

International Research Enrichment Students' Society, HKUSTSU

Minutes of Annual General Meeting 2022

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Research Enrichment Students' Society,
HKUSTSU Annual General Meeting 2022-2023**

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Minutes of International Research Enrichment Students' Society, HKUSTSU Annual General Meeting 2022-2023, Session I

Date: 13 March, 2022 (Sunday)

Commencement Time: 20:00

Venue: Via Zoom

Chairperson: Szeto Chun

Minute Takers: Ho Hang Chi, Yue Cheuk Kan Kelvin, Fan Ka Cheuk

The business of the Annual General Meeting 2022 of IRESS, HKUSTSU shall be:

1. commence the meeting;
2. To receive and adopt the agenda of the Annual General Meeting 2022 of IRESS, HKUSTSU;
3. To receive and adopt the minutes of the Annual General Meeting 2021 of IRESS, HKUSTSU;
4. To receive and adopt the minutes of the 1st Extraordinary General Meeting of IRESS, HKUSTSU, Session 2021-2022;
5. To receive and adopt the Annual Report of IRESS, HKUSTSU, Session 2021-2022;
6. To receive and adopt the Annual Financial Report of IRESS, HKUSTSU, Session 2021-2022;
7. To vote and announce the Honorary Members;
8. To introduce and inaugurate the Executive Committee Members of IRESS, HKUSTSU, Session 2022-2023;
9. To receive and adopt the Year Plan of IRESS, HKUSTSU, Session 2022-2023;
10. To receive and adopt the Financial Budget of IRESS, HKUSTSU, Session 2022-2023; and
11. To adjourn the meeting.

Agenda item 1: To commence the meeting

The time is 20:00.

There are 15 full members present.

Quorum was met.

Chairperson Szeto Chun started the Annual General Meeting.

2. To receive and adopt the agenda of the Annual General Meeting 2022 of IRESS, HKUSTSU;

Wong Chun Hei raised a procedural motion to vote for agenda item 2.

Yeung Wai Ho seconded.

The time is 20:02.

8 For 2 Against

The motion was passed.

Wong Chun Hei raised procedural motion to combine agenda items 3 and 4

Yeung Wai Ho seconded

The time is 20:02

9 For 2 Against

The motion was passed.

Wong Chun Hei motioned to start the discussion of agenda items 3 and 4

Yeung Wai Ho seconded.

The time is 20:05.

9 For 2 Against

The motion was passed.

Agenda item 2. To receive and adopt the agenda items

Wong Chun Hei raised procedural motion to vote for agenda item 3 and 4.

Yeung Wai Ho seconded.

The time is 20:08.

7 For 0 Against

The motion was passed.

Wong Chun Hei raised procedural motion to combine agenda items 5 and 6

Yeung Wai Ho seconded

The time is 20:09

7 For 0 Against

The motion was passed.

Christmas party

Tsui Yuk Hang: Describe what you did for the Christmas party ?

Lam Yan Yi: We combine Christmas Party with subcommittee functions. First we found subcommittee members. After that, we told them their duties.

But we wanted to avoid confusion for them so we helped them select and book the venue. So they were responsible for games and food only. and then, we attended their meetings. We thought they were already familiar with the stuff and so we didn't join their meeting. We asked them to demonstrate games and told them that some games are dangerous and should be canceled.

As for money, I told the financial secretary of subcommittee members what to do. Then the venue was handed over to the subcommittee members and we helped them to make some decorations before the party started.

Tsui Yuk Hang: Wong Lok Yin, for some details. As per tradition, we book Room 5 and Room 6 in UST. But due to COVID, we booked the venue outside. If it is allowed to hold it at UST, then we can book a room in UST since the venue is cheaper.

If it is still not allowed, then refer to how Lam Yan Yi booked the venue.

Lam Yan Yi: For the venue, the IV found it during the graduation party.

We used the venue for the graduation party as we thought the place was big enough and it was easy to find for most members as some people had been there for the graduation party.

Tsui Yuk Hang: You borrowed or rented the venue?

Lam Yan Yi: We borrowed for the duration of the party

Tsui Yuk Hang: Do you need to pay a fee?

Lam Yan Yi: the church organization kind of lended us the venue as a gesture of good will, but we gave them 500 dollars.

Tsui Yuk Hang: We participated in some volunteer work that year. This practice can continue since it is convenient.

Wong Lok Yin: OK

Tsui Yuk Hang: Were there many walk-ins?

Lam Yan Yi: Fewer than 10 walk-ins.

Tsui Yuk Hang: It's fine. I think overall is quite good. Was there anything wrong with the amount of food ordered?

Lam Yan Yi: the budget for food is around \$3000, which is slightly over-budget. a bit over budget, but we had some money to spare so it was fine.

Tsui Yuk Hang: Is the food insufficient, or maybe in excess?

Lam Yan Yi: No food was left. There was adequate food.

Tsui Yuk Hang: Next year's executive committee members please look at this. Food is the most troublesome part. Were there some people to tidy up the venue afterward?

Lam Yan Yi: All executive committee members were involved in cleaning the venue afterwards.

Tsui Yuk Hang: How much money did you lose?

Lam Yan Yi: \$800-900.

Tsui Yuk Hang: ok la. If we are in UST, you can apply for a subsidy if you lose money. Is it difficult to find subcommittee members?

Lam Yan Yi: You have to ask Ho Hang Chi.

Tsui Yuk Hang: The games and establishment atmosphere were good at the Christmas party. We should focus on the difficulties of finding subcommittee members and we can share experiences with 21-22 executive committee members.

Ho Hang Chi: A month ago, we distributed a google form and promoted it on Instagram. The situation was not so optimistic, since few people joined. We decided to increase promotion on Instagram and direct-message to freshmen. Most freshmen refused, but then we found 7 subcommittee members at last. We found them in the last 2-3 days.

Tsui Yuk Hang: How many subcommittee members last year?

Szeto Chun: 5.

Tsui Yuk Hang: What is done in the subcommittee function apart from meetings?

Ho Hang Chi: We distributed work and opened a Whatsapp group for them to let them know each other. We also organized a debriefing session at the end to let them know about the improvements.

Tsui Yuk Hang: The Christmas party is good in general. Any specific challenges? And anything to share with next year's executive committee members?

Lam Yan Yi: No. Executive committee members should prepare early, as an advice. Because this year, I had some misunderstandings with Ho Hang Chi. We thought each other would bring decorations from the society room to the venue, and we ended up not bringing it. Someone then suggested using a Christmas hat for decoration, which looks good.

Tsui Yuk Hang: if there is no covid, ask someone if they can prepare their own cutlery.

Financial Secretary

Tsui Yuk Hang: First, what do you think about the responsibility of a financial secretary?

Lam Yan Yi: Make some calculations if they used too much money. Also, for O'week, I helped collect fees.

Tsui Yuk Hang: Ok. Besides the PIC event, how did you help?

Lam Yan Yi: This year we don't have a promotion secretary, so I helped do a lot of the IG post design and society product designs.

Tsui Yuk Hang: Will there be a promotion secretary next year?

Lam Yan Yi: They have.

Tsui Yuk Hang: Orientation week and society products earned a lot of money. Explain why.

Lam Yan Yi: I added two sponsors into that section.
We used less money than expected to order society products, so we gained more money.

Tsui Yuk Hang: Next year's executive committee can refer to how they order products. It is difficult to control the budget. What difficulties did you encounter this year as a financial secretary?

Lam Yan Yi: Counting money, some people did not pay even after a long time. For Orientation week, when we ordered, they filled in the google form but did not pay at the counter. Calculating money for that is troublesome.

Tsui Yuk Hang: What difficulties did you encounter when designing products and IG posts?

Lam Yan Yi: Since I don't have prior experience of designing products, it was difficult when I started. but i referred to other products and T-shirts to find ideas.

Tsui Yuk Hang: Having sponsors is good. But we hope to reduce the expense in such events so we can benefit more members. Next year's executive committee can think of lowering the prices of society products. Did you submit any subsidy form this year?

Lam Yan Yi: No.

Tsui Yuk Hang: In the past, we had a total subsidy each year.

Lam Yan Yi: We already got that subsidy.

There was a talk in the beginning that said we had to collect the money in person.

Tsui Yuk Hang: How about the printing budget?

Lam Yan Yi: We didn't use that this year.

Tsui Yuk Hang: Still using this printing budget policy?

Lam Yan Yi: yes.

Tsui Yuk Hang: if you need to print something, you can use this print budget.

Lam Yan Yi's member evaluation

Tsui Yuk Hang: Rate your other executive committee members.

Lam Yan Yi:

Szeto Chun

He is a responsible president. He assigns our duty and then reminds us constantly. I often ask questions when I can't make up my mind. He is helpful.

Yeung Wai Ho

He was busy in O-Camp. Even though he is not PIC, he helped proactively.

Wong Chun Hei

He is a good executive committee member. He helped us book a venue. He found the venue for the graduation party, which was a good venue. He also tries to help us proactively.

Ho Hang Chi and Yue Cheuk Kan Kelvin

He did the Christmas party and subcommittee function. He worked efficiently and responsibly. He is also helpful. During Orientation week, he and Yue Cheuk Kan Kelvin helped me to do the math for Orientation week. Yue Cheuk Kan Kelvin helps us proactively.

Chuk Wing Yi

She is my roommate. She can help me design for society products or for a roommate. She helped me count money and made the process more manageable. She performed her duties well. She helped us find sponsors so we could cover our losses.

Lau Yuen Ying

She is very helpful. She asks others if there are things to help.

Start of Semester Dinner

Chuk Wing Yi: We used the Hop Sze Kitchen. Overall there weren't many problems. IVP contacted for a booking. Then we found some executive committee members to bring freshmen to the restaurant. There were not many problems with the seating arrangement.

Leung Ka Wun Casey: Overall not many problems.

Class Photo Taking

Chuk Wing Yi: One obstacle was arranging the time as it crashed with the midterm period. So we dm'd them. To find professors, the physics professor said he wasn't free so we found Professor Leung Pak Wo instead. To prevent sending google form again we decided to direct-message them.

Leung Ka Wun Casey: Was it difficult to find a venue?

Chuk Wing Yi: There were covid restrictions. We originally wanted lecture halls, but UST doesn't allow it. Then we thought about Life-Science Common. Security was less strict there. But they didn't allow us to use it.

Leung Ka Wun Casey: Any advice for ha jong for hoi sem rice and class photo taking?

Chuk Wing Yi: start asking members earlier. ask professors when they are available. This year, we asked our executive committee members to be a photographer. Next year's executive committee may need to pay for a professional cameraman.

Leung Ka Wun Casey: I suggested not sending emails to invite members. Use emails for professors since most members who don't read emails.

Marketing Secretary

Chuk Wing Yi: I asked for 3 sponsors. One was for Ocamp. Next year's executive committee members please take notes. We found TutorCircle to be a sponsor. There were a lot of conditions that needed to be met. It was a bit troublesome. Another sponsor was Icreate. We needed to post on Instagram and send group messages and they gave us a cash sponsor if we registered for Jobsdb. But we didn't manage to fulfill the detailed conditions of the contract.

Leung Ka Wun Casey: Any suggestions for next year's executive committee members?

Chuk Wing Yi: First of all, you may have to discuss with previous executive committee members to prevent scams.

Leung Ka Wun Casey: Did you send reminders to next year's executive committee members? Rate your other executive committee members.

Chuk Wing Yi's member evaluation

Leung Ka Wun Casey: Rate your other executive committee members.

Chuk Wing Yi:

Szeto Chun

He is responsible. He reminded us of the things we need to note.

Yeung Wai Ho

He gave many ideas during the meeting.

Wong Chun Hei

He book venues very proactively. Though I didn't need to book a place for my PIC events, he asked about the booking of places actively.

Ho Hang Chi and Yue Cheuk Kan Kelvin

General secretary helped proofread messages and post IG stories.

Lam Yan Yi

She helped with designs and managing the budget.

Lau Yuen Ying

She helped in Orientation camp design and contacted professors. She also did well in distributing academic resources.

Orientation Week

Lai Man Wai Katherine: What's the whole rundown?

