



CITY UNIVERSITY OF HONG KONG

The Fourth Standing Committee of Convocation (2014-2015)

Minutes of the 2nd Meeting Held on 22 March 2014

Present:	Chairman	Mr Clovis LAU
	Vice-Chairmen	Mr Cedric CHENG Mr William KHOO Mr Joseph TSOI
	Members	Mr Aaron HUI Mr James KONG Mr Billy LI Miss Ywing YEUNG
	Convocation Secretary	Mr Xavier WONG
Absent with Apologies:	Vice-Chairman	Mr Robert LUI
	Members	Miss Karmen CHAN (<i>Immediate Past Chairman</i>) Mr Gabriel HO Miss Vera KONG Mr Bruce LEE Miss Flora LEUNG Ms Connie POON Mr Douglas WONG
In Attendance:	Alumni Relations Officer, ARO	Ms Pennie LAI

		Action Parties	Action Status
CONFIRMATION OF LAST MINUTES			
M1	Minutes of the 10 th meeting for the 3 rd SC with suggested revision by Miss Karmen CHAN highlighted in yellow was CONFIRMED .	Secretariat	Completed
M2	Minutes of the 1 st meeting for the 4 th SC was CONFIRMED .	Secretariat	Completed
M3	The Chairman INVITED SC to review M62 regarding the structure and membership of the six Sub-committees and ENDORSED it with SC's consensus.	All	Take note
M4	The Chairman ASKED the Secretariat to share the Sub-committee membership list with the Council Chairman Mr Herman HU as he suggested at the Welcome Dinner on 19 March.	Secretariat	Completed

CHAIRMAN'S REPORT

1. Updates on University engagements

1.1 CityU Delegation for Standard Chartered Marathon – Flag presentation ceremony, race day and prize presentation dinner

(SCIV/M/1:M14-M22)

M5 The Chairman **THANKED** SC for their support in this year's Marathon and active participation in a series of activities.

M6 The Chairman **APPRECIATED** the initiation of SC to explore ways to show Convocation's support to CityU runners, such as preparing foamboards with creative slogans to cheer them on.

1.2 30th Anniversary Sub-committee on Student Programmes

M7 The Chairman **NOTED** SC the CityU 30th Anniversary Joint Concert would take place on 6 April. For the benefit of alumni, he put forward a suggestion to the Sub-committee at its 4th meeting held on 12 February to consider more channels for alumni to redeem/collect concert tickets.

M8 The Chairman **SHARED** that he provided inputs to the Sub-committee to consider "Embrace Our Dreams" instead of "Embrace Your Dreams" as the theme of concert.

1.3 Alumni gathering at Shenzhen

M9 Mr William KHOO **SHARED** that the alumni gathering organised by the Alumni Relations Office with Convocation as Event Partner was held on 19 February at the CityU Shenzhen Research Institute – premises of CityU for applied research, incubation and professional education in the mainland. He met some 120 alumni residing in Shenzhen, its neighbouring cities, and from Hong Kong.

M10 **NOTED** SC the major programmes included a networking cocktail, alumni performance and tour to key research centers, laboratories and facilities. He appreciated the arrangement as it would allow participants greater flexibility to mingle with others.

M11 **REGARDED** the venue a good attraction to alumni and recommended SC to consider similar academic premises/building for future Convocation activities instead of hotels.

All

Take note

M12- (Confidential information)

M13

1.4 Council Retreat

M14 In his capacity of Council member, the Chairman **ATTENDED** a Council Retreat on 22 February. The major topic of discussion focused on the development of School of Veterinary Medicine (動物醫學院).

1.5 Joint-Hall Dinner 2014

M15 The Chairman was invited to attend this annual event on 26 February. Two SC members Mr Cedric CHENG and Mr Gabriel HO who were former hall tutors also joined the dinner. They served on the judging panel for a talent show for which each hall sent student representatives.

