

SCIII/M/5  
8 September 2012



**CITY UNIVERSITY OF HONG KONG**

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

**Minutes of the 5th Meeting Held on 8 September 2012**

<b>Present:</b>	Chairman	Ms Karmen CHAN
	Vice-Chairmen	Mr William KHOO Mr Louis KWOK Mr Clovis LAU ( <i>via tele-conferencing</i> )
	Members	Mr Cedric CHENG Mr Gabriel HO Mr James KONG ( <i>via tele-conferencing</i> ) Mr Bruce LEE Mr Douglas WONG
	Convocation Secretary	Ms Alice CHAN
<b>Absent with Apologies:</b>	Vice-Chairman	Mr Robert LUI
	Members	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>
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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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**MATTERS ARISING FROM LAST MEETING**

**1. Chairman’s Report**

M2	The Chairman <b>SHARED</b> that she and Mr Louis KWOK had attended the Outreach Forum of ARO on “A Rewarding Parenthood: From Communication to Intimacy” held on 6 September.	Chairman Louis KWOK	Completed
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**2. Convocation news at eAlumNet**  
(SCIII/M/4: M2-M9)

M3	<b>RECAPPED</b> that the Convo’s Talk articles in September issue of eAlumNet would be contributed by Mr William KHOO and Mr Cedric CHENG. Submission deadline would be 14 September.	William KHOO Cedric CHENG	Completed
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M4	<b>RECAPPED</b> that the photos of SC and their Convo’s Talk articles would be posted on facebook	Secretariat	Ongoing
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M5	Ms Wincy HUEN and Ms Esther YIP would contribute articles for October issue. Their proposed topics would be shared to Chairman.	Wincy HUEN Esther YIP	In progress
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**3. Career Survey**  
(SCIII/M/4: M60-M61)

M6	Mr Louis KWOK <b>SHARED</b> results of the Career Survey that was sent to graduates from 2007 to 2012.		
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M7	• No. of responses: 289		
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M8	• Career topics that they were interested in (top three options): - Job change - Interpersonal skills - Business start up		
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- M9 • Career fields that they were interested in (top three options):
  - Business
  - Social & personal services
  - Public relations
- M10 • Current occupations:
  - Business professionals
  - Clerical and related workers
  - Teachers
- M11 • Guest speakers:
  - Famous people in various fields including academicians, columnists, CEOs.

M12 The Chairman **SUGGESTED** SC members to take reference from the results of the survey when devising plan for upcoming career talks. As the survey shown, interests of alumni were not just confined to finance and business areas, but also aspects dealing with humanity.

**4. Endorsement and circulation items**

- |     |   |             |           |
|-----|---|-------------|-----------|
| M13 | Secretariat circulated the record listing the endorsement and circulation items to SC members.  | Secretariat | Ongoing   |
| M14 | <b>RECAPPED</b> that an email inviting SC members to comment on the issue of national education curriculum was circulated on 2 September. | All         | Completed |

**ITEMS FOR DISCUSSION/DECISION**

**5. Relocation of Convocation Office**  
(SCIII/M/4: M67-M69)

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|-----|--|-------------|-------------|
| M15 | (Confidential information)   |             |             |
| M16 | Accessibility of alumni to AC3 would be the same as AC1.   |             |             |
| M17 | SC members <b>SUGGESTED</b> studying the floor plan for further consideration. They invited Secretariat to get the floor plan from Professor Paul Lam. | Secretariat | In progress |

**6. Congregation booth (13-22 November)**  
(SCIII/M/4: M45-M52)

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|-----|--|--|--|
| M18 | Secretariat <b>SHARED</b> that the next OC meeting for Congregation would be held on 19 Oct. Mr Robert LUI was informed of the meeting date. |  |  |
| M19 | (Confidential information)   |  |  |

- M20 **AGREED** that a banner with campus view and logos of CityU and Convocation be installed at the glass panel at Convocation Office.
- M21 **AGREED** that the banner would only be installed during the Congregation period and would be reused in the future congregations.
- M22 **AGREED** that it was not necessary to include greeting message at the banner.
- M23 **SUGGESTED** to fine tune the Convocation logo so as to make it more prominent.
- M24 **INVITED** Secretariat to circulate the revised banner image and invoice to SC. Secretariat In progress
- M25 **AGREED** that a notebook would be set up at the Congregation booth for fresh alumni to “like” Convocation Facebook.
- M26 Copies of Convocation leaflet would be distributed to fresh graduates.
- M27 Student helpers would be recruited to man the booth. **SUGGESTED** that the student helpers be trained in advance to have a better knowledge about Convocation, especially the difference between Convocation and alumni associations. Secretariat Take note
- M28 Secretariat **CIRCULATED** the re-designed heart-shaped bookmark design to SC members. The bookmark would be sent to fresh graduates as souvenirs along with City AlumNet.
- M29 **SUGGESTED** rearranging the positions of ARO and Convocation logos so as to make both logos more prominent. Secretariat Completed
- M30 Secretariat **CIRCULATED** the revised advertisement page at the Congregation booklet. New elements such as QR codes were included. Secretariat Completed
- M31 Secretariat **SHARED** that the website link of Convocation was included at the interface of CityU Alumni Apps. The website icon of Convocation was also included at alumni e-portal under the CityU website, for ease of alumni to get updates of Convocation. Secretariat Completed
7. **Mechanism on replying alumni messages**
- M32 The Chairman invited SC to propose mechanism of replying enquiries of alumni on Facebook.
- M33 **RECAPPED** that the Chairman, Mr James KONG, Mr

Douglas WONG and Secretariat had the administrative right of Facebook. Mr Douglas WONG and Mr James KONG were assigned to oversee the Facebook development.

