



**CITY UNIVERSITY OF HONG KONG**

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

**Minutes of the 8<sup>th</sup> Meeting Held on 8 January 2015**

<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 Robert LUI
	Members	Mr Gabriel HO Mr Aaron HUI Mr James KONG ( <i>via tele-conferencing</i> ) Miss Vera KONG Miss Flora LEUNG Mr Billy LI Ms Connie POON
	Convocation Secretary	Mr Xavier WONG
<b>Absent with Apologies:</b>	Vice-Chairman	Mr Joseph TSOI
	Members	Miss Karmen CHAN ( <i>Immediate Past Chairman</i> ) Mr Bruce LEE 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	Minutes of the 7 <sup>th</sup> SC meeting was <b>CONFIRMED</b> .	All	Take note

#### **CHAIRMAN'S REPORT**

### **1. Updates on University engagements**

#### **1.1 Honorary Fellow Presentation Ceremony 2014 and Council Dinner**

M3 Mr Joseph TSOI **REPRESENTED** Convocation to attend the Honorary Fellow Presentation Ceremony on 23 September whilst the Chairman **JOINED** the Council Dinner on the same day evening. They treasured the opportunities to show support of the Convocation and engage in University's annual event.

#### **1.2 Meeting on Strategic Plan 2015-2020 hosted by the University**

M4 The Chairman, joined by Vice-Chairmen Mr Robert LUI and Mr Joseph TSOI, **ATTENDED** a consultation meeting on University's strategic plan for 2015-2020 hosted by the University with some other invited alumni representatives on 9 October. The SCs put forth constructive views on the University's strategic development for the upcoming five years.

#### **1.3 Dialogue in Town: Ms Sharon Cheung (10 October)**

M5 The Chairman **ATTENDED** the Dialogue in Town hosted by the Alumni Relations Office (ARO) with the Convocation as Event Partner. In the sharing session, the Chairman **JOINED** in an intriguing dialogue with the speaker Ms Sharon Cheung, a veteran journalist and columnist, facilitated by Dr Ma Ka-fai, Assistant Professor of the Department of Chinese and History.

#### **1.4 Council meetings (16 October & 21 November)**

M6 (Confidential information)

### 1.5 3<sup>rd</sup> Congregation Organising Committee Meeting

M7 The Secretariat **RECAPPED** that Mr Joseph TSOI attended the meeting on behalf of the Convocation on 17 October. He reported to the Organising Committee that same as the previous years, a Convocation booth would be set up at the Covered Terrace during the Congregation period of 11 – 20 November.

### 1.6 Meetings on Teaching Excellence Awards 2014/15 (SCIV/M7:M42-M43)

M8 The Secretariat **BRIEFED** SC that the first meeting was held in October and interviews with department heads had been conducted for shortlisting nominees. Mr Joseph TSOI and Mr William KHOO represented Convocation to attend the first and second meetings held on 28 October and 3 December respectively.

M9 The Chairman **THANKED** Mr William KHOO for representing the Convocation to attend the upcoming two meetings for continuity sake. William KHOO In progress

### 1.7 CityU Banquet (31 October)

M10 The Secretariat **REPORTED** that the Convocation and ARO coordinated alumni participation in CityU Banquet organised by the Students' Union. The Chairman delivered a speech on this occasion.

### 1.8 Council Dinner (11 November)

M11 Mr Joseph TSOI **REPRESENTED** Convocation to attend the Honorary Awards and Higher Degree Conferment Ceremony whilst Miss Vera KONG and Miss Flora LEUNG **JOINED** the Council Dinner on the same day evening.

### 1.9 Other report items by the Chairman

M12 The Chairman **INVITED** members of the University Matters and Concerns Sub-committee to prepare possible questions for discussion at the dinner meeting with the Council Chairman scheduled for 19 January. University Matters and Concerns Sub-committee In progress

M13 **INVITED** SCs to join the WeChat Group administrated by the ARO with the aim to strengthen tie amongst alumni association leaders. All Take note

M14	<b>SHARED</b> that alumni in Shanghai would gather in the coming two months and plan for the set-up of an unofficial Shanghai alumni association (上海校友聯誼會) to offer networking opportunities.	All	Take note
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**MATTERS ARISING FROM LAST MEETING**

