

International Research Enrichment Students' Society, HKUSTSU

Minutes of Annual General Meeting 2020 and
Extraordinary General Meeting
for the Session 2021–2022

**Content Page for Minutes of International Research Enrichment
Students' Society, HKUSTSU Annual General Meeting and
Extraordinary General Meeting 2021-2022**

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Minutes of International Research Enrichment Students' Society, HKUSTSU Annual General Meeting 2021-2022, Session I

Date: 14 March, 2021 (Thursday)

Commencement Time: 20:30

Venue: Via Microsoft Teams

Chairperson: Lau Ching Yan

Minute Takers: Choy Sin Hang Sonia, Lai Man Wai Katherine, Ho Hang Chi, Yue Cheuk Kan Kelvin, Siu Chi Wang Justin

The business of the Annual General Meeting 2021 of IRESS, HKUSTSU shall be:

1. To commence the meeting;
2. To receive and adopt the agenda of the Annual General Meeting 2021 of IRESS, HKUSTSU;
3. To receive and adopt the minutes of the Annual General Meeting 2020 of IRESS, HKUSTSU;
4. To receive and adopt the minutes of the 1st Extraordinary General Meeting of IRESS, HKUSTSU, Session 2020-2021;
5. To receive and adopt the Annual Report of IRESS, HKUSTSU, Session 2020-2021;
6. To receive and adopt the Annual Financial Report of IRESS, HKUSTSU, Session 2020-2021;
7. To vote and announce the Honorary Members;
8. To introduce and inaugurate the Executive Committee Members of IRESS, HKUSTSU, Session 2021-2022;
9. To receive and adopt the Year Plan of IRESS, HKUSTSU, Session 2021-2022;
10. To receive and adopt the Financial Budget of IRESS, HKUSTSU, Session 2021-2022; and
11. To adjourn the meeting.

Agenda item 1: To commence the meeting

The time is 20:34.

There are 17 full members present.

Quorum was met.

Chairperson Lau Ching Yan started the Annual General Meeting.

Woo Dorothy Hoi Shan raised procedural motion to combine agenda items 5 and 6.

Chan Cheuk Kai Kevin seconded.

The time is 20:35.

15 For 0 Against

The motion was passed.

Woo Dorothy Hoi Shan raised procedural motion to combine agenda items 9 and 10

Chan Cheuk Kai Kevin seconded

The time is 20:37

14 For 0 Against

The motion was passed.

Agenda item 2. To receive and adopt the agenda items

Woo Dorothy Hoi Shan motioned to receive and adopt the amended Agenda.

Chan Cheuk Kai Kevin seconded.

The time is 20:38.

13 For 0 Against

The motion was passed.

Woo Dorothy Hoi Shan raised procedural motion to combine agenda items 3 and 4

Chan Cheuk Kai Kevin seconded

The time is 20:40

17 For 0 Against

The motion was passed.

Woo Dorothy Hoi Shan motioned to vote and announce the honorary members

Chan Cheuk Kai Kevin seconded

The time is 20:41

16 For 0 Against
The motion was passed.

Announcement of honorary members

Lau Ching Yan: The honorary members are Cheung Cheuk Lun Alan, Kwok Yuk Lam, Lau Chak Hei, Lam Yu Sang, Chan Tsz Ching, Leung Ka Wun Casey, and Wong Kim Lok Kimson.

Woo Dorothy Hoi Shan raised the motion to vote for agenda item 7
Chan Cheuk Kai Kevin seconded
The time is 20:44
16 For 2 Against
The motion was passed.

Woo Dorothy Hoi Shan raised the motion to discuss agenda items 5 and 6
Chan Cheuk Kai Kevin seconded
The time is 20:46
13 For 0 Against
The motion was passed.

External Vice President (Chan Cheuk Kai Kevin)

Chan Cheuk Kai Kevin: This year I originally had two events in which I was the person in charge. One is at the start of inauguration in April, the other is the Joint Science Society event. Both events were cancelled due to the pandemic. For the inauguration, the pandemic situation was unstable, and we were not sure whether the event could be held. At that time I did find external vice presidents from other societies to discuss the event, in case the event could be held. Even though the inauguration wasn't held, I prepared for the event. When everything became online, the school did not allow the booking of venues. So we did not really talk about the event and instead cancelled it directly. Although there wasn't much to do for my person in charges events, the external vice presidents of science societies are the councillors of SU council. The councillors will have to attend regular meetings. and I regularly attended these meetings. So I went to SU and the editorial board to get some regular news and ask them if they know something related to our society. Also, since both of my PERSON IN CHARGE events were cancelled, what I could do as an EV was very limited. Therefore, I assisted other executive members to do other tasks, such as the bank account, which was managed by me and Siu Chi Wang Justin, the academic secretary. Although this is not one of the responsibilities of an EV, I was responsible for maintaining the account.

Kan Ying Hei: Under the pandemic, the Joint Science events were cancelled. Did you guys discuss converting the activity online, or cancelling the sign on and doing other activities that could be held online?

Chan Cheuk Kai Kevin: At that time around August to September I asked for opinions from other external vice presidents, they all agreed to cancel the events. So we decided to cancel the events.

Kwok Yuk Lam: In events that you are not the person in charge, can you mention what you have done? For example, for orientation there are bits where the EV is in charge.

Chan Cheuk Kai Kevin: During orientation, I was mainly responsible for contacting SU and the council to get information for the orientation events, since we have thought of booking camp sites outside the campus for a face-to-face Orientation Camp. With regard to whether the school will subsidize us and how they viewed off-site Orientation Camps, I asked for information from SU and other places. They gave us some opinions on the graduation party. I did not really handle anything, but I appeared on that day, and I did some preparation work before the event. For example, I helped other executive committee members to deal with stuff on that day and helped lead the way through the party. I did not participate in research sharing. I was there for an information session and for the presentation. I also helped ask whether people would like to become the executive committee next year.

Kwok Yuk Lam: Did you encounter any problems in the events that you would like to share with the next executive committee?

Chan Cheuk Kai Kevin: I think our year is very special. For many events, we were unsure about whether the events could be held. I expect that for next year, at least in the first six months of the next year, the situation will be similar to ours. In my opinion, the events need to be prepared earlier as there is a lot of uncertainty, or hold more meetings to discuss the arrangements.

Kwok Yuk Lam: Since everything is online this year, and the inauguration will probably be held online. Do you have any suggestions for the inauguration event or joint-science events this year?

Chan Cheuk Kai Kevin: For the joint science events, I am not sure about the pandemic situation in September. For the inauguration, I think it would not be desirable to cancel it for two consecutive years. If the situation allows, or other societies are willing to organise the inauguration, maybe it can be held online so that everyone can still take the oath. Of course, if the pandemic improves in April, a face-to-face inauguration could be held, but I do not think that was likely.

Kan Ying Hei: If other societies are not willing to hold the joint-science inauguration, do you think the executive committees next year should do the inauguration by themselves?

Chan Cheuk Kai Kevin: If other societies are not willing to hold online inauguration, I think they can ask how many IRESS members are willing to join the online inauguration

If there are not many members who are willing to join then I'd rather they cancel it

But if there are actually many people willing to join, I think we can consider how to hold online inauguration. When we hold online events, we may also need to ask professors whether they would join too. By asking everyone's opinion, you can make a final decision.

Yam Wun Kwan: It is a pity that your events were all cancelled this year.

Chan Cheuk Kai Kevin: Both of the inauguration and joint-science events are cancelled. I really did not do anything.

Yam Wun Kwan: Okay. The inauguration is over and there is nothing that can be done about it. I personally think it is good to have an inauguration as this can mark the transition of the two cabinets. If you are doing it only within IRESS then you may need to explain it to other societies. At the beginning, the reason to organize a joint-science school inauguration is to have more audience and to hold a larger-scale event. For those larger societies, they have more money and members, hence they can hold inauguration just by themselves. So I think it is the best to have an inauguration, online or otherwise; it depends if you can find an audience. You did not hold joint science and inauguration. If both you and executive committees next year have no experience, how would you know how to deal with the logistics of the event?

Chan Cheuk Kai Kevin: I do not have experience myself, so if executive members next year can successfully organise these events, I will still ask my other people, i.e. Kwok Yuk Lam, or you guys on how to make arrangements. After collecting your suggestions, I may give these suggestions to Yeung Wai Ho (the next external vice president), so that he can get some assistance and advice from people who actually have experience about organising these events.

Kan Ying Hei: My opinion on the inauguration is the same as Yam Wun Kwan. I think it would be better to have a ceremony regardless of the circumstances, even if other societies do not want to organise the event together. There may not be too many guests or audiences at the event, but maybe the event can be held only for IRESS members and the Executive committee members you are ultimately serving the IRESS, and your oaths should be taken for the members.

Kwok Yuk Lam: Due to the pandemic, has there been less contact with other societies? Many events that involved collaboration with them were cancelled.

Chan Cheuk Kai Kevin: I agree. Except for the council meetings, I did not really communicate with them. If there was an inauguration or joint-science events, there would be more opportunities for us to discuss and organise the events in April and October together. However, they were cancelled. For the orientation camp, SU asked us about the distribution of hall places and materials in case the camps can be held on campus. This issue was discussed with other societies, but there was less communication with other societies in general.

Yam Wun Kwan: In your year plan, I saw that many events were cancelled. How did you decide what events to cancel? Maybe Lau Ching Yan can answer that question. For instance, the distribution of society jackets was cancelled. Some of the events were not cancelled, so some of them may not need to be cancelled.

Chan Cheuk Kai Kevin: Actually we really wanted to hold every event, but due to COVID it was not possible. As a result, we started some preparation and discussion around half a month before the planned date of the event. So we are not just announcing the cancellation of the event without thinking. For most events, we found out that the situation would not be improved even in one or two weeks. At that moment we decided to cancel the event. About my two events, apart from the factor of the pandemic, we could also see other socs were rather reluctant to hold those events. Since other societies were not so willing to do so, and the situation did not seem good, we decided to cancel them.

Kwok Yuk Lam: For the events you cancelled (society jacket), did you know if other societies hold those events? How did they arrange those events due to the pandemic?

Chan Cheuk Kai Kevin: I did not really ask, but by following their social media, I saw some of them did make society jackets this year, but that isn't limited to science societies, some of them ordered products but we did not do that. And for other specific events, I was not sure about it because we did not intend to hold the same events. But I saw most of their events were held online.

Kan Ying Hei: If the situation is still unstable in September or October, and other societies are reluctant to hold joint-science events, what would be your recommendation for the next executive committee?

Chan Cheuk Kai Kevin: For the singing contest, I would not suggest holding it online as it is a bit awkward. If other societies are unwilling to organise events, I would recommend they hold new online events for their members. For example, during orientation, we held game sessions and sharing sessions. This can somehow act like a replacement for our members in October if they want to have fun.

Kwok Yuk Lam: This year, both of your events were cancelled, how did you talk to your next executive committees about your post?

Chan Cheuk Kai Kevin: Because I do not really know the flow of these two events, so I did not tell next executive committee much about it. I only reminded him of what I have done this year and what I think he should pay attention to.

Kan Ying Hei: So when you pass on the executive committee, as you do not have experience for arranging the singing contest or the inauguration, will you arrange for your previous external vice presidents to pass this post for your next executive committee as well?

Chan Cheuk Kai Kevin: Of course it is okay if you and Kwok Yuk Lam do not mind.

Yam Wun Kwan: Actually I do not mind too.

Chan Cheuk Kai Kevin: Of course it is okay if three of you do not mind. No problem.

Kwok Yuk Lam: When you discussed the events, even though they were cancelled, were there any conflicts of opinion between other external vice presidents and your cabinet? If so, how did you manage this situation?

Chan Cheuk Kai Kevin: For the Inauguration, we only discussed the division of labour, and there were no conflicts. There was some conflict when booking equipment for the orientation, we had to come up with a schedule that suited everyone. We wanted other societies to accommodate us, but the societies wanted us to accommodate them. However, the events were cancelled and the conflicts were left unresolved.

Yam Wun Kwan: How many science societies are left this year?

Chan Cheuk Kai Kevin: At the start there was us, Biochemistry society, Biology society. For Chemistry society, the situation is a bit complicated. They formed a new cabinet after we became councillors.

Yam Wun Kwan: How many people were in their cabinets?

Chan Cheuk Kai Kevin: I think Chemistry Society have less people, around 6-7

Biology and Biochemistry Society have more, around 10.

Chan Cheuk Kai Kevin's post

Kan Ying Hei: In your opinion, what were the things that you did well, and what do you think can be improved? Is there anything special the next executive committee members should pay attention to?

Chan Cheuk Kai Kevin: For the things I did not do well, I think that I am not active enough sometimes. If I am not reminded by someone, I may miss or forget something, and somebody has to tell me what to do. This is something I have to improve on. I have to be more proactive and rely less on other people's reminders. For the things I did well, I think I defended our society's benefits when there were conflicts with external vice presidents of other societies in our meetings. I did not just go along with them. This is something I did well.

Kwok Yuk Lam: Did you achieve your goals you had when you first became an executive committee member?

Chan Cheuk Kai Kevin: I think I have achieved some of the goals, but not all of them. I met more people and I broadened my social circle as I contacted many other people. But I am not active enough and there is some room for improvement. So I did not achieve my goals, but I achieved some of them.

Kan Ying Hei: Basically throughout your whole period of appointment, there is a pandemic. Were there any things you learned from being in a cabinet in a pandemic? What are things you think your next executive committee should know? Is there something you think that can be improved or things that the next cabinet will find useful at the beginning of their session?

Chan Cheuk Kai Kevin: You should have multiple backup plans for all events. The worst of all was the Orientation Camp. During that time, we prepared for the event a month before, as we are uncertain about if the event can be held or not. According to the experience from last year (which was on-campus), there was far less work to do for logistics as the school will provide insurance, venue, housing. But under the pandemic, we were unsure about whether we could hold the event. If we wanted to hold the

event off-campus, we would have to buy the insurance, book and pay for the venues. The workload for arranging such an event would be large, especially a large event such as the Orientation Camp. We would need to start very early as there is a lot to prepare and a lot to discuss. We had a long discussion about financial issues. After a long discussion, we decided to hold the event online for such a big event like the Orientation Camp.

Kwok Yuk Lam: What do you think about the external vice presidents of other societies. Or do you have any suggestions about how to deal with External Vice Presidents of other societies for next executive committee.

Chan Cheuk Kai Kevin: I do not think the other external vice presidents are very good. Because very near the event, like half a month prior, they haven't really reached out to discuss the arrangements of the event. Even though the events are cancelled, but I think they have the responsibility to discuss the event. But they were more reluctant to talk about things earlier and dragged on. Each time it was me who was the first to ask about the events

I think this is something that they did not do well. My suggestion is if other External Vice Presidents are active to discuss these things, it is fine. But if they face the same situation as me, then you have to start talking to them earlier, So even if you do not know whether you can hold the event, you still need everyone to come to a conclusion

Kwok Yuk Lam: how do u manage the workload this year after becoming an executive committee member. e.g. some things having a time clash with midterm, etc

Chan Cheuk Kai Kevin: There were not any clash with my midterms. Maybe since my events were cancelled, I am relatively free compared with other cabinet members. I think there was workload but it was manageable. If something suddenly emerges it is usually quite minor and easily handled so it did not really matter

Kwok Yuk Lam: Then do you have any suggestions to next executive committee according to your experience this year?

Chan Cheuk Kai Kevin: I think that external vice presidents' workload isn't too much, provided that all your other cabinet members do their work

As the events external vice president in charge is just the joint science events and the inauguration. Other cabinet members will collab on these large events

So when you consider the workload that is shared I do not think it will be too much to handle

During inauguration and joint science events, they may be a bit troublesome as their schedule clashes with midterm. But we usually try to avoid holding these events right on the midterm date, we try to put it after midterms. So the workload is still manageable. If you really think the workload is large, start early and do not wait until the last moment

And if you really cannot handle it, seek help from your other cabinet members and ask for advice from your previous executive committee members.

Lau Wing Sum: What are your takeaways from becoming an executive committee member? Do you regret becoming one?

Chan Cheuk Kai Kevin: I do not regret becoming an executive committee member,

When i became an executive committee member, I think should try to have fun after entering university, and I do not regret it because I did get to know more people

Besides learning how to organize events, I can also know more new friends through becoming an executive committee member. And this I really did during my time in the cabinet. And I reach out to / communicate with others more actively. And for organizing events, I have learned more about organizing events. Through communicating with others, I have discovered something that I did not consider. Which helps avoid problems and helps me think more thoroughly when I organize events in the future.

Chan Cheuk Kai Kevin's member evaluation

Lau Wing Sum: Rate your other executive committee member.

Chan Cheuk Kai Kevin:

Lau Ching Yan

I think she can lead us as a team. She follows up with us very tightly. She also always remind us about the details. Sometimes we have forgotten some details, then she will always remind us. She always

follows up on what we have done. I think it is a good trait to be a president Sometimes she might be a bit late in replying messages, but that is not a big issue.

Woo Dorothy Hoi Shan

I did not really work with her except for a bit in graduation party Woo Dorothy Hoi Shan's situation is quite similar to mine. Her main responsibilities is to book venues for our events, but since all our events are cancelled there's not much she could do. So she also forced to cancel her work. But I think she is very efficient with any work she is given

Lai Man Wai Katherine and Choy Sin Hang Sonia

I comment on them both together as their work are similar. They have the heaviest workload among the whole cabinet. As they are responsible for everything from email, Whatsapp message to social media posts. Especially everything becomes online, their work is important. So the workload has increased from previous years, because of the pandemic. Also they typed the minutes. I think they are responsible and work fast. They wrote minutes for all our meetings. They are on time and give good quality work

Tsui Yuk Hang

Because everything was cancelled this year , it is easier to manage the finance. He is still very meticulous with the Financial Report, to get every single detail right. Especially near Annual General Meeting he approached each of us to ask clearly about our finances. He make sure he had refined, paid everything before Annual General Meeting

Cui Zhenhao

The marketing Secretary was mainly responsible for contacting companies for making products. This was mainly during Orientation Camp, when we were looking for sponsors and companies to produce our T-shirts. And also during orientation week, Marketing Secretary had a lot of contribution as he is responsible for all products. During the process of ordering, Cui Zhenhao had followed closely the price and instructions, restrictions of different companies I think there are some places for improvement. For example when finding different companies he might need to be a bit smarter. For example, do not need to follow exactly companies from previous cabinets. You can also explore different companies and make some comparisons, see whether they have any discounts.

Lo Tsz Yu

He is responsible for making posters and Instagram post designs. Initially he was still doing them on time, but I think a thing that was not so good was that during the middle period he kind of disappeared. We still had some posts and designs to publish. And we were not able to contact him during that period, so during that period other people had to do all of his designs. I think it would be better if he told us if he was busy. But at first he did contribute to our designs.

Siu Chi Wang Justin

He is a quick worker and also gives good quality work. His info session was very successful and he made the qualtrics for election. So we can see the system was very good and did not have any bugs. He had debugged the form well.

Kan Ying Hei: As the COVID situation is serious for the whole period, and you mentioned your Promotional Secretary kind of disappeared in the middle of the year, I think next executive committee should try to divide the workload of social media to more people

and you cannot expect one person to produce all the social media designs. I think this is something you should pay attention to. But I think in general the whole cabinet did a good job

Chan Cheuk Kai Kevin: Next executive committee do not have Promotional Secretary and the workload is divided among 8 people.

Kwok Yuk Lam: I think the workload for minutes can be divided up. Some of the workload distribution might be quite uneven, due to the pandemic. Sometimes you may need to help others, not just about your post. Also a little reminder to change the event names to their full form in minutes, not just "ocamp" etc.

Chan Tsz Ching: Seeing as the General Secretary workload was quite large, did you ever offer to do some of their work.

Chan Cheuk Kai Kevin: Even though they did not really approach us for help about work of General Secretary. We helped out with some of the captions under our Instagram posts

Lau Ching Yan: At later periods, we designs poster of our own events.

Chan Cheuk Kai Kevin: And we later wrote our own Instagram post descriptions

Chan Tsz Ching: I want to remind the next cabinet, even if you are set to a position, you should not limit yourself to only work on things specific to your position. Sometimes if you see that other people are busy, you can actively give them a helping hand

President (Lau Ching Yan)

Lau Ching Yan: My person in charge event was the Orientation Camp. I remember struggling between online or face to face. Apart from having a lot of meetings within our cabinet, since it was during Annual General Meeting we also asked everyone for their opinion. We prepared two plans. Unfortunately there is another wave of pandemic and forced to hold the Orientation Camp online. Actually the online format had a lot less workload. We have held an online orientation on teams. It was on Orientation Day so we waited for all the IRE freshmen come to our event directly after the registration day talk. They can come to orientation directly after Registration Day. For promotion, besides social media we also made use of SU's official channels, like their Instagram and official website. We have also reached out to science school to help us emails to freshmen. We also join the science schools' induction talk, so we could reach the school-based freshmen as well. We entered their talks for a few minutes to introduce ourselves and the society. For event planning like demonstrating game, coming up with online board games that everyone can join and because it was the first event. We have prepared a PowerPoint to introduce the IRESS to freshmen. After that event we have some follow up event and we divided majors for a little gathering, for freshmen to ask questions to seniors. Also we wanted the freshmen to get familiar with people in their intended majors so this was the orientation. We understand that freshmen have less chance to know people from? So I did contact a couple of freshmen directly, to get to know them and ask if they have any questions. For the subcommittee function, I become the person in charge in some sense. But because Woo Dorothy Hoi Shan was sick so I handled it for her. And we also combined Christmas party and the subcommittee function. They are responsible for the game part and hosted some online games. At first I gathered the subcommittee members, and I attended their meetings as well. Lastly we also hosted the event. I also texted them to ask about the performance of the subcommittee, and had a debriefing to reflect on what they had done.. And for info session, I let my cabinet members to share the duties of each post as before. And then for election. Because this year we have online polling again, we took experience from last year. We want to play safe to prevent re polling again. So apart from getting the system ready earlier, and we tested the system ourselves and also held a trial run for the polling. Both times were smooth and the turnout was higher than expected. And some guidance for the new cabinet since they may not know what to do at the start. Do you guys have any questions?

Cheung Cheuk Lun Alan: Do the freshmen have any comments on the orientation. I did not join.

Lau Ching Yan: Maybe I can give some reflections too. I did not think too much and just went ahead for the promotion. There are local and nonlocal students in the orientation. So initially we wanted to cater for non-locals, so we started the event in English. But unfortunately this may have made the atmosphere a bit awkward. So the next cabinet if the orientation is still online they might have to be more careful about this issue.

Cheung Cheuk Lun Alan: No other people joined the orientation?

Yeung Wai Ho: My feedback is that people were grouped with the people with the same intended majors. I think this is a very good idea, since I met Choy Sin Hang Sonia and Tsui Yuk Hang there, who have helped me a lot throughout the year and up until now. I think it is embarrassing at the start, but after breaking into small groups I think it is fine

Chan Tsz Ching: I want to ask how many freshmen joined the orientation.

Lau Ching Yan: For year 1 freshmen, over 15. I think around 19-20 in total. After excluding the people from year 2, the total should be around 15.

Lau Wing Sum: I think this is a solution under this situation. Originally you thought to host the event in English, and it was a bit awkward. But I think it is acceptable as we also have non local students. If other non-locals are interested, we cannot just ignore them because they do not speak Cantonese. I think everyone speaks enough English if they are doing research. It cannot be helped that the situation was a bit embarrassing as Cantonese was not used. And IRESS community is a bit slow to warm up to things at first. And it may be worse if we cannot hold the event face-to-face. I think grouping by major, the area is smaller and can have more topics to talk about. But I think the whole event ran very smoothly

Chan Tsz Ching: I want to remember something. At the start of the event, the seniors are already chatting. And when the freshmen entered they might be a bit lost as to what to do. Executive committee members have to put in more effort to control the situation. Otherwise they do not know what is happening as they are not familiar with the people.

Lau Ching Yan: Yes, we might have to make some small talk

Cheung Cheuk Lun Alan: Is there any feedback for the Christmas party?

Lau Ching Yan: For the Christmas party I think the overall flow was pretty good. But in the middle, we have divided into breakout rooms, hosted by subcommittee. And I could only see what happened in my

own breakout room. But there was one point that posed a problem. Initially, we played werewolf. The problem with the game is that it can end very quickly or it could take a long time. So at first we could still control the situation, but I remember after the first run, someone in my group wanted to play another round. But from what I heard from other groups, some said that they were only in the middle of the game. Their initial plan is to further divide into smaller groups after werewolf. But then I made a decision to continue playing werewolves. And I remember another group changed to play another game. They can play what they want to play. And prevent chaos from people dividing into groups.

Cheung Cheuk Lun Alan: How did you decide on which events to cancel and which ones to proceed with?

Lau Ching Yan: I will see if the event is possible to be held online. Most of the events like gathering or research sharing, they can be changed to online, and we did so. For other stuff like society jacket, people have to come back to UST to take the jacket. Our main concern at the time was that not a lot of people would come to campus. And there are safety concerns as some people may not want to come back to UST due to some confirmed cases in UST at the time. And other events like the Start of Semester Day, we just cancelled it. Not to say it is not possible to do it. It may be possible, but may be a bit embarrassing to eat dinner over zoom. Mainly we just considered the overall effect of the event and the feasibility.

Yam Wun Kwan: Did you ask for advice from members? For example some events have to change to online.

Lau Ching Yan: yes, for example Orientation Camp, I think it is one of the most important events in the year. At the time we asked the opinions of many different people We have discussed it in the game. And also inbox some previous executive committee members for advice. To ask them whether we should still hold the Orientation Camp and what the effect will be. But for other relatively minor events we did not ask for others' opinions. I remember for Graduation Party, we also asked others. Because the graduates were an important part of the event. So they really wanted an event, and we went ahead with the event itself.

Yam Wun Kwan: I think that the society jacket does not really need to be cancelled.

Lo Tsz Yu: I think I can say more about the society jacket. During that time a lot of companies did not accept these types of orders. So there was some political pressure from those producers.

Lau Ching Yan: And we also had to consider the total cost of the mailing, it would be very expensive if we mail the jackets to other people.

Yam Wun Kwan: For the transport fee, u can ask them to pay for themselves

Chan Tsz Ching: I think u can ask members for transport fee. I think you can also have a questionnaire to ask about whether they want to make a society jacket, how to take the jacket, pricing etc. Also note the price for transport And about producers, I had the same problem last year. I am not sure about the situation this year, maybe you cannot find any companies this year. Can you talk more about the restrictions?

