



**CITY UNIVERSITY OF HONG KONG**

**The Fourth Standing Committee of Convocation (2014-2015)**

**Minutes of the 6<sup>th</sup> Meeting Held on 19 September 2014**

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

		<b>Action Parties</b>	<b>Action Status</b>
<b>CONFIRMATION OF LAST MINUTES</b>			
M1	The Secretariat <b>RECAPPED</b> the action items as recorded in the minutes to facilitate follow-up/report by respective parties.	Secretariat	Completed
M2	<b>REPORTED</b> that the University's annual sports event - Athletic Meet, which would be organised by the Student Development Services (SDS), has been promoted to alumni via the ARO's e-newsletter.	Secretariat	Completed
M3	<b>UPDATED</b> that Mr Robert LUI would share the revised financial guideline for SC's final review at the next SC meeting. The Chairman <b>EXPECTED</b> that it should be finalised within the 2014 financial year.	Robert LUI	In progress
M4	Minutes of the 5 <sup>th</sup> SC meeting was <b>CONFIRMED</b> .	Secretariat	Completed

**CHAIRMAN'S REPORT**

**1. Updates on University engagement:  
2<sup>nd</sup> Congregation Organising Committee meeting**

M5	On behalf of Mr Robert LUI who represented the Convocation to serve on the 2014 Congregation Organising Committee, the Secretariat <b>NOTED</b> SC that that the progress of work has been reported to the Organising Committee at its 2 <sup>nd</sup> meeting held on 21 August. A booth would be set up to promote Convocation to fresh graduates at U-Circle during 11 – 20 November. The Secretariat would follow-up on the arrangement accordingly.	Secretariat	In progress
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**MATTERS ARISING FROM LAST MEETING**

**2. A Dialogue with the President  
(SCIV/M/5:M37)**

M6	The Secretariat <b>REPORTED</b> that some 80 participants joined "A Dialogue with the President" co-hosted by the Convocation and Alumni Relations Office on 17 September. Participation rate was nearly 70% of total registration.		
M7	The Chairman <b>THANKED</b> Mr Joseph TSOI for representing him to serve as facilitator of the event.	All	Take note

### 3. Endorsement and circulation items

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|----|--|-------------|-------------|
| M8 | The Secretariat <b>CIRCULATED</b> the record listing the endorsement and circulation items to SC.  | Secretariat | Completed   |
| M9 | <b>HIGHLIGHTED</b> an endorsement item - a request from NU SKIN to invite Convocation serving as Supporting Organisation for its forum featuring Professor David Ho (何大一教授) as speaker on 19 November. Upon SC's endorsement, the Secretariat would promote the forum and offer 50 complimentary tickets to alumni as agreed with the Organiser. | Secretariat | In progress |

### 4. Monthly administrative report and the financial reports

#### Monthly administrative report

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|-----|--|-----|-----------|
| M10 | The Secretariat <b>CIRCULATED</b> the record listing the incoming messages received via Convocation's email and Facebook accounts to SC. | All | Take note |
|-----|--|-----|-----------|

#### Financial reports

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|-----|--|-----|-----------|
| M11 | The Secretariat <b>CIRCULATED</b> two financial reports: (1) Convocation Fund and (2) Monthly expenditure. | All | Take note |
|-----|--|-----|-----------|

### ITEMS FOR DISCUSSION/DECISION

### 5. Constitutional review

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|-----|--|--------------|-------------|
| M12 | The Chairman <b>REQUESTED</b> that a Sub-committee for reviewing the Constitution would be set up. Mr Cedric CHENG <b>ADVISED</b> SC that it was not necessary to include details in relation to online e-voting and financial guidelines in the Constitution. | Cedric CHENG | In progress |
|-----|--|--------------|-------------|

### 6. Homepage revamp and web-page development (SCIV/M/5:M34-M36)

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|-----|--|------------|-------------|
| M13 | Mr James KONG <b>PRESENTED</b> the layouts of the revamped website, and <b>BRIEFED</b> SC the proposed contents for some pages.  | All        | Take note   |
| M14 | <b>UPDATED</b> SC that some alumni have been invited to contribute articles to "Convo Blogger".  | James KONG | In progress |
| M15 | Convocation would connect alumni to other alumni bodies of CityU by either listing their URLs, or by posting alumni associations' brief descriptions with contact information on | All        | Take note   |

Convocation's website.

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|-----|--|-------------|-------------|
| M16 | The Secretariat <b>NOTED</b> SC that the contact information of CityU alumni associations has been listed on Alumni Relations Office (ARO)' website. The Convocation would consider redirecting a link to ARO's website for respective information and ease of content management. |             |             |
| M17 | The Chairman <b>SUGGESTED</b> redirecting a link to ARO's website for alumni associations information under a Convocation domain. The Secretariat would explore technical feasibility.   | Secretariat | In progress |
| M18 | Upon completion of contents uploaded to the University server by the vendor, the Secretariat would conduct thorough proofreading.  | Secretariat | In progress |
| M19 | Mr James KONG <b>NOTED</b> SC that the web revamp project would be completed before the 2014 Annual General Meeting.   | James KONG  | In progress |
| M20 | SC <b>SHARED</b> ideas to enhance the interactive features of "photo album", such as adding a timeline and "share photo" function.   | All         | Take note   |
| M21 | The Secretariat <b>RECAPPED</b> the discussion at previous SC meeting to include "Class Notes" – an interactive feature to reconnect alumni. SC <b>SUGGESTED</b> putting it under "Alumni Corner".   | James KONG  | In progress |

