



CITY UNIVERSITY OF HONG KONG
The Second Standing Committee of Convocation (2010-2011)
Minutes of the 2nd Meeting Held on 17 April 2010

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

Action Parties **Action Status**

CONFIRMATION OF THE LAST MINUTES

M1 Minutes of the 1st Meeting held on 2 January 2010 was **CONFIRMED**.

CHAIRMAN’S REPORT

Community Chest Flag Day Cheque & Award Presentation Ceremony

M2 The Chairman **SHARD** that Mr Allen Ho had attended the captioned event on behalf of the Convocation which acknowledged organisations contributed to Community Chest’s voluntary work last year. Completed

Invitation to voluntary services

M3 The Chairman **SHARD** that she had received two invitations of volunteer recruitments - 「香港五四青年節 2010：同夢同心—兩岸三地青年交流團」 and Raleigh Challenge Wilson Trail. She **ADVISED** Secretariat to forward the coming invitations to SC members as well. Completed

Sharing of Strategic Goals of ARO

M4 The Convocation would focus on nurturing younger alumni, particularly those graduated within 10 years. Ongoing

M5 **AGREED** that SC members could support “Career Net” to be launched by ARO.

SU Report on Convocation

M6 Chairman **ADVISED** Secretariat to comment on the SU Report on Convocation and send to Chairman. Chairman would follow up with SU direct. Chairman In progress

SECRETARY’S REPORT

Shenzhen Reunion organised by ARO

M7 The Secretary **SHARED** that the captioned would most likely be held in the middle of June, pending for the confirmation of speaker.

M8 Five SC members indicated interest to join it if it would be held on a Saturday. The Secretary thanked SC members for their continual support to ARO.

Financial arrangement

M9 The Secretary **SHARED** that the financial year of the University would end on 30 June 2010. SC members were advised to reimburse any petty cash by 30 May. SC members In progress

M10 **SHARED** that the time for getting approval of the University on Convocation project expenses was about 7 working days.

M11 The Secretary further **SHARED** the University's guidelines on hospitality.

ITEMS FOR DECISION/ DISCUSSION

1. Discussion and confirmation of year plan
(M7~33/2/1)

M12 **RECAPPED** the ongoing tasks and activities brainstormed in last meeting.

Facilitating alumni to set up alumni associations

M13 **RECAPPED** that SC members would take a more active role to encourage alumni groups in particular halls to set up alumni associations and take part in alumni activities. Interested alumni groups would be encouraged to seek ARO's advice on how to form an alumni association. Cedric Cheng/ Jeffrey Tam Ongoing

M14 SC members would also keep contact with existing alumni associations and explore possibilities of co-hosting events. Ms Iris Lam would follow up the contact. Iris Lam Ongoing

Revamp of Convocation homepage

M15 **RECAPPED** that Convocation Homepage would be the official homepage while wiki would be kept as a subsidiary channel for alumni associations to post their activity information if there was need.

M16 The Secretariat **CIRCULATED** the preliminary design of the Convocation homepage which was designed by a student helper to SC members.

M17	Mr James Kong, project-in-charge of Convocation homepage, would communicate with the student helper and Secretariat, and report progress in next SC meeting.	James Kong	Ongoing
	(Post-meeting note: The Secretariat arranged a meeting on 1 May.)		
	<u>Facebook</u>		
M18	Secretariat RECAPPED that a Facebook account had already been set up. A “fans” page would be launched once SC had decided the content. Mr James Kong would coordinate.	James Kong	Ongoing
M19	Mr Joe Lee would select three to five news on University development for posting on the Convocation Facebook every two weeks, SC members were encouraged to suggest news for Joe’s selection.	Joe Lee	Ongoing
M20	The Secretariat would liaise with CPRO for forwarding the University news on newspaper to the Chairman.	Secretariat	Completed
M21	The Secretariat would collect photos for official events that SC members had attended and post them on facebook.	Secretariat	Ongoing

Shanghai Expo Tour in October

M22 **AGREED** not to include the captioned activity in the year plan.

Summer Camp

M23 **AGREED** to organize a summer camp. Possible dates would be between 16-18 July. The Chairman **SHARED** that about 100 double-bed rooms would be available in hostel during that period upon her liaison with SRO.

M24 **AGREED** the target groups would be alumni graduated before the establishment of the hostel.

M25 Family activities such as taekwondo would be explored. SC members were welcome to pass their suggestions to Mr Danny Ho and Mr Richard Yen.

	Danny Ho/	In progress
	Richard Yen	

Ex-SU Leader’ Gathering

M26 The Chairman **UPDATED** that the captioned event, co-hosted by the Convocation, ARO and Students Union, would be held on 17 July tentatively. This might be regarded as part of the summer camp, too.

	Iris Lam/ Eddie	In progress
	Lau	

Talk

M27 **AGREED** that talks would be included in the year plan next year.

2. Discuss the formation and nomination of working groups and advisors

Constitutional Review Working Group

M28 For the sake of maintaining neutrality, **AGREED** that SC members would not sit on the Constitutional Review Working Group, an independent one to be formed.

M29 Alumni who were of legal or relevant knowledge would be invited to serve as members of this working group to be chaired by Associate Vice-President for Alumni Relations.

M30 **SUGGESTED** that the members of this working group had to declare that they would not join any Convocation elections in the coming 6 years.

M31 SC members were invited to give their suggestions on Constitutional Review to the working group through Mr Jeffrey Tam. SC's recommendations would be brought forth to the working group for discussion. Jeffrey Tam & SC members In progress

Convocation fundraising project

M32 **REPORTED** that an alumni volunteer would help brainstorm ideas for Convocation fundraising project.

M33 Secretariat to update the University areas that could apply for matching grant by liaising with Development Office (DO), and to arrange a meeting with DO. Secretariat In progress

Other working groups

M34 SC members were invited to give proposed name list of other working groups in next meeting.

3. External Communication

M35 **SHARED** that Ms Iris Lam would take care of external communication and public relations work for Convocation matters. Iris Lam Ongoing

M36 The Chairman **SUGGESTED** SC members to inform Ms Iris Lam if they were invited for interview in the capacity of Convocation SC members Ongoing

Standing Committee. Ms Iris Lam would read through the interview and select photos.

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| M37 | The Chairman SUGGESTED the Secretariat to send materials to Ms Iris Lam and copied it to the Chairman before publishing. | Secretariat | Ongoing |
| M38 | Mr Joe Lee would help read through Convocation messages to be covered in media. | Joe Lee | Ongoing |

Event Calendar

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| M39 | The Chairman SUGGESTED to set up an event calendar of SC members. The Secretariat would update events. | Secretariat | Ongoing |
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(Post-meeting note: The event calendar was created. The Secretariat had included events in March and April, and some other upcoming events in the Google calendar. Special thanks to James Kong for his sharing of IT advice.)

ANY OTHER BUSINESS

Vet School

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| M40 | CONFIRMED the stance of Convocation SC for supporting the proposed establishment of Vet School of CityU. SC would show support subject to upcoming progress. |
| M41 | Endorsement for subsequent support actions would be sought among SC members as appropriate. |

IDD at Convocation Office

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| M42 | ADVISED to be installed. |
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- (Post-meeting notes: Secretariat would install IDD / IDD-compatible device before next SC meeting.)

Date for Annual General Meeting (AGM)

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| M43 | CONFIRMED that the AGM would be held on 25 November 2010. |
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DATE OF NEXT MEETING

3pm on 15 May 2010

END

Prepared by the Secretariat