

# **International Research Enrichment Students' Society, HKUSTSU**

Minutes of Annual General Meeting 2020 and  
Extraordinary General Meeting  
for the Session 2020 – 2021

Minutes of International Research Enrichment Students' Society, HKUSTSU Annual General Meeting 2020-2021, Session I

**Date:** 2 April, 2020 (Thursday)

**Commencement Time:** 20:30

**Venue:** Via Zoom

**Chairperson:** Cheung Cheuk Lun Alan

**Minute Takers:** Choy Sin Hang Sonia, Lai Man Wai Katherine, Lam Yu Sang

The business of the Annual General Meeting 2020 of IRESS, HKUSTSU shall be:

1. To commence the meeting;
2. To receive and adopt the agenda of the Annual General Meeting 2020 of IRESS, HKUSTSU;
3. To receive and adopt the minutes of the Annual General Meeting 2019 of IRESS, HKUSTSU;
4. To receive and adopt the minutes of the 1<sup>st</sup> Extraordinary General Meeting of IRESS, HKUSTSU, Session 2019-2020;
5. To receive and adopt the Annual Report of IRESS, HKUSTSU, Session 2019-2020;
6. To receive and adopt the Annual Financial Report of IRESS, HKUSTSU, Session 2019-2020;
7. To vote and announce the Honorary Members;
8. To introduce and inaugurate the Executive Committee Members of IRESS, HKUSTSU, Session 2020-2021;
9. To receive and adopt the Year Plan of IRESS, HKUSTSU, Session 2020-2021;
10. To receive and adopt the Financial Budget of IRESS, HKUSTSU, Session 2020-2021; and
11. To adjourn the meeting.

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

The time is 20:32.

There are 17 full members present.

Quorum was met.

Chairperson Cheung Cheuk Lun Alan started the Annual General Meeting.

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

Lau Chak Hei motioned to receive and adopt Agenda items.

Kwok Yuk Lam seconded.

The time is 20:34.

21 For 0 Against

The motion was passed.

Lau Chak Hei raised procedural motion to combine agenda items 5 and 6.

Kwok Yuk Lam seconded

The time is 20:36

23 For 0 Against

The motion was passed.

Lau Chak Hei raised procedural motion to combine agenda items 3 and 4

Kwok Yuk Lam seconded

The time is 20:38

23 For 0 Against

The motion was passed.

**Agenda item 5. To receive and adopt the Annual Report of IRESS, HKUSTSU, Session 2019-2020;**

**Agenda item 6. To receive and adopt the Annual Financial Report of IRESS, HKUSTSU, Session 2019-2020**

Lau Chak Hei motioned to discuss agenda items 5 and 6

Kwok Yuk Lam seconded

The time is 20:39

23 For 0 Against

The motion was passed

### **Society Jacket**

Chang Yau Ming: Simply talk about the flow of the event first.

Chan Tsz Ching: I started thinking about the design for society jacket in August, then began asking for opinions in October in the Whatsapp group

The design was finalized around Oct 6-7, then we made a poster and opened a counter for members to order. The counter was set from Oct 14-18.

Originally I asked Leung Ka Wun Casey to order the society jacket afterwards, but the manufacturer refused to make black jackets (due to political reasons). Then we asked Pang Chun Sum Brian and decided to change the color to red. Then I asked Lau Chak Hei and Cheung Cheuk Lun Alan to ask members whether they would still like to purchase after the change of colour.

Then because classes were suspended, our progress stopped for a while, and finally Leung Ka Wun Casey found a manufacturer that was willing to make black jackets.

The jackets arrived in mid-December, and were distributed at the Christmas Party.

Those who did not attend the Party did not take the jacket. We originally planned to give it to them in the Spring semester, but because of the current situation, we cannot go back to campus now, so the rest will be distributed once school resumes.

Chang Yau Ming: How many jackets were distributed?

Chan Tsz Ching: We distributed about half of the jackets- the details are with Wong Kim Lok Kimson.

Wong Kim Lok Kimson: About half of them.

Chang Yau Ming: How many manufacturers did you approach at first?

Chan Tsz Ching: Originally only Signature because the price was reasonable- around \$117, similar to last year.

Leung Ka Wun Casey: I approached amax too, but the price is high

Chang Yau Ming: Then did you reject Signature and amax?

Leung Ka Wun Casey: Afterwards, Signature said they can make black jackets, so we decided to go with Signature at last

Chan Tsz Ching: I think we went with Signature. The final price was cheaper by 10 dollars.

Chang Yau Ming: I saw in the annual report that you ordered 30 pieces. Did you order some extra jackets?

Chan Tsz Ching: That one was an estimate.

Leung Ka Wun Casey: I think that is exact.

Chan Tsz Ching: At last we ordered 35 jackets.

Chang Yau Ming: Talk about the idea behind the jacket design.

Chan Tsz Ching: I think a simplistic design is fine. Since we love science, so we chose to include the term "scienceholic".

Chang Yau Ming: What is the type of clothing? Was it a sweatshirt or other types of clothing?

Chan Tsz Ching: It was a light jacket.

Chang Yau Ming: What was the material?

Chan Tsz Ching: Cotton, but not the thick type.

Chang Yau Ming: On the topic of colors, why did you choose red if black didn't work?

Chan Tsz Ching: Originally at LIFS common, we asked the last session about the color change. They screened the colours and thought red was okay. Besides, only 4 members said they wouldn't buy the jacket if it was changed to red.

Chang Yau Ming: Okay. Just note that red may cause a clash of colors with the Chemistry Students' Society, and usually our society's color is blue, so it would be better to use blue in the future.

Chan Tsz Ching: We asked the Chemistry Society if they minded us using red, and they said no.

Chang Yau Ming: Okay then. When can you distribute all the society jackets? Is anyone asking for the society jacket now?

Chan Tsz Ching: Now there are people asking whether they had ordered.

But because of the recent situation, it probably isn't really urgent at the moment. All of it probably will be distributed by the time the fall semester begins.

Chang Yau Ming: It's good that no people are pressing you for the jacket, but it's better to finish as soon as possible. If there will be a lot of people at Orientation Camp, it's best to distribute them there.

Chan Tsz Ching: We're still unsure if the Orientation Camp can be held successfully.

Chang Yau Ming: Anyway, you should distribute them as soon as possible.

We can discuss how many jackets should be ordered. You did not leave extra this year, right?

Chan Tsz Ching: Yes.

Chang Yau Ming: You can keep ordering the exact amount. I remember I did not order any extra in my year as well, but some people said they wanted to order afterwards. But I think even if you order extra, if the size is not right it will still be useless. So I think you can keep the same method.

Chan Tsz Ching: I think if we have enough money, we can actually order one more piece of medium- or large-sized jackets.

Chang Yau Ming: I think it is okay. I remember in my year, a professor said that he wanted a society jacket when he saw people wearing it. If any professors would like a jacket, you can also give one to them

Chang Yau Ming: What methods did you use for promotion?

Chan Tsz Ching: Putting up posters and sending messages in the Whatsapp group.

Chang Yau Ming: In the design process, did you discuss with other Executive Committee members or did you just do it on your own?

Chan Tsz Ching: I asked and put up samples in our group but no people replied. I asked Kwok Yuk Lam for opinions.

Chang Yau Ming: Are there any other versions that were not used?

Chan Tsz Ching: There were one to two, they were not shown.

Chang Yau Ming: So was this the first version?

Chan Tsz Ching: This was around the third design.

Chang Yau Ming: What are the previous designs?

Chan Tsz Ching: Let me check. Do you want me to share?

Chang Yau Ming: If there are pictures, you can show them.

Chan Tsz Ching: One of them is "adore maths" but people did not seem to like it.

There was one with an amino acid at the back, but people didn't seem to like it either.

At last we settled on this design which people liked.

Chang Yau Ming: Are there any reasons why the previous designs were banned?

Chan Tsz Ching: People thought it was too show-off or too academic or nerdy?

Chang Yau Ming: It's understandable. Did you design the posters on your own or did others help you?

Chan Tsz Ching: I designed them myself.

Chang Yau Ming: So the cost of the society jacket is \$117?

Chan Tsz Ching: It was \$117 when we originally asked for the price, but at last it became \$107.

Chang Yau Ming: Although we don't have the financial report yet, can you say whether there was a profit or loss?

Wong Kim Lok Kimson: It was a profit. Originally, Leung Ka Wun Casey said the cost was \$117, so we set the price at \$120 but at last the cost was cut by \$10 each. So in the end we had a profit of several hundred dollars, which was mainly due to the lower cost.

Chang Yau Ming: Good. Any reason as to why it was cheaper?

Leung Ka Wun Casey: No.

Wong Kim Lok Kimson: At first when we chose the company, they said it was \$117, I only found out it was not \$117 when I received the receipt.

Lee Olivia Wing Kei: Where are the jackets now?

Leung Ka Wun Casey: The jackets are in the society room now.

Lee Olivia Wing Kei: You can include the cost of the jackets as expenses on the financial report first.

Wong Kim Lok Kimson: It's already there, they were 107 dollars and we ordered 35 jackets.

Chang Yau Ming: Did you ask Signature Uniforms for samples?

Chan Tsz Ching: No, we did not expect them to do so.

Chang Yau Ming: Yes, usually they won't give samples.

Lau Wing Sum: Did you say the society jackets have not all been distributed yet?

Chan Tsz Ching: Yes.

Lau Wing Sum: Are there people who asked whether they have ordered?

Chan Tsz Ching: Yes.

Lau Wing Sum: Don't you have records for who ordered?

Chan Tsz Ching: Yes, but the members themselves do not remember whether they have ordered, so they had to ask us.

Lau Wing Sum: Why were you not able to distribute most of the jackets when you still saw the members?

Chan Tsz Ching: Since classes were suspended after 8/11, we were not able to distribute them until mid-December. The jackets arrived by then and we saw most members during the Christmas Party, so we chose to distribute them during the Party.

Lau Wing Sum: Not all members who ordered came to the Christmas Party, right? Are there Year 4 members who ordered but have not taken it yet?

Chan Tsz Ching: Wong Kim Lok Kimson, do you know?

Wong Kim Lok Kimson: For the graduates, like Chan Siu Man, I will contact them afterwards to discuss the details of collecting the jacket. I assume others will have the same arrangement.

Lau Wing Sum: For Chan Siu Man, who is staying in Hong Kong, it is fine, but how about those who are not in Hong Kong? They won't have time to come back and take them.

Wong Kim Lok Kimson: We will contact all those in this case who cannot take it in person. If they're staying in Hong Kong we'll give them the jacket face to face. If they're leaving Hong Kong, we will consider payment by money transfer through the bank, and arrange a time to meet up with them to get their society jackets.

Chang Yau Ming: You can consider online money transfer. It will be rather convenient, like there's no need to open a counter to collect money. You can put a link in the Google form, and people can pay with credit card or online payment apps.

Wong Kim Lok Kimson: We are working on it, but the problem to deliver the product is still unsolved. One way is to mail the jacket, but there are still problems. I think it is still better to give them the jacket face to face.

Lau Wing Sum: If they don't pay beforehand, the Financial Secretary will be in a lot of trouble. One problem with bank transfer is that we haven't opened a society bank account successfully in years. If the money goes to their private account, it will be rather complicated.

Chang Yau Ming: Try to look into it. If you're successful, it will be far clearer.

Chan Tsz Ching: But it was said before that we couldn't use private accounts for society activities?

Lau Wing Sum: This problem is because the bank doesn't want you to use personal names to open accounts for organizations; but in reality the society account is also a private account. For example, the bank account of Li Wing Shun and me is also private.

Chang Yau Ming: I don't have further questions, Lu Shing Huk David do you have any questions?

Lu Shing Huk David: No. I wasn't in Hong Kong during the society jacket distribution so couldn't help much.

Chang Yau Ming: Then shall we proceed to the next event with Chan Tsz Ching as PIC?

Chan Tsz Ching: Is Kam Wa Mei here?

Cheung Chun Wai (chatbox): Who is typing minutes?

Lam Yu Sang: I am typing minutes, Choy Sin Hang Sonia and Lai Man Wai Katherine are also typing.

Kan Ying Hei: Two sessions ago, who managed the alumni congregation photo booth?

Lau Wing Sum: It was me.

Chan Tsz Ching: I don't know who did it two years ago.

Yam Wun Kwan: We'll just get on with it then.

Chan Tsz Ching: Last year, the Congregation was on November 8.

We sent an email to SCI/HOME one month prior to the event to discuss the use of their room as a venue. They had a big backdrop so ABCD rooms were not available, and there was a function held in the discussion room, so it wasn't available for use. We asked them whether classrooms were a feasible option, but we didn't have enough manpower for the classroom, so we couldn't use it.

We also asked whether using the Learning Commons was possible, but sadly it wasn't, so finally we went to LIFS Common. Inside the society room, we tried to find props from the previous year, but they were all thrown away, so I had to redesign everything. Around one week before we ordered props from e-Banner. We borrowed an Instax camera for the event from Kwok Yuk Lam, and one day after the event we sent the photos to the Whatsapp group.

Yam Wun Kwan: How many graduates were there?

Chan Tsz Ching: Not too many.

Yam Wun Kwan: I'm just curious.

Chan Tsz Ching: Cheung Long Him, Chak Man Him, Tang Cheuk Him Raymondo, Sun Yusen

Yam Wun Kwan: Was there any promotion?

Chan Tsz Ching: We sent a message to the Whatsapp group, as well as the poster.

Yam Wun Kwan: Now where are the props?

Chan Tsz Ching: In the society room, if nobody cleared anything away- hopefully no one did.

Yam Wun Kwan: Was the Congregation for the School of Science cancelled?

Chan Tsz Ching: Yes, but there wasn't much effect. People still came up to take pictures, but maybe less people came to LIFS Common, so it won't disturb people in LIFS Common.

Yam Wun Kwan: Is there a print photo option when you send the photos to graduates?

Chan Tsz Ching: Actually most of the graduates came back from other places, so they won't stay too long in Hong Kong. Therefore, this is not too feasible.

I sent the link to the graduates who participated, but there was one graduate who missed the message, and after a few weeks he approached me. The next session can send the link to graduates individually.

Yam Wun Kwan: This year's problem was that there were no venues available to book.

Chan Tsz Ching: Yeah, there was no other choice.

Yam Wun Kwan: So next year the event should still be at LIFS common? Since SCI/HOME is not available...

Chan Tsz Ching: At least SCI/HOME is impossible. I honestly don't know what the next session can choose.

Yam Wun Kwan: What about the open area outside SCI/HOME?

Chan Tsz Ching: We'll disturb other people.

Lau Wing Sum: SCI/HOME has lots of people trying to take photos at Congregation every year.

Kwok Yuk Lam: There are props outside SCI/HOME.

Yam Wun Kwan: Who was the photographer

Chan Tsz Ching: Myself and Kwok Yuk Lam, and Cheung Cheuk Lun Alan.

Yam Wun Kwan: No further questions, good job

Cheung Cheuk Lun Alan: Any other problems? Perhaps Chang Yau Ming can ask too.

Chang Yau Ming: Did you have posters for this event?

Chan Tsz Ching: Yes.

Chang Yau Ming: When were the posters put up?

Chan Tsz Ching: One day before the event, it was posted on the Whatsapp group to notify graduates. We did not post on the society notice board, since the event was targeted at graduates.

Chang Yau Ming: You didn't post on the board?

Chan Tsz Ching: The target audience was graduates, so there was no real need for posters.

Chang Yau Ming: If the graduation party can't be held this year, any plans to compensate?

Chan Tsz Ching: I think you should ask the next session.

Poon Lok Nga: Did you ask professors too, for the photo booth?

Chan Tsz Ching: We didn't invite them- the graduates will find the professors they like.

Chang Yau Ming: What were the rough designs of the props this year? Were they troll, or were they formal?

Chan Tsz Ching: Some were more troll, others were more formal. But graduates thought they were not funny enough- I don't know how much trolling they wanted, so I would really like to know.

There were 8 props there, there's one that said "science students will work for food" out of cardboard, and that one was most popular. Some were more serious and they were not as popular.

Chang Yau Ming: I remember Kam Wa Mei said you had one where you could write on a chalkboard.

Chan Tsz Ching: No

Chang Yau Ming: Maybe the next session can try, because Kam Wa Mei said it is rather cheap.

You can buy one or two, let them write whatever they want on it.

Chan Tsz Ching: Yes

Poon Lok Nga: Why do you have to buy the board again? Were they thrown away or what?

Chan Tsz Ching: We could not find it in the society room. We asked the last session but no one knew where it was. It probably got thrown away.

Lau Wing Sum: I told you to tidy up the society room...

Poon Lok Nga: Didn't people need to stick paper on their own stuff?

Cheung Cheuk Lun Alan: Now we don't have to stick stickers- it's only needed for other rooms.

Chang Yau Ming: Was there any set timetable this year? It's quite difficult to find a lot of people to take a full graduate photo.

Chan Tsz Ching: No, because we didn't know the plans of graduates. They just took pictures whenever they wanted to. At around 4pm they gathered for a picture by themselves.

Chang Yau Ming: You could consider making a timetable.

Yam Wun Kwan: Did you have executive committee members at LIFS Common all day?

Chan Tsz Ching: Yes, there were cabinet members from 10am to 6pm.

Yam Wun Kwan: Like, do the graduates know that executive committee members will be present all along?

Chan Tsz Ching: Yes, I talked about it in the Whatsapp group.

Lau Wing Sum: Did you private message graduates to ask when they planned to come back?

Chan Tsz Ching: I think Kwok Yuk Lam sent the messages.

Iu Shing Huk David: I'm not sure if anyone ever sent me a private message.

Kwok Yuk Lam: I asked some people who were coming back; like they discussed by themselves, right? So, then I knew who was planning to come.

Yam Wun Kwan: I think it's better to organize the timetable - or maybe you can manage the whole morning on the day for the science school Congregation.

Chan Tsz Ching: Is the next session's Promotion Secretary here?

Lau Ching Yan: Yes, but it's not convenient for him to turn on his camera at the moment.

Chang Yau Ming: What time was the ceremony?

Chan Tsz Ching: This year it's in the afternoon

Iu Shing Huk David: This year it was the afternoon, but it got cancelled.

Chang Yau Ming: See if you could set a time before or after the ceremony for a graduates' picture, and private message graduates to ask about their schedule to manage the time.

Iu Shing Huk David: You should probably choose a time before the ceremony, because usually after the ceremony, the graduates are pretty busy. You can let graduates come earlier and take the photo before they do their own stuff. They have other friends, other stuff to do.

Poon Lok Nga: It actually depends on when their session is. But the afternoon session is at 6pm, and graduates also need to take their transcript and eat something.

Iu Shing Huk David: Yeah, but usually science school has the afternoon time slot.

Poon Lok Nga: But the year before it was the session in the morning.

Chang Yau Ming: Okay, I have no further questions.

Chan Tsz Ching: Do we continue to go over events, or my post?

Cheung Cheuk Lun Alan: If we cannot pass Chan Tsz Ching's post, then maybe we pass Leung Ka Wun Casey's events first. Is Leung Ka Wun Casey's last session here?

Pang Chun Sum Brian: Yes here, let me change back to Zoom on computer.

Lau Wing Sum: Maybe you should consider which days you will have more people who held previous posts, so we could pass those posts first?

Cheung Cheuk Lun Alan: We will consider.

Kwok Yuk Lam: We did ask- Kam Wa Mei said she will come.

Chan Tsz Ching: Because yesterday I started midterm, so we asked Kwok Yuk Lam.

Yam Wun Kwan: When do you expect to end the meeting?

Cheung Cheuk Lun Alan: At 1am.

Chan Tsz Ching: I set the meeting end time to 1 am, everyone will be kicked out afterwards

### **Leung Ka Wun Casey's events:**

Chan Yin Hei Brian: Talk about what you did this year.

Leung Ka Wun Casey: I assisted Chan Tsz Ching to order things this year

Chan Tsz Ching: Talk about your events first?

Chan Yin Hei Brian: There was no annual dinner right?

Leung Ka Wun Casey: Annual dinner was cancelled, so there's only the Semester Commencement Dinner and Class Photo Taking left.

Pang Chun Sum Brian: I'm here, so you can start.

### **Semester Commencement Dinner**

Leung Ka Wun Casey: I'll start with the Semester Commencement Dinner.

This year, we gave members a few options, one of them was Hop Sze in Hang Hau. Last year we chose Chinese Restaurant at UST, but this year we did not provide this option. This is because Annual Dinner is usually held in the Chinese Restaurant so that it is more convenient for professors. We did not want both Semester Commencement Dinner and Annual Dinner to be held at the Chinese Restaurant. The other choices included Tao Heung, and UniBistro. Members voted to go Hop Sze.

On the day, we asked members to gather in LIFS common at around 18:00.

We brought members to the bus station, and took them to Hop Sze. We let them choose their own seats and food, and we took photos together after the dinner.

Poon Lok Nga: How did you set the date and how did you bring them to Hop Sze?

Leung Ka Wun Casey: For the date we tried to accommodate it to be the first few days, but people were rather busy, so we gave one week, the week from 11/9, for members to choose from. We sent a Google form in the Whatsapp group for members to vote. People voted for 11/9 so we decided on that day.

On the day, we divided members into 3 batches and told them when to gather. Around 20 people were in each batch, they waited for the bus and minibus, depending on which came earlier, and then went down to Hop Sze.

Poon Lok Nga: Did all Executive Committee members know the way there? A long time ago a batch of members got lost because the leading Committee member did not know the way.

Leung Ka Wun Casey: We knew this had happened before, so we tried to avoid it by noting the address beforehand.

Poon Lok Nga: I heard that someone was hit in Hop Sze? Was it Lui Ming Hong or Chu Shek Kit?

Leung Ka Wun Casey: I think it was Chu Shek Kit. Although there was this incident, people still voted for Hop Sze, so we went there.

Poon Lok Nga: Did you prioritize freshmen when choosing the date, or did you consider everyone? Also, was the seating random?

Leung Ka Wun Casey: They sat randomly, because we didn't know who would want to sit together. It might be awkward if we planned it for them. For the date, we took everyone with the same priority, we just decided on the date depending on how many people voted for it.

Pang Chun Sum Brian: Were the dishes ordered separately at each table? Was the payment also settled within each table?

Leung Ka Wun Casey: Yes. Each table ordered and paid separately,

Pang Chun Sum Brian: Were there any anomalies? The whole process was smooth, right?

Leung Ka Wun Casey: Yes, everything went smoothly.

Chan Tsz Ching: Lau Chak Hei booked too few seats, he forgot to book seats for Executive Committee members, so the seating was a little crowded.

Pang Chun Sum Brian: Okay, it is a small problem for Lau Chak Hei. I also remember that it was smooth on the whole.

Poon Lok Nga: How much did you spend in the end? Did you pay up or what?

Leung Ka Wun Casey: At the end, the bill was calculated and divided between people at each table. I think each person paid around 70-90, I think it was not too expensive.

Poon Lok Nga: Was everyone full after the dinner?

Leung Ka Wun Casey: Yes, they ordered more dishes if they didn't have enough

Fong Kin Long: How many Executive Committee members knew the way to Hop Sze?

Leung Ka Wun Casey: I think all Executive Committee members should know the way.

They know where to get off the bus and they looked at Google Maps.

Pang Chun Sum Brian: Was it a trial and error process when you were going to Hop Sze?

In my own experience, I wrongly believed an Executive Committee member, and I got off one station early.

Wong Kim Lok Kimson: There were three batches of people. First was led by Chan Tsz Ching, second led by Lam Tak On, third was led by another Executive Committee member and had the most people, and I think they went the wrong way.

Cheung Cheuk Lun Alan: I think it is the right way, it's just that they didn't take the shortcut.

Chan Tsz Ching: They probably got off a few stations too early- some people went downhill.

Fong Kin Long: Did you originally plan to walk through Shui Bin Village?

Leung Ka Wun Casey: You mean getting off at Shui Bin Village?

Chan Tsz Ching: Yeah supposedly you take the long staircase down, but I don't know why Cheung Cheuk Lun Alan and Lam Yu Sang led them down another road.

Cheung Cheuk Lun Alan: Because we had people from Year 3 and 4 who said they knew the way, and then we followed them.

Cheung Cheuk Lun Alan: We took 10 more minutes, so not as fast as Chan Tsz Ching.

Leung Ka Wun Casey: We didn't really take the wrong road, it just wasn't a shortcut.

Cheung Cheuk Lun Alan: Yeah, we followed Google Maps and that small road wasn't shown on the map.

Chan Tsz Ching: Sorry, but I followed the shortcut on Google Maps- you just ignored me.

Fong Kin Long: Any comments for next session?

Cheung Cheuk Lun Alan: Maybe follow Google Maps more accurately?

Chan Tsz Ching: Maybe it is better to hold the Semester Commencement Dinner on campus to prevent this problem.

Poon Lok Nga: You're not even sure if there will be a Semester Commencement Dinner next year...

Leung Ka Wun Casey: There isn't much to eat in Tseung Kwan O, and the shops are so small.

Kan Ying Hei: Maybe we should bring our own food for next year.

Tai Wai Ting: Is it possible to use Zoom for Semester Commencement Dinner?

Pang Chun Sum Brian: Yes, but it would be very noisy...

Poon Lok Nga: Were all people in the three groups or were there people who joined late? Any freshmen who have lessons till 7-8?

Cheung Cheuk Lun Alan: The last freshmen who arrived were accompanied by freshmen right?

Kwok Yuk Lam: Yes, the last freshmen finished at 7pm, and some excos came down around that time.

Poon Lok Nga: Did anyone order alcohol? We used to argue about drinks and how to divide the money among people.

Kwok Yuk Lam: They ordered by themselves.

Cheung Cheuk Lun Alan: We made sure they were 18 years old first.

Chan Tsz Ching: I think it's a bit unfair for those who didn't drink.

Lau Wing Sum: I think we just separated the drinks from everything else.

Chan Tsz Ching: My table has freshmen but we didn't do this separately.

Poon Lok Nga: You mean some freshmen did not order?

Chan Tsz Ching: Yes, I didn't order too.

Poon Lok Nga: Are they conscious?

Cheung Cheuk Lun Alan: Everyone was sober. They only drank a little

Iu Shing Huk David: It's hard to get drunk during IRE events.

Cheung Cheuk Lun Alan: If you are talking about the costs of the drinks, not separating it from the other items is indeed a problem. The next session should try dividing up the costs more clearly, as we didn't do so.

Leung Ka Wun Casey: Can we proceed to the next event?

Lau Wing Sum: If there is a Semester Commencement Dinner next year, will you consider not holding it in Tseung Kwan O or HKUST? Have you considered going to other places?

Leung Ka Wun Casey: Maybe go to Choi Hung or Sai Kung? But there's not much to eat at Choi Hung. Maybe you can take bus 91 to Sai Kung.

Poon Lok Nga: Bus 91 goes to Clear Water Bay

Chan Tsz Ching: There's too many people, it's too hard to get to a place that's so far. Also, people finish classes at different times, which makes it more troublesome and inconvenient.

Poon Lok Nga: I think Sai Kung is a feasible location as not many people take 792M

Leung Ka Wun Casey: I think it's too decadent to eat the Semester Commencement Dinner in HKUST.

Kan Ying Hei: I think there's no need to gather in HKUST, they can indicate whether they would wait in the form. Except for the freshmen, other people know the way and they can go by themselves.

Cheung Cheuk Lun Alan: We did the same thing this year, we just told them when the executive committee members will be in LIFS common to take them to Hop Sze.

Poon Lok Nga: The situation is like this because there is no counter this year? In previous years, we went to the restaurant together from the counter. If you're going to normal places like Mong Kok and Kwun Tong, then people should know the way.

Lau Wing Sum: How about holding it during the weekend? Will people not come?

Leung Ka Wun Casey: Maybe less people will join, but weekends can be an option next year.

Cui Zhenhao: So do we ask people where they want to eat?

Leung Ka Wun Casey: We made a Google form for them to choose the restaurant.

Cui Zhenhao: So they'll choose a place and date first?

Poon Lok Nga: Actually we can propose some restaurants first, maybe come up with a few interesting restaurants. Don't propose locations, you might propose a certain location and then discover that there's nothing to eat there.

Leung Ka Wun Casey: Let's pass to the next event then?

Pang Chun Sum Brian: Ok. No more stuff to add?

### **Class photo taking**

Leung Ka Wun Casey: On October 8, we first asked people in the Whatsapp group for the dates that they are free. We gave them some dates to choose from. Then we looked at their choice, and the schedules of professors. We chose the time where most people are free and professors aren't having lessons. We asked Professor Pakwo Leung, Professor Kam Tuen Law, Professor Frederick Fong, Professor Danny Leung, and the chemistry IRE coordinator Professor Jjingqi Huang and sent them emails. The final date is October 29. We reminded professors one day before the event, and reminded members in the Whatsapp group. The reason why we chose October is that we want to hold this event earlier, so that it won't clash with the annual dinner and other events in November. We don't want to have so many events in a month. Professor Vic Law didn't show up, and we couldn't find him in his office either. At last, he sent us an email to tell us he forgot to come. All other professors attended. The rundown was okay, and I invited my secondary school friend to take pictures for us, so there was no need to hire a photographer. During November and December, members couldn't take the photos even if we printed them, so we started to let members order photos in January. Up till now, members still cannot get the photos. We have received the orders, maybe we will order the photos and distribute them later when school resumes. So now we still haven't made the order to print the photos yet.

Pang Chun Sum Brian: So you still haven't found a shop to print the photos yet?

Leung Ka Wun Casey: Yes, we only asked for the price from Fotomax

Pang Chun Sum Brian: Is Fotomax expensive?

Leung Ka Wun Casey: Not really, it is about \$4-5 for 4R/5R

Pang Chun Sum Brian: Before you give the photos for printing, remember to edit them. If some of them have too high or low exposure then don't give them to the shop. In my year, we realized after printing that the group photo had too high exposure and it doesn't look too good. You can tune them before you give them to the shop for printing.

Leung Ka Wun Casey: Okay. 12 people replied to our Google form for ordering photos. After school resumes, we will go print and distribute the photos.

Chan Yin Hei Brian: Are there any backup plans?

Leung Ka Wun Casey: We can give them face-to-face or mail it to them, since it's relatively light. A lot of people who ordered photos haven't graduated yet, so they can collect it afterwards.

Chan Yin Hei Brian: What is the criteria for choosing the professors?

Leung Ka Wun Casey: Usually we invite the IRE coordinator. For example for chemistry it is the coordinator. We also choose professors that are familiar with people in IRE, such as Professor Frederick Fong.

Pang Chun Sum Brian: Is Professor Lortz not free?

Leung Ka Wun Casey: Yes.

Pang Chun Sum Brian: Inviting Professor Vic Law is a very dangerous idea. He misses a lot of things, like Ming's recommendation letter. Did you send a reminder email the day before? Did he reply to the email?

Leung Ka Wun Casey: I'm not sure.

Lam Yu Sang: I'll check now.

Pang Chun Sum Brian: Last year I added some not-important questions in the email. He will reply to your questions, so you know he has seen it.

Leung Ka Wun Casey: Okay.

Pang Chun Sum Brian: I'm not sure if it's useful.

Siu Chi Wang Justin: What do you mean by unimportant questions?

Lam Yu Sang: He did reply to the email...

Pang Chun Sum Brian: Then there's no other way.

Siu Chi Wang Justin: So do we still need to ask questions?

Leung Ka Wun Casey: Maybe you should avoid inviting him.

Chan Tsz Ching: I tried to look for him in his office but he's not here.

Pang Chun Sum Brian: Professor Vic Law claims he's very busy. I think it's normal if he doesn't show up. It's not your problem anyways. If the next session encounters this situation, there's nothing you can do, just make do with whatever.

Poon Lok Nga: Are there only normal sized photos for ordering now? Do you have any free photos? Or are all of them paid?

Leung Ka Wun Casey: If you filled in the Google form we will give you one photo for free.

Poon Lok Nga: Only the photos? You won't laminate them?

Leung Ka Wun Casey: We won't laminate them.

Poon Lok Nga: Will you consider doing so?

Leung Ka Wun Casey: I don't think so.

Pang Chun Sum Brian: In my year we didn't laminate them as well, but you can try doing it next year. Those who ordered can choose to laminate it or not, it just depends on whether you want it to be beautiful or save money. Actually in my year the loss is rather huge during photo taking. If you laminate it the cost will be much higher.

Poon Lok Nga: But it depends on how you write it when you claim the subsidy.

Leung Ka Wun Casey: Actually nobody really talked about laminating the photos.

Poon Lok Nga: I'm just asking because I remember some time ago there were options for frames and stuff, but end up no one ordered it. Maybe just give options. Also be careful when choosing professors.

Wong Ting Hei Matthew: If you cannot find official people from the chemistry department, you can still find Professor Dennis Chan or Professor Jason Chan.

Pang Chun Sum Brian: I want to ask about the work distribution during photo taking. Did no exco stay to give orders? There were some professors who didn't know what to do and just left. They left before taking photos by major.

Leung Ka Wun Casey: Was it in your year? I don't think we had this problem.

Pang Chun Sum Brian: It was mentioned in the annual report. We took the picture for the entire society, then by year, then by subject. No one was there to hold the professors.

Poon Lok Nga: Organization wise, it should be by major before by year, because there are professors in the photos by major, while they aren't there for the photos by year.

Leung Ka Wun Casey: After taking the photos by major, we can tell the professors to leave.

Fong Kin Long: Did no one book chairs this year?

Leung Ka Wun Casey: Yes, we did not book chairs.

Fong Kin Long: How about booking the venue?

Leung Ka Wun Casey: Yes, we forgot.

Fong Kin Long: What do you think about this?

Lau Wing Sum: Who was in charge?

Kwok Yuk Lam: Lau Chak Hei.

Pang Chun Sum Brian: Did you know you have to book the Piazza?

Lau Chak Hei: Yes. Due to communication problems, I didn't communicate well with Leung Ka Wun Casey. I didn't ask if Leung Ka Wun Casey had booked the Piazza, so we ended up not booking it.

Lau Wing Sum: Isn't the internal vice president normally in charge of all booking issues?

Lau Chak Hei: Yes.

Leung Ka Wun Casey: I should have reminded Lau Chak Hei to make the booking.

Lau Chak Hei: I didn't ask Leung Ka Wun Casey about the details of booking.

Lau Wing Sum: So does this mean you, as an executive committee member, didn't know when and where the event was held?

Lau Chak Hei: I know the date and venue, but at that moment I didn't communicate with Leung Ka Wun Casey on whether the Piazza was booked. At last I didn't know the Piazza wasn't booked yet.

It was my problem. I thought Leung Ka Wun Casey didn't tell me about any problems so I assumed everything was fine.

Lau Wing Sum: Then why would you think that Leung Ka Wun Casey would have done it when in reality it was your job?

Lau Chak Hei: Yes, I should not have assumed that others would remind me. I should have actively reached out to Leung Ka Wun Casey to ask about the booking. I didn't ask Leung Ka Wun Casey.

Wong Ting Hei Matthew: Do you know where to book the Piazza?

Lau Chak Hei: Take lift 10-12 to the 4th floor.

Wong Ting Hei Matthew: When to book and who should you approach?

Lau Chak Hei: I think we have to book at least 2 weeks prior? As for who to approach, I thought I just needed to go to the place I mentioned and find people there. Because I didn't do so, I don't know who exactly to find.

Wong Ting Hei Matthew: You should find the Facilities Management Office for booking the Piazza, and it's better to book as soon as possible, you can start booking at most 1 month prior to the event. Note that booking may be affected by weather. After booking the Piazza, you need chairs, the Dean of Students' Office arranges that. You should find Facilities Management Office only for booking the Piazza, other things are handled by the Dean of Students' Office.

Pang Chun Sum Brian: Can't we only book the Piazza one week prior to the event?

Wong Ting Hei Matthew: You can tell them beforehand and they will deal with it afterwards.

Poon Lok Nga: You can't predict the weather a month beforehand.

Wong Ting Hei Matthew: You can tell them one month prior, they will mark down the rough time period in which you want to make the booking. As for the weather forecast, just tell them roughly which day, and then choose the exact date when the weather forecast comes out.

Pang Chun Sum Brian: I remember in previous years, in order to book an exact date, we need to do so one week prior?

Wong Ting Hei Matthew: If you want to confirm booking, then it has to be one week prior. You should find them some time beforehand to avoid time clash with other stuff.

Chan Yin Hei Brian: Did you mention booking chairs?

Pang Chun Sum Brian: Yes.

Wong Ting Hei Matthew: You have to confirm with the Facilities Management Office that you have booked the Piazza first, then book chairs at the Dean of Students' Office.

Pang Chun Sum Brian: I think Leung Ka Wun Casey and Lau Chak Hei both are at fault here. Your communication could be better. The next session needs to remember this when preparing for this event. Also, the Facilities Management Office is not accessed via Lift 10-12, it should be 5/F of Lift 15. The LIFS common is on 4/F, so you just need to go up one floor.

As for booking chairs, you have to do it exactly one week before. On the day, take the booking paper and go to them to take the chairs. Originally you need to do it earlier, because moving chairs is also a problem. You need the stronger excos to take and set chairs at the Piazza for the professors. Did you plan where the chairs should be put?

Leung Ka Wun Casey: We completely forgot that professors needed chairs for the photo, so we forgot to book chairs.

Pang Chun Sum Brian: If you had realized you needed chairs, you would have remembered to book the Piazza. Luckily the Piazza isn't being occupied. We probably didn't use the Piazza while someone has booked it- if someone used the Piazza when you booked it, you can kick them out. Did someone go and get the professors on the day?

Leung Ka Wun Casey: I think so, some of them came themselves.

Lam Yu Sang: We emailed the professors, but they told us they can come down themselves.

Poon Lok Nga: Did anyone talk to the professors when they came? Did you plan that (for excos to talk to them instead of standing around)?

Leung Ka Wun Casey: Prof Fong talked to some students. There were others who just stood around.

Poon Lok Nga: Did you plan for them to talk or something?

Leung Ka Wun Casey: This we did not plan for. The next session can plan for this (for someone to talk to profs)

Pang Chun Sum Brian: I think this is quite important, to find excos to talk to professors. What were the excos doing if they weren't entertaining the professors?

Lau Chak Hei: Some were having lessons.

Leung Ka Wun Casey: Lau Chak Hei was having lessons, I was telling people to line up. We were trying to look for chairs because we realized we didn't have chairs. Some of them were talking to other people.

Pang Chun Sum Brian: Because during class photo taking, the person in charge should stand next to the photographer and tell people to go up and who go down. The other people (excos) should be able to talk to professors, or at most one more person to manage the photo taking. Most excos can talk to the professors, so they don't just have to stand around.

Kan Ying Hei: In my year, every professor had one exco to ask them down. The main point is not just out of courtesy; if there is an exco staying with them the whole time, they won't be bored. In my year for Life Sciences, Dr Melody Leung and Prof Danny Leung came- they both chatted to each other but there were still excos with them. It would be better if there were excos to bring them down.

Leung Ka Wun Casey: I think we didn't have enough people. Lau Chak Hei was in lab class, and others needed to hold our place at the Piazza. There were lots of unforeseen circumstances, like Prof Vic Law didn't come. But next year you can divide the jobs among yourselves.

Another problem was that the professors said that they would come themselves. It's difficult to go to their offices and ask them down when they replied they could come down themselves.

Pang Chun Sum Brian: I admit that it is difficult for your session.

Poon Lok Nga: I don't think these jobs are reserved for only excos. You can ask other members to talk to them.

Leung Ka Wun Casey: But the biggest problem was to find people (willing to do this). But I admit it would be better to have someone stay with professors.

Pang Chun Sum Brian: Yes, when the professors come you need to approach them actively. Just keep the exco next to the professor, tell them when they need to go up and leave. The next session can pay attention to this.

Poon Lok Nga: Did you give photos to professors?

Pang Chun Sum Brian: Probably not, they haven't gotten the photos back yet.

Poon Lok Nga: Do you have such a plan? If you don't give them photos, it would be like using them as props.

Cheung Cheuk Lun Alan: We sent the photos to professors. We originally planned to give one hard copy to them.

Leung Ka Wun Casey: I think we can send a soft copy first?

Cheung Cheuk Lun Alan: I think we sent a soft copy? I'm not sure.

Leung Ka Wun Casey: When school starts we can go to their office and give them the photos.

Cheung Cheuk Lun Alan: Any other problems? If not, let's continue with the next event?

Leung Ka Wun Casey: Can we finish asking about one more person's events?

Cheung Cheuk Lun Alan: Should we continue to the next event or go over the post?

Leung Ka Wun Casey: Go over the post maybe?

Pang Chun Sum Brian: Okay.

Cheung Cheuk Lun Alan: If previous and next session members are here, then let's go over the post.

### **Leung Ka Wun Casey's post**

Chan Yin Hei Brian: What did you do last year?

Leung Ka Wun Casey: Apart from events, I helped Chan Tsz Ching order products, eg ordering souvenirs during Promotion Period, ordering the banner because our banner disappeared so we had to order it again. Also I found the sponsors for orientation camp- we found a few companies, ordered orientation camp T-shirts and bags. My job was mainly just ordering stuff, like excos' society jacket and ire society jacket, and finding sponsors.

Chan Yin Hei Brian: What sponsors did you find for Orientation camp?

Leung Ka Wun Casey: We had a few drinks and some cup noodles. Signature gave us toothbrush and toothpaste. Some items overlapped with last year, like some coupons and one notebook. We swapped with the Chemistry Society to get cough sweets.

Kwok Yuk Lam: We also had water bottles

Leung Ka Wun Casey: And a file. There was some problem with the water bottle design though, it leaks water.

Chan Yin Hei Brian: What is your criteria for choosing a sponsor?

Leung Ka Wun Casey: Some tasks were difficult like accumulating followers. It is difficult to apply for accounts, and we ended up making multiple accounts. Just be careful whether their tasks are too hard, it is very hard for small societies to find sponsors. There wasn't much criteria, if the criteria wasn't too harsh then it was fine. One sponsor needed us to order photo albums, so we didn't use that. For example, tasks like downloading apps are still acceptable.

Fong Kin Long: Why did you apply for many accounts by yourself? Didn't anyone help you?

Leung Ka Wun Casey: I found people to help, but there weren't enough people. I underestimated the number, IRESS doesn't have a lot of people, so I just decided to make a few more accounts myself. Also when sending emails for sponsors, many companies had already changed their emails, so the next session can update the email list and find other new sponsors online, and go online to find their new emails.

Cui Zhenhao: I have already updated some of the old sponsor data.

Leung Ka Wun Casey: That is, if we can still arrange an orientation camp.

Chan Yin Hei Brian: I remember that there were some tasks for the orientation camp?

Leung Ka Wun Casey: Not a lot, but some needed us to take a photo after distributing the products.

Chan Yin Hei Brian: Did you fulfill all these tasks?

Leung Ka Wun Casey: Yes

Pang Chun Sum Brian: What were the products?

Leung Ka Wun Casey: The photo taking sponsor had cup noodles, Pocari Sweat and some coupons- I think it was for Tutor Circle. The other one gave us water bottles. There were only these two I think

Pang Chun Sum Brian: Water bottle is from 'alt-xxx'?

Leung Ka Wun Casey: Yes

Chan Yin Hei Brian: Were there any difficulties for taking that photo?

Leung Ka Wun Casey: The photo taking was fine. The hardest part was meeting the number of followers they asked for (around 50). Maybe for orientation camps we didn't have a lot of people. We might have to find year 4s who didn't come to orientation camp to help out. Sponsors usually need 50 followers, so basically it is 50.

Chan Yin Hei Brian: Any suggestions for next session?

Leung Ka Wun Casey: I suggest that next session to not accept sponsors if the products are not too interesting.

Pang Chun Sum Brian: Did you have the 冷山茶王 tea sponsor you?

Leung Ka Wun Casey: No.

Kwok Yuk Lam: I think that was last year?

Leung Ka Wun Casey: It wasn't, I took it myself.

Pang Chun Sum Brian: Didn't you have to post to Facebook?

Leung Ka Wun Casey: No.

Pang Chun Sum Brian: Were you in charge of ordering orientation camp T-shirts?

Leung Ka Wun Casey: Yes, I ordered after Chan Tsz Ching designed it. They will give sponsors to you afterwards.

Pang Chun Sum Brian: You used Signature?

Leung Ka Wun Casey: Yes, we used Signature.

Lau Wing Sum: Did you order with other societies this year to get more sponsors?

Leung Ka Wun Casey: That time I entered a group to order things together. But at last for some reason they didn't give us a cheaper price.

Pang Chun Sum Brian: Shouldn't it be Hang Fung if you entered that group?

Leung Ka Wun Casey: Next year we can try following Hang Fung. But for orientation camp T-shirts, Signature is good because you can have more sponsors.

Pang Chun Sum Brian: But Hang Fung have package offers too.

Chan Yin Hei Brian: Did Hang Fung have a meeting with you guys?

Pang Chun Sum Brian: In my year we went to a room and had a meeting. Is there this type of thing for your year?

Cui Zhenhao: No, there's only iCreate and Signature.

Leung Ka Wun Casey: Maybe they are new.

Chan Yin Hei Brian: Did you have a group?

Leung Ka Wun Casey: I think they didn't add me in. I asked the marketing secretary of the Chemistry Society but they didn't add me afterwards. Maybe we got bullied...next session has been added so it should be fine.

Chan Yin Hei Brian: What about the society jackets? What choices did you have?

Leung Ka Wun Casey: Signature, because Signature before too so Signature all the way

Chan Yin Hei Brian: Will you suggest the next session to use Signature? Or change to Hang Fung?

Leung Ka Wun Casey: I think you can try changing to Hang Fung. You can try finding Hang Fung yourself, start to look for sponsors for orientation camp in May. Confirm them by early July and wait for their email.

Pang Chun Sum Brian: Hang Fung will send email by themselves to us. Maybe because there might not be an orientation camp.

Chan Yin Hei Brian: I remember Hang Fung will send us samples. Were there any others for orientation camp?

Leung Ka Wun Casey: I was also working on the escape room and some checkpoint games too.

Chan Yin Hei Brian: You can talk about them.

Leung Ka Wun Casey: There were some problems with the escape room. We put stuff in the society room but couldn't find it, it took us a long time. Next time we should prepare more carefully. Mainly the problem is lateness. The participants stayed in hall 6 for too long, we woke up late, maybe we can talk about it in the orientation camp part. But basically something went missing and we prepared that morning.

Pang Chun Sum Brian: So you put stuff in the society room and it went missing.

Leung Ka Wun Casey: Yes.

Poon Lok Nga: Actually stuff in the society room is not important and is easily lost. If you put things in the society room, those things should be unimportant. If they are more important then you should put them in the hall.

Leung Ka Wun Casey: We just made them the previous night, didn't expect people to steal them.

Chan Yin Hei Brian: Did you use the society room resources during orientation camp?

Pang Chun Sum Brian: Like, did you use pre-existing items in the society room for your orientation camp package?

Kwok Yuk Lam: Yes, we found a lot.

Leung Ka Wun Casey: We found a pen.

Chan Tsz Ching: There were mosquito stickers.

Kwok Yuk Lam: We also threw away stuff that was expired- coupons, expired food. The next session can take note, there's one box that has unused sponsor items.

Cheung Cheuk Lun Alan: Any other questions? Is Kam Wa Mei here?

Kam Wa Mei: Yes.

Cheung Cheuk Lun Alan: We can pass Chan Tsz Ching's post then.

**Chan Tsz Ching's post**

Chan Tsz Ching: So for every event we had to release a poster. I also made society products, society jackets, orientation camp designs...my other job is organizational and management stuff.

Chang Yau Ming: Organization and management is what? Can you be specific?

Chan Tsz Ching: Like the president's stuff.

Lu Shing Huk David: Can you elaborate?

Chan Tsz Ching: A lot of administration things were done by me and Kwok Yuk Lam. There was so much that I can't remember.

Lu Shing Huk David: Just tell everyone now.

Chan Tsz Ching: I designed most of the games, thought of the grad party souvenirs, everyone agreed without much opinions.

If have problems I will point out but no people would answer, e.g. grad party, I said two hours for two games is not feasible, but others disagreed.

Chang Yau Ming: Maybe talk about who helped you most?

Chan Tsz Ching: Why do we have to hurt each other

Maybe I should talk about promotion secretary stuff first.

Wong Ting Hei Matthew: You can talk about things you did that was within your post and then about other things you did.

Chan Tsz Ching: Within the post it was mainly PIC events, designs for events and souvenirs. At first the orientation camp poster and booklet were handed over to Cheung Cheuk Lun Alan because he wasn't here. And the exco tee he also helped design. After that all designs I did myself.

Chang Yau Ming: So you designed the posters for all events?

Chan Tsz Ching: Yes.

Lau Wing Sum: Was there any manual labour work?

Chan Tsz Ching: Yes, for the orientation camp stuff, I had to take it myself at last. But carrying tables and food was mostly the guys.

Chang Yau Ming: You can now talk about your cabinet.

Chan Tsz Ching: I will start with Kwok Yuk Lam. She's basically all three presidents in one person's body. I can find her for opinions; when people don't respond in the group I can reach out to her, so she helped a lot and was very communicative.

For Wong Kim Lok Kimson, he is very good at organizing the money. When I give him receipts, he will give me back the money relatively effectively.

Lam Yu Sang also helped a lot especially if you need someone to carry stuff and send emails, so he did his job too.

For Leung Ka Wun Casey, often when I need to order things, I will give him quantity, size, etc. Sometimes I need to ask him again a few times before he does it. Originally we decided the society jacket should be red, then for some reason after half a month he still hasn't ordered. At last we ended up with black society jacket in mid-December. I hope he can be more responsive.

For Lau Chak Hei, at first he's very forgetful and a lot of stuff isn't done very well, e.g. grad party, he ordered souvenirs only one week before. I still don't understand why Big Television can take up 1 hour of gameplay. When I tell him to book venues, he doesn't book them earlier. I talked to him about these problems and he said he will change; he has improved.

For Cheung Cheuk Lun Alan, he didn't do what he should have done as a president. He has done more design stuff, e.g. booklet and exco T-shirt. For the exco T-shirt and booklet, he did the designs, but there was a lot of coordination stuff he didn't do.

Also during orientation week, everyone was busy, but he didn't do much- he only said "everyone add oil". And for the exco info session, we only knew he was the person in charge on the day, and he didn't show up. For the Christmas party he was late, but didn't say why. When we had to set up a counter, often he and Lau Chak Hei didn't fill the counter schedule. Also one time during orientation I asked him to print posters, but at last the whole thing disappeared.

Cheung Cheuk Lun Alan: I know I wasn't very responsible about the post. Thank you everyone who helped a lot during this time

Chan Tsz Ching: To be honest, Lau Chak Hei has improved.

Chang Yau Ming: We'll talk about promotion secretary stuff first. What did you learn from being the promotional secretary apart from interpersonal experiences, were there any technical skills you learnt?

Chan Tsz Ching: I originally didn't know how to use Photoshop, and I went to UST's photoshop lessons.

Chang Yau Ming: You had to pay right?

Chan Tsz Ching: Yes but I now know how to use Photoshop.

Chang Yau Ming: Was there any effect on the fact that you didn't know how to use Photoshop?

Chan Tsz Ching: During the promotion period I didn't know how to use Photoshop. The designs weren't very good then, it was best for backgrounds.

Chang Yau Ming: Aside from Photoshop, what softwares did you use?

Chan Tsz Ching: Mainly Photoshop, I did use Canva too. Photoshop has most functions. I suggest the next session use Photoshop.

Kam Wa Mei: As promotion secretary you have participated in many activities, which is the one you have the most regrets?

Chan Tsz Ching: In terms of design?

Kam Wa Mei: Yes

Chan Tsz Ching: Orientation week. Because there were many designs, and for products other than society jackets and society paper, the design could be improved. Except for those two, the number of purchases is rather low.

Chang Yau Ming: What kind of style was preferred within IRE?

Chan Tsz Ching: Simple, IRE people don't like complicated stuff, and not too bright colours.

I saw before in the Whatsapp group that when society paper was scanned, it might block the writing part. The next session can take note, maybe use lighter colours/don't block writing space.

Poon Lok Nga: Don't make the lines too thick. That should not be a design problem.

Chan Tsz Ching: I already used thin lines and light colours

Chang Yau Ming: I don't think there was a problem with the design in their year.

Lau Wing Sum: The spaces between lines shouldnt be too big. When I bought the astronomy society's paper in year 1, the row distance was too big so I only use it to wrap presents.

Chan Tsz Ching: I think I set it to 6mm or 7mm.

Poon Lok Nga: Does the promotional secretary also stick posters?

Chan Tsz Ching: Supposedly yes, but Lau Chak Hei wasn't very active at first, so Lau Chak Hei was in charge to stick the posters. A lot of times I send the poster to the group, but no one seems to notice or send the email or print out and stick them on the board.

Poon Lok Nga: So you didn't even print them out?

Chan Tsz Ching: Theoretically is me, starting from orientation week then there weren't hard copy posters. During orientation week I told Cheung Cheuk Lun Alan to print them out, but he didn't do it.

Poon Lok Nga: Where do you print the posters?

Chan Tsz Ching: Inside UST.

Poon Lok Nga: Do the members know where to stick the posters?

Chan Tsz Ching: I put that information in the Whatsapp group.

Lau Chak Hei: When I stick posters, many other societies have posters up already. I mostly choose positions that are slightly below my height, but those places was usually occupied

Poon Lok Nga: Do you mean public notice?

Lau Chak Hei: Public, but science was better, if some were expired then I would cover the poster.

Poon Lok Nga: If covering the poster, then cover all of it, don't cover half. Covering just half is kind of weird.

