

CITY UNIVERSITY OF HONG KONG

The First Standing Committee of Convocation (2008-2009)

Minutes of the 9<sup>th</sup> Meeting Held on 21 May 2009

<b>Present:</b>	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 Kenny CHU Ms Joy LEUNG Ms Billie Christine LO Mr Locto TANG
	Convocation Secretary	Ms Pheony TSANG
<b>Absent with Apologies:</b>	Member (Immediate Past Chairman)	Mr Andrew FAN
	Member	Mr CHAN Ka Wang
	Member	Mr Teddy CHIU
	Member	Mr Brian CHUI
	Member	Ms Miyuki LO
	Member	Mr TONG Kar Wai

**CONFIRMATION OF THE LAST MINUTES**

M1 CONFIRMED the “Minutes of the 8th Meeting held on 30 March 2009”.

**MATTERS ARISING**

**Ocean Park Night**

(M10~11/30/3)

M2 Mr Joseph Tsoi would join the next meeting of ARO for the captioned on behalf of Ms Agnes Chan. Ms Agnes Chan and Mr Joseph Tsoi

**Suggestions for Congregation**

(M16/30/3)

M3 The next meeting for the Organizing Committee of Congregation would be held on 11 June 2009. Mr Locto Tang and Mr Joseph Tsoi would be the SC representatives in rotation for joining the coming OC meetings. The Secretary would inform the convener of the OC meeting the above. Mr Joseph Tsoi, Mr Locto Tang Secretariat

**Next Convocation Happy Gathering and Talk Series**

**(M17/30/3)**

M4      **AGREED** to invite Professor Way Kuo, President and University Distinguished Professor, to deliver a talk on “Teaching and Research: Dispelling Common Misconceptions” in the coming Talk Series scheduled in July 2009. The Secretary would confirm the date of the talk.      Secretariat

(Post-meeting notes: The Talk Series would be held on the evening of 14 July 2009.)

**Alumni Leader Sharing Night**

**(M18~19/30/3)**

M5      **REPORTED** that the captioned co-hosted by ARO and Convocation would be held on 23 July 2009 at the Staff Lounge of City Top. **SUGGESTED** to reserve the area outside Staff Lounge as an alternative backup.      Secretariat

**Committee on Constitution and Rules of Meeting**

**(M20/30/3)**

M6      The Secretariat was liaising with the seven members for committing their support for the captioned. A meeting date would be fixed.      Secretariat

**CityU Convocation – Fundraising for Student Support and Development**

**(M21~28/30/3)**

M7      **REPORTED** that the updates of the donation amount for the captioned had been posted on Convocation Wiki. Promotional plan would be prepared.      Mr Kelvin Chan, Mr Teddy Chiu & Mr Joseph Tsoi

M8      Ms Joy Leung **REPORTED** that instant photo-taking was arranged for the “Convocation Nature Walk - Tung Lung Island” held on 19 April 2009 but it was not implemented on the spot. She would pass experience to Mr Tong Kar Wai, project-in-charge of the coming “Convocation Nature Walk-New Life Farm & Cultural Attractions” to be held on 31 May 2009.      Ms Joy Leung

M9      **REMINDED** that Standing Committee (SC) members would pay heed to the law governing collection of donation at the public place.      SC members

M10      **SUGGESTED** to invite more alumni volunteers to help in the coming Convocation Nature Walks.      SC members

**T-shirts for the Convocation Activities**

**(M29~31/30/3)**

M11      SC members would purchase a Convocation T-shirt for own use in upcoming activities.      SC members

M12      **REMARKED** that the exact production cost of each Convocation T-shirt would be collected and reimbursed to the expenses account of the University.

