



14 August 2016

To: All Members

20th ANNUAL GENERAL MEETING (AGM)

Notice is hereby given that the 20th Annual General Meeting of the Institute of Training Professionals will be held on **Saturday, 3 September 2016**, at City Chinese Restaurant, 8/F Amenities Building, The City University of Hong Kong, Kowloon Tong, Kowloon, Hong Kong, commencing 11:30 am with the following agenda:

Agenda

1. To confirm Minutes of the last Annual General Meeting of 2015/2016;
2. To receive the Chairman's Report;
3. To approve the Financial Statements for the year ending 30 June 2016;
4. To elect Executive Committee Members for 2016/2017;
5. To appoint Auditor for 2016/2017; and
6. To transact Any Other Business.

A Nomination Form for Executive Committee Members for 2016/2017 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 25 August 2016. 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 19th Annual General Meeting

Date : 11th September 2015, Friday
Time : 7:30 p.m.
Venue : Room 906, CityU Chinese Restaurant, Amenities Building,
City University of Hong Kong, Kowloon Tong, Kowloon
Present : Angie Yu, Fred Kwan, Richard Lui, Alfred Ho, Aaron Chiang, Angela Lee,
Denny Chow, Eleanor Cheung, Sunny Chan, Tommy Choy, Sam Ying and
Catherine Lee

Ms. Angie Yu, the Chairman, started the meeting at 7:30 p.m.

1. Confirmation of Minutes of Last Meeting

Minutes of the last AGM held on 1 August 2014, Friday, were taken as read. It was proposed by Dr. Eleanor Cheung, seconded by Dr. 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 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. Catherine Lee and unanimously agreed by all present to accept the Chairman's Report.

3. To approve the Financial Statements for the year ending 30th June 2015

Dr. Aaron Chiang, the Hon. Treasurer, highlighted the financial statement of the year. The acceptance of the financial statements for the year ending 30th June 2015 was initiated by Dr. Eleanor Cheung, seconded by Mr. Richard Lui and was unanimously agreed by all present.

4. To elect Executive Committee Members for 2015/2016

The following candidates were elected as the Executive Committee members for 2015/2016:

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 posts of the Executive Committee will be elected among Members in its first Executive Committee Meeting to be scheduled later. It was proposed by Dr.

Aaron Chiang, seconded by Mr. Sunny Chan, and the election result was accepted by all present.

5. To appoint Hon. Auditor for 2015/2016

K.W. YEUNG & CO., Certified Public Accountants was nominated by Dr. Aaron Chiang, seconded by Dr. Eleanor Cheung, and was unanimously accepted by all present as the Hon. Auditor for the year 2015/2016.

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 7:48 p.m.

Angela Lee
Hon. Secretary

Proxy Form
(Annual General Meeting on 3 September 2016)

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 Saturday, 3 September 2016 at 10:00am.

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, c/o Unit 171A, G/F, Orchid House, 169-173 Sai Yeung Choi Street North, Mongkok, Hong Kong not less than 48 hours before the commencement of the Annual General Meeting.

Nomination Form for Executive Committee Members for 2016/2017

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 25 August 2016.
4. Upon completion, please send the nomination form to the Hon. Secretary, Institute of Training Professionals, c/o Unit 171A, G/F, Orchid House, 169-173 Sai Yeung Choi Street North, Mongkok, Hong Kong.

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

Proposer's Name _____ Membership Number _____

Signature _____ Date _____