Kam Wa Mei: Except for design style, any other notes for next session?

Chan Tsz Ching: Actually nothing special. Words on posters have to be clear, and for the designs, you can ask friends or last session for opinions. You can ask for their opinions, particularly with society jacket and popular products. I asked Kam Wa Mei and Kwok Yuk Lam etc.

Chang Yau Ming: Is the workload of a promotional secretary heavy?

Chan Tsz Ching: I don't think so, posters can be done very quickly. If there are any other opinions, better to edit them accordingly. The main workload was organizing events, not really designing.

Kam Wa Mei: Did you have experience working with other societies?

Chan Tsz Ching: Inauguration Ceremony.

Kam Wa Mei: Any opinions for next session?

Chan Tsz Ching: But they don't have an Inauguration Ceremony anyway.

Iu Shing Huk David: So how is this year's Inauguration Ceremony organized?

Chan Tsz Ching: I think because there are only 3 sessions this year, and no one wanted to organize it.

Iu Shing Huk David: Only three? Which society didn't have a cabinet?

Chan Tsz Ching: Chemistry Society.

Poon Lok Nga: Do you have 留位紙 ?

Chan Tsz Ching: No, we only stick them when there is an event. For IRE events, we don't really need to stick posters, because we don't have a lot of members. If you post in the Whatsapp group, it already covers 80% of members. Email is more necessary.

Poon Lok Nga: You can stick posters (especially for events aimed at freshmen).

Kam Wa Mei: For Facebook and Instagram, who is in charge?

Chan Tsz Ching: Lam Yu Sang is in charge.

Chang Yau Ming: I think that bingo and memes are a good idea. The funny stuff is great, the exposure will be greater.

Poon Lok Nga: Won't it be a little strange to post bingos and memes?

Chang Yau Ming: I think this is not a big problem, just light humour

Iu Shing Huk David: I think bingo is more important in this kind of circumstances, but we won't debate our philosophical difference here. Have we given up on the official IRESS Facebook page? There has been no update for the official page- the last update was at the welcome fair.

Lam Yu Sang: I think we have not updated the official page, I think I forgot to update it. I think the two pages are too similar in nature- theoretically I need to update both pages, let more people see it.

Iu Shing Huk David: It's better to post on both pages.

Chan Tsz Ching: I think it's better to post on the official page When Form 6 students search on Google about IRE, they are more likely to find our official page.

Chan Tsz Ching: Any more questions on promotional secretary?

Lau Wing Sum: Who is in charge of the society web?

Lam Yu Sang: Should be me, but I still can't access it. I tried many times to do so but was unable to succeed, but I didn't follow up. I'll try to change the website soon

Chang Yau Ming: See how the situation is- next session needs to add oil. There's not many activities you can organize, so it's a good thing to put up more posts. Any questions from the next session? If not then we can pass the next event?

Cheung Cheuk Lun Alan: Do you want to pass the next event or the next post?

### **Leung Ka Wun Casey's member evaluation**

Leung Ka Wun Casey: For Chan Tsz Ching, she always urges me to give her stuff which is very good. For Wong Kim Lok Kimson, he always reminds me to send the receipt to him.

Cheung Cheuk Lun Alan- what did he do? He did a lot of stuff during the promotion period so that was very good, but then he disappeared.

Kwok Yuk Lam always reminded me to do stuff which is very good, and is a good helping hand

Lam Yu Sang always send email so is very good

Lau Chak Hei.....

Chan Tsz Ching: helped you lose the society chop, made escape room together

Leung Ka Wun Casey: Has a lot of ideas. I'm being hurried a lot in general.

Lau Wing Sum: Comment about yourself

Leung Ka Wun Casey: Average, need people to speed me up near deadlines. I finished it in the end though. I think I have done work so I think it's okay.

Wong Kim Lok Kimson: For financial stuff it is impossible to collect money because now in this circumstance it is difficult to collect anything.

Wong Ting Hei Matthew: How much money is missing/hasn't been collected? Because this will never be over.

Wong Kim Lok Kimson: 4 digits

Wong Ting Hei Matthew: A lot from year 4s?

Wong Kim Lok Kimson: Not much, but I will reach out to year 4s first to see the possibility of settling the payments first. Year 1-3 maybe delay for a while, wait till school opens first, since collecting money is a big hassle online.

### **Joint-science Singing Contest**

Kwok Yuk Lam: It was held by us and the Biology, Biochemistry and Chemistry Societies.

It was mostly organized by the Chemistry Society, we didn't do much. The financial contribution followed last year, but the number of participants was so few. For our society it's around the same as last year, but for other societies far fewer people.

The heats were at Common Room 1+2, on 4/11 at night. That day we excos all went down but didn't do much. Biochemistry society people did chores, chemistry society organized the event. The finals were cancelled.

Poon Lok Nga: Were there any things you have to deal with due to cancellation? e.g. finding judges

Kwok Yuk Lam: We just found heats judges, particles or bandsoc, so no need to give them money.

We were in charge of financial stuff, so Wong Kim Lok Kimson did a lot of it.

Poon Lok Nga: Is the report done?

Wong Kim Lok Kimson: Mostly done, the deposit was 330, in total we lost money. The participation fee hasn't been collected- only the Biochemistry Society collected participation fees so we don't know how to deal with that money. We are still discussing what to do with the remaining fees.

Poon Lok Nga: Did you just give up on it or what?

Wong Kim Lok Kimson: It is impossible to make a profit. In November school was suddenly suspended, and the financial report cannot be done in 1 month, so we couldn't send the subsidy form in the end, although we originally wanted to claim that.

Poon Lok Nga: This year is one less society than last year right? Do you have to pay more?

Kwok Yuk Lam: We still give the same ratio as Kan Ying Hei's year.

Poon Lok Nga: The ratio is the same but was the amount increased?

Kwok Yuk Lam: We paid \$330, how much did Kan Ying Hei pay?

Kan Ying Hei: About the same in our year

Poon Lok Nga: How did you give \$600 less but turned out the event was the same?

Kan Ying Hei: Where did you print the banner? That's the main expense.

Wong Kim Lok Kimson: No information yet, since chemistry society was responsible

Poon Lok Nga: Aren't you in charge of finance?

Wong Kim Lok Kimson: No, we just take care of the budget and give them a range. If the cost is within the range then it's ok. Basically they choose which company and run it by us, if it's okay then we use that. We just give the money back to them.

As to why we managed with \$600 less? We still haven't ordered all the stuff, like trophies. Then as it turned out, we seemed to have money left, but if we had ordered trophies, then we would probably lose money.

Poon Lok Nga: Any advice for next session? They only have 3 societies left.

Wong Kim Lok Kimson: This year the participant number has dropped a lot. If too few people join then there's not too much meaning to it.

Poon Lok Nga: How many people join and how many societies organizing are two separate things.

Kan Ying Hei: I don't suggest next session to hold this event.

Poon Lok Nga: Don't know why your year kept that.

Kan Ying Hei: Suddenly a lot of people signed up for the singing contest in my year. Even if you don't lose money, you have to put in a lot of effort but not many people join. It's really not worth the effort.

Kwok Yuk Lam: I think you can ask if anyone wants to join. In my year I asked and they said if it is held then they would join. Any other questions about singcon?

Kan Ying Hei: Do you think the next session should hold sing con? Anything to note for next session?

Wong Kim Lok Kimson: Participant fee can be particularly noted. Because originally each society collected their own participation fee, we assumed participants should pay before performing but then it wasn't like that. After the end of the heats, the fee still hasn't been collected yet. This is one of the reasons why the financial report is not done. The next session should decide on these directions clearly before the event.

Poon Lok Nga: If there is one less society, each society will have to do more stuff.

Kan Ying Hei: I think putting more resources to organize a party or whatever gathering within IRE is more preferred.

Kwok Yuk Lam: But the number of societies is difficult to confirm. Like in inauguration one society suddenly disappeared and they reappeared for the singing contest.

Wong Tak Hin: How many societies are there now?

Lau Ching Yan: Us, biology and biochemistry societies.

Poon Lok Nga: Is there a science students' union now?

Wong Tak Hin: It's been dead for a long time. No mathematics society this year?

Kan Ying Hei: Math went dead last year too.

Tsui Yuk Hang: Did math society have a counter last year?  
Kwok Yuk Lam: Math society never contacted us  
Wong Tak Hin: Someone wanted to revive physics society?  
Kam Wa Mei: Any more questions on singcon?  
Poon Lok Nga: So we ended up not doing anything on the day of the Singing Contest?  
Kwok Yuk Lam: We showed up but they didn't give us anything to do.  
Poon Lok Nga: Did the Chemistry Society ask you to do anything?  
Kwok Yuk Lam: We asked them what we can help, but they just said show up on time.  
Chan Tsz Ching: We cued the music, something like that.  
Poon Lok Nga: What were you in charge of?  
Kwok Yuk Lam: We were only in charge of financial matters.  
Poon Lok Nga: How about other societies?  
Kwok Yuk Lam: The Chemistry Society did everything.  
Poon Lok Nga: Were the most participants from the Chemistry Society?  
Kwok Yuk Lam: No, the other three societies had quite a number of participants.  
Poon Lok Nga: About how many?  
Kwok Yuk Lam: Biology had the most, then Chemistry, it was around 10+.  
Poon Lok Nga: Then actually not many people joined.  
Kwok Yuk Lam: 40 ish. Much less than last year. Our society has few people so it's not quite our fault.  
Cheung Cheuk Lun Alan: Anything to add?

### **Inauguration**

Kwok Yuk Lam: This year we are in charge of decoration; we shared decoration and promotion. Chan Tsz Ching designed the invitation card and thank you card. For some invitation posts, Chemistry Society actively took over; e.g. for ordering name cards, originally we were supposed to do it but they did it instead.  
Poon Lok Nga: Did you order flowers? They are the most annoying part.  
Kwok Yuk Lam: Chemistry society also did that. We sent emails, designed the cards (the content) and booklets. The most special part was that one society suddenly quit.  
Poon Lok Nga: What were they responsible for?  
Kwok Yuk Lam: They originally were doing marketing stuff. So Biology Society was in charge at last, they were in charge of the financial report originally and helped to do marketing stuff quickly.  
Poon Lok Nga: What tasks did they have to do on that day?  
Kwok Yuk Lam: We shared most of the workload on the day  
Poon Lok Nga: What about the food? They didn't have to be in charge?  
Kwok Yuk Lam: Biology and Chemistry were in charge.  
Poon Lok Nga: Has the money been settled?  
Kwok Yuk Lam: No.  
Wong Kim Lok Kimson: Last year I kept pestering them everyday but there was no response. So in the end we could not claim the money.  
Poon Lok Nga: Don't you guys have an agreement?  
Kan Ying Hei: Didn't you guys have an agreement where you have to give money if you're late?  
Kwok Yuk Lam: There was a form of agreement but basically we did not follow it. The Chemistry Society signed the agreement but said it is just a form.  
Kan Ying Hei: Last year's agreement took ages, but now it's completely thrown away?

Kwok Yuk Lam: We mainly discussed how the money is divided. The agreement we just copied from last session.

Kan Ying Hei: Can you estimate how much money you spent?

Kwok Yuk Lam: We spent all the deposit, plus some money.

Wong Kim Lok Kimson: We paid \$1700.

Kan Ying Hei: What was your ratio?

Kwok Yuk Lam: 0.5.

Poon Lok Nga: Did you spend all your deposit or more than your deposit?

Kwok Yuk Lam: No report yet, so can't confirm.

Poon Lok Nga: Did they ask you for money?

Kwok Yuk Lam: No. The Chemistry Society gave the money themselves.

Poon Lok Nga: Won't it be followed up by SU?

Kan Ying Hei: Money in inauguration has been used anyway.

Kwok Yuk Lam: We claimed our own money.

Poon Lok Nga: If none of our money is used then no problem.

Poon Lok Nga: You said Biology Society was in charge of financial, but Chemistry Society wrapped up the whole thing at the end?

Kwok Yuk Lam: I don't even know how they used the money.

Poon Lok Nga: Whose fault is it then?

Kwok Yuk Lam: There was a draft report on Google Drive. I asked bio if it's right but they said no. They are still making the finalized report. Chemistry society's receipts were not clear.

Poon Lok Nga: Basically if our own finances are settled then it's ok.

Kwok Yuk Lam: So it's none of our business anymore.

Kan Ying Hei: They aren't really spending too much, if its only \$1750.

Poon Lok Nga: Couldn't you claim back some of the money?

Kan Ying Hei: Anyone remember how much I paid last year? I don't remember too

Poon Lok Nga: You should be able to claim back some.

Kan Ying Hei: And then you'll have a little money left. But it should be fine, \$1750 isn't that much. Also there is one less society

Poon Lok Nga: But next session there's no inauguration anymore so it doesn't matter.

Kan Ying Hei: So Kwok Yuk Lam, do you have any recommendations for the next session?

Kwok Yuk Lam: Other societies will be deadline fighters. Don't believe their 'asap's. It's really tough. If the other society is good like the Chemistry Society then they will do everything.

Poon Lok Nga: I think it is better to do things more seriously. Deadlines are deadlines and should be treated more seriously.

Kan Ying Hei: So next session if you work with other societies, you have to be tougher on them.

Poon Lok Nga: Only Biology and Biochemistry societies remain, will they fight?

Kwok Yuk Lam: It's normal.

Chan Cheuk Kai Kevin: This year they seem normal.

Poon Lok Nga: Very good.

Kan Ying Hei: But last year Biochemistry was a mess, so they probably had no time to fight.

Kwok Yuk Lam: But sometimes Biochemistry will come out and scream at people. For example in singcon, before we signed the agreement they will suddenly say there's no need to sign the agreement?? But they were involved in the event all along.

Kan Ying Hei: Any other suggestions?

Kwok Yuk Lam: I suggest not holding the singing contest.

Kan Ying Hei: I agree.

Poon Lok Nga: But if there's no inauguration and no singing contest, then there is no joint science activity?

Kan Ying Hei: If you really organize a joint science event, just don't organize singing contests.

Poon Lok Nga: Are there events where our society members are interested in but not other societies' members?

Kwok Yuk Lam: Basically the activities are too different for us and other societies

Kan Ying Hei: I think Esports is ok. We did discuss it in my year but ultimately for some reason it became a singing contest in the end.

Lau Chak Hei: We can do Esports online, I've joined something similar and it was quite good

Kan Ying Hei: We also discussed that we wanted to organize a high table dinner. But for the big societies their people will fight.

Kan Ying Hei: Were there any problems in this year's booklet?

Kwok Yuk Lam: Problem...?

Kan Ying Hei: Someone not understanding English...

Pang Chun Sum Brian: In our year the names were all typed wrong.

Kwok Yuk Lam: But I am sure the name list I gave them was correct.

Poon Lok Nga: If you still have joint science activities, what post is preferred?

Kwok Yuk Lam: Choose financial so you can make the financial report.

Poon Lok Nga: If you do financial, then there is an obligation to get subsidy.

Kwok Yuk Lam: Now there isn't an inauguration already.

Kan Ying Hei: Colours, every year the theme colour is a problem. I think that repeating the colour is not a problem. I think you can tell the session after about this. It really doesn't matter if you clash with society colours or a few years before even. Sometimes they will say it also cannot clash with the year before last year. For example the Biochemistry Society wanted to use gold one year (but they don't understand what is gold), like bling bling gold. I made one orange-gold sample for them, and until the last minute before I printed they told me they wanted shiny gold.

Chan Tsz Ching: This year there was also a colour problem. Originally there wasn't, but until inauguration, they suddenly said they want gold instead.

Kan Ying Hei: Yeah, right.

Kwok Yuk Lam: They will say okay at first, but only disagree at the last minute.

Poon Lok Nga: Any problem about meetings? Like arguing who should be coordinator etc.

Kwok Yuk Lam: I remember fighting for marketing. They even proposed to share the marketing post at one point, but overall it was quite efficient

Kan Ying Hei: Any more problems about inauguration?

Poon Lok Nga: No, there's no inauguration next session anyway.

Cheung Cheuk Lun Alan: any other questions?

Lau Chak Hei procedural motion to lay the remaining agenda items on the table until the next session of the Annual General Meeting.

The time was 00:20.

Kwok Yuk Lam seconded.

For 22 against 0

The motion was passed.



## Minutes of International Research Enrichment Students' Society, HKUSTSU Annual General Meeting 2020-2021, Session II

**Date:** 14 April, 2020 (Tuesday)

**Commencement Time:** 21:30

**Venue:** Via Zoom

**Minute Taker:** Lam Yu Sang, Choy Sin Hang Sonia, Lai Man Wai Katherine

The business of the Annual General Meeting 2020 of IRESS, HKUSTSU shall be:

1. To commence the meeting;
2. To receive and adopt the agenda of the Annual General Meeting 2020 of IRESS, HKUSTSU;
3. To receive and adopt the minutes of the Annual General Meeting 2019 of IRESS, HKUSTSU;
4. To receive and adopt the minutes of the 1<sup>st</sup> Extraordinary General Meeting of IRESS, HKUSTSU, Session 2019-2020;
5. To receive and adopt the Annual Report of IRESS, HKUSTSU, Session 2019-2020;
6. To receive and adopt the Annual Financial Report of IRESS, HKUSTSU, Session 2019-2020;
7. To vote and announce the Honorary Members;
8. To introduce and inaugurate the Executive Committee Members of IRESS, HKUSTSU, Session 2020-2021;
9. To receive and adopt the Year Plan of IRESS, HKUSTSU, Session 2020-2021;
10. To receive and adopt the Financial Budget of IRESS, HKUSTSU, Session 2020-2021; and
11. To adjourn the meeting.

The time is 21:33.

There are 16 full members present.

The quorum is met.

Chairperson Cheung Cheuk Lun Alan started Session II of the Annual General Meeting at 21:33.

Lau Chak Hei raised procedural motion to resume the discussion of agenda item 5 and 6

The time now is 22:07

Kwok Yuk Lam seconded

For 19 Against 0

The motion was passed.

### **Christmas Party**

Lee Olivia Wing Kei: Talk about what you did for the Christmas party.

Wong Kim Lok Kimson: The case is special in our year. The Christmas party was held in December. We decided to hold the party in late November to early December. Because the subcommittee function was cancelled after classes were suspended, we decided to ask the subcommittee members to arrange the games for the Christmas party. I asked the subcommittee for opinions on December 4 and they mostly agreed. Basically I asked them to prepare 1.5-2 hours of games, and then around December 8, we prepared a Google form to ask for members' availability, and sent it out during December 11-12. The date was confirmed on December 13-14, and the party was set to be held on the afternoon of December 19. There wasn't much to do until the day, and I just asked the subcommittee members about their progress. At the start of the activity, I was in charge of decorating the room. I also collected

money and presents. When the activity started, I counted the number of people and ordered pizza, and we purchased the drinks from Fusion. The first two hours of the party were held by subcommittee members as we played games. I didn't ask them what they were going to play beforehand. The part where we ate food was pretty smooth. We prepared a pretty good amount of food and no one had much to say about it. The next part was the lucky draw. We hid small pieces of paper with numbers on it in the room. Members looked for the pieces of paper to decide who would get which present. This took around 15-20 minutes. This was all I did, I didn't do much other stuff.

Lau Wing Sum: I remember that society jackets were also distributed. Was that part chaotic?

Wong Kim Lok Kimson: No, I printed out the list of members who bought society jackets before the party, and we also distributed society jackets after the party had officially ended, so it was independent of the event. Both things weren't really happening at the same time.

Lau Wing Sum: You guys decided the final date of the party on December 13, and the party was held on December 19, right?

Wong Kim Lok Kimson: Was it a bit rushed?

Lau Wing Sum: It's such a short time, was it a rush trying to arrange the party?

Wong Kim Lok Kimson: For the excos, it was okay because the games were prepared by the next session, but it was right before finals, so according to the next session, they only started preparing the games 2-3 days before the party. But they could handle it and the games went smoothly. They brought up the atmosphere, so what the excos needed to do was just booking rooms and decorating etc. It wasn't a rush even if we only had 6 days.

Lau Wing Sum: So subcommittee members, how did you feel?

Lau Ching Yan: Actually the game preparation was kind of a rush, we had to make things up on the spot.

Chan Cheuk Kai Kevin: I think it wasn't a lack of time, but we only really started preparing the day before, so it was a bit rushed that time.

Woo Dorothy Hoi Shan: I think it was okay because we had originally something planned for the subcommittee function and we had a brief idea for the games. Since the subcommittee function was cancelled, we could just use the planned games. We didn't get to try out the game but the framework was there.

Lau Wing Sum: So did you guys try out the games? Did they work?

Siu Chi Wang Justin: We tried beer pong and it was rather difficult, but you guys found a new method to play the game, so it was fine.

Lau Ching Yan: We tried out all games to see whether the time was okay.

Cui Zhenhao: Actually we cancelled one of the games during the party.

Lau Ching Yan: Yes, because we could not prepare the game in time.

Siu Chi Wang Justin: We cancelled the game where we carried people.

Lee Olivia Wing Kei: How much pizza did you buy? Since you said there was enough food, you can tell the next session, so they know how much food to prepare next time.

Wong Kim Lok Kimson: Give me some time. So we had 37 participants, we bought 10 big pizzas - a little more than 2 slices per person, we also ordered some spaghetti and rice - 8 servings, we also ordered chicken wings and chicken legs - around 30 pieces. We ordered too much food for the orientation camp. We had around 40 people at that event, and 3 slices of pizza for each person was too much.

Lau Ching Yan: Okay.

Wong Kim Lok Kimson: As for the drinks, each person had two 250 ml packs, it was just right.

Lau Ching Yan: So at last each person drank 2 boxes on average?

Wong Kim Lok Kimson: Yes.

Lau Ching Yan: Okay.

Lau Wing Sum: Were there a lot of people who didn't fill in the Google form but came to the event?

Wong Kim Lok Kimson: There were a lot. We counted the form responses and there were only around 27-28 people who filled in the form. At last 37-38 people showed up. It was for this reason we ended up earning money in the budget.

Lau Wing Sum: I also wanted to ask why you confirmed the date on 9th, booked the venue on 11th but then began online registration on the 15th.

Wong Kim Lok Kimson: We didn't book the venue on the 11th. What did you say we did on the 9th?

Lau Wing Sum: You confirmed the date on 9th, and booked the venue on the 11th?

Wong Kim Lok Kimson: We started to let people fill in the form for their availability on the 7th, and we started online registration on the 14th-15th. Actually after confirming the date we need to book the venue. Lau Chak Hei checked the venue was available on the 19th, I asked him to book after we confirmed the date. But it was delayed for a few days, so we ended up like this. Lau Chak Hei do you remember?

Lau Chak Hei: Yes I remember. There was a delay for about 3-4 days. Was it because I was having finals? Yes, I had finals for LIFS1901.

Wong Kim Lok Kimson: There were many reasons why it took so long to confirm the date and booking. Are there any other questions?

Lau Wing Sum: I don't have any more questions, I also think the activity was quite smooth.

Wong Kim Lok Kimson: Can we move on?

Lau Wing Sum: You only had one activity, so can we talk about the financial report?

Wong Kim Lok Kimson: What should I say about the financial report?

Lee Olivia Wing Kei: There are some blanks in your current report.

Wong Kim Lok Kimson: I highlighted those items in yellow.

Lee Olivia Wing Kei: Do you have the approximate numbers?

Wong Kim Lok Kimson: The approximate numbers, assuming all money was collected: I remember earning around 2000 dollars in the orientation week. Do you want me to talk about why there was revenue?

Lee Olivia Wing Kei: Yes, tell us what you sold.

Wong Kim Lok Kimson: The actual expense during the orientation week was our product purchase. We also sold items left by the previous session. Those were about 100 dollars each piece. I don't quite remember the exact numbers. We sold around 6 - 7 pieces of those.

Lee Olivia Wing Kei: How about society jackets? How many did you order?

Wong Kim Lok Kimson: This year we ordered 35 jackets and sold 35. The reason is because the sizes were difficult to predict. Maybe the next session can order one or two extra M or L sizes. We sold them for 120 dollars a piece, so we had around 400 dollars revenue. I think the expense is originally 127 dollars? We ended up ordering from another company, so we ended up earning more.

Lau Wing Sum: How much money have you not collected?

Wong Kim Lok Kimson: I think for class photo taking, although we haven't printed the photos yet, we expect to have a loss of around 10 dollars. We will give one photo for free to professors and people who filled in Google form, so overall it should be a loss of around 100 dollars.

Lee Olivia Wing Kei: I think you can type the item name first, it's okay if you don't know the quantity yet. For the society jackets, how much money is not yet collected?

Wong Kim Lok Kimson: For the orientation week, around 100-200 dollars weren't collected, not very much. For society jackets there is a larger amount, which was about 1000. Around 10 people haven't paid yet. For class photo taking, we only collected a little money only, because only around 10 people ordered.

Lee Olivia Wing Kei: I think you can type the item names and unit prices first. These are things you know, you can type the quantity or amount of money you collected first. How would you collect the money?

Wong Kim Lok Kimson: Okay.

Lee Olivia Wing Kei: How are you going to collect the money?

Wong Kim Lok Kimson: I will message the year 4 students and contact them first. After that we will deal with students in other years. It is rumored that classes will resume before summer, so it will probably drag on for just a month or two.

Lee Olivia Wing Kei: What methods will you provide for paying?

Wong Kim Lok Kimson: Mainly in person on campus, if they are not in Hong Kong, then maybe bank transfer. There are some people who took the item but haven't paid. I collected the money from them and it was done. Currently, the only cases left are those who haven't taken the products and haven't paid.

Lee Olivia Wing Kei: So how about the people who haven't taken the products?

Wong Kim Lok Kimson: If it doesn't take too long, then maybe we'll arrange for them to take the products after resumption of classes.

Lau Wing Sum: About the registration day, what are the promotional cards?

Wong Kim Lok Kimson: Lam Yu Sang, do you remember what we did on registration day?

Lam Yu Sang: Let me recall what it is, I'll see whether I have records.

Wong Kim Lok Kimson: The promotional cards were 20.5 dollars.

Lam Yu Sang: Was it the coloured paper?

Wong Kim Lok Kimson: There was 100 something dollars spent on cardboard paper, but I forgot what they were used for.

Chan Tsz Ching: Wasn't that for the graduation party? The patterned paper was used for the cards during the graduation party.

Wong Kim Lok Kimson: I'm not sure, but if I put it under the registration day there was a reason.

Lau Wing Sum: What about the memo paper used for promotion?

Wong Kim Lok Kimson: Was that also for the graduation party? I probably put them under registration day when filling in the subsidy form.

Lau Wing Sum: Did you hand in a subsidy form for most of the activities?

Wong Kim Lok Kimson: Not really, we just handed it in for registration day, orientation camp, congregation photo booth, executive committee information session. Maybe not for the information session, since school was almost closed during that event. But I can confirm we submitted one for registration day, orientation camp and congregation photo booth.

Lau Wing Sum: Are there reasons for handing in or not handing in a subsidy form?

Wong Kim Lok Kimson: Basically we submitted one when there was a loss. We didn't do so for the graduation party because it was only a loss of 30 dollars. It was during the summer semester so I didn't want to go back for it. We didn't lose any money for other activities. For some events like the singing contest, the due date was passed so we couldn't hand in a subsidy form.

Lau Wing Sum: In the orientation camp, there's an item for the participation fee for 3 freshmen?

Wong Kim Lok Kimson: It should be the partial fee...

Lau Wing Sum: Did you forget to type partial?

Wong Kim Lok Kimson: I think it vanished...

Lau Wing Sum: How did you calculate how much they had to pay?

Wong Kim Lok Kimson: We divided up the amount of money for each item. The sum of all items would cost more than 440 dollars. If you stay for the whole event, you actually pay less than the cost. Some freshmen left on the third day, so we took away a bit of money for the breakfast from the total. Basically we took away the cost of food.

Lau Wing Sum: What did you eat on the second night, Chinese dinner?

Wong Kim Lok Kimson: I think that was the Chinese Garden.

Lau Wing Sum: For the meal in Chinese Garden, was the menu set by the excos or did the participants order food by themselves?

Wong Kim Lok Kimson: Let me think, I remember we pre-ordered some food, but did participants order extra stuff?

Chan Tsz Ching: We ordered 3 servings of rice and 1 serving of vegetables for each table. Then the participants ordered more food themselves. At last each table spent around 700-800 dollars.

Lau Wing Sum: Was there enough food for everyone?

Chan Tsz Ching: Yes, they ordered food by themselves.

Lau Wing Sum: And the dessert?

Wong Kim Lok Kimson: It was the sweet soup sponsored by alumni, so I just put that item into "donations" in the "others" section. This way we can claim more subsidies.

Lau Wing Sum: What is the tablecloth?

Wong Kim Lok Kimson: It was the plastic tablecloth we bought from Fusion.

Lau Wing Sum: When did you use it?

Wong Kim Lok Kimson: When we ate pizza, and maybe also during breakfast.

Lau Wing Sum: Were there none in the society room?

Wong Kim Lok Kimson: Actually yes, but the excos were too lazy to look for them, and some of them in the society room were even unopened.

Lau Wing Sum: I strongly recommend the next session to check what there is in the society room. We can find old items and sell them during the orientation week. You can also search for items to use during activities. I remember we have balloons and rubbish bags and card games and stationery too. What did you buy with 35.9 dollars?

Wong Kim Lok Kimson: Pens and a roll of double-sided tape.

Lau Wing Sum: Once again, the next session can search inside the society room before buying things.

Wong Kim Lok Kimson: Actually I'm sure the needed items are in the society room, the next session can really explore the society room more.

Lau Wing Sum: And for the prizes for games, where did you spend the 200 dollars?

Wong Kim Lok Kimson: We spent 226.2 dollars. We bought some chocolate, chips, biscuits and drinks. All of the food was for the winning team of the checkpoint games.

Chan Tsz Ching: Actually all teams had food, it's just that the winner chose first.

Wong Kim Lok Kimson: It was a draw in the end, so everyone got something.

Lau Wing Sum: So was it all used?

Wong Kim Lok Kimson: What are you referring to? We overestimated the amount of pizza. For dinner on day 1, we bought 20 pizzas, half a pizza for each person was too much.

Lau Wing Sum: So how did you handle the rest?

Wong Kim Lok Kimson: I threw half of them, and Lam Davy and I ate the rest.

Lau Wing Sum: Did you distribute all game prizes?

Wong Kim Lok Kimson: Yes

Lau Wing Sum: What is the 604 dollars for day 2 lunch?

Wong Kim Lok Kimson: We anticipated 40 dollars for each person. If you ate over 40 dollars, then you will pay the remaining amount by yourself, and we only claimed 40 dollars for them.

Lau Wing Sum: The 50 pieces of o-camp t-shirts and o-camp bags were also the minimum requirement right?

Wong Kim Lok Kimson: Yes, we tried hard. We tried to sell them during the orientation week but no one bought them.

Lau Wing Sum: How was the ocamp tee?

Wong Kim Lok Kimson: Chan Tsz Ching?

Chan Tsz Ching: Wait a second.

Lau Wing Sum: So it is the design that looked like YMCA.

Chan Tsz Ching: I don't think it looks like it, I don't even know what the YMCA logo looks like.

Lau Wing Sum: What color could you choose from?

Chan Tsz Ching: Dark purple and light purple.

Lau Wing Sum: So what about the executive committee?

Chan Tsz Ching: Excos wore the exco t-shirt. There were too few colours to choose from.

Lau Wing Sum: Do you think that 50 pieces of orientation camp t-shirts is a bit high if excos wear their own t-shirts?

Wong Kim Lok Kimson: The participation fee for the excos was 380 dollars, which includes the bag and t-shirt. Although we didn't wear the t-shirt at that time, we each took one t-shirt also.

Lau Wing Sum: But was it really a bit too much?

Wong Kim Lok Kimson: That's true, we had more than 10 extras.

Lau Wing Sum: But I remember it was okay to order the same pattern but with different colours right?

Wong Kim Lok Kimson: Yes, so in total we had 50 pieces.

Lau Wing Sum: Then why didn't you think to include exco t-shirts into the o-camp tee order?

Chan Tsz Ching: I remember I asked jongmates for their opinions but they didn't have too much to say, maybe because the sizes wouldn't really be able to fit the group leaders and freshmen, so we thought it would be better to reserve more.

Lau Wing Sum: But there were more than 10 extras. Did you reserve too much for both group leaders and participants?

Wong Kim Lok Kimson: From what I remember, we only reserved a few extra for group leaders, the rest was all for freshmen. This was from what I counted inside the society room.

Lau Wing Sum: Were the bags ordered alongside the t-shirts?

Leung Ka Wun Casey: Yes, it was a bundle.

Lau Wing Sum: Do you think the bags were necessary?

Leung Ka Wun Casey: I think so, it is better to put the souvenirs inside a bag. It wasn't really necessary, but it was more convenient.

Lau Wing Sum: Was it really necessary to order both in a bundle? Were there cheaper ways to order, maybe with a blank bag?

Leung Ka Wun Casey: Basically we ordered it this way because of convenience. Even if we found another method, the price wasn't a huge difference.

Kwok Yuk Lam: We followed the method from last year.

Chan Tsz Ching: I remember there was a discount ordering this way.

Leung Ka Wun Casey: Yes, I think they gave us a discount.

Lau Wing Sum: I see, it's ok. I think the financial report for orientation camp is okay. So you didn't print posters for the semester commencement dinner?

Wong Kim Lok Kimson: Yes, I think we printed posters but no one came to claim them. I remember someone added money to our print budget but nobody came to claim them.

Lau Wing Sum: I remember the school gives us 120 dollars each year.

Wong Kim Lok Kimson: I think Lau Chak Hei depleted it due to some wrong printing? So at last it was a waste but someone added 41.5 into the account.

Chan Tsz Ching: I think it was Leung Ka Wun Casey.

Lau Wing Sum: For the orientation week, how much society paper did you order?

Wong Kim Lok Kimson: 7000 pieces.

Lau Wing Sum: How about the pencil case and towel? Did you order according to the number of people wanting the item? Did you order all at once or did you order some samples for reference?

Wong Kim Lok Kimson: We made the order after people filled in the form but there was a little extra, I think there was some discount for ordering 20 pieces.

Lee Olivia Wing Kei: Remember to type the names of the items.

Lau Wing Sum: As Lee Olivia Wing Kei said, you should type the names of the items.

Wong Kim Lok Kimson: Around 10 towels and 12-13 pencil cases were sold.

Lam Yu Sang: I think 8 towels were sold?

Wong Kim Lok Kimson: Yes, so maybe 8-9 towels and around 11 pencil cases were sold, there may be potential for selling next year?

Lau Wing Sum: It kind of proves that these products weren't really suitable for our society.

Chan Tsz Ching: I think having society t-shirts and society paper is enough, there is no need to make extra products unless you have special ideas.

Lau Wing Sum: You can put it in the welfare pack, but you have to be gaining a profit first. Did you make welfare packs for new members?

Wong Kim Lok Kimson: We prepared paper bags and stuff, but at last we didn't give them out. You have to ask Leung Ka Wun Casey.

Leung Ka Wun Casey: I bought paper bags.

Lau Wing Sum: Then why did nothing happen at last?

Lau Ching Yan: I remember receiving one.

Cheung Cheuk Lun Alan: We delivered some but not all.

Wong Kim Lok Kimson: No wonder I found a bunch of paper bags in the society room.

Leung Ka Wun Casey: We can use them next year.

Lau Wing Sum: Can you talk about what was put in the welfare pack?

Cheung Cheuk Lun Alan: I remember there were snacks, files, and some papers, and some promotional leaflets.

Lau Wing Sum: Folders? The transparent ones?

Kwok Yuk Lam: I think we found them in the society room.

Cheung Cheuk Lun Alan: I don't even remember if there were files, I just remembered there were papers and snacks.

Lau Wing Sum: Freshmen, any opinions regarding the welfare pack?

Lau Ching Yan: I think the size of the bag gave me too high of an expectation.

Lau Wing Sum: How large was the paper bag?

Lau Ching Yan: It was quite big but there were only some biscuits inside.

Pang Chun Sum Brian: Are there still shampoo bottles in the society room?

Leung Ka Wun Casey: No, they were expired.

Pang Chun Sum Brian: Today I learnt that shampoo expires.

Lau Wing Sum: The chemicals inside will become bad or something?

Wong Kim Lok Kimson: I think they are usable, but we couldn't bear the responsibility if there are problems.

Kam Wa Mei: I think when we got them they were already going to expire pretty quickly.

Lau Wing Sum: You don't expect to get new products for sponsors right?

Pang Chun Sum Brian: I think in that year eyedrop was hyper because the expiry date was so fast and we took 1-2 boxes from chemistry society.

Lau Wing Sum: Plastic straps are referring to plastic straps (spoken in Chinese during the meeting)?

Wong Kim Lok Kimson: Yes, they were very expensive during that time. We confirmed that there is none in the society room so we bought them.

Lau Wing Sum: There is never going to be plastic straps in the society room. We either use them up or lose them.

Wong Kim Lok Kimson: We lost it, they were still here when we were still the nominated cabinet.

Lau Wing Sum: It can be taken away very easily, remember to lock your cupboard. Some types of plastic straps can be reused, you can consider buying them if people didn't take them away. But that one would be more expensive than the normal ones. Aside from the items which were not paid for yet, you have collected the money from selling old society products right?

Wong Kim Lok Kimson: Yes, basically they have to pay the full amount as they take the product.

Lau Wing Sum: You can mark these down first. You can do this slowly, it doesn't matter. And for the singing contest, the refunding of deposit was only halfway done?

Wong Kim Lok Kimson: Yes, there was only the preliminary round.

Lau Wing Sum: How is it now?

Wong Kim Lok Kimson: You mean the financial report for the singing contest?

Lau Wing Sum: Yes

Wong Kim Lok Kimson: I am done with the report, I'm now asking other societies for their bank accounts to transfer money. But I'm not sure, I've been waiting for one week, so it should be almost done.

Lau Wing Sum: What about not collecting money from participants?

Wong Kim Lok Kimson: Originally we thought we wouldn't collect money since the activity did not work out. But then biochemistry society collected participant fees, so at last all societies have to collect fees. But our society covered the costs for our members, do you understand that?

Lau Wing Sum: Thank you society.

Wong Kim Lok Kimson: The participant fee was around 30-40 dollars in total so it was fine. There were no finals so it was illogical to collect participation fees so we waived it for all participants.

Lau Wing Sum: Okay. Last year there was still a chemistry society, but this year there's none. How will you deal with the money for chemistry society?

Wong Kim Lok Kimson: Their society still has an account so it's fine. Other societies, like biology society and biochemistry society did not respond.

Lau Wing Sum: Did the subcommittee function directly merge with the Christmas party?

Wong Kim Lok Kimson: Yes, basically the costs for the subcommittee function were the game materials in the Christmas party.

Lau Wing Sum: The class photo taking was done. Did you use the Instax camera?

Wong Kim Lok Kimson: According to Chan Tsz Ching nobody used it.

Chan Tsz Ching: Only 2-3 people used it.

Wong Kim Lok Kimson: But most people didn't.

Lau Wing Sum: But I felt that no one really wanted it,

Chan Tsz Ching: Actually we asked the graduates before whether they wanted to use it, and some said they wanted.

Lau Wing Sum: But I don't think many people noticed you guys had it.

Chan Tsz Ching: We reminded them.

Cheung Cheuk Lun Alan: We told them it was available and some graduates used it, but in general it was not used much.

Lau Wing Sum: So at last how did you handle the remaining film?

Chan Tsz Ching: It is currently in my room but will be put in the society room.

Lau Wing Sum: The films will expire. Expired films will produce bad quality photos.

Chan Tsz Ching: Does the next session have Instax? If you have it then you can use the films.

Lau Ching Yan: I don't have one, I don't know about the others.

Lau Wing Sum: Then I think we can give up on the Instax option, it seems like no one has a camera. Basically Instax doesn't have to appear on the financial budget next year. Was the information session done yet?

Wong Kim Lok Kimson: Yes, I think it was on December 31.

Lau Wing Sum: Oh yes, but wasn't it on December 30?

Wong Kim Lok Kimson: I think it was around that time.

Lau Wing Sum: There were refreshments? Actually what did you do that day?

Wong Kim Lok Kimson: We summarised and gave a brief introduction about each position. We evaluated the subcommittee function and had some drinks.

Lau Wing Sum: But didn't the subcommittee function not happen yet?

Wong Kim Lok Kimson: That was after the Christmas party. The financial report and budget were put together, would it be better to follow the timeline of the report? Now it is in the order of budget, is it better to follow the report?

Lau Wing Sum: I think it is better to follow the order of the report, because you follow the same order when you spend money.

Wong Kim Lok Kimson: I'll try to amend it next time.

Lau Wing Sum: The most important thing is to mark down the date.

Wong Kim Lok Kimson: Okay.

Lau Wing Sum: Balloons were bought for the Christmas party, were there no balloons in the society room?

Wong Kim Lok Kimson: We tried to look for them but the amount was not enough. They used a lot of balloons, like 100 of them, so it turns out they had to buy them.

Lau Wing Sum: I see. And were there no ping pongs in the society room?

Wong Kim Lok Kimson: I don't think so, I'm not sure. Did you guys buy 100 of them or what?

Lau Wing Sum: Siu Chi Wang Justin said there was not enough.

Choy Sin Hang Sonia: Yes, around 100. Those are in low quality so they explode easily.

Lau Wing Sum: Siu Chi Wang Justin said the cost is around 50 dollars, cheap stuff from Tao Bao. So you bought 100 pieces because the price for 50 pieces and 100 pieces were similar?

Lau Ching Yan: Siu Chi Wang Justin said to reserve extras.

Lau Wing Sum: I see, so the delivery fee for materials is the Tao Bao delivery fees?

Wong Kim Lok Kimson: Yes.

Lau Wing Sum: So what did you buy from Tao Bao?

Wong Kim Lok Kimson: Were the balloons also bought on Tao Bao? I think they were also bought there.

Lau Ching Yan: I think so.

Lau Wing Sum: Where were the ping pongs used at last? In the 'beer pong' game and the one where we transport balls? But then for the game where participants held cups, wasn't it okay to simply pass a certain amount of balls?

Choy Sin Hang Sonia: We bought a lot of balls because we had another game which needed a lot of balls, but it was cancelled at last.

Lau Wing Sum: Oh I see, so at the end you just bought ping pongs and balls from Tao Bao.

Wong Kim Lok Kimson: Yes, ping pongs and balloons.

Lau Wing Sum: Siu Chi Wang Justin said it was cups. You spent less than 40 dollars on products and 20 dollars on transport, it seems not very cost effective.

Wong Kim Lok Kimson: But the price is decent compared to the local price.

Lau Wing Sum: ....Okay. And I want to ask why the cost of the receipt book increased?

Wong Kim Lok Kimson: I don't know what was going on with the Students' Union.

Lau Wing Sum: Do you have a discount?

Wong Kim Lok Kimson: Yes, from 10 dollars to 9 dollars.

Lau Wing Sum: Huh? It's so expensive.

Wong Kim Lok Kimson: I predicted that the price of receipt books will inflate so I bought them in advance.

Lau Wing Sum: How did you buy one for 5.6 dollars?

Wong Kim Lok Kimson: From Tao Bao, but they were traditional Chinese characters. It had more pages than the ones you bought for 10 dollars each, so it was good.

Lau Wing Sum: Do you still have the top/bottom receipt stuff?

Wong Kim Lok Kimson: Yes.

Lau Wing Sum: Why are there two donations in the "others" section?

Wong Kim Lok Kimson: The dates are different, the one on 12th is for sweet soup, and the amount is larger than the price of sweet soup since the previous session had too much loss and they just went with paying more money for us. The one on August 8 was when we traded counter/banner positions with other societies, it was written down as donations.

Lau Wing Sum: The membership fee was 77 dollars?

Wong Kim Lok Kimson: That meant for a total of 77 years of membership.

Lau Wing Sum: Isn't it a bit strange?

Wong Kim Lok Kimson: It was basically 30 dollars per year, there's not much difference, some year 1s only applied for one year membership while the constitution needed full membership

Chan Siu Man: Can you approach those year 1 members and tell them to become full members?

Wong Kim Lok Kimson: I think it is a must.

Chan Siu Man: If you don't do it then the next session won't know where to start.

Lau Wing Sum: I think those who joined one year membership did so because they wanted to try out what the society is like?

Wong Kim Lok Kimson: I think they wanted to try out? But at that time we shouldn't have the one year membership option. We should reach out to them and see if they want to extend their membership.

Lau Wing Sum: I mean this cannot be forced. Next session remember that freshmen must join membership for four years.

Kam Wa Mei: But wouldn't it be bad to force them to enter 4 year membership at once?

Poon Lok Nga: It's okay if you join as an associate member.

Lau Wing Sum: Yes, but associate members cannot vote.

Poon Lok Nga: Who joins the society just for voting?

Lau Wing Sum: I only saw people didn't join the membership because they didn't want to vote.

Poon Lok Nga: Who?

Lau Wing Sum: Li Shing Yan. Is there no response for Student Union subsidy?

Wong Kim Lok Kimson: Normally it's announced in April, but we have to go back to school to take it. But I didn't go back to the campus for this.

Lau Wing Sum: So do they have the subsidy now?

Wong Kim Lok Kimson: We have to go back and see.

Lau Wing Sum: Was there no email?

Wong Kim Lok Kimson: No.

Poon Lok Nga: Shouldn't the Student Union put the numbers out?

Kwok Yuk Lam: They didn't talk about it in the meeting.

Poon Lok Nga: Supposedly they needed to take it.

Lau Wing Sum: I think the Student Union will hold another session of Annual General Meeting in the coming few days.

Poon Lok Nga: Huh, then at the end of the Annual General Meeting...

Kwok Yuk Lam: Actually the people my year have resigned.

Poon Lok Nga: You are resigning so early this year?

Kwok Yuk Lam: Yes, after the last meeting.

Lau Wing Sum: Except for the unknown parts, I don't have much to say about the financial report. Any other opinions?

Cheung Cheuk Lun Alan: No more questions?

Wong Kim Lok Kimson: Lee Olivia Wing Kei, do you have any opinions?

Lee Olivia Wing Kei: I have no questions.

Cheung Cheuk Lun Alan: So can we pass Kimson's post?

### **Wong Kim Lok Kimson's post**

Lau Wing Sum: So what did you do in this session?

Wong Kim Lok Kimson: As the financial secretary, I estimated the cost and revenue for each activity, and how much money to collect from members and non-members. I collected money during the activities and I was in charge of food whenever the activity had food involved. I ordered food for the graduation party, orientation camp and Christmas party. I led the game Monopoly during the orientation camp. That was the only game I led during the camp. Being the financial secretary was basically doing chores, e.g. I took the sweet soups with Lam Davy during the o-camp. If I had to buy pizza, I would buy them at Choi Wan. Other tasks basically included collecting receipts and claiming money for fellow exco members, and typing out the financial report.

Lau Wing Sum: Putting aside the special occasions in this year, were there any problems when collecting money?

Wong Kim Lok Kimson: Mainly the problem was to be clear, actually it is not difficult, but the troublesome thing is we need a participant list before each activity to write down who has paid and how much each person had to pay, to facilitate the money collecting so that we don't collect too much or too little. And during the orientation week, we needed to open an Excel file to mark how much

money we collected. If we have that file done then it shouldn't be a big problem. Maybe it was because other excos collected the wrong amount.

Lau Wing Sum: But overall was the money collection okay?

Wong Kim Lok Kimson: Overall it was smooth.

Lau Wing Sum: Were there any problems when other excos were in charge of collecting money?

Wong Kim Lok Kimson: It was giving change to people. Sometimes the money itself wasn't the problem. It was quite messy when we wrote receipts, because sometimes I forget the nicknames of all 100 members. The next session should write down the full name. For example Pang Chun Sum Brian's nickname is easy to recognize, but it is difficult to recognize some of the nicknames, and full names are easier to recognize.

Lau Wing Sum: How many members have you seen?

Wong Kim Lok Kimson: What do you mean by seeing them? Does seeing them once count?

Lau Wing Sum: Like do you know so-and-so looks like, who you need to chase after for money, do you know how to find people?

Wong Kim Lok Kimson: I don't recognize the ones I've seen only once or twice, about 30 something out of 106 members.

Lau Wing Sum: Because I feel like outside of activities, you seldom show up.

Wong Kim Lok Kimson: I mean it's basically those same people at LIFS common. But for example, I don't recognize Cheung Wing Yau. Since I'm a little faceblind, I don't recognize people.

Lau Wing Sum: You are not alone in terms of faceblind-ness. Lee Olivia Wing Kei, do you have any questions?

Lee Olivia Wing Kei: Any tips for the next session for making the report? Any difficulties?

Wong Kim Lok Kimson: Basically I finish the part related to the activity right after that activity, and then I make something like a cashbook, to mark down whenever there are transactions, the amount of money inside the cashbox, why there was a loss. And then I would match the cashbook and the financial report. Things would be easier to handle this way, and it's less likely to miss some items.

Lee Olivia Wing Kei: Did you mention these to your next session?

Wong Kim Lok Kimson: Yes, I even sent him many samples.

Lee Olivia Wing Kei: Okay.

Lau Wing Sum: Is there anything else you want to say to the next session?

Wong Kim Lok Kimson: Good luck. Basically he didn't have many problems, his math skills are very good so he shouldn't have much problem. I have confidence in you.

Lee Olivia Wing Kei: Did you teach him how to claim subsidies?

Wong Kim Lok Kimson: I told him where to download the form, I think I sent him the form.

Tsui Yuk Hang: Yes, and with samples of what to fill in and when to hand it in.

Wong Kim Lok Kimson: I reminded him to sign every page and stuff.

Lee Olivia Wing Kei: How about bank acc?

Wong Kim Lok Kimson: I told him to deal with the bank account within these 2 months.

Tsui Yuk Hang: Due to the pandemic, we decided to push this back for a bit. We will open the bank account before the first event.

Lau Wing Sum: What is the first event?

Tsui Yuk Hang: I'm not sure if we'll have the registration day. We expect the graduation party to be cancelled. If there is no graduation party then it will be the registration day. If not then it will be the orientation camp.

Wong Kim Lok Kimson: But if there's no registration day then isn't there no o-camp?

Tsui Yuk Hang: Well if registration day is cancelled, then freshmen won't know where to sign up. If there's no DSE exam then there won't be any freshmen.

Lau Wing Sum: This situation is a mess. I will be sad if there is no graduation party.

Woo Dorothy Hoi Shan: Actually we planned everything for the graduation party, so it will be fine if we could hold the party.

Poon Lok Nga: We planned stuff early because graduates have to go on their graduation trips. But now there's no graduation trip, so the graduation party can be held whenever possible.

Woo Dorothy Hoi Shan: We planned to hold it in early June. We know that some graduates will leave Hong Kong after graduation so we'll have to see, but we hope we can arrange it for it to happen in early June.

Lau Wing Sum: I think it is okay to hold it in July or August.

Woo Dorothy Hoi Shan: I think it is fine but we would prefer early June, but we really don't know what to expect right now.

Lau Wing Sum: It's not something you could control, everyone would understand. Comment on your fellow excos.

### **Wong Kim Lok Kimson's member evaluation**

For Lau Chak Hei, we were roommates for a few months. He would make mistakes when dealing with stuff related to the society, e.g. losing stuff during the orientation week, losing the society stamp. These were some huge mistakes, and we had to buy back the stamp. Apart from procrastination and forgetfulness, when you ask him to do stuff, he might drag on for one week, and sometimes he might not know what he is doing. Sometimes if I tell him to do something, he will forget, but it is okay when I remind him.

Chan Tsz Ching made the least mistakes among others, most of the time she reminds me of the things I forgot, and she could really help out, the first person I think about when I need help is her. She is efficient and fast.

Kwok Yuk Lam did a very good job overall. Even though during inauguration I wanted the financial report faster and I rushed her a lot and gave her a lot of pressure. She also gave a lot of pressure to other societies, I know it's tough being stuck in the middle. I don't think I have much to say. Thanks a lot.

I kept most in touch with Leung Ka Wun Casey. Normally he buys all the stuff, so most receipts come from him. He is efficient, receipts are received within 1-2 days. But I don't know why sometimes he always uses money but doesn't claim it from our society. It would be better if you send in the receipts so that it would look better on the report. the problem is if you have a lot of money to use.

Lam Yu Sang left the o-camp after half a day. You didn't give us souvenirs when you came back from your trip. He was sometimes a bit careless, and would sometimes forget what to do, e.g. I sent him the budget, and he forgot to send it to Cheung Cheuk Lun Alan. He's normally very helpful, especially when making items.

As for Cheung Cheuk Lun Alan, I originally hoped to see the president more. I didn't talk to you that much. We can't go back in time now, but hopefully if we have the chance to cooperate in the future, don't abandon the activity and leave it all for us. Because I really had too little communication with him. We worked together during the annual election as the election board.

He could really help during the election. There's not much to say aside from him abandoning us.

Lau Wing Sum: Were you happy?

Wong Kim Lok Kimson: I was happy. I originally thought as the financial secretary, workload was very high. But in the end it was manageable, so it was not stressful at all. During the o-camp it was quite demanding, I didn't sleep for two nights, but it was fun to play and hold games, and I was happy to see the events run smoothly. It was pretty fulfilling. I was happy because the money box did not lose money and I could get the balance at last.

Lau Wing Sum: Okay, does anyone have other questions?

Cheung Cheuk Lun Alan: So Wong Kim Lok Kimson's post was done, let's move forward to the graduation party.

### **Graduation Party**

Lau Chak Hei: Does anyone have any questions about the graduation party?

Wong Ting Hei Matthew: Talk about the workflow.

