



CITY UNIVERSITY OF HONG KONG

The Fourth Standing Committee of Convocation (2014-2015)

Minutes of the 3rd Meeting Held on 24 April 2014

Present:	Chairman	Mr Clovis LAU
	Vice-Chairmen	Mr Cedric CHENG (<i>via tele-conferencing</i>) Mr William KHOO Mr Joseph TSOI
	Members	Mr Gabriel HO Miss Vera KONG Mr Billy LI Ms Connie POON 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 Aaron HUI Mr James KONG Mr Bruce LEE Miss Flora LEUNG Mr Douglas WONG
In Attendance:	Alumni Relations Officer, ARO	Ms Pennie LAI

CONFIRMATION OF LAST MINUTES

M1	Minutes of the 2 nd SC meeting was CONFIRMED .	Secretariat	Completed
M2	The Chairman NOTED SC that the proposed budget plan for 2014, with further revisions subject to discussion at the last SC meeting, would be put forth for SC’s endorsement at agenda item 2 – Endorsement and circulation items.	All	Take note

CHAIRMAN’S REPORT

1. **Updates on University engagements**

1.1 **Council Meeting**

M3- (Confidential information)
M4

M5 **UPDATED** that the Council paper – “University Convocation: Report on Annual General Meeting and Membership of the Fourth Standing Committee” was circulated to Council members.

M6 **SHARED** that he would represent Convocation to serve on the Court and Community Relations Committee and Advisory Committee for Graduate Employment under the Council.

1.2 **30th Anniversary Sub-committee on Fund Raising and Alumni Programmes**

M7 Mr William KHOO **SHARED** the two fundraising initiatives put forth by the Sub-committee for 30th anniversary: (1) Pearl Anniversary Sponsor, with tree naming acknowledgement exclusively for alumni, and (2) 30th Anniversary Dinner on 1 November 2014.

M8	SUGGESTED that Convocation would appeal to ordinary alumni for donation support by posting the Pearl Anniversary Sponsor leaflet onto its homepage.	All	Take note
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M9 (Confidential information)

M10	SUGGESTED that SC to consider posting articles about their memorable moments or student life at CityU onto Convocation’s website to promote the 30 th Anniversary.	All	In progress
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M11	INITIATED discussion amongst SC on Convocation’s	All	Take note
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donation initiative for the 30th Anniversary. Mr Cedric CHENG **SHARED** his recent experience in appealing to alumni for donation support for a hall scholarship programme.

M12- (Confidential information)
M13

M14 Miss Ywing YEUNG **SUGGESTED** an effective approach to mobilize alumni support by inviting them to make group donation in name of respective alumni associations/ex-student bodies/networks. They would be responsible to coordinate with their own members on donation matters. All In progress

M15 The Chairman **SUGGESTED** a personalized approach including a touching message and objectives when inviting alumni for donation support.

M16 **AGREED** a one-month trial period for SC to invite alumni support via their networks. The initial outcome would be reported by SC in the next meeting to facilitate further assessment on proceeding the fundraising plan.

M17 The Chairman **ADVISED** that the upcoming meeting with CityU Library on 30 April would focus on exploring collaboration opportunities and understanding their needs. Convocation would offer support to promote their fundraising initiatives onto its e-platform, if deem appropriate.

1.3 The 3rd Distinguished Alumni Award Presentation Ceremony cum Alumni Story Book Launch

M18 The Chairman **RECAPPED** that two outstanding alumni, namely Mr Francis NGAI and Dr Peter HO received the 3rd Distinguished Alumni Award at the presentation ceremony on 16 April.

M19 **UPDATED** that the “30th Anniversary Alumni Story Book” which features 30 alumni stories was launched on the same occasion.

1.4 Dinner meeting with Professor Paul Lam and Dr Howard Wong on Vet School update (SCIV/M/2:M51-M52)

M20- (Confidential information)
M21

MATTERS ARISING FROM LAST MEETING

2. Endorsement and circulation items

M22 The Secretariat **CIRCULATED** the record listing the endorsement and circulation items to SC. Secretariat Completed

Proposed budget plan 2014

M23 The Secretariat **HIGHLIGHTED** the major revisions in the proposed budget plan for 2014 based on discussion at the last SC meeting. The revised budget was **ENDORSED** by SC. All Completed

M24 The Secretariat **NOTED** SC that there would not involve any cost for developing the e-voting system as the Enterprise Solution Unit (ESU), an internal department of the University, would provide the service upon request. Production lead-time would be subject to its work schedule.

