

AHKLC Committee of Representatives (CoR) Meeting Notes

29 January 2026

Meeting Details

- **Date:** Wednesday, 29 January 2026, 4:30 PM
- **Venue:** Zoom
- **Chair:** Wesley (President)

Attendance

Present:

- **Ex-Officio Members:**
 - Wesley (President / Chair)
 - Simon (Secretary)
 - Aditi (Events Officer)
 - Clive (Project Officer)
- **Centre Representatives:**
 - CityUHK — Stephen
 - HKBU — Rita
 - HKU — Lilian
 - HKUST — Dinesh
 - LU — Mike
 - PolyU CLC — Yanyan
 - PolyU ELC — Adam

Absent with Apologies:

- Mable (Treasurer)
-

1. President's Update (Wesley)

Website and STiLE Transition

- STiLE originated as an Inter-institutional Collaborative Activity (ICA) and is now under AHKLC ownership.
- ICA grant funding expired in summer 2022; AHKLC must now cover all associated costs.
- Both ahkcl.hk and stile.hk websites were hosted via HKUST servers.
- A months-long process is underway to migrate both websites to independent third-party hosting.
- Google Workspace has been used for email and document sharing for both domains.

Website Migration Status

- The association site will go live first (anticipated within the next month); the STiLE site will follow later due to greater complexity with database-to-website communication.
- Migration is important for both independence and security:
 - Current arrangement allows very limited access to the website backend, creating security issues.
 - Urgent security patches need to be applied but have not yet been implemented.
 - Recently, 107 fake user accounts were created on the website (since deleted); the site's security mechanism blocked them.
- Moving to a third-party platform will provide more flexibility and easier transitions when officers rotate.

2. Treasurer's Report (presented by Wesley on behalf of Mable)

Current Account Balance

- **\$374,806.42** — The association is in a healthy financial position.

Income FY2026

- Membership dues: **\$34,999** (one institution pays \$4,994 due to approval threshold).

Email Services

- 21 Google Workspace accounts (11 STiLE + 10 AHKLC) were quoted at \$13,847/year — deemed unsustainable.
- Reduced to 14 accounts (8 STiLE + 6 AHKLC), saving approximately \$4,000–\$5,000.
- Actual email cost this year: **\$9,231.40**.
- Plan for 2027 onward: migrate email to the website hosting vendor for a one-time cost of \$6,000.

Website Costs

- One-time migration cost: **\$11,000** (two websites).
- Annual recurring cost: **\$12,000** (server, SSL certificate, domain renewals).

- Total website cost this fiscal year: **\$23,000**.

Other Expenditures

- Best Publication Award: **\$5,000**

FY2026 Summary

Item	Amount
Income (dues)	\$34,999
Website costs	\$23,000
Email services	\$9,231.40
Best Publication Award	\$5,000
Total expenditures	\$41,847.40

- The association will be in the red this fiscal year, but most costs are one-time.

3. Events Officer Update (Aditi)

AHKLC Speaker Series

- **Inaugural Session:** Professor Ben Moorhouse
 - Proposed dates: 18 March or 20 March 2026
 - Venue: Zoom
 - A poll will be sent to representatives to determine the best date.
- **Second Session:** Professor Peter de Costa (tentatively April 2026)

HKUST Symposium

- The symposium is already being publicized and is listed on the AHKLC website.
- Representatives encouraged to publicize through appropriate channels (internal email, newsletters, posters).
- Paper submission deadline has closed; submissions are currently under double-blind review.
- Acceptance announcements expected around 9 February 2026.
- Registration: Dinesh (HKUST) will send a bulk registration form to centre heads; reps to help collect information.
- Early bird registration deadline: **31 March 2026** (also the deadline for presenters to confirm registration).
- Note: HKUST reimburses registration for its own staff; reps should inform colleagues whether their institutions cover costs or if individual funding applications are needed.

- CityUHK noted that bulk registration is not an option for their staff; individual online registration is available as an alternative.

Best Publication Award

- Scope expanded to include **two categories**:
 1. Best Publication — Journal Article: \$2,500
 2. Best Publication — Book Chapter: \$2,500
- Submissions from reputable publications are eligible.

4. Project Officer Update (Clive)

Association Projects

- Project guidelines developed and will be shared with representatives.
- Key parameters:
 - Funding: Up to \$10,000 per project
 - Duration: 12 months
 - Requires at least 2 member centres
 - Must align with the association's mission
- Application form to be distributed soon.

5. Secretary's Update (Simon)

Executive Committee Vacancies

- Call for Expressions of Interest forthcoming for:
 - **Events Officer** (incumbent Aditi eligible for re-nomination)
 - **Treasurer** (incumbent Mable eligible for re-nomination)
- Voting to occur at the next AGM as part of the AHKLC Annual Symposium (2–3 June 2026).

Membership Expansion

- Discussion about expanding membership to include new language centres.
- Any expansion would require constitutional amendment (simple majority at AGM).

6. Any Other Business

Dues Structure

- Suggested that the association explore a tiered dues structure based on centre size.

STiLE Promotion

- Melinda raised the possibility of promoting STiLE at the HKUST symposium — through a presentation slot, posters, or QR codes linking to publications.

- STiLE promotion would take place within the context of the AGM (2–3 June 2026).
- Wesley confirmed there will be time and space for this at the AGM; a digital poster and QR codes can be displayed on screen.
- Dinesh offered to create a poster for STiLE.

Website Improvements

- Future plans include separate sections/tabs on the AHKLC website for:
 - Association events
 - Member centre events
 - Other events of interest
- Current platform does not support this; the new website will enable it.

Lingnan University

- Mike shared that Lingnan has a new head: Professor Bin Hua Wang (previously at University of Leeds for 11–12 years).

Next Meeting

- Next CoR meeting tentatively anticipated in **May 2026**.
- Representatives' availability will be solicited and details communicated closer to the date.

Action Items

1. **Aditi** — Send poll to representatives to determine date for Moorhouse talk (18 or 20 March)
2. **Aditi** — Set up Zoom meeting for the speaker series inaugural session once date is confirmed
3. **Aditi/Wesley** — Prepare and circulate call for Best Publication Award submissions
4. **Clive** — Share project application form and guidelines with representatives (once new website is ready)
5. **Simon** — Issue call for Expressions of Interest in ExCo roles (Events Officer, Treasurer)
6. **Wesley** — Follow up on website migration timeline and ensure urgent security patches are applied
7. **Wesley** — Arrange meeting with new Lingnan head (Prof. Bin Hua Wang)
8. **All Reps** — Publicize HKUST symposium through institutional channels (email, newsletters, posters)
9. **Dinesh** — Send bulk registration form to centre heads for HKUST symposium
10. **All Reps** — Collect registration information from colleagues and return by early bird deadline (31 March)
11. **Dinesh** — Create a poster for STiLE promotion at the AGM
12. **Simon** — Finalize and upload meeting notes to AHKLC website