Lau Chak Hei: I needed to book the venue and we sent out a Google form to ask for the availability of members. The graduation party was set to be held on June 4. Around the second half of May, we started looking for souvenirs, and around that time we asked about participants' availability through the Google form. Around 1-2 weeks before the party we started to test the games. We tried playing "Big TV", etc. Then we booked the room and asked Wong Kim Lok Kimson to order the food 2 days prior to the event. On the day we just held the activity. We played two games before dinner, "Big TV" and the obstacle race. They ended much earlier than anticipated. At last we extended the dinner time and played 2 more games. After dinner we played another two games, and at around 10pm we distributed souvenirs and ended the event.

Wong Ting Hei Matthew: Did anyone else go to the graduation party?

Lau Wing Sum: I was not in Hong Kong, Chan Siu Man did you go? Did any year 3s go?

Kan Ying Hei: I went to the party.

Kam Wa Mei: I went also.

Wong Ting Hei Matthew: Basically it's because I don't quite remember the details.

Pang Chun Sum Brian: Was it on June 4?

Kam Wa Mei: I remember the food ordering was good. There wasn't much food left.

Wong Kim Lok Kimson: Thanks.

Wong Ting Hei Matthew: Why did the games end so much earlier? Why was there so much difference between game testing and the real event?

Lau Chak Hei: Originally when we tested the games, we tried "Big TV". We originally had 3 games but it wasn't enough, so we added "Big TV", and we decided to add this game at a really late stage. I said I would write the question up. I remember it was 2 days before the event, so we directly used the questions in the game without testing and filtering because we were running out of time. During the actual game, some questions weren't that good so they were cancelled, leading to the game ending early. And there were also problems in time management. Chan Tsz Ching said the estimated time for each game was too long, and some people said the games were okay. We only played the obstacle race 3 times for the entire game. We did try it out once but we didn't realize we could only play 3 rounds. Also the atmosphere was rather awkward for "Big TV" so we removed some questions. We only tried out the game once and multiplied the time by the number of rounds, and we had a few misunderstandings so we miscalculated the time.

Wong Ting Hei Matthew: A lot of questions for "Big TV" were skipped?

Lau Chak Hei: During the games I found out that many were not very good. At that time I separated them into a few categories, around 70-80 questions in total. It was mainly the problem of the atmosphere, there were not really not enough questions.

Wong Ting Hei Matthew: If the next session decides to play "Big TV", remember to think whether humans can actually perform the word. It's okay when you just get the atmosphere up in the beginning, but if you drag it for a long time the game would be a bit repetitive.

Lau Chak Hei: Half an hour for "Big TV" is more than enough. Basically, regardless of the number of questions you prepared, it should be a maximum of 30 minutes.

Kan Ying Hei: I think you can prepare one more game for each event. For example, for a 2-hour event planning to play 2 games, you can prepare one more. If it ends up not used you can use it in the next event.

Wong Ting Hei Matthew: Did you invite professors to the event?

Lau Chak Hei: I remember we didn't. We have discussed it and maybe because there were problems with the atmosphere and it didn't really suit the event.

Wong Ting Hei Matthew: From past experiences, we would invite professors during dinner or when opening time capsules. But it is fine, the next sessions can think about it, there are reasons to do so and not to do so.

Kam Wa Mei: I remember the 龜背 for the graduation party was different. Ours was a card, which was passed around. But this year, people wrote on memo papers and then stuck them to others. The speed of writing it was much faster.

Lau Chak Hei: We discussed with Chan Tsz Ching on which method to use. When buying the papers, I remembered the problem with the budget, and we decided to use memo paper. I remember not everyone had a piece of paper.

Chan Tsz Ching: I don't remember saying so.

Lau Chak Hei: Not everyone had a piece of paper. I remember there was a problem with the budget?

Chan Tsz Ching: No, it was simply because of efficiency.

Lau Chak Hei: Okay.

Wong Ting Hei Matthew: I think the next session can consider which method to use. If you use memo then people don't need to cram in the same place. Did you collect opinions from graduates or members about it?

Lau Chak Hei: Graduates thought that "Big TV" was not very good. The biggest problem is probably about "Big TV". I remember we added a game during dinner. The reaction was positive.

Wong Ting Hei Matthew: Are there any other questions?

issac: What decorations did you prepare for the graduation party?

Chan Tsz Ching: I remember we prepared balloons, society board and souvenirs.

Lau Chak Hei: Apart from those decorations, we did not prepare much for graduates to hold and take photos with.

Wong Ting Hei Matthew: Actually it should be fine for IRE society's graduation party, there's no need to force everyone to play games. Many people see it as a last chance to talk with the graduates, there's no need to make the timetable so packed for playing games and eating. Sometimes it would be good to leave some free time for people to chat. The games can be on the less demanding side, you can let participants do their own stuff after you build up the atmosphere. Another thing is when you hold these parties, you can hold them overnight, you should return the key to DEAN OF STUDENTS' OFFICE

on the next day. So basically for these events you can prepare board games for people who want to stay and play overnight. I think the graduation party can be more laid back and relaxed.

Sun Yusen: I don't remember whether you guys made a video.

Lau Chak Hei: Yes, we made a collection of embarrassing photos.

Wong Ting Hei Matthew: Does the next session have anything to ask?

Lau Chak Hei: You can collect graduates' photos or memorable moments throughout the year. You can get it from different ways, such as the big Whatsapp group, Facebook, Instagram, etc. and you can show them during the party.

Wong Ting Hei Matthew: Who designed this year's souvenirs?

Lau Chak Hei: I think the design was done by Chan Tsz Ching.

Chan Tsz Ching: Yes.

Wong Ting Hei Matthew: What was it?

Chan Tsz Ching: Chemical stuff.

Wong Ting Hei Matthew: What is the reaction?

Lau Chak Hei: There weren't much responses on the souvenirs.

Wong Ting Hei Matthew: I think we made watches before? You can etch words on it. I remember the keychains also have "IRESS" engraved. These are some special things you can add on the souvenirs. The next session can think about it. Any other problems?

Chan Tsz Ching: I want to remind the next session to order souvenirs earlier, because it was quite a rush this year.

Lau Chak Hei: I remember it took some time for us to decide what to make as the souvenir. We asked

Wong Ting Hei Matthew, traditionally it has "國際科研" on it. So we asked him what type of souvenirs to give. It is better to add characteristics of IRE to it, it would be more unique.

Wong Ting Hei Matthew: Are there any other comments?

Kam Wa Mei: Why did you choose this souvenir?

Lau Chak Hei: Concerning the budget, I found some types of accessories but we couldn't afford to engrave it. But we couldn't find a lot of options for this price, around 10 dollars RMB for each piece, so we chose this keychain as the souvenir. It was different from last year so there won't be overlap.

Kan Ying Hei: In my opinion overlapping is fine, because different people get them every year. If there's a great design one year, I think it is okay to reuse it.

Wong Ting Hei Matthew: If there are no other questions, can we go forward?

Lau Chak Hei: About the food, apart from the pizza, we also ordered sushi. I think the sushi was rather popular and the pizza was boring. But when choosing the type of food, think about the hygiene. If you have raw food, it might deteriorate when you bring it over a distance to the venue. It would be troublesome if people get diarrhea from this. You should choose some safer food options.

Kam Wa Mei: You said we can order catering services for every event but you never did it, why?

Lau Chak Hei: It was due to budget problems. We searched for the price but it was too expensive, 80-90 dollars per person. This was too big of a difference from last year's price.

Lau Wing Sum: I think there was one year, before you were a student, where we ordered food from Golden Rice Bowl and 到會. No one ate and a lot of food was left.

Wong Kim Lok Kimson: I remember we thought about it during the graduation party meeting, but at last we settled on pizza. It was banned afterwards, and we eat pizza every time so it was a safer choice.

Lau Chak Hei: If there are no more questions, then should we pass the event?

Wong Ting Hei Matthew: Go ahead and pass the event.

Lau Chak Hei raised procedural motion to lay the remaining agenda items on the table until the next session of the Annual General Meeting.

The time is 00:32

Kwok Yuk Lam seconded

The time is 00:33

For 20 against 0

The motion is passed.

Minutes of International Research Enrichment Students' Society, HKUSTSU Annual General Meeting 2020-2021, Session III

**Date:** 24 April, 2020 (Friday)

**Commencement Time:** 20:00

**Venue:** Via Zoom

**Minute Taker:** Lam Yu Sang, Choy Sin Hang Sonia, Lai Man Wai Katherine

The business of the Annual General Meeting 2020 of IRESS, HKUSTSU shall be:

1. To commence the meeting;
2. To receive and adopt the agenda of the Annual General Meeting 2020 of IRESS, HKUSTSU;
3. To receive and adopt the minutes of the Annual General Meeting 2019 of IRESS, HKUSTSU;
4. To receive and adopt the minutes of the 1<sup>st</sup> Extraordinary General Meeting of IRESS, HKUSTSU, Session 2019-2020;
5. To receive and adopt the Annual Report of IRESS, HKUSTSU, Session 2019-2020;
6. To receive and adopt the Annual Financial Report of IRESS, HKUSTSU, Session 2019-2020;
7. To vote and announce the Honorary Members;
8. To introduce and inaugurate the Executive Committee Members of IRESS, HKUSTSU, Session 2020-2021;
9. To receive and adopt the Year Plan of IRESS, HKUSTSU, Session 2020-2021;
10. To receive and adopt the Financial Budget of IRESS, HKUSTSU, Session 2020-2021; and
11. To adjourn the meeting.

Time now is 20:03

There are 15 full members present.

The quorum is met.

Chairperson Cheung Cheuk Lun Alan started Session III of the Extraordinary General Meeting at 20:03.

Lam Yu Sang procedure motion to resume the discussion of agenda items 5 and 6

The time now is 20:04.

Kwok Yuk Lam seconded

For 14 Against 0

The motion is passed.

Cheung Cheuk Lun Alan swapped the chairperson to Kwok Yuk Lam.

### **Annual Election**

Cheung Cheuk Lun Alan: This time the election was pretty troublesome because we couldn't hold it on campus. At that time I was discussing with excos on how to vote, in order to keep the secret ballot while voting online. We had to keep secret but at the same time know which ones are invalid. At last, we sent a ballot paper to the members and waited for full members to upload their vote to the website. At first we didn't think of this method and we were thinking of how to use online platforms, such as Google forms to do online polling, and we originally used Google form. We have thought of other platforms, three others actually, but those all have problems. One of them had secret ballots, but there was no way to find the invalid ballots and disregard them. At last we used Google form for the

first time, and asked people to take a picture of their student ID card so we know that they are the card holder. We told them to write down their student ID and vote. Turns out it wasn't successful and we received the complaints from Aurora, saying that we didn't have secret ballots, which was not in accordance with the Constitution. Then we came up with another method. We sent emails to all full members, containing the ballot where they could fill in and let them upload to a website

Sit Hiu Chi: It is quite a special arrangement this year. Is the next session's President here?

Lau Ching Yan: Yes.

Sit Hiu Chi: Because normally the arrangement is after the promotion period, the counter remains. Normally we only have one day of voting. Remember if the council doesn't release the time, then send an email to the school to ask when the voting date is. Cheung Cheuk Lun Alan, do you think it was too rushed?

Cheung Cheuk Lun Alan: You mean voting?

Sit Hiu Chi: Voting and decision making-wise

Cheung Cheuk Lun Alan: I think not really, because now we are online and so there's more flexibility with the deadlines and time, so we just came up with a decision and sent out an email.

Sit Hiu Chi: Does anyone have anything else to ask?

Cheung Cheuk Lun Alan: I think the biggest problem here is we've never tried online polling- this is the first time we have to do online voting, so we haven't really thought about everything to ensure a secret ballot.

Wong Kim Lok Kimson: Well there isn't a perfect plan, even though it is a secret ballot for the second time, there are still problems in the system. For example the excos know the serial number of all the votes so technically it can be invalidated. It is only that for the first time, we were focused on whether or not it is a private ballot or not, but there isn't a clear victory for either system, so this time we tried our best to satisfy all your requirements.

Cheung Cheuk Lun Alan: Any other questions?

### **Cheung Cheuk Lun Alan's post**

Sit Hiu Chi: So talk about what you did

Cheung Cheuk Lun Alan: I worked hard before orientation camp- I helped shoot the video for inauguration, helped with miscellaneous stuff in graduation party. Around the time of orientation camp I went on exchange so I was not in Hong Kong, but I made a booklet for the orientation camp, and also gave some designs for orientation camp tee (though they weren't used), and also designed some posters. For the society jacket I forgot if I also gave designs but they weren't used either.

For singcon, I helped an IRE contestant to produce their audio, for the graduation party I also helped make a video collecting the photos of graduates, and after that I didn't do much. I went to the Christmas Party but just helped tidy a bit, didn't do much. Quite a lot of events were cancelled so there's nothing to do, usually I just help tidy stuff at events and didn't really help make important decisions. For orientation camp, I didn't quite help to do preparation and stuff, I just helped Wong Kim Lok Kimson make the monopoly map.

Sit Hiu Chi: Apart from activities, did you do anything to hold up the relationships between people?

Cheung Cheuk Lun Alan: After summer/orientation camp, I did try to ask everyone to go and eat dinner together, but that time I couldn't gather people together, and also the situation wasn't very stable, and so it just went away and I didn't see my cabinet members on campus for a long time.

Sit Hiu Chi: What do you think you should do as a president?

Cheung Cheuk Lun Alan: I think the President should be the leading role of the cabinet. He or she should be clear about what happens at each event, should take part in each event and help pic , and to find the best way to do it. The president also needs to know deadlines, and ask their cabinet members to do things.

Sit Hiu Chi: If you had another chance to be the president...

Cheung Cheuk Lun Alan: I started to join the preparation of the activities less starting from orientation camp- I would do more after orientation camp, to lead the whole cabinet in running events, and to talk more with fellow excos and ask them how the activities are going.

Chan Tsz Ching: Why weren't you involved after orientation camp? And as a president why were you only responsible for one event in the whole year?

Kwok Yuk Lam: I can answer that, because he can only give me the orientation camp, and I only have external events which can't be given to anyone else.

Chan Tsz Ching: You don't have to follow the stuff from last year, like Lam Yu Sang and Leung Ka Wun Casey have many events they were in charge of, so why didn't you help them out?

Cheung Cheuk Lun Alan: I agree I had to do that, but I'm sorry that I did not do so, maybe because I'm lazy and I saw everyone actively take up the jobs. I didn't try to get involved because everyone was very eager to do it, so I thought I could simply give them to others to do it and that's my problem. And also you asked about why I wasn't involved much after orientation camp- because after the orientation camp, maybe I don't quite feel like I'm in the circle to discuss the events afterwards. And...I don't know, perhaps I wasn't as passionate as before. Also it's because of my personality so that I didn't focus a lot on the work

Sit Hiu Chi: Then what did you learn throughout this year?

Cheung Cheuk Lun Alan: I really only reflected near the end of the year, that I didn't really fulfil duties to be a president. So I'm now reflecting why I didn't do my part and my own problems of not taking responsibility, and I learnt how to communicate better- this made me understand my weaknesses

Lau Ching Yan: Can I ask something? I'm curious as to why you wanted to be the president.

Cheung Cheuk Lun Alan: Originally, I didn't think of being president, I originally thought about being External Vice President or Promotional Secretary because I was more passionate about design. But I really wanted IRE to have a cabinet, and you know that our session has so little people, and they took their posts already so I went for president, that's why.

Sit Hiu Chi: Did you hold any meetings throughout the year?

Cheung Cheuk Lun Alan: The number of meetings gradually decreased after the summer. I didn't really care about jong stuff so we didn't really hold a lot of meetings, but before summer and a short period of time after summer there were meetings- but then I put less effort to start meetings.

Sit Hiu Chi: So in the later part of the year your passion has decreased- did you think about any solutions to this problem?

Cheung Cheuk Lun Alan: I have to personally remind myself to take responsibility for being a President, and in the end even if I had less passion I had to remind myself this was the post I chose, and I had to follow through with what I wanted to do. Also reminding other cabinet members is also crucial- if they're lazy then need to remind them more .

Sit Hiu Chi: So you've passed the post already?

Cheung Cheuk Lun Alan: Yes

Sit Hiu Chi: Chan Yin Hei Brian, any questions?

Chan Yin Hei Brian: No, you've asked all of them.

Sit Hiu Chi: Any problems from the next session?

Lau Ching Yan: Not currently.

Cheung Cheuk Lun Alan: But it is my problem and I need to put more effort on time management- I didn't manage my personal time well and didn't put the time into the society's stuff.

Chan Yan Yan: I have a question- why did you know you have to hold orientation camp but still went to exchange?

Cheung Cheuk Lun Alan: I think I chose to go to exchange first and then we confirmed the orientation camp date. My cabinet members knew, and so when we made the proposal we knew I had to go to exchange, so I passed the person in charge to Kwok Yuk Lam.

Sit Hiu Chi: I can't think of anything to ask, how about you comment on your cabinet?

Cheung Cheuk Lun Alan: I think among my cabinet, most of them are very hardworking, for most of them I didn't have to urge them to finish their work.

eg Kwok Yuk Lam can really help, she will remind us of deadlines and she maintained a very good relationship with all of the jongyuens.

Chan Tsz Ching is also very efficient and will always remind us about the deadlines.

Wong Kim Lok Kimson is very effective in doing things and finishes them very quickly, and he does his work without anyone reminding him.

Lam Yu Sang is also very helpful and always will be here to help.

Leung Ka Wun Casey- I don't actually know when he finished everything. I didn't have to remind him to order stuff but it is always done

Lau Chak Hei had some minor slips among the activities, usually he needs to be reminded the most, but I think at the end he did put a lot of effort to do his work.

Chan Yin Hei Brian: How many people are in the next session's cabinet?

Lau Ching Yan: Nine.

Chan Yin Hei Brian: Cheung Cheuk Lun Alan, any suggestions to next session to distribute PIC?

Cheung Cheuk Lun Alan: I think it's fine to follow the one from the year before. It is just because I threw orientation camp to Kwok Yuk Lam- so it looks like Kwok Yuk Lam did a lot, and I did very little. And for 9 people, it isn't a lot, so I hope everyone prepares well for each event, and especially if the orientation camp can be held, if 9 people is not enough you can find helpers.

The most important thing is to prepare beforehand, so during the event you'll be less unprepared, for example trying out games. Also you should listen to members' opinions more, so when school starts go to LIFS common and ask what they think.

Chan Yin Hei Brian: How frequent did you hold meetings before summer?

Cheung Cheuk Lun Alan: About once every month. And if there are events, we will have another meeting before the event, or chat on Whatsapp group, but basically we have one meeting each month.

Chan Yin Hei Brian: So do you think this is enough, or do you think there should be more meetings?

Cheung Cheuk Lun Alan: I think once a month is enough, as long as there are extra meetings before events and briefings for the event. And the monthly meeting is to discuss what to do for future events.

Sit Hiu Chi: The IRE community is small, but did you contribute to the bonding of IRE members? Now that the IRE room has disappeared and we don't know how the situation would be for the LIFS Common.

Cheung Cheuk Lun Alan: Of course, it is a fixed place for IRE members to gather together. Now there's no place for members to gather so we have to make more events so they have more of a connection. And also I think our existence is to fight for the rights of members to gather together, to fight for IRE room so the members have a place to hang out.

Sit Hiu Chi: Anything you want to say to your cabinet members?

Cheung Cheuk Lun Alan: I want to thank my cabinet members. I know we are a very small cabinet. I appreciate the effort from my members for the year, and I want to apologize, throughout this year I haven't given much support to them. I didn't put in much effort to help each person in charge with their events. I'm very sorry for not fulfilling my responsibilities, but I'm so thankful for the contribution, so thank you everyone.

Kwok Yuk Lam swapped the chairperson to Cheung Cheuk Lun Alan.

### **Registration day**

Cheung Chun Wai: What did you do at Registration Day last year?

Lam Yu Sang: In our year Registration Day was on August 7-8. Basically we had one counter in the Atrium. Around July we uploaded some messages on our Facebook page, to introduce the IRE program and give some information to freshmen on both Facebook and Instagram. We also posted some encouraging messages after the results release of the DSE exam, and after that we looked for senior students to be our helpers. Turns out we asked Chang Yau Ming, Pang Chun Sum Brian, Kan Ying Hei and Kam Wa Mei, but in the end more people helped out at Learning Commons. On August 5th we sent more encouraging messages and important info to freshmen, and on the 7th and 8th was the official Registration Day.

I think Registration Day was reasonably smooth. We got a pretty good counter in Atrium although it was a bit sunny, but it was a very open and good spot and easy to find. We were a bit slow in asking helpers, so at the end there weren't many senior students to help out, and basically it was all year 2, people from the previous session.

The next session can reach out to other active/outgoing members to sit in Learning Commons, so maybe we could attract more freshmen there and let them know more about IRE.

We booked (a room in) Learning Commons from 10am to 8pm, and the senior students sat there. We didn't have many freshmen go down, but I think the next session should keep this area. I think it's better to have it and maybe there will be some very active freshmen eager to learn more about IRE.

Timetable-wise throughout the registration day there was literally one talk, so we sat there all morning until before the talk. And before they (the freshmen) went to the talk (we thought) they might come here to learn about our society, so in the morning we just sat there and didn't do much. The next session should open their counter at 9am too because someone may come.

I remember at that time all societies were banned from using the board, so we didn't use the board. Clothing-wise we didn't have a dress code, for the next session, you can notify them (helpers) earlier so you could set a dress code. Actually it's up to you guys but at the time excos wore the exco T-shirt. Freshmen would recognize us more easily if they wore the same shirt.

On the day we also asked SCI/HOME for help to host a small talk, so after Prof Leung Pakwo made his talk, freshmen were brought to a room in SCI/HOME to have a little interaction with excos.

We asked SCI/HOME to send an email to freshmen to notify them of our existence, and to tell them they could go to SCI/HOME after the talk to join our briefing session. SCI/HOME didn't give us any (of their) personal information, but they did help us pass on the message. They told us how many IRE freshmen came in through JUPAS, so basically they confirmed the number of IRE freshmen and helped us send an email. The next session needs to remember to find SCI/HOME earlier to do this- this is the most effective way to promote IRESS to freshmen.

Lau Ching Yan: Did SCI/HOME give you the email addresses of freshmen?

Lam Yu Sang: I think they didn't. Did we take them ourselves?

Kwok Yuk Lam: I don't think we got them from SCI/HOME, we got them when they registered as members.

Cheung Chun Wai: The morning problem has been discussed before, the talk was in the afternoon so normal people might not come until about noon or 1pm. But the morning session was necessary because there might be some weird people coming extremely early. You could maybe put less people (around 1-2 people) in the morning, and around 1-2pm when freshmen start to come here to wait for the talk then we need more people. If there is still a Registration Day next session, you have to watch the manpower distribution. As for dress code, decide by yourself. As for SCI/HOME, it is the most important thing because usually when freshmen come in, they won't know our society exists, so SCI/HOME is the best opportunity to approach the most freshmen. So you must find SCI/HOME to approach freshmen; no need to waste time to ask for whether they would give their information to us and so the other side is to be prepared for SCI/HOME promotion.

You better prepare for the small talk in SCI/HOME as it is the first/only chance to contact freshmen; there's no need to make a powerpoint presentation but don't come up with what to say on the spot, just think about what you have to say before you go in. When freshmen come, if they actively come to our counter, did you mark down their names and info? Will you collect their contact details first?

Lam Yu Sang: We ask them to give names. If they tell us they are IRE freshmen/interested in IRE then we will ask them to leave their name and contact.

Cheung Chun Wai: Only name? Any email or stuff?

Lam Yu Sang: They left their name, what school they were in, did they have an ITSC at that time? They didn't leave ITSC.

Cheung Chun Wai: Science societies have a consensus to tell IRE freshmen to come to IRE counter, and not snatch them away to other orientation camps.

Kwok Yuk Lam: I told them that if they are IRE then they need to come to our counter- to give our freshmen back to us.

Cheung Chun Wai: They probably won't mind losing those 20 freshmen or so.

Chan Tsz Ching: I want to remind the next session- if you have to book Learning Commons rooms please book it early because places get snapped up very early. The quota will be taken up very quickly on that day. Also ask helpers to go to the counter first around the time of the talk, because we only had excos there and it was quite messy until we called helper to come. If you know the time you'll have a better arrangement.

Lam Yu Sang: We went to SCI/HOME directly to talk about contacting freshmen arrangements, so if SCI/HOME did not respond to your email then just directly go look for them.

Cheung Chun Wai: But now I don't think SCI/HOME is open...did you go in directly or through the back door?

Kwok Yuk Lam: Through the back door, because Prof Leung Pakwo held the door at SCI/HOME.

Cheung Chun Wai: Oh good, same as my year (2017) then. Because in your year (2018), there was construction in the Lecture Theatre so we couldn't go in through the back door. There was a potential problem because other societies were quite dissatisfied about us having 'special rights'.

Kan Ying Hei: Yes, don't go in with your executive committee T-shirts, other societies will grumble about this.

Cheung Chun Wai: Actually only peer mentors are allowed to go to SCI/HOME that day.

Kan Ying Hei: Maybe change your t-shirt or wear a jacket.

Cheung Chun Wai: Just don't wear society T-shirts into SCI/HOME, to avoid the relationship getting worse. Just don't be so obvious and don't go through the front door.

Kan Ying Hei: And so the External Vice President's relationship with other societies is very important.

Cheung Chun Wai: What are the societies left?

Chan Cheuk Kai Kevin: This year only biology, biochemistry and us.

Kan Ying Hei: We don't even know if there will be events this year.

Cheung Chun Wai: Try to avoid exposure as you go into the training room. Any other questions or more to add?

### **Academic secretary**

Lam Ka Chung: Talk about what you did this year.

Lam Yu Sang: The most important thing is sources. At the start of each semester I sent a link in the group to ask who needs sources, then I will send the sources to them. I will update some of the sources. I also was in charge of contacting and talking to professors for inauguration and photo taking- there was no annual dinner so there was no need. And originally I was in charge of the research sharing, but because our cabinet has few people, we compromised and spread the workload to other members, so we handed the event over to Wong Kim Lok Kimson. But turns out it was also cancelled. And for answering academic enquiries on Facebook, I think Lau Chak Hei did that around the time of DSE results release. Someone asked something on our Facebook page and Lau Chak Hei answered. For journal club meetings, the last session contacted me and so I helped contact SCI/HOME and book classrooms for journal clubs.

Lam Ka Chung: How did you obtain sources? You can tell next session.

Lam Yu Sang: Actually I didn't gather very much, but there were some members who contacted me and asked if I needed help updating sources. Of course I just put out a Google Docs and asked for sources but there weren't any. Maybe ask the member when he/she finishes the course, their materials can be added back to the sources, or maybe you can ask cabinet members whether they studied any uncommon subjects to update our data source, or not even very obscure subjects, just new information. We can get new sources this way.

Lam Ka Chung: Cabinet members are a very important source of sources. And also you can ask the Year 4s about to graduate, whether they are willing to give up their sources. Also when you have time take a look at the high demand but outdated sources, e.g. time unknown, professor unknown stuff. But actually our sources are okay. About research sharing, did you think about hosting it online?

Wong Kim Lok Kimson: I found four people and asked them whether they could come, but then I asked them whether they were free around February or March, and they didn't reply. So we didn't hold it.

Lam Ka Chung: So now maybe we can't hold it. For the next session, normally the sharing is held in the fall semester. Next year see if you can successfully hold it.

Wong Kim Lok Kimson: I think it has to be held. I found all the people in October but then it was cancelled, but we couldn't arrange it in February or March. I think it is quite an important event, especially for people who are going to do SCIE 3900, so I hope, if possible, you should hold it next year, because it's been a while since we held the event.

Lam Ka Chung: You may consider doing it in spring semester next year, because this year year 3s couldn't go to SCIE3900 and might go in winter semester. So maybe do it in the spring, or maybe invite graduated members who have somehow returned to Hong Kong.

Lam Yu Sang: For next session, I didn't frequently check the google docs, so next session can check it more frequently. Some people will click the link after a very long time and then ask me for sources. So you have to check regularly.

Wong Kim Lok Kimson: Try using Zapier. If there is a response it will send an email to your account.

Lam Ka Chung: Before we did something similar, when there is a response, there would be an email to the society account, then it would be forwarded to my email, which was quite annoying. Just think of a way that you can distribute sources most quickly

Lam Yu Sang: When contacting professors, there is an important thing- remember to remind them of events. For example, last year at photo taking, we found one professor and we sent an email to remind him- but he still didn't show up. Also they may miss your email, e.g. last year I sent 3 or 4 emails last year to professors and they didn't reply. So just keep sending, or if you have other ways to find them, try those other ways.

### **Orientation Week**

Lam Yu Sang: Orientation Week was from September 16-20 last year. We set up a counter at Atrium and LG5.

In July we started looking for sponsorships for the welfare pack, and then in mid-August we started designing society products, and in late August we packed the sponsorship stuff.

In early September we set up a Google Form for members to apply for membership and order society products, and the day before Orientation Week, we went to set up and decorate the counter.

On 16-20 Sep, it was Orientation Week. Each morning before starting the counter we took a photo and sent a message to the Whatsapp group to invite people to come to our counter. We ordered society products on 29 September and distributed them by the end of October. At the counter we just made an Excel like before, and had a work distribution for excos to sit at the counter.

We had two phases of setting up counter- on 16th-17th we set up our counter in the Atrium. We were able to get the 16-17th session in the draw. For this time's lot drawing we had two choices- either first two or last three days. The first time during the draw, we chose to take a place for the first two days, and in the 2nd draw we weren't picked, so we set up a counter in LG5 instead.

In total there were 32 new members, we sold 1 set of 2017 society paper, 2 sets of 2018 society paper, 7 computer bags, 4 2018 society tees, and for this year's products: 30 sets of society paper, 35 society tee, 8 towels and 11 pencil cases.

About society product designs- last year we came up with a computer bag, but we hoped we could have a new product in our year as well. So we spent quite some time asking members what their preferred products were, and our delay in the design timeline was longer. We distributed society products on October 22-25- it was for members who ordered society products to get them. And also the counter was set to let them order society jackets. The new products this year were towels and pencil cases.

Chau Chun Yin: For the 3 days without an Atrium counter, were you able to get an LG5 counter?

Lam Yu Sang: Yes, our cabinet members are very efficient and were able to get a counter every morning. If I remember correctly, it was not too difficult to get a space.

Cheung Chun Wai: When did you guys start setting up the counter?

Lam Yu Sang: Around 9am.

Cheung Chun Wai: From 9 to 10:20 how many people were there? Because in our year, people passing by were going to class, they didn't really have time to care. I would say it is inefficient to set up a counter at that time.

Lam Yu Sang: I don't really remember.

Kwok Yuk Lam: Actually there weren't too many people- but not setting up is kind of strange, in case people were looking for us. If someone came and asked where our counter was it wouldn't be good.

Cheung Chun Wai: The people that pop up in LG5 at 9am are people who live in halls. They will be in a hurry to go to lessons and they won't bother.

Lam Yu Sang: So maybe we can open at 10:30?. The next session can consider this, because it would be less tough. If it's not official like those in the Atrium, then you can consider. If you are in the Atrium it has to be 9am.

And the next session can also try to sell old society products- we noticed that old products sold pretty well too, so it can be considered. Also if you are interested in designing and selling new products, you can ask in the Whatsapp group or ask active members- ask them if they have any preference through Google Forms with several options, see if they think a product is useful or matches with IRE. And so you can make the decision earlier and get on with designing.

We made a mistake last year in that we let people join only on a 1-year membership, but I think it was required for them to join as a 4-year member. At the time I wasn't aware of this, so the next session has to be careful about them.

Cheung Cheuk Lun Alan: Isn't that 1-year members are associate members?

Lam Yu Sang: Yes, but we let them join for one year using the full membership price.

Also when we dealt with society products there was an accident- the pencil cases disappeared, although at last we made up for it. But you really have to take good care of it, it would be sad to lose those products you designed. There's not much you can do if it disappears when you put it in the society room, but try to avoid it.

Wong Kim Lok Kimson: Remember there were some mismatches on the member list?

Lam Yu Sang: Oh yeah, maybe it was me getting some of the info wrong. I didn't instantly update the member list. If you have a new member, open a new excel file and put in the new members there, and then it would be much easier to deal with the new membership list. At that time we were unprepared so there were some mistakes, the next session can take note.

If there are no more questions, then we can pass Orientation Week.

### **Post of general secretary**

Cheung Chun Wai: Remember to type minutes earlier. You always think you have a lot of time but actually time goes by very fast. It happens every year, so hope you guys don't do the same thing we did.

Sit Hiu Chi: I think people can remind them in January.

Kwok Yuk Lam: I did.

Cheung Chun Wai: You will think you have a lot of time. I finished up a few during summer and Christmas, but still had to finish it post-deadline.

Kan Ying Hei: According to David and Isaac the whole cabinet helped (in their year)- maybe it was for the cabinet before us, it started being general secretaries only.

Cheung Chun Wai: But if we used a voting system the general secretary would lose. But just start earlier, you won't be deadline fighting. How many general secretaries are there this year?

Lam Yu Sang: Two.

Cheung Chun Wai: Chau Chun Yin fell into a trap. The amount of stuff is very very different, there was one Annual General Meeting that was very very long- sometimes it would be done in one or two hours since there may be less people, and at the end there'll be meetings of 5-6 hours. So just start earlier and properly assign jobs. Also moving stuff and sending emails, remember to be on time. What is the format/timeline of sending emails?

Lam Yu Sang: I followed the one from last year.

Cheung Chun Wai: How long before the event would you send emails? Remember to check for spelling and information accuracy.

Lam Yu Sang: I used Grammarly.

Cheung Chun Wai: Just don't get the dates and stuff wrong. If you have any mistakes just send out an amendment.

Lam Yu Sang: If someone said they don't want to receive emails, then remember to delete their names. There was someone in my year who said this.

Cheung Chun Wai: In an event, besides official promotion for email mass sending, will you promote them through other means?

Lam Yu Sang: Whatsapp - we usually send a message there to everyone. We did not private message people much because it would be a lot of workload. I did work on Facebook and Instagram but I didn't do very much.

Cheung Chun Wai: Actually does anyone even follow our Facebook page? And also why was I only kicked out of admin roles a while ago?

Lam Yu Sang: Sorry I was kind of late- until I had to add the next session I discovered that you were still an administrator.

Cheung Chun Wai: As I know facebook sends out a notification on post outreach- just think about whether you still want a Facebook page.

Lam Yu Sang: Some people would reach out to us through Facebook.

Cheung Chun Wai: But are there less people?

Lam Yu Sang: Yes, less people, but keep the page.

Cheung Chun Wai: So keep it, but try to post functions etc.

Lam Yu Sang: Oh and also the society web

Chau Chun Yin: Society website was my job, but it doesn't have anything to do with me. Just so happens I was the IT person in my cabinet so I took the job.

Lam Yu Sang: But I didn't update the society web, sorry.

Chau Chun Yin: Doesn't matter, nobody follows it.

Lam Yu Sang: But it seems like you can't not update it- next session just keep updating it from time to time. But for now maybe Instagram has the most activity, so the channels are official email, Instagram and the Whatsapp group. Any other questions?

Chau Chun Yin: If someone joins society after Orientation Week, remember to tell the general secretary.

Lam Yu Sang: Okay.

Chau Chun Yin: They paid and stuff but nothing happened.

So talk about your cabinet members.

Lam Yu Sang: Although Lau Chak Hei is forgetful sometimes, I think his efficiency is not as low as you think. If you find him for a job, even though there are delays, he is willing to help. And sometimes when he realizes he hasn't done anything, he'll jump out and ask if anyone needs help. I think he is quite helpful to some degree.

Cheung Cheuk Lun Alan hasn't contributed much to the cabinet comparatively, but I think he has tried to contribute, for example when he knows he can't do much during orientation camp, he contributes to the design.

Leung Ka Wun Casey is very fast when doing his own stuff. You don't know when he finished the work since he manages his time very well. He can manage his own stuff on his own, and he's very responsive too.

Chan Tsz Ching is a very nice person, very efficient- she's basically the leader of this cabinet. Thanks for taking care of a lot of stuff that wasn't your job.

Wong Kim Lok Kimson is also very responsive and efficient, and he is very good at managing the money. If I were financial secretary I wouldn't be able to do that. Also last time when I made a mistake in the email, he reminded me. He's willing to communicate and is very efficient.

Kwok Yuk Lam is the person I am in contact with the most in the cabinet. She handles her own job very well, and tries to communicate with other cabinet members. I think everyone in this cabinet is very good- thank you for your effort and contribution this year.

### **Orientation camp**

Sun Yusen: Maybe you could talk about the timeline first to refresh our memory.

Kwok Yuk Lam: The orientation camp was held on 10-12 August. Originally we were going to look for helpers since only 5-6 excos were in Hong Kong, but at last we couldn't come up with any discounts for helpers, so in the end we didn't ask for helpers.

The price was \$440 for freshmen, \$380 for group leaders.

In early May we started looking for group leaders, opened a counter and collected money, and confirmed the designs eventually. Leung Ka Wun Casey went to look for sponsors, I contacted the other evs to discuss hall and other Student Union arrangements, and then we started looking for freshmen. A few days before the start of orientation camp, Wong Kim Lok Kimson booked breakfast. On day 1 we gathered at 2pm and had ice breaking games, then Lam Yu Sang left. Then we had dinner and checkpoint games. On day 2- in the morning it was the puzzle room, in the afternoon we played Monopoly, at night it was writing the time capsule and sweet soup. Day 3 was the all in battle, and we went out to eat lunch.

There were no specific themes, although we had an all in battle at last. Through games they could get marks for the all in battle.

isaac: Did you plan beach games this year?

Kwok Yuk Lam: Yes we thought about it, but since we were worried about the weather, it turned out that we didn't go.

Chan Tsz Ching: Also we only had 5 people, so it might be difficult to hold beach games

Kwok Yuk Lam: Yes. Cheung Cheuk Lun Alan originally proposed water games, but it was for this reason we didn't do that.

Kan Ying Hei: Why would you choose this orientation camp date?

Kwok Yuk Lam: I didn't choose it, the chemistry society went to the discussion.

Kan Ying Hei: Did you communicate with the Orientation Affairs Committee about the date?

Kwok Yuk Lam: Our verdict was we preferred the weekend, but for some reason it ended up like this.

Kan Ying Hei: Basically every society competes for weekends. But I think this year the time is too early, it might be a bit hectic for excos, and also the ratio fluctuation is very large. In general if we have a later date it will be better and we'll have more time to prepare. It won't be that on registration day have too many people registering- if the date was later it would be easier to deal with.

Kwok Yuk Lam: Next session can think about this. At that time I didn't think about this, I didn't expect the date to be so early- and it was confirmed very late.

Kan Ying Hei: Each year the Orientation Affairs Committee will drag on for ages.

Kwok Yuk Lam: I think this year they dragged a lot especially.

Kan Ying Hei: This is a problem that happens every year- so it should be prepared earlier.

Kwok Yuk Lam: About the checkpoint, it was my fault that I didn't walk the two routes, but this year for the two groups the difference in time and points were a little bit too huge. We tried our best to even it out, but it was very difficult. For example, for the puzzle room, one group finished very quickly, but the other group got stuck.

Lau Chak Hei: There were some freshmen complaining about the route of the checkpoint game, please know that it's Kwok Yuk Lam who did that...

Kwok Yuk Lam: But no, even though that group had the worse route, they ended up getting the same amount of points. If the route was normal the difference in scores would be much larger, but it is my fault that the route is set wrongly by me, yes.

Breakfast was all McDonalds. On the 1st day, dinner was Pizza Hut, the 2nd day, lunch was group leaders leading freshmen, dinner was at China Gardens. 3rd day lunch was at 稻香 at Hang Hau.

Kan Ying Hei: Anything that you think the next session should be aware of?

Kwok Yuk Lam: I think you need to think about setting up the venues earlier. Don't think you can set up the venue very quickly. For example for the puzzle room, suddenly all props disappeared.

Lau Chak Hei: Somebody couldn't wake up...

Kwok Yuk Lam: Yes it was my fault but I don't think it is the main reason for delay. You'll discover that stuff in the society room will suddenly disappear, and no one knows where that stuff went. So the freshmen ended up stuck there for a long time

Chan Tsz Ching: I think the whole orientation camp of 2-3 days was all playing games, it would be a bit too boring. The next session can think about other activities, as I remember it's all games for us. And there are many sudden events, for example on day 1, the games went by very quickly and there was some extra time left- you need to think about anything you can do to kill time.

Leung Ka Wun Casey: I think if next session has more people, you can go out to Tseung Kwan O or Hang Hau to play games. It would be more interesting since you're not stuck in UST.

Kwok Yuk Lam: The year where we were freshmen we went to city hunt as well.

Leung Ka Wun Casey: Or more people can think about the games, doesn't need to be all thought about by one person.

Kan Ying Hei: During the group leaders briefing, did you suggest any room games?

Kwok Yuk Lam: Our group leaders know more than us. We talked about maybe asking them to lead room games, and to beware of the energy of members- don't play many tough games in a row. For example we have checkpoint games, then put some less physically taxing games in between.

Lau Chak Hei: As I know there are members that went dizzy because of the game Leung Ka Wun Casey designed.

Wong Kim Lok Kimson: I think I didn't design all the minigames.

Chan Tsz Ching: I think the problem is that some small games were repeated too many times.

Wong Kim Lok Kimson: That one is pure bad luck, it's sad to choose some repeated things.

Chan Tsz Ching: I remember it was throwing dice.

Wong Kim Lok Kimson: Yeah, there were six different physical tasks for the dice- there were physics, chemistry, biology and math problems but I don't know why you keep getting chemistry.

Kwok Yuk Lam: I remember that luck is very important- when we tried out the games, Leung Ka Wun Casey went into jail 7 or 8 times.

Leung Ka Wun Casey: I think the game is too long, not everyone likes Monopoly.

Chan Tsz Ching: I want to remind the next session that on the morning of day 3, people can't get up early. You don't need to put too many games on day 3, and can let people wake up much later.

Lau Chak Hei: You can tell them when the morning call will be, but in fact you can set the start time of games later, so they have a longer time in between the morning call and games.

Chan Tsz Ching: We did, but on day 3 freshmen woke up but group leaders disappeared.

Kwok Yuk Lam: I think next session will be able to do better than us, because we only had 5 excos, couldn't really try out the games, and each person had a huge workload.

Chan Tsz Ching: Any comments from the previous session?

Kwok Yuk Lam: I think there were too many sit-still activities- it's too monotone but I don't know what to do since we don't have many people

Chan Yan Yan: I think the games didn't really need a lot of interactions between freshmen- group leaders played so hard but freshmen just sat at the back and watched. Maybe you need them to talk about game plans/participate in team games. Also I think we can add some classic university orientation camp games such as 磁力王. I think we can let them experience some classic games like these. The group leaders also have to prepare some games so that you don't play one game for the whole night.

Lau Chak Hei: Actually we thought about playing 科大列車, I don't know why people thought that it's too tough and we cancelled.

Chan Yan Yan: For that, once in a lifetime is enough.

Cheung Cheuk Lun Alan: I think it depends on the people- maybe next year's IRE freshmen won't really like it.

Kwok Yuk Lam: There are some games we can't play, like campfire with this boy:girl ratio

Cheung Cheuk Lun Alan: I think not having a campfire for orientation camp is sad, but with too little people it would be too difficult.

Kan Ying Hei: I think campfire is fun but it's too costly for so little members- and you have to find a venue. And it's just stupid to play with a fake campfire.

Leung Ka Wun Casey: I think some societies use a fake campfire.

Kan Ying Hei: But don't you think it's so stupid, dancing around a fan?

Lau Wing Sum: I think campfires might be too much for our society.

Kan Ying Hei: I think many people will think that it's stupid- group leaders might not like it.

Lau Wing Sum: I think that group leaders will think that it's fun and freshmen will think that it's stupid - but we have less than 40 people each year so it's not feasible.

Wong Ting Hei Matthew: In general it is difficult to hold something like that for the IRE community, they have different personalities from other freshmen who join orientation camp. So when you think about it you really need to think about their needs. Sometimes letting them be idle and do their own stuff is ok, so maybe you don't need to prepare too many activities and there's no need to walk around too much. Maybe just let them sit there and talk sometimes, you'll have less stuff to do

Cheung Cheuk Lun Alan: It depends on what the next session wants the orientation camp to be.

Lau Wing Sum: I think stamina wise it's not so preferred.

Wong Ting Hei Matthew: When I joined orientation camp, we were looking for some notices between a lift and the rooftop.

Lau Wing Sum: Was it at Choi Hung Estate?

Wong Ting Hei Matthew: Yes, to find notices in Choi Hung Estate, and the group leaders just sat aside and the freshmen went out to play. Just don't make games that are purely tedious without any meaning, IRE people don't really like this, just let them sit there and chill. I personally think that the

existence of orientation camp is not necessary but still it's a tradition- last time I said if you don't know what games to add then just give them a table and some chairs they'll be happy.

Kwok Yuk Lam: I think if you have enough people you can organize a city hunt like my year. That one felt more like a detective game- it was more of a brain teaser than moving- like taking transport and walking around shopping malls.

Poon Lok Nga: But I think this is not a very good time for university students to be gathering together.

Kwok Yuk Lam: I'm not sure if it is possible to have orientation camp anyway.

Kan Ying Hei: If the situation is bad then they wouldn't be able to hold the orientation camp.

Poon Lok Nga: But why did they still have orientation camp last August?

Kwok Yuk Lam: As far as I know not many people cancelled orientation camp so we didn't cancel either. I only know many CUHK orientation camps were cancelled- but not for UST.

Wong Ting Hei Matthew: I want to know is there any problem from the next session about orientation camp- after listening to so much contradicting stuff are there any things you want to ask? Because I think IRESS and orientation camp are a contradiction anyway.

Lau Ching Yan: Not for now, but do you think it's better to go for city hunt or campus hunt?

Kan Ying Hei: In my year, campus hunt was the first night, and then city hunt the next morning. But it's better to have more distinct themes. In our year campus hunt was just going around and playing some games, and then the second day city hunt is more like a detective game than a city hunt

Kwok Yuk Lam: And you need to have enough manpower. For our campus hunt we needed Chan Yin Hei Brian to help to have enough people at each checkpoint. If you go out for a city hunt, beware to distribute work to different excos, and you might need some people to stay in UST and set the next place.

Chan Cheuk Kai Kevin: During the city hunt, how would you set up the event? For example, when you go to Tseung Kwan O and Hang Hau, where are the checkpoints?

Wong Ting Hei Matthew: In our year, we went to malls to find shops. There was a theme for our orientation camp and we gave them poems for them to gather information- we had to visit those shops to gather some information. They had to piece together the information to meet the exco at some location, and then go back to UST to play the next game. As I remember you go to the malls around Hang Hau MTR station- I think there was Popcorn too.

Lau Ching Yan: But will taking buses there be complicated?

Chan Cheuk Kai Kevin: If you play in the mall, will you worry about blocking other people?

Wong Ting Hei Matthew: Just try to break into smaller groups.

Chan Cheuk Kai Kevin: 3-4 people? To let others not feel like you all are together?

Wong Ting Hei Matthew: No need to do to such extremes since they'll recognize you by your shirts too. But just don't have 10-20 people surrounding one shop, it'll be not good. I remember asking group leaders to separate them into smaller groups.

Chan Cheuk Kai Kevin: Did you talk to the shops beforehand?

Wong Ting Hei Matthew: We didn't have to walk into the shops.

Chan Cheuk Kai Kevin: I'm worried that those shops would feel like we are disrupting their operation.

Kan Ying Hei: Our games don't require you to stand in front of the shop for a long time- try to design them such that participants don't stay in front of the shop for too long. Design the tasks so they can split up into small groups to look for clues.

Wong Ting Hei Matthew: I remember the poem mentioned a brick wall, and there's only one shop with a fake brick wall. Another example is that you can see three suns, which is 日 日 日. In our year we

were yelled at by other people since we stood in front of a counter at the wet market- please don't do that.

Lau Ching Yan: If we organize beach games, do you mean playing water games on campus?

Kan Ying Hei: There are a few ways to organize it. Other societies would normally do it on the sports ground, but because a lot of societies compete for them so we wouldn't prefer that.

In our year we originally planned for beach games, but because it was raining so we didn't go. It's better to have a backup plan if you have beach games.

Lau Ching Yan: What did you play for beach games

Lau Wing Sum: For the years with beach game we played something like 辣辣壽司 and 黑白配. Or something like answer the question first or you'll be sprayed with water.

Kan Ying Hei: When we planned for beach games, we put it on the third day- but that morning we needed to check out, so it's kind of troublesome to do that. If you decide to do it this year you better think about when to put it. If they are covered in sand and don't have somewhere to shower it'll be pretty troublesome.

Lau Wing Sum: And if it's the morning of 3rd day, you have to go out early to mark the spot first. Originally I was in charge of finding a spot but I couldn't wake up so I didn't know practically how it was done.

Lau Ching Yan: How do you occupy the beach?

Lau Wing Sum: Just find a place and stay there. In my year I didn't go but from what I heard, last year, they went to Clear Water Bay at 6am to mark an area and tell others that we will play games there.

Actually just sit there so that there won't be a bunch of people near you when you play.

And also, if you have beach games on day 3, supposedly you won't be hoarding all your luggage out to the beach- you have to find some space for freshmen to put their luggage, and find people to take care of their belongings, and you have to think about what to do when they are covered in sand, like where can they shower, etc.

Kwok Yuk Lam: During the period when you've checked out but haven't finished the games yet, consider booking one more room to store bags and lock it up there, if the game isn't held in big rooms like the commons.

### **Kwok Yuk Lam's post (External Vice President)**

Kwok Yuk Lam: The events I were in charge of were orientation camp, inauguration and the singing contest. Basically for the events, if it involves other societies it's my job. Besides events, I assist the President and Internal Vice President. When they don't do their jobs I will help them, and lead the cabinet.

Kan Ying Hei: Does anyone have anything to ask?

Lau Wing Sum: Did you help move stuff?

Kwok Yuk Lam: Yes...I don't know why during the promotion period, there were only four people free, so I had to go and transport the cardboard.

Cheung Cheuk Lun Alan: Didn't we call GoGoVan?

Kan Ying Hei: But you still had to carry it onto the van yourself.

Kwok Yuk Lam: You had to move it from inside Victoria Park to the van then to someone's hall. The next session has more people, so it should be okay.

Kan Ying Hei: Can you rate other External Vice Presidents and any recommendation and tips to coexist with other External Vice Presidents?

Kwok Yuk Lam: I think the other three External Vice Presidents were quite friendly, even though Biochem's External Vice President had a big temper. But he wouldn't blame me.

Chemistry society gave us 1 floor of hall 6, and for the inauguration and singing contest, they did most of the work. The benefit of having good relationships is that you can do less work, and to reduce workload of our society and excos. For the next session, are the other External Vice Presidents normal?

Chan Cheuk Kai Kevin: There's not much to do now but we did contact them, they're reasonably normal, nobody is especially grumpy.

Kan Ying Hei: If they keep dragging on with deadlines how would you handle it- or how would you recommend the next session to deal with it?

Kwok Yuk Lam: Try not to let that happen although it's sometimes unavoidable. It's best to not put the responsibility of last-minute changes on yourself- if it is okay you can ask others to help. And sometimes if it's other cabinet members who have to work it's not good. For example for this year's inauguration they kept on editing and bothering Chan Tsz Ching to help.

Kan Ying Hei: And also when communicating with other societies, e.g for singing contest, if you have a preferred post, for example invitation, you can use your previous session as your excuse. You can say 'if you do like this my last session will kill me'.

Poon Lok Nga: Were there arguments when discussing stuff for Orientation Activities Committee?

Chan Cheuk Kai Kevin: We didn't compete, the Student Union council requires 3 representatives so basically all three of us went. Orientation Activities Committee needed two representatives, but since Kwok Yuk Lam said we don't usually do that so i didn't compete with them.

Poon Lok Nga: Have you been nominated for council yet?

Chan Cheuk Kai Kevin: Not for council, but for the Orientation Activities Committee, we have already signed an agreement with the biology and biochemistry societies.

Kan Ying Hei: Remember to catch up on them because the Orientation Activities Committee is usually very inefficient in their meetings. You have to remind them every once in a while, e.g. when will the dates be decided.

Poon Lok Nga: For the last session, did the External Vice President make some political statement?

Kwok Yuk Lam: We did publish a post on Facebook and Instagram

Poon Lok Nga: But in what name, joint-society or...

Kwok Yuk Lam: The Student Union started this.

Poon Lok Nga: Any concerns about opposing opinions?

Kwok Yuk Lam: We did ask members' opinion, and discussed it amongst excos. And we had some discussions within excos and we were fine with it so it's fine.

Kan Ying Hei: I remember the statement was sent out, and we discussed how to change the wording.

Kwok Yuk Lam: Yes, while Student Union was discussing how they would post it I discussed with members and the cabinet.

Comments on the cabinet

Lau Chak Hei: to be honest he did do stuff but as an Internal Vice President he had to be constantly reminded- even though he needed others to remind him, but still he did some work.

Cheung Cheuk Lun Alan: I think before orientation camp he was alright, he actively led us in activities, but during orientation camp he went to exchange, and he didn't get involved in anything after that. Even though he wasn't in charge of any of the events, but still.

Leung Ka Wun Casey: I don't know why everyone thought he was efficient, when I told him to do stuff he said he wanted to watch Frozen. But even though he needs reminding, he still is efficient.

Lam Yu Sang: He does everything else like Instagram and Facebook. So I kind of feel sorry and he does stuff on his own, which the previous three don't.

Chan Tsz Ching: She looks into details and can find problems in our plans, making them smoother.

