



CITY UNIVERSITY OF HONG KONG

The Third Standing Committee of Convocation (2012-2013)

Minutes of the 3rd Meeting Held on 16 June 2012

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

		Action Parties	Action Status
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CONFIRMATION OF LAST MINUTES

M1	Please refer to the items highlighted in red in the revised Minutes.	Secretariat	Completed
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CHAIRMAN’S REPORT

M2	The Chairman RECAPPED that, in compliance with the constitutional requirement, Ms Man LAW had resigned from the post as SC member due to her recent full-time employment with the CityU. SC members AGREED that she would join SC meeting in the capacity of in attendance before the vacancy was filled up.		
M3	The Chairman SHARED that a wreath on behalf of the Convocation was arranged to show the last respect to Professor Edmond Ko in his funeral.	Secretariat	Completed
M4	The Chairman SHARED that her tribute article to Professor Ko was published at Convo’s Talk of Convocation News in May eAlumNet.		
M5	The Chairman REMINDED SC members to complete the tasks they had committed and as scheduled, and seek the support from the Secretariat, if necessary. If for some reasons, SC were unable to complete the task as scheduled, they should inform the Chairman in advance.		
M6	The Chairman requested the Secretariat to contact SC members whose email got bounced back.		

MATTERS ARISING FROM LAST MEETING

1. External communication

e-Platform

M7	Secretariat SHARED that the Convocation news at June eAlumNet would include post-event coverage of “Career Navigator – Crisis Avengers” and “A Dialogue with the President’.		
M8	RECAPPED that the new Convo’s Talk section was a platform for SC members to share their views on various issues with human touch. Each SC member would write one article within		

two years. All articles were targeted to be published by December 2012. The proposed topics and deadlines prepared by Ms Wincy Huen were recapped.

- M9 **AGREED** that the articles could be either in Chinese or English, without word limit. **RECAPPED** that by end of 2012, all articles would be done.
- M10 The Chairman **SUGGESTED** that apart from the proposed topics, SC members could consider to conduct interview with person-in-charge of different University units (e.g. School of Creative Media, CCIV) as a way to showcase the development of the University. The interview could be arranged by the Secretariat. If SC members were not able to conduct the interview in person, they could seek the assistance of Secretariat to do the interview and help draft the points.
- M11 The Chairman **SUGGESTED** that the interview articles could be scheduled for August/September issue.
- M12 Mr Clovis LAU and Mr Douglas WONG would contribute articles for June issue, and would submit the articles by 22 June 2012. Clovis LAU Completed
Douglas WONG
- M13 Mr Gabriel HO and Mr Louis KWOK would contribute articles for July issue. Gabriel HO In progress
Louis KWOK
- M14 Mr Robert LUI would contribute article for August issue. Robert LUI In progress
- M15 SC members would circulate their articles to the Chairman and all SC members via email. The Chairman would review the articles before they were published.
- M16 Secretariat would help to follow up with SC members to remind them the schedule. If the articles were not submitted 3 days before the publication date, Secretariat would inform the Chairman.
- M17 SC members could seek support from Secretariat for information they needed.
- M18 **SUGGESTED** including the column and articles at homepage and facebook. Ms Wincy HUEN was invited to keep track on it. Wincy HUEN In progress
Secretariat
- 2. Alumni access and use of University services and facilities**
- M19 Mr Clovis LAU had discussed with AVP (AR) on the possibility of providing free library access and free e-resources to SC members for work purpose. Clovis LAU Completed

- M20 Secretary **SHARED** that AVP(AR) supported the request and the cost would be absorbed by ARO.
- M21 The chance and justification for getting free access to sports facilities would be low at this stage.
- M22 Secretary had liaised with the Finance Office to waive the minimum charge of private room booking for work related function. SC members could show their Convocation access cards to staff of Shing Hin.
- M23 The payment would be settled by catering form through Secretariat.
- M24 A comparison table prepared by the Secretariat showing the fees of library access and e-resources for alumni of various local universities were recapped. SC members were satisfied with the current fee and services provided by CityU. No further request on this issue would be pursued. Secretariat Completed

