



CITY UNIVERSITY OF HONG KONG

The Third Standing Committee of Convocation (2012-2013)

Minutes of the 2nd Meeting Held on 28 April 2012

Present:	Chairman	Ms Karmen CHAN
	Vice-Chairman	Mr Louis KWOK (<i>via tele-conferencing</i>)
	Vice-Chairman	Mr Clovis LAU
	Members	Mr Cedric CHENG Mr Gabriel HO Ms Wincy HUEN Mr James KONG Ms Man LAW Mr Bruce LEE Mr Douglas WONG Ms Esther YIP
	Convocation Secretary	Ms Alice CHAN
Absent with Apologies:	Vice-Chairman	Mr William KHOO
	Vice-Chairman	Mr Robert LUI
	Members	Mr Eddie LAU Mr Patrick LEE (<i>Last Preceding Chairman</i>)
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

CHAIRMAN’S REPORT

M2 The Chairman **SHARED** that the recent Council meeting had approved the President’s reappointment and such announcement had been broadcasted via email to alumni.

M3 (Confidential information)

M4 **SUGGESTED** inviting newly appointed Council Chairman for dinner meeting. Date to be confirmed.

MATTERS ARISING FROM LAST MEETING

1. External communication

E-platform

M5 Secretariat **SHARED** that the number of green pledges as of the meeting was 1,070, and facebook fan page was 526.

M6 Secretariat **SHARED** the progress of improving homepage:-

M7 - The number of fans (real time) with “Thumb Up icon” joining Convocation facebook was shown at homepage. Secretariat Completed

M8 - The grey Convocation icons (under the Convocation “News & Events” section) were replaced by event photos. Secretariat Completed

M9 - Wiki page was removed and all contents were copied to the Convocation homepage. Secretariat Completed

M10 - For categorising Convocation news and events by months and years, would be completed later. Secretariat In progress

M11

M12 (Confidential information)

M13

M14

M15 Mr James Kong **SUGGESTED** to improve the interface and structure to attract more alumni. **AGREED** to seek professional advice from external service provider since it was difficult to maintain technical and design techniques of student helpers.

M16 Mr Douglas WONG would help to set up counter to check the number of people who visited Convocation homepage through emails. Douglas WONG In progress

M17 (Confidential information)

M18 SC members **SUGGESTED** exploring the possibility of outsourcing the homepage upgrade task.

M19 Mr James KONG, Mr Bruce LEE and Mr Douglas WONG would explore inviting alumni who were IT professionals to serve as consultant to improve the overall e-platform including homepage and facebook. They would explore inviting three alumni to give an informal presentation, with each to present for about 15-30 mins including Q&A. James KONG In progress
Bruce LEE
Douglas WONG

M20 Ms Wincy HUEN, Ms Man LAW and Ms Esther YIP would join the working group to give advice on PR perspective. Wincy HUEN
Man LAW
Esther YIP

M21 Chairman **SUGGESTED** SC to form a small group to listen presentations by interested service providers before next meeting.

2. eAlumNet

M22 The Chairman **SUGGESTED** adding background colour to make the Convocation news more prominent. Secretariat Take note

M23 The Chairman **SUGGESTED** including “Convocation” at each bullet points, if possible, to make readers realise the column was Convocation-related. Secretariat Take note

M24 The Chairman **SUGGESTED** including photo captions at eAlumNet and homepage.

- M25 Ms Wincy HUEN and Man LAW proposed some suggestions:-
- M26 - Place facebook icon at the bottom of the column
- M27 - The first order of the bullet points 1) Recap activities that SC had joined, and 2) Upcoming events
- M28 They proposed a new section titled Convo's talk. The section would feature two articles by two SC members in each issue. The topics include university issues, recollected memories, ad-hoc issues. The gist was to instil human touch into the column.
- M29 Confirmed that the May issue would be tribute articles to Professor Ko, and contributed by the Chairman and Mr James KONG.
- M30 Topics for other issues would be confirmed or proposed at SC meetings or through email.
- M31 Apart from articles, other formats such as photos taken by SC were also welcome.
- M32 The new column would start from May to Dec and subject to review afterwards.
- M33 **SUGGESTED** including the column and articles at homepage and facebook.
- M34 **SUGGESTED** that SC members submitting the Chinese articles. Ms Wincy HUEN and Ms Man LAW would help polish the Chinese write-up. Secretariat would help translate the copy into English. Wincy HUEN
Man LAW
Secretariat Ongoing
- 3. Alumni access and use of University services and facilities**
- M35 (Confidential information)
- M36
- M37
- M38 Ms Man LAW would share the information on HKU in next meeting Man LAW In progress
- M39 Secretariat would check the library e-resources with other universities and send to the Chairman for command. Secretariat In progress

4. Convocation leaflet

- M40 Secretariat shown the draft Convocation leaflet for members to comment.
- M41 SC members **SUGGESTED**:-
- M42 - Leaflet size would follow the same size as Second SC leaflet
- M43 - Add QR code
- M44 - Names according to alphabetical order of members' surnames
- M45 - Use short forms for programme names if possible (e.g. BBA and PCLL - programme names that were well-known).
- M46 - Year of graduation in two digits only
- M47 - No need to include current job titles
- M48 External communication team including Ms Wincy HUEN, Ms Man LAW and Ms Esther YIP would further work with Secretariat to revise the leaflet. Wincy HUEN
Man LAW
Esther YIP
Secretariat In progress

5. **Endorsement and circulation items**

- M49 Secretariat circulated the record listing the endorsement and circulation items in the last months to SC members. Secretariat Ongoing

ITEMS FOR DISCUSSION/DECISION

6. **Convocation fund and account**

- M50 The captioned item would be discussed in next SC meeting. Robert LUI In progress

7. **Constitutional review**

- M51 The captioned item would be discussed in next SC meeting. William KHOO In progress

8. **Career Navigator**

- M52 Mr Clovis LAU **PROPOSED** that the programme could be conducted in two phases, i.e. short-term and long-term programmes.