Yue Cheuk Kan Kelvin: First, Chuk Wing Yi helped us design society T-shirt. We did promotions on Facebook and Instagram. The event was 23/9-24/9. One week beforehand, we sent messages in Whatsapp and Signal to remind people. Then we made a member application form and society product purchase form. On that day, we set up the counter in the morning. We took turns to be on duty. At any time slot, there were two executive committee members. They gave people google forms to fill in. Afterwards, executive committee members put the stuff back to the society room.

Lai Man Wai Katherine: You said Chuk Wing Yi gave the society T-shirt design. What about other society products?

Yue Cheuk Kan Kelvin: we had society paper, mousepad, totebag and stickers.

Lai Man Wai Katherine: All were designed by Chuk Wing Yi?

Yue Cheuk Kan Kelvin: No. Several people helped with designing.

Lai Man Wai Katherine: When did you start contacting companies to look at the price etc.

Szeto Chun: We ordered from A1 Printing for the society T-shirt. Other companies were a bit late.

Lai Man Wai Katherine: You started looking for companies after Orientation week?

Szeto Chun: Yes.

Lai Man Wai Katherine: If so, how did you set the price for the product?

Szeto Chun : Yes, it was risky. For the T-shirt, we found it in advance so it was fine. Some products we lost a bit of money but overall we lost a bit only.

Lai Man Wai Katherine: How did you come up with tote bags and stickers ?

Yue Cheuk Kan Kelvin: we sent out a google form to find the preference for products of members.

Lai Man Wai Katherine: You collected money at the counter?

Yue Cheuk Kan Kelvin: Some people paid afterwards (e.g. Payme)

Lai Man Wai Katherine: What account did you use?

Yue Cheuk Kan Kelvin: We used Lam Yan Yi's account.

Lai Man Wai Katherine: So cash and payme combined?

Yue Cheuk Kan Kelvin: Yes.

Lai Man Wai Katherine: the account was then transferred back to the society account?

Szeto Chun: Yes.

Lai Man Wai Katherine: Were there associate-members?

Yue Cheuk Kan Kelvin: Yes.

Lai Man Wai Katherine: Did you remind associate-member that their membership expires soon and that they could renew their membership?

Szeto Chun: We did not.

Lai Man Wai Katherine: Next year's executive committee members please remember to do this. For the counter, did you apply to SU?

Yue Cheuk Kan Kelvin: I attended a meeting to choose the timeslot and location for the counter.

Lai Man Wai Katherine: Orientation week is long. Only 2 days have a counter. For the other time, did you promote our society?

Yue Cheuk Kan Kelvin: Mainly through social media.

Lai Man Wai Katherine: You promoted the products or membership?

Yue Cheuk Kan Kelvin: I asked people to buy products.

Lai Man Wai Katherine: Wong Chun Hei please talk about taking society products

Szeto Chun: For stickers and mousepad, we used taobao and took it through the Shun Fung Cabinet. For the tote bag, there was a truck which delivered to Lift 20. For the society product, we went to Eprint. 4 male executive committee members went and took the papers. For the society T-shirt, we booked a car to deliver the society T-shirt back to the society room.

Lai Man Wai Katherine: When were all the products distributed?

Szeto Chun: We ordered within several weeks after Orientation Week, but we got the products late due to delay in manufacturing.

Lai Man Wai Katherine: I remember someone said about the size of a tote bag. What happened?

Szeto Chun: There was a communication error. The bag was wrong in size and it was too small. It was not A4 size. We contacted them but there was no result. So we gave members an option to refund. but most members thought the design was good so nobody refunded the product.

Szeto Chun: We sent direct message buyers about the venue of the counter, it was at LG3. If buyers have excess money, we provide a refund.

Lai Man Wai Katherine: You need to be more careful with money and settle it quickly. Next year's executive committee please take note. Did anybody not come? And how did you give them back the products?

Szeto Chun: We offered a different time to give them products.

Lai Man Wai Katherine: According to the annual report, the expense was 1926 HKD for the society T-shirt. How many society T-shirts did you order?

Szeto Chun: Roughly 50.

Lai Man Wai Katherine: One advantage of placing the order after Orientation Week is that you can estimate the amount better. Did you make a society jacket this year?

Szeto Chun: We found that people were not interested in society jacket, so we didn't make them.

Lai Man Wai Katherine: You said you had a welfare package. describe what's inside and to whom you distributed the packages.

Yue Cheuk Kan Kelvin: In the Orientation Week counter, there was a bag with candies for the people who visited us.

Lai Man Wai Katherine: Everybody or just freshman?

Yue Cheuk Kan Kelvin: Everybody who placed order received.

Lai Man Wai Katherine: Where did you get the candies?

Yue Cheuk Kan Kelvin: We bought them ourselves.

Lai Man Wai Katherine: Any suggestions for next year's executive committee members for Orientation Week?

Yue Cheuk Kan Kelvin: Design the products earlier. Communicate with the manufacturers more carefully otherwise you may not get the product that you want.

Lai Man Wai Katherine: You can let next year's executive committee members know what companies are good and what are bad.

General Secretary

Lai Man Wai Katherine: Introduction about duties of general secretary.

Ho Hang Chi: Yue Cheuk Kan Kelvin handle society website, contact list and membership list.

Lai Man Wai Katherine: The mailing list is important. you need to make sure it is updated.

Ho Hang Chi: During semester break, we handle minutes.

Lai Man Wai Katherine: Remember to keep the format consistent if two people share the workload of typing minutes. Are there any problems with sending emails?

Ho Hang Chi: There's no big problem in sending email.

Lai Man Wai Katherine: Missing the banner is a small problem. If you send amendments, remember to state clearly that you have missed amendments.

Lai Man Wai Katherine: Apart from AGM EGM and polling, when will you send another email?

Szeto Chun: No other emails.

Lai Man Wai Katherine: The social media is ok, Do you still use the official Facebook site?

Ho Hang Chi: I didn't post anything.

Szeto Chun: Lau Yuen Ying helped to post info related to regesration Day on Facebook.

Lai Man Wai Katherine: Next year's executive committee members please be reminded that we have an official Facebook page, and students not in UST yet may ask questions, so you need someone to manage the chat.

Apart from the duties of general secretary, did you help in other events?

Ho Hang Chi: Apart from duties of general secretary, we help other executive committee members if they need help. Yue Cheuk Kan Kelvin buy somethin and make emails.

Lai Man Wai Katherine: Did you help in sponsoring?

Ho Hang Chi: We didn't help.

Ho Hang Chi's member evaluation

Lai Man Wai Katherine: Rate your other executive committee members.

Ho Hang Chi:

Szeto Chun

The president is responsible. He helped us a lot. Apart from dividing the job, he will remind us.

Yeung Wai Ho

EV talk a lot in meetings. He handles many things and helps us a lot in Orientation camp.

Wong Chun Hei

IV help book venue. He help us a lot.

Lam Yan Yi

She helped me in the Christmas party, design society products and manage the budget well.

Lau Yuen Ying

She gave out sources quickly and collaborated quite well. Chuk Wing Yi helped find sponsors.

Yue Cheuk Kan Kelvin

He helped me to tidy up the minutes and handle the website.

Yue Cheuk Kan Kelvin's member evaluation

Lai Man Wai Katherine: Rate your other executive committee members.

Yue Cheuk Kan Kelvin:

Szeto Chun

The president is responsible. After the meeting, he reminds us what we need to do.

Yeung Wai Ho

He is outgoing. He communicated with other societies well. He invited us to executive committee gatherings.

Wong Chun Hei

He book venue well.(e.g. Christmas party and graduation party) He gave ideas in meetings.

Lam Yan Yi

She manages the budget well. We didn't lose much money. She made some good designs with Lau Yuen Ying and Chuk Wing Yi.

Ho Hang Chi

He made Instagram posts and wrote emails well. He also helped with typing minutes.

Chuk Wing Yi

She found sponsors for us. She did quite well.

Lau Yuen Ying

She gave out sources quickly and collaborated quite well.

Alumni Photo Booth

Chan Tsz Ching: What did you do for this event?

Chuk Wing Yi: We made a google form to ask graduates for photo booth ideas (whether they wanted instant photos). Nobody gave ideas for props. So we made our own. We used Life-Science Common due to covid.

Chan Tsz Ching : How about classrooms?

Szeto Chun: We found classrooms for photo taking. it was not available for use.

Chuk Wing Yi: We then promoted on Instagram. We used notebooks due to their practicality. The whole event was smooth. The Life-Science Common's light turned off so we ended prematurely.

Chan Tsz Ching: Why not distribute the souvenirs at the graduation party, but at the photo booth? Many graduates may go overseas and may not come back.

Szeto Chun: We also gave souvenirs in graduation party. We gave coffee powder. So we deemed it necessary to give souvenirs for the photo booth as well.

Chan Tsz Ching: Coffee powder is not a good souvenir. For us, we had a keychain with a chemical structure. Did you promote through other means other than Instagram?

Chuk Wing Yi: We also send messages to graduates through Whatapps to remind them about the photo booth.

Chan Tsz Ching: It would be better if you use emails for all events as some members are not in the whatsapp group.

Chuk Wing Yi: Ok.

Chan Tsz Ching: Do you have a camera to take photos for them?

Chuk Wing Yi: Graduates preferred to use their own phones so we didn't use a camera.

Chan Tsz Ching: Did you consider other venues other than Life-Science Common?

Chuk Wing Yi: We bought balloons to cover the name of "Life-Science Common".

Chan Tsz Ching: Next year's executive committee members can consider other venues as Life-Science Common is a common area. Where did you print your props?

Chuk Wing Yi: We used polystyrene props and pasted on them, so we didn't need to use taobao.

Chan Tsz Ching: You can try to make a google form for graduates to find a common time slot and take a group photo together.

Chuk Wing Yi: Because many graduates couldn't come, so it was a bit difficult.

Graduation Party

Lau Chak Hei: Talk about what you did for the graduation party.

Wong Chun Hei: We used the venue provided by dorothy. We used 500 dollars to book the venue. We ordered pizza and prepared some souvenirs and we made 3 games and a video. The games weren't too smooth. people didn't want to play. so people went to play board games on their own.

Lau Chak Hei: I didn't notice any way to catch the attention of participants. Any reason for that?

Wong Chun Hei: We felt that people didn't want to play. and we think that grabbing attention is very difficult.

Lau Chak Hei: You need to announce the start time. it's natural for them to go and do other things. You need to at least try. You can try grabbing their attention first, then try another means if you fail. Did you do other things other than the graduation party?

Wong Chun Hei: I helped with other events. I helped in Orientation Camp.

Lau Chak Hei: I think there is not much problem with the graduation party. I think coffee powder is fine. Tradition dictates that we use something that represents IRE. But if they are not aware of that tradition, then it's fine. I'm more concerned with the rundown on the event.

Chan Tsz Ching: For the message card, you gave a white A4 paper. they said that you didn't even help them write names.

Szeto Chun: We were not so sure who was coming. When they came in, we would write their names. but there were too many people and there were some issues with communication so we weren't able to do that.

Chan Tsz Ching: How about the food? Was there too much or little food?

Lau Chak Hei: There was enough food if I remember correctly.

Lau Chak Hei: No, the food was enough. For board games, the interaction is not as good as not everybody can participate. You would need mass games to ensure that more people can interact with each other. When did the event end?

Wong Chun Hei: around 2230. Our executive committee members cleared up the venue and then left. We tidied up for 30 minutes.

Lau Chak Hei: If I remember correctly, we left at around 2130. Did you do any other things other than this event?

Wong Chun Hei: I sat counter for Orientation Week. I stayed at the checkpoint for the Orientation Camp. I booked venues for the Start of Semester Dinner. I helped Szeto Chun distribute the society's products.

Lau Chak Hei: According to tradition, the IVP should be in charge of the Graduation Party. However, the next years' executive committee members need not adhere to this strictly.

Internal Vice President

Lau Chak Hei: How did you maintain the relationship? How do you think you did?

Wong Chun Hei: I remembered that no member disappeared. Yeung Wai Ho and Szeto Chun suggested we have gatherings. We remember each other's birthdays and may have some celebrations, which strengthen our relationship.

Lau Chak Hei: What can be improved?

Wong Chun Hei: I could take up more workload.