M25 (Confidential information)

Proposed year plan 2014

M26 The Secretariat **HIGHLIGHTED** new items in the proposed year plan for 2014, including hiking activity, and four non-local alumni reunions in Beijing, Hangzhou, Sydney and Singapore.

M27 SC **AGREED** to organise the 1st alumni voluntary service in the afternoon of 31 May (Saturday) at an elderly center in Shek Kip Mei – starting from a nearby district of CityU. The event would initially target at 30 participants including alumni, their family members and friends. Gabriel HO, Secretariat In progress

M28 The Chairman **INVITED** Miss Flora LEUNG to prepare the work plan for the 2nd hiking activity scheduled for July, if it would be continued. Flora LEUNG In progress

M29 **INVITED** Mr Douglas WONG, Convenor of Alumni Knowledge and Exchange Sub-committee, to update SC the work plan for the upcoming workshop/career navigator. Douglas WONG In progress

3. Monthly administrative report and the financial reports
(SCIV/M/2:M20)

Monthly administrative report

M30 The Secretariat **CIRCULATED** the record listing the incoming messages received via Convocation's email and Facebook accounts in March to SC. Secretariat On-going

M31	The Chairman INVITED Mr Aaron HUI, Convenor of the Publication and Communications Sub-committee, to suggest ways to maximize the usage of Convocation Facebook and increase readership.	Aaron HUI	In progress
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Financial report – Convocation Bursary

M32- M34	(Confidential information)		
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Financial report – Convocation Fund

M35- M36	(Confidential information)		
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ITEMS FOR DISCUSSION/DECISION

4. Inauguration ceremony cum dinner
(SCIV/M/2:M41-M43)

M37	Secretariat INVITED SC to mark diaries for inauguration ceremony – 18 July (Fri) or 28 July (Mon).	All	Take note
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M38	The Chairman INSTRUCTED the following priority on the presence of key persons: (1) Chairmen of the 3 rd and 4 th SC (2) Vice-Chairmen (3) University representatives and (4) SC members.		
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M39	SC AGREED to arrange a counter for the Alumni Relations Office to promote the “30th Anniversary Alumni Story Book” to alumni at the event.	Secretariat	In progress
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M40	The Chairman INVITED Ms Connie POON to be the project-in-charge of the inauguration ceremony and coordinate with the Secretariat.	Connie POON, Secretariat	In progress
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M41	SC DECIDED the ceremony would be held at the Connie Fan Multi-media Conference Room, 4/F, Cheng Yick-chi Building, CityU.		
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M42	SC OPTED for the idea to link up the gimmick of inauguration with green initiative. The cost for producing the props at the ceremony would be used for supporting a community service.		
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M43	Convocation would purchase 100 places (at the cost of HK\$15 each) including a free seedling and a visit to garden plot run by a social service center providing garden therapy. At the		
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inauguration ceremony, each participant would be given a seedling and a label to write their congratulatory message on the plot. Photos of each participant with their plot would be posted onto Convocation's website as a gesture of celebration.

- M44 As a gimmick for the ceremony, and subject to final confirmation by SC, participants would write a congratulatory message for CityU's 30th anniversary on a leaf-shaped paper and hang it onto a tree.
- M45 Alumni could apply for a visit to the garden plot with their family members and friends (maximum 3) to receive a 2.5-hour class on gardening. Participants could learn more about the social service on garden therapy through joining this charity activity. The visit could be conducted for a group of 15 participants or above.
- M46 SC **AGREED** to invite Mr Sky TSOI, an alumni-to-be of the Department of Marketing, as the MC for the ceremony. SC **NOTED** that he had served as MC for a number of the University's 30th anniversary programmes. All Take note
- M47 The guest list would be prepared in due course. Secretariat In progress
- M48 The Chairman **UPDATD** SC that meetings with Alumni Associations were in progress with the aims to build closer connection and to invite them to the inauguration ceremony.
- 5. Development of e-voting system for future election**
(SCIV/M/2:M36-M37)
- M49 The Chairman **CONFIRMED** this agenda item would be discussed at the next SC meeting.
- 6. Convocation's hiking activity**
(SCIV/M/2:M39-M40)
- M50 The Secretariat **UPDATED** that 20 alumni have registered for the activity.
- M51 **REPORTED** the progress of other preparation work including procurement of insurance plan for participants and contingency plan on bad weather condition. Flora LEUNG, Secretariat Completed
- M52 **THANKED** three alumni for serving as alumni leaders, including Miss Llicia CHANG, Mr Savio WONG, and Miss Flora LEUNG.

