



9 August 2019

To: All Members

23rd ANNUAL GENERAL MEETING (AGM)

Notice is hereby given that the 23rd Annual General Meeting of the Institute of Training Professionals will be held on **Friday, 30 August 2019**, at the **Chinese Restaurant, 8/F, Bank of China (Hong Kong) Complex, City University of Hong Kong, Tat Chee Avenue, Kowloon**, commencing **7:00pm** with the following agenda:

Agenda

1. To confirm Minutes of the last Annual General Meeting of 2018/2019;
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 2019;
5. To elect Executive Committee Members for 2019/2020;
6. To appoint Auditor(s) for 2019/2020; and
7. To transact Any Other Business.

A Nomination Form for Executive Committee Members for 2019/2020 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 20 August 2019. 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 22nd Annual General Meeting

Date : 27th July 2018, Friday
Time : 7:30pm
Venue : Coffee Shop, United Services Recreation Club,
1 Gascoigne Road, Yaumatei, Kowloon
Present : Fred Kwan, Eleanor Cheung, Angie Yu, Richard Lui, Alfred Ho,
Aaron Chiang, Angela Lee, Sunny Chan, Tommy Choy, Nigel Yip and
Denny Chow

Dr. Eleanor Cheung, the Chairman, started the meeting at 7:30pm.

1. Confirmation of Minutes of Last Meeting

Minutes of the last AGM held on 25 August 2017, Friday, were taken as read. It was proposed by Mr. Sunny Chan, 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 presented the report which covered the free talks for TID, observation on training of eco-historical tour guide, career talk for high school students, visits to organizations, sharing session on HKQF for HRM sector, Certified Trainer (CT) Scheme and Mentoring Programmes for Lingnan University and Tsing Yi IVE, and other cultural and recreational activities.

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 the Chairman's leadership and ex-General Manager's contributions. It was proposed by Ms. Angie Yu, seconded by Dr. Denny Chow and unanimously agreed by all present to accept the Chairman's Report.

3. To consider and amend some of the provisions of the Regulations and By-Laws of ITP

The amended Regulations and By-Laws were shown in Appendix I. After lengthy deliberation, all the amendments were reviewed and approved. The acceptance of the amendments was proposed by Mr. Sunny Chan, seconded by Prof. Alfred Ho and unanimously agreed by all present.

4. To approve the Financial Statements for the year ending 30th June 2018

Dr. Aaron Chiang, the Hon. Treasurer reported that the financial statements of the year had been audited by Ms. Evelyn Cheung, MITP and were found in order. He highlighted that the Income and Expenditure Statement, showed that there was a deficit of HK\$240 for the year and in the Balance Sheet, HK\$17,114.13 at bank was recorded. The

financial status was stable. The acceptance of the financial statements for the year ending 30th June 2018 was initiated by Dr. Eleanor Cheung, seconded by Mr. Richard Lui and was unanimously agreed by all present.

5. To elect Executive Committee Members for 2018/2019

The following candidates stood for re-election as the Executive Committee members for 2018/2019:

Mr. Fred Kwan	Mr. Sam Ying	Dr. Aaron Chiang
Mr. Richard Lui	Mr. Sunny Chan	Mr. Tommy Choy
Ms. Angela Lee	Ms. Angie Yu	Dr. Eleanor Cheung
Ms. Connie Ho	Mr. Nigel Yip	Mr. Pius Lam

It was proposed by Dr. Eleanor Cheung, seconded by Prof. Alfred Ho, 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 2018/2019.

The following candidates were invited as Advisers for ITP:

Prof. Alfred Ho	Dr. Denny Chow
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It was proposed by Mr. Sunny Chan, seconded by Dr. Eleanor Cheung that the invitation was unanimously accepted by all present.

6. To appoint Auditor for 2018/2019

Ms. Evelyn Cheung, MITP, was nominated by Ms. Angie Yu, seconded by Dr. Eleanor Cheung, and was unanimously accepted by all present for re-appointment as the Auditor for the year 2018/2019.

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 9:15 pm.

Angela Lee
Hon. Secretary

Proxy Form
(Annual General Meeting on 30 August 2019)

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, 30 August 2019 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 2019/2020

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 20 August 2019.
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 _____