1.6 CityU Discovery Festival Opening Ceremony

M16 Mr Cedric CHENG **REPRESENTED** the Convocation to join stage parties to officiate at the grand opening of the Discovery Festival.

M17 **NOTED** that the Festival was held annually to showcase the University's strengths in discovery and innovation. At the same occasion was the presentation of 2013/14 Teaching Excellence Awards to exemplary teachers.

1.7 Welcome dinner hosted by the Council Chairman and the President
(SCIV/M/1:M23-M24)

M18 The Chairman **THANKED** SC for joining the Welcome Dinner on 19 March and active participation in interactive discussion with the University representatives.

MATTERS ARISING FROM LAST MEETING

2. Endorsement and circulation items

M19 The Secretariat circulated the record listing the endorsement and circulation items to SC. Secretariat On-going

M20 The Chairman **NOTED** the Secretariat has tabled a monthly administrative report on Convocation's email and Facebook accounts and three financial reports. He **REQUESTED** the Secretariat to table the reports at upcoming SC meetings for SC's endorsement. Secretariat On-going

3. Workshops by CityU Hong Kong Social Work Alumni Association
(SCIV/M/1:M33-M34)

M21 The Secretariat **RECAPPED** that Convocation served as Supporting Organisation of two workshops organised by the City University of Hong Kong Social Work Alumni Association held on 22 February and 29 March. Convocation promoted the workshops via its e-platform.

4. "City-Youth Empowerment Project" – Career Workshop for Ethnic Minority
(SCIV/M/1:M36-M41)

M22 The Secretariat **RECAPPED** SC's decision at the 1st meeting that Convocation continued to serve as Supporting Unit.

M23 The Secretariat **REPORTED** that 10 alumni volunteers were recruited by the Convocation to serve as mentors. The workshop was also attended by eight SC members including Mr Cedric CHENG, Mr William KHOO, Mr Joseph TSOI, Mr Gabriel HO, Miss Flora LEUNG, Miss Vera KONG, Mr Billy LI and Miss Ywing YEUNG, who provided hands-on training and conducted mock interviews to the ethnic youth.

M24 The Chairman **NOTED** that the Secretariat has added a remark to alumni in the database to indicate their participation in Convocation activities. The Chairman **INVITED** SC to refer All In progress

their alumni contacts to the Secretariat for consolidation whom would be invited to Convocation activities.

M25	The Secretariat SUGGESTED SC to seek alumni's agreement when making the referrals to the Secretariat to avoid violating privacy ordinance.	All	Take note
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ITEMS FOR DISCUSSION/DECISION

5. Convocation year plan and budget
(SCIV/M/1:M61-M114)

M26	The Secretariat would update the year plan and budget for Chairman's endorsement according to the discussion at the 2 nd SC meeting.	Secretariat	In progress
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5.1 University Matters and Concerns (校政關注組)

M27	Mr Billy LI SHARED the statistics provided by the CityU Library via the Secretariat, such as the number of library cards issued to alumni, library usage rates on their visits, loans and renewals in 2013.	Billy LI, Secretariat	Completed
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M28	SC NOTED that the current usage by alumni was high. The Chairman INVITED SC to review the needs to enhance library services/facilities for alumni, if necessary.	All	In progress
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M29	Mr Cedric CHENG AGREED that students would have priority on library services considering the space capacity of the library and existing student population.		
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M30	The Secretariat NOTED SC that the details of library services for alumni were available on the CityU Library's website. It was also promoted on the homepage of Alumni Relations Office.		
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M31	SC DISCUSSED possible collaboration initiatives with the CityU Library, such as book donation and fund-raising programme inviting alumni's support.		
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M32	The Secretariat SHARED with SC that the Development Office currently has a fund raising initiative for book naming.		
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M33	SC AGREED to further review the needs to expand alumni's access to e-resources services.	All	In progress
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M34	The Secretariat RECAPPED that the annual fee of CityU's Library Borrower's Card was HK\$300 (it costed HK\$1,000 before the review in 2002) and such fees were charged on a	All	Take note
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pro-rata basis. SC were satisfied with the current fee and services provided by the University.

