

SC/M/12
22 October 2009

CITY UNIVERSITY OF HONG KONG
The First Standing Committee of Convocation (2008-2009)
Minutes of the 12th Meeting Held on 22 October 2009

Present:	Chairman	Mr Patrick LEE
	Vice-Chairman (Internal Affairs)	Ms Stella LEE
	Vice-Chairman (Communication)	Mr Will MA
	Vice-Chairman (External Affairs)	Mr Joseph TSOI
	Vice-Chairman (University Development)	Dr Bryan WONG
	Members	Ms Agnes CHAN Mr Teddy CHIU Mr Kenny CHU Mr Locto TANG
	Convocation Secretary	Ms Pheony TSANG
Absent with Apologies:	Members	Mr Andrew FAN <i>(Immediate Past Chairman)</i> Mr CHAN Ka-wang Mr Brian CHUI Ms Joy LEUNG Ms Billie Christine LO Ms Miyuki LO Mr TONG Kar-wai
In Attendance:	Alumni Relations Officer (ARO)	Ms Joyce SIU

CONFIRMATION OF THE LAST MINUTES

M1 Minutes of the 11th Meeting held on 27 August 2009 was **CONFIRMED** with amendments as below:

(M18-22/27/8) Committee on Constitution and Rules of Meeting

The Chairman **SUGGESTED** that the captioned be revised to “Committee on Constitution and Rules of Meeting and Meeting of Election Board”.

MATTERS ARISING

Ocean Park Night

(M4~5/27/8)

M2 The Chairman **ENQUIRED** if there was evaluation meeting by Alumni Relations Office (ARO) for the captioned event. If there was such meeting, Mr Joseph Tsoi or Ms Agnes Chan would join to share SC's feedback. The Secretary would find out if such evaluation meeting would be held and inform SC. Secretariat

(Post-meeting notes: Ms Eleanor Lee of ARO had contacted the SC representative concerned.)

Suggestions for Congregation

(M6~9/27/8)

M3 Mr. Joseph Tsoi **REPORTED** that ARO would send by mail its Congregation DVD (part of it comprising a slide show presented together by ARO and Convocation for freshmen) and souvenir bookmark co-presented by ARO and Convocation to fresh graduates this year. The Chairman **SUGGESTED** that the slide show to fresh graduates be uploaded on wiki. Secretariat

M4 **RECAPPED** to decorate front glass of the Convocation Office and notice board beside canteen as photo-taking spots for fresh graduates.

(Post-meeting notes: Banners with welcoming messages were installed on 9 November at the front glass of the Convocation Office and notice board as arranged by the Secretariat.)

M5 **REMARKED** that as ARO and the Convocation would co-send a welcome email message to fresh graduates, Chairman's video with his unique welcoming message to freshmen was **SUGGESTED** to be included in November e-newsletter along a photo of the Chairman.

(Post-meeting notes: Mr Will Ma told in late October that the video by Chairman was not ready by the time when November e-news was released. He suggested to put the video, if ready later, on Convocation wiki. The Secretariat had drafted a one-minute video script for the Chairman's comments.)

M6 **SHARED** that Dr Bryan Wong would attend the Congregation ceremony as acting-Chairman since Convocation Chairman would be out of town during that period.

Next Convocation Happy Gathering and Talk Series

(M10~16/27/8)

- M7 SC **REPORTED** that there would not be any Happy Gathering or Talk Series before the end of first SC tenure.
- M8 **REPORTED** that the 4th Civility Dialogue Series co-hosted by the Convocation and Alumni Civility Hall featuring Council Chairman The Hon Leung Chun-ying was held on 19 October. The Chairman and some SC members had attended the talk.

(Post-meeting note: A thank-you email along with a photo link was sent to the alumni participants who had enrolled in the activity online via the Secretariat.)

CityU Convocation – Fundraising for Student Support and Development

(M23~24/27/8)

- M9 The Secretary **REPORTED** the accumulated amount of the captioned comprising donation and matching grant received was \$44,704.35 as at 30 September.
- M10 Mr Will Ma **ENQUIRED** if there was any promotion to boost the captioned fundraising project after the CityU Banquet (Alumni Edition). Dr Bryan Wong **REMARKED** that there would not be any appeal to alumni for the captioned within the term of first SC.

