

SC2/A/8  
13 August 2011

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

**NOTICE OF MEETING**

The 8th meeting of the Second Standing Committee of the Convocation will be held at **5pm on Saturday, 13 August 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**

- |    |  |                          |
|----|--|--------------------------|
| 1. | External Communication (5 mins)                              | Joe Lee                  |
|    | • e-platform • eAlumNet                                      |                          |
|    | • Convocation leaflet • Convocation noticeboard              |                          |
| 2. | Fundraising (20 mins)  | James Ku/Secretariat     |
| 3. | Environmental Initiative (5 mins)                            | Anthony Ng/Secretariat   |
| 4. | Social Services & Recreation (5 mins)                        | Louis Kwok               |
| 5. | Election matters (10 mins)                                   | Jeffrey Tam              |
| 6. | Issues related to Alumni Association (5 mins)                | Karmen Chan/Cedric Cheng |
|    | • Communication issue • Formation of new alumni associations |                          |
| 7. | CAP (5 mins)   | Joe Lee                  |
| 8. | Endorsement and circulation items (5 mins)                   | Secretariat              |

**ITEMS FOR DISCUSSION/DECISION**

- |    |  |                         |
|----|--|-------------------------|
| 1. | Election matters (30 mins)                         | Jeffrey Tam/Secretariat |
| 2. | Convocation Talk: Career Navigator (20 mins)       | Louis Kwok/ Richard Yen |
| 3. | Environmental Initiatives at e-platform (20 mins)  | Secretariat             |
| 4. | Sharing session with alumni associations (15 mins) | Secretariat             |
| 5. | Congregation matters (10 mins)                     | Secretariat             |

**CHAIRMAN'S REPORT** (10 mins)

**ANY OTHER BUSINESS**

**DATE OF NEXT MEETING**

To be fixed