



3 July 2012

To: All Members

16th ANNUAL GENERAL MEETING (AGM)

Notice is hereby given that the 16th Annual General Meeting of the Institute of Training Professionals will be held on Wednesday, 25th July 2012, at the Banquet Room B, 1/F of the Hong Kong Police Officers' Club, Hung Hing Road, Causeway Bay, Hong Kong, commencing 7:00 p.m. with the following agenda:

Agenda

1. To confirm Minutes of the last Annual General Meeting of 2011/2012;
2. To receive the Chairman's Report;
3. To approve the Financial Statements for the year ending 30<sup>th</sup> June 2012;
4. To elect Executive Committee Members for 2012/2013;
5. To appoint the Auditor for 2012/2013; and
6. To transact Any Other Business.

A Nomination Form for Executive Committee Members for 2012/2013 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 15th July 2012. 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.

A fellowship dinner will be served immediately after the meeting at a nominal charge of HK\$200.00 per head for members, and HK\$300.00 per head for non-members.

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 15<sup>th</sup> Annual General Meeting

Date : 27 July 2011, Wednesday  
Time : 7:15 p.m.  
Venue : Hong Yip Training Centre, 5/F, New East Sun Building, Kwun Tong, Kowloon  
Present : Fred Kwan, Aaron Chiang, Alfred Ho, Angela Lee, Angie Yu, Denny Chow, Sunny Chan, Tommy Choy, Kelvin Sze, Sam Ying, Richard Lui, Catherine Lee and Connie Ho

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

### 1. Amendment of Notice of Meeting

It was confirmed that this year's Annual General Meeting was the 15<sup>th</sup> meeting.

### 2. Minutes of last meeting

Minutes of the last AGM held on 30<sup>th</sup> July 2010, Friday, were taken as read. It was proposed by Dr. Aaron Chiang, seconded by Mr. Kelvin Sze and Mr. Sam Ying and unanimously agreed by all present that the minutes be confirmed as a true record.

### 3. 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. Sunny Chan, seconded by Mr. Tommy Choy and unanimously agreed by all present to accept the Chairman's Report.

### 4. To approve the Financial Statement for the year ending 30th June 2011

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 2011 was initiated by Mr. Sam Ying, seconded by Mr. Alfred Ho and was unanimously agreed by all present.

5. To elect Executive Committee Members for 2011/2012

The Executive Committee Members elected for 2011/2012 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. Catherine Lee	Ms. Connie Ho	Mr. Kelvin Sze
Dr. Denny Chow		

The specific post of the Executive Committee will be elected among Members in its first Executive Committee Meeting to be scheduled later. It was proposed by Dr. Aaron Chiang, seconded by Ms. Angie Yu, that the election result was accepted by all present.

6. To appoint Hon. Auditor for 2011/2012

K.W. YEUNG & CO., Certified Public Accountants was nominated by Mr. Fred Kwan, seconded by Mr. Tommy Choy and Mr. Alfred Ho, and was unanimously accepted by all present as the Hon. Auditor for the year 2011/2012.

7. 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 25th July 2012)**

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, 25 July 2012 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 2012/2013

**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 15th July 2012.
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 \_\_\_\_\_