

SC/M/11
27 August 2009

CITY UNIVERSITY OF HONG KONG
The First Standing Committee of Convocation (2008-2009)
Minutes of the 11th Meeting Held on 27 August 2009

Present:

Chairman	Mr Patrick LEE
Vice-Chairman (External Affairs)	Mr Joseph TSOI
Vice-Chairman (University Development)	Dr Bryan WONG
Members	Ms Agnes CHAN Mr CHAN Ka-wang Mr Kenny CHU Mr Brian CHUI Ms Joy LEUNG Ms Billie Christine LO Mr TONG Kar-wai
Convocation Secretary	Ms Pheony TSANG

Absent with Apologies:

Vice-Chairman (Internal Affairs)	Ms Stella LEE
Vice-Chairman (Communication)	Mr Will MA
Members	Mr Andrew FAN <i>(Immediate Past Chairman)</i> Mr Teddy CHIU Ms Miyuki LO Mr Locto TANG

In Attendance: Alumni Relations Officer (ARO) Ms Joyce SIU

CONFIRMATION OF THE LAST MINUTES	
M1	Minutes of the 10 th Meeting held on 8 July 2009 was confirmed with amendments as follows: <u>(M17/8/7) CityU Convocation - Fundraising for Student Support and Development</u> SUGGESTED that a resolution be included, i.e. to maintain the status quo that Standing Committee (SC) would support other fundraising requests by other community organizations as appropriate. SC members believed that such support would not diminish effects of the Convocation's own fundraising project.

M2	<u>(M33/8/7) Progress Report about CityU Alumni Community</u> Query on Alexa website raised by Mr Tong Kar-wai was addressed. The Chairman EXPLAINED that it was a website hit rate tool.	
M3	<u>(M1/8/7) Announcement Made Through Convocation</u> Re “any announcement made via Convocation ‘must’ be CityU-related and/or alumni related”, AGREED to replace the word “must” with “should mainly”.	
	MATTERS ARISING	
	<u>Ocean Park Night</u> (M2/8/7)	
M4	SUGGESTED exploring the possibility of bundling ticket sale with the Ocean Park Night of ARO for achieving synergy.	
M5	Dr Bryan Wong would liaise with Ms Kathy Chan, Associate Vice-President (Alumni Relations) to further explore the ideas of “cross-over” promotion. (Post-meeting notes: Concluded on 9 September that the idea of “cross-over” would not be further pursued. Please refer to the email between Dr Bryan Wong and ARO dated 9 September for full details.	Dr Bryan Wong
	<u>Suggestions for Congregation</u> (M3~7/8/7)	
M6	Mr Joseph Tsoi RECAPPED that a short welcoming message for fresh graduates to be broadcast in the Congregation hall would be worked out by ARO and Convocation.	Mr Locto Tang Mr Joseph Tsoi
M7	A one-page welcoming message co-presented by ARO and Convocation would be included in the Congregation pamphlet. Design and content would be the same as last year’s.	Mr Locto Tang Mr Joseph Tsoi
M8	ARO had invited Convocation to co-present souvenir bookmark for the fresh graduates.	Mr Locto Tang Mr Joseph Tsoi
M9	SUGGESTED to decorate front glass of the Convocation Office and notice board (beside canteen) as photo-taking spots for fresh graduates. A proposal would be worked out listing budget and concrete ideas.	Mr Locto Tang Mr Joseph Tsoi
	<u>Next Convocation Happy Gathering and Talk Series</u> (M8~10/8/7)	
M10	SHARED that as a regular practice, on-site promotion for upcoming events such as CityU Banquet would be conducted at the next Talk Series to be held on 15 September (Dr Lee’s Exploration of the Arctic Region – A Recent Update”) through master of ceremony and pre-registration form circulated during the talk.	Mr Joseph Tsoi Secretariat

M11	The Chairman REPORTED that he would not be able to attend the talk on 15 September.	
M12	REMARKED that whether the next Happy Gathering on coffee be proceeded or not would depend on target participation to be achieved. Tentatively, the charge would be \$150/ person including finger food, dessert and coffee tasting.	Mr Joseph Tsoi
M13	REPORTED that the Alumni Civility Hall had invited the Convocation to attend its 3 rd Civility Dialogue Series in September featuring guest speaker Mrs Rita Fan. The Chairman REPORTED that Convocation might co-host the 4 th talk of the dialogue series with the Hall.	
M14	SUGGESTED to review the refreshment and drinks to be provided for the upcoming Happy Gatherings.	
M15	(Confidential information hidden)	
M16	SUGGESTED chipping in snacks at limited budget and liaising with City Top to ensure quantity of soft drinks was enough, and reminding them to refill water.	
	<u>Alumni Leader Sharing Night</u> (M11~12/8/7)	Secretariat
M17	Done.	
	<u>Committee on Constitution and Rules of Meeting</u> (M13~14/8/7)	
M18	The Secretary REPORTED that list of concerns prepared by the SC were discussed in the 1 st Election Board Meeting held on 17 August, and the Constitutional Review Meetings held on 30 June and 18 August respectively. After consolidation, recommendations of the two meetings would be sent to SC members for endorsement.	
	The Secretary SHARED highlights of the meetings as follows:	Secretariat
M19	- It would take a few years to go through the legal procedures if the name of Convocation be changed. RECOMMENDED to maintain the English name of Convocation in coherence with that of local counterparts. RECOMMENDED to change the Chinese translation of Convocation (評議會) to “香港城市大學校友議會”.	
M20	The handling time for proxy form would be extended from “48 hours” to “7 working days, Mondays to Fridays, excluding public holidays” to allow sufficient time to verify proxy forms and prepare for the imminent election.	

