

Tsuen Wan Government Secondary Technical School Alumni Association (TWTSAA)

The 2nd Executive Committee (2004-2006)

Minutes of the 1st Meeting

- Date** : 29 April 2004
- Time** : 6:30 p.m.
- Venue** : Conference Room of Mr. TY Hung's Office at 5/F, Tung Hip Commercial Building, 244-252, Des Voeux Road Central, Hong Kong
- Present** :
- | | |
|----------------------------|----------------------------------|
| Mr. CHAN Chit-wai, Stephen | Chairman |
| Mr. FAN Ying-ming | Vice-Chairman (Internal Affairs) |
| Ms. FU Sau-lin, Cindy | Vice-Chairman (External Affairs) |
| Mr. CHIU Kim-kan | Treasurer |
| Mr. CHU Kwok-fai, Alex | |
| Ms. LEE Lai-chun, Lily | |
| Mr. MAK Hoi-wah | |
| Mr. CHAU Ka-tak, Eric | Secretary |
- Absent with apology** :
- Mr. CHAN Kwan-yau, Nelson
 - Mr. CHAN Luen-chow
 - Ms. CHAU Wing-sze
 - Mr. CHEUNG Kwok-chung
 - Mr. LO Fu-hop, Vincent
 - Mr. LUK Wing-hoi, Wesley
 - Ms. TANG Kit-wai
- In Attendance** : Mr. NG Yuen-hank, Ben

I. Introduction

The Chairman welcomed all who attended the meeting and sincerely thanked the relieved Chairman and the Ex-Com Members in performing their excellent job in the past. The Chairman and members briefly introduced themselves. There being a quorum, the Chairman declared the meeting started at 6:30 p.m.

II. Election of Posts among Ex-Com Members

2.1 Upon the successful election of the 2nd Executive Committee (Ex-Com) (2004-2006) on 17 April 2004, the respective Ex-Com Members have been appointed as follows :

Chairman	: Mr. CHAN Chit-wai, Stephen
Vice-Chairman (Internal Affairs)	: Mr. FAN Ying-ming
Vice-Chairman (External Affairs)	: Ms. FU Sau-lin, Cindy
Secretary	: Mr. CHAU Ka-tak, Eric
Treasurer	: Mr. CHIU Kim-kan
Membership and Liaison Group Leaders	: Ms. FU Sau-lin, Cindy & Ms. TANG kit-wai
Publication and Information Technology Group Leaders	: Mr. CHAN Luen-chow & Ms. LEE Lai-chun, Lily
Culture and Recreation Group Leaders	: Mr. MAK Hoi-wah & Mr. CHEUNG Kwok-chung
Social Services Group Leaders	: Mr. CHU Kwok-fai, Alex & Mr. LO Fu-hop, Vincent
Logistics Group Leaders	: Mr. LUK Wing-hoi, Wesley, Ms. CHAU Wing-sze & Mr. CHAN Kwan-yau, Nelson

2.2 Mr. NG Yuen-hang, Ben also promised to render his continuous support to the Publication and Information Technology Group, the Social Services Group and other Groups as and when necessary.

2.3 As a result of the change of Chairman and Ex-Com Members, it was necessary to inform relevant Government Departments of the changes. Mr. FAN Ying-ming was requested to follow-up with the matter.

YM Fan

III. Change of Signatories of the Association's Accounts

3.1 Since the change of the Chairmanship and Membership of the 2nd Ex-Com (2004-2006), it was necessary to change the signatories in respect of the relevant Association's Accounts. In particular, the signature of the ex-Chairman should be changed to the current Chairman, Mr. CHAN Chit-wai, Stephen. The Treasurer, Mr. CHIU Kim-kan was requested to follow-up with the matter.

