



9 July 2010

To: All Members

### 14th ANNUAL GENERAL MEETING (AGM)

Notice is hereby given that the 14th Annual General Meeting of the Institute of Training Professionals will be held on Friday, 30th July 2010, at the Hong Kong 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 2009/2010;
2. To receive the Chairman's Report;
3. To approve the Financial Statement for the year ending 30<sup>th</sup> June 2010;
4. To elect Executive Committee Members for 2010/2011;
5. To appoint the Auditor for 2010/2011; and
6. To transact Any Other Business.

A Nomination Form for Executive Committee Members for 2010/2011 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 20th July 2010. 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  
Hon. Secretary

# INSTITUTE OF TRAINING PROFESSIONALS

## Minutes of the 13<sup>th</sup> Annual General Meeting

Date : 28th July 2009  
Time : 7:15 p.m.  
Venue : Hong Kong Police Officers' Club, Causeway Bay.  
Present : Fred Kwan, Aaron Chiang, Alfred Ho, Angela Lee, Angie Yu, Denny Chow, Sunny Chan, Tommy Choy, Kelvin Sze and Alan Yeung.

Mr. Fred Kwan, Chairman, started the meeting at 7:15 p.m.

1. Minutes of last meeting

Minutes of the last AGM held on 25th July 2008 were taken as read. It was proposed by Mr. Tommy Choy, seconded by Mr. Aaron Chiang 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 training course, Certified Trainer Scheme, co-operation with other educational institutes, talks to 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 valuable time put forward during the year. It was proposed by Mr. Alfred Ho, seconded by Dr. Denny Chow and unanimously agreed by all present to accept the Chairman's Report.

3. To approve the Financial Statement for the year ending 30th June 2009

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 2009 was initiated by Ms. Angie Yu, seconded by Mr. Tommy Choy and was unanimously agreed by all present.

4. To elect Executive Committee Members for 2009/2010

The Executive Committee Members for 2009/2010 were elected as follows:

Mr. Fred Kwan	Mr. Sam Ying	Mr. Aaron Chiang
Mr. Richard Lui	Mr. Sunny Chan	Mr. Tommy Choy
Ms. Angela Lee	Mr. Alfred Ho	Ms. Angie Yu
Ms. Pauline Tsang	Ms. Connie Ho	Mr. Ringo Ma
Dr. Denny Chow		

The specific post of the Executive Committee will be elected among Members in its 1<sup>st</sup> Executive Committee Meeting to be scheduled later. It was proposed by Mr. Aaron Chiang, seconded by Ms. Angie Yu, that the election result was accepted

by all present.

5. To appoint Hon. Auditor for 2009/2010

K.W. YEUNG & CO., Certified Public Accountants was nominated by Mr. Fred Kwan, seconded by Ms. Angela Lee, and was unanimously accepted by all present as the Hon. Auditor for the year 2009/2010.

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 7:45 p.m.

Angela Lee  
Hon. Secretary

**Proxy Form**  
**(Annual General Meeting on 30th July 2010)**

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, 30 July 2010 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 2010/2011

**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 20th July 2010.
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 \_\_\_\_\_