Wong Chun Hei's member evaluation

Szeto Chun

He is a kind person and not very harsh, but he kindly reminds us to do stuff by messaging me in case I missed stuff. He is a very nice person. I am very grateful for this president.

Yeung Wai Ho

He is outgoing. He gives many good ideas in meetings

Lam Yan Yi

She did design quite well. The designs can represent IRE. She manages budget well and reminds us when we were under or over budget.

Ho Hang Chi

He is active. He gives good suggestion in meetings. He helps the president.

Yue Cheuk Kan Kelvin

Instagram post was managed well. He and Ho Hang Chi did the minutes.

Chuk Wing Yi

She helped us find sponsors and get money.

Lau Yuen Ying

She worked hard. She found prof when we organized the research sharing. When I asked for sources, she gave the sources almost instantly.

Orientation Camp

Kwok Yuk Lam: Can you give a brief rundown of the event?

Yeung Wai Ho: From the start, at about the EGM period, we had a rough plan of what would be involved each day. After the final exam period, we started deciding some deadlines and discussed the rundown.

We found the Sai Kung Outdoor Training Camp, but we changed our venues due to covid restrictions. We changed the campsite at the last second.

May-June, We decided some games based on the Sai Kung campsite, we designed some games. We demonstrate games in UST.

Around June, we finalized the Orientation Camp T-shirt. Our executive committee members also went to the Sai Kung venue to see if it is appropriate. Around this time, we held a pre-Orientation-Camp, and also had some gatherings with group leaders. We assigned them to different groups appropriately.

Around the end of July, we tried out the Orientation Camp route. and after that, we switched the venue. Many people helped us book the venue as we need people who are older than 21 to book for us. Many year 3 and 4 seniors helped us with this.

Around Orientation Day, we encouraged freshmen to join. After that, we made a google form. We also asked for the restaurant preference.

Kwok Yuk Lam: What happened during the event?

Yeung Wai Ho: This is the first time we held an off-campus Orientation Camp.

On the first day, we went to the venue 1 hour earlier in the Diamond Hill venue to set up the venue. We then picked them up at Diamond Hill station. The venue we used was the same as the Inauguration Ceremony. There was an unexpected column in the middle of the room we booked. We played mass games such as Scavenger Hunt. The feedback was quite good. For the last game, many people could not participate so we ended the game prematurely. Then we went to a Korean barbecue restaurant for dinner. After the dinner, we went to the campsite and distributed the room keys. We asked the freshmen to come down and play another game. After that we distributed some supplies and we played room games. For breakfast, we included a breakfast in the supplies (cup noodles). As there was a sudden change in venue, they did not provide another venue for us to book.

For the city orientation, some executive committee members left early to the checkpoints. Other executive committee members stayed behind for a briefing to the participants. The executive committee members stayed at the checkpoints for the whole day. To prevent people from going to the wrong location, participants could call the executive committee members to confirm the location so that they would not waste too much time. There was a slight obstacle, Siu Chi Wang Justin and Lai Man Wai Katherine's group's route was not good. we did not notice that going to Kwun Tong then back to Ma On Shan was a problem. We missed the fact that this route is a bit annoying. We gave

back some credit to Group 2. Overall, other things were done smoothly. people seemed to enjoy the game. On day 2 night, there were more room games, most executive committee members went to the room to play Psychologist. Some people were left in the room and there was no T-shirt for one senior. Sit Hiu Chi helped remind us of these things.

On the third day, as there were overnight room games, we decided there would be no games on day 3 morning. So after that, we would check out. Then, some executive committee members took the supplies back to UST.

Kwok Yuk Lam: Were there any executive committee members that had heavier workloads?

Yeung Wai Ho: The workload was not too high. Ho Hang Chi helped for promotion. Administrative stuff was handled by Szeto Chun. When Wong Chun Hei and Ho Hang Chi knew that the Sai Kung venue was unavailable, they also helped to find a new venue. For designing the Orientation T-shirt and Camp Book, Lam Yan Yi, Chuk Wing Yi and Lau Yuen Ying helped a lot with that. We were able to complete most of the stuff before the deadlines. Everybody did a lot. Lam Yan Yi also helped with the budget.

Kwok Yuk Lam: during the Orientation Camp, how did you distribute the workloads? For example, did you have enough executive committee members for checkpoints? Did you find other helpers?

Yeung Wai Ho: The division of labor was done quite well. Lau Yuen Ying helped us take photos when others were playing games on day 1. In each group, there were 2 executive committee members to make the group engage in the activities. During the first day, Ho Hang Chi and I both took turns to host games. Other group leaders were willing to help.

The seniors who helped hold the keys (Hung Yui Chi, Lee Kai Ho) helped as we didn't have enough over-21-year-old people to hold the keys. We needed 4 people to hold the keys. Lee Kai Ho was unable to join the city orientation because of this. So he really helped a lot. So all helpers did not need to pay.

Kwok Yuk Lam: Who hosted the room games?

Yeung Wai Ho: Me. For the room games, we were first divided into 2 groups. In the middle, other groups joined so everybody just played in the same room.

Kwok Yuk Lam: there were too many people in the same room on day 2 night. there would cause confusion and some people would not be able to participate. Was this intentional?

Yeung Wai Ho: No. we found out that most room games have been played on day 1. During day 2, everybody rushed to Tsui Yuk Hang's room and we saw that everybody was enjoying to play Psychologist. so we let them continue.

Kwok Yuk Lam: Let us talk about financial stuff. Such as how much was spent during preparation, and how fee was collected.

Yeung Wai Ho: As this year's Orientation Camp was off-campus, we needed money to book the venue. It would be much cheaper if we used student halls. The venue's fee is \$180/person per night. Also we found that in total, we were losing some money. We needed to collect around \$600. However, we wanted the price to be cheaper. For participants, it was \$550. For group leaders it was \$500. This year, SU did not provide any subsidy so we could not make the price any cheaper or we would lose a lot of money.

Kwok Yuk Lam: How much did you lose in total?

Yeung Wai Ho: We lost about \$400.

Kwok Yuk Lam: What were in the welfare packages? Did the participants need to do anything for the sponsors?

Yeung Wai Ho: There were cup noodles and toothbrushes. The sponsor was A1 Printing.

Szeto Chun: We had to post Instagram posts and send a message in the big group. Tutor Circle also gave us a bit of money but that was not a lot.

Kwok Yuk Lam: How was dining managed?

Yeung Wai Ho: In order to attract freshmen, we made the price lower than the other societies' Orientation Camps. SU told us that the price should be around \$700, but we ignored that and made the price to be around \$500.

For day 1 dinner, we chose to have dinner in a Korean barbecue restaurant.

For day 2 breakfast, we distributed the cup noodles from sponsors.

For day 2 afternoon and dinner, we asked participants to find restaurants themselves.

On day 3, the lunch was paid for by participants.

Kwok Yuk Lam: Some people joined early / left early. How did you manage their fees?

Yeung Wai Ho: We collected a cheaper participant fee. For example, some group leaders who did not stay overnight. We also did not collect any fee from the two helpers-Lee Kai Ho and Hung Yui Chi.

Kwok Yuk Lam: Did you encounter any difficulty when booking the campsite, like estimating the number of people who were going to stay overnight.

Yeung Wai Ho: We expect 45-48 people. We found some 8-person rooms and 16-person rooms to contain around 45 people. Wong Chun Hei found a Computer Science student to come and play. In the girls' room, there were 2 empty bed spaces. Boys' bed spaces were full.

Kwok Yuk Lam: How many freshmen and group leaders did you get?

Yeung Wai Ho: About encouraging people to join, for group leaders, it was difficult to tell them the details about the Orientation Camp because of the pandemic situation.

At the end, we found around 15 freshmen and 22 group leaders, including helpers and spies.

It was difficult to confirm the fee and date early so we cannot give details to group leaders, making it more difficult to recruit group leaders.

Kwok Yuk Lam: What were the arrangements when you assigned the group members?

Yeung Wai Ho: We sorted the people by majors. If there are freshmen who are friends with each other, we assigned them in the same group. In the Orientation Day, we asked them for their preferences in major. We then assigned them in the same group as seniors in that major.

Kwok Yuk Lam: How many people were there per group?

Yeung Wai Ho: There were 6-8 people in each group.

Kwok Yuk Lam: In some groups, there were only 1-2 freshmen and the rest were all group leaders.

Yeung Wai Ho: In day2, during city orientation, some freshmen left for other events, such as the other UST Orientation Camp, Graduation Dinner, and Graduation Ceremony. Therefore, in some groups, many freshmen left at the same time.

Kwok Yuk Lam: You knew who was going to leave in advance, right?

Yeung Wai Ho: Some people notified us very late. at the beginning of day 1.

Kwok Yuk Lam: The city orientation was a bit too long. The whole day was spent traveling between checkpoints. The games at the checkpoints did not take very long. If you make the scale this large, this is inevitable.

Yeung Wai Ho: We will remind next year's executive committee members that the scale should be made smaller. (e.g. in one district only)

Kwok Yuk Lam: In the past few years, our objective was to make freshmen familiar with the locations that they will commonly visit (e.g. Hang Hau/ Diamond Hill).

Yeung Wai Ho: We did not consider this.

Kwok Yuk Lam: Were there any Clashes of opinions between executive committee members during preparation?

Yeung Wai Ho: There were some conflicts, but they were resolved quickly. Sometimes we have different ideas on some games. At the end, I listened to other executive committee members' ideas and got to the final decisions.

Kwok Yuk Lam: How did you resolve conflicts? How did you make a final decision?

Yeung Wai Ho: We chose between the options after discussion with our executive committee members.

Kwok Yuk Lam: Some group leaders reflected that they needed to pay for their meals as in the past, the meals were included in the participation fee. Some people who only played for one day also did not receive a large cut in price.

Yeung Wai Ho: As for the fee of lunch, SU did not provide subsidies so it was difficult to arrange food. but we wanted to make the cost lower to attract freshmen.

Kwok Yuk Lam: We expect there will be something like fast food for breakfast, but finally it turns out to be cup noodles.

Inauguration Ceremony

Chan Cheuk Kai Kevin: What did you do for the Inauguration Ceremony?

Yeung Wai Ho: About last year in May, we started thinking about the Inauguration Ceremony. We started to discuss in March with other EVPs whether we can organize the Inauguration Ceremony. However, there were COVID restrictions in UST. So we decided to organize our Inauguration Ceremony independently. For the venue, the venue for the previous Graduation Party was not enough. So we found a new venue in Ngau Tau Kok.

I asked Yeung Tsz Ho to be the MC and Michelle Tang Sze Ching to be the cameraman. We then use when2meet to find an appropriate timeslot.

We started to prepare 1.5 hours in advance. But there were some problems with the camera etc. We expected another rehearsal but there wasn't enough time. So we delayed the Inauguration Ceremony slightly.

There were also some other problems. For example, it took time to put the flower on the suits. Also, the WiFi signal was not good enough and it caused some confusion. During the process, professor Leung Pak Wo was not familiar with Microsoft Teams so there was some delay when he joined. But then there were not many other problems.

Chan Cheuk Kai Kevin: So the equipment had caused some delays. Next year's executive committee members should spend more time in advance to check the equipment. Maybe 1 day in advance to avoid these delays.

Yeung Wai Ho: I have told them in the reminders.

In the annual report, we mentioned that there should be around 2-3 hours of preparation time before it starts.

Chan Cheuk Kai Kevin: But then you need more money for the venue. I think you can check the equipment in advance at home or at UST so that you can be better prepared without spending much rental fee.

for Joint Science Events, I know it was canceled. What was the discussion process?

Yeung Wai Ho: We discussed this for a while. It is difficult to hold the event due to pandemic situation. The school did not provide a venue for us. We also considered the possibility of using off campus venue. But covid restrictions outside campus were also strict. We also discussed the mixed-mode format, but we think this is a bit awkward. and the cost would also be high.

Chan Cheuk Kai Kevin: I want to ask, apart from the Inauguration Ceremony, you were supposed to hold a Joint Science event. Did you discuss this? Did you discuss the possibility of holding such an event?

