



**CITY UNIVERSITY OF HONG KONG**

**The Third Standing Committee of Convocation (2012-2013)**

**Minutes of the 4th Meeting Held on 28 July 2012**

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

		<b>Action Parties</b>	<b>Action Status</b>
<b>CONFIRMATION OF LAST MINUTES</b>			
M1	Please refer to the items highlighted in red in the revised Minutes.	Secretariat	Completed
<b>MATTERS ARISING FROM LAST MEETING</b>			
<b>1. <u>Convocation news at eAlumNet</u></b> (SCIII/M/3: M7-M18)			
M2	<b>RECAPPED</b> that the Convo's Talk articles contributed by Mr Clovis LAU and Mr Douglas WONG were published at June eAlumNet.	Clovis LAU Douglas WONG	Completed
M3	The Chairman thanked their contribution under the short deadline.		
M4	The articles by Mr Louis KWOK and Mr Gabriel HO would be published at July eAlumNet.	Louis KWOK Gabriel HO	Completed
M5	<b>RECAPPED</b> that the articles be uploaded on Convocation Facebook and homepage.	Secretariat	Ongoing
M6	The Chairman <b>SUGGESTED</b> archiving the Convo's Talk articles in a more systematic way and including an introduction to explain the aim of Convo's Talk when homepage revamped.	Secretariat	Take note
M7	Secretariat would send published articles to SC who would be writing articles so as to avoid overlapping the contents.	Secretariat	Ongoing
M8	Mr Robert LUI and Mr Bruce LEE would submit articles by 17 August.	Robert LUI Bruce LEE	In progress
M9	Mr William KHOO and Mr Cedric CHENG would submit articles by 14 September.	William KHOO Cedric CHENG	In progress
<b>2. <u>Endorsement and circulation items</u></b>			
M10	Secretariat circulated the record listing the endorsement and circulation items to SC members.	Secretariat	Ongoing
M11	<b>RECAPPED</b> that the proposal to invite the Convocation as supporting unit for NU SKIN Master Forum to be held on 11 August was endorsed via email.	All	Completed

**ITEMS FOR DISCUSSION/DECISION**

**3. Career Navigator - Chatting with participants**  
(SCIII/M/3: M63-M70)

M12 The captioned would be discussed when more details from Clovis LAU Mr Clovis LAU were available. Clovis LAU In progress

**4. Convocation fund and account**  
(SCIII/M/3: M73-M77)

M13 (Confidential information)

M14 (Confidential information)

M15 He would prepare a system note on the financial procedure and suggest guidelines to monitor the usage of the fund after the meeting. Robert LUI In progress

M16 (Confidential information) Secretariat Take note

M17 **SUGGESTED** that an appropriate name of the account be described in the revised Constitution.

M18 **CONCLUDED** that the Convocation had the authority to use money from the fund for Convocation purposes, and that it was an internal procedure for AVP (AR) to counter sign when disbursement out of the fund.

M19 Secretariat would prepare the financial report with the balance and circulate to SC when the account matter settled. Secretariat Take note

M20 The Chairman **RECAPPED** her suggestion to modify the name of the “Management Report” presented at AGM to “Financial Report”. Secretariat Take note

M21 **SUGGESTED** Secretariat to send the “Management Report” of last year to Mr Robert LUI for his further suggestion. Secretariat Completed

**5. Constitutional review**  
(SCIII/M/3: M78-M83)

M22 Mr William KHOO **RECAPPED** that he had circulated a draft of Constitution with his suggestions in last SC meeting. William KHOO Completed

M23 Another proposal prepared by him was tabled for discussion. He **SHARED** that the suggestions were based on his study of the constitutions of HKU and CUHK.

- M24 His suggestions were based on two principles:
- M25 • Developing continuity between the preceding SC members and new SC members for two reasons: (1) to follow up tasks brought forward from last SC; (2) to allow preceding SC to transfer experience to new SC.

