

SC2/A/5
8 Jan 2011

CITY UNIVERSITY OF HONG KONG
Second Standing Committee of Convocation (2010-2011)

NOTICE OF MEETING

The 5th meeting of the Second Standing Committee of the Convocation will be held at **4:30pm on Saturday, 8 January 2011 at Convocation Office** located at Room 6056, 6/F, Amenities Building, City University of Hong Kong.

AGENDA

CONFIRMATION OF THE LAST MINUTES (5 mins)

MATTERS ARISING FROM LAST MEETING

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|----|---|---------------------------|
| 1. | Communication with Alumni Associations (5 mins) | Karmen Chan |
| 2. | Formation of new Alumni Associations (5 mins) | Jeffrey Tam/ Cedric Cheng |
| 3. | Update on e-communication platform (5 mins) | James Kong/ Secretariat |
| 4. | CAP (5 mins) | Karmen Chan/ Secretariat |
| 5. | Endorsement and circulation items (5 mins) | Secretariat |

ITEMS FOR DISCUSSION/DECISION

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|----|---|-------------|
| 1. | Long-term development of the Convocation (60 mins) | All |
| 2. | Convocation Year Plan 2011 (60 mins) | All |
| 3. | CityU Social Responsibility Day (10 mins) | Karmen Chan |
| 4. | CityU Delegation for Standard Chartered Marathon 2011 (10 mins) | Karmen Chan |
| 5. | Date for next AGM (10 mins) | All |

CHAIRMAN'S REPORT (10 mins)

ANY OTHER BUSINESS

DATE OF NEXT MEETING

To be fixed