Yeung Wai Ho: We originally considered a singing contest. But then we all agreed that a zoom singing contest would be a very bad idea. So we gave up on the singing contest. Somebody else proposed a League Of Legend gaming competition but promotion was not successful on our part. Therefore only the Biology Society and another society joined this. But suddenly, the COVID situation got worse so there was no further discussion after that. Also, we are busy preparing for the Orientation Camp. So there are no other events.

Chan Cheuk Kai Kevin: When you discussed with other EVPs, were there any conflicts? If yes, how did you resolve them?

Yeung Wai Ho: We were competing for OAC, As there were only two OAC slots. The Chemistry Society switched their sides. At the end we quitted this but the Chemistry Society still gave us some benefits by helping us promote the Orientation Camp.

Chan Cheuk Kai Kevin: Apart from the events that you are in charge of, did you help in other events or help other executive committee members?

Yeung Wai Ho: For example, during Orientation Day, I helped plan the routes for the UST campus tour. After Orientation Camp, I was relatively free as the EVP. I helped with an executive committee

gathering. Also, for the Start of Semester Dinner, I helped make the google form to ask for food preference.

Yeung Wai Ho's Member Evaluation

Chan Cheuk Kai Kevin: Rate your other executive committee members:

Szeto Chun

He is a responsible president. He helped edit videos, especially the promotional video. In the Orientation Camp, he helped edit videos as well. For the annual report, he helped tidy and translate my Chinese.

Wong Chun Hei

He tried his best to maintain our relationship. When he booked the venue for inauguration ceremony, I asked him for help. He was willing to help.

General Secretary

They wrote emails efficiently. They are more careful with their work while I want to try a lot of new things.

Yue Cheuk Kan Kelvin

He helps sending emails and typing Chinese posts.

Ho Hang Chi

He helped with English posts and Instagram filters. He gives a lot of ideas during the meetings and engages people.

Lam Yan Yi

She manages the budget well. During the meeting, she gives us the financial budget for society products.

Chuk Wing Yi

She helped us to find sponsors. During 1-2 months before ocamp, she pushed us to do the sponsor task so that we could have more money. When Lam Yan Yi is busy with budget, she could help as well.

Lau Yuen Ying

The sources are tidy. When I collaborated with her during orientation day, she replied to messages very quickly.

About the Orientation camp, everybody was responsible and worked hard. I am impressed with my committee members.

Executive Committee Members Information Session

Szeto Chun: It is merged with the subcommittee debriefing session, which was the day after the christmas party. I also invited some non-subcommittee freshmen who were interested in becoming the next cabinet. So I asked them. In the beginning, we debriefed and asked them what they did, what they did well, what can be improved etc. After that it was the information session. Our executive committee members introduced our society and told them what each post was for. Some people had some questions. Some people stayed behind and played and chatted. On the next day, we asked if they were interested. Some people said they would consider, and we asked them afterwards if they are still interested.

Sit Hiu Chi: When did you do the information session?

Szeto Chun: Information session was held on 29/12. It is a bit late.

Sit Hiu Chi: Your christmas party was a subcommittee party and it's fine. Do you think two consecutive days is a bit harsh ?

Szeto Chun: Information session was done in Zoom so it's fine.

Sit Hiu Chi: Online is good. You do not need to book venues and prepare refreshments.

Election

Sit Hiu Chi: How did you do it?

Szeto Chun: We used qualtrics. For full members, we sent a link to them on 22/2 and they could vote. Every 4 hours, I announced the turnout in the groups. After 00:00, we counted the vote and we sent emails to announce the results.

Sit Hiu Chi: How did you set the date? Did SU give you the date?

Szeto Chun: SU recommended election to be held during 22-24/2.

President

Sit Hiu Chi: What did you do this year?

Szeto Chun: For each event, I followed up. In the beginning, I did a lot for the inauguration ceremony. For the graduation party, I helped think of some games and demonstrate games. For the start of semester dinner, I helped sending messages and calling meetings. For orientation camp, I did a bit more. I did some administrative stuff related to documents. That was slightly more annoying. After orientation camp, I helped follow up for some events. I helped do some designs and mass messaging people and helped assign people to direct message. For the information session, I asked the members to do the powerpoint and I tidied it up. It took a long time to ask people to be the next executive committee members. Fortunately, there were enough people. After that there was the annual report. I asked people to type their parts. I tidied up their grammar and formatting. For the annual election, I needed to send emails and set up the qualtrics system. It took some time to set up qualtrics as I am unfamiliar with it. I copied the email from previous years after some minor editing. For AGM: I ask people if they can come.

Sit Hiu Chi: Did you learn anything?

Szeto Chun: I learnt a lot. If I did not join, I would have a lot more time to study. However there are very few opportunities to do this kind of thing after year1. so I can learn this administrative stuff beforehand. so I feel lucky that I chose to join. and I learnt a lot. It was a correct decision to join.

Sit Hiu Chi: What should you improve?

Szeto Chun: I should be more proactively asking for other people's opinion. I am unsure about a lot of stuff. I should ask previous executive committee members and read annual reports. I should not be afraid to ask previous executive committee members to ask for their opinions as they have more experience, which can avoid repeating their mistakes.

Sit Hiu Chi: How did you cooperate with committee members?

Szeto Chun: They are good committee members. They need some reminding but they are responsible in general. Wong Chun Hei and Yeung Wai Ho proactively organize society gatherings. I do not often do this kind of thing but our society needs this kind of thing.

Sit Hiu Chi: Were there major conflicts?

Szeto Chun: No. We usually try to persuade other people. There were some minor conflicts but they were resolved quickly.

Szeto Chun's Member Evaluation

Sit Hiu Chi: Rate your other executive committee members.

Szeto Chun:

Wong Chun Hei

He is responsive. He reads messages quickly and replies if it is related to him. He does his IVP duties well. He gives suggestions and comes up with ideas when planning events.

Yeung Wai Ho

In his PIC events, he gives his all, especially orientation camp. He spent a lot of effort preparing and hosting games. He did his best. When we were preparing events, he has innovative ideas such as for games, gifts etc. Sometimes I cannot give these kind of ideas. This is important. He also helps organize society gatherings.

Lam Yan Yi

She is a good financial secretary. She is responsible. We need to do a lot of financial transactions. It sometimes get confusing, but she can calculate the budget well despite this. She made an accurate financial report. Especially orientation week. She also took up a lot of design duties. Sometimes she can give me designs very quickly and with decent quality.

Lau Yuen Ying

She is responsible. For her PIC events, she did well. She tries to think through every detail when making arrangements. She manages and distributes sources well. It is troublesome work. She does it well. She manages our facebook page as well.

Chuk Wing Yi

She helped us find sponsors, contact companies when making society's products. She can find good sponsors where the sponsor task is easy but the sponsor amount is large, so we earn money.

Ho Hang Chi

He talks actively in meetings. When we need suggestions, he gives a lot of ideas and can engage the discussion. He can spot mistakes in ideas quickly and gives feasible alternatives. When I make decisions, he can point out problems if any. He manages our Instagram stories and post, and english captions are managed by him.

Yue Cheuk Kan Kelvin

He is a more quiet person. He works hard. He manages membership list and helps us type minutes. He is also very careful. He performs his duties well.

Sit Hiu Chi: Anything you want to say before you get down?

Szeto Chun: No

Registration Day

Choy Sin Hang Sonia: Talk about what you have done.

Lau Yuen Ying: We released an Instagram post related to the IRE program when DSE and Jupas results were released. We also promoted our registration day arrangements. Due to Covid-19, there was no counter. IRE freshmen would come back to campus for induction talk so we used this chance for promotion, which was held in SCI-HOME. In the morning, we got their names, contacts, intended majors etc, so that we could assign groups. After that, we have chit-chat session so that they could ask questions. After that was the campus tour. which lasted about 1.5 hours, after that they went back to SCI-HOME for more chitchat and board games.

Choy Sin Hang Sonia: So you could only interact with freshmen for IRE programs?

Lau Yuen Ying: Yes.

Choy Sin Hang Sonia: Did you do anything to attract any non-IRE but interested freshmen?

Lau Yuen Ying: We had ig post. We promoted harder during the orientation week.

Choy Sin Hang Sonia: The talk in your year was face-to-face?

Lau Yuen Ying: Yes. Other talks were online.

Choy Sin Hang Sonia: For board games and chitchat, where did you do these things?

Lau Yuen Ying: SCI-HOME, after some discussion with DSTO and SCI-HOME.

Choy Sin Hang Sonia: In previous years, they booked rooms in LC. If everybody is face-to-face, SCI-HOME will be booked by somebody else normally, in that case next year executive committee members should book a room in LC.

Lau Yuen Ying: I will remind them.

General Secretary

Choy Sin Hang Sonia: Your emails were quite messy. Need to remind again, you need to include society banner and the footer, and check whether there are attachments before sending the e-mail. AGM notices were sent a bit late.

Choy Sin Hang Sonia: The event reminders are usually a bit late. You can send them earlier in advance. For agm, it should be 5 days in advance. It should be earlier since a lot of people are involved.

Choy Sin Hang Sonia: Some people do send us messages on Facebook. You should not ignore Facebook.

Choy Sin Hang Sonia: Overall I think you did quite well given the circumstances.

Research Sharing

Ho Hang Chi: For the math part, we found Aaron Chow and Professor Fredrick Fong.

Siu Chi Wang Justin: Why choose them? Based on what criteria?

Ho Hang Chi: We choose professors that had joined our past events. We find alumni who did sharings before.

Siu Chi Wang Justin: Can you tell us about the timeline of the whole preparation?

Lau Yuen Ying: Adding to the last question: We prefer students with overseas studies experience. We ask the availability of alumni first. Then we use that to ask professors.

Siu Chi Wang Justin: Sorry to interrupt. When was the event?

Ho Hang Chi: around January.

Lau Yuen Ying: Remember to remind student, professors and speakers a few days before the event.

Siu Chi Wang Justin: Are there any problems in the event? For example speaking for too short time.

Ho Hang Chi: Professor Fredrick Fong was not clear about the format of the event. He came without a ppt. The whole time was Q&A.

Siu Chi Wang Justin: Did you tell him about the details?

Ho Hang Chi: Yes we did. Sadly he did not read it carefully. Then we asked the professors if they could give us the ppt after the event.

Siu Chi Wang Justin: I do not think that asking for a ppt a priori is impolite.

Ho Hang Chi: For student speakers it is ok. However for professors, it feels like doubting on their authority.

Siu Chi Wang Justin: I think you can just say it helps us to prepare more easily.

Ho Hang Chi: Overall the event is running smoothly, except for Professor Fredrick Fong 's case.

Siu Chi Wang Justin: How did you promote the event?

Ho Hang Chi: We promote through Instagram, Whatsapp, Signal. We had promotions right before every sharing.

Siu Chi Wang Justin: How did you invite the professors and the participants?

Ho Hang Chi: For student speakers, as they have done it before, we do not need to provide much details. For professors, we need to explain the event's format: like Q&A, prepare ppt etc. Professor Angela Wu asked for the number of participants and asked us to collect questions beforehand.

Siu Chi Wang Justin: Are the prepared questions enough?

Lau Yuen Ying: I think the questions are enough.

Siu Chi Wang Justin: Professor Fredrick Fong call on names and ask questions. How did you solve that?

Ho Hang Chi: We ended the event early as there is no following activities.

Siu Chi Wang Justin: We are having Professor Leung Pak Wo's talk very often. Would it be a bit repeated?

Lau Yuen Ying: Seems like he is talking about his research life.

Siu Chi Wang Justin: What is his focus? Knowledge or experience?

Lau Yuen Ying: More on experience.

Siu Chi Wang Justin: That makes sense.

Academic Secretary

Siu Chi Wang Justin: Talk about your duties.

Lau Yuen Ying: I mainly managed sources. I collected, updated and distributed the sources. I also reply facebook messages and contact professors via email. I also did a bit of design. I also helped with some small stuff like menu for graduation party.

Siu Chi Wang Justin: How did you collect sources?

Lau Yuen Ying: Mainly from year4 and alumni.

Siu Chi Wang Justin: Did you approach others? Or just waiting for people to send?

Lau Yuen Ying: I observed what sources were in high demand. I then asked seniors from those majors for those sources.

Siu Chi Wang Justin: How long does it take for you to give sources?

