

CITY UNIVERSITY OF HONG KONG

First Standing Committee of Convocation (2008-2009)

Minutes of the 5th Meeting Held on 22 October 2008

Present:	<i>Chairman</i>	Mr Patrick LEE
	<i>Vice-Chairman (Internal Affairs)</i>	Ms Stella LEE
	<i>Vice-Chairman (University Development)</i>	Dr Bryan WONG
	<i>Members</i>	Mr CHAN Ka Wang
		Mr Teddy CHIU
		Mr Brian CHUI
		Ms Joy LEUNG
		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 (External Affairs)</i>	Mr Joseph TSOI	
<i>Vice-Chairman (Communication)</i>	Mr Will MA	
<i>Member (Immediate Past Chairman)</i>	Mr Andrew FAN	
<i>Member</i>	Ms Agnes CHAN	
	Ms Billie Christine LO	
	Ms Miyuki LO	

MATTERS ARISING

Last Meeting Notes

M1 CONFIRMED the “Minutes of the 4th Meeting held on 23 July 2008”.

Schedule for Meeting with Council Chairman

(M2/23/7)

M2 Secretariat **REPORTED** that updates on Wiki regarding the arrival of new Council Chairman were completed. All were reminded not to distribute the Convocation leaflet from 22 October 2008 onwards as the related part for Council Chairman was outdated.

M3 On request of Chairman, Secretariat would further liaise with Council Secretariat Secretariat for including “Council report on Linkage” in coming Convocation e-Newsletter.

(Post-meeting notes : Above arrangement was successfully confirmed with Council Secretariat.)

M4 Chairman shared with all planned meeting schedules of Council.

Resignation of SC Member and Replacement for Vacancy

(M3/23/7)

- M5 **REPORTED** that Mr Tong Kar Wai would give draft proposal for the captioned in two weeks' time. Mr Tong Kar Wai
- M6 **AGREED** that the procedures for replacement would be open and transparent. Resource implication should also be taken into account, with a view to the current heavy commitments of the Standing Committee and the Secretariat. The transaction for this replacement might integrate in coming Annual General Meeting through agenda submission. Mr Tong Kar Wai

Secretary Report (Re Student Orientation)

(M4/23/7)

- M7 Secretariat to check the availability of video for Student Orientation on Wiki. Secretariat

Ocean Park Night

(M5/23/7)

- M8 **RECAPPED** that DAO had reserved 26 September 2009 at Ocean Park for the captioned and related planning was in progress. DAO as main organizer of the event would invite co-organizers including representatives from SC for it. Ms Kathy Chan

CityU Delegation – Standard Chartered Marathon

(M6/23/7)

- M9 **SUGGESTED** to place application form for the captioned at Joint Sports Centre. Personal appeals were also encouraged. Secretariat

Liability and Insurance Matters

(M7/23/7)

- M10 **REPORTED** that Department of Applied Social Studies had not arranged additional group insurance for alumni joining trip to Sichuan in August owing to budget constraint. As an exceptional arrangement, DAO had arranged insurance for 10 alumni who had supported student-learning activity in the trip.
- M11 **RECAPPED** that project owners should arrange insurance for its participants, if required. Participants might also arrange insurance by themselves.
- M12 Mr Tong Kar Wai thanked DAO for the prompt support given.
- M13 Mr Tong Kar Wai had just passed the notes re query on “fiduciary duty” to Secretariat for its seeking legal advice. Secretariat

Content of Convocation Newsletter

(M16~18/23/7)

- M14 **AGREED** that if hard-copy updates were required to distribute in upcoming activities, SC members might consider printing out information from Wiki.

Function and Arrangement of Convocation Office

(M20/23/7)

- M15 (Confidential information hidden) Secretariat
- M16 (Confidential information hidden) Dr Bryan Wong

Sharing Session with PolyU

(M21/23/7)

- M17 SC members thanked Secretariat for preparation of a nice PowerPoint for the captioned activity.
- M18 Chairman suggested a thematic exchange programme be held with local counterparts. Agreed that he might consider to include this in year plan of next year.

Other Suggestion for Congregation

(M22/23/7)

- M19 **AGREED** to combine the booths of DAO and Convocation at Congregation Days in regard to manpower constraint of Convocation SC members for manning the booth by themselves at day time.
- M20 Regarding the under-20 seconds DVD for Convocation to be inserted into Congregation DVD of DAO, all agreed to have the theme focused on “Uniting alumni to support University development”. SC members suggested to seek the support of Mr Joseph Tsoi, along with help from Mr Kelvin Chan and Ms Joy Leung. Mr Locto Tang would work with DAO accordingly and circulate consolidated ideas among SC members. Mr Kelvin Chan
Ms Joy Leung
Mr Locto Tang
Mr Joseph Tsoi
- M21 Secretariat **REPORTED** that the combined message issued by DAO and Convocation in Congregation booklet would be in black and white colour, like previous years. Bookmarks for graduates produced by DAO would be arranged for distributions on the Congregation Days.
- M22 SC members **SUGGESTED** the recruitment of student volunteers for Convocation activities in the long run.