**2. Alumni Happy Gardening**

M15	The Secretariat <b>REPORTED</b> that nearly 80 participants, including alumni and their family members and friends, visited Urban Oasis on 5 October to experience organic farming. The activity received full house enrollments.	Gabriel HO	Completed
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M16	Mr Gabriel HO, the project-in-charge, <b>SUGGESTED</b> that the gardening activity would be continued, and <b>THANKED</b> SC members Mr Joseph TSOI and Ms Connie POON for providing on-site support.		
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M17	Upon reviewing the composition of participants, SCs <b>AGREED</b> that similar events would be open for alumni's family members and friends in the future.	All	Take note
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**3. Convocation's 2<sup>nd</sup> hiking activity**

M18	The Secretariat <b>REPORTED</b> that nearly 20 participants, including alumni and their family members and friends, joined the hiking activity on 26 October.	Flora LEUNG	Completed
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M19	Miss Flora LEUNG <b>SHARED</b> that she received positive responses from participants to Convocation's upcoming hiking activities.	All	Take note
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**4. Convocation booth at 2014 Congregation**

M20	The Secretariat <b>THANKED</b> Mr Cedric CHENG and Mr Gabriel HO for joining the interview panel to recruit some 25 student helpers to support upcoming Convocation events, including Convocation booth at Congregation.	Cedric CHENG, Gabriel HO, Secretariat	Completed
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M21	A roster plan with three student helpers (instead of two in 2013) per session for a total of 15 sessions was deployed for managing the Convocation booth during the Congregation period of 11 – 20 November. SC <b>AGREED</b> to adopt this manpower plan for upcoming Congregations.	All	Take note
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**5. NU SKIN Master Forum**

M22	The Convocation continued to serve as Supporting Secretariat	Secretariat	Completed
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Organisation for the Forum which was held on 15 November. A total of 50 complimentary tickets had been offered to alumni and overwhelming response was received shortly after an email invitation was issued.

6. **CityU Homecoming Gala 2014**  
(SCIV/M/7:M36-M41)

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|-----|--|-----|-----------|
| M23 | The Secretariat <b>THANKED</b> SCs for supporting the Homecoming Gala. 12 SCs served as alumni volunteers for the fun-learning workshops at Convocation Office and Convocation's photo booth at University Circle. | All | Completed |
| M24 | <b>REPORTED</b> that the workshops on decoupage received full turn-out for all sessions from pre-registered participants.  | All | Take note |
| M25 | The Secretariat <b>ANALYSED</b> the age of children participants for SC's reference. SC <b>AGREED</b> that similar fun-filled workshop should target at children aged 4-12 in the future.                          |     |           |
| M26 | Upon taking a funny photo at the Convocation's booth, the guest would receive an email with the image. The Chairman <b>SUGGESTED</b> including a link in the email to invite him/her to like Convocation Facebook. | All | Take note |
| M27 | The Secretariat <b>SUMMARISED</b> the expenditure as endorsed by the Chairman in the previous SC meeting.  | All | Take note |

7. **Convocation Annual General Meeting (AGM) /Constitutional review**

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|-----|--|-------------|-------------|
| M28 | The Secretariat <b>RECAPPED</b> that the resolution to remove in the Rules of Meeting the requirement of newspaper advertisement for Annual or Special General Meeting (SGM) was passed by more than two-thirds of the members presented at the AGM held on 12 December. ( <i>Remark: Amendments of Rules of Convocation - Section 45 of the Rules of Meeting</i> ). | All         | Take note   |
| M29 | The Secretariat would prepare a paper for submission to the Council for approval. ( <i>Remark: Amendments of Rules of Convocation - Section 45 of the Rules of Meeting</i> ).  | Secretariat | In progress |
| M30 | A sharing session with alumni associations' leaders, co-hosted with the ARO, was held shortly after the AGM.   |             |             |
| M31 | The Chairman <b>SUGGESTED</b> informal gatherings (e.g. wine tasting with costs shared by participants) with alumni associations' leaders would continue to be held in 2015 with the aim to build a closer tie.  | Secretariat | On-going    |

## 8. Endorsement and circulation items

M32 The Secretariat **CIRCULATED** the record listing the endorsement and circulation items to SC. Secretariat Completed

## 9. Monthly administrative report and the financial reports

### Monthly administrative report

M33 The Secretariat **CIRCULATED** a record listing incoming messages received via Convocation's email and Facebook accounts to SC (from November to December). Secretariat Completed

M34 The Chairman **SUGGESTED** targeting a constant number of monthly visit on Convocation Facebook. Messages could be posted to increase the number of visit as necessary. Secretariat Take note

M35 Mr Billy LI **ENQUIRED** about the increase of un-subscription requests received in December (37 cases) as compared to November. SC learnt that the un-subscription rate was relatively low considering the mass population of some 145,000 alumni in the database. All Take note

### Financial reports

M36 The Secretariat **CIRCULATED** two financial reports: (1) Convocation Fund and (2) Monthly expenditure.

