



2 July 2009

To: All Members

13th ANNUAL GENERAL MEETING (AGM)

Notice is hereby given that the 13th Annual General Meeting of the Institute of Training Professionals will be held on Tuesday, 28 July 2009, at the Police Officers' Club, Hung Hing Road, Causeway Bay, Hong Kong, commencing 7:00 p.m. with the following agenda:

Agenda

1. To confirm Minutes of the last Annual General Meeting of 2008/2009;
2. To receive the Chairman's Report;
3. To approve the Financial Statement for the year ending 30th June 2009;
4. To elect Executive Committee Members for 2009/2010;
5. To appoint the Auditor for 2009/2010; and
6. To transact Any Other Business.

A Nomination Form for Executive Committee Members for 2009/2010 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 18th July 2009. 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.

Please note that a dinner will be served immediately after the meeting. A nominal fee of HK\$250.00 per head will be charged for members and guests.

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

Angela Lee, MITP
Hon. Secretary

INSTITUTE OF TRAINING PROFESSIONALS

Minutes of the 12th Annual General Meeting

Date : 25th July 2008
Time : 7:20 p.m.
Venue : Police Officers' Club, Causeway Bay.
Present : Fred Kwan, Aaron Chiang, Alfred Ho, Angela Lee, Angie Yu, Denny Chow, Richard Lui, Sam Ying, Sunny Chan, Tommy Choy, Connie Ho, and Anita Leung.

Mr. Fred Kwan, Chairman, started the meeting at 7:20 p.m.

1. Minutes of last meeting

Minutes of the last AGM held on 27th July 2007 were taken as read. It was proposed by Mr. Aaron Chiang, seconded by Mr. Sam Ying 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 training courses, Certified Trainer Scheme, enrolment of student members, seminars and visits, recreational activities and the publication of LINK.

To conclude his report, the Chairman thanked members of the Executive Committee for their effort and 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 Statement for the year ending 30th June 2008

Mr. Aaron Chiang, the Hon Treasurer, highlighted the financial statement of the year. The acceptance of the financial statement and balance sheet for the year ending 30th June 2008 was initiated by Mr. Sunny Chan, seconded by Mr. Tommy Choy and was unanimously agreed by all present.

4. To elect Executive Committee Members for 2008/2009

The Executive Committee Members for 2008/2009 were elected as follows:

| | | |
|-------------------|------------------|-----------------|
| Mr. Fred Kwan | Mr. Sam Ying | Dr. Denny Chow |
| Mr. David Lau | Mr. Aaron Chiang | Mr. Richard Lui |
| Mr. Sunny Chan | Mr. Tommy Choy | Ms. Angela Lee |
| Mr. Victor Chan | Mr. Alfred Ho | Ms. Angie Yu |
| Ms. Pauline Tsang | Ms. Connie Ho | |

The specific post of the Executive Committee will be elected among Members at its 1st Executive Committee Meeting to be scheduled later. The election result was

proposed by Ms. Connie Ho, seconded by Mr. Aaron Chiang, and was accepted by all present.

5. To appoint Hon. Auditor for 2008/2009

K.W. YEUNG & CO., Certified Public Accountants was nominated by Mr. Fred Kwan, seconded by Mr. Alfred Ho, and was unanimously accepted by all present as the Hon. Auditor for the year 2008/2009.

6. To consider any other business of the Institute

There was no issue received by the Committee 7 days prior to the AGM. The Chairman closed the meeting at 7:40 p.m.

Angela Lee, MITP
Hon. Secretary

Proxy Form
(Annual General Meeting on 28 July 2009)

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 Tuesday, 28 July 2009 at 7:00 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, 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 2009/2010

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 18th July 2009.
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) |
|---|---------------------------------|
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Proposer's Name _____ Membership Number _____

Signature _____ Date _____