Lau Yuen Ying: During the midterm period, many people ask for sources. Maybe that will take 1-2 days, but sometimes it is very quick.

Siu Chi Wang Justin: 1-2 days is acceptable. How can people ask you for sources?

Lau Yuen Ying: From google form mainly. Some people will message me directly.

Siu Chi Wang Justin: How did you contact professors? How often do you remind them?

Lau Yuen Ying: I remind them 1 week before, 3 days and the day before the event. I sent reminders to them via email.

Siu Chi Wang Justin: Have you accomplished anything or gained anything after being an executive committee members?

Lau Yuen Ying: I have learnt how to organize event, mainly how to communicate with society and with guests, for example, professors and speakers. I also learn how to manage time.

Siu Chi Wang Justin: Did you face any difficulties?

Lau Yuen Ying: I achieved most of the things I expected.

Siu Chi Wang Justin: Were there any rooms for improvement?

Lau Yuen Ying: I could send sources quicker and my time management could be better. We could start thinking about events earlier.

Lau Yuen Ying's member evaluation

Siu Chi Wang Justin: Rate your other committee members.

Lau Yuen Ying:

Szeto Chun

He is a good leader. He leads meetings well, and the meetings are productive. He also reminds us afterwards of the things we need to do. He also did a lot when sending direct messages to members. He also helped with design.

Yeung Wai Ho

He is responsible and active in the meetings. He makes the atmosphere more lighthearted. He worked hard to maintain a good relationship with other EVPs. During orientation camp, he organised it well. He knew what needed to be done. He also leads games well.

Wong Chun Hei

He is responsible. When we need to book a venue, he always find good venues (e.g. graduation party and christmas party). He is also good at communicating with venues to arrange our events.

Ho Hang Chi

He is helpful. In our meetings, he gives ideas actively, whether or not he is person-in-charge. During his in-charge events, we have a lot of discussions about inviting professors. He helps with proofreading English emails efficiently. He post Instagram stories on time.

Yue Cheuk Kan

He is responsible. He helped us proofreading Chinese propaganda. He also helped us fixing the society website. He also gives me sources actively.

Lam Yan Yi

She is helpful. She managed the budget well. She has found a lot of way to minimise expense. She also helped designed Instagram post and society's products. The design style was consistent and made our Instagram look better.

Chuk Wing Yi

She is responsible. She looks for sponsors actively and updates us quickly. She also helped design orientation camp t-shirt and society's products. She is very helpful.

Announcement of Honorary Member

Wong Chun Hei raised procedural motion to start the discussion of agenda item 7

Yeung Wai Ho seconded.

The time is 01:32.

5 For 1 Against

The motion was passed.

Szeto Chun: The honorary members are Szeto Chun, Yeung Wai Ho, Wong Chun Hei, Ho Hang Chi, Yue Cheuk Kan Kelvin Kelvin, Lam Yan Yi, Lau Yuen Ying, Chuk Wing Yi.

Wong Chun Hei raised procedural motion to vote for agenda item 7

Yeung Wai Ho seconded.

The time is 01:34.

5 For 0 Against

The motion was passed.

Minutes of International Research Enrichment Students' Society, HKUSTSU Annual General Meeting 2022-2023, Session 2

Date: 19 March, 2022 (Sunday)

Commencement Time: 20:30

Venue: Via Zoom

Chairperson: Szeto Chun

Minute Takers: Fan Ka Cheuk, Heung Tsz Fung

The business of the Annual General Meeting 2022 of IRESS, HKUSTSU shall be:

1. commence the meeting;
2. To receive and adopt the agenda of the Annual General Meeting 2022 of IRESS, HKUSTSU;
3. To receive and adopt the minutes of the Annual General Meeting 2021 of IRESS, HKUSTSU;
4. To receive and adopt the minutes of the 1st Extraordinary General Meeting of IRESS, HKUSTSU, Session 2021-2022;
5. To receive and adopt the Annual Report of IRESS, HKUSTSU, Session 2021-2022;
6. To receive and adopt the Annual Financial Report of IRESS, HKUSTSU, Session 2021-2022;
7. To vote and announce the Honorary Members;
8. To introduce and inaugurate the Executive Committee Members of IRESS, HKUSTSU, Session 2022-2023;
9. To receive and adopt the Year Plan of IRESS, HKUSTSU, Session 2022-2023;
10. To receive and adopt the Financial Budget of IRESS, HKUSTSU, Session 2022-2023; and
11. To adjourn the meeting.

Agenda item 1: To commence the meeting

The time is 20:30.

There are 15 full members present.

Quorum was met.

Chairperson Szeto Chun started the Annual General Meeting.

Agenda item 5 and 6:

the time is 20:35

Yeung Wai Ho seconded 13 for and 1 against the motion

the motion is passed

Agenda item 9 and 10:

Wong Chun Hei motion to combine Agenda item 9 and 10

Yeung Wai Ho seconded

the time is 20:36

10 for and 0 against

the motion is passed

Wong Chun Hei motion to start the discussion of Agenda item 9 and 10

Yeung Wai Ho seconded

time is 20:37

10 for and 0 against

the motion is past

Tsui Yuk Hang: What are this year's expenses ?

Lam Yan Yi: This year's expenses are mainly for the inauguration ceremony, Orientation Camp, Class Photo Taking and Research Sharing. We earn around \$1000 in Orientation Week. Some events are canceled due to covid, so we use less money.

Tsui Yuk Hang: You don't need to have much income in the next year. You can reduce the participation fee of the events.

Yeung Wai Ho seconded

Financial Secretary

Lam Yan Yi: Why would you want to join IRESS?

Wong Lok Yin: I want to meet more friends. I seldom have a chance to meet friends in UST. The first reason is to meet more new friends, therefore I joined IRESS. Another reason is I want to challenge myself. In IRESS, we need to hold many activities, and these will help me challenge myself. I usually don't have many opportunities to hold activities. I want to gain experience for holding activities.

Lam Yan Yi: Do you know what the duties of the financial secretary are?

Wong Lok Yin: Main duties include keeping the budget of IRESS, planning financial budget before the activities, changing some details if the cost is too high, responsible for collecting and paying fees, and also recording the balance after each function.

Lam Yan Yi: Why do you want to be the financial secretary?

Wong Lok Yin: As I have said, the duties of the financial secretary are to plan budgets and regulate the cost and income of activities. I think these are challenging so I choose to be the financial secretary.

Lam Yan Yi: What kind of difficulties are you expected to face?

Wong Lok Yin: I think the main challenge is collecting fees as some members prefer paying later and paying with different methods. It might be difficult to manage the cost and income. I will try my best to collect the fees in order to avoid this problem.

Lam Yan Yi: Are you guys going to open a bank account for the society?

Wong Lok Yin: Yes. We are planning to open a bank account in Hang Seng Bank. Yang Chun Hin and I will open a bank account together.

Lam Yan Yi: When will you open the account?

Wong Lok Yin: We planned to do it on 7 April. It would be done within April.

Wong Chun Hei: Based on my personal experience, Hang Seng Bank may refuse to accept opening an account for IRESS as the reason. What will you do if this happens?

Wong Lok Yin: When I make the booking, I ask about this question. The staff said it doesn't really matter. If the bank refuses, I will open a company bank account.

Lam Yan Yi: Do you know the details of claiming subsidies?

Wong Lok Yin: Yes, I know. If the activities are held at UST, there are a lot of subsidies provided for us. It will be handled by Yang Chun Hin and I.

Lam Yan Yi: Do you know where to hand in the subsidy forms? We can find it on the website and hand it in at the counter. When handing it in, you need to include all receipts, signed by you or the president, and also include the society chop. You also have to hand in the financial reports for the events.

Wong Lok Yin: Okay. I will remember that.

Szeto Chun: Are there any questions?

Lam Yan Yi: No.

Szeto Chun: Then move on to the next item.

Christmas Party

Lam Yan Yi: Can you introduce the plan for the Christmas party?

Wong Lok Yin: Christmas party is a party that will be held in the middle of December at night. For the rundown, first, executive committee members will decorate at the venue. We will then start the event at 5-6pm. Then we will have dinner for 1 hour. Then we will play some games for 1.5 hours. After that, we will have a gift exchanging session. Finally we will have a group photo. We will try to hold the party at UST if possible. If the pandemic situation is still severe, we will find another venue outside UST. If the pandemic situation is even more severe, like now, then we might have to cancel the event.

Lam Yan Yi: Would you guys consider holding an online party?

Wong Lok Yin: We will hold an online Christmas party if a face-to-face party is not possible. we will have some games online and chit chat. There will be no dinner and gift exchanging sessions.

Lam Yan Yi: If it can be face-to-face, what kind of food will you order?

Wong Lok Yin: We have not decided yet. We prefer to have pizzas because it is easy to buy. but last year, we had ordered other food. So we might also consider other foods if the price is acceptable.

Lam Yan Yi: When will you start promoting?

Wong Lok Yin: In mid November, we will do promotion on Instagram, Whatsapp and Signal. In late November, we will book the venue, and confirm the venue and time. Around mid December, we will order food and demonstrate games after confirming the minimum number of participants. The party will be held around mid to late December.

Lam Yan Yi: How much will the participation fee be?

Wong Lok Yin: We now set the fee to be \$90/member. After we book the venue and order the food, if the cost is less than expected, we will lower the price. It really depends on the venue. If a venue at HKUST is available, the cost would be much cheaper.

Lam Yan Yi: Please confirm the participation fee once it is decided.

Wong Lok Yin: We will announce the participation fee once we confirm the cost.

Lam Yan Yi: Okay. Are there any questions?

Szeto Chun: We will wait for a couple minutes to see if other people have questions. If not, then we move on.

Senior Sharing

Szeto Chun: This is a new event created by the new executive committee.

Lau Yuen Ying: can you introduce this event?

Wong Lok Yin: This event is an event that invites senior students to share their experience to year 1 students, so that they can give some advice on studying at HKUST and their research paths. We are planning to invite some senior students that just graduated or some year 4 students to give a talk. It will be held on campus if the pandemic situation allows. If it is not, we will hold it via Zoom.

Lau Yuen Ying: Do you mean a talk for one hour, or will there be some Q&A session?

Wong Lok Yin: We will have some questions for senior students to share their thoughts. There will be a Q&A section after the talk.

Lau Yuen Ying: Are you planning to have different groups of students and seniors?

Wong Lok Yin: Yes we will try our best to invite students from different majors to give a talk. we will give sessions at different times.

We will have a few sessions at different times. We will give links to all members so they can join all if they want.

Lau Yuen Ying: Will you assign executive committee members to the groups?

Wong Lok Yin: Yes, executive committee members will listen to the sharing and ask for some questions.

Lau Yuen Ying: Would you also welcome other students that are non IRE students?

Wong Lok Yin: This is for all IRESS members. So yes.

Lau Yuen Ying: You should make sure that the content is also applicable for non-IRE students

Wong Chun Hei: What language will you use in the sharing?

Wong Lok Yin: I think we will use English as not all IRESS members speak cantonese. For Q&A sessions we will use Cantonese if possible. They can ask in Cantonese in Q&A if the seniors can answer.

Szeto Chun: Any other questions? If not, then we will move on.

Evaluation of EVP

Yeung Wai Ho: What made you want to join IRESS and this post?

Farhan Ishraq: I want to join because I think being a freshman, IRESS help me a lot get familiar with UST guys. I have an opportunity to give back to IRESS. I choose to be the EVP as I want to be more sociable and a certain level of social skills.

Yeung Wai Ho: What are the duties for the EVP?

Farhan Ishraq: The duty is to interact with other societies, and protect the interest of IRESS with other EVPs from other societies.

Yeung Wai Ho: Have you met the EVPs from other societies?

Farhan Ishraq: Yes. We have already set up a Whatsapp group with Biology Society and Biochemistry Society.

Yeung Wai Ho: How about Chemistry society?

Farhan Ishraq: Chemistry Society does not have an executive committee yet.

Yeung Wai Ho: In the future, if you have some conflicts with other EVPs in meetings, such as on Orientation Camp's dates and position in SU, how will you solve it?

Farhan Ishraq: I need to understand the motivation behind the reasoning and try to come up with a win-win solution.

Yeung Wai Ho: For example, the number of positions is limited. How will you solve it if all of you want to take this position?

