



香港城市大學
City University
of Hong Kong



CITY UNIVERSITY OF HONG KONG
The Second Standing Committee of Convocation (2010-2011)
Minutes of the 4th Meeting Held on 20 Nov 2010

Present:	Chairman	Ms Karmen CHAN
	Vice-Chairman	Mr James KU
	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 (via teleconferencing) Mr Eddie LAU Mr Jeffrey TAM Mr Richard YEN
	Convocation Secretary	Ms Pheony TSANG
Absent with Apologies:	Vice-Chairman	Mr Louis KWOK
	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
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CONFIRMATION OF LAST MINUTES

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| M1 | Minutes of the 3 rd Meeting held on 15 May 2010 was CONFIRMED. | |
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CHAIRMAN'S REPORT

Chairman REPORTED the following items:

Congregation Matters

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| M2 | To welcome fresh graduates joining our growing alumni family, ARO and the Convocation had sent a congratulatory email message to new graduates of the year and presented a welcoming note to them as well as on the Congregation booklet. | Completed |
| M3 | The new graduates would also receive a Congregation DVD of ARO comprising a 20-second introduction of ARO and the Convocation, along with a heart-shaped bookmark co-issued by the two units in February 2011. | In progress |

Decoration of Convocation Office

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| M4 | A signing board with the signatures of participants joining Reunion for Ex-SU Leaders and Alumni Summer Camp had been installed at the glass panel of the Convocation Office. | Completed |
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Student Orientation

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| M5 | The Chairman had been invited to deliver welcoming speech at two Student Orientation sessions of the University on 25 and 26 August. | |
| M6 | Principal of the CCCU invited SC members for a meeting. Proposed that the meeting would be organised after January 2011. | In progress |

Focus Groups on Development of Education Services

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| M7 | The Chairman was invited to join the captioned, organised by the Education Commission on 24 June, along with alumni representatives of other universities. She highlighted the gist of the meeting was to collect views about how to turn Hong Kong into an education hub. | Completed |
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- M8 The Chairman **SUGGESTED** SC members to put the new 334 reform into consideration for next year's year plan.

Condolence messages to the deceased alumnus

- M9 **UPDATED** that alumnus Mr Fu Cheuk-yan was among the Manila hijacked victims. The Chairman had delivered wreath to Mr Fu's funeral. She **THANKED** Ms Iris Lam for collecting messages of support from SC members within two days before the funeral.
- M10 The Chairman invited CCCU to send a mass email (Chinese & English) to its students, encouraging them to show their care and support on the Convocation Facebook and homepage. Completed
- M11 The Chairman had visited Mr Fu's family along with University representatives and delivered 328 caring messages that had been collected at the "democratic wall" on campus. She **THANKED** Mr Eddie Lau for compiling the messages in a folder. Mrs Fu thanked the support of CityU alumni and University representatives. Completed

MATTERS ARISING FROM LAST MEETING

Constitutional Review

(M15 ~ M19 /15/5)

- M12 In view of the imminence of the Annual General Meeting (AGM) of CityU Convocation to be held on 17 December 2010 and more time required for exploring the feasibility of the online voting system for Convocation election, SC **DECIDED** to postpone the review to year 2011. Ongoing
- M13 Secretariat would phone members of the Working Group (WG) to share SC's decision. Afterwards, an email from the Chairman would be sent to WG members.
- (Post-meeting notes: Done by Secretariat already.)
- M14 SC interpreted the meaning of "simple majority" of clause 20 on Rules of Meeting. They **DECIDED** that the highest votes should be counted as the majority. Votes of abstention would not be counted.
- M15 Mr William Khoo would send some comments regarding Constitutional Review to the Chairman. William Khoo In progress

Update on E-communication Platform
(M38~43/ 15/5)

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| M16 | The Secretary REPORTED that meeting had been arranged for Mr James Kong, alumni volunteer Mr Mark Wu (an IT professional), Ms Joyce Siu and student helper to further polish the design. | Completed |
| M17 | RECAPPED that internal documents for SC could be retrieved at Intranet linked directly through Convocation homepage. | |
| M18 | UPDATED that about 260 alumni had joined Convocation Facebook as at 20 November 2010. | |

Communication with Alumni Associations

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| M19 | The Chairman UPDATED that a dinner gathering with alumni association leaders would be arranged after the AGM. During the dinner co-hosted with ARO, SC members might explore collaboration opportunities with leaders of alumni associations in the future. | Completed |
| M20 | The Secretary SHARED that ARO had organised regular gathering with leaders of alumni associations since 1996. It would invite SC to co-host the gathering with alumni associations in the future. | |
| M21 | The Chairman SUGGESTED that the gathering would better be arranged in the first few months when the newly-elected SC members took up the office. | |

Survey Findings on Career from SDS
(M49/ 15/5)

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| M22 | RECAPPED that the findings had been sent to SC members via email. | Completed |
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Formation of Hall Alumni Associations
(M7~12/ 15/5)

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| M23 | Mr Jeffrey Tam REPORTED that there was update from alumni of Hall 6 that they had the plan of forming alumni association. He would join the meeting with the alumni concerned when the meeting was arranged. | Jeffrey Tam | Completed |
| M24 | Mr Cedric Cheng UPDATED that the alumni of Hall 1 also had the plan to form an alumni association. | Cedric Cheng | |
| M25 | The Chairman REMINDED SC members to explore opportunity | | Ongoing |

of co-organising events with hall alumni associations.

