

CITY UNIVERSITY OF HONG KONG

The First Standing Committee of Convocation (2008-2009)

Minutes of the 8th Meeting Held on 30 March 2009

Present:	Chairman	Mr Patrick LEE
	Vice-Chairman (Communication)	Mr Will MA
	Vice-Chairman (Internal Affairs)	Ms Stella LEE
	Vice-Chairman (External Affairs)	Mr Joseph TSOI
	Vice-Chairman (University Development)	Dr Bryan WONG
	Members	Ms Agnes CHAN Mr CHAN Ka Wang Mr Teddy CHIU Mr TONG Kar Wai Ms Joy LEUNG Mr Locto TANG
	Convocation Secretary	Ms Pheony TSANG
	Absent with Apologies:	
	Member (Immediate Past Chairman)	Mr Andrew FAN
	Member	Mr Brian CHUI
Member	Ms Billie Christine LO	
Member	Ms Miyuki LO	
In Attendance:	Alumni Relations Officer, Alumni Relations Office	Ms Eleanor LEE

CONFIRMATION OF THE LAST MINUTES

M1 **CONFIRMED** the “Minutes of the 8th Meeting held on 14 January 2009”.

MATTERS ARISING

Schedule for Meeting with the Council Chairman

(M2~6/14/1)

M2 Secretary **REPORTED** that in response to Mr Patrick Lee’s request of notes of meeting with the Council Chairman, Secretary had sent two points raised by Council Chairman in relation to Convocation to him already.

(Confidential information hidden)

M3 In the meeting, Secretary said that the internal notes prepared by ARO could be shared with Convocation.

- M4 Mr Patrick Lee then further requested the Secretary to prepare separate notes by Convocation for the captioned meeting, taking reference from the internal notes of ARO. He also welcomed ARO's sharing of its internal notes, if possible. Secretariat
- M5 He also requested SC members to submit their own notes for the captioned meeting to him by 5:00 pm on 1 April 2009. SC members
- M6 **CONFIRMED** that a working group meeting for "making recommendation to the Council Chairman" would be held at 7:30pm on 6 April to discuss on the follow-up actions. Mr Patrick Lee, Dr Bryan Wong and Mr Tong Kar Wai
- (Post-meeting notes: The Secretary prepared and sent notes of meeting prepared by the Secretariat to SC members on 1 April 2009 and shared with all the internal notes of ARO on 6 April 2009 after seeking consent from the Council Secretariat for dissemination of information of Council. A paper on Strategic Development had been sent to the Council Chairman by the Convocation on 11 May 2009 in response to the strategic planning schedule mentioned by the Council Chairman in the meeting.)

Resignation of SC Member and Replacement for Vacancy
(M7~9/14/1)

- M7 Secretary **RECAPPED** that the deadlines for submitting nominations for "Open Nomination and Selection for Filling a Vacancy of Standing Committee" was 5:00 pm on 16 April 2009. If there was more than one qualified candidates, a voting session would be held from 7-10 pm on 7 May 2009 on campus. The candidate who was selected will be formally appointed by the Standing Committee to fill the vacancy of the Committee upon the lapse of the 48-hour complaint period and should assume his/her office seven calendar days after the formal appointment.
- M8 Secretary **REMINDED** SC members to reserve the mentioned timeslots (7~10 pm on 7 May 2009) for the potential voting session. SC members
- M9 The Chairman extended notes of thanks to the Panel members and the Convocation Secretary for their great efforts contributed to this exercise. He also thanked Mr Joseph Tsoi and Mr Tong Kar Wai for being facilitators.
- [Post-meeting notes : The Secretary had announced via email to all Convocation members the voting session for the "Open Nomination" exercise on 27 April 2009, listing the information of three qualified candidates. A voting session for the "Open Nomination" exercise was successfully held on 7 May 2009. The Secretary had announced the results via email to all Convocation members on 8 May 2009, declaring that Mr Chu Ming Hing, Kenny (MSc Finance 2004), obtaining the highest votes for the voting session, had been selected as the candidate to fill the vacant post of MEMBER in the Standing Committee of CityU Convocation. Mr Chu was formally appointed by

the Standing Committee after the lapse of the 48-hour complaint period according to the regulations for the “Open Nomination” exercise.]

Ocean Park Night

(M10/14/1)

M10 **REPORTED** that Mr Joseph Tsoi and Ms Agnes Chan had joined the 1st Organizing Committee Meeting of “Silver Jubilee Reunion: Ocean Park Night” organized by ARO, with supporting units including Convocation, SDS, HRO, etc. The event would be held on 19 September 2009. The draft proposal of the event had been **CIRCULATED**.