3. Convocation leaflet

- M25 The draft Convocation leaflet was presented to SC members for further comment.
- M26 **AGREED** that the photo and name of Ms Man LAW be kept in the leaflet since at the time of the preparation work was arranged, Ms Man LAW was still serving as one of the SC members.
- M27 SC members were invited to double check their information. Secretariat would send the draft leaflet to the Chairman after the revision. The Chairman would endorse the text. Chairman In progress
- M28 **AGREED** to print 500 copies first.
- M29 Mr Clovis LAU **SUGGESTED** to distribute the leaflet along with the Congregation booklet to fresh graduates in November.
- M30 Secretariat would check with SC members about the number of re-printed copies at around September. Secretariat Take note

4. “A Dialogue with the President” (20 June 2012)

- M31 Secretariat would revise the questions at the interactive sharing session, and would send them to the Chairman along with the script. Secretariat Completed
- M32 **SHARED** that the President would host a dinner with SC members after the event.

- M33 The Chairman briefed SC members about the event day arrangements.
- M34 **NOTED** that the Q & A session had been extended to 45 minutes. Due to the concern that participants might leave after the refreshment break, it was **AGREED** that there would not be refreshment break.
- M35 Ms Man LAW would arrive at the venue at 6pm to oversee the set up. **SUGGESTED** SC members to arrive at 7pm.
- M36 The Chairman reminded to prepare computer for participants to “like” Convocation facebook, and name card tray.
- M37 Secretary **SHARED** that some alumni association representatives would join the event, and SC members **SUGGESTED** sending the updated list of alumni association representatives attending near the event day. Secretariat Completed

5. Sharing Session with Alumni Associations (November 2012)

- M38 **RECAPPED** an informal gathering with alumni association representatives in the format of BBQ would be held on a Saturday, at tentative venue of the Yau Yat Chuen Club. Family members would be welcome. Cedric CHENG In progress
- M39 SC members were invited to mark diary for the captioned, around 6pm:-
- 24 November (Saturday)
 - 1 December (Saturday)
- M40 **SUGGESTED** Secretariat and SC members to gauge the feedback of alumni associations about the proposed sharing when they met.

6. Date of Convocation AGM (12 December 2012)

- M41 Due to the unavailability of venue on other proposed dates, the AGM was **CONFIRMED** to be held at 7:30pm on 12 December (Wednesday) at the Wei Hing Theatre.

7. Congregation booth (13 - 22 November 2012)

- M42 Recapped that a Convocation booth would be arranged during the Congregation period.
- M43 Either the Chairman or Mr Robert LUI would attend the working group meeting.

M44 The Chairman **INVITED** SC members to provide ideas about the Convocation booth in next SC meeting.

M45 Mr Clovis LAU and Mr Robert LUI **SUGGESTED** to discuss the materials to be given to fresh graduates in Congregation.

8. Homecoming Gala (28 October 2012)

M46 The Chairman **SHARED** that she had attended the OC meeting. The Gala would include sports activities, ceremony, fun learning classes, etc.

M47 The Chairman **INVITED** SC members to mark diary and encourage their friends to join the Gala, or organise reunions.

M48 The Chairman **INVITED** SC members to give ideas about the Convocation booth and activities to be organised at Convocation Office. And if a classroom would be needed, SC members would invite ARO to book venue in advance. Further would be discussed in next meeting.

M49 The Chairman **SHARED** that she agreed to promote Homecoming Gala at Convocation Facebook and homepage once the promotional materials were ready.

9. Endorsement and circulation items

M50	Secretariat circulated the record listing the endorsement and circulation items in the past months to SC members.	Secretariat	Ongoing
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M51	SUGGESTED that next time only items for circulation that needed endorsement be listed in the record.	Secretariat	Take note
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ITEMS FOR DISCUSSION/DECISION

10. Website consultation

M52 Mr James KONG **SHARED** that he had contacted some website development companies, and one company had got back.

M53 Mr Douglas WONG **SUGGESTED** that he could oversee the work of student helpers.

M54	They would further explore whether to outsource or work with student helpers on the project.	James KONG Douglas WONG	In progress
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M55	Secretariat would forward the information about access to the	Secretariat	Completed
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server and word press of Convocation homepage.

M56 The Chairman fully authorised Mr Douglas WONG and Mr James KONG to take charge of the task and seek assistance from the Secretariat to get information when necessary. They would alert the Chairman for decisions related to cost or sensitive confidential data.