### **About Liaison with CAIO**

(M32~34/30/3)

- M13      **REPORTED** that an email conveying SC's wish to invite alumni to refer internship opportunity for CityU students had been sent to Director of CAIO. A meeting date would be fixed with Director of CAIO. Chairman had invited Mr Tong Kar Wai and other SC members to attend the meeting.      Secretariat  
SC members

### **City AlumNet 2009**

(M35~40/30/3)

- M14      (Confidential information hidden)
- M15      The Chairman **INVITED** SC members to put on Convocation T-shirt and say greetings for the University's 25<sup>th</sup> anniversary for One-Minute Video after meeting. Would explore if the video could be broadcasted via “城市廣播”.      Secretariat

### **Selection Panel for the Teaching Excellence Awards 2009~2010**

(M41/30/3)

- M16      The Chairman expressed thanks to Mr Gyver Lau for his help for the captioned matter. The winners for the Awards would be reported when available.      Secretariat

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

(M42/30/3)

- M17      **REPORTED** that the minutes of the last AGM had been circulated for getting comments from SC members. The minutes would be confirmed in the coming AGM.

### **Progress Report on the Computer Recycling Programme**

(M43/30/3)

- M18      The Secretary would record the figure of alumni's participation in the captioned Programme.      Secretariat  
  
(Post-meeting notes: Secretariat reported that 83 people had donated items to the captioned programme while 38 of them were alumni.)

### **Seasonal Greeting from the Chairman**

(M45/30/3)

- M19      The next seasonal greeting would be sent around the Mid-Autumn Festival along with the monthly Convocation eNewsletter.      Secretariat

### **CHAIRMAN'S REPORT**

- M20      A Chairman's report was **CIRCULATED** prior to meeting and the Chairman **SHARED** its gist in the meeting.

## **SECRETARY'S REPORT**

- M21 **REPORTED** that Mr Andrew Fan, member (Immediate Past Chairman) had posted a message on wiki to support recent developments of CityU. The Chairman **SHARED** that voices and views from alumni were welcome to post on wiki.
- M22 (Confidential information hidden)
- M23 (Confidential information hidden)
- M24 (Confidential information hidden)
- M25 To avoid too many ad-hoc email broadcasts, **AGREED** that SC would not send more than one email to alumni per week. If required, a summary email would be sent on Thursday. SC members had to send requests to the Secretariat as early as possible.
- M26 Regarding Convocation's request to add the 25<sup>th</sup> anniversary logo in the outgoing mail server of the University for alumni, the Secretary shared with all the view of CSC.
- M27 Mr Will Ma **SHARED** that the proposal of adding tagline in the alumni outgoing email was endorsed in the 25<sup>th</sup> Anniversary Organizing Committee Meeting.

## **ITEMS FOR DECISION/DISCUSSION**

### **1. Welcome New Member to the Standing Committee**

- M28 The Chairman invited all to welcome Mr Kenny Chu, successful candidate for the exercise of "Open Nomination and Selection for Filling the Vacancy of the Standing Committee", to join SC

### **2. Results of Voting Session for "Open Nomination & Selection for Filling a Vacancy of the Standing Committee"**

- M29 The Secretary **RECAPPED** that the voting session for the captioned exercise was successfully held on 7 May 2009. Mr Kenny Chu received the highest votes out of the three qualified candidates and had been formally appointed by SC to fill the vacancy of member.
- M30 (Confidential information hidden)
- M31 A review meeting on the "Open Nomination" exercise would be held by the Panel. The notes of the meeting would be shared in the coming meeting of "Administrative and Constitution Review Working Group".

Secretariat

(Post-meeting notes: The notes of review meeting for the “Open Nomination” exercise was circulated to the SC members on 18 June 2009 after the confirmation of the notes by the Panel members of the “Open Nomination” exercise on 8 June 2009 so that SC could know how well the nomination process was and might endorse any recommendations from the Working Group which might take the experience of the nomination process as a reference when they made their recommendations. A thank-you letter/email from the Chairman to the Panel members was suggested after meeting.)

Secretariat

M32 (Confidential information hidden)

M33 (Confidential information hidden)

M34 **3. Evaluation of Convocation Nature Walk - Tung Lung Island**

(Confidential information hidden)

M35 Mr Locto Tang would provide reference re arrangement of activity under bad weather conditions.

