

11th July 2014



To: All Members

18th ANNUAL GENERAL MEETING (AGM)

Notice is hereby given that the 18th Annual General Meeting of the Institute of Training Professionals will be held on Friday, 1st August 2014, at the Banyan Room, United Services Recreation Club, 1 Gascoigne Road, King's Park, Kowloon, Hong Kong, commencing 7:30 p.m. with the following agenda:

Agenda

1. To confirm Minutes of the last Annual General Meeting of 2013/2014;
2. To receive the Chairman's Report;
3. To approve the Financial Statements for the year ending 30th June 2014;
4. To elect Executive Committee Members for 2014/2015;
5. To appoint Hon. Auditor for 2014/2015; and
6. To transact Any Other Business.

A Nomination Form for Executive Committee Members for 2014/2015 is enclosed. You are requested to nominate, if any, member(s) whom you would like to propose to be Executive Committee Member for the ensuing year. The closing date to receive the nomination form is 22nd July 2014. The Hon. Secretary will contact the nominated members to ensure their willingness to stand for election. A Proxy Form is also enclosed for Member's use as appropriate.

Thank you for your attention and look forward to seeing you at the meeting.

Angela Lee
Hon. Secretary

INSTITUTE OF TRAINING PROFESSIONALS

Minutes of the 17th Annual General Meeting

Date : 26th July 2013, Friday
Time : 7:30 p.m.
Venue : VIP Room, Shing Hin Chinese Restaurant, 8/F, Amenities Building,
The City University of Hong Kong, Kowloon Tong, Kowloon, Hong
Kong
Present : Fred Kwan, Kelvin Sze, Alfred Ho, Aaron Chiang, Angela Lee, Denny
Chow, Eleanor Cheung, Sunny Chan, Sam Ying, Richard Lui and
Catherine Lee

Mr. Fred Kwan, the Chairman, started the meeting at 7:30 p.m.

1. Confirmation of Minutes of Last Meeting

Minutes of the last AGM held on 25th July 2012, Wednesday, were taken as read. It was proposed by Mr. Sunny Chan, seconded by Mr. Kelvin Sze and unanimously agreed by all present that the minutes be confirmed as a true record.

2. Chairman's Report

The Chairman's report of the year covered the sharing sessions at Trade and Industry Department, Certified Trainer Scheme, seminars and visits, recreational activities and publication of the institute's journal, the LINK.

To conclude his report, the Chairman thanked members of the Executive Committee for their effort and valuable time put forward during the year. It was proposed by Mr. Alfred Ho, seconded by Mr. Sam Ying and unanimously agreed by all present to accept the Chairman's Report.

3. To approve the Financial Statements for the year ending 30th June 2013

Dr. Aaron Chiang, the Hon Treasurer, highlighted the financial statement of the year. The acceptance of the financial statements for the year ending 30th June 2013 was initiated by Mr. Sam Ying, seconded by Mr. Kelvin Sze and was unanimously agreed by all present.

4. To elect Executive Committee Members for 2013/2014

The Executive Committee Members elected for 2013/2014 were as follows:

Mr. Fred Kwan	Mr. Sam Ying	Dr. Aaron Chiang
Mr. Richard Lui	Mr. Sunny Chan	Mr. Tommy Choy
Ms. Angela Lee	Mr. Alfred Ho	Ms. Angie Yu
Ms. Catherine Lee	Ms. Connie Ho	Mr. Kelvin Sze
Dr. Eleanor Cheung	Dr. Denny Chow (Ex-officio)	

The specific post of the Executive Committee will be elected among Members in

its first Executive Committee Meeting to be scheduled later. It was proposed by Mr. Fred Kwan, seconded by Dr. Aaron Chiang, and the election result was accepted by all present.

5. To appoint Hon. Auditor for 2013/2014

K.W. YEUNG & CO., Certified Public Accountants was nominated by Mr. Sunny Chan, seconded by Mr. Richard Lui, and was unanimously accepted by all present as the Hon. Auditor for the year 2013/2014.

6. To consider any other business of the Institute

There was no issue received by the Committee seven days prior to the AGM. The Chairman closed the meeting at 8:00 p.m.

Angela Lee
Hon. Secretary

Proxy Form
(Annual General Meeting on 1st August 2014)

I (Full Name) _____ of Member of the Institute of Training Professionals hereby appoint (Full Name) _____ as my proxy to attend and vote on my behalf for the election of Executive Committee Members at the AGM of the Institute to be held on Friday, 1st August 2014 at 7:30 p.m.

Member's Name _____ Membership No. _____
Member's Signature _____ Date _____

Please Note:

1. To be valid, this proxy form must be completed, signed and returned to the Institute of Training Professionals, Room 2507, Richmond Commercial Building, 107 Argyle Street, Mongkok, Kowloon, Hong Kong not less than 48 hours before the commencement of the AGM.
2. A proxy need not be a Member of the Institute.

Nomination Form for Executive Committee Members for 2014/2015

Please Note :

1. Member is entitled to nominate candidate(s), if any, to be Executive Committee Member for the ensuing year. Nominated candidate must be a Member of the Institute.
2. Nominations can be up to a maximum of four candidates.
3. The closing date to receive nomination form is 22nd July 2014.
4. Upon completion, please send the nomination form to the Hon. Secretary, Institute of Training Professionals, Room 2507, Richmond Commercial building, 107 Argyle Street, Mongkok, Kowloon, Hong Kong.

Name of Nominated Candidate(s) (Full Name)	Membership Number (If Known)

Proposer's Name _____ Membership Number _____

Signature _____ Date _____