



CITY UNIVERSITY OF HONG KONG

The Second Standing Committee of Convocation (2010-2011)

Minutes of the 5th Meeting Held on 8 January 2011

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

**Action
Parties**

Action Status

CONFIRMATION OF LAST MINUTES

M1 Minutes of the 4th Meeting held on 20 November 2010 was **CONFIRMED**.

MATTERS ARISING FROM LAST MEETING

1. Communication with Alumni Associations

(M19~21/20/11)

M2 **RECAPPED** that a gathering with leaders of alumni associations had been held after last AGM on 17 December 2010. Completed

M3 The Chairman **ADVISED** that SC members to keep regular contact with the leaders who could provide insights and support to Convocation (e.g. the development of electronic platform and promotion of Convocation events).

M4 The Chairman **SUGGESTED** that the gathering for SC members and leaders of alumni associations would better be arranged through the Secretariat in the first three months when the newly-elected SC members took up the office. This could facilitate future collaboration opportunities. Secretariat Take note

2. Formation of New Alumni Associations

(M23~26/20/11)

M5 The Chairman **SHARED** that alumni from Hall 1 of the Student Hostels would have a gathering at around 20 Jan in which they would discuss the possibility of forming an alumni association. In progress

M6 **NOTED** that the Chairman would contact the alumni from Hall 5 of the Student Hostels whom she met at the last CityU Banquet and showed interests in forming an alumni association. Chairman In progress

M7 The Chairman **SHARED** that an alumnus from the Rugby Club whom she met at the Inauguration Ceremony of the CityU Eminence Society might be interested in forming an alumni association. The Chairman **SUGGESTED** that ARO could share experience with him. ARO In progress

3. Update on e-Communication Platform

(M16~18/20/11)

3.1 Season's Greetings

M8 The Chairman **SHARED** that a Christmas greeting had been sent to alumni through email, and students and staff via CAP. The same had been posted at Convocation homepage. Completed

M9 The Chairman **SUGGESTED** that sending season's greetings to alumni, staff and students, and posting the message on Convocation homepage (in Chinese and English) in the prominent banner area, and facebook (Chinese) should be a regular practice to maintain the tie with University community members. Ongoing

M10 The Chairman encouraged SC members to post personal messages in facebook if they wished.

M11 Mr Joe LEE **SUGGESTED** setting the posting period of season's greetings at homepage.

3.2 Convocation Homepage

M12 Secretariat shown the refined layout to SC members after the modification.

M13 SC members **ENDORSED** the layout. Further suggestions were proposed, including changing the colour tone to instil the green elements, putting the fundraising icon to a prominent area.

M14 Secretariat would modify the layout by phases. Secretariat In progress

3.3 CAP

(M54~57/20/11)

M15 **RECAPPED** that CAP was a new University e-platform for pooling messages from University members. The Chairman and Mr Eddie LAU had met with the Chief Information Officer (CIO) to understand the usage of CAP. During the meeting, they had enquired about the possibility of SC members to get access to the system.

M16 Ms Pheony TSANG **SHARED** that colleague from CSC who was in charge of CAP would like to meet with SC members to understand more about their request. Secretariat would arrange the meeting Secretariat In progress

M17 **CONFIRMED** that Mr Eddie LAU would be SC representative to attend the meeting.

4. Endorsement and Circulation Items

M18 Secretariat circulated the record listing the endorsement and circulation items in the last few months to SC members.

M19 The Chairman **SUGGESTED** that the record should be tabled in every SC meeting to give an overview of the items that were circulated and endorsed between SC meetings. Secretariat Ongoing

ITEMS FOR DECISION/ DISCUSSION

5. Long-term Development of the Convocation

M20 The Chairman **SUGGESTED** forming working groups for brainstorming and devising the initiatives of the year plan. The working groups led by SC members should also include other alumni with the aim to collect inputs and reach out to more alumni. SC members who were in charge of the working groups should report the progress in SC meetings, and to the Chairman in between meetings. Items of endorsements and recommendations would be circulated through email in between meetings. Secretariat would coordinate to channel the ideas between working groups.

M21 Working groups and areas for the long-term development discussed:

- Constitution/Election/By-law
 - Facebook
 - Homepage
 - CAP
 - Fundraising
 - Alumni associations
 - Environmental protection
 - Social services
 - Cultural and recreation
- William KHOO
Joe LEE
Danny HO
James KONG
Eddie LAU
James KU
Iris LAM
Jeffrey TAM
Cedric CHENG
Anthony NG
Louis KWOK
Richard YEN

M22 The Chairman might recommend some alumni to join the working groups. The Chairman **SHARED** that she had met an alumnus from a green group who might be a resourceful member.

M23 The Chairman **ADVISED** that SC members in charge to give the member list of their working groups to the Chairman in January; the plans and timelines be ready by next SC meeting in March. SC members In progress

6. **Convocation Year Plan 2011**
(M48/20/11)

M24 **RECAPPED** the four initiatives discussed in AGM:

- Environmental protection
- Alumni Summer Camp
- Social services
- Talk

M25 **PROPOSED** the initiatives would be assimilated into one activity. For example, incorporating social service into Alumni Summer Camp by bringing alumni participants and their children to serve the community nearby.

7. **Exploration on Online Voting for Convocation Election**

M26 Ms Pheony TSANG **SHARED** that the Secretariat had studied some overseas online voting suppliers but none was able to match with the requirements of the University.

M27 **SUGGESTED** that for security reason, the online voting system be developed by University department.

M28 **SUGGESTED** that discussing the online voting issue along with CAP matter with the relevant departments in one meeting.

M29 Secretariat would arrange the meeting. Secretariat In progress

M30 (Post-meeting note: The meeting was held on 15 February.)

M31 The Chairman **ADVISED** Mr William KHOO who was in charge of Constitutional review, and the Secretariat to work out the timeline of election by June. The Chairman **SUGGESTED** more time should be arranged between nomination and proxy deadline. William KHOO Secretariat In progress

8. **A Dialogue with the President**

M32 **RECAPPED** that the event would be co-hosted with ARO on 17 February. The objective was to provide a platform for alumni to get updates about the University development through an interactive dialogue with the President. **REMINDED** SC members to mark diary accordingly.

M33 SC members were encouraged to give suggestions about the event after the meeting. SC members In progress

9. **CityU Social Responsibility Day**

M34 **RECAPPED** that the event would be held on 20 February. It was aimed at promoting green ideals to University community

members. An invitation email was sent to alumni through the Convocation.

M35 Mr Joe LEE would confirm his attendance later. Joe LEE

10. CityU Delegation for Standard Chartered Marathon 2011

M36 **RECAPPED** that SC members who had not join the event last year were invited to join as volunteers this year.

M37 **CONFIRMED** that Mr Louis KWOK would join the event. Louis KWOK

M38 Secretariat would coordinate with other SC members for attending the event. Secretariat In progress

11. Date of Next AGM

M39 **PROPOSED** the coming AGM be held on 25 November or 1 December.

M40 (Post-meeting note: The Secretariat reserved the Wei Hing Theatre for 1 December.)

12. Any Other Business

M41 Ms Pheony TSANG **SHARED** that the Opening Ceremony of the University's Shanghai Liaison Office cum Alumni Reunion would be held in Shanghai on 26 February. SC members were welcome to join the event.

M42 **SUGGESTED** that the Secretariat booked the common area outside Wei Hing Theatre if there was SC meeting to avoid disturbances. Secretariat Ongoing

DATE OF NEXT MEETING

M43 5:30pm on 5 March 2011

~ END ~

Prepared by the Secretariat