SCIII/M/10
4 November 2013

香港城市大學
City University of Hong Kong

The Convocation of City University of Hong Kong
香港城市大學 評議會
Uniting CityU Alumni in One

CITY UNIVERSITY OF HONG KONG

The Third Standing Committee of Convocation (2012-2013)

Minutes of the 10th Meeting Held on 4 November 2013

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

		Action Parties	Action Status
	CONFIRMATION OF LAST MINUTES		
M1	Please refer to the items highlighted in yellow in the revised meeting notes.	Secretariat	Completed
M2	(Confidential information)		
M3	(Confidential information)		
	CHAIRMAN'S REPORT		
1.	**AC3 Opening Ceremony Review Group**		
M4	The Chairman **SHARED** that she had served as a Panel member on the Review Group and attended a series of meetings to review the security measures of the AC3 Opening Ceremony. The report had been published online and sent to alumni by email.		
2.	**Council Meetings**		
M5	The Chairman **SHARED** that she had attended two Council meetings since June. In the next Council Meeting she could follow official procedure to put forth an agenda item about including alumni representative in the selection process of University presidency.		
M6	The Chairman **NOTED** the Secretariat that no Council Paper would be necessary.	Secretariat	Take note
3.	**Teaching Excellence Awards Selection Panel 2013/14**		
M7	The Chairman **RECAPPED** that the first meeting was kicked-off in October and interviews with Department Heads had been conducted for shortlisting nominees. As the selection process would carry on till 2014, the Chairman of the Fourth Standing Committee would continue to follow-up on the task.	Chairman	On-going
4.	**30th Anniversary Organising Committee and Sub-Committees**		
M8	Mr Clovis LAU **RECAPPED** that he attended the kick-off meeting of Sub-committee on Student Programmes on Chairman's behalf on 6 August to discuss the overall timeframe of student programmes.		

M9 Mr William KHOO **UPDATED** that in its 2nd meeting of Sub-committee on Student Programmes which he attended on 10 October, members were invited to review a list of some 10 proposed student programmes and its budget. A Joint Concert would be the signature event.

M10 He also **SHARED** that he had put forth the idea to consider a reception before the Joint Concert with the aim to draw greater influence. It would provide a platform for participants to network and take photos.

M11 Mr William KHOO also attended the Sub-committee on Fundraising and Alumni Programmes on Chairman's behalf on 13 June. Convocation was invited to recommend alumni as interviewee(s) for a historical TV programme "星期二檔案". Recommendation, if any, would be put forward to the Committee by next meeting. He mentioned member of committee would like to invite Ms Karmen CHAN as the interviewee.

M12 He also **REMARKED** that both Sub-committees had already devised fund-raising plans to support its initiatives, and the Convocation need not raise fund in this regard.

5. <u>City AlumNet Advisory Committee</u>

M13 Mr William KHOO **SHARED** that some of the brainstormed ideas as suggested by the Advisory Committee last year would be adopted for the 2014 issue.

6. <u>Congregation Organising Committee</u>

M14 Secretariat **REPORTED** that the Convocation would continue setting up a Convocation booth to promote Convocation. The Organising Committee had noted and endorsed the arrangement.

M15 Student helpers had been recruited and a roster plan devised. Mr Gabriel HO **UPDATED** that complimentary photo-taking service would be launched and details to be further discussed in agenda item 9.

MATTERS ARISING FROM LAST MEETING

7. <u>Convo's Poll at eAlumNet</u>
(SCIII/M/9:M26-M31)

M16 **RECAPPED** the three available topics:
(1) What is your happy index of being a CityU alumna/ alumnus?

(2) Do you know the CityU motto?
(3) Does it help being a member of the CityU community?

M17	Chairman **INVITED** SC to suggest topics for the next two issues.	All	On-going
M18	Secretariat **RECAPPED** that email and Facebook icons were available on the voting pages. A message box was also created to facilitate views/enquiry submission by alumni.		
M19	Secretariat **SHARED** that Convo's email and facebook accounts had been closely monitored on a daily basis. The email messages received were mostly about requests for change of email address and un-subscription. SC would be notified in particular when alumni views were received whereas Mr Douglas WONG would be informed for incoming message received on facebook.		
M20	The Chairman **REQUESTED** the Secretariat to prepare monthly administrative report to log the email/facebook message received with classifications, and also a note to set out the work flow as specified in M19.	Secretariat	On-going
M21	Mr William KHOO **SUGGESTED** that the thank-you page would serve one additional purpose for alumni to update contact.	Secretariat	Completed

