



CITY UNIVERSITY OF HONG KONG

The Third Standing Committee of Convocation (2012-2013)

Minutes of the 1st Meeting Held on 17 March 2012

Present:	Chairman	Ms Karmen CHAN
	Vice-Chairman	Mr William KHOO
	Vice-Chairman	Mr Clovis LAU
	Vice-Chairman	Mr Robert LUI
Members		Mr Cedric CHENG
		Mr Gabriel HO
		Ms Wincy HUEN
		Mr Eddie LAU
		Ms Man LAW
		Mr Bruce LEE
		Mr Douglas WONG
	Convocation Secretary	Ms Alice CHAN
Absent with Apologies:	Vice-Chairman	Mr Louis KWOK
	Members	Mr James KONG
		Mr Patrick LEE
		(<i>Last Preceding Chairman</i>) Ms Esther YIP
In Attendance:	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
1.	CHAIRMAN'S REPORT		
M2	To facilitate a smooth transition when the new Standing Committee (SC) took up the Office, the Chairman SUGGESTED developing a culture to invite the immediate past Chairman to give a briefing on the projects that were recommended to be continued in the new office term.	Secretariat	Take note
M3	The Chairman highlighted some of the projects organised by the Second SC including green initiative, Career Navigator and e-platform. Third SC could consider continuing such initiatives.		
M4	The Chairman SHARED that Constitutional Review would be expected to be completed by end of this year, and fundraising would be another important initiative that needed to be carried out this year.		
2.	MATTERS ARISING FROM LAST MEETING		
M5	The Chairman encouraged project-in-charge to report progress in the captioned session in future SC meetings. If there were items that needed to bring forward for discussion, project-in-charge could propose items for discussion in the agenda.		
3.	<u>External communication</u> <u>E-platform</u>		
M6	The Chairman explained that the monthly Convocation news was published at eAlumNet. She encouraged SC members to give suggestions on the news to be reported.		
M7	SUGGESTED posting Convocation news of eAlumNet at e-banner of Convocation webpage.	Secretariat	Ongoing
M8	Ms Wincy HUEN and Ms Man LAW would work with the Secretariat on eAlumNet and seasonal greeting messages.	Wincy HUEN Man LAW Secretariat	Ongoing
4.	<u>Endorsement and circulation items</u>		
M9	The Chairman SHARED that a report recording the items that were circulated and endorsed via email in between SC meetings would be tabled at each SC meeting.		

- M10 **CONFIRMED** that such practice would continue.
- M11 Mr Clovis LAU **SUGGESTED** revising the format – Secretariat Take note
alternating the labelling of names of SC and email items.

ITEMS FOR DISCUSSION/DECISION

5. **Alumni access and use of University services and facilities**

- M12 **ENQUIRED** the usage and benefits of Alumni Card and Hang Seng Credit Card.
- M13 Secretary **EXPLAINED** that Alumni Card and Hang Seng Credit Card were means for verification of alumni identity, and Hang Seng Credit Card was also a means of support to the University.
- M14 Further details about the various benefits of the Alumni Card and Hang Seng Credit Card could be found in the ARO homepage.
- M15 **SUGGESTED** promoting Alumni Card and Hang Seng Credit Card during the Congregation period. Secretariat In progress
- M16 **SUGGESTED** promoting the two cards and their benefits at Convocation homepage and facebook. Secretariat In progress
- M17 **SUGGESTED** exploring the possibility of offering Alumni Card to fresh graduates free of charge. Fresh graduates could choose whether they want to apply for the Alumni Card for free when inviting them to update their email address. Secretariat In progress
- M18 Invited SC members to give suggestions on what added values the Alumni Card could offer to alumni.
- M19 **SUGGESTED** opening more free library e-resources to alumni rather than the current limited free e-resources. **SUGGESTED** Secretariat to arrange meeting with colleagues of University library. Mr Bruce LEE could join via telephone conference if schedule fit. Bruce LEE Secretariat In progress
- M20 **INVITED** SC members to study the free e-resources of other universities. Mr William KHOO would study the benefits of Chinese University. William KHOO In progress
- M21 **ENQUIRIED** if Hang Seng Credit Card is a proof of alumni identity that allowed alumni to get access to the University.
- M22 **CONFIRMED** Hang Seng Credit Card is a means of proof of alumni identity when they entered the University.

