



華英中學
Wa Ying College

WA YING COLLEGE

General Assembly

Meeting Minutes of Joint Clubs and Societies Conference

Date: 24 November 2021

Time: 13:50-14:30

Venue: Chapel

| Name | Position |
|---------------------|--------------------------------------------------------------------------------------------------------------------------------------|
| Present: | |
| Kwong Lai Tung | Chairperson of General Assembly |
| Ng Yan Tung | Sub-committee Member of General Assembly |
| Tsoi Kai Hei | Sub-committee Member of General Assembly |
| Lau Lai Wa | Sub-committee Member of General Assembly |
| Wong Wing Ching | Representative of UNICEF Club |
| Yuen Sze Kei | Representative of HE Co-curricular Activities Promotion Team Representative of 4C Youth Volunteer Leadership Project |
| Cheung Yan Tung | Representative of Community Youth Clubs |
| Wong Tsz Ching | Representative of Chinese Co-curricular Activities Promotion Team |
| Li Hiu Kwan | Representative of Hong Kong Red Cross Youth Unit 66 |
| Kwok Man To | Representative of Geography Society |
| Mak Cheuk Ki | Representative of Maths Co-curricular Activities Promotion Team Representative of Science Co-curricular Activities Promotion Team |
| Bau Yin Lam Jillian | Representative of 3.7 Expresso |
| Pak Ka Ying | Representative of English Language Enhancement Unit (Reading) |
| Tsang Ryann | Representative of English Language Enhancement Unit (Activities) |
| Ho Sin Lam | Representative of Stage Service Group |
| Leung Sze Ting | Representative of Students Librarians' Club |
| Poon Tsz Hei | Representative of Green Friends Representative of J-Pop Culture Group Representative of Heritage Team |
| Zhuang Nga Shan | Representative of PTH Co-curricular Activities Promotion Team |
| Cheng Man Kiu | Representative of English Drama Club |
| Lee Tsz Yau | Representative of Music Co-curricular Activities Promotion Team |
| Chiu Tung Tung | Representative of Executive Committee of Student Union |

Mau King Ho

Representative of Multi-media and Information Management
Department of Student Union
Representative of Campus TV

Secretary: Ho Natalie

1. Opening Exercise

1.1 Meeting Call to Order

Kwong Lai Tung, Chairperson of General Assembly, called the meeting to order at 13:50.

1.2 Explanation of Changing Conference Venue

Kwong Lai Tung, Chairperson of General Assembly, explained that the venue was changed from Room 104-105 to Chapel and apologized for any inconvenience caused.

2. Introduction of Joint Clubs and Societies Conference and Roles Played by General Assembly

2.1 Introduction of Joint Clubs and Societies Conference

Kwong Lai Tung, Chairperson of General Assembly, introduced that the conference is held to collect the opinions of clubs and societies towards school policies.

2.2 Introduction of Roles Played by General Assembly

Kwong Lai Tung, Chairperson of General Assembly, introduced that the roles of General Assembly are to collect and reflect students' opinions, being the bridge linking school and students.

3. Discussion

3.1 Difficulty in Promotion

3.1.1 Announcement after Assembly

3.1.1.1 Situation

Mak Cheuk Ki, representative of Maths Co-curricular Activities Promotion Team and Science Co-curricular Activities Promotion Team, stated that more students would know about the upcoming event if the announcement was made after assembly. Also, he raised the concern about the responsible student may not be able to go to hall for announcement as that student may be in the classroom during assembly.

Poon Tsz Hei, representative of Green Friends, J-Pop Culture Group and Heritage Team, reflected that the current participation rate of the recycling box held by Green Friends is not satisfactory, some students do not know about the box. This may be a result of lack of promotion. She stated that some class teachers might leave the Zoom meeting before the announcement, students in classrooms thus do not know the announcement is made.

3.1.1.2 Other possible solutions proposed

Kwok Man To, representative of Geography Society, asked about the possibility of having announcement through the public address system (PA system) or broadcast from 08:00-08:15.