Wong Kim Lok Kimson: he did a lot especially during orientation camp, he didn't really sleep much but wasn't playing, he just did a lot of preparing games.

Kan Ying Hei: What kind of things need to be discussed with your cabinet before putting it out to other External Vice Presidents?

Kwok Yuk Lam: I think everything about the society's benefit should be discussed with your cabinet first, but if it doesn't have anything much to do with IRESS then it doesn't really matter.

Poon Lok Nga: Were you happy being External Vice President?

Kwok Yuk Lam: At first I didn't plan on being External Vice President.

Lau Wing Sum: In my year as I remember we had people who wanted to be External Vice President.

Kwok Yuk Lam: But I learnt quite a lot- nothing much that was unhappy.

Lau Wing Sum: What have you learned from being the External Vice President in the last year?

Kwok Yuk Lam: Higher EQ i guess, especially when facing other External Vice Presidents. Because the External Vice President's role is to talk with other societies, you'll discover there are all sorts of people in the world, and I learnt to deal with these types of people.

Lau Wing Sum: Anything you want to tell the next session?

Kwok Yuk Lam: Be patient when you interact with other External Vice Presidents, and also, they are very different from IRE people, so you need to realize that. The way you interact with them is different.

Kan Ying Hei: Also, don't think that they will stop meeting near midterms and final.

Kwok Yuk Lam: They don't care anything about exams- they are people that don't attend lessons apart from lang. They won't understand why you can't go to meetings because of lessons. Also they like to host meetings at 10pm and go till 2am.

Lau Chak Hei: I mean it depends on different people.

Chan Cheuk Kai Kevin: If it's online it's fine but if I don't have a hall place then I'd probably reject them on campus.

Leung Ka Wun Casey: You can just reject them like that?

Kan Ying Hei: I mean they can choose to continue without you

Poon Lok Nga: Do you and next session prepare to apply for...(inaudible)

Kwok Yuk Lam: What?

Poon Lok Nga: Like the Finance Committee, Affiliated Societies Committee?

Kwok Yuk Lam: They told me I was part of the Annual Election thing.

Poon Lok Nga: Supposedly you have to do something to get society subsidies?

Kwok Yuk Lam: No, I didn't look into it.

Lau Chak Hei procedural motion to lay the agenda items to the next session of the Annual General Meeting.

Time now is 11:42

Kwok Yuk Lam seconded

For 18 Against 0

The motion is passed.

Minutes of International Research Enrichment Students' Society, HKUSTSU Annual General Meeting 2020-2021, Session IV

**Date:** 8 May, 2020 (Friday)

**Commencement Time:** 20:00

**Venue:** Via Zoom

**Minute Taker:** Lam Yu Sang, Choy Sin Hang Sonia, Lai Man Wai Katherine

The business of the Annual General Meeting 2020 of IRESS, HKUSTSU shall be:

1. To commence the meeting;
2. To receive and adopt the agenda of the Annual General Meeting 2020 of IRESS, HKUSTSU;
3. To receive and adopt the minutes of the Annual General Meeting 2019 of IRESS, HKUSTSU;
4. To receive and adopt the minutes of the 1<sup>st</sup> Extraordinary General Meeting of IRESS, HKUSTSU, Session 2019-2020;
5. To receive and adopt the Annual Report of IRESS, HKUSTSU, Session 2019-2020;
6. To receive and adopt the Annual Financial Report of IRESS, HKUSTSU, Session 2019-2020;
7. To vote and announce the Honorary Members;
8. To introduce and inaugurate the Executive Committee Members of IRESS, HKUSTSU, Session 2020-2021;
9. To receive and adopt the Year Plan of IRESS, HKUSTSU, Session 2020-2021;
10. To receive and adopt the Financial Budget of IRESS, HKUSTSU, Session 2020-2021; and
11. To adjourn the meeting.

Time now is 20:01.

There are 12 full members present.

The quorum is not met.

Time now is 20:11.

There are 18 full members present.

The quorum is met.

Chairperson Cheung Cheuk Lun Alan started Session IV of the Annual General Meeting at 20:11.

Lau Chak Hei raised procedural motion to resume the discussion of agenda items 5 and 6

Time now is 20:12

Kwok Yuk Lam seconded.

For 16 Against 0

Motion is passed.

**Lau Chak Hei's post**

Li Wing Shun: How will you tell the next session what to do as the internal vice president?

Lau Chak Hei: I briefed her about the process for how to make reservations for some places, for example where to book the Piazza. I believe Wong Ting Hei Matthew has already mentioned this once here already. I also talked about booking common rooms and activity spaces, you have to write a proposal and give it to them in LG3. And I remind them to bring the society chop when they make bookings, and where to get the form and fill it in. Also I mentioned the ID of our society and mailbox,

how to borrow microphones and projectors. I told them the locations of common activity spots, for example common rooms 5+6 and common room 3; the venues for previous Annual General Meetings, such as common room 7. I also talked about stuff written on the Constitution, and gave her the Constitution to read about some formal duties of being an internal vice president, such as facilitating bonding between members, and also holding the meeting when the president is not here.

Li Wing Shun: Rate yourself for what you have done in the past year.

Lau Chak Hei: Last year, in terms of making reservations for venues, except for that one time when I didn't book the Piazza, I booked all other venues successfully. However, on some occasions I made the booking near the deadline and the time was tight, but in general the booking was okay. The only big problem was booking the Piazza. About the duty to bond exco members or the whole society, I acted as the "common enemy", and tried to satisfy my duties, for example holding meetings, while being the "bad guy" at the same time. So in terms of bonding members, I personally think it is fair. I wasn't particularly successful, but the relationship between excos wasn't too bad either. There were some small clashes, which was difficult to completely avoid. Also, sometimes the difference between our working styles caused conflicts, but in general there wasn't too much problem. I would rate the performance as below mean, I wouldn't say it's super bad, but I don't think I did great either.

Li Wing Shun: What suggestions do you have for the next session in terms of maintaining the relationship between excos.

Lau Chak Hei: It is better to follow the pace if the whole session is hardworking and works with high efficiency. I think excos' relationship is usually built on work. If you don't work happily together, it is hard to establish a good relationship. If everyone's working quickly, just try not to drag everyone down. Conflicts occur if you try to work near the deadlines. Doing so causes a lot of trouble for your cabinet. Also, try to talk about things other than work. I didn't do a lot of these "social actions", and it was difficult to maintain the relationship this way.

Li Wing Shun: I think most of what you said is relevant to keeping up the pace of work, like how to keep the whole team on the same track. I just want to remind the new cabinet, remember to stick to the timetable on the year plan. It is better to follow the timetable. In case of any emergencies, you can change the timetable, so that the whole team knows how the progress is. Can you evaluate your efforts paid on the events?

Lau Chak Hei: First of all, if you only talk about events, I was in charge of half of the Christmas party, because the subcommittee function and Christmas party were combined this year. Also, I was in charge of the graduation party and subcommittee function evaluation. I'll talk about the graduation party first. I did not participate much in design because my art sense is not so good. I mainly gave ideas on other things like food, and the games for the party because I can't draw. Due to some communication errors and some of my problems, we underestimated the time needed for preparation. Because of the rushed time, some games didn't run smoothly. Since we had too little time to test out the games, at the end we made it up on the spot, and it went smooth enough. We tried to keep the members entertained, but I think there was room for improvement. I think we did a good job of improvising, but I think we lacked preparation beforehand. As for my post, I had some problems with the time management. Next is the subcommittee function. Last year when I participated in the subcommittee function, Wong Ting Hei Matthew took the case to let the next session to do their own work. I thought this method has its advantages, but I preferred to guide them more with their ideas. I would like to give more suggestions on their performances, I think this would give them more ideas because it's their first time organizing an activity. In every meeting I would try to participate more in the discussion, I was more involved compared to last year. And for the subcommittee function

evaluation, in terms of the venue, we booked a room in a hurry because there was a rushed email telling us we needed to submit the exco member list for the next session. We didn't book a classroom because the offices couldn't open them, I could only book a common room by approaching the Dean of Students' Office. Because there was no projector in the room, it was difficult to do a presentation on a 15" computer monitor. I remember I attempted to search for a good venue, and only common room 3 was available.

Li Wing Shun: Check the chat room, can you clarify what was missing, the computer or projector?

Chan Tsz Ching: The projector was present but no one brought a computer.

Lau Chak Hei: I brought my computer.

Chan Tsz Ching: You didn't take your computer. At last, we used Leung Ka Wun Casey's Ipad to do the presentation.

Lau Chak Hei: It was because I was in a hurry to the airport. I chose common room 3 because it had a projector, but I forgot to bring my computer, so in the end we could only use Leung Ka Wun Casey's Ipad to display the slides. I remember we didn't use the projector for the whole event. This happened because of lack of communication between exocs, so the evaluation was a little bit loose.

Li Wing Shun: I'll ask about a few details now. So you were more like a participant in the subcommittee function?

Lau Chak Hei: I tried to be more involved. For example if they had problems when they discussed the event, I gave them responses.

Li Wing Shun: In what situations would you interrupt their discussion?

Lau Chak Hei: For example, if they asked whether something is good, I would maybe give them some advice.

Li Wing Shun: So you're commenting on their choice-making process?

Lau Chak Hei: I would comment, it's not like I would directly suggest them to do something, I would point out some potential problems.

Li Wing Shun: I want to know if other excos joined these meetings?

Lau Chak Hei: I think Kwok Yuk Lam had appeared.

Kwok Yuk Lam: Chan Tsz Ching and I were at the first meeting.

Li Wing Shun: Then after that, Lau Chak Hei followed the whole process?

Kwok Yuk Lam: I didn't join, but I don't know whether anyone else had followed up.

Lau Chak Hei: I remember only you and Chan Tsz Ching joined for once or twice.

Li Wing Shun: What do you think about this? You following up the event on your own.

Lau Chak Hei: The subcommittees were hardworking and efficient. They had very high efficiency. I didn't really interrupt them, like I gave them very few comments. Even if I only gave comments they can still deliver, and the outcome was quite successful.

Li Wing Shun: This is your own comment. I think when we go over the year plan for the new session, we'll ask you when you planned to interrupt. The second thing is that you have experienced the process where Lau Chak Hei followed the whole meeting process alone. Is it good enough if only one exco follows up? Would the comments not be complete enough? Maybe you should consider finding one or more excos to provide comments. Then can you explain the class photo taking in detail?

Lau Chak Hei: The day of the event was getting close, but I wasn't the PIC. My mentality was to fully trust Leung Ka Wun Casey and wait for his commands. But as it turned out, this was not a good mentality at all, the mentality of "I wasn't the PIC so I only have to act when the PIC asks me to". I wasn't aware of the need to book the Piazza because Leung Ka Wun Casey didn't ask me to. So at last I did not try to book the Piazza.

Li Wing Shun: So at last you used the venue without booking?

Lau Chak Hei: Yes.

Li Wing Shun: Did you not borrow equipment from Dean of Students' Office?

Lau Chak Hei: At the last minute Leung Ka Wun Casey thought we might have needed chairs. It was after the event started and Leung Ka Wun Casey went looking for chairs.

Li Wing Shun: How about the problem solved?

Lau Chak Hei: I went to the lab at that time but from what I know from the Annual General Meeting, I think they told the professors to stand. The professors had all left when I arrived, so I don't know.

Li Wing Shun: I want to ask how did you follow up on progress of events?

Lau Chak Hei: Is this problem targeted at me or the whole session?

Li Wing Shun: The whole session.

Lau Chak Hei: I'll talk about myself first. The first priority was to pay attention to which events I'm in charge of. Then, a few weeks before the event, I'll look at the proposal and see what I had to do, like looking at the proposal and schedules from the previous year. Then I'll start organizing it.

Li Wing Shun: Don't you guys have a timetable in the year plan?

Lau Chak Hei: Yes, I followed that, but you know it is difficult to constantly check the year plan when the event is still so far away. So my way was to recall around what time the event would be held and work accordingly.

Li Wing Shun: So the PICs only looked at their own events?

Lau Chak Hei: That's what I did, except for the orientation camp where we worked together.

Li Wing Shun: So you did not follow up on other activities where you are not the PIC?

Lau Chak Hei: I briefly know what their progress was, if I know you needed help, I'd come and help.

Li Wing Shun: My comment is that the best method is to have regular meetings. This should be the normal way to maintain a session. And you guys should keep the same progress during meetings, this is the usual practice. Your cabinet needed someone to push everyone else to work. Even if you're not the PIC, you still needed to follow up on the progress of events where others were the PIC. The next session should take note of this. Many cabinets didn't have regular meetings, so the fall events weren't too smooth.

Wong Ting Hei Matthew: For the new session, about booking the Piazza, after you confirm the event date, it is better to approach Facilities Management Office earlier to ask about the availability, because you can't be sure if it's available that day. It would be safer if you approach them earlier, if they say that you can't book it now, just go again later. It would be a more secure approach to do so.

Li Wing Shun: I want to ask about the preparation of subcommittee function evaluation. You said you normally followed the year plan, so what did you do at the time?

Lau Chak Hei: The subcommittee function was held very late because of school suspension. It was delayed by 1-2 months. We didn't know when the school would ask us to nominate the new cabinet until we received an email. So we tried to book the venue as soon as possible. From what I remember, we had about 10 days till the deadline, but everyone wasn't free, so we held the evaluation very late, and the new posts were decided two days later and submitted.

Li Wing Shun: Can you explain more clearly about the email received? You need to remind the new cabinet about this.

Lau Chak Hei: Around mid-December, we were already talking about holding the subcommittee function evaluation, because we needed to confirm the list of new excos. In mid-December we received an email saying that we needed to confirm the whole member list and positions by January 3.

Li Wing Shun: Who sent that email?

Lau Chak Hei: I'll check it now.

Li Wing Shun: Have somebody else to check for you, you continue on. Under such short notice, did you consider promotion?

Lau Chak Hei: At that time, the target audience was only us and the subcommittees because classes were suspended at that time. So we made a Google form and asked for their availability for the event. I think we didn't use Google form, we just sent Whatsapp messages. We just asked the subcommittees when they were free.

Li Wing Shun: So you decided to hold the subcommittee function evaluation and the information session at the same time?

Lau Chak Hei: Yes, we combined the two events.

Li Wing Shun: Do you think it is necessary to promote the information session to other members?

Lau Chak Hei: If you ask me, the information session has to be promoted. But I think under such short notice, was it necessary for people other than the subcommittee to participate? I don't think it was necessary for members to come anyway. But I think if I had asked everyone else back then, it would be better.

Li Wing Shun: Kwok Yuk Lam just checked, the email was from the Student Union. Wong Ting Hei Matthew, do you remember receiving that?

Wong Ting Hei Matthew: No.

Li Wing Shun: So I'm doubting whether you really had to submit the new exco list so early. As I remember we only had to submit a tentative list, and it's also not due so early. The new cabinet has a huge time pressure. But you need to consider that you need to hold the promotional period in January. The new cabinet needs time to prepare.

Lau Chak Hei: Because the promotional period was cancelled this year, the process would be different for our year.

Li Wing Shun: Although the procedures were different, I don't think the timeline would be so different, because in my experience I don't remember any of this happening, even though the Student Union wouldn't send these kinds of emails. Next session, you should take note that the subcommittee function evaluation and information session has to be arranged at an earlier date. You know that you should give the next session more time to think about their timetable.

Wong Ting Hei Matthew: When you knew about the cancellation of the subcommittee function, what was your plan?

Lau Chak Hei: At first we planned to cancel it completely. Until October and November, we considered combining it with the Christmas Party. We were going to cancel it at first because the situation was so uncertain.

Wong Ting Hei Matthew: Who gave this suggestion?

Chan Tsz Ching: I think I mentioned it? I think it is better to leave a chance for the subcommittee to hold an event. I think I told Kwok Yuk Lam but I'm not sure whether I said it in the group.

Lau Chak Hei: I don't remember who proposed it, but we all agreed in the end. Then it probably wasn't me because I don't remember doing so.

Wong Ting Hei Matthew: Initially when you planned to cancel the subcommittee function, did you have any plans for the subcommittee to try and hold an event, as preparation for them before becoming excos?

Lau Chak Hei: Before there was an urgent need to think of a new solution, it could still wait for a while. I have thought of giving more details during the briefing, for example talking about how we did the

subcommittee function last year, and trying to brief the process a little bit more extensively. Not just giving comments, but giving all the details of booking and buying food, etc. There was no need to book a room for this event but I thought of asking them to make games for our session. But afterwards, around November-December, I proposed to combine both events, so we ended up using the new method.

Wong Ting Hei Matthew: How was your relationship with the Dean of Students' Office this year? Did they update their tactics or operation mode?

Lau Chak Hei: There was nothing really special with the Dean of Students' Office. Their attitude wasn't friendly, as usual. There was one time where they came and reminded us about the refreshments of the party. That was the only time they had some comments. But in general things went smoothly, for example when filling in forms, they just asked you to cross the extra things out. They weren't too harsh and would not ask you to redo the whole thing.

Li Wing Shun: Actually I think for many events, the Dean of Students' Office is bound to have some kind of comment. For example when you book common room 5+6 and you want to stick stuff on the wall, the Dean of Students' Office won't allow it. But you also need some skills to communicate with the Dean of Students' Office. Do you have any experiences to share with the next session?

Lau Wing Sum: Have you met 肥叔?

Lau Chak Hei: Is 肥叔 the person with black glasses and an onion-like hairstyle?

Lau Wing Sum: Not that one.

Wong Ting Hei Matthew: The one that can't walk too smoothly now.

Lau Chak Hei: What do you mean by socializing with them?

Lau Wing Sum: Just chat with him occasionally, say hi and stuff.

Lau Chak Hei: If I recognize people from the Dean of Students' Office I will say hi to them.

Lau Wing Sum: Anyway, it is good that he did not hit you.

Lau Chak Hei: Back to my experiences, sometimes there may be some unpleasant things, sometimes it is only you who feels unpleasant but not them. Sometimes they are very picky about you packing up things, sometimes things are not your fault. It is good to take photos as proof to avoid being blamed for unrelated faults.

Li Wing Shun: Can you be more specific?

Lau Chak Hei: Like when you return the room after events, it's better to take photos to avoid being blamed. It's easier to tidy up afterwards when you have a photo and you can also use it as evidence for yourself. After all, they hold the power to give you the venue.

Li Wing Shun: Do you remember what details you missed?

Lau Chak Hei: Stacking the tables together in a neat column at common room 5+6. They said the bottom tables were not stacked properly, but we did not even move the bottom ones. On the whole, sometimes it's just me forgetting the setup and packing it up wrong. So it's better to take photos of the venue every time.

Li Wing Shun: I think it is not necessary to take a photo when you go in, if you see something that's not right when you go in, then you can take a photo.

Wong Ting Hei Matthew: On the topic of 肥叔, for the internal vice president of the next cabinet, I think you would encounter 肥叔 in the first few events. Lau Wing Sum mentioned the need to say hi to some of the staff, I think it's quite important. You don't have to very deliberately build a good relationship with the Dean of Students' Office but you would approximately know what rules you would follow. If you have good relationships with them, they won't be so picky about stuff, so befriending them will save you some trouble when you're organizing events.

Li Wing Shun: It's about building up the image of the society.

Wong Ting Hei Matthew: Don't talk too much and argue too much with the the Dean of Students' Office, just tell them everything, and be nicer and politer for your own sake. Sometimes just try to maintain a good relationship, try to accommodate their requests peacefully to maintain a good image. Otherwise they may be extremely picky on events.

Pang Chun Sum Brian: Talking about tidying the society room, I want to remind the next session. Because in our year, the Dean of Students' Office suddenly called us to clean the room, and those janitors suddenly pushed down all our iron sticks and it hit my leg. If you encounter the Dean of Students' Office members who attack and have bad temper, boys should probably help tidy.

Lau Wing Sum: Actually it's better to leave the physical heavy lifting to boys. Girls should try to socialize, and it is good to have both, especially when you encounter grumpy people.

Li Wing Shun: the Dean of Students' Office people who like to be mean once in a while, just take it. Normally, when you clean up the society room, you make an appointment with the the Dean of Students' Office and show up on time. It is better to have people inside the room during that period, and it's better to have more than one person here so you can look out for each other. If you followed all the rules then it should be fine.

Pang Chun Sum Brian: Originally, Lee Olivia Wing Kei was there talking. I don't know whether it's because the the Dean of Students' Office person was too grumpy or for what reason, she just started dumping our stuff. So at that time Chan Yin Hei Brian and I went down from the learning commons. I tried to fight against the the Dean of Students' Office janitor and those iron sticks fell. So the advice is that you sometimes can't predict what the the Dean of Students' Office will do, but remember the Dean of Students' Office is in charge of the society rooms, try to keep a good smile on your face and simply try to work with them.

Li Wing Shun: If the Dean of Students' Office person already feels grumpy after checking other societies, they might direct their anger at you as well. If you try to argue with them on not to throw stuff away it's usually useless. Just try to take them back to your student hall or whatever for the moment, then you can bring it back to the society room after that.

Pang Chun Sum Brian: The best precaution would be keeping the society room clean and tidy for all the time. Apparently we weren't tidy.

Li Wing Shun: So how is the society room now?

Tsui Yuk Hang: A few days ago I went to UST and it seems that the stuff is all stacked up. Because we were preparing for the promotional period so there were some props in there. Now there's a bunch of stuff and we don't know if we should throw them away or not. Also I don't know why the air conditioner is always on in the society room.

Li Wing Shun: The air conditioner is always on, but the lights are not. The situation is less than ideal now, so you'd better find time and clean up the society room. The Dean of Students' Office usually doesn't choose good dates so be prepared.

Lau Ching Yan: Okay.

Li Wing Shun: Also, find more people to tidy up the society room or else you'll have a lot to do.

Lau Wing Sum: Try not to just dump everything back into the society room after events, put them back where they should be.

Li Wing Shun: And also because you guys didn't have a promotional period this year, so I'm not very clear about what procedures you have gone through. Supposedly, you need to give the Dean of Students' Office a contact list.

Lau Ching Yan: We submitted it, I think we did so a long time ago.

Li Wing Shun: Back then we submitted it to LG3 in January for the promotional period.

Lau Ching Yan: So you mean that we need to submit a hardcopy?

Li Wing Shun: Yes, or else you can't organize events and borrow equipment. How is the society chop handled?

Lau Chak Hei: After a certain incident, we put the society chop in the society room, except during events. We lock mine in the society room, but Wong Kim Lok Kimson keeps his with himself. Sometimes Cheung Cheuk Lun Alan will keep the society chop as well. Most of the time it would not be kept in my hands, usually my fellow excos will remind me to put it back in the society room.

Li Wing Shun: What are the rules for taking and putting back the society chop?

Lau Chak Hei: It depends on whether the path is convenient. If I will be staying in the student hall for a long time, and if there is no other exco who needs it urgently, then I'll put it in the hall. If I pass by the society room then I'll put it back in the room.

Li Wing Shun: Do you think that it is safe to put the chop in the hall?

Lau Chak Hei: If I don't have anything urgent I don't lock my stuff. My roommate is Wong Kim Lok Kimson so I think it's fine.

Li Wing Shun: Oh yes, your roommate is Wong Kim Lok Kimson. Next session be aware, if your roommate is not an exco, try to avoid doing so.

Wong Ting Hei Matthew: Did you lose the society chop twice?

Lau Chak Hei: The first time was before I became an exco member.

Wong Ting Hei Matthew: You found it the first time.

Leung Ka Wun Casey: You left it at the Dean of Students' Office.

Wong Ting Hei Matthew: How did you lose it the second time?

Lau Chak Hei: The second time I wanted to book a room and borrow a microphone. I left it in the Dean of Students' Office and didn't take it back.

Wong Ting Hei Matthew: I want to remind the new session. It is very important, if you lose the society chop and cannot find it, you may need to change society chop design. Because if you let people use your society chop on stuff you don't know about, it will be very troublesome. Any suggestions on how to avoid forgetting about the society chop?

Lau Chak Hei: I think it's like checking whether your phone and wallet are there. If the person keeping the society chop is not as forgetful, then that person would check it like checking your wallet and phone. If you're handling this stuff then do it like this, like how I will check if my phone and other valuables are there.

Wong Ting Hei Matthew: I don't know how the next session decides to keep the society chop, but if you have a person in charge of keeping the chop, just mark down which person has taken it for and when they took it, something like a check-in check-out system. It is better to have a good system to keep the society chop. Are there any other events we have to talk about?

Li Wing Shun: I think we talked about all events in charge by the internal vice president. Does the current session have any comments about the internal vice president? How about if I talk a bit more about the soc chop. There are two chops, usually there are some posts who will hold the chop for a long time, it would be the 3 presidents and the financial secretary. For example, the financial secretary may need it when collecting money, and the president or external vice president might need it during society meetings. Basically it is okay to give the society chop to those who need it constantly. The other society chop should usually be in the society room. So when a person needs it they take it from the society room, and after you use it, I recommend you return it immediately to avoid losing it.

Wong Ting Hei Matthew: Any problem with relationships between excos?

Lau Chak Hei: Within the cabinet? I think there weren't any big problems, just minor conflicts during work. So far there haven't been many big conflicts.

Wong Ting Hei Matthew: Just like Li Wing Shun said, does anyone else have comments on the internal vice president post?

Chan Tsz Ching: The new session can book an extra half hour for the events. If some participants come early they don't have to wait awkwardly. This has happened this year.

Wong Ting Hei Matthew: You can book 1 hour earlier if the event is held at night. You can book the room until 11pm and just treat it as an overnight booking. Give yourself an hour before the event for preparation. Also about reserving venues, especially for the internal vice president of the next session, I think you should know that you need to submit a form. If you really need to eat dinner during the event, it'll be better if you write it as refreshments it'll. Theoretically you aren't allowed to eat dinner at the place, but the Dean of Students' Office says it's ok to have some small snacks. If they have problems, Rita will call you to talk about it. But remember, you can't cook. Eating pizza is fine. Anything else to add? Can you comment on your fellow excos?

Lau Chak Hei: For Cheung Cheuk Lun Alan, the cooperation was good for the first two months. He could give us a lot of opinions. I understand that sometimes I don't do things very well, and his comments are well appreciated.

Lam Yu Sang didn't appear in UST too much. But if he's free he'll come back and help. When we lacked manpower he could help with energy-consuming stuff. When Lam Yu Sang comes back he is a good helping hand for doing chores.

Kwok Yuk Lam was really a workhorse, she has very high efficiency like Chan Tsz Ching. She deals with a lot of work and does a great job at it. She did her work great, and sometimes she can block a wave of attack from her roommate.

Wong Kim Lok Kimson works very fast with financial stuff. He can switch between his chemistry work and financial stuff very easily, and he still has extra time. And he is efficient at stuff like collecting money. Outside of society-related stuff, he does experiments...

Chan Tsz Ching is very responsible, cares about all the work. Sometimes we had a huge difference between our working styles. I'm sometimes forgetful and lazy, but she's very hardworking and focused. Basically she carried the whole cabinet. Besides, as the promotion secretary she does a lot of stuff as well.

For Leung Ka Wun Casey, he's not as hardworking as Chan Tsz Ching but not as lazy as me. I think Leung Ka Wun Casey works really hard when he needs to, I have no other comments...

Li Wing Shun: Did you have any changes and were there things you learnt from the past year?

Lau Chak Hei: I think I learnt quite a lot from other people, I've learned to be more serious when I work. Sometimes I didn't really pay a lot of effort. This year, basically I learned to work more seriously, also I learned how to handle relationships between excos and people in general. I learnt about how to manage relationships and just to be more efficient at work.

Chan Tsz Ching: What relationship did you handle?

Lau Chak Hei: Good question, for me it was basically about me and you, in terms of working style. Sometimes I have conflicts with Chan Tsz Ching.

Chan Tsz Ching: What did you ever do...

Lau Chak Hei: I mean like in terms of booking venues I had changes. Before I just booked whenever you needed me to book. But then I realized I can't do it like this again, so I tried to change. If it makes other excos unhappy then there's the need for change. Is it necessary for me to beg for your acceptance? I'm not sure if it's what you were thinking of, but it was.

Chan Tsz Ching: I think this is making up for your own mistakes.

Lau Chak Hei: As for other members, sometimes I tried to make use of my certain talents to create some atmosphere in the big group. Sadly I failed in doing so, but I tried.

Li Wing Shun: Then what's your reflection?

Lau Chak Hei: Try to be less stupid. I want to remind the next session that IRE people don't really like my style. Just don't use my methods if you want to have a good relationship with members.

Li Wing Shun: How was the timetable for the current session? Like the inauguration.

Lau Ching Yan: We don't have an inauguration now.

Tsui Yuk Hang: Is the deadline for Annual General Meeting before our first event?

Li Wing Shun: Yes.

Woo Dorothy Hoi Shan: I sent an email to the people to ask if I can book a room for the graduation party, because we received an email this morning about prohibiting gatherings.

Li Wing Shun: It is normal.

Lau Chak Hei: So should we pass over the honorary members?

Cheung Cheuk Lun Alan: Okay.

Lau Chak Hei raised the motion to discuss agenda item 7.

Time now is 9:43

Kwok Yuk Lam seconded

For 16 Against 0

The motion is passed.

### **Honorary members**

Cheung Cheuk Lun Alan: Basically our honorary members are our previous session.

Wong Ting Hei Matthew: Aren't you supposed to name them at least?

Cheung Cheuk Lun Alan: We have Sit Hiu Chi, Wong Ting Hei Matthew, Kan Ying Hei, Lee Olivia Wing Kei, Chau Chun Yin, Cheung Chun Wai, Chang Yau Ming, Kam Wa Mei, Chan Yin Hei Brian, Pang Chun Sum Brian, and Lam Ka Chung.

Lau Chak Hei raised the motion to vote for agenda item 7

Time now is 9:47

Kwok Yuk Lam seconded

For 20 against 0

The motion is passed

Lau Chak Hei raised the motion to combine agenda items 9 and 10

Time now is 10:05

Kwok Yuk Lam seconded

For 16 against 0

The motion is passed

Lau Chak Hei raised the motion to discuss agenda item 8

Time now is 10:07

Kwok Yuk Lam seconded

For 16 against 0

The motion is passed

### **Woo Dorothy Hoi Shan's post: Internal vice president**

Lau Chak Hei: Talk about what you plan to do to perform your role as the internal vice president, aside from your own events. Like what role will you take in pulling members together?

Woo Dorothy Hoi Shan: I think as the internal vice president, there are two main ways to pull members, both new and old, together. First is a more solid act, maybe because I'm an outgoing person, I think we can not just meet members during events. Maybe I can also organize some not-so-official events, like going out and having dinner together. I think if we don't have these face-to-face events, it is difficult to keep up the relationship. Second, this is from my experience,

they only see people from their classes, for example physics people will be very close, such as because of the journal club. And also people are divided between subjects, but I'd like to focus on building connections outside of these circles. I would like to try to make a good relationship as a whole, I would like to make use of social platforms such as Instagram. For example we have been posting stuff on Instagram, and will do so again in the near future. We can use these platforms to promote ourselves and help other people know about the society.

Lau Chak Hei: I have some problems regarding the social events. As you know, under this situation, it'll be difficult to gather a large group of people for the next month or two. Apart from the stuff you would do on Instagram, would you consider other methods to maintain the relationship between members?

Woo Dorothy Hoi Shan: Of course I hope the restrictions would be lifted, in the worst case scenario, I would like to have maybe a Skype meeting to chat. Sometimes I think it doesn't have to be an official function, perhaps a Zoom section for people to chat and play, or a cross-subject journal club, or just a big group for playing games, like The Werewolves of Miller's Hollow.

Lau Chak Hei: Since IRE people have a tendency to play board games, you may consider that too. When you become the internal vice president, can you walk us through the process when you book venues?

Woo Dorothy Hoi Shan: Booking has to be done at least two weeks prior to the event. You take a form and go to the website to make the booking first. For example if we want it to start at 6:00, we would book it an hour or two earlier for setting up. First of all we need to take a photo of the initial conditions, or try to tidy up stuff first, so that we won't be accused of making a mess, as well as helping us tidy up afterwards. In the form we need to record the number of participants, venue, and details like refreshment. Lau Chak Hei told us that they might not accept pizza as refreshments, but then even if janitors pass by they don't really care, so it's okay. Also we have to write down the equipment we need on the form. Mostly we'll need stereo, microphones, projectors and chairs, so I'll include these in the form. Afterwards I'll submit it to LG3, and I have to bring the society chop. I don't have the society chop yet, but when I have it I'd keep it in the society room, because I heard that it's easy to lose it so I want to prevent it. The thing to notice is that we will need microphones and stuff, but Lau Chak Hei told me that the battery is bad, so we'll bring our own batteries. If I need to book the Piazza, I need to check when it is available for booking well in advance, and take lift 15 to the 5th floor. We have to book it two or three weeks in advance. For returning stuff, the first way is to return it in the box before 9:00 am, or return it to LG5. I prefer to return it through the box, but if we have equipment then it's necessary to go to the counter. I hope I have a place in the student halls next year, then I can do it myself. But if I don't have a place then maybe I'll have to ask other excos to do it for me. I need to hand the equipment in at the LG3 counter. Bookings during the orientation camp will be more complicated. The Student Union will send us the form and we need to record it in detail. Then in other

special occasions when we need to set up a counter, e.g. during the promotional period, we have to go take sandbags and tents ourselves. However we don't need to book this one by ourselves, because someone would remind us when to submit forms and stuff.

Lau Chak Hei: Any other problems from the previous session?

Li Wing Shun: You mentioned that you want to hold gatherings or make use of social media to enhance relationships, these activities should be like things out of the year plan. But from past experiences, past sessions don't do very well even for on-year-plan or official events. How will you take a balance in between? If you hold these gatherings, how do you ensure your fellow excos can keep up with their work?

Woo Dorothy Hoi Shan: I mainly try to watch the time and keep tabs on the schedule. For example in September, there will be a lot of things to do like prepare for the orientation week, and in October there will be fewer events, so I would consider that period for unofficial events. It depends on when there are less events, and the stuff on the year plan is the first priority. This is to provide a platform for people to gather but they might gather themselves, so our first priority would be year plan events. For example, October is midterm season, so I'd avoid that, or maybe if there is a period where people are free, then I would see if they can do it.

Li Wing Shun: I need to remind you guys here. From my own experience, after they finish stuff in September they will start to work for midterm, people will begin to drag on the events around October for midterms. Time management wise, please be careful and prepare earlier.

Lau Chak Hei: Does Wong Ting Hei Matthew have any comments?

Wong Ting Hei Matthew: Nothing to ask for now, but in my experience and in my opinion, if you are very devoted you can follow up on their progress. Even if you're not too devoted, you still have to follow up on them once in a while. You don't have to be very devoted, but you need to at least do your own part. If you have done your job you would have helped your members a lot. If there are some serious interpersonal issues in the cabinet, you can't do too much. If they have to argue it's difficult to solve it, your main priority is to keep the cabinet running. To be honest it's hard to stop arguments.

Li Wing Shun: Don't try to blame all problems on the internal vice president, because at last you would only push those people who are really devoted to tidy up the mess, and they'll end up sharing that workload.

Lau Chak Hei: What expectation do you have for being an internal vice president?

Woo Dorothy Hoi Shan: First, about my own development, in my previous experiences, e.g. stuff from secondary school and year 1, I previously just needed to do my own part, like typing a report, and it's done. I haven't tried to coordinate a big event on such a large scale. I would hope to train up these types of skills. Although I've tried it before, I'd like to become a more organized person. I hope to be able to change this kind of me. And the expectations for my position, since I feel like I'm an outsider, maybe it is because I don't feel like I'm as talented as you all are, or maybe I'm not that able to make academic comments, but the people from journal clubs and group leaders from the orientation camp helped me a lot to get along together. I think that some other people would feel similar. I think I can be the bridge between members to let them feel a part of the family.

Lau Chak Hei: Evaluate your members.

Woo Dorothy Hoi Shan: Lau Ching Yan is the one I'm closest with inside the cabinet. I think Lau Ching Yan is a very responsible person, she always reminds us what to do in the Whatsapp group. I feel that she wants to be a strong leader, to make sure everything goes smooth, and she hopes we don't miss anything. And for the videos, I think Lau Ching Yan did very well as she helps us actively. When we

work, she understands when we're very busy and waits until when we're more free. She doesn't push us too tightly on our deadlines, like the deadline for the video is different for everyone and she would accommodate for the video that was already prepared to release first, which is very flexible. So we're working together very well.

For now I haven't had the chance to work with Chan Cheuk Kai Kevin too much. I think Chan Cheuk Kai Kevin is also a person with a lot of ideas, he's very proactive, he voices out his ideas a lot. Chan Cheuk Kai Kevin is also trying to negotiate for us as the external vice president. For example, that time we were struggling on whether or not to hold the inauguration. When he was talking with other societies on the job distribution, he tried to negotiate for us. He also discussed it with us, like if we have a plan A, and if it doesn't work out, what's our plan B. In particular, we are cooperating with biochemistry and biology this year and he might be pressured by them. But I feel like he doesn't get pressurized easily.

As for Tsui Yuk Hang, originally I've never met him at the orientation camp so I didn't know him. But Tsui Yuk Hang is very responsible, for example as the financial secretary, Tsui Yuk Hang's job is basically about the money. Although his job is to do the financial stuff, he offers to help us edit the videos. At the end we came up with the arrangements to cut the videos on our own, but he stood up to help us. Even though he's really busy with his own stuff, he's really proactive. He is willing to give ideas and give details on a lot of things, and he pays attention to a lot of details. We had to order souvenirs for the graduation party, and at that time I asked Tsui Yuk Hang to help me to look at the budget, and Tsui Yuk Hang was very helpful, he calculated how much I could buy. So I think Tsui Yuk Hang is very helpful in general.

As for Lo Tsz Yu, after all we have not been working together for a very long time, but I appreciate him for his efficiency. When we first formed the cabinet, he came up with the logo very quickly. Afterwards when we needed designs for our stickers, he was able to give the design out quickly. So in terms of design he's very efficient,

I have known Choy Sin Hang Sonia in the orientation camp. I think she's a very helpful person, for example when we started to organize the graduation party, she's in charge of the Google form. And during those Zoom meetings, though her parents might be a little bit loud, but everytime she speaks she gives some very useful inputs. She works on the feasibility a lot, she kind of keeps everyone grounded.

I also knew Lai Man Wai Katherine in the orientation camp. I personally didn't work with her a lot, but I think Lai Man Wai Katherine is also a very responsible general secretary. Everytime she gives a lot of input in meetings. And also in terms of general secretary duties, she also helped me a lot. I sent the year plan out once and she helped to edit it actively which was really helpful.

Cui Zhenhao is our marketing secretary, we only worked together while working on the souvenirs. I think he is quite efficient, like he gave us choices of companies very quickly. We found a company that was really cheap, but the company did not reply to us. He approached the company directly and the stickers already arrived at my home today. Also, he replies promptly, which makes me really happy to work with him.

I haven't had much opportunity to work with Siu Chi Wang Justin, but he also talks a lot in meetings. In general everyone in the meeting gave their effort and output, and everyone has a unique perspective so we can have new ideas every time.

Li Wing Shun: Just now in the comments for your members, I can see that you appreciate your fellow excos, but do you have any worries for your cabinet in the new year?

Woo Dorothy Hoi Shan: I have one worry but it's not particular to any person. We might jump to the details in one event, but sometimes we lose sight of the big picture and get lost in one of the details. For example, when we're looking at the grad party, we might focus on one detail for too long. I think being detail-oriented is a good thing, but sometimes when we do so without a big picture, we will be inefficient. But I feel like we have people who call pull us back on track as well, so I think this is a worry but it won't disrupt our job to a great extent.

Lau Chak Hei: Is there a particular event that you would worry would not work out smoothly?

Kwok Yuk Lam: Let's talk about the events.

Woo Dorothy Hoi Shan: I think the graduation party is the thing I worry the most. We don't even know if we can book the venue. We still have backup plans and we could send souvenirs to the graduates, but it's still our first event, and I would want it to work smoothly. I don't have a lot of PIC events, and I'd really like to do this well. There's a lot of uncertainty, but nonetheless I would try my best to make it work. My second event is the orientation camp. It's nothing in particular, but it's the biggest event of the year. Everyone has to work together, e.g. looking for sponsors and a lot of other stuff. There are a lot of uncertainties regarding the orientation camp, e.g. if we want to play water games, we don't know if it will rain. I'm a bit worried that we might have some minor slips, and we might lose focus on the stuff we are working on, which might hinder our progress. It's now just May, but I hope we can work to nail down everything for the orientation camp after our finals so it'll run smoothly.

Lau Wing Sum: You mentioned considering planning events to enhance relationships between members, but I feel like you are not very active in the big Whatsapp group. Would you feel that you might try to speak up in the big group first?

Woo Dorothy Hoi Shan: I would want to try to speak up, this is my problem, like I don't quite get the inside jokes, but I will try my best to talk more there.

Li Wing Shun: It's just a hypothetical question, but if somebody in your jong disappears before the fall semester, what would you do?

Woo Dorothy Hoi Shan: It depends on how much they disappear. I would do it step by step. At first I would message them in private to ask them whether they are very busy or something had happened. I would use a nicer tone to see if there is some misunderstanding or not. Maybe it might be a misunderstanding. Otherwise if they're just lazy and they disappeared, I would use a stronger tone to ask them to appear and do their work. If it's more serious then I would tell other excos to help search for them, or just give them a call. I'd give them a more concrete list of what to do instead of just telling them to check whatsapp. It's better for them to work on that list instead of scrolling through a lot of messages.

Li Wing Shun: Try to notice like if the deadline is coming, then the internal vice president or president would have to redistribute the original workload. The first priority should be keeping the event well taken out. Another case- if two of your excos get into a serious argument.

Woo Dorothy Hoi Shan: I'll go ask the other people what happened first because if I get the wrong impression it might make things worse. After that I will talk to each person individually. Maybe it's because some feel disrespected or like one of them is very busy. I'd avoid a formal meeting, maybe just come out and eat dinner together, just to know what is happening as a friend. When two of them know what they really want to convey, I won't just tell them to sort it out on their own, I'd be there as a third person to mediate the conversation. I hope that this would not happen, but if it's irreversible, I would at least hope to tell them, for the sake of our society, I'll ask them to work together just for society businesses, or try to make them interact less in the future. But I hope that things get sorted out just by talking to them.

Li Wing Shun: It is great, you have to pay attention to relationships within the cabinet. Maintain a suitable amount of communication, sometimes if A and B argue, they aren't talking to each other. So regular communication is important and it can avoid main clashes. For everyone else, if anything happens you have to tell someone, such as the internal vice president, or else nobody would help you. Or else the whole cabinet will go down with you.

Lau Chak Hei: Have you experienced anything else tricky?

Lau Chak Hei: The tricky problems are mostly just my own, I believe Woo Dorothy Hoi Shan won't be as troublesome as me. If there are some conflicts between you and another exco, what would you do?

Woo Dorothy Hoi Shan: I assume you mean between me and one person?

Lau Chak Hei: Yes.

Woo Dorothy Hoi Shan: I hope that someone would be the third party, someone who is friends with both of us. Like if I had a clash with someone. I would not want to interact so much with him/her. So if there is someone who knows both of us equally well, I'd ask them to pass on the message to the other person, just to tell them I'm not angry or whatever, and tell them what I feel. I would tell him/her through this method to tell him/her about what I really wanted to convey just to minimize misunderstanding. In the worst case scenario, if we can't sort things out, I don't want it to affect our work. I'll try to not let it get in the way of things. Even if I am not a friend with him/her doesn't mean I couldn't cooperate with him/her, I'll just treat him/her as a collaborator, I'll ask them if they can help me with certain things instead of completely leaving them out.

Chan Tsz Ching: If your excos have very strong opposing views on the same issue during a meeting, what would you do?

Woo Dorothy Hoi Shan: I would look at the significance of what they're arguing about. Like if it is just simply deciding what food to eat, I'll ask everyone to vote. But if it is something major, such as how to hold an activity, I would try to calm them down and ask each side to explain why they think they're right, and they think it is good to execute their own side. I'll see if they have common ground between that, to compensate between the two plans.

Lau Chak Hei: Why did you choose to be the internal vice president?

Woo Dorothy Hoi Shan: I think it goes back to the expectations I talked about earlier. It is because being the internal vice president trains my organization skills. I think it helps to develop this side of me. And I'm an outgoing person, I like to talk to other people, so I think I'm suitable for the position. Someone asked me why I chose the internal vice instead of the external vice. I chose the internal vice president because I wanted new experiences. I don't want to build up on the same skills I have experience in. For the external vice president, I have done similar things in secondary school or outside school. I wanted to give myself new experiences and train up a new set of skills, so I chose the internal vice president.

Lau Chak Hei: Okay, any other questions?

Kwok Yuk Lam: What do you plan to do for the graduation party? And how did you decide on the date in the first place?

Woo Dorothy Hoi Shan: I did not handle the date properly. I saw it was one week after the semester ended, and I thought it would be better to choose a weekend. I should have sent a Google form to ask people for their available time slots. Next time if I do something similar I will release a form. I sent an email to the public affairs office to ask about booking facilities, and in the email I said if I want to book in June is it not allowed. If the restriction ends in June then we can hold it, or we could postpone it to July, hopefully the graduates haven't left yet. But if they decide to close it up for the whole summer we have no choice but to cancel the event. Then I would personally hope to send the souvenirs to the

graduates, but I would have to see how the school arranges these things to decide. If at that time we need to mail the souvenirs, we will privately ask graduates for their addresses. As for which graduates we'll send it to, we will give it to the people who filled in the Google form.

Li Wing Shun: So far you haven't organized a lot of events, do you have the habit of holding a meeting after every event or regularly?

Woo Dorothy Hoi Shan: So far we don't have the need to do so yet, but in the fall semester, when things go smoothly, I would want to hold such meetings whether it's through Skype or face-to-face.

Chan Tsz Ching: For the graduation party, do you mean to send the souvenirs only to graduates who came to the event?

Woo Dorothy Hoi Shan: Yes, because the souvenirs have personal elements, so I'm unable to make it for them if they didn't tell us in Google form.

Chan Tsz Ching: I remember last year and the year before, we had to prepare souvenirs for all graduates.

Kwok Yuk Lam: I think we ordered enough for all people. If some graduates didn't come but requested souvenirs, we still gave it to them.

Chan Tsz Ching: Even if you can't distribute it during the party, they'll still come back for Congregation, you can give it to them there.

Woo Dorothy Hoi Shan: Okay

### **Lau Ching Yan's post (President)**

Cheung Cheuk Lun Alan: Can you talk briefly about what you have to do as the president?

Lau Ching Yan: First I have some PIC events: orientation camp, annual election, Annual General Meeting. For those events I need to be fully responsible and follow up on everything. Besides the PIC events, even though other events have other PICs, sometimes I would ask for their progress. I would need to maintain a good relationship between excos, sometimes I would schedule gatherings with them. I also try to call meetings regularly.

Cheung Cheuk Lun Alan: What are the important things for being a president?

Lau Ching Yan: I think even though we haven't really organized events, I can still talk about some things. I think the most important thing is the ability to coordinate stuff between excos. First of all, the relationship between the members and I should be fair. When I assign tasks to excos they'll agree to work. I have to know the personalities of each exco. If I am more close to them I would be able to know more about them. Usually I'm in charge of distributing the workload. If I can keep up with different excos' progress, then the whole event can be run smoothly.

Cheung Cheuk Lun Alan: If you distribute jobs, how will you do so? Will you do it by post or just look at who is free?

Lau Ching Yan: The priority is by post, then by who's free. For example as Woo Dorothy Hoi Shan mentioned, we will be putting up videos. When we discussed the deadline I tried to accommodate members' deadlines because finals are approaching. Also like at the time where we prepared for the promotional period, I was worried that the promotion secretary would be too busy. I tried to help with the designs, and there will also be some members to help with the job.

Kwok Yuk Lam: When you organize events, such as the orientation camp, don't try to make every single detail yourself, just let your fellow excos know what you are working on as well. It is better to discuss with your members and see if there are any problems and slips.

Lau Ching Yan: I have been trying to implement this. Like if there is something important to discuss, I would call for a meeting or say it in our group. We also talk about any updates in the group.

Cheung Cheuk Lun Alan: So do you have regular meetings now?

Lau Ching Yan: Not regularly, but we have meetings whenever we need it, right now it's about 2-3 per month.

Cheung Cheuk Lun Alan: If you can keep this up it would be ideal. If there are arguments inside your cabinet, what would you do?

Lau Ching Yan: I think it goes back to having a good relationship with each exco. Apart from the internal vice president, I also have responsibility to maintain relationships with excos. If 2 members argue it is better if I am familiar with both of them, so I'll be able to ask them individually what happened. I would try to intervene at the right time to calm them down, and let everyone talk and work it out when they're calmer. And I will also try to help them to convey what they mean.

Cheung Cheuk Lun Alan: Why did you choose this post?

Lau Ching Yan: Firstly, I was the vice president in secondary school, so I wanted to take up a challenge and be the leader this time. Also I'm quite people oriented, I think it is interesting to coordinate the whole cabinet and lead different people to do things.

Cheung Cheuk Lun Alan: What do you mean by interesting?

Lau Ching Yan: Like this is not something that you can do on your own. I like to observe people's personalities and actions, and I like to meet friends. I think that it is fun to tackle obstacles that are related to different personalities of members.

Cheung Cheuk Lun Alan: Have you read through the Constitution yet? As the president it's important to know the Constitution. How many people are needed to meet the quorum for the Annual General Meeting?

Lau Ching Yan: I don't quite remember.

Cheung Cheuk Lun Alan: There should be 15 people for the Annual General Meeting quorum, or 5% of the number of full members, take the maximum. And how much earlier do you have to send out the notice for the Annual General Meeting? You need to be more careful with these types of things. Sit Hiu Chi and Lam Tak On, do you have anything to ask? What do you think about romances within the cabinet?

Lau Ching Yan: I think it's not too much of a problem, and I can't stop them. If being in the society can help them get together it is a good thing, but I worry about the worst case where they argue or even break up. I would try to reduce their cooperation in events.

Lam Tak On: I originally wanted to ask more about the Constitution, I think it is important to know it as the president, so you should get familiar with it.

Cheung Cheuk Lun Alan: What do you think about your fellow excos so far?

Lau Ching Yan: You mean how have we been working so far? So far it's fine, they do their work a lot and it's good.

Cheung Cheuk Lun Alan: Can you comment on each of them individually?

Lau Ching Yan: Tsui Yuk Hang is a very responsible financial secretary. He tries to make the best situation for our society. He gives us suggestions on the use of budget. Also if I ask him to help he's very efficient. He actively helps other members as well.

Cui Zhenhao handles his own stuff, such as looking for sponsors, pretty well. But I have a suggestion, which is that he can follow up on the stuff a little bit more. Sometimes he needs to be reminded more. It is better when I remember to remind him but sometimes when I am busy, I forgot about these things too. Maybe Cui Zhenhao has to follow up on his stuff a little more closely.

Lo Tsz Yu is mostly responsible for designing. I think every design is well done and he has put in a lot of effort. He spends a lot of time on each design, so I spent some time pushing him on his deadlines. So I think I have to communicate more with him about the deadlines.

Woo Dorothy Hoi Shan is the most efficient in the cabinet, even more efficient than me. For the video making, she is the first one who finished it. She responds to messages very quickly, so every time I talk to her we finish our conversation very quickly. Also she has a lot of ideas and handles her events very well. I am really confident in her organizing the graduation party, there's nothing to worry about.

Siu Chi Wang Justin is also a very good exco. Whenever I tell him to do stuff he finishes them very quickly, even though there isn't a lot of stuff the academic secretary is in charge of, he helped us out on our tasks a lot.

Lai Man Wai Katherine is also very helpful in doing stuff related to her own post. She is responsive, for example, recently I sent out a Google form for recruiting group leaders. When I asked her what responses there were, she could always reply with the details. She is very detail-minded.

Chan Cheuk Kai Kevin is very willing to work. From the very beginning during the promotional period, I had some hard feelings towards him, but afterwards we had a conversation and we were able to work smoothly, and we both respected each other's ideas. When discussing with other societies about our society's welfare, he will always ask for our opinions first before discussing it with other people.

Choy Sin Hang Sonia works very fast, sometimes when she needs to release an email she can prepare it with great speed. Also she's very helpful, for example a while ago, we had a lot of Instagram posts. There were a lot of captions that were written by her, so overall it was great!

Cheung Cheuk Lun Alan: Next time we'll ask you stuff about the constitution. What jobs would you assign for yourself?

Lau Ching Yan: I would follow up on each excos' work. Like if you need to draft the caption of the Instagram post, I would kind of act as a final check. If there is something that the members need help with, then I would go and actively help.

Cheung Cheuk Lun Alan: I think the main comment is to be more proactive, and then remind them about their work. If you can do this then I think it'll be okay.

Lam Tak On: What is meant by "procedural motion" in Annual General Meeting and Extraordinary General Meeting?

Lau Ching Yan: To motion - is it to count the number of people?

Cheung Cheuk Lun Alan: For procedural motion, it basically means we need to vote every time. I think counting the quorum isn't exactly a procedural motion.

Lam Tak On: According to the rules passed down to us, counting the quorum is not a motion. If you follow the agenda, you would use the motion to discuss and to vote. For procedural motion, if you want to jump around different items in the agenda or if you want to adjourn the meeting, you need to raise procedural motion.

Lau Ching Yan: So is combining items also a procedural motion?

Lam Tak On: Yes.

Li Wing Shun: I want to talk about the orientation camp poster for this session. I heard from some members, mostly from year 3 and year 4, but their responses weren't very good. How did you guys discuss the poster design, and what rule did you use to judge whether or not the poster is good or not?

