

CITY UNIVERSITY OF HONG KONG

First Standing Committee of Convocation (2008-2009)

Minutes of the 4th Meeting Held on 23 July 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

Members

Ms Agnes CHAN
Mr CHAN Ka Wang
Mr Teddy CHIU
Ms Joy LEUNG
Ms Billie Christine LO
Ms Miyuki LO
Mr TONG Kar Wai

Secretariat

<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>	Mr Brian CHUI
	Mr Locto TANG

MATTERS ARISING

Last Meeting Notes

- M1 **CONFIRMED** the “Minutes of the 3rd Meeting on 12 June 2008” with suggested amendments from members as follows:

Schedule for Meeting with Council Chairman

- (M14/12/6)
- M2 **NOTED** that Mr Leung Chun-ying had been appointed Council Chairman of CityU by the Hong Kong SAR Government, effective 22 October 2008. SC members expressed the wish to greet with him on his arrival.

Secretariat

Resignation of SC Member and Replacement for Vacancy

- (M27/12/6)
- M3 **SUGGESTED** to form a working group 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

Secretary's Report

- (M32/12/6)
- M4 **REPORTED** that Ms Kathy Chan had already obtained the consent from Student Development Services re SC members' presentation in the Student Orientation 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".

Ocean Park Night

- (M39/12/6)
- M5 **SUGGESTED** to infiltrate social responsibility elements into the programme.

CityU Delegation – Standard Chartered Marathon (M4/12/6)

- M6 To proceed as agreed. Ms Agnes Chan

Liability and Insurance Matters (M6/12/6)

- M7 (Confidential information hidden.)
- M8 (Confidential information hidden.)
- M9 To pass information re alumni volunteers participating in "Project Rebuild" coordinated by Department of Applied Social Studies (SS) to Secretariat for further exploration of insurance matter. DAO might consider arranging insurance for those who would provide voluntary support for student learning activities but it was expected that the organizing departments would take care of it or the alumni would arrange for themselves. Mr Tong Kar Wai
- M10 To investigate if SS would consider arranging group insurance that could be extended to alumni volunteers. DAO might consider covering excessive cost arising in relation to the mentioned extension. Secretariat
- M11 To include item of "insurance" in the form for "Application for Programme Proposals". Secretariat
- M12 To explore bulk insurance for Convocation activities. Secretariat
- M13 (Confidential information hidden.)
- M14 As a principle, Convocation SC members shall take actions according to the four objectives of Convocation in coordination with the Secretariat.

M15 To pass queries on fiduciary duty and liability to Secretariat for seeking possible legal advice. Mr Tong Kar Wai

Content of Convocation Newsletter (M8/12/6)

M16 The captioned Newsletter was well received by alumni. All expressed thanks to Mr Will Ma and Ms Pheony Tsang for their good work.

M17 Its six main pages with time-free content would be regarded as “PR package” for Convocation.

M18 With the arrival of the new Council Chairman on 22 October 2008, the distribution of the newsletter would be reviewed as part of its content in relation to Council Chairman would be outdated by then. Secretariat

Checklist for Organizing Activities (M9/12/6)

M19 PENDING. Dr Bryan Wong & Mr Joseph Tsoi

Function and Arrangement of Convocation Office (M11/12/6)

M20 NOTED that Alumni Card coordinated by Development and Alumni Relations Office (DAO) would be available around July/August.

Sharing Session with PolyU (M16/12/6)

M21 Members had reserved diary on 13 September 2008 and 27 September 2008 for the captioned.

(Post-meeting note : The sharing session was fixed to be held on 27 September 2008.)

Other Suggestions for Congregation (M20~25/12/6)

M22 Coming meeting of the Congregation Organizing Committee was yet to be fixed. DAO would help convey the suggestions to Professor Paul Lam, Acting Vice-President (Undergraduate Education), for his consideration in due course. Ms Kathy Chan

M23 Ms Miyuki Lo and Mr Locto Tang would plan for the booth to be set up at Congregation days, subject to approval of the Congregation Organizing Committee. Ms Miyuki Lo & Mr Locto Tang

Resignation of SC Member and Replacement for Vacancy (M27/12/6)

M24 To be further worked out. Mr Tong Kar Wai

Chairman’s Report (re Meeting with the President M31/12/6)

M25 Ms Miyuki Lo would present the report re Chairman’s meeting with the President. Ms Miyuki Lo

Secretary's Report (re Student Orientation M32/12/6)

M26 Of the Student Orientation to be held from 25 to 27 August 2008, Chairman would be the Convocation representative for one of the three days. Chairman would see to representatives for the remaining two days. Members were also encouraged to indicate interest. Mr Patrick Lee All

M27 Secretariat would explore further details of Student Orientation and inform all. Secretariat

Proposal for Establishment of Constitution & Rules – Finance Working Group & Passing a Resolution for Granting the Powers for the Working Group (M36/12/6)

M28 To be reported. Mr Brian Chui

Ocean Park Night (M38~42/12/6)

M29 **REPORTED** that the captioned would be treated as one of the major activities for the 25th Anniversary celebration.

