has isolated themselves, leaving Chemistry and Biology Society together. But turns out they had some arguments between the two societies. Chemistry society hates the biology societies, a bit childish though. If there are something like that, then you could try to help.

Cheung Long Him: Be sensitive. If there are any fights within, you could try to worsen it.

Kan Ying Hei: If you see Chemistry and Biochemistry Society fight against each other, then you could do so.

Chan Siu Man: Other than conflicts, please maintain good relationship with societies, not limited to the science field.

Cheung Long Him: Theoretically EV has to communicate with other associations outside of UST. We mostly collaborate with societies within UST. For Business societies, it is common for them to have Internal Vice President in charge of the communications within UST, not the EV. Their EV focuses on the collaborations outside of campus.

Tse Yuen Wah: If you were not free for the society meeting, who would you find?

Kwok Yuk Lam: The president, because he has hall. Last meeting I was sick and I found him.

Cheung Long Him: If other societies had conflicts with each other, and refuse to have meetings between EVs, what would you do? Especially my year OAC election meeting, the biochemistry society requested to vote immediately and they won. Biology and Chemistry Society were unhappy and they left. What would you do?

Kwok Yuk Lam: I would find them privately and separately. I would try to resolve the conflict and make them accommodate each other.

Cheung Long Him: To be frank it is difficult to do so. I talked with Biochemistry, Mathematics, Physics Society, to complain Chemistry and Biology Society. We only send the results of the four societies. Chemistry and Biology Society were unhappy but we told the authority it is because of their absence. You could to be a deadline fighter, and remember to have 2 hand preparation for resolving these kind of conflicts.

Tse Yuen Wah: Why do you want to be the EV?

Kwok Yuk Lam: Originally we think Alan and I were pretty suitable for being the EV. Alan become the president so I became external president. I was happy with most of the people during the subcommittee function.

Tse Yuen Wah: Any expectations on them?

Kwok Yuk Lam: We have very few people, therefore everyone is with high workload. We hope to finish the activities in accordance with the year plan safely.

Cheung Long Him: Any associations for the EV, e.g. OAC?

Kwok Yuk Lam: OAC is for orientation camp and orientation week. Every field choose some of the representative to discuss the date of orientation camp, the details related to the distribution of hall places also.

Cheung Long Him: How do they decide? By voting, discussion, lucky draw? Are there one vote from every field, or one vote from every representatives in the OAC?

Kwok Yuk Lam: Voting.

Cheung Long Him: Voting in OAC was not by simple majority. They would have to pass like 70%. For instance, when they vote for the dates of the orientation camp, each field would propose an order. The plan would be voted but would require a certain percentage of votes to pass. I remember is not 50%. I think they would. Need 11 votes but I forgot how many votes are there in total.

Kan Ying Hei: So I suggest you to see who will be the representatives in OAC from other field. If next year OAC gives Hall 3 and Hall 4 who would you vote?

Kwok Yuk Lam: Chemistry as they are more familiar with Hall 4.

Kan Ying Hei: Biology is close with Hall 3. Biochemistry society, Student social service society, Economics Society were close with Hall 1. Finance Society with Hall 4.

Cheung Long Him: In addition to OAC, biology society found few hall 3 people for votes. Be careful. I mean you should be careful. If no one wants to be OAC, and they say your societies have a lot of executive committee members, why don't you do? Then you can be like: see my Internal Vice President is like this, how could I manage the duties in OAC also.

Cheung Long Him: Tell me which External and Internal Vice President from the business societies you know.

Kwok Yuk Lam: Apart from Science field, I am more familiar with the representatives from Engineering. I have met out with the representative from Civil Engineering. I am not too familiar with the representatives from the halls, but is fine with Hall 5. I can recognize the representatives from Food, Game, and Archery Society.

Cheung Long Him: How about the functions of council?

Kwok Yuk Lam: Finance.

Cheung Long Him: You could ignore that. If someone is being penalized, help them.

Basically we won't be penalized. A common source of conflicts between the societies are the placement of the posters. In case there are EV from other societies complaining about your poster, or your poster is being teared off, what would you do?

Kwok Yuk Lam: If I know that person, I would to talk to them. I believe the board should have enough spaces for the posters.

Cheung Long Him: It is hard to tell. Sometimes a societies would post an poster with A1/A2 paper, holding the space. So no one could paste posters on there. Usually there will be problems in the science societies regarding the poster, but it can usually be resolved. It is often resolved by telling them about it. If you decided to cover others' posters, remember to see their expiry dates. If it is passed, then go ahead. Date could be changed twice on the poster. Orientation Camp you need to discuss with other societies about it. I would personally recommend Hall 6.

Kwok Yuk Lam: Hall 6.

Chan Siu Man: Hall 7 is expensive.

Cheung Long Him: It would be better if the dates for the orientation camp include a weekend. It is less preferable to have a slot like Tuesday to Thursday.

Kan Ying Hei: Comment on other EVs in the science field.

Kwok Yuk Lam: Chemistry, apart from post deadline fighting, they were productive and willing to help other societies. Biology was efficient for duties that were given to them, but was not aggressive which is good. For Biochemistry, I don't understand why would they opt for becoming the representatives even when they have so few members in the cabinet. Not quite efficient but aggressive.

Kan Ying Hei: That is sad actually.

Tse Yuen Wah: Any other questions?

Kwok Yuk Lam: Comment on the cabinet members.

Kan Ying Hei: I allow you to skip Internal Vice President.

Kwok Yuk Lam: Chan Tsz Ching is efficient. If I need to have a poster, she could give out the design in a few days times.

Tse Yuen Wah: Personality wise?

Kwok Yuk Lam: Detailed orientated and can always look for problems for correction. She could often find out the problems in the draft. She don't usually pick up the duties herself. But if she took up the task, she would complete it.

Wong Kim Lok Kimson is efficient yet we do not contact each other much. It is like if I ask him to make a google form before meeting, he would have prepared one by the end of the meeting.

Lam Yu Sang is a handy man. I find him whenever I have to send email. He appears less often in Life Science Common, but he is productive.

Leung Ka Wun Casey does a lot work by himself. I have told him to order products in the promotional period. I did not give clear deadline but he has finished that by the next time we discussed about it.

Cheung Cheuk Lun Alan has did a lot of work. I collaborated happily with him. I hope you can participate other activities.

Lau Chak Hei is not irresponsible but you have to remind him frequently.

Kan Ying Hei motioned to lay the remaining Agenda items until the next session of Annual General Meeting.

Pang Chun Sum Brian seconded.

The time is 22:21.

20 For 0 Against

The motion was passed .

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

Date: 16-04-2019

Venue: common room 4

Time: 19:32

Chairperson: Sit Hiu Chi

Minute taker: Chau Chun Yin, Cheung Chun Wai, Lam Yu Sang

The business of the Annual General Meeting 2019 of IRESS, HKUSTSU shall be:

1. To commence the meeting;
2. To receive and adopt the agenda of the Annual General Meeting 2019 of IRESS, HKUSTSU;
3. To receive and adopt the minutes of the Annual General Meeting 2018 of IRESS, HKUSTSU;
4. To receive and adopt the minutes of the 1<sup>st</sup> Extraordinary General Meeting of IRESS, HKUSTSU, Session 2018-2019;
5. To receive and adopt the Annual Report of IRESS, HKUSTSU, Session 2018-2019;
6. To receive and adopt the Annual Financial Report of IRESS, HKUSTSU, Session 2018-2019;
7. To vote and announce the Honorary Members;
8. To introduce and inaugurate the Executive Committee Members of IRESS, HKUSTSU, Session 2019-2020;
9. To receive and adopt the Year Plan of IRESS, HKUSTSU, Session 2019-2020;
10. To receive and adopt the Financial Budget of IRESS, HKUSTSU, Session 2019-2020; and
11. To adjourn the meeting.

**Agenda item 1. To commence the meeting**

The time is 19:32.

No. of full members present: 15

Quorum was met.

Chairperson Sit Hiu Chi started the Annual General Meeting.

**Agenda item 8. To introduce and inaugurate the Executive Committee Members of IRESS, HKUSTSU, Session 2019-2020**

Leung Ka Wun Casey motioned to resume the discussion of Agenda items 8.

The time is 19:40.

16 For 0 Against

The motion was passed.

**Promotion Secretary**

Chan Tsz Ching: I am current promotion secretary and I am in charge of decoration.

Nominated cabinet paper, name card and posters. In inauguration, I designed ty card, invitation card, certificate and envelope.

Chang Yau Ming: How do you design?

Chan Tsz Ching: basically find elements on the internet that sticks to our society image and colours, which are black, blue and purple, then I add suitable words on them.

Chang Yau Ming: Do you have any discussion with other member before you design?

Chan Tsz Ching: The design is thought by myself entirely but I will give it to WhatsApp group and let them view afterwards. This year is Kwok Yuk Lam who ask me to find it and basically follow the colour theme and decorations after the designs.

Chang Yau Ming: Any problem with the discussion with other societies?

Chan Tsz Ching: No comment is received yet.

Chang Yau Ming: What software you usually use to design?

Chan Tsz Ching: Photoshop and Canva?

Chang Yau Ming: If it is Canva, did you open a paid account?

Chan Tsz Ching: No

Chang Yau Ming: Actually, you can consider paid and make an account.

Kan Ying Hei: I think Canva does not need to pay.

Kam Wa Mei: Canva can no need to pay.

Chang Yau Ming: You can see and consider. I think it is convenient.

Kam Wa Mei: Orientation camp tee and society tee have what difference?

Chan Tsz Ching: Orientation camp tee is for freshmen and group leaders to wear during orientation camp, basically for that 3 day 2 night. Society tee is basically for member to wear afterwards and it is more long term.

Chang Yau Ming: What should be included in poster?

Chan Tsz Ching: IRESS in big font size, event date, name, expiry date, society chop, fee, contact person

Chang Yau Ming: Which information should have the biggest font size?

Chan Tsz Ching: Our society name.

Chang Yau Ming: Briefly talk about the positions that you can put on posters.

Chan Tsz Ching: Bus stop, LG1, LG5 new escalator, 1/F lift 17-18

Chang Yau Ming: How about public notice?

Chan Tsz Ching: I have mentioned about it already.

Chang Yau Ming: will you consider putting A2 posters?

Chan Tsz Ching: I think A3 is enough, we can use Facebook or email for promotion.

Chang Yau Ming: I agree, but SU print shop can print A2 size.

Chan Tsz Ching: Last year, I went there, but they says cannot. I tried but they don't have it.

Chang Yau Ming: But anyways it is relatively expensive and not preferred.

Kam Wa Mei: If there is no place to put posters, what will you do?

Chan Tsz Ching: Find if there are some expired posters and stick new poster to cover it.

Chang Yau Ming: Will you remove the old poster when you need to paste new poster?

Chan Tsz Ching: Removing will be better, also, if you put on it too many times, the board will be too thick.

Chang Yau Ming: When need to release poster before event?

Chan Tsz Ching: Design it one month before the function, and stick it for 3-4 weeks prior to event date.

Chang Yau Ming: Except for poster, what can be used to promote?

Chan Tsz Ching: WhatsApp big group, private message to members, email and Facebook.

Kam Wa Mei: Also, you can post on Facebook and Instagram to post poster, so that it is useful.

Chang Yau Ming: This year society jacket, do have any basic design?

Chan Tsz Ching: Not now. But I have some ideas for society tee.

Chang Yau Ming: Briefly explain it.

Chan Tsz Ching: In front is IRE is irritative , radioactive, explosive and back write superposition.

Chang Yau Ming: What are the colors?

Chan Tsz Ching: Last year used black, so this year will choose dark blue so that it will not be repetitive, and words are white.

Chang Yau Ming: Society jacket was my person in charge event, private message is important. This year, the sales volume is low, maybe you can contact manufacture and ask to have a sample during having counter.

Chan Tsz Ching: OK

Kan Ying Hei: And release design earlier because some may not buy our jacket if they already bought others'.

Chang Yau Ming: Remember you need to ask whether it has zip as the picture. Sometimes, originally the picture has zip but the actually one does not.

Kan Ying Hei: Also, if originally they say have zip and turned out no, you can report and they will send a new set for free. So you can get double size.

Chang Yau Ming: I remember that my mentee, they got the wrong ones for free and if order society tee and society jacket, what is the acceptable range of money? Manufacturer will you ask this.

Chan Tsz Ching: I will ask Leung Ka Wun Casey to help. So I am not quite sure about it.

Chang Yau Ming: I think the Marketing Secretary has more information and is easier to get discount.

Kam Wa Mei: What else except Inauguration promotion? Any examples for IRESS and society cabinet design?

Chan Tsz Ching: Name cards. In the last few days, I made cards for EV, marketing secretary and president.

Kam Wa Mei: After cards, you can consider to design Executive committee tee as you can wear them in end of semester party. After that Orientation camp materials, talk about Orientation camp need what design?

Chan Tsz Ching: Mainly Orientation camp tee, poster, and games resources. Your year made drawstring bag

Kam Wa Mei: other products depends on the situation, props depends on games person in charge, see their requirements. Basically most important is booklet. I realized need to design the booklet very soon so it was very rush.

Chan Tsz Ching: OK.

Chang Yau Ming: And Orientation camp booklet and props , do you need help?

Kam Wa Mei: Can you make small gifts? Like stickers.

Chan Tsz Ching: Thought of make a key chain with their name if we have bags.

Chan Tsz Ching: Lam Yu Sang is a good society cabinet member, I ask him to help with something and he will help fast and efficiently. Leung Ka Wun Casey is a responsible marketing secretary. He can give the products and leaflet on time.

Kam Wa Mei: Remember to ask him to bargain and compromise with Wong Kim Lok Kimson.

Kam Wa Mei: Remember to communicate with Wong Kim Lok Kimson about the prize. We often thought we buy something too expensive.

Chan Tsz Ching:

Cheung Cheuk Lun Alan is an artistic president, sometimes he helps to design something.

Lau Chak Hei, no comment. Wong Kim Lok Kimson is a responsible society cabinet member with very punctual personality. Kwok Yuk Lam is a suitable person for EV, she is responsible and do work at the back, good role.

### **Marketing Secretary**

Leung Ka Wun Casey: I am this year's marketing secretary. I am responsible for booking and ordering during promotion period, society cabinet jacket and society paper and souvenir. I also went to print and order card for inauguration and during orientation camp, I need to find sponsor.

Pang Chun Sum Brian: Do you remember constitution?

Leung Ka Wun Casey: Marketing secretary is responsible to do things with publicity of society like find sponsor

Pang Chun Sum Brian: In promotion period, did you only mark one company?

Leung Ka Wun Casey: Yes

Pang Chun Sum Brian: It's okay but did you think of the cause of the problem?

Leung Ka Wun Casey: I started too late, I will start earlier for orientation camp

Kam Wa Mei: Remember to tell promotion secretary to hurry.

Pang Chun Sum Brian: In promotion period, I give you sponsor list, right?

Leung Ka Wun Casey: I sent many emails, and they were rejected. Like a lot is they changed the email address so I think it needs update. Maybe you should update them if we have next session, I would remind them to find sponsors earlier.

Pang Chun Sum Brian: Usually sponsor is around June after finishing finals. Then, you can start ask. You know how to use mailing list?

Leung Ka Wun Casey: Yes.

Pang Chun Sum Brian: In promotion period, what channel you used to find sponsors?  
Through email?

Leung Ka Wun Casey: Yes.

Pang Chun Sum Brian: If email response rate is low, what will you do?

Leung Ka Wun Casey: Try to message people through WhatsApp, on Facebook pages, or go to their website and see contact method and find them. They usually sponsor orientation camp, not promotion period, so sponsor is so little. Perhaps they think the time is limited to do, so they wouldn't prefer promotion period.

Pang Chun Sum Brian: You are Chris Wong.

If there is a company that actively approach you and suggest to give you sponsor, for example cash or product but need you to find 30 people to register its account, for example to start an account to find tutor job. Will you accept?

Leung Ka Wun Casey: I will ask in WhatsApp group whether the decision is rational. I will ask for society cabinet members for ideas. Personally, I think it is feasible to find 30 people

Pang Chun Sum Brian Pang: Sponsor company will find us each year, so many old ghost will have the account that they don't want. You need to see if it is feasible or not also if you think it is risky then don't let members take the risk. Marketing secretary is responsible to our society, not the company. Be aware of the requirement responsible for the cabinet, not the company. Notice special requirements, if you gave deposit then realise there is some restriction then is not okay.

Pang Chun Sum Brian: Now is situation 2, if a company give a fine sponsor, for example 1000 cash sponsor, if it gives you \$1000 sponsor and will come to orientation camp on the first day to sell their product like ice-breaking in common 5 or 6 to sell their product.

Chau Chun Yin: 1000 is too little.

Cheung Chun Wai: At least 7000.