A Summit Convention for the 25th Anniversary of the University

(M32/23/7)

- M23 Dr Bryan Wong shared his proposed ideas for the 25th Anniversary of the University including seeking alumni’s support for the 25th anniversary publication and presenting an electronic mosaic as gift to the University.
- M24 Dr Bryan Wong **REPORTED** that a working group would be formed to prepare for the electronic mosaic project including design and liaison. He would invite co-partners including Staff Association, Students’ Union, and CityU Postgraduate Association to coordinate photo collection. Dr Bryan Wong

M25 (Confidential information hidden) Dr Bryan Wong

M26 (Confidential information hidden)

Next Convocation Happy Gathering

(M33/23/7)

M27 Future ones to be planned. Secretariat shared that there had been a discussion on “cash bar” arrangement for future activities. Ms Agnes Chan and Mr Joseph Tsoi

Alumni Benefits

(M49/23/7)

M28 **NOTED** that DAO would continue to manage alumni benefits while any alumni benefits referred by Convocation members would be acknowledged.

Evaluation of Talk Series and Plan for Coming Ones

(M51/23/7)

M29 Planning for the captioned would be further pursued. There were no pending co-hosted activities between DAO and Convocation. Ms Agnes Chan & Mr Joseph Tsoi

M30 Secretariat encouraged members to strengthen communication with partners of co-hosted activities including DAO re formation of working group. All

M31 Mr Tong Kar Wai **SUGGESTED** that an annual review for questionnaires received from activities be pursued. Secretariat

Alumni Leader Sharing Night

(M55/23/7)

M32 The plan prepared by DAO for the captioned was confirmed with minor comments received from members.

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

(M56/23/7)

M33 Support for “Community Chest Flag Day” was solicited.

Committee on Constitution and Rules of Meeting

(M57/23/7)

M34 (Confidential information hidden) Secretariat

CHAIRMAN’S REPORT

M35 Chairman **REPORTED** that information of recent activities was well recorded on Wiki.

SECRETARY’S REPORT

M36 The Annual General Meeting to be held on evening of 12 December 2008 was in progress.

M37 (Confidential information hidden)

M38 The “Outstanding Alumni Awards” was being planned by DAO for the University.

ITEMS FOR DECISION/DISCUSSION

CityU Convocation – Fundraising for Student Support and Development

M39 (Confidential information hidden)

M40 (Confidential information hidden)

Secretariat

M41 (Confidential information hidden)

M42 (Confidential information hidden)

M43 (Confidential information hidden)

M44 (Confidential information hidden)

M45 (Confidential information hidden)

A.O.B.

T-shirts for Convocation Activities

M46 Principles **AGREED** for implementing the captioned were as follows:

M47 Could be produced under the principles of “cost recovery” and “charge-basis”.

M48 (Confidential information hidden)

M49 (Confidential information hidden)

M50 (Confidential information hidden)

M51 Project-in-charge would work out the plan and budget for the captioned.

Ms Agnes
Chan

Future Meeting Flow

M52 As **ADVISED** by Chairman, action checklist prepared by Secretariat would be posted on the intranet of Wiki and members would update it prior to next meeting. That could help saving time for discussion of major items in coming meetings.

Communication Committee Meeting

M53 Notes of meeting and related paper for the captioned meeting dated 19 September were shared among SC members.

Meeting with Principal of Community College

M54 **PENDING** for advice from Community College. Secretariat

Advisory Committee for City AlumNet

M55 A SC representative from Convocation was invited to join the captioned Committee of Development and Alumni Relations Office. Chairman would invite Mr Will Ma to join it via Secretariat. Secretariat
Mr Will
Ma

Selection Panel for the Teaching Excellence Awards 2008-2009

M56 Chairman **REPORTED** that Mr Gyver Lau would support the captioned as invited Convocation member. Secretariat would inform the related office. Secretariat

Installation of President cum Honorary Awards Ceremony

M57 Mr Patrick Lee and Ms Stella Lee would join the captioned activity.

Condolences Money and Wreath for Deceased Hostel Student

M58 **ENDORSED** that condolences money donated by SC members would be sent to parents of the deceased hostel student in the name of Standing Committee via International and Non-Local Students Office (INSO). Secretariat

M59 (Confidential information hidden) Secretariat

Endorsement of Proposal

M60 The proposals of Convocation Gathering on “Project Rebuild – Sharing after Onsite Visit” and “CityU Volunteer – S.K.H. St. Christopher’s Home Flag Day 2009” were **TABLED** and **ENDORSED**.

M61 **RECAPPED** that members were encouraged to seek initial views from Chairman and Secretary for new initiatives before circulating paper for endorsement via Secretariat. All

M62 Secretariat would prepare receipt for participants for the Lamma Island visit to be held on 26 October. Secretariat

M63 Payment for function would be arranged prior to the function day for future activities.

Sending Email to Alumni

M64 **AGREED** that Chairman would decide the despatch of email for Convocation activities to alumni.

Attendance for Meetings

M65 (Confidential information hidden)

Reservation at Campus Restaurants

M66 Reservation of seats/ room at campus restaurants for official activities of Convocation could now be made in the name of Convocation.

- M67 A bonus card issued by campus restaurants was now available for saving Secretariat
bonus credit in relation to expenses arising out of official Convocation
activities. Secretariat would inform all the card number accordingly.
- M68 **AGREED** that Secretariat would monitor the use of the accumulated bonus Secretariat
credit that would be used for future official Convocation activities.

DATE OF NEXT MEEING

25 November 2008