- M11 Mr Will Ma **ENQUIRED** if there was mechanism on the allocation of donation under the Convocation fundraising project. The Secretary **RECAPPED** that a proposal on how SDS, the department coordinating the allocation of donation according to an agreement with SC, was circulated to SC members last year. The donation would be dispatched through the Student Development Fund under the name of the Convocation in areas of student development, bursaries for needy students and for meaningful student activities and projects.

T-shirts for the Convocation Activities

(M25/27/8)

- M12 **RECAPPED** that the Chairman had donated t-shirts to volunteers joining the flag-selling day for the Community Chest of Hong Kong on 14 November 2009.

Appeal to Internship Referrals

(M26~29/27/8)

- M13 Some University departments **EXPRESSED** that soliciting support for internship programme during summer did not match with their schedule. **SUGGESTED** that such request be sent to CAIO for its coordination if the

second SC would pursue this.

- M14 The Chairman **SUGGESTED** the Secretariat to compile a list of Secretariat recommendations for the second SC for their reference and consideration.

Video for “城市廣播”

(M30/27/8)

- M15 The Secretary **REPORTED** that CPRO would broadcast the welcome message for freshmen by Mr Will Ma in “CityU Channel” (城市廣播) during intervals of other broadcast until mid-November 2009.

Relocation of the Convocation Office

(M36~50/27/8)

- M16 Secretariat **REPORTED** progress as below:
- Access cards for the Convocation Office were under production.
 - Enlarged Convocation banner, telephone, medical box and log sheet for room-booking by SC members were arranged.
 - The Secretariat was pursuing more quotations for mailbox and printing of Convocation logos at line-level at the front glass wall.

- M17 The Chairman **SUGGESTED** that a paper print of Convocation logo be placed at the top of the glass door. Secretariat

(Post-meeting note: Done by Secretariat.)

- M18 Dr Bryan Wong had **DISCUSSED** with Professor Paul Lam, Vice-President (Student Affairs) that the Convocation Office, when not in use during daytime, be open to the use by student societies with booking managed by SDS.

- M19 Individual SC member:
- **EXPRESSED** concern about monitoring of the office if it was used by other parties.
 - SHARED** CUPA experience that the conditions of CUPA common room deteriorated quickly after it was opened to use by other parties.
 - SUGGESTED** that the office might also be open to alumni associations for use.

- M20 SC members **ENDORSED IN PRINCIPLE** to open the office for use of student societies by booking during daytime under the management of SDS. Dr Bryan Wong would pursue further with SDS. Dr Bryan Wong

The Initiative to Involve Alumni Members in SC's Work

(M51/27/8)

- M21 Done.

Token of Convocation

(M52~54/27/8)

- M22 Ms Stella Lee **EXPRESSED** difficulty in getting quotations from suppliers. Dr Bryan Wong would help getting a few more quotations from suppliers. Dr Bryan Wong

25th Anniversary Updates

(M55~57/27/8)

- M23 **REPORTED** that Dr Bryan Wong **DECIDED** not to present the Mosaic picture at CityU Banquet (Alumni Edition) on 2 October as there was constraint in having desirable visibility when putting small photos together in one picture.
- M24 The Secretary **REPORTED** that a slide show featuring winning images of the photographic competition was uploaded on wiki. SC **SUGGESTED** including the photos, captions and names of winners on wiki. Secretariat

(Post-meeting note: Done by the Secretariat.)