Farhan Ishraq: I think I need to try to have a good and friendly relationship so that even if I cannot get the position, I can still make some favorable deals with them because of my relations with them.

Yeung Wai Ho: If someone wants to be friendly with you for some benefits, remember to keep some records. Instead of just talking face-to-face, you also need to keep whatsapp records to protect yourself and the society.

Yeung Wai Ho: If somebody sends you a message for something to sign a partition form, what will you do?

Farhan Ishraq: I need to discuss it with other executive committee members about whether it is okay or not.

Yeung Wai Ho: It is ok. I don't have any questions

Szeto Chun: Any questions? If not, then we move on to the next part.

Inauguration Ceremony

Yeung Wai Ho: I guess you already discussed with the EVPs of Biology Society and Biochemistry Society, what is the conclusion in your meetings with them?

Farhan Ishraq: Our initial conclusion is if it has to be done online, then we will cancel the event. This event is also a social event for executive committee members for the science societies. It is possible

to hold a small inauguration ceremony depending on whether the social distancing restriction is relaxed by 22 March.

Szeto Chun: So you are planning to host the event on 22 March?

Farhan Ishraq: We decided to wait for the government's announcement on 22 March.

Yeung Wai Ho: I think you will have a good meeting after the government announcement. But will you hold an inauguration ceremony for IRESS members only? Do you have any plans for that?

Farhan Ishraq: If other societies do not want to hold it, then I need to take opinions from IRESS members. I will host an internal inauguration ceremony if there are enough interested IRESS members. If the number of expected participants is low, then we will cancel it.

Yeung Wai Ho: I think in previous years, we held an internal inauguration ceremony, just inviting the past executive committees.
No any question.

Szeto Chun: If the pandemic situation is still severe, will you consider holding it on zoom?

Farhan Ishraq: It depends on the expected number of participants. If we choose to hold with the previous executive committee members only, we will choose to hold it on Zoom.

Yeung Wai Ho: How about the face-to-face inauguration ceremony?

Farhan Ishraq: We prefer a face-to-face event. If it is not available, we will hold it on Zoom.

Szeto Chun: There are too many people to have face-to-face events as there are in total 15 previous and new executive committee members.

Yeung Wai Ho: Any conclusion for joint science activities. Any conclusion?

Farhan Ishraq: The conclusion is that Biology Society and Biochemistry Society is friendly.

Siging Contest

Yeung Wai Ho: Will there be any joint science events?

Farhan Ishraq: We just plan to have have a singing contest.

Yeung Wai Ho: how would you organize it, is it a live zoom contest or just an online contest?

Farhan Ishraq: I think it is a very optimistic proposal. My idea is to have a live event, but only if the situation allows. We will have an online live contest if we can't do it in face-to-face mode.

Yeung Wai Ho: What do you mean by online contest?

Farhan Ishraq: The audience can listen to contestants in real-time Zoom online.

Yeung Wai Ho: If it is in form of an online live, if there is some bad signal, it will affect the quality. How will you deal with it to ensure fairness?

Farhan Ishraq: I think that we cannot do much about this issue from the audience's side. But we can book a room on campus or maybe use the school network for broadcast. I think we can try to have a small audition room on campus and have a small broadcast.

Yeung Wai Ho: Contestants will sing one by one in a small room?

Farhan Ishraq: Yes

Yeung Wai Ho: Is there any judge and voting for the position?

Farhan Ishraq: First it would be voted by judges. We will have votes from the science societies. In the knockout rounds, voting will be by society members.

Yeung Wai Ho: Who will you invite for the judges?

Farhan Ishraq: Professors or executive committee members.

Yeung Wai Ho: I don't think Pak Wo want to be the judge. You may ask Shirley as she held a live contest. I have no more questions about the singing contest.

Szeto Chun: Are there any other questions?

Academic Secretary

Lau Yuen Ying : What are the duties of an academic secretary?

Heung Tsz Fung: Academic Secretary needs to find professors for inauguration ceremony, orientation camp, research sharing, annual dinner, and the chit chat session. Since class photo taking is canceled, we do not need to invite professors for that. I also need to answer some questions on the society's web page. I also need to book rooms for the journal clubs. Also, I need to collect and release sources.

Lau Yuen Ying: Who are the IRE coordinators?

Heung Tsz Fung: The IRE program coordinator is Leung Pak Wo. The coordinator for physics is Lortz. The coordinator of mathematics is Meng Guo Wu. The coordinator for chemistry is Huang Jinqing. The coordinators for life science are Angela Wu and Huang Pingbo.

Lau Yuen Ying: For events which need to find professors, you do not have to find professors from the above list. You can also find Frederick Fong.

Lau Yuen Ying: How would you answer if someone wants to transfer to the IRE program?

Heung Tsz Fung: First, in spring semester, you need to waive the prerequisite of SCIE1500 and also attend. After the spring semester, departments will hold interviews for IRE transfer. Depending on the GPA and performance in the interview, they will decide whether they can be transferred to IRE. Usually you need above 3.7 CGA.

Lau Yuen Ying: You need to check the Facebook page since somebody may ask there.

Why do you choose to be an executive committee member, especially the academic secretary?

Heung Tsz Fung: I want to meet more friends and gain some experience on holding events. For academic secretary, I am good at organizing things and want to organize sources as the academic secretary. Since this post is about organizing sources, and I have received support from sources, I want to deal with matters about sources.

Lau Yuen Ying: you can ask someone who have taken the courses for sources

Heung Tsz Fung: After the final exams, I would make a form for collecting sources. Also, I have add one remark in the source request form to ask for sources. After every final exam, we ask in the group whether there are any sources available.

Lau Yuen Ying: you can make use of my google form.

Szeto Chun: Are there any other questions?

Promotion Secretary

Lam Yan Yi: What are the duties of the promotion secretary.

Heung Tsz Fung: I need to promote events on Instagram and design some posters and photos for promotion. Also, we need to design society products.

Lam Yan Yi: If you need to make an Instagram post, what is the necessary information on it?

Heung Tsz Fung: It requires the society's full name and date. if it is open to the public, it requires the society chop and expiry date.

Lam Yan Yi: Also if it is about event promotion, make the name of the event clear, and other details like time and venue should also be clear.

Lam Yan Yi: Do you know where to stick your poster?

Heung Tsz Fung: Places that SU-affiliated society can use and places in school of science.

Lam Yan Yi: When will you design the society product?

Chong Man Yan: We will design the society product between May to June. Maybe we will make society mousepad .

Lam Yan Yi: If it is about society products, you may prepare them after the orientation camp. You can send message to Whatsapp group to ask for advice. You need to make the orientation camp T-shirt if orientation camp can be held. Remember to send the design to group to ask for recommendations.

Lam Yan Yi: have you designed the colors for society T-shirt and orientation camp T-shirt?

Chong Man Yan: We haven't decided, but the color may be red, orange, or yellow. But the colors used in past years are purple and blue. We might ask others before we finalize the color. We will ask for opinions from executive committee members and other IRESS members. The colors for society T-shirt and orientation camp T-shirt will be different.

Lam Yan Yi: You should not directly ask for their comment. Instead you may give them some choices to choose from.

Szeto Chun: Any more questions?

Lam Yan Yi: Chong Man Yan, you are not the promotion secretary. Why do you want to do some jobs of the promotion secretary?

Chong Man Yan: It is because I would be responsible for designing because I am more familiar with this job. Heung Tsz Fung would be responsible for Instagram posts and other promotion affairs. Since he is already the academic secretary, we want to distribute the jobs between two of us.

Heung Tsz Fung: Since there are not enough people, we need to share the jobs of the promotion secretary.

Lam Yan Yi: Why do you want to be the promotion secretary?

Heung Tsz Fung: It is because at that time I thought academic secretary has a lower workload. I think I can handle this stuff except designing. I can handle the Instagram account for promotion.

Lam Yan Yi: Because you are having two posts now, what challenges are you facing or you would expect in the future?

Heung Tsz Fung: Currently, I don't have any difficulties. I can handle both academic stuff and society's stuff. Our president also helps us a lot.

Yeung Wai Ho: From past executive committee's experience, if one day you are flooded with work, how would you handle this issue?

Heung Tsz Fung: First i would discuss with other executive committee members. I will share some jobs with others if they are available. I would not give all my duties to them. If after that I still cannot handle it, I will sacrifice some academic stuff.

Yeung Wai Ho: Try to tell others earlier and do not disappear because of that.

Professor Chit Chat Session

Lau Yuen Ying: First please introduce the event.

Heung Tsz Fung: Chit chat session's format will be finding a professor to chat with students. We will chit chat casually, not just about research sharing, but instead focus on chatting more. This is also a joint science event, so we will discuss it with other societies later.

Lau Yuen Ying: You said it is mainly about presentation and Q&A.

Heung Tsz Fung: We will decide with other societies later.

Lau Yuen Ying: What will be the distribution of time for each session?

Heung Tsz Fung: I think it will not be too long, it will be around 1 hour. We need to discuss it with other societies.

Yang Chun Hin: Farhan Ishraq has told us a chit chat session will be held with the Biology Society. They haven't discussed the chit chat session, we cannot give any details.

Lau Yuen Ying: When will you discuss?

Yang Chun Hin: We will tell Farhan Ishraq to start as soon as possible.

Lau Yuen Ying: When will be the event?

Yang Chun Hin: We will hold this between May and June like last year. The sharing date will be confirmed with other societies.

Lau Yuen Ying: This may be a bit late as it involves inviting professors. Another question is, if the session underrun or overrun, what will you do?

Heung Tsz Fung: If it is underrun, we will give some questions prepared before. If it is overrun, we will allow them to talk for a few more minutes and try to stop them in appropriate way.

Lau Yuen Ying: If the session is overrun, will you stop them?

Heung Tsz Fung: we will stop them first.

Lau Yuen Ying: So you will divide the sessions into parts by major?

Heung Tsz Fung: We will hold with Biology Society. We will also find some professors with other majors if possible.

Lau Yuen Ying: Another reminder. Because this event is not only limited to IRE students, you may also consider inviting ocean science professors.

Registration day

Lau Yuen Ying: Please introduce the event.

Heung Tsz Fung: Before the registration day, we need to confirm when the talk will be and know whether it is face-to-face or online. We need to collect contact information of IRE freshmen. If it is face-to-face. After the talk, we will chit chat with them and have a campus tour with them. If it is face-to-face, we will hold a counter in atrium and books a room in Learning Common.

Lau Yuen Ying: How will you promote the event?

Heung Tsz Fung: We will promote it in our Facebook page and aske SCI-HOME to tell freshmen about this activity. We also need to tell them if non-IRE students want to join, they can join too.

Lau Yuen Ying: Another reminder. If there is a time limit for promotion, don't miss it. Usually you need to post a description of our society. And what is your plan on finding helpers?

Heung Tsz Fung: I will find 5-6 helpers from different majors. We will find seniors with different majors to help this event. We will find some seniors that have joined this event before.

Lau Yuen Ying: Do not find those who will be spies later. Will you use Sci-Home if you use a counter?

Heung Tsz Fung: Sci-Home may not be available. If it is not available, we will set up a counter and follow the original plan.

Lau Yuen Ying: This is also something I want to remind. The first priority would be counter, since we have been doing this in past years. Will there be any games? What will be on the counter?

Heung Tsz Fung: We will prepare some mini games. Our idea is to promote information about IRE. We will host some games but they are not too important.

Lau Yuen Ying: Will you send some people to bring freshmen to your counter?

Heung Tsz Fung: If it is available, we will.

Lau Yuen Ying: If the pandemic continues, will you change the event to online mode?

Heung Tsz Fung: We will depends on the decision of SCI-HOME. If it is online mode, we will ask Professor Leung Pak Wo to give us some time after the talk. We will send a link to invite them to WhatsApp group and collect their contact information.

Lau Yuen Ying: So if you cannot reach non-IRE students, you may need to do more online promotion.

Szeto Chun: Do others have questions?

Chong Man Yan's post (Marketing Secretary)

Chuk Wing Yi: What is the hardest part for a marketing secretary?

Chong Man Yan: For me, I think it is new to me. To find a sponsor, we need to think twice and be careful. Usually there would not be many traps. Another thing is that it requires good communication skills.

