



## Meeting Minutes for the 4th Organizing Committee Meeting for 19-20 Student Union Merak

Date: 25 Oct 2019

Time: 13:08 – 13:50

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

	<b>Name</b>	<b>Position</b>
Present:	Chloe Ho	President
	Gigi Lam	Vice President (Internal)
	Eric Yip	Vice President (External)
	Anthea Chui	Treasurer
	Kelly Or	Publicity
	Joey Ng	Welfare
	Ken Yu	Secretary
	Gina Lee	Publication
In attendance:	Mr. Lai Chor Yin	Supervising Officer
	Mr. Chan Wai Fat	Supervising Officer
	Mr. Lam Ka Wai	Supervising Officer

Absent with apology:

### 1. Opening exercise

#### 1.1. Meeting called to order

President Chloe Ho called the meeting to order at 13:08

#### 1.2. Recognition of guests

President Chloe Ho recognised the presence of Supervising Officers Mr. Lai Chor Yin, Mr. Chan Wai Fat and Mr. Lam Ka Wai.

### 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 Suggestions and advices of the half-year plan

President Chloe Ho informed all the half-year plan had successfully done and two events, the stationery ordering and publication workshop, had been held successfully as well. Sports month will be held in



early-november. She asked the person-in-charge for different events to present their plan for it.

### **Internal Orienteering**

External Vice-president Eric Yip announced that the internal orienteering will be held on 9th Nov with the collaboration with the Geography Society. All supervising officers pondered about the complexity of the event due to the small size of the event venue. They were also worried about the participation situation of the event and whether the Geography Society will send helpers for assistance as they will be collaborating with us. Eric Yip said that this is mainly for promoting the Joint School Orienteering soon.

### **Graduation Cup**

Internal Vice-president Gigi Lam presented that the competition date for students will be 5th Nov to 9th Nov while 11 Nov will be the competition between teachers and students. At the current moment, 6C had had not hand in their name list of competitors yet. The medals were also being delivered here.

### **Joint School Orienteering**

External Vice-president Eric Yip said that participants would be having a briefing session for the event on 16th Nov for about two hours. It would mainly consist of ice-breaking of participants and safety precautions students need to know. The event has been planned to be held on 23rd Nov with five schools in total. The venue would be Tsing Yi Nature Trail as it is a beginners' level trail and is big enough to let students have fun during the orienteering. He said that we would be providing most of the helpers while the other schools would be providing one helper for contact and one teacher for each school. Supervising Officer Mr. Lam reminded us that we would need a trainer for the event which also has a license for it. He asked for the time it would end and external vice-president Eric Yip replied that it would end on 15:45. He added that there would be a recap session for the participants. Supervising Officer Mr. Lai worried that there might be protests due to the chaotic situation now in the society which may cause threat to the safety of the participants. All supervising officers reminded us that the consideration for transportation if there is a protest nearby and we need to check the schedule for protests before the activity. They also said that we need to make sure that every school have a supervising teacher and suggested sending a letter to them for confirmation. President Chloe Ho suggested handing in the names of the teachers. All supervising teachers advised to get their information, such as phone number and their email address, with the teachers' names and signatures for confirmation so that we would know who would be responsible. They said they could fax it for us.

### **Inter-house Dodgeball Competition**

President Chloe Ho presented that the Four Houses would like to add a star-relay-format competition to let the competition become more entertaining. They suggested we inviting our sub-committees and their own house committees. She asked that whether would it be possible for inviting teachers to their own group. Supervising Officer Mr. Lai suggested adding the Principal, Dr. Wun, as well. President Chloe Ho told us that the details would be announced from the Four Houses soon.

### **Merakshare**

Publicity Executive Committee Kelly Or presented that Merakshare is mainly for posting external activities and competitions by teachers on Instagram. She mentioned there would also be new updates for big competitions such as Inter-school sports competitions and debate contests. She presented the



method for getting the information would be first getting the event information through gmail by teachers. Then, we would set up a Google Form for students for students who are interested. We would help promoting them through making posters and providing captions within two days. She mentioned that there would be a Student Union webpage in the second term to promote external events with this Instagram page together. President Chloe Ho added that we would start asking different events for promotion starting on 1 Nov.

### **Modification of the emblem**

President Chloe Ho said that now the emblem is unclear and is having a complex and strange division of labour. She also mentioned we need fifty signatures in order to send the case to the General Assembly. Then, letting the General Assembly forming a group for it. Supervising Officer Mr. Chan said that the General Assembly had done it in the past. He suggest first having a meeting with them. He also reminded that it has to be scheduled properly and needed to be organized. Supervising Officer Mr. Lai suggested doing it before mid-November.

### **Training day for sub-committees**

President Chloe Ho said that due to chaotic situation in the society and there were no suitable days for the training, the format of the training day would have to change. As the services of our sub-committee members have already started, it would be too late for them to do ice-breaking activities. Therefore, she would like add more elements of training in the training day. Supervising Officer Mr. Lai worried that it might be quite formal and we need to have the name list of all sub-committee members. Chloe Ho agreed to take responsibility on it and continued that Saturdays and Sundays would not be available for the event as there are too many activities in school and there would not be any janitors respectively. Supervising Officer Mr. Chan suggested that weekdays would be a good option if we have prepared well. He also mentioned the end time for it could be delayed to 19:00 and reminded us to see whether we would use the hall or the covered playground in school since it would need booking before hand.

### **Singing Contest**

External Vice-president Eric Yip told us that the heat for singing contest will be on 19th Nov and 21st Nov while the finals round will be on 5th Dec. He said that he had conducted two surveys for this event and most respondents said that they would like to separate the solo and group competitors. They had also said that they would like to choose the finalists of the contest based on percentages by them. Supervising Officer Mr. Lam reminded him that the contest must end in 18:00 each day and might have to cut through it if there is not enough time. He also reminded that he has to concern about the problem of delaying. He suggested to ask Mr Lau for assistance for the backdrop. Publicity Executive Member Kelly Or told him she has done it already and Mr. Lau is able to help. He lastly reminded us to check for assemblies that day as well. External Vice-president Eric Yip continued that the contest will consists of contest part and performance part. Teacher-and-student performance will be cancelled and become performance from teachers or different organizations. Supervising Officers suggested maybe limiting the participation quota and give priorities to F.6 students.

### **Sweetie Express**

Internal Vice-President Gigi Lam said that the Sweetie Express will provide both paper forms and online forms for students to purchase the goods and students can fill in the form for up to ten people. Students can fill in and hand in the money for the teachers' version both for two days and the students' version



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for three and four days respectively. Supervising Officer Mr. Lai asked her about the schedule and the plan for the packing of the goods. Internal Vice-President Gigi Lam replied that they would plan to finish it on 14th Dec on 16:00-17:00 back at school.

### **Christmas Ball**

External Vice-president Eric Yip presented that there would be four schools altogether for this event. The ball has been planned to be held on 23rd Dec at St. Stephen's School Hall from around 17:00-18:00 to 20:00-21:00. The prices of the ball were still being discussed that moment. Supervising Officer Mr. Lai asked him about the format of the ball and what will us be in-charged of. External Vice-president Eric Yip replied that we would be in-charged on food and decorations. All supervising officers pondered about are we only promoting the ball only and whether we are joining the ball as a unit or individual. External Vice-president Eric Yip replied that they would be having another meeting on 14 Nov for this issue.

### **5.2 Meeting reports of all departments**

President Chloe Ho announced postponed to the next meeting due to the insufficient of time.

### **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 25 Oct 2019 at 13:50.

Yu Chun Hei  
Secretary  
2 Nov 2019