Anniversary Concert

- M25 SC **ENQUIRED** about the ticketing of the Anniversary Concert of the University to alumni. The Secretary **UPDATED** that the Organizing Committee of the concert, owing to the limited number of tickets, had decided to promote the event via eAlumNet of ARO instead of separate email so as not to disappoint alumni.
- M26 Dr Bryan Wong, as SC representative in 25th Anniversary Organizing Committee, would liaise with SDS to find out more ticketing details. Dr Bryan Wong
- M27 The Chairman **INVITED** Secretariat to liaise with SDS suggesting broadcasting the video after event on alumni channels like wiki so that more alumni would be able to view that University anniversary event. Secretariat

[Post-meeting note: The Secretary emailed to SC on 3 November 2009 recapping the followings: The Organizing Committee (OC) for the Anniversary Concert had earmarked 100 tickets for alumni at the onset. 50 tickets were sent to alumni flag-holders performing on stage, their family members and friends via ARO (ARO helped to search for 25 alumni flag-holders and promote the events via eAlumNet.) For the remaining 50 tickets, which were sent via SDS direct, along with other tickets for other members of CityU community. The OC decided not to send separate email to alumni given its limited number of tickets so as not to disappoint the alumni. Hence it advised ARO to arrange the publicity at eAlumNet. Further confirmed with the OC on 24 October (Saturday) that OC had an oversubscription of seats and got a full house already.]

Anniversary Banquet

M28 An email on the Anniversary Banquet would be sent by ARO to all alumni.

Guidelines and Suggestions on Organizing Indoor and Outdoor Programmes

(M66/27/8)

M29 Amended Guidelines were **CIRCULATED** and **ENDORSED** by SC members before the meeting.

Meeting with the President and Council Chairman

(M58/27/8)

M30 The Secretary **REPORTED** that the dinner with the President and the Council Chairman would be held on one of the days between 11-13 November.

M31 **SUGGESTED** to reschedule the dinner meeting to 16 Nov, 19 Nov or 17 Nov as our Convocation Chairman wouldn't be available between 11-13 November in view of abrupt schedule reappointment.

(Post-meeting note: The dinner meeting between the President and Council Chairman and SC was conducted on 16 November at 7.30pm at City Top.)

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)

(M76~77/27/8)

M32 The Secretary **RECAPPED** that online registration system which enabled participants to clearly identify their identity had already been adopted. Alumni participants joining alumni activities with dual role as staff would be classified as alumni.

M33 The Chairman **SUGGESTED** to include Convocation logo on the labels for participants of activities and include "staff and alumni" and "student and alumni" in the enrolment form. Secretariat

M34 The Secretary **REMARKED** that a question identifying alumni who joined Convocation activity the first time had already been included in activity survey.

M35 Internal record of expenses of Convocation activities such as CityU Banquet (Alumni Edition) was available for SC's reading.

Recommendations by Communication Committee (Proposed by Mr Will Ma, Paper SC/11/02)

(M78~81/27/8)

- M36 The Secretary **RECAPPED** that the recommendations of Communication Committee on Election had already been forwarded to the Election Board for consideration.

Nature Walk – Noah’s Ark

(M84/27/8)

- M37 SC members **CONFIRMED** not to pursue the organization of Convocation Nature Walk - Noah’s Ark within the term of the first SC.

CHAIRMAN’S REPORT

- M38 The Chairman **INFORMED** that a career sharing on discipline force would be promoted through Convocation.

(Post-meeting note: Secretariat had supported the Career Seminar on ‘Inspector of Police’ co-organized by the Convocation and CAIO on 21 November 2009.)

SECRETARY’S REPORT

Data Privacy

- M39 The Memorandum of Understanding (MOU) on data use was read and **ENDORSED** by SC and **SIGNED** by the Chairman and one Vice-Chairman (Dr Bryan Wong). The Secretary **REMARKED** that the coming SC(s) would sign the same MOU.

- M40 **SUGGESTED** to pursue a “member relationship management protocol” for saving information of veteran alumni participants joining the Convocation activities and convey this suggestion to the second SC for consideration. The Secretariat would **EXPLORED** the matter.

Secretariat

ITEMS FOR DECISION/DISCUSSION

Evaluation of City Banquet (Alumni Edition)

- M41 The Secretary **SHARED** that the activity expenses of the Banquet had been shared with SC members.

- M42 Mr. Will Ma **SHARED** that the effect of audio system provided at the Multi-purpose Room A, B and C would better be perfected as participants sitting

very back might not hear the voice of the master of ceremony clearly while other alumni were chatting. He also **SUGGESTED** that regular display boards of Convocation activities might be prepared for future activities.