Lo Tsz Yu: They would not produce any clothing that was black.

Cheung Cheuk Lun Alan: What companies did you ask?

Yam Wun Kwan: I think we can talk about this when we discuss the society jacket event

We just need a reason for the whole cancellation. Have you thought about other online events to replace those events. For Start of Semester Dinner you cancelled the event because people could not eat together at a restaurant. Fine. Did you think about other functions, such as quiz nights or online games? You can use other functions to replace cancelled events

Lau Ching Yan: We could consider other events, but that time was around the start of the pandemic. We have proposed something on social media, such as challenge video on social media

Yam Wun Kwan: I think the next executive committee can consider holding other online events. You do not have to follow the year plan exactly as some of them are not possible. You will have something to do and everybody will be happier.

Chan Tsz Ching: My question is similar to Yam Wun Kwan's. I think before you guys have mentioned that around September and October you would hold some online events. But it turns out there are no such events. So what happened during that time?

Woo Dorothy Hoi Shan: Maybe I can explain a bit, as the statement is mentioned by me. I would say that I am in charge of these events. But I had some health issues and I had a lot of family issues going on at that time. So I do not have the time for holding these events.

Cheung Cheuk Lun Alan: What were some challenges you faced?

Lau Ching Yan: I think the biggest challenge was during the organization of the orientation event. Because it was our first online event. And it was the first time for me to organize online events. There was a lot of uncertainty because at the time there were a lot of Instagram memes laughing at online

Orientation Camps. I was concerned that the event might also turn out to be very awkward. So we prepared early, and tried out the games ourselves to see which games are more suitable for online gatherings and those that could engage our members, and try to think of possible situations of online events. We thought of continuing the detective game for online. But we then decided against it. Because we do not want to make it seem like a quiz. Then there might not be a communication element. But I think it will not be a problem for next executive committee. Because they have some experience in the subcommittee function already.

Lau Ching Yan's post

Cheung Cheuk Lun Alan: Can you talk about the personal relationships inside the cabinet. How did you deal with interpersonal relationships? Were there any conflicts?

Lau Ching Yan: There were a few. I think it is an area that I can improve on. Besides the internal vice president, I have the responsibility to make cabinet members more familiar with each other. At first I wanted to hold a gathering for cabinet members. But then we had to call it off due to COVID. For example, one time we were trying out a game but ended up playing the games ourselves and having fun. Then in later periods, I had other stuff to deal with, so I did not help bond the members together so much. And as Chan Cheuk Kai Kevin has mentioned, during later periods, our Promotional Secretary may have been a bit busy and we lost contact with him. At first I tried to contact him as well. And I was a bit worried about him due to the whole political situation. I asked his friend to see if he is still doing ok. And the result I got was that he was busy with other stuff. But afterwards I did contact him for events that he had to help with, and other people handled his responsibilities in the end. I think there were no major conflicts.

Cheung Cheuk Lun Alan: Do you think you have achieved the goals you set for yourself when you first became an executive committee member.

Lau Ching Yan: I think I have achieved more than I expected. Even though due to the pandemic many events were cancelled or could not be held face to face. For example in Orientation Camp, the situation is unstable. Besides the pandemic, there was social unrest. And also some problems like paying deposit but it cannot be refunded. There may be a great loss of money that have to be suffered. We discussed about this a lot, and had many disagreements. We also need to consider the thoughts of all members. I have to balance different views and make the best decision. At first I chose this post because I have never led a team or an organization before. I think I did develop some sort of leadership skills and I think I have fulfilled my resolutions. I never went to IRE Orientation Camp, so if I did not become an executive committee, I might not know the people from IRE. I am grateful for this chance to meet new people.

Cheung Cheuk Lun Alan: What were the things you think you did well or bad this year?

Lau Ching Yan: Towards the middle I could improve in terms of improving relationships between different cabinet members. For some events I think I could be more responsive, for example during orientation week. And for other aspects, I remember some events can be more responsive, I can do more. I remember for orientation week, Lai Man Wai Katherine has a large workload and was very busy. But at the time I was sadly busy with other things so I did not reply to her texts quickly, so thinking back I feel a bit guilty about this. Also just as Chan Cheuk Kai Kevin mentioned, I could be quicker when replying to messages. And for things that I did well, at the beginning, I had thoughts on how to lead a team. And I think I did well in leading the team, for example giving different tasks to different people. I think I have followed up the tasks. For example for large events, the tasks are divided among different people. I asked for their progress regularly. And afterwards when Woo Dorothy Hoi Shan was not feeling well, I took over the event for her.

Lau Ching Yan's member evaluation

Cheung Cheuk Lun Alan: I also think that you guys did a pretty good job this year. There were a lot of things you faced for the first time. It is a new situation faced by everyone and I think you responded well. If there are no other questions, then evaluate your other executive committee members.

Lau Ching Yan:

Chan Cheuk Kai Kevin

I asked him for help for a lot of things outside of his post but he was very willing to help, and replied to messages very quickly

And he replied message very quick unlike me. For example I asked him to help during the subcommittee event. For example, every time subcommittee held meetings he would help follow up their progress. And he also communicates with other people, so I have participated a bit. The situation was a bit awkward with the Chemistry Society and there was tension between our societies, but he still stood firm and did not back down, so I am very thankful for that.

Woo Dorothy Hoi Shan

She is a responsible person. She did things very quickly and efficiently. I stated this at the start, but it is still like this to the end. She always finishes things before the deadline. For example, when we decided to make videos on Instagram, she handed in her video first well before the deadline. Unfortunately she was a bit busy and not feeling well later so she missed some of her parts.

Tsui Yuk Hang

He is also a very responsible person. For example he finished the Financial Report and Financial Budget quickly. Every item he is very detailed with. And sometimes for some questions on an item, he can give me a reply quickly. Even if he does not know the answer, he asks others and gets back to us very quickly. Besides looking at the financial stuff, he has also helped a lot. When sometimes I do not know how to deal with something, I will ask him for advice. For example during Orientation Camp I had a lot of concerns, and he spent a lot of time talking it through with me.

Siu Chi Wang Justin

Besides being the Academic Secretary, he is responsible for things related to IT. I am not very good with IT stuff so he helps me deal with that side of things. For example he was in charge of the polling system, and there were no problems in the system. And also he is also very responsible and does not need reminding

For example during research sharing he worked very independently. He did not need me to remind him.

Lai Man Wai Katherine and Choy Sin Hang Sonia

I think their workload is largest in the cabinet. They have finished the Annual General Meeting minutes very quickly and typed emails very quickly. Especially Lai Man Wai Katherine, she did really many things in orientation week. She kept clear records of everything. Besides events, emails, there were also membership list things that are quite tricky. I do not need to think about it, I ask them when I am unclear about something.

Cui Zhenhao

I think he works fine, but sometimes he needs some reminding as he drags on sometimes. But overall he was here when we need him. For example when he was ordering products he did his job. But a lot of things he could have thought about more. For example he can find a few more companies when ordering products. And when communicating with companies he can think more about possible situations. Especially under a situation with so much uncertainties.

Lo Tsz Yu

I know he has quite a high workload. Besides academics, Promotional Secretary has a large workload. At the start, he had done his design works. I know I have a lot of requirements and I need him to fix a lot of stuff. And he still responded very quickly to all my requests. But later he was a bit busy and disappeared a while. But he did reappear later.

Cheung Cheuk Lun Alan: Is there anything you would like to tell the next executive committee. Like some advice, or if they have face to face Orientation Camp, who can they ask for information?

Lau Ching Yan: In general I think you can be more active. Sometimes if fellow executive committee members are too busy you can inbox them to ask them about their progress. And I had also some observations during the Promotional Period.

For event planning, some events may not only involve other cabinet members, but also other members. You have to plan those events earlier and think more about the big picture. For example, you have to imagine any worst possible situation and come up with a plan to deal with these situations. For example during the Promotional Period when they set up a counter but their Instagram post came out too late. I think this can be solved if they planned ahead earlier. For Orientation Camp, or other events, I did not really have the experience for face to face events. I tried organizing event, not limited to this society, but I think such experiences might be helpful. I can only answer some more general questions, if for more specific questions relating to UST itself I could not answer those questions. If they ask me these questions I probably will refer them to Lam Tak On, Cheung Cheuk Lun Alan or Sit Hiu Chi

Szeto Chun: I agree that sometimes we plan with too little time. For example the counter. It is because things change a lot. We thought not much people would come back to campus during this pandemic,

but after the first few days we saw that the reaction was quite good. But we then hold meetings to plan for the counter to deal with the situations. We will have to think about these things more, like different scenarios, for the future And for other arrangements such as Orientation Camp, I will be more active to ask previous executive committee members for experience to prevent mistakes.

Promotional Secretary (Lo Tsz Yu)

Lo Tsz Yu: I mainly was responsible for stuff up to Orientation Week. I would like to respond to the reason for me to lose contact. Even though I was fine, there was an accident on my friend. He was my best friend and I tried to help him out and see what I could do for him. So I did not really follow up with stuff on this side. Originally on the year plan, my event is Society Jacket Distribution and Graduate Photo Booth. The main reason for the cancellation is because the pandemic. But the other reason was to be honest I think Orientation Week required too many designs and I was tired. I kind of felt like I lost the meaning to work on these things. And originally when I became an executive committee member I knew that the society was not very stable. I thought I can handle these originally, but when it really happened I could not really handle the workload. So there were lots of things I did not really follow up on

Chan Tsz Ching: I understand that we all might have issues during this period. From what I heard from your fellow executive committee members you did not talk much about why you were absent. You can try to tell the other executive committee members that you cannot handle it and ask for their help.

Lo Tsz Yu: I just checked my message records, I actually have very good cabinet members. They did not disturb me and do it themselves. But it is my fault and I should notify them of my status. Also during Orientation Week I was kind of burnt out, I should ask for help earlier if I cannot handle the workload. But sometimes I wanted to handle my own stuff by myself, so I did not really ask for help at the time. When I recall now, I think I should improve in this aspect.

Chan Tsz Ching: This serves as a great reminder of the importance of communication. If you have any problems or stress, there will be someone to help you.

Lo Tsz Yu: I have some advice for the next cabinet, which is that do not think that you can finish the design in one take. It is very difficult. As Lau Ching Yan has mentioned,

Many designs may have to be changed many times, there is no right or wrong but it depends on how other people see it. So only working by yourself, it is hard to come up with designs that satisfy everyone so for the first draft it is fine to have an idea of what you want, then you can refine the design in later attempts. For product designs you need more time, and it would be better if you can submit the design to companies earlier as they can give some feedback to adjust the design. So you need to give the design (even if it is not finalised) to the manufacturers.

Chan Tsz Ching: I think you are right about design needing a lot of time. I am not sure how next executive committee would distribute the workload. If you have time, remember to start designing the products earlier.

Lo Tsz Yu: I think they just have each person in charge for each event handling their own designs. But I think there is merits for this method

Each person has their own style so you do not really have to think about different styles when you decide them. If one person do the design for all the events, every poster may have similar style and design, it may be a bit embarrassing.

Lo Tsz Yu's Post

Chan Tsz Ching: So we will talk about the photo taking.

Lo Tsz Yu: Due to the pandemic, the school did not recommend going back and we did not prepare props for the event.

Chan Tsz Ching: Did you ask graduates whether they would like to go back or whether they would want to take the props for photos?

Lo Tsz Yu: I am not very sure, it is a long time ago.

Chan Tsz Ching: I saw that some graduates wanted to go back to campus to take photos. Or if there are some cabinet members that have on-campus housing, if some graduates want props, you can provide props to them.

Lo Tsz Yu: I think this is something we did not handle well in general. We did not really ask for member's advice when deciding to cancel events. I think we could have handled this better, to ask how members

feel about things. Most of the times we just decide among ourselves. I think sometimes we do not have to be the ones deciding, the members could have a say too.

Chan Tsz Ching: About this event, do any graduates have anything to say? If not then we can talk about the Society Jacket Distribution. You just mentioned about the manufacturer problems, so did you have any other problems?

Lo Tsz Yu: There were companies that could make T-shirts, but there were not many companies that could make jackets for us. And after the Orientation Week I was tired and did not pay any effort in finding other companies.

Chan Tsz Ching: Did the companies from our year could help? Leung Ka Wun Casey found a few.

Lo Tsz Yu: A lot of them said they would not manufacture the jackets. Because they said they are not willing to transport to Hong Kong, they do not even want to receive orders from HK. In hindsight maybe I did not put enough effort to look for companies. Because I did not really want to do it at the time.

Chan Tsz Ching: We faced the same problems in our year. The companies are not willing to produce black designs. If the next executive committee still faces this problem, then you can consider local companies.

Lo Tsz Yu: If you choose local manufacturers, you might have to look for them earlier. If you do not find them earlier, some of the companies that claim to be locally made, they actually print them in China and only have a Hong Kong base for receiving orders. So you need to find actual local manufacturers, and you need to confirm they actually make the product in Hong Kong.

Chan Tsz Ching: So did you make the designs even if you cannot find companies.

Lo Tsz Yu: I had an idea of a first draft, but then I did not continue. For instance the computer bags, the design had been greatly simplified. As the companies said that they needed simpler designs. A lot of the stuff I have designed and worked on for a long time had to be simplified. So for the jacket I changed my plan, by coming up with a first rough draft for the companies before adjusting my design according to their requirements (such as the width). I had to change them according to the manufacturers' requirements. So I only drew the draft design and did not follow up.

Chan Tsz Ching: For Orientation Camp did you have any Orientation Camp product designs?

Lo Tsz Yu: We had a design.

Chan Tsz Ching: You mentioned a lot of things that you did not do well. Do you think there is anything you did well?

Lo Tsz Yu: I think I listen to advice for design from jong mates. Often the designs get a lot of feedback from Lau Ching Yan first before letting other cabinet members know of the design. I think there were at least 10 drafts for each design. I think I am willing to accept others' comments. I do not really think others are rejecting my ideas

Chan Tsz Ching: I think you really have to discuss your designs with other people to get a good final product. I think for this purpose communication is very important. Besides design, did you help in other events?

Lo Tsz Yu: I think I worked with Cui Zhenhao the most. Because for many details about the product designs, sometimes Cui Zhenhao do not understand the terminologies from companies. So sometimes I helped him work with these requirements. Marketing Secretary should try to contact with the companies to understand their requirements for next executive committee. At least for the first couple of events, Marketing Secretary should follow more closely

Chan Tsz Ching: What have you learnt from being an executive committee member.

Lo Tsz Yu: I think the greatest takeaway was that there are some things that I cannot do.

A lot of things you cannot achieve just by working hard. I will try hard, but if I found that I cannot handle the work by myself, I should tell others earlier. Otherwise at the end you start off not wanting to bother people, but ultimately you bother people even more. To avoid such situations, it is important to know what you can and cannot do.

Chan Tsz Ching: You have designed several society products, what do u think about your designs?

Lo Tsz Yu: A lot of the designs you see now are not what I initially thought of. When I see the products, I sometimes think that even if I worked hard, I did not really achieve anything as the original idea is greatly modified. I think my main feeling is to really know what you can do with the designs. What you think you can do is often very different with what actually comes out.

Chan Tsz Ching: About designs, is there anything you would like to remind the next executive committee about?

Lo Tsz Yu: It is good to have a personal style, but you should know some things earlier.

No matter requirements on the product, or on social media, understand the size and ratio requirement earlier. When you try to put all the information into the space and make them large, you may use up all of the margin space. If you have a wrong ratio and cut off the margins, you will cut off any information there. The realistic requirements are more important than the design you have in mind.

Lo Tsz Yu's member evaluation

Chan Tsz Ching: Anyone have more questions? Do you have any questions? If not then evaluate your fellow cabinet members.

Lo Tsz Yu:

Lau Ching Yan

I really have to thank her. She communicates with me most. Initially many things she gave advice to my designs and I make modifications. Also she kind of plays a guiding role in our cabinet. If she is not there, I may have delays on the designs and products. Because at first I did not really realize how much discussion was needed with the designs. She made me give out work even if it is not finished so that we have time for discussion

Woo Dorothy Hoi Shan

I mainly work with her on Graduation Party. She also gave me feedback on my designs. Because initially we had two completely different designs originally. One is deep blue and the other one is the sunset on that came out at last. Eventually she decided which one was better and used that design. Most of the times I gave two designs and leave the choice to person in charge.

Chan Cheuk Kai Kevin

I did not really work with him one-on-one. Often we just talk with each other in meetings. I think Chan Cheuk Kai Kevin is someone who is bullied in our community. Most of the time he was teased by us and cannot speak. Some of his reactions lift up the spirit within our cabinet.

Lai Man Wai Katherine and Choy Sin Hang Sonia

Similar to other cabinet members, they followed up on many things. Thinking back I should have followed up more on social media stuff. But at that time I really did not think so much. There was not a really clear guideline on who should take up this workload. Looking back if they had such a heavy workload I should have took it on myself.

Siu Chi Wang Justin

I was a bit sorry to him. He asked me about the poster for research sharing early. He also asked me how long I needed to design the poster to see the deadline. But at that time I did not really respond to him, so at the end he worked on the poster himself. He did not rush me and he only asked me if I can make the poster. My cabinet members did not often rush me. I have to thank them for that.

Tsui Yuk Hang

I think he is not only a Financial Secretary, he can give advice on many things quickly. Also, he also spots out minor problems very quickly. He takes cares of the details and he does this quite well.

Cui Zhenhao

He is the person I communicated with the most besides Lau Ching Yan. He has the heart to handle his work, but often he does not really know how to do it. Especially when communicating with companies outside. The companies have a lot of experience while we are new to this, there are a lot of things that we cannot handle ourselves so he is in quite a difficult position. I see his effort in working on these. But sometimes he might not be proactive enough in proceeding with things. Most of the time he wait for our opinion on how to work on it. He can ask the manufacturer my questions, and get very clear replies. But for stuff that I did not think of, he may not get this information from companies. So often if we give him very clear instructions or questions he does very well, but otherwise sometimes he does not really know how to handle this situation.

Chan Tsz Ching: I want to remind the next executive committee that you are a team. Especially under this situation, there may be sudden situations. Everyone understands, so you have to communicate more and we can all help each other.

Lo Tsz Yu: Do not try to hide your problems because you try to be responsible. Talking about your issues does not mean that you are not responsible. Otherwise you will cause trouble for other cabinet members like me.

Kam Wa Mei: I think you should also pay attention to design deadline. You mentioned that you need time to receive feedback and make changes to your design. So if your schedule is too tight, you will not have time for modifications. In my cabinet we had two Promotional Secretaries, Presidents and Vice Presidents, and Lam Ka Chung to handle all the designs

We discussed the design within our design groups. Chang Yau Ming's society jacket had 3-4 versions. So you want to leave more time for yourself, since it will have to be changed.

Lo Tsz Yu: There are no perfect designs. I would rather have a less perfect design and give others time to comment earlier. Do not try to make a perfect design and ask for approval.

Chan Tsz Ching: Especially for the society jacket. The time is near midterm so try to work on it earlier. If the next executive committee have any questions, you can find Lo Tsz Yu, me, Kam Wa Mei or Chang Yau Ming.

Christmas Party

Tsui Yuk Hang: The Christmas party was a week later. The main reason was because finals ended quite late around 20th/21st of December. Because we try to hold the event after final exam so everyone can enjoy wholeheartedly. So we moved the event quite late, on the 29th of December. Last year it was on the 19th but finals ended on 20th this year. We started talking about whether it was possible to hold the Christmas party in November. But then a new wave of the pandemic started. We gave up this possibility at last. So we reverted to an online mode.. And we face the same situation last year, subcommittee do not have chance to hold events. At the end we combined the two events, we followed last year's model of handing over the games to subcommittee, but because it was online we only handled the presents and timing. This Christmas party was online, so we do not have to prepare venue, catering and so forth. So our focus was on the games, which was handed over to the subcommittee, who prepared different games. We gave lots of advice for them when they demonstrated the games. They already had a game plan before the 21st December, and we tried out the games after the 21st. We try to improve from experience of online orientation for online events. For example, when we play werewolf or other web games, how we can handle the communication better. This is what we did with subcommittee after final exam. As for the lucky draw, it was also decided by the subcommittee, they have two "bad" gifts and one good gift. At last they did it and claimed money from the society.

Wong Kim Lok Kimson: So lucky draw was handled by whom?

Tsui Yuk Hang: The lucky draw was handled by the subcommittee. They use the participants list to draw randomly. And there were two weird ones and one bigger present. After choosing presents, I gave them advice, telling them what is okay and what is not to control the budget.

Lee Olivia Wing Kei: Can you elaborate more about your role in this event, as most of the things are organized by subcommittee. So what did you actually do in this event?

Tsui Yuk Hang: Although i am person in charge for this event, this event is combined with the subcommittee event. So I monitored their progress for the party planning. I also helped them to demonstrate the game. See if some parts are not possible to do online. For example for the werewolves game. We had a big difference between the original small group game experience and the eventual big group situation. As it is combined with subcommittee event, I want to give them more chance to participate.

Lee Olivia Wing Kei: So your role was to guide them to decide on the date, what games to play, and the run-through of the game?

Tsui Yuk Hang: Yes

Lee Olivia Wing Kei: And lucky draw was decided by them as well?

Tsui Yuk Hang: They decided on the gifts, and the flow was basically using a website for the draw.

Lee Olivia Wing Kei: I want to know what you have learned from the event?

Tsui Yuk Hang: Originally we saw they have planned many different games. During the demonstration of the game we found some of them are very complicated. For example, one of the games is a smartphone game that can be played together. But when we demonstrated the game, we think it is not feasible as players need to finish a beginner tutorial first. So that was a real problem and we asked them to cancel that game. Especially for the werewolf game, on how the werewolf camp could communicate and eventually they opened a WhatsApp group for each game for the werewolves, which was quite troublesome but the only method. Also this time we also put some consideration into grouping. We grouped according to year and major so more people that are familiar with each other can be in the same group and the situation is less embarrassing. Learning from orientation, the end result was that all groups had a good time talking to each other

Lee Olivia Wing Kei: Have you ever thought that this way the seniors could not interact much with the freshmen?

Tsui Yuk Hang: We have thought of this problem before. But at orientation day there were some groups that were happier, and other groups that talked less online. So we gave up this choice as we hoped all of the participants can enjoy the party instead of being embarrassed by the situation.

Lee Olivia Wing Kei: Were there any technical problems, and was the rundown smooth?

Tsui Yuk Hang: The rundown was quite smooth, since we allowed some freedom in the event. The Master of Ceremony can decide the game according to the situation instead of setting a time limit so

this was more flexible. and some of our cabinet members also led some games, and we were more familiar with the flow. Subcommittee also prepared an instruction in Chinese. They are more familiar with the situation and will not face situations that they do not know how to handle.

Lee Olivia Wing Kei: So who was the Master of Ceremony (MC) ?

Tsui Yuk Hang: The subcommittee went into different groups and they led the smaller groups. But because they did not have enough people, they found two of their committee members to be the MC.

Lee Olivia Wing Kei: So were you the MC, participant, or did you just monitor the event?

Tsui Yuk Hang: During game demonstration I was the MC, but then after discussion they thought I was better at bringing up the atmosphere. I have stayed in two groups. One of the groups most of them are from. They have chatted and they are happy. And the second group was older students, which had a better atmosphere as they were already chatting very happily.

Lee Olivia Wing Kei: What are some things the subcommittee can improve on?

Tsui Yuk Hang: I think subcommittee has done many preparations and planning.

They have done a lot of planning, and took a lot of time after final exams to do game demonstration. They found a lot of problems during game demonstration and found solutions to them. But their plan have changed a lot finally compared with the original plan. I think they have improved during this period. As for improvements, since there were not many subcommittees, they all had to lead groups, but some of them are more shy and were not that good at bringing the atmosphere up. The situation will be a bit awkward if some of them are not active enough.

Lee Olivia Wing Kei: But even if they are not very active, they should also try to do this. You are joining the subcommittee to learn stuff, so you should also push yourself to do something that you haven't done before

Tsui Yuk Hang: I think subcommittees are willing to try different possibilities in the event. I saw that they are willing to try new things

Lee Olivia Wing Kei: That's good. Do not be shy, nobody is going to yell at you for saying the wrong things. And about the lucky draw, you said they gave the present to winners. What is the arrangement? The first thing is why did you decide on a lucky draw? The second thing is how did you decide on the format - face-to-face? Online? How did you decide on the delivery method.

Tsui Yuk Hang: Lucky draw was because we did not have exchange presents this year, so we wanted to hold something in comparison. I think we can afford a small amount of money for presents in Christmas party. I gave them \$150, for three presents. They decided on two weird gifts and one good gift. I think it is a good idea and did not object and ultimately we used an online lucky draw. About the present delivery, if the member is in HK they could collect the prize at the society counter during future events. Or he can message us if he go back to UST. If they are not in Hong Kong, we could ship it to them. We considered the shipping price, and we thought that there are only three presents so it was ok. The main reason for lucky draw is to activate the atmosphere and make up for the cancelled present exchange.

Lee Olivia Wing Kei: So are the presents delivered?

Tsui Yuk Hang: The largest gift was given out already, but I am not sure it Szeto Chun gave the two other smaller presents. The second one was handled by Szeto Chun.

Szeto Chun: They were sent out already

Lee Olivia Wing Kei: The three presents are received by people in Hong Kong?

Tsui Yuk Hang: No, the grand prize was sent over to the US. Including posting fee, the overall expenditure is \$200 HKD, which I think is acceptable for an event.

Lee Olivia Wing Kei: You cannot just mention gift so generally in Financial Report, you need to mention what gift. You also need to write the postage fee.

Tsui Yuk Hang: Ok.

Lee Olivia Wing Kei: And for the lucky draw, you probably need to write what gifts you sent out in the report. And the where present was sent to. You do not have to mention the name of recipient, but you have to mention whether the gift was sent out and how it was given. In both the Annual Report and Financial Report.

Tsui Yuk Hang: Ok.

Lee Olivia Wing Kei: In the annual report, you suggested the subcommittee be held in mid November, any more remarks here?

Tsui Yuk Hang: Because based on the last two years, we still could not hold the event due to overlap with Christmas party, and members may not want to have two consecutive events so close together. So I recommended postponing the subcommittee event to mid-November

Because when we discussed, the subcommittee was formed in mid November. If it is on December, it will clash with Christmas party. If it is on January, it will clash with the Promotional Period. So it would be better to move the subcommittee event forward in order to hold a separate event.