Leung Ka Wun Casey: I will ask their opinions first (cabinet members). But I don't agree with it personally, it would interfere with the flow of the orientation camp and participants will feel like they wasted the time, it is boring.

Pang Chun Sum Brian: Make sense. First, member will be unhappy and they think I come here to play, why do I need to help you get product, feels like it is using them to gain product. Consider the feelings of participants, you shouldn't do that. Secondly, \$1000 is very little so

basically those company that approaches you from outside, only consider those who is really appealing and useful. Otherwise, if they find you to corporate, it is for getting benefit for you. Before, there is a company who found us and it is like a voting system catered for university student and can substitute google document. And the society have 200 people can receive 2k, but we do not have this many people to do the task.

You can try to balance and see if it is beneficial but I think usually is not good.

If you think it will benefit much then you can try.

Like there is one company, we approached them during promotion period and we followed the last session's promotion method and send them email. First, there are many title sponsorship, we tried to send an email to them and turned out there is a company who contacted us back. We hold an event in their name and will give a certain amount of coupon of that company for them.

Leung Ka Wun Casey: It depends on the discount they give us because I remember there are some that are difficult to work it out, but why title sponsor cant?

Pang Chun Sum Brian: No, it somehow works but it will be awkward, like if you hold an orientation camp, you need to put the company name after every IRESS name.

Leung Ka Wun Casey: Will other society do this?

Chan Yin Hei Brian: Actually they replied us 1 week before promotion period, at that time, booklets and stuff are already printed.

Leung Ka Wun Casey: So it depends if we need to remake stuff then?

Chan Yin Hei Brian: Base on time.

Pang Chun Sum Brian: Our society member don't like have so many stuff. Like the big societies will not care, they do many events with companies especially business society. But our society usually don't do that. An event may not only hold by us, we will cooperate with other society like inauguration, is a joint society inauguration so it is difficult to ask name in it which will create some problems.

Chan Yin Hei Brian: Another company ask if they can open counter in our promotion period.

Leung Ka Wun Casey: I have too, that is why I rejected.

Pang Chun Sum Brian: Marketing secretary is wise, it is okay to take risks but don't make things bad. Orientation camp order tee, any requirement from companies?

Leung Ka Wun Casey: Yes, not much problem. Basically is finish design before late may and mainly send designs before end of the month.

Pang Chun Sum Brian: Also, if at last you marked few things, you can consider to buy cheap things to put in sponsor package and can search in society room. Society room has many treasure.

Leung Ka Wun Casey: Like water and tissues. If you need to use society room product, Chan Yin Hei Brian and I think is ok, but some previous sessions may have concerns. Past executive committees have many concern about this problem. They might have concerns about the need to give money back to things that belongs to past sessions.

Cheung Chun Wai: Isn't it that things in society room is publicly used according to past Annual General Meeting?

Pang Chun Sum Brian: I mean just in case, you can ask last society cabinet for confirmation Comment on society cabinet members.

Leung Ka Wun Casey: Wong Kim Lok Kimson is a responsible financial secretary, he give me back money punctually and will ask you for receipts. Sometime I forget to give him receipt and he remind me. Cheung Cheuk Lun Alan is a responsible president, he will distribute jobs. Lam Yu Sang is good and funny, he is the only girl in the cabinet.

Li Wing Shun: Regarding the props needed for event, financial or marketing or PIC, who will compare price?

Leung Ka Wun Casey: I am in charge to bargain and choose.

Li Wing Shun: Leung Ka Wun Casey compares price? the problem is that after comparing, if you and pic have different opinion, who has the ability to choose at last?

Leung Ka Wun Casey: Because a lot of times after bargaining the price won't have much difference, I will send group to inform them. If there is large difference will ask PIC.

Li Wing Shun: When you are buying stuff for small event, it will be fine. But when you manage society products, like have large amount of things, that the difference will go up.

Small difference in unit price will result in large difference. Also, sometimes you not only need to consider price but also the quality of the products. So those times you can ask with the whole society cabinet and pic for confirmation.

Lau Wing Sum: when order things, it is better to check with provider about the quality like print papers and file, especially paper, the quality is not good enough.

Pang Chun Sum Brian: Are you using E-print?

Leung Ka Wun Casey: No.

Lau Wing Sum: Marketing secretary order things better have more communication with promotion secretary.

Pang Chun Sum Brian: Society paper used Taobao?

Leung Ka Wun Casey: No, I order in Yau Ma Tei and is cheaper than E-print a lot.

Pang Chun Sum Brian: Cheaper than E-print?

Leung Ka Wun Casey: Yes.

Pang Chun Sum Brian: If for orientation camp, some products you can go directly to the company and see the quality, ensure the quality is good.

Lau Wing Sum: if it is tailor made stuff, better not use Taobao.

Leung Ka Wun Casey: OK, tailor made products can find local company.

Lau Wing Sum: I think this promotion period, you mark too little stuff and are pretty strange. So orientation camp, orientation week, mark more stuff and can try to find other society's marketing secretary and see if they have good stuff.

Leung Ka Wun Casey: So ask EV to find marketing secretary ?

Chan Yin Hei Brian: There is no need. For Inauguration, other marketing secretaries will approach you. Have some orientation camp sponsor find you?

Pang Chun Sum Brian: Have hang fung hong?

Leung Ka Wun Casey: Yes, our executive committee jacket is ordered from there

Chan Yin Hei Brian: Yes, as its boss is a past executive committees from hall. Many society's marketing secretary will find them.

Leung Ka Wun Casey: Yes should be this.

Pang Chun Sum Brian: Because hang fung is find out by last hall 4 society cabinet. They have a monopoly way, if joint society to order stuff you will get better discount.

So if wants to find hang fung, then you can find other marketing secretary to order together

Leung Ka Wun Casey: Usually when find them?

Pang Chun Sum Brian: Around inauguration, afterwards will have someone add you in that group, then they will have a list for filling in for hang fung .

Chan Yin Hei Brian: Initially they didn't add us, but we have science field marketing secretary group then afterwards they add us back. So basically wait for hang fung hong briefing.

Pang Chun Sum Brian: We were not added initially. then we ask them why then they add.

Li Wing Shun: I think Chan Yin Hei Brian should know if you attend hang fung. You need to go for meetings.

Pang Chun Sum Brian: Yes, I have a lot of talk needed to go.

Li Wing Shun: In case you are unavailable who will you find?

or Chan Yin Hei Brian have good suggestion?

Pang Chun Sum Brian: This thursday? Are you ok?

Leung Ka Wun Casey: Yes.

Pang Chun Sum Brian: Anyways, suppose if you are not free to go or find cabinet members that is trust worthy. Do you plan to go alone or find someone else? If possible, you can find one more cabinet members . Because usually these talk will find you to ask names and make decision at that time. Only one people, it is hard to decide, one more people can ask for opinion. So if have one more people then it will be better.

Leung Ka Wun Casey: Any sample from hang fung?

Pang Chun Sum Brian: I think no.

Cheung Cheuk Lun Alan: last year is hang fung?

Pang Chun Sum Brian: No, it is signature.

Leung Ka Wun Casey: Oh that briefing should be signature, not hang fung.

Chan Yin Hei Brian: Signature usually won't ask you to sign things immediately so should be fine.

Pang Chun Sum Brian: Do you have any ideas between the two?

Leung Ka Wun Casey: As hang fung does not yet sent. While signature sent.

Pang Chun Sum Brian: Wow so late? Also, remember if use signature, they can give you sample, and will have colour sample. Remember to take photos and send to promotion secretary and see if can match to it.

Chan Yin Hei Brian: Be careful about the shading, also Signature need to early find as the location is pretty hidden. if hang fung have, they would usually come to UST, so it's more convenient.

Leung Ka Wun Casey: OK

Li Wing Shun: Chan Yin Hei Brian Pang Chun Sum Brian forget to ask basic question, like why you want to be marketing secretary and what do you want to achieve.

Leung Ka Wun Casey: Actually join society cabinet is want to do things together with this pile of people. I want to try new stuff, so personally want to do more things so chose marketing secretary, but basically every post is okay too.

Leung Ka Wun Casey: I will continue to comment my society cabinet member. Kwok Yuk Lam worked very hard and is suitable to be EV, she can be friend with a lot of society and will inform us the discussion with other society. Lau Chak Hei sometimes will help and stick posters. Cheung Cheuk Lun Alan, he have appeared in events which is good.

### **General Secretary**

Chau Chun Yin: What is the duty of being a General secretary?

Lam Yu Sang: Minutes, edit minute, send email, lifting, send email to IRESS members  
And general stuff.

Chau Chun Yin: Last 2 year have 2 general secretary. But you are the only one. How do you tidy minute?

Lam Yu Sang: Find others to help. At least 2 people type or else editing would be hard.

Chau Chun Yin: From promotion period to now, do you have regular meeting? who take minute? Every time you take minute?

Lam Yu Sang: Whoever free takes minute, but usually is me

Chau Chun Yin: Executive committee meeting minute need how long to tidy the minute and let your cabinet members read?

Lam Yu Sang: Not sure, but I will follow up with them.

Chau Chun Yin: Minutes taken after meeting will let them see?

Lam Yu Sang: Yes, I will upload to group for those who are absent.

Chau Chun Yin; after meeting, tidy the executive committee minute fast. Don't be like me

Lam Yu Sang: Ok.

Chau Chun Yin: 1 people type executive committee minute is fine. Not like Annual General Meeting has so many stuff.

Chau Chun Yin: Full name of soc?

Lam Yu Sang: International Research Enrichment Students' Society, HKUSTSU

Chau Chun Yin: What is the Chinese name?

Lam Yu Sang: 香港科技大學學生會國際科研學生會

Chau Chun Yin: What should be included when you send email.

Lam Yu Sang: Banner, time, contact, disclaimer for those no want receive email. Basic contact information of PIC.

Li Wing Shun: why you want to be general secretary

Lam Yu Sang: Basically I love manage stuff, compared with EV, that need to communicate with others, I want less communication and also want to be more familiar with cabinet members . so general secretary is better.

Chau Chun Yin: You are PIC for Orientation week?

Lam Yu Sang: I am responsible for the registration day.

Chau Chun Yin: When you find new members, what information is needed?

Lam Yu Sang: Full name, contact, ITSC.

Chau Chun Yin: Mainly full name and ITSC. Other is okay. Good to have phone, student id, intended major.

Pang Chun Sum Brian: Better ask phone as it would be embarrassing if no telephone. You may need to use ITSC to find that guy to ask him for contact. That will be weird.

Chau Chun Yin: Remember to upload member list after orientation week. When need to send it to SU?

Lam Yu Sang: Don't know

Chau Chun Yin: When they send email to ask from you. Don't be late or you need to pay penalty. Should be late October, need both soft and hard copy.

Li Wing Shun: What do you do except the basic duties of general secretary, what will you do?

Lam Yu Sang: Basically lifting. If other post have things need opinion then I will help. Also send email and type minutes.

Chau Chun Yin: when send email, will you send the draft to society cabinet members to proofread?

Lam Yu Sang: Yes

Chau Chun Yin: Who? group?

Lam Yu Sang: I sent to Kwok Yuk Lam. I can consider send to group.

Chau Chun Yin: If send to group, there is a problem that if a lot of people blue tick you, then you don't know whether is right or wrong.

If you send a wrong email what do you do?

Lam Yu Sang: send an amendment email.

Chau Chun Yin: If small mistake like grammar, not affecting the understanding then its fine. If information is wrong then you need to send again.

Chau Chun Yin: Your society have what membership title?

Lam Yu Sang: Full, associate and honorary.

Chau Chun Yin: Who can be a full member?

Lam Yu Sang: Science school students.

Chau Chun Yin: Need to be SU member simultaneously. But it is hard to check. Though they don't check whether they are SU member.

Lam Yu Sang: So basically ok.

Chau Chun Yin: Who can be honorary member?

Lam Yu Sang: Past executive committee.

Chau Chun Yin: All full member can be. 20% of full members can nominate one member to be honorary member to vote in Annual General Meeting. Past executive committee will automatically nominated, but need to be full member.

Chau Chun Yin: Who could be associate member?

Lam Yu Sang: All UST students.

Chau Chun Yin: Graduate can also be. Associate membership last for how long?

Lam Yu Sang: Don't know.

Chau Chun Yin: 1 year. each year need collect member fee again. Don't be Lam Tak On, that year they collect 4 years fee.

Lau Wing Sum: Next session opened bank?

Cheung Long Him: Need to discuss later since Wong Kim Lok Kimson need to apply grant loan and don't want assess of property.

Lam Yu Sang: Full member 4 year \$120. Associate 1 year \$40

Chau Chun Yin: Do you know how to edit society web?

Lam Yu Sang: No

Chau Chun Yin: Anyone from your session know how to edit?

Leung Ka Wun Casey: I am fine with HTML.

Chau Chun Yin: Actually not much things to do, update executive committee list, upload photos after events.

Lau Wing Sum: Remember to upload to Facebook too.

Lam Yu Sang: Ok.

### **Academic Secretary**

Lam Ka Chung: Academic Secretary have what to do?

Lam Yu Sang: Manage sources, add new sources, send email to professors, send source to requesters. Booking venue of journal club.

Lam Ka Chung: Also answering Facebook. Basically answer member's academic question.

Chau Chun Yin: Would you considered to hold math journal club?

Lam Ka Chung: regarding the source, if non-member ask source will you give.

Lau Wing Sum: I will tell them to join member first.

Lam Ka Chung: Usually upload the link at WhatsApp group and most are member. How to find sources?

Lam Yu Sang: Ask society cabinet members what course have they registered and ask them to give source. Like lab reports. If members requests unavailable sources, then I will ask them whether they have add more information about the courses.

Lam Ka Chung: Some course didn't change a lot over 4-5 years, but will change suddenly, so prepare for it. What have you done as an Academic Secretary.

Lam Yu Sang: Regarding to source, I didn't make any. But in inauguration, I ask multiple professors to come to inauguration.

Lam Ka Chung: Do you know the coordinator of each majors?

Lam Yu Sang: Physics is Professor Lortz, Life science is Professor King Chow, Mathematics is Professor Meng Guowu. Professor Pak Wo Leung is the coordinator for the program.

Lam Ka Chung: Remember that math coordinator changed.

Chan Yin Hei Brian: Chemistry is Professor Huang Jinqing.

Lam Ka Chung: For Mathematics, you can find Professor Frederick Fong.

Pang Chun Sum Brian: For IRESS regathering email except the list, there are 5 professor receiving the email.

Lam Ka Chung: You can contact the person on the not so updated website to ask them to change the information of the website to prevent misleading.

Lam Ka Chung: Briefly talk about IRE requirements?

Lam Yu Sang: Follow UROP, SCIE 2500,3500 3900,4500 and take 2 non major 2000 level science course and follow specific major requirement.

Lam Ka Chung: If members take a course that exclude a course of their major requirement. what should he do?

Lam Yu Sang: Take a form to apply for this.

Lam Ka Chung: ARR website have many forms, one is “deviation from major” stuff. A lot of members need to double major. Then how to do?

Lam Yu Sang: Year 2 or later can declare. Basically need satisfy the requirement

Lam Ka Chung: Easy, find coordinator and ask. You first need to find the coordinator for second major, then he will guide you to first major’s coordinator.

Lam Ka Chung: If other society ask you to exchange source? How to do?

Lam Yu Sang: Ask cabinet member to discuss first.

Lam Ka Chung: Yes, first discuss with cabinet members first, also can ask past executive committees. Your past of the past Academic Secretary is powerful.

Li Wing Shun: Do you know what event need to invite professor?

Lam Yu Sang: Inauguration, orientation camp can invite to let freshmen to know, research sharing can find them as guest.

Lam Ka Chung: If you need find KC, he is super busy. Better ask early. Last time I ask him 2 weeks before and he is still not ok, 3 to 4 weeks before the event is better.

Li Wing Shun: You forget photo taking and annual dinner.

Lam Yu Sang: Oh sorry.

Li Wing Shun: These 2 events need professors, more important to have professor than orientation camp and research sharing. You better ask professor earlier. Also, you need to consider member and professors’ availability.

Lam Ka Chung: Will you invite professors for research sharing?

Lam Yu Sang: Yes, as professors can give more detailed information. If we can invite then I will invite.

Lam Ka Chung: But remember senior member's direction is closer to ground if you can invite both professor and senior members.

Lam Yu Sang: Senior students will be more close to ground.

Lau Wing Sum: For source, if you are free then come up to chat and see if someone studying weird courses that no one has taken before. Then you can enrich the database.

Lam Yu Sang: Ok, I will ask more people.

Lau Wing Sum: IRE everyone have a lot of different hobbies. There will also be strange source.

Lam Ka Chung: If some member share 10gb lecture video to you, what will you do?

Lam Yu Sang: If storage allows, I will do it. And see member have needs or not as people seldom need that long lecture video.

Lau Wing Sum: Society drive should have 1TB?

Lam Ka Chung: How to transfer to IRE?

