



1 August 2024

To: All Members

28th ANNUAL GENERAL MEETING (AGM)

Notice is hereby given that the 28th Annual General Meeting of the Institute of Training Professionals will be held on **Thursday, 22 August 2024** commencing at **7:00pm** at Victoria Harbour Restaurant, 1/F, Metropark Hotel Mongkok, 22 Lai Chi Kok Road, Kowloon (海港酒家，旺角荔枝角道 22 號旺角維景酒店一樓).

Agenda

1. To confirm Minutes of the last Annual General Meeting of 2023;
2. To receive the Chairman's Report for 2023/2024;
3. To approve the Financial Statements for the year ending 30 June 2024;
4. To appoint Auditor(s) for 2024/2025; and
5. To transact Any Other Business.

Apart from the Executive Committee, any members would like to join the AGM, please send your NAMEs and CONTACT NUMBERs to info@itp.org.hk to indicate your attendance **on or before 12 August 2024**.

Thank you for your attention and look forward to seeing you.

Angela Lee

Hon. Secretary

INSTITUTE OF TRAINING PROFESSIONALS

Minutes of the 27th Annual General Meeting

Date : 18th August 2023, Friday
Time : 7:15pm
Venue : Chinese Restaurant, 8/F Bank of China (Hong Kong) Complex,
City University of Hong Kong, Kowloon Tong, Kowloon
Present : Eleanor Cheung, Angie Yu, Pius Lam, Aaron Chiang, Richard Lui, Alfred Ho,
Fred Kwan, Nigel Yip, Connie Ho and Angela Lee

Dr. Eleanor Cheung, the Chairman, started the meeting at 7:15pm.

1. Confirmation of Minutes of Last Meeting

Minutes of the last AGM held on 26th August 2022, Friday, were taken as read.

It was proposed by Ms. Angie Yu, seconded by Mr. Pius Lam and unanimously agreed by all present that the minutes be confirmed as a true record.

2. Chairman's Report

The Chairman presented the report which covered mentoring programmes for Lingnan University and Tsing Yi IVE, sharing session on AI & VR application, seminar for Trade and Industry Department and publication of LINK newsletter.

To conclude her report, the Chairman thanked members of the Executive Committee for their efforts and valuable time put forward during the year. It was remarked that gratitude was presented to Prof. Alfred Ho and Ms. Connie Ho's co-ordination in the mentoring programmes. It was proposed by Dr. Aaron Chiang, seconded by Prof. Alfred Ho and unanimously agreed by all present to accept the Chairman's Report.

3. Approval of the Financial Statements for the year ending 30th June 2023

Dr. Eleanor Cheung reported that the financial statements of the year had been audited by Ms. Patricia Lai, MITP and were found in order. She highlighted that total amount of fixed assets was HK\$23,265.33 with HK\$20,351.33 at bank and HK\$2,914.00 as petty cash. The financial status was stable. The acceptance of the financial statements for the year ending 30th June 2023 was initiated by Ms. Angie Yu, seconded by Ms. Connie Ho and was unanimously agreed by all present.

5. To elect Executive Committee Members for 2023/2025

The following candidates stood for the Executive Committee members for **2023/2025**:

Mr. Fred Kwan	Dr. Aaron Chiang	Mr. Pius Lam
Mr. Richard Lui	Dr. Eleanor Cheung	Mr. Don Chan

Dr. Angela Lee
Ms. Connie Ho

Ms. Angie Yu
Mr. Nigel Yip

The specific posts of the Executive Committee will be elected among members in its first Executive Committee Meeting of 2023/2024.

It was proposed by Dr. Angela Lee and seconded by Ms. Angie Yu, and was unanimously accepted by all present.

6. To appoint Auditor for 2023/2024

Ms. Patricia Lai, MITP, was nominated by Dr. Eleanor Cheung, seconded by Mr. Pius Lam, and was unanimously accepted by all present for re-appointment as the Auditor for the year 2023/2024.

7. To consider any other business

There was no issue received by the Committee seven days prior to the AGM. The Chairman declared the meeting closed at 7:30 pm.

Angela Lee
Hon. Secretary