



5 July 2011

To: All Members

14th ANNUAL GENERAL MEETING (A.G.M.)

Notice is hereby given that the 14th Annual General Meeting of the Institute of Training Professionals will be held on Wednesday, 27th July 2011, at Hong Yip Training Centre, 5/F, New East Sun Building, Kwun Tong, Kowloon, commencing 7:00 p.m. with the following agenda:

Agenda

1. To confirm Minutes of the last Annual General Meeting of 2010/2011;
2. To receive the Chairman's Report;
3. To approve the Financial Statement for the year ending 30th June 2011;
4. To elect Executive Committee Members for 2011/2012;
5. To appoint the Auditor for 2011/2012; and
6. To transact Any Other Business.

A Nomination Form for Executive Committee Members for 2011/2012 is enclosed. You are requested 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 17th July 2011. 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.

Please note that dinner will be arranged at a nearby restaurant after the meeting at own cost.

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 14th Annual General Meeting

Date : 30th July 2010 (Friday)
Time : 7:15 p.m.
Venue : Police Officers' Club, Causeway Bay.
Present : Fred Kwan, Aaron Chiang, Alfred Ho, Angela Lee, Angie Yu, Denny Chow, Sunny Chan, Tommy Choy, Kelvin Sze, Sam Ying and Alan Yeung.

Mr. Fred Kwan, Chairman, started the meeting at 7:15 p.m.

1. Minutes of last meeting

Minutes of the last AGM held on 28th July 2009 were taken as read. It was proposed by Dr. Aaron Chiang, seconded by Mr. Kelvin Sze and unanimously agreed by all present that the minutes be confirmed as a true record.

2. Chairman's Report

The Chairman's report of the year covered the training course, Certified Trainer Scheme, co-operation with the Hong Kong Institute of Education, talks to student members, seminars and visits, recreational activities and the publication of the institute's journal, the LINK.

To conclude his report, the Chairman thanked members of the Executive Committee for their effort and valuable time put forward during the year. It was proposed by Mr. Sam Ying, seconded by Mr. Alfred Ho and unanimously agreed by all present to accept the Chairman's Report.

3. To approve the Financial Statement for the year ending 30th June 2010

Dr. Aaron Chiang, the Hon Treasurer, highlighted the financial statement of the year. The acceptance of the financial statement and balance sheet for the year ending 30th June 2010 was initiated by Ms. Angie Yu, seconded by Mr. Tommy Choy and was unanimously agreed by all present.

4. To elect Executive Committee Members for 2010/2011

The Executive Committee Members elected for 2010/2011 were as follows:

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
Ms. Pauline Tsang	Ms. Connie Ho	Mr. Kelvin Sze
Dr. Denny Chow		

The specific post of the Executive Committee will be elected among Members in

its 1st Executive Committee Meeting to be scheduled later. It was proposed by Mr. Aaron Chiang, seconded by Ms. Angie Yu, that the election result was accepted by all present.

5. To appoint Hon. Auditor for 2010/2011

K.W. YEUNG & CO., Certified Public Accountants was nominated by Mr. Fred Kwan, seconded by Ms. Angela Lee, and was unanimously accepted by all present as the Hon. Auditor for the year 2010/2011.

6. To consider any other business of the Institute

There was no issue received by the Committee 7 days prior to the AGM. The Chairman closed the meeting at 7:45 p.m.

Angela Lee
Hon. Secretary

Proxy Form
(Annual General Meeting on 27th July 2011)

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 AGM of the Institute to be held on Wednesday, 27 July 2011 at 7:00 p.m.

Member's Name _____ Membership No. _____
Member's Signature _____ Date _____

Please Note:

1. To be valid, this proxy form must be completed, signed and returned to the Institute of Training Professionals, Room 2507, Richmond Commercial Building, 107 Argyle Street, Mongkok, Hong Kong not less than 48 hours before the commencement of the AGM.

2. A proxy need not be a Member of the Institute.

Nomination Form for Executive Committee Members for 2011/2012

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 17th July 2011.
4. Upon completion, please send the nomination form to the Hon. Secretary, Institute of Training Professionals, Room 2507, Richmond Commercial building, 107 Argyle Street, Mongkok, Hong Kong.

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

Proposer's Name _____ Membership Number _____

Signature _____ Date _____