



Meeting Minutes for the 2nd Organizing Committee Meeting for 19-20 Student Union Merak

Date: 24 Sep 2019

Time : 07:15 – 07:55

Venue: Room G22 of Wa Ying College(Student Union Room)

	Name	Position
Present:	Chloe Ho	President
	Gigi Lam	Vice President (Internal)
	Eric Yip	Vice President (External)
	Anthea Chui	Treasurer
	Gina Lee	Publication
	Kelly Or	Publicity
	Joey Ng	Welfare
	Ken Yu	Secretary

Absent with apology: Nil

1. Opening exercise

1.1. Meeting called to order

President Chloe Ho called the meeting to order at 07:15

1.2. Recognition of guests

N/A

2. Establishment of voting strength

The total voting strength is the total number of present committees and officers in attendance. The simple majority can be met if there is more than half of the total number of attendance agreed. The two-third majority can be met if there is two-third of the total number of attendance agreed.

3. Adoption of last minute

Adopted

4. Adoption of agenda

Adopted

5. Discussion

5.1 The interview questions of sub-committee recruitment

President Chloe Ho asked about our interview questions of the sub-committee recruitment. She advised us to give her our department's interview questions that night for reference. She also suggested us to follow past examples for the application form of sub-committees. She volunteered to help us book the venues for the interview. She said that the requirements of being our sub-committee will be about their activeness and responsibility.



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5.2 The improvements we wanted of our sub-committees

Publication Executive committee member Gina Lee advised us to improve the punctuality of our sub-committee. President Chloe Ho said that it mainly focuses on the Welfare and Finance Department. She advised us to set a hour-counting policy. We will count their working hours of the sub-committees and see whether they have meet our standard working-hour for the whole year. We can input their data to keep record of it. She said that we all can help and report the situation to the Welfare and Finance Department.

5.3 The methods of better communication between the cabinet

President Chloe Ho advised us to give a list of our deadlines of different Student Union projects order to increase the efficiency of the project and let others know about the process. She also advised us to express more on our social media group to increase our working efficiency.

6. Any other business

Nil

7. Remarks by President

Nil

8. Date, time and place of next meeting

The date, time and place of the next meeting will be discussed later.

9. Adjournment

President Chloe Ho announced that the meeting was adjourned on 24 Sep 2019 at 07:55.

Yu Chun Hei
Secretary
27 Sep 2019