



CITY UNIVERSITY OF HONG KONG

The Fourth Standing Committee of Convocation (2014-2015)

Minutes of the 5th Meeting Held on 20 August 2014

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

CONFIRMATION OF LAST MINUTES

M1	The Secretariat RECAPPED the action items as recorded in the minutes to facilitate follow-up/report by respective parties.	Secretariat	Completed
M2	Minutes of the 4 th SC meeting was CONFIRMED .	Secretariat	Completed
M3	The Chairman SUGGESTED Mr Robert LUI to update SC the progress of finalising the financial guideline.	Robert LUI	In progress
M4	The Chairman INVITED Mr Cedric CHENG to lead discussion of Constitutional review at the next SC meeting.	Cedric CHENG	In progress

CHAIRMAN’S REPORT

1. Updates on University engagements

1.1 New Office Opening Ceremony for College of Business

M5 The Chairman **SHARED** that he attended the new office opening ceremony of the College of Business on 20 June at Academic 3. He treasured the opportunity to show support from the Convocation and build closer connection with key representatives of the College.

1.2 CityU Alumni Reunion @ Sydney

M6 Mr William KHOO **SHARED** that the alumni gathering in Sydney organised by the Alumni Relations Office with Convocation as Event Partner was held on 21 June. He was pleased to meet with graduates who have resided in Sydney and shared with them the latest development of the University.

M7	SHARED that two alumni newly served as Alumni Ambassadors in Sydney on this occasion.	All	Take note
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M8 Miss Karmen CHAN **SUGGESTED** Convocation to offer a platform on its website for alumni to reconnect with their former classmates, and also with the Convocation (e.g. taking ARO’s “Class Notes” as reference).

M9	The Secretariat UPDATED SC the current channel being offered by the Alumni Relations Office for alumni to reconnect with their fellow classmates (e.g. via Facebook)	All	Take note
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M10	The Chairman INVITED the Publication and Communications Sub-committee to further study the web-revamp project with enhanced features like “Class Notes” or “LinkedIn” to reconnect fellow alumni.	Publication and Communications Sub-committee	In progress
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M11 (Confidential information)

1.3 Advisory Committee for CityU AlumNet 2015

M12 The Secretariat **REPORTED** that Mr Joseph TSOI served on the City AlumNet Advisory Committee. He put forth a number of recommendations to the Committee at the meeting.

MATTERS ARISING FROM LAST MEETING

2. Inauguration ceremony cum dinner
(SCIV/M/4:M42-M53)

M13	The Secretariat REPORTED that 77 participants joined the inauguration ceremony on 18 July. Participation rate was nearly 80% of total registration.	All	Take note
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M14 Post-event thank you messages were sent to participants and photo-album was uploaded onto Convocation’s website.

M15 The Secretariat has coordinated with the Communications and Public Relations Office and the event was duly reported in CityU’s News on the next working day of the ceremony.

3. Endorsement and circulation items

M16	The Secretariat CIRCULATED the record listing the endorsement and circulation items to SC.	Secretariat	Completed
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Proposed year plan 2014

M17	The Chairman SUGGESTED exploring the opportunity to include alumni’s participation in the University’s Aquatic Meet and Athletic Meet, and seek collaboration with the Student Development Services (SDS) in promoting the sports events to alumni, if deem appropriate.	Flora LEUNG, Secretariat	In progress
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M18	SC AGREED that the 30 th anniversary local charity run would not be proceeded.	All	Take note
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4. Monthly administrative report and the financial reports

Monthly administrative report

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| M19 | The Secretariat CIRCULATED the record listing the incoming messages received via Convocation's email and Facebook accounts to SC (from May to July). | Secretariat | Completed |
| M20 | The Secretariat UPDATED SC the number of visits and "Likes" on the Convocation Facebook. | All | Take note |

Financial report – Convocation Bursary

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| M21 | The Secretariat CIRCULATED the 2013/14 Annual Report on Convocation Bursary. | Secretariat | Completed |
| M22-
M25 | (Confidential information) | | |
| M26 | The Chairman INVITED Mr Robert LUI to review the previous financial reports. | Robert LUI,
Secretariat | In progress |

ITEMS FOR DISCUSSION/DECISION

5. Development of e-voting system for future election

- M27-
M33 (Confidential information)

6. Homepage revamp and web-page development (SCIV/M/4:M54-M55)

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| M34 | The Secretariat RECAPPED that the layout designs of the revamped website have been emailed by Mr James KONG via the Secretariat for SCs' review and comments. | James KONG | Completed |
| M35 | The demo site with a complete web-structure would be ready for further review in late August or early September. | James KONG | In progress |
| M36 | SC SUGGESTED that the feature to reconnect alumni (similar function as "Class Notes") and a blog for alumni to contribute article should be added. | James KONG | Completed |

