

**Tsuen Wan Government Secondary Technical School Alumni Association (TWTSA)**  
**The 2<sup>nd</sup> Executive Committee (2004-2006)**  
**Minutes of the 2<sup>nd</sup> Meeting**

**Date** : 18 May 2004 (Tuesday)

**Time** : 6:30 p.m.

**Venue** : Conference Room, 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	
Mr. CHEUNG Kwok-chung	
Mr. LO Fu-hop, Vincent	
Mr. MAK Hoi-wah	
Ms. TANG Kit-wai	
Mr. CHAN Luen-chow	
Mr. CHAU Ka-tak, Eric	Secretary

**Absent with apology** :

- Mr. CHAN Kwan-yau, Nelson
- Ms. CHAU Wing-sze
- Mr. LUK Wing-hoi, Wesley
- Ms. LEE Lai-chun, Lily

**In Attendance** : Mr. HUNG Tam-yuen

**I. Confirmation of the minutes of the last meeting**

The minutes of the last meeting was confirmed without amendment.

**II. Confirmation of the minutes of the 2<sup>nd</sup> AGM held on 17 April 2004**

- 2.1 The minutes of the 2<sup>nd</sup> AGM prepared by Mr. FAN Ying-ming was confirmed subject to the deletion of the number of votes column against the newly elected Ex-Com members.

### III. Endorsement of the amended Constitution

3.1 The amended Constitution proposed by Mr. MAK Hoi-wah was endorsed.

### IV. Matters arising from the last meeting

- 4.1 The Chairman, Mr. Stephen CHAN, the Secretary, Mr. Eric CHAU and the Treasurer, Mr. K K CHIU completed the relevant application form for change of the office-bearers of the Association. Mr. Y M FAN would notify the Hong Kong Police of the above changes in accordance with the provisions of the Societies Ordinance, Chapter 151. (Post meeting note : In addition, it was also required to inform the Hong Kong Police of the changes of address and the abbreviation of the Association from TWGSTSAA to TWTSAA. Mr. Y M FAN would also follow up with the matter. Eventually, the two letters signed by the ex-Chairman and current Chairman respectively to the Hong Kong Police were sent out on 28 May 2004.) YM Fan
- 4.2 The Chairman, the 2 Vice-Chairmen and the Treasurer had signed on the bank account book. Any 2 of the above 4 signatories might deal with any affairs in connection with this bank account. The Treasurer would keep the bank account book. Mr. K K CHIU would follow up with the bank for change of signatories. KK Chiu
- 4.3 Mr. K K CHIU reported that it was unable to amend the existing Chinese name (助學計劃) of the bank account in relation to HUCMS Committee to 內地助學計劃委員會. Therefore, a new bank account in the name of HUCMS Committee (內地助學計劃委員會) should be opened. After discussion, it was agreed that there should be 2 groups of signatories, (i.e. the Ex-Com and the HUCMS Committee respectively) and each group should comprise 2 Members. The authorized signatories to deal with any affairs in connection with this bank account should comprise at least 2 Members jointly, one from each group. The 2 signatories from the Ex-Com were Mr. CHAN Chit-wai and Mr. CHIU Kim-kan whereas the 2 signatories from the HUCMS Committee were Mr. NG Yuen-hank and Mr. YUE Cheuk-chung. For avoidance of doubt, it was also agreed that no official/company chop would be required to deal with any affairs of this bank account. Further, it was agreed to transfer the money from the old account to the new account and maintain the old account for 6 months for a review whether the old account should be closed. (Post meeting note : Mr. K K CHIU proposed the name of the account to be "TWTSAA-HUCMS Committee" or 荃工校友會-內地助學計劃委員會.) KK Chiu
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- 4.4 Mr. K K CHIU reported that a sum of \$153,090 would be transferred to the China Care Fund Limited (CCFL) for the issue of donation receipts to the donors for tax reduction. In this regard, Mr. Ben NG had already issued a letter together with a list of donors with the respective amount of donation to CCFL who would issue the receipts to the donors as soon as possible. KK Chiu
- 4.5 Mr. Y M FAN reported that professional advice and official guidelines on registration of the Association as a non-profit making body had been sought. As the Association was not established exclusively for charitable purposes, it was inappropriate for the Association to register as a non-profit making body. Whether the HUCMS should be registered as a non-profit making body, it was another separate issue. After deliberation, Members agreed not to pursue with the matter. This item was to be deleted.
- 4.6 Regarding the Web Site, as Mr. Ben NG was unable to attend the Meeting, the progress could not be reported. However, Mr. Stephen CHAN was of the opinion that the Association should maintain its own Web Site in the long run though the temporary one (<http://www.nicestudiohk.com/twgtshk>) was still made available to members. In this respect, Mr. Y M FAN agreed to follow up. YM Fan

#### V. Report of the HUCMS Committee (內地助學計劃委員會)

- 5.1 Mr. Alex CHU gave a report of the HUCMS in the following paragraphs. He reported that the name of HUCMS was to maintain to achieve consistency with the bank account. However, the Standing Committee would be re-named as HUCMS Committee. Members agreed.
- 5.2 The trip to Huai Ji originally scheduled for 21-23 May 2004 was postponed to 4-6 June owing to the sudden sickness of a VIP. Despite 14 members had registered to join the trip, Mr. Alex CHU still appealed to other members' support. (Post meeting note : 13 members including their family members had actually joined the trip to Huai Ji.)
- 5.3 The newsletter for the HUCMS had been issued on 10 May 2004. In which, the progress was reported and how the donation would be used was proposed.
- 5.4 Ms. Pauline CHUI had resigned as the Secretary of the HUCMS Committee. Mr. Ben NG would appoint a new Secretary in due course. (Post meeting note : Ms. Pauline CHUI had resumed her post upon invitation of the Chairman and Members.)