Lau Ching Yan: At first the promotion secretary sent the design to me through private message. After some discussion, we sent it out to our group and asked everyone if it was okay to post it. Some members reflected their opinions. We will take note of the details about the poster, like the information needed.

Lo Tsz Yu: I think this wasn't really a typical poster, before we needed all the details to be seen on the poster, but not this one. I tried to think of how to attract their attention when they swipe past very quickly on Instagram, so I tried this style of posters. But if their response is not good, then I'll try other alternatives.

Lau Wing Sum: I think it is ok to change the content for different mediums, but at least you need to let the people know what event it is about. I think having the info is more important than having a more eye catching picture.

Lo Tsz Yu: Understood, I would try to put the information in the posters.

Lau Wing Sum: Why is the style so different between your nominated cabinet materials and the recent post?

Lo Tsz Yu: It was mainly me trying to experiment with different styles, since it's just the beginning. I didn't want to fix the poster's theme.

Chan Tsz Ching: I talked to you before, for IRE posters you mainly just need simple designs and all the information.

Lo Tsz Yu: Okay.

Lau Wing Sum: What made you draw your own designs and not use some images from Google?

Lo Tsz Yu: It is the heart of experimentation.

Li Wing Shun: I don't think that the promotion secretary should handle all the designs. If you have any opinions just say them, so that the quality can be better.

Lau Chak Hei raised procedural motion to lay the discussion of the remaining agenda items until the next Annual General Meeting.

Time now is 11:41

Kwok Yuk Lam seconded

For 17 Against 0

The motion is passed

Minutes of International Research Enrichment Students' Society, HKUSTSU Annual General Meeting 2020-2021, Session V

**Date:** 15 May, 2020 (Friday)

**Commencement Time:** 20:00

**Venue:** Via Zoom

**Minute Taker:** Choy Sin Hang Sonia, Lai Man Wai Katherine, Kwok Yuk Lam

The business of the Annual General Meeting 2020 of IRESS, HKUSTSU shall be:

1. To commence the meeting;
2. To receive and adopt the agenda of the Annual General Meeting 2020 of IRESS, HKUSTSU;
3. To receive and adopt the minutes of the Annual General Meeting 2019 of IRESS, HKUSTSU;
4. To receive and adopt the minutes of the 1<sup>st</sup> Extraordinary General Meeting of IRESS, HKUSTSU, Session 2019-2020;
5. To receive and adopt the Annual Report of IRESS, HKUSTSU, Session 2019-2020;
6. To receive and adopt the Annual Financial Report of IRESS, HKUSTSU, Session 2019-2020;
7. To vote and announce the Honorary Members;
8. To introduce and inaugurate the Executive Committee Members of IRESS, HKUSTSU, Session 2020-2021;
9. To receive and adopt the Year Plan of IRESS, HKUSTSU, Session 2020-2021;
10. To receive and adopt the Financial Budget of IRESS, HKUSTSU, Session 2020-2021; and
11. To adjourn the meeting.

Time now is 20:03

There are 8 full members present.

The quorum is not met.

Time now is 20:15

There are 13 full members present.

The quorum is not met.

Time now is 20:30

There are 16 full members present.

The quorum is met.

Chairperson Cheung Cheuk Lun Alan started Session V of the Annual General Meeting at 20:30.

Lau Ching Yan raised the motion to resume the discussion of agenda item 8

The time now is 20:36

Kwok Yuk Lam seconded

For 15 Against 0

Motion is passed.

**Lau Ching Yan's post, continued**

Lam Tak On: What are the full Chinese and English names of our society?

Lau Ching Yan: The English name is International Research Enrichment Student Society, and the Chinese is 香港科技大學學生會國際科研學生會.

Lam Tak On: When does a session begin or end?

Lau Ching Yan: You mean the date or event?

Lam Tak On: Whatever the constitution says.

Lau Ching Yan: From the end of the Annual General Meeting, is the beginning of the next session.

Lam Tak On: About this, yesterday I received an email stating session 2020-2021. Has the session started yet?

Lau Ching Yan: No.

Lam Tak On: It's ok. Who can be a full member?

Lau Ching Yan: Science school students who are Student Union full members.

Lam Tak On: How much is the full member membership fee?

Lau Ching Yan: Depends on which year. For year 1: 120, year 2: 90, year 3: 60, year 4: 30.

Lam Tak On: If they can't be full members, what requirements have to be fulfilled for them to be an associate member?

Lau Ching Yan: If executive committee members are ok with them then they can be an associate member, but they have to pay \$40.

Lam Tak On: \$40 is right but it's not that if executive committee members say ok then they can be an associate member.

Lau Ching Yan: On the approval of the executive committee of the society? Not satisfying full member or honorary member's conditions.

Lam Tak On: There are more conditions in item 1.

Lau Ching Yan: All student and graduates.

Lam Tak On: How do you become an honorary member?

Lau Ching Yan: All previous sessions are nominated to be honorary members, with not less than 20% full members writing their nomination.

Lam Tak On: So you have to pass this to become an honorary member. Of the three types of memberships, which of them are permanent, and which of them are not?

Lau Ching Yan: Honorary membership is permanent. You lose full membership when you graduate. Associate members need to renew their membership every year.

Lam Tak On: Yes, so at the end of August you need to remind associate membership to hand in money, or else they will lose membership. Also full membership is not only lost at graduation, there is one person who transferred to the School of Engineering so he lost his membership, but he is an honorary member so he's still a member. Of the forming of the cabinet, which posts are necessary?

Lau Ching Yan: The president, both vice presidents and financial secretary.

Lam Tak On: Any other requirements for those four posts?

Lau Ching Yan: All must be full members, and one of them an IRE student.

Lam Tak On: At what frequency does the executive committee have to hold meetings?

Lau Ching Yan: At least once a month.

Lam Tak On: If any executive committee member wants to resign, what procedure is there?

Lau Ching Yan: They have to hand in their resignation letter to an executive committee member. Within two weeks of receiving the resignation letter, an Extraordinary General Meeting has to be held to decide on how to deal with the vacant post.

Lam Tak On: Besides when someone wants to resign from the cabinet, under what circumstances will an Extraordinary General Meeting be held?

Lau Ching Yan: You mean under what circumstances would an Extraordinary General Meeting be required?

Lam Tak On: Under what circumstances may a place be vacant?

Lau Ching Yan: A motion of non-confidence.

Lam Tak On: There was an example where someone transferred universities, so his place was vacant. How to make a motion of non-confidence?

Lau Ching Yan: You mean how to start an Extraordinary General Meeting?

Lam Tak On: If somebody wants to propose a motion of non-confidence for someone, before the Extraordinary General Meeting, what does he need to do?

Lau Ching Yan: The person needs at least 20% of full members to agree to this motion. Also, after they receive the request, an Extraordinary General Meeting must be held within two weeks.

Lam Tak On: Apart from 20% of full members, how many executive committee members are needed?

Lau Ching Yan: Two-thirds of executive committee members.

Lam Tak On: What reasons can there be for a non-confidence vote?

Lau Ching Yan: When the person violates the constitution, did not fulfil their duties, or due to unbecoming conduct.

Lam Tak On: In statement 8 there is something called a past executive committee representative, which I remember never happened. The last cabinet should have a representative but it's never happened so it's ok. For the election part, what is the first thing to be done?

Lau Ching Yan: Form an election board.

Lam Tak On: How do you inform members after forming the election board?

Lau Ching Yan: Send an email and post official notice

Lam Tak On: Yes. What is the composition of the election board?

Lau Ching Yan: There has to be a full member of the society and two executive committee members.

Lam Tak On: The usual practice is having the President be the president of the Election Board, have one person from this session, and choose another person from the previous session. Usually they choose somebody from a previous session who has been on the election board before. What requirements are there for the nomination of a new cabinet?

Lau Ching Yan: You mean how to form a nominated cabinet?

Lam Tak On: What does the nominated cabinet need?

Lau Ching Yan: They need a President, two vice presidents, financial secretary, and they need to come up with a name. You need to hand in the form within the nomination period.

Lam Tak On: What is on the form?

Lau Ching Yan: The nominated cabinet's name, name of each member, student ID, at least one nominated cabinet member's contact number.

Lam Tak On: When the election board receives the nomination, what do they have to do?

Lau Ching Yan: They need to check whether they satisfy the requirement to become a nominated cabinet.

Lam Tak On: After that?

Lau Ching Yan: They need to announce the nominated cabinet.

Lam Tak On: After the polling day is decided, at least how many days before the election must the event be announced?

Lau Ching Yan: One week.

Lam Tak On: One week?

Lau Ching Yan: Five days.

Lam Tak On: Five clear days. What is the method of voting?

Lau Ching Yan: Anonymous and you cannot help others to vote. You need to vote at the polling station.

Lam Tak On: Normally, there is only one nominated cabinet. What requirements are there for the nominated cabinet to be elected?

Lau Ching Yan: You need over 40% of full members to vote, and more people voting 'for' than 'against/abstain'. The for and abstain votes should be greater than the against votes.

Lam Tak On: If there are two cabinets competing against each other, how is the election different?

Lau Ching Yan: Members will vote for the nominated cabinet they want, and the winner is by simple majority.

Lam Tak On: If there are oppositions, when should they raise it?

Lau Ching Yan: Before the official announcement of results.

Lam Tak On: The next part, general meeting. When is the latest date of starting the Annual General Meeting and ending the Annual General Meeting?

Lau Ching Yan: Within three weeks after the official announcement of the voting result, and ending before the last day of class of the semester.

Lam Tak On: What about now, as we cannot finish before the end of the Annual General Meeting.

Lau Ching Yan: We need to have an Extraordinary General Meeting.

Lam Tak On: How to start an Extraordinary General Meeting, and for what purpose?

Lau Ching Yan: To continue discussion of Annual General Meeting items?

Lam Tak On: but how do you start the Extraordinary General Meeting/in what official purpose?

Lau Ching Yan: We need  $\frac{2}{3}$  of executive committee members...

Lam Tak On: No, after the Annual General Meeting all documents are finalized, so the Extraordinary General Meeting is held to amend the documents in the Annual General Meeting. Supposedly everything about the previous session should be passed. If the Annual General Meeting doesn't have to change the constitution, how many days notice should be given?

Lau Ching Yan: 3 days.

Lam Tak On: What types of days?

Lau Ching Yan: Clear days.

Lam Tak On: What about changing the constitution?

Lau Ching Yan: 5 clear days.

Lam Tak On: What are the conditions of starting an Extraordinary General Meeting?

Lau Ching Yan: Two-thirds of executive committee members need to sign a petition, and not less than 60% of full members say they need to hold an Extraordinary General Meeting.

Lam Tak On: This basically never happens, the executive committee members just call a meeting. If you hold an Extraordinary General Meeting, when do you have to announce the agenda?

Lau Ching Yan: Five clear days before.

Lam Tak On: What is the quorum?

Lau Ching Yan: 5% of all full members or 15 full members, the larger of the two.

Lam Tak On: Until when is the quorum counted

Lau Ching Yan: After one hour, then if the quorum is not met, we need to postpone.

Lam Tak On: If it has been postponed before, will you continue to host the meeting?

Lau Ching Yan: Yes

Lam Tak On: Who hosts the meeting?

Lau Ching Yan: The president of the current session.

Lam Tak On: If he is not here?

Lau Ching Yan: He will elect one.

Lam Tak On: If someone says something unrelated to the agenda, can you let him motion?

Lau Ching Yan: No.

Lam Tak On: If they want to amend agenda motions, how do you decide?

Lau Ching Yan: If it is something minor, then they can propose the change; but if you are changing the whole agenda then it cannot happen.

Lam Tak On: When motioning, who can vote and who cannot?

Lau Ching Yan: Only full members can vote

Lam Tak On: Next, about finances. If you use up all your money (I hope you don't), can you borrow money from other people?

Lau Ching Yan: We can take a subsidy from Student Union or financial assistance.

Lam Tak On: Yes, you can only borrow money from SU. But if someone wants to just give you money, then anyone can do that. If some full members have done some really inappropriate things and you want to kick them out, what do you have to do?

Lau Ching Yan: Two-thirds of the executive committee members have to agree, then we can take away his full membership rights.

Lam Tak On: If they are associate members can you do that?

Lau Ching Yan: No?

Lam Tak On: The constitution doesn't say so should be no. Just now we mentioned associate members need executive committee member approval, so you can not allow them to continue being a member. Normally people won't do stuff that's bad enough for removal- that's all for me.

Cheung Cheuk Lun Alan: Sit Hiu Chi anything to ask?

Sit Hiu Chi: No problems about the constitution. If your whole cabinet needs the president, 2 vice-presidents and financial secretary, assuming someone among the four wants to quit but nobody wants to take the place, what would you do?

Lau Ching Yan: Do you mean how I deal with it or what the Constitution says?

Sit Hiu Chi: How you will handle it.

Lau Ching Yan: You mean no cabinet member, or no full member is willing to take the job?

Sit Hiu Chi: Executive committee member.

Lau Ching Yan: I can ask if any full members are willing to do it. If someone agrees to it, then start an Extraordinary General Meeting to see if we can elect this person. If there are no full members willing, then the post is left empty and everyone shares the workload.

Kan Ying Hei: In our year Sit Hiu Chi was asked this question. So if one of the presidents or financial secretary wants to quit, what would he do- he would ask why that person wanted to quit, if it's workload then someone else can help. If there are other reasons he/she wants to quit, then you can't do anything about it. If other executive committee members don't want to take the post, ask them the reason, if it is just workload concerns, the work can be shared. Because at last if nobody wants to hold the post, at least by name, then your cabinet shouldn't exist, so you need to at least fill the post with somebody's name.

Cheung Cheuk Lun Alan: Does anyone else have questions?

Li Wing Shun: A comment about the constitution. The responsibility of memorizing the constitution isn't only on the president. The internal vice president and external vice president also have this responsibility. Just a reminder.

Lau Ching Yan: If I heard correctly, apart from the President, the Vice Presidents and the Financial Secretary have the responsibility to know the constitution?

Li Wing Shun: Yes

Cheung Cheuk Lun Alan: Are there other questions? If not, Lau Ching Yan's post is passed. Is the External Vice President of the next session here?

Chan Cheuk Kai Kevin: Yes.

Kwok Yuk Lam: Can anyone help type minutes?

Li Wing Shun: Have you guys contacted Yam Wun Kwan?

Cheung Cheuk Lun Alan: I didn't.

Li Wing Shun: Just a reminder, if you want to pass that post/event can find the previous sessions' responsible person for that.

Cheung Cheuk Lun Alan: We will take note of this next time.

Fong Kin Long: How many sessions do you guys plan to hold?

Cheung Cheuk Lun Alan: Maybe one more session, because we need to end before the spring semester?

Fong Kin Long: You haven't sent out the minutes (of last year's Annual General Meeting) right?

Cheung Cheuk Lun Alan: Recently there are a lot of deadlines, and Lam Yu Sang...

Fong Kin Long: You also have to know this is a deadline, you need this to end the session. I expected you guys will be able to tell us how far you have gotten, at least you should give me a rough idea. You don't have to finish all of it before you send it- last year we didn't send the complete version at the beginning, but we still want to keep track of where you're at. I don't want you to send it out on the last day just to see there are many problems in it.

Lau Wing Sum: The minutes are processed by Lam Yu Sang only?

Cheung Cheuk Lun Alan: Lam Yu Sang is typing it, he said last week that he has only two meetings left.

Fong Kin Long: Two sets might be a lot.

Lau Wing Sum: Why don't other executive committee members help?

Cheung Cheuk Lun Alan: I'll ask him

### **Chan Cheuk Kai Kevin's post (External Vice President)**

Kwok Yuk Lam: Talk about what the External Vice President has to do.

Chan Cheuk Kai Kevin: The External Vice President is responsible for communication with parties outside of UST. Apart from collecting information relevant to the society, the External Vice President has to work with other science field societies, ie Biology or Biochemistry Societies this year, or talking about hall distribution and coordinating game locations for orientation camp with other societies. Apart from these functions, the External Vice President will ask other societies for the information we want. Originally I was also PIC for two events, Inauguration and singing contest. The inauguration was cancelled so I won't comment on it. The remaining event I am in charge of on my own also (singing contest). But for now there is no exact plan of how the event will go.

Kan Ying Hei: If you organize the orientation camp, you have to negotiate hall distribution with other societies. There have been these problems in the past. We like to apply for Hall 6 usually. If this year you guys have decided on a hall, and another society wants to use the same hall, but that hall cannot accommodate both societies. What would you do?

Chan Cheuk Kai Kevin: I would negotiate with them, but I would observe how firm their stance is. If they are open to negotiation, then maybe I can persuade them to give their hall place to us. But if they insist on having that hall, then there's no option but to give it to them. It's not a wise decision to have

such a serious argument with other societies because of this, if they insist on this we will have to let them have it. There will be no conclusion if both sides don't give way.

Kwok Yuk Lam: Why become an executive committee member?

Chan Cheuk Kai Kevin: In the past I haven't been involved in these types of organizational roles. Being a club member is different from joining the executive committee and organizing activities. I think it is a must for university life, and I think joining the executive committee is also a very good opportunity to make friends and know more people.

Kan Ying Hei: Back to the hall problem, you said if the other side insists on having the hall, you would give it to them, but of course you don't want to argue with different societies over the hall problem. But if you've decided on hall 6, and other societies compete with you, you would have to choose from hall 1-5, which the members may not have a good experience staying there, or hall 7-9 but you may face over-budgeting, or you stand firm in choosing hall 6. Which will you choose among the three?

Chan Cheuk Kai Kevin: I won't choose the over budget one, because our budget is quite tight, and the expenditure of orientation camp is very uncertain, so hall 7-9 is a last resort. If other executive committee members insist on having hall 6, then I have to stand firm on having hall 6. Otherwise if we are ok with having another hall, then it's ok to give up hall 6.

Kwok Yuk Lam: The question will be related to the inauguration ceremony, although there will not be any inauguration ceremonies this year, but you may face a similar situation at the singing contest so I'll still ask the question. If the posts have been decided, eg if you are in charge of promotion, and your promotion secretary has submitted their work, if they were ok with the design at first, but suddenly ask the design to be changed, what will you do?

Chan Cheuk Kai Kevin: I would ask them which parts they aren't satisfied with, then I will pass on the message to our promotion secretary. I will act as a mediator to see whether this change is necessary, because it is at the end of the deadline, and it will trouble our promotion secretary, It is their fault for raising this problem so late, so if the design is not too bad then there's no point in changing everything just before the deadline.

Kan Ying Hei: If one day you go to the society room and get something, and if something cannot be found and the Dean of Students' Office hasn't cleaned up the room, or something that was originally fine got broken- for example, you put things back and turns out it's broken tomorrow, what would you do?

Chan Cheuk Kai Kevin: I will tell cabinet members first and ask if anyone knows what happened, eg whether they walked in and accidentally broke it. If it is confirmed that none of us have broken anything, I will ask the Biochemistry Society and Biology Society, the only two societies sharing the room with us. I will ask if they have mistook our stuff or accidentally broke our stuff, and follow up

Kan Ying Hei: Why be External Vice President?

Chan Cheuk Kai Kevin: Although I am not a very social person, I've always wanted myself to be more sociable- these qualities are required by an External Vice President.. I hope to make myself more sociable by taking up this post, this is the main reason.

Kwok Yuk Lam: This question is based on a real event. If two societies suddenly get into an argument and they keep arguing in Whatsapp group/meetings, and if the progress of events has been delayed because of their argument, what would you do?

Chan Cheuk Kai Kevin: We would consider the event as first priority. So I will ask them why they are arguing, is it a personal problem or work problems on cooperating on the event. If it's something personal, I would try to help them solve their problem; if it's related to the event, then I would try to

help them to solve the conflicts. I will help them reconcile as the first priority; if they cooperate unhappily, I would avoid putting them together in future events to minimize the impact on the event.  
Kwok Yuk Lam: If you can't attend Student Union meetings, or their meetings eg if you don't have a hall place but they want to hold a meeting until midnight. If you need to find an executive committee member to replace yourself, who would you find?

Chan Cheuk Kai Kevin: If it's Student Union meetings, the only one I have to attend for now is the council meeting. I don't know if someone could replace my attendance, but I can write an apology letter to Student Union in advance to be absent. They have an allowance for you to be absent, I think it's twice?

Kwok Yuk Lam: With an apology 5 times, without one 2 times.

Chan Cheuk Kai Kevin: So with an apology I can tell them I can't go. For science field meetings, if I cannot attend this year, I don't think they would have a meeting with only 2 of them. So if I tell them I can't come, I think the meeting will be cancelled, so we can reschedule, discuss online or through Whatsapp instead.

Kwok Yuk Lam: A question that is not based on real life events. E.g. for orientation camp, if your society's colour clashes with others- for example if they say they don't want you to use blue in your orientation camp tee, but your promotion secretary has already come up with a blue design, what would you do?

Chan Cheuk Kai Kevin: I will respect my cabinet member's opinions first. If they really don't want us to use any blue colour, I don't think they have the rights to do so- what colour we want to use is up to us or negotiated between the three societies. In this situation I would value my cabinet member's opinion first then talk to them, or if we use blue and you use another colour, or we can change the shade of blue, maybe it can be a way to solve the problem.

Kwok Yuk Lam: Comment on your cabinet?

Chan Cheuk Kai Kevin: Starting with Lau Ching Yan, I think she's a very responsible president, and she is very devoted to everything. For example with the videos we're about to post, or in the promotion period when we have to produce budget, design things, when we post online, etc, she follows up on everything.

Woo Dorothy Hoi Shan: There isn't much cooperation between us, but I think as an IV she is very efficient. For example the graduation party, although we still don't know whether it can be held yet, she has a backup plan in case the party can't be held, and she is efficient. If there is anything we need her to do she will do it very quickly.

Tsui Yuk Hang is the financial secretary, he has gone through our budget in much detail, he tries to calculate how much budget we would have and to make the financial budget look good and also letting each event have enough money. He takes up a lot of duties within the cabinet also; even though he's busy, he is still willing to handle jong stuff

Siu Chi Wang Justin: I haven't had the chance to work with Justin yet, but I think he is a responsible person. Although many people in our jong have a heavy academic workload, most are still willing to give to the jong, and not freeride because they are busy. Justin is the same, he is very willing to work- during video production, he sacrifices his sleeping time to edit the video .

Cui Zhenhao: He works hard when looking for sponsors- everytime he communicates with the sponsors, he will send the information up to the Whatsapp group immediately, and then he will follow up on that. I think he's devoted and efficient in looking for sponsors, and the whole process is very efficient, so it's very good.

Choy Sin Hang Sonia and Lai Man Wai Katherine: During the online promotion period we had to make many posts, and also recently for graduation party and orientation camp, emails have to be sent. Everything was done by them, and both of them have been working very hard to prepare these documents efficiently, eg if you tell them you want the post for orientation day, they'll have it done the next day, or even the same night. Both general secretaries are very good.

Lo Tsz Yu: His designs are good and he is efficient, especially during the online promotion period, he has produced many pieces of work- all posts need a picture, so he's designed a lot of different things. Before the announcement of the change to online promotion period, the clothes and souvenir design all came from him. Although he's busy with his own work, he still delivers high quality designs on time. I think this is a good thing.

Kwok Yuk Lam: This year you guys did not have the promotion period, but for registration day etc you will draw lots for banner/counter slots. If someone gives you money to exchange the position in the name of 'donations', will you talk about it with executive committee members or what?

Chan Cheuk Kai Kevin: I will ask the previous jong first (ie you), and see how the usual practice is - do we exchange no matter the place or what? And then I will also talk about it with my cabinet members, since each year we might have different arrangements, and so the decision to sell the counter or not may be different.

Kwok Yuk Lam: Any more questions? Yam Wun Kwan asks do you know other societies' External Vice Presidents? Apart from the science field societies.

Chan Cheuk Kai Kevin: I have the Whatsapp contacts of many society's External Vice Presidents and have sent them brief messages. Since there's not much opportunity for cooperation, I haven't talked to them that much, but if there's anything, we could find them.

Kwok Yuk Lam: Not sure if it's the duty of the marketing secretary or external vice presidents, for example we marked some souvenirs from the chemistry society. If the orientation camp can be held this year, and other societies want to exchange souvenirs with you, what will you do?

Chan Cheuk Kai Kevin: What do you mean by exchange of souvenirs?

Kwok Yuk Lam: For example you marketed for some sponsors...

Chan Cheuk Kai Kevin: Directly swap sponsorships?

Kwok Yuk Lam: Yes.

Chan Cheuk Kai Kevin: We will see if the price levels are equivalent. If their sponsorships are as good or even better than ours, we will exchange, and of course on discussing with executive committee members. If the value of the sponsor is about the same and there's not much difference between exchanging then we might not exchange, but if they insist on it, we may come up with some other conditions.

Kwok Yuk Lam: Any other questions?

Yam Wun Kwan: What's happening?

Kwok Yuk Lam: Why join the executive committee, why choose to be the External Vice President, what are the responsibilities of the External Vice President, if there are various arguments how you will handle it.

Yam Wun Kwan: The External Vice President is usually in charge of the inauguration, promotion period, what are you going to do now?

Chan Cheuk Kai Kevin: The original events planned were inauguration and joint science function. Inauguration is canceled, so I have nothing to say. Although it is written in the year plan, we haven't confirmed whether the joint-science function will be a singing contest- I think there's still a large possibility that the joint science function can be held, and the actual event will be decided later.

Yam Wun Kwan: Now you are discussing with them, is it only 3 science societies?

Chan Cheuk Kai Kevin: Yes.

Yam Wun Kwan: So it'll be a bit boring, maybe help other executive committee members.

Chan Cheuk Kai Kevin: Yes.

Kwok Yuk Lam: How is the orientation camp arrangement now?

Chan Cheuk Kai Kevin: From what I heard, the orientation camp dates are from 20-28 aug for orientation day, there was a new executive committee member meeting, on stuff such as how to book room, and on that meeting I heard something I'm not sure if it's true, we need to fact check, but orientation camp may be changed to orientation day. We need to check with Student Union, they haven't confirmed anything yet, but this is what Student Union told us now.

Yam Wun Kwan: So this is stuff where Student Union asks for one representative?

Chan Cheuk Kai Kevin: Every society sent two people, me and Lau Ching Yan went, via Zoom.

Yam Wun Kwan: Have you started looking for orientation camp sponsors yet?

Chan Cheuk Kai Kevin: Yes. We have confirmed one sponsor, and we're still negotiating with the other sponsor.

### **Cui Zhenhao's post (Marketing secretary)**

Leung Ka Wun Casey: Talk about the duties of the marketing secretary.

Cui Zhenhao: Mainly I have to look up where to produce our products, compare prices and order stuff, and find sponsors during orientation camp and orientation week.

Leung Ka Wun Casey: If there are things where you need to go to the venue (or would you go yourself? e.g. will you go to the printing company to print the booklet, or the clothing printing company to make t-shirts, or ask someone to go for you?

Cui Zhenhao: I think it depends on the situation. If I am not free, I would find other executive committee members for help. If I am free, then I would handle it myself. For example, some stuff I think I may not be able to handle very well, eg for orientation camp t-shirts, I will need to ask the promotion secretary to look at the clothing texture.

Leung Ka Wun Casey: Do you know where to print stuff, for example orientation camp booklet

Cui Zhenhao: Eprint. Previously during promotion period i found a few companies, such as 香港印刷 and 好景.

Leung Ka Wun Casey: Unless you need very high quality, otherwise don't print at eprint. If you need to find sponsors for orientation camp, what criteria do you have? (from Pang Chun Sum Brian)

Cui Zhenhao: I think it depends on the difficulty of the tasks, whether they have a big effect on our society? For example if the tasks are relatively simple, like using the apps in the game, or promote them on our social media, then we can do them. But if the tasks are demanding, such as hard-selling- eg before we had China-Mobile, which asked us to recruit people to join their telephone plan. I think this would not be appropriate, hard selling may not be ideal.

Leung Ka Wun Casey: If you see sponsors like this, then don't do it. If the sponsor asks you to like their Facebook page, and follow their Instagram page, would you do so?

Cui Zhenhao: I think it is not difficult.

Leung Ka Wun Casey: Sometimes it will be difficult, like if they have a minimum number of people, sometimes it will be very difficult- if you had to set an upper limit for the number of people liking the page, how many people would you expect?

Cui Zhenhao: I think around 50, we have around 30 participants and 9 executive committee members at orientation camp. If we look for a few more people then we can satisfy it.

Leung Ka Wun Casey: For Facebook and Instagram you might not be able to open new accounts, but these will be much easier. But if they ask you for 50 app downloads, it might be more difficult, you might want to negotiate for a lower quota. How do you find sponsors?

Cui Zhenhao: By sending email to companies- bcc all companies and send them out.

Leung Ka Wun Casey: Which company would you use for orientation camp tee? What criteria would you consider when deciding on the company?

Cui Zhenhao: Mainly looking at the cost and quality of clothing.

Leung Ka Wun Casey: Have you thought about which company to order?

Cui Zhenhao: Signature has sent out the email this year. I also saw A1, by comparing the two I think Signature is cheaper.

Leung Ka Wun Casey: You might receive sponsor flyers in the mailbox at LG5- you might want to check out the mailbox to see if you get some sponsorship. Do you know where the mailbox is?

Cui Zhenhao: No.

Leung Ka Wun Casey: At LG5, near common room 7, and opposite to the mailbox is the Student Union counter, so remember to check out this mailbox for sponsors.

Cui Zhenhao: Okay.

Lam Tak On: You need to tell them which mailbox number our soc is using.

Leung Ka Wun Casey: It's written on there.

Cui Zhenhao: Okay.

Leung Ka Wun Casey: If sponsors want to send people to orientation camp, or even talk to participants for 20-30 minutes, will you accept their offer?

Cui Zhenhao: I won't accept this offer. orientation camp is intended for people to relax, have fun and make friends. It's not very appropriate for companies to advertise their stuff here, and it's boring to listen to them for half an hour.

Leung Ka Wun Casey: Have you started to look for sponsorship now? It's quite difficult to look for sponsorship.

Cui Zhenhao: We've prepared the email and proposal. We just got the password of IRESS.

Leung Ka Wun Casey: Can you talk about the year plan now? Talk about what you need to note for the semester commencement dinner.

Cui Zhenhao: A week before the dinner, we will send a message to them to confirm the date and location.

Leung Ka Wun Casey: What do you mean by choosing the location?

Cui Zhenhao: Choosing the restaurant.

Leung Ka Wun Casey: How many choices will there be for members?

Cui Zhenhao: First we would look for some restaurants near UST, e.g. Hang Hau, TKO, Choi Hung, Diamond Hill etc., and then we will compile a list for members to choose

Leung Ka Wun Casey: I'll ask more when we go over the year plan. Why do you want to join the executive committee?

Cui Zhenhao: In the past I have never tried being an executive committee member.

Leung Ka Wun Casey: any better reasons?

Cui Zhenhao: I have a hall place (laughs). Marketing secretary is a post that needs to compare prices, I feel that marketing secretary is a good place to train up my skills of finding sponsors. I think it might be helpful for finding sponsors in my future research life.

Leung Ka Wun Casey: What do you want to achieve during this year in the executive committee?

Cui Zhenhao: I will learn how to find sponsors and compare prices- eg when I started doing it during the promotion period, I had a much lower efficiency comparing prices. I just looked through the shops one by one online; the most efficient method turns out to be sending out mass emails to each company and asking for the price of the products we want to buy. Also I think I could learn the ways to find sponsors- I need funding anyway.

Leung Ka Wun Casey: Pang Chun Sum Brian said looking for sponsorships is difficult since companies are struggling to survive themselves- even if you send emails to them, they may not respond. You can try to find hand sanitizer as a sponsor. Talk about your cabinet members.

Cui Zhenhao: Lau Ching Yan is very very very responsible, and she looks at everything when working. During my search for sponsors and asking around companies, she asked really good questions- she is incredible.

Woo Dorothy Hoi Shan: Although I have only worked with her once, during the ordering of grad party souvenirs, I find her very efficient and she thinks quickly. Before we talked about filming a challenge , her video was done well in advance, far ahead of all of us.

Tsui Yuk Hang: Gives me the impression of really good at studying math, he is a very responsible financial secretary. When he was preparing the financial budget he asked us individually where we would spend money, and would help us come up with ways to cut our expenditure. He would suggest where we should save money- he is a good financial secretary.

Lo Tsz Yu: I didn't work with him very much, except during promotion period and getting the design for grad party souvenirs. He is very efficient in producing designs for the grad party, and during the promotion period we thought about ordering a nominated cabinet jacket, and he came up with a design relatively quickly and sent out the designs very quickly. He will send the info in our group.

Lai Man Wai Katherine and Choy Sin Hang Sonia: I ask them for help with emails whenever I have to send stuff to companies, to see where I need to improve or amend. And they are very efficient because a while ago I was changing the orientation camp sponsor email, and then I asked them whether they had any opinions, and Choy Sin Hang Sonia very quickly, within half an hour, made amendments and sent it back to us. Lai Man Wai Katherine also drafted the Me2You email very efficiently

Chan Cheuk Kai Kevin: We haven't worked together very much yet, so I can't really talk about working with him, but during meetings I can feel that he is working hard to bring more benefits to our society, even when we have possible conflicts with other societies, he also tries to stand his ground he would think thoroughly what our limit is. He is very responsible.

Siu Chi Wang Justin: Not much cooperation in work, not much to say, but we do math together, thanks for carrying me.

Cui Zhenhao: Any other questions?

Leung Ka Wun Casey: You can refer to my previous comment, joining the executive committee is not for doing a job. Sometimes when you join the executive committee, the source of happiness from joining is from socializing with different people in your cabinet. This is insufficient, if you only want to learn how to mark things and compare price.

### **Lo Tsz Yu's post (Promotion secretary)**

Chan Tsz Ching: Talk about what the promotion secretary has to do first?

Lo Tsz Yu: We have to prepare posters. Besides helping with promotion in most events and designing products, I also have to talk to the marketing secretary, and also need to learn the file types (such as

ai. file types), to ensure when the marketing secretary negotiates with the company, details won't be lost because marketing secretary may not be too familiar with the design file type/format details, so I have to look out for that as well.

Chan Tsz Ching: In the future, when school resumes, what information do you have to include on the posters?

Lo Tsz Yu: All the details of the event, like time, date and venue, apart from the date of event, also the deadline of signing up, who participants can ask/contact, and a simple description of what the event is, and add the fee if it's needed.

Chan Tsz Ching: You missed out the main point, which is to put the IRESS. Remember to put the full name of IRESS, with the soc chop

Chan Tsz Ching: Do you know how long the poster can last?

Lo Tsz Yu: I don't know about this

Chan Tsz Ching: You can only write the date for two weeks. If you want to put it on more than two weeks, change the date on the poster or print a new poster

Lo Tsz Yu: Do you mean two weeks before the deadline of joining, two weeks before the event or two weeks in general?

Chan Tsz Ching: The poster can only be on the board for 2 weeks. Tell me where can you put the poster

Lo Tsz Yu: Connection bridge, all science school boards, but mainly near the connection bridge.

Chan Tsz Ching: I sent you a list of poster locations before, tell me all of them

Lo Tsz Yu: Let me see see first

Lau Wing Sum: I know everyone is busy for finals

Lo Tsz Yu: Bus stop (north), and there are several boards at piazza, LG5 near lifts, also at LG7

Chan Tsz Ching: Has the LG7 one been removed? Do you remember?

Kan Ying Hei: You mean the one outside Fusion?

Chan Tsz Ching: Yes, is that still there?

Lo Tsz Yu: I don't remember one being there.

Kan Ying Hei: I don't think it's necessary to paste posters at each possible spot.

Chan Tsz Ching: How long before the event do you think you should stick the poster?

Lo Tsz Yu: See whether the event is a large scale one or not, if large then one month before, if small then 2 weeks before, for example for large events like orientation camp, once the deadline's past I might still renew it. For a smaller scale event, then two weeks before.

Chan Tsz Ching: What size do you think the poster should be? A4, A3, A2?

Lo Tsz Yu: I would prefer A3 size, A4 size is too small and difficult to read- can A2 size be printed at UST?

Chan Tsz Ching: I think you can't print A2, I also think A3 is a good choice. Besides sticking posters, will you have other promotion methods?

Lo Tsz Yu: We will continue to run social media accounts, and before the event we will stop by LIFS common to ask people to come, maybe go meet members in person to talk about the event

Chan Tsz Ching: Also Whatsapp group. For bigger events it might be a good idea to pm members. Any questions from last jong? What will be your design style.

Lo Tsz Yu: I'm still experimenting with styles, and seeing how everyone responds. From members' reactions, I prefer more informational designs. I think they would prefer simplicity over fancy designs.

Chan Tsz Ching: When you finish your designs will you send it to your cabinet members to see before posting?

Lo Tsz Yu: The method now is to let Lau Ching Yan check first. After the two of us make most of the changes, then we will send them to the executive committee member group.

Chan Tsz Ching: But will they comment on it actively?

Lo Tsz Yu: Most of the time, the major problems were fixed already. So when I let the whole jong see there will be more personal views towards the design, and they are more minor changes. I might make two versions for them to choose from

Chan Tsz Ching: I think posters don't need to be this complicated, if it's the society T-shirt or jacket then you can have more designs.

Lo Tsz Yu: On talking about refinements, usually these are just very small changes, not a wildly different design. I might give them two or three colours to choose from.

Chan Tsz Ching: I think cabinet members' opinion is quite important. Also for poster designs, simple designs are ok as long as you have all the content there.

Chang Yau Ming: How is your design process? Like what software are you using?

Lo Tsz Yu: I tried using photoshop, but it seems that the companies don't like photoshop formats, so eventually I switched to illustrator.

Chang Yau Ming: So what format do you export?

Lo Tsz Yu: Usually they accept .ai documents

Chang Yau Ming: So you don't need to export to jpg format?

Lo Tsz Yu: Yes, they said .ai is much more accurate

Chang Yau Ming: So we now use ai for all of them?

Lo Tsz Yu: I've never heard companies requiring a jpeg file.

Chang Yau Ming: How about other stuff, banners and posters?

Lo Tsz Yu: Because we've never produced any posters so far, now we mainly use jpg images for pictures. When we have posters, we would see what the company wants. I can convert to any format.

Chang Yau Ming: I remember in Lau Wing Sum's year the orientation camp poster used cartoon characters, but they were worried about copyright, so they ended up using a shadow of the character. To avoid copyright issues, try to design your own characters

Kam Wa Mei: I have a question about copyright. If I draw Conan by hand, is it violating the rules about copyright?

Lo Tsz Yu: I think it depends on the company, if it's for non-commercial purposes then the company might allow us to use it for non-commercial situations- usually this information can be found on their websites.

Kam Wa Mei: But we earn money in orientation camp

Lo Tsz Yu: Then I think we'd better avoid stepping into these copyright law issues

Kam Wa Mei: So it's best to avoid it. Also I want to remind next session that there would be many designs needed for orientation camp, so I would recommend you begin designs much earlier

Lo Tsz Yu: Actually there are many uncertainties in the format of the function, so it's quite difficult to start designing.

Kam Wa Mei: But no matter when they hold the orientation camp, you still need the orientation camp tee.

Lo Tsz Yu: So I will do the general things first.

Kam Wa Mei: I remember in my year Pang Chun Sum Brian and Chan Yin Hei Brian were responsible for looking for companies- they asked me for designs in mid-June. In your work schedule it says that you plan to design the shirts by July, I think it's quite late

Lo Tsz Yu: So we'll have to push it ahead then.

Chan Tsz Ching: It depends on when there are discounts for early bird orders- I think you can follow these deadlines.

Lo Tsz Yu: If the marketing secretary can find these discounts then I'll try to follow them.

Chan Tsz Ching: I remember our year also had an early bird discount. On the issue of clashing shirt colours with other societies, will you choose to use their societies' colour, eg blue?

Lo Tsz Yu: I think it depends on what we have designed, if we have a finished product then I don't think we should change our design only just to suit their needs. If we don't have a design yet but the other society has already finished a set of products, I think I even take reference from them to make our designs, except when the other soc has a very strong reason.

Chan Tsz Ching: We wanted to use light blue for our year, but I think Biology Society said we cannot use any type of blue, so we changed to purple.

Lo Tsz Yu: I think it depends on how we can negotiate with other societies. I tend to stand more firm with my own designs. We're not really in close contact anyway, so I'm not inclined to give in to them.

Chan Tsz Ching: Society T-shirts and jackets are not the biggest problem, but the problem of orientation camp tee is that using the same color may make freshmen confused.

Lo Tsz Yu: I think I'd try to get the designs done much earlier, so we can have a finished design when we talk with other societies.

Chan Tsz Ching: It depends on how your External Vice President negotiates with other societies. Talk about your cabinet members?

Lo Tsz Yu: Lau Ching Yan is the main leader in the group. Basically she monitors our work progress, sometimes we may neglect our jong work because of academic work and she will keep us back on track and follow up on our work

Woo Dorothy Hoi Shan- we haven't worked together a lot yet, but she leaves enough time in advance for me to work out my part, and I will try to finish the work whenever I'm free. She is very willing to find us and see how far we've got

Chan Cheuk Kai Kevin- he's not the type of person that's very aggressive, but last time when he talked with other societies about the joint society event, at first the other soc have already decided on holding the singing contest, and Chan Cheuk Kai Kevin wasn't too reactive towards it. Tsui Yuk Hang and I had quite strong opinions on it, because they have decided what to do before we voice our opinions. So despite not having strong opinions himself, he is very proactive in trying to reflect the whole cabinet's opinions to other societies, instead of being scared of them

Tsui Yuk Hang- he plays a similar role to Lau Ching Yan, in which he handles the budget really well, for example when we're just thinking about the activity, he is already planning the budget so you can plan the event much more easily. Since he is in charge of the total budget, he is very serious about each event and each part of the budget, but he's also flexible enough to allow enough room for each of us to work it out- he is able to give us a blueprint for all of us to work with

Cui Zhenhao- I work with him the most. He provides a lot of information concerning the production companies that helps me know what to work with, so I can prevent the situation of finishing the design and having to change it all over again, and the information he gives is complete

Siu Chi Wang Justin- I think he is good at contributing to the the atmosphere of the cabinet, and he also contributes a lot of ideas to the whole cabinet

Choy Sin Hang Sonia: Maybe when we discuss really crazy ideas, she would be the one to hold us back and tell us where things are not too realistic

Lai Man Wai Katherine: she is good at handling the details, she helps us group our opinions together

Chan Tsz Ching: Some advice from last session- in the fall semester there will be more events, and you would need more designs, so if you have time it's better to start preparing much earlier during the summer holidays. Apart from you, does anyone in your cabinet know how to design?

Lo Tsz Yu: Not really, not many people in our cabinet have shown interest in design. I can't really tell, they haven't shown much in this aspect.

Tsui Yuk Hang: In general, the product designs in the promotion period were given by Lo Tsz Yu, so I don't think anyone else has the experience using these tools.

Chan Tsz Ching: Then you should expect that you need to handle the deadlines by yourself, so it's better to start preparing earlier. Going to more general things, why do you want to become the promotion secretary?

Lo Tsz Yu Lo: I think this post allows me to experiment with different themes, sort of a creative training, and also the promotion secretary has to talk with each PIC, so I can hone my skills of communicating with different people. I think it's also a good way to learn to take in other people's comments, so I wanted to improve a little bit.

Lau Wing Sum: Normally IRE people are content with simpler designs, don't you think being the promotion secretary in IRESS doesn't suit your goals too well?

Lo Tsz Yu: I don't think so, I think it's just to improve in general. I think it depends on our skills, on how to represent our own style while being simplistic- clean but a bit messy, messy but a bit simple.

Chan Tsz Ching: Do you know what colours IRESS tends to use?

Lo Tsz Yu: Dark blue and other darker colours.

Chan Tsz Ching: Dark blue, Dark purple, dark grey and black. Maybe when you design society T-shirts and jackets, it's better to stick to these colours

Lo Tsz Yu: Colder colours.

Chan Tsz Ching: Yes.

Lau Wing Sum: When will you start designing before you need the design?

Lo Tsz Yu: What types of design are you referring to? And what do you mean by the date that it needs to be done? If it is for souvenirs then I allow myself 4 weeks to build from nothing, if it is for posters then it's about 2 weeks.

Lau Wing Sum: if you need such a long time, then what do you think about hw deadline and design deadline, which is more important? If the two are in conflict with each other, what would you do?

Lo Tsz Yu: I think the time needed is just how much detail and work goes into the design. If the two are in conflict, I would prefer a rougher, more generic design, but I'll try not to let cabinet work affect my academic work.

Lau Wing Sum: As I mentioned IRE soc likes plain designs. Do you think the 2-4 weeks are a barrier in design?

Lo Tsz Yu: I think 2 to 4 weeks is mostly time for thinking about ideas, not all spent piecing together the design on Illustrator, sometimes ideas don't come naturally. So the actual work begins about a week before, with a day or two for feedback and a day or two for improvements.

Chan Tsz Ching: Li Wing Shun asks whether there is advice for the insights on designing a poster from the last year cabinet. I will usually find a simple background and font that can be read easily, so the poster's usually done at this point, but if it's for society products then we may need a more complex design. Chang Yau Ming and Kam Wa Mei, any comments?

Kam Wa Mei: I think for posters, my style is similar to Chan Tsz Ching, I have Lam Ka Chung who helps me design the posters, he finds templates online to piece the poster together. As for myself, my placing of words is simple, mostly just starting from the centre and going down, and most importantly

the poster is for the event, so you need to find stuff that's related to it. For example for a photo taking booth, then you look for a camera.

Kan Ying Hei: Or if you're just lazy, you can use Canva

Lo Tsz Yu: I know about Canva, but I will only use it more when I'm very busy

Kam Wa Mei: If you need some insights, you can find the designs of our years for reference.

Chan Tsz Ching: I have a suggestion on poster content- usually events have google forms for members to fill in. You can add a QR code for members to scan so they can fill it in at the counter

Lo Tsz Yu: We have thought about this, but unfortunately we haven't had the chance to actually use it.

Kam Wa Mei: I think this is good, we have been using this from our year already, but for QR code you need to pay attention to size and resolution. If it's too small or too blurry then we can't scan it. And when you are making t-shirts, soc jackets, paper etc I think you should give yourself more time, you will have many ideas and you will ban those ideas

Lo Tsz Yu: When I'm free during the summer, I would send those designs to my cabinet members and if they agree on the design, I might ask members for their opinion.

Kam Wa Mei: Just form the habit of saving good designs, eg if you see a nice picture on Facebook, better save it.

Chan Tsz Ching: I think for society t-shirts and jackets, there should be two or three more designs for members to choose.

Kam Wa Mei: And also it should be in different styles- the two of us (Chang Yau Ming and I) have very different styles, so our designs are very different, and members have a choice.

Chan Tsz Ching: After letting the cabinet members to view, you can send to ask for others' suggestions (i.e. members). e.g. for our year with the society jacket, we had a Google Form asking for members' opinions- you can do the same thing

Lau Wing Sum: When it comes to society jackets and t-shirts, I think it's ok to send the designs on the big group, because in the end the people who will buy and wear it are the members, and you can see whether they like it or not.

Kam Wa Mei: I really have to remind you of the time limit again, when you count what you have to design for orientation camp, don't you think you should start now?

Lo Tsz Yu: I don't think I'll get much of a break after finals.

Kam Wa Mei: Our cabinet has lots of people so that's okay. Add oil.

Chan Tsz Ching: Will you make a bag for orientation camp?

Lo Tsz Yu: I prefer having one as it helps organizing stuff, in distributing products

Tsui Yuk Hang: I have one concern. If orientation camp turns to orientation day then bags are not too necessary.

Lo Tsz Yu: We will discuss it within our cabinet.

Chan Tsz Ching: If you decide not to make bags, you can think about what to make for orientation day. Any other questions? If not then we can pass this post.

Lau Wing Sum: It's not a question. But there aren't many events in a year, and there aren't many chances for you to present your designs, so it might not be the best place to experiment with different styles. I think it's best to reference designs from previous years, there is no need to come up with very new or unique designs.

Chan Tsz Ching: I think due to the current situation, you should post more on Instagram and Facebook. I think for Instagram you can experiment with designs, but for society products like T-shirts you might want to be a bit more conservative. If everyone has no questions, then it's passed.

Lau Ching Yan raised the motion to put the remaining discussion items on table until the next session of Annual General Meeting

Time now is 11:26

Kwok Yuk Lam seconded

For 13 against 0

The motion is passed.

Minutes of International Research Enrichment Students' Society, HKUSTSU Annual General Meeting 2020-2021, Session VI

**Date:** 19 May, 2020 (Tuesday)

**Commencement Time:** 20:00

**Venue:** Via Zoom

**Minute Taker:** Choy Sin Hang Sonia, Lai Man Wai Katherine, Lam Yu Sang, Cheung Cheuk Lun Alan  
The business of the Annual General Meeting 2020 of IRESS, HKUSTSU shall be:

1. To commence the meeting;
2. To receive and adopt the agenda of the Annual General Meeting 2020 of IRESS, HKUSTSU;
3. To receive and adopt the minutes of the Annual General Meeting 2019 of IRESS, HKUSTSU;
4. To receive and adopt the minutes of the 1<sup>st</sup> Extraordinary General Meeting of IRESS, HKUSTSU, Session 2019-2020;
5. To receive and adopt the Annual Report of IRESS, HKUSTSU, Session 2019-2020;
6. To receive and adopt the Annual Financial Report of IRESS, HKUSTSU, Session 2019-2020;
7. To vote and announce the Honorary Members;
8. To introduce and inaugurate the Executive Committee Members of IRESS, HKUSTSU, Session 2020-2021;
9. To receive and adopt the Year Plan of IRESS, HKUSTSU, Session 2020-2021;
10. To receive and adopt the Financial Budget of IRESS, HKUSTSU, Session 2020-2021; and
11. To adjourn the meeting.

Time now is 20:00

There are 15 full members present.

The quorum is met.

Chairperson Cheung Cheuk Lun Alan started Session VI of the Annual General Meeting at 20:00.

Lau Ching Yan motioned to resume the discussion of Agenda item 8

Time now is 20:04

Chan Cheuk Kai Kevin seconded

For 15 against 0

The motion is passed

Lau Ching Yan raised the motion to discuss Agenda item 3 and 4

Time now is 20:08

Chan Cheuk Kai Kevin seconded

For 17 against 0

The motion is passed

### **Minutes**

Fong Kin Long: What makes a set of minutes good?

Lam Yu Sang: It needs to be as detailed as possible, so you have to mark down everything. I think the format is also very important. Also it needs to be prepared earlier, since it takes quite a lot of time to edit the things.

Fong Kin Long: You've said what I want to say actually. Mainly, you have to be consistent. For example, you have chosen to use dialogue to record minutes. Sometimes when people mention professors, you will add Prof at the front, and sometimes you don't. You added Professor before Frederick Fong but you left it out for Professor King Chow. In normal dialogue you never mention the title but you should add it back for both. I looked at about 40 pages, there aren't major problems but these minor details have to be fixed. I started looking from the back, if there's no problem there then the whole thing should be fine.

Cheung Cheuk Lun Alan: Perhaps we shall move on to discussing the next session first, if there are any amendments for the minutes, you should message Lam Yu Sang.

Lau Ching Yan raised procedural motion to resume the discussion of Agenda item 8

Time now is 9:06

Chan Cheuk Kai Kevin seconded

For 15 against 0

The motion is passed

### **Post of general secretary**

Lam Yu Sang: What are the duties of the general secretary?

Lai Man Wai Katherine: To keep minutes for meetings and Annual General Meeting, send emails to members, deal with society accounts, maintain a membership list

Lam Yu Sang: And also to help out other excos. What are the essential components in your emails?

Choy Sin Hang Sonia: Header image, adding the disclaimer to tell people they could unsubscribe if they don't want to see the emails, write details about events such as time, date, venue, contact number of PIC.

Lam Yu Sang: If you send the wrong email, what should you do?

Lai Man Wai Katherine: If the error is only about the wording and the meaning is not affected, then there's no need to make amendments, but if there are important errors then you need to send another email for amendments.

Lam Yu Sang: For example, if time, date or venue is wrong then you must change it. Who is in charge of the registration day?

Choy Sin Hang Sonia: Me.

Lam Yu Sang: Who is your target audience for the registration day?

Choy Sin Hang Sonia: Freshmen who have entered the IRE programme, and other freshmen who are interested in the IRE programme.

Lam Yu Sang: In our year many people from the School of Science approached us. You can recruit those who are not in the IRE programme but are interested in transferring to IRE as well. If you now have new members, then what information do you need?

Choy Sin Hang Sonia: We need to mark down their names, contact and ITSC.

Lam Yu Sang: Because you need the ITSC and names to make the membership list, and contact number for communication, you can also take their student ID too. You can also ask for their intended major, but it's not necessary.

Lam Tak On: Assume you have an email "Notice of xxx", and you send a reminder the day before, what should be the new subject line?

Choy Sin Hang Sonia: Reminder for the event.

Lai Man Wai Katherine: And [Tomorrow]

Lam Yu Sang: And at first it's "notice", then the second time it's "reminder".

Fong Kin Long: How will you distribute duties?

Lai Man Wai Katherine: Usually we take turns. We will draft the messages or emails in turns but we will cross check in turns as well.

Choy Sin Hang Sonia: I handle the social media posts, but basically we will cross check before releasing out anything.

Lam Yu Sang: How do you update the membership mailing list?

Lai Man Wai Katherine: We have to go to a website and we need to use the UST VPN. After going to the website, then we use the IRESS account, manage subscriptions and can choose to add or kick people.

