



CITY UNIVERSITY OF HONG KONG

The Second Standing Committee of Convocation (2010-2011)

Minutes of the 8th Meeting Held on 13 August 2011

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

		Action Parties	Action Status
CONFIRMATION OF LAST MINUTES			
M1	Minutes of the 7 th Meeting held on 9 April 2011 was CONFIRMED .		
MATTERS ARISING FROM LAST MEETING			
1.	<u>External Communication</u>		
1.1	<u>eAlumNet</u> (M6~7/9/4)		
M2	Secretariat UPDATED that the 15 SC stories had been published in eAlumNet. The remaining article for the Chairman would be published in August issue.	Secretariat	Completed
1.2	<u>Leaflet</u> (M8~9/9/4)		
M3	Secretariat UPDATED that the Convocation leaflet was sent to print after consulting the advice from Mr Joe LEE and the alumni emails of SC members were also included in the leaflet.	Joe LEE/ Secretariat	Completed
M4	Some copies of the leaflet were distributed to the participants of “Alumni Ambassadors Night” on 17 June 2011. Some copies were put at Convocation Office and Noticeboard.	Secretariat	Completed
M5	The Chairman SUGGESTED distributing leaflets at ARO functions as appropriate.	Secretariat	Take note
M6	The Chairman SUGGESTED exploring the possibility of distributing Convocation leaflets at Congregation. Secretariat SUGGESTED that SC members if available can distribute leaflets and introduce the Convocation to fresh graduates.		
1.3	<u>Noticeboard</u> (M10~12/9/4)		
M7	Secretary SHARED that she had requested the CDFO to relocate the Convocation Noticeboard to a more prominent location. However, there was no such vacancy currently.		
M8	The Chairman SUGGESTED that the Secretariat to keep posting Convocation updates, for example, \$6,000 appeal, at the	Secretariat	Ongoing

Noticeboard.

1.4 Facebook

- M9 Mr Joe LEE **REPORTED** that he had a meeting with CPRO's colleague on selecting University news for posting on Facebook. Joe LEE Completed
- M10 Secretary **SHARED** that right now it was still relied on the Secretariat to select and post University news. Secretariat Ongoing

2. Fundraising

2.1 Cutting food waste campaign (M13~18/9/4)

M11 Mr James KU **REPORTED** that he had a meeting with the representatives of Students' Union on 5 May.

M12 Secretary **REPORTED** that some caterings such as Student Canteen, Garden Café, at CityU had joined the "Save Food Day".

M13 Although the proposal of Mr James KU to raise fund through reducing food waste had been turned down by the catering, the Chairman **SUGGESTED** posting a message to keep alumni updated about the joint efforts of the Finance Office and Students' Union on reducing food waste. She **SUGGESTED** the Secretariat devise way to post message. Secretariat In progress

2.2 "Make a Difference with \$6,000" Campaign (M23~24/9/4)

M14 (confidential information)

M15 The Secretary **REPORTED** that the donors had chosen the areas they preferred supporting.

M16 (confidential information)

3. Environmental Initiatives

M17 The Chairman **SHARED** that Secretariat had drafted the green tips for posting at Convocation homepage. Also a green pledge function was included. Secretariat Ongoing

4. Issues related to Alumni Associations (M23~24/9/4)

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|-----|---|--------------|-------------|
| M18 | Mr Cedric CHENG RECAPPED that the alumni association of Hall 1 was recently established. Its first activity would be held in October or November. | Cedric CHENG | In progress |
| M19 | A congratulatory message from the Chairman was sent to its Chairman Mr Ivan TAM. | Secretariat | Completed |
| M20 | Mr Cedric CHENG UPDATED that the formation of the alumni association of Hall 4 was in progress and was expected to launch in this year. He had given the information related to the establishment of alumni association to the executive committee of this organisation. | Cedric CHENG | In progress |

5. CAP

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|-----|---|-------------|---------|
| M21 | The Secretary SHARED that Secretariat had started selecting and sending CAP messages to SC members for their information. | Secretariat | Ongoing |
| M22 | The Chairman SUGGESTED Secretariat to select and reword some CAP messages at Convocation Facebook for alumni's quick update. She ADVISED not to send too many messages in one time. | Secretariat | Ongoing |

ITEMS FOR DISCUSSION/ DECISION

6. Election matters

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|-----|---|
| M23 | Mr Jeffrey TAM SHARED that he had a meeting with the Secretariat on election matters on 26 June 2011. The meeting notes was tabled for SC members' reference during the meeting. |
| M24 | He SUGGESTED releasing the proxy form together with the election notice and nomination form on 20 Oct 2011 so as to give time for Convocation members to appoint representatives to vote for them via proxy. |
| M25 | To ensure the data collected in the proxy form is solely for election purpose, he SUGGESTED including a remark at the proxy form: <i>"The collection of personal data of this proxy form is solely for the purpose of the forthcoming election on 1 December 2011. If the election is uncontested, the proxy holder is obliged to destroy all the proxy forms in an appropriate manner."</i> |
| M26 | SC members CONFIRMED that it would be legitimised for Convocation members to appoint proxy holders when validated candidates were not yet confirmed. The rationale of proxy appointment was to entrust a representative to vote on behalf of a Convocation member if he could not vote in person. Such principle would still hold true whether the validated candidates were confirmed or not. |