Lam Yu Sang: First, one needs to have good GPA and have a research direction.

Lam Ka Chung: Need interview.

Lam Ka Chung: If member ask you, you can refer to people who successfully transfer in IRE

Pang Chun Sum Brian: OK

Lau Wing Sum: How to introduce to others "What is IRE"?

Lam Yu Sang: A program for student who want to pursue a research career and have opportunities to conduct research.

Lam Ka Chung: near DSE result release, someone will ask you about IRE. You may need to encourage them.

Li Wing Shun: I think no need to encourage, but need provide information. Facebook is a good way for secondary school to obtain information for ire.

As an Academic Secretary you could look at Facebook more and other cabinet members if see it, you can ask Academic Secretary to reply or reply it yourself.

Lau Wing Sum: If you see something about your cabinet members, remember to tell him or her.

Cheung Chun Wai: who is responsible for checking email?

Lam Yu Sang: Me.

Lam Ka Chung: How to collect source request?

Lam Yu Sang: Open google form then put on big group, also late joining member will private message them directly.

Li Wing Shun: If professor did not reply your email after a few day what do you do?

Lam Yu Sang: If not urgent then wait. If urgent then send a reminder to see if they miss the email. I did for inauguration invitation, they replied then.

Lam Ka Chung: Some professor really won't reply email.

Li Wing Shun: You need to find professor at his/her office, some professors are not always in their office.

Cheung Chun Wai: Professor King Chow's room is not near 17/18 5F but 4/F IPO.

Lam Ka Chung: Which professor are you familiar with?

Lam Yu Sang: Professor Frederick Fong, Professor Pak Wo Leung, Professor King Chow.

Comment on cabinet members

Kwok Yuk Lam is a very suitable EV, talented in socialize even EV has many duties.

Chan Tsz Ching is responsible and not a deadline fighter, will complete stuff before deadline and will follow up tightly for her stuff. She will see other society cabinet member if they need help and is helpful and responsible

Wong Kim Lok Kimson is not very active, but do many backup work, in promotion period, he managed money and receipt very good. Hope that he could join more and talk more.

Leung Ka Wun Casey did lot of stuff, put many effort to marketing stuff and do a lot of things other than being marketing secretary.

Alan will inform us to do different stuff, good leadership and decision making. Many backup work and also designing.

Lau Chak Hei is quite good and helpful and will socialize with past executive committee.

### **Financial Secretary**

Wong Kim Lok Kimson: I am current Financial secretary. Basically is manage the money and ensure society can sustain. Don't earn too much or lose too much and help society members.

Cheng Man Hin: How to ensure?

Wong Kim Lok Kimson: First, financial budget will reference from previous years according to last year financial budget and report. Make a rough estimation first and then finally I will consider financial situation to control expense based on current financial record to change price and expenses.

Cheng Man Hin: Orientation camp claim subsidy is the best way, utilise \$1000 and every event lose little money.

Lau Wing Sum: But now the savings have only half and a little more.

Cheng Man Hin: But now that \$1000 can be taken back.

Lau Wing Sum: Oh nice

Cheng Man Hin: Cannot buy graduation gown?

Cheung Cheuk Lun Alan: Yes.

Cheng Man Hin: And money is not enough.

Lau Wing Sum: I think about it many times, they will rent it by themselves so it is not really needed. Like this year, only have two people need it. If is not take photos together actually it is not too important.

Cheng Man Hin: What need to be done in counter?

Wong Kim Lok Kimson: Issue receipt.

Lau Wing Sum: Yes.

Wong Kim Lok Kimson: Every day at the end of counter, I need to count money. Even if I am not present, I need to ask members to count. Security wise, money box need to put close to executive committee side.

Cheng Man Hin: What need to write in receipt?

Wong Kim Lok Kimson: Have two sides, white sides need society chop and participant's name, money collected, date, payment method, usually is cash but need to circle it.

Lau Wing Sum: And your signature too.

Wong Kim Lok Kimson: Signature must need mine or other society cabinet member is ok?

Lau Wing Sum: At the corner can be president or financial secretary.

Cheng Man Hin: Yes, usually sign in advance and remember to write full name to be clear, like have same english name will cause confusion.

Wong Kim Lok Kimson: I will ask my cabinet members to do it.

Cheng Man Hin: If executive committee sit counter, and forget open receipt then what do?

Wong Kim Lok Kimson: Ask them whether they remember who pay or not. I will ask participants to fill in google form then try to search and deduce which member forget to open receipt for him.

Lau Wing Sum: If can give out receipt in counter then do it.

Wong Kim Lok Kimson: Yes, of course.

Cheng Man Hin: How will you manage the receipt book?

Wong Kim Lok Kimson: That one basically is for recording participant's number and help for financial report and if we collected money, then we need to open receipt, so can double check in google form and know who didn't pay for events.

Lau Wing Sum: Write what in the cover of receipt book?

Wong Kim Lok Kimson: Society name and year, and which function if can.

Lau Wing Sum: Actually no need say function since it cannot be like one function one receipt book. As long as you remember the order of receipt book then it is ok.

Wong Kim Lok Kimson: Or both. If only number then I may not know what is it for. If both are written then it will be more convenient to me.

Cheng Man Hin: Suggestion, record everything in the computer first.

After the finishing of each events, how long can you make the financial report, help cabinet member claim money?

Wong Kim Lok Kimson: Financial report need society cabinet member come to claim money first, so hopefully within 2 weeks, I can collect all receipt. Then after collecting receipt,

within 2-3 days I will insert all in computer. Finally use one week time to hand in subsidy form.

Cheng Man Hin: Hopefully you can force them. If too late then don't let them claim.

Wong Kim Lok Kimson: Yes, if necessary, I will apply more forceful tone.

Cheng Man Hin: If they don't want cents what should you do?

Wong Kim Lok Kimson: I won't let society have loss of money. I will add an extra slot for like donation for extra cents. Like \$19.9 and no want cent then give \$19 but not \$20.

Cheng Man Hin: You decide in your way, it is okay.

Lau Wing Sum: You can use special method to manage.

Cheng Man Hin: What do you need for claiming subsidy?

Wong Kim Lok Kimson: Need to have loss in money first. The procedure is download a form including date of function, brief introduction, explain why lose money, give receipt.

Cheng Man Hin: How to manage receipts?

Wong Kim Lok Kimson: I will stick it to A4 paper and mark down receipts expense.

Cheng Man Hin: One A4 paper for all receipts?

Wong Kim Lok Kimson: No

Lau Wing Sum: Can hand in copy, right? I remember each A4 paper need society chop and signature of president and financial secretary.

Cheng Man Hin: No need to clearly explain why loss money. Have clear financial report explain the lose already. Which kind of event will be able to claim most of the subsidies?

Wong Kim Lok Kimson: Promotion. Administration.

Cheng Man Hin: If have special case that do not have receipts like orientation camp clothes washing, what do you do?

Wong Kim Lok Kimson: I will give SU to claim, but not sure if it can claim like this but if there is really this expense and can check easily. I will claim for them. I can check the amount easily.

Cheng Man Hin: But if you claim for society cabinet member but you cannot get subsidy, then will have loss?

Lau Wing Sum: Actually, there are another form that is for items with no receipt and require to explain why. It need your signature too.

Cheng Man Hin: You need to explain why no receipt.

Lau Wing Sum: Only need to explain why and no need to say how much.

Cheng Man Hin: If money used is from Taobao, how to claim?

Wong Kim Lok Kimson: First, Taobao have record even though we buy in Renminbi but there is display in HKD. If cannot provide the information then 1:1 exchange rate for Renminbi.

Cheng Man Hin: If it is Euro or USD?

Wong Kim Lok Kimson: It is their fault that to not provide exchange rate, so 1 to 1.

Cheng Man Hin: Claim subsidy from SU use the exchange rate at that day.

Lau Wing Sum: If it is credit card then it use month end receipt to check

Wong Kim Lok Kimson: Yes, like Taobao, they will give the amount in HKD. if not then use the current exchange rate.

Cheng Man Hin: When open counter, how much will you put inside the money box?

Wong Kim Lok Kimson: \$500.

Lau Wing Sum: I think too little. Like the fee is \$70 or \$80, people pay 100, then you will use up very soon.

Wong Kim Lok Kimson: This one I can base on previous examples like after certain events then can estimate needed money for later events.

Lau Wing Sum: You don't have bank account? If money box have a lot of money what do you do?

Wong Kim Lok Kimson: I will keep it temporarily.

Cheng Man Hin: If orientation camp collect group leader fee, \$400 each, it will be large amount.

Wong Kim Lok Kimson: I will clear the box each day.

Cheng Man Hin: Where will you put?

Wong Kim Lok Kimson: Currently no account but I will figure out how to deal with it. If I can open account then it will be great.

Cheng Man Hin: When in between the time to close and open counter, who keeps the money box?

Wong Kim Lok Kimson: I will give it to society cabinet member to keep.

Cheng Man Hin: ensure that is hand to hand. Don't be like I put it in one place and let that person get it, like life's common, it is even more people and is dangerous.

Lau Wing Sum: And people usually take their computer out, remember no to put money box behind laptop.

Wong Kim Lok Kimson: Yes, I mentioned it before, the best is put it near to executive committee and in sight.

Cheng Man Hin: How to count money if society cabinet member used the print budget. And do you think it need record ?

Wong Kim Lok Kimson: I think no need, if someone used print budget, I will monitor where it is used.

Cheng Man Hin: Do you know how to add money to society print budget?

Wong Kim Lok Kimson: Don't know

Cheng Man Hin: Two method. Buy add value card at financial office, another is use visa or Mastercard. If you do not open counter, where do you put the money box? Like during final exam?

Wong Kim Lok Kimson: If it is a long time, I will keep it myself.

Cheng Man Hin: Remember, do not put in society room, even we have lock inside as the lock is rubbish. If member joined event but cannot come and want refund, what will you do?

Cheung Cheuk Lun Alan: Depends on reasoning?

Cheng Man Hin: Main point is have a fixed policy. You guys can decide by yourself. Will you claim money if society cabinet member claim it during event.

Wong Kim Lok Kimson: If the expense is really used on the function then ok.

Cheng Man Hin: Perhaps if it is like 3 balloon and it cannot be transported usually then how to claim transportation?

Wong Kim Lok Kimson: It depends on if the transportation is reasonable. Like taxi then don't claim, MTR should be fine.

Cheng Man Hin: GoGoVan?

Wong Kim Lok Kimson: No.

Lau Wing Sum: If someone said that the thing require transportation that cannot use MTR and bus, then will you claim?

Wong Kim Lok Kimson: if MTR cannot transport then it is would be dangerous item that cannot go on MTR, we are safe society and will not use them.

Cheung Chun Wai: How about metallic balloons?

Cheung Cheuk Lun Alan: But metallic balloons won't be transported when they are inflated right?

Cheng Man Hin: Membership fee

Wong Kim Lok Kimson: \$30 each year.

Cheng Man Hin: For what member?

Wong Kim Lok Kimson: I will give the choice to the member.

Cheng Man Hin: If a year 1 don't want to pay for 4 year, what should he or she do?

Cheung Cheuk Lun Alan: We will encourage them to pay for 4 years.

Cheng Man Hin: Associate member fee how much?

Wong Kim Lok Kimson: Don't know.

Cheng Man Hin: \$40 each year. If a year4 people want to join then join associate member is better. When claim subsidy, suppose SU will send to you, they tell you the subsidy is approved but you forget it. If you don't claim in 6 months what will happen?

Wong Kim Lok Kimson: I will not let this happen.

Cheng Man Hin: At the end of the year, if the money you have and the record do not agree. what will you do?

Wong Kim Lok Kimson: I won't let this happen.

Cheng Man Hin: You trust your record or the amount?

Wong Kim Lok Kimson: I believe the current amount

Cheng Man Hin: If the money you have is less than financial report?

Wong Kim Lok Kimson: I will see if financial report have error first, if there is no error and has less money. I will inform cabinet members, maybe pay the money together.

Cheng Man Hin: If have more?

Wong Kim Lok Kimson: It will be given to society.

Cheng Man Hin: You are good to society, have loss then you give, have gain then give society

Wong Kim Lok Kimson: But if not like this, what to do?

Kam Wa Mei: What will happen if you didn't take subsidy for 6 months?

Cheng Man Hin: The cheque will be destroyed. It will collect 20% of the subsidy if you request them to make one more.

Li Wing Shun: Do you know you have document that need to give to council?

Cheng Man Hin: Each year have three forms actually

Wong Kim Lok Kimson: Budget, report, and ?

Cheng Man Hin: financial budget, balance sheet talking about the property you have, and past 12 months' bank account "month end sheet".

Lau Wing Sum: I sent some to Lee Olivia Wing Kei. Please remind me.

Cheng Man Hin: Ask Wing for month end sheet, others ask Lee Olivia Wing Kei. Remember you need to have bank account as SU give society money, like subsidy and 1000 each year is written your name.

Wong Kim Lok Kimson: Shouldn't it write president's name?

Cheng Man Hin: At least my year everything has my name. You may open an individual account, it is fine, but just in case any accident happen, then it will be complicated. If you die, society lose all money, especially risky for chem people.

Cheung Long Him: I think society account may not use financial secretary's name but you must have the password.

Lau Wing Sum: Most important thing is when you have cheque and need to use financial secretary name. If you are not afraid of being annoyed, you can put it into your account then take out again.

Lau Wing Sum: Can use online transfer?

Cheung Long Him: Also, if you put it into account then take out, you need to make record of every transfer.

Lau Wing Sum: Monthly balance can see that.

Cheung Long Him: You just need to have proof that you take money to give society.

Constitution should change to society account can be under any two people's name but password need to give to financial secretary. Why you want to be financial secretary?

Wong Kim Lok Kimson: Played sub-committee, and then I feel it interesting as I didn't join orientation camp, it feels like very fun, meet more people.

Li Wing Shun: After referring to past executive committees experience, you think what will be the biggest challenge this year?

Wong Kim Lok Kimson: Should be chase society cabinet member to claim subsidy, actually promotion period have such difficulty already. We use google form to make a collect receipt form but society cabinet member isn't too active to claim money. So turned out it need private message. Some even don't claim .

Li Wing Shun: Suggest that you have consensus on how to manage receipts after events, maybe set a deadline, after deadline cannot claim money.

Wong Kim Lok Kimson: Now I plan to set one, after 2 weeks cannot claim.

Li Wing Shun: Record needs to do better. You can see that previous year they manage financial report few days before Annual General Meeting, it will be bad.

Wong Kim Lok Kimson: Right now just say after event 2 weeks, give receipt and fill in financial report. Basically the flow is set to be like this.

Cheng Man Hin: You can enter every receipt into excel form, then set up pages for each event.

Li Wing Shun: You can discuss perhaps president or internal vice can help you see financial record progress and PIC can help. If financial secretary do it individually, then perhaps will became lazy and off track.

Wong Kim Lok Kimson: Comment for society cabinet member. Cheung Cheuk Lun Alan is passionate about the job, sometimes he is relatively soft and cannot tell others to do things. Kwok Yuk Lam is suitable to be EV. Lau Chak Hei sometimes he will do something wrongly and will make so low level mistake like break things and lose things but he does things with heart. Chan Tsz Ching, basically nothing to criticize coz she did everything nicely, but sometimes she is a bit low in emotion control. Leung Ka Wun Casey, even though promotion period mark stuff seems a little lacking, but other stuff like ordering is good and always do things for us. Lam Yu Sang is perfect.

Lau Wing Sum: If during event, things are broken, will you use society money to buy it back?

Wong Kim Lok Kimson: It depends on what the stuff is. If that is old, then may not be Lau Chak Hei's fault then will claim, if it is new then is Lau Chak Hei being Lau Chak Hei.

Cheung Long Him: How about new society chop?

Wong Kim Lok Kimson: That's Lau Chak Hei's problem.

### **Internal Vice President**

Li Wing Shun: Do you know who to inform if you want to change society chop?

Lau Chak Hei: Society, SU and SAO?

Li Wing Shun: Basically need to release notice to inform members, SU and SAO.

We did once in our year, you can refer to the email record, send email to SU and sent SAO email content include old society chop design and new design. The lost one I might have kept it, so later if you need, I will send email then ask me for that.

Li Wing Shun: Self introduction please. Talk about why you become executive committee, what do you want to do and why IV.

Lau Chak Hei: Reason I join society cabinet is I think that even though doing things I am not too good at it can bring happiness and benefit to society member, and i am willing to do this.

And become society cabinet is meaningful and can learn many things, I understand I have lots of mistakes. Why IV is that I partially eliminated EV, I am not good at socialize. Not president because I don't think I am the leader. IV can chat with society member and I quite like it. Thus, I like to do that. From promotion period, I go to buy stuff, lifting, and do chores. Designing wise, my participation will be less because I am not good at art. Mainly in operation team, like moving materials, sit counter and think about games. I try to use a humorous way to entertain members who appear at counter to let people see me more and maintain relationship within society.

