



3 July 2008

To: All Members

12th ANNUAL GENERAL MEETING (AG.M.)

Notice is hereby given that the 12th Annual General Meeting of the Institute of Training Professionals will be held on Friday, 25 July 2008, at the Police Officers' Club, Hung Hing Road, Causeway Bay, Hong Kong, commencing 7:00 p.m. The agenda items are as follows:

Agenda

1. To confirm Minutes of the last Annual General Meeting of 2007/2008.
2. To receive the Chairman's Report.
3. To approve the Financial Statement for the year ending 30th June 2008.
4. To elect Executive Committee Members for 2008/2009.
5. To appoint the Auditor for 2008/2009.
6. To transact Any Other Business.

A list of Executive Committee Members of the current year together with a nomination form 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 15th July 2008. The Hon. Secretary will contact the nominated member to ensure their willingness to stand for election. A Proxy Form is also enclosed for Member's use as appropriate.

Please note that a *Chinese dinner* will be served immediately after the meeting. A nominal fee of HK\$250.00 per person will be charged for member or guest.

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 11th Annual General Meeting

Date : 27th July 2007, Friday
Time : 7:00 p.m.
Venue : History Room, Police Officers' Club, Causeway Bay.
Present : Aaron Chiang, Alfred Ho, Angela Lee, Angie Yu, Denny Chow, Richard Lui, Sam Ying, Sunny Chan and Tommy Choy.

Mr. Alfred Ho, Vice-Chairman, presented an apology of absence from the Chairman. The meeting started at 7:05 p.m.

1. Minutes of last meeting

Minutes of the last AGM held on 27th July 2006 were taken as read. It was proposed by Mr. Sunny Chan, 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 the appointment of General Manager, membership, members' survey, education and training courses, ITP's cooperation with education institute, visits, the LINK, recreational activities and press interview. 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. Aaron Chiang, seconded by Mr. Tommy Choy and unanimously agreed by all present to accept the Chairman's Report.

3. To approve the Financial Statement for the year ending 30th June 2007

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 2007 was initiated by Mr. Tommy Choy, seconded by Ms. Angie Yu and was unanimously agreed by all present.

4. To elect Executive Committee Members for 2007/2008

The Executive Committee Members for 2007/2008 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	Miss Angela Lee
Mr. Victor Chan	Mr. Alfred Ho	Miss Angie Yu

The specific post of the Executive Committee will be elected among Members in its 1st Executive Committee Meeting to be scheduled later. It was proposed by Dr. Denny Chow, seconded by Ms. Angie Yu, that the election result was accepted by all present.

5. To appoint an Auditor for 2007/2008

K.W. YEUNG & CO., Certified Public Accountants was nominated by Dr. Denny Chow, seconded by Mr. Aaron Chiang, and was unanimously accepted by all present as the auditor for the year 2007/2008.

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 7:30 p.m.

Angela Lee
Hon. Secretary

Proxy Form
(Annual General Meeting on 25 July 2008)

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, 25 July 2008 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.

List of Current Executive Committee Member (2007/2008)

Continuing Serving Members

Mr. Fred Kwan
Dr. Denny Chow
Mr. Alfred Ho
Ms. Angie Yu
Mr. Aaron Chiang
Mr. Sam Ying
Ms. Pauline Tsang (co-opted)

Mr. Richard Lui
Mr. Sunny Chan
Mr. Tommy Choy
Ms. Angela Lee
Mr. Victor Chan
Mr. David Lau
Ms. Connie Ho (co-opted)

Retiring Members

Nil

Nomination Form for Executive Committee Members for 2008/2009

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 nil or up to a maximum of four candidates.
3. The closing date to receive nomination form is 15th July 2008.
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 _____