

CITY UNIVERSITY OF HONG KONG

First Standing Committee of Convocation (2008-2009)

Minutes of the 3rd Meeting Held on 12 June 2008

Present:

<i>Chairman</i>	Mr Patrick LEE
<i>Vice-Chairman (Internal Affairs)</i>	Ms Stella LEE
<i>Vice-Chairman (External Affairs)</i>	Mr Joseph TSOI
<i>Vice-Chairman (University Development)</i>	Dr Bryan WONG

<i>Members</i>	Ms Agnes CHAN
	Mr CHAN Ka Wang
	Mr Teddy CHIU
	Mr Brian CHUI
	Ms Joy LEUNG
	Ms Miyuki LO
	Mr Locto TANG
	Mr TONG Kar Wai

<i>Secretariat</i>	
<i>Convocation Secretary cum Director</i>	Ms Kathy CHAN
<i>Assistant Director</i>	Ms Pheony TSANG

Absent with Apologies:

<i>Vice-Chairman (Communication)</i>	Mr Will MA
<i>Member (Immediate Past Chairman)</i>	Mr Andrew FAN
<i>Member</i>	Ms Billie Christine LO

MATTERS ARISING

Last Meeting Notes

- M1 CONFIRMED the “Minutes of the 2nd Meeting on 5 May 2008” with further suggested amendments from members as follows:

Sending Convocation Message via EBS

- (M41/5/05)
- M2 Chairman thanked Secretariat’s efficient support for sending EBS regarding Mr Joseph Tsoi’s Beijing adventure for promoting Olympics. Noted that representing Convocation, Joseph had joined the Beijing trip for supporting the 2008 Olympic Games. All expenses paid to the organizer were borne by Joseph personally ~~this~~ time.

(M43/5/05)

- M3 ~~As the deceased worker in~~ The recent industrial casualty at the University was **discussed** ~~not CityU members.~~ After deliberation by SC, EBS on this case would not be sent.

CityU Delegation – Standard Chartered Marathon (M2/5/05)

- M4 Ms Agnes Chan would liaise with Student Development Services for getting updates re the captioned. Ms Chan Agnes

Video Broadcasting of Meetings via Convocation Wiki (M6/5/05)

- M5 To be discussed in next meeting. Dr Wong Bryan
& Mr Will Ma

Liability and Insurance Matters (M8/5/05)

- M6 **PENDING** for advice from Finance Office of the University. Secretariat

“CityU City Volunteer”(M20/5/05)

- M7 **PENDING.** Mr Joseph Tsoi

Content of Convocation Newsletter (M21/5/05)

- M8 Secretariat **REPORTED** that with the valuable input of Mr Will Ma, the Convocation Newsletter would be put into printing very soon.

(Post-meeting note: The Convocation Newsletters were available on 26 June 2008.)

Checklist for Organizing Activities (M34/5/05)

- M9 **PENDING.** Dr Wong Bryan
& Mr Joseph Tsoi

Function and Arrangement of Convocation Office (M35/5/05)

- M10 (Confidential information hidden.)

- M11 Secretariat also shared that the Alumni Card would be issued by Development and Alumni Relations Office (DAO) on behalf of the University. The earliest available date would be July and its application fee would be waived for the first few months. SC might consider it another means for ease of identification for getting access. All

- M12 **AGREED** that Standing Committee members would not leave guests alone in the Convocation Office for security reasons. All

Schedule for Meeting with Council Chairman (M37/5/05)

- M13 Secretariat **REMARKED** that the cost for organizing cocktail reception in the University was very reasonable.
- M14 **REPORTED** again that Mr Leung Chun-ying had been appointed Council Chairman of CityU by the Hong Kong Government, effective 22 October 2008. SC members expressed the wish to greet with him on his arrival. Secretariat

Sharing Session with PolyU (M39/5/05)

- M15 Secretariat would send a thank-you note to PolyU though the visit needed to be postponed because of adverse weather conditions. Secretariat
- M16 Some SC members suggested that PolyU's invitation might be extended to leaders of alumni associations or alumni leaders while restricting the number of participants to the expected size. Due to different views, Mr Patrick Lee would see to this matter. Mr Patrick Lee
- M17 The original souvenir for PolyU was shown on the meeting.

Congregation Souvenir for Fresh Graduates (M40/5/05)

Heart-shaped Bookmark

- M18 Ms Kathy Chan **REPORTED** that DAO would present a heart-shaped bookmark, the Congregation souvenir, to fresh graduates on Congregation days. The wording of "Uniting Alumni to Support the University Development" and websites of both Convocation and DAO would be shown on the bookmark.
- M19 Member's suggestions of other Congregation souvenirs (e.g. pin, ring) would be recorded for future consideration.

Other Suggestions for Congregation

- M20 **SUGGESTED** to place "a graduate stand with congratulatory message" by Convocation and DAO for graduates to take photo at its side.
- M21 **SUGGESTED** to arrange a short video introduction of Convocation in the Congregation DVD produced by DAO. Ms Kathy Chan **REMARKED** that the Congregation DVD had limited capacity and suggested that the Convocation video was expected to be very brief.

(Post-meeting note: After review, suggested that the brief video introduction should be within 20 seconds.)