Li Wing Shun: you talk something very general, every executive committee will do, like lifting. Any special importance or role you are taking for being an IV?

Lau Chak Hei: I will maintain relationship in my cabinet, updates of cabinet members, Like what happens to them recently. I need to have a certain level of understanding what other post need to do, like mark stuff and communicate with outsiders.

I will try to help when it is possible and I will try to accommodate and let them meet together like Lam Yu Sang, he need to contact with professor, if the professor, and I am familiar with that, so i may help.

I think my role in the society cabinet will be pulling them together to work more together and perhaps during times when president is not in Hong Kong, I will help to lead some activities.

Li Wing Shun: After experience promotion period and sub-com function, what is your evaluation on your post and duty?

Lau Chak Hei: In sub-com function, my help is not big. During promotion period, I think about this problem too. I will try to appear more and ask more if others need help.

Internal vice post, as Mathew said, no concrete things to do except book venues.

But I believe sometimes I really need to find something to do to contribute to the society cabinet and pull the society cabinet together. I can give advice to others, promotion period have some downsides, I understand that sometimes my performance might make the whole

progress slower. I hope that I can involve more and simultaneously increase the efficiency of the cabinet.

Li Wing Shun: Remember what you said, when you have meeting, is there any argument? Or any style of meeting?

Lau Chak Hei: Promotion period didn't hold executive committee meeting.

Sun Yusen: How did you divide job?

Lau Chak Hei: We discuss in WhatsApp group. Promotion period big decoration discuss informally.

Cheung Cheuk Lun Alan: We gather to talk, but not formally like Annual General Meeting.

Li Wing Shun: WhatsApp group anyone bluetick?

Lau Chak Hei: Nope.

Li Wing Shun: I am a bit worried that this method is not sustainable? As people at the beginning will be more passionate, but later people will be busier so less active.

I think regular meeting, at least face to face meeting is necessary.

Lau Chak Hei: Ok.

Li Wing Shun: Another side is when you organise event will you have evaluation?

Lau Chak Hei: Currently only have promotion period, other events will have it.

Li Wing Shun: recommend each month have one event or have regular evaluation, so people have any discontent will not accumulate.

Wong Ting Hei Matthew: What duty does IV have? Constitution says 3 duties.

Lau Chak Hei: Book venue?

Lau Chak Hei: When president is not here chair the meeting.

Wong Ting Hei Matthew: The most general thing is to help president to handle internal affairs and if president is not here chair the meeting, if president is vacant then still open Annual General Meeting. Can you tell book venue procedure?

Lau Chak Hei: Go to SAO at LG3 counter, take a form then give to them with proposal.

Wong Ting Hei Matthew: Any place have chance to book but is not managed by SAO.

Lau Chak Hei: FMO?

Wong Ting Hei Matthew: Book fire chicken have what to pay attention?

Lau Chak Hei: Need to be early

Wong Ting Hei Matthew: One week early, exactly no more no less. Anything to pay attention to book south north?

Lau Chak Hei: I can directly contact them.

Wong Ting Hei Matthew: Originally, it needs to find CSO but they pay less attention

Cheng Man Hin: Open semester dinner take place in south north? There is a place call Hop Sze at hang hou, personally prefer it as more variety and have more diversity.

Cheung Chun Wai: Actually this year vote, but both vote counts very close

Wong Ting Hei Matthew: Money quality ratio is quite good. What is our mailbox number?

Lau Chak Hei: Don't know

Wong Ting Hei Matthew: 98. and mailbox collect what?

Lau Chak Hei: Don't know

Wong Ting Hei Matthew: The most important thing is you will get the booking notice. What is our user id?

Lau Chak Hei: Don't know

Wong Ting Hei Matthew: s00113. This is what you need for booking.

Li Wing Shun: Other than booking notice, you will get some random stuff. Check it clearly regularly.

Wong Ting Hei Matthew: If you want to book additional equipment in common 5+6, say wire wheel, what do you need to do?

Lau Chak Hei: Tell SAO in advance?

Wong Ting Hei Matthew: You think SAO will care? Well, first you need to book it, SAO has a form that you need to fill in. It is white. At the back it will have a list with items and corresponding code, fill in the related information and equipment list and hand in to SAO. Most important thing is booked it.

Li Wing Shun: Besides filling in form and proposal, what do you need to do to book venue . The staff must ask this.

Lau Chak Hei: Don't know

Li Wing Shun: Confirm whether it is available.

Wong Ting Hei Matthew: Need to go onto site to check its availability. You know how to book badminton court? It is the same site.

Li Wing Shun: If you hold grad party and book common room 5+6, then what will you get from LG3 SAO counter?

Lau Chak Hei: Keys, mic.

Wong Ting Hei Matthew: Four keys, audio, table, chair and door key.

Li Wing Shun: For mic there will be 2 in common room 5+6, but need to bring battery, we have them in society locker.

Li Wing Shun: When need to return key?

Lau Chak Hei: It depends on when I book it. If book venue till very late, then before 9 am. If I book venue till 8pm, then return after it is done.

Li Wing Shun: If you book overnight. There are two method for returning key.

Lau Chak Hei: They have a box to put the key inside, I don't know the other one.

Li Wing Shun: If you want your id card urgently you can get back id card before 0900 from SAO personally, where is the key box?

Lau Chak Hei: LG3?

Li Wing Shun: Outside LG5 society room. If the event needs to book overnight, but 10pm already finished, then don't rush to return key. SAO staff won't handle stuff at 22:30. If your event book until 2200, then better don't finish the event at that time, better earlier.

Lau Chak Hei: Oh I see.

Li Wing Shun: Do you have any question about your post?

Lau Chak Hei: Regarding book venue, maintain intersociety relationship, should be fine.

Li Wing Shun: Any society cabinet gathering?

Lau Chak Hei: Because we don't have many people in the cabinet, I will consider to hold one. But now is fine.

Li Wing Shun: Actually, society cabinet gathering should not be hold when society cabinet is about to collapse, it should be treated as playing together regularly.

Li Wing Shun: Birthday of society cabinet members, have celebrations.

Lau Chak Hei: Few days before his/her birthday, ask non-birthday people to see if they want to celebrate, if they are not busy then ok. But invite as many as possible.

Li Wing Shun: Follow your society cabinet style. If do, then everyone birthday do. If no, then everyone no celebrations. No need to celebrate at the exact date and you can celebrate multiple birthdays. Do you know when will be their birthday?

Lau Chak Hei: Wong Kim Lok Kimson 4/10, me 29/8, Kwok Yuk Lam 3/12, Leung Ka Wun Casey 22/10. If society cabinet member have bf/gf, then they will not celebrate with us.

Li Wing Shun: I ask this to see how is your communication with society cabinet member, if they don't tell you, then stalk Facebook. Do you know what you need to submit to SU council?

Lau Chak Hei: No.

Li Wing Shun: End of June, you need to remind financial secretary to give the financial documents, 3 financial documents and 1 update of society constitution, details will inform you in email, but you need to remember the deadlines. Early October after orientation week, you need to update membership record. What is your pic function?

Lau Chak Hei: Graduation party and sub-com function

Li Wing Shun: How do you divide work?

Lau Chak Hei: According to post, like marketing secretary will mark thing, or according to personality, like Leung Ka Wun Casey is a bit crazy, so he can maintain the atmosphere, maybe mc. Like Alan is warm, in grad party may hold game, downstage and interact with participants. Like Wong Kim Lok Kimson is quiet, good for operation team to buy stuff according to body size, because too thin cannot carry stuff.

Sub-com function need find potential sub-committees in orientation camp and help with freshmen during sub-com function, me as pic will monitor their progress.

Li Wing Shun: If you are not pic, What will you involve in work division?

Lau Chak Hei: Yes, as we don't have enough people, many events have potential for me to shine, I can help then help, most functions in term of game I can help with atmosphere like annual dinner, contact people work. Just listen to pic's order.

Li Wing Shun: So wait pic to think of any work and help him to divide labour?

Lau Chak Hei: Yes, but who is free will also help. If I am not very free, I will wait pic's decision.

Li Wing Shun: Any difference between pic and non pic?

Lau Chak Hei: First, work division, pic need to know the big picture, each people need to do what, non-pic just do their own task , pic need bare more responsibility

Li Wing Shun: Because every event needs an organizer, that is why need PIC. Also need to allow every executive committees to have PIC experience. No need to organize everything because you are IV. Just let PIC do division.

Not necessarily that pic need to do most stuff, in case pic ask you to divide labour then you need to report to PIC. If pic free ride, what will you do?

Lau Chak Hei: If I ask him to work and he still do not reply, I will first complete his things, then blame him why you do not do your work. Ultimate approach is call everyone out and blame him together. Allow him to realize the severity of him not doing any work,

Li Wing Shun: I think it is too extreme.

Lau Chak Hei: if just not working, I will talk to him individually. I will use friends tone to tell him start woRking. I will use soft measure to tell him.

Li Wing Shun: Make sure you have a way to approach a cabinet member.

Lau Chak Hei: Ok.

Li Wing Shun: You can go to lecture and directly find him. Also, don't disappear suddenly. If

Lau Chak Hei find you, you better not blue tick. At least tell him why you are busy or when free. And complete your task earlier, it is ok to be busy but need to let other know. Comment society cabinet member.

Lau Chak Hei: Wong Kim Lok Kimson is a good at studying, although he do not appear often but quite good to talk, a bit introvert, careful thinker. Chan Tsz Ching is very efficient,

Although she do things very seriously but recover very quickly, hopefully there is no negative effect to everyone's relationship. Cheung Cheuk Lun Alan is chill and can multitask with work-life balance, high efficiency, know prioritize what, and is very leader like. do things with hearts. Although have many events , but still very passionate.

Kwok Yuk Lam is the EV, she communicate with other societies nicely, and can bring stories from other societies, I am very happy to know more about other societies. And she is so capable. Leung Ka Wun Casey is sometime crazy, is a superposition of crazy and serious, but when do stuff, he will be serious. Quite similar as me. Lam Yu Sang do a lot of things even he is really busy. Li Wing Shun: Some summary. I am a bit worry that you are too weird, this year you are likely to do a lot of wrong stuff, hope you will not have argument with cabinet members, past society cabinet member, the same as next year's society cabinet member.

### **President**

Cheung Cheuk Lun Alan: From promotion period till now, I have distributed work to other executive committees and understand the flow of the whole event, and I also often help promotion secretary.

Sun Yusen: What criteria to distribute work?

Cheung Cheuk Lun Alan: Ability. And see when if they are free.

Sun Yusen: What about in midterm period.

Cheung Cheuk Lun Alan: It depends on time. We have to distribute work to others anyway. Of course if they have exam on that day we won't ask them to do things.

Sun Yusen: What if they are discontent with the job distributed and they are not willing to take up.

Cheung Cheuk Lun Alan: If the reason is that workload is too heavy, I will find someone else to help them with their work. If no one wants to do, I will specify someone to take up the role.

Sun Yusen: How do you avoid the occurrence of conflicts?

Cheung Cheuk Lun Alan: It depends on the post. If it is inside his or her duty, then I will ask them to find people to work on it. If unspecified, then I won't specify who to do. If they have not involved in the duty before, then I would ask them to do.

Sun Yusen: What if someone free ride?

Cheung Cheuk Lun Alan: I will personally message them. Then I will call them if they do not reply. If they fully disappeared, I can't do anything. I will talk to them. and I will distribute other tasks to them if they have too heavy workload.

Sun Yusen: Anyone is the mediator? and angry person?

Cheung Cheuk Lun Alan: Chan Tsz Ching get angry a lot, but it with reasons. She is angry often, but it does not affect her working ability and does not affect the whole cabinet negatively. It is just her personality.

Sun Yusen: Anyone can be "rubbish collector"?

Cheung Cheuk Lun Alan: Kwok Yuk Lam. She is good at people as everyone can find her to talk. In particular, she is familiar with the person who gets angry a lot. Kwok Yuk Lam will be listening to others' moaning or complaining.

Sun Yusen: Internal vice don't accept?

Cheung Cheuk Lun Alan: Yes. Often she will find Kwok Yuk Lam first, then find me.

Sun Yusen: Apart from normal cabinet duties, what would you do to maintain your relationship?

Cheung Cheuk Lun Alan: Every time after SCIE 1500, we will have dinner together. We have 7 people only so it is very convenient for us to.

Sun Yusen: Next semester no SCIE 1500?

Cheung Cheuk Lun Alan: This semester everyone arrives here. If next semester, it is not the case, then I will find them.

Sun Yusen: What is the difference between your job and IV's job?

Cheung Cheuk Lun Alan: IV. He takes up my duties when I am not here. He is now responsible for maintaining our relationship. Apart from PIC, I should be the most familiar one with the duties. I will distribute workload with PIC

Sun Yusen: So you are talking about that you would distribute workload with pic?

Cheung Cheuk Lun Alan: Yes

Sun Yusen: What will you be stance?

Cheung Cheuk Lun Alan: It depends on his / her decision, if they made a bad decision I would ask them why they make the decision. If they made an okay decision, which does not affecting the outcome too much. I would let them decide.

Sun Yusen: So it is an insurance mechanism?

Cheung Cheuk Lun Alan: Yes.

Sun Yusen: For other PIC, workload distributed by you or PIC?

Cheung Cheuk Lun Alan: They will not have much differences. The work distributed will depend on the person's position. I think half half probably.

Sun Yusen: I ask this question because you said you will only interfere when they made a bad decision. If they made a good job, then what would you do?

Kan Ying Hei: Urge PIC to do decision?

Cheung Cheuk Lun Alan: If everyone did them effectively and efficiently, then I would be happy.

Sun Yusen: Other post have their own duties, for example promotion and financial secretary. Then you won't have anything to do?

Cheung Cheuk Lun Alan: I would pick up something to do. But I haven't thought of it thoroughly. If they are self-disciplined, then I will help them to reduce workload.

Sun Yusen: Then apart from EV, what will be your external duties?

Cheung Cheuk Lun Alan: I will join SU meeting with Kwok Yuk Lam.

Sun Yusen: How familiar are you with other executive committee?

Cheung Cheuk Lun Alan: I know all science school EV. Outside of science field, I am not familiar other than accounting's president and radio EV.

Sun Yusen: what about president?

Cheung Cheuk Lun Alan: I don't know any president. Because every one of them has reformed. Biotechnology society was reformed, I only know their EV. Bio, their president has

changed to EV. Chem soc, they have reformed afterwards, original president probably  
quitted. I only know EV. I don't know their current President.

Sun Yusen; In terms of event, when do you want to hold a meeting

Cheung Cheuk Lun Alan: Before a month. And I will have executive committee meeting every  
month.

Sun Yusen: What will be the format of meeting?

Cheung Cheuk Lun Alan: I will book an LC room for meeting for us. I believe it won't be that  
formal. And Enoch will type minutes. He will jot down the notes.

Sun Yusen: Afterwards? How to ensure people will remember the stuff?

Cheung Cheuk Lun Alan: I will see the meeting minutes and distribute work to others.

Kan Ying Hei: how early before the meeting will you send agenda?

Cheung Cheuk Lun Alan: If I book the venue, I will tell them?

Kan Ying Hei: The most efficient way to have a meeting to send agenda up to the group. And  
everyone discuss there. I suppose you do that so? I am not sure how much time would you  
need to discuss the items?

Sun Yusen: Will you discuss things back then related to promotion period?

Cheung Cheuk Lun Alan: Yes

Sun Yusen: What if nothing bad happen? Side trackers?

Cheung Cheuk Lun Alan: One or two lines are okay. But if more side tracks, I will guide them  
back to the topic?

Sun Yusen: What have been in the dscussion?

Cheung Cheuk Lun Alan: Big decoration. Their design and how to do it.

Sun Yusen: No one not doing the job?

Cheung Cheuk Lun Alan: I remember no.

Sun Yusen: Sub-com meeting?

Cheung Cheuk Lun Alan: I think not much. We had meeting at LC. The flow is efficient.

There are some side trackers but it is mainly on track.

Sun Yusen: Are you soft or hard towards your cabinet members?

Cheung Cheuk Lun Alan: If they are willing, I won't be harsh on them. If it is near deadline and still no work is done then I will be harsh on them.

Sun Yusen: Try to scare him?

Cheung Cheuk Lun Alan: WhatsApp private message. And call him? Then I will find him during lesson and ask what is he doing?

Sun Yusen: Something rather general. What is the meaning of IRESS?

Cheung Cheuk Lun Alan: Maintain relationship, Sense of belongings. In university, can serve our members.

Sun Yusen: Often IRESS role is to maintain the relationship between faculty and members. when you guys organize event. What is the quorum in meeting?

Cheung Cheuk Lun Alan: 15 or whole society's 5 percent member?

Sun Yusen: Who can be member?