Wong Kim Lok Kimson: Yes normally we hold subcommittee activity in October/November. Why was the subcommittee formed late this year?

Tsui Yuk Hang: There were not many freshmen that were willing to join the subcommittee, so we had to spend a lot of time to persuade people to join the subcommittee. So we could only get the subcommittee together around mid-November. Because the main reason is that there was no Orientation Camp, which is one of the best way to recruit subcommittee. So we only recruited 6 subcommittee members as of mid November.

Wong Kim Lok Kimson: How did you find people to join the subcommittee?

Tsui Yuk Hang: We have seen them in orientation and chatted a bit. We asked their preference and if they are interested, and we tried to invite them to join subcommittee.

Wong Kim Lok Kimson: In the past, I remember we recruit subcommittee when they join (by including a question in the google form to ask whether they are interested), maybe you can do this next time so as to form the subcommittee sooner?

Tsui Yuk Hang: The new members joined this year during Orientation Week. As I remember, the Orientation Week was quite late too. We did not ask them about subcommittee in google form. I think it is something that has long can improve. We might ask the next executive committee to do that so the subcommittee can be formed sooner.

Tsui Yuk Hang raised procedural motion to lay the remaining agenda items on the table until the next session of Annual General Meeting.

Chan Cheuk Kai Kevin seconded.

The time was 00:07.

16 for 0 against

The motion was passed.

Minutes of International Research Enrichment Students' Society, HKUSTSU Annual General Meeting 2021-2022, Session II

Date: 30 March, 2021 (Tuesday)

Commencement Time: 20:30

Venue: Via Microsoft Teams

Chairperson: Tsui Yuk Hang

Minute Takers: Choy Sin Hang Sonia, Lai Man Wai Katherine, Ho Hang Chi, Yue Cheuk Kan Kelvin, Chan Cheuk Kai Kevin

The business of the Annual General Meeting 2021 of IRESS, HKUSTSU shall be:

1. To commence the meeting;
2. To receive and adopt the agenda of the Annual General Meeting 2021 of IRESS, HKUSTSU;
3. To receive and adopt the minutes of the Annual General Meeting 2020 of IRESS, HKUSTSU;
4. To receive and adopt the minutes of the 1st Extraordinary General Meeting of IRESS, HKUSTSU, Session 2020-2021;
5. To receive and adopt the Annual Report of IRESS, HKUSTSU, Session 2020-2021;
6. To receive and adopt the Annual Financial Report of IRESS, HKUSTSU, Session 2020-2021;
7. To vote and announce the Honorary Members;
8. To introduce and inaugurate the Executive Committee Members of IRESS, HKUSTSU, Session 2021-2022;
9. To receive and adopt the Year Plan of IRESS, HKUSTSU, Session 2021-2022;
10. To receive and adopt the Financial Budget of IRESS, HKUSTSU, Session 2021-2022; and
11. To adjourn the meeting.

Agenda item 1: to commence the meeting

The time is 20:30.

There are 7 full members present.

Quorum was not met.

The time is 20:40

There are 18 full members present.

Quorum was met.

Chairperson Tsui Yuk Hang started the Annual General Meeting.

Woo Dorothy Hoi Shan raised a motion to resume discussion of agenda item 3.

Chan Cheuk Kai Kevin seconded

The time is 20:42

11 For 1 Against

The motion was passed.

Woo Dorothy Hoi Shan raised a motion to resume discussion of agenda items 5 and 6.

Chan Cheuk Kai Kevin seconded.

The time is 20:46

13 For 0 Against

The motion was passed.

Research Sharing

Siu Chi Wang Justin: Due to the pandemic the research is changed to online mode. The main method for promotion was through social media, and through WhatsApp. DSTO helped to send email to the whole school. Matthew Wong Ting Hei forgot to prepare and I had to urge him that day. He talked for about half an hour, with around 15 minutes of Q and A

Chan Tsz Ching: Have you asked about the availability of the members?

Siu Chi Wang Justin: I tried to look into your availability. I was not too free during that time because I had a lot of midterms. I thought late October would not clash with your midterms too. I know the day I chose clashed with the Life Science journal club. At last I released the link to the recording.

Chan Tsz Ching : So was the event attended by many people?

Siu Chi Wang Justin: I am not sure about the total number, perhaps around 10?

About 10 people per event. Somebody came for a while then left so I am not sure as to how many people in total came to the event.

Chan Tsz Ching: The next executive committee should remember to ask the availability of members before holding an event. I remembered that the original date of life science was not that day, it was abruptly changed to that day, leading to a time conflict. You should ask members.

Lam Yu Sang: When the research sharing was turned online, did you encounter any difficulties?

Siu Chi Wang Justin: Yam Wun Kwan was not in Hong Kong and Matthew Wong Ting Hei was busy. It was easier to organise. For example Matthew was also quite busy, and he did the sharing at his lab. I think they will not accept this invitation to present if it were face-to-face

Siu Chi Wang Justin: I reminded him the day before

Lam Yu Sang: I think it is better if you remind them two or three days beforehand, so even if they forgot they still have some time to prepare.

Siu Chi Wang Justin: I reminded him for a whole week.

Lam Yu Sang: Then there is not much you could do. It should be better next year

Chan Tsz Ching : Did you make a certificate to acknowledge that the speakers took part in the event?

Siu Chi Wang Justin: We did not have that idea.

Chan Tsz Ching: Our event originally had certificates, but it was cancelled.

Siu Chi Wang Justin: I have asked Wong Kim Lok Kimson before. But as I did not have a chance to see them, I did not think of giving them any souvenirs.

Academic Secretary (Siu Chi Wang Justin)

Lam Yu Sang: Please briefly introduce Academic Secretary and its roles.

Siu Chi Wang Justin : First, to ask other people for sources, both from cabinet members and other people. Also distribute the sources to members and answer questions on Facebook. I also need to organise the Research sharing. Also, other miscellaneous stuff I also took part in, such as helping carry stuff in Graduation Party and making the form for the annual election.

Lam Yu Sang: How much new sources did you gather for this year.

Siu Chi Wang Justin: We did not make the statistics, but we did add some new sources.

Lam Yu Sang: Did you gather sources on your own? Or did you ask your other cabinet members?

Siu Chi Wang Justin: I did not ask them to help me gather, but I asked whether they had sources too. Also I want to thank those members who actively sent me sources.

Lam Yu Sang: One of the tasks of Academic Secretary is to mingle with professors, are there any professors that you are more familiar with?

Siu Chi Wang Justin : There were not many events this year that involved contact with professors.

Lam Yu Sang: Did you originally intend for the research sharing to have professors as speakers?

Siu Chi Wang Justin: Not really, I planned to have members share all along.

Lam Yu Sang: Next executive committee should approach professors, so as to invite them to join our activities.

Siu Chi Wang Justin's Member Evaluation

Siu Chi Wang Justin: Academic Secretary mainly works independently, so not much chance to collaborate with each other.

Chan Cheuk Kai Kevin

I think due to the pandemic, he was not able to do his responsibilities as an External Vice President. I think he always tries to help, such as giving advice during meetings, just trying to get involved. He interacted with other societies at the beginning and defended our society's interests.

Cui Zhenhao

Due to the pandemic he could not do much. As a bridge between us and the companies, I think he did well. He did communicate with the companies.

But he did not come prepared to meetings, so this can be improved.

For example, when we ask him about things that deviates from what he prepared, he would have to go back to ask the company again. He had good communication with us.

Woo Dorothy Hoi Shan

Because the situation was unstable, but she worked hard to prepare for different situations. In general she is quite good. She helped us found many subcommittees

Tsui Yuk Hang

As a Financial Secretary I think he is quite good, he looks after the budget quite clearly. He checks for the money that has not been paid. He double checked our budgets

Lai Man Wai Katherine and Choy Sin Hang Sonia

Instagram posts and emails were done efficiently and well. And they are typing the minutes as we speak. And I also want to thank them for preparing promotional email for research sharing.

Lo Tsz Yu

He disappeared for a while, and he explained last time. But I think in the research sharing, for the posters, I know he was not free due to personal reasons, but still he did not reply to me. He was busy and could not take part in the research sharing, he should be more responsible for that. He ignored me on WhatsApp and I needed to guess for two weeks whether he's working on it or not. But I think we should not forget about all the work he has done in Orientation Week.

Lau Ching Yan

I appreciated her effort to try to understand what you are doing and your responsibilities. I think she did quite well apart from the time she replies too slowly. Honestly I was a bit irritated during the research sharing because I would have to wait for so long for her to say OK to my work. In general, she can do the responsibilities of a President.

Lam Yu Sang: How would you comment yourself.

Siu Chi Wang Justin: My duties were relatively unaffected by the pandemic. In general I have done my job, and distributed sources quickly.

Lam Yu Sang: What expectations did you have for this role, and which of these expectations have you fulfilled.

Siu Chi Wang Justin: About what I learnt, the first thing is to organize events. For example Graduation Party and research sharing. This is a new experience for me. In the past I was not so involved in society events. I have learnt to think more during meetings. I have become more outgoing and active. For example, in the past I would not reach out actively to other people, so when I distribute the source, I had more chance to proactively approach other people. So some sources were messy and I tidied them up a little bit.

Cui Zhenhao's Post

Cui Zhenhao: The two events this year were both cancelled. Start of Semester Dinner, due to restrictions on gathering. As for the photo taking event. I did not do so well. As I did not closely monitor the restrictions by the government. I wanted to wait for a longer period to see whether the regulations would be loosen. But then I was busy and I forgot. Then when I finally remembered to check the gathering prohibitions it was a bit too late, so I decided to cancel it.

Leung Ka Wun Casey: Did you intend for the photo taking day to be held in October?

I know there were restrictions, but did you ask other cabinet members whether there are other ways?

Cui Zhenhao : I did not.

Pang Chun Sum Brian : When you cancelled the event, did you first seek the approval of Lau Ching Yan? Or did you ask in the group and nobody responded

Cui Zhenhao : I raised this in a meeting. There was no objection.

Cui Zhenhao: We have discussed the Start of Semester Dinner, and decided to cancel it because of the restriction on gathering.

Pang Chun Sum Brian: So you were originally responsible for Start of Semester Dinner and the Class Photo Taking? Right? And both events were cancelled?

Cui Zhenhao: Yes.

Pang Chun Sum Brian: There really is not a lot to evaluate then.

Marketing Secretary (Cui Zhenhao)

Pang Chun Sum Brian: Talk about what you have done this year.

Cui Zhenhao : In the Promotional Period, I was in mainland for the preparation period for the Promotional Period. I had to do things remotely. So thank you to Lau Ching Yan, and the two General Secretaries. At that time Lau Ching Yan helped find a bunch of websites for me, and I made a list and drafted emails, and sent them to companies. We contacted about 5 companies for clothes. And two did not offer Orientation Camp discounts. Some of the companies included A1 signature, marking printing. At the beginning, I compared the three companies and their discounts. In the meeting I found that we also need to ask about the refund arrangements. There was a lot to consider, and I had to prepare for refund arrangements. But overall it was only discussion and the Orientation Camp was turned online. For the Orientation Week, we ordered computer bags. Lai Man Wai Katherine helped me contact, and I was mainly responsible for Society paper and Society T-shirts. For the society T-shirts, I found many companies. Through facebook / Instagram followed a lot of companies, made an email list, and asked about the price, and then compared the prices. I asked about the prices and compared them. So at the end, we chose budget print

And for the society paper, I made a mistake. But for society paper, when I sent the email, I forgot to mention that two sided printing was needed. And the product ended up being more expensive by \$150.

Pang Chun Sum Brian: So the Orientation Week soc paper is only one-sided?

Cui Zhenhao: Two sided paper.

Leung Ka Wun Casey: What are you comparing the price with?

Cui Zhenhao: We discovered that the price was for the one sided, so it turns out when we set the price it was estimated for one-sided, but then it turns out to be more expensive.

Leung Ka Wun Casey : So did you lose any money? Or was it just a communication error between you and the company.

Tsui Yuk Hang: According to the report, 4000 papers cost \$970. We sold at a price of \$22 per 100 papers. We sold less compared to last year. Last year around \$1100 for 7000 papers. The price difference was not very large. We realized the change in price after releasing posters.

Pang Chun Sum Brian: I think the thing Leung Ka Wun Casey and I are concerned about is that you guys do not have to pay for an extra set of one-sided papers on top of the paper you finally ordered.

Tsui Yuk Hang: We did not buy any one-sided papers.

Leung Ka Wun Casey: you guys said 22 dollars for 100

Tsui Yuk Hang: Yes, this is set according to the wrong price quoted from earlier.

Leung Ka Wun Casey: So you used \$970 to buy 4000 papers. So that is around \$24 per 100 paper.

Tsui Yuk Hang: Yes, but we only knew about the change after we published all posters and other stuff. Due to the Orientation Week being postponed, some of the discounts did not apply after a certain date.

Leung Ka Wun Casey: Cui Zhenhao, what was the price for 4000 papers.

Cui Zhenhao : \$780.

Leung Ka Wun Casey: Last year we bought around 7000 papers. Why did you only buy 4000?

Tsui Yuk Hang : According to last year's records, around 50 were sold. We ordered 40 this year because we did some sort of presale. The sale was not good. We sold around 23 packets of papers. Looking back I think ordering 40 was logical. We considered two things, on one hand members may not be willing to buy papers since they had to come to campus.

Leung Ka Wun Casey: Did you have any other problems when ordering society products?

Cui Zhenhao: No, everything was quite fine.

Pang Chun Sum Brian: I want to ask more about the Promotional Period. Did you ask for a sponsor? How many sponsors did you get eventually?

Cui Zhenhao: Garden replied to our email, but after we looked at their conditions, we decided it was not a good deal, so we did not take it. I remember the deal was that we can buy stuff from them with discount.

Pang Chun Sum Brian: They usually just provide a price chart for you to buy at the distribution price, they will not give you anything for free. Are there any others?

Cui Zhenhao: Overall for Orientation Camp we found 3 to 4 sponsors, but after discussion we decided to cancel it. Because we considered that they did not sponsor us with a lot of money.

Pang Chun Sum Brian: So which sponsors did you look for? And what conditions have to be fulfilled?

Pang Chun Sum Brian: Is the Marketing Secretary excel file still passed on to you?

Cui Zhenhao: You mean the marketing list? My old computer malfunctioned and the marketing list disappeared.

Pang Chun Sum Brian: I remember I sent to Leung Ka Wun Casey.

Leung Ka Wun Casey: Yes, did I send it to Cui Zhenhao?
Cui Zhenhao: Yes.
Leung Ka Wun Casey: I remember a lot of the links did not work.
Cui Zhenhao: Yes I fixed it then my computer broke.
Leung Ka Wun Casey: Then you will have to send the old one to next executive committee.
Pang Chun Sum Brian: Which company did you find for Orientation Camp sponsor?
Cui Zhenhao: We found Signature in the end.
Pang Chun Sum Brian: What are their refund arrangements?
Cui Zhenhao: I think they did not let us refund the deposit, but we can save it to them, and the money can be used at the next purchase.
Leung Ka Wun Casey: Apart from Marketing Secretary stuff, is there anything else you were involved in?
Cui Zhenhao: I moved some tables and chairs and I sat at the counter during Orientation Week
Leung Ka Wun Casey: You did not help order the jacket. Promotional Secretary did not actively reach out for help.
Cui Zhenhao: yes

Cui Zhenhao's Member Evaluation

Lau Ching Yan

She is very responsible. But sometimes I become a deadline fighter. She always blows us to do things. She thinks very comprehensive and she can think of many possible problems we may face. She urged us to do stuff and considered things comprehensively. And asks us to improve upon our plans every time.

Woo Dorothy Hoi Shan

My impression is that she is very efficient and very responsible. She did things quickly and efficiently. At the Graduation Party, she started to tell me to buy stickers almost one month before the event. For example, in the Graduation Party She asked me to order the stickers one month before the graduation party. And she was the first one to submit the videos for Instagram.

Chan Cheuk Kai Kevin

I did not collaborate much with Chan Cheuk Kai Kevin this year. But during meetings, I think before Inauguration and joint science event were cancelled, he helped to defend our interests and bargained with other societies.

Siu Chi Wang Justin

I did not work with him much this year, but I think he did a good job. He sent me sources very quickly. He was quick to reply when asking him for sources. And also he helped us make the polling system.

Lo Tsz Yu

Since he was responsible for design, I worked with him the most. I think he did a good job at the beginning, like when he was designing he was even able to tell me stuff that I should ask the company, such as about the colour of products. The first design had lots of narrow lines, but then the manufacturers told him they could not print that since they have to be at least 3mm thick. When I told him about this requirement, he very quickly started to change the design. Later he disappeared but I could understand that

Lai Man Wai Katherine and Choy Sin Hang Sonia: They are very helpful during the promotional period. And sometimes during Orientation Week when I sit at the counter I encounter something that I cannot handle, but then they can still solve that.

Financial Secretary Tsui Yuk Hang: We did not cooperate much, but I found him to claim money for printing, he did fine in assisting me. And he is very good at handling the whole financial situation of the society.

Pang Chun Sum Brian: Finally rate your own performance this year.

Cui Zhenhao: I have learnt what to consider during interactions with others. Being polite is important. I found out that being Marketing Secretary does not only involve comparing prices, but also handling other things- some companies may have different prices when you want to add logos. Also you have to consider refund arrangements. Some have an A4 and A3 logo. Design wise I had no prior experience with this, some companies need CMYK, others use RGB.

Woo Dorothy Hoi Shan Hoi Shan raised procedural motion to lay the discussion of agenda item 3 to the next session of Annual General Meeting.

Time now is 21:43

Chan Cheuk Kai Kevin seconded.

For 13 Against 0

The motion is passed.

Orientation Week

Lai Man Wai Katherine: Let me start in summer, In mid July, until mid August I asked him again, but at that time he started not really replying. So at the time I kept asking Lo Tsz Yu how the design was, and asked Cui Zhenhao to ask the manufacturers what requirements and prices there are. We decided to make society T-shirts, society papers, and computer bags. Cui Zhenhao made an excel sheet to record. Since the design was quite rushed- we only had the first design in late August. Because it is rush for the design and in mid August, there have the first design for the T-shirt and computer bag. 1 to 2 days before the start of the week I was informed that the design of computer bags have to be changed. There were some 3D-like effects they could not manufacture so the design problems persisted until the Orientation Week itself started. The form was distributed in the beginning of September, we asked for the usual details such as name, year, ITSC, phone no etc. In 3/9,4.9, I discussed with Tsui Yuk Hang about the price of society products. We took reference from previous years to determine the price. E.g. for society paper we just sold it at the price of previous years. As just mentioned, each pack of society paper lost 2 dollars. For computer bags we intended to find a signature for manufacturing. At the time they told us it would be \$60 a piece so we set the price as \$65 for discount, \$70 for members, and \$80 for non-members. However, signature suddenly refused to manufacture, so we needed to find another company. So we had to find another company, but they sold it at quite a high price. Since the price is set so we did not change that

At the time we asked Tsui Yuk Hang whether the deficit would be too much but he said ok so we did not do anything about it. After the end of week we decided to order things. 23 people for society paper, 13 paper for computer bags and 20~30 people for t-shirts. And there were around 30 people who wanted to order T-shirts. If we order less computer bags, the cost will be very high and we may suffer loss so we ended up ordering 30 computer bags. Orientation Week had 34 full members and 6 associate members joining us. At late October, I sent an email to the people saying that they can take their products from October 26 to November 6. At the time we also handled all requests about last year's unretrieved products, and their products will not be distributed after this time period unless they find us first. There is some problems when distributing products. I asked Cui Zhenhao to check the remaining soc product in the society room. And there were pencil cases and society jackets left. But when we went back the pencil cases were all gone, so we had to ask them to change to another product and make up/refund the difference in price. Most people choose to refund. Some people chose to change to another product, like ice towel or society paper. For the distribution of products everyone came back to campus to get it, except for Yam Wun Kwan, who was abroad, so I mailed his product to him and he paid after he had received his product. For promotion, we mostly use social media. Originally I asked Lo Tsz Yu to design a poster, but then he was already busy with designing society products, so I decided to do the posters myself. The first poster was made by my friend, but those afterwards were made by myself. For Orientation Week we wished to promote our society to others, so I asked Lau Ching Yan and Chan Cheuk Kai Kevin to share something about IRESS. And I remember we sent an email to ask the relationship between IRE and MBMS, so they were very serious about it

Lam Yu Sang: When you organized the Orientation Week, did you encounter any difficulties, or did anything unexpected happen?

Lai Man Wai Katherine: The products were a bit messy. For example, the price of society papers did not fit with our original expectation. And with the computer bag, it was quite a lot of trouble because signature could not do it so I had to look for another company online. And the another company also have some troubles. Problems associated with printing, and we got products 1 day later than expected.

Lam Yu Sang: Any suggestion can be given to the next Executive committee members?

Lai Man Wai Katherine: I think they should start preparing early, no matter designing products or looking for companies. Ask clearly about all the things. We face many changes, due to communication problems. For example, we did not confirm whether it was double sided printing. We should double check, do not think all things can go well. If not you might end up like us, like having some company say we will not make computer bag, and so things might get very rushed. And another thing is that you have to know how much product you have. For example, we did not realize there were not insufficient society jackets.

So eventually not everyone showed up to take their jacket but some people showed up to pay for jacket but they did not get anything. We do not have society jacket to those who bought it. So it is important to keep a precise count of how much society product is in your society room.

Lai Man Wai Katherine's post

Lam Yu Sang: Talk about what you have done this year.

Lai Man Wai Katherine: I was only in charge of Orientation Week this year. I was also responsible for writing and editing. I drafted emails when there were events. I am not familiar with writing Instagram post, so I usually wrote emails. In normal meetings, I will write minutes and note down some important things. And when we have meetings regularly I also open a file to write down what we have to make note of. We planned to have face to face Orientation Camp, and mainly it was thinking about games and the whole rundown. I have contacted the campsites about the details of booking. I did not have any big events until annual election, in annual election, Lau Ching Yan asked me to be the election board. I have thought of when to make announcement, and thinking about the whole voting process. During the election, I have sent the voting links through email, and also I maintained the mailing list and membership list. I feel sorry for the members, especially for those graduated members. I asked if we could remove all the graduated members from the mailing list. At the time they said yes, so I just removed all the graduates, but I did not consider that honorary members had the right to come to Annual General Meeting, so some of them did not get the information, so here I would like to say sorry. I have talked to Choy Sin Hang Sonia and we type the minutes together. But afterwards we think it is not efficient so we do it separately later on. We edited the minutes for 1 to 2 weeks. So it was around late December and early January.

Lam Yu Sang: Were there any difficulties when sending email?

Lai Man Wai Katherine: Not much. I let Choy Sin Hang Sonia to check grammar first before sending an email. After letting Lau Ching Yan look at the content. Sometimes I worry about sending wrong stuff but it has never happened, as far as I know.

Lam Yu Sang: Any difficulties when managing social media posts?

Lai Man Wai Katherine: Mostly the posts are released in Facebook and Instagram. And we will also change the message and send it out to the big group
With some pushing people usually can see the message
So I think it has reached the desired audience.

Lam Yu Sang: I would like to ask about society website.

Lai Man Wai Katherine: Siu Chi Wang Justin manages the society website.

Lam Yu Sang: It is good that you found somebody to update it.

Lai Man Wai Katherine's Member Evaluation

Lai Man Wai Katherine:

Lau Ching Yan

She was reliable. One problem is that she can reply message faster. So I do not have to wait till the end to make changes. For example, in Orientation Week, when we were having a lot of problems, she said "sorry I did not keep following up on you". I think this sentence makes me memorable. This shows her support towards our cabinet members.. And I remember she said she wanted to build a closer bond with us. The two of us did not really have anything to do with each other but she comes to chat quite often and so I can see she really wants to improve relations within our cabinet.

Chan Cheuk Kai Kevin

He helped to defend our interests. Although he does not have event to hold, but he helped a lot when dealing with the SU. About Orientation Week he will help us to reach out to SU and gets the info that we want. He was active in meeting and willing to help in designing games. At the time we spent a lot of time discussing and he gave quite a lot of input. He involved in planning the water game. So we can see that he cares about the executive committee very much

Woo Dorothy Hoi Shan

Not much chance to cooperate with her. But I can see that in Graduation Party, she can manage the event well. There was not much to help her but she can still do it herself. I do not have much communication with her and this is quite sad.

Tsui Yuk Hang

I think he is really very good at managing the budget. He was also willing to assist in finding info in Orientation Week plan. Concerning money, I always ask Tsui Yuk Hang and he always reply me and discuss with me. For example, for Orientation Week I asked him how much the products should be sold at, and so that night he immediately found me to discuss it. He helped to make refund arrangements. He gives a lot of input during meetings. I think I am most grateful for him sitting counter during Orientation Week, he was here around 70% of the time, so I am very thankful for him coming to help me.

Cui Zhenhao: Orientation Week was the event where I collaborated with him the most. Although there are some minor mistakes, he is responsible for asking companies about the details. So anything I need to ask him for help, he will immediately ask the manufacturers. He was willing to help. For example, he sat at counters and helped others to get products. Thank you to him for coming to sit at the counter. There was one day where he sat at the counter while having lessons. I could see he was a bit busy since there are many people come that day.

Choy Sin Hang Sonia

She is very efficient. When tidying up the minutes, we tidied up 8 pages, but when I woke up the next morning, the minutes were already tidied up. I was surprised that she finished the whole document, she finished 1 document per day, very efficient. And thank you to her for helping to check my emails and messages because I am more confident when sending email after she checked. In meetings, she gives a lot of input and keeps listening. When planning for Orientation Camp games, she came up with a lot of ideas for games. Although Orientation Camp was not able to be held, I am grateful for her help, and when we planned games in Orientation Camp she also gave a lot of input.

Siu Chi Wang Justin

I did not have much chance to collaborate with him as I was not responsible for research sharing. Every time meeting he gives input and comments. But he has been very active inside the executive committee in giving input. And as an Academic Secretary he is very responsible, he sends out sources very quickly. There are some occasional questions on Facebook. Siu Chi Wang Justin promptly replies to these messages. So we can see that he is working. During the annual election, the Qualtrics system was buggy, he helped to set up and test the system. He helped make sure the election was held smoothly. He tried many times before asking us to do the trial

Lo Tsz Yu

I worked with him a lot during Orientation Week. Although his late design caused many troubles, he had his reasons. I understand being the Promotional Secretary is hard. As I myself am not too good at design. Because during that time no matter gave us comment, he accepts the comments of other people, and incorporates comments into his design and changes them.

