

University of Bristol Convocation Hong Kong Branch

Minutes of Committee Meeting 13-05-2008
7.30 pm at 2/f 2A Durham Road, Kowloon

Attendance

Committee: Charles Wong (Chairman)
John Schofield (Hon Secretary)
Veronica Pearson
Elizabeth Houang
Lawrence Wu
Invitees: Vikash Khatuwala
Debra Pei
Dionna Tong (deputy secretary)

Absence with apologies

Committee: Patrick To
Bonnie Chiu
Andrew Primrose
Invitees: Francis Hon
Alice Chan
Phyllis Tsang
Jan Lee
Andy Morris
Raymond Ho

- | | Action |
|---|--------|
| 1. In the absence of Raymond who acted as secretary at the last meeting, review of minutes was postponed to next meeting. | RH |
| 2. Record vote of thanks to the University and Tania for her visit and hospitality | CW |
| 3. Record vote of thanks to our immediate past chairlady, Mrs. Penny SMITH. A card signed by the Committee will be posted by CW | CW |
| 4. Members recommend to following alumni to approach for assistance to the HK Branch:

Yin Xy
Francis Hon
Alice Chan
Phyllis Tsang | CW |

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5. Formation of Social Sub-committee to organise social activities

Debra Pei	DP
Dionna Tong	DT
Andy Morris (Hiking/ Outdoors)	AM
Andrew Primrose (Consultant)	AP

6. Suggestions for activities:

- HSBC Penthouse Private Dining Room AP
- Lamma Island: Hiking / Meal in Pigeon Restaurant
- Boat Trip: Deacons Junk DP
- Tai Mei Tuk BBQ CW
- Lantau Island: Hangout on the beach/ BBQ JS
- Women-only activities (No more than a group of ten): Shopping in Outlets in Ap Lei Chau, followed by potluck a Veronica's house VP
- Bird Sanctuary Group Visit (Mai Po Marshes): Prior booking required
- Hike and walks AM

Number of activities a year: 2-3 times

7. Mailing List

- Assist UB Campaign & Alumni Relations office to update contact database as a centralised mailing list. VK to liaise with the UB Campaign & Alumni Relations office . VK
- Vikash to set up the main Committee mailing list, that will include the various subcommittees as well.
- VK to maintain a separate list of active participants in the organised events and fund-raising.

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8. Website
- Files for the old website to be transferred to Vikash from Charlie Wong CW & VK
 - Vikash will instruct CW as to change of www.bristolalumni.org DNS to point to Vikash's server VK
 - Complete restructure of the website but meanwhile use CW's old web as basis to ensure there is no loss of information CW & VK
 - CW to discover how we could merge our HK Branch website with that of UB, and yet still allow us to control upload of content CW
 - VK aims to enable the new website for members to upload content without central control of its webmaster. VK
 - Pictures, articles and links will be gradually added to this skeleton website.
- Veronica will write a short summary on the Alumni Reception at the Hong Kong Club to be sent to Vikash VP
9. Write Up for Nonesuch
- No need of subcommittee for writing articles to submit to Nonesuch.
 - Ad-hoc contribution to Nonesuch will be event-driven
 - Annual mandatory article in Nonesuch to report on the scholarship award outcome
 - Veronica will be happy to contribute an article on any organised event that she attends VP
10. After long deliberation and debate taking into Patrick To's written submission, the Committee unanimously voted that the HK Branch appoints its Chairperson as the Official Spokesperson to make contact with Bristol University:
11. The following appointments were made:
1. Chairman of Scholarship Award subcommittee of Trustees: PT
Patrick To PT
 2. Honorary Treasurer: Patrick To RH
 3. Honorary Secretary: Raymond Ho VK
 4. IT Head: Vikash (web and membership contact list)

Taking into account wish of Tania Rawlinson for the HK Branch to use UB Campaign & Alumni Relations office centralised mailing list, it was decided that we should comply. However Our IT Head shall hold a mailing list for our Committee members.

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12. Future meetings

Discussion on what constitutes an “open meeting”: Can committee invite other people / other alumni (co-opt)
Should meetings involve members other than committee members? (Committee members were defined as persons who were proposed and seconded at AGMs). It was decided that number of business meetings should be limited –

- General Meetings will be open to the general membership, and will be held at least twice year, inclusive of the AGM..
- Committee meetings will be limited to committee members and open to the relevant sub-committees, the latter will be event-driven
- The traditional, annual BBQ on CW’s roof shall continue. It will be open to members and their families.

13. Emails to HK Branch Members

- At least 2 emails a year for notice of the two General Meetings
- An email for notice of each organised event
- An email for an annual scholarship report/ update
- Aim to limit to approximately 6 emails a year

14. Date of AGM

The impending AGM shall be around October on a Sunday to be combined with a junk trip. The date and venue shall be dependent on the booking a of company boat by the Social Sub-committee. Preferred dates include Oct 12, 19 & 26. Debra will check for availability of the boat.

CW
DP
Hon Sec

Handover of the reins from the old to the new committee & appointment of new officers will be the main theme of business..

15. There being no other business, the meeting was adjourned at 10 pm