M11 All were reminded to mark the diary for the captioned University event and helped boosting its publicity later. SC members

CityU Delegation – Standard Chartered Marathon

(M11~13/14/1)

M12 **REPORTED** that CityU Delegation – Standard Chartered Marathon had been held on 8 February 2009. It’s Reunion and Prize Presentation Dinner had been organized on 7 March 2009.

M13 The Chairman **ENCOURAGED** SC members to join the “CityU Delegation – Standard Chartered Hong Kong Marathon 2010”.

Query on Fiduciary Duty

(M14~15/14/1)

M14 (Confidential information hidden)

Suggestions for Congregation

(M24~25/14/1)

M15 The Secretary **RECAPPED** that the Convocation video for fresh graduates had been uploaded to wiki and forwarded to Convocation members via the Convocation e-newsletter issued on February 2009. The Congregation DVD produced by ARO, comprising the 20-second Convocation video, had been sent to 2008 graduates in February 2009. [Remarks: Please visit (<http://cityuhistoryproject.wetpaint.com/>) for the link of the Convocation video.]

M16 SC members **EXPRESSED** wish to participate in the Organizing Committee of Congregation earlier this year and invited Secretary to inform the schedules when available. Mr Locto Tang and Mr Joseph Tsoi would be the project-in-charge for this. Secretariat
Mr Locto Tang and Mr Joseph Tsoi

(Post-meeting notes: The Secretary informed that the coming meeting for the Organizing Committee of Congregation would be held on 11 June 2009. A written request had already been sent to the Chairman of Congregation Organizing Committee on 19 May to express our wish to have a Convocation representative to join the Organizing Committee and our request was accepted the same day.)

Next Convocation Happy Gathering and Talk Series

M17 **IN PROGRESS.**

Ms Agnes
Chan and Mr
Joseph Tsoi

Alumni Leader Sharing Night

(M27~31/14/1)

M18 The Secretary **REPORTED** that SC members' suggestion of further strengthening Convocation promotion by taking opportunity of the Telephone Affinity Campaign (TAC) of Development Office (DO) had been conveyed to DO. She learnt from DO that its next TAC would be arranged around July 2009.

M19 The Chairman **INVITED** the Secretary to inform SC the dates of "Alumni Leader Sharing Night" and "Meeting with Departmental Alumni Coordinators" of the coming ones to be organized by ARO when schedules were fixed.

Secretariat

Committee on Constitution and Rules of Meeting

(M32/14/1)

M20 **IN PROGRESS.** The Secretary **SHARED** with all the clause 52 of the Constitution of CityU Convocation that "At an Annual or Special General Meeting, the Convocation may by resolution of not less than two-thirds of the members present in person or by proxy rescind, amend or add to the Constitution but such rescission, amendment or addition shall only take effect upon the approval of the Council".

CityU Convocation – Fundraising for Student Support and Development

(M33~36/14/1)

M21 (Confidential information hidden)

Mr Kelvin
Chan, Mr
Teddy Chiu &
Mr Joseph
Tsoi

M22 The Secretary would update SC members number of donors and donation amount up to date for the fundraising project.

M23	Secretary RECAPPED that at present, the appeals of “Any surplus of this activity would be directed to City University of Hong Kong as a donation to support the Convocation fundraising for student development. The corresponding Matching Grant, if available and successfully allocated, would be used for the same purpose” and voluntary donation of HK\$25 or above for the same project had been added to the publicity email of activities.	Secretariat
M24	Ms Joy Leung PROPOSED to take instant photos of participants in Convocation activities as a mean to raise fund, the imminent one is Tung Lung Island to be held on 19 April 2009. It also BROUGHT out the concern that too many fundraising requests in the same activity might confuse participants. This suggestion was ENDORSED by the majority of SC members. The instant photo-taking arrangement would be added to the reminder message for participants joining “Tung Lung Island” trip.	Secretariat
M25	Secretary REMARKED that she would explore if there was concerns for this arrangement in regard to the proposal of fundraising project.	Secretariat
M26	AGREED that the default fundraising means needed to be noted in the template of activity proposal. (Post-meeting notes: Secretary confirmed with DO and informed SC members by email on 9 April 2009 the arrangement: Secretariat would prepare usual donation form for Convocation fundraising project and SC members could appeal for donation from participants on site. Secretariat would collect payment on site and an instant photo would be taken as acknowledgement only. This arrangement was in accordance with appeals on on-line form. This suggestion was implemented at the trip of Tung Lung Island. Only one instant photo was taken and the arrangement would be reviewed.)	Secretariat
M27	To consider if view on the donation appeals would be sought on evaluation form.	Ms Joy Leung
M28	Box of “non-members” and remarks re recruitment of volunteers for alumni activities would be added to the evaluation form.	Secretariat
	<u>T-shirts for the Convocation Activities</u> (M37~39/14/1)	
M29	A sample of Convocation T-shirt was shown for seeking further comments.	
M30	CONFIRMED the color and design of Convocation T-shirt with minor amendments. The size ranges of Convocation T-shirts should be from XS to XL.	
M31	Mr Wayne Chung, Administrative Assistant of Convocation Secretariat, would finalize the details of its production with SC members concerned.	Secretariat Ms Agnes Chan & Mr Teddy Chiu