**7. Convocation's 2<sup>nd</sup> hiking activity and voluntary service**  
(SCIV/M/5:M38-M40)

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|-----|---|-----|-----------|
| M22 | SC <b>NOTED</b> that the hiking activity and voluntary service would be organised separately. | All | Take note |
|-----|---|-----|-----------|

*Alumni Happy Gardening*

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|-----|--|-----|-----------|
| M23 | The Secretariat <b>UPDATED</b> SC that the promotion for Convocation's 2 <sup>nd</sup> voluntary service - "Alumni Happy Gardening" was launched on 18 September.  |     |           |
| M24 | Mr Gabriel HO <b>SHARED</b> that the green tour would target at 80 participants (in two groups).   |     |           |
| M25 | The Secretariat <b>RECAPPED</b> that the Convocation supported a community project – "Urban Oasis" by sponsoring some seats which were offered to participants at the Inauguration Ceremony held in July. The Secretariat invited the participants to join the green tour. | All | Take note |

2<sup>nd</sup> hiking activity

- M26 SC **ENDORSED** the hiking route (from Wanchai to Aberdeen, including a visit to the Police Museum) as proposed by Miss Flora LEUNG for Convocation's 2<sup>nd</sup> hiking activity. Flora LEUNG Completed
- M27 **CONFIRMED** that the activity would be held on a Sunday afternoon on 26 October (16 November was reserved as a backup). Flora LEUNG, Secretariat In progress
- M28 Miss Flora LEUNG **SHARED** that the activity would target at 30 participants and welcome alumni's family members and friends. Hiking leader(s) would be confirmed in due course. Flora LEUNG, Secretariat In progress

**8. Convocation booth at 2014 Congregation**  
(SCIV/M/5:M42-M46)

- M29 The Secretariat **BRIEFED** SC that the recruitment of student helpers to support Convocation events including the upcoming Convocation booth at Congregation was in progress. Cedric CHENG, Gabriel HO, Secretariat In progress
- M30 **THANKED** Mr Cedric CHENG and Mr Gabriel HO for forming a panel to meet with student applicants. The interview would be scheduled for mid-October.
- M31 The Chairman **SUGGESTED** a manpower plan with three student helpers for each roaster (instead of two in 2013 Congregation) for managing the Convocation booth during 11 -20 November. Secretariat In progress

**9. 30<sup>th</sup> Anniversary Homecoming Gala (30 Nov)**  
(SCIV/M/5:M51-M52)

Fun-learning workshop at Convocation Office

- M32 The Chairman **ENDORSED** the proposal put forth by Mr Gabriel HO to arrange a fun-filled workshop on decoupage art (拼貼藝術). Gabriel HO Completed
- M33 **SHARED** that Ms Wincy Huen, a former member of the 3<sup>rd</sup> Standing Committee of the Convocation, would serve as a volunteer instructor for the workshop. All Take note
- M34 Considering overwhelming response in 2012, the Secretariat would explore using the common area outside Convocation Office to accommodate more participants. Secretariat In progress

- M35 SC **NOTED** that participants would be required to pre-register for the workshop.
- M36 SC members were invited to refer alumni volunteers to the Secretariat (e.g. alumni who joined Convocation's voluntary social services). They would provide onsite support to SC members at the workshop and booth. All In progress

Convocation booth at University Circle

- M37 The Chairman **PROPOSED** setting up a photo-taking machine to offer complimentary photography service on the spot. Participants could choose a specially designed virtual photo-frame, take photo and send the image to their email accounts directly.
- M38 Participants would be invited to LIKE the Convocation Facebook. All Take note
- M39 The Chairman would provide vendor's contact to the Secretariat for follow-up, and **SHARED** that the rental fee of machine would be waived. Other costs include design fees for decorating the booth and delivery of the machine. Clovis LAU, Secretariat In progress

**10. Workshop/Career Navigator**  
(SCIV/M/5:M41, 47-50)

- M40 The Secretariat **UPDATED** SC on behalf of Mr Douglas WONG the progress of preparation work. Some potential speakers have been identified. He would present the plan to SC at the next SC meeting. Secretariat Completed
- M41 The Chairman **REQUESTED** Mr Douglas WONG to put forth a concrete plan with specific date, topic and speaker(s) for SC's further discussion at the next meeting. Douglas WONG In progress

**ANY OTHER BUSINESS**

**11. Invitation to Convocation – Annual Kick-Off Ceremony of City-Youth Empowerment Project**

- M42 The Chairman **SUGGESTED** Mr Gabriel HO to invite a representative from the voluntary service working group to represent Convocation to attend the ceremony, if available. Gabriel HO In progress

**DATE OF NEXT MEETING**

M43 12:00nn – 3:00pm, 1 November (tbc)

~ END ~

**Prepared by the Secretariat**