M35	Mr Joseph TSOI and Mr Billy LI would represent Convocation to meet with CityU Library representatives to understand their needs and explore collaboration opportunities.	Billy LI, Joseph TSOI, Secretariat	In progress
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5.2 Constitutional Development (憲章發展組)

M36	The Chairman SUGGESTED including the cost of developing e-voting system, if any, in the budget plan.	Secretariat	Take note
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M37	The Chairman SUGGESTED reviewing the development of e-voting system for future Convocation election. The matter would be a major topic of discussion at the next SC meeting.	William KHOO	On-going
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5.3 Publication and Communications (傳訊組)

M38	Mr James KONG UPDATED SC that their Sub-committee would continue to explore the development of new e-platform (e.g. Convo mobile apps) to efficiently promote Convocation.	Mr James KONG	On-going
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6. Convocation's hiking activity
(SCIV/M/1:M67-M74)

M39	The Chairman SHARED the suggestion of an alumnus Mr Savio Wong for proposing Convocation to organise a hiking activity on 27 April (Sunday) in particular for mainland alumni residing in Hong Kong. It would provide them with an opportunity to get acquaintance with local alumni and for cultural exchange.		
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M40	SC AGREED the hiking plan and NOTED that Miss Flora LEUNG would be the project-in-charge and coordinate with Mr Savio Wong. The Secretariat would provide back-end support on promotion and logistics.	Flora LEUNG, Secretariat	In progress
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7. Inauguration Ceremony cum dinner

M41	SC BRAINSTORMED ideas on inauguration programme with such elements as meeting with alumni associations' leaders, BBQ activity and campus tour.		
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M42	SC NOTED the inauguration ceremony would target for June or July 2014. The Secretariat would check diaries of relevant parties.	Secretariat	In progress
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M43	The Chairman SUGGESTED the matter would be a major topic of discussion at the next SC meeting.		
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8. Homepage revamp and web-page development
(SCIV/M/1:M42-M60)

- M44 Mr James KONG **INVITED** SC to provide inputs/comments on the preliminary web structure by 24 March (Monday). The draft was proposed by the vendor of web revamp project subsequent to a meeting with the Work Group. The Secretariat re-circulated the technical specifications submitted to FO earlier for SC's reference. James KONG, Secretariat Completed
- M45 The Secretariat **UPDATED** SC that the justifications, upon reviewed by Mr James KONG, has been updated and submitted to the Finance Office for proceeding the award of tender. Secretariat Completed
- M46 The Chairman **ADVISED** setting a timeline for launching the website. It might be a soft launch at the Convocation's inauguration ceremony tentatively scheduled in June.
- M47 (Confidential information)

9. Fitting out work for the glass wall of Convocation Office

- M48 (Confidential information)
- M49 SC unanimously **AGREED** that Convocation would continue to keep the glass wall. The budget for renovation would be reserved for promoting the Convocation. All Take note
- M50 The Chairman **INVITED** the Publication and Communications Sub-committee to devise a promotion plan for SC's further discussion. Aaron HUI In progress

ANY OTHER BUSINESS

10. Meeting with Professor Paul Lam and Dr Howard Wong on School of Veterinary Medicine

- M51- (Confidential information)
M52

11. Delegating SC to represent Convocation at two University engagements

- M53 Mr William KHOO volunteered to attend the 5th meeting of the 30th Anniversary Sub-committee on Student Programme on 1 April and the 2nd meeting of the 30th Anniversary Sub-committee on Fund Raising and Alumni Programmes on 8 April. William KHOO In progress

DATE OF NEXT MEETING

M54 7:30pm – 10:30pm, 23, 24 or 25 April 2014 (TBC)

~ END ~

Prepared by the Secretariat