M30 DAO had temporarily reserved 26 September 2009 at Ocean Park for the event. DAO would invite co-organizers like Convocation, Human Resources Office, Student Development Services, etc. to discuss related plan. Ms Kathy Chan

A Summit Convention for the 25th Anniversary of the University (M43/12/6)

M31 Dr Bryan Wong briefed all on the 25th anniversary programmes and welcomed members to give further ideas. All

M32 Ms Kathy Chan **REMARKED** that the University would welcome celebration activities at departmental level. The 25th Anniversary Organizing Committee would mainly look after major activities at the University level.

Next Convocation Happy Gathering (M52/12/6)

M33 **AGREED** that Convocation and DAO would co-host the Happy Gathering (HG) to be held on 28 August 2008, with President as speaker. The coming HG would follow the norm of the previous one.

(Post-meeting note: The coming HG would be postponed to be held on 4 September 2008.)

M34 Ms Agnes Chan and Mr Joseph Tsoi would be the project owners from Convocation. Ms Agnes Chan & Mr Joseph Tsoi

Orientation Sculpture (M53/12/6)

- M35 Chairman further appealed all to donate items for the captioned activity coordinated by Student Development Services. Its last day for donation was 23 July 2008.

CHAIRMAN'S REPORT

- M36 The Chairman gave an account of the various activities in which SC members had involved in the past few months: “兩岸四地大學國際化校長論壇” (18 July), Inaugural Talk Series (28 June), Vegetarian Dinner for Project Rebuild (27 June), Convocation Happy Gathering – “Collective Memories” (26 June), etc.

SECRETARY'S REPORT

- M37 Secretary thanked SC members' support for “Caring Card” project of the University and their being volunteers for the project. SC members had collected caring cards after the meeting to help promote them to alumni and others (alumni's parents, friends, etc.) of their networks.
- M38 Ms Kathy Chan would share with Mr Patrick Lee the information of planned upcoming alumni activities of DAO. Ms Kathy Chan
- M39 Ms Kathy Chan further **SHARED** that the President planned to meet with alumni in Shanghai in September 2008 amid his visit to universities there. Mr Andrew Fan had committed to offer support to the reunion. Alumni would be required to pay fees for the reunion. SC members were also welcome to join. All

ITEMS FOR DECISION/DISCUSSION

1. Audio/Video Recording Meetings (Paper SC/04/01)

- M40 (Confidential information hidden.)
- M41 Seven Standing Committee members supported to further investigate the captioned before making decision and would invite Communication Committee to follow up. Mr Will Ma

2. Planned Convocation Fund

M42 (Confidential information hidden.)

M43 (Confidential information hidden.)

M44 (Confidential information hidden.)

M45 (Confidential information hidden.)

M46 (Confidential information hidden.)

M47 (Confidential information hidden.)

M48 (Confidential information hidden.)

Secretariat

All

3. Alumni Benefits

M49 **AGREED** that details of cooperation be built up for co-organizing matters re alumni benefits. Mr Brian Chui and Ms Joy Leung would provide input to DAO. Before that, DAO would continue to be the project owner for alumni benefits. SC members were welcome to refer to DAO potential service providers which could provide privileged benefits to alumni. For ease of reference of alumni, the webpage on alumni benefits would be coordinated by DAO.

M50 **AGREED** that DAO would handle the case of “信報財經新聞貴賓優惠計劃” recommended by Dr Bryan Wong according to its usual practice for accepting alumni benefits.

Ms Kathy
Chan

4. Evaluation of Talk Series and Plan for Coming Ones

M51 **NOTED** that Dr Y C Chan had accepted Director (DAO) /Secretary’s invitation to speak at the Talk Series to be co-hosted by DAO and Convocation on 17 September 2008. Whether the future talks be co-hosted or not would be decided in next meeting.

All

M52 To add question of “why you join this activity” in the questionnaire of activities.

Secretariat

5. Placing Information on Web

M53 All **AGREED** not to post document with confidential information on web. All were also encouraged to alert Secretariat paper with confidential information should there be any.

All

M54 Secretariat also **SHARED** with all legal advice sought for posting information on web. It was advised that specific consent should be obtained for posting alumni stories on Wiki and extracting information from other sources. Secretariat would follow up with Communication Committee.

Secretariat

A.O.B.

Alumni Leader Sharing Night

- M55 **AGREED** that Convocation and DAO would co-host the captioned event. Secretariat
Budget arrangement would be worked out.

“Raleigh Challenge – Wilson Trail 2008” & “Community Chest Flag Day 2008”

- M56 Proposals re the captioned community services were submitted in the meeting. Ms Agnes
Their budget information including Convocation T-shirts for alumni Chan
volunteers were pending.

Committee on Constitution and Rules of Meeting

- M57 Mr Tong Kar Wai updated that he was planning the rules of meeting for the Mr Tong Kar
captioned Committee. When ready, he would contact Mr Steven Kwan and Mr Wai
Raymond Cheng inviting them to join the Committee.

DATE OF NEXT MEEING

26 August 2008