Chuk Wing Yi: Why do you want to be a marketing secretary?

Chong Man Yan: I want to Challenge myself. I took some marketing-related courses in the fall semester. I want some experience. I didn't try this before and my communication skills are good. I think I have good communication skills.

Chuk Wing Yi: Do you know where to find sponsors?

Chong Man Yan: I can find Sponsor promotion on Instagram. We need to see updates from companies.

Chuk Wing Yi: You can talk to them before signing a contract. Any questions about sponsor tasks?

Chong Man Yan: OK.

Chuk Wing Yi: Anything want to ask about sponsor tasks?

Chong Man Yan: If they asked us to take some group photos and find followers, I think it is acceptable.

Chuk Wing Yi: Sponsor tasks have several kinds, like Group promotion, sending message to group, and Instagram promotion. These companies are easier to find.

Chuk Wing Yi: Have you found a sponsor for society T-shirt and Camp T-shirt?

Chong Man Yan: I filled an application form for U circle and I haven't received a reply yet.

Chuk Wing Yi: You need to look and check the color and check if the textile is of low quality.

Chong Man Yan: Do we need to submit our T-shirt design earlier?

Chuk Wing Yi: Some companies want you to show your design before showing you the price. You can pay first before submitting your design. Beware if you need to transport the products by yourself. It requires one month to finish these products.

Chong Man Yan: We will order society T-shirts in October as we need to confirm the number of orders.

Chuk Wing Yi: You can hand in the design earlier so that you can distribute the products before the end of December. You need to be aware of the refund.

Szeto Chun: If there is no question, we can move on to the next part.

Photo booth

Chuk Wing Yi: How will you plan the photo booth?

Chong Man Yan: I would try to find some sponsor. I will find some welfare packages. I will find some cash sponsors for souvenir. There a problem is pandemic. We will try to book a venue in HKUST. If it is possible, then we need to book a classroom or we can go to Life-Science Common. We will use last year and design some new decorations. We need to bring a camera or an instant camera. Then, we need to promote and ask for the availability of alumni. We will upload photos and send photos to them.

Chuk Wing Yi: it is better to hold the event in the classroom. I recommend to hire a photographer. We don't hire a photographer only because we have somebody who is good at taking photos. You can ask graduates about their ideas.

Chong Man Yan: Will the cost for photography be high?

Chuk Wing Yi: You can find some friends who are good at photography. It will not cost too much for hire one.

Szeto Chun: No need to find photographers, It is quite expensive. we don't need that high quality

Chuk Wing Yi: Some of them want an instant camera. It is optional. We make it optional and they need to pay for the service if they want.

Chong Man Yan: We need to ask graduates about their preference?

Chuk Wing Yi: Yes.

Szeto Chun: I have an instant camera. So you can ask me if you need it.

Weng Chun Yu's post (Internal Vice President)

Wong Chun Hei: What are the duties for an Internal Vice President?

Weng Chun Yu: I need to handle booking venues and manage relations between executive committee members. I also need to help the President.

Wong Chun Hei: OK. Do you know how to book venues?

Weng Chun Yu: I need to find DSTO. It depends on venues (e.g common5+6), we need to book it earlier. I need to book it at least one month before. Also, I need to write a proposal and fill in the SSA form with the society chop.

Wong Chun Hei: If I want to borrow a mic and chairs, where should I go and what should I do?

Weng Chun Yu: I need to find DSTO or SSA.

Wong Chun Hei: Although some staff are really rude, please be patient and polite when communicating with UST staff. When you book a venue, you need to take a photo before using that venue and tidy up after the event. If you borrow a mic box, you need to take away the battery. Considering executive members' relationship, there is no need to do a lot of work for it. After all, we are friends. Usually there is not much conflict between executive members. You can view them as friends.

Wong Chun Hei: why would you join IRESS and become an Internal Vice President?

Weng Chun Yu: I receive a lot of help from IRESS. So I want to organize some events for others, and build up a good relationship. For myself it is a good opportunity to learn something new like leadership and communication skills. For an Internal Vice President, it is because it is a challenging post. It requires me to take care of relationships. This allows me to gain experience.

Wong Chun Hei: As Yeung Wai Ho said, I believe you can do well. But in case someone is busy and you cannot find him, or someone is absent and he is PIC of the event, how will you handle it?

Weng Chun Yu: I think we can't find them, if the situation continues for a long time, I will contact him. It is fine to be busy. But they need to tell us about that. We are all helpful. And there is no need to hide this. I need to approach him and understand his situation. I think he needs to mention his situation in the group.

Wong Chun Hei: How about someone who is absent?

Weng Chun Yu: If someone is really busy, we need to allocate the job to other executive members.

Wong Chun Hei: Understood. Then I ask something less formal. If somebody falls in love with each other in the committee, and it becomes too close, or they have some conflict, the work of the committee is disrupted. Or in general, if there is some severe conflict within your committee, what will you do?

Weng Chun Yu: I think they need to calm down. it is hard to discuss if they are angry. I will suggest that they handle their duties without personal feelings.

Wong Chun Hei: Any practical ideas? For example, when working for Orientation Camp, Somebody has some serious conflict, and you really need to tackle that, who will you ask for help?

Weng Chun Yu: I will find my President as he has power to make decision.

Wong Chun Hei: I just ask about problems for others. If some serious problem occurs to you, what will you do?

Weng Chun Yu: I will share and communicate with them. As we are friends, we will help each other. Even though I am busy, I believe others will help me.

Wong Chun Hei: Will you talk to the President about that?

Weng Chun Yu: Yes

Wong Chun Hei: If somebody asks the President for help, how will you deal with it?

Yang Chun Hin: I will help him and understand their situation. After his sharing, I will find a solution that has a win-win situation. Even if you have something to do but you are stressed, it is fine to share some duties with others. Even though you suffer from a lot of pressure, you can rest for a while and let others help.

Wong Chun Hei: how will you allocate 6 hall positions?

Weng Chun Yu: I think we need some communication. I know somebody lives really far from UST and they can have the priority. We will communicate more. If somebody needs to attend a lab, then we will prioritize them.

Wong Chun Hei: There will be 1-2 ppl have hall offer. It is reasonable. Rate your executive committee members.

Weng Chun Yu:

Yang Chun Hin is a Good leader, he prepares well before each meeting, and handles things very well.

Farhan Ishraq is funny, he can make a good atmosphere in committee.

Heung Tsz Fung is active. If there are some tasks, he will take over the tasks.

Fan Ka Cheuk is active. He provided many ideas in our meeting.

Wong Lok Yin is responsible. He is punctual every time.

Chong Man Yan is good at design. For example, when we took a photo, she did very well.

Start of Semester Dinner

Chuk Wing Yi: How would you run this event?

Weng Chun Yu: In August, we will confirm the restaurant. we will send a google form to ask for opinions and confirm number of participants. After sending the google form, we will confirm which restaurant we will go. If the restaurant is off campus, we will find executive members to group with someone who doesn't know how to go and go together. We will allocate seats for someone if they are friends. We will put non-local students together and year one students together. Also, we will put more executive members in the group of non-local students and year one students.

Chuk Wing Yi: I think it is fine. If it is held outside UST, you may go to Hop Sze Restaurant.

Wong Chun Hei: It is a typical choice for UST students.

Chuk Wing Yi: We took a photo after dinner, we may hold a ghost story tour, or you can just take a photo. Just don't let it feel so heavy.

Wong Chun Hei: It is an activity after the Orientation Camp. You can bring Year 1 students to UST and introduce some ghost stories to them. You could be friends with them and promote our society.

Wong Chun Hei: If somebody comes without registration, will you reserve some extra quota for them?

Weng Chun Yu: We will expect more seats when we book, as there are some walk-ins.

Wong Chun Hei: within 10 is fine.

Chuk Wing Yi: You need to ask about food allergies in google form.

Graduation Party

Wong Chun Hei: Talk about your plan and your rundown.

Weng Chun Yu: In April, if we plan to hold it on campus, we need to book a venue in April. If we cannot book a venue on campus, we will confirm another venue. Then, we need to discuss rundown and games for the party.

Wong Chun Hei: You will have a final exam in May. Don't rush in April or delay everything after the final exam. You need to think about what souvenirs to give and what activities to have. Divide your jobs with a longer time. How about ordering food?

Weng Chun Yu: I think it is similar to Christmas party. It will depend on member choice. I will ask for opinions in google form.

Wong Chun Hei: Have you decided on some activities and games? Don't need to give me the exact activities. Just what kind of activities to hold.

Weng Chun Yu: Mainly mass games. Everyone can interact with each other.

Wong Chun Hei: Once you cannot hold the party face to face, would you change the event to online?

Weng Chun Yu: We may cancel it if we can't have face to face. But we will still give them souvenirs. Even if we can't have a party, we should still send them souvenirs.

Wong Chun Hei: For souvenirs, you can consider something about science (With something related to IRE). Be careful about souvenir design. no matter if you use UST's venue or off campus venue, you need to go to that venue to check and take 1-2 photos and discuss with executive committee members. You also need to tidy up the venue after the event. And you need to be responsible. After the event, please try your best to restore the venue to its original form.

Annual Dinner

Ho Hang Chi: Talk about how you will promote the annual dinner.

Weng Chun Yu: I will promote on Instagram, whatapps and signal groups.

Ho Hang Chi: Where do you want to hold this event

Weng Chun Yu: If we hold it in UST, we will choose Nam Bei Restaurant or UniBistro. If we stay outside, we will choose the Hop Sze Restaurant.

Ho Hang Chi: If one participant doesn't know English and is not close with the IRE community, how would you handle it?

Weng Chun Yu: We will allocate some executive members to sit next to non-local students and year 1 students.

Ho Hang Chi: You may ask if somebody knows the person. If you can find someone, you can let them sit together. Would you like to invite some professors?

Weng Chun Yu: we will invite professor Leung Pak Wo, professor Federick Fong and other IRE coordinators.

Ho Hang Chi: If you want to invite professors, avoid holding the event outside, since it is off campus and not formal enough.

Yang Chun Hin's post (President)

Szeto Chun: Why do you want to be an executive member?

Yang Chun Hin: I think this is a challenge. I have many things to do, I need to learn to allocate my time and learn time management. I have joined something similar but didn't hold anything due to the pandemic, so I want to do it again in UST.

Szeto Chun: What post are you in at your secondary school?

Yang Chun Hin: I was the leader of the Chinese orchestra for 1 month, it didn't last long.

Szeto Chun: Why do you want to be the President?

Yang Chun Hin: I want to be a better person. For a President, I have to handle more things and I can learn something new.

Szeto Chun: Talk about the rundown of an election.

Yang Chun Hin: First, we need to open an election board with executive committee members and full members. After having an election board, we need a 7 day nomination period. During the nomination period, we need to send email to inform them about the time period and rules. After the nomination period, we need to prepare for voting. Notify members 3 days before for the election venue, time, and format.

Szeto Chun: After that?

Yang Chun Hin: On the voting day, we need to announce the turnout rate constantly. At 00:00, we will start counting the votes and ask if anyone wants to appeal. If not, we will announce the result and send email to full members.

Szeto Chun: We will announce provisional result. If no one appeals, then it is no need for sending one more email.

Szeto Chun: For voting date, you need to ask SU. They will give you a suggested election date.

Szeto Chun: What is the least voting rate?

Yang Chun Hin: No less than 40% full member votes.

Szeto Chun: What if we do not meet the rate?

Yang Chun Hin: We need a revote. If the vote rate is still less than 40%, we need to decide for it.

Szeto Chun: You need an EGM for it. How about the quorum in EGM?

Yang Chun Hin: More than 5% or 15 full members not including president

Szeto Chun: For IRESS it is usually 15 people. How many clear days before should we send emails to members?

Yang Chun Hin: 3 clear day

Information session

Szeto Chun: Talk about your plan for the information session.

Yang Chun Hin: After the subcommittee function, we will hold it in the debriefing of the subcommittee function. I will prepare a powerpoint to introduce each post. We will ask freshmen whether they will come. The powerpoint will be sent to them for reference. If they attend the info session, we will ask them if they want to be an executive committee member.

