



CITY UNIVERSITY OF HONG KONG

The Second Standing Committee of Convocation (2010-2011)

Minutes of the 6th Meeting Held on 5 March 2011

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

**Action
Parties**

Action Status

CONFIRMATION OF LAST MINUTES

M1 Minutes of the 5th Meeting held on 8 January 2011 was **CONFIRMED**.

MATTERS ARISING FROM LAST MEETING

1. Communication with Alumni Associations

(M2~4/5/3)

M2 The Chairman **SHARED** that she had joined the Opening Ceremony of the Shanghai Liaison Office of the University and Alumni Reunion held on 26 February, in which she had met with the members of the CityU Eminence Society.

Completed

2. Formation of New Alumni Associations

(M5~7/5/3)

M3 The Chairman **SHARED** that Mr Jeffrey TAM and Mr Cedric CHENG would continue to follow up on the formation of hall alumni associations.

Jeffrey TAM
Cedric CHENG

In progress

3. Update on e-Communication Platform

(M8~14/5/3)

3.1 Season's Greetings

M4 **RECAPPED** that Secretariat would arrange season's greetings for posting via homepage, facebook, EBS and CAP. A Chinese New Year's greeting message had been arranged in February, and the next one would be for Easter.

Secretariat

Ongoing

3.2 Convocation Homepage

M5 **RECAPPED** that homepage layout would be turned to green with elements of environmental protection.

Secretariat

In progress

M6 **DISCUSSED** the languages adopted at Convocation homepage.

4. CAP and Online Voting for Convocation Election

M7 The Chairman **SHARED** that she and Mr Joe LEE had a meeting with representatives of ESU and CSC on 15 February.

- M8 **SHARED** that the Chairman had proposed in the meeting to allow SC members to view the CAP announcements.
- M9 Secretariat circulated the information on the message categorisation of CAP and how the announcements were posted and retrieved to SC members.
- M10 Mr Joe LEE would study the information and gave advice on the categories of announcements that could be tailor-made for SC members' viewing. Joe LEE In progress
- M11 **SHARED** that the online voting could be conducted through AIMS. Since ESU was currently occupied by the preparation work of the 3-3-4 educational reform, another meeting would be arranged in October to further discuss the details. Secretariat Ongoing

5. Endorsement and Circulation Items

- M12 Secretariat circulated the record listing the endorsement and circulation items in the last months to SC members. Secretariat Ongoing

ITEMS FOR DECISION/DISCUSSION

6. Updates on Long-term Development of the Convocation

6.1 Fundraising

- M13 **UPDATED** that Mr Allen HO would support Mr James KU on fundraising initiative. Allen HO James KU In progress
- M14 Mr James KU **PROPOSED** to raise fund through a reducing food waste campaign, and that the money could be donated to support student activities or other causes. Students could submit their proposals to apply for the grant.
- M15 **SUGGESTED** that Mr James KU to explore the possibility of collaborating with Shing Hin to arrange a special meal set (with eco-friendly theme) for Convocation. James KU In progress

(Post-meeting notes: Secretariat arranged a meeting for Mr James KU, FO and CDFO on 29 March.)

6.2 \$6,000 Donation Appeal

- M16 In response to the Financial Secretary's announcement of handing out \$6,000 to Hong Kong permanent residents who are 18 or above, the Chairman **SHARED** the idea that an appeal be sent to alumni and encourage them to make a donation to the

University. She would also solicit the support from the CityU Eminence Society.

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| M17 | Secretariat would prepare an appeal letter draft by Monday. | Secretariat | Completed |
| M18 | DISCUSSED the usage of donation. | | |
| M19 | SUGGESTED that in the future the scholarships and bursaries under Convocation should not be just confined to undergraduates but extended to post-graduates as well. | | |
| M20 | SHARED that there were already a considerable number of existing scholarships for students with outstanding achievements. SUGGESTED that bursaries could be a good way to help students who were in financial difficulties. NOTED from recent updates with SDS that there was no immediate need for bursary case. | | |
| M21 | CLARIFIED that the minimum amount of establishing scholarship was not \$100,000. It was the minimum amount of donation that would be acknowledged under the name listing in the University Donor Roll. | | |
| M22 | (Post-meeting notes: Secretariat sent the information of existing scholarships and bursaries to Mr James KU for reference on 10 March.) | | |

6.3 Environmental Protection

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| M23 | Mr Anthony NG PROPOSED to establish a team called “城大環保動力” to promote green initiatives in the following three aspects:- | Anthony NG | In progress |
| M24 | <ul style="list-style-type: none"> • Promote the green initiative achievements of CityU through publication • Issue environmental guidelines to student bodies e.g green tips on executing student activities • Green tips from alumni in green industry | | |
| M25 | DISCUSSED the continuity of sub-committees after the two-year term of service of SC. SC members were encouragement to send their suggestions regarding the matter to Mr William KHOO who was in charge of the constitutional review working group. | SC members | In progress |

