

SCII/M/1  
2 January 2010



**CITY UNIVERSITY OF HONG KONG**  
**The Second Standing Committee of Convocation (2010-2011)**  
**Minutes of the 1<sup>st</sup> Meeting Held on 2 January 2010**

<b>Present:</b>	Chairman	Ms Karmen CHAN
	Vice-Chairman	Mr James KU
	Vice-Chairman	Mr Louis KWOK
	Vice-Chairman	Mr Joe LEE
	Members	Mr Cedric CHENG Mr Allen HO Mr Danny HO Mr William KHOO Ms Iris LAM Mr Eddie LAU Ms Florence NG (via teleconferencing) Mr Jeffrey TAM
	Convocation Secretary	Ms Pheony TSANG
<b>Absent with Apologies:</b>	Vice-Chairman	Mr Anthony Ng
	Members	Mr Patrick LEE ( <i>Immediate Past Chairman</i> )  Mr James KONG
<b>In Attendance:</b>	Alumni Relations Officer (ARO)	Ms Joyce SIU



- M8 Mr Allen Ho **SUGGESTED** that the goal of activities should promote Convocation.  
4.1 Revamp of Convocation homepage
- M9 **AGREED** to revamp Convocation homepage. **SUGGESTED** that the contents would include background of Convocation, Convocation activities, Convocation event archives, photos, etc. Mr William Khoo In progress  
Mr James Kong
- M10 **AGREED** that Wiki would be kept as a subsidiary channel for alumni associations to post their activity information if there was need.
- M11 The Secretariat would check the figures on frequency of other units posting information on wiki. Secretariat Completed  
(Post-meeting note: Totally 28 messages were posted by other alumni associations and University departments in the past two years.)
- M12 **SUGGESTED** that SC members could study Convocation websites of counterparts for reference. Mr William Khoo In progress  
Mr James Kong
- 4.2 Convocation Facebook
- M13 **SUGGESTED** that the Secretariat be the creator of the Convocation Facebook for continuity's sake while a SC member would help maintain the Facebook regularly. The Secretariat would explore the technical aspects and related policy of University. Secretariat In progress  
(Post-meeting note: The Secretariat was ready to open a Facebook account for Convocation.)
- M14 SC members would study the implementation of Facebook and delegate SC member to keep maintaining the Facebook. Mr William Khoo In progress  
Mr James Kong
- 4.3 Incorporating Convocation e-news into eAlumNet
- M15 **DISCUSSED** and **AGREED** that monthly Convocation e-news would be sent to members by incorporating in eAlumNet of ARO in the proposed format of a column instead of sending a separate Convocation e-newsletter.
- M16 The column in January would include: greeting message to alumni, inauguration ceremony, etc.
- M17 Regarding a greeting message from the Chairman/ Standing Committee to the Convocation members to be sent via eAlumNet, Mr Joe Lee would help prepare a draft for the Chairman. Group photo of Second SC would be posted along with the message. Mr Joe Lee Completed

#### 4.4 Facilitating alumni to set up alumni associations

- M18 Mr Cedric Cheng **SUGGESTED** that SC members might take a more active role to encourage alumni (e.g. hall alumni) to set up alumni associations.
- M19 **AGREED** that the role of SC was to identify key alumni and encourage them to set up alumni associations and take part in alumni activities. Mr Cedric Cheng In progress  
Mr Jeffrey Tam
- M20 The Secretariat **SHARED** with SC members that currently alumni wishing to form alumni associations would approach colleagues of Alumni Relations Office for getting advice and support.

#### 4.5 Internship

- M21 SC would facilitate and offer support as appropriate to “Career Net”, a new project of ARO which was in the pipeline. Convocation could help spread the message through publicity and SC members’ personal network. SC members

#### 4.6 Convocation fundraising project

- M22 The Secretary **SHARED** that the donations received under the Convocation fundraising project for student development would be used to support scholarships for outstanding students, bursaries for needy students and student activity awards for meaningful activities. The discretion of donation allocation lied on agreed arrangement between the First SC and office of Student Development Services at its launch. So far there was one allocation for a needy student from the Mainland.
- M23 SC members **AGREED** that the Convocation would continue with its fundraising project for continuity’s sake and as a platform to reflect the caring culture of Convocation, but the details of the matters were subject to further discussion.
- M24 The Secretary would provide further information about the “City University of Hong Kong Convocation Account” such as its scope of usages. Secretariat In progress
- M25 **SHARED** that SC members planned to organise activities would submit proposal (template available from intranet), get endorsement among SC members and approval on estimated expenses from the University prior to actual implementation.

#### 4.7 Activities brainstormed

Some proposed activities had been brainstormed during the meeting and SC members would explore the feasibility of the following suggestions.

In progress

M26	• “Round-the-City Running” (環城跑)	Mr Eddie Lau Mr Danny Ho
M27	• Photo competition/ short film competition/ film screening	Mr James Ku Mr Richard Yen
M28	• Talks	Mr Joe Lee
M29	• Chet Lam Yat-fung’s concert	Ms Karmen Chan
M30	• Singing contest	Mr Allen Ho
M31	• Standup comedy by SCM graduate Vivek Mahbubani	Mr Louis Kwok
M32	• Camping at student residence during summer term	Mr Cedric Cheng
M33	• Reunions (e.g. SU’s CityU Banquet)	Ms Iris Lam

#### **ANY OTHER BUSINESS**

#### **Inauguration Ceremony for the Second Standing Committee**

M34 RECAPPED that the captioned would be held at 7.30pm on 9 February 2010 at Multi-media Conference Room on campus. University members, First SC, Provisional SC, alumni leaders, Convocation members, etc. would be invited to attend it.

M35 SC members would wear formal dressing including alumni ties and pins of Alumni Ambassador Scheme when attending the Inauguration Ceremony. SC members

(Post-meeting note: Invitation was sent out.)

#### **DATE OF NEXT MEETING**

17 April 2010

END

Prepared by the Secretariat