Mr Locto Tang

M36 (Confidential information hidden)

M37 A working group on reviewing the outdoor activities of Convocation, in particular contracting out the activities, arrangement under bad weather conditions, refund matter, etc. would be formed. Ms Stella Lee would lead and chair the meeting of the working group, supported by Ms Agnes Chan, Mr Kenny Chu, Ms Joy Leung and Mr Locto Tang. Invitation would also be extended to other project-in-charge(s) including Mr Teddy Chiu and Mr Tong Kar Wai.

Ms Stella Lee

M38 **DISCUSSED** the complaint received for the “Convocation Nature Walk – Tung Lung Island” and **AGREED** that the complaint was properly handled with email reply sent by the Chairman and refund arranged for the party concerned.

M39 **AGREED** that project-in-charge would handle complaints received in the future. Secretariat would circulate the complaint received to the Chairman and project-in-charge(s). Official reply from the project-in-charge (s) would be sent within 10 working days.

**4. Relocation of Convocation Office**

M40 **RECAPPED** that an email had been sent in the name of the Chairman to Director of FMO for getting updates for the captioned.

M41 (Confidential information hidden)

## **5. Progress Report about CityU Alumni Community**

- M42 Mr Will Ma **REPORTED** the statistics of wiki and praised the support of the Secretariat for the prompt updates.
- M43 Mr Will Ma would **ADD** the link of Alexa website (Free web traffic metrics, top sites lists, site demographics, hot urls...) to Convocation wiki. Mr Will Ma
- M44 Mr Will Ma **ENCOURAGED** SC members to link wiki page to any electronic communication platforms like facebook. He also encouraged all to share more photos and activity reports on wiki.

## **6. Views about Format of Convocation eNewsletter and Notification Email**

- M45 **REPORTED** the revised format of the Convocation eNewsletter. Instead of providing a link redirected to the Convocation e-newsletter, it could now be viewed by the recipients in the email directly. More ideas on the format were welcome.

## **7. The Initiative to Involve Alumni Members to SC's Work**

- M46 Mr Will Ma **SUGGESTED** providing more opportunities for enthusiastic and experienced alumni to serve in the Convocation activities.
- M47 (Confidential information hidden)
- M48 **AGREED** that if there were concrete roles and tasks, an email would be sent to the alumni volunteers who had indicated interest for supporting Convocation activities in the past to invite support for individual projects.
- M49 The Secretariat would help design a thank-you certificate to show appreciation for the alumni volunteers. Secretariat

### **ANY OTHER BUSINESS**

#### **1. Token of Convocation**

- M50 The Chairman had invited Ms Stella Lee to design a token for the Convocation and welcomed other SC members to suggest ideas. Ms Stella Lee

#### **2. 25<sup>th</sup> Anniversary updates**

- M51 **REPORTED** that "Golden Memories in CityU" Photographic Competition (光影流情) was endorsed by SC and its promotion would be sent on 22 May 2009. Secretariat

(Post-meeting notes: The promotion was sent by the Secretariat on 22 May 2009.)

### **3. Alumni Banquet**

M52 Secretariat **SHARED** the importance to keep the high quality of all Convocation activities, including the coming Annual General Meeting with potential election to be held on 26 November 2009, the planned Alumni Banquet and others. In view of the large scale of the projects, enough preparation time was essential to success.

M53 To further explore the venue availability of Multipurpose Room ABC by liaising with internal units like ARRO. Some target dates as suggested by SC members included 2nd/10th/ 24 of October 2009. Secretariat

M54 (Confidential information hidden)

(Post-meeting notes: SC had decided to hold the event on 2 October 2009, the only available date in October at Multi-purpose ABC. Venue was reserved accordingly.)

### **4. June-Fourth Issue**

M55 Further to sending appeals of Students' Union inviting articles for the June-Fourth issue, SC would send an email to alumni on behalf of SU re SU's forum of「六四二十年，反思與向前」because the forum of“城市論壇” was firstly arranged on campus of the University. Secretariat

M56 SC **SHARED** that any announcement made via Convocation must be CityU-related and/or alumni-related.

### **DATE OF NEXT MEETING**

M57 8 July 2009.