M21	REPORTED that announcements of AGM and the Election would be published on 15 October by the Convocation Secretariat.	
M22	SUGGESTED presenting thank-you certificates to Election Board members and other alumni volunteers. It was also SUGGESTED to invite them to enroll in the CityU Banquet.	Secretariat
	<u>CityU Convocation – Fundraising for Student Support and Development</u> (M15~17/8/7)	SC members Secretariat
M23	The Secretary REPORTED the donation and matching grant received in the meeting. (Post-meeting note: HK\$42,605.5 as at 30 August 2009.)	
M24	The Secretary REPORTED that a formal appeal to alumni for the captioned was given to Dr Bryan Wong for comments. <u>T-shirts for the Convocation Activities</u> (M18/8/7)	Dr Bryan Wong
M25	The Secretary RECAPPED the suggestion of the Communication Committee that on exhaustion of present Convocation T-shirts, alternative souvenir might be explored so that Convocation members could have a change of souvenir, instead of receiving the same souvenir at the activities. <u>Appeal to Internship Referrals</u> (M19/8/7)	
M26	The Secretary REPORTED that internship programme from Department of Economics and Finance had already been posted on Convocation wiki.	
M27	The Secretary REPORTED that an email had been sent to all departments earlier soliciting internship information. Departments expressed that soliciting support for internship programme at this stage did not match with their schedule.	
M28	SUGGESTED sending email to selected groups of alumni which might be interested in providing / referring internship opportunities to students.	
M29	SUGGESTED including an appeal of internship opportunities for students at the e-banner position of the September Convocation eNewsletter.	Secretariat

M30	<p><u>Video for “城市廣播”</u> (M20~22/8/7)</p> <p>The Secretary REPORTED that the video had been broadcast for about a week at the “CityU Channel” (城市廣播), and would liaise with CPRO the possibility of continuing the broadcast as requested by SC members.</p>	Secretariat
M31	<p><u>Selection Panel for the Teaching Excellence Awards 2009~2010</u> (M23/8/7)</p> <p>Done.</p>	Secretariat
M32	<p><u>Progress Report on the Computer Recycling Programme</u> (25/8/7)</p> <p>Done.</p>	
M33	<p><u>Seasonal Greeting from the Chairman</u> (M26/8/7)</p> <p>RECAPPED that a seasonal greeting of the Mid-Autumn Festival be sent along with the October Convocation eNewsletter, if schedule matched.</p>	
M34	<p>SUGGESTED including a message in relation to the CityU Banquet (Alumni Edition).</p>	Secretariat
M35	<p>The Secretary SHARED that it would not be feasible to publish the eNewsletter on the same day with the CityU Banquet (Alumni Edition), as manpower would be stringent that day.</p>	
M36	<p><u>Relocation of Convocation Office</u> (M28~32/8/7)</p> <p>The Secretary REMARKED that door password of Convocation Office would be sent to SC members via email. Numbered access cards would be distributed to SC members when ready.</p> <p>(Post-meeting note: A draft of “Use of Office Guidelines for Use of the Convocation Office” was circulated to SC members via email on 2 September.)</p>	
M37	<p>SUGGESTED placing a log book in the Office for SC members to record office booking, and an online log book at wiki. (Post-meeting note: Done by Secretariat already.)</p>	
M38	<p>SUGGESTED a drop-in mail box be placed outside the Convocation Office for entertaining ad hoc mails. Mails would be collected once every two working days.</p>	

