

Annual General Meeting of AHKLC 2025

Date 25 May

Time: 12:50 to 13:50

Venue: CD301 Poly U

Zoom link <https://hkbu.zoom.us/j/94761234567>

[Links to the slides](#)

Welcome & Attendance

- **Simon** welcomed attendees.
- Noted increased attendance this year facilitated by the non-concurrent scheduling of parallel sessions.

President's Report — *Wesley*

1. Updating Association Particulars

- Completed updates to the Constitution, registered officers, and association address (now at CityU).
- Process with Hong Kong Police Force was complicated and time-consuming.

2. Website Migration

- Preparing to move both the AHKLC and STiLE websites to independent servers.
- Aims to reduce dependence on institution-specific infrastructure and improve continuity during leadership transitions.

3. Soliciting Input & Adding Value

- Association membership is institutional, with benefits extended to the personnel of all member centres
- Encouraging reps and directors to engage more
- Leadership fora held twice annually for center heads

4. Outreach & Membership Expansion

- Exploration of membership outreach, including an associate member drive (e.g., institutions in Macau, Greater Bay Area)

5. Fiscal Constraints

- Annual budget is limited (currently ~ HKD 35,000).
- Server space is costly (~ HKD 18,000 annually).
- Options for expansion of funded initiatives include increasing member base or amending dues structure

6. Future Initiatives

- Speaker series (likely virtual) under consideration.
- Subsidies for symposium presenters being explored.
- Via its recent leadership forum, the AHKLC facilitated discussion of prospective inter-institutional activities among member centres. The process for applying for projects to be formally supported by the Association (i.e. beyond funding expiry) was discussed.

7. Recruitment

- Actively seeking:
 - **Events Officer** (Melinda was Acting EO)
- Future needs:
 - **Webmaster/Website Coordinator** (technical support)
- Encouragement for institutions not currently represented on the Executive Committee to get involved.



Secretary's Report — *Simon*

- Assisted president with administrative tasks and meetings.
- Provided technical support for website updates (Drupal).

- Co-edited a special issue on **Generative AI Customization** (with support from Melinda).
 - Plans for:
 - Developing the **Secretary Handbook**.
 - Initiating a new **flagship event** (possibly related to TDLEG or project subsidies).
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Treasurer's Report — Mable

Financial Summary (as of June 2025):

- **Balance in June 2024:** HKD 103,319.14
- **Income (Membership Fees):** HKD 34,999
 - HKBU: HKD 4,999
 - 6 other centers: HKD 5,000 each
- **Expenditure:**
 - Best Paper Award: HKD 5,000
- **Balance in May 2025:** HKD 133,318.14

Notes:

- Discussed high cost of server hosting.
 - Projected expenses tied to ongoing website maintenance and possible project funding.
 - Membership dues kept under HKD 5,000 to avoid extra bureaucracy at institutions.
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Events Officer's Report — Melinda (Acting)

1. Events Handbook

- Created a draft to guide future EO activities and standardize event organization.

2. AHKLC Events in 2024–2025

- **STiLE Reviewer Training** – Jan (Online)
- **AHKLC Symposium** – May (hosted by PolyU)

- **Leadership Fora:**
 - Nov (CityU): Benchmarking data
 - April (HKUST): GenAI curriculum development

3. Concept of "Umbrella Events"

- AHKLC should **amplify existing center events** rather than create new ones from scratch.
- Encouraged reps to promote events at their own centers under the AHKLC banner.

4. Call for Successor

- Urged centers to nominate someone with networks or interest in cross-institutional collaboration.
- Ideal candidate profile: familiar with other centers, able to coordinate and promote.

Project Officer's Report — *Clive*

1. AHKLC Projects Vision

- Promote longevity of inter-institutional projects (e.g., STiLE, CPD Hub).
- Association can support projects technically and possibly financially (e.g., server hosting).

2. Development of Guidelines

- Handbook: working with Wesley and Melinda on project/event guidelines.
- Create a framework for stamping
- Plans to launch **online application forms** (post-website migration) for project endorsement.

3. Future Hosting

HKU will host the **2026 Annual Symposium** (led by Lillian).

Best Paper Award — *General Discussion*

- Award amount: HKD 5,000
 - Feedback:
 - Current scope (“best paper”) may be too narrow.
 - Suggestion to broaden to “**Best Contribution to Teaching & Learning**”.
 - Could include projects, book chapters, and pedagogical innovations.
 - Nomination process:
 - Heads, reps, or peers can nominate.
 - Encourage wider participation and self-nominations.
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Any Other Business (AOB)

1. Forum for Teacher Interaction

- Idea proposed to foster teacher communication across centers (e.g., online discussion, topic of the month).
- Concerns raised about technical and liability issues around forums.
- Easier options: speaker series, project collaboration announcements, and event sharing.

2. Funding & Membership

- Consider expanding membership to self-financed institutions and centers in the GBA or Macau.
- Revisiting the HKD 5,000 cap — originally based on institutional approval thresholds.

3. Speaker Sponsorship

- Virtual guest speakers feasible with current budget.
 - Face-to-face guest speakers require additional funding or external sponsorship.
 - Encouraged centers to open up their own speaker events to the Association.
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Closing Remarks

- Encouragement from Wesley and Melinda for more reps and colleagues to get involved.
 - AHKLC is at a **pivotal moment**—ready to grow and increase its impact.
 - Appreciation expressed for the **voluntary contributions** of all Executive Officers and reps.
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