KK Chiu

3.2 The existing Chinese name (助學計劃) of the bank account in relation to the Help the Underprivileged Children in Mainland Scheme (HUCMS) (內地助學計劃) was found not in consistency with the name of the Scheme. KK Chiu The Treasurer, Mr. K K CHIU, was requested to explore either to re-name the bank account so that it bears the Chinese wordings “內地助學計劃” or to open a new account number to achieve consistency.

IV. The HUCMS (內地助學計劃) as a Standing Committee of the Association

4.1 The Chairman and Members noted that the HUCMS had its first meeting held on 22.4.2004. All members unanimously reckoned and agreed that the HUCMS was a Standing Committee under the Association. The HUCMS should have its own Chairman, Secretary and Treasurer, etc. to look after all its affairs and finance. There should be an agenda item in the regular Ex-Com Meeting for the Chairman of HUCMS to report its progress to the Ex-Com Members. The minutes of its meetings and its financial reports should be made known to the Ex-Com Members. There should also be an independent account for the HUCMS (內地助學計劃) so that all expenses in connection with the Scheme should be drawn from that account. All proposed funding and expenses in connection with HUCMS should be brought to the Ex-Com for prior approval. Eric Chau

4.2 In connection with the HUCMS, it was reported that the following key post holders were determined :

Chairman	:	Mr. NG Yuen-hank, Ben
Vice-Chairman	:	Mr. CHU Kwok-fai, Alex & Mr. HUNG Tam-yuen
Treasurer	:	Mr. YU Cheuk-chung
Secretary	:	Ms. TSUI Wai-lin, Pauline

4.3 Members were also concerned that the donors of the fund raising had expressed their requests for a receipt for tax exemption. As the Association had not yet been registered as a Non-profit making body, the receipt would have to be issued by the China Care Fund Limited upon receipt of our donations. Mr. Alex CHU and Mr. K K CHIU agreed to follow-up with the matter in due course. Alex Chu
KK Chiu

V. Any Other Business

- 5.1 As the Association had to be registered with the Government as a Non-Profit Making Body, Mr. Y M FAN agreed to take up the matter. YM Fan
- 5.2 According to the constitution, the new Ex-Com should prepare the annual budget within 30 days upon its setting up. In this regard, the Chairman Stephen would arrange with the relevant Group Leaders for the preparation of the Chan budget before the deadline and for discussion in the next Ex-Com Meeting.
- 5.3 Noting that members were concerned about the matters arising from the last AGM, Members discussed and agreed that a Newsletter to inform all members of the results of the election and fund raising, the current position and the way forward of the Association, and the progress of the HUCMS should be issued as soon as possible. This issue of this Newsletter should be brief and aim at reporting. However, the ex-Chairman, Mr. Ben NG and the Ben Ng current Chairman, Mr. Stephen CHAN were also requested to write a piece Stephen of article respectively to express their gratitude and forward planning Chan towards the Association.
- 5.4 As regards the issue of the half-year publication, "Tsuen Ching", it was tentatively proposed to be issued in around July 2004. Mr. CHAN LC Chan Luen-chow with the help of Mr. Ben NG was requested to follow-up with the matter.
- 5.5 Mr. Ben Ng mentioned about our current Web Site. As the name of the current Web Site could not reflect our Association and members found it difficult to search for it, Mr. Ben NG agreed to follow-up with the matter in Ben Ng due course.
- 5.6 Members opined that the outward correspondences to the public and All to members should preferably be in Chinese but internal correspondence note including email and notes of meeting could be in English. Major Notices and Publications to members should be mailed instead of emailing.
- 5.7 It was decided that the Ex-Com Meetings would be convened bi-monthly. All to However, if it was considered necessary, Meetings could be convened more note frequently.

VI. Date of Next Meeting

6. The next Meeting would be held at 6:30 p.m. on 18 May 2004 (Tuesday) at All to T Y Hung's Office where it would be the usual meeting venue unless note otherwise stated in the Notice of Meeting.
7. The Meeting was adjourned at 9:30 p.m.



CHAN Chit-wai Stephen
(Chairman)