11. Evaluation of “Career Navigator – Crisis Avengers” (2 June 2012)

M57 Secretariat **SHARED** that some 150 participants joined the event. (100 alumni, 17 students and 33 guests including LEO and LION clubs.)

M58 Mr Clovis LAU **COMMENTED** that the Facebook promotion was very effective and was able to draw new alumni participants. He thanked Mr Douglas WONG for setting a Facebook event page which also included information about the speakers.

M59 **SUGGESTED** that a Facebook event page would be set up for future activities when event information was confirmed. SC members were encouraged to share it with their friends.

M60 **COMMENTD** that the networking session was popular. Many participants stayed behind to chat with the speakers.

M61 Mr Clovis LAU **SHARED** that a dinner with the speakers would be arranged so as to extend network and seek their suggestions of potential speakers for future activities.

M62 The chemistry of the Career Navigator working group was good. **SUGGESTED** that a working group could be formed for future Convocation activities. The project-in-charge would report to the Chairman.

12. Career Navigator – Chatting with Participants

M63 Mr Clovis LAU **SHARED** his proposal about the captioned. The programme would involve a small group of young alumni participants attending a series of workshop e.g. in the format of company visit led by senior alumni.

M64 Other possible highlight would be visit to Qianhai (前海).

M65 The event would be opened to all alumni who were interested in the industry.

M66 The kick-off series would include financial market, securities,

banking, insurance and funds. The event can be set as an example to explore and expand.

M67 The Chairman **SUGGESTED** that the kick-off programme could be highlighted as the first of the series and programmes of other industries would follow suit.

M68 Participants who committed all lessons would be awarded certificate. Proposed that the certificate be signed by the President and the Convocation Chairman.

M69	SUGGESTED the Secretariat to collect statistics about the occupations of young alumni from the Career and Internship Office.	Secretariat	Completed
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M70	A working group led by Mr Clovis LAU would be formed to further brainstorm ideas.	Clovis LAU	In progress
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13. “Career Navigator - 青雲路”

M71	The possibility of organising career programme with reference of “青雲路領袖訓練計劃” would be discussed later.	Clovis LAU Douglas WONG	In progress
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M72 The programme would focus soft skills such as interpersonal skills, communication and networking.

14. Convocation fund and account

M73 **AGREED** that the “City University of Hong Kong Convocation Account” in accordance with the Constitution should be activated.

M74 (Confidential information)

M75 (Confidential information)

M76	Mr Robert LUI would discuss with AVP(AR) on the account issue. He would also discuss with her about the budget required for the coming activities by end of July. He would contact project-in-charge about the budget they required for each project.	Robert LUI	In progress
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M77 **AGREED** that there should be guidelines in accordance with UGC to guide and monitor SC members on the use of money.

15. Constitutional review

M78 The Chairman **SUGGESTED** to include rules of meeting (i.e. the schedule of issuing SC meeting minutes and agenda) in the constitutional review.

- M79 Mr William KHOO **SUGGESTED** to define the following terms in the Constitution: “Emeritus Professors”, “Organizing Committee”, “Academic Regulations”, etc.
- M80 **SUGGESTED** to define the responsibility of Election Board.
- M81 **SUGGESTED** Mr William KHOO to circulate his suggestions to SC members before next meeting. William KHOO In progress
- M82 His suggestions to be discussed in the next meeting.
- M83 The Secretariat would request SC members to circulate any related documents two weeks before next meeting.

16. Social services

- M84 Mr Gabriel HO **PROPOSED** three formats of volunteer services: (1) Invited alumni to join regular social services of other social services organizations; (2) Convocation as organizer to arrange volunteer services; and (3) Invited alumni volunteers to join one-off activity organized by other social services groups.
- M85 **AGREED** that option (3) be adopted. Mr Gabriel HO would further explore NGO group that would be suitable based on his judgment. He would recommend NGO groups and proposed activity through email. Gabriel HO In progress
- M86 The Chairman **SUGGESTED** that in the event questionnaire, alumni participants could choose whether they would like to join voluntary services of Convocation. Secretariat Take note

DATE OF NEXT MEETING

- M87 5pm, 28 July 2012 (Saturday)

~ END ~

Prepared by the Secretariat