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| M26 | The Chairman REPORTED that she met some hall alumni at the CityU Banquet and invited the Secretariat to pass on the contacts to Mr Cedric Cheng for further liaison. | Cedric Cheng | In progress |
| M27 | (Post-event meeting notes: Secretariat emailed the contact to Mr Cedric Cheng.) | | |

ITEMS FOR DECISION/ DISCUSSION

Annual General Meeting (AGM)

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| M28 | RECAPPED that the AGM would be held on 17 December. | | |
| M29 | The Secretary RECAPPED that the AGM notice (Chinese and English) had been published at Ming Pao and the SCMP on 17 November. Email of AGM notice had been sent to Convocation members on the same day. Convocation homepage with online registration form had been uploaded as well. | Secretariat | Completed |
| M30 | She also RECAPPED the timeframe of AGM and encouraged members to invite alumni participants to arrive at the AGM on time at 7:30pm. | | |
| M31 | Secretariat would invite leaders from alumni associations to join the AGM and dinner right after the meeting. The Secretary also invited SC to encourage more alumni to join AGM to share Convocation updates. | Secretariat | Completed |
| M32 | The flow of AGM was DISCUSSED . The Secretary would help call the names of alumni who raised questions on site. | | |
| M33 | Regarding the proposed change of the Chinese translation of Convocation from 香港城市大學評議會 to 香港城市大學校友議會 in last AGM, SC CONFIRMED that they would show a supportive stance for the recommendation. | | |

Honorary Legal Advisor

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| M34 | DISCUSSED that there might be a need of having an honorary legal advisor to attend the AGM for providing professional legal advice. | | |
| M35 | SC AGREED that an honorary legal advisor was required for Convocation matters in the long run. | | |

Evaluation of Reunion for Ex-SU Leaders

- M36 **RECAPPED** that 95 participants had joined the event including:
- 60 alumni
 - 23 students
 - 12 staff members
- M37 The commencement of the reunion had been postponed due to late arrival of participants. SC **REMARKED** that an afternoon tea gathering might not be the best format. Some SC members **SUGGESTED** that an evening dinner might be a better arrangement to engage alumni.
- M38 Mr James Kong commented that the atmosphere was good and the setting of round tables created a cosy atmosphere. **SUGGESTED** to have greater integration between alumni and current students.
- M39 **SUGGESTED** inviting SDS as co-hosted partner to engage the support of more student leaders, in addition to having ARO as co-hosted partner. SU representatives would be invited as guests instead. And to strengthen communication among co-partners.
- M40 **REMARKED** that it took considerable time to consolidate the historical information about the Students' Union.
- M41 **SUGGESTED** inviting more student leaders of the sub-committees of Students' Union.
- M42 SC **THANKED** ARO's help for the event.

Evaluation of Alumni Summer Camp

- M43 **RECAPPED** that 140 participants had joined the captioned event including:
- 120 alumni
 - 3 staff members and others
- M44 The highlight of the event was the Basin Feast and \$4802.2 was raised as condolence money for a deceased Social Work alumnus Mr Tin Wuan-hang.
- M45 **REMARKED** that the majority of the participants were recruited from SC's personal network and only a few were recruited from open enrolment. SC members hoped that the event could reach more general alumni in the future.

M46 **SUGGESTED** that more efforts were required on devise the theme.

M47 The Chairman **SUGGESTED** to evaluate the event further in next meeting.

Convocation Year Plan 2011

M48 Some ideas for next year's year plan were brainstormed and would put forward at AGM to collect views from alumni.

- Environmental protection (online green alumni community)
- Convocation talk
- Dialogue with the President co-hosted with ARO
(17 February 2010)

Regular and General Activities

M49 - Further enhancement on Convocation homepage and facebook.

- Possible collaboration with alumni associations: To add hyperlinks, contacts of current alumni associations and guidelines re procedures of setting up alumni associations on Convocation homepage.
- Invited SCs to join CityU Delegation of Standard Chartered Marathon as volunteers on 20 February 2011. SC members who had not joined Marathon were highly encouraged to join it this time.
- Convocation fundraising & caring for University development.
- The Chairman **UPDATED** that some SC representatives had joined an interview with DO to encourage alumni to support fundraising appeal of the University under the Fifth Matching Grant.

Congratulatory Message for New Alumni Association

M50 The Chairman **UPDATED** that a new alumni association, the Eminence Society, would officially be launched on 13 December. The Convocation would post a congratulatory message to Eminence Society at Ming Pao on 10 Dec 2010. The Chairman **SUGGESTED** that the Convocation would post congratulatory message to new alumni association, if any, in the future.

Completed

Homecoming Gala of ARO

- M51 **CONFIRMED** that a Convocation Booth would be set up at the Homecoming Gala to reach out to more alumni. Small gifts would be distributed to children. Completed
- M52 Alumni update forms and donation forms for Convocation fundraising project would be placed at the Convocation booth.
- M53 (Post-meeting note: Apart from the Booth, a doll-making workshop manned by the Chairman had been arranged at the Convocation Office. An email inviting alumni to join the Convocation booth and workshop at the Gala had been issued on 7 December.)

CAPS

- M54 The Chairman and Mr Eddie Lau **SHARED** the gist re their recent meeting with the Chief Information Officer (CIO) of the University about the use of CAPS. **SHARED** that CAPS was a new University e-platform for pooling messages from University members. There was no censorship applied by the University on outgoing emails by CityU community members.
- M55 He **SUGGESTED** the University to give prompt response to groundless/incomplete media report via University Facebook in the meeting with CIO.
- M56 The Secretary **SHARED** that she had already conveyed his suggestion to CPRO via email and that their suggestion was well taken.

Token of Thanks

- M57 The Chairman, on behalf of the Convocation SC, **THANKED** Ms Pheony Tsang, Convocation Secretary, for her support and devoted efforts for Convocation Secretariat and work. She wished her all the best.

DATE OF NEXT MEETING

4:30 pm on 8 January 2011

END

Prepared by the Secretariat