M27 (confidential information)

M28 Secretariat would highlight and track the recommendations in related documents and proposed changes would be put forward to Election Board for consideration. Secretariat In progress

M29 The Chairman **SUGGESTED** the revised election documents would be ready in next SC meeting.

M30 (confidential information)

7. **Convocation Talk – Career Navigator**
(M28~30/9/4)

M31 Mr Louis KWOK **REPORTED** that he and Mr Richard YEN had a meeting with Secretariat to discuss the arrangements of the captioned. Confirmed the details as below:- Louis KWOK/ Richard YEN Completed

Date: 24 September 2011

Guest speakers: Dr Szeto Wing-fu, the Executive Director of Hung Fook Tong Holding Ltd; Mr Chris Chan, Alumnus cum founder of software development company iGPSD Ltd

Target audience: Alumni who graduated within 5 years

Objectives: To give insights on steering towards career goals

Fee: \$50

M32 SC **SUGGESTED** postponing the commencement time from 2:30pm to 3pm.

M33 Publicity: email to selected graduates, sms, and telephone follow-up. It was expected that the first promotion email would be issued by 18 August. General alumni will receive publicity through eAlumNet on 31 August. Secretariat Completed

M34 Dress code: smart casual

M35 It was proposed that Mr James KU would be the facilitator.

M36 (Post-meeting note: Alumna Ms Dilys Chau, partner of Ernst & Young also joined as one of the guests to give sharing on stage.

About 60 participants joined the talk. Secretariat sent a thank-you message along with photo gallery to guest speakers and participants.)

8. Environmental Initiatives

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| M37 | Secretariat demonstrated the green banner at Convocation homepage. The banner included green tips and green pledge of Convocation homepage. | | |
| M38 | SC members SUGGESTED including green tips in Chinese and English. | Secretariat | Completed |
| M39 | SC members SUGGESTED allowing participants to submit their green tips. The initiatives could also be promoted at facebook and August eAlumNet. | Secretariat | Completed |
| M40 | SC members SUGGESTED promoting green activities/initiatives of the University as well as alumni activities and University achievements at the banner area at Convocation homepage. | Secretariat | Completed |

9. Co-hosted Sharing Session with Alumni Associations' Leaders

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|-----|--|----------------------------|-----------|
| M41 | Secretary SHARED that the captioned would be held on 15 Sept 2011, 7:30pm at CityTop. | SC members/
Secretariat | Completed |
| M42 | Mr Cedric CHENG SUGGESTED inviting the Chairman of Hall 1 Alumni Association and the potential Chairman of Hall 4 to the event. | Secretariat | Completed |
| M43 | SC members who would attend the event included: Karmen CHAN, Cedric CHENG, Allen HO, Danny HO, William KHOO, James KU and Louis KWOK. | | |

10. Congregation Matters

Secretariat **RECAPPED** the arrangement of Congregation:-

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| M44 | Fresh graduates would receive a heart-shaped bookmark co-presented by Convocation and ARO. | | |
| M45 | An advertisement page on Congregation booklet co-presented by Convocation and ARO. | | |
| M46 | A DVD introducing Convocation and ARO would be given to fresh graduates. | | |

M47 The Chairman **SUGGESTED** using higher resolution Secretariat Convocation logo in printed matter. Take note

11. Convocation Video

M48 The Chairman **SUGGESTED** exploring the possibility of having a Convocation booth at the Congregation period.

M49 The Chairman **SUGGESTED** exploring the broadcast of Convocation video at the podium during Congregation period.

M50 (Post-meeting note: Secretariat had checked with CPRO, the department in charge of video broadcast, that it was possible to broadcast the Convocation video during Congregation period.)

12. Fundraising

M51 Mr James KU went through his proposal on the allotment of Convocation Fund.

M52 (confidential information)

M53 Secretary **SHARED** that it was necessary to have donors to specify their preferred donation area.

M54 Proposed to arrange a meeting with Development Office (DO) to discuss supporting areas of Convocation Fund and the relevant procedures if SC proposed to change the supporting areas.

M55 (Post-meeting note: A meeting for Mr James KU and DO was arranged on 14 Sept.)

M56 **DECIDED** not to issue the second appeal of the \$6,000 campaign at this stage.

DATE OF NEXT MEETING

M57 8 Oct 2011, 5pm

~ END ~

Prepared by the Secretariat