M27 (Confidential information)  
-41

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|-----|---|--------------|-------------|
| M42 | Mr Cedric CHENG would study and enhance the proposal.   | Cedric CHENG | In progress |
| M43 | Invited Secretariat to update Mr Steven KWAN of the Constitutional Review Working Group about the progress of SC discussion.                              | Secretariat  | Completed   |
| M44 | The Chairman <b>SUGGESTED</b> that a consultation on proposed review of the Constitution be necessary in the coming year to gauge the opinions of alumni. |              |             |

**6. Congregation booth (13-22 November 2012)**  
(SCIII/M/3: M42-M45)

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|-----|---|-------------|-----------|
| M45 | Secretary <b>SHARED</b> that a heart-shaped bookmark and a welcome letter co-presented by Convocation and ARO would be given to fresh graduates along their certificates. |             |           |
| M46 | The Chairman <b>SUGGESTED</b> including the name or logo of Convocation at the heart-shaped bookmark.   | Secretariat | Take note |
| M47 | The Chairman <b>SUGGESTED</b> enriching the advertisement page at the Congregation Booklet e.g. including a welcome message.  | Secretariat | Take note |
| M48 | Secretariat would send a scanned copy of the advertisement published last year to SC for further suggestions.   | Secretariat | Completed |
| M49 | <b>DISCUSSED</b> the possibility to produce Convocation pin for sale at the Convocation booth during Congregation period.   |             |           |
| M50 | <b>SUGGESTED</b> setting up a notebook for fresh alumni to like Convocation Facebook and distributing Convocation leaflet.  |             |           |
| M51 | <b>SUGGESTED</b> arranging a backdrop with CityU campus view for fresh graduates to take photos.  |             |           |
| M52 | Further suggestions would be discussed in next meeting.   |             |           |

**7. Homecoming Gala (28 October 2012)**  
(SCIII/M/3: M46-M49)

- M53 The Chairman **RECAPPED** Convocation’s participation at “Homecoming Gala 2010”: a Convocation booth was set up at roundabout for alumni and their families to “like” Convocation Facebook, register for the doll-making workshop held at the Convocation Office. Children were given balloon as Christmas gifts.
- M54 Target of the “Homecoming Gala 2012” was the same: alumni and their families.
- M55 Highlights of the Gala included a food fair at Multi-purpose ABC, sports activities, campus tour, etc.
- M56 The Chairman **SHARED** a suggestion of an alumni participant in “Homecoming Gala 2010” that the Convocation should take the Gala as an opportunity to promote the brand of Convocation.
- M57 **SUGGESTED** that a publicity email be issued so that alumni could register online in advance if the Convocation activity be confirmed.
- M58 Mr Douglas WONG **SUGGESTED** that setting up a photo booth for alumni to take photos. A soft copy of the photo would be sent to alumni via email if they submitted their email addresses. He would explore the price and seek the assistance of Convocation Secretariat if necessary. Douglas WONG In progress
- M59 Further suggestions would be discussed in next meeting.

**ANY OTHER BUSINESS**

**8. Career Survey**

- M60 Mr Robert LUI **SUGGESTED** that the age of respondents be categorised as an optional field in the survey in view of privacy issue. Secretariat Completed
- M61 **ENDORSED** to issue the survey to alumni graduated from 2007 to 2012 by next week. Secretariat Completed

**9. Email quota of SC members**

- M62 The Chairman reminded the Secretariat to alert SC members to clear their email boxes if there were email bounced back. Secretariat Take note

**10. Debriefing of “A Dialogue with the President”**  
(SCIII/M/3: M31-M37)

M63 SC members **SHARED** that they noticed a non-alumni participant joining the event. Yet, they understood it would be difficult to verify walk-in participants on site.

M64 **SUGGESTED** colleagues/helpers at reception counter to more proactively invite participants to “like” Facebook after they registered. Secretariat Take note

M65 The Chairman **SUGGESTED** exploring ways to make the event that could tie in with the set theme better.

M66 **DISCUSSED** the possibility to follow up on the comments of alumni e.g. an alumna had enquired if the President would observe lectures.

### **11. Relocation of Convocation Office to AC3**

M67 (Confidential information)

M68 SC members **EXPRESSED** that they were still considering the relocation, given the concern of the accessibility of SC members especially during non-office hours. They also **REMARKED** that the current office gave them more opportunities to meet with students i.e. alumni-to-be.

M69 **SUGGESTED** Secretariat relaying the concerns of SC members to the relevant department after consulting AVP (AR).

**DATE OF NEXT MEETING**

M70 TBC

~ END ~

**Prepared by the Secretariat**