- M53 For short-term programme, he **PROPOSED** to co-organise a leadership training talk with LEO Clubs, for synergy purpose,

targeted CityU alumni and students. He had got the initial confirmation from Dr Toby Chan (Managing Director of Regent Lane Ltd, CEO of McDull) and Ms Christie Wo (founder of Charmonde Luxury Limited) as guest speakers.

M54	Mr Clovis LAU, Ms Wincy HUEN, Ms Man LAW, Mr Bruce LEE and Mr Douglas WONG would form a working group on the event.	Clovis LAU Wincy HUEN Man LAW Bruce LEE Douglas WONG	In progress
M55	Secretariat would check availability of Lecture Theatre, preferably LT401.	Secretariat	Completed
M56	Members SUGGESTED that at least 50% of the participants should be CityU alumni and students.		
M57	Mr Clovis LAU would liaise with LEO Clubs to discuss the date, time and topics and send proposal to SC members via email for endorsement.	Clovis LAU	Completed
M58	SUGGESTED promoting the events to students and launching campus wide promotion with posters.	Secretariat	Completed
M59	For long-term programme, Mr Clovis LAU SUGGESTED taking reference from “青雲路領袖訓練計劃”.	Clovis LAU	In progress
M60	Mr Clovis LAU would further work with Secretariat to fine tune the questionnaire to gauge opinion of young alumni.	Clovis LAU Secretariat	In progress

9. A Dialogue with the President

M61	PROPOSED to organise the captioned on 20 or 27 June (Wednesday) and invited SC members to mark diary.		
M62	SC members commented the duration for previous event was too short. SUGGESTED more time be arranged for Q & A. SUGGESTED to have two sessions (with a break in between), with the second session on Q & A.	Secretariat	Take note
M63	PROPOSED to start reception and networking with refreshment at 7pm.		
M64	Proposed topic - Core values of CityU.		
M65	Chairman was invited to be facilitator. Secretariat would help prepare the script.	Chairman Secretariat	In progress

10. Signature event

M66 **SUGGESTED** Mr Gabriel HO to explore possibility of engaging alumni to take part in social services activities. Gabriel HO In progress

11. Convocation AGM

M67 Secretary **SHARED** that the Wei Hing Theatre had been booked for the captioned on 12 Dec (Wednesday).

M68 Chairman **SUGGESTED** exploring more dates including 13 Dec (Thursday) and 6 Dec (Thursday) as alternatives. Secretariat In progress

12. Sharing Session with Alumni Associations

M69 **SUGGESTED** informal gathering with alumni association representatives in the format of BBQ on a Saturday (casual wear) in November. Family members would be welcome.

M70 Secretariat would explore venue (e.g. Yau Yat Chuen Club). Secretariat In progress

M71 Mr Cedric CHENG would be in-charge of this project. Cedric CHENG In progress

13. Homecoming Gala (28 October 2012)

M72 **RECAPPED** that Mr Clovis LAU and Mr Douglas WONG had joined a brainstorming meeting on 15 December 2011. The next meeting would be scheduled in around June 2012.

M73 **SUGGESTED** requesting for a post-meeting note of the brainstorming session.

M74 **SUGGESTED** that if SC members attended meetings on behalf of the Convocation, post-meeting should be prepared for reference. Secretariat Take note

M75 **ENCOURAGED** SC members to propose ideas for Convocation booth. SC members In progress

14. Congregation (13-22 November 2012)

M76 The Chairman **SHARED** that Mr Robert LUI had attended the OC meeting of Congregation. In the meeting, he **PROPOSED** to set up a Convocation booth at the Covered Terrace during the Congregation period.

M77 SC members **SUGGESTED** distributing leaflets, alumni data update form at the booth, and setting up a computer for fresh graduates to join Convocation facebook. Manpower and usage of the booth would further be explored.

M78 Mr Robert LUI would take charge of the project. Robert LUI In progress

- M79 Mr James KONG **SHARED** that at CUHK's congregation, there was a fundraising booth selling pins as souvenirs.
- M80 The Chairman **ENCOURAGED** SC members to propose ideas for fundraising within the matching grant period. SC members In progress

ANY OTHER BUSINESS

15. Issuance of agenda item

- M81 Chairman **SHARED** the schedule of agenda: Secretariat would call for agenda about a month before the meeting, and confirmed agenda would be issued 7 working days before the meeting. If members had items to report, they should include them in "Matters arising from last meeting" and if they had items needed to be discussed, they should put forth the agenda item at "Items for Discussion/ Decision" and propose the time required. SC members Ongoing
- M82 If SC members had revisions before agenda was issued, they could propose it to the Chairman.

16. Arranging wreath for Professor Edmond Ko

- M83 Confirmed that a wreath would be arranged on behalf of the Convocation. Ms Man LAW would follow up on the arrangement. Man LAW In progress

DATE OF NEXT MEETING

- M84 5pm, 9 June 2012

~ END ~

Prepared by the Secretariat