7. **Homepage revamp and web-page development**
(SCIV/M/2:M44-M47)

Glass wall decoration at Convocation Office

- M53 Miss Ywing YEUNG **HIGHLIGHTED** the contents of display as proposed by the Publication and Communications Sub-committee, including introduction of Convocation, milestone, group photos of SCs and events.
- M54 Mr Joseph TSOI **SUGGESTED** including a QR Code.
- M55 The Chairman **SUGGESTED** outsourcing the design and production work. Quotations would be collected. Ywing YEUNG In progress
- M56 The Secretariat **REMARKED** that the contents would be (1) static and (2) updated as necessary. The choice of materials/printing output would allow flexibility for regular contents update. All Take note
- M57 The Secretariat would arrange group photo-taking for the 4th SC. The Chairman **INVITED** SC to spare 15 minutes on a weekday night on campus. Schedule to be confirmed. Secretariat In progress

Convocation website

- M58 **TABLED** the proposed web structure for SC's further inputs and comments. Miss Ywing YEUNG **HIGHLIGHTED** the new features, including "Convo Blogger", "Alumni Corner" and "CityU Development".
- M59 Mr Joseph TSOI **SUGGESTED** further defining the contents of "Useful Link" as it was regarded the resource page for alumni (e.g. guidelines/handbook on setting up alumni association).
- M60 The Chairman **SUGGESTED** enhancing features to connect with alumni, such as alumni data update and Classnotes.
- M61 The proposed web structure was **ENDORSED** by SC and further comments upon further reviewing the skeleton and layout designs when available. All Take note

Convocation app

- M62 **TABLED** the proposed mind map of mobile apps for SC's further inputs and comments. All In progress
- M63 Upon reviewing the mobile app currently available at CityU, the Publication and Communications Sub-committee

RECOMMENDED to develop an app similar to the social networking media – “LinkedIn” exclusively for CityU alumni, enabling the Convocation to connect with fellow alumni.

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| M64 | Mr Joseph TSOI SUGGESTED leveraging on the readily available resources rather than creating a newly closed platform. Alumni could easily be re-connected by sharing their hyperlink on LinkedIn. | | |
| M65 | The Chairman SUGGESTED that the Convocation would make official presence on LinkedIn to connect CityU alumni and to promote Convocation’s activity. | Ywing
YEUNG | On-going |
| M66 | ASKED the Sub-committee to include LinkedIn as one of the features in the web revamp project. | Ywing
YEUNG | In progress |
| M67-
M69 | (Confidential information) | | |
| M70 | The Chairman AGREED that the vendor should focus on completing the 1 st phrase of website development. The 2 nd phrase to be considered upon reviewing the quality of final work, and to comply with University procedure and guidelines for calling quotations. | All | Take note |
| M71 | The Secretariat SUGGESTED including fundraising information on the website. The Chairman REMINDED to share the principle and guidelines for alumni’s reference, if any. | Ywing
YEUNG | In progress |

ANY OTHER BUSINESS

8. CityU Homecoming Gala 2014

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| M72 | Mr Joseph TSOI REPORTED that he attended the 1st meeting for CityU Homecoming Gala 2014 on 24 April serving as Deputy Chairman of the Organising Committee (OC) on behalf of Chairman. The meeting was attended by alumni association leaders and chaired by Associate Vice-President (Alumni Relations) Ms Kathy Chan who is Chairman of the OC. | Joseph TSOI | Completed |
| M73 | The 1 st meeting was held to collect ideas from CityU alumni associations on their respective alumni activities put forth at the Homecoming Gala, aiming to facilitate coordination work by the OC. | | |

DATE OF NEXT MEETING

M74 7:30pm – 10:30pm, 29 May 2014

~ END ~

Prepared by the Secretariat