M39	SUGGESTED attaching a line of Convocation logos on the glass wall.	
M40	SUGGESTED that an enlarged Convocation banner with same design of the present one be hung on office wall.	Secretariat
M41	Regarding suggested stationing at the Convocation Office, some discussions and remarks were made as follows:	
M42	Mr Joseph Tsoi SUGGESTED that SC members might contribute certain time slots to meet alumni by appointment at a weekly basis.	
M43	Mr Tong Kar-wai SUGGESTED SC members to explore possibilities to make good use of the office space e.g. allowing alumni associations to use the room by booking in advance. Mr Kenny Chu EXPRESSED concerns about liability and deterioration of the conditions of the office if it was allowed to be used by other associations. No conclusion was reached for lending Office for use of alumni associations. Further discussion would be made accordingly.	SC
M44	The Secretary REMARKED that it would not be feasible to assign a staff member to station at the Convocation Office as the team members of Secretariat needed close liaison and the Office itself could not accommodate the team of Secretariat. Besides, the Secretariat also needed to have close communication with ARO's core services team for achieving synergy.	
M45	SUGGESTED that making use of the common area outside the Office to host alumni activities.	
M46	The Secretariat would draft a letter to the Students' Union, specifically to the Dancing Society informing them that the Convocation might host activities between the Convocation Office and the Wei Hing Theatre. (Post-meeting notes: An email had been sent to the Students' Union and 77 student bodies of the University by the Secretariat.)	Secretariat
M47	The Secretary SUGGESTED to include a message about the relocated Convocation Office in September e-newsletter.	
M48	Dr Bryan Wong SUGGESTED organizing an official opening of the relocated Convocation Office in the form of cocktail or happy hour.	
M49	Mr Kenny Chu would be responsible for planning the publicity regarding the opening.	
M50	Mr Tong Kar-wai REMARKED that budget used for the opening event should not be borne by the University funding. Other possibilities such as sponsorship might be explored.	Mr Kenny Chu

M51	<p><u>The Initiative to Involve Alumni Members in SC's Work</u> (M34~35/8/7)</p> <p>A standardized thank-you certificate designed by the Secretariat would be sent to alumni volunteers for the Convocation Working Group for the 25th anniversary.</p>	
M52	<p><u>Token of Convocation</u> (M36~38/8/7)</p> <p>A quotation provided by Ms Stella Lee for the suggested seal-chop for the Convocation was tabled for discussion.</p>	Secretariat
M53	<p>AGREED that the seal-chop would be sculpted into the shape of Pi Xiu (貔貅), the iconic creature at the entrance of CityU. The seal-chop should be the size of a standard name card.</p>	
M54	<p>Dr Bryan Wong would help getting a few more quotations from suppliers and providing photo of the Pi Xiu (貔貅) for reference.</p>	
M55	<p><u>25th Anniversary Updates</u> (M39~41/8/7)</p> <p>Dr Bryan Wong REPORTED that the Mosaic event would be called off as not enough photos were submitted. All agreed that the CityU Banquet would be given top priority at this stage. (Post-meeting notes: Secretariat had been following up with the Banquet, Mosaic Project, Photo Competition project and online Convocation publication for the 25th anniversary with the alumni volunteers. No project had been called off.)</p>	Dr Bryan Wong
M56	<p>SUGGESTED that SC members would submit their event photos for the photo competition.</p>	
M57	<p>REMINDED that the deadline for photographic competition was 31 August and award presentation would be held on the CityU Banquet (Alumni Edition).</p>	SC members
M58	<p><u>CityU Banquet (Alumni Edition)</u> (M42~46/8/7)</p> <p>REPORTED that up to now, only one participant had enrolled for the banquet.</p>	
M59	<p>Poster would be sent out through EBS the day after the SC meeting, other than the appeal sent along with the August Convocation eNewsletter.</p>	

M60	SUGGESTED and AGREED early bird offer of “buy 5, get 1 free” would be extended until 15 September.	Secretariat
M61	SUGGESTED inviting Shing Hin to sponsor canteen coupons for volunteers that night.	
M62	AGREED that invitation email would be sent to selected groups including alumni associations and previous participants of Happy Gathering, Talk Series and Nature Walk. (Post-meeting note: Emails were sent out to Alumni Associations and participants of previous Convocation activities on 7 September by the Secretariat.)	Secretariat
M63	RECAPPED that the President and four honorary advisors of the Banquet had agreed to attend the Banquet.	
M64	The Secretariat would continue to liaise with the Council Chairman to see if he would attend the Banquet. If he would not be able to sit through the whole banquet, he would be welcome to attend part of the Banquet. (Post-meeting notes: Programme rundown was sent to the Council Chairman via Council Secretariat to see if Mr CY Leung could join the Banquet for a while as he had prior appointment the same night.)	Secretariat
M65	RECAPPED that Convocation working group was exploring possibility of inviting a graduation gown company to sponsor 25 gowns to 25 alumni of each graduation year for parade kick-off. (Post-meeting notes: Dr Bryan Wong and Ms Pheony Tsang had met with the alumni volunteers on 9 September to discuss the progress and follow-up of the Banquet.) <u>Guidelines and Suggestions on Organizing Indoor and Outdoor Programmes</u> (M55~56/8/7)	
M66	Majority of SC members AGREED that a clause about thunderstorm be included in the guidelines i.e. “The Convocation reserves the right to cancel the programme when a thunderstorm signal is hoisted. Fees will not be refunded on cancellation of programmes.” <u>Student Orientation</u> (M57/8/7)	Ms Joy Leung Secretariat
M67	A video showing Mr Will Ma’s welcoming message for freshmen was being prepared by Student Development Services.	

