



CITY UNIVERSITY OF HONG KONG
The Second Standing Committee of Convocation (2010-2011)
Minutes of the 3rd Meeting Held on 15 May 2010 at 3pm

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
Members	Mr Cedric CHENG	
	Mr Danny HO	
	Mr William KHOO	
	Mr James KONG	
	Ms Iris LAM	
	Mr Eddie LAU	
	Mr Jeffrey TAM	
Mr Richard YEN		
Convocation Secretary	Ms Pheony TSANG	
Absent with Apologies:	Members	Mr Patrick LEE (<i>Immediate Past Chairman</i>)
		Mr Allen HO
		Ms Florence NG
In Attendance:	Alumni Relations Officer (ARO)	Ms Joyce SIU

Action Parties Action Status

CONFIRMATION OF LAST MINUTES

M1 Minutes of the 2nd Meeting held on 17 April 2010 was **CONFIRMED**.

CONFIRMATION OF YEAR PLAN (2010)

(M12~27/17/4)

M2 Draft of year plan which had been circulated earlier was tabled again for SC members' comments.

M3 SC members **THANKED** Secretariat for the efficient preparation of the draft year plan.

M4	Chairman SUGGESTED to include dates of events and meetings on the year plan.	Secretariat	Completed
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M5 Secretariat would circulate the revised version to SC members via email.

(Post-meeting notes: The year plan was uploaded to the Convocation homepage with endorsement of the Chairman.)

MATTERS ARISING FROM LAST MEETING

1. Reunion for Ex-SU Leaders 2010

(M26/17/4)

M6	SHARED that the captioned event jointly organised by ARO, Convocation and Students' Union was planned to be held once every five years. The coming one would be held on 17 July at Hall A, Student Hostels. SC members were welcome to share their suggestions to Chairman, Ms Iris Lam and Mr Eddie Lau who were supporting the event.	SC members	Completed
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(Post-meeting note: The third Organising Committee Meeting of the event was held on 28 May.)

2. Collaboration with and formation of alumni associations

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| M7 | RECAPPED that Ms Iris Lam would contact existing alumni associations in the long run. SC members were welcome to pass on contacts of relevant acquaintances to her. | Iris Lam/SC members | Ongoing |
| M8 | Mr Jeffrey Tam would contact Alumni Association of School of Law while Ms Iris Lam and Mr Cedric Cheng would liaise with the alumni association of Social Work which would be formed soon. | Jeffrey Tam
Iris Lam &
Cedric Cheng | Ongoing |
| M9 | Ms Iris Lam REPORTED that the newly formed College of Science and Engineering Internship Alumni Association would visit Noah’s Ark in Ma Wan from 9.30am to 5pm on 12 June. Secretariat would pass the contacts of this alumni association to Ms Iris Lam. | Secretariat | Completed |
| M10 | Mr Cedric Cheng REPORTED that he had liaised with students and alumni in Hall 1 for the formation of alumni association. Hall 4 would form an association but had no plan to form a registered association at this stage. He would continue to follow up. | Cedric Cheng | Ongoing |
| M11 | Mr Jeffrey Tam REPORTED that he had liaised with some hall masters and students. | | |
| M12 | As requested by SC, Secretariat would share with them an ARO booklet on “How to set up alumni association” for reference. | Secretariat | Completed |
| | (Post-meeting notes: Two booklets of updated version were placed at the Convocation office for SC members’ reference.) | | |

3. Endorsement and circulation items

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| M13 | Secretariat CIRCULATED a record of endorsement items as requested by the Chairman. The record shown items of endorsement and SC members’ feedback via email in the past few months. | | |
| M14 | Secretariat would update the records regularly. | Secretariat | Ongoing |

4. Constitutional Review
(M28~31/17/4)

M15 Mr Jeffrey Tam **SHARED** that after discussing with Mr William Khoo (both SC representatives for coordinating the issue), they had the following suggestions on the Constitutional documents:

- Should online voting be adopted, proxy was no longer required.

-“Notice of an Annual or a Special General Meeting shall be issued by the Secretary at least four weeks (i.e. 28 days) before the date of meeting in the form of advertisement in at least one local ~~Chinese/English~~ newspaper. (Clauses 3 of Rules of Meeting)

-For the same election, a member of the Convocation shall only nominate one candidate for the Chairman’s office, ~~four~~~~one~~ candidates for ~~each~~ Vice-Chairman’s office, and any other such number of candidates not exceeding the total number of other vacant offices of the Standing Committee.(Clause 30 of Rules of Meeting)

SUGGESTED to adopt more easy-to-understand wordings for the Constitutional documents to facilitate alumni who did not have legal knowledge.

M16 Mr Jeffrey Tam would consolidate further feedbacks from SC members to the Secretary who would share with the Constitutional Review Working Group. Jeffrey Tam and Secretariat Completed

M17 Secretariat would circulate documents on Constitutional review of last year to SC members for reference. Secretariat Completed

M18 The Secretariat updated that it was studying the online voting system proactively. It would address particularly to the data security issue.

M19 SC **SUGGESTED** that some SC members with IT

knowledge be involved in the test-run of online voting system when ready.

5. Sharing of calendar, photos and events
(M39/17/4)

M20 Secretariat **SHARED** that the online event calendar and photo album (Picasa) were set up with the help of Mr James Kong. SC members were invited to view and download photos. The photos would be relocated when the album was full. SC members Ongoing

6. Setting of IDD in Convocation Office
(M42/17/4)

M21 **SHARED** that IDD/skype would be available for SC Secretariat meetings. Completed

7. External Communication
(M35~38/17/4)

M22 **RECAPPED** that Ms Iris Lam would help oversee external communication including selecting photos to be included in eAlumNet of Alumni Relations Office. Ms Iris Lam Ongoing

8. Circulation and sharing of news on facebook
(M18~21/17/4)

M23 Mr Joe Lee **SUGGESTED** posting CityU-related impartial news on facebook. The gist was to facilitate alumni to care for the University.

