

SC2/A/6
5 Mar 2011

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

NOTICE OF MEETING

The 6th meeting of the Second Standing Committee of the Convocation will be held at **4:30pm on Saturday, 5 March 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 and online voting for Convocation Election (5 mins) | Karmen Chan/Secretariat |
| 5. Endorsement and circulation items (5 mins) | Secretariat |

ITEMS FOR DISCUSSION/DECISION

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| 1. Updates on long-term development of the Convocation (60 mins) | All |
| 2. Convocation Year Plan 2011 (60 mins) | All |
| 3. Preparation of election (30 mins) | All |
| 4. Promotion of Convocation election on campus (10 mins) | Eddie Lau |
| 5. Convocation video/ leaflet/ eAlumNet (10 mins) | Karmen Chan |
| 6. Marathon reunion dinner (5 mins) | Secretariat |

CHAIRMAN'S REPORT (10 mins)

ANY OTHER BUSINESS

DATE OF NEXT MEETING

To be fixed