M68	The Chairman THANKED Dr Bryan Wong, Mr Joseph Tsoi, Mr Will Ma for agreeing to attend the Ceremony for Student Orientation earlier. Unfortunately, the Ceremony had been cancelled due to swine flu epidemic.	
M69	REMARKED that welcoming messages from Dr Bryan Wong and Mr Joseph Tsoi were posted at the pillar on the 4 th floor of the campus. (Post-meeting note: The video with Mr Will Ma’s welcoming message for freshmen had been posted on wiki’s through liaison of Secretariat.) <u>Meeting with the President and Council Chairman</u> (M58/8/7)	
M70	AGREED that November would be a desirable month to have a dinner meeting with the President and Council Chairman at the campus’ Chinese restaurant. <u>Data Privacy</u> (M59/8/7)	Secretariat
M71	The Secretary CIRCULATED a hard copy of “Memo on Data Use by Standing Committee of Convocation” and would send a soft copy to SC members via email after meeting.	Secretariat
M72	SUGGESTED that SC members would give feedbacks to the Secretariat re the MOU within two weeks upon receiving the soft copy. If no further matter arose, the policy would be expected to exercise within a month after the MOU was signed.	
	<u>CHAIRMAN’S REPORT</u>	
M73	An activity report showing the attendance of SC was circulated.	
	<u>SECRETARY’S REPORT</u>	
	<u>Upcoming Projects</u>	
M74	The Secretary SHARED that ad hoc new projects that was not included in the year plan might not be accommodated in view of the imminent AGM cum election and other Convocation projects which required substantial manpower resources.	
	<u>New Administrative Assistant for Convocation Secretariat</u>	
M75	The new Administrative Assistant for Convocation Secretariat would report duty on 14 September.	

ITEMS FOR DECISION/DISCUSSION		
<u>Optimization of the current registration and management information systems for activities organized by the Standing Committee (Proposed by Mr Tong Kar-wai , Paper SC/11/01)</u>		
M76	SUGGESTED that a professional management information system be developed in the long run and the 1 st Standing Committee would convey the proposal to develop long-term strategy for the future reference of the succeeding Standing Committee.	SC members
M77	Mr Tong Kar-wai would be responsible to follow up short-term improvement proposals with the Secretariat as described in the proposal.	Mr Tong Kar-wai
<u>Recommendations by Communication Committee (Proposed by Mr Will Ma, Paper SC/11/02)</u>		
M78	1) Communication issue for Election: SC Election and Open Nomination Exercise - SC SUGGESTED that recommendations by Mr Will Ma on the Election be forwarded to the Election Board for consideration.	Secretariat
M79	2) Convocation T-shirt - SUGGESTED that when the current stock of Convocation t-shirts was exhausted, alternative souvenir might be explored.	
M80	3) Email to Convocation members on Thursday for publicizing ad hoc news - According to past experiences, the Secretary EXPRESSED concern that there might not be enough contents to be published in a weekly eNewsletter.	
M81	- As the suggestion was not included in the year plan and that the Secretariat team members had already been heavily supporting various upcoming Convocation projects and activities, it was AGREED that the proposal to have a weekly “CityU Convocation Thursday” be conveyed to the second Standing Committee for reference. - RECAPPED that ad hoc messages would be sent to alumni on Thursday(s) on need basis.	
<u>ANY OTHER BUSINESS</u>		
<u>1. Swine Flu Precaution</u>		
M82	In view of the upcoming large-scale activities, precaution on swine flu should be addressed. AGREED that Convocation activities should follow the University’s guidelines on swine flu precaution.	
M83	SUGGESTED to place sterilization kit for indoor and outdoor Convocation events.	

M84	<p><u>2. Nature Walk - Noah's Ark</u></p> <p>Tentatively scheduled that the Nature Walk at Noah's Ark be held on 20 December 2009 and the project would be contracted out.</p>	Dr Bryan Wong
M85	<p><u>3. Mr Tong Kar-wai's Temporary "Out of Town" Notice</u></p> <p>Mr Tong Kar-wai SHARED that he would be out of town for some months and would be absent from the upcoming SC meetings and the AGM. But he would be able to commutate through emails.</p> <p>DATE OF NEXT MEETING 22 October 2009</p>	