- M22 **SUGGESTED** to insert a message in the Congregation leaflet (場刊) by Convocation and DAO together;
- M23 **SUGGESTED** to set up a booth to promote Convocation with support by SC members. **NOTED** that it would be very demanding on manpower. SC members manning the booth to be further worked out. All

- M24 Mr Locto Tang and Ms Miyuki Lo would be the representatives from Convocation to coordinate the above; Mr Locto Tang & Ms Miyuki Lo
- M25 Secretariat would check the next meeting date of Congregation Organizing Committee Meeting. Ms Alice Chan, Senior Alumni Relations Officer of DAO, would help convey the suggestions in the meeting to see if the suggestions would be accepted. Secretariat

Resignation of SC Member and Replacement for Vacancy (M52/5/05)

- M26 Secretariat **REPORTED** that Ms Rowena Kong, SC member, had already sent Secretariat formal resignation letter.
- M27 Suggested to form a Committee (e.g. 出缺委員會) to identify replacement for vacancy. Mr Tong Kar Wai would take care of this matter and invite two more SC members to support. Mr Tong Kar Wai

CHAIRMAN'S REPORT

- M28 The Chairman gave an account of the various activities in which SC members had attended on behalf of the Convocation in the past few months : CityU President Reception, CityU Donation Cheque Presentation re Sichuan Earthquake, Support for Project Rebuild, etc.
- M29 He also **REPORTED** that he had met with CityU Librarian to explore letting CityU alumni credit-card holders to get access to the library and other cooperation opportunities. He **REMARKED** that Professor Ching, University Librarian, would consider his suggestions.
- M30 (Confidential information hidden.)

- M31 In response to the sharing of views on fundraising by Professor Way Kuo on South China Morning Post, Mr Patrick Lee had met with the President. Ms Kathy Chan and Ms Miyuki Lo also attended. Ms Miyuki Lo would prepare the reports accordingly. Ms Miyuki Lo

SECRETARY'S REPORT

- M32 **REPORTED** that Ms Kathy Chan had already obtained the consent from Student Development Services re SC members' presentation in the captioned activity to be held from around 9:30 am to 10:30 am from 25 August to 27 August 2008. Initially, Mr Patrick Lee would present topics in relation to the theme of the Orientation: "From Students to Professionals". Mr Patrick Lee

ITEMS FOR DECISION/DISCUSSION

1. Report from Communication Vice-Chairman (Paper SC/03/01)

- M33 **ENDORSED** the paper on “Convocation Standing Committee Broadcast Public Statements” with the following amendment and remark:
- M34 **AMENDED** to allow half working day for Secretariat to send messages after confirmation of the content. All
- M35 **REMARKED** that SC members could initiate the sending of public statements while Chairman would define the level of importance on individual cases. All

2. Proposal for Establishment of Constitution & Rules – Finance Working Group & Passing a Resolution for Granting the Powers for the Working Group (Paper SC/03/02)

- M36 (Confidential information hidden.)
- M37 (Confidential information hidden.)

3. Ocean Park Night (Paper SC/03/03)

- M38 **ENDORSED** to implement the captioned University programme with the following remarks and suggestions:
- M39 **SUGGESTED** to infiltrate social elements (社會元素) into the programme.
- M40 The programme would target at CityU community members and their family members.
- M41 DAO would be the main organizer of this programme. In addition to Convocation, other units including Students’ Union, Human Resources Office, City University of Hong Kong Postgraduate Association, etc. would be invited to co-organize the event.
- M42 Mr Chan Ka Wang and Ms Joy Leung would be the project coordinators on the side of Convocation. Mr Chan Ka Wang & Ms Joy Leung

**4. A Summit Convention for the 25th Anniversary of the University
(Paper SC/03/04)**

M43 The captioned proposal would be forwarded to the University parties responsible for preparation of 25th anniversary for consideration. Dr Wong Bryan

(Post-meeting note: A representative from Convocation had already been invited to serve on the 25th Anniversary Organizing Committee. Dr Bryan Wong was delegated to be the representative.)

**5. A Proposal on Scholarship Scheme for Outstanding Mainland Foundation
Year Student (Paper SC/03/05)**

Proposed Convocation Fund

M44 (Confidential information hidden.)

M45 (Confidential information hidden.)

M46 (Confidential information hidden.)

M47 (Confidential information hidden.)

M48 (Confidential information hidden.)

A.O.B.

Soliciting Donation in Convocation Activities

M49 (Confidential information hidden.)

M50 (Confidential information hidden.)

M51 (Confidential information hidden.)

Next Convocation Happy Gathering

M52 SC members were invited to mark diary for next Convocation Happy Gathering to be held on 28 August 2008. President would be the speaker for the event. All

Orientation Sculpture

M53 Secretariat **APPEALED** all to support the captioned exercise coordinated by Student Development Services. SC members were encouraged to send the donated items to Secretariat on or before end of June. All

Acknowledging Volunteers under CityU Alumni Ambassador Scheme

M54 Badge and souvenir stands of CityU Alumni Ambassador Scheme were distributed to SC members.

M55 Ms Kathy Chan **EXPLAINED** that names of alumni ambassadors who were current volunteers were posted on the web of CityU Alumni Ambassador Scheme. The way of listing of alumni ambassadors on the web would be further refined. Secretariat

Paper on “Audio/Video Recording Meetings”

M56 To be discussed in next meeting.

DATE OF NEXT MEEING

M57 **23 July 2008**