8. <u>Endorsement and circulation items</u>

M22	Secretariat circulated the record listing the endorsement and circulation items to SC.		
M23	**RECAPPED** that the two proposals to invite the Convocation to advertise the volunteer programmes of the Hong Kong Federation of Youth Clubs - "放榜義務輔導員計劃 2013" and "關心一線招募熱線及網上義務輔導員" on Convo's Facebook in June and October respectively were not endorsed due to insufficient quorum.	All	Completed
M24	The Chairman **SUGGESTED** to follow the understanding of giving green light on the request if no opposing view/quorum after a specified deadline was received from SC. And Secretariat should seek Chairman's advice to draft an email to collect reply for endorsement. Secretariat would brief the Chairman of the Fourth Standing Committee and seek her/his preference on the practice.	Secretariat	Take note

ITEMS FOR DISCUSSION/DECISION

9.	**<u>Convocation Booth at Congregation 2013 (12-22 Nov)</u>** (SCIII/M/9: M17–M18)		
M25	Mr Gabriel HO **UPDATED** that roaster plan of student helpers for managing the Convocation booth had been arranged. A total of 16 student helpers had been recruited in two rounds of meetings to support upcoming Convocation events.	Gabriel HO, Cedric CHENG and Secretariat	Completed
M26	The proposal to offer complimentary photo-taking services to graduates on quota basis had been discussed and endorsed by SC. Propos items including graduation bear, hand-held foamboards with thematic slogans in colloquial Cantonese and English languages would be prepared to attract graduates to take photo against a specially-designed Convocation backdrop.	Secretariat	Completed
M27	Other optional props items, such as fluorescent lightings on Convo's backdrop, bouquet of flowers and balloons would not be considered.	Secretariat	Completed
M28	Graduates would be required to "like" Convocation facebook for joining the photo-taking service and they would receive a photo-print after taking the picture. QR code on posters would also be prepared to facilitate the participants to LIKE facebook efficiently.	Secretariat	Completed
M29	**NOTED** the budget for the items as agreed by SC and endorsed at the meeting.	Secretariat	Completed
10.	**<u>Convocation fund and accounting matters</u>** (SCIII/M/9: M4–M7)		
M30-M34	(Confidential information)		
M35	The revised guidelines would be shared with SC members. *(Detailed discussions are recorded under the Post-meeting Notes for Financial Arrangement (SCIII_M_10_M31)).*		
11.	**<u>Management of electronic platform</u>** (SCIII/M/9: M13)		
M36	Mr James KONG **HIGHLIGHTED** the three major issues regarding the existing e-platform: (1) Site administration only restricted to a limited numbers of accounts; (2) In contextual perspective it was inflexible for site admin to		

modify the web contents (e.g. to change e-banner, add new pages/articles, send articles directly to facebook, etc.) if not alternating the existing web framework; and
(3) In lack of a milestone record for Convocation.

M37 **OVERVIEWED** the web revamp proposals of both Plans A and B in the following aspects:

(1) Layout re-design;
(2) Content Management System (CMS) for news;
(For Plan B, simplified version for 11 static contents only)
(3) Approval system for CMS details before posting message;
(4) Connection of CMS materials to Facebook; and
(5) Timeline (Milestone) Frame Management System.
(For Plan A only).

M38 Secretariat **REPORTED** the mechanism on how to manage the e-platform on a regular basis.

M39 The Convocation email and Facebook accounts would be closely monitored on a daily basis. SC would be notified if enquiry had been received (e.g. the requests of the Hong Kong Federation of Youth Clubs).

M40 Secretariat would regularly update the Convocation website and identify news for posting in the following aspects:

(1) Convocation activities (e.g. news and events, photo-gallery, University announcements such as AC3)
(2) University news and developments (e.g. Info Day, Congregation, conferment of Honorary Degrees, University announcements, etc.)
(3) News in the interests of alumni (e.g. discount offer for Book Fair, sales of IT products by Students' Union, etc.)

M41 Mr James KONG **SHARED** that a website enabled with a CMS System would be essential to facilitate SC members for contents updates.