Ng Yan Tung, sub-committee of General Assembly, suggested to have a collection session or box to collect the announcements that day, to minimize the number of students reaching to stage after the assembly which may cause disturbance.

3.1.1.3 Reply

Kwong Lai Tung, Chairperson of General Assembly, reported that Mr. Lai Chor Yin replied that the school used to have this regulation before. While it was concerned that assemblies often overrun, resulting the time for announcement may not be sufficient. If the club or society would like to have announcement after assembly, the student responsible should contact advisor beforehand, then the advisor could proofread and pass the announcement to the teacher responsible for the assembly that day. The announcement should be related to the whole school. Otherwise, the announcement should not be made in that period.

For the reply to the other two solutions, please refer to the document titled "Reply from Advisor after the Joint Clubs and Societies Conference".

3.2 Difficulty in Holding Activities

3.2.1 Confirmation of Class Resumption

3.2.1.1 Situation

Wong Tsz Ching, representative of Chinese Co-curricular Activities Promotion Team, reflected that there are difficulties in holding events now as not all the forms have resumed full-day classes, and the free period of all the forms are not on the same day. The representative asked if we would stick to the current timetable, or a new timetable would be announced when all the forms resume full-day classes.

Chiu Tung Tung, representative of Executive Committee of Student Union, reminded that clubs and societies can make good use of the current lunchtime which lasts for more than an hour to hold activities. Students may refer to notices for the information of class resumption.

3.2.1.2 Reply

Kwong Lai Tung, chairperson of General Assembly, reported that Mr. Lai Chor Yin responded that there would be contradictory information if clubs and societies could know the information of class resumption before the notice is officially announced.

3.2.2 Regulations in Booking Rooms

3.2.2.1 Situation

Lee Tsz Yau, representative of Music Co-curricular Activities Promotion Team, asked about the regulation of booking rooms for activities.

Cheung Yan Tung, representative of Community Youth Clubs, asked about the regulations of booking covered playground on Saturday morning, and booking the school playground.

3.2.2.2 Reply

Kwong Lai Tung, chairperson of General Assembly, replied that the student responsible should approach to advisor for booking rooms.

3.3 Difficulty in Collaboration

3.3.1 Situation

More than half of the present representatives agreed that the difficulty in collaboration is due to lack of contact method of the chairperson/ student responsible of other clubs or societies.

Chiu Tung Tung, representative of Executive Committee of Student Union, reminded that Student Union could repost the Instagram posts of clubs and societies if they ask for help.

Mau King Ho, representative of Multi-media and Information Management Department of Student Union (MMI) and Campus TV, stated that MMI could offer help in filming videos if clubs and societies ask for help.

3.3.2 Reply

Kwong Lai Tung, Chairperson of General Assembly, replied that General Assembly could make a list consisting Chinese full name, class, class number and phone number of chairpersons of clubs and societies.

3.4 Difficulty due to Lack of Manpower and Resources

3.4.1 Situation

Zhuang Nga Shan, representative of PTH Co-curricular Activities Promotion Team, reflected that they have many items which cost, for example the gifts of events and paper for making the board during PTH week, while having insufficient budget even though they have already minimized the cost of gifts.

Mak Cheuk Ki, representative of Science Co-curricular Activities Promotion Team, reflected that some equipment is sponsored by advisor.

3.4.2 Reply

Kwong Lai Tung, chairperson of General Assembly, replied that the regulation of requesting budget. Clubs and societies should write an annual budget plan, including what event to be held, the item, and approximated budget at the beginning of school year. The budget plan would be submitted and proofread by the advisor. Advisor would submit the budget plan to ECAC and wait to see whether the budget plan would be approved.

Chairperson added that the club or society should also write a budget plan if they would like to request budget in the middle of school year.

4. A.O.B.

N/A

5. Adjournment

Kwong Lai Tung, chairperson of General Assembly, announced that the conference was adjourned sine die on 24 November 2021 at 14:30.

Ho Natalie

Secretary of General Assembly

29 November 2021