Cheung Cheuk Lun Alan: Which type of member. Associate, everyone can be. Honorary member, grad, past executive committees, and being nominated by people. And full members science school students.

Sun Yusen: How one can be honorary member?

Cheung Cheuk Lun Alan: Needs to be nominated by 20 people,

Sun Yusen: I'd you want to non-confident some people, what would you do?

Cheung Cheuk Lun Alan: Seems like need to open Extraordinary General Meeting. I will read later. Non-confidence need 20% full members or  $\frac{2}{3}$  executive committee written requisition and with their signature to raise the motion of non-confidence. It should be discussed in Extraordinary General Meeting, two weeks within the date of received. The passage of nonconfidence motion shall call for immediate resignation of person or persons against whom the vote is moved. Then vote.

Sun Yusen: Each Extraordinary General Meeting can discuss how many items? Two events how many Extraordinary General Meeting?

Cheung Cheuk Lun Alan: Open two?

Sun Yusen: Every Extraordinary General Meeting can discuss one item only. How many days should you send before the meeting?

Cheung Cheuk Lun Alan: Annual General Meeting 3 clear days. Change constitution 5 clear days.

Sit Hiu Chi: Clear days only.

Sun Yusen: Who is in charge of sending email?

Cheung Cheuk Lun Alan: Often Enoch. If he is not free, then me. But this has not happened?

Sun Yusen: For a general meeting, how many times can be delayed?

Cheung Cheuk Lun Alan: Count quorum. One hour.

Sun Yusen: If one hour can't count, what should you do?

Cheung Cheuk Lun Alan: Need to delay general meeting to next time. Send one more time.

The date will be held within 2 weeks.

Sun Yusen: if next time fail too?

Cheung Cheuk Lun Alan: Hold anyway.

Sun Yusen: It is on cons. But how should you do to prevent this from happening?

Cheung Cheuk Lun Alan: Send email ask first. And promote in big group if it has already failed quorum once. Often I will ask availability of other people first.

Sun Yusen: Often before Annual General Meeting, you will ask active members and past executive committees for their availability. The same for event. Often you will ask the availability of the active members first.

Sun Yusen: During your tenure, what is your most important thing?

Cheung Cheuk Lun Alan: For me, it is to be responsible. if become society cabinet then cannot abandon duty.

Sun Yusen: Personal feelings. From past experience, everyone cabinet wants to learn or meet friends, so apart from cabinet people, it is most important to maintain friendship. So don't angry because of work. I am not telling you to do your work without heart. You need to do the best. How do you see intra cabinet relationship?

Cheung Cheuk Lun Alan: It's impossible, Kwok Yuk Lam is not occupied. Chan Tsz Ching is in relationship

Cheng Man Hin: Have you think of other people?

Cheung Cheuk Lun Alan: I will not date anyone.

Apart from Chan Tsz Ching and Lau Chak Hei

Kan Ying Hei: Why Kwok Yuk Lam will not date?

Cheung Cheuk Lun Alan: Because the men in our cabinet is too low quality. I think she won't choose. Leung Ka Wun Casey. he is in relationship. He is not the one who is low quality. If really, then I shouldn't separate them, or interfere their relationship. I won't force them to breakup. Ask them to not involve personal feelings in society cabinet duty. Actually efficiency is the key.

Cheng Man Hin: Break up is the problem.

Sun Yusen: What if they breakup?

Cheung Cheuk Lun Alan: I don't want If they break up. If they did, then tell them not to involve personal feelings. I won't ask them to work on something together. Under possible circumstances I will avoid them to work together.

Sun Yusen: What do you think an average or excellent president?

Chang Yau Ming: Like you

Sun Yusen: This answer fails.

Cheng Man Hin: That year.

Cheung Cheuk Lun Alan: Be responsible. And familiar with the cabinet members, of their ability and distribute work suitably. Apart from IV, cabinet should maintain good relationship within the cabinet?

Sun Yusen: Is IV okay?

Cheung Cheuk Lun Alan: I think the decision depends on time. I think the relationship is okay now, so we don't need him to build relationship.

Sun Yusen: Any obvious conflicts?

Cheung Cheuk Lun Alan: Chan Tsz Ching and Lau Chak Hei. They don't have a harmonious

relationship. But the conflict has not escalated to a point where they break the connection with others.

Sun Yusen: What would you do?

Cheung Cheuk Lun Alan: Try to tell them to be nice, but the efficiency is low.

Up till now, they cooperate well together. So it wouldn't be a big problem.

Sun Yusen: Then, president have what to sign?

Cheung Cheuk Lun Alan: Financial related. Book centre,

Sit Hiu Chi: Everyone can.

Cheung Cheuk Lun Alan: SU have something for me to sign, but I am not sure what is it.

Sun Yusen: Year plan, financial budget and notice.

Kan Ying Hei: Why you want to be P?

Cheung Cheuk Lun Alan: Originally I want to be EV. But someone did it, so EV is occupied, so I become president. Thought of be the promotion secretary. But someone has taken the duty already too. I have the ability. And the posts I want to do are occupied.

Sun Yusen: Comment on your society cabinet members.

Cheung Cheuk Lun Alan: Leung Ka Wun Casey is a responsible person who can do things excellently and he will do things on time, before deadline. But he won't tell me when he will do it. Kwok Yuk Lam is good EV, familiar with other society people. She helps everyone in our cabinet. so she is good. Chan Tsz Ching is very serious, efficient, especially on design. She completes the design in short time and give many suggestions. She is always the first one to respond in group. She gives us insight, and corrections. Lam Yu Sang is very active, as general secretary, he is good, he types fast and help send email. And will not delay and not send. Keep track on the inbox, for example the reply by the professors. Lau Chak Hei is not really okay. But at least he appears. He will do things but don't think about the outcome. Wong Kim Lok Kimson is a disciplined and serious person. He is always serious. He tells me everything. And he finish his financial duty early.

Kan Ying Hei: Will this be the consideration when you allocate works? say give Lau Chak Hei some less important stuff?

Cheung Cheuk Lun Alan: I won't allocate things that is important. Deadline stuff.

Wong Ting Hei Matthew: If you doubt them, you don't use them

Cheung Cheuk Lun Alan: He is not serious but he is credible. Sometimes if I don't remind him, he will forget things easily. I need to remind him constantly .

Wong Ting Hei Matthew: I understand your concern. You need to choose between trust and doubt.

Cheung Cheuk Lun Alan: Okay.

Sun Yusen: How about yourself?

Cheung Cheuk Lun Alan: Up till now, I am okay I think. I distribute things and I have done them on time. I take up their workload and tasks, and cut inauguration video, and posters and etc. I keep up the deadline and remind people of their deadline, and when to start. But still there are rooms for improvements. Like Wong Kim Lok Kimson wants me to be harsher.

Wong Ting Hei Matthew: It depends on people. Someone need follow up tighter, if need to complete the work in a hurry, the quality will be compromised. better start preparing early.

Sun Yusen: Your society cabinet members have outside society's cabinet?

Cheung Cheuk Lun Alan: No at the moment. not sure in the future, but not likely.

**Agenda item 3. To receive and adopt the minutes of the Annual General Meeting 2017 of IRESS, HKUSTSU**

Kan Ying Hei motioned to discuss Agenda item 3.

Wong Ting Hei Matthew seconded.

The time is 01:29

11 For 0 Against

The motion was passed.

Cheng Man Hin: My name has no problem now.

**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 2019-2020**

Kan Ying Hei motioned to resume the discussion of Agenda item 9 and 10.

Wong Ting Hei Matthew seconded.

The time is 01:33.

11 For 0 Against

The motion was passed.

**Agenda item 11. To adjourn the meeting**

Kan Ying Hei motioned to adjourn the meeting.

Wong Ting Hei Matthew seconded.

The time is 01:35.

11 For 0 Against

The motion was passed.

**Minutes of International Research Enrichment Students' Society,  
HKUSTSU 1<sup>st</sup> Extraordinary General Meeting Session I**

Date: 07-05-2019

Venue: Common Room 7

Time: 19:00

Chairperson: Cheung Cheuk Lun Alan

Minute taker: Lam Yu Sang, Chan Tsz Ching, Kwok Yuk Lam

The business of the 1st Extraordinary General Meeting 2019 of IRESS, HKUSTSU shall be:

1. To commence the meeting;
2. To receive and adopt the agenda of IRESS, HKUSTSU 1st Extraordinary General Meeting;
3. To discuss and amend the Year Plan of IRESS, HKUSTSU, Session 2019-2020;
4. To discuss and amend the Financial Budget of IRESS, HKUSTSU, Session 2019-2020;
5. To adjourn the meeting.

**Agenda item 1. To commence the meeting**

The time is 19:00.

No. of full members present: 8

The quorum was not met. The quorum was counted again after 15 minutes.

The time is 19:15.

No. of full members present: 8

The quorum was not met. The quorum was counted again after 15 minutes.

The time is 19:32.

No. of full members present: 16

The quorum was met. Chairperson Cheung Cheuk Lun Alan started the 1<sup>st</sup> Extraordinary General Meeting.

**Agenda item 2. To receive and adopt the agenda items**

Chan Tsz Ching motioned to combine Agenda 3 and 4.

Kwok Yuk Lam seconded.

The time is 19:36.

12 For 0 Against

The motion was passed.

**Agenda item 3. To discuss and amend the Year Plan of IRESS, HKUSTSU, Session 2019-2020 & Agenda item 4. To discuss and amend the Financial Budget of IRESS, HKUSTSU, Session 2019-2020**

Kwok Yuk Lam raised the motion to discuss Agenda item 3 and 4.

Chan Tsz Ching seconded.

The time is 19:39

12 For 0 Against

The motion was passed.

Chan Siu Man: You passed all members last time right? Every post please make sure what you need to do.

Cheung Cheuk Lun Alan: Yes.

Cheung Chun Wai: The first time sending email it should be notice but not reminder.

Lam Yu Sang: Ok.

Cheung Cheuk Lun Alan: Then let's talk about year plan first.

Chan Siu Man: Any problems about Inauguration?

Kwok Yuk Lam: Biotechnology at that day suddenly said that they don't join

Chan Siu Man: Then after all it is uncontrollable. Do helpers know what they need to do?

Kwok Yuk Lam: Yes, everything was well.

**Graduation Party**

Lau Chak Hei: It was set on 4/6. The time will be 1600-2200. We have games that was modified. The preparation starts at 1600, and officially ends at 2200. The food style is

western and Japanese according to the participants' preference. There are currently 10 people who filled the form.

Chan Siu Man: I think at least 3 people are not in Hong Kong, including Tang Cheuk Him Raymondo, Iu Shing Huk David, etc. You need to know that for 4/6, people might not want to come back even though they might be free.

Lau Chak Hei: But before June a lot of people still need to present.

Chan Siu Man: Cheung Wing Yau probably cannot come, and Iu Shing Huk David too. But actually you guys cannot choose the date. Many people will come around 8-9 June but that day is tight to us because it is the period between trips.

Kam Wa Mei: Why is the duration so long?

Lau Chak Hei: 1600 start welcoming, and there is some time for food, souvenirs exchange and we will invite professor to come so the play time will approximately be 3 hours. The time won't be as long as expected. The games will be separated into 2 parts and will start later than 1600 probably.

Kam Wa Mei: I afraid that it cannot last that long.

Lau Chak Hei: I mean we can end early accordingly. And the format is similar to last year but the content won't be announced now.

Lee Olivia Wing Kei: How much food would you buy? Do you have enough money?

Lau Chak Hei: We will lose \$140. If there are too little people then the executive committees will lose money if the souvenir is \$20 per pieces. And we will order Japanese cuisines and dumplings.

Chan Siu Man: What company will you order?

Lau Chak Hei: ReUbird.

Kam Wa Mei: When will the food be delivered?

Lau Chak Hei: Male executive members will go and take.

Kam Wa Mei: If it is rice then it will be very heavy.

Lau Chak Hei: If it is ReUbird then they will deliver it to UST but for pizza, transportation will be problematic.

Cheung Cheuk Lun Alan: How about Foodpanda?

Lau Chak Hei: Seems great.

Kam Wa Mei: Very expensive, not recommended.

Lau Chak Hei: I remember Pizza Box had discount if it is delivery on Saturday and Sunday.

Kam Wa Mei: Any drinks in ReUbird?

Lau Chak Hei: No.

Kam Wa Mei: Ask male executive committees to go to Fusion and buy drinks.

Chan Siu Man: You can buy first and put them in the fridge in the hall.

Chan Tsz Ching: But the delivery of ReUbird will be very expensive?

Lau Chak Hei: If over \$2500 then we have free delivery.

Kam Wa Mei: Don't believe the member of food amount provided by the restaurants, they are usually inaccurate. You need to order more than that.

Chan Siu Man: We have many male members.

Kam Wa Mei: What food you order is not the problem, the problem is the amount is how much amount of food is catered from each person and you need to count by yourself.

Lam Yu Sang: The preference for inviting professors?

Lau Chak Hei: Professor Pak Wo Leung, and Professor Frederick Fong.

Sit Hiu Chi: What are the majors of graduates? Professor Frederick Fong is Math major.

Chan Siu Man: There's not much difference, Professor Frederick Fong is talkative, he can chat with people that is not Mathematics. But I remember there seems to be no Mathematics people.

Sit Hiu Chi: Should have but probably won't come.

Chan Siu Man: But you need to invite those who are inactive right?

Lau Chak Hei: I have asked the inactive members to fill the form.

Cheung Chun Wai: Who will be the MC?

Lau Chak Wai: Me. I haven't started writing speech and I will just briefly write about it and freestyle.

Kam Wa Mei: Are you alone? You don't have partners?

Chan Siu Man: Anyway, it is better to find one more people to come and be MC.

Chang Yau Ming: Anything to give to graduates?

Lau Chak Hei: I will buy small accessories in Taobao.

Chan Siu Man: Will graduates that don't come have the accessories?

Lau Chak Hei: If they don't come we will give them standardised gift. If they come then it will be personalised.

Chan Siu Man: Will you buy cards?

Lau Chak Hei: Each graduates will have a card paper and we will allow them to stick words or write directly on it for them.

Chan Tsz Ching: There is a consideration regarding whether or not we should let them use stickies or directly write because stickies can prevent a lot of people writing together.

### **Registration Day**

Lam Yu Sang: It will be held in Early August, the exact date is not confirmed yet, from 0900-1700. The venue will be in atrium. The purpose is to meet freshmen, and introduce UST and our society to freshmen.

Sit Hiu Chi: Only JUPAS? How about non-JUPAS?

Chan Siu Man: Be careful about non-JUPAS as non-JUPAS also have locals.

We understand that you don't want Ocamp to be in English but you need to take care of them too.

Lam Yu Sang: Ok. Detailed schedule is listed in the year plan but I will modify it later as there is not much information now. The sponsor is not yet confirmed.

Chang Yau Ming: Will you find freshmen to go to Sci/Home?

Lam Yu Sang: Yes.

Chang Yau Ming: When will you confirm with Sci/Home?

Lam Yu Sang: Maybe after confirming the dates.

Sit Hiu Chi: What if Sci/Home doesn't agree?

Lam Yu Sang: Maybe we will book the LC so that they can get familiar with the seniors.

Chang Yau Ming: Will you take pictures of freshmen?

Cheung Cheuk Lun Alan: Suggest them to have selfie maybe. If they are not willing then we will try to get their photos.

Sit Hiu Chi: You need the print the form for freshmen that are not older than 18 as they need parent's consent.

### **Orientation Camp**

Kwok Yuk Lam: For the date since OAC has not yet confirmed about it, it is unconfirmed.

Chan Siu Man: So the OAC is formed now?

Kwok Yuk Lam: Ours OAC is formed, but adjacent societies haven't. We already found spy too.

Chan Siu Man: Who are the spies?

Cheung Cheuk Lun Alan: Sit Hiu Chi and Wong Ting Hei Matthew.

Kwok Yuk Lam: We finished setting up the counter but many wants the date to be confirmed before replying. So now there are only some active members that are confirmed to come.

How is the progress for sponsor?

Leung Ka Wun Casey: Will be done before the end of May.

Chang Yau Ming: How many people applied now?

Kwok Yuk Lam: Within 10.

Chang Yau Ming: You mean group leaders?

Kwok Yuk Lam: And also spies and helpers. Executive committees will wear our own uniform so we won't have the camp T-shirt.

Chan Siu Man: Was the color compromised for the camp T-shirt?

Kwok Yuk Lam: Not yet discussed. And there are other societies that asked me to ask freshmen to go to their counters to apply orientation camp.

Cheung Cheuk Lun Alan: What society?

Kwok Yuk Lam: Hall 5.

Chan Siu Man: Don't believe them.

Kwok Yuk Lam: Also nature society.

Chan Siu Man: This one should be fine.

Kwok Yuk Lam: For the rundown, the first day noon will be icebreaking games and team building. At night the year plan said it will be campfire, but we will change it to playing checkpoint games within the campus. The second day will be room escape in the morning, then playing water games in the afternoon and private talk, dessert and time capsule at night.