M23	DISCUSSED the rights of SC members on using University facilities. SUGESSTED exploring the right of waving the minimum charge at CityU restaurants, access to library and Sports Complex.	Clovis LAU Secretariat	In progress
M24	SUGGESTED including the photos and names of SC members on access cards. The cards can be a means of SC identity apart from name cards.	Secretariat	In progress
6.	<u>Website and Facebook: Page’s functionality and structure</u>		
6.1	<u>Homepage</u>		
M25	Secretariat SHARED the basic structure and functions of Convocation homepage.		
M26	SHARED that Secretariat updated green tips and University news including achievements at e-banner on Convocation homepage.		
M27	DECIDED to remove Wiki officially and direct wiki page to Convocation homepage.	Secretariat	Completed
M28	Secretariat would update Mr James KONG, Mr Douglas WONG and Mr Bruce LEE (the email be copied to the Chairman) the deadline of copying all information and photos from wiki to Convocation homepage.	James KONG Bruce LEE Douglas WONG Secretariat	In progress
M29	SUGGESTED showing the number of fans (real time) with “Thumb Up icon” joining Convocation facebook at homepage.	Secretariat	Completed
M30	SUGGESTED categorising the Convocation news and events by months and years.	Secretariat	In progress
M31	SUGGESTED replacing the grey Convocation icons (under the Convocation “News & Events” section) with event photos.	Secretariat	In progress
M32	SUGGESTED providing monthly report on the traffic of Convocation homepage and from which website the traffic was directed from.	Secretariat	In progress
M33	SUGGESTED designate a part-time/ full time project-in-charge to take care of homepage. Explore possibility of outsourcing it if budget allowed.	Douglas WONG Secretariat	In progress
M34	SUGGESTED checking the budget used on student helpers on IT support of Convocation over the past two years.	Secretariat	In progress

6.2 Facebook

- M35 **COMMENTED** that the number of fans joining Convocation facebook was still low.
- M36 **SUGGESTED** informing CPRO that Convocation would post University announcements at Convocation Facebook. Secretariat Take note
- M37 **SUGGESTED** using shorter email subject if possible when sending emails to alumni because many alumni used their smart phones to check email and the screen size was limited. Secretariat Take note
- M38 SC members voted for the issue of opening “wall post”: 7 voted agreed and 2 voted against. **AGREED** to open the “wall post” in principle. The “wall post” could be open after July. But further study was needed on the mechanism of monitoring messages posted by alumni. Secretariat Take note
- M39 **RECAPPED** in previous meetings of Second SC that Convocation would forward messages commenting the University to relevant University departments. Further study was needed on the mechanism if alumni requested the Convocation to comment on University issues. SC members Take note
- M40 **AGREED** that if SC members would like to post news at facebook, they could invite Secretariat to post the news for them instead of opening the administrative right to all SC members. Secretariat Ongoing
- M41 **SUGGESTED** making use of the facebook event invitation function to invite “fans’ to join Convocation functions. Secretariat Take note
- M42 Mr James KONG, Mr Douglas WONG and Ms Esther YIP would take charge on the development of facebook. Douglas WONG
James KONG
Esther YIP In progress

7. Green Initiatives

- M43 **SUGGESTED** SC members to further explore green initiatives. For example, collaboration with green groups or the Social Responsibility Committee in the future. SC members would discuss through email after the meeting. SC members In progress

8. Career Navigator

- M44 **SUGGESTED** that the focuses of the captioned would be on mentoring and talks on specific topics such as image building.
- M45 **SUGGESTED** exploring collaboration with halls. Target audiences would be students and young alumni graduated in 5 years.