Lam Yu Sang: Rate your own performance this year

Lai Man Wai Katherine: As a General Secretary, I did all my duties like sending emails, tidying up minutes, organising membership list. Though the mailing list has some problems. Apart from these minor issues I think I did quite well. But I do not think I did a very good job on Orientation Week, because as you can hear there were many issues that happened. I think planning early and prepare for uncertainties can makes things better. We should have planned earlier and considered different outcomes and possibilities. For example, when I ordered stuff I kept pushing Lau Ching Yan and Cui Zhenhao, and about the designs I kept messaging Lo Tsz Yu. These could be avoided by planning ahead. Some people have to buy another products and some cannot get anything. People came back to campus just to take the products but they were unable to do so. So in general there was a lot of room for improvement for Orientation Week

Lam Yu Sang: What did you learn after being a General Secretary?

Lai Man Wai Katherine: I think being a General Secretary mainly does background work like writing email. Did not require much leadership-related qualities. When organising events, there was a lot more decision making. Like helping Lau Ching Yan with election, there were a lot of things to consider. And there was quite a lot of stuff to plan and handle. When I helped Lau Ching Yan to run the election I had to think lots of things. It was not exactly what I expected, but I treat it as some additional gains, say how can a face difficulties and uncertainties, and that is what I learnt in this year. I also learnt how to explain to those affected people.

Choy Sin Hang Sonia's Post

Lam Yu Sang: Choy Sin Hang Sonia please talk about your post. What did you do as General Secretary?

Choy Sin Hang Sonia: I was originally in charge of the Annual Dinner and Orientation Day. Annual Dinner was cancelled due to restrictions on gathering. Both events were cancelled. Orientation Camp became online, and we discussed to have orientation day and registration day combined. Due to the restrictions on gathering both events were cancelled. I was responsible for sending emails and monitoring posts released. So my work was similar to Lai Man Wai Katherine. Send email . Most text-related things will be handled by me. The Instagram post captions at first were handled by me. But they were modified by Lau Ching Yan a lot so they decided to write the captions by themselves. At the later part the workload was larger. I helped do some minor things, and we tidy the minutes. Helped make some games during Orientation Camp but the Orientation Camp was cancelled. Sometimes I answered questions on Facebook. When there were questions on Facebook, I helped answer some of them, but Siu Chi Wang Justin handled most of them.

Lam Yu Sang: How did you share the workload between the two General Secretaries.

Choy Sin Hang Sonia: originally I planned to focus on social media posts, but later some captions were written by someone else since I could not write the tone that they wanted. Emails also handled by me.

Lam Yu Sang: What type of work in General Secretary did you find the hardest.

Choy Sin Hang Sonia: I think Instagram captions were the hardest for me. As I do not really post a lot on Instagram. The captions were modified again and again by others.

Lam Yu Sang: You do not have any events right?

Choy Sin Hang Sonia : Some things such as contacting SciHome were responsible by me. As the orientation day was combined with registration day, some of the work was given to Lau Ching Yan.

Lam Yu Sang: What benefits did you gain from being General Secretary, and what practical skills did you learn? Did you find your place in a team.

Choy Sin Hang Sonia: As both of my events were cancelled, I did more background work. I thought I am better at this type of work.

Choy Sing Hang Sonia's member evaluation

Lau Ching Yan

She cares about her duties. She gives feedback a lot to me. She is very nervous for the cabinet. She wants to make the cabinet members become closer. She is willing to enhance relationships between cabinet members. She only does this because she cares about the cabinet. I also think she wants to bond us, she tried to organize gatherings within the cabinet. She tried to organise many gatherings, but most were eventually cancelled due to pandemic.

Woo Dorothy Hoi Shan

Not much collaboration with her. But she was efficient and could handle a lot on her own. She did things responsibly. And there are not much problems that have to be taken care of.

Chan Cheuk Kai Kevin

Both his events were cancelled. In the Orientation Camp, he contacted other societies about Orientation Camp. He regularly asked us about our opinions before taking any action with other societies. He works hard to defend our rights. He will build up relationships with other societies but still respect our rights. He will ask the opinion and decision of cabinet members. He actively defended our interests, on one hand he tried to establish good relationships with others and on the other hand respect the opinion of cabinet members. And he also helped out with other stuff also, so he contributed a lot to this cabinet.

Lai Man Wai Katherine

I will give the thing to Lai Man Wai Katherine to cross check a lot of times. She is a very efficient person and willing to help in tasks. She will do well in all her duties. Every time we write and translate captions we send very long texts to each other, so thank you for helping me cross check.

Cui Zhenhao

He was willing to assist and ask things quickly. Could see he was willing to work hard

Tsui Yuk Hang: He managed the money and the budget well. Thanks to him. Even if many events were cancelled, he handled the money-related things well. He gives a lot of ideas and inputs to this cabinet.

Siu Chi Wang Justin: Not much collaboration. But he works efficiently. He presented a lot of ideas in meetings. Even though his post did not have many responsibilities, he exceeded that and did a lot of

things which were unrelated to his post. I am grateful for this. He had done much things that was not in the range of his duties.

Lo Tszy Yu: He disappeared for a while due to personal reasons. He was willing to accept modifications and comments for his design. He keeps on modifying and improving on the designs. Thanks for his designs. But if he loses contact he should at least notify other people.

Financial Report

Lau Wing Sum: I want to ask why the quantity for souvenirs is 43 for Graduation Party.

Tsui Yuk Hang: There were really 43 pieces prepared.

Lau Wing Sum: What was the souvenir?

Tsui Yuk Hang: It was a small book with names on it.

Lau Wing Sum: Were there so many graduates?

Choy Sin Hang Sonia: I think 43 included all the contact list and the people who signed up for the party. It was according to the contact list. But somebody did not come to the party but we prepared for their gifts as well.

Lau Wing Sum: I see, is there a way for you to give them the souvenirs.

Tsui Yuk Hang: I think so but I need to double check with Woo Dorothy Hoi Shan.

Lau Wing Sum: And the sticker, is it the one on the notebook?

Tsui Yuk Hang: Yes.

Lau Wing Sum: Are the balloons inside the utensils? Or did you find them in society room.

Tsui Yuk Hang : The balloons were from the society room of the IRESS. The utensils included the forks we bought, since there was still pandemic we prepared utensils

Lau Wing Sum : That dinner was not really enough?

Tsui Yuk Hang : We bought less as there were some extra people. So each people had less food. We had to go too supermarket to buy extra snacks.

Lau Wing Sum : For the Graduation Party. Did a lot of people walk in? Or did they all sign up?

Tsui Yuk Hang: There were a few we did not expect they would come, but eventually they came.

Lau Wing Sum: How did you order food?

Tsui Yuk Hang : We ordered one day in advanced. We found a pizza restaurant. 3 big pizzas. Very very big (14 inches) and then we thought some additional snacks would be enough.

Lau Wing Sum : It is not really enough. 14 inches is not really big enough. I think they are not as thick as those in pizza hut so it is not as full.

Tsui Yuk Hang : We ordered from Paisanos.

Lau Wing Sum : The pizzas were thinner so there may not be enough food. But it is difficult to estimate the amount of food. There are always someone who show up suddenly.

Tsui Yuk Hang: I think Wong Kim Lok Kimson's report is ready, you can pass him next time

Lau Wing Sum: Was the minimum order for computer bags 30?

Tsui Yuk Hang: No, we could order 20 or 30, but if we order 20 the price was \$10 more for each bag. The design and the final product were very different, leading to a drop of sale.

Lai Man Wai Katherine: We asked about 30 first, which was \$68 each, but seeing that the sales were not very good, we asked the price for 20, which was \$82 each, so we could still afford the 30 bags lost. 15 inches was a bit big and could not fit in people's bags. Some people did not take this souvenir. Eventually someone changed to buy other products. But the total was only 13.

Tsui Yuk Hang : We thought about 13 inch, but the bag was really a bit big. Including margins, the whole thing was around 14 inch.

Lau Wing Sum: Was there no sample product?

Tsui Yuk Hang : We can only can see what will be printed. Not the actual product.

Lai Man Wai Katherine: We did not have a sample, but just a picture. We could not see the dimensions of the product.

Lee Olivia Wing Kei: why was there a discount ? Seeing that you guys did not sell very much and are losing money already.

Tsui Yuk Hang : The discount was for people who bought more than two. We set discount as last few years have discount. The increase in price of soc paper was out of our expectation.

Tsui Yuk Hang: Yes, we had announced all the prices on forms and Instagram before the manufacturers told us it was not the current price.

Tsui Yuk Hang: I think the main problem was the reduced sales, since in previous years we got \$1200 for 7000 pieces, but this year we did not sell very much

Lai Man Wai Katherine: There were only 10 people who bought. If we ordered 20 then we would lose money.

Lau Wing Sum: But eventually you would order the bag for a smaller total.

Tsui Yuk Hang : Not every year has computer bag. Every year have society paper. Computer bags may be sold again in future, but society paper will not.

Lau Wing Sum: I only buy computer bag to support this society.

Lee Olivia Wing Kei: And I think all the previous stuff sold this year was society paper. Also, the computer bags are larger than expected, then why would people next year buy them? If you cannot sell them, then the amount you lose will be even larger.

Lau Wing Sum: For example here if you ordered 20 instead of 30, you could have had less of a loss. The sales of the product is directly affected by the design. Designer should take note of this.

Tsui Yuk Hang: I also handed in the subsidy form, but they have not opened a meeting the last time I heard, so I have no idea when I will get the subsidy.

Lee Olivia Wing Kei: About the Orientation Week, please put more effort in the design. People buy the product to support the society, but if the design is that bad, nobody will buy it. For the next cabinet you can innovate rather than follow past years' experience. I think society T-shirt and society paper are necessities, but the rest you can choose yourself. Also you should communicate well to prevent issues on price changes.

Lau Wing Sum: Yes, the size for some products (e.g. towels and computer) is important. You need to ask clearly the size.. But computer bags seem to often have problems with size.

Lee Olivia Wing Kei: The society paper will be packaged using purple things. Do not use plastic bags as this may make the paper become creased.

Lau Wing Sum: Do not save that money when it needs to be spent.

Lee Olivia Wing Kei: Cabinet members should cooperate with each other and remind others if he or she forgets.

Lau Wing Sum: Are there any people who have ordered but did not pay or get the product?

Lai Man Wai Katherine: One non-UST student wanted to buy the product. There was this other person who ordered a few piles of last year's society paper, gave us the money and never showed up.

Lee Olivia Wing Kei: So he paid but did not get the product?

Lai Man Wai Katherine: Yes, we followed him but he never showed up to get the product

Lee Olivia Wing Kei: So no other people haven't got the product yet?

Lai Man Wai Katherine: Yes, some other people contacted me to get the product after the period, but those have already been handled.

Lau Wing Sum: The next cabinet please remember the things mentioned above. Please pay attention to Orientation Week and the spending.

Lau Wing Sum: Did you guys think about welcome package for freshmen?

Tsui Yuk Hang : We did not.

Lau Wing Sum: The next cabinet please take note, if you can recruit new members face to face, remember to give them a welfare pack.

Tsui Yuk Hang: But is half the welfare pack not sponsored items?

Lau Wing Sum: Yes, but the next cabinet needs to know.

Tsui Yuk Hang : Originally, the budget for subcommittee was \$150 for three gifts. The phone case was one of the gifts

Lau Wing Sum: What were the other two?

Tsui Yuk Hang: The other two were mask and iPhone box. The shipping fee is unexpected.

Lau Wing Sum: Do you remember for subcommittee function do you use society's money or get money from each member?

Tsui Yuk Hang: I remember the subcommittee used some money.

Siu Chi Wang Justin: Wong Kim Lok Kimson said if it is only subcommittee function we cannot use society money, but it combined with the Christmas party so we could claim the money.

Lau Wing Sum: The next cabinet please take note of this.

Lee Olivia Wing Kei: I remembered the remaining money is given back to the society.

Lau Wing Sum: Financial Report is handled by subcommittee, but the ultimate sum is lumped back into the society's Financial Report.

Lau Wing Sum: The next cabinet please take note of this.

Tsui Yuk Hang: There's \$1200 from the annual society subsidy. I asked Wong Kim Lok Kimson and he's not sure where this money comes from or where it should go. It is addressed to Lau Ching Yan.

Lau Wing Sum: Did not you open a society account?

Tsui Yuk Hang: Yes.

Lau Wing Sum: If it is addressed to Lau Ching Yan then it should be from your year. I think you should have this money every year?

Tsui Yuk Hang: It should be, it is from November last year

Lau Wing Sum: Did you ask the SU?

Tsui Yuk Hang: I asked Wong Kim Lok Kimson, at the start of the year, before this cheque appeared. SU said last year did not approve

Lau Wing Sum: Interesting, who joined as a member in year 3?

Lai Man Wai Katherine: About the Year 3 full members, there were some who only joined for a year last year, so we asked if they would want to join as full member this year.

Choy Sin Hang Sonia: Someone did not give the money for all 4 years, so he had to give the remaining money to become a full member.

Lai Man Wai Katherine: So last year some people joined as so called 1 year full members, but this was not according to the constitution, so this year we asked if they would like to join back, and collected the corresponding money.

Lau Wing Sum: Just remember you cannot let people join for one year only, they have to join until graduation.

Lau Wing Sum: Others expected expense wrote 0. Please fix this. And the Financial Report 17 expense is missing a slash

Tsui Yuk Hang: I think it is just alignment issues

Lau Wing Sum: Can I ask about the society account.

Chan Cheuk Kai Kevin : They have been sending monthly statements to us. I am not sure about whether I keep all monthly statements.

Lau Wing Sum: Why did not you apply for online banking?

Chan Cheuk Kai Kevin: We opened a joined account, we did not have online banking

Siu Chi Wang Justin: It is probably because our account is too cheap.

Lau Wing Sum: Do you two have personal accounts in Hang Seng Bank?

Chan Cheuk Kai Kevin, Siu Chi Wang Justin: No

Lau Wing Sum: I see, if you have one they will link this joint account. It is better to check whether you have them all.

Lee Olivia Wing Kei: If you do not have it you probably need to ask Hang Seng to mail you the previous statements again.

Lau Wing Sum: Each costs \$20 to print.

Chan Cheuk Kai Kevin: I think the two of us combined should have all of them?

Siu Chi Wang Justin: They did not send me anything

Chan Cheuk Kai Kevin: I see, I will look for them back home.

Lau Wing Sum: Has the next cabinet applied for bank account yet?

Tsui Yuk Hang: I asked them but they have not replied yet. If you originally have e-banking with Hang Seng bank, it is quite convenient to open an account.

Lee Olivia Wing Kei: It is difficult to open an account of Bank of China.

Lau Wing Sum: Just do not do it on the branch on campus. And not in Tseung Kwan O as well as they will ask why you are not registering at UST. Also remember to keep all the monthly statements.

Siu Chi Wang Justin: About the society website, there is a section about IRE program but the information is very outdated, do you want to delete it or what?

Lau Wing Sum: I think using the old information is fine. Update it if you can find new information.

You can ask science school whether they have some new information, if not people will approach your pages anyways.

Siu Chi Wang Justin: Alright, so I will just keep it there.

Lau Ching Yan raised procedural motion to lay the agenda items 5 and 6 on the table until the next session of ANNUAL GENERAL MEETING

Chan Cheuk Kai Kevin seconded.

The time was 23:57.

15 for 0 against

The motion was passed.

Minutes of International Research Enrichment Students' Society, HKUSTSU Annual General Meeting 2021-2022, Session III

Date: 30 March, 2021 (Tuesday)

Commencement Time: 20:30

Venue: Via Microsoft Teams

Chairperson: Lau Ching Yan Evita

Minute Takers: Choy Sin Hang Sonia, Lai Man Wai Katherine, Ho Hang Chi, Yue Cheuk Kan Kelvin, Chan Cheuk Kai Kevin

The business of the Annual General Meeting 2021 of IRESS, HKUSTSU shall be:

1. To commence the meeting;
2. To receive and adopt the agenda of the Annual General Meeting 2021 of IRESS, HKUSTSU;
3. To receive and adopt the minutes of the Annual General Meeting 2020 of IRESS, HKUSTSU;
4. To receive and adopt the minutes of the 1st Extraordinary General Meeting of IRESS, HKUSTSU, Session 2020-2021;
5. To receive and adopt the Annual Report of IRESS, HKUSTSU, Session 2020-2021;
6. To receive and adopt the Annual Financial Report of IRESS, HKUSTSU, Session 2020-2021;
7. To vote and announce the Honorary Members;
8. To introduce and inaugurate the Executive Committee Members of IRESS, HKUSTSU, Session 2021-2022;
9. To receive and adopt the Year Plan of IRESS, HKUSTSU, Session 2021-2022;
10. To receive and adopt the Financial Budget of IRESS, HKUSTSU, Session 2021-2022; and
11. 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 Evita started the Annual General Meeting.

Woo Dorothy Hoi Shan's post (Internal vice president)

Lau Chak Hei: Please talk about what you have done this year. Start from the duties of your post first, then move on to duties not related to your post but you participated in.

Woo Dorothy Hoi Shan: The main duty of internal vice president is to book venue, but since everything was closed, I didn't really do anything related to booking. When we were planning to hold orientation camp on campus this year, I asked about the availability of on-campus rooms. For example, for graduation party, we wanted to find party room, Samuel's friend then borrowed his place to us. I was originally the PIC for end of year graduation party and subcommittee function. We borrowed the venue from Samuel's father, and we brought food and games. The souvenir was one notebook with our logo, which could be used as the autograph book. We provided opportunities to graduates to take photos and finish the autograph book. For this party, the souvenir was a notebook with our cabinet's logo. We wanted to do postal thing; however, the logistics were very annoying and some people were overseas. My other PIC event is subcommittee function, and at the start I had some family emergencies, so I handed it over to Lau Ching Yan Evita. In the middle, I joined the meetings and listened to the presentations. The above is all the stuff I was fully in charge of. I mainly helped with the coordination, e.g. I thought about the games in orientation camp, but as a disclaimer, a lot of events were cancelled, and the orientation camp was eventually cancelled due to pandemic.

Lau Chak Hei: I didn't participate in a lot of events. I was not outgoing and the situation this year did not permit me from joining too many events. I think it's unavoidable that many events were cancelled. After listening to the feedback, I think you guys did quite good. Please talk about your expectations before joining the cabinet. Were those expectations met?

Woo Dorothy Hoi Shan: Yes. I wanted to be internal vice president as I wanted to improve my organizational skills, such as booking a venue. But I could not book any venue due to the pandemic. I am disappointed as I missed the chance to train myself. Given that the school doesn't even open these

venues, I think it's kind of a loss of opportunity in learning these skills. Besides, I worked with other committees peacefully.

Lau Chak Hei: Lastly, apart from the events, your job is to coordinate the intra-cabinet relationship. In this aspect, how do you think you did?

Woo Dorothy Hoi Shan: Honestly, our intra-cabinet relationship is not too bad. Although several committees tended to deal with personal affairs first and disappeared, we managed to reach out to them. I think I am not so familiar with those people, but I know other committees had reached out to them. I am not in the IRE program and I know that some other committees have stronger bonds.

Sit Hiu Chi: Please give comments on other committees.

Woo Dorothy Hoi Shan:

Lau Ching Yan Evita

As the president, she did very well. Although she replied slowly, she did things well. She was helpful and was willing to help, like the subcommittee function. Other than that, she followed up on a lot of things efficiently. She noticed little details and helped us a lot.

Tsui Yuk Hang Arnold

He is very helpful. For example, he helped me with the budget of graduation party.

In AGM and EGM, he raised the motion at the start when I could not be present.

Cui Zhen Hao

I didn't have a lot of opportunities to work with Cui Zhen Hao, but I observed that he had done his job.

He was not lazy, not bad.

Lo Tsz Yu

I know he had some personal issues. But after that, he tried his best to help so I think he is fine.

Siu Chi Wang Justin

He has a lot of opinions during meetings. As an academic secretary he did his job, e.g., he asked me for sources, so he's doing his job very well. He proactively asked others for sources.

Chan Cheuk Kai Kevin

I think his situation is quite similar to mine. His events were cancelled, but he tried his best to help with other events and give opinions in meetings. Also, he always raised his opinions during meetings.

Lai Man Wai Katherine, Choy Sin Hang Sonia

I think they were helpful. For example, they helped with the questionnaires. They were responsible. It was comfortable and reassuring working with them.

Sit Hiu Chi: Have you told the next cabinet about the duties of internal vice president? What did you tell them?

Woo Dorothy Hoi Shan: In the coming year, there will be face-to-face events, so I told him how to book venues. I told Wong Chun Hei about the booking procedures: who to find, and when he has to book the venue. I also told him to coordinate the intra-cabinet relationship and assist the president when necessary.

Sit Hiu Chi: Any suggestions for the next cabinet?

Woo Dorothy Hoi Shan: If you have a chance, don't be impatient. Calm down and think about whether you have missed anything. For example, I heard from my previous cabinet that they always almost forgot to book turkey, forgot to book microphones and brought batteries. I advice you to type out what is needed for each event on your phone, so that you won't miss anything.

Sit Hiu Chi: Wong Chun Hei, do you have any questions for Woo Dorothy Hoi Shan?

Wong Chun Hei: Not much, as the suggestions given by Woo Dorothy Hoi Shan were quite comprehensive.

Tsui Yuk Hang Arnold's posts (Financial secretary)

Wong Kim Lok Kimson: Please summarize what you've done this year.

Tsui Yuk Hang Arnold: I did the financial budget and kept the budget for each event. In each event I decided the budget and kept track of the flow of money. I was mainly involved in each event for a bit, to look after the money, and finish the financial report at the end of the year. I was the PIC for the Christmas party, but it was combined with the subcommittee function, so my workload was less. There was not so much need to create games, and I mainly just watched over the events and saw whether things are going smooth.

Wong Kim Lok Kimson: You had less to do with event planning. What were your expectations when you joined the cabinet?

Tsui Yuk Hang Arnold: At first when I joined the cabinet, I had an event to plan. I needed to manage the budget for many events, e.g. What I should buy for each event. This year we also handed in some subsidy forms for some events.

Wong Kim Lok Kimson: So, was there a big difference from what you imagined before you joined the cabinet? What were your expectations? Were they met?

Tsui Yuk Hang Arnold: As many of the events were cancelled, I was less busy and had less workload overall. So, there was less I could experience, and I didn't get to do as much stuff. Basically, I took part in some part of planning in all successfully held events.

Wong Kim Lok Kimson: What were the difficulties you faced in this post? How did you overcome them?

Tsui Yuk Hang Arnold: The main difficulty is to communicate with marketing secretary, particularly during orientation week. Marketing secretary talked to the company, and I had to talk to him. There were some misunderstandings between the marketing secretary and the companies. You have to liaise with the marketing secretary, promotion secretary and the company, to make sure they're on the same page. You also have to state your requests clearly to the company.

Wong Kim Lok Kimson: You mentioned you mainly managed the budget? Did you do anything else apart from this? Like events?

Tsui Yuk Hang Arnold: If help is needed, I help. Like during orientation week I helped sitting counter. So, it depends on who needed help. Our committees spoke out when they needed help. If somebody asks for help, I will go and help.

Wong Kim Lok Kimson: It sounds like your cabinet was quite peaceful, communication was quite good. Even though I didn't really participate in many events, like Lau Chak Hei.

Lau Wing Sum: Are there any things that you need to tell the next cabinet?

Tsui Yuk Hang Arnold: It should be fine.

Lau Wing Sum: Please rate your committees.

Tsui Yuk Hang Arnold:

Lau Ching Yan Evita

She was very responsible, but she did not reply to WhatsApp messages quickly. Even if she is not PIC for the event, she helped a lot.

Woo Dorothy Hoi Shan

I worked with her during graduation party.

Chan Cheuk Kai Kevin

Although he had no PIC event, he communicated with other committees and helped out for many events.

Lo Tsz Yu

Though he disappeared for a while, he designed a lot of our cabinet products. We probably worked together the most. He was very responsible although he needed to be careful with communication.

Lai Man Wai Katherine, Choy Sin Hang Sonia

They helped us a lot this year. They are good.

Siu Chi Wang Justin

He was very responsible, especially in distributing sources, and I always ask him for them.

Lau Wing Sum: Has Tsui Yuk Hang submitted the bank statement?

Tsui Yuk Hang: I am tidying it up.

Lau Wing Sum: How can you tidy up if you don't find me?

Tsui Yuk Hang Arnold: We are tidying the ones we have. Ours start from July. Please give us the ones from April to June.

Lau Wing Sum: Did I transfer money to you right after you opened your account?

Tsui Yuk Hang: Let me confirm again. We made the transfer in July. That month was only \$300 in the monthly statement.

Lau Wing Sum: I'll give the one of July to you as well.

Wong Chun Hei raised motion to resume discussion of agenda items 3 and 4

Szeto Chun seconded.

The time is 21:33

12 For 1 Against

The motion was passed.

Wong Chun Hei raised a motion to vote for agenda items 3 and 4.

Szeto Chun seconded.

The time is 21:47

14 For 0 Against

The motion was passed.

Lam Yan Yi's post (Financial secretary)

Tsui Yuk Hang Arnold: Please mention about the duties of financial secretary.

Lam Yan Yi: I think the most important duties are doing the financial report and financial budget. Budget for each event needs to be marked clearly and have to keep money and write receipt for each event.

Tsui Yuk Hang Arnold: When is the deadline for applying subsidy?

Lam Yan Yi: We should get the business done in two weeks. We must apply for subsidy within one month if we lose money.

Tsui Yuk Hang Arnold: Who has the right to sign receipts?

Lam Yan Yi: President or me.

Christmas Party

Tsui Yuk Hang Arnold: Please briefly introduce the Christmas party.

Lam Yan Yi: The date is 21/22 December. Since the situation was still unstable, we came up with two plans. For online version, we will promote the event on 11 December through email. On 18 December, we will try the games and see if the rundown has any problems. Games start at around 20:15, and the games will be played until 22:00. Since the games are online, we haven't decided on the games, but it will include wolverine. Then will be the lucky draw and which will start at 22:00. Since the part is in online mode, it's not so convenient to do gift exchange. There will be presents which will be prepared by our committees. We will take photo after the games by taking screenshots. Plan B is the face-to-face version. At late November, we have to finish booking venue and buying materials. At the end of November, we will book venues and buy things. Rehearsal of the party will be done on 18 December. At 16:00 we will start preparing the venue, at 17:30 we can start letting people in. From 18:00 to 19:00 we will play games, and we will eat dinner together until 20:00 and play games again until 20:30. We will start to exchange gift at 20:30, then take photo at 20:50. We will finish the event at 21:30 and tidy up the venue. For exchanging gift, everybody should prepare one gift.