M34 **AGREED** that upon receiving alumni enquiries on Facebook, Secretariat would give an interim reply to the alumni that they would help to pass on their message to SC for their discussion.

M45 Secretariat would forward the enquiry to SC. SC members would give their comments/responses in one week (physical days).

M36 Secretariat would consolidate the similarities among the responses or sum up the feedbacks.

#### **8. Recent issue about postgraduate course registration**

M37 In response to a recent issue about postgraduate course registration, SC members **DISCUSSED** matters in relation to mainland and local students of self-financed postgraduate programmes.

M38- (Confidential information)  
M47

M48 Mr Louis KWOK **COMMENTED** that the quality of students was also related to the quality of teachers. While it was important for the University to recruit quality students, it was equally important to enhance quality of teaching staff.

M49	Secretariat would help compile the questions raised by SC. The Chairman would send the questions to relevant personnel.	Secretariat	In progress
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M50- M51	(Confidential information)	Secretariat	In progress
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#### **9. Issue on National Education Curriculum**

M52 **AGREED** it was not necessary to show the stance of Convocation as the issue kept evolving.

M53 SC **EXPRESSED** their concerns regarding the issue.

M54 **SUGGESTED** exploring the possibility of collecting opinions from alumni.

M55 Action to be taken would further be discussed in next meeting while SC would closely observe the development of the issue.

**10. Constitutional Review**  
(SCIII/M/4: M22-M44)

M56 Mr Cedric CHENG **TABLED** his proposal with suggestions of the rotation and terms of office of SC members.

M57- (Confidential information)  
M60

M61 She **RECAPPED** that it had been proposed in the AGM in 2009 that the Chinese name of the Convocation would be changed to “香港城市大學校友議會”.

M62 Mr Cedric CHENG would propose more Chinese names for consideration in the coming AGM. **AGREED** that the English name “Convocation” be kept. Cedric CHENG In progress

**11. Convocation Fund and Account**  
(SCIII/M/4: M13-M21)

M63 (Confidential information)

M64 Mr Robert LUI would prepare guidelines. He would discuss with Finance Office on the guidelines and the procedure of disbursement out of the fund. Robert LUI In progress

M65 The Chairman **INVITED** Secretariat to generate the report which shown the donation being logged at the Convocation account and send it to SC for reference. Secretariat In progress

**12. Homecoming Gala (28 October)**  
(SCIII/M/4: M53-M59)

M66 Secretariat **SHARED** that a teleconference was arranged for the working group consisting Mr Clovis LAU, Mr Douglas WONG and Ms Wincy HUEN.

M67 Some ideas included storytelling, workshop on decoupage art, photo taking booth.

M68 The Chairman **SHARED** that it would be difficult to conduct story telling in open area and it would be hard to manage given the ages of students vary.

M69 The rental price for photo taking booth was too expensive to pursue.

M70	<b>AGREED</b> to conduct decoupage workshop coordinated by Ms Wincy HUEN.	Wincy HUEN	In progress
M71	<b>SUGGESTED</b> exploring the possibility of accommodating more children participants in the workshop.		
M72	The Chairman <b>SHARED</b> that she might be able to source the materials in wholesale prices, if Ms Wincy HUEN sought her support.		
M73	<b>SUGGESTED</b> that if three sessions be held, the first session shall be conducted in the morning. E.g. 12noon to 1pm before the kick-off ceremony starting at 2:15pm.		
M74	Reporting time of some SC members: <ul style="list-style-type: none"> <li>• Chairman – 1:30pm</li> <li>• Mr William KHOO – 11am</li> <li>• Mr Louis KWOK - 11 am to 3pm</li> <li>• Mr Cedric CHENG- 1pm</li> <li>• Mr Gabriel HO – 11am</li> <li>• Mr Bruce LEE 12noon</li> </ul>		
M75	<b>SUGGESTED</b> project-in-charge to arrange the manpower.	Clovis LAU Douglas WONG Wincy HUEN	In progress
M76	The Chairman <b>RECAPPED</b> the feedback from an alumni participant of previous Gala that the Convocation should take the Gala as an opportunity to promote the brand of Convocation.		
<b>13.</b>	<b><u>CityU Banquet 2012</u></b>		
M77	Secretariat <b>SHARED</b> that the coming CityU Banquet would be held on 2 November 2012.		
M78	<b>RECAPPED</b> in previous years that ARO and Convocation coordinated alumni participation based on the criteria of first come first served.		
M79	<b>SUGGESTED</b> reserving a table for SC members.		
M80	(Confidential information)		
M81	Secretariat would send email to check the availability of SC members for CityU Banquet.	Secretariat	Completed

**ANY OTHER BUSINESS**

**14. Other possible dates of Annual General Meeting 2012 in December and Special General Meeting in March/April 2013**

M82 The Chairman invited Secretariat to check availability of SC members in December in case the Annual General Meeting (original reserved date was 12 December) would be re-scheduled. Secretariat In progress

M83 She also invited Secretariat to check availability of SC members in March/April 2013 for the possibility of conducting a Special General Meeting if more time would be needed to prepare for the constitutional review. Secretariat In progress

**15. Debriefing of “A Dialogue with the President”  
(SCIII/M/4: M63-M66)**

M84 **SUGGESTED** discussing with AVP (AR) to explore possibility of conducting the annual event in another format.

**16. BBQ – Sharing session with alumni associations (24 November)**

M85 **RECAPPED** the sharing session would be held on 24 November (Saturday) 6pm. Secretariat would send reminder to check availability of SC. Secretariat In progress

M86 Ms Man LAW would help following up the event. Man LAW In progress

**DATE OF NEXT MEETING**

TBC

~ END ~

Prepared by the Secretariat