Lam Yu Sang: If you receive emails from people saying they don't want to receive our emails, then go there to remove them. Is there anyone in your cabinet who knows how to edit the website?

Siu Chi Wang Justin: I'm in charge of that now.

Lam Yu Sang: Then it's okay.

Fong Kin Long: When will you start tidying up the minutes?

Choy Sin Hang Sonia: I will try to avoid cramming all work towards the deadline.

Lai Man Wai Katherine: I think we will do so during the summer holiday.

Fong Kin Long: As you can see the size of this year's minutes is huge, so remember to spend more time.

Lam Yu Sang: You need more time than you expect. Good luck. Comment on your cabinet members.

Choy Sin Hang Sonia:

Lau Ching Yan is a responsible president. Sometimes when we forget something she will remind us about it. She will check our progress and she is dedicated.

I cooperated with Woo Dorothy Hoi Shan in the graduation party. There are a lot of uncertainties in the graduation party, but she is flexible. For example, we originally decided the dates to put out the forms, and she knows how to tackle unfamiliar circumstances.

Chan Cheuk Kai Kevin thinks about our society and cabinet. He isn't a very tough person, but he really tries his best to be strong and fight for the benefits of our society. I am proud of that, we did not cooperate much but can see he cares about the jong. It can be seen that he is dedicated.

Tsui Yuk Hang is our financial secretary. His budget is very well done and detailed, including approximately how much we need each event. When we needed more money he would adjust the budget to make it look good. Also he doesn't mind working for the cabinet, when we were thinking about making videos, he volunteered to cut the videos for all of us. We stopped him afterwards but it shows how dedicated he is.

Cui Zhenhao is our marketing secretary, he would approach us to cross check items when looking for sponsors. During the promotional period he also helped us look for companies for products. It can be seen that he worked hard to find sponsors for us, and he is responsible.

Lo Tsz Yu is our promotion secretary. I really appreciate him, he always delivers designs in time even though he is very busy. He answers us whenever we need him, and he responds quickly. Originally he doesn't know how to design, but he learnt to use Adobe Illustrator for the cabinet, so I am very grateful to him.

Siu Chi Wang Justin is our academic secretary, he has many ideas during meetings, and he can bring up the atmosphere. We did not have a lot of opportunities for cooperation, but I can see that he is responsible.

Lai Man Wai Katherine worked as the general secretary with me. Most of the time whenever we publish things that have words in it, she is a detailed person and this prevents a lot of awkward cases of typos. She is efficient, like when we made the posts, she replied quickly.

Lai Man Wai Katherine: As mentioned by other members, Lau Ching Yan is dedicated. She will ask about the progress of everything. But the thing I am most thankful for is that, no matter what problems we have, she will help, I really appreciate that. For example when I shot my video, they gave me a challenge but I couldn't think of any ideas. She was the first to reply to me when I sought help in the group, she messaged me in private to discuss what video to take. I think she has helped me a lot in this respect. She attempted to maintain better connection within members. Besides doing society-related stuff she will also chat with me, I think this act helps to build up the relationship within the cabinet.

As for Woo Dorothy Hoi Shan, we haven't worked together much, but she is efficient and she has a lot of good ideas. When we have meetings she brings up the most ideas. For example, as we made the videos, she gave us a lot of inspiration, and she thinks about a lot of stuff, like having full backup plans. She helped us a lot as we worked, and she always brings us back when we go off topic in meetings. It can be seen that she is focused.

Chan Cheuk Kai Kevin is not a tough person, but I can see that when acting as the external vice president, he cares about our society. For example, Biology society and Biochemistry society decided to hold the singing contest. In our cabinet, some people were unhappy with this decision. It can be seen that Chan Cheuk Kai Kevin took our suggestion and discussed it with other external vice presidents. And I know being the external vice president is not an easy job, because you don't want to anger other societies but you still want to fight for our rights. Chan Cheuk Kai Kevin handled it well. He knows how to keep the balance.

Tsui Yuk Hang is a very good financial secretary and he tries to produce a good budget. He is busy but he is responsible when handling society-related stuff. For example, during the promotional period, we were making souvenirs, decorations, etc. He always poses ideas and comes back to help. When we are not sure what to do he gives us suggestions, he has always been someone with a huge input, with very practical suggestions.

Cui Zhenhao is our marketing secretary. We worked together on the sponsors before, as I had to release emails to notice members about the sponsors. Cui Zhenhao and I would talk about how to find sponsors, he will give me the information and I'd send out the emails. Sometimes he had some minor slips, such as forgetting to reply to the sponsor. But besides that I think he is very responsible, and the response is quick. After last time when he forgot to reply to the sponsor, he is improving a lot

Lo Tsz Yu is our promotion secretary. In fact, I am amazed by him. Since there is no one that is familiar with designs, he volunteered to be the promotion secretary. During the promotional period, he needed to produce a lot of designs. He learnt the softwares and made designs during that time, and I am proud of him for that. And also when we have comments on his designs, responds very quickly and makes corresponding changes. I'm proud of his efficiency.

Siu Chi Wang Justin is our academic secretary. There isn't a lot for him to do now, but as a cabinet member, he is always very active. When we have meetings, he always has a lot of input. And during discussions in the group, he gives suggestions when someone is stuck, or when we discuss how to hold the events. Thank you for being active in the cabinet.

Choy Sin Hang Sonia is the other general secretary who worked with me. Thank you for checking my emails. I am not so confident with my English. I also appreciate your efficiency. She does the work

quickly whenever Lau Ching Yan orders us to do so, sometimes she even finishes it on the same night. During meetings, she gives practical suggestions, for example when we were discussing how to distribute souvenirs if the graduation party was cancelled, she pointed out practical problems, like how we should tackle the situation where a person did not sign up for the party, or whether to deliver it to everyone. I think she is a very practical and responsible person.

Fong Kin Long: I want to ask why do you want to become an exco?

Lam Yu Sang: Oh yes.

Lai Man Wai Katherine: I wanted to become an exco because I really like the atmosphere of a big group of people being together. I want to be the one who helps bring up this atmosphere. I wanted to participate in bringing people together. As for why I chose to be the general secretary, it is because I like to do some backup work. Compared to being someone in a leading position, I would like to be the person in the back. Back in secondary school, I was a committee member of different clubs, I liked to do stuff like type minutes, documents, etc. I am not a charismatic person, I wouldn't be as charismatic as Lau Ching Yan if I were the president.

Choy Sin Hang Sonia: The reason for me is that I think it is an important thing in school life. In secondary school I was on the committee in different clubs. As I have come to become a university student, I wanted to challenge myself. The reason for being a general secretary is similar to Lai Man Wai Katherine. I am also a person who has no charisma. I was a leader in secondary school but the experience was not good, and I learnt that my strength is to support the cabinet behind the back, and I am good at writing, so I think being the general secretary would be more suitable for me.

### **Siu Chi Wang Justin's post (Academic secretary)**

Lam Yu Sang: What is the job of the academic secretary?

Siu Chi Wang Justin: Updating sources, and sending the link to members at the beginning of term for accessing sources. When we need to invite professors for our events, I have to send emails to them. And I have to answer admissions problems on the society Facebook account. This year I'm responsible for the research sharing. Also I think I have to book venues for the journal clubs?

Lam Yu Sang: Yes, but now the situation is a little strange. In my year, the people from the physics journal club approached me and told me to approach SCIhome for booking classrooms. But for your year, I'm not sure what will happen. By the way, you should send emails to SCIHome with the society account. How would you find sources?

Siu Chi Wang Justin: First, I would approach my excos. I'm thinking whether it's possible to ask in the big Whatsapp group after the semester ends.

Lam Yu Sang: Yes you can do so. The main point is to be proactive. Sometimes some people would be kind and message you in private to give you newer sources. Because sometimes in our database, we have sources from 4-5 years ago, and they have to be updated. If someone asks for sources we don't have, you can ask them whether they could give you the sources after they have taken this course. You mentioned one of the academic secretary's duties is to approach professors, when do you need to approach them?

Siu Chi Wang Justin: For class photo taking and annual dinner?

Lam Yu Sang: Basically these two. You don't have an inauguration so that's basically it. Oh and also for the orientation camp.

Siu Chi Wang Justin: Oh yes, we should invite Professor Pakwo Leung.

Lam Yu Sang: Yes, usually he comes every year. The year before there was a problem, he came on day 3, when people were having lunch. We usually choose to eat at Chinese Garden, so it was really noisy.

So it's better to invite him on day 1 or 2, when we have a quiet place to gather. It's for him to get to know freshmen and talk to them. You can approach professors for research sharing, but it's up to you. Also, besides sending a message to the big Whatsapp group to ask for sources, will you have other methods?

Siu Chi Wang Justin: It's okay if the members message me in private.

Lam Yu Sang: Yes. When you send the message to the big Whatsapp group, you can add that if they want to get sources at a later time, they can message you in private. Also last year I didn't set up Google forms for it to send me a notification each time someone fills in the form. I think this is more convenient, since you will know whenever there's a new request and you don't have to check every time. Who are the coordinators of different subjects?

Siu Chi Wang Justin: The IRE coordinator is Professor Pakwo Leung, the Physics coordinator is Professor Lortz, for LIFS it's Professor King Chow. For Chemistry, it's Professor Jingping Huang. I don't remember the one for MATH.

Lam Yu Sang: It is Professor Guowu Meng, but we don't approach him too much. We usually find Professor Frederick Fong for maths, because he's more sociable, and it's less awkward. Professor Frederick Fong and Professor Pakwo Leung are closer with us.

Chan Tsz Ching: Did you say that Professor King Chow is the LIFS coordinator? Now they changed it to Professor Pingbo Huang.

Lam Yu Sang: And what about for ENVS?

Siu Chi Wang Justin: Is it Professor Ice Ko?

Lam Yu Sang: I'm not sure, you can check. If professors don't reply to your emails, what will you do?

Siu Chi Wang Justin: If they don't reply after one email, I will send another email.

Lam Yu Sang: It depends on how urgent your email is. For example, if the photo taking is in a few days and they don't respond, you have to urge them more. Because last year when I looked for Professor Pakwo Leung, he didn't really respond to emails, so you have to send him more emails. When it's very urgent you can look for them in their offices, but they might not be there. So it's better to send emails. Why become an exco and why choose to be the academic secretary?

Siu Chi Wang Justin: I was inactive in high school. People say I'm very inactive. And I wanted to try organizing events. I think I'm kind of busy, and the academic secretary doesn't have a big workload but it still allows me to participate in each event.

Lam Yu Sang: Now onto some academic matters, if someone asks how to transfer into the IRE programme, what would you tell them?

Siu Chi Wang Justin: You mean it's asked by a year 1 student at UST?

Lam Yu Sang: Yes.

Siu Chi Wang Justin: You would need good grades, and there is an interview.

Lam Yu Sang: They have an interview to see if you have a research direction, but of course GPA matters. It is better to have a clear view of what you want to do research on. Does anyone have any other questions?

BP: Something about transferring into IRE. If freshmen ask you how to transfer into IRE, remind them to take SCIE1500 in the spring semester. And I remember my interview was an individual interview, which is different from the group interview in JUPAS. The main requirements are having good grades, the rough line is having a CGA of 3.7, but different majors have different lines. You also need to perform well in the interview, and preferably you should take SCIE1500.

Lam Yu Sang: You can ask people who have transferred to IRE in the past so you can know more about what goes on. If there are no more questions, then rate your cabinet members.

Siu Chi Wang Justin: Cui Zhenhao works hard when looking for sponsors, and keeps communication with them. He is also very active in trying sponsors' products. Whenever there are problems, he would approach the sponsors to solve them.

Lo Tsz Yu is very hardworking when making designs, especially during the promotional period, he had a lot of stuff to design, like the souvenirs. And when you have comments, he always changes the designs very quickly

For the two general secretaries, they are normally responsible for publishing Instagram posts and sending emails, they are hardworking.

I haven't worked with Woo Dorothy Hoi Shan, so it's hard to say very much. Although there are many uncertainties in the arrangement of the graduation party, she has multiple plans.

Chan Cheuk Kai Kevin talks with other societies a lot, I know he works hard for the benefits of our society, and he reflects our opinions to other societies. It's difficult being the person in the middle, but I'm very thankful for him.

Lau Ching Yan will tell us to work, sometimes we want to relax, but she will not let us. Sometimes I pretended to not work and not show up, but she would tell me to work.

Tsui Yuk Hang watches the budget very well. Although he is very busy, he gives us his work on time and it is of very high quality. When we proposed our year plan, he tried to give us a lot of help. He is very responsible.

Lam Yu Sang: Any other questions? You are in charge of the research sharing right? Do you have any people in mind?

Siu Chi Wang Justin: I'll probably look for year 3 or 4 students. I haven't decided on who to find specifically. I don't think I can find people from ocean science, so I'll just stick to Physics, Chemistry, Life sciences and Maths.

Lam Yu Sang: Just try your best to look for speakers. I think the situation will be alright by that time.

Siu Chi Wang Justin: I followed the year plan from last year and wrote that it will be held in October.

Lam Yu Sang: I don't have much actual experience, but you can refer to the year plans from previous years to see whether there is feedback on the more practical aspects. I am still editing the minutes, is Wong Kim Lok Kimson here?

Wong Kim Lok Kimson: Yes.

Lam Yu Sang: Then I'll hand it over to you.

Wong Kim Lok Kimson: Is Tsui Yuk Hang here?

Tsui Yuk Hang: Yes.

### **Tsui Yuk Hang's post (Financial secretary)**

Wong Kim Lok Kimson: You didn't join the IRE orientation camp last year, why did you want to become an exco of the IRE society?

Tsui Yuk Hang: I became friends with a lot of people from IRE through honor courses. I hope to become an exco to join team activities

Wong Kim Lok Kimson: Why choose to be the financial secretary?

Tsui Yuk Hang: There's a lot of room for involvement in every activity. The financial secretary is involved in all activities, and I think the things the financial secretary is responsible for is more flexible.

Wong Kim Lok Kimson: What are the duties of the financial secretary?

Tsui Yuk Hang: The annual financial report and financial budget has to be done. For the financial secretary, the basic thing is to finish the annual financial report and manage fees of different events.

And for each event, any transactions have to be marked clearly. After each event you need to finish the financial report. You need to finish it within 2 weeks.

Wong Kim Lok Kimson: There is a one-month time frame to apply for subsidy. The 14 days I mentioned before is just a safer deadline. If you are too busy, you can finish it within a month. If you want to claim subsidies, what main criteria are there?

Tsui Yuk Hang: You have to suffer a loss in the event. You need to have a complete financial report for that event, and your society needs a joint-person account. The account holders have to be current students of HKUST. It would be better if they are excos, but it's also fine if they are not.

Wong Kim Lok Kimson: According to the Constitution, it has to be created by the executive committees. But if there are circumstances that make it not possible, then it may be okay to have someone else own it. How is the progress of creating the account?

Tsui Yuk Hang: It's difficult for us to go out now, we hope that it will be done before the first event, but if it can't be done but it's okay.

Wong Kim Lok Kimson: Who would go create the account?

Tsui Yuk Hang: We planned to have Choy Sin Hang Sonia and Chan Cheuk Kai Kevin go. We will go to HSBC, but we haven't decided which branch yet. It's because HSBC doesn't require any deposit when creating the account. Also the one we used from Lau Wing Sum is an HSBC account, so it is better to be the same.

Wong Kim Lok Kimson: I think Lau Wing Sum's one was from Hang Seng? But it doesn't matter. When they ask you questions how would you answer their questions?

Tsui Yuk Hang: We'll just say two people would like to save up some money together.

Wong Kim Lok Kimson: Don't say that you need it for the society, then it should be fine. And about claiming subsidies, what documents do you need besides the financial report?

Tsui Yuk Hang: We need to have the president, me, and the signatures of the account holders. After filling the form, you can hand it in to the SU.

Wong Kim Lok Kimson: Besides the financial report, you also need to hand in the receipts.

Tsui Yuk Hang: The receipts are on the financial report.

Wong Kim Lok Kimson: You can scan it and stick it in. You need one set of signatures on each page, and it has to be stamped with society chop. I don't think you need the account holder's signature on the form. Basically the subsidy forms I submitted don't have Lau Wing Sum's signature on them.

Tsui Yuk Hang: Basically we only need to enter the information, the signature is not required.

Wong Kim Lok Kimson: Yes, so you don't need their signature. If you encounter situations where the shop can't give you the receipt, what will you do?

Tsui Yuk Hang: You can ask the people in the shop to write a receipt.

Wong Kim Lok Kimson: If the person really couldn't provide a receipt, what should you do?

Tsui Yuk Hang: I'm not sure, but I will take a photo and sign beside it as proof.

Wong Kim Lok Kimson: If we have to claim subsidies, there is an alternative to the receipt. You can go to the council website. Do you know where to download the subsidy form? It's on the council website. The title there is "council", you can look there. If you have no receipts, after you sign it, it can be used to replace the receipt. I'll send the details to you later. Now onto the process of collecting receipts. After the events, you need to rely on excos to give you the receipt to make the financial report. How would you ask them for the receipt?

Tsui Yuk Hang: If we're at school, I would ask them directly. We have debriefing sessions so I can ask them then.

Wong Kim Lok Kimson: Will you set a deadline for them to hand in the receipts to you?

Tsui Yuk Hang: I would ask them to send me the receipt through Whatsapp right after they buy things first, and ask them for the hard copy later.

Wong Kim Lok Kimson: Sometimes when you're not free, it's ok to ask them to just scan or take a photo of it first. You can deal with the hard copy afterwards. Apart from the financial report, as the financial secretary, when do you have to help?

Tsui Yuk Hang: At the beginning of each event, I need to give them the receipt book. Also I need to confirm that the things written on the receipt book are correct. If I'm not the one at the counter, I have to check whether the stuff is correct. Also I have to mark down things when excos buy stuff. Also my PIC event is the Christmas party. Last year, the Christmas party was the subcommittee function. It would be similar to last year, but we modified it a bit. We hope there is more time for members to chat amongst themselves. We might provide board games like the The Werewolves of Miller's Hollow for them to play with.

Wong Kim Lok Kimson: You can talk about the details later.

Tsui Yuk Hang: When we discuss the year plan?

Wong Kim Lok Kimson: Yes. Apart from the financial stuff, you have the responsibility to help other excos. When excos find you for help, you also need to help them. You should expect to do chores for others. You mentioned the receipt book, it's right to check the receipt book every day. You need to fill in something first before adding the price, what is it?

Tsui Yuk Hang: I'm not sure, because I haven't gone to the workshop.

Wong Kim Lok Kimson: I think I sent a sample receipt before. At the lower right corner there is a society chop and a signature. The society chop is usually stamped in advance, or else it would be inconvenient to stamp every time. And the signature is also done beforehand, because the receipt can only be signed by two people.

Who are the ones with the right to do so?

Tsui Yuk Hang: The president and I.

Wong Kim Lok Kimson: Yes. Sometimes if the two of you are not at the counter, then you can't sign the receipt. On the receipt, you have to write the name of the recipient. What name would you write? For example if you had to write me a receipt, what would you do? What name would you write on the receipt?

Tsui Yuk Hang: The full name as shown on the student ID.

Wong Kim Lok Kimson: It's better to write the full name, although not necessarily according to the ID card. At least write the nickname with the surname. Sometimes like the subcommittee functions, you buy stuff from Tao Bao. They use RMB, how would you deal with the exchange rate?

Tsui Yuk Hang: If you use the bank account to pay, I will use the number from the bank account, because the bank account would make the transfer for you.

Wong Kim Lok Kimson: If there are situations where you aren't using bank accounts, for example when not using a credit card, how would you convert it?

Tsui Yuk Hang: I will calculate it with the exchange rate at that time.

Wong Kim Lok Kimson: Which exchange rate will you trust, the buy in or buy out price?

Tsui Yuk Hang: The first one shown on Google?

Wong Kim Lok Kimson: It's okay, just be consistent with it then it'll be okay.

Tsui Yuk Hang: Which of the buy in or buy out value is preferred?

Wong Kim Lok Kimson: I remember there is a website to show real time currency. I think you can choose a trustworthy website, and every time you would follow the exchange rate on that website.

Try to be consistent. The best way to prevent it is to use a credit card or some other stuff that directly displays the amount of HK dollars.

Tsui Yuk Hang: Understood.

Wong Kim Lok Kimson: Any method is fine, just be consistent and you shall be fine. On the issue of giving receipts, I've experienced it this year. The receipt books are used up and someone wants to buy stuff, what would you do?

Tsui Yuk Hang: Under what circumstances, you mean something like during the Orientation Day?

Wong Kim Lok Kimson: Kind of, like there is someone who wants to buy things at the counter but the receipt book is used up, and nobody can sign the receipt. For example, only the academic secretary is at the counter, what would you do?

Tsui Yuk Hang: I would mark down their name, and ask whether they would be okay with coming on another day. Because it's not too good to hand make the receipt. If it is really urgent, maybe we can make a handmade one and then follow up with that afterwards. But I remember last year you wrote it down and then gave the receipt back to them later.

Wong Kim Lok Kimson: Where did you hear this from?

Tsui Yuk Hang: I was there at that time.

Wong Kim Lok Kimson: I don't remember that this happened. If we don't have a receipt to give them, we shall not take their money to avoid any arguments. You can ask him or her to come to the counter on another day. But if there's no other way, handwritten receipts with all required information is okay. You still need the society chop and the signature of the president or financial secretary, so sometimes the situation would not allow you to make handmade receipts. For example if only the academic secretary is sitting there, he can't do anything. In this situation you could only ask them to come on another day.

Tsui Yuk Hang: Okay.

Wong Kim Lok Kimson: Who will keep the money box and society chop?

Tsui Yuk Hang: I will keep the money box. We will lock the society chop in the locker due to last year's incident.

Wong Kim Lok Kimson: So you would keep the money box?

Tsui Yuk Hang: Yes.

Wong Kim Lok Kimson: Did you consider changing the lock?

Tsui Yuk Hang: Not originally, but we may do it now.

Wong Kim Lok Kimson: Because the combination lock can be easily cracked down. You can use a key lock and each person has a key. I think this was mentioned in previous Annual General Meetings, but I don't know why it isn't implemented. If possible, you can change it to improve the security. Sometimes some people won't bring enough money or don't have money for the activity or product, will you let them join the activity or order the product?

Tsui Yuk Hang: If they're ordering stuff or joining future events, then I would let them do so, but I would record the amount and ask him or her for the remaining amount within 2 days. If not I will cancel the order. Since we'll be ordering extras so I think it's okay to do this. If for something sales-related, like product sale during the orientation week, then I'll ask them to come back the next day.

Wong Kim Lok Kimson: You mean you would collect the full amount before handing out the product, that's okay to do. What would be the deadline? For example if they don't have enough money, how much time would you give him to pay?

Tsui Yuk Hang: I'll give them around a week. If it is not urgent like the society jacket, something that would come 1-2 month afterwards, then it shall be fine. If the event is held on Friday and they tell you they have no money on Monday, then I'd ask them to give me the money before Wednesday.

Wong Kim Lok Kimson: I think this is okay, but sometimes, such as for the society jacket, it is \$120 this year. You said that we would collect the money 1-2 months prior. Many members would choose to pay a deposit, and they will pay the remaining amount when they collect the jacket. If someone gave no deposit, then you can set a deadline, e.g. a week, for them to pay a deposit, e.g. half the amount. This is to avoid the situation that they don't want the product after we ordered them. But it's not great either to ask them for the full amount before they get the jacket or product. The usual method is to pay a deposit. I think you should do this stricter this year, I didn't do a very good job this year. This year with the soc jacket, a lot of people still haven't paid anything yet.

Tsui Yuk Hang: Okay.

Wong Kim Lok Kimson: If some excos had to go and take sponsored products or products, they might choose to take the GoGoVan or something similar, would you claim this type of expenses? We're talking about around 100-200 dollars.

Tsui Yuk Hang: If it is inconvenient to take the MTR, I heard that they took the GoGoVan when they picked up the cardboard last year. If it's not possible to take the bus because of the stuff they're carrying, then I'll claim it for them. If it is merely because they are running late, then I won't claim it.

Wong Kim Lok Kimson: Good, if there are a lot to transfer then it shall be fine. But if they're buying ping pong balls and taking taxis then I won't claim it for them. It's better to make it clear within your cabinet about when you would claim the transport fee for them.

Tsui Yuk Hang: Okay.

Wong Kim Lok Kimson: If someone took minibu, costing like 6.4 dollars, during the delivery of society products, will you claim it for them?

Tsui Yuk Hang: If they're taking it for transporting society products then yes.

Wong Kim Lok Kimson: This is a funny situation, but I'll still claim the money for them. Basically it should be fine for these necessary expenses. It's up to you to decide. Onto the issue of refunding. Sometimes if someone applied for the event, but they didn't show up in the end, or they said they didn't want the product, then would you give them a refund or not?

Tsui Yuk Hang: I think it depends. If they can find someone to take up the spot or take the product, then it's okay. If they want to completely quit the event or cancel their order, I would perhaps mark down how many percent of the original amount will be refunded.

Wong Kim Lok Kimson: I think this is okay, just to keep a consistent policy.

Tsui Yuk Hang: I would tell my cabinet about the exact percentage.

Wong Kim Lok Kimson: When you buy society products or any products in general, how much more will you order?

Tsui Yuk Hang: We will order some extras, according to the financial report. As for how much, we will take reference from the amount sold last year and add a little bit more.

Wong Kim Lok Kimson: What is 'a little'?

Tsui Yuk Hang: For society jackets, approximately 3-4 pieces extra.

Wong Kim Lok Kimson: Okay.

Tsui Yuk Hang: We wrote it in the financial budget, about how much stuff to order.

Wong Kim Lok Kimson: Okay, we'll discuss it then. About the activities you are in charge of, the financial secretary is usually responsible for food. Since it's a large expense, it's better for the financial secretary to order it as it's easier to control the budget. What are the factors of consideration?

Tsui Yuk Hang: It has to be suited to the occasion. And also we have to consider hygiene and cost. From prior experience, the first choice is pizza, usually from Pizza Box. This is always chosen, it has a low risk. You guys mentioned in the Annual General Meeting that we can order lunch boxes as well. If you order catering service, then it will be over budget.

Wong Kim Lok Kimson: I think it depends. If the majority would want to eat something expensive then you might adjust the price and order that food. If you order sushi, would you order single pieces?

Tsui Yuk Hang: I think you guys mentioned it in the Annual General Meeting, and got rid of the idea because it's not too hygienic.

Wong Kim Lok Kimson: In the graduation party we ordered a few hundred pieces. We have agreed on it beforehand. It is convenient to eat. But it's better not to buy raw stuff.

Tsui Yuk Hang: Okay.

Wong Kim Lok Kimson: Is Lau Wing Sum here? Do you have any questions to ask? How about Cheng Man Hin?

Cheng Man Hin: Can I ask about the membership fee?

Tsui Yuk Hang: It is 30 dollars for one year, 120 dollars for four years. But on the condition that year 1 students have to become 4-year members, so it will be 120 dollars. If people join as an associate member then it would be 40 dollars, no refund.

Wong Kim Lok Kimson: No problem, basically it is that amount. The Constitution mentioned that year 1 students must apply for 4-year membership and pay 120 dollars. Take note of this because we had a problem with it this year. In the chat, Lam Tak On asked what would happen if someone walked-in and didn't pay. First, will you allow walk-in?

Tsui Yuk Hang: I think walking in is okay, because we did it last time for the Christmas party. From past previous experiences walk-in is a trend in IRESS.

Lau Wing Sum: That limit is not for walk-ins, but it is to limit people who don't have enough money to walk-in.

Wong Kim Lok Kimson: If they come in without enough money, will you still ask them to stay?

Tsui Yuk Hang: I would suggest they borrow money from some friends, since it's not good to write this on the receipt.

Wong Kim Lok Kimson: Okay, but if they beg you?

Tsui Yuk Hang: I think they'll have friends.

Wong Kim Lok Kimson: What if they have no friends?

Tsui Yuk Hang: I think we cannot establish a bad example. Because it doesn't seem like a big deal for one or two, but if there are many people like that, it has a large impact on our finances.

Wong Kim Lok Kimson: Yes, you should collect the full amount of money before providing products or service. This is the better practice, except for people you can trust. If that person is trustworthy you can borrow money in private and ask them to pay you back.

Lau Wing Sum: Or make them open a PayMe account.

Lam Yu Sang: Or ask them to go to an ATM machine and take money there.

Tsui Yuk Hang: Okay.

Lau Wing Sum: You talked about you keeping the money box. If you set up the counter but you're not the earliest one there, then what will you do?

Tsui Yuk Hang: If I know that I will not be in UST on the next day, I will pass it to another exco. Because I will know the approximate amount and I will mark in another receipt book. But if it is because of something urgent, I will ask another exco to keep it. Normally I would be the one to arrive early. Before we discussed whether to put the money box in the society room, but we decided against it.

Lau Wing Sum: I think it should be fine if we changed it to a lock. But for now it's not safe.

Wong Kim Lok Kimson: Yes, so you shouldn't put your money box in there.

Lau Wing Sum: I remember that someone called me and told me the money box is on top of the society cupboard. So before you change the lock, please don't put the money box in the locker.

Tsui Yuk Hang: Okay, it's not with me now.

Wong Kim Lok Kimson: When you are checking the receipts of that day, but you realise that the amount is different, what would you do?

Tsui Yuk Hang: I would check with the people who sat at the counter that day, if I really could find where the fault is, if there is extra money, we would try to find that person and give it to them. If I can't find the source, then we'd put it in the donation section.

Wong Kim Lok Kimson: How about having less money than expected?

Tsui Yuk Hang: Should we pay it ourselves?

Wong Kim Lok Kimson: Don't let me find out that you lost money, then it should be fine. Usually it's not too much. If you somehow lose the whole money box, what will you do?

Tsui Yuk Hang: I will ask the Student Union to call the police.

Wong Kim Lok Kimson: But what about the money inside, what will you do or how would you split the sum?

Tsui Yuk Hang: How much money will be in there?

Wong Kim Lok Kimson: If it is for the orientation camp, it can be a 5-digit amount, but under normal situations it's about 2000-3000 dollars.

Tsui Yuk Hang: If it is missing I would compromise inside the cabinet to solve the problem. At the end we may not be able to pick up the whole amount, maybe only half. It depends on the circumstance, and I couldn't make the decision.

Wong Kim Lok Kimson: You can compromise about that earlier so that it won't be too problematic. Because sometimes there are society products that somehow go missing. We decided that the one who last saw the product has to bear full responsibility. Your cabinet can have your own method of handling it, just discuss it in advance. If you don't already have a policy, you guys would push the responsibility around when it happens.

Tsui Yuk Hang: Okay, we'll discuss this.

Lau Wing Sum: The most secure way is, if you could open a bank account, when you see there is too much money in the money box, then deposit it in the account.

Wong Kim Lok Kimson: but because we didn't have a bank account for the last two years, I had to store the extra money at home. If you have one it would be much more secure.

Lau Wing Sum: And when you have a bank account, it's more convenient in the sense that you can transfer money directly from the society account instead of asking somebody to pay for it first.

Tsui Yuk Hang: Okay.

Wong Kim Lok Kimson: Any other questions? How about you comment on your excos.

Tsui Yuk Hang: Lau Ching Yan is very responsible, and is very thoughtful in reminding us. She likes to remind us and push us. She would urge us to work, especially near deadlines. When we are dragging on the deadlines she would urge us to work.

Woo Dorothy Hoi Shan is our internal vice president and I cooperated with her. I can see that she is handling the graduation party very well. She has arranged all details of the event, and she would discuss the details with me.

Chan Cheuk Kai Kevin is our external vice president, he is very protective of our cabinet. Sometimes he has the courage to fight for the things we deserve.

Choy Sin Hang Sonia and Lai Man Wai Katherine are in charge of all text-related things. They're also very trustworthy.

There's not much that the academic secretary, Siu Chi Wang Justin, is responsible for, but he gives a lot of input. He is willing to help even though the job is not within his area.

I have also worked with Cui Zhenhao a lot, since he is the marketing secretary, he would look for the cheapest option. During the promotional period, he worked very hard to save us money.

Lo Tsz Yu is the promotional secretary. Although all the designs are done by him during that time, he hasn't complained, but I know he has a lot of stuff to do.

Wong Kim Lok Kimson: If other people don't have any questions, then we'll end this part. I'm confident in you, you are very clear about the duties of financial secretary. If you have any problems, approach me whenever you need to.

### **Financial report**

Lau Wing Sum: What is the accrual of the orientation week?

Wong Kim Lok Kimson: The ones that haven't paid.

Lau Wing Sum: Was the subsidy not given this year?

Wong Kim Lok Kimson: We're asking for it now, but the results won't be out for now.

Lau Wing Sum: What is the suspense?

Wong Kim Lok Kimson: It was the extra money collected. Someone collected around 10 dollars more.

Lau Wing Sum: I don't have any further questions, Cheng Man Hin do you have other questions?

Cheng Man Hin: Why is the date so old? The one on the first page.

Wong Kim Lok Kimson: 2018 Oct 24?

Cheng Man Hin: Yes.

Wong Kim Lok Kimson: This is the amount brought forward by last year, it was cut in October.

Cheng Man Hin: But you're supposed to take over the post in 2019.

Wong Kim Lok Kimson: The financial report from last year cut it in October, this is the amount passed over. Supposedly the balance should be the amount listed in the report from the last session, the amount would be the amount from the last session with the money in the money box deducted.

Cheng Man Hin: But if the sum is from last year, then where did the money go?

Lau Wing Sum: If the bank account is untouched then it should've been counted this way?

Wong Kim Lok Kimson: It's the difference of having the interest, of a couple of cents. Do I need to match the balance from last year?

Lau Wing Sum: It would then not match the balance last year.

Cheng Man Hin: Then you should take the interest into account or else it would be referring to 2018 in every other report.

Wong Kim Lok Kimson: I would add it back later. In theory the amount of bank interest depends on when they can open the new account, if you open in June, the bank interest should be counted until June.

Man Hin: Supposedly, you should end it at the last sessions' final date, then you can tell the next session directly too.

Wong Kim Lok Kimson: Okay.

Cheng Man Hin: You can write "prepaid" if you want to.

Wong Kim Lok Kimson: For that one, I usually simply use accrual and prepaid.

Lau Ching Yan raised the motion to vote for Agenda item 8

Time now is 23:11

Chan Cheuk Kai Kevin seconded

For 16 against 0

The motion is passed.

Lau Ching Yan raised procedural motion to resume the discussion of Agenda items 3 and 4.

Time now is 23:14

Chan Cheuk Kai Kevin seconded

For 16 against 0

The motion is passed.

Lau Ching Yan raised the motion to vote for Agenda items 3 and 4

Time now is 23:38

Chan Cheuk Kai Kevin seconded

For 15 against 0

The motion is passed.

Lau Ching Yan raised the motion to vote for Agenda items 5 and 6

Time now is 23:40

Chan Cheuk Kai Kevin seconded

For 14 against 0

The motion is passed.

Lau Ching Yan raised the motion to vote for Agenda items 9 and 10

Time now is 23:42

Chan Cheuk Kai Kevin seconded

For 15 against 0

The motion is passed.

Woo Dorothy Hoi Shan raised the motion to adjourn the meeting

Time now is 23:46

Chan Cheuk Kai Kevin seconded

For 16 against 0

The motion is passed.

Minutes of International Research Enrichment Students' Society, HKUSTSU 1<sup>st</sup> Extraordinary General Meeting 2020-2021, Session I

**Date:** 17 June, 2020 (Wednesday)

**Commencement Time:** 20:30

**Venue:** Via Microsoft Teams

**Minute Taker:** Choy Sin Hang Sonia, Lai Man Wai Katherine, Siu Chi Wang Justin

The business of the Extraordinary General Meeting 2020 of IRESS, HKUSTSU shall be:

1. To commence the meeting;
2. To receive and adopt the agenda of the 1<sup>st</sup> Extraordinary General Meeting of IRESS, HKUSTSU, Session 2020-2021;
3. To discuss and amend the Year Plan of IRESS, HKUSTSU, Session 2020-2021;
4. To discuss and amend the Financial Budget of IRESS, HKUSTSU, Session 2020-2021;
5. To discuss and amend the Annual Financial Report of IRESS, HKUSTSU, Session 2019-2020; and
6. To adjourn the meeting.

Time now is 20:32

There are 12 full members present.

The quorum is not met.

Time now is 20:42

There are 16 full members present.

The quorum is met.

Chairperson Lau Ching Yan started the Extraordinary General Meeting at 20:42.

Woo Dorothy Hoi Shan raised motion to discuss Agenda item 2

Time now is 20:43

Chan Cheuk Kai Kevin seconded

For 15 against 0

The motion is passed

Woo Dorothy Hoi Shan raised motion to amend Agenda items 3-5

Time now is 20:48

Chan Cheuk Kai Kevin seconded

For 15 against 0

The motion is passed

Woo Dorothy Hoi Shan raised motion to vote for Agenda item 2

Time now is 20:49

Chan Cheuk Kai Kevin seconded

For 17 against 1

The motion is passed

### **Agenda Item 3. To discuss and amend the Year Plan of IRESS, HKUSTSU, Session 2020-2021;**

Woo Dorothy Hoi Shan raised motion to discuss Agenda item 3

Time now is 20:51

Chan Cheuk Kai Kevin seconded

For 18 against 0

The motion is passed

### **Year Plan**

#### **Graduation party**

Woo Dorothy Hoi Shan: Before I talk about the arrangements, I would like to thank Leung Chung Sum for looking for a venue for us. Because party rooms are public places, Leung Chung Sum's friend lent a venue to us, and since his friend's venue is a private place, we can hold the party regardless of 599G. Since it is a private place, the cost would be much lower than before- originally the fee was \$150-200, but now it is \$100 for graduates and \$150 for other members. Lau Ching Yan has visited the place for us, it's an L-shaped room, so some games we had planned that need more space cannot be played. We will have 3 games, the first game is played throughout the whole night. Before the whole party starts, people will have to write their own names and a funny/weird quote on two separate pieces of paper. Each person will pick a piece of paper from each of the two pools, and they have to find an opportunity to tell people this phrase. At the end of the night they will have to guess who said the weird quote to them

The second game is a modified version of 'who is the undercover'. Normally similar words are used, but this time, everyone is given a photo of an object. We will divide everyone into groups to play the game, and after the end of every round, 2 people who are suspected of being undercovers are voted out. At the end, if there are more undercovers than non-undercovers, then the undercovers win (and vice versa).

The last game is 'press conference'. At first each team will send a representative outside- we will not tell him what person he is, but other group members will know. For example they may be a celebrity, or a cartoon character, or even someone in the room. When we have told the rest of the people in their group, they have to ask the person questions so that the person can realize who they are supposed to be. The group that uses the least time to guess the true identity of the character wins.

Lau Chak Hei: Many people in this meeting will join the graduation party, if they heard all of the details of the game then there's no excitement.

Woo Dorothy Hoi Shan: We will only talk about brief instructions now.

Lau Chak Hei: Ok, please continue then.

Woo Dorothy Hoi Shan: So that's all the games. Since we wrote that the party starts at 6pm, our cabinet will set up the place at around 5pm. Since this is someone else's place, we would buy food and take them there. We won't play too many rounds since we think grads will want to talk among themselves. We would tell graduates beforehand we will distribute the past time capsule and give out souvenirs at last. And the event will end around 9:30, we will clean up and leave around 10pm. As for souvenirs, we already prepared them, and if graduates cannot come, we may ask if they prefer to receive them at Congregation or if they want us to mail it to them later.

Lau Chak Hei: Are you going to prepare a short clip about their experiences in these four years?

Woo Dorothy Hoi Shan: We have to make sure the place has a projector.

Lau Chak Hei: In the past there is something similar, maybe take their embarrassing photos and show them.

Kan Ying Hei: If you say you can mail the souvenir to the graduates, did you take into account mail cost?

Woo Dorothy Hoi Shan: Before we sent out a form, that time we anticipated that the party cannot be held. We have asked about which method graduates prefer receiving the souvenirs and they prefer getting them during congregation.

Kan Ying Hei: Ok.

Wong Ting Hei Matthew: About the video Lau Chak Hei mentioned, I think that's optional. There are no set rules about how to hold the event, just because there's this thing in previous years doesn't mean you have to do so as well.

Chan Tsz Ching: Did you mention a section for other members to write messages to graduates?

Woo Dorothy Hoi Shan: We didn't plan to do this during the party because our souvenirs have a part reserved for this. We have sent a form to members about things they want to tell graduates- but up till now the response is not very good.

Lee Olivia Wing Ki: If the response of the form is not very good then will you consider putting it during the event? If not then you would have to promote it more.

Chan Tsz Ching: Maybe other people are expecting to write at the graduation party. People may not want your cabinet to know the messages.

Woo Dorothy Hoi Shan: Ok. We already have notebooks for writing the message. We're open to shifting the timeline for the event to accommodate this

Chan Tsz Ching: Did you guys plan how to decorate the venue? Will there be balloons with IRE letters?

Woo Dorothy Hoi Shan: We haven't planned for this yet, as the venue is quite small. The venue is in a L-shape, so we may not be able to put much in the "longer" part.

Kan Ying Hei: I think even if you cannot prepare any decorations, you may get those props for the congregation photo booth in the society room. I think the graduates might want to use props when they take photos.

Chan Tsz Ching: What is the time of the event?

Woo Dorothy Hoi Shan: 6:00-9:30, at Yau Ma Tei. I will send you the exact address later.

Chan Tsz Ching: on 10th June, your message in the Whatsapp group says it is from 4pm to 7:30pm

Woo Dorothy Hoi Shan: Because we originally planned to find party rooms outside, but now we have found another venue and we adjusted the time to match the venue. We will update it as soon as possible.

Poon Lok Nga: In the worst case scenario, there are still restrictions...

Woo Dorothy Hoi Shan: We have basically confirmed the participants, we'll reconfirm if the schedule is ok for those who said they will come before. After that we will finish preparing the souvenirs for graduates. We will also keep promoting the event. In the first week of July we will finalize and check everything, because the party is on July 7, so we will go visit the site and prep all decorations, see if there is space to place balloons. And we will check whether the souvenirs are prepared, then close the Google form earlier to confirm the number of people. But we still welcome walk-ins. One week before we will prepare decorations, maybe look in the society room.

Lee Olivia Wing Ki: If you use Whatsapp to contact members, you may need to address their name before, including you are from IRESS society also. For example in the messages I received recently, they didn't address me, and they just stated their post without saying they are from IRESS. It seems

not really formal, but I think you still need to say who you are. Also if you want to find decorations you can find them at the society room first, because the society room really has a lot of stuff.

Chan Tsz Ching: We used three letter balloons for IRE last year because it's simpler, but those in the society room may leak air. And if the event is 6:00 to 9:30, will it be too short?

Woo Dorothy Hoi Shan: We have considered this problem before. When we were looking for venues outside we thought about the cost of the venue, but now the venue is better so we have already extended it to 3.5 hrs. We also considered that some members have work to do and may not be able to come early, and also that we have to leave the venue before 10pm, so we have already tried to maximize the time.

Chan Tsz Ching: What will you prepare for food?

Woo Dorothy Hoi Shan: Our original plan was to buy pizza, but we have considered some people might think it is not hygienic if we share pizzas, and we are looking into other options for food. But right now our choice is still pizza

Chan Tsz Ching: I think you can provide gloves and alcohol hand sanitizer.

Poon Lok Nga: If you buy takeout they may not give you enough utensils? You may need to consider buying them too, since it was not stated in the financial budget.

Chan Tsz Ching: There are some utensils and tablecloths you can use, they are in the society room.

Cheung Cheuk Lun Alan: I want to ask if the party room has any stuff inside e.g. mahjong, etc.

Woo Dorothy Hoi Shan: This one does not have mahjong, but they have board games, and a computer for playing songs.

Lau Ching Yan: Originally it is a 自主空間. It's a combined office, with some free space, so it's not intended for parties originally but lended to us for this party.

Poon Lok Nga: Why is the quantity of souvenirs 30? Where did these numbers come from?

Woo Dorothy Hoi Shan: Not sure if it's a typo because I prepared more than 30. We bought 3x sovens, because 30 is the number of graduates.

Poon Lok Nga: Ok. But why are there 40 printed photos? Who are those photos for?

Woo Dorothy Hoi Shan: Because we have to buy stickers for the notebooks. We have to buy 40 stickers at once.

Poon Lok Nga: Oh ok. So which fee is the real one? \$70/90 or \$110/100?

Tsui Yuk Hang: The financial budget is still updating, because of 599G etc.

Poon Lok Nga: So which one is real?

Tsui Yuk Hang: You can refer to the one in the year plan. I will update the financial budget before the next Extraordinary General Meeting.

Poon Lok Nga: Will you be earning more money, or are there more expenses?

Tsui Yuk Hang: We've had a lot of changes lately, so the financial budget is half finished, and will be updated next time.

Poon Lok Nga: Overall do you expect a profit or loss?

Tsui Yuk Hang: You mean for the graduation party?

Poon Lok Nga: Yes.

Tsui Yuk Hang: We expect to lose a little money.

Poon Lok Nga: So I can ignore the financial budget first?

Tsui Yuk Hang: For the graduation party and orientation camp/orientation day, the numbers are not accurate. These two events are still constantly updating, because of the virus and 599G.

Poon Lok Nga: Ok just so that we know we don't have to ask about the financial budget.

Lau Ching Yan: If there's no more questions, then we will leave the graduation party for now.

### **Orientation Camp/Orientation Day**

Lau Ching Yan: Originally our cabinet decided to hold an orientation day as the situation is unstable, but yesterday the government made changes to the restrictions. So we would like to listen to what everyone has to say, to see if we could reconsider holding orientation camp. I have asked different members over yesterday, but I want to take this opportunity in Extraordinary General Meeting to ask for member's opinions- do you prefer orientation camp or orientation day? If we organize an orientation camp then we have to do it off campus, since the school doesn't allow us to stay overnight. As for room booking, as far as I know we can still book rooms like orientation camps in previous years for orientation day. So the orientation day can be held on campus, and the orientation camp will be off campus. Another thing, which is also something that has been the point of discussion within our cabinet- if we decide to hold orientation camp now, we need to pay a deposit for the venue, which is about \$8000. But if the situation worsens and 599G is tightened again for the dates of orientation camp, we may not be able to refund our deposit and will lose \$8000, which is why our cabinet is very conflicted about whether to hold the orientation camp. We have come up with a couple of plans to deal with this \$8000 loss- \$2000 from society, and the executive committee members paying the remaining. We have prepared rundowns for both orientation day and orientation camp. So does anyone have anything to say about this event?

Kan Ying Hei: Where is the venue for orientation camp you have found

Lau Ching Yan: It is in Cheung Chau, 救世軍白普理營.

Kan Ying Hei: Besides getting to know old cookies and each other, the other thing about orientation camp is a chance for freshmen to live in hall and walk around the campus- I think an off-campus orientation camp would lose its meaning. Secondly I think it's not worth it for the cabinet to bear the risk of losing money. I would prefer you guys look into the possibility of holding extra orientation days or events before school starts for freshmen to meet up.

Lau Ching Yan: Understood. If it is a day camp we plan for two days of activities. The latest year plan plans for an orientation day at this moment. Do you guys want to hear about the rundown?

Cheung Cheuk Lun Alan: I think you can talk about the rundown of the orientation day first. I think it's not impossible to organize the orientation camp off campus, but seems like a huge price for the current cabinet to bear.

Lau Ching Yan: The proposed time is the same period (mid to late August). We expect around 15 freshmen, under the considerations of the current restrictions maybe someone won't want to join due to the situation of virus. As for group leaders, according to the sign up form we sent before, there are around 20 of them. We will confirm with them later as they expected an on campus orientation camp at first. As for the price, we now plan to collect \$150 for freshmen, and spy/group leaders/exco at \$180. We have plan A and plan B for the rundown- we have sent an email to the office, they said we can book event rooms at the moment, but we cannot confirm whether we can book two days for the orientation day or not. If both days are held on campus we will brief group leaders at 1130 on day 1. Freshmen will arrive at Atrium at around 1300. We expect some people to be late, so there is a period of 30mins. After that we will have 1.5 hour ice-breaking games, and then there will be group battles, because freshmen may need time to get to know each other after ice-breaking, just for them to talk more and be able to enjoy the following activities. After that is campus hunt, which lasts for 2.5 hours. We will plan two routes one for no rain and one if it is raining. After campus hunt, we will have

pizza together- I wrote 'dinner and sharing by senior members'. I think it is an important part of past orientation camps, and I expect they would chat while they eat. Then it is time for the time capsule, they can write time capsules after listening for advice, this will take 30 mins. After that they will be dismissed at 9:15-9:30pm. There is a ghost story tour afterwards, because we understand some freshmen may think that it's too late at 9:30 and want to go home. We will see whether there are freshmen that want to stay for the ghost story tour, and see if there are group leaders who can lead the tour.

For day 2: the day begins at 1:00pm. There will be warm up games (around 45 minutes), just some time for them to talk to each other and warm up. We will have a detective game and then water games will follow. This will be at seafront's football field if we can book it. There will be around 30mins buffer time for the detective game, since it may overrun and there's some distance between the main building and seafront. We chose this time also to avoid participants having to stay under the sun when it's most intense. If it is raining we will have mass games instead in the common room. Dismissal is at 7:30pm, and we will see if they want to have dinner, but we'll let them decide by themselves.

For Plan B (only one day on campus): We plan to have day 1 off campus, in a sports stadium outside UST. We will play ice-breaking games and group battles as before, but there may be more restrictions for off campus venues, so detective games etc may not be possible. The first day will end around 6pm. And the second day we will return to campus, and we will gather at around 1pm. There will be warm up games also, and then we will go to a detective game, and then campus hunt around 5-6pm when the sun is not as bright. After campus hunt, we have pizza and seniors sharing. After that we will have 1 hour for them to write time capsule and 龜背. Then they can leave and there is an optional ghost story tour

Cheung Cheuk Lun Alan: I think the games look fine.

Poon Lok Nga: I have a few questions, you mentioned hygienic concerns for eating pizza at the graduation party, why are you writing this here? Do you expect people to wear masks while playing water games? If now you are organizing orientation day, you still have to work with other societies to book the facilities- how would you compromise with other societies?

Lau Ching Yan: Because the graduation party is in early July, but orientation day is in late August. This plan is tentative, if the situation is worse than it is now we will modify those parts. For the second question, we will ask them to wear masks on both days, and we will also prepare a box of masks just in case they need them.

Poon Lok Nga: Masks lose their functions if they get wet in the water games.

Lau Ching Yan: We have to look at the situation then, again. If the situation is serious and we think it is unsafe, we may come up with other events instead. This is just our temporary plan.

Poon Lok Nga: You expect them to run around while wearing masks?

Lau Ching Yan: For campus hunt, we may design the tasks to be less demanding. We might have to ask group leaders to calm the freshmen down as well, to maybe stop running too much.

Poon Lok Nga: How are the rooms distributed right now?

Chan Cheuk Kai Kevin: We need to wait for Student Union to assign a period to student societies. And then different societies will send representatives out to decide which society gets what period. And then people within the field will compromise.

Poon Lok Nga: Do you know how many days are there for orientation in total?

Chan Cheuk Kai Kevin: What do you mean?

Poon Lok Nga: Like before, the orientation camp period had 13 days in total, how about now?

Chan Cheuk Kai Kevin: The current period is Aug 20-28, but as for how to allocate it, Student Union hasn't decided yet.

Poon Lok Nga: You don't even know how many days each field will get yet?

Chan Cheuk Kai Kevin: Because I am not on the Orientation Affairs Committee. I have asked them before but they still haven't discussed which period for each field. They just said the general period is Aug 20-28.

Kan Ying Hei: If 20-28 then each field gets two days.

Poon Lok Nga: Do hall orientation camps have more days?

Kan Ying Hei: House orientation camps used to be 4 days 3 nights.

Poon Lok Nga: It's understandable if you don't know how the days are distributed in each field, but it's not too good if you don't know how many days each field will get.

Kan Ying Hei: This is the problem of the Orientation Affairs Committee, if they have planned one day for each society I think this is not a big problem.

Poon Lok Nga: True.

Lau Ching Yan: We've looked around and asked other societies whether they will hold orientation camps, most societies seem to want to go out and organize orientation camps.

Poon Lok Nga: Do you mean science student society or in general?

Lau Ching Yan: It's in general, within science societies you will have to ask Chan Cheuk Kai Kevin.

Chan Cheuk Kai Kevin: There are 3 societies in total excluding us (biology, biochemistry and chemistry). They are all still planning, but it seems like they are reasonably sure of holding orientation camps outside campus, because they are planning to apply for Student Union subsidy for off campus orientation camp.

Poon Lok Nga: Who is on the Orientation Affairs Committee this year?

Chan Cheuk Kai Kevin: Biology and biochemistry societies.

Poon Lok Nga: So they can just not care about it.

Chan Cheuk Kai Kevin: In principle, they plan to have orientation day even if there are no orientation camps. If they can't confirm they can hold orientation camp they won't give up on the idea of orientation day as well.

Lau Ching Yan: And Chan Cheuk Kai Kevin will keep following up on this.

Pang Chun Sum Brian: At this time many things depend on the Orientation Affairs Committee and Student Union, so you guys might not know much. But as for insurance problems, what are the arrangements for insurance for off campus orientation camp?

Lau Ching Yan: We have asked about the insurance, originally, the school will buy insurance for us for on campus orientation camp. We have researched on this front, and asked some friends, the price is around \$2000 (in total). But the risk of losing money isn't that big with insurance, we can pay at the last minute. But for booking campsites we have to pay earlier, since we are afraid that the vacancies will be gone and there are administrative things to deal with.