M46	Chairman SUGGESTED issuing a questionnaire to graduates (graduated within 5 years) through CAP and email.		
M47	Secretariat would prepare the draft questionnaire. Mr Clovis LAU would give further inputs	Clovis LAU Secretariat	In progress
M48	Mr Clovis LAU would be project-in-charge of the Career Navigator project. He would work with Mr Louis KWOK, Mr Robert LUI, Ms Wincy HUEN, Ms Man LAW, Mr Bruce LEE and Mr Douglas WONG to devise programmes.	Clovis LAU Louis KWOK Robert LUI Wincy HUEN Man LAW Bruce LEE Douglas WONG	In progress
9.	<u>Signature event</u>		
M49	SUGGESTED identifying a signature event that could enhance the visibility of the Convocation.		
M50	CONFIRMED that Alumni Summer Camp would not be pursued.		
M51	SUGGESTED posting the information of summer letting at student hostels at Convocation homepage.	Secretariat	Completed
10.	<u>Constitutional Review</u>		
M52	RECAPPED that it was approved in AGM 2009 to kick off the recommendation of changing the Chinese name of Convocation from 香港城市大學評議會 to 香港城市大學校友議會.		
M53	RECAPPED Second SC proposed to extract the items related to Convocation election from Rules of Meeting and Constitution and consolidate them at Election Regulations.		
M54	SUGGESTED Secretariat to send the soft copies of the Constitution, Rules of Meeting and Election Regulations to Mr William KHOO.	Secretariat	Completed
M55	Mr William KHOO would give presentation on his recommendation in next SC meeting. He would draw the support of Mr Eddie LAU if his schedule fit.	William KHOO Eddie LAU	In progress
M56	CONFIRMED that SC members would take care of the Constitutional Review. Chairman, who would not run for election in next office term, would sit in the meeting of the Constitutional Review Working Group.	Chairman	Take note

11. **Fundraising**

M57 **RECAPPED** Second SC proposed to revise allotment of Convocation fund as follow:

(Confidential information)

M58 (Confidential information)

M59 **ENQUIRED** if the donation for CityU strategic initiatives would be matched during the UGC Matching Grant period.

M60 Secretary **SHARED** the donation would not be used for matching if the University initiatives were not UGC-funded.

M61	SUGGESTED Secretariat compiling the fundraising-related information to Mr Robert LUI. Chairman would further discuss with Robert on the issue.	Chairman Robert LUI	Completed
-----	---	------------------------	-----------

12. **Cooperation and connection with other units and associations**

M62 **SUGGESTED** that the format of the co-hosted activity with ARO “Sharing Session with Alumni Associations”, which was usually in the format of dinner gathering, would be changed.

M63	Ms Wincy HUEN would study and suggest new format of sharing.	Wincy HUEN	In progress
-----	--	------------	-------------

13. **Social Responsibility**

M64	Chairman would discuss future plan with Mr Gabriel HO.	Chairman Gabriel HO	In progress
-----	--	------------------------	-------------

14. **Other proposed items**

M65 **SUGGESTED** SC members to propose other initiative items in the coming meetings.

15. **Budget**

M66	SUGGESTED that a budget report be represented at the AGM to show that Convocation had a financial account, not just a ledger.	Chairman Robert LUI	In progress
-----	--	------------------------	-------------

M67	SUGGESTED SC members to prepare an estimated budget of Convocation in each term.	SC members	In progress
-----	---	------------	-------------

M68	SUGGESTED Secretariat preparing a financial report in each SC meeting.	Secretariat	Take note
-----	---	-------------	-----------

16. **Convocation Leaflet**

M69 **RECAPPED** that a Convocation leaflet was published last year to promote the Convocation. The leaflet printed on recycled materials was distributed at Convocation and ARO activities.

M70 **SUGGESTED** reducing the coverage size of SC members and included previous Convocation activities and mission of the Convocation.

M71 Ms Wincy HUEN and Ms Man LAW would work with the Secretariat on the leaflet. WINCY HUEN Man LAW Secretariat In progress

17. **Date of AGM**

M72 Invited SC members to pencil mark two proposed dates for AGM: 28 November and 12 December 2012.

ANY OTHER BUSINESS

18. **Dialogue with the President**

M73 **SUGGESTED** the co-hosted activity with ARO would be held in June, yet subject to the availability of relevant parties.

M74 **SUGGESTED** that more time should be arranged for alumni to raise questions. Other possibilities would be sharing with alumni of different departments in separate sessions. Secretariat Take note

19. **Upcoming activities inviting participation of SC members**

M75 Some invitations as below:

- CityU Philharmonic Orchestra Annual Concert (23 March)
- Annual Dinner of CityU Eminence Society (30 March)
- CityU Chinese Orchestra Annual Performance (1 April)
- Alumni Forum (17 April)
- The Community Chest Flag Day 2011 – Award Presentation Ceremony (18 April)

DATE OF NEXT MEETING

28 April 2012

~ END ~

Prepared by the Secretariat