Recommendations of Administrative and Constitutional Review Working Group

M43 Mr Teddy Chiu and Ms Billie Christine Lo had attended the Administrative and Constitutional Review Working Group (ACRWG). Some items related to election were forwarded to Election Board separately for discussion.

M44 About the Chinese translation of Convocation
SC members **AGREED** the recommendation of ACRWG to kick off the recommendation of changing the Chinese translation (評議會) of the Convocation to “香港城市大學校友議會” in the coming Annual General Meeting (AGM). This recommendation would also be included in the Chairman’s report.

M45 About City University of Hong Kong Convocation Account
Mr Teddy Chiu invited the Secretary to share update on the opening of ‘City University of Hong Kong Convocation Account’. The Secretary **RECAPPED** the recommendations on account in the recommendations of ACWRG which was tabled again in the meeting. ACWRG had **RECOMMENDED** that the University might consider opening a “City University of Hong Kong Convocation Account” to accommodate sponsorship/donation income solicited by the Convocation in support of the Convocation activities. It **SUGGESTED** that any SC member might activate the Account by donating HK\$100 for Convocation activities. It also **RECOMMENDED** that if the recommendation of opening of account was adopted, the account be opened in 2010 when the second Standing Committee commenced.

M46 Mr Teddy Chiu mentioned that the first SC would be willing to put in private funds into the account to activate it, if required. SC members in the meeting **ENDORSED** the opening of ‘City University of Hong Kong Convocation Account’ and **CONFIRMED** to open it within this year instead of in 2010 as recommended by ACRWG. They invited the Secretariat to take action immediately.

Secretariat

[Post-meeting note: The “City University of Hong Kong Convocation Account” was opened by the University on 5 November 2009 to absorb sponsorship/donation incomes solicited by the Convocation for supporting Convocation activities. Learning of the opening of the Account by the University, SC members further raised to clarify its functions. A meeting with Mr Simon Tang (Director of FO), Ms Kathy Chan (AVP of Alumni Relations),

Convocation Secretary and SC representatives had been held on 17 November to further discuss the account issue. SC members joining the meeting **EXPRESSED** thanks to the support of ARO and Convocation Secretariat and the useful advice of Dir (FO). They **EXPRESSED** that the meeting was useful for enhancing their further understanding of the account issue of CityU Convocation.

Gist of the meeting was that it had been confirmed with the Finance Office that in view of the current situation that no incomes had been received for the Convocation, the mentioned account was expected to cater only for absorbing recurrent donation incomes/private funds solicited by the Convocation in support of the Convocation activities. However, the University could help arrange to accommodate other sources of incomes if any in the future on need basis. A note of the meeting would be circulated to SC members in due course.]

M47 For the other recommendations of ACWRG, SC **RECOMMENDED** the second SC to consider the proposed.

Report of Election Board meeting dated 10 October 2009

M48 SC members **NOT ENDORSED** to pursue the face to face consultation forum for candidates for the coming election. SC member **EXPRESSED** that it was not mature enough to organize it.

Teaching Excellence Award : Nomination to be a panel member

M49 The majority **ENDORSED** that Mr Locto Tang be nominated as the panel member for next Teaching Excellence Awards of the University.

(Post-meeting note: The Secretariat had informed ARO which liaised with the Office of the Provost for the matter.)

ANY OTHER BUSINESS

Opening of the Relocated Convocation Office

M50 SC members **REMARKED** that the Secretariat was under highly heavy workload in organizing the CityU Banquet (Alumni Banquet) and preparing for the imminent Annual General Meeting and Election. SC members **SUGGESTED** organizing an informal opening in the format of Christmas party and farewell gathering at the end of the tenure of the first SC in December.

Mr Joseph Tsoi and
Mr Kenny Chu

M51 SC members **SUGGESTED** the second SC to have its inauguration ceremony held along with an official opening of the relocated Convocation Office next year.

M52 Coming AGM matter
The Chairman **WELCOMED** other SC members to report their work in the coming AGM. All

M53 CityU Delegation – Standard Chartered Marathon
The Chairman **ENCOURAGED** all to participate in the captioned event.

M54 **DATE OF NEXT MEETING**
15 December 2009