



6 July 2018

To: All Members

22nd ANNUAL GENERAL MEETING (AGM)

Notice is hereby given that the 22nd Annual General Meeting of the Institute of Training Professionals will be held on **Friday, 27 July 2018**, at the **Coffee Shop, United Services Recreation Club, 1 Gascoigne Road, Yaumatei, Kowloon** commencing **7:00pm** with the following agenda:

Agenda

1. To confirm Minutes of the last Annual General Meeting of 2017/2018;
2. To receive the Chairman's Report;
3. To consider and amend some of the provisions of the Regulations and By-Laws of ITP
4. To approve the Financial Statements for the year ending 30 June 2018;
5. To elect Executive Committee Members for 2018/2019;
6. To appoint Auditor(s) for 2018/2019; and
7. To transact Any Other Business.

A Nomination Form for Executive Committee Members for 2018/2019 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 17 July 2018. 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 21st Annual General Meeting

Date : 25th August 2017, Friday
Time : 8:00pm
Venue : CityU Chinese Restaurant, 8/F, Amenities Building,
City University of Hong Kong, Kowloon Tong, Kowloon
Present : Angie Yu, Richard Lui, Alfred Ho, Aaron Chiang, Angela Lee, Denny Chow,
Eleanor Cheung, Sunny Chan, Tommy Choy and Nigel Yip

Ms. Angie Yu, the Chairman, started the meeting at 8pm.

1. Confirmation of Minutes of Last Meeting

Minutes of the last AGM held on 3 September 2016, Saturday, were taken as read. It was proposed by Dr. Eleanor Cheung, seconded by Mr. Tommy Choy 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 the Mentoring Programmes at IVE (Tsing Yi) and Lingnan University, Certified Trainer Scheme, visit and recreational activity.

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 proposed by Mr. Richard Lui, seconded by Dr. Eleanor Cheung and unanimously agreed by all present to accept the Chairman's Report.

3. To approve the Financial Statements for the year ending 30th June 2017

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 2017 was initiated by Dr. Eleanor Cheung, seconded by Ms. Angie Yu and was unanimously agreed by all present.

4. To elect Executive Committee Members for 2017/2018

The following candidates stood for re-election as the Executive Committee members for 2017/2018:

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
Dr. Eleanor Cheung	Ms. Connie Ho	

The following candidates were invited as co-opted members for the Executive Committee for 2017/2018:

Mr. Nigel Yip

Mr. Pius Lam

It was proposed by Dr. Aaron Chiang, seconded by Ms. Angie Yu, that the election result was unanimously accepted by all present.

The specific posts of the Executive Committee will be elected among Members in its first Executive Committee Meeting of 2017/2018.

5. To appoint Hon. Auditor for 2017/2018

K.W. YEUNG & CO., Certified Public Accountants was nominated by Dr. Denny Chow, seconded by Mr. Sunny Chan, and was unanimously accepted by all present for re-appointment as the Hon. Auditor for the year 2017/2018.

6. 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 8:15 pm.

Angela Lee
Hon. Secretary

Proxy Form
(Annual General Meeting on 27 July 2018)

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 Friday, 27 July 2018 at 7:00pm.

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 2018/2019

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 17 July 2018.
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 _____