Chan Siu Man: I want to ask for the water game, you will book the grass ground?

Kwok Yuk Lam: Yes.

Chan Siu Man: You need to borrow buckets, trolleys and plastic bags. I remember they don't allow balloons.

Sit Hiu Chi: How about shoes?

Chan Siu Man: It must be bare foot. And you need to remind them to bring slippers and shorts. The venue has a lot of plastics crumbles and you need to ask members to be careful of it.

Cheung Cheuk Lun Alan: If there is thunderstorm then we will not play, it will be determined at that time.

Chan Siu Man: If you really need that you can borrow buckets or trolleys. Beware that making water bags is difficult.

Sit Hiu Chi: Do you need to compromise with other societies?

Kwok Yuk Lam: Yes, I will and I need to compromise with them.

Chan Siu Man: It should be fine. I remember the 2<sup>nd</sup> day Biotechnology or Biology society will play water games.

Cheung Cheuk Lun Alan: I guess Biotechnology society won't, depends on whether or not they have time.

Chan Siu Man: Will you have barbeque or hot pot?

Kwok Yuk Lam: Barbeque on the 2<sup>nd</sup> day night.

Chan Siu Man: Do you have group leaders to help setting the stoves? You need to ask them whether or not they know how to do so. Perhaps they need to leave early in the water games to set the barbeque.

Cheung Cheuk Lun Alan: If the weather is bad then we have backup plan which is indoor pizza.

Cheung Chun Wai: When will you buy food for barbeque?

Cheung Cheuk Lun Alan: We need to buy food and carbon, which will be bought in the morning of the 2<sup>nd</sup> day.

Lau Chak Hei: There is a bunch of barabeque fork in the society room too.

Chan Siu Man: For the water games, the executive committees do not have to be present. For the night time, you need to have evaluation so you guys need to work on it. Do not expect 8 water bags in enough for 20 people as they might break in the games. Don't expect making them is a fast process. Other societies have a lot of helpers and leaders to make them overnight actually. And executive committees need to have meetings, while group leaders have to hold games so the group leaders have to cooperate and have a division of labour. You can also ask freshmen whether or not they want to assist. The reason why you will need trolleys and buckets is that you need to transport the bags and in case the bags are broken you can have buckets.

Sit Hiu Chi: Will you find professors on the 2<sup>nd</sup> night?

Cheung Cheuk Lun Alan: Maybe not.

Sit Hiu Chi: Because for the year that I was freshmen, professors came and barbequed with us together.

Cheung Cheuk Lun Alan: I see.

Chan Siu Man: But if the professor come during barbeque, then ask them to come later as the preparation takes time. Don't let them see you setting the place. Also, the buckets is for all people.

Cheung Chun Wai: How to fill the water bucket?

Cheung Cheuk Lun Alan: Maybe do it in the football field.

Chan Siu Man: There are water pipes to fill but you should not do it just before the games.

Prepare earlier.

Sit Hiu Chi: Desserts will be paid by group leaders?

Cheung Chun Wai: Not by older forms?

Chan Siu Man: I won't be free. Ask Cheng Man Hin to pay.

Cheng Man Hin: It should be the President to be in charge.

Sit Hiu Chi: How about the third day?

Cheung Cheuk Lun Alan: The lunch on the third day would be self-paid or free?

Cheng Man Hin: Depends of the money, whether it is a loss or a gain. If there is a gain try to use more money.

Chan Siu Man: What format will it be for the room escape?

Cheung Cheuk Lun Alan: We hope to create the Escape HK style, and we might prefer to the games we played in the promotion period. Like some brain games involving maths. We will ask Wong Ting Hei Matthew for help.

Sit Hiu Chi: Who will be trying the games?

Kwok Yuk Lam: Should be executive committees or helpers.

Sit Hiu Chi: Be careful as the executive committees might not be able to test the real difficulty. Probably need more people to test.

Cheung Cheuk Lun Alan: The breakfast for the morning on the 3<sup>rd</sup> day will be McDonalds probably.

Cheung Chun Wai: There seems to have only 2 choices for burgers and you need to order beforehand.

Cheung Cheuk Lun Alan: After breakfast then they will be separated into different teams, and you can use the points you gathered before to play a gambling games. The team with the highest points will have award.

Sit Hiu Chi: Team?

Cheung Cheuk Lun Alan: Team games, theoretically we have 2 teams.

Chan Siu Man: How to play?

Cheung Cheuk Lun Alan: There will be a series of minigames and challenges.

Kwok Yuk Lam: Like if you win this game then you can double the points you have.

Cheung Cheuk Lun Alan: And those points refer to those gained from the previous days.

Kwok Yuk Lam: After that we will eat in the Chinese Restaurant in HKUST and write Turtleback.

Cheung Chun Wai: Where will you write?

Cheung Cheuk Lun Alan: Maybe in the restaurant.

Chan Tsz Ching: But it is catered for having food. Will it be a disturbance to others if we do activities like that?

Chan Siu Man: Be careful if there are any other societies occupying the restaurant because if so it might be rather inconvenient. It is preferred to book LG1 or maybe a common. You can go to Life Science common too if you want.

Cheung Cheuk Lun Alan: We will first see if the restaurant is fine. We predict that it will be done around 1200-1500. If the Chinese restaurant in HKUST is unavailable we can go to the Hang Hau restaurants.

Sit Hiu Chi: Food arrangements for the first 2 days?

Cheung Cheuk Lun Alan: We expect people to come after their lunch for the first day, the dinner will be Gold Rice Bowl. Then for the 2<sup>nd</sup> day, the breakfast will be McDonalds, lunch to be confirmed because we are not sure whether or not the game will be changed to city hunt. The dinner will be barbeque or pizza. For the 3<sup>rd</sup> day, the breakfast will be McDonalds, and the lunch will be the Chinese restaurant in HKUST.

Chan Siu Man: This year you will find helpers, right? How many helpers?

Cheung Cheuk Lun Alan: 3-4. Not including group leaders. Actually, the event that needs the most people is the 2<sup>nd</sup> day. Room escape and water games.

Chan Siu Man: The division of labor really needs to be good. Because you may need a whole morning to prepare for water bags. The 2<sup>nd</sup> day you need to buy food for barbeque as well.

Chan Yin Hei Brian: For the 3<sup>rd</sup> day, Professor Pak Wo Leung will come and say something. For my year it was done in the restaurant, which was pretty noisy, so it was not good for him to speak.

Chan Siu Man: Can you invite him to come during the mass game?

Cheung Cheuk Lun Alan: Maybe we can discuss with Professor Pak Wo Leung.

Chan Siu Man: You can send email to ask him first and book with him. It would be better than staying in the restaurant as it would be really too noisy. And remember to buy carbon as well.

Cheng Man Hin: For graduation party, how many expenses?

Lau Chak Hei: I need to see there are how many people who came. There were around 20 participants. The average dining for a person is \$80-90.

Cheng Man Hin: You really found the price for it right?

Lau Chak Hei: Yes.

Chan Siu Man: If there are too much money you can buy more souvenirs.

Sit Hiu Chi: Why not stay for later expenses?

Chan Siu Man: You are right too. Remember to see if the water game would clash with other societies.

### **Orientation Week**

Lam Yu Sang: The promotion counter for our society is set to be at the beginning of the fall semester. Expected date in September. The venue will be in the Atrium. The purpose is to find more participants, invite freshmen to be subcommittees, also deliver welfare packs to members, and selling products.

Sit Hiu Chi: Did you give all members welfare pack?

Lam Yu Sang: Should be to freshmen only.

Sit Hiu Chi: What product will be made?

Lam Yu Sang: Society paper, and society T-shirt, we will also use the remaining sponsorships from the camp for welfare packaging.

Sit Hiu Chi: Ok.

Lam Yu Sang: We may consider other products as well.

Sit Hiu Chi: You find sponsors with orientation camp together?

Lam Yu Sang: Yes, as expected that there is much left from the camp.

Sit Hiu Chi: What will you do if you cannot get a space in the Atrium?

Lam Yu Sang: Maybe we will open counter in the LG5.

Kam Wa Mei: What society products? As we already have computer bags, will you make files or stickers? You can try to promote something that is new in our society.

Chan Yin Hei Brian: You can consider water bottles.

Kam Wa Mei: Or card holders?

Lam Yu Sang: I will consider.

Cheng Man Hin: When will the product of the orientation week be ordered?

Cheung Cheuk Lun Alan: As soon as possible.

Cheng Man Hin: with the orientation camp or after so? You can make a form to let members order first. It will be cheaper if you order during orientation camp.

### **Semester Commencement Dinner**

Leung Ka Wun Casey: I am the person in charge and last year we had a few place to choose in the google form. This year we followed last year's method and made a google form.

Chan Yin Hei Brian: Perhaps you can consider choosing a different restaurant considering the annual dinner and try not to repeat them.

Cheung Chun Lun: I remember someone suggested that we can go to Hang Hau restaurants.

Leung Ka Wun Casey: During mid-September or early October the preparation will be all finished.

Sit Hiu Chi: Try to ask earlier because as the semester commences it will be very troublesome.

Leung Ka Wun Casey: When was it collected last year? I think I won't be collecting earlier.

Kam Wa Mei: Last year is collected on that day exactly.

Leung Ka Wun Casey: Last year is \$150? I remember some food were added.

Chan Yin Hei Brian: I remember last last year they order by themselves.

Sit Hiu Chi: Do you have any seating plan?

Leung Ka Wun Casey: No.

Sit Hiu Chi: I am worried that there might have dead air.

Leung Ka Wun Casey: I mean it is unavoidable, maybe we can ask our cabinet members to join that table.

Sit Hiu Chi: It is better to ask people to go there once and what is the route first.

Cheung Chun Wai: And you need to consider the peak hour problem. Bus will be preferred, because minibus it needs to be separated so the executive committees have to be separated too.

Leung Ka Wun Casey: It might be better to meet at Hang Hau then the problems mentioned above will be solved.

Sit Hiu Chi: It is better to ask people to go once and see how would it be.

Cheung Chun Wai: And you need to consider the peak hour problem. Bus is preferred, as minibus will separate people.

Leung Ka Wun Casey: It will be better if we meet at Hang Hau instead.

Chan Yin Hei Brian: And for the place for photo taking, remember to tell them that we have to take photo and try to choose a better atmosphere to take for every function, or else there wont be anything to upload on the web.

Kam Wa Mei: Try to solve the atmosphere problem.

Sit Hiu Chi: How many participant do you expect to have?

Leung Ka Wun Casey: Similar to last year, around 40.

Kam Wa Mei: Beware of the venue problem, if you choose Hang Hau it might alter the number of participants.

Sit Hiu Chi: How would you book the Chinese restaurant in HKUST?

Lau Chak Hei: I will go find CSO and book officially.

### **Subcommittee Function**

Cheung Cheuk Lun Alan: The next event is the subcommittee function. The person in charge is Lau Chak Hei.

Lau Chak Hei: The date will be in mid October. It will be a guided study on event organization.

Sit Hiu Chi: When will you start having meetings?

Lau Chak Hei: I will follow the schedule of last year.

Cheung Cheuk Lun Alan: We will have the first meeting on 21/9.

Sit Hiu Chi: Wouldn't it be too rushed if the activity is going to be held in Mid October?

Cheung Cheuk Lun Alan: It can be more flexible and be shifted to Novemeber.

Sit Hiu Chi: How would you invite the subcommittees?

Lau Chak Hei: We will invite people in the orientation week for subcommittees. Regarding the fact that there might be some subcommittees who left for other societies. We will try to ask them not to join other societies so that they won't be distracted.

Kam Wa Mei: How many meetings do you expect to have.

Lau Chak Hei: Around twice. We will talk about what to play, what to be cautious about, and some sharing experience of past events. If there are someone that freerides, we will try to interfere and ask them to participate more.

Sit Hiu Chi: How many people do you expect to join the subcommittee?

Lau Chak Hei: Around 7-10.

Kam Wa Mei: Just in case if there are too little people to come to the subcommittees what will you do?

Lau Chak Hei: We will consider keeping the executive members to help, and try out best to invite freshmen to participate.

Sit Hiu Chi: Assume that you are in charge to do the invitation, if you are not free what will you do?

Lau Chak Hei: I will see if there are other executive members who are free and I will tell them about the progress.

### **Class Photo Taking**

Leung Ka Wun Casey: We will send email to professors in different faculties like Professor Pak Wo Leung, etc. We will also find a photographer, and borrow a camera. We will then print the photos.

Lau Chak Hei: What about those who needs to go to class?

Leung Ka Wun Casey: We will send a google form and try to accommodate for all members' needs.

Sit Hiu Chi: What if the weather is unstable.

Leung Ka Wai: We will change the date then.

Sit Hiu Chi: How do you book the venue?

Lau Chak Hei: Through FMO, need to be done 1 week prior to the event date.

Kam Wa Mei: But if you change the date you will be standing the professors up.

Lau Chak Hei: But it is uncontrollable.

Sit Hiu Chi: Who shall you ask first? Professors or members?

Leung Ka Wun Casey: Members first. And then find professors who are free.

Sit Hiu Chi: What would you prepare during the photo taking?

Cheung Cheuk Lun Alan: The banner with "IRE" on it.

Kam Wa Mei: When can you give the photos to members?

Leung Ka Wun Casey: One week after the event.

### **Information Session**

Cheung Cheuk Lun Alan: I am the person in charge of this event. The event will be held on 19-22 November. The time would be 1900-2130. The venue should be classroom but to be confirmed. We will prepare a PowerPoint and the executive members will explain the posts to freshmen.

Cheng Man Hin: Will you consider wearing suits like the tradition?

Cheung Cheuk Lun Alan: Yes, but we will see the preference of the executive members.

Cheng Man Hin: The subcommittee evaluation will be included in the information session right?

Cheung Cheuk Lun Alan: Yes, as it is more convenient.

Cheng Man Hin: Remember to buy food.

Cheung Cheuk Lun Alan: We will buy EDO biscuits and drinks.

### **Annual Dinner**

Leung Ka Wun Casey: The venue should be the Chinese restaurant in HKUST as professor will be there. We will prepare souvenirs for professor and lucky draw present as well. We can also make small presents so that we can reduce the chance of executive committees getting the prize. Because the tables we would make it to be separated by subject, there should no dead air. We will give reminder to the participants 1 day prior to the event, and also make posters, which Chan Tsz Ching will be in charge.

Chan Yin Hei Brian: Will you consider UC Bistro this year?

Leung Ka Wun Casey: We will ask people in the google form and see their preference.

Cheng Man Hin: Any preference for professors?

Leung Ka Wun Casey: Similar to last year.

Sit Hiu Chi: When will you ask the availability of members?

Leung Ka Wun Casey: 2 weeks prior to the event.

Chan Yin Hei Brian: Better to earlier. For my year the event date is the end of the month but I asked in the beginning of the end. The time was still packed. Plus, you need to check if there is an event clash.

Sit Hiu Chi: Do you provide walk-in?

Leung Ka Wun Casey: Yes, and it should be in the same price.

Chan Yin Hei Brian: I think you can collect for a little bit more expensive. If it is the same price then all people will walk in.

Sit Hiu Chi: How about non-members?

Cheung Cheuk Lun Alan: Can be a bit more expensive.

Sit Hiu Chi: Any seating plan?

Leung Ka Wun Casey: Tables separated according to the major.

Sit Hiu Chi: When will the dinner start and when will professors come?

Cheung Cheuk Lun Alan: We will start welcoming at 1830 and ask professors to come at 1900, in order to prevent professors waiting for the students.

Sit Hiu Chi: Where would you take the photo?

Leung Ka Wun Casey: Inside or outside the restaurant.

Chan Yin Hei Brian: You can take it near the corridor if there is no people.

Sit Hiu Chi: Will you go and pick up the professors?

Cheung Cheuk Lun Alan: We can ask Academic Secretary to do so.

Sit Hiu Chi: You can ask if they need help. What if members arrive early?

Leung Ka Wun Casey: Ask him or her to go around first.

Chan Yin Hei Brian: You can appear at 1830 so that it can be handled more easily.

Sit Hiu Chi: What will you order if you book the Chinese restaurant in HKUST?

Cheung Cheuk Lun Alan: See if there are people with food allergy. If not, the choice of food is pretty flexible. We can order a big bowl of fried rice maybe.

Sit Hiu Chi: How would you handle non-local participants?

Cheung Cheuk Lun Alan: See if he/she is active or not. If not, perhaps we will ask executive committees to sit with him to prevent awkwardness.

### **Annual Election**

Cheung Cheuk Lun Alan: I am the person in charge as well. The venue should be in the Atrium.

Sit Hiu Chi: It depends on the Students' Union. The date should be in February. Note that Students' Union would not set a date for you.

Cheung Cheuk Lun Alan: Yes, we need to hand in a date to them.