Meeting with the Principal of Community College (CCCU)

(M40~44/14/1)

- M32 Secretary **REPORTED** her liaison with CCCU re possible posting of Convocation promotional information at the bulletin board at CCCU's branch teaching sites. It was told that SC could suggest promotional materials to be posted for consideration if required.
- M33 **REPORTED** that the internship programme being coordinated by Career and Internship Office (CAIO) of the University would be open to both CityU and CCCU students.
- M34 To further explore with CAIO if its internship programmes could fulfill students' demands. When necessary, the Convocation could help send emails inviting alumni to provide internship opportunities offered by their employers. Secretariat

City AlumNet 2009

(M45~46/14/1)

- M35 **REPORTED** that City AlumNet 2009 produced by ARO had been sent to alumni. The Chairman **ADVISED** the project-in-charge of Convocation content in the said magazine to plan and coordinate the contents in advance next year. Mr Will Ma and Secretariat
- M36 SC members **BROUGHT** out that the alumni interviewees of "CityU Today" published by The Communications & Public Relations Office (CPRO) sometimes overlapped with those interviewees in ARO's publications. The Secretary **SHARED** that CPRO, like other departments, would get references from ARO re potential prominent alumni interviewees but even if the same interviewees were interviewed, the scopes and approaches of "CityU Today" were different and its target readers were the stakeholders of the University.
- M37 SC members **AGREED** to send an email to CPRO and ARO to express their view. Mr Will Ma and Dr Bryan Wong
- M38 In response to Mr Will Ma's appeal for One-Minute Videos, the Chairman **SUGGESTED** all SC members to provide one by them by end of April 2009 to enrich the contents on web. SC members
- M39 Mr Locto Tang **SHARED** that the Department of English (EN) was conducting a 90-second video in commemoration of the CityU's 25th Anniversary. He would send its campaign details and the demonstration video to SC members for reference. If required by EN, Convocation might invite alumni to submit video. Mr Locto Tang
- M40 To explore if "城市廣播" at campus canteen could be one of the means for promoting Convocation (e.g. photo of Convocation activity plus appeal for support). Ms Joy Leung and Mr Teddy Chiu

Selection Panel for the Teaching Excellence Awards 2008~2009

(M47/14/1)

M41 **IN PROGRESS.**

(Post-meeting notes : Mr Gyver Lau had attended the final selection panel meeting on 15 April 2009. Finalists were interviewed by the selection panel and the award winners were finally selected. Most likely, the results would be announced on 16 April 2009.)

Report on Annual General Meeting (AGM) & Alumni Reunion Dinner

(M48/14/1)

M42 Secretary **REPORTED** that the draft minutes of AGM had been sent to SC members for comments. The minutes would be confirmed in next AGM to be held on the evening of 26 November 2009 (falling within period as agreed in last SC meeting in January 2009). All SC members were encouraged to mark diary for the AGM. SC members

Progress Report on the Computer Recycling Programme

(M49/14/1)

M43 **DONE.**

Report on Lantau Island Tour

(M50/14/1)

M44 **DONE.**

Seasonal Greeting from the Chairman

(M53/14/1)

M45 **CONFIRMED** that the e-Newsletter would be sent on or before 3 April 2009. It would include a picture taken at “Convocation Nature Walk - Wetland Park” with seasonal greeting of Easter Holiday. Secretariat

New Communication Measures – The Latest Statistics about Activities and Attendance of SC Members

(M57/14/1)

M46 Mr Will Ma **ENCOURAGED** SC members to continue to send data to him for his updates. SC members

Paper Preparation and Deadlines

(M58/14/1)

M47 The Chairman **REMINDED** members to send out papers five days in advance of the SC meeting via Secretariat. SC members

M48 Secretariat would invite project-in-charge to update progress of projects in one to two lines at a standard format. With the updates, Secretariat would send the finalized action checklist to SC members. Secretariat

CHAIRMAN'S REPORT

- M49 Chairman **REPORTED** that the Convocation would continue to increase collaboration with different departments and units.

SECRETARY'S REPORT

- M50 The Secretary **UPDATED** that in response to request of AVP(DAR) for Computing Services Centre re "Proposed Extension of CityU WLAN and WiFi Hotspots Service to CityU Alumni", CSC replied recently that it had already come up with several possibilities to extend the WLAN service to alumni and would update the progress once the decision had been made.

