



30 July 2021

To: All Members

25th ANNUAL GENERAL MEETING (AGM)

Notice is hereby given that the 25th Annual General Meeting of the Institute of Training Professionals will be held on **Friday, 20 August 2021** commencing at **7:00pm** via ZOOM:

<https://zoom.us/j/96295916573?pwd=bStZYVJoV3E2cVRpZm5qUmUxVlA5dz09>

Meeting ID: 962 9591 6573

Password: 320091

Agenda

1. To confirm Minutes of the last Annual General Meeting of 2020/2021;
2. To receive the Chairman's Report;
3. To approve the Financial Statements for the year ending 30 June 2021;
4. To elect Executive Committee Members for 2021/2022;
5. To appoint Auditor(s) for 2021/2022; and
6. To transact Any Other Business.

A Nomination Form for Executive Committee Members for 2021/2022 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 10 August 2021. 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.

All participants of AGM to send your NAMES and CONTACT NUMBERS to info@itp.org.hk to indicate your attendance **on or before 18 August 2021 (Wed)**. Please ensure the ZOOM Username be the same as the name that you emailed to us. We will confirm the identities and then allow you to get into our ZOOM meeting room. If there is any query, we will contact you through the contact numbers you left to us.

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

Angela Lee
Hon. Secretary

INSTITUTE OF TRAINING PROFESSIONALS

Minutes of the 24th Annual General Meeting

Date : 28th August 2020, Friday
Time : 7:15pm
Channel : ZOOM Meeting
Present : Fred Kwan, Eleanor Cheung, Angie Yu, Richard Lui, Alfred Ho, Denny Chow, Aaron Chiang, Connie Ho, Angela Lee, Sam Ying, Pius Lam, Don Chan and Nigel Yip

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 30th August 2019, Friday, were taken as read. It was proposed by Dr. Aaron Chiang, seconded by Ms. Angie Yu 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 visit to Marine Department, launch of ITP Achiever Award, mentoring programmes for Lingnan University and Tsing Yi IVE, publication of LINK newsletter and creation of QR code enhance better connection of ITP with different social media channels.

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 all members' contributions. It was proposed by Dr. Denny Chow, seconded by Prof. Alfred Ho and unanimously agreed by all present to accept the Chairman's Report.

3. Endorsement on the Acceptance of Amendment of the Regulations and By-Laws

The endorsement of acceptance of the amendment was proposed by Dr. Eleanor Cheung, seconded by Ms. Angie Yu and unanimously agreed by all present.

4. Approval of the Financial Statements for the year ending 30th June 2020

Dr. Eleanor Cheung reported that the financial statements of the year had been audited by Ms. Evelyn Cheung, MITP and were found in order. She highlighted that in the Balance Sheet, there was HK\$25,898.13 at bank was recorded. The financial status was stable. The acceptance of the financial statements for the year ending 30th June 2020 was initiated by Mr. Fred Kwan, seconded by Dr. Denny Chow and was unanimously agreed by all present.

5. To elect Executive Committee Members for 2020/2021

The following candidates stood for the Executive Committee members for 2020/2021:

Mr. Fred Kwan	Dr. Aaron Chiang	Mr. Pius Lam
Mr. Richard Lui	Dr. Eleanor Cheung	Mr. Don Chan
Ms. Angela Lee	Ms. Angie Yu	
Ms. Connie Ho	Mr. Nigel Yip	

The specific posts of the Executive Committee will be elected among members in its first Executive Committee Meeting of 2020/2021.

It was unanimously accepted by all present.

6. To appoint Auditor for 2020/2021

Ms. Evelyn Cheung, MITP, was nominated by Dr. Eleanor Cheung, seconded by Mr. Nigel Yip, and was unanimously accepted by all present for re-appointment as the Auditor for the year 2020/2021.

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 7:40 pm.

Angela Lee
Hon. Secretary

Proxy Form
(Annual General Meeting on 20 August 2021)

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, 20 August 2021 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 sent to Institute of Training Professionals at info@itp.org.hk not less than 48 hours before the commencement of the Annual General Meeting.

Nomination Form for Executive Committee Members for 2021/2022

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 10 August 2021.
4. Upon completion, please email the nomination form to the Hon. Secretary, Institute of Training Professionals at info@itp.org.hk.

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

Proposer's Name _____ Membership Number _____

Signature _____ Date _____