Sit Hiu Chi: Any preparation for the polling venue?

Cheung Cheuk Lun Alan: One previous cabinet member and I will be staying there. There will be a notice board for members to vote privately. There will also be a table, some pens and a sample of valid and invalid votes. We will count the vote at 1800 approximately.

Sit Hiu Chi: Remember after the information session you need to ask them about the formation of cabinet and ask them to apply for nominated cabinet.

Kwok Yuk Lam motioned to lay the remaining Agenda items until the next session of Extraordinary General Meeting.

Leung Ka Wun Casey seconded.

The time is 20:06.

11 For 0 Against

The motion was passed.

**Minutes of International Research Enrichment Students' Society,  
HKUSTSU 1<sup>st</sup> Extraordinary General Meeting Session II**

Date: 27-06-2019

Venue: Common Room 7

Time: 1000

Chairperson: Cheung Cheuk Lun Alan

Minute Taker: Lam Yu Sang

The business of the 1st Extraordinary General Meeting 2019 of IRESS, HKUSTSU shall be:

1. To commence the meeting;
2. To receive and adopt the agenda of IRESS, HKUSTSU 1st Extraordinary General Meeting;
3. To discuss and amend the Year Plan of IRESS, HKUSTSU, Session 2019-2020;
4. To discuss and amend the Financial Budget of IRESS, HKUSTSU, Session 2019-2020;
5. To adjourn the meeting.

**Agenda item 1. To commence the meeting**

The time is 10:00.

No. of full members present: 3

The quorum was not met. The quorum was counted again after 15 minutes.

The time is 10:15.

No. of full members present: 6

The quorum was not met. The quorum was counted again after 15 minutes.

The time is 10:30.

No. of full members present: 6

The quorum was not met. The quorum was counted again after 15 minutes.

The time is 10:45.

No. of full members present: 6

The quorum was not met. The quorum was counted again after 15 minutes.

The time is 11:00.

No. of full members present: 6

The quorum was not met. 1<sup>st</sup> Extraordinary General Meeting Session II failed to be convened for lack of a quorum.

**Minutes of International Research Enrichment Students' Society,  
HKUSTSU 1<sup>st</sup> Extraordinary General Meeting Session III**

Date: 16-07-2019

Venue: Common Room 7

Time: 1300

Chairperson: Cheung Cheuk Lun Alan

Minute Taker: Lam Yu Sang, Kwok Yuk Lam

The business of the 1st Extraordinary General Meeting 2019 of IRESS, HKUSTSU shall be:

1. To commence the meeting;
2. To receive and adopt the agenda of IRESS, HKUSTSU 1st Extraordinary General Meeting;
3. To discuss and amend the Year Plan of IRESS, HKUSTSU, Session 2019-2020;
4. To discuss and amend the Financial Budget of IRESS, HKUSTSU, Session 2019-2020;
5. To adjourn the meeting.

**Agenda item 1. To commence the meeting**

The time is 13:00.

No. of full members present: 5

The quorum was met. Chairperson Cheung Cheuk Lun Alan started the Extraordinary General Meeting.

Cheung Cheuk Lun Alan swapped the chairperson to Lau Chak Hei.

**Agenda item 3. To discuss and amend the Year Plan of IRESS, HKUSTSU, Session 2019-2020 & Agenda item 4. To discuss and amend the Financial Budget of IRESS, HKUSTSU, Session 2019-2020**

Kwok Yuk Lam motioned to resume the discussion of Agenda item 3 and 4.

Lam Yu Sang seconded.

The time is 13:16.

8 For 0 Against

The motion was passed.

Sun Yusen: Let's briefly explain how to prepare for the society jacket.

Chan Tsz Ching: The design of the society jacket will be confirmed on early October.

During mid to late September the design will be sent out to ask for opinions.

After finalisation, we will give the design to the company to see if we can have any sample.

During mid-October we will ask them to order.

Sun Yusen: What time do we expect the design project to be finished?

Chan Tsz Ching: We expect from mid to late September. I will ask Cheung Cheuk Lun Alan for help and exchange thoughts.

Sun Yusen: Do we now have a basic idea about colour and design?

Chan Tsz Ching: White with IRESS in Chinese in the front.

Sun Yusen: Any style?

Chan Tsz Ching: Simplistic.

Sun Yusen: Do we have any promotion methods? Last year we put poster, posted on Instagram and promoted in big groups.

Chan Tsz Ching: Yes, mainly these few types, I will say it in WhatsApp group and we will open counter and might advertise in Life Science common as well.

Sun Yusen: For WhatsApp, send it in group and private message them as well.

Last year we did not private message them, that's why the outcome it not that good.

Chan Tsz Ching: Ok, but I think it is worth to pay.

Sun Yusen: We can also promote in Facebook, if we have sample, the better.

Sample is \$300 per each, and we did not order because it is too expensive, but I think it is worth to pay for the sample.

Cheng Man Hin: Some store directly gives samples.

Sun Yusen: We can compare more stores.

Kam Wa Mei: Which company did you use?

Cheng Man Hin: Not sure.

Sun Yusen: We used Signature.

Sun Yusen: If the goods arrive and have errors, then you might have free products. If originally have zippers and now we don't have. For Environmental Science society, the colour does not match with the original plan and they gave them the free products. Even if it is a small thing you can discuss with them and get free products.

Sun Yusen: How much would a society jacket cost?

Chan Tsz Ching: Probably around \$150, it would not be that expensive.

Sun Yusen: The logo with wings will use in society jacket?

Chan Tsz Ching: No, it's not our society's logo.

Kam Wa Mei: Members less prefer society jacket so if the jacket is likeable to most of the members, it would be better.

Sun Yusen: I have posted three designs before in big group, but they did not give a lot of opinion.

It would have been better to private message

The design is originally a hoodie, but not many people like that.

Kam Wa Mei: But the texture provided is also similar and thick.

Sun Yusen: But I think Feng Zhijie's one is obviously thinner and not that chubby.

Chan Tsz Ching: Our society's jacket is thinner, can find the same store or similar materials

Chan Tsz Ching: That one is found by Leung Ka Wun Casey.

Sun Yusen: Society jacket distribution is to call all people who want during that period and give it to them or give it to them in Christmas party like usual?

Chan Tsz Ching: Let's see how many people order. If few then can directly give them in person.

If have 25-30 then will make counter to deliver, we hope to get it on or before late October

Sun Yusen: Other function set up counter can give them, and for graduates like So Wai Lam and Iu Shing Huk David, they might want to collect society jackets.

You can ask if they want and can ask them to pay in member price.

Cheng Man Hin: Iu Shing Huk David is a member as he is honorary member.

Kam Wa Mei: Will you want to order two more as buffer?

Sun Yusen: We didn't order more in our year because of our budget, and we have given a very long period of time for them to order, it would be unreasonable for them to order after deadline, therefore we didn't order more for buffer. If order more, then we need to prepare more sizes, so can decide by yourself. But usually will order more it's just that our year didn't.

Kam Wa Mei: The feedback of the old society jacket is good and have new people who want to buy old society jacket. I think we can use money in more meaningful places.

Sun Yusen: You said might have deposit, for example one jacket 150, how much would you expect the deposit be?

Chan Tsz Ching: Mainly don't want people who order don't want the jacket.

Sun Yusen: We can collect full charge when they order.

Sun Yusen: Just remember to write receipt. This year exchange ppl may leave before January or after final. So, we need to distribute society jacket earlier.

Kam Wa Mei: Like during Christmas party etc.

Sun Yusen: Does the society jacket have special design?

Chan Tsz Ching: No, special design is more expensive, so it will be simple.

Sun Yusen: Do we need to find model to take photo of society jacket? Like in the poster?

Chan Tsz Ching: I think putting the design and real sample does not have much difference.

Sun Yusen: How about the working schedule? Oh, we have that. When we confirm poster design will the poster already be out?

Chan Tsz Ching: After confirming the charge.

Kam Wa Mei: Do we stop receiving order at mid-October?

Chan Tsz Ching: Google form around a week.

Sun Yusen: I think the period is decent.

Kam Wa Mei: Do not need longer? Poster for two weeks?

Chan Tsz Ching: We mainly promote by WhatsApp, so even though the poster is not put up for a whole of two weeks, it doesn't quite matter.

Kam Wa Mei: Do we consider two different style design?

because originally Chang Yau Ming's designs are similar.

it seems not much choice to make.

Chan Tsz Ching: Because Cheung Cheuk Lun Alan and I will both give design and our style are very different.

Kam Wa Mei: What if he cannot?

Chan Tsz Ching: I will try to make two different style design.

Sun Yusen: Any question to ask us, Chan Tsz Ching?

Chan Tsz Ching: I will ask when we make the design.

Kam Wa Mei: You can find more company to compare price.

Chan Tsz Ching: Give Leung Ka Wun Casey. Our promotion period jacket is from Hang Fung.

Sun Yusen: Then how about the photo taking booth?

Chan Tsz Ching: The photo taking booth will be around mid-November. Around October I will ask Leung Ka Wun Casey to find sponsorship.

ask sichome if can give training room to use.

Cheng Man Hin: I think it is impossible.

Chan Tsz Ching: IRE focus group said they can discuss if we want.

Cheng Man Hin: but Sci/Home is too packed.

Chan Tsz Ching: because they say if we want to put the props in their we can contact them.

Kam Wa Mei: But you need to find them way earlier. I thought we could too but turned out it was not allowed since we can't book a classroom that late.

Chan Tsz Ching: During late October we will finalise the design, during early November we will prepare all the materials. And will tell graduates have place to take photo 1-2 weeks prior

Sun Yusen: Except Sci/Home, where would you prefer?

Chan Tsz Ching: Not much preference. Maybe booking common.

Kam Wa Mei: Book common need to be early as well.

Chan Tsz Ching: If Sci/Home cannot then book common.

Sun Yusen: Let's prevent outdoors.

Kam Wa Mei: We thought of mushroom before, but it is too windy.

Sun Yusen: I think we can think about the place beside Starbucks, but it may have a lot of people.

Kam Wa Mei: Why do we have participation fee? what is the purpose?

Chan Tsz Ching: Not yet update, for graduate's clothes. It is cancelled as we don't need to order robes, we will change that later.

Kam Wa Mei: Why have two posters?

Wong Kim Lok Kimson: Duplication error, only print once.

Sun Yusen: What do the welfare package have? What's the purpose?

Chan Tsz Ching: Welfare for them, like when freshmen join IRE they can have some present. I think if money allows, We can provide some service to them.

Sun Yusen: But I think graduation party already have gift and instant camera is more important.

Kam Wa Mei: There might be a loss.

Sun Yusen: Welfare pack can deliver but like can give in registration day, like give something can represent IRE, society paper of each year etc.

Kam Wa Mei: For the props, in my year I ordered polystyrene boards. But self-written board will be more fun, so you can order whiteboard for them to draw and write what they want.

Chan Tsz Ching: If it is too expensive, then we can use paper and laminate it.

Kam Wa Mei: Some can be reuse, but others have the wording 'class of 2018', so it is needed to order earlier. Is the booth held for the whole day?

Chan Tsz Ching: If there is time, we hope to make it a whole day

Kam Wa Mei: Can you find a camera by yourself?

Chan Tsz Ching: What camera?

Kam Wa Mei: Our year, Pang Chun Sum Brian used his own camera.

Chan Tsz Ching: I think they will want to use their own phones.

Kam Wa Mei: So you guys won't provide a camera? How about the quality?

Chan Tsz Ching: I need to see if I have such channel.

Kam Wa Mei: If they use their phone, then they can do it by themselves. Also, how will they recollect the photos?

Chan Tsz Ching: We will take photos with our own phones.

Kam Wa Mei: Oh okay, so just ensure you have the backup.

Chan Tsz Ching: I have camera too, if we really need to use it.

Kam Wa Mei: Remember to privately message the graduates.

Chan Tsz Ching: I will inform them about the details.

Kam Wa Mei: Better ask their expected time to come.

Lau Chak Hei swapped the chairperson to Kwok Yuk Lam.

Cheng Man Hin: Is the expense of inauguration \$1700?

Wong Kim Lok Kimson: Yes, but report isn't released yet.

Cheng Man Hin: How about the graduation party?

Wong Kim Lok Kimson: We had a loss of \$65. We originally expected it to have loss and there is one member who didn't come.

Cheng Man Hin: Has the subsidy been claimed yet?

Wong Kim Lok Kimson: Cannot claim, since we did not promote.

Cheng Man Hin: You can claim directly.

Wong Kim Lok Kimson: I can put receipts to orientation camp and claim afterwards then.

Cheng Man Hin: But the receipts have dates. You must claim even though you don't have promotion. It will only take a little time for you to do so even if you cannot pass. Does the orientation camp have to derive?

Wong Kim Lok Kimson: Follow last year but because the hall fee is increasing over year, we will add \$20-40 to freshman. Details will be calculated afterwards.

Cheng Man Hin: The price in budget is my year's price, not last year's. When you make the budget, you can update more.

Wong Kim Lok Kimson: I think it is also \$380 last year.

Cheng Man Hin: Now you cannot put this price.

Wong Kim Lok Kimson: Ok.

Cheng Man Hin: The budget like orientation camp tee, can you really predict the number?

Wong Kim Lok Kimson: I cannot predict exactly, but we have actual expenses. For the orientation camp tee we ordered 50 pieces, so we ordered more than the budget. We also have tote bags.

Cheng Man Hin: The poster supposedly won't have 15 only, I think you need two kinds of them.

Wong Kim Lok Kimson: Yes but our print budget is limited.

Cheng Man Hin: You can still claim for it.

Leung Ka Wun Casey: We can use the print budget of Lau Chak Hei.

Wong Kim Lok Kimson: For the 1<sup>st</sup> night, the dinner is at the Chinese restaurant in HKUST, the 2<sup>nd</sup> day lunch is free choice, and the dinner is Pizza Box, there will be a buy one get one free discount since it is going to be a Sunday. The lunch of the 3<sup>rd</sup> day will be going outside of UST. All breakfast will be at McDonalds.

Cheng Man Hin: Is it possible that the budget of the Chinese restaurant in HKUST to be around \$40 per person?

Wong Kim Lok Kimson: No, so it is outdated. We expected \$70 for the Chinese restaurant and pizza.

Kam Wa Mei: I remember last time, the orientation camp total \$300.

Cheng Man Hin: And now price increased .

Kam Wa Mei: When will LG7 be reopened?

Cheng Man Hin: Not sure.

Kam Wa Mei: For the game material, it is \$500, will it be too little?

Cheng Man Hin: Not really.

Wong Kim Lok Kimson: We mainly print papers only.

Cheng Man Hin: If there is a buy one get one, the price is still \$70 per person?

Wong Kim Lok Kimson: Yes.

Kam Wa Mei: Any other discounts?

Wong Kim Lok Kimson: I need to check, but I think the price is similar.

Kam Wa Mei: For the lunch in day 2, you let them go out and eat by themselves?

Wong Kim Lok Kimson: Yes.

Kam Wa Mei: I remember in my year, being freshman is around \$40.

Cheng Man Hin: Your room is not enough?

Wong Kim Lok Kimson: Yes.

Cheng Man Hin: Maybe you can collect more fee from executive committees without hall.

And less for those who has hall.

Wong Kim Lok Kimson: I didn't think of this.

Cheng Man Hin: Consider those who only join some function/meal.

Wong Kim Lok Kimson: Perhaps only have 1 night dinner then it will have something like this.

Kam Wa Mei: Can you mark all separate prices of all activities of games and beverages?

Wong Kim Lok Kimson: No, because the money of game materials were being claimed together. If it is about play games then it is 20. The food is based on what they join.

Cheng Man Hin: Our year had time clash and a lot left in the half of camp, so it will be better to mark all clearly.

Wong Kim Lok Kimson: I have a table now, like game, meal, bag and souvenir, etc.

Kam Wa Mei: It is needed to look at when each participant come and leave. Perhaps you need to send it out to remind yourself in the group.

Cheng Man Hin: For registration day, you should collect deposit to hold them first.

Kam Wa Mei: For graduation party, if you collected deposit they might come as well. But even if they don't come you have deposit of \$50, then you won't loss that much.

Cheng Man Hin: Each night during the meeting you need to calculate the real expense, and then check if you need to modify the use of money for the another day, as orientation camp is very good for subsidy claiming.

Kam Wa Mei: Except sponsorships as a source for welfare pack, did you think of giving self-made products?

Wong Kim Lok Kimson: We didn't plan for that.

Kam Wa Mei: Even if you make more stickers, you can use it for other functions, and regard it as money claimed in orientation camp. So that is why we want the society tee and orientation camp tee to be ordered together.

Chang Yau Ming: What hall do you have this year?

Kwok Yuk Lam: 8/F of hall 6, Chemistry society gave it to us already.

Kam Wa Mei: Has orientation camp tee arrived?

Leung Ka Wun Casey: Yes

Kam Wa Mei: What colour is it?