Tsui Yuk Hang Arnold: If it's face-to-face, where do you plan to book?

Lam Yan Yi: I have not thought of the venue since I think the chance of online mode is bigger than face-to-face.

Tsui Yuk Hang Arnold: Usually we will book common 5-6, near Hall VI. The second thing is that what will you plan for dinner if the party is in face-to-face mode?

Lam Yan Yi: We will order pizza as it is convenient to eat and it is usual to eat pizza during Christmas party.

Tsui Yuk Hang Arnold: For your reference, in past years people ate pizza and people are kind of tired of it, and a few years ago they ordered sushi, which is difficult to manage. So, keep this in mind.

Lau Wing Sum: What is your plan on society account?

Lam Yan Yi: We plan to have Szeto Chun and Wong Chun Hei to open the account. We will open a Hang Seng bank account in the coming two weeks.

Lee Wing Kei Olivia: Remember to submit bank statements at the end of the year.

Lee Wing Kei Olivia: If you have a physical Christmas party, you can search for leftover materials in the society room for decorations so that you don't have to waste money to buy new ones. I remember there are board games in the society cabinet that can be used.

Lau Wing Sum: I remember there are some board games in the society cupboard.

Tsui Yuk Hang Arnold: Why did you join the cabinet?

Lam Yan Yi: I don't want to focus too much on academic studies during the 4-year study. I organized activities in secondary school, and I quite liked it, so I joined the cabinet.

Lau Wing Sum: Why did you choose to be financial secretary?

Lam Yan Yi: I participated in the Student Union in secondary school. I was the financial secretary and I have some experience. But in secondary school, the post was not that serious, so I wanted to try to be a financial secretary again. I think the post was not too formal and I want to try to take up a financial post that is more formal and serious.

Lau Wing Sum: Why you did not choose other posts?

Lam Yan Yi: I have considered this, but I think I don't think I'm suitable for those posts. I do not have much input during meetings, so I think it is better for me to handle financial report.

Lau Wing Sum: Are you an IRE student?

Lam Yan Yi: Yes, I am.

Lau Wing Sum: What are your expectations of joining the cabinet?

Lam Yan Yi: I am not a well-organized person, so I expect to be more organized and prudent. I hope I can become more careful and organized. I would also like to meet more friends and hold more activities.

Lau Wing Sum: You said you were financial secretary in Student Union in secondary school. Do you think there is any experience from your secondary school that can make you be a better financial secretary?

Lam Yan Yi: I encountered some difficult problems during financial management in secondary school, the receipts were in a mess. I would be more cautious with the receipts and ask people to give them back quicker. Therefore, I will pay more attention when managing the balance and money.

Lau Wing Sum: Do you think you will encounter any difficulties in this post?

Lam Yan Yi: I can't think of anything at the moment, things are going smoothly so far. For example, we had some gathering or some occasions where we have to gather money, and I think everyone was active in helping. One difficulty may be that some people reply message slowly.

Tsui Yuk Hang Arnold: What would you do if somebody is not replying?

Lam Yan Yi: I will call them or ask their friends or people who have seen him recently to ask what happened with that person.

Lau Wing Sum: What if they completely disappear?

Lam Yan Yi: It depends on what I need that person for. For example, I need to know how much money is needed for the event. The event may need to be passed onto other committees. I may need to contact their family for more urgent things.

Lau Wing Sum: Will you set deadlines for paying or giving receipts?

Lam Yan Yi: Yes, otherwise committees may forget afterwards. Best if you can give the receipt within one week of making the purchase. Claiming money will be done two weeks after the event.

Lau Wing Sum: If you lose money in the event you may want to submit subsidy form. If you suffer a loss in money and want to ask Student Union for subsidy, what do you need to do?

Lam Yan Yi: Fill in the form and hand in the report of that event and receipts. It needs receipt and to provide the name of holder of bank account. Moreover, it requires signature from president and me, and also need the society stamp.

Lau Wing Sum: You know where to download this form right?

Lam Yan Yi: Downloaded from the council website.

Lau Wing Sum: Will you claim all money for committees, even if they spend it unreasonably?

Lam Yan Yi: I won't claim all of the money. If there is need to buy materials or food, I will claim it for them. For example, if you take taxi due to personal reason, I won't claim it.

Lee Wing Kei Olivia: Everyone should follow the financial budget when buying stuff. And remember to notify others when you make a purchase, just to avoid someone spending an unexpectedly large sum of money. You also need to inform the financial secretary when buying anything, or else you may overbudget.

Lau Wing Sum: Think about what you need to buy beforehand. Don't purchase something then find out that it's not useful. No need to use Taobao just because of the cheap price.

Lee Wing Kei Olivia: If you use Taobao, the quality may be bad, and you may need to refund and that may waste time. Best if you can find a place in Hong Kong that you can buy. You should check if there are companies in Hong Kong, and you can make sure the quality of products if you buy locally.

Tsui Yuk Hang Arnold: You should also talk to the marketing secretary. Marketing secretary can discuss with marketing secretaries from previous cabinets and know what companies are not good.

Lau Wing Sum: If you order society product, will you directly choose the cheapest one, without considering other factors?

Lam Yan Yi: I need to consider the quality as well. We can't sell very bad quality products. Not every company can give us the exact product we want.

Lee Wing Kei Olivia: When setting the price, what are your considerations?

Lam Yan Yi: I will estimate the expenditure for that event and review last year's price and take that into consideration so that there will not be a huge difference. There cannot be too much deviation from the expenditure.

Lau Wing Sum: The fluctuation of this year is not very big. Speaking of T-shirts, I am not sure if you can order T-shirts this year, but it will be cheaper to order society T-shirts and orientation camp T-shirts together if promotional secretary can finish the design on time. But we don't know if the orientation camp can be held.

Tsui Yuk Hang Arnold: There were some sponsors and early bird discounts this year. You can investigate that.

Lau Wing Sum: In the financial budget, why the pages are shorter?

Lam Yan Yi: It maybe due to technical problems. I will tidy up the financial budget later.

Lau Wing Sum: How about the margins?

Lam Yan Yi: I will tidy up those as well.

Lau Wing Sum: Learn to use excel. It is very useful.

Lau Wing Sum: will there be inauguration ceremony?

Lam Yan Yi: We are thinking about it, but it is probably in mixed mode. There may be some difficulties in booking a venue.

Lau Wing Sum: So only committees will be there while other people watch the event through Zoom?

Lam Yan Yi: Yes. The cabinet of last year and the present cabinet will be in a venue, and the rest of the people in Zoom.

Lau Wing Sum: That'll be a lot of people. It is not that possible, considering the current situation.

Chuk Wing Yi's post (Marketing secretary)

Cui Zhen Hao: For sponsors, some of them will ask you to promote their stuff. They may even ask you to fill in information of your bank account. Will you accept those sponsor offers?

Chuk Wing Yi: I will discuss with committees first before accepting as these things are complicated. And I don't think it's a decision that I can make myself. I think this is also related to the PIC, so it is better to have the approval from PIC.

Cui Zhen Hao: Personally, I think this type of sponsor can't be accepted. Our events are mainly for our members to get together, not to help companies to promote. Information related to the bank card is more personal.

Pang Chun Sum Brian: I think Cui Zhen Hao is right. We need to balance the risk and the reward. Bank card involves a lot of personal information. People may not open a bank card just for your event. And not everyone would start a bank card for just one event, so you might not be able to fulfill the task. IRESS is not a society that requires a lot of resources, so we usually don't need much financial reward from sponsors. But the main thing is to consider whether you can manage this. If you think you can manage, you can accept it. For example, if you guys agree to do the task within the cabinet, then it is fine.

Cui Zhen Hao: Some sponsors will ask you to meet follower requests, sometimes even after we promote them in groups. What will you do in this situation?

Chuk Wing Yi: We may consider finding other sponsors as we have sufficient time.

Cui Zhen Hao: This is a viable option if you have many sponsors. But if not then you can seek help from your committees. On one hand you can find committees to help, on the other hand you can create a bunch of accounts to fulfill the requirement.

Pang Chun Sum Brian: In terms of followers, it is easy to fulfill and meet the requirement. You can even ask members and committees for help. You can ask for members' assistance, e.g., giving likes in Instagram. For example, if the company needs 100 likes, each committee may find 10 likes from their friends and family members.

Pang Chun Sum Brian: Chuk Wing Yi, do you have any problems when finding sponsors?

Chuk Wing Yi: No.

Chuk Wing Yi: In May, we will start doing the society jacket and society T-shirt. We will have to ask companies for sponsors.

Pang Chun Sum Brian: That early?

Chuk Wing Yi: Didn't you guys say to start early?

Pang Chun Sum Brian: Yes, but it has never been that early. Do you guys have any plans for orientation camp this year? Or have you started planning?

Chuk Wing Yi: It depends on the pandemic.

Pang Chun Sum Brian: If the pandemic stops in August, you may not have time to organize it. It depends on the situation. Personally, I don't think you must organize the orientation camp.

Cui Zhen Hao: if you want to prepare, you'll have to start mid-June (e.g., negotiate with T-shirt companies).

Pang Chun Sum Brian: Have you started to find companies for T-shirt?

Chuk Wing Yi: Not yet, since I am quite busy currently.

Pang Chun Sum Brian: Remember to go to their shop to look at their samples (e.g., colours).

Cui Zhen Hao: Let's talk about the start of semester dinner. If in Fall semester there is no restriction in gathering, but there is still mixed mode or online teaching, how will you handle the event? And how will you pick your location?

Chuk Wing Yi: I am not sure.

Pang Chun Sum Brian: I think you still have time, so you can still plan for a bit first. If Fall semester is still mixed mode or online, lots of people will still be at home. When you choose the location, it doesn't have to be near UST. You can pick places like Mong Kok or Kowloon which is more convenient for most people. Also, you don't have to wait at the atrium and everyone can go there individually. You can choose a time to wait at some spot, like asking friends to gather for dinner, but you're the person booking

tables. In the past, when there was on campus lesson, everybody going to Hang Hau was a challenge. But you don't have to face this challenge this year. However, another challenge is about how you book tables, pay deposit and order food, etc. Say you're going to a Chinese restaurant/ cafe, how would you manage the food? Will you order for them or let them order food by themselves?

Chuk Wing Yi: For Chinese restaurant, there will be menu. We can ask the participants what they want to eat. If they can't decide then committees will decide for them.

Cui Zhen Hao: Or you can use google form for polling.

Pang Chun Sum Brian: That works as well. We organized our start of semester dinner in 南北小廚. There was a rule that we need to order beforehand and pay some money first. Their requirement is that we must at first order some food, because they cannot make all the food in time if we order everything there. At that time, we picked some dishes we think that most people would be fine with. This would not be enough for everyone and they can order some add-on. Also, you need to ask the participants if they have any food allergies. Have you thought about how to organize participants to sit in different table?

Chuk Wing Yi: Good friends will be grouped together. Or we can group them together by same major or same year.

Pang Chun Sum Brian: This is an ideal case, but in reality, they will choose their seats on their own. So, people will organize seats by themselves, and you just have to let them choose their own seats. People who are friends will sit together. Someone will go to the freshmen table and talk to them. The ideal scenario is to have friends together but still mix things up, but it will be better for them to just sit together.

Cui Zhen Hao: I remembered that last year participants grouped together on their own. Usually there is not much need for grouping. You can make a backup plan so that people who don't have a place to go to know where to sit.

Leung Ka Wun Casey: Suppose the restrictions are set to 8 people per table, will you still hold the event? Some restaurants will have more people, but in separate tables, or use plastic plate to separate the tables. Under what circumstances will you hold the dinner? What is the level of restriction that is still fine to organize the dinner?

Chuk Wing Yi: I need to discuss with committees first.

Leung Ka Wun Casey: I think if there are restrictions and if the school is in online mode, not many people will come out for the dinner. I don't think you need to cancel the even, but you need to talk to your committees to see what to do. Because the start of semester dinner is a very good chance for people in senior years to get to know freshmen, especially if the orientation camp cannot be held successfully. So, try not to directly cancel the event, and discuss with your committees first.

Cui Zhen Hao: How do you plan to collect payments for the start of semester dinner?

Chuk Wing Yi: To prevent participants quit suddenly, we will collect some money in advance. If we collected too much then we will refund the money, it's just bank transfer.

Lau Wing Sum: Collecting deposit is too troublesome.

Leung Ka Wun Casey: Most of the time people would show up, more often people will arrive at last minute. But some people who didn't fill in the form may show up unexpectedly.

Cui Zhen Hao: We just divided the bill amongst each table last year.

Leung Ka Wun Casey: You don't have to collect money beforehand; you're just going to pay after the meal. You can simply ask the participants to pay themselves. It is more convenient to let participants pay at that time.

Pang Chun Sum Brian: So, filling in google form is just a rough estimate of the number of people, don't trust it entirely. Speaking of the deposit, although you can collect it through PayMe, but some people might have paid deposit and some may have not, so the math will be more complicated. It is better to divide the total amount of one table by the number of participants there and let them pay.

Lau Wing Sum: Just now we talked about letting people sit randomly. But committees have to be aware, if you have orientation camp, there may be some people who don't know other people. You need to take care of these people and not let them sit on their own. Also, if suddenly some weird person shows up, you need to cater for them.

Pang Chun Sum Brian: If as Leung Ka Wun Casey said, only 8 people is allowed for each table, and all freshmen just sit at one table and have dinner silently, that's not a good situation. You'll have to see if there are more outgoing committees that can bring up the atmosphere.

Leung Ka Wun Casey: When will you make a google form for people to fill in?

Chuk Wing Yi: I think about a week before the event?

Pang Chun Sum Brian: So around what time?

Chuk Wing Yi: Late August.

Lau Wing Sum: I think late August is a bit too early- because people need to know their timetable before knowing when to have dinner. Some people may have lessons until 6pm, how do you expect them to go out?

Also, by late August, you wouldn't have recruited all members yet.

Pang Chun Sum Brian: I think early September is fine for the google form.

Lau Wing Sum: There can be a more specific plan, don't need to be too vague. You are serving members of IRE, therefore the planning should be more detailed. If you are not sure of anything, you can just ask people, like previous cabinets.

Pang Chun Sum Brian: If you have any questions. You can ask me, Leung Ka Wun Casey or Cui Zhen Hao on Signal or WhatsApp. We are glad to answer your questions.

Class Photo Taking

Cui Zhen Hao: How many professors will we usually invite?

Chuk Wing Yi: 2-3. There should be the IRE coordinator (Pakwo Leung).

Cui Zhen Hao: Theoretically we should have 5 in previous years, including Pakwo Leung and IRE coordinator for each major. If there are other professors that are close, you can ask them as well, e.g., in previous years we also ask Frederick Fong.

Pang Chun Sum Brian: If you have invited Frederick Fong, would you invite Meng Guowu? I think you should only invite Frederick Fong if you can't find him? In previous years, we just have coordinators for Phys, Math, Chem and Bio.

Lau Wing Sum: how did you prepare the year plan?

Chuk Wing Yi: I didn't really have enough time to do it, so I didn't really prepare it very seriously. We referenced last year's year plan.

Lau Wing Sum: Next time please be more serious. You can find many previous year plan, so I hope you can do better next time.

Pang Chun Sum Brian: I think it is understandable, you haven't even taken part in the event. Though Cui Zhen Hao hasn't organized it, he has taken part once. But if you want to improve on your plan, you can find photos taken in previous years to see who were present.

Lau Wing Sum: How will you print pictures for photo taking?

Leung Ka Wun Casey: Did you ask the cabinet of last year about where to print pictures?

Chuk Wing Yi: I didn't ask, as the year plan was prepared very hurriedly.

Cui Zhen Hao: You can find the photo size for previous years in the society room.

Pang Chun Sum Brian: Just go to shops for printing pictures. You need to specify whether the photos have to be laminated. The main challenge with photo taking is not the stuff you need to do afterwards, but is before photo taking and the day of photo taking. Have you planned what you have to prepare (e.g., who to send emails), and the rundown of the day?

Chuk Wing Yi: Not yet.

Pang Chun Sum Brian: The planning is not too complicated, but you need to try and run through the event in your head and see if there are any problems.

Wong Chun Hei raised the motion to lay the discussion of the remaining agenda items on the table until the next session of AGM.

Szeto Chun seconded.

The time is 23:14

11 For and 0 against

The motion was passed.

Minutes of International Research Enrichment Students' Society, HKUSTSU Annual General Meeting 2021-2022, Session IV

Date: 1 May, 2021 (Saturday)

Commencement Time: 20:30

Venue: Via Microsoft Teams

Chairperson: Lau Ching Yan Evita

Minute Takers: Choy Sin Hang Sonia, Lai Man Wai Katherine, Ho Hang Chi, Yue Cheuk Kan Kelvin

The business of the Annual General Meeting 2021 of IRESS, HKUSTSU shall be:

1. To commence the meeting;
2. To receive and adopt the agenda of the Annual General Meeting 2021 of IRESS, HKUSTSU;
3. To receive and adopt the minutes of the Annual General Meeting 2020 of IRESS, HKUSTSU;
4. To receive and adopt the minutes of the 1st Extraordinary General Meeting of IRESS, HKUSTSU, Session 2020-2021;
5. To receive and adopt the Annual Report of IRESS, HKUSTSU, Session 2020-2021;
6. To receive and adopt the Annual Financial Report of IRESS, HKUSTSU, Session 2020-2021;
7. To vote and announce the Honorary Members;
8. To introduce and inaugurate the Executive Committee Members of IRESS, HKUSTSU, Session 2021-2022;
9. To receive and adopt the Year Plan of IRESS, HKUSTSU, Session 2021-2022;
10. To receive and adopt the Financial Budget of IRESS, HKUSTSU, Session 2021-2022; and
11. To adjourn the meeting.

The time is 20:30

There are 9 full members present

Quorum was not met.

The time is 20:37

There are 14 full members present.

Quorum was not met.

The time is 20:47

There are 17 full members present.

Quorum was met.

AGM starts now.

Agenda item 9: To receive and adopt the Year Plan of IRESS, HKUSTSU, Session 2021-2022

Agenda item 10: To receive and adopt the Financial Budget of IRESS, HKUSTSU, Session 2021-2022

Wong Chun Hei raised the motion to resume the discussion of agenda item 9 and 10.

Yeung Wai Ho seconded.

Time now is 20:50

12 For and 2 against

The motion is passed.

Pang Chun Sum Brian: Let's talk about the event rundown for class photo taking.

Chuk Wing Yi: We have to find both the IRE coordinators and camera man. We will find Lam Yan Yi to find the camera man. We need to decide on time and book the Sundial, then notify professors. We need to order a photo frame for gift and find the camera man earlier.

Pang Chun Sum Brian: So, Lam Yan Yi will be responsible for finding cameraman?

Chuk Wing Yi: Yes. She said she is fine. She can be the one holding the camera.

Pang Chun Sum Brian: Lam Yan Yi will join the photo taking, how can she hold the camera?

Chuk Wing Yi: Lam Yan Yi or her friend.

Pang Chun Sum Brian: Maybe finding her friend is better. Remember to bring a tripod for camera.

Leung Ka Wun Casey: Also remember to bring chairs because professors have to sit.

Pang Chun Sum Brian: You need to book chairs. Do you know how to book Sundial and chairs?

Leung Ka Wun Casey: Also do you know who is responsible of booking?

Chuk Wing Yi: We should find Wong Chun Hei.

Pang Chun Sum Brian: Can Wong Chun Hei answer me how to book Sundial and what to notice?

Wong Chun Hei: I remember I need to find DSTO.

Pang Chun Sum Brian: So where do you need to go to find DSTO?

Wong Chun Hei: I am not sure.

Leung Ka Wun Casey: Near 15-16 lift, 5th floor? I am also not sure. Need to book two weeks in advance. FMO is for booking Sundial.

Pang Chun Sum Brian: Booking chairs is not FMO, but you have to approach SAO at LG3. So first you have to go lift 15, 5th floor to book Sundial. When you have the venue paper, you can take it and go to LG3 SAO and ask to book chairs for the day of the event. You need to take the booking paper and go there to take chairs.

Lee Wing Shun: Check how early in advance you should book Sundial. If you need to ask SAO for chair, you need to tell SAO in advance, then go to them on the day with the booking paper. For minor stuff like chairs, you can get it on the day. If you need special arrangement, you have to ask earlier. Because you won't be able to get the booking paper so early.

Pang Chun Sum Brian: If I remember correctly, they only allow you to make official booking a week or two prior to the event. But it's better to have a first-choice date well in advance. You can go to the 5th floor to tell them about your plans. They'll tell you when you make the official booking.

Lee Wing Shun: I think you can check the availability online.

Pang Chun Sum Brian: Do you know what professors you will invite?

Wong Chun Hei: Prof. Leung.

Chuk Wing Yi: We need to invite Pakwo Leung.

Pang Chun Sum Brian: Also, the IRE coordinator for each major.

Chuk Wing Yi: We also need to find Frederick Fong for math.

Pang Chun Sum Brian: You have to think carefully about this. Supposedly you should invite Meng Guowu.

First, we are not close with him. Also, he seemed to have some conflicts with Frederick Fong before. Since we are closer with Frederick Fong, we found him at last.

Chuk Wing Yi: Ok.

Pang Chun Sum Brian: Do you know who the Phys, Chem, Lifs coordinators are?

Chuk Wing Yi: I don't remember. We will ask IRE people and committees.

Pang Chun Sum Brian: Phys is Rolf Lortz, and Chem is Huang Jinqin.

Kan Ying Hei: Pingbo Huang and Angela Wu for Lifs.

Pang Chun Sum Brian: Did we invite them?

Kan Ying Hei: We used to invite King Lau Chow. We also used to invite Danny Leung. Not sure if we invited Pingbo Huang, but I think Angela Wu was new this year.

Pang Chun Sum Brian: You can invite them first, but if they're not free than ask someone else. Maybe you can ask King Lau Chow, Danny Leung or Melody Leung. If you are not close to them, ask older people in the major to ask them to invite. If you're not familiar with these people it's fine, you can ask senior in these majors. So, have you thought about the logistics on the day of the event?

Chuk Wing Yi: Are you referring to photo taking?

Pang Chun Sum Brian: About to take chairs, how to invite professors, etc.

Chuk Wing Yi: I've thought about it for a little. First, I will find camera man and invite professors and take chairs. Then we gather IRE people at Sundial and find professors. We will take photos by year and by major respectively. We will organize people with regard to their year and major, and also have to ask some committees to ask professors to stay so they won't go away after taking one photo.

Lee Wing Shun: You should think more about the candidates and workload distribution. Ask committees who are closer with the professors to invite them.

Pang Chun Sum Brian: You have planned to bring down professors from office, right?

Chuk Wing Yi: Yes.

Pang Chun Sum Brian: You need to think about who will guide the professors to the venue. You also need to arrange time and manpower to take chairs. I think you can tell members to just wait outside atrium. If the professor doesn't appear, what will you do?

Chuk Wing Yi: I haven't thought about this.

Pang Chun Sum Brian: There's nothing you can do. Leung Ka Wun Casey that year invited Vic Law and he disappeared.

Leung Ka Wun Casey: Yes.

Pang Chun Sum Brian: You can't really do much in this situation. Luckily, Pakwo Leung is also from the Physics department and he can replace Vic Law. But professors from other majors disappearing may be more annoying. If it's other majors' professor vanishing then you can't do anything about it. To

prevent this from happening, you should remember to send more emails one week before, one day before and on that day to make sure they remember to come.

Chuk Wing Yi: Understood.

Cui Zhen Hao: You can also find members to pick up the professor on that day.

Pang Chun Sum Brian: If you are on campus, find the professors in office a bit earlier. You also said you want to take photo by year then by major. You should arrange by major first, then by year. You said previously that first by year, then by major, and I think it should be the other way around. Because by major you need to find the coordinator to sit in the photo, but there's no such need for by year. I think long time ago IRE coordinators were in the photos, arranged by year, but now professors are not arranged by year anymore. After taking photos by major, you can ask profs to leave first, so that the professors don't have to stay for no reason. Remember to find two to three members to serve the professors. When the photos are not yet taken, or when the professor doesn't need to take, you need to find committees to chat with him and tell him to stay. The professor may leave if he feels uncomfortable. After all major photos are done, you can tell them that they can leave, and photos will be given to them afterwards. As for getting printed photos, have you thought about the arrangement of ordering photos? Like what kinds of photos for members to order?

Chuk Wing Yi: You mean sizes?

Pang Chun Sum Brian: Size should be the same for all photos, including photo of all participants, by major and by year. Do you know what choices should be given to members?

Chuk Wing Yi: We can let them order the by major and by year, right?

Pang Chun Sum Brian: Our usual practice is to give each member one free picture without lamination. Each member will receive a picture of all participants with no lamination. And then we give them option to laminate. Then for photos of by year and by major, they can choose to have lamination or not.

Lee Wing Shun: I think for by year and by major, there are a formal version and an informal version. People can then choose between the formal and informal version, and also the laminated and non-laminated version.

Chuk Wing Yi: Some people suggested to give the pictures with bags.

Pang Chun Sum Brian: Yes, some people suggested to have plastic bags for non-laminated pictures. You can ask if the photo company can offer plastic bags. If they don't offer these you can order the plastic bags elsewhere. You should also remember to edit the photos, especially if the weather is not good. The white balance may be wrong. I didn't edit the photos so the picture of all people ended up bad.

Cui Zhen Hao: Remember to check the weather report.

Pang Chun Sum Brian: If the weather is too bad, it may need to be rescheduled. Remember to add watermark onto the photo after taking the photo, just like the banner: 'IRESS 2021-2022'. You can also mention the year or major. Do you have photos from previous years?

Chuk Wing Yi: I will check them in society room.

Cui Zhen Hao: I remember there is some in society room.

Pang Chun Sum Brian: If society room doesn't have, you can ask us to get sample.

Leung Ka Wun Casey: I have softcopies and can send them to you.

Pang Chun Sum Brian: Remember to also prepare the copies for the professors. We need to include two photos with photo frame for professors. One is the picture of all people, while the other one is the photo by major. You can decide whether to use two different frames or put them on the two sides of the same frame.

Alumni photo booth

Pang Chun Sum Brian: Since you guys don't have promotional secretary, who is doing the designs?

Szeto Chun: Lam Yan Yi is responsible for designing.

Yam Wun Kwan: How many people is in the new cabinet?