7. A Dialogue with the President (17 September) (SCIV/M/4:M64)

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| M37 | The Secretariat NOTED SC that the promotion was launched on 15 August. Briefing notes would be prepared for the Chairman. | All | Take note |
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8-9. Convocation's 2nd hiking activity and 2nd voluntary service (Urban Oasis)

- M38 The Chairman **ENDORSED** the proposal put forth by Miss Flora LEUNG and Mr Gabriel HO to combine hiking activity and voluntary service as a half-day programme on same day. Programme details to be confirmed. Flora LEUNG, Gabriel HO In progress
- M39 Mr Gabriel HO **RECAPPED** that the Convocation supported a community project – “Urban Oasis” to promote the green message and to help the needy through horticultural therapy. Alumni and their family members would be invited to join a 2-hour free gardening class in Choi Hung. The hiking route activity would take place in a nearby area (e.g. Wong Tai Sin). All Take note
- M40 The activity would tentatively be proposed on Sunday in October. The first and second priority would be 5 October and 12 October respectively. Gabriel HO, Flora LEUNG In progress

10. Workshop/Career Navigator
(SCIV/M/4:M56)

- M41 The subject matter would be discussed together with Homecoming Gala in agenda item 12. All Take note

11. Convocation booth at 2014 Congregation

- M42 The Secretariat **RECAPPED** that a Convocation booth was set up during the Congregation period last year with the aim to promote Convocation to the fresh graduates. Complimentary photo-taking service (with a printed photo on the spot) was offered to them as a new gimmick together with specially-designed backdrop and props with thematic slogans for photo-taking. All Take note
- M43 SC **NOTED** that the Convocation booth at Congregation was well-received by fresh graduates. The Chairman **ENDORSESED** SC's suggestion to the have same arrangement for this year. Secretariat On-going
- M44 Miss Flora LEUNG **SUGGESTED** putting up more banners on campus for graduates to take photos. The Secretariat **BRIEFED** SC that it would be arranged by the University. The Secretariat **NOTED** SC that a wall-size Convocation banner would be put up outside the Convocation Office during the Congregation period as one of the photo-taking spots. All Take note

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| M45 | As suggested by Mr Cedric CHENG, the Secretariat would proceed to recruit student helpers for managing the Convocation booth, and for supporting upcoming Convocation events. | Secretariat | In progress |
| M46 | To follow the same practice of 2013, Mr Cedric CHENG and Mr Gabriel HO would refer students to the Secretariat, and serve as panel members for the interviews. | Cedric CHENG,
Gabriel HO,
Secretariat | In progress |

12. 30th Anniversary Homecoming Gala (30 Nov)
(SCIV/M/4:M57-M58)

Career Navigator

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| M47 | SC PROPOSED that the Career Navigator would be organised on same day of Homecoming Gala on 30 November as a special programme of the Convocation. | | |
| M48 | The Secretariat SUGGESTED promoting the Career Navigator to fresh graduates during the two weeks of Congregation from 11-22 November. | | |
| M49 | Fresh graduates, being the major target of the talk, would be invited to do onsite enrollment for the talk while attending the tea-reception at the Alumni Function Room at 11/F of AC3 and at the Convocation Booth at the University Circle. | | |
| M50 | The Chairman INVITED Miss Ywing YEUNG to in-charge of the “Career Navigator”. | Ywing YEUNG | In progress |

Convocation booth & fun-learning class

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| M51 | Miss Flora LEUNG PRESENTED the following options for SC’s further decision:

(1) Photo-booth

- Participants to make a HK\$20 donation by taking Polaroid photos on the spot (e.g. with special backdrop or bouncy props to increase attractiveness)

(2) Face and body print (for kids)

(3) Funny balloon-twisting

(4) Game-booth (e.g. gift would be prepared) | Flora LEUNG | Completed |
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M52 The Chairman **ASKED** the Secretariat to contact Ms Wincy HUEN, a 3rd SC member, for her advice and support, and **INVITED** Miss Flora LEUNG and Mr Gabriel HO to in-charge of the programme. Flora LEUNG, Gabriel HO, Secretariat In progress

13. 2014 AGM (12 Dec)
(SCIV/M/4:M59)

M53 The Secretariat **REMINDED** SC to mark diaries for the Convocation 2014 Annual General Meeting scheduled for 12 December. All Take note

M54 The Secretariat **CIRCULATED** the timeframe of Convocation 2014 Annual General Meeting, and would follow the timeline for necessary preparation work. Secretariat On-going

14. Discussion of Convocation stance on CCCU issue

M55 The Chairman **INVITED** further inputs from SC on the subject, if any, as he would be meeting the Council Chairman for a follow-up dialogue. All Take note

M56 The Secretariat **NOTED** SC the structure and legal entity of CCCU. All Take note

ANY OTHER BUSINESS

15. SCs' alumni email accounts

M57 (Confidential information)

DATE OF NEXT MEETING

M58 7:30pm – 10:30pm, 19 – 26 September (tbc)

~ END ~

Prepared by the Secretariat