



CITY UNIVERSITY OF HONG KONG

The Second Standing Committee of Convocation (2010-2011)

Minutes of the 10th Meeting Held on 10 December 2011

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

		Action Parties	Action Status
CONFIRMATION OF LAST MINUTES			
M1	Please refer to the items highlighted in red in the revised meeting notes.	Secretariat	Completed
MATTERS ARISING FROM LAST MEETING			
1.	<u>External Communication</u>		
1.1	<u>Facebook</u> (SCII/M/9: M3-M6)		
M2	Secretariat REPORTED that Convocation Facebook was promoted at Nov eAlumNet as “Pick of the Month”. About 100 new fans were recorded after the promotion.		
M3	REPORTED that the Convocation Facebook icon was included at ARO homepage.		
M4	REPORTED that recent achievement of a Creative Media student and alumni were posted at Convocation Facebook.		
M5	Chairman ENQUIRED about the back-end arrangement of Convocation Facebook as she learnt that some alumni could not post message.		
M6	SUGGESTED modifying the Facebook icon with a thumb-up image and added the word “like”.	Secretariat	Completed
1.2	<u>Season’s greetings</u> (SCII/M/9: M2)		
M7	Secretariat SHOWN the Christmas greeting message. SC members ENDORSED the message which would be issued to alumni via email and staff and students via CAP on 22 or 23 Dec.	Secretariat	Completed
M8	A thank-you note and New Year greeting message would be issued by end of December. Secretariat would prepare the draft and send to Chairman for comment by 16 December.	Secretariat	Completed
M9	The message would be posted at Dec eAlumnet along with news of AGM and Election.	Secretariat	In progress

2. Environmental Initiatives
(SCII/M/9: M16-M18)

- M10 Secretariat **UPDATED** that the number of pledges from alumni increased from 231 to 309 since last meeting in October.
- M11 Secretariat would update green initiatives of the University e.g. the wetland system that helped remove pollutant, at Convocation homepage and Facebook. Secretariat Completed
- M12 **SUGGESTED** slowing down the rolling speed of e-banner at Convocation homepage and modifying the colours and font size to make the captions easier to read. Secretariat Completed

3. Social Services & Recreation
(SCII/M/9: M19)

- M13 **RECAPPED** that Mr James Kong had joined the voluntary work of the Community Chest as collection bank supervisor for its Flag Day on 19 November 2011. James KONG Completed

4. Issues related to Alumni Association
(SCII/M/9: M20-21)

- M14 Mr Cedric CHENG **SUGGESTED** that he could provide consultation services to alumni about how to set up new alumni association. Cedric CHENG Ongoing
- M15 **SUGGESTED** that his name, email address and the contact number of Convocation Secretariat be included at Convocation homepage. Secretariat would also relay the update to ARO colleague in charge of alumni association. Secretariat In progress
- M16 Mr Cedric CHENG **UPDATED** that the alumni association of Hall 2 would be formed next year.

5. Endorsement and circulation items

- M17 Secretariat circulated the record listing the endorsement and circulation items in the last months to SC members. Secretariat Ongoing

ITEMS FOR DECISION/ DISCUSSION

6. Debriefing – AGM

- M18 The Chairman invited SC members to give suggestions on improving the AGM next year.

- M19 **SUGGESTED** including a Q & A session after the Chairman's report.
- M20 **SUGGESTED** all items listed in the agenda including the Chairman's Report should be officially confirmed in the AGM. Also **SUGGESTED** following formality (e.g. show of hands) as mentioned in the Constitution and Rules of Meeting if an item was needed to be passed.
- M21 **SUGGESTED** that if an alumnus would like to raise questions during AGM, he/she should mention his/her name and programme.
- M22 **SUGGESTED** modifying the name of "Management Report" to "Financial Report" and incorporating the activities and meetings that SC participated in the "Chairman's Report".
- M23 **DISCUSSED** whether SC should endorse the "Chairman's Report" before issuance and **CONFIRMED** that only the Chairman's endorsement was required.
- M24 **DISCUSSED** whether it was necessary to prepare hard copies for each participant. This would be resolved next year.
- M25 **SUGGESTED** posting hard copy of the documents on a foam board so that SC members could share the highlights with participants. Secretariat Take note
7. **Fundraising**
(M10~18/10/12)
- M26 Mr James KU **REPORTED** his meeting with DO and SDS on 25 Nov 2011:- James KU Completed
- 7.1 **Convocation bursaries and scholarships**
- M27 (Confidential information)
- M28 For bursaries and scholarships, SDS would take charge to screen and assess the applicants.
- M29 For SC's involvement, due to urgency of bursary case, **SUGGESTED** that SC delegated a member as a contact person to give prompt response on the selection process.
- M30 **SUGGESTED** that SDS informing SC members the result if an applicant referred by Convocation was being rejected during the selection by SDS.

M31 **SUGGESTED** providing an update of Convocation Fund at every SC meeting.

M32 **SUGGESTED** SDS to give report to SC whenever the fund was granted to students.

M33 A paper on fundraising regulations that was prepared by the First SC, SDS and DO was circulated.

7.2 Convocation activities

M34 Paper on financial guidelines and various financial forms were circulated. Secretariat **SHARED** the current practices of reimbursement.

M35 The expenditure had to be approved by the Chairman and with the form signed by Secretariat.

Mr Cedric CHENG **SUGGESTED** to form a mutual agreement that an application form of reimbursement which approved by the Chairman should be processed for endorsement by ARO. Mr James KU **SUGGESTED** to adjust terms in the Constitution of Convocation.

M36	SUGGESTED that a financial report be circulated to SC after each activity.	Secretariat	Take note
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M37 Convocation members could raise questions on the expenditure at AGM because there would be a financial report.

M38 **REPORTED** that the administrative cost of Convocation was currently absorbed by ARO.

M39	SUGGESTED that in the future, SC members would work out a budget of Convocation activities.	SC members	In progress
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7.3 Revised donation form

M40	SUGGESTED that the donation form be revised to allow donors to select multiple options if they wished to specify supporting areas not according to the proposed allotment.	Secretariat	Completed
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M41	SUGGESTED preparing the meeting notes of the two meetings that Mr James KU attended with DO (14 Sept) and DO and SDS (25 Nov) by 5 Jan 2012.	Secretariat	In progress
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ANY OTHER BUSINESS

8. Alumni's application to take photos on campus

M42 (Confidential information) Cedric CHENG In progress

9. Minutes and agenda

M43 **SUGGESTED** finding out the documents which included the schedule of issuing minutes and agenda. In case there was any need to postpone issuing the documents, Secretariat would inform the Chairman in advance. Secretariat In progress

10. Email over quota issue

M44 Chairman **SUGGESTED** resolving the email quota issue of SC since some of their email quota exceeded and not be able to receive email even after their account quota had been enhanced from 10MB to 200MB.

M45 Chairman **SUGGESTED** Secretariat to check with Council Secretariat to seek her advice. Secretariat Completed

11. Settling hospitality bills in Shing Hin

M46 Secretariat **SHARED** that hospitability bills of Convocation functions could be settled by the use of the hospitality forms as previously circulated.

M47 **SUGGESTED** Secretariat to inform Shing Hin and Catering Office and seek their assistance that in case notification could not be made in advance, the catering forms could be submitted afterwards. Secretariat In progress

CHAIRMAN'S REPORT

M48 Chairman thanked SC members and Secretariat for their services over the past two years.

~ END ~

Prepared by the Secretariat