- 5.5 A new design for the name card of the HUCMS Committee members was tabled for Members' comment. It was noted that the Chinese title of the Chairman of the HUCMS Committee was 內地助學計劃委員會主席 instead of 內地助學計劃委員會主任 which was adopted in the 1<sup>st</sup> Ex-Com Meeting held on 29 April 2004. Members were of the opinion that Ex-Com Meeting decisions should be followed as far as practicable. If for any reasons there were any proposed deviations/changes, the Ex-Com should be duly informed beforehand. After deliberation, Members agreed that it was only a minor communication problem and therefore gave retrospective consent to the amendment of such Chinese title. (Post meeting note : Mr. Ben NG notified Mr. Stephen CHAN by email of the change and apologized for the unauthorized change.)

## VI. Mission and Vision of the Association

- 6.1 The Mission and Vision of the Association were clearly spelt out in the Constitution, which stated that the Association was a non-profit making, non-religious and non-political organization. The purposes of establishing the Association were to promote better communication among members, to improve the friendship of members, to participate any social services and to raise funds for conducting charitable events.

## VII. Treasurer's Report

- 7.1 Mr. K K CHIU gave a brief report as follows :

Current balance	:	About \$61,000.00	KK Chiu
The cost of each publication of "Tsuen Ching" including printing and postage	:	About \$4,000.00	
No. of publications per year	:	2	
Postage for Notice of AGM	:	About \$1,500.00	
Ad hoc Newsletter already done	:	About \$1,500.00	
Web Site	:	About \$1,000.00 p.a.	

## VIII. Group Leaders' Proposals

- 8.1 Mr. MAK Hoi-wah, the Culture and Recreation Group Leader, proposed to conduct one seminar and one outdoor activity which would be self-financed in 2004/2005. In this connection, Mr. CHAN Luen-chow introduced a programme "Junior Entrepreneur" now being organized by the Hong Kong

Polytechnic University. He suggested organizing this seminar specifically to our members. After discussion, Members agreed that it would be worthy to pursue with the matter. Mr. L C Chan would assist Mr. H W Mak to follow up with the matter.

LC Chan  
HW Mak

#### IX. Newsletter "Tsuen Ching (荃情)"

- 9.1 Members noted that there were some typing errors in the Newsletter just issued. Amendments would be made in the coming issue.

LC Chan

#### X. Any Other Business

- 10.1 It was reported that in the 2<sup>nd</sup> AGM dinner on 17 April 2004, there was a deficit of \$2,000.00 in dinner fees/donations/annual fees in respect of Table No. 15. The envelope enclosing \$2,480.00 (including \$480.00 cash and a cheque of \$2,000.00) was given to the Treasurer, Mr. K K Chiu, who made the initial auditing on that night. However, the sum should be \$4,480.00 according to the list of participants/donations/annual fees which was given to the Treasurer one week later for second auditing. The matter raised Members' concerns and the relevant Table Head, Ms. Pauline CHUI, was requested to explain the situation. According to her representation, she had withdrawn \$1,000.00 cash from the envelope as a China Education Fund donation on behalf of Ms. CHEUNG Yuk-yu with those sitting at Table No. 15 as witnesses. However, she did not know why there was a deficit of the other \$1,000.00.

- 10.2 Members had a lengthy discussion over this matter and agreed that \$1,000.00 cash might have been double-entered into different accounts, i.e. the dinner fee account and the donation to HUCMS account. Therefore, there was only \$1,000.00 cash lost. Members realized and agreed that the loss was due to confusions in a hurry in handling the money at nobody's fault as the programme in the AGM was too tight. It was decided to write off the sum of \$1,000.00. Mr. K K CHIU was requested to follow up with the Auditor in this respect.

KK CHIU

- 10.3 Mr. Y M FAN requested Mr. T Y HUNG's no objection to let Members use his new office as the registered address of the Association. Mr. T Y HUNG agreed to write a letter in this regard and Mr. Y M FAN would take follow up actions. (Post meeting note : Mr. T Y HUNG's letter was accompanied with the letter mentioned in paragraph 4.1 above and sent out on 28 May 2004.)

YM Fan

10.4 Mr. K K CHIU said that new membership cards had to be made. In this regard, he would update the data of the membership master file first. KK CHIU

10.5 Ms. Cindy FU shared with Members her bitter but wonderful past experience in handling the publication of "Tsuen Ching". She appealed to all Members to provide assistance to the Logistic Group as far as possible when necessary. The Chairman appreciated her past performance and encouraged Ms. Cindy FU to motivate and guide the new Logistic Group members to perform even better in the coming year. Cindy Fu

**XI. Date of Next Meeting**

11.1 The next Meeting would be held at 6:30 p.m. on 27 July 2004 (Tuesday) at the Conference Room, 5/F, Tung Hip Commercial Building, 244-252, Des Voeux Road Central, Hong Kong. All to note

11.2 The Meeting was adjourned at 10:00 p.m.



CHAN Chit-wai Stephen  
(Chairman)