



CITY UNIVERSITY OF HONG KONG

The Seventh Standing Committee of Convocation (2020-2021)

Minutes of the 2nd Meeting held on 29 June 2020

Present:	Chairman	Mr Robert LUI
	Vice-Chairmen	Mr Danny CHOW Mr Gabriel HO Mr William KHOO Mr Douglas WONG
	Members	Miss Karen AU Mr Cedric CHENG (<i>via tele-conferencing</i>) Mr James KONG Miss Vera KONG Miss Man LAW Mr Dickson PUN Ms Ywing YEUNG
	Convocation Secretary	Ms Pennie LAI
Absent with Apologies:	Members	Mr Clovis LAU (<i>Last Preceding Chairman</i>) Mr Raymond NG

		Action Parties	Action Status
	CONFIRMATION OF LAST MINUTES		
M1	Minutes of the 1 st SC meeting was CONFIRMED .	Secretariat	Completed
	CHAIRMAN'S REPORT		
1.	<u>Updates on University engagements</u>		
1.1	<u>3rd & 4th Selection Panel Meetings for Teaching Excellence Awards 2019/20 (12 Feb & 10 Mar)</u> (SCVII/M1:M3)		
M2	Ms Ywing YEUNG UPDATED SC that the entire selection process was completed in March. The panelists have put forth suggestion to further enhance its scoring scheme for future assessment.	Ywing YEUNG	Completed
M3	The Chairman THANKED Ms Ywing YEUNG for representing the Convocation to serve on the selection panel for two consecutive years.		
1.2- 1.3	<u>Council meeting (26 Mar) & Community Relations Committee meeting (23 Jun)</u>		
M4- M6	(Confidential information)		
	MATTERS ARISING FROM LAST MEETING		
2.	<u>Year plan and budget (2020-2021)</u> (SCVII/M1:M9-26)		
M7	The Secretariat REPORTED that Mr Gabriel HO circulated on 26 June a draft year plan with budget of 2020-2021 and a list of proposed activities on the discussion of SC at a pre-meeting.	Gabriel HO	Completed
M8- M12	(Confidential information)		
3.	<u>Update on 2019 Congregation</u>		
M13	The Secretariat RECAPPED that the 2019 College/School Graduation Ceremonies, originally planned for 16 November to 8 December 2019 and rescheduled to March 2020, would be further postponed due to the outbreak of novel coronavirus in the first quarter of 2020. The Secretariat would update SC for new arrangement, if available.	Secretariat	In progress

4. Endorsement and circulation items

M14 The Secretariat **CIRCULATED** the record listing the endorsement and circulation items to SC. Secretariat Completed

5. Monthly administrative and financial reports

Monthly administrative report (January to May 2020)

M15 The Secretariat **CIRCULATED** a record listing incoming messages received via Convocation's email and Facebook accounts to SC. Secretariat Completed

Financial reports (January to May 2020)

M16 The Secretariat **CIRCULATED** three financial reports: (1) Convocation Fund Appeal Figures, (2) Monthly Expenditure, and (3) Balance of Convocation Account. All Take note

ITEMS FOR DISCUSSION/DECISION

6. Update on Convocation's donation matters

M17 Miss Man LAW **SHARED** that an "Anti-epidemic Team", initiated by SC with representatives including Mr Gabriel HO, Ms Ywing Yeung, Mr James KONG, Mr Dickson Pun and herself, was formed in February 2020 with the aims to raise donations from alumni and source anti-epidemic products for people in need through social welfare organisations. Man LAW & Secretariat Completed

M18 Miss Man LAW **RECAPPED** that three rounds of voluntary social services were arranged: All Take note

- 1st round: 1,200 bottles of alcohol-based handrub (18 February 2020)
- 2nd round: 5,500 masks (25 February 2020);
- 3rd round: 500 bottles of alcohol handrub provided by CityU plus another 600 masks (10 March 2020)

M19 (Confidential information)

7. 2020 AGM
(SCVII/M1:M30)

M20 The Secretariat **REMINDED** SC that the 2020 AGM would be held on 8 December. In view of the outbreak of COVID-19, the Secretariat would explore feasible alternatives for conducting AGM in December and prepare contingency plan, as necessary. Secretariat In progress

M21 The Chairman **SUGGESTED** to review the situation nearer All Take note
the date (before the issue of AGM notice in early November
2020).

**8. CityU Delegation for Standard Chartered Marathon (24
January 2021)**
(SCVII/M1:M33-35)

M22 The Secretariat **UPDATED** that the race of 2020 has been
rescheduled to 24 January 2021.

M23 SC members were **INVITED** to mark diaries to cheer on All Take note
CityU Delegation on the event day. Details to be shared
nearer the date.

ANY OTHER BUSINESS

9. Strengthen communication with the University

M24 (Confidential information)

10. Tool to analyze usage of Convocation's e-platforms

M25 (Confidential information)

11. Arrangement for SC on campus access

M26- (Confidential information)
M27

DATE OF NEXT MEETING

M28 To be confirmed.

~ END ~

Prepared by the Secretariat