Szeto Chun: 8.

Yam Wun Kwan: Why do you need 2 general secretaries?

Szeto Chun: Because we thought the promotional secretary workload could be spread across other posts.

Yam Wun Kwan: Then why do you need marketing secretary?

Leung Ka Wun Casey: We had 7 people and we still had promotional secretary.

Szeto Chun: Work allocation is different for different year, and the financial secretary is experienced in this aspect. We hope that throughout this year we can share the work of promotional secretary.

Yam Wun Kwan: Did anyone ask why there is no promotional secretary?

Szeto Chun: I don't think so.

Pang Chun Sum Brian: Then the transfer of duty would be a bit troublesome. We don't have enough people that time, so Enoch who is academic secretary need to be the promotional secretary as well. Maybe Lam Yan Yi can be both financial and promotional secretary.

Pang Chun Sum Brian: You need to think about how to transfer duty to the next cabinet.

Chan Tsz Ching: Describe what you will do for the alumni photo booth.

Chuk Wing Yi: We need to prepare banner and need to ask when the members are free. We also need to book the venue. I think Sci-home is not allowed. I asked the previous cabinet for advice and they said they can't use Sci-home for some reason.

Chan Tsz Ching: If you need to book venue, you should do it as early as possible, as they may not approve your request, so you have to come up with a Plan B. By banners do you mean props?

Chuk Wing Yi: Yes.

Chan Tsz Ching: Can you find the society room to see if there are any props? Also, does your cabinet have camera?

Chuk Wing Yi: Yes, and Lam Yan Yi knows how to take photos.

Chan Tsz Ching: Have you thought about what the new props are?

Chuk Wing Yi: Cabinet of last year told us that the props should be more fun. This year we should use more fun props. We will take comments from members after design.

Chan Tsz Ching: Besides the fun ones what props have to be there?

Chuk Wing Yi: The Class of 2021's props and also some formal props.

Chan Tsz Ching: These formal props should be there. Some suggested we can prepare some lab coats for them to take photos. You can try this as well. Have you thought about instant photos? Or anything special for graduates?

Chuk Wing Yi: I remember the past year plans said instant photos weren't that popular, so we might just take photos and put them on google drive instead.

Chan Tsz Ching: Remember to leave some time to print out the props, as that is the midterm period.

Who is in charge of the society jacket?

Chuk Wing Yi: I forgot. But Wong Chun Hei has asked for sponsors and they have a discount. If there is orientation camp, they will have some discount.

Chan Tsz Ching: Sometimes they will give you discount if you order orientation camp products from them.

Society jacket

Chan Tsz Ching: Who is in charge of the design?

Szeto Chun: Lam Yan Yi should be in charge of the design.

Chan Tsz Ching: So, Lam Yan Yi is in charge of designing? It's a bit weird to have her as PIC. Better if the marketing secretary can do this since you have to order stuff.

Lam Yan Yi: We will put society jacket in the distribution of society products event.

Chan Tsz Ching: So, Wong Chun Hei is in charge of designing?

Lam Yan Yi: We will design, but Wong Chun Hei is the PIC.

Chan Tsz Ching: So, girl committees are in charge of design, Wong Chun Hei is the PIC, and Chuk Wing Yi is in charge of ordering?

Lam Yan Yi: Yes.

Chan Tsz Ching: Talk about how you'll organize the event.

Wong Chun Hei: I will send email to ask for others' opinions first.

Szeto Chun: We have a rough design at first, then collect opinions from others to make amendments.

Chan Tsz Ching: So, you are having two to three people designing?

Wong Chun Hei: For the moment, yes.

Chan Tsz Ching: I suggest you can each design one, since you'll have different styles. The members can vote and choose their favourite. Do you have any colour schemes in mind?

Lam Yan Yi: The main theme is dark blue, so we may release posts to say that dark blue is an element in society product.

Chan Tsz Ching: We don't really have a society colour, but most of the time we just have dark blue, black, purple etc. But you can try other colours if members like it. If you have new ideas, you can tell members and see how they think. Like the main theme of Chemistry Society is red. Remember to ask them if using this color is ok first, they have may strong opinions. You plan to order all, then ask members what they want? Or ask members through google forms first, then order?

Wong Chun Hei: I think it would be the latter, since we don't want to wrongly estimate the amount of products.

Chan Tsz Ching: Will you buy one or two extra?

Wong Chun Hei: Yes, maybe some people will suddenly want to get the product.

Chan Tsz Ching: How much extra do you plan to order?

Wong Chun Hei: 5 to 6?

Chan Tsz Ching: Assuming each is around 120, you will need the society to pay something like \$600.

Szeto Chun: We need to check the price and estimate our profit first.

Chan Tsz Ching: Like if there is 33 members, and 35 society jackets will be cheaper, then I recommend you buy 35. Because you've given enough time for members to order, if they don't do so it's their problem. So, 5 to 6 extra is too much, but around 1 to 2 is okay. When Chuk Wing Yi asks for prices, you can also ask for the prices of plus/minus 5 pieces of products. Will you ask the factory for sample first?

Chuk Wing Yi: I have gone to their factory, their texture is ok, and they've shown the colour of the material as well. But we need to pay some money for sample.

Chan Tsz Ching: Did you take a sample or take a photo of the colours?

Chuk Wing Yi: I have taken photo and got the sample.

Chan Tsz Ching: I don't recommend you paying for a sample. When do you expect to distribute the society jackets to members?

Wong Chun Hei: Mid-October.

Chan Tsz Ching: Just don't delay it until December, because some people may need to leave Hong Kong for exchange. Have you thought about using thick or thin cloth for society jackets?

Chuk Wing Yi: Thicker cloth is more expensive. I have not yet asked other companies. I will compare the qualities and the prices so as to come to a conclusion.

Chan Tsz Ching: Just now you mentioned the expected price and profit. Remember not to make the price too expensive or no members will want to buy. Like if the cost is \$100, but you set the price at \$150, that's not good. Also, the money you earn is ultimately given back to members.

Lee Wing Shun: You can ask the previous cabinets whether this price range is acceptable.

Tsui Yuk Hang Arnold: I think it's around \$10 more expensive than the cost.

Chan Tsz Ching: The original prices was like \$118 and we sold for \$120. Remember to design early.

Issue of promotional secretary

Lau Ching Yan Evita: Why don't you have the promotional secretary post?

Szeto Chun: We were distributing the posts according to previous cabinets, and they said having no promotional secretary should be fine. As Lam Yan Yi is more proficient in design, so she will handle more design-based stuff to replace promotional secretary. For example, the recent Instagram posts are all designed by her. Lam Yan Yi has experience in designing, so she can help, e.g., Instagram posts and decorations in inauguration. Thus, I think Lam Yan Yi will be mainly responsible for transferring the duty to the next cabinet. The workload of financial secretary is not so big, so she can have some time to do more promotion tasks, and she also can share the workload with other committees, and I think her workload will be manageable. Furthermore, Lam Yan Yi might have problems during design, she can approach promotional secretaries of previous cabinets like Lo Tsz Yu, and she will absorb the knowledge from them. She can then share her experience with the next cabinet.

Evita: I think the problem of having no promotional secretary is not so big. Our design work is distributed among our committees. I think not having promotional secretary is fine, but you need to be clear with who is responsible for what, which I don't observe now.

Szeto Chun: I think the difference is not too big. We didn't reference it too much while drafting the year plan, but the distribution is not very different from last year. When I was distributing events, I picked according to experience. By asking the PIC of previous cabinets we can gain experience and handle the events well.

Lau Ching Yan Evita: I have discussed with Szeto Chun when we transferred the duty to the cabinet. I think they can try and divide the events like this.

Yam Wun Kwan: When there is no promotional secretary, it is important to find someone to handle the workload, which can be distributed to different people. I think you need to have a promotional secretary, especially you are having 8 people. I don't understand why Evita and your cabinet say you don't need a promotional secretary. Now your cabinet has two general secretaries and one marketing secretary, so why do you need these extra posts but having no promotional secretary?

Szeto Chun: When we were dividing the workload, we had no experience about this and the only information we got was from the 1-hr information session. The distribution of work took place in WhatsApp group. Also, members of the previous cabinet were in the WhatsApp group, and when they didn't ask any problems, we naturally assumed that there was no problem with the post division.

Yam Wun Kwan: I understand why you think there is no need to have a promotional secretary, since this problem is directed to Lau Ching Yan Evita.

Lau Ching Yan Evita: If no one wants to be promotional secretary it is fine. I don't want the promotional secretary problem of our year to repeat. It is fine if you can handle the workload well, I just look at it from a more practical perspective.

Leung Ka Wun Casey: I think you can still add a promotional secretary. Just email all members and notify them.

Yam Wun Kwan: Thanks for providing this piece of information. You can just send two emails to members.

Szeto Chun: Leung Ka Wun Casey said we can send an email. If it turns out to be that simple, I will do it.

Chan Tsz Ching: This is a problem of communication. You can ask not just the cabinet of last year, but also the cabinet of previous years. We recommend having the promotional secretary.

Chan Tsz Ching: I think you said you don't have a promotional secretary because you'll distribute the work, and most stuff is online. What if we get back to campus? There's more workload like putting up posters.

Szeto Chun: We will just divide it into eight parts and maybe just each person taking up half an hour to do it.

Chan Tsz Ching: I think you need a plan B, as someone may avoid his responsibilities.

Lau Ching Yan Evita: Not only promotional secretary, but the workload distribution is also different from previous cabinets. We will talk about this during EGM.

Chan Tsz Ching: I think the event and posts can be separated.

Yam Wun Kwan: is there some other AGM or EGM to pass other posts?

Lau Ching Yan Evita: there will be EGM to pass other posts.

Yam Wun Kwan: At that time, I can ask that person.

Siu Chi Wang Justin: Who is going to pass the talk show? Seems like it is something of my post.

Chan Tsz Ching: We will just pass it together.

Inauguration

Yam Wun Kwan: Please talk about the arrangement of inauguration.

Yeung Wai Ho: Our inauguration is on 3 May, taking place at a studio in diamond hill. We have booked long tables, chairs and a projector. Due to the pandemic, everybody can't come at once, so we need to hold the event in mixed mode. There will be our cabinet and the cabinet of last year, one MC and one camera man. We have found Pakwo Leung to give a speech at inauguration. The official time of the event is from 20:30 to 21:30. The event will probably end early. We have booked a buffer so that we can rehearse and in case there is overrun. We will start the Microsoft teams meeting 15 minutes earlier. In terms of the clothing, we will all be wearing black suit, white shirt for boys. Boys have to wear ties, but no need for girls. Our cabinet has already bought the same tie for boys. We have also prepared flowers. We have asked Yue Cheuk Kan Kelvin to buy flowers to be placed on the chest. The rundown has been completed, I can give you if you want. For refreshments, there will not be a lot, maybe just some drinks.

Yam Wun Kwan: I think it sounds fine. It's the day after tomorrow, right? Do you have a rundown?

Yeung Wai Ho: I can send it to you. May I ask a question? Previous inauguration is joint society, this is the first time we independently organize inauguration.

Yam Wun Kwan: I think you should just write the year. Can you send us the rundown? You said that Pakwo Leung will be giving a speech. Will your committees or the current cabinet give a speech?

Yeung Wai Ho: Lau Ching Yan Evita and Szeto Chun will be giving a speech.

Yam Wun Kwan: In your year plan, not sure if it's the updated one, you said joint-sci inauguration was cancelled. How do you want to write about this inauguration?

Yeung Wai Ho: Should we elaborate on this change? Because there's more to this. I had a meeting with the Biochemistry Society to decide whether to have a joint-society mixed mode. There was some conflict and we found out that there is 80 people. It's not possible to find a venue to fit so many people while following the pandemic restrictions. Wong Chun Hei has contacted the school, and the school has refused to open any venues.

Yam Wun Kwan: So, the year plan should be changed to IRESS inauguration instead of joint society.

Kwok Yuk Lam: What are your souvenirs. Do you plan to give Pakwo Leung souvenir?

Yeung Wai Ho: Pakwo Leung will be giving the speech through teams, so the souvenirs will be given to him after the event.

Yam Wun Kwan: you should show the souvenirs to him in live.

Yeung Wai Ho: We booked 3 hours using \$750, for buffer, rehearsal and checking for technical problems. After including the chairs tables, projectors and flowers, we spent a total of \$1150.

Yam Wun Kwan: I think it's cheaper than previous inaugurations.

Kwok Yuk Lam: In my year, there were some troublesome invitation cards. Do you guys have that?

Yeung Wai Ho: We didn't make invitation cards, since only the previous cabinet and us will be present. And the introduction video was also cut, we just announce the names.

Yam Wun Kwan: Do you have any decorations for the table? Or any backgrounds?

Yeung Wai Ho: We plan to use balloons;

Yam Wun Kwan: If it looks good it's fine.

Yeung Wai Ho: We have also booked a projector, so we may try out different displays.

Yam Wun Kwan: will there be a livestream? Will it be recorded?

Yeung Wai Ho: There will be a livestream.

Yam Wun Kwan: How would the singing contest be held?

Yeung Wai Ho: We have talked about it, but there are no clear plans yet. Nobody wants to hold a joint school singing contest online. Biology Society proposed a joint-school e-sports event. The event might be held together with HKU, so there might be a selection contest and a match with HKU.

Lam Tak On: Why the PIC of orientation camp is external vice president, not president?

Yeung Wai Ho: Szeto Chun didn't go to any orientation camps, but I went to several, so I am more experienced.

Kwok Yuk Lam: If you think it is fine, then it is fine.

Yeung Wai Ho: Even though I am in charge of the inauguration, Szeto Chun also helped quite a lot, so I think it's fine.

Lam Tak On: The main orientation camp PIC is the president. Internal vice president negotiates with the school, external vice president is for negotiating with other societies, internal and external vice presidents are sub-PICs. I think it's better to write president as the PIC.

Lau Ching Yan Evita: As the orientation camp is online, the workload is reduced. It is something about everyone wants to do and they can't decide through voting, since Yeung Wai Ho ends up not being part of the Council.

Yam Wun Kwan: Why do you want to be OAC?

Yeung Wai Ho: We want to take back control to IRE. Every time OAC is taken by that three societies. Why can't IRE take?

Yam Wun Kwan: The current trend of the school is to have online orientation camp?

Yeung Wai Ho: The societies will book venues of the campus. The school does not allow booking of campus for orientation camp.

Yam Wun Kwan: So, all OAC got is the online advertising stuff for saying when the orientation camp is on their website?

Yeung Wai Ho: The next cabinet will get OAC because we set a precedence for them.

Yam Wun Kwan: In my experience IRE doesn't really need the big venues at school, since we usually hold water games at the nearby beach. We can share hall with other societies, e.g., we shared with Chemistry Society previously. There's basically no conflict, so it's relatively easy for us. You have to provide a good offer to others to gain votes.

Yeung Wai Ho: The agreement is only on the time.

Yam Wun Kwan: I think you don't want to argue too much with other societies. If you keep a good relationship with them, you'll have more chances to hold future activities like e-sports.

Kwok Yuk Lam: There's not much you can get from OAC. You can't book venues at school.

Chan Cheuk Kai Kevin: OAC is not that important than previous years, because we are now online, there is not much difference. You mainly want hall spaces and timeslots. There's no problem if you don't hold online events in the designated timeslots.

Yam Wun Kwan: But he said he wants to do it so the next cabinet can also do it.

Yeung Wai Ho's post (External vice president)

Kwok Yuk Lam: Talk about what external vice president has to do.

Yeung Wai Ho: To help the president deal with external stuff, whether it is inside or outside UST, to deal with external stuff, both inside and outside UST, to build up relationship with other external vice presidents, so that joint-school events will have a better atmosphere. After promotion period we have activities, these help maintain a good relationship. Outside UST, I have not much experience with that. Chan Cheuk Kai Kevin: But I didn't see the joint-science events in the year plan. So, it is better if you include that in the year plan.

Yeung Wai Ho: Joint-science event is still under discussion with other external vice presidents. I'll try to talk to other external vice presidents sooner. We need to reach a consensus with other societies first.

Yam Wun Kwan: Just put in the year plan first. Then put a remark if it's cancelled or something else.

Yeung Wai Ho: Let me ask other societies first.

Kwok Yuk Lam: IRE usually contributes less money to joint-science events as we have less members than them. If you guys decide to do events, you can take this into account.

Yam Wun Kwan: I think the ratio is 0.56? Not sure about the ratio now.

Kwok Yuk Lam: How do you have meetings with other society?

Yeung Wai Ho: We have a face-to-face meeting. Like we will play badminton first, then go to seafront for discussion.

Kwok Yuk Lam: Does other people in your cabinet know other societies' external vice president?

Yeung Wai Ho: Only I know the external vice president in other societies.

Yam Wun Kwan: Do you know other committees of other societies?

Yeung Wai Ho: I didn't do this actively. Sometimes if they were here, we would chat. For example, sometimes we played football with other societies so we can get to know other external vice presidents.

Yam Wun Kwan: Why do you want to be an external vice president?

Yeung Wai Ho: I thought vice president would be better so I chose either internal or external vice president. For external, it is because I am easy to get close to others, I think it is easier for me to build good relationships. Also, I am very careful when talking to other societies. I know how to socialize with others.

Yam Wun Kwan: External vice presidents usually deal with external events, e.g., joint-science events, and you may not work with your committees as much. You have less time to work with your own committees, how would you deal with that?

Yeung Wai Ho: I must put more time in external stuff because that's my job. I am confident that the president and external vice president can help to share my responsibilities inside my cabinet. I would plan and discuss with other committees early if I can't do some tasks.

Yam Wun Kwan: Is there an external vice president group? Because some people will send out a petition in those groups and ask you to sign stuff. Has this happened to you? What will you do?

Yeung Wai Ho: No such thing has happened. Such WhatsApp group exists. Basically, the group is for Student Union to give out information. Recently, the group gave some information about online orientation camp, the duration is 12 days.

Yam Wun Kwan: Then you'll pass on the information to your cabinet.

Yeung Wai Ho: Yes.

Yam Wun Kwan: The school may suddenly organize a meeting. Some house may create a document with their requests, such as demanding on-campus orientation camp, or holding a longer orientation camp, and ask your cabinet to sign the document.

Yeung Wai Ho: I would discuss with my committees first and ask for their opinion. I would also have a meeting with other societies, e.g., Biochemistry Society and try to reach a consensus. If possible, I would also interact with others, e.g., Humanities Society. I hope to get a more unified opinion before putting our names on it.

Yam Wun Kwan: Agree. If you find the conditions weird, you should avoid it. You should make sure the science school has reached a consensus.

Kwok Yuk Lam: If you have to make any statement under the name of the society, it's best to ask for members' opinions first.

Yam Wun Kwan: Sometimes the statements are quite weird. While many people would agree to the statement, you should still let others have a look.

Kwok Yuk Lam: A document has been put to group, and everyone needs to help correct grammar.

Yam Wun Kwan: What do you want to achieve?

Yeung Wai Ho: This year is in online mode, implying that IRESS is less disadvantaged. We can make IRESS great by promoting with other societies. In previous years, when we have on-campus registration day, the atrium is very crowded. As a smaller society, IRESS may not be as eye-catching as others. I wish to meet more friends and not just spend my life studying.

Yam Wun Kwan: Ok, good luck. I think it's good to recruit more members.

Kwok Yuk Lam: Rate your committees.

Yeung Wai Ho:

Overall, the atmosphere and our teamwork are quite good. We have held a meeting so far.

Szeto Chun

He is a successful president. He can make our intra-cabinet relationship stronger, so that we can run things more efficiently. For example, in promotion period and inauguration, he helped our cabinet a lot.

Wong Chun Hei

He helped our cabinet to the best of our ability. He has some academic pressure, but he still tries to help and is active in our discussion.

Ho Hang Chi

He actively talks in the meeting and gives a lot of ideas. He also engages us, so that the atmosphere is good.

Yue Chuek Kan Kelvin

He talks little, and he helped to buy stuff in inauguration. He is reliable.

Lam Yan Yi

She actively reaches out to us to discuss about the financial budget. She's a responsible person.

She will call me to ask me to discuss about the financial budget of orientation camp. She contributes a lot to our design, and the cabinet name was actually proposed by her.

Chuk Wing Yi

She is a responsible marketing secretary, she asks us whether to use a sponsor, which one is good, etc. For example, she told me that cup noodle has sponsor.

Lau Yuen Ying Cathy

She also doesn't talk too much, but she always does her job. Probably because I don't have much contact with academic society. She was responsible for contacting professors during inauguration. She quickly drafted the message and sent it.

Wong Chun Hei's post (Internal vice president)

Lau Chak Hei: Please talk about the content of the graduation party.

Wong Chun Hei: It is to let IRESS members have a good memory when they graduate, and to give them a chance to communicate. I asked the school and cannot book the venue on campus. We plan to order pizza or not something too special. Going to a hotel seems a viable option.

Lau Chak Hei: If you go to a hotel, the cost is like several hundred dollars, so have you asked other people about it?

Wong Chun Hei: I haven't thought about it too much, and I will discuss with committees.

Lee Wing Shun: What is your working schedule?

Lau Chak Hei: You guys should have written a working schedule?

Wong Chun Hei: In early-May we will invite graduates, then in early to mid-May we will discuss what to do at the event. We will then open for application. In late-May to early-June we will do promotion and final checking.

Lee Wing Shun: I'm not sure about the schedule of UST, will your schedule overlap with the finals?

Wong Chun Hei: Yes, so I might need the help of other committees.

Lee Wing Shun: You don't need to do it all on your own, but you need to know when you need to finish stuff.

Lau Chak Hei: Last year, they borrowed Samuel's room for the party, so the cost was very low, and I don't really recommend having a hotel room because it is really far too expensive. The cabinet of last year has experience looking for venues during the pandemic. You should approach her within these two weeks. Another thing is food. If you want to hold the party in a hotel, what will you do with external food? At UST, it's ok to get pizza. After buying the food, you also have to think about the logistics.

Pang Chun Sum Brian: I think it's not feasible to hold it at a hotel. Consider about graduation dinner, you have to book the venue months prior to the event. In terms of food, do you think you can bring pizza into hotel? Usually, hotel requires people to eat there. You can't ask the graduates to give at a thousand dollar in the very end.

Lau Chak Hei: I think you really have to ask the previous cabinet for this. I don't have much experience, but I can comment on the food. Pizza has become a tradition. Besides, you must think about hygiene. If you want to order stuff like sushi, you also have to think about whether you can put it there for a long time before eating it.

Lee Wing Shun: Your work schedule in the year plan is not very detailed. When do you think you have to confirm the venue?

Wong Chun Hei: We need to decide in the coming 1 to 2 weeks.

Lee Wing Shun: Another question is, do you think you have to delay your event?

Wong Chun Hei: Perhaps.

Lee Wing Shun: Why did you choose to hold the event in early-June? Is there any reason that you can't postpone the event?

Wong Chun Hei: Because we took reference from the year plan of past year. But the problem is that finals last till June this year. I think I have to discuss other committees, then rearrange the time of graduation party.

Lee Wing Shun: In past years, the event was held at early-June to accommodate for graduates. Their graduation offers may need them to leave during summer, and some may choose to go on graduation trip before going to graduation school. If this year you are not sure about the appropriate time, you can ask graduates about their schedule. And for the venue, I think it is the first thing you have to confirm. Have you thought about the backup plan if you can't find an inexpensive venue?

Wong Chun Hei: So far, I'm thinking about party room.

Lee Wing Shun: What if you only have an expensive venue?

Wong Chun Hei: Since we don't want to push the budget too high, we need to reduce budget in other aspects, e.g., reduced food provided.

Lau Chak Hei: If you have big quarrels between you and your committees, how will you deal with this?

Wong Chun Hei: I would first determine if we can discuss after calming down for a while. If the problem is too serious, I would consider finding the president to help deliver messages to him, and to reduce the interference to our work. Next, I may find another person, e.g., president and external vice president to help.

Lau Chak Hei: Do you think you need to oppress your emotions in front of your previous cabinets, so as to maintain a good impression?

Wong Chun Hei: For stuff that happened in the past, I can't do anything. In the future, I will let myself calm down first.

Lau Chak Hei: I think you are trying to reach out to a third party. I think it's fine to have emotions, but it's better not to always show them in front of other people this way. I think it's good to present yourself as having a high EQ, at least in front of other people.

Lee Wing Shun: When you argue with someone in your cabinet, it's good to seek help from a third party, who do you trust to help you resolve this issue?

Wong Chun Hei: I think I will find Szeto Chun to help first, because he's better at dealing with these interpersonal stuff, and he's been doing it very well so far.

Lee Wing Shun: Szeto Chun do you think you can help with what Wong Chun Hei just said?

Szeto Chun: Until now, there's not really huge arguments in the cabinet. I can't say for sure whether I can handle it, but I will try to help if somebody asks for it.

Pang Chun Sum Brian: My advice is that you might have a big temper at times, so when you deal with members, committees, external people like sponsors and stuff, you might need to control your emotions.

Lau Chak Hei: What are your expectations for the coming year?

Wong Chun Hei: When I was in high school, I saw people joining Student Union, so when Yeung Wai Ho asked me to join as internal vice president, I thought it would be a good opportunity to step out of my comfort zone. One of my goals is to meet more people. Moreover, I want to solve my personal problems.

Lau Chak Hei: You said you want to solve your problems. You mean members solving it or your committees solving it? Elaborate please.

Wong Chun Hei: I don't mean to ask members to solve my problems. I may get inspirations from my committees.

Lau Chak Hei: In previous cabinets, there were cases of people not showing up. Can you talk about what would you do if this happens?

Wong Chun Hei: If it's myself then I will remind myself that I still have work to do. If others do not show up, I would privately message them, and try to understand what problems they are encountering. If the problem is huge, we will look at how their job can be handled first. I think we shouldn't blame the person first and should solve the problem at hand before investigating why that happened.

Lau Chak Hei: Under the pandemic, what would you do to maintain the relationship inside cabinet?

Wong Chun Hei: Most of the committees can see each other every day.

Lee Wing Shun: Before the pandemic, we would go sing together, play escape rooms, and hold birthday parties for someone.

Lau Chak Hei: If we face the same enemy, the cabinet could easily be united. But I don't think this method works, you really need to do something more specific, like playing mahjong etc.

Pang Chun Sum Brian: What would you do if you have romantic relationships inside the cabinet?

Wong Chun Hei: I think relationships within the cabinet is really a private matter. I won't break them up deliberately.

Lee Wing Shun: If someone wants to quit the cabinet due to personal reasons or huge workload, what will you do?