- M51 The Secretary had **SHARED** with Dr Bryan Wong in recent discussion that ARO had been reviewing the mechanism for volunteer management. Gist like importance of identifying volunteers' needs, setting quota, management plan, and satisfactory volunteering experience were **SHARED** and **AGREED**.

- M52 **REITERATED** that the University promoted application and use of Hang Seng CityU Alumni Credit Card to alumni as a channel to show alumni identity while encouraging alumni to generate donations to the University via spending with the card. As an alternative option for alumni who needed to show their alumni identity only, ARO had initiated the "Alumni Card" last year. The Secretary also **RECAPPED** that application period by which the application fee of Alumni Card would be waived would be end-April 2009.

- M53 **REMINDED** that SC members should send bills/invoices of their projects preferably by late May 2009 to Secretariat in view of University's financial year-end arrangement.

SC members

- M54 (Confidential information hidden)

- M55 Secretary extended a note of thanks to Dr Bryan Wong for being the honorary tour guide in "Convocation Nature Walk - Wetland Park".

ITEMS FOR DECISION/DISCUSSION

1. SC Members' Undertaking to Comply with the Personal Data (Privacy) Ordinance and Maintain Confidentiality of Other Data

- M56 The Secretary **SHARED** with all the mechanism of the University for signing data forms and handling data requests.

- M57 Secretary **SHARED** that at present, SC members needed to get access to data of alumni participants of activities would sign an undertaking for each activity for data usage.

- M58 The Chairman **INVITED** the Secretary to further explore if the signing of undertaking could be arranged as one-off exercise.

Secretariat

2. Motions from Communication Committee

(i) Paper on “Implementation of Facebook”

- M59
- **DECIDED** not to form another official facebook group under Convocation as majority consensus could not be reached.
 - Mr Will Ma **ENCOURAGED** SC members to use the existing facebook account or their own facebook account to promote Convocation activities.

(ii) Paper on “Recommendations of Convocation on Promoting 25th Anniversary of CityU”

- M60
- The majority of members **AGREED** with the captioned. Dr Bryan Wong would help bring out the issue in the 25th Anniversary Organizing Committee of the University.
- Dr Bryan Wong

(iii) Discussion on “Actions Taken for SC Members not Fulfilling Regular Duties at Their Terms of Office”

M61 (Confidential information hidden)

M62 (Confidential information hidden)

Mr Tong Kar Wai

M63 *(iv) Revised Paper on ‘1-Minute Alumni Video’ for Filing*

DONE.

M64 *(v) Paper on “February Meeting Notes of Communication Committee” for filing*

DONE.

3. Relocated Convocation Office

M65 Secretariat **SHARED** the written email updates received from FMO re the further suggested new site for the relocated Convocation Office. FMO stated that the front wall of the relocated Convocation office for the newly suggested site could be made up of glass. Floor plan of the captioned was tabled and explained.

M66 Whether “LCD TV for information board” be arranged would be further discussed. Its quotation would be sent to SC members for reference.

Secretariat

M67	The Secretary SHARED that in view of the limited space on campus and the pressing space reallocation in regard to office restructuring in the University, prompt confirmation from SC members would be greatly appreciated.	Mr Patrick Lee, Mr Joseph Tsoi and Dr Bryan Wong
M68	The Chairman SUGGESTED all SC members visiting the suggested new site for the relocated Convocation Office after the SC meeting and confirming FMO as soon as possible. (Confidential information hidden)	
M69	The Secretary would check if it would be necessary for the renovation work for the relocated Convocation Office, if any, to be completed on or before 30 June 2009 to fulfill the University's requirement for financial year-end arrangement. 1. <u>Follow-up actions for Team-Building Workshop</u>	Secretariat
M70	The activity was held from 14~15 March 2009. The photos of the captioned had been uploaded to Wiki and the notes of the workshop would be ready in due course.	Secretariat
M71	Powerpoint of Mr Julian Marland, the consultant, was distributed to SC member each in the meeting.	
M72	The Chairman would schedule a meeting to discuss on the year plan of Convocation up to end-December 2009.	Mr Patrick Lee
	5. <u>Convocation Working Group for the 25th Anniversary</u>	
M73	AGREED to forward a formal request to CSC for inserting a slogan into the CityU outgoing mail server to alumni.	Secretariat
	6. <u>SC Members' Endorsement of Proposals Circulated</u>	
M74	AGREED that members should react to motions forwarded via email promptly with decision of "support", "against" and "abstain" as far as possible.	SC members
	ANY OTHER BUSINESS	
M75	<u>Invitation for a Talk by the President</u> Secretary NOTED that an invitation on a President talk on "Clarifying Some Myths of Teaching & Research" to be held at 7:00 pm on 23 April 2009 at Lecture Theatre, Hong Kong Central Library would be sent to SC members by the Office of the President.	
	DATE OF NEXT MEETING	
M76	21 May 2009.	