



18 August 2015

To: All Members

19th ANNUAL GENERAL MEETING (AGM)

Notice is hereby given that the 19th Annual General Meeting of the Institute of Training Professionals will be held on **Friday, 11 September 2015**, at the VIP Room, Chinese Restaurant, Amenities Building, The City University of Hong Kong, Kowloon Tong, Kowloon, Hong Kong, commencing 7:30 p.m. with the following agenda:

Agenda

1. To confirm Minutes of the last Annual General Meeting of 2014/2015;
2. To receive the Chairman's Report;
3. To approve the Financial Statements for the year ending 30th June 2015;
4. To elect Executive Committee Members for 2015/2016;
5. To appoint Auditor for 2015/2016; and
6. To transact Any Other Business.

A Nomination Form for Executive Committee Members for 2015/2016 is enclosed. You are cordially invited 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 2 September 2015. 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 18th Annual General Meeting

Date : 1 August 2014, Friday
Time : 7:30 p.m.
Venue : Banyan Room, United Services Recreation Club, 1 Gascoigne Road,
King's Park, Kowloon, Hong Kong
Present : Fred Kwan, Alfred Ho, Angie Yu, Angela Lee, Denny Chow, Eleanor Cheung,
Sunny Chan, Tommy Choy, Sam Ying, Richard Lui, Catherine Lee and Leslie
Tong

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 26 July 2013, Friday, were taken as read. It was proposed by Dr. Eleanor Cheung, seconded by Mr. Tommy Choy 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, forum, 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. Sam Ying, seconded by Ms. Angie Yu and unanimously agreed by all present to accept the Chairman's Report.

3. To approve the Financial Statements for the year ending 30th June 2014

Dr. Denny Chow, General Manager, highlighted the financial statement of the year. The acceptance of the financial statements for the year ending 30th June 2014 was initiated by Dr. Eleanor Cheung, seconded by Mr. Tommy Choy and was unanimously agreed by all present.

4. To elect Executive Committee Members for 2014/2015

Mr. Alfred Ho and Mr. Richard Lui were appointed on spot to act as Scrutinizers to count the votes during the meeting.

The following candidates were elected as the Executive Committee members for 2014/2015:

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	Dr. Eleanor Cheung

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. Eleanor Cheung, and the election result was accepted by all present.

5. To appoint Hon. Auditor for 2014/2015

K.W. YEUNG & CO., Certified Public Accountants was nominated by Mr. Sunny Chan, seconded by Mr. Alfred Ho, and was unanimously accepted by all present as the Hon. Auditor for the year 2014/2015.

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 11 September 2015)

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 Annual General Meeting of the Institute to be held on Friday, 11 September 2015 at 7:30 p.m.

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

Please Note:

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, Hong Kong not less than 48 hours before the commencement of the Annual General Meeting.

Nomination Form for Executive Committee Members for 2015/2016

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 **2** September 2015.
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, Hong Kong.

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

Proposer's Name _____ Membership Number _____

Signature _____ Date _____