



5 August 2022

To: All Members

26<sup>th</sup> ANNUAL GENERAL MEETING (AGM)

Notice is hereby given that the 26<sup>th</sup> Annual General Meeting of the Institute of Training Professionals will be held on **Friday, 26 August 2022** commencing at **7:00pm** via ZOOM:

<https://us02web.zoom.us/j/84982745619?pwd=dEoyUzAwVkpRTmsxV2VLMmUxcmxrdz09>

Meeting ID: 849 8274 5619

Passcode: 956402

Agenda

1. To confirm Minutes of the last Annual General Meeting of 2021/2022;
2. To receive the Chairman's Report;
3. To approve the Financial Statements for the year ending 30 June 2022;
4. To elect Executive Committee Members for 2022/2023;
5. To appoint Auditor(s) for 2022/2023; and
6. To transact Any Other Business.

A Nomination Form for Executive Committee Members for 2022/2023 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 16 August 2022. 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](mailto:info@itp.org.hk) to indicate your attendance **on or before 24 August 2022 (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 25<sup>th</sup> Annual General Meeting

Date : 20<sup>th</sup> August 2021, Friday  
Time : 7:05pm  
Channel : ZOOM Meeting  
Present : Eleanor Cheung, Angie Yu, Richard Lui, Alfred Ho, Denny Chow,  
Aaron Chiang, Angela Lee, Pius Lam and Don Chan

Dr. Eleanor Cheung, the Chairman, started the meeting at 7:05pm.

### 1. Confirmation of Minutes of Last Meeting

Minutes of the last AGM held on 28<sup>th</sup> August 2020, Friday, were taken as read. It was proposed by Mr. Pius Lam, seconded by Dr. Denny Chow 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 a talk delivered by Ms. Angie Yu at TID Department, virtual tour to Sino Inno Lab, webinar hosted by Mr. Don Chan, mentoring programmes for Lingnan University and Tsing Yi IVE, matching of CT Scheme to QF's T&D competencies and publication of LINK newsletter.

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 Mr. Pius Lam and unanimously agreed by all present to accept the Chairman's Report.

### 3. Approval of the Financial Statements for the year ending 30<sup>th</sup> June 2021

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 total amount of fixed assets was HK\$24,776.33 with HK\$23,776.33 at bank and HK\$1,000 as petty cash. The financial status was stable. The acceptance of the financial statements for the year ending 30<sup>th</sup> June 2021 was initiated by Dr. Eleanor Cheung, seconded by Mr. Don Chan and was unanimously agreed by all present.

### 4. To elect Executive Committee Members for 2021/2022

The following candidates stood for the Executive Committee members for 2021/2022:

Mr. Fred Kwan	Dr. Aaron Chiang	Mr. Pius Lam
Mr. Richard Lui	Dr. Eleanor Cheung	Mr. Don Chan
Dr. 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 2021/2022.

It was proposed by Dr. Eleanor Cheung and seconded by Dr. Denny Chow, and was unanimously accepted by all present.

5. To appoint Auditor for 2021/2022

Ms. Evelyn Cheung, MITP, was nominated by Dr. Eleanor Cheung, seconded by Ms. Angie Yu, and was unanimously accepted by all present for re-appointment as the Auditor for the year 2021/2022.

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 7:20 pm.

Angela Lee  
Hon. Secretary

**Proxy Form**  
**(Annual General Meeting on 26 August 2022)**

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, 26 August 2022 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](mailto:info@itp.org.hk) not less than 48 hours before the commencement of the Annual General Meeting.

## Nomination Form for Executive Committee Members for 2022/2023

**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 16 August 2022.
4. Upon completion, please email the nomination form to the Hon. Secretary, Institute of Training Professionals at [info@itp.org.hk](mailto:info@itp.org.hk).

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

Proposer's Name \_\_\_\_\_ Membership Number \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_