6.4 Alumni Summer Camp

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| M26 | AGREED to organise the Alumni Summer Camp this year with the proposed dates below:- | | |
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23 - 24 July or 30 - 31 July

M27	SUGGESTED Secretariat to mark the dairy of the President.	Secretariat	Completed
M28	Mr Louis KWOK, Mr Danny HO and Mr Richard YEN would oversee the Alumni Summer Camp.	Louis KWOK Danny HO Richard YEN	In progress
M29	(Post-meeting notes: Secretariat checked with SRO that 30-31 July were still available for booking and it would try to arrange in the Alumni Civility Hall if booking could be confirmed)		

6.5 Social Services

M30	Mr Louis KWOK PROPOSED to incorporate social service activity at Alumni Summer Camp. He would explore the possibility of collaborating with YWCA.	Louis KWOK	In progress
M31	Mr Richard YEN would explore the possibility of visiting organic farm during the Alumni Summer Camp.	Richard YEN	In progress
M32	The Chairman ADVISED SC members who were project-in-charge to estimate the budgets and send them to her in the coming 2 weeks.		

7. Preparation of Election

M33	Secretariat circulated the tentative schedule of election according to the Rules of Meeting.		
M34	SHARED that the Election Board would be formed soon.		
M35	SC members were encouraged to share their feedbacks on election to the Secretariat.	SC members	In progress
M36	Mr Danny HO, Mr William KHOO and Mr Eddie LAU would join with the Chairman to form a committee to discuss the preparation of election.	Chairman Danny HO William KHOO Eddie LAU	

8. Promotion of Convocation Election on Campus

M37	Some suggestions were discussed as below:- <ul style="list-style-type: none">• Inform CDFO in advance that candidates would conduct election publicity on campus.• Arrange name badges for candidates and they should wear them when conducting promotion on campus.	Secretariat	Take note
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- Explore booths available for election promotion on campus.
- Fully utilise the Convocation notice board. The space should be allocated to candidates equally.
- Explore possibility of using the noticeboards nearby the lifts.
- Re-locate the Convocation noticeboard at a more prominent location on 4/F permanently.

9. Role of Alumni as CityU Community Members

M38 In regard to a recent incident concerning an alumnus who was denied his status as a CityU community member while distributing leaflets about public affair issue on campus, Mr Eddie LAU ENQUIRED if there was provision for alumni to engage such activity on campus and the application procedures.

M39	SUGGESTED to clarify the role of alumni as CityU community members with CDFO.	Secretariat	Completed
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M40	COMMENTED that CDFO should provide clearer information about guidelines of using facilities and conducting publicity on campus. The information could be uploaded at Convocation homepage for the reference of alumni.	Secretariat	Completed
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10. Facebook

M41 SUGGESTED to post articles on University issues on Facebook.

M42	Mr Anthony NG and Mr James KU would write about environmental protection issue and UGC matter respectively.	Anthony NG James KU	In progress
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M43 (Post-meeting notes: Secretariat sent info about the two issues to them)

M44 SUGGESTED Secretariat arranging a meeting for Mr Joe LEE and CPRO to discuss the possibility of inviting CPRO to provide news on University achievements for posting on Convocation facebook.

M45 (Post-meeting notes: The meeting was held on 21 February.)

M46 DISCUSSED whether to open the channel for alumni to post messages on facebook wall.

M47 The mechanism and guidelines would further be explored.

11. Convocation Leaflet/ Video/ eAlumNet

M48 **PROPOSED** that a Convocation leaflet printed on environmentally friendly paper would be published to promote Convocation. In progress

M49 SC members were invited to update their programmes and occupations.

M50 **PROPOSED** that a Convocation video would be produced and shown at local and overseas alumni gatherings, as well as on campus. In progress

M51 **PROPOSED** to introduce three SC members (one Vice-Chairman and two SC members) in each eAlumNet issue. Secretariat In progress

12. CHAIRMAN'S REPORT

M52 Chairman **REPORTED** the following items:-

M53 Mr Joe LEE had attended the Social Responsibility Day on 12 February. Completed

M54 The co-hosted event "A Dialogue with the President" was held on 17 February. Mr Louis KWOK, Mr James KU, Mr Danny HO, Mr Richard YEN had joined the event. Completed

M55 Mr Louis KWOK, Mr Anthony NG, Mr Allen HO, Mr William KHOO and Mr Richard YEN had joined the CityU Delegation for Standard Chartered Marathon 2011 on 20 February as volunteers. Completed

M56 They were invited to join the Marathon Prize Presentation and Reunion Dinner on 26 March.

M57 The Chairman and Mr Louis KWOK would join the Alumni Outreach Forum to be held on 24 March.

DATE OF NEXT MEETING

4:30pm on 9 April 2011

~ END ~

Prepared by the Secretariat