Wong Chun Hei: I think quitting the cabinet is not a good thing. If someone wants to quit, I will firstly ask thoroughly about his or her situation and help to reduce the workload. So far, I think this cabinet is quite united. If someone has problem, it is fine for him or her to voice out, and we are willing to help.

Lee Wing Shun: A general advice for your cabinet: if you can't fulfill your duties, you're kind of shifting your responsibilities to the rest of the cabinet. It's not always your fault, like accidents, but try to finish your job. Just in case of accident, you need to find the president to reallocate the workload.

Lee Wing Shun: What do you think are the responsibilities of an internal vice president?

Wong Chun Hei: Internal vice president also need to help the president. I also need to maintain good relationship inside cabinet, and with the school.

Lee Wing Shun: I think your chance to get in contact with the school is less when compared to previous years. But assuming the usual situation, what do you have to do with the school?

Wong Chun Hei: As I am not yet familiar with all my responsibilities, I only know DSTO, FMO, SAO, etc. I need more time to learn about this.

Lee Wing Shun: Who do you need to find to book different venues?

Wong Chun Hei: FMO for Sundial, SAO for rooms, etc.

Lau Chak Hei: I forgot to book Sundial, and this is being talked about every year. You need to check whether the venue is available first before going to book, otherwise the workers will be pissed off, and book the venues at least a week or two in advance. Don't go there only two or three days before. You need to book venues for Christmas party, graduation party, etc. So just remember to book things earlier.

Lee Wing Shun: At SAO or DSTO, you can book stuff like LG5 meeting rooms or conference rooms, so you can book them there.

Lau Chak Hei: if you want a larger venue, like the size of graduation party, you will usually consider Common 5 and 6, or you can consider Common 1 and 2 next to LG4. For smaller venues like AGM or EGM, then maybe Common 7 next to MacDonald's.

Lee Wing Shun: I think common 1 to 3 is a bigger one next to the gym, but our main venue is usually Common 5 and 6

Lam Tak On: I think the singing contest is like Common 1 and 2, and they don't book Common 3. If you take all three it'll be very big.

Lee Wing Shun: Do you know the procedure of booking at DSTO?

Wong Chun Hei: There's an email for the society to book.

Lau Chak Hei: You need to submit a proposal, it's the same every time, you just need to change the details for each event. Print the proposal, bring the society stamp, go to LG3 to take a form and fill it in, including stuff like name of society, mailbox. They also ask the expected number of participants. Just basically fill in the form with your information in the proposal, then hand in the form to the staff. You should check the venue before booking.

Lee Wing Shun: The main point is that if you don't check the venue and someone has booked it already, then your form is now wastepaper. But from what Wong Chun Hei said, it seems that DSTO might be changing to an online system, I'm not sure. For either way I think a proposal is needed even for an online system. You need the total number of people, whether there will be food, the equipment you need, etc. Whether you can make the booking depends on whether your venue size matches your expected number of participants. If you're asked why you need such a big venue for a small group of people, you can mention that you're playing games and need space for people to move around. Apart from DSTO and FMO, you also need to find CSO. When we were holding annual dinner before, like at 南北小廚, you have to approach CSO, I think that's the name to make a booking. They're not as strict as DSTO but you need to know about them.

Pang Chun Sum Brian: Keep the venue clean after using it, Remember to lock the door before returning the key. Once we used Common 5 and 6 and forgot to lock the door but we returned the key. When we were all at Diamond Hill, they called us and asked us to go back and lock the door.

Lee Wing Shun: Another note about venue: first thing when you go there is to check equipment. Take a photo to see how the stuff is placed. If DSTO blames you, you can show them the picture. You know you need to book equipment as well, right?

Wong Chun Hei: Yes.

Lee Wing Shun: There are some other duties, e.g., you have to submit some documents to SU every year. Do you know about them?

Lau Chak Hei: The committee name list.

Lee Wing Shun: You can actually book a venue overnight if you want to hold the event for a longer time.

Remember to return the key by 8 am tomorrow. There are two ways to return the keys. One is to give it to them in person next day. Another way is to put them into the box placed at LG5. Besides the committee name list, you have to submit the newest version of constitution of your cabinet. Just remember to have someone keep checking the society email. DSTO will clear your society room once or twice each year, so you have to keep track of it.

Lau Ching Yan Evita: DSTO called me one day and found a time to tidy up. Before they came, we tidy up a bit first, but on the day, they'll be quite strict and the room would become quite tidy.

Siu Chi Wang Justin: For dangerous items, you need to lock it in the cupboard with an actual lock.

Lee Wing Shun: For my year, they'll tell you the period in which they'll check the room. You have to tidy up before they come, they'll give you some labels and you have to pack it before they come and label things you find useful. But someone must be present there because they may throw out stuff they think are useless.

Lau Chak Hei: Rate your committees.

Wong Chun Hei: I think everybody did well, even better than me.

Szeto Chun

He is famous among freshman and makes our IRE relationship better. He is a good president and does a lot in the background.

Yeung Wai Ho

He is very fun. He goes to society meetings.

Lam Yan Yi

She makes designs, and I appreciate that.

Ho Hang Chi

He cares a lot about cabinet stuff

Yue Cheuk Kan Kelvin

He handled documents. Some promotion text thing is made easier by him handling it.

Lee Wing Shun: In my year, everyone was united at the start. After orientation camp, you start to notice the difference in working styles, and when the semester starts people usually get tired and busy with midterms and then meetings become sparser. Events are not prepared as well. This is the experience from past years, so be careful about your work schedule. Normally regular meetings don't happen towards October and November, so you need to make sure the events still run smoothly even without them. You can also hold evaluation sessions after a couple of events, to see what you've done well and what you can improve on, to avoid making the same mistakes.

Agenda item 9: To receive and adopt the Year Plan of IRESS, HKUSTSU, Session 2021-2022

Agenda item 10: to receive and adopt the Financial Budget of IRESS, HKUSTSU, Session 2021-2022

Wong Chun Hei raised the motion to vote for agenda items 9 and 10

Yeung Wai Ho seconded.

The time is 01:01

17 For 1 Against

The motion was passed.

Wong Chun Hei raised the motion to adjourn the Annual General Meeting

Yeung Wai Ho seconded.

The time is 01:06

15 For 3 Against

The motion was passed.

Wong Chun Hei raised the motion to adjourn the Annual General Meeting

Yeung Wai Ho seconded.

The time is 01:06

15 For 3 Against

The motion was passed.

Minutes of International Research Enrichment Students' Society, HKUSTSU Extraordinary General Meeting 2021-2022, Session I

Date: 25 June, 2021 (Friday)

Commencement Time: 21:00

Venue: Via Microsoft Teams

Chairperson: Szeto Chun

Minute Takers: Yue Cheuk Kan Kelvin

The business of the 1st Extraordinary General Meeting 2021 of IRESS, HKUSTSU shall be:

1. To commence the meeting;
2. To discuss and amend the Year Plan of IRESS, HKUSTSU, Session 2021-2022;
3. To discuss and amend the Financial Budget of IRESS, HKUSTSU, Session 2021-2022; and
4. To adjourn the meeting.

The time is 21:00

There are 10 full members present.

Quorum is not met.

The time is 21:10

There are 12 full members present.

Quorum is not met.

The time is 21:20

There are 15 full members present.

Quorum is met.

Agenda item 2: To receive and adopt the agenda of the Annual General Meeting 2021 of IRESS, HKUSTSU

Agenda item 3: To receive and adopt the minutes of the Annual General Meeting 2020 of IRESS, HKUSTSU

Wong Chun Hei raised the motion to combine agenda item 2 and 3.

Lau Yuen Ying seconded.

Time now is 21:23

13 for and 2 against

The motion is passed.

Wong Chun Hei raised the motion to resume the discussion of the combined agenda item 2 and 3.

Lau Yuen Ying seconded.

The time is 21:10

10 for and 3 against

The motion is passed.

Research sharing

Siu Chi Wang Justin: What is your planned duration of the research sharing?

Lau Yuen Ying: Three days, and it depends on the availability of speakers and audience. I think it can be done within two days.

Siu Chi Wang Justin: What majors are included?

Lau Yuen Ying: For the time being, Biochemistry and Cell Biology, Chemistry, Physics and Maths. Biotechnology depends on the audience's preference and whether we can find speakers.

Siu Chi Wang Justin: Who will you invite to become speakers?

Lau Yuen Ying: Mainly students who have participated in SCIE 3900, as they can share their overseas exchange experience.

Siu Chi Wang Justin: Do you prefer face-to-face mode or online mode?

Lau Yuen Ying: Online mode is our plan A, since this is easier to reach those who will graduate soon.

Siu Chi Wang Justin: Agreed, as some will not be in Hong Kong. It really depends on which speakers you find. Some suggest that souvenirs should be given to participants. What is your view on this issue?

Lau Yuen Ying: In online mode, I plan to give electronic thank you cards to them. If it is carried out in face-to-face mode, these thank you cards will be printed out.

Siu Chi Wang Justin: Previously in faced-to-face mode we gave out stationery. Electronic thank you card is fine for online mode.

Siu Chi Wang Justin: What preparation will you do beforehand?

Lau Yuen Ying: I will get the powerpoints from speakers, this allows me to prepare the questions.

Siu Chi Wang Justin: I recommend you prepare a few more questions, as speakers may have poor time management. What is your time allocation for each session?

Lau Yuen Ying: 40 minutes for presentation, and around 15 minutes for Q&A session.

Siu Chi Wang Justin: Only a few people will ask in Q&A, unless the participants are unusually active. When will you start to find speakers?

Lau Yuen Ying: I will find them after September, as the alumni will have a more accurate schedule by that time.

Siu Chi Wang Justin: Will you urge them to prepare?

Lau Yuen Ying: Yes, as they may forget about it.

Siu Chi Wang Justin: When will you start to remind them?

Lau Yuen Ying: A month before, one week before and a few days before the event.

Siu Chi Wang Justin: If some speakers are busy, you can remind them more frequently, e.g., one day before the event. How will you promote the event?

Lau Yuen Ying: Mainly through Facebook and Instagram pages. I will also promote through WhatsApp/Signal group and mass email, and posters as well.

Siu Chi Wang Justin: Who will you invite to take part in?

Lau Yuen Ying: Mainly IRE students, but other students from School of Science is fine.

Siu Chi Wang Justin: Have you thought of inviting professors?

Lau Yuen Ying: No such need, because there are only a few professors.

Lau Yuen Ying: Online mode is fine, we will later send google form to ask people for their preference.

Siu Chi Wang Justin: Have you considered using what language to present?

Lau Yuen Ying: Cantonese and English.

Siu Chi Wang Justin: Actually, it doesn't quite matter.

Lau Yuen Ying's post (academic secretary)

Siu Chi Wang Justin: What are the responsibilities of academic secretary?

Lau Yuen Ying: Collecting and giving out academic resources. Posting Jupas information in Facebook and Instagram pages, and answering questions related to IRE and Jupas admission.

Siu Chi Wang Justin: What are the methods of collecting resources?

Lau Yuen Ying: I will ask other executive members and my friends first, then ask other IRESS members.

Siu Chi Wang Justin: If you find someone who takes rare courses, you can choose to find him. You may need to work harder on finding resources of Biology courses, since few people study them. What are some ways to distribute resources?

Lau Yuen Ying: They can privately message me, or by filling in the google form.

Siu Chi Wang Justin: In what events do you need to invite professor, assuming all events are in face-to-face mode?

Lau Yuen Ying: Inauguration, Orientation Camp, Photo Taking and Annual Dinner.

Siu Chi Wang Justin: When do you need to start finding the professors?

Lau Yuen Ying: At least half a month before the event.

Siu Chi Wang Justin: When will you remind him/ her to join the event?

Lau Yuen Ying: One week before, 3 days before, 1 day before, and finally at the day of the event.

Siu Chi Wang Justin: What will you do if the professor does not show up?

Lau Yuen Ying: If the situation allows, I will directly visit his/ her office.

Siu Chi Wang Justin: Which professor will you find? For example, for Photo Taking, who will you invite?

Lau Yuen Ying: It depends on which professors we are more familiar with. We will find Pakwo Leung, who is the IRE coordinator. We may also find IRE major coordinators.

Siu Chi Wang Justin: Theoretically yes. For maths, we mostly find Frederick Fong. How would you introduce IRE to others?

Lau Yuen Ying: I would firstly focus on the differences between IRE and non-IRE. For example, SCIE 3900 allows students to go to overseas exchange. IRE guarantees a free choice of major. There is also more support given by professors.

Siu Chi Wang Justin: Why do you want to take part in IRESS?

Lau Yuen Ying: It is because I want to establish a friendly relationship with more people. I also wish to improve my problem-solving skills.

Siu Chi Wang Justin: Why do you choose to become an academic secretary?

Lau Yuen Ying: I am good at organization, so academic secretary is suitable for me.

Siu Chi Wang Justin: How would you involve more people in your work?

Lau Yuen Ying: I will ask other executive members to help in answering the questions related to Jupas Admission.

Siu Chi Wang Justin: Evaluate your members.

Lau Yuen Ying: Szeto Chun is good at leading, he gives many ideas during meetings. He makes checklists for us after meetings. He is responsible and leads our cabinet well. Yeung Wai Ho is active in maintaining a good relationship with external vice presidents of other societies. He also helps to strive for the IRE Common and plans the details for orientation camp. Wong Chun Hei finds good places for recent events, and books places efficiently. Moreover, he planned the Graduation Party well. Ho Hang Chi gives many ideas in regular meetings and helps to jot notes. He creates Instagram posts and helps to check our grammar. Yue Cheuk Kan Kelvin checks messages and posts that are written in English, and assists a lot in writing, therefore our cabinet's promotion to the public and communication with others look fine. Lam Yan Yi carefully manages our financial budget and helps us to save money. Besides, she creates beautiful designs of society products and gives advice to other members. In general, she is a helpful and responsible member. Chuk Wing Yi is responsible of getting sponsorship, and updates information quickly. She handles the communication with companies well. She also gives helpful advice on the design of products.

Siu Chi Wang Justin: Do you know how to transfer to IRE?

Lau Yuen Ying: Students need to apply for the waiver of the pre-requisite of SCIE 1500. then they will be added into the observer list. Later in the semester, they will be contacted and they can apply to transfer to IRE. Generally, students need a good CGA (around 3.7), and have a good interview performance, by showing their enthusiasm towards scientific research.

Wong Chun Hei: This year I was not allowed to take SCIE 1500.

Siu Chi Wang Justin: Even if it is full, you are still allowed to sit the course, then you have to take it later.

Registration day

Choy Sin Hang Sonia: IRESS does not only include IRE students. How will you approach these non-IRE students who are interested in joining IRESS?

Lau Yuen Ying: We need Sci-home to send emails to them.

Choy Sin Hang Sonia: Will you consider going to talks to present IRESS to students?

Lau Yuen Ying: Yes. This can raise students' awareness towards IRESS.

Choy Sin Hang Sonia: You should contact Sci-home as early as possible. What is your arrangement of the face-to-face counter?

Lau Yuen Ying: We currently have two plans. Plan A is to find Sci-home, Plan B is to place the counter at Atrium.

Lam Tak On: In previous years, people came to the campus to join talks. They went around to find freshmen to apply for members. They maybe dissatisfied if they see us going into Sci-home, since promotion in Sci-home is prohibited. Also, we do not know whether Sci-home allows us to promote there this year.

Choy Sin Hang Sonia: Ok, so it depends on the situation at that time.

Choy Sin Hang Sonia: Are there any helpers?

Lau Yuen Ying: Yes, we will find around 5-6 helpers, which are IRE seniors from different major.

Choy Sin Hang Sonia: What are the tasks of the helpers?

Lau Yuen Ying: Freshman will ask helpers questions about IRE and research. There is spare time for freshmen and helpers to chit-chat together. Then, they will have lunch and join the campus tour. Finally, they will have some free time and take part in a Q&A session.

Choy Sin Hang Sonia: If you decide to book Atrium, you also need to book tables and chairs, so that freshmen and helpers can have a place to sit.

Lam Tak On: In several years ago, we usually booked an LC room for the whole day, and helpers could sit there. If freshmen arrived, we led them to the LC room and had discussion there. It has air conditioner and is thus more comfortable.

Choy Sin Hang Sonia: If you choose to book the LC room then there is no need to book the Atrium.

Lau Yuen Ying: We do not know about the LC room.

Choy Sin Hang Sonia: You need to think about how to deal with the Atrium place.

Lam Tak On: If there are too many people in the LC room, security guards may ask you to leave.

Lau Yuen Ying: Yes.

Choy Sin Hang Sonia: Atrium allows more people to gather.

Lau Yuen Ying: Also, Atrium is more easily seen by freshmen, we can then lead them to listen to the talk.

Choy Sin Hang Sonia: I think you may book both places. An LC room is sufficient to contain all people.

Lau Yuen Ying: Ok.

Chan Tsz Ching: What is the Student Union's arrangement for the counter?

Lau Yuen Ying: Are you referring to the Atrium?

Chan Tsz Ching: Yes.

Lau Yuen Ying: There is no face-to-face welcome fair this year. Therefore, the Atrium is changed to become a venue for the Orientation Day.

Chan Tsz Ching: You can firstly ask the Sci-home whether there is mentoring. If not, it is fine to book the Sci-home room. The LC room is a bit messy as freshmen do not have student cards. You need to contact Sci-home first.

Lau Yuen Ying: Ok.

Choy Sin Hang Sonia: Has Sci-home confirmed the dates yet?

Lau Yuen Ying: The orientation page already releases the time of admission talks, and for other activities we do not know.

Choy Sin Hang Sonia: Is there any arrangement for freshmen to go to campus to get their student cards?

Lau Yuen Ying: The page mentions TBC.

Choy Sin Hang Sonia: So, it is hard to contact non-IRE people face-to-face. You need to carry out the event in mixed mode.

Lau Yuen Ying: Yes, I understand.

Choy Sin Hang Sonia: By the way, the Sci-home will not give you the contacts of freshmen due to privacy.

Lau Yuen Ying: Ok.

Szeto Chun swaps the chair to Wong Chun Hei.

Szeto Chun's post (President)

Sit Hiu Chi: What are the duties of the president?

Szeto Chun: The president needs to help distribute duties for an event. He also needs to follow up the details of each event. He needs to sign documents, e.g., documents for sponsorship, applying for subsidies from the Students Union. He is responsible for some official events, including Annual General Meeting, Extraordinary General Meeting, election and the New Executive Information Session.

Cheung Cheuk Lun: How would you distribute the duties?

Szeto Chun: It depends on the past experience of members. For example, Yeung Wai Ho has previous experience of organizing a camp, therefore we distribute the work of organizing the Orientation Camp to him. It also depends on the willingness of members. If someone is unwilling to bear some duties, we will choose another member who is more willing to take up the duties. Besides, it depends on the time availability of members. If someone's exam ends earlier, we will distribute more duties to him. Finally, it depends on a member's talents. If someone is good at speaking, we will let him hold events like the Graduation Party, and Christmas Party.

Sit Hiu Chi: Why did you choose to become the president?

Szeto Chun: Because I wish to become a leader as I think it will be interesting. Also, Lau Ching Yan Evita's success in being a president encourages me to be the president. When we distributed our posts, no one was willing to become the president, so I decided to take up this post.

Issue of promotional secretary

Szeto Chun: Our final decision is not to add a promotional secretary. Chuk Wing Yi, Lam Yan Yi and Lau Yuen Ying help to take the responsibilities of a promotional secretary. Moreover, Lam Yan Yi is mainly responsible for transferring the duties to the next cabinet.

Lam Tak On: Is there any strong justification for your decision? We discussed previously that having a promotional secretary is better.

Szeto Chun: Lau Ching Yan Evita told me before that a promotional secretary is not necessary. Also, the distribution of work and the process of transferring duties to the next cabinet is fine. Furthermore, the promotional secretary does not have to interact with organizations outside, e.g., Student Union does

not need the promotional secretary to sign documents. That's why we finally decided not to add the promotional secretary.

Chan Tsz Ching: You seem to be shrugging off your responsibilities to Lau Ching Yan Evita. I think you may need to improve your attitude. Also, you mentioned that this issue is insignificant. This makes me feel uncomfortable as I was a promotional secretary.

Szeto Chun: The current situation is not comparable to the situation when you were the promotional secretary.

Cheung Cheuk Lun: Adding a promotional secretary is not complicated at all.

Szeto Chun: After we have contemplated, we think that adding a promotional secretary only brings unnecessary administration work without many benefits.

Lam Tak On: You just need to hold an Extraordinary General Meeting to add the promotional secretary. It does not bring many benefits, but it also does not bring many shortcomings.

Cheung Cheuk Lun: Adding a promotional secretary does not bring many benefits, but it also does not bring many shortcomings. Isn't this not difficult to do?

Szeto Chun: We need to respect our members' opinions. It is bad if we have to force one member to become the promotional secretary, as he fails to take up duties that he has expected.

Lam Tak On: If no member is willing to take up the title, I think four members of the cabinet can take up the title.

Szeto Chun: It is not feasible to add the title as everyone in our cabinet does not want to take up this title.

Szeto Chun's post (President)

Cheung Cheuk Lun: What is your expectation of being a president?

Szeto Chun: I expect that I can gain more interpersonal skills, as I need to maintain discussion in our cabinet, and let members get the duties they hope for. Secondly, this can enhance my leadership skills, since I have the chance to lead the cabinet. If there is any discrepancy between opinions of members, I have to merge the opinions from everyone.

Cheung Cheuk Lun: What events are you responsible for?

Szeto Chun: Orientation Camp, New Executive Information Session, and the Election.

Lam Tak On: We need to ask about your understanding about the Constitution.

Szeto Chun: Ok.

Cheung Cheuk Lun: What is the quorum?

Szeto Chun: The quorum should be not less than 5% of the number of full members, or 15 persons, and we have to take the greater value of these two. For IRESS, the quorum is 15 people.

Lam Tak On: What if the quorum is not met?

Szeto Chun: Firstly, for every 10 minutes we have to count the number of full members present. If the quorum is still not met after an hour, we have to postpone the meeting to no more than two weeks later. If the meeting has been postponed once, it will still carry on under the condition that the quorum is not met.

Lam Tak On: Actually, the time interval between consecutive counting is not necessarily 10 minutes.

Szeto Chun: Ok.

Lam Tak On: When do you need to send email for Annual General Meeting and Extraordinary General Meeting?

Szeto Chun: 3 clear days for Annual General Meeting, and 5 clear days for Extraordinary General Meeting.

Lam Tak On: If Annual General Meeting and Extraordinary General Meeting are in face-to-face mode, what do you have to do apart from sending emails?

Szeto Chun: We have to post emails within 3 clear days.

Lam Tak On: Do you know the locations of the notice board?

Szeto Chun: There is a board at LG1.

Lam Tak On: Actually, it is not for posting notices.

Szeto Chun: Ok.

Lam Tak On: There are notice boards at the North Gate and the bridge link. We can paste two types of notice, one is the School of Science type, and the other is public notice.

Cheung Cheuk Lun: What do you need to prepare for face-to-face Annual General Meeting and Extraordinary General Meeting?

Szeto Chun: The Internal Vice-president need to book a place first, and we need table and chairs. We also need to prepare notices for posting.

Cheung Cheuk Lun: Quorum card is also needed.

Szeto Chun: Ok.

Lam Tak On: Evaluate your members.

Szeto Chun: Yeung Wai Ho is a responsible person, he gives a lot of ideas in the meeting when we discuss about the Orientation Camp, so that our preparation work becomes smooth. Wong Chun Hei is responsible for booking places, he communicates with the place owner well. For example, he booked the place for the Graduation Party. Lam Yan Yin helps us a lot in handling the financial budget. We sometimes have unrealistic expectations for the budget, she helps to correct it so that we can have a net revenue at the end. Lau Yuen Ying is a proactive person, I am confident that she can take up the duties that I allocate to her. For example, she helps to order food for the Graduation Party. She also distributes the work to us on Orientation Day. Chuk Wing Yi is responsible of getting sponsorship, she did her work actively and found A1 for us eventually. We are now doing tasks for the sponsorship, and hopefully we can get them done before the Orientation Camp. Yue Cheuk Kan Kelvin got a 5** in Chinese Language, showing that he is good at Chinese. Therefore, he helps to handle the paperwork, and we are confident about his Chinese. He also helps to send emails. Ho Hang Chi may help less in doing paperwork, but he actively gives ideas in meetings. He always provides us with new ideas.

New executive information session

Lam Tak On: Briefly describe the rundown.

Szeto Chun: It follows immediately after the Subcommittee Function. Therefore, it starts with the debriefing session for the subcommittees, which we ask them questions, then these subcommittees will evaluate themselves and others. After that, executive members will describe their posts using a powerpoint. We will also distribute electronic notes. We will collect opinions from freshmen who wish to form the cabinet and let them allocate their duties. We will then give the list to the Students Union. In addition, it is better to hold the event at early December, otherwise it may be near the final exam of the Fall Semester.

Lam Tak On: I would like to mention that the Subcommittee Function and the New Executive Information Session are two separate events, but the target audience overlap by a lot.

Szeto Chun: Ok.

Lam Tak On: After presenting you need to give a deadline for them to allocate their posts.

Szeto Chun: We may also let them socialize, e.g., having a meal together. After that we will start the process of forming a new cabinet.

Lam Tak On: In previous years we began to discuss what posts we are interested in prior to the Information Session. Would you consider opening a group to monitor their process of allocating posts?

Szeto Chun: Last year we were added to a WhatsApp group and given 24 hours to allocate our posts. We will use a similar method this year, let them self-introduce and share their preference on the posts. If it is in online mode, we will open a group for them to discuss.

Lam Tak On: Would you invite members of previous cabinets?

Szeto Chun: Though they are usually inactive towards these events, we will still try to invite them as they can share their experience to freshmen. This makes the situation better.

Lam Tak On: In previous years members of previous cabinets joined the Information Session.

Election

Cheung Cheuk Lun: Please describe the preparation work briefly if the election is in face-to-face mode.

Szeto Chun: We need to set up a booth first and verify the identity of full members. Before the election a notice has to be put on the notice board. Also, we need to ask the Students Union earlier about the availability of the venue. The booth needs to be open for at least 5 hours, and the counting of votes is open to the public. We will then announce the preliminary result, and let others raise objection or appeal. If there is no objection, we will announce the official result. Within 3 weeks after the election, we have to hold an Annual General Meeting.

Cheung Cheuk Lun: You need to have an election board beforehand. What members does it have to consist of?