Kwok Yuk Lam: Light purple.

Leung Ka Wun Casey: Since we cannot clash the colour with Chemistry and Biology which is red and blue and we don't prefer green.

Cheng Man Hin: Is the tee's thickness bad?

Leung Ka Wun Casey: Decent.

Cheng Man Hin: You can try to sell it in the orientation week to sell the leftovers of the orientation camp tee. But the price need to be set better, don't make it too high.

Kam Wa Mei: This year you will make computer bags?

Leung Ka Wun Casey: We didn't leave budget for computer bags, but we will send a google form on the group to ask for preference of products that they want.

Kam Wa Mei: We need to earn but try not to earn too much, our aim is to serve the members as well.

Cheng Man Hin: Is the society paper ordered?

Wong Kim Lok Kimson: Not yet.

Cheng Man Hin: I'm not sure if you can sell that much. Will you cabinet buy society paper?

Wong Kim Lok Kimson: Yes I think so. But it is really difficult to set a decent amount.

Chang Yau Ming: Is there a remedy for the problem of dinner being not enough.

Cheng Man Hin: Our year is to separate snacks for the winning team to them so that they can have more food.

Chang Yau Ming: Anyway, it would be better to push more money for snacks.

Cheng Man Hin: Plus originally, the sponsors will have snacks, right?

Leung Ka Wun Casey: Yes but not a lot.

Cheng Man Hin: We can ask Tang Cheuk Him Raymondo, to know how can we receive more snacks sponsors. I will buy in ParknShop.

Chang Yau Ming: Then you can eat in seafront maybe.

Kam Wa Mei: Will we book for more rooms?

Wong Kim Lok Kimson: We will book all 8/f and then cancel rooms if there is too much rooms. We have a total of 4 triples and 18 doubles.

Kam Wa Mei: Our previous executive committee have pushed money to make their own welfare pack because the original things are not good. We can add cheap cup noodles like 6 dollar each to put in there. And from the experience of food expectation of graduation party we can have a better gist.

Wong Kim Lok Kimson: Ok.

Kam Wa Mei: Remember those booklets need money as well.

Leung Ka Wun Casey: Yes, I can print it all.

Kam Wa Mei: Last year, do we have society paper left?

Wong Kim Lok Kimson: Yes.

Cheng Man Hin: You can put discount to sell leftovers of paper.

Lee Olivia Wing Kei: Try to set loss within \$1000.

Cheng Man Hin: I remember my year budget has a loss \$400 but turned out earned \$1400. Society paper and society tee, if it is not regarded in orientation week then it should be thrown to others and try to swap.

Wong Kim Lok Kimson: For the \$1000 subsidy in Students' Union, when can you take?

Cheng Man Hin: Around the Annual General Meeting, but you need to ask.

Lee Olivia Wing Kei: Is the hall fee is an actual number?

Wong Kim Lok Kimson: Yes.

Lee Olivia Wing Kei: Good.

Chang Yau Ming: Photo taking for our year has photo frames to professor, but we didn't write it in budget.

Kam Wa Mei: Because the frame is done around January and the budget is already perfected, but if you guys have the budget to do so, you can give relatively expensive stuff to professors to ensure the quality.

Cheng Man Hin: Will you make singing contest?

Kwok Yuk Lam: Maybe, according to the last session.

Cheng Man Hin: For the society jacket, you shall adjust the price base on the past budget. \$120 shall be a decent price.

Kam Wa Mei: Because you can claim from that.

Cheng Man Hin: Yes, you must claim.

Chang Yau Ming: Where was the society banner put at?

Cheng Man Hin: Do you have a safe place to put it?

Leung Ka Wun Casey: Society room.

Cheng Man Hin: It is not that safe, you need to put it in a safer place.

Kam Wa Mei: If you have time you can go and clear society room for a day.

Chang Yau Ming: During registration day you will put out banner as well. How would you prepare for it?

Leung Ka Wun Casey: We will make it soon.

Kam Wa Mei: Maybe you can put the society banner into the orientation camp?

Cheng Man Hin: Put in registration day will be better.

Kam Wa Mei: There is no need to make it immediately, but need to put it in to claim.

Cheng Man Hin: Will you buy plastic cover for photo taking?

Kam Wa Mei: We have extra in society room.

Kwok Yuk Lam: But the size is not suitable for photos.

Kam Wa Mei: I have extra too, I can give it to you if you need, and I can give you the contact of the shop as well. For orientation camp stickers, we have more stocks, you can put in souvenir bag this year and deliver it to the members.

Wong Kim Lok Kimson: Ok.

Kam Wa Mei: Orientation camp have two posters?

Cheng Man Hin: You can put one in registration day. What will you eat for annual dinner?

Leung Ka Wun Casey: The Chinese restaurant in HKUST.

Cheng Man Hin: \$130/person in annual dinner and \$70/person in orientation camp, how is it possible?

Wong Kim Lok Kimson: Perhaps I will change \$70 to \$90.

Cheng Man Hin: Try not to give too little food for them in orientation camp as it affects your reputation. You can adjust the prize expense base on the loss and gain, you will have subsidy from professors as well.

Kam Wa Mei: As for decoration, can we use \$100? You can try to modify because if there is no room it's hard to decorate, and we have balloons already. Christmas party participation fee includes exchange gift fee of 50?

Wong Kim Lok Kimson: It is separated.

Kam Wa Mei: Why does Christmas party decoration need \$150? Society room has a lot of materials.

Wong Kim Lok Kimson: We saved that first.

Kam Wa Mei: You can try to tidy up society room and find materials. And even the year before previous year, annual dinner had banner as well, you can try to search for it.

Cheng Man Hin: All print budget is used now?

Wong Kim Lok Kimson: Yes.

Cheng Man Hin: Every year has \$120, during January to April it will automatically increase to \$120. You need to check occasionally.

Lee Olivia Wing Kei: For Christmas party, \$2500 for 40 people might not be enough. And Pizza will be not enough. But you can let others to choose.

Wong Kim Lok Kimson: Ok.

Lee Olivia Wing Kei: They might have Christmas discounts, I can check it for you.

Wong Kim Lok Kimson: The party packs are not good right?

Kam Wa Mei: Yes.

Cheng Man Him: Or can try ReUbird.

Lee Olivia Wing Kei: Anyway, I think it would not be enough.

Kam Wa Mei: Will it be inconvenient if you order ReUbird?

Cheng Man Hin: It won't be but for details, you better ask Cheung Long Him.

Kam Wa Mei: Because you need to think of the expected number of participants and the choice of food. If turns out you really need to order Pizza Hut, don't trust their expected amount of food. Plus if those company might have credit card discount.

Lee Olivia Wing Kei: You need to find dates and discount.

Wong Kim Lok Kimson: We will decide everything before final.

Lee Olivia Wing Kei: But we don't have enough time because you need to book places and prepare for food something like that.

Kwok Yuk Lam swapped the chairperson to Lau Chak Hei.

Kam Wa Mei: And you need to follow the Christmas menus of the companies as well and you probably can't find expected participants.

Wong Kim Lok Kimson: We might use past years' participant number.

Kam Wa Mei: Graduation party claimed subsidy?

Wong Kim Lok Kimson: No, because the amount is too little.

Cheng Man Hin: You must claim it.

Wong Kim Lok Kimson: Can I push those to orientation camp? Even though the date is early but I can explain that it is ready for orientation camp.

Cheng Man Hei: They won't interview you.

Lee Olivia Wing Kei: Yes, as long as you give a decent one then they will pass.

Kam Wa Mei: Now do you have any designs that is confirmed for order? Except orientation camp tee.

Kwok Yuk Lam: No.

Kam Wa Mei: Chang Yau Ming said that the designs affect the price as well. You can take a look.

Lee Olivia Wing Kei: Graduation party is regarded as budget or report?

Wong Kim Lok Kimson: It is a budget, in reality we lost \$60.

Lee Olivia Wing Kei: Have you claimed subsidy?

Wong Kim Lok Kimson: We will try to push it to orientation camp and claim it.

Lee Olivia Wing Kei: For society jacket, you expect 40 people to buy?

Wong Kim Lok Kimson: Yes, we will order after they give deposit.

Cheng Man Hin: By the way, the budget has to be passed in Extraordinary General Meeting after being finalised.

Kam Wa Mei: Where will be the location of Semester Commencement Dinner?

Leung Ka Wun Casey: Hang Hau village because we doesn't want our location to clash with Annual Dinner.

Cheng Man Hin: You can consider malls in Hang Hau.

Kam Wa Mei: Plus it is not good to take photo there. When will you make society banner?

Kwok Yuk Lam: 24/7.

Kam Wa Mei: How about the design?

Kwok Yuk Lam: We will follow last year.

Kam Wa Mei: Why don't you make a new design? You can ask Cheung Cheuk Lun Alan to help.

Kwok Yuk Lam: Sure.

Kam Wa Mei: Registration day counter requires banner to put up?

Chang Yau Ming: I think so.

Kam Wa Mei: How about put it in the counter to show not putting it up.

Kwok Yuk Lam: I think all the other societies put up too.

Chang Yau Ming: Counter banner and society banner better be two separate things? As their size should not be the same.

Kwok Yuk Lam motioned to lay the remaining Agenda items until the next session of Extraordinary General Meeting.

Lam Yu Sang seconded.

The time is 15:52.

7 For 0 Against

The motion was passed.

**Minutes of International Research Enrichment Students' Society,  
HKUSTSU 1<sup>st</sup> Extraordinary General Meeting Session IV**

Date: 14-04-2020

Venue: Via Zoom

Time: 2130

Chairperson: Cheung Cheuk Lun Alan

Minute Taker: Lam Yu Sang, Choy Sin Hang, Lai Man Wai

The business of the 1st Extraordinary General Meeting 2019 of IRESS, HKUSTSU shall be:

1. To commence the meeting;
2. To receive and adopt the agenda of IRESS, HKUSTSU 1st Extraordinary General Meeting;
3. To discuss and amend the Year Plan of IRESS, HKUSTSU, Session 2019-2020;
4. To discuss and amend the Financial Budget of IRESS, HKUSTSU, Session 2019-2020;
5. To adjourn the meeting.

**Agenda item 1. To commence the meeting**

The time is 21:33.

No. of full members present: 16

Quorum was met. Chairperson Cheung Cheuk Lun Alan started the Extraordinary General Meeting.

**Agenda item 4. To discuss and amend the Financial Budget of IRESS, HKUSTSU, Session 2019-2020**

Lau Chak Hei motioned to lay the discussion of Agenda item 4.

Kwok Yuk Lam seconded.

The time is 21:36.

16 For 0 Against

The motion was passed.

Wong Kim Lok Kimson: Last time when we open the Extraordinary General Meeting, we have already discussed about the financial budget, the only part when we officially pass it is left. Shall we pass it now? Perhaps Lau Wing Sum you can take a look at it first.

Lau Wing Sum: I want to ask what are the tiles in the graduation party?

Wong Kim Lok Kimson: I copied the year before last year's financial budget.

Lau Wing Sum: So what is it exactly?

Wong Kim Lok Kimson: I think it is the decorations.

Lau Wing Sum: What is the \$150 used during registration day?

Wong Kim Lok Kimson: The making of the board, and for buying papers and printing.

Lau Wing Sum: In the orientation camp, you have only reserved for 30 places, did you consider where the executive committees and leaders would sleep at? Did you expect only 15 freshmen?

Wong Kim Lok Kimson: Yes, we looked at the data from last year. Of course, we changed it afterwards practically.

Lau Wing Sum: The executive committees are set as 5 because they already knew they were not free?

Wong Kim Lok Kimson: I am not sure. I think it is because some people have halls in summer so they can go back to their hall and sleep.

Lau Wing Sum: In the expected revenue, you only expected to receive money from 5 executive committees?

Wong Kim Lok Kimson: Then it must have been changed. The financial budget was finalized in July, and we knew that Lam Yu Sang and Cheung Cheuk Lun Alan won't be there.

Lau Wing Sum: But why did you put the expected number for T-shirts as 50?

Wong Kim Lok Kimson: From last year data, we see that we will make more spares.

Lau Wing Sum: But if you ordered more then it doesn't have to be 10 more.

Chan Tsz Ching: I think it is because the company required at least 50 T-shirts.

Kwok Yuk Lam: A lot of things start counting at 50.

Lau Wing Sum: Why were there 2 fewer people at Day 3 breakfast?

Wong Kim Lok Kimson: Maybe it is because that I did not want to eat breakfast. I deliberately made this decision, we recruited the group leaders in June, and that time some people say they will leave early on the second day or the third day so it was deducted on purpose.

Lau Wing Sum: and then about orientation week, why did you order 60 but expected to sell 45 pieces for T-shirts?

Wong Kim Lok Kimson: We referred to last session as well. Last year there was a lot of extras, but this year we practically ordered the same amount. But during the writing of financial budget I still reserved some extras just in case people wanted to order more.

Lau Wing Sum: But this looks a little bit weird on paper. Like you are ordering for 60 people but you don't expect 60 people to buy?

Wong Kim Lok Kimson: I mean you make sense.

Lau Wing Sum: Is the financial secretary of the next session here?

Tsui Yuk Hang: I am here.

Lau Wing Sum: Did you catch what I have said?

Tsui Yuk Hang: I am listening and looking at my own budget.

Lau Wing Sum: Just don't write stuff that is too weird. You can expect some extras left but not a quarter of the amount of the items you expect to sell.

Tsui Yuk Hang: Ok.

Lau Wing Sum: Did you expect anyone to buy photo frames for class photo taking?

Wong Kim Lok Kimson: It was originally intended for the photos for professors.

Lau Wing Sum: But I remember it has been two years since we purchased frames.

Wong Kim Lok Kimson: It depends on the final revenue or balance, this year we have money left so we could afford it.

Lau Wing Sum: Ok. And for the photo booth, I won't say the idea of instant photo is bad. But it seems that not a lot of people used it.

Wong Kim Lok Kimson: Yes, so next session you can get rid of that.

Lau Wing Sum: And next session if the props did not get thrown away we can use it again, just to make it less expensive.

Wong Kim Lok Kimson: Yes, but last year's props were probably thrown away.

Lau Wing Sum: Were the foam board kept well?

Wong Kim Lok Kimson: We couldn't manage to find it.

Lau Wing Sum: Then I guess you have to learn to tidy the society room. Christmas Party for games is referring to?

Wong Kim Lok Kimson: Like buying potato chips for the winner, originally the winner was going to get the chips.

Lau Wing Sum: Why is the printing of the Annual General Meeting regarded as not counted?

Wong Kim Lok Kimson: Yes because we didn't print last year.

Lau Wing Sum: Too wasteful?

Wong Kim Lok Kimson: If we have revenue this year maybe we can consider.

Lau Wing Sum: 1-2 is fine. But I mean there will be many edits. About the name cards, were they ever useful?

Wong Kim Lok Kimson: No, we ended up not using them.

Lau Wing Sum: Next session please do not print those. If you want to do so, you can print for the EV, but there is no need for others.

Kan Ying Hei: Basically name cards really have no use, they don't even have Inauguration Ceremony.

Lau Wing Sum: True. Supposedly name cards are to be given out during the Inauguration Ceremony. If it is useful it is going to be only during the Inauguration session, and for EV only.

Wong Kim Lok Kimson: Next session can simply delete this item.

Lau Wing Sum: And then, where is the printing budget?

Wong Kim Lok Kimson: We did not include it, since last year's financial budget did not include it as well.

Lau Wing Sum: The balance for the last session is around \$6000?

Wong Kim Lok Kimson: It is really the same actually.

Lau Wing Sum: Suppose last year there is a loss, then the money loss is being paid by yourself or?

Lee Olivia Wing Kei: Some people did not claim money.

Lau Wing Sum: But like you don't have the society account for 2 consecutive years.

Wong Kim Lok Kimson: Oh yes, the balance is negative.

Lau Wing Sum: So for your year who paid for the money?

Wong Kim Lok Kimson: Chan Yin Hei Brian paid. I just paid him back not too long ago.

Lau Wing Sum: And I gave \$1000 to Leung Ka Wun Casey this year.

Leung Ka Wun Casey: I am still keeping the money.

Lau Wing Sum: Just remember that that \$1000 is still with Leung Ka Wun Casey. Then the financial budget is basically it.

Lau Chak Hei motioned to vote for Agenda item 4.

The time is 22:00.

Kwok Yuk Lam seconded.

23 For 0 Against

The motion was passed.

**Agenda item 5. To adjourn the meeting.**

Lau Chak Hei motioned to adjourn the 1<sup>st</sup> Extraordinary General Meeting.

Kwok Yuk Lam seconded.

The time is 22:04.

22 For 0 Against

The motion was passed.

Prepared by,

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CHEUNG, Cheuk Lun Alan (20602270)

President,

International Research Enrichment Students' Society, HKUSTSU,

Session 2019 – 2020

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(Society Chop)