## **ITEMS FOR DISCUSSION/DECISION**

## 10. Convocation's finance guidelines

M37 Mr Robert LUI **TABLED** the newly revised finance guidelines for SC's final review. Robert LUI Completed

M38-  
M44 (Confidential information)

## 11. Convocation 2015 Year Plan

M45 The Secretariat **PRESENTED** the proposed activities in 2015 for SC's further inputs. Secretariat Completed

M46 SC **AGREED** organising two hiking activities tentatively on 22 March and 19 April. All Take note

M47 The Chairman **SUGGESTED** inviting some expert alumni (e.g. Francis Ngai, runner of the 2013 North Pole Marathon) to join the hiking.

M48	SC <b>AGREED</b> that a total of three voluntary services would be arranged for 2015.		
M49	The first voluntary social service, similar to the visit to an elderly center held in May 2014 organised by the Convocation, would be planned for May 2015. Date to be confirmed.	All	Take note
M50	The Chairman <b>SUGGESTED</b> partnering with “City-Youth Empowerment Project” coordinated by the University’s Applied Social Sciences Department being a platform to engage alumni in social voluntary services. Mr Gabriel HO would follow-up on the project.	Gabriel HO	In progress
M51	For another two voluntary services, the Chairman <b>PROPOSED</b> collaborating with an external NGO (e.g. Lions Clubs) and inviting alumni to join its regular social voluntary services. The Convocation would primarily be responsible for promoting activities and recruiting alumni as volunteers. He would explore the possibilities with relevant parties.	Chairman	In progress
M52	The Secretariat <b>REMINDED</b> SC that the 2 <sup>nd</sup> phrase of e-communication project should be completed by June 2015 according to the endorsed year plan and budget.	All	Take note
M53	Concerning the project completion deadline by June 2015, the Chairman <b>INVITED</b> Mr James KONG to prepare monthly progress report on this e-communication project.	James KONG	In progress

**12. CityU Delegation for Standard Chartered Marathon**

M54	The Secretariat <b>INVITED</b> SC to join the volunteer cheering team. SC indicated their availabilities on two timeslots:  1) 1 <sup>st</sup> shift from 4am to 8am – Gabriel 2) 2 <sup>nd</sup> shift from 8am to 12nn – Aaron, Vera, Connie		
M55	The duty roster plan would be circulated to SCs after the meeting.	Secretariat	In progress
M56	Same as last year, Convocation would prepare two foamboards with cheering slogans for runners to take photos at the finishing point, whereas another two would be passed to the CityU cheering team.	Secretariat	Completed

**13. Workshop/Career Navigator**  
(SCIV/M/7:M17-M22)

M57	The Chairman <b>SUGGESTED</b> the Career Navigator to be re-scheduled to April.	All	Take note
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M58 (Confidential information)

**14. Homepage revamp and web-page development**  
(SCIV/M/7:M23-M26)

M59- (Confidential information)  
M61

**ANY OTHER BUSINESS**

**15. Progress Meeting**

M62 The Chairman **SUGGESTED** a progress meeting on 13 February (or 16 February as 2<sup>nd</sup> choice) primarily to review All Take note  
the progress of web revamp. The other two items for progress updates would include Career Navigator and hiking activities.

**16. Date of 2015 AGM cum Election**

M63 (Confidential information)

**17. Survey on Library facilities**

M64 Mr Billy LI **SUGGESTED** conducting an alumni survey on Library facilities.

M65 Upon reviewing its purposes and impact on the Library and the Convocation, the Chairman **ADVISED** another approach All Take note  
to understand the connection between alumni and the University on a wider perspective.

**18. About selection of University presidency**

M66- (Confidential information)  
M67

**DATE OF NEXT MEETING**

M68 To be confirmed

~ END ~

**Prepared by the Secretariat**