Szeto Chun: Election board consists of both executive members and non-executive members.

Lam Tak On: You just need to find an executive member who is available at that time. For finding a person from the previous cabinet, you have to find a person who was in the election board before.

Szeto Chun: After forming the election board, we need to send out emails and post notices that we have formed the election board, and we also have to include information about the nomination period and application method. We then have to publish election rules and send out the application form for the new cabinet. After 7 clear days, the nomination period that lasts for 7 days starts, and the newly formed cabinet hands in the application form. After the nomination period, we need to announce the date and voting time of the election by email and notice put on the notice board. Besides, we have to announce the members of the new cabinet. If there is only one cabinet, the vote will be in the form of vote of confidence. If there is more than one cabinet, members can vote for the cabinet they prefer. The election has to be held no earlier than 7 clear days after the nomination period ends. The notice of election has to be released no later than 5 clear days before the election.

Lam Tak On: It is better to form the election board earlier. For election rules you just have to copy from previous years.

Szeto Chun: We need to report the turnout rate.

Lam Tak On: Yes, this measure can continue to be adopted. In previous years the newly formed cabinet did their promotion at the Atrium. At the day of election, you have to prepare a full member list to verify the identity of full members. You need to give a private place for them to write down their votes. Then, you have to staple sample votes onto the notice board and prepare a box for them to put in their votes.

Szeto Chun: Ok.

Cheung Cheuk Lun: The box needs to be sealed.

Lam Tak On: You also need another person to monitor the box.

Lam Tak On: If the election board is not available for whole day, ask your members for help.

Szeto Chun: Ok.

Lam Tak On: Please be noted that you should avoid others knowing which vote belongs to whom.

Szeto Chun: Ok, I will take note of it.

Lam Tak On: If you really receive an objection, you need send out an email to announce it, and talk about the method of handling it.

Szeto Chun: Ok.

Orientation week

Lai Wai Man Katherine: Please describe the rundown briefly.

Yue Cheuk Kan Kelvin: From early-May to Late-July, we have to firstly deal with the sponsorship. Chuk Wing Yi has already found China Mobile for the sponsorship, and the welfare package includes stuff like file and memo. By July 16, we have to complete the designing, confirmation and ordering of society T-shirt. Lam Yan Yi is responsible for the design. From early-June to late-July, we have to design and order other society products, if any. By August 2, we need to confirmation of number of members interested in society products through email and WhatsApp/ Signal messages. We will discuss later what society product will be made and will send a google form to members in early to mid-August to see their preference on society product and which designs they like. Around a week before orientation week, we will prepare a form to recruit new members, to ask for name, student ID, ITSC, contact and year of study, and if they have any major. And we will prepare our welfare package and promote the 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.

Lai Wai Man Katherine: Society paper and society T-shirt are usually a must in previous years. Has Lam Yan Yi started to think about the design?

Yue Cheuk Kan Kelvin: Yes.

Lai Wai Man Katherine: Ok. It is better to start designing early and remember to ask about the requirements of manufacturers carefully, including the colour and the thickness of the line. It will be a waste if the product cannot be used. Do you have a welfare package?

Yue Cheuk Kan Kelvin: Yes.

Lai Wai Man Katherine: On the recruitment form for freshmen, you can also ask whether they would like to be a subcommittee, so that it is easier for you to recruit subcommittees later. Do you know about the membership fee?

Yue Cheuk Kan Kelvin: Sorry, I am not sure.

Szeto Chun: From Year 1 to 4, the full membership fee is \$120, \$90, \$60, \$30 respectively.

Lai Wai Man Katherine: If people apply for becoming a full member, they have to be a full member for 4 years and are not allowed to be a full member for 1 year only. What has to be included in the recruitment form?

Yue Cheuk Kan Kelvin: Name, ITSC, contact, year and major.
Lai Wai Man Katherine: You also have to ask about the student ID.
Yue Cheuk Kan Kelvin: Ok.
Lai Wai Man Katherine: When will you start to order products?
Yue Cheuk Kan Kelvin: For society T-shirt and paper we will order before orientation week, if there are other products, we can order them after.
Lai Wai Man Katherine: Ok. Do you allow online payment?
Yue Cheuk Kan Kelvin: Yes, we have PayMe.
Lai Wai Man Katherine: Is PayMe connected to the society account or your personal account?
Yue Cheuk Kan Kelvin: Currently, only my account.
Lai Wai Man Katherine: Ok, I think you can handle this better by using the society account instead of your personal account. You still have plenty of time to do it.
Yue Cheuk Kan Kelvin: Ok.
Lai Wai Man Katherine: What would you do if someone wants to become a member or buy a product, but brings insufficient money?
Yue Cheuk Kan Kelvin: We can use PayMe if allowed, if not we can save his contact first, then get the money later face-to-face.
Lai Wai Man Katherine: It is better to give out the product after collecting money. What would you do if someone wants to return a product after giving money?
Yue Cheuk Kan Kelvin: Firstly, notify him via WhatsApp to ask whether he will come to take the product. If not, we will return the money to him.
Lai Wai Man Katherine: Ok. What do you have to do after receiving an application to become a member?
Yue Cheuk Kan Kelvin: Update the mailing list.
Lai Wai Man Katherine: Yes, and also update the membership list.
Lam Tak On: The full membership still remains if someone defers studies. If he goes to another school or graduates, his membership expires. If associate members expire, remove them from the list, but you have to contact them first. For the counter of orientation week, if you fail to get the counter at Atrium, you can choose to place it at tables at LG5.

Wong Chun Hei swaps the chair back to Szeto Chun.

Wong Chun Hei raised the motion to lay the discussion of the combined agenda item 2 and 3 on table until the next session of Extraordinary General Meeting.

Yue Cheuk Kan Kelvin seconded.

The time is 23:51

13 for and 0 against

The motion is passed.

Minutes of International Research Enrichment Students' Society, HKUSTSU Extraordinary General Meeting 2021-2022, Session II

Date: 28 June, 2021 (Monday)

Commencement Time: 21:00

Venue: Via Microsoft Teams

Chairperson: Szeto Chun

Minute Takers: Yue Cheuk Kan Kelvin, Ho Hang Chi

The business of the 1st EGM 2021 of IRESS, HKUSTSU shall be:

1. To commence the meeting;
2. To discuss and amend the Year Plan of IRESS, HKUSTSU, Session 2021-2022;
3. To discuss and amend the Financial Budget of IRESS, HKUSTSU, Session 2021-2022; and
4. To adjourn the meeting.

The time is 21:00

There are 7 full members present.

Quorum is not met.

The time is 21:10

There are 15 full members present.

Quorum is not met.

Agenda item 2: To receive and adopt the agenda of the Annual General Meeting 2021 of IRESS, HKUSTSU

Agenda item 3: To receive and adopt the minutes of the Annual General Meeting 2020 of IRESS, HKUSTSU

Wong Chun Hei raised the motion to resume the discussion of the combined agenda item 2 and 3.

Ho Hang Chi seconded.

The time is 21:13

13 for and 2 against

The motion is passed.

Annual dinner

Leung Ka Wun Casey: Is the time of annual dinner of previous proposals at early December?

Ho Hang Chi: The time of 2018 is at late November.

Leung Ka Wun Casey: The problem of holding annual dinner at early December is that it is near exam, people maybe busy and choose not to come, so you may have to change it to late November. Please describe the rundown.

Ho Hang Chi: We let members vote which restaurant to dine in, and we will send out google form for members to apply, book the restaurant and add some extra places, in case some people appear suddenly. We will place reception at the entrance.

Leung Ka Wun Casey: Reception at the entrance is unfeasible. Annual dinner should be at UC Bistro or 南北小廚, Hang Hau is only for the start of semester dinner, people won't be willing to go to Hang Hau. Committees sit at a single table or separate tables then you should collect money individually. What activities do you plan?

Ho Hang Chi: Previous years have lucky draw and plan to have little games but end up no games. Lucky draw is feasible.

Leung Ka Wun Casey: What preparation work is required for lucky draw?

Ho Hang Chi: Not sure.

Leung Ka Wun Casey: At 南北小廚, at the beginning you should order some food first, then if people want they can add more dishes.

Ho Hang Chi: Ok.

Leung Ka Wun Casey: If non-locals want to take part in annual dinner, what would you do?

Ho Hang Chi: Firstly, we need to group non-locals to the same table, as it is easier for them to communicate. If there is only 1 non-local, find someone who knows him and let them sit at the same table, so that the non-local can socialize with others.

Leung Ka Wun Casey: Good detail. You can use email to remind professors and ask if you guys can go to his office to pick him up.

Ho Hang Chi: Noted with thanks.

Leung Ka Wun Casey: If the venue is 南北小廚, how many tables do you expect?

Ho Hang Chi: If it is for graduation party, there should be around 40-50 people.

Leung Ka Wun Casey: I expect 4 tables, if it is UC Bistro it maybe 5. You need to ask UC Bistro whether you can hold the annual dinner there.

Ho Hang Chi: Ok.

Leung Ka Wun Casey: You need to ask if it can hold 30-40 people first.

Choy Sin Hang Sonia: Which professor would you invite?

Ho Hang Chi: Frederick Fong and Pakwo Leung. Maybe invite the IRE coordinator of different disciplines as well.

Choy Sin Hang Sonia: In my year, some professors said they wish to subsidize, what would you do if you meet this circumstance?

Ho Hang Chi: Let him subsidize to reduce the cost of applicant.

Chuk Wing Yi: And thank the professor at annual dinner.

Choy Sin Hang Sonia: I think you should not thank the professor at annual dinner, as other professors may feel embarrassed. You can send thank you card later.

Ho Hang Chi: Understood.

Szeto Chun: Some asks whether we should invite Ivan Yip.

Ho Hang Chi: We can.

Leung Ka Wun Casey: But he is not an IRE coordinator. Also, you have already invited a professor from Math department.

Leung Ka Wun Casey: What is the rundown of lucky draw?

Ho Hang Chi: In terms of price, each gift should not exceed \$200. It should take place after having dinner.

General secretary

Lai Man Wai Katherine: Briefly describe the responsibilities of general secretaries.

Yue Cheuk Kan Kelvin: Type minutes for AGM/ EGM and meetings. send emails to members, deal with society accounts, and maintain a membership list.

Lai Wai Man Katherine: What are the components of email?

Ho Hang Chi: Banner and disclaimer.

Choy Sin Hang: do you guys have a clear outline for who is responsible for which task?

Ho Hang Chi: No.

Choy Sin Hang: remember it's 'notice' for first email, then 'reminder' after that.

Talk show

Siu Chi Wang Justin: Please talk about the content of talk show.

Ho Hang Chi: We will let audience ask questions, e.g., ways to do revision, research experience, etc.

Siu Chi Wang Justin: Do you think it is similar to research sharing?

Ho Hang Chi: The goal is similar, but the format is less formal. We will prepare questions ourselves first in case audience has no question.

Siu Chi Wang Justin: Which professors do you plan to invite?

Ho Hang Chi: It should include Phys, Math, Chem and Lifs. For math, we may find Ivan Yip and Frederick Fong. For Phys we may find Pakwo Leung as he is the IRE coordinator.

Siu Chi Wang Justin: How about the venue?

Ho Hang Chi: It is best to have lecture theatre. If the pandemic gets worse, we may find a small classroom and broadcast through Instagram.

Siu Chi Wang Justin: Lecture theatre is too big, a classroom is enough.

Ho Hang Chi: Agreed.

Siu Chi Wang Justin: What is the date?

Ho Hang Chi: May, but this is flexible. We need to find freshmen first.

Siu Chi Wang Justin: Remember to update the year plan.

Choy Sin Hang Sonia: What if there is dead air in Q&A session?

Ho Hang Chi: We have to prepare questions first.

Siu Chi Wang Justin: What are the objectives of the event?
 Ho Hang Chi: Let audience know more about research, but it is also ok if they ask non-academic questions. Questions should be academic-oriented.
 Siu Chi Wang Justin: How about the duration?
 Ho Hang Chi: Around 20 to 30 minutes.
 Siu Chi Wang Justin: What is the target audience? Any refreshment?
 Ho Hang Chi: IRESS members, and we will prepare refreshment for professors and audience.
 Siu Chi Wang Justin: Any souvenir for professors?
 Ho Hang Chi: Yes, though not yet prepared.
 Siu Chi Wang Justin: Have you considered finding professors different from those you found in annual dinner?
 Ho Hang Chi: This option is fine.
 Siu Chi Wang Justin: What will be your promotion methods?
 Ho Hang Chi: Facebook, Instagram, WhatsApp and Signal group. We will send mass email one week before.
 Siu Chi Wang Justin: If the sharing is in January, when will you start to find professors?
 Ho Hang Chi: We will send emails to ask about their availability at around mid-December.
 Siu Chi Wang Justin: When to remind them?
 Ho Hang Chi: 3 days before and 1 day before.
 Siu Chi Wang Justin: Will it be held at school days?
 Ho Hang Chi: Maybe not if in January.
 Siu Chi Wang Justin: It may not be so convenient as participants need to come to campus.
 Ho Hang Chi: Maybe in February, when students are less busy.
 Siu Chi Wang Justin: Will it switch to online mode if the pandemic persists?
 Ho Hang Chi: Yes, and we will use Instagram live.

Orientation Camp

Kwok Yuk Lam: Briefly describe your arrangement.
 Yeung Wai Ho: It is 3 days 2 night, and we estimated there would be around 52 people joining.
 Kwok Yuk Lam: What is the cost?
 Yeung Wai Ho: For booking the venue and using facilities there, we need \$25000. This also includes lunch and dinner. Including insurance, we need \$30000 overall. Each person has to pay around \$700. Student Union wants to have around \$800. The third person insurance needs \$2000.
 Kwok Yuk Lam: What will be the net profit?
 Lam Yan Yi: We will lose \$1000.
 Kwok Yuk Lam: It seems that the budget uses too much money, but you don't plan to collect more money. What is the number of participants now?
 Yeung Wai Ho: 20 group leaders, 8 committees, and around 16 freshmen. We will book food at that place for 44 people.
 Kwok Yuk Lam: What is the arrangement?
 Yeung Wai Ho Thomas: We plan to wait at 12:30 at Diamond Hill Station, Exit C, outside the Hollywood Plaza. so that the groups are more dispersed. The bus 96R then takes us to the campsite. If we arrive early, we will go to the residential area to put down their items. If we arrive at the designated time, we need to put belongings there. After dinner, we will have a rest for a while. At the second day, we will have city orientation, give them final hints and time for discussion when they come back. At the third day, we will announce the result and give them prizes.
 Kwok Yuk Lam: What are the places for city hunt?
 Yeung Wai Ho: All over Hong Kong.
 Kwok Yuk Lam: What will we do at those check points?
 Yeung Wai Ho: Games, but we have not yet finalized the details. We need pre-camp first to test the route.
 Kwok Yuk Lam: 8 people trying out games is different from the actual thing. Take note of that.
 Yeung Wai Ho: Ok.
 Kwok Yuk Lam: How about the arrangement of room?
 Yeung Wai Ho: One 28 people room (12+8+8), two 12 people room, and these rooms have tables outside.
 Kwok Yuk Lam: What about the sponsor and orientation camp T-shirt?

Yeung Wai Ho: We have already found sponsor, and we will have finalized the design of orientation camp T-shirt by tomorrow. We can start to order by early-July.

Szeto Chun: We found A1 Company, and the price can be reduced.

Kwok Yuk Lam: Do you have cup noodles, toothpaste and toothbrush?

Chuk Wing Yi: Yes.

Leung Ka Wun Casey: Will you book activities organized by those staff?

Yeung Wai Ho: No, as the expenditure will increase by a lot.

Kwok Yuk Lam: How many groups will there be?

Yeung Wai Ho: Around 4 to 5, and around 7 to 8 people for each group. We will form Signal group at 28th.

Lau Chak Hei: Are there any spies? Who will be the spies?

Yeung Wai Ho: Each group will have around one spy. Sit Hiu Chi has expressed his interest in being a spy, so there will be in total around 4 to 5 spies.

Kwok Yuk Lam: What is the function of committees?

Yeung Wai Ho: They are for holding check points.

Kwok Yuk Lam: In what situation would the event be cancelled?

Yeung Wai Ho: It may be cancelled if the Red or Black Rainstorm Warning Signal is issued. If there is rain, we need to transfer the activity to in-campus.

Kwok Yuk Lam: If you have to carry out plan B, you may need to book a venue inside campus.

Yeung Wai Ho: Yes.

Yeung Wai Ho: For day 3 we will go to eat after checking out. For day 2, both meals are included, and for day 1 the dinner is included.

Kwok Yuk Lam: What is the difference between group battle and ice-breaking game?

Yeung Wai Ho: Ice-breaking game aims to let freshmen have more communications. Group battle is more competitive and requires teamwork.

Kwok Yuk Lam: Remember to arrange time well in case people play too long.

Yeung Wai Ho: Also, we will bring some board games for freshmen to play in the room.

Kwok Yuk Lam: What's the earliest time you can check in to the campsite?

Yeung Wai Ho: The official time is 15:00, we will later email the campsite to ask whether we can check in 15-20 minutes earlier. The checkout time is at 13:00.

Kwok Yuk Lam: How will the rooms be allocated?

Yeung Wai Ho: There is one room with 12 beds, and other rooms with 8 beds.

Kwok Yuk Lam: Did you need to specify whether the room is used by boys or girls when booking?

Yeung Wai Ho: We cannot mix boy and girl. We didn't ask whether they can be at the same floor. According to other societies, it is fine if boys and girls are separated at different floors.

Kwok Yuk Lam: I want about to ask about anti-pandemic measures.

Yeung Wai Ho: No measures as far as I understand. Also, the 4-person restriction on gathering may not be in effect by the time we hold our camp.

Kwok Yuk Lam: Is the arrangement of games fine?

Yeung Wai Ho: Yes.

Kwok Yuk Lam: How about the arrangement of room games?

Yeung Wai Ho: The games in the room will be typical (e.g., first impression).

Kwok Yuk Lam: While the room games are in progress, committees can discuss contingency plans for the activities on the following day.

Yeung Wai Ho: Yes, we will.

Kwok Yuk Lam: Do you allow people to leave or join at the middle?

Yeung Wai Ho: Leaving is easier as joining requires administration work.

Kwok Yuk Lam: What is the fee that the group leaders and spies will pay? Payment of group leaders is less if I remember correctly. For committees, how much do you expect to pay?

Yeung Wai Ho: We won't claim money for pre-camp. We will think of it as a gathering.

Kwok Yuk Lam: For our year, freshmen, spies and committees had to pay \$440, while group leaders have to pay \$380.

Kwok Yuk Lam: Will you place tools in activity room?

Yeung Wai Ho: We will play a game first, then participants will collect hints for the detective game.

Kwok Yuk Lam: You need to assign a committee to be in charge of different game, and some people need to set up the things in advance. According to previous years, the committees are too few, there were only 5 people, so it was messy. You should arrange the number of organizers well beforehand.

Yeung Wai Ho: Yes, we will do that.

Kwok Yuk Lam: What about if the event is in online mode?

Yeung Wai Ho: We will take reference from orientation camp of previous year and we will use Microsoft teams. We will contact freshmen on orientation day via email and let them get to know each other in breakout rooms. Detective game maybe cancelled.

Lau Chak Hei: When will you decide whether it will be face-to-face or online?

Yeung Wai Ho: We treat online mode as an alternative. If we see that there will be bad weather conditions, or that the pandemic has worsened such that the campsite will close, we will choose the online mode. Otherwise, we will use the face-to-face mode.

Choy Sin Hang Sonia: How would you carry out mass games if it is in online mode?

Yeung Wai Ho: We will use the Hall VI orientation camp as reference. That camp used the 'raise hand' function to see who was the quickest. We can hold our mass games using similar methods. Some committees will be in the breakout rooms. At first, we will play ice-breaking games in small groups, then play mass games together.

Kwok Yuk Lam: When will you begin designing the games?

Yeung Wai Ho: We have already planned the icebreaking and mass games. As for the city orientation, we have not yet decided the details.

Kwok Yuk Lam: What about the detective game?

Yeung Wai Ho: We have written a preliminary script.

Kwok Yuk Lam: How about the camp book?

Yeung Wai Ho: We will start designing after we have obtained more information from the pre-camp, which is on 7 July. We will send the online camp book to the participants and give them the camp book on registration day.

Kwok Yuk Lam: When will you found Pakwo Leung?

Lau Yuen Ying: I will email him in these 2 days.

Kwok Yuk Lam: During orientation camp, will you find someone to take photo?

Yeung Wai Ho: Not yet thought of it. Lam Yan Yi can help to take photos.

Leung Ka Wun Casey: How would you print the camp book?

Yeung Wai Ho: We will print at Yau Ma Tei 好景.

Kwok Yuk Lam: In previous years, you need group leaders to send photo.

Yeung Wai Ho: Ok, I will arrange that.

Kwok Yuk Lam: What will you bring to the camp?

Yeung Wai Ho: Apart from game resources, we will bring cup noodles, bread, charging wire and extension units.

Kwok Yuk Lam: How about the orientation camp T-shirt?

Yeung Wai Ho: We will only wear them on day 2.

Lau Ching Yan Evita: Do you know whether other camps will be organized at the campsite?

Yeung Wai Ho: Yes.

Lau Ching Yan Evita: The function of orientation camp T-shirt is to avoid confusion.

Yeung Wai Ho: We know some others will be there.

Kwok Yuk Lam: Will there be any T-shirt for committees?

Yeung Wai Ho: Yes, the colour theme is the same, but the brightness is different.

Subcommittee function

Lau Ching Yan Evita: Please briefly describe the rundown.

Ho Hang Chi: Around November, we will send a google form to freshmen. We will give some instructions, then allow them to plan the Christmas party. We can promote in Instagram, and all IRESS members can apply for it.

Lau Ching Yan Evita: Why do you take up this event?

Ho Hang Chi: The arrangement of PIC is unrelated to me.

Lau Ching Yan Evita: You may need to find more help from other members.

Ho Hang Chi: Yes.

Lau Ching Yan Evita: To what extent would the subcommittees take up the roles?

Ho Hang Chi: We need to ask members that were subcommittees first and take this as reference.

Lau Ching Yan Evita: How would you organize the Christmas party?

Szeto Chun: It depends on the number of participants, but the format should be similar to graduation party.

Lau Ching Yan Evita: Have you thought of the place for Christmas party?

Lam Yan Yi: If it is in face-to-face mode, we can book room that IRESS uses before.

Lau Ching Yan Evita: I remembered that it took place near seafront. To what extent the subcommittees will help in Christmas party?

Ho Hang Chi: This depends on the ability and the planning of subcommittees.

Szeto Chun: This allows them to learn the basic skills of organizing, including trying out games and buying resources.

Lau Ching Yan Evita: How much would you help if they have very limited experience?

Ho Hang Chi: I will mainly let them organize, if problems appear I will help.

Lau Ching Yan Evita: Will you take part in their meetings?

Ho Hang Chi: Yes, I will join every meeting.

Lau Ching Yan Evita: What is your estimated number of participants?

Szeto Chun: In my year we have 5 people, optimistically I expect there would be 7 to 8 people. We need to promote subcommittee function well so more people are willing to join.

Lau Ching Yan Evita: What do you think is the function of subcommittee function?

Ho Hang Chi: To let them learn basic skills of organizing events, to prepare them to form a cabinet.

Szeto Chun: This allows the formation of a well-prepared cabinet.

Lau Ching Yan Evita: You can observe the performance of the subcommittees, if some people perform badly you need to prevent them from joining the cabinet. I recommend you set the number of subcommittees to be slightly more than the number of members of a cabinet.

Szeto Chun: Ok.

Lau Ching Yan Evita: If very few people apply for subcommittees, what would you do?

Ho Hang Chi: We may privately message freshmen to ask whether they are interested and extend the deadline to allow more people apply.

Lau Ching Yan Evita: How will you wrap up the event?

Ho Hang Chi: We will organize a meeting with subcommittees and remind them the areas of improvement, so that they can perform better in case they choose to form a cabinet.

Szeto Chun: There will be a new executive information session immediately after debriefing.

Lau Ching Yan Evita: If the information session consists of people that hasn't joined the subcommittee function before, you need to think of ways to get them involved.

Szeto Chun: We can create a video clip to demonstrate the background information for those people.

Lau Ching Yan Evita: You can consider having a short debriefing after the event. The debriefing takes around 5 to 10 minutes. It is necessary as they need to learn skills for organizing events. What games will you object?

Ho Hang Chi: Games that may cause physical injuries. We will ask them to replace with other games to prevent injuries. We also wish to prevent games that have too much physical contact between opposite genders.

Lau Ching Yan Evita: What about stepping on balloons?

Ho Hang Chi: No, as it may cause physical injuries.

Lau Ching Yan Evita. Ok. Which part will you let subcommittees host?

Ho Hang Chi: We will let them host the game part only.

Lau Ching Yan Evita: You need to remind them to manage time well for hosting game.

Ho Hang Chi: Ok.

Lau Ching Yan Evita: You also need to consider which person is more suitable of hosting the game.

Ho Hang Chi: Ok.

Lau Ching Yan Evita: Will you let subcommittees to distribute the work distinctly?

Ho Hang Chi: Yes, I will let them distribute their duties.

Lau Ching Yan Evita: Ok, and which posts are required?

Ho Hang Chi: PIC and secretary.

Siu Chi Wang Justin: The financial secretary is required as he or she needs to write the financial report.

Ho Hang Chi: Ok, so they need a person to manage the budget.

Lau Ching Yan Evita: What is the budget, assuming it is in face-to-face mode?

Szeto Chun: Last year the budget is \$150, we may need more money this year, around \$600-700, but we need to collect money from participants.

Lau Ching Yan Evita: How much for games and giving out prizes?

Szeto Chun: I think \$150-200 is suitable.

Siu Chi Wang Justin: We used \$108 in our subcommittee function.

Ho Hang Chi: The duty of PIC is to lead the game. He needs to remind people to do their duties and encourage other members to give ideas.

Siu Chi Wang Justin: How should you handle the money?

Szeto Chun: I think we can claim money from the Student Union.

Agenda item 2: To receive and adopt the agenda of the Annual General Meeting 2021 of IRESS, HKUSTSU

Agenda item 3: To receive and adopt the minutes of the Annual General Meeting 2020 of IRESS, HKUSTSU

Wong Chun Hei raised the motion to vote for the combined agenda item 2 and 3.

Yeung Wai Ho seconded.

The time is 23:55.

10 for and 1 against.

The motion is passed.