



28 July 2023

To: All Members

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

Notice is hereby given that the 27<sup>th</sup> Annual General Meeting of the Institute of Training Professionals will be held on **Friday, 18 August 2023** commencing at **7:00pm** at Chinese Restaurant, 8/F Bank of China (Hong Kong) Complex, City University of Hong Kong, Kowloon Tong, Kowloon.

Agenda

1. To confirm Minutes of the last Annual General Meeting of 2022/2023;
2. To receive the Chairman's Report for 2022/2023;
3. To approve the Financial Statements for the year ending 30 June 2023;
4. To elect Executive Committee Members for 2023/2025 (i.e. 2-year);
5. To appoint Auditor(s) for 2023/2024; and
6. To transact Any Other Business.

A Nomination Form for Executive Committee Members for 2023/2024 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 for receiving the nomination form is 8 August 2023. 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 16 August 2023 (Wed)**.

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

Angela Lee  
Hon. Secretary

# INSTITUTE OF TRAINING PROFESSIONALS

## Minutes of the 26<sup>th</sup> Annual General Meeting

Date : 26<sup>th</sup> August 2022, Friday  
Time : 7:05pm  
Channel : ZOOM Meeting  
Present : Eleanor Cheung, 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 20<sup>th</sup> August 2021, Friday, were taken as read.

In Item 6 about Appointment of Auditor for 2021/2022, it was proposed to appoint Ms. Evelyn Cheung as the auditor. It was to amend that Ms. Patricia Lai was appointed as the auditor for 2021/2022.

It was proposed by Dr. Denny Chow, seconded by Angela Lee 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 virtual conference held with encouraging attendance rates, mentoring programmes for Lingnan University and Tsing Yi IVE 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 Mr. Don Chan and Mr. Pius Lam in organizing the virtual conference, Prof. Alfred Ho and Ms. Connie Ho's co-ordination in the mentoring programmes. It was proposed by Mr. Pius Lam, seconded by Dr. Aaron Chiang 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 2022

Dr. Eleanor Cheung reported that the financial statements of the year had been audited by Ms. Patricia Lai, 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 2022 was initiated by Dr. Eleanor Cheung, seconded by Mr. Don Chan and was unanimously agreed by all present.

5. To elect Executive Committee Members for 2022/2023

The following candidates stood for the Executive Committee members for 2022/2023:

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 2022/2023.

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

6. To appoint Auditor for 2022/2023

Ms. Patricia Lai, 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 2022/2023.

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 7:20 pm.

Angela Lee  
Hon. Secretary

**Proxy Form**  
**(Annual General Meeting on 18 August 2023)**

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, 18 August 2023 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 2023/2024

**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 8 August 2023.
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 \_\_\_\_\_