Szeto Chun: You should get the nominated cabinet list as soon as possible. What thing should be included in the powerpoint?

Yang Chun Hin: I have to introduce DSTO, SU and society-relationships. We also have to talk about the duties of each post by each member respectively.

Szeto Chun: OK. Remember to prepare it earlier. Every member need to be responsible for their job. You also need to book a venue if it is held in face-to-face.

Orientation camp

Yeung Wai Ho: What is the plan?

Yang Chun Hin: First, before the final exam, we will distribute the works. After final, we will handle some easy stuff like designing T-shirts and book a campsite. We will also find spies and sponsors. We will decide the games in mid-June. If face-to-face mode is available, we will design some mass games. At late- June, we will finalize T-shirt design and order it. In July: we will demonstrate games and make a campbook. We will also collect money from leader and spy. On registration day, we will find freshmen to join our orientation camp. One day before the orientation camp, we would send reminder to them.

Yeung Wai Ho: Any ideas on games?

Yang Chun Hin: There are some typical games. e.g. First impression, psychologist
Also some board games in case somebody doesn't like them. For face-to-face, we will hold some group games and city orientation.

Yeung Wai Ho: About the imbalance in boys and girls, how will you handle it for first impression?

Yang Chun Hin: I have not thought of it. Because sometimes things will get explicit. People will understand in that situation. We need to control the situation so that it would not get worse.

Yeung Wai Ho: You cannot control the question in this game that's why we do not play.

Yeung Wai Ho: Will you consider buying insurance?

Yang Chun Hin: I would like to buy insurance. But we also need to think about the cost. This year we have an around \$2000 lost

Yeung Wai Ho: How do you calculate \$2000?

Yang Chun Hin: I estimated it.

Yeung Wai Ho: Any consideration on subsidies?

Yang Chun Hin: I think yes.

Yeung Wai Ho: I suppose you have group games. If some senior students want to walk in, they are already at the campsite and want to pay later, what will you do?

Yang Chun Hin: I think it depend on situation. If they want to sleep in campsite but there are not enough space, I would not recommend them to join. If there are enough space, I think they can join.

Yeung Wai Ho: OK. You want to hold a city orientation. What is the range of the city orientation? If you attended the last AGM, you know somebody suggest place near HKUST. What do you think?

Yang Chun Hin: I would limit the range to Kowloon or New Territories or somewhere close to UST.

Yeung Wai Ho: OK. So you want a scoring system instead. What about the meal?

Yeung Wai Ho: 3 days 2 nights or 2 days 1 night?

Yang Chun Hin: 3 days 2 nights

Yeung Wai Ho: In the city hunt, you can suggest them to buy some food for breakfast. I suppose that you have the outline. In case if there is some disagreement between members, how will you deal with it?

Yang Chun Hin: First, it is hard to have face-to-face meeting. We need to have online meeting. I will divide them to breakout room and discuss with them individually. Then we can come out a conclusion. We will find out why there is conflict, and try to solve the problem.

Yeung Wai Ho: You do not need to have a breakout room. You may just postpone the meeting. You may also ask IVP for help. If the situation continues, what will you do?

Yang Chun Hin: In this case, I will make the final decision.

Yeung Wai Ho: There may be too many people to join and the bed is insufficient, how will you solve it?

Yang Chun Hin: In case there are insufficient beds, we will ask if we can add more bedspace. If the problem still cannot be solved, then everyone might be forced to sleep together in a limited amount of beds.

Yeung Wai Ho: What's you meant by everyone?

Yang Chun Hin: We will ask group leaders who know each other to sleep together.

Yeung Wai Ho: Another method is to ask executive committee members to sleep together. It should be the top priority. You can also ask the group leader.. You might also ask freshmen although it is not ideal. What if there are too few freshmen enrolling?

Yang Chun Hin: In this case, I think before the deadline. we will promote our or event in Instagram, WhatsApp and Signal group. We will also find some non-IRE students to join us. If this cannot resolve the problem, we will still hold the content but with some amendment.

Yeung Wai Ho: Except for the Instagram promotion, you can make some discount for applying together so that more people are willing to join. You may also ask people you know to join.

Yeung Wai Ho: If there is bad weather on day 2, how will you handle it?

Yang Chun Hin: For city orientation, it must be affected by weather. If the rain is small, we might change the location to UST. If the weather is too bad, we will stay at the campsite for a longer time. We will change the venue to UST when the weather is fine.

Yeung Wai Ho: You need to prepare more games, or you can make use of some game in city hunt to play with them. Do you have any target campsites?

Yang Chun Hin: We have target campsite.

Yeung Wai Ho: For online, how long will the orientation camp last for?

Yang Chun Hin: 2 days only.

Yeung Wai Ho: What is the rundown? How will you allocate them?

Yang Chun Hin: I assume they are mostly IRE freshmen. We would like to group them with same major, this helps them to know each other and would be helpful for them

Yeung Wai Ho: What kind of games would you like to have?

Yang Chun Hin: On the first day, we will have some icebreaking game. Then we will divide them into groups and have some group battle. then we will have some board games at night.

Yeung Wai Ho: Online orientation camp may be embarrassing. What will you deal with it?

Yang Chun Hin: In icebreaking game, there are some group leaders to create the atmosphere. Executive committee members will join each group to interact with them. If this cannot help, we will also join the game to make it more engaging.

Yeung Wai Ho: Would you choose some weird people to be group leader but he is willing to pay, or you choose someone who is active but has no money?

Yang Chun Hin: If that person is really weird, even if the financial budget is tight, we would not allow him to join. It is because the person may disrupt our plans and cause many issues. We do not want it to happen.

Yeung Wai Ho: If there are two people who have some conflict before, how would you handle it?

Yang Chun Hin: We will find more group leaders with different duties. In that case, I will allocate one of them to different position. If two of them have conflict, I would separate them to different jobs.

Szeto Chun: you need to book the venue earlier. It is complicated to book a cheap venue. You need to read all the details about the rules of the venue to avoid accidentally violating some of them.

Fan Ka Cheuk's post (General Secretary)

Ho Hang Chi: Talk about why you want to become an executive committee member.

Fan Ka Cheuk: Because this is the only chance in my life. I can learn many things like dealing with relationships. It is also a challenge for me as I need to manage my time well.

Ho Hang Chi: About mass email, what details are needed?

Fan Ka Cheuk: We need to put banner, disclaimer, title, and attachment.

Ho Hang Chi: Remember to include the unsubscribe message. About social media, are you responsible for managing them?

Fan Ka Cheuk: It should be Heung Tsz Fung's task.

Ho Hang Chi: What do you need to pay attention to AGM minute.

Fan Ka Cheuk: We need to have a formal format. All names should be typed in full and bold. Also we need to underline all the subtitles and notice grammar.

Ho Hang Chi: Underline title is not necessary. Grammar is not very important. Nobody will read it carefully. Are there any members helping you to type the minutes?

Fan Ka Cheuk: Heung Tsz Fung, Weng Chun Yu is taking notes.

Ho Hang Chi: You can watch the zoom recording but be quick as as the recording may be deleted by UST. At winter and summer, you will have to correct the AGM minute.

Yue Cheuk Kan Kelvin: Do you know how to update mailing list and member list?

Fan Ka Cheuk: I have to use to google drive you sent me?

Yue Cheuk Kan Kelvin: Yes, and you need to go to a website to edit the mailing list. Do you know about the website?

Fan Ka Cheuk: No, I don't know

Yue Cheuk Kan Kelvin: There is a website list.ust.hk. If someone does not want to receive email you can edit it. You also need to add new members to the list

Fan Ka Cheuk: No problem

Yue Cheuk Kan Kelvin: Do you know how to edit the website?

Fan Ka Cheuk: How to do it?

Yue Cheuk Kan Kelvin: We have a society website.

Fan Ka Cheuk: Oh. I know it now.

Yue Cheuk Kan Kelvin: Do you know how to edit it?

Fan Ka Cheuk : I don't know, Does it need to login ?

Yue Cheuk Kan Kelvin: Yes.

Yue Cheuk Kan Kelvin: You need to download the software first. Do you know HTML? If not, you might need other members to help you.

Szeto Chun : Any problem?

Szeto Chun: We move on to the next item.

Subcom function:

Ho Hang Chi: How do you recruit subcommittee members?

Fan Ka Cheuk : In mid-September we will recruit people on WhatsApp , Signal and Instagram. If there are very few people join, we will ask freshmen directly. 3 weeks before the event, we will hold meeting to distribute posts. The subcommittee would handle the event, after the event there would be a debriefing.

Ho Hang Chi: You said you will recruit subcommittee members at Mid-September, so you do not plan to hold it together with Christmas Party?

Fan Ka Cheuk: We will ask freshmen at Mid-September, as we can still find more people to join when there is too few people to.

Ho Hang Chi: It is a good idea. Mid-September may be a little bit early, but there is no problem. The most important thing is to prevent inadequate member because most member would become the next executive committee member.

Ho Hang Chi: What is the purpose of subcommittee function?

Fan Ka Cheuk: For freshmen to know more about the event and have experience on organizing an event.

Ho Hang Chi : If you have promoted it on social media, but there are still a few people joining, what will you do?

Fan Ka Cheuk: We will know some freshmen at orientation camp. We will ask them and promote to them.

Ho Hang Chi: I want to remind you when you are writing a caption, remember to add an English version. It is important for the international students. The party is for all members.

Ho Hang Chi: Will you attend the meeting?

Fan Ka Cheuk: Yes. But I would not interfere too much. We will just let them do it and remind them if necessary.

Ho Hang Chi: Remember when subcommittee demonstrate games, you or other committee members should be present because games are important to determine whether the members are happy at the party, and also prevent embarrassment. Once you lose their attention, it will be difficult to grab it back. We have faced it before.

Ho Hang Chi: What venue would you choose?

Fan Ka Cheuk: If the situation allows, we will book venue in UST, or we will book the venue from last year.

Ho Hang Chi: You need to ask Wong Chun Hei for more information about the contact of venue last year.

Orientation Week

Yue Cheuk Kan Kelvin: Talk about the plan for orientation week..

Fan Ka Cheuk: Around April we will collect comment on society products from the members. Around May to July, we will find sponsorship for welfare package. Around July to August, we will finalize the design of society product. In August, we will contact the manufacturer and decide on the price.

Yue Cheuk Kan Kelvin: You mentioned a welfare package. Have you had ideas about it?

Fan Ka Cheuk: No. We may need to confirm the sponsorship first.

Yue Cheuk Kan Kelvin: Consider it later is fine. What information do you need to ask for new comers of IRESS?

Fan Ka Cheuk: Their full name, student ID, phone number, ITSC, major/intended major, and which year they are in.

Yue Cheuk Kan Kelvin: Another suggestion is that you can also ask whether they want to be a subcommittee in the form. It would be easier to recruit a subcommittee later. Do you know the membership fee?

Fan Ka Cheuk: I don't remember .

Yue Cheuk Kan Kelvin: Full membership is \$120, \$90, 60, 30 for year 1,2,3,4 respectively. Do you know the difference between associate member and full member?

Fan Ka Cheuk: Associate member lasts for 1 year, full member lasts for 4 years.

Yue Cheuk Kan Kelvin: Yes. You will have a counter, will there be cash and online payment?

Fan Ka Cheuk: We will accept cash and maybe PayMe.

Yue Cheuk Kan Kelvin: If someone buys a product , but he/she likes a refund, what do you do ?

Fan Ka Cheuk: This depends on the situation. If he or she received a damaged product, we would refund. If the situation is not reasonable, we would not refund.

Yue Cheuk Kan Kelvin: How would you refund?

Fan Ka Cheuk :We will refund in cash.

Yue Cheuk Kan Kelvin: After orientation week, you would receive some applications for new members. What is the follow-up?

Fan Ka Cheuk: Add their name and ITSC in the member list.

Yue Cheuk Kan Kelvin: Full membership will still be valid for deferred students, but not for graduated students or withdrawn students. When associate membership expires, you have to remove their name from the member list and remember to tell them.

Szeto Chun: If there is no further question, we end this session here.

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

Time now is 23:47

Wong Chun Hei motion to vote for agenda item 2 and 3

Yeung Wai Ho seconded

For: 10

Against: 0

The motion is passed