Poon Lok Nga: How is the campsite, for example like 40 people in the same room or what?

Lau Ching Yan: At most 10 people in the same room. Any other comments? We would really like to hear from you before we make the decision.

Pang Chun Sum Brian: I don't think orientation camp is very possible, orientation day should be better. For one the meaning of orientation camp is for freshmen to know more about the campus, you can't go back and forth between Cheung Chau and UST. The second thing is if you tell freshmen the orientation camp is at Cheung Chau at registration day I don't think a lot of people would go to Cheung

Chau, or their families wouldn't like them to go, since there may be concerns about going to Cheung Chau with people you aren't familiar with.

Lau Ching Yan: Are you talking about Cheung Chau or off campus orientation camp in general?

Pang Chun Sum Brian: I think overall offcampus isn't that great.

Poon Lok Nga: Actually other universities hold orientation camps off campus. Only UST holds them on campus.

Lau Ching Yan: Yes, and given the current situation, most universities won't be able to hold on-campus camps anyway. If we hold off campus orientation camp, we may also use the day provided by the school as a chance for freshmen to meet each other. We can also bring them around the campus.

Poon Lok Nga: For your plan B, do you mean government sports venues?

Lau Ching Yan: Yes.

Poon Lok Nga: But aren't they difficult to book?

Kan Ying Hei: I have tried booking those venues. It's a lot-drawing system. Suppose each cabinet member should send an application and ask members to help as well, so that your chances are larger. I did the same thing back then/

Poon Lok Nga: Do you think we may be too noisy and cause a nuisance?

Lau Ching Yan: Day one is indoors, as for the concern on noises...

Poon Lok Nga: Because I remember, even if you take a ball out on the beach, people will yell at you.

Lau Ching Yan: We'll have to look for a good place then, we need to find places that cause less annoyance to others.

Poon Lok Nga: Is there a chance that there will be more than 50 people?

Lau Ching Yan: Outdoors cannot exceed 50, but indoors should not be a problem. We expect less than 50 people.

Lam Tak On: For leader briefing, in plan A you brief on day 1, what about plan B.

Lau Ching Yan: I think I missed this out. Before the assembly of participants, we will brief group leaders.

Chan Tsz Ching: I think you can brief group leaders the night before, something like a Zoom meeting.

Lau Ching Yan: I planned to brief group leaders in early August like before- I think this is how it was done in previous years, having a briefing session. But now for day camp the briefing before is to give them more details and see if there are any changes to the games.

Chan Tsz Ching: Do you think it is too much to have water games right after the detective game? Using your physical strength after using your brain

Lau Ching Yan: There will be a 30-minute buffer in between. We won't start right immediately after we arrive, there'll be some time for them to listen to instructions and such. So we won't be asking them to start immediately, there will be time for walking around

Poon Lok Nga: Is there time for showering?

Lau Ching Yan: Yes, so we planned it at the end of the day, they can use the restrooms next to the venue, and we will dismiss after that. Because it really depends on the person how much time they will take- eg some people will want to shower- so we put it right at the end.

Poon Lok Nga: Do you plan to fill the water in water games the night before, or a few days before?

Lau Ching Yan: You mean water balloons and such?

Poon Lok Nga: Yes.

Lau Ching Yan: If the situation permits, we will prepare them the day before or on that day. We will prepare water games at the same time.

Poon Lok Nga: Maybe you can take the water bucket from school, but then you'll have to fill in a whole bunch of paperwork. There are some weird regulations.

Lau Ching Yan: We will study the regulations later. When I was a freshman I was at another orientation camp, and they organized the water games on the football field.

Poon Lok Nga: You will need to borrow water buckets from the school and there may be some regulations.

Lau Ching Yan: We will look into this

Poon Lok Nga: And also there's just hygiene concerns mainly. It's quite disgusting to leave the water there for a whole night.

Lau Ching Yan: I understand and we may do this in the early morning.

Poon Lok Nga: So we don't have 龜背 for plan A?

Lau Ching Yan: Not for Plan A, as there may not be enough time.

Cheung Cheuk Lun Alan: Lam Tak On asks whether you will invite professors, because we will have this every year.

Lau Ching Yan: We will try to invite professors, as there is 30 minutes between pizza and major sharing, so we can try to invite them during this period. Do you want to hear about orientation camp?

Cheung Cheuk Lun Alan: You can talk about it if you have prepared.

Lau Ching Yan: Originally we planned for an orientation camp. If the camp is off campus, for day 1 we will have a short briefing for group leaders at 11:30 ish as before. At 1pm gather freshmen, and after that will be ice break and group games, which will be about 2 hours. Then the detective game will be 1.5 hrs. And after the detective game we will have half an hour for them to settle down and place their luggage. After dinner we will go to a 2 hour campus hunt at night, so it's not so hot.

Poon Lok Nga: Aren't we talking about Cheung Chau?

Lau Ching Yan: Sorry, I got it mixed up with the on campus version. There may be a city tracing before dinner, then group leaders might take them to Cheung Chau restaurants in case someone doesn't like the food on the campsite. On day 2, there will be warm up games. Hopefully they can wake up at 10am, if not the warm up games can be more flexible. Then we will eat lunch, depending on when they wake up, then we will have water games at the campsite. Because there is more sufficient time in orientation camp, we reserved 4 hours for them to pack stuff, clean up, etc. There will be a half hour buffer for them to rest and prepare for BBQ. There is a BBQ site in Cheung Chau, we will use that site for BBQ. After that we will write the time capsule, and afterwards we will go back to the rooms, and have sharing and room games. On day 3, once again depending on what time they finish room games and when they wake up, the time for all in battles is flexible. And then there is time to write turtle back and they'll be dismissed. The part of Chinese restaurant will be cancelled.

Cheung Cheuk Lun Alan: Does your cabinet prefer orientation camp or orientation day?

Lau Ching Yan: We have discussed this and I asked for their opinions. Our cabinet is pretty polarized on this issue. So we would like to see what your opinions are before making a decision.

Cheung Cheuk Lun Alan: Lam Tak On asked where will you assemble for orientation camp, Central or Cheung Chau?

Lau Ching Yan: We would prefer meeting at Central, because the boat is kind of slow. We may divide into two or four groups and take the boat together. But if they join late then they're on their own.

Poon Lok Nga: It will be faster if you take the fast boat instead of the slow one.

Cheung Cheuk Lun Alan: I think one hour is ok...?

Poon Lok Nga: I think there's a boat every half an hour, one fast and one slow.

Lau Ching Yan: We may need to check the schedule later.

Kan Ying Hei: I would like to ask about booking venues- because other science societies want to go out for orientation camp and apply for Student Union subsidy. Have you considered this?

Lau Ching Yan: We do not prefer orientation camp because it is not on campus, and also a problem of finance.

Kan Ying Hei: How much can the subsidy cover?

Tsui Yuk Hang: I see the subsidy form is kind of simple. They just asked how much you need. They have never mentioned how much they will subsidize, so we won't know how much Student Union will give us. And their deadline is 19 June, so we will have to decide quickly. The point is we are not sure how much subsidy we can receive.

Lau Ching Yan: Also it really depends on whether we organize orientation day or orientation camp- if it's orientation day then there's no subsidy.

Kan Ying Hei: Have you ever asked the Student Union about this policy?

Lau Ching Yan: I have heard from Chan Cheuk Kai Kevin that the subsidy was proposed by the school, but everything is very uncertain and they are very unclear about the amount of subsidy and such.

Poon Lok Nga: Who is responsible for the subsidy, office or what?

Lau Ching Yan: The office said they are the ones paying.

Poon Lok Nga: So it's the office that gives it out?

Tsui Yuk Hang: I think another point is how much subsidy we can ask for, and whether they will approve our request. If we ask for a large sum of money, will they still give us part of the amount? So it's really difficult for us to determine how much money we should ask for.

Kan Ying Hei: Have you asked how they would handle this? The whole thing seems very weird, like is there any upper limit to the subsidy? How do they decide whether to give you the money or not?

Poon Lok Nga: Waking up at 10 o'clock seems too late.

Lau Ching Yan: I'm not sure when the room games will end.

Poon Lok Nga: Don't you have to wake up early to eat breakfast at campsite? Or are you going to eat outside at Cheung Chau?

Lau Ching Yan: No that's not possible, we can't have breakfast at 10am. We might have to buy some bread for freshmen

Poon Lok Nga: The campsite seems to be very far from Cheung Chau.

Lau Ching Yan: I think it is around 15 minutes of walking in order to get back to the busier parts of Cheung Chau.

Kwok Yuk Lam: I have been to a camp in Cheung Chau before and you need to hike. 15 minutes is not very practical and it may be very tiring.

Poon Lok Nga: Which campsite was it?

Kwok Yuk Lam: I don't remember.

Poon Lok Nga: But the campsites are all together, so if yours is far, then this one should be far then.

Lau Ching Yan: I have studied the road, at first it's flat, but then there are some stairs. Then later we may need to walk some stairs, I think about half and half?

Kan Ying Hei: Have you looked at other campsites?

Lau Ching Yan: We looked at all non-govt campsites at first. We eliminated them for reasons such as them being too difficult to reach (such as only by boat). I think this is a better campsite. Just now, as Kwok Yuk Lam mentioned, there are other campsites that are good around there; this site we think overall is better. Also we chose Cheung Chau because their campsites are more convenient- there are supermarkets etc within walking distance. But for other campsites you'll have to walk long distances in mountains or take a bus to reach these places

Kan Ying Hei: Is it possible for you guys to ask about the subsidy policy within these two days?

Lau Ching Yan: We can try, but the deadline is 19 June. We could try and ask, but they might not be able to give a firm response anyway.

Kan Ying Hei: I think if you decide to hold orientation day after you apply for a subsidy, I think it's ok if you refund?

Lau Ching Yan: You mean giving them back the money?

Kan Ying Hei: I think if you haven't decided yet, you can still try for it?

Poon Lok Nga: You mentioned other societies haven't decided yet, but they're still filing for the subsidy?

Kan Ying Hei: I think you can submit the form first and then decide depending on the outcome.

Lau Ching Yan: Ok just submit first, but we don't know how much is the subsidy and when they will announce the results of application.

Poon Lok Nga: Did they say when you will receive the money?

Lau Ching Yan: They didn't mention.

Poon Lok Nga: So actually what did they say?

Lau Ching Yan: They said if your society wants subsidy for off campus orientation camp just fill in the form. And they asked us to submit it to a place, and by what deadline.

Poon Lok Nga: But didn't mention how much they will subsidize, when will the result be announced, upper limit, criteria etc?

Lau Ching Yan: And their form is actually very simple. They asked us for a proposal and budget plan, but they didn't say any upper limit.

Poon Lok Nga: You still prefer 3 days 2 nights over waking up earlier?

Lau Ching Yan: So you want to wake up earlier?

Poon Lok Nga: Have we ever tried having people wake up at 10am?

Lau Ching Yan: I woke up at 11am when I joined orientation camp as a freshman.

Cheung Cheuk Lun Alan: I think 10am is ok.

Poon Lok Nga: I remember waking up at 8am when I was a freshman and it was quite difficult.

Lau Ching Yan: I think orientation camp is a place for fun- I just don't really want them to feel tired.

Cheung Cheuk Lun Alan: Lam Tak On says if you tell them to wake up by 10 they'll come late anyway. So it's probably better to write an earlier time on paper, and expect them to oversleep.

Kan Ying Hei: So you should fix when to have breakfast but not when to wake up. You can tell them to have breakfast on 9-10 am- maybe they want to wake up and shower in the morning. If you tell them they can't have breakfast when they're too late, then they will know when to do what.

Poon Lok Nga: Do you need to tell them how many boys and girls when booking? It may be difficult to do so for orientation camp.

Lau Ching Yan: So based on research for this campsite, they just ask us for how many rooms we will be booking.

Poon Lok Nga: If you hold orientation camp (here), you can do so at any time, without considering dates available from school?

Lau Ching Yan: It will be more flexible, but more of the constraint comes from the availability of the campsite.

Poon Lok Nga: But you don't know now?

Lau Ching Yan: We've called and asked, and a few days ago the camp was still available from Aug 19-31 on most days. Now we would have to call again and ask.

Chan Tsz Ching: If you decide to hold orientation camp, how many rooms would you book? If the number of freshmen is more or less than expected, what is your plan for booking?

Lau Ching Yan: If the expected number of people is more than we expected, then we asked the campsite. The campsite says they would add rooms if they are available, if not they will add beds and an extra fee will be charged per person added (I think around \$60).

Cheung Cheuk Lun Alan: If you have to book, how much earlier do you need to book?

Kan Ying Hei: I think the main point is not how long before they would need to book, but the vacancies of the campsite.

Lau Ching Yan: We're more concerned with other societies/universities going to book the campsite since 599G has been lifted now.

Kan Ying Hei: You said your cabinet has split opinions. What is your rationale for not holding orientation camp?

Lau Ching Yan: The main part is the financial risk, and some of them think an off campus orientation camp cannot let freshmen to be familiarized with UST. But their main concern is the risk.

Kan Ying Hei: But if you go outside then you can still use the school slot for orientation day?

Lau Ching Yan: Yes.

Kan Ying Hei: Do they have a clear policy about that?

Lau Ching Yan: Just like what Chan Cheuk Kai Kevin said, they will assign a day for orientation day, which is around 20-28 August.

Kan Ying Hei: I think if you hold orientation activities, the main point is letting them get to know each other. I think it's ok to hold both orientation camp and orientation day, assuming you can apply for the Student Union subsidy

Cheung Cheuk Lun Alan: If you hold both events, you can prepare less for orientation day.

Kan Ying Hei: I think mainly it will be a campus hunt.

Poon Lok Nga: But are you assuming you are able to hold orientation day before camp? This may not be true.

Lau Ching Yan: It's true that this might not be the case- if orientation day can be held before orientation camp, then icebreak can be on orientation day. Otherwise, we can treat it like a reunion. We can hold a campus hunt for them to be familiarized with the campus.

Kan Ying Hei: I think there's not a huge impact- for the orientation day, you can let people who cannot go to orientation camp know each other.

Poon Lok Nga: If we hold both then the fee will be very high.

Cheung Cheuk Lun Alan: If you hold both, you need less money for orientation day and can charge less.

Poon Lok Nga: But now the costs you mentioned are for food or what?

Tsui Yuk Hang: The main expense for orientation day is the food, but if it's just one day then we can press down the cost to below \$100.

Poon Lok Nga: Okay, but you didn't include meals on both days.

Tsui Yuk Hang: I think this money can be put in the orientation camp?

Cheung Cheuk Lun Alan: So are you looking at the school subsidy now? Ie if the subsidy can cover most of your loss then you will be able to hold orientation camp?

Poon Lok Nga: The school doesn't even know when there will be more information?

Lau Ching Yan: The emails we have sent them have resulted in very vague answers, such as they will follow the government's policies.

Poon Lok Nga: But paying or not does not depend on the government's policies.

Lau Ching Yan: I think we will have to ask them further, on the upper limit and whether we can cancel it later

Tsui Yuk Hang: We will also ask if we are forced to cancel orientation camp for whatever reasons, but we have already paid the deposit, whether we can still receive the subsidies.

Poon Lok Nga: Because from what I understand, if you are holding an orientation camp you have to give them the deposit to save your place as soon as possible. But before you decide what to hold, you should have more information on the school's policies. If they don't have any clearer instructions in the short future then it will be risky to make the decision. You can see if they have anything else to say in the next couple of days.

Lau Ching Yan: So to see whether the subsidy can cover our losses?

Poon Lok Nga: Even if you don't know the details now, at least you should know when the details will be available.

Cheung Cheuk Lun Alan: What is the campsite you chose in Cheung Chau again?

Lau Ching Yan: 救世軍白普理營.

Chan Tsz Ching: What about the work for designing now?

Lau Ching Yan: Are you talking about camp T-shirts and the camp booklet? Lo Tsz Yu has some matters to deal with recently, so he's unable to attend our meetings and Extraordinary General Meetings. But I've been in contact with him and asked him to start designing. I have also asked my friend to help at the same time as a backup

Chan Tsz Ching: So you're at the designing stage?

Lau Ching Yan: We have already found the company for clothes printing.

Chan Tsz Ching: Is there any sort of discount for submitting designs early?

Lau Ching Yan: That part's complicated as well- apart from designs and costs, we'll see if we can pay the deposit later and reduce possible loss.

Chan Tsz Ching: I think your design will depend on orientation camp or orientation day, there will be a problem.

Lau Ching Yan: I told them to just write orientation.

Chan Tsz Ching: In case you have many variations, why not just use it as a society T-shirt?

Lau Ching Yan: So you mean design society T-shirts earlier?

Chan Tsz Ching: You can consider that

Poon Lok Nga: But usually the camp T-shirts aren't of very high quality?

Kan Ying Hei: I think you can buy a better orientation camp T-shirt?

Chan Tsz Ching: Is there a difference?

Kan Ying Hei: Normally orientation camp T-shirts will use thinner materials, so it isn't too suitable as a society T-shirt. If you really want to use it as camp T-shirt or then sell it as society T-shirt

Poon Lok Nga: But there's the risk that both orientation camp and orientation day cannot be held.

Lau Ching Yan: If we cannot hold orientation camp because of 599G, the school probably won't let us book a venue.

Poon Lok Nga: You can hold it in September, hall 6 also did it in September.

Chan Tsz Ching: I think we ordered orientation camp T-shirts at 150g and society T-shirts at 180g, so if you order it as a society T-shirt then you have that reference. By the same logic if you design a tote bag you may also treat it as a society product. You can just delete the orientation camp part and just write IRESS

Lau Ching Yan: We will design a tote bag for orientation camp as it can contain the sponsor materials. If we are only organizing orientation day then we think we won't look for sponsor material and won't

need a tote bag, because normally sponsor materials are shampoo and toothbrush- they are not used in orientation day

Poon Lok Nga: If you have water games then they might need it.

Cheung Cheuk Lun Alan: You can ask them to prepare by themselves.

Poon Lok Nga: But you also can ask them to prepare by themselves in orientation camp.

Lau Ching Yan: I think we can consider this, but perhaps not everyone would shower at UST. Also we considered not having sponsor products because It'll be a little more expensive than normal ordering.

Poon Lok Nga: There's no in-person registration day.

Lau Ching Yan: Yes they announced that the registration day will be online .

Poon Lok Nga: Something like a virtual fair?

Lau Ching Yan: You mean how to recruit freshmen?

Poon Lok Nga: How are you going to recruit freshmen?

Lau Ching Yan: Student Union have proposed to make a website for student societies to promote. They said it will be ready by late June so we can't see it now. And also if we will organize either orientation day or orientation camp or both, we'll be working with the School of Science and see if they are willing to provide freshmen's email addresses to us.

Poon Lok Nga: This has never succeeded in the past.

Lau Ching Yan: Originally after the registration day talk there's some time for executive Committee members to chat with freshmen. If the registration day talk goes online, we'll see if we can join the zoom meeting to introduce ourselves and promote the event. But for this part we'll have to talk with the people in charge.

Poon Lok Nga: If you hold orientation day, no matter plan A or B, are they two consecutive days?

Lau Ching Yan: It is possible that the two days are not consecutive. We also have to see what dates the school will offer us

Poon Lok Nga: it's weird if they're not consecutive. Maybe people will forget others on the second day.

Lau Ching Yan: We'll try to keep them close enough, maybe after a weekend at most.

Poon Lok Nga: In any case do you have any games prepared yet?

Lau Ching Yan: We haven't thought about the games yet, but will start after deciding orientation day or orientation camp.

Kan Ying Hei: I think you can start planning some of them, those that can be used in any case, like ice break and mass games.

Poon Lok Nga: Will you divide participants into groups on orientation day?

Lau Ching Yan: Yes, depends on the number of participants.

Cheung Cheuk Lun Alan: Will you hold both orientation day and orientation camp after considering our opinions?

Lau Ching Yan: We will send an email to ask the office about the subsidy, see if we can minimize the risks we take. We've heard what you have to say, and we'll hold a meeting tomorrow and give a final decision.

Chan Tsz Ching: If you can't hold both orientation day and orientation camp, have you thought about what you can do to let freshmen know about our society? E.g. give some Zoom meetings for them to chat, or organize some online games?

Lau Ching Yan: We have thought about this problem before, but Zoom meetings may be less effective as people haven't met each other before. If this really happens then after the semester starts we'll try to organize something for the freshmen before the semester commencement dinner. At least let them

know what people there are in their year. We prefer face-to-face events, maybe have a party for freshmen.

Cheung Cheuk Lun Alan: Besides looking for school subsidies, is it possible to get some insurance for our orientation camp?

Lau Ching Yan: Do you mean insurance for our losses?

Cheung Cheuk Lun Alan: For example is there insurance to reduce your loss if you cancel your event due to the virus?

Poon Lok Nga: Are there even companies these days who will do this? It seems like they'll never earn money.

Lau Ching Yan: For now I haven't heard of this type of insurance

Poon Lok Nga: Have you asked those group leaders, who said they will come, whether they prefer orientation day or orientation camp?

Lau Ching Yan: Before Extraordinary General Meeting I have messaged some members. Among those who said they'll come, most of them prefer camp.

Poon Lok Nga: Do they know the camp is in Cheung Chau?

Lau Ching Yan: We will ask if they will come or not after we confirm orientation day or orientation camp.

Poon Lok Nga: If you hold camp, you won't invite professors right?

Lau Ching Yan: If camp then we won't do that, but we may invite them on orientation day.

### **Semester commencement dinner**

Cui Zhenhao: The arrangement for the event is similar to last year, but the beginning of semester arrangements are different. The first two weeks of the fall semester are still online, and the rest is still to be confirmed, so I propose the period of this event to be during the 1st-3rd week. Before the semester starts I will send a google form to ask whether members prefer the first or third week, because in the 3rd week there is a good chance classes will start as normal. As for rundown, time and venue etc., because of online teaching, not sure if it'll be Monday to Friday night, or the weekend. It's unclear where we'll be eating or where we will be gathering for the event.

Leung Ka Wun Casey: But will you decide this or send out a google form to ask for members' preferred location? What options do you have for places to eat at?

Cui Zhenhao: The main locations are around UST, like Tseung Kwan O, Choi Hung, Diamond Hill, etc. If it is still online teaching, we can go to Kowloon or Hong Kong Island. This I'll have to do more research on.

Leung Ka Wun Casey: Do you know what options there were last year?

Cui Zhenhao: I remember there is a restaurant in Sai Kung, and at the end we went to Po Lam.

Leung Ka Wun Casey: We went to Hop Sze Restaurant at Hang Hau at last, did you go?

Cui Zhenhao: I went last year

Leung Ka Wun Casey: Do you know where to look for past records?

Cui Zhenhao: I remember we can find the google form from Whatsapp record.

Leung Ka Wun Casey: You can find them in the group, but you can also refer to our yearly report. And you need to know these places, because it'll be difficult to book places. Booking may be troublesome, and Hong Kong Island is not convenient for people who live in the New Territories, so I would really prefer having open sem rice on the 3rd week, after face-to-face teaching begins. So your locations might be similar to last year.

Poon Lok Nga: There's actually nothing bad about holding the event in the urban area.

Leung Ka Wun Casey: Now China Gardens is not a choice, so there's only Unibistro if the event is in UST, but you better reserve this location for the annual dinner so the professors can join. The usual choice is Hup Si, or other Chinese restaurants in Tseung Kwan O and Choi Hung area. Choi Hung is more troublesome as there is less transport reaching there. So our options are usually Hang Hau or something like UniBistro.

Poon Lok Nga: If we end up online teaching then you can choose something like Mong Kok so it wouldn't be too inconvenient for everyone.

Leung Ka Wun Casey: You can ask members later.

Poon Lok Nga: I think as long as it's not somewhere crazy like Mui Wo or Lamma Island it should be fine.

Leung Ka Wun Casey: You can find the location later- remember to book tables for semester commencement dinner. The best is to book two weeks before- I think 599G isn't really our concern for now. What is your plan if 599G restricts gatherings to 8 people again?

Cui Zhenhao: I prefer delaying it and changing it from semester commencement dinner to something like a reunion dinner.

Leung Ka Wun Casey: Ok that's possible, but if it's too bad you might even cancel it. You can ask others for their opinion, actually it's just changing the event name. Do you think there should be a seating plan, and do you think you should help them order some food beforehand?

Cui Zhenhao: In our year, we ordered at the time we arrived. If we can order first, I'll ask people what they want before the dinner in Google Form

Leung Ka Wun Casey: Before when we go to Chinese restaurants, we would order something beforehand. But if we go to a Cha Chaan Teng, it probably is unnecessary. I don't think a seating plan is needed, people will sit there on their own when they arrive- last year how many people joined open semester dinner? Does anyone know what restaurants are available near Tseung Kwan O- does anyone in your jong live near Tseung Kwan O?

Lau Ching Yan: I think none of us live at Tseung Kwan O.

Choy Sin Hang Sonia: I am familiar with Tseung Kwan O.

Leung Ka Wun Casey: Then you can give some suggestions on what restaurants to choose. How many people were there last year?

Cui Zhenhao: I remember last year there were 3 tables.

Leung Ka Wun Casey: There were 4 tables, each table had around 10 people. There were around 40 people

Chan Tsz Ching: You have to add the people in your cabinet as well.

Leung Ka Wun Casey: Yes, so 47 people. You might expect a similar number of people this year, I think you won't exceed the 50 people limit.

Cui Zhenhao: If the situation is too bad, some people may not come.

Leung Ka Wun Casey: True, this you can think about later. If there are too few people filling in the Google form then what will you do?

Cui Zhenhao: Maybe I will find cabinet members to help private message members.

Leung Ka Wun Casey: Ok.

Pang Chun Sum Brian: I think Leung Ka Wun Casey has talked about most of the stuff already. In my year we hold it at China Gardens because of voting results I think. They ask you to order some stuff first for all the people- if you have to preorder try to choose the stuff that most people would like. I think the semester commencement dinner shouldn't be a big challenge apart from the travel arrangements. People go by themselves or gather at some location.

Lam Tak On (chat box): I think you should private message people regardless of turnout rate?

Cui Zhenhao: I think we can send the Google form in the morning and private message them in the afternoon, or send google form at night and private message them the next morning.

Pang Chun Sum Brian: I think you don't have to private message them so close to the announcement. Maybe a couple days later, maybe a week later, then you private message members to remind them.

Cui Zhenhao: About the seating arrangements, I remember freshmen sat at one table, and other members sat together at two or three tables, did you arrange a seating plan?

Pang Chun Sum Brian: Leung Ka Wun Casey, is there a seating plan?

Leung Ka Wun Casey: No.

Pang Chun Sum Brian: So regardless of seating plan, people are going to sit here anyway?

Leung Ka Wun Casey: How would you handle food allergies?

Cui Zhenhao: I think I will ask them at google form, and I will remind other people at the same table.

Leung Ka Wun Casey: Normally people would tell us about their allergies, but it's better to ask them. When you make the Google form you can refer to the form from last year.

Li Wing Shun (chat box): How do you facilitate better knowing and relationship between first year members and continuing members?

Cui Zhenhao: i think I would arrange for senior members to go over to the other tables and say hi- if they 敬酒 then freshmen could join as well. If we ask freshmen to go say hi to senior students, it may be more convenient, but I think freshmen would be more shy and less open.

Pang Chun Sum Brian: The seating is a big dilemma every year, especially for hop si, it's very narrow and so it's hard for you to control where people sit. I personally think a sitting plan is unnecessary, but it's up to you guys.

Woo Dorothy Hoi Shan raised procedural motion to lay the discussion of agenda item 3 on the table to the next meeting.

Time now is 23:26

Chan Cheuk Kai Kevin seconded

For 12 against 0

The motion is passed

Minutes of International Research Enrichment Students' Society, HKUSTSU 1<sup>st</sup> Extraordinary General Meeting 2020-2021, Session II

**Date:** 30 June, 2020 (Tuesday)

**Commencement Time:** 20:30

**Venue:** Via Microsoft Teams

**Minute Taker:** Choy Sin Hang Sonia, Lai Man Wai Katherine, Siu Chi Wang Justin

The business of the Extraordinary General Meeting 2020 of IRESS, HKUSTSU shall be:

1. To commence the meeting;
2. To receive and adopt the agenda of the 1<sup>st</sup> Extraordinary General Meeting of IRESS, HKUSTSU, Session 2020-2021;
3. To discuss and amend the Year Plan of IRESS, HKUSTSU, Session 2020-2021;
4. To discuss and amend the Financial Budget of IRESS, HKUSTSU, Session 2020-2021;
5. To discuss and amend the Annual Financial Report of IRESS, HKUSTSU, Session 2019-2020; and
6. To adjourn the meeting.

Time now is 20:34

There are 9 full members present.

The quorum is not met.

Time now is 20:45

There are 13 full members present.

The quorum is not met.

Time now is 20:55

There are 15 full members present.

The quorum is met.

Chairperson Lau Ching Yan started Session II of the Extraordinary General Meeting at 20:55.

Woo Dorothy Hoi Shan raised procedural motion to resume the discussion of Agenda item 3

Time now is 20:56

Siu Chi Wang Justin seconded

For 12 against 0

The motion is passed

**Graduation party, orientation day updates**

Lau Ching Yan: After the last Extraordinary General Meeting session, there were updates to the graduation party and orientation activities. First we'll talk about the orientation activities. We have decided to hold a day camp instead of the orientation camp. We will be holding a two-day day camp, but we don't have enough information from the Student Union yet on the location, whether the event will be held on campus for one day only or both days. And the date has not been confirmed yet as well, we will inform group leaders as soon as possible. The fee has been adjusted: 100 dollars for

freshmen, 130 dollars for group leaders and the spy. The rundown is the same as discussed in the last meeting. For the graduation party, there are also changes, Woo Dorothy Hoi Shan, can you talk about it?

Woo Dorothy Hoi Shan: I have updated the work schedule and the price. Originally we planned to take a part of the participant fee and donate it to the NGO we borrowed the venue from. But after we have discussed, we think the decision is not so appropriate. So we have lowered the price, 80 dollars for graduates, 90 dollars for non-graduates.

Lau Ching Yan: We have only adjusted the price.

### **Research sharing**

Siu Chi Wang Justin: The arrangements of research sharing are similar to previous years. The budget has been set a little higher, just to have more flexibility. And I heard that there was no SCIE3900 this year, did a lot of people lose the opportunity or just a few?

Wong Kim Lok Kimson: Only one or two.

Siu Chi Wang Justin: So can I still ask them to share?

Wong Kim Lok Kimson: Try to look for those who did SCIE3900, if not find those who have done research in UST.

Siu Chi Wang Justin: Okay. Any questions about the arrangement?

Wong Kim Lok Kimson: What are you going to do with the light refreshments?

Siu Chi Wang Justin: I plan to buy some biscuits that people can freely take, so it's a bit more expensive than last year.

Lam Yu Sang: Have you considered inviting professors as guests?

Siu Chi Wang Justin: I asked Wong Kim Lok Kimson, but he said there wasn't really such a need, so I probably won't.

Lam Yu Sang: Okay.

Lam Ka Chung: Do you plan on finishing it in one session?

Siu Chi Wang Justin: There should be two sessions, with two majors in each session, and a total of two days.

Lam Ka Chung: Okay.

Wong Kim Lok Kimson: Do you plan to buy the souvenirs, or order them?

Siu Chi Wang Justin: For this budget, I think we plan to only buy souvenirs, not order them.

Tai Wai Ting (chatbox): So you plan to give student(s) of the 4 majors (MATH, PHYS, CHEM, LIFS) one hour each?

Siu Chi Wang Justin: Yes, since these majors have the largest audience, and ocean science doesn't have much of an audience.

Wong Kim Lok Kimson: About the format, it's not very explicitly stated in the year plan- there have been two main methods in the past, interview and presentation.

Siu Chi Wang Justin: What do you mean by interview, do you just ask them questions?

Wong Kim Lok Kimson: Yes, you ask them questions.

Siu Chi Wang Justin: I think I will let the speakers do what they want, I'll maybe ask some follow up questions.

Tai Wai Ting (chatbox): Do you plan to ask presenters for Powerpoints? For example, they may include photos.

Siu Chi Wang Justin: I will tell them to prepare beforehand, but we can't do much about it if they don't want to, but I will ask them to send it to me two or three days beforehand.

Tai Wai Ting (chatbox): My memory is a bit fuzzy, but did the research sharing in previous year actually last for 2 hours? If I remember correctly, each session only lasted for a bit more than an hour in my year.

Wong Kim Lok Kimson: I'm not very sure since the event got cancelled in my year, but I think I just went with something similar in Lam Ka Chung's year?

Yam Wun Kwan (chatbox): We had two separate days, one was for PHYS and MATH, another for LIFS and CHEM.

Siu Chi Wang Justin: How much time did you allocate for each day?

Wong Kim Lok Kimson: The original plan was for each person to speak for around one hour. Did you think about how deep the speaker should go? We planned to give more introduction or background. I'm not sure what you expect.

Siu Chi Wang Justin: I think if you speak in depth too much, not everyone will understand. I think it's around the difficulty of journal club presentations.

Tai Wai Ting (chatbox): Right, if there's a good Q&A going on it should last for around an hour. Do you plan to include any questions to ask?

Siu Chi Wang Justin: Am I the one asking the Q and A? Or are the participants going to do so? If the response from the participants is not so good, I would ask some questions.

Tai Wai Ting (chatbox): Ideally the participants should ask, but usually participants aren't that eager to ask questions, you know how passive IRE guys are.

Siu Chi Wang Justin: Okay, then I will prepare some questions, to avoid awkward silences.

Wong Kim Lok Kimson: I don't have any further questions now, since I didn't really hold the event.

Lam Ka Chung: I don't have any questions too, but pay attention to any alumni who may be in UST that you may be able to ask.

Tai Wai Ting (chatbox): One thing to note: with how the US visa application progress got suspended, some final year students might be staying in HK for a bit longer. You can keep in touch with final-year students remaining in HK for possible presenters.

Siu Chi Wang Justin: You mean they will still be in Hong Kong in October? Since the event is planned to be held in late October.

Tai Wai Ting (chatbox): Maybe... no one can say for sure, but it seems possible.

Siu Chi Wang Justin: Okay, I may ask some people during the graduation party.

Tai Wai Ting (chatbox): What will the focus of the sharing be? On the research opportunities in UST? Overseas? Applying to grad school? etc.

Siu Chi Wang Justin: I never attended one, but I expect something from their experiences, I'm not sure how it was held in previous years.

Tai Wai Ting (chatbox): In my year Lee Wing Hang ended up giving some general advice to younger students if I remember correctly, and the PHYS/MATH session is mostly Professor Frederick Fong talking about general directions of studying math. They are mostly talking about their own experience.

Siu Chi Wang Justin: So do you mean the focus should be on the experience, instead of the knowledge?

Tai Wai Ting (chat): Oh wait I mean giving some advice.

Siu Chi Wang Justin: So the focus is on giving advice?

Tai Wai Ting (chatbox): Well, that's what the speakers themselves went for.

Siu Chi Wang Justin: So I may ask them to talk about it.

Wong Kim Lok Kimson: Supposedly this activity is only for IRESS members, do you plan to promote it to all people in the School of Science? If the audience is different, the content should be different.

Tai Wai Ting (chatbox): But for more passive speakers, I needed to give them some general directions on the talk.

Siu Chi Wang Justin: I think the audience is set to School of Science students, but I think we would mostly reach IRE members.

Wong Kim Lok Kimson: If so, then I think the main focus should be on SCIE3900. Like how to approach professors, and their experiences living abroad.

Siu Chi Wang Justin: Something like “the journey of the heart”?

Wong Kim Lok Kimson: But at least they need to talk about what topic they worked on.

Siu Chi Wang Justin: So is the main focus SCIE3900?

Wong Kim Lok Kimson: Yes, I think if the majority of the audience is IRE students then it's better to focus on SCIE3900.

Tai Wai Ting (chatbox): My experience is, most participants came from IRE or are interested in research. There weren't many non-IRE students. Did you mention refreshments earlier?

Siu Chi Wang Justin: Yes, we will provide refreshments.

Tai Wai Ting (chatbox): Alright, that's all. Good luck!

### **Society jacket sale**

Lo Tsz Yu: I plan on providing 2-3 designs around mid- to late September. I expect to confirm the design in early October. After confirming the design I will ask you guys about the quantity. And then we'll be putting out posters to tell people about the sale of society jackets. Also during that time, I will approach the manufacturers for other details, e.g. the material. After these, we will start to design posters to promote the details such as the price. Around mid-October, we will place our order.

Chan Tsz Ching: Have you thought about what colours to use for the jacket?

Lo Tsz Yu: For now the designs would be dark blue or black, with different designs.

Chan Tsz Ching: Would you order one to two more spares?

Lo Tsz Yu: Around 2-3 more than the total number of Google form orders. It depends on the actual number of orders, if there are many orders, we may buy 3 more extras, if there aren't so many orders, maybe only 1-2 more.

Chan Tsz Ching: I think it depends on how much money you have. And also sometimes it depends on how many people order, e.g. if 33 people order then you can order 2 extra to make it 35. You can make the decision this way. Have you thought about whether you will design a hoodie or a jacket?

Lo Tsz Yu: It depends on what everyone thinks. I think both are quite good, so it depends on the members.

Chan Tsz Ching: So you'll ask in a Google form?

Lo Tsz Yu: Yes, I will aim to send out the Google form at the start of the semester.

Chan Tsz Ching: Some jackets are made of thinner material, and others are thicker, which one do you prefer?

Lo Tsz Yu: I prefer thinner society jackets, they're easier to process.

Chan Tsz Ching: I think I ordered the thinner one as well, mainly because the weather is getting hotter and hotter. For the cost, try not to make too much money out of members, e.g. if the company says the price is 107 dollars, then maybe you'll set the price at 110 dollars, don't set it to something outrageous like 130 dollars.

Lo Tsz Yu: Okay.

Kam Wa Mei: You said there would be two designs. I think the two designs should be very different. In my year Chang Yau Ming was in charge of the jacket designs, and he produced two designs, but it didn't seem like we had much of a choice.

Lo Tsz Yu: I would say one of the designs would have more words, one would have more pictures.

Kam Wa Mei: You say you will use blue and black as the colours of the society jacket, but the same colours were used in the past 2 years already. Will you consider using another colour, because if I own the society jackets from the previous two years I might not want to buy the jacket.

Lo Tsz Yu: If this is the case... but it seems that people don't like light colours too much. Maybe I will try to find colors that are a bit silvery. But I prefer darker colours, because previously I asked and I don't think people like lighter colours.

Chan Tsz Ching: I used black in my year and Kam Wa Mei used dark blue in her year. I have thought of using dark red, but you need to ask the Chemistry society first. Maybe you can give people two or three choices to vote for the colour. I think it depends on what matches your design though. Do you have more details on the design you could provide us with?

Lo Tsz Yu: I still haven't started thinking about the design as I am focusing on designs for orientation day recently.

Chan Tsz Ching: Okay. For a design, what are the most important words?

Lo Tsz Yu: The name IRESS, HKUST, maybe put the year also, but it's not as important.

Chan Tsz Ching: Usually all of our society products will have the full name IRESS, then HKUSTSU session and year. It usually will be placed at the back. And in the front IRE or 國際科研 is okay. When you have gotten the society jackets, will you distribute it via setting up a counter or by other means?

Lo Tsz Yu: If the situation allows, we will set up a counter to distribute them, in case some members are not available, we will try to deliver individually.

Chan Tsz Ching: Try to stick to your schedule as close as possible. If you get the jackets in December then some year 3s may have left Hong Kong, then it'll be a lot of trouble.

Lo Tsz Yu: Okay.

Kam Wa Mei: My biggest advice is to prepare everything as soon as possible. For example, if you have to hand in the design in late October, have the design ready by late September, give yourself time to collect feedback and modify the design.

Chan Tsz Ching: If time allows, you can start designing in summer.

Kam Wa Mei: But we understand you have a lot of tasks on hand, like registration day, orientation day, etc., good luck!

Chan Tsz Ching: Any problems about the society jacket sale?

Lo Tsz Yu: No problems at this moment.

### **Alumni congregation photo booth**

Lo Tsz Yu: In previous years there were Instax cameras. But according to the previous feedback, the response is poor, so I may not provide Instax cameras anymore. For the props, I am planning to prepare 8-9 props, most of them will be funny props, around 6 of them. And the remaining 3 would be more serious, and more suitable for graduation photos. As for the venue, maybe I will provide a Google form asking about members' preference.

Chan Tsz Ching: What choices would you provide for the venue?

Lo Tsz Yu: I'll first ask whether SCiHome is available, LIFS common is also on the list. Also if the school allows us to book rooms then we might also book classrooms.

Chan Tsz Ching: We usually don't ask them where they want to take photos, it only depends on venues available to us. There are usually some booths set up in SCIhome, so there is not much available space. LIFS common isn't a very ideal venue because it's a public area, although Kam Wa Mei and I used it. Classroom should be the best choice, but you may not be able to book them. If you want to try and book them, then the best thing to do is to book it earlier. You would have to tell your internal vice president to book earlier.

Kam Wa Mei: I think you have to book two or three weeks beforehand, in my year we couldn't make it in time.

Chan Tsz Ching: I have asked staff in SCIhome about the feasibility of booking classrooms and they said it is not very practical as it may be busy. But I haven't really tried booking classrooms, so you can try it. Have you thought about where to order props?

Lo Tsz Yu: We haven't really gathered information at the moment. I will discuss this with the marketing secretary.

Chan Tsz Ching: Will you have props other than cardboard props? E.g. balloons, a golden rice bowl style prop?

Lo Tsz Yu: One of them will be cardboard. The concept is kind of like being a beggar.

Chan Tsz Ching: It should be okay as we also have similar props this year. Will you contact graduates to see when they are free, and gather them to take a picture?

Lo Tsz Yu: Because my original plan is to ask about the venue, I also plan to ask their available time as well.

Chan Tsz Ching: You have mentioned that there will be both serious and troll props, do you know what props are a must to prepare?

Lo Tsz Yu: The IRE letters, and also 'Class of 2020'.

Chan Tsz Ching: These two are required, the others can be more free. Or you can ask the graduates whether they have any recommendation for props.

Lo Tsz Yu: I have a rough idea, something like a whiteboard with markers, and I'll let graduates design by themselves.

Chan Tsz Ching: That's a good idea. Kam Wa Mei's year did the same thing, but there wasn't one in my year.

Kam Wa Mei: I bought a small blackboard and some chalk, I think it is still in the society room. According to feedback from seniors, they think this is an interesting idea as they can design the props by themselves.

Chan Tsz Ching: And also graduates suggested that we provide some lab coats for them to wear at the photo booth.

Lo Tsz Yu: Do you mean those gowns for graduation?

Chan Tsz Ching: They should have graduation gowns at that time, but not lab coats. They can pretend to be working at the lab and take a picture.

Kam Wa Mei: You mentioned Instax at first. If the society can spend more money on Instax then maybe each graduate could have one free picture?

Chan Tsz Ching: In our year we provided two free pictures, and we charged after that. But due to political reasons at that time, many graduates have left early. Perhaps this was the reason that the response was not good, though some graduates said that they wanted to use it. If your cabinet has an Instax then you can provide one, if not then you can get a camera that's professional enough to take pictures of graduates. Did you write to seek sponsorship because you copied it from our year?

Lo Tsz Yu: I'll hand it over to the marketing secretary to see if he can find sponsors, it depends.

Chan Tsz Ching: Because we didn't do so in my year, what about in Kam Wa Mei's year?

Kam Wa Mei: I think we didn't do it too, since it's difficult to find people to sponsor a function like the photo taking booth.

Chan Tsz Ching: I think there is no need to seek sponsors, but if you wanted to prepare small gifts for graduates, they would be very happy.

Kam Wa Mei: Or you could provide them with some memo pads to write messages to graduates on the day, so their junior friends can leave comments to them. You don't have to limit it to the graduation party, if they have some thoughts on the day of the photo booth they could write it too. Also, you should go look at the society room after semester starts. There should be some useful props in the society room. This way you can save up some money, since you're likely to lose money for this event.

Chan Tsz Ching: Supposedly you don't have any income. If you want to provide 2D props you can make them at ePrint, when I made them it was \$30 for 3 pieces. You can check online at eBanner and see whether it suits your needs, I used eBanner, Kam Wa Mei Tao Bao

Kam Wa Mei: I am not sure about the price difference between ePrint and Tao Bao. In my experience it's not very safe, you worry about whether they'll deliver the stuff on time.

Chan Tsz Ching: I think it is done in two working days for eBanner.

Kam Wa Mei: And I don't think you really save much from using Tao Bao, I have bought 8 boards with 100 something dollars before.

Chan Tsz Ching: I also used a bit more than a hundred dollars, it depends on the size.

Lo Tsz Yu: I think I'll go back to eBanner to make the props. I prefer to not use Tao Bao, since there is a lot of transportation and also the risk of delay.

Chan Tsz Ching: After taking photos for graduates, how will you distribute the photos to them?

Lo Tsz Yu: I think I might email them, if they are free I can pass the photos through the SD card. But if they're not free then I can email them the photos.

Chan Tsz Ching: In my year, we uploaded all the photos to the Google drive and gave them the shared link. It is a good measure to email the link to graduates individually, because last year some graduates missed the link and they thought the pictures haven't been released yet. Did you just mention that you will print the photos immediately a while ago?

Lo Tsz Yu: I meant I will just pass the photos to their phone or other devices. But I expect that not many graduates have the time to stay here for the transfer process, so mainly I will send back the photos by email.

Chan Tsz Ching: Do you plan to use a camera or a phone to take the pictures?

Lo Tsz Yu: I hope to use a camera, since the quality would be better.

Kam Wa Mei: Just remember to upload the photos onto Facebook after the end of an event. Also make an Instagram post before and after the event. Since we didn't promote much through these two methods, I wanted to remind you.

### **Class photo taking**

Cui Zhenhao: The timeline is as written in the year plan. It's similar to last year. Around September 20-30, I would discuss with my fellow excos on which professors to invite. It should be similar as previous years, like inviting the IRE coordinators. We'll also assign excos to welcome specific professors to avoid seeming impolite, and also assign excos to entertain professors. And the rest is about the same as last year's. Any questions?

Leung Ka Wun Casey: If the professor says that he would come down to the venue by himself, what would you do?

Cui Zhenhao: I think we'll wait for him first, since in previous years we took pictures by year first. Since the professors need not arrive so early, if they don't show up on time, we may assign some excos to find them. If they say they don't need to be picked up, it would seem impolite if we just went to their offices. But we're a little worried that they'll be late, so we'll go find them if they're not showing up.

Leung Ka Wun Casey: There are some professors who arrived early this year. What do you have to book, aside from the Piazza?

Cui Zhenhao: I think nothing else?

Leung Ka Wun Casey: Besides the Piazza, you also need to book chairs, you can book them in LG3

Pang Chun Sum Brian: Facilities Management Office is at the fifth floor from lift 15. You need the venue paper at the Dean of Students' Office to book chairs.

Leung Ka Wun Casey: You need chairs for professors, but you can't just take any chair. You can find the chairs at LG4. Remind the internal vice president to book them 2 weeks ahead. Since it is not the internal vice's PIC event, they may forget about it.

Pang Chun Sum Brian: Do u know where the Facilities Management Office is, for booking the Piazza?

Cui Zhenhao: LG3?

Leung Ka Wun Casey: No, the Dean of Students' Office is for student activities Facilities Management Office is for facilities. They are located near the fifth floor of lift 13-15 lift.

Pang Chun Sum Brian: Basically take lift 15 to the fifth floor. Facilities Management Office is step 1, you should book the Piazza there first. I remember Wong Ting Hei Matthew said something like you should notify them one month before that you will be using the Piazza. They will reserve it for you if possible. In my year I think they only let us confirm the booking one week prior. I am not sure if the policy is still the same this year, ask earlier to play safe.

Cui Zhenhao: Okay.

Pang Chun Sum Brian: Basically after you book the Piazza at Facilities Management Office, you can take the booking paper to the Dean of Students' Office for chairs. If there are any policy changes, don't argue with them, remember to be polite. For the venue paper, remember not to throw it away, and keep it properly in a safe spot. If you are scared of leaving it at your hall, home or the society room, take a photo to be safe. On the day you take the venue paper to the Facilities Management Office at LG3 and get the chairs.

Cui Zhenhao: So I go to Facilities Management Office and inform them we're booking the Piazza, book the venue and get the venue paper, then go to the Dean of Students' Office to book chairs.

Pang Chun Sum Brian: the Dean of Students' Office chairs have to be booked in advance as well. It's best if you go book them once you get the venue paper. If you ask them for chairs on the day, they may not let you get them.

Cui Zhenhao: Okay.

Pang Chun Sum Brian: Do you know that there are lifts near the Dean of Students' Office? You don't need to walk up the stairs while carrying the chairs.

Cui Zhenhao: Is it lift 4?

Pang Chun Sum Brian: I don't remember whether it's lift 4 or lift 6, but it's near the Dean of Students' Office, once you take it you arrive at the sports centre. Does anyone in your cabinet know how to take pictures? Or do you know anyone who could be a photographer?

Cui Zhenhao: I originally wanted to invite Leung Ka Wun Casey.

Leung Ka Wun Casey: I don't have a camera.

Pang Chun Sum Brian: It's better not to find a person from the society to take pictures, because it is difficult for that person to take pictures with himself in it.

Cui Zhenhao: We would ask if any of our friends are free at the time or have a camera.

Pang Chun Sum Brian: In my year I bought a camera and asked a friend from Biochemistry to take photos. I think you'll find somebody this way. If you cannot find any friends, you may need to employ a photographer, which may be expensive. You can ask earlier, but now might be a bit too early. Have you thought about asking which professors to the event?

Cui Zhenhao: Usually, we invite IRE and subject coordinators. For MATH, usually Professor Frederick Fong.

Leung Ka Wun Casey: Actually Professor Frederick Fong is not the IRE coordinator.

Pang Chun Sum Brian: Usually we find Professor Frederick Fong, because we're closest with him, but he's not the IRE coordinator. But it may be strange if you changed it to the MATH coordinator. Do you know who to look for for other fields?

Cui Zhenhao: Professor Vic Law for PHYS.

Pang Chun Sum Brian: Usually we look for Professor Lortz.

Leung Ka Wun Casey: Last year we tried to look for Professor Vic Law.

Pang Chun Sum Brian: It was Professor Lortz in my year, but he was not free in Leung Ka Wun Casey's year so he found Professor Vic Law.

Leung Ka Wun Casey: And Professor Vic Law didn't appear on that day. Actually there are many professors available in the physics department, like Professor Wong Kam Sing and Professor Sou Iam Keong.

Pang Chun Sum Brian: Professor Sou Iam Keong is good, he's in front of the camera a lot. How about for CHEM and LIFS? For CHEM, it's usually Professor Jinqing Huang, as she is the chemistry IRE coordinator. If she is not free then maybe look for...

Cui Zhenhao: Is it Professor Danny Leung for LIFS?

Pang Chun Sum Brian: Yes, we usually find Professor Danny Leung for LIFS, Professor Melody Leung is also okay. For CHEM it is Professor Dennis Chan, if Professor Jinqing Huang is not free. Have you thought about the order of taking photos on the day?

Cui Zhenhao: If all professors have arrived, we may take group photos with everyone first. And then by year, then by major, and then some other stuff. If professors are not here yet, we'll start with photos by year first. We can adjust the order of majors depending on which professors arrived.

Pang Chun Sum Brian: Sounds reasonable, do you plan to have professors for the photos by year?

Cui Zhenhao: I don't think they are needed.

Pang Chun Sum Brian: If all professors arrived, you can take group photos first, then by major. Then you can ask the professors to leave after taking photos by major, it will be more polite. Did you say you'll have people looking for professors and entertaining them?

Cui Zhenhao: Yes, because you have mentioned in the Annual General Meeting that sometimes no one entertained the professors and the situation is a bit embarrassing.

Pang Chun Sum Brian: Just make sure the professors are not idle, it doesn't have to be the same major. Of course if they're from the same major then there'll be more to talk about, but then it's also okay if it's not. And also that person can tell them when it's time to go up and take the photo.

Pang Chun Sum Brian: What is the dress code, society t-shirt?

Cui Zhenhao: Yes, society t-shirt.

Pang Chun Sum Brian: A minor point, in my year, and also previous years, we will ask people to wear society t-shirts. If they didn't buy the society t-shirt, then tell them to wear a shirt with similar colour.

For example, in my year the society t-shirt was black, then if people didn't buy it, then they would wear a dark blue or black shirt. Remember to check the weather beforehand. If it's cloudy then it's still okay, but not really preferred. Cloudy weather can be fixed by photoshop. Do you plan to ask Professor Pakwo Leung?

Cui Zhenhao: Yes, as he is the IRE Coordinator. I think the weather report only predicts nine days, would it be difficult to book the right day? We may not be able to predict the weather one month before.

Pang Chun Sum Brian: It won't be predictable a month before the event. You won't be able to book one month prior, you could only just tell them you would plan to use it. If I remember correctly, you can book it officially one week before the event. You can put the first priority, second priority dates down as well. You can tell the Dean of Students' Office staff that we will be using the Piazza around that period beforehand.

### **Christmas party**

Tsui Yuk Hang: The tentative date for the Christmas party is December 21. The venue is Common room 5+6. The fee is similar to last year, the main cost is from food, and for other decorations. This year's game time has been reduced from last year, since members said that they prefer less game time and more time for chatting. We would book the venue for a longer time since members wanted to stay till very late last year. We have planned a few games as mentioned in the year plan. One of them is like a checkpoint game. Participants would be split into two teams. The punishment will be decided by participants, and we will also have more physical games, and quieter games. Most of the details are under planning, but the rough idea is as such. At the same time we will also prepare some board games for participants. We will have a lucky draw for the presents this year again, we will ask participants to write a short description, but this is also under planning. We will prepare some spare gifts in case someone didn't bring a gift.