M42	**BRIEFED** that vendor lists had been provided to Secretariat for calling for quotations by FO.	James KONG and Secretariat	Completed
M43	The Chairman **SHOWED** the Secretariat the broken links found in "Archive".	Secretariat	Completed
M44	The Chairman **SHARED** that it was not working to just hire student helpers to revamp website by observation in the past few years.	Secretariat	In progress

M45	Secretariat would include the web revamp project in the year plan to be submitted in early 2014 for budget approval.		
M46	Miss Esther YIP **AGREED** that SC should have the autonomy on website management whereas the Secretariat would continue to responsible for it.		
M47	Mr James KONG **ADDED** that a separate quote - Plan B has also been proposed to allow flexibility in case there would be budget issue.		
12.	**<u>Convocation AGM cum Election (17 Dec)</u>**		
M48	The Chairman **INVITED** Mr William KHOO to review the Constitution and provide comments on the election timeframe.	William KHOO	Completed
M49	Mr William KHOO **ENQUIRED** that the deadline for submitting proxy forms as set out in the "Rules of Meeting" and "Election Regulations" were not the same.		
M50	Secretariat **INVITED** SC to refer to Section 18 of the "Rules of Meeting" and Section 5 of the "Election Regulations".		
M51	**RECAPPED** that the amendment about the proxy submission deadline from 48 hours to **7 working days** had been discussed with the Election Board and endorsed by the 2nd Standing Committee in October 2011. The submission timeline was adopted for the election held on 1 December 2011.		
M52	**REMARKED** that the revised Election Regulations had been published online when calling for nomination for the 2011 Election. It was in compliance with Constitution and Rules of Meeting without contradiction.		
M53	(Confidential information)		
M54	The Chairman **NOTED** the Notice of AGM (including nomination and proxy forms) would be updated onto Convo's e-platform including rolling banner by noon on 5 November.	Secretariat	Completed
M55	The computer system for election had been tested and trial run.		
13.	**<u>Fitting out work for the glass wall of Convocation Office</u>**		
M56	Secretariat **REPORTED** the three available options proposed by CDFO upon consulting vendors with cost estimations:		
M57-M59	(Confidential information)		

M60	The Chairman **ADVISED** the Secretariat to take record of the options as stated in the above, and to reserve the matter for next SC to decide.	Secretariat	Take note
M61	**NOTED** that as the Convocation had decided to keep the current Office, the University had allocated the remaining space at AC3 for other uses.		
14.	**Convocation signature event** (SCIII/M/9: M34–M38)		
M62	(Confidential information)		
15.	**Administrative matters**		
M63	The Chairman **REQUESTED** that Secretariat should work out an administrative note to include the regular routines to follow. Items should include: (1) The procedure for calling for SC meeting; (2) Monthly update items for SC; and (3) procedures for homepage management.	Secretariat	In progress
M64-M73	(Confidential information)		
16.	**Meeting with Council Chairman and Dr Howard Wong (15 Nov) and Dr Kevin Downing**		
M74	The Chairman **REMINDED** SC that the meeting with Council Chairman would be held on 15 November. Dr Howard Wong, a Veterinary expert who had previously worked for the Agriculture, Fisheries and Conservation Department, would brief SC on the latest updates and development of Vet School.		
M75	The Chairman **NOTED** SC the suggestion of Council Chairman of inviting Dr Kevin Downing to give a presentation to SC on University ranking. SC **AGREED** to reserve the matter for next SC to arrange.		
17.	**CityU Banquet 2013**		
M76	The event was held on 1 November 2013.	Secretariat	Take note
	ANY OTHER BUSINESS		
18.	**Upcoming University engagements**		
M77	The Chairman **REMINDED** that the Council Dinner would be held on 12 November. SC would indicate if they planned to join.		

M78 The Chairman **REMINDED** SC the date of Thanksgiving Dinner on 19 November. Secretariat **UPDATED** that the four Vice-Chairmen had been invited. Mr Robert LUI indicated he would join.

19. Undelivered alumni email account

M79 (Confidential information)

M80 Secretariat **EXPLAINED** that SC's alumni email account should only be used when sending daily newsclippings due to copyrights issue.

M81 (Confidential information)

20. Access card for Convocation SC

M82-M83 (Confidential information)

21. Communications with Chairman

M84 (Confidential information)

ANY OTHER BUSINESS

M85 2:30pm, 1 December 2013 (Sunday)

~ END ~

Prepared by the Secretariat