M24 Chairman **SUGGESTED** SC members to give suggestion on contents they wanted to include on facebook in next meeting. SC members In progress

ITEMS FOR DECISION/ DISCUSSION

PR issues

M25 **RECAPPED** that SC members would inform Ms Iris Lam if they were interviewed in the capacity of Convocation SC. SC members/ Iris Lam Ongoing

M26	SUGGESTED that SC members would place the name cards of alumni collected from activities in the Convocation Office's in-tray.	SC members	Ongoing
M27	The Secretariat INVITED SC members to share with alumni concerned that the data collected would be updated in University's alumni data base.	SC members	Ongoing
M28	SUGGESED SC members' informing the Secretariat if they attended meetings or events for marking on google calendar.	SC members	Ongoing
M29	The Secretariat would send information of Communication Committee of the 1 st SC to SC members for reference. (Post-meeting notes: The paper was filed along with minutes of First SC at the Convocation Office.)	Secretariat	Completed
M30	Secretariat RECAPPED that the previous minutes and agenda of SC meetings were available on wiki. SC SUGGESED placing hard copies in the Convocation Office.	Secretariat	Completed

Email quota

M31	SC members SUGGESED to explore the possibility of enlarging the email quota of the SC members due to their heavy usage of the CityU alumni email account for Convocation matters. The email quota would resume to original size when their tenure ended. (Post-meeting notes : SC members' email quota was enlarged to 200MB.)	Secretariat	Completed
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eAlumNet of ARO

M32	SUGGESED including the publicity of <i>Ex-SU Leaders' Reunion</i> and <i>Alumni Summer Camp</i> in the coming eAlumNet.	Chairman	Completed
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Follow-up of Vet School

M33	SC SHARED that he would like to get more updates about the University's proposal on establishing the Vet School.		
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M34	A meeting with the President for sharing recent University development would be fixed.	Secretariat	Completed
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(Post meeting notes: A dinner meeting was fixed at 7:30 pm on 14 June on campus.)

Filing, document & decoration in Convocation Office

M35	SC members would place their project-related documents in the Convocation office. Secretariat would arrange filing.	SC members/Secretariat	Ongoing
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M36	SUGGESTED earmarking a lockable cabinet at the Convocation Office for SC members' storage.	Secretariat	Completed
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M37	Mr Eddie Lau SUGGESTED decorating the glass of Convocation Office with Convocation photos. He would give ideas to Secretariat on this.	Eddie Lau/Secretariat	In progress
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Revamp of homepage & launch of facebook

M38	SC member COMMENTED that the draft homepage design was good and could be put into use.		
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M39	Mr James Kong SHARED that the revamped Convocation homepage was planned to be launched in July. He REPORTED his meeting with Secretariat and student helper on the revamp of Convocation homepage and highlighted some features proposed in the meeting:		
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- Event calendar of the Convocation
- To change the section name of "Activity summary" to "Convocation updates"
- To add a new section of "Sharing by Alumni Associations"

M40	SC members DISCUSSED the possibility of including Chinese text in the homepage either in the form of abstract or full translation depending on resources available.		
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M41	The Secretary SHARED that a new feature "Words of Wisdom", a platform for alumni to share their motto would be launched at ARO homepage on 1 June. She also SHARED that Class Notes which was originally located on		
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ARO homepage would be transferred to ARO's facebook.

M42 SC would include the two mentioned features on the Convocation homepage after its revamp to provide more channels for alumni's access.

M43 **SHARED** that the Convocation facebook had already been launched. SC members were invited to send the link to their alumni friends and clicked the feature of "like" to activate their status. SC members Ongoing

Alumni Summer Camp

M44 Mr Danny Ho and Mr Richard Yen **SHARED** that the camp would be held on 17 and 18 July. Target participants would include participants of the Reunion for Ex-SU Leaders, members of alumni associations and general alumni.

M45 Activities and ideas brainstormed included:

- Campus tour for participants. Some proposed spots included library, CSC labs, etc.

-Treasure hunt (tour around locations at halls)

-Group dinner (集體盤菜宴)

-糖水會

-Use of sports activities at Sports Complex, etc.

M46 SC members would invite alumni volunteers to take photos for the event.

(Post-meeting note: Secretariat had scheduled a meeting with SC project-in-charge to go through preparation work required for the event. Updates had been sent to project-in-charge and Chairman via emails.)

M47 The Secretariat would contact alumni association leaders to invite their active participation. Secretariat Completed

(Post-meeting notes: After phone liaison, 12 alumni association had initially indicated support for the event, subject to further details.)

ANY OTHER BUSINESS

- M48 Ms Iris Lam **SHARED** that the Rowing Team Alumni Association would participate in a Dragon Boat competition. SC members interested to join could contact her. Iris Lam Completed
- M49 Mr Eddie Lau **SUGGESTED** the Secretariat to solicit some survey findings from SDS on the career situations of fresh graduates. The findings would be reference for activity planning. Secretariat Completed
(Post-meeting notes : Information had been circulated to SC members by email.)
- M50 Meeting adjourned at 8.30pm.

DATE OF NEXT MEETING

18 July 2010 (Post-meeting notes : this meeting had been cancelled due to insufficient quorum.)

END

Prepared by the Secretariat