Lau Wing Sum: You mentioned there will be fewer games and more time to chat?

Tsui Yuk Hang: Yes. We have prepared backup games, but we won't use them unless the games end too early. There will be more time for eating and chatting, and excos will be cleaning up the venue in the meantime.

Lau Wing Sum: So is the chatting time after the whole event? Or between dinner and lucky draw? Or is it after eating, before exchanging presents?

Tsui Yuk Hang: The time for meals has been extended compared to last year. We don't want to seem like we haven't planned anything, so we will have some small games after dinner. But the time has been extended a little compared to last year to leave some time for chatting.

Lee Olivia Wing Keii: How much time before the event have you planned to book the venue and what about the preferred time of participants?

Tsui Yuk Hang: I think around six weeks before the event I'll put out a Google form asking for dates. As for booking the venue, it's also as before, I'll book it around three weeks before the party. Also I would like to ask if you guys prefer paying through e-payment, as in previous years we only accepted face-to-face payment.

Lau Wing Sum: I think e-payment is fine, since there are records Do you have a bank account yet?

Tsui Yuk Hang: Yes, i will give you the number later.

Lau Ching Yan: Are you talking about payment methods like PayMe?

Tsui Yuk Hang: PayMe is okay, but bank transfer is also okay.

Lau Ching Yan: Okay, it might be a viable option for the orientation day, since we won't see you.

Lee Olivia Wing Kei: For decorations, there should be a few in the society room. I remember in our year, Kam Wa Mei ordered some IRESS balloons. Also there's a broken christmas tree in the society room, it can't stand on its own, I don't know if it's been thrown away yet. There are also some string lights and ribbons for hanging on the Christmas tree.

Tsui Yuk Hang: Lights?

Lee Olivia Wing Kei: Yes, but the lights are broken.

Tsui Yuk Hang: Okay, we have tidied up the society room, we'll look for stuff to use there, but maybe we'll buy some more to top it up.

Lee Olivia Wing Kei: Do you have any ideas on what to eat at the party?

Tsui Yuk Hang: If the pandemic hasn't worsened a lot, we'll have people eating lunch boxes around tables. It'll be more hygienic. If the situation improves, we plan to order pizza or sushi. We may consider ordering sushi, but the ingredients will be cooked food since we understand not all members would eat raw food. The backup is still ordering pizza.

Lee Olivia Wing Kei: I don't have much to ask, but the MC has to be funny, or else it would be very awkward. But this is kind of difficult to control, you just do what you can.

Tsui Yuk Hang: Okay, we will prepare games and think about how to make the atmosphere more lively.

### **Information session**

Lau Ching Yan: We have to discuss the date with the subcommittees. Preferably we will hold it after midterms. The time should preferably be earlier, as some of the subcommittees may not have hall places, so it's not ideal to run so late. I will send a copy of the Powerpoint to the subcommittee so we don't need to print it. Besides promotion within the subcommittee and big Whatsapp group, we would also promote it on Facebook and Instagram. We would preferably combine the subcommittee function evaluation with the information session so that can achieve both at the same time.

Sit Hiu Chi: Although you have a Powerpoint, there are so many posts. It may be difficult for them to digest the information. How would you help them know what each post does?

Lau Ching Yan: You mean beside the Powerpoint?

Sit Hiu Chi: For example giving them a piece of paper to write down what posts they want to hold?

Lau Ching Yan: I think this sounds okay, to give them a piece of paper to mark down stuff. And after the information session there's still a lot of time before they have to choose their posts, so we'll chat with them during that period.

Lam Tak On (chatbox): Will you invite seniors?

Lau Ching Yan: If they are free then it would be the best, I'll see if any previous excos are free.

Sit Hiu Chi: what would you say for each post?

Lau Ching Yan: I remember during last year's information session, some people spoke about things from the Constitution, but other stuff is mostly from their experience, like what they had done in the last year.

Lam Tak On (chatbox): Will there be discussion time after the presentation?

Lau Ching Yan: If they have questions to ask, or some sort of Q&A session. If they need more time for consideration, they can give their preferences later.

Sit Hiu Chi: How much time would you give them to discuss? One month, or before finals?

Lau Ching Yan: I remember that the Student Union has a deadline for handing in the namelist of excos of the new session, we may give them time for consideration according to the deadline.

Lam Tak On (chatbox): How will you follow up afterwards then?

Lau Ching Yan: Maybe we would ask them privately, if they expressed interest in a certain post we may ask them about it. We may also ask more active freshmen whether they are interested in joining the cabinet.

Lam Tak On (chatbox): Will you consider using Whatsapp groups?

Lau Ching Yan: I think we will have a Whatsapp group for the subcommittee function, I think we will use the same group, but we may also message them in private if they feel more comfortable that way.

Lam Tak On (chatbox): But some subcommittees may not want to join or some non-subcommittees may want to join, so a new group may be better.

Lau Ching Yan: Maybe we will create a new group for the information session, so those non-subcommittees can also join.

Lam Tak On (chatbox): At the very least, back in my years we had a special group with all interested freshmen and the excos, such that the excos can in a way monitor the progress.

Lau Ching Yan: Okay, so we'll make a group for those interested or those who joined the information session.

Sit Hiu Chi: If someone wants to join the cabinet but cannot come to the information session, will you allow him to join?

Lau Ching Yan: If they have contacted me before but cannot come, I may send them the powerpoint, and I may also briefly tell them the description of each post. I'll also add them into the group of interested freshmen.

Lam Tak On (chatbox): Maybe a little advice - aiming for a mid-November date is good, but mind if your events start to have delays. Back in my year our fall events were all delayed, and the information session was held at the end of november, because we had no time to prepare for it at all, we focused on other ones. Just a little reminder that because the information session seems to need less preparation, it is easily overlooked. Wait a minute, your year plan says that the subcommittee event might be held in November. Then your information session might not be able to be held in mid-November.

Lau Ching Yan: The subcommittee function should be held in October-November. If we can hold it before early November, then we can hold the information session in mid-November. This is what we planned.

Lam Tak On (chatbox): You will have to guide the subcommittee not to have the event too late, and no one knows the future, maybe COVID or protests or something else will delay the events like last year.

### **Annual Election**

Lau Ching Yan: The election depends on the polling day from the SU. The nomination period, etc, will depend on their schedule. We may help the nominated cabinet during the promotional period. There isn't much to say about it at the moment.

Lam Tak On (chatbox) : What is the composition of the election board?

Lau Ching Yan: There is a current exco, and a full member according to the Constitution. Usually that would be the president of the previous session.

Cheung Cheuk Lun Alan: Usually there are 3 people.

Lau Ching Yan: Two excos, and usually the president of the previous session.

Cheung Cheuk Lun Alan: When will you form the election board?

Lau Ching Yan: A week before the nomination period.

Lam Tak On (chatbox): It's usually the current president, one other exco and one exco from the last session. But only the current president actually does the work.

Cheung Cheuk Lun Alan: Do you know what you need to do on election day?

Lau Ching Yan: We asked during last year's promotional period. On SU's polling day there will be a booth, and the current session will hold the polling. Full members can come to vote. We will check their student ID card and give them the vote,

Lam Tak On (chatbox): According to Section 5 Article 2(c) of the Constitution: "The Election Board should be formed before the nomination period for at least seven clear days." 7 clear days is not equal to one week...

Lau Ching Yan: Okay.

Cheung Cheuk Lun Alan: I think you will not use online polling. You need to print the votes beforehand.

Lam Tak On (chatbox): What do you need at the voting station?

Lau Ching Yan: The name list of full members, to mark down who has voted. And the ballots, and a box to contain the votes.

Cheung Cheuk Lun Alan: You also need to show samples of valid and invalid votes.

Lam Tak On (chatbox): You also need to provide the pen, stamp or whatever to mark the ballot. Also it might be good to have a sign saying no photo allowed.

Lau Ching Yan: Okay.

Lam Tak On (chatbox): If touchwood you also need online voting next year, how will you do it?

Lau Ching Yan: We will do it based on this year's experience and improve on it. We will be careful on how to handle the anonymous voting. If this happens we will figure out a convenient and better way to vote via e-form.

Sit Hiu Chi: Do you have the member list?

Lau Ching Yan: Yes.

Sit Hiu Chi: After voting, what is the condition for the cabinet to be elected.

Lau Ching Yan: The announcement is via email. If no one opposes the result or makes a complaint after 24 hours then the result is final.

Cheung Cheuk Lun Alan: I think he wanted to ask about the number of votes.

Lau Ching Yan: According to the Constitution, 40% of members have to vote, and it's by simple majority, and the sum of against and for votes have to be larger than the number of abstain votes.

Lam Tak On (chatbox): What should you do when the voting time is up?

Lau Ching Yan: Do you mean at the end of polling day?

Lam Tak On: Yes, before you count the votes. You should have announced the time for counting before the polling began.

Lau Ching Yan: Okay. So we should announce that polling is over when time's up? I'm not sure about this part.

Lam Tak On (chatbox): When time up first thing should be sealing the box.

Sit Hiu Chi (chatbox): You should seal the box. Will you update the number of votes during the voting period?

Lau Ching Yan: Could we count the number of votes?

Lam Tak On (chatbox): Then make sure you have excos, preferably, watching the box at all times.

Lau Ching Yan: We will mark down who voted, so I think we could update the number of votes. But what is the means of announcement?

Cheung Cheuk Lun Alan: Maybe through the Whatsapp group?

Lam Tak On (chatbox): You can announce the vote rate. Some history on this issue. The year when I was being elected, then exco did not say they would announce the vote rate but they did. Then in the Annual General Meeting some stupid guy said they were biased. In the year where I hosted the election, I said I would announce the vote rate every hour in a neutral tone since day 1, then no one complained, more correctly, I had the grounds to rebut.

Lau Ching Yan: So we could just announce that we will be updating the vote rate.

Sit Hiu Chi: What if someone claims they are a full member but their name is not on the member list? Will you allow them to vote?

Lau Ching Yan: No, unless they can prove that they are a full member.

Lam Tak On (chatbox): By the way, remember to send emails when you form the election board, or receive nomination forms.

Lau Ching Yan: Do I send an email right after I have received a form, or after the nomination period has ended?

Lam Tak On (chatbox): At the end of the nomination period...? Let me check. When you form the election board, or receive nomination forms, closing of the nomination period, etc. This year I did not get emails when they should come. It is not stated clearly in the Constitution, but we published an election regulation in my year, which was copied by Sit Hiu Chi, and back then I wrote to send an email within 7 days of receipt. It was my creation but anyway, if you don't like it you can write yours.

Lau Ching Yan: You mean 7 days after receiving the nomination?

Lam Tak On (chatbox): You can make your own version but if you change it, publish it through email and the society webpage.

Lau Ching Yan: But I have to send it out regardless right? I remember receiving it this year.

Lam Tak On (chatbox): Just make sure every voter has access to it then it would be fine. On a side note, speaking of the society webpage, is there anyone maintaining it this year?

Lau Ching Yan: Yes.

Lam Tak On (chatbox): Nothing else for the election.

### **Annual General Meeting**

Lau Ching Yan: The Annual General Meeting has to be held within three weeks of the announcement of the election results. We will ask the availability of previous excos. After we have decided on the date, we will book the venue. Hopefully we can do so face-to-face this year. I remember Annual General Meeting announcements have to be made three clear days before.

Lam Tak On (chatbox): I'm not very sure, it was too long ago, but if I remember correctly, there is a special booking form for the Annual General Meeting.

Lau Ching Yan: We may ask the internal vice president to check the procedures for booking venues later.

Lam Tak On (chatbox): If I remember correctly, if you book rooms as usual and say it is for Annual General Meeting, they won't approve it. And the Annual General Meeting form has limits, so if you feel like it's not enough you can put up fake activities, like member gatherings and book meeting rooms as usual.

Lau Ching Yan: Okay. But do we need to hand in a proposal for booking rooms?

Sit Hiu Chi: Yes, a proposal is required for booking rooms.

Lam Tak On (chatbox): Just make sure the word Annual General Meeting does not appear on the proposals.

Sit Hiu Chi: In my year they needed us to give the dates, you should look at when other societies are using the rooms. Usually they will approve it if the venue is available. If you do it early there should be no problem. Otherwise other societies may be using the room.

Lam Tak On (chatbox): Will you guys wear a suit during the face-to-face Annual General Meeting?

Lau Ching Yan: Yes.

Cheung Cheuk Lun Alan: I remember Sit Hiu Chi wore a suit the first time and voted for whether to wear a suit for the remaining meetings. You can vote for it after wearing it once and there's no need to wear it again afterwards.

Lam Tak On (chatbox): This is actually a long debated question.

Lau Ching Yan: So we add an agenda item..?

Sit Hiu Chi: No, just briefly go through it, my idea is to have everyone wear the same style. You can ask about members' opinions at the Annual General Meeting. Someone opposed in the past but now probably no one will oppose.

Lau Ching Yan: Okay.

Lam Tak On (chatbox): Do you know where to find the quorum cards?

Cheung Cheuk Lun Alan: They're inside the cupboard in the society room.

Lau Ching Yan: I don't think I saw it when we cleaned up the society room.

Lam Tak On (chatbox): Do you know what they are used for?

Lau Ching Yan: Now we are using the raise hand function to count the quorum, but in person we use the cards, we give them the cards when they come in.

Lam Tak On (chatbox): In theory, you should check their full member status, they shouldn't receive a card if they're not a full member, and you should recollect the cards at the end of each meeting. How long before the Annual General Meeting would you start preparing the documents.

Lau Ching Yan: We will start preparing the minutes early. As for other stuff like the annual report and financial report, I think we would do it during the semester break?

Cheung Cheuk Lun Alan: I think starting doing so after every event is the best way. The longer you leave it, the blurrier your memory. But I understand it may be difficult for you to do a report everytime after an event.

Lam Tak On (chatbox): In theory, after each event you should have a financial report for it such that you can claim subsidy. We do this every year but we fail every year.

Cheung Cheuk Lun Alan: So yes, the best case is to write up a financial report every single time you finish an event.

Lau Ching Yan: We will try our best, we would at least have a draft of it.

Cheung Cheuk Lun Alan: Do you know when the deadline for the last Annual General Meeting is?

Lau Ching Yan: The last day of classes of that year.

Sit Hiu Chi: But usually it ends before the inauguration of the new cabinet.

Lam Tak On (chatbox): The Constitution says it's the last day of lesson of the spring semester. But if you have an inauguration, then finish it before inauguration.

Sit Hiu Chi: Basically if you have an inauguration then do it before the inauguration.

Lam Tak On (chatbox): How would you fix the date for each session?

Lau Ching Yan: We will send a form to ask previous excos for their available dates.

Sit Hiu Chi: Have you considered recording the meeting's audio so you know what you're typing in the minutes?

Lau Ching Yan: Yes, this will be more convenient for the general secretaries to prepare the minutes.

Lam Tak On (chatbox): It is better that you fix a date, then find out who will come. Then you prepare specifically to talk about the events and posts of those people that will come on that day, instead of just randomly prepare for it and see who is there.

Lau Ching Yan: So we set the date then ask who can come?

Lam Tak On (chatbox): No, I mean you ask for their availability, then when you fix the date you have an idea of who will be there on that day, then you prepare events so that those guys can pass their events and posts.

Lau Ching Yan: Actually we are already doing so for this Extraordinary General Meeting.

Lam Tak On (chatbox): And make sure those people can really come.

Lau Ching Yan: We will try our best, maybe we'll ask them the day before whether they will come.

Cheung Cheuk Lun Alan: Do you have anything to ask about the Annual General Meeting?

Lau Ching Yan: For face-to-face Annual General Meeting, does it also end at midnight like now?

Cheung Cheuk Lun Alan: It depends on how long you can book the room for, but usually it ends at 12am so that people could leave. But I remember it went beyond midnight.

Lam Tak On (chatbox): You can also choose to hold it during the daytime on holidays.

Sit Hiu Chi: But I doubt many people are willing to come back on holidays. Before we tried hosting meetings on Saturday or Sunday and the quorum was always not met.

Lau Ching Yan: Maybe we will try to hold it on school days.

Lam Tak On (chatbox): In the past, during face to face meetings, we usually have some people joining via Skype too. In the past they did not count towards the quorum. Now with experience of Zoom maybe we can reconsider that issue.

Lau Ching Yan: Maybe for those who cannot attend in person, they can use Skype.

Cheung Cheuk Lun Alan: Any other questions?

Sit Hiu Chi: Also, you can go to the venue earlier for setup.

Lau Ching Yan: What should we prepare at the venue? Do we need microphones or anything else?

Cheung Cheuk Lun Alan: I think there is no need to use microphones, we don't have a lot of people anyway. Also usually you guys have a desk in front of you, opposite to you will be the full members. And they will be seated in rows. The setup is like a press conference.

Lam Tak On (chatbox): Usually it is in a meeting room, exco seated in one row facing the audience. If you can, you may also give tables for the audience. There is no need for a stage.

Lau Ching Yan: Do we need to be on the stage of the common room?

Sit Hiu Chi: Usually common rooms do not have stages.

Lau Ching Yan: I think there is a stage in common rooms 5+6.

Lam Tak On (chat): A little side note on the end time, IRE people will not push you too much with the Annual General Meeting, so even if you want to do it overnight, there's no people there.

Sit Hiu Chi: We usually do it in LG5, because larger rooms are for larger societies.

Lam Tak On: If there are no venues they may send you to classrooms.

Sit Hiu Chi: Some classrooms are pretty good.

Lau Ching Yan: So we could consider classrooms.

Lam Tak On (chatbox): In the extreme case, you would be sent to LANG rooms. Try to avoid LANG rooms, they are too small.

Lau Ching Yan: How many people attended Annual General Meeting in the past, within 30 people?

Sit Hiu Chi: Yes, usually there won't be many people, one or two more than the quorum. Around 20 people.

Lau Ching Yan: Okay.

Sit Hiu Chi: Some people will leave early and some people just focus on their own work. So there is not many people who are actually in the meeting.

Lam Tak On (chatbox): In the past we would drag people from Room 5489 or the LIFS common for the quorum.

Lau Ching Yan: Have the quorum cards been used for a long time?

Cheung Cheuk Lun Alan: No, we made new ones last year.

Lau Ching Yan: So if we can't find them, we can make our own ones?

Cheung Cheuk Lun Alan: Quorum cards are basically white cards, like a business card with the society chop on it.

Lam Tak On (chatbox): Just a small card with the society chop on it.

Lau Ching Yan: Okay. When voting for other motions, do they need to use the quorum card?

Cheung Cheuk Lun Alan: You have to raise the quorum card when raising hands.

Lau Ching Yan: Do we need a hard copy of the year plan?

Lam Tak On (chatbox): Usually there's no need to print them because you sends emails. But some very senior alumni say you need hard copies because not everyone has a computer.

Sit Hiu Chi: I didn't do it for my year, since it's a waste to print it out every time we had updates.

Lau Wing Sum: Normally when you have a new copy you have to print a new hard copy, it's not environmentally friendly and the practice has been stopped since last year.

Lau Ching Yan: So there's no need to print, you can look it up on your phones?

Lam Tak On (chatbox): But because they are very senior they probably will not be there, so you can ignore them.

Lau Ching Yan: For voting honorary members, are they required to be present? Or can they be absent?

Lam Tak On (chatbox): They don't have to be there, and they are usually not there, because they would be year 3s on exchange. You can ask if they want to go over the whole list or one by one for honorary members though.

Lau Ching Yan: Is the question and answer format similar to now?

Cheung Cheuk Lun Alan: It should be the same.

Lau Ching Yan: Do they need to raise quorum cards before raising questions?

Cheung Cheuk Lun Alan: No.

Sit Hiu Chi: Theoretically yes, but in practice no, you just speak whenever you want to.

Lam Tak On (chatbox): In theory only members can speak at general meetings according to the Constitution. But in practice who actually cares.

Lau Ching Yan: Do we have to print out the agenda or stick it anywhere?

Lam Tak On (Chat): No need to do so.

Lau Ching Yan: Any general reminders?

Lam Tak On: Same old thing, you can look at the past Annual General Meeting minutes for insights, or just ask us.

Siu Chi Wang Justin raised procedural motion to lay the discussion of agenda item 3 on the table to the next session of the meeting.

Time now is 23:52

Chan Cheuk Kai Kevin seconded

For 8 against 0

The motion is passed

Minutes of International Research Enrichment Students' Society, HKUSTSU 1<sup>st</sup> Extraordinary  
General Meeting 2020-2021, Session III

**Date:** 13 July, 2020 (Tuesday)

**Commencement Time:** 20:30

**Venue:** Via Microsoft Teams

**Minute Taker:** Choy Sin Hang Sonia, Lai Man Wai Katherine, Siu Chi Wang Justin, Chan Cheuk Kai Kevin

The business of the Extraordinary General Meeting 2020 of IRESS, HKUSTSU shall be:

1. To commence the meeting;
2. To receive and adopt the agenda of the 1<sup>st</sup> Extraordinary General Meeting of IRESS, HKUSTSU, Session 2020-2021;
3. To discuss and amend the Year Plan of IRESS, HKUSTSU, Session 2020-2021;
4. To discuss and amend the Financial Budget of IRESS, HKUSTSU, Session 2020-2021;
5. To discuss and amend the Annual Financial Report of IRESS, HKUSTSU, Session 2019-2020;  
and
6. To adjourn the meeting.

Time now is 20:32

There are 9 full members present.

The quorum is not met.

Time now is 20:43

There are 15 full members present.

The quorum is met.

Chairperson Lau Ching Yan started Session III of the Extraordinary General Meeting at 20:43.

Woo Dorothy Hoi Shan raised motion to resume the discussion of Agenda item 3

Time now is 20:44

Chan Cheuk Kai Kevin seconded

For 12 against 0

The motion is passed

#### **Joint science event**

Chan Cheuk Kai Kevin: Currently we plan to hold a singing contest, but there's still a lot of uncertainty surrounding it. And also I remember in the past sessions of Annual General Meeting, some members reflected that the singing contest is not suitable or not interesting, so although we wrote singing contest in our year plan, we still have not decided on the event yet. We have to consider the opinions of people in our society, and also consider the opinions of other societies. We can consider other possible events, such as high table dinner or 萬人宴. In terms of feasibility, we have not considered that yet, and there are other factors such as the pandemic we will have to take into account.

Yam Wun Kwan: Seems like there is not much to talk about.

Kwok Yuk Lam: There are lots of uncertainties in joint science events.

Yam Wun Kwan: have you met with other external vice presidents yet?

Chan Cheuk Kai Kevin: We have met but we haven't been talking about joint science events. Because we expected the event to be held in late October, so I think it is too early to start discussing about this. So we haven't started.

Yam Wun Kwan: So when do you expect to talk about it, like October?

Chan Cheuk Kai Kevin: I think we will start discussing in September.

Yam Wun Kwan: So the people expect there to be an event?

Chan Cheuk Kai Kevin: We have talked about something about a joint science event together with inauguration. So at the time I asked them whether they wanted a joint science event, and they said that they would like an event, at that time I proposed to hold a singing contest. But now we're not sure if we can hold the event, because of the coronavirus.

Yam Wun Kwan: How many societies are there in science school?

Chan Cheuk Kai Kevin: Four including us, Biology, Biochemistry and Chemistry Society

Yam Wun Kwan: Do you know how many people are in the Executive Committee of each society?

Chan Cheuk Kai Kevin: I remember it was 6 people for the Chemistry Society, but I forgot about other societies.

Yam Wun Kwan: Do you remember the approximate number? Because if your cabinet has more people, then you're expected to do more in the event.

Chan Cheuk Kai Kevin: I think it is similar to us, maybe a few more people than us. I only remember there are 6 people in Chemistry society, I don't remember for the rest, maybe 8-11 people for Biology and Biochemistry?

Yam Wun Kwan: Because I remember in my year, Biochemistry Society and Chemistry Society have like 10-20 people.

Chan Cheuk Kai Kevin: This year Chemistry Society only has 6 people, so we would have to redistribute the work.

Yam Wun Kwan: Also you mentioned you didn't want to hold a singing contest. Or did you ask about their preference?

Chan Cheuk Kai Kevin: They suggested a singing contest too, and then I suggested high table dinner. Biology Society mentioned that they may hold a talent show. So it's quite similar to singing contest in nature

Yam Wun Kwan: You said people in our society don't want a singing contest, I understand why they think that. But if you don't have any ideas then there's no way to change.

Chan Cheuk Kai Kevin: I have heard that they think a singing contest is not suitable, but they didn't suggest any actual events.

Yam Wun Kwan: So to protect your interests, I think you need to ask people what event they want to see- if they have no suggestions then there may not be alternatives.

Chan Cheuk Kai Kevin: I think we would ask members' opinions before discussing with other External Vice Presidents. We will definitely ask via Google form or Whatsapp before making a decision

Yam Wun Kwan: It's best if you do that. Have you discussed the budget?

Chan Cheuk Kai Kevin: We have briefly discussed the budget- for high table dinner, we don't really know how the budget will be; if it is singing contest, we have thought about the budget. The main expenditure is prize cup, venue, judge- these things aren't too expensive, it should be ok within \$1000. But there is one concern, which is the judge, because the year before, for the heats the judge was from Particles and Band Society, but for the finals, artists from other places were invited. The cost for this is hard to estimate, but it will be very expensive. I remember before they could hold it because

they had connections to artists and could hire judges at a lower price. If we don't have these connections, it's difficult to estimate the cost, and we may not be able to bear it.

Kwok Yuk Lam: Did you talk about the proportion of money to pay during inauguration?

Chan Cheuk Kai Kevin: We did decide on a proportion- I remember the ratio is similar to last year, but I do not remember the ratio of last year.

Kwok Yuk Lam: Last year we had 0.5 something, and other societies paid 1.

Chan Cheuk Kai Kevin: When I proposed this there was no objection, but I don't know what the ratio will end up being. At least I have proposed this before and they did not object.

Yam Wun Kwan: What did you propose?

Chan Cheuk Kai Kevin: We give 0.5, and they give 1.

Yam Wun Kwan: Just propose it first, as our society has less people and usually has similar proportions. As for the judge, I think there doesn't have to be a judge. It'll look good if you have one, but there isn't much of an effect. I don't know what other societies think however.

Kwok Yuk Lam: A suggestion- since the pandemic is still here, I don't think high table dinner or 萬人宴 is a good idea, since people all have to take their masks off in an enclosed space.

Yam Wun Kwan: And also remember to book the venue, either you or the general secretary, a month prior to the event, especially if you want to use Atrium, you might clash with other societies.

Kwok Yuk Lam: What do you expect your role to be if the event can be held? Eg for inauguration you have finance etc.

Chan Cheuk Kai Kevin: Inside our cabinet we have discussed this- we prefer doing finance.

Yam Wun Kwan: Finance is an easy role

### **Subcommittee function**

Woo Dorothy Hoi Shan: like before, this event is for recruiting potential executive committee members for the next session and let them try to hold events. So the target of the event is these freshmen. We will begin to recruit sub-committee team members during orientation week, but it may be difficult under this situation. So maybe if there is orientation day, we will talk about the posts, but we are not sure if we can go back to school at orientation week.

Around the end of September (the last week) or early October, condition permitting, I hope to meet once with the sub-committee and tell them what they have to do, that they have to organize an event. I'll ask them to choose a coordinator, and have one person for finance etc. Some sort of a mini-cabinet, so everyone has to be responsible for one aspect. So afterwards the meetings will be held by them, and they will book their own rooms, etc. I will provide some assistance, such as asking whether they have planned for the next meeting, or whether they have booked rooms yet. After they have planned the date for the event, I will make sure they have prepared everything, eg have they bought stuff for the event, or have they got a full activity plan. Within two weeks after the sub-committee event, I will hold an evaluation session to discuss what they've done well, improvements, etc.

Li Wing Shun (chat): What are the necessary posts you would have to assign to the sub-committee?

Woo Dorothy Hoi Shan: I think a coordinator is necessary. I mean the one who arranges meetings. I think the main function of this person is the one who I will contact, like a representative of the group, so I will approach this person directly, kind of the leader of the group. And like I said there needs to be a person responsible for finances. There's one more person who's like the general secretary, who will be responsible for taking minutes and reporting the points discussed in meetings. I would also like someone responsible for marketing, for promotion, recruiting people, writing emails, etc., I don't

really want 4 people who have a post, out of 9-10 people so the rest have nothing to do. I hope they can divide into smaller teams. Like 1-2 people for jotting notes, 1-2 people for finance, so everyone has a chance to work on different tasks. The names are just for me to find out who to reach out to.

Wong Ting Hei Matthew: Do you plan to discuss with them? Or just let them work on their own after the first meeting?

Woo Dorothy Hoi Shan: I must be here for the first meeting- I will have to see how the situation is first. If people are very shy, then I'll be there for the second meeting to make sure they have made progress instead of just sitting here doing nothing. If they're quite active, or there's someone that becomes the coordinator and leads the team, then there's no need. But for the last one or two meetings, I will be there to make sure the event can be held smoothly.

Li Wing Shun (chat): I think it's ok. The main point is you have to tell them the necessary posts, it's ok if 1 or 2 people work on it, and the posts don't have to be fixed for each person.

Wong Ting Hei Matthew: If the current situation persists and the sub-committee function cannot be held, have you considered any backup plans?

Woo Dorothy Hoi Shan: I've thought about this, I think I'll probably put off the event till later, like in our year Christmas party games were held by the sub-committee members. If the school decides to suspend classes till November, then I'll put them in charge of a group dinner or something. But what exactly the event will be depends on the school's arrangement. If unfortunately there is no chance for sub-committee to hold an event, I'll try to remember who there was at orientation day and reach out to them individually, to ask them to join the cabinet next year, because by allowing them to be in charge of an event, you can let them know how it feels like to join the executive committee. It's best if they could hold an event, but if there's no chance then at least talking with them would seem more friendly, like let them know what they will do if they join the cabinet.

Wong Ting Hei Matthew: Any other questions? I think the main thing here is what the sub-committee members will do, so there's not a lot to ask.

Li Wing Shun (chat): If the school does not allow booking of facilities, what would you suggest for the sub-committee? For example, consider looking for venues outside school, or just hold activities outside school?

Woo Dorothy Hoi Shan: I think if they need to find venues outside the school, I may suggest they find party rooms. The first reason is that the task of finding food and planning games is a huge thing of their future jobs

For example, in the graduation party this year, things like food are planned by everyone- I think this is a part of joining the executive committee. The budget isn't as big as outdoor activities too, like booking campsites is more expensive than party rooms. I think it may be too difficult for the sub-committee to hold outdoor activities, and if they mess up the consequences might be too much. So if it is an indoor venue, it can still train them to hold an event while the responsibility is not too large. Touchwood, if the pandemic is still very serious, I'd ask them to check whether it's still hygienic to use a certain space. But I won't spoon feed them, and tell them what places to book, I'll just tell them to consider certain factors.

Li Wing Shun (chat): I think in these cases, the executive committee should pay more attention to them.

Woo Dorothy Hoi Shan: If they cannot hold the event at school but they need a huge budget, then I will follow them far more closely, since a lot of money is involved. But I still want to give them more flexibility, since it's an event where they lead. If the option isn't completely disastrous I'd talk with them and help them weigh the pros and cons of each choice. I will try to discuss with them and tell

them what is good or bad in their plan. If the ideas they come up with are too bad, or the budget is too big, or the pandemic is still quite serious, I would actively stop them. But this really depends on the situation, and I hope to give them more flexibility.

Li Wing Shun (chat): Have you worried about being able to recruit very few freshmen for the sub-committee?

Woo Dorothy Hoi Shan: I am worried about this, in this year's situation, we have at least stayed together for 3 days in orientation camp and have open sem rice. If we can't hold many events, I would be the one to reach out to them, like ask them whether they would like to gather for a meal, etc. I'll try my best to recruit them, but the situation is really difficult to control, if they really cannot go to school for the whole semester. I would try to use a friendlier tone, chat with them, and maybe tell them what to do for the sub-committee and ask whether they are interested. And I hope that way I'd be able to persuade more people to join the sub-committee

It is difficult for me to predict this year's situation, it is hard for me to give a definite answer at this moment

Li Wing Shun (chat): In the worst case, if it's under numbered, what would you do? Extending the deadline?

Woo Dorothy Hoi Shan: It depends on how far under the target we are. If there are just 2-3 people then I'll just extend the deadline and work hard at getting more people to join. If it's six or seven people, then maybe the people who signed up would start first. I may allow others to join in and work together instead of postponing the whole schedule- I don't prefer postponing the event because it'll postpone everything that follows the event, including the cabinet formation and stuff. But if it's really bad, like less than five people, I don't have much of a choice.

Li Wing Shun (chat): In my opinion, if there's a need, I'd ask the executive committee members to provide more support, so the freshmen have the experience, it's much better than cutting out the event altogether.

Woo Dorothy Hoi Shan: I agree, even if it is difficult, but if it is still possible to hold the event, I would try to help them, maybe tell some of our cabinet members to help. I would prefer to not cut the event.

### **Registration Day**

Choy Sin Hang Sonia: Registration day this year is on Aug 17 and 18. The talk for IRE freshmen is on 17/8 in the morning. The format of the registration day is online. As I have mentioned before, originally, we can set up stalls for society- they will set up a website for first year students, and they would put information about our websites and social media there. There are far fewer things that we can do since this year's registration has been changed to online mode. We will promote on social media near the announcement of DSE results, e.g. talk about our subjects.

July 31 is non-JUPAS registration day- since there is no talk, it is difficult for us to be involved. We would probably post a welcome message, and maybe give them details on orientation events. JUPAS results are out on 10/8, and then we will find SCI/HOME whether they can send the information about us to all freshmen so that we can reach them. We will see if SCI/HOME can send the information of orientation to freshmen through email, so that we can reach out to all freshmen apart from having them look at our website. I will also ask SCI/HOME if we can promote to them at the last of the SCI/HOME talk.

On the issue of less interaction, we may consider having live chat sessions, and we may have some online meetings so that there is a platform that we can chat with them. Also on that day, if we can

receive any contact information, we will try to coordinate freshmen in a Whatsapp group like before, so that we can coordinate with the freshmen.

Lam Yu Sang: the website is only for you to put links to your social media pages?

Choy Sin Hang Sonia: It is according to what they have told me. There's the full name of your society, then a few buttons which are links to your pages, and other contact details.

Lam Yu Sang: Now that everything's online, focus on posts in social media, and we can make them more detailed so that more information can be provided. You can prepare more information for them during that period. I think the most important thing is to approach SCI/HOME to ask whether you can say hi after the talk. In previous years, if you ask SCI/HOME to send things to freshmen, they are usually willing to help. Also don't do it too late. Last year's registration day was in early August. And we approached SCI/HOME in late July, although it turned out to be fine at the end, I think it would be best to approach them earlier. I think it would be better to ask them as soon as possible, but there is an unpredicted factor in this year

Choy Sin Hang Sonia: I will try to approach them earlier.

Lam Yu Sang: Have you thought about what information to post on social media? Seems like the only way for people to learn about you guys is only through social media.

Choy Sin Hang Sonia: It will follow the date, like for non-JUPAS registration day there will be a welcoming message. On the JUPAS result announcement, we may have some encouraging messages. If we offer an online chat room on registration day, we can post on our Instagram story to inform freshmen that we have such an event. We may post on our story, something like we have opened a live chat, interested freshmen can join, and also place all of the orientation day info on those websites. We will try to replace face-to-face interactions as much as possible.

Lam Yu Sang: It is good that we offer online chat, but there is a concern that when should we hold that. You can perhaps talk with SCI/HOME and say when you would hold a live session. I think live is a good idea as people can leave comments and have interactions.

Choy Sin Hang Sonia: Since before in Learning Commons a room was booked for playing games, we may use something like Discord as a platform. But we also rely on social media to reach out.

Lam Yu Sang: I think obtaining contact would be a problem. In previous years, it is simpler for us to obtain contact information through face-to-face interactions. Maybe this year you can approach SCI/HOME and see if they are willing to help you more. Do you know other societies' arrangements for registration day?

Choy Sin Hang Sonia: I'm not sure.

Lam Yu Sang: We can take other science societies' approaches as reference

Choy Sin Hang Sonia: Because they just confirmed online registration day a few days before- I will ask other societies and see how they will deal with this.

### **Orientation Week**

Lai Man Wai Katherine: Originally, the orientation week is at the beginning of September. Since the school still hasn't announced the arrangement after 7/9, originally the plan was for classes to become face-to-face after the first two weeks- I assume there will be face-to-face classes at this moment. The orientation week probably will happen during the period with face-to-face. For sponsors, we've found some during orientation day, and it depends on the quantity of sponsoring products. If there are sufficient amounts left, we may consider distributing them in welfare packs.

For society T-shirt production, we have asked our promotion secretary and he said he is almost done. After he has adjusted the format, he will probably let our cabinet see first. For other society products

we haven't talked about what to make yet, because we have a lot of things to work on at the moment. We will discuss later what society product will be made, and will send a Google form to members in mid-August to see their preference on society product and which designs do they like. Around early to mid-August we will order the society products. Then we will draw lots for the counter position, but we need to wait for SU's details.

Around a week before orientation week, we will prepare a form to recruit new members, to ask for name, ITSC, contact and year of study, any major etc. And we will prepare our welfare pack and promote orientation week on social media via Facebook and Instagram. On that day, freshmen probably will come to the counter and we will give them the form to sign up as members, and other members can come and buy society products. We will let them fill in the form first, and collect the products later. We will approach SCI/HOME to try and get the information of members and freshmen, or transferred students from year 2. We hope we can recruit them to become IRESS members. After the event we will update the contact list

Lam Yu Sang: Have you thought about what society products will be made?

Lai Man Wai Katherine: Society paper is a must have, but we haven't considered choices for other products.

Lam Yu Sang: Will you decide within the cabinet, or ask in the Whatsapp group, let them choose among a couple of options? Like give some suggestions about the society product.

Lai Man Wai Katherine: I think we will discuss the choice of products within the cabinet first. If other people have other suggestions we will also consider them.

Lam Yu Sang: We can include more suggestions, because it really affects how much products you will be able to sell during orientation week.

Lai Man Wai Katherine: We may ask other members privately for suggestions

Lam Yu Sang: Do you think it is likely for orientation week to turn online?

Lai Man Wai Katherine: If classes are still online, then yes.

Lam Yu Sang: For online orientation week, you may need to consider backup plans,

Lai Man Wai Katherine: I think the main means of promotion is through social media to promote that we are recruiting members.

Lam Yu Sang: Atrium is still closed for on-campus events. Have they told you when they will draw for the counters?

Lai Man Wai Katherine: I haven't heard anything yet.

Lam Yu Sang: What if you cannot get a counter

Lai Man Wai Katherine: We will make a real counter, because having a counter is more convenient for members to approach us.

Lam Yu Sang: About the welfare pack, is your target audience freshmen only or all members?

Lai Man Wai Katherine: It depends on the quantity left. If there are too few items we'll think about how to distribute them.

Lam Yu Sang: When will you start buying society products?

Lai Man Wai Katherine: We have a design for the T-shirt. We will take a look before sending it out to the Whatsapp group. Together with the designs of other society products, and time for members to look at the designs, I guess we will order in early or mid August.

Chan Tsz Ching: So you now predict how many people will buy and order based on this number.

Lai Man Wai Katherine: Originally when we ask what members will think about the design, we will ask how many people are interested. We will order in mid august

Chan Tsz Ching: It is ok for society paper, but for other society products it's less likely for you to predict the total number.

Lai Man Wai Katherine: Should we order after confirming the number of buyers after the opening of semester?

Lam Yu Sang: It is safer this way. Because if you sell new products, there may be more fluctuations.

Lai Man Wai Katherine: So after the semester starts, when people have all ordered, then we will order and let them take the products later.

Lam Yu Sang: You can have a counter later, or distribute products to members at counters of other events.

Chan Tsz Ching: I think it's ok to order society paper first, since freshmen might want to use them earlier.

Lam Yu Sang: Have you thought about selling old society products? Or do you want to only sell new stuff?

Lai Man Wai Katherine: We will consider selling past society products, as I saw some past society papers and members are interested in purchasing.

Lam Yu Sang: You can see how your budget is at the time, and decide on whether to sell them.

Chan Tsz Ching: And for society paper, there's a white edge for the graduation party paper after printing. So for your society paper, remember to ask them to pay attention to not have an edge if you have designs along the edge.

Lai Man Wai Katherine: Ok, we will take note of this.

Lam Yu Sang: What information will you ask for?

Lai Man Wai Katherine: Name and year, major (if they have one).

Lam Yu Sang: All things should be done as soon as possible. It's better to ask for preferences earlier, to avoid stalling your progress. Keep things in progress and wait til the school announces more details. You can think of a plan B for online mode, like will you use social media for promotion, or are there other methods to promote your activities? If you hold it online, how will you distribute your products?

Lai Man Wai Katherine: It depends on the situation then. I will prefer face to face. If in the worst case, we cannot go back to school for a long time, we need to explore other methods such as mailing.

Lam Yu Sang: Will you consider delaying the ordering until after classes resume?

Lai Man Wai Katherine: It is feasible if the situation is really bad.

### **Annual Dinner**

Choy Sin Hang Sonia: This year's annual dinner is set for November 23rd. It will be in the evening. Someone suggested holding it at UniBistro, but we have not confirmed the location yet. We will ask for members' preference in the Whatsapp group about the venue when near the event- whether they would like to stay on campus or go outside. We will send invitations in October, and will confirm poster design, and also prepare some presents for the lucky draw and thank-you gifts for professors. In early November, we will announce the details of the annual dinner, and let members sign up. We will book the table and confirm the decoration if the dinner is held on campus. A week after publishing the Google form, we will set a counter to collect money. It depends on whether we can go back to campus, if we can't go back to school, it is impossible for us to hold the event. 2 days before dinner, we will confirm the number of participants and what food, 1 day before we will remind them of the dinner.

Lau Ching Yan: This event might be postponed if the situation is bad at that time.

Choy Sin Hang Sonia: It depends on the situation.

Lau Ching Yan: Any other questions from those who had gone to the annual dinner before?

Leung Ka Wun Casey: Do you have preferred professors to invite?

Choy Sin Hang Sonia: The professors invited in previous years. One professor for each subject, and Prof Pakwo Leung. For physics we will probably invite Prof Vic Law instead of Prof Lortz. Mainly we just see who is available at that time.

Leung Ka Wun Casey: Will you have a lucky draw? If so, what gifts will you give?

Choy Sin Hang Sonia: There will be a lucky draw but we haven't confirmed what the prizes will be. Because there is still time between the annual dinner and now. I think before they would give small gifts, such as card games

Leung Ka Wun Casey: By the way, you better ask for IRE coordinators first concerning what professors to invite, e.g. ask Prof Lortz first for physics. In my year, someone who did not know how to speak Cantonese went to the annual dinner.

Choy Sin Hang Sonia: I think in the annual dinner people would chat within their table. It would be a bit awkward if someone does not understand Cantonese- we may hold games in English if they can't understand Cantonese.

Leung Ka Wun Casey: Since there might not be many English-speaking people, we can ask our executive committee members to translate their speech into English. You have to think about how to let those people enjoy the event without changing the whole event to English.

Choy Sin Hang Sonia: So we may ask someone to translate the stuff to the person?

Leung Ka Wun Casey: That's what we did last year. We found Pang Chun Sum Brian to translate.

Leung Ka Wun Casey: For the annual dinner a few years before, some professors said they want to sponsor a few hundreds or thousand dollars for the annual dinner. How would you deal with it?

Choy Sin Hang Sonia: I think we will have to discuss with our financial secretary and cabinet. And after that we will thank them, because I think it is quite common. I know two years ago there was a thank you card for everyone, and for professors who sponsored there was an extra email. This will be less embarrassing since we individually send them email.

Li Wing Shun (chat): You can take reference from previous Annual General Meeting records.

Choy Sin Hang Sonia: I know Chan Yin Hei Brian did so in his year, but I need to check for previous years.

Li Wing Shun (chat): Can the executive committee or professors take part in the lucky draw?

Choy Sin Hang Sonia: I have to think about this first. I know in Chan Yin Hei Brian's year they included professors in the lucky draw. I think professors can take part, since they're part of the dinner. If everyone pays, they should have a chance. But it seems to be a bit embarrassing

Leung Ka Wun Casey: In BC's year, the executive committee kept getting the prizes. It is a not big problem.

Li Wing Shun (chat): I think

Leung Ka Wun Casey: It's ok if professors win the prize. Prof Vic Law gave the draw to Prof Frederick Fong, and he won a teddy bear, which he gave back to Prof Law.

Kam Wa Mei: I can ask Chan Yin Hei Brian for something that you are discussing.

Choy Sin Hang Sonia: I have read how you handle thank you cards and lucky draw from past Annual General Meeting minutes.

Kam Wa Mei: We have prepared many gifts and we distributed the tickets to everyone. At that time, exco draw the numbers and ask the winner to draw for the next number- but we prepared too many prizes, so some numbers did not belong to any participants. Professors and executive committee members get most of the prizes. We have prepared stuff like warm bags, chocolate, dolls, and chocolate.

Lau Wing Sum (chat): Would it be happier if you did the lucky draw it in a bingo style?

Choy Sin Hang Sonia: I think we can consider this too, it may be less embarrassing.

Kam Wa Mei: you have to consider the case that participant only get few prizes

Li Wing Shun (chat): In previous years we didn't use unibistro, so executive committee members have to follow closer.

Chan Tsz Ching (chat): Last year there was tic-tac as a mini prize for everyone

Kam Wa Mei: Also in our year, we have prepared other gifts for professors- Kan Ying Hei hand wrote thank you cards for them. We have prepared a 50 dollar coupon for each professor- you can think about what souvenirs for professors. You can private message Chan Yin Hei Brian for any further enquiries about the event.

Woo Dorothy Hoi Shan raised motion to vote for agenda item 3.

The time now is 10:06.

Chan Cheuk Kai Kevin seconded.

For 11 Against 0

The motion is passed.

### **Financial budget**

Woo Dorothy Hoi Shan raised motion to discuss for agenda item 4.

The time now is 10:06.

Chan Cheuk Kai Kevin seconded.

For 11 Against 0

The motion is passed.

Tsui Yuk Hang: This year we have fine-tuned something for each item. The major difference is in the first three items - graduation party, registration day, and orientation day. There were updates according to our plans for graduation party and orientation day. Also the financial budget now has a little profit- the main reason is due to the lack of inauguration ceremony this year. Also I included the annual Student Union subsidies, and the orientation camp also has less expenditure. So overall there was a lot less money spent, and we profited from it.

Lee Olivia Wing Ki: How did you deal with the donations at last?

Tsui Yuk Hang: I am thinking when to propose. For the graduation party, we borrowed a venue from an NGO. We will draw \$200-300 from the revenue of the party to donate to the NGO, to thank them. I think we will make this donation at the end.

Lee Olivia Wing Ki: So you have decided to donate the profit?

Tsui Yuk Hang: We will use the profit from the graduation party.

Lau Wing Sum(chat): Why is the quantity for graduation party souvenirs 40?

Tsui Yuk Hang: We counted 30 something members according to the contact list, and we rounded to 40. We have bought a few more just to be safe. This year there are more graduates than previous years. But we have decided the amount according to the member list.

Lee Olivia Wing Ki: Why is there only the proposed financial budget in the email?

Tsui Yuk Hang: We only held one event. Kimson's financial report is also attached, but he says he hasn't collected all the money yet.

Lau Wing Sum (chat): There's an extra underline under society jacket poster quantity.

Tsui Yuk Hang: Ok I will correct it later.

Lau Wing Sum (chat): For class photo taking, why is the quantity for photo printing just 10 more than the expected order? Do you not plan to give professors photos?

Tsui Yuk Hang: I think we will give the photos to professors, and for others it will be sold. According to previous years, there will be a Google form for members to order photos. Around 10 photos are gifts for professors, as for why there are only 6 frames and 10 photos, the extras are reserved.

Lau Wing Sum (chat): Usually there is one free photo for every member who attended.

Tsui Yuk Hang: I need to discuss this with the person in charge (Lo Tsz Yu) first, I'm not sure if we will give each person a free photo. I remembered our decision was the free photo would be only for professors, but we will consider this for members as well.

Lau Wing Sum (chat): Also there are not going to be 10 professors taking photos.

Tsui Yuk Hang: I know, but we will also order extra each year to avoid having to order again. I will discuss with Lo Tsz Yu about the free photo part.

Lau Wing Sum (chat): Normally you would buy photos after people have ordered them.

Tsui Yuk Hang: We have referenced last year's Annual General Meeting, because some people want to order at the last minute. So we will prepare a few more extra ones. 20 is according to last year's situation where not many people bought the photo.

Lau Wing Sum (chat): Have you reserved some budget for new full members?

Tsui Yuk Hang: We have not reserved this budget, since we have decided on using some sort of souvenir. But because we have a welfare pack for orientation day, we won't have a specific sum for new full members. But if we don't have an orientation day, we will have some budget for the welfare pack. Since we have a profit now, we can spare some money for this.

Lau Wing Sum (chat): Who do you mean by orientation day helper?

Tsui Yuk Hang: It's the same as orientation camp, we'll have a couple of people who don't want to be group leaders but want to help with organizing the events and leading games. The main charge is for buying food. About the welfare packs, it will mainly be sponsor products

Lau Wing Sum (chat): Will you order orientation day T-shirts?

Tsui Yuk Hang: We're not sure yet. Due to the uncertain situation of COVID-19, we are not sure if there will be an orientation day.

Lau Ching Yan: We don't know yet, we've looked for a company and know the prices, but we haven't ordered yet.

Lau Wing Sum (chat): Did you note the arrangements of the companies?

Tsui Yuk Hang: We still have not confirmed as the situation is unstable. We have checked the refunding policy about buying T-shirts. We need to determine if we can hold orientation day at all.

Lau Ching Yan: Most don't have refunds, so we can't take back our deposits.

Lau Wing Sum (chat): I think the photo frame is quite useless.

Tsui Yuk Hang: The photo frames are mainly for professors. I think we may provide options for members to choose whether they want it, but for now it's for professors because it looks better that way.

Woo Dorothy Hoi Shan raised motion to vote for agenda item 4

Time now is 10:30

Chan Cheuk Kai Kevin seconded.

For 11 Against 0

The motion is passed.

Woo Dorothy Hoi Shan raised procedural motion to lay the discussion of agenda item 5 to the next session.

The time now is 10:32.

Chan Cheuk Kai Kevin seconded.

For 11 Against 0

The motion is passed.

Minutes of International Research Enrichment Students' Society, HKUSTSU 1<sup>st</sup> Extraordinary General Meeting 2020-2021, Session IV

**Date:** 13 April, 2021 (Tuesday)

**Commencement Time:** 20:45

**Venue:** Via Microsoft Teams

**Minute Taker:** Choy Sin Hang Sonia, Lai Man Wai Katherine, Ho Hang Chi, Yue Cheuk Yan Kelvin

The business of the Extraordinary General Meeting 2020 of IRESS, HKUSTSU shall be:

1. To commence the meeting;
2. To receive and adopt the agenda of the 1<sup>st</sup> Extraordinary General Meeting of IRESS, HKUSTSU, Session 2020-2021;
3. To discuss and amend the Year Plan of IRESS, HKUSTSU, Session 2020-2021;
4. To discuss and amend the Financial Budget of IRESS, HKUSTSU, Session 2020-2021;
5. To discuss and amend the Annual Financial Report of IRESS, HKUSTSU, Session 2019-2020; and
6. To adjourn the meeting.

The time is 20:30

There are 13 full members present

Quorum was not met.

The time is 20:45

There are 16 full members present.

Quorum was met.

Chairperson Lau Ching Yan started Session IV of the Extraordinary General Meeting at 20:45.

### **Financial report**

Wong Kim Lok Kimson: At the time we stopped last time, we only passed until everything that needed collecting money. Last year, we were stuck at the Orientation Week. We could not finish the financial report as some people did not pay yet. Tsui Yuk Hang has helped us collect money from the remaining members, so the numbers should be balanced now. Everything else should be the same as last year.

Lee Olivia Wing Kei: I saw something strange. Next to the budget, it says 2019, but the financial report says 2018.

Wong Kim Lok Kimson: There was some problem when I communicated with Lee Olivia Wing Kei.

In the financial budget, the number brought down was "CR something". Because in her year, some people didn't claim some of the money yet. 1068.46 CR is not too accurate. The correct number is in the financial report. It should be 6000 something.

Lee Olivia Wing Kei: I meant the date.

Wong Kim Lok Kimson: The April 2019 date is from the society bank account's balance, but the number isn't quite right. I think Chan Yin Hei Brian had not claimed money or something. Anyway, the financial budget is for reference. The left one is the correct one.

Lee Olivia Wing Kei: In the graduation party, two numbers were crossed out.

Wong Kim Lok Kimson: The number was not divisible. I think it was something bought from Taobao, and it was rounded off.

Lau Wing Sum: I think there's nothing more to ask after you've collected money.

Wong Kim Lok Kimson: We only missed the society jacket sale and orientation week last year.

Tsui Yuk Hang: This year, we collected back all the money during orientation week, so it should be fine now.

Wong Chun Hei raised the motion to vote for agenda item 5.

Szeto Chun seconded

The time is 21:20

15 For 3 Against

The motion was passed.

Tsui Yuk Hang raised the motion to adjourn the Extraordinary General Meeting.

Szeto Chun seconded

The time is 21:23

13 For 1 Against

The motion was passed.