

**Tsuen Wan Government Secondary Technical School Alumni Association (TWTSAA)**  
**The 2<sup>nd</sup> Executive Committee (Ex-Com) (2004-2006)**  
**Minutes of the Special AGM Working Group Meeting**

**Date** : 6 June 2005 (Monday)  
**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. MAK Hoi-wah  
Mr. CHAU Ka-tak, Eric Secretary

**In Attendance** : Mr. HUNG Tam-yuen  
**Absent with apology** : Mr. CHAN Kwan-yau, Nelson  
Ms. CHAU Wing-sze  
Ms. TANG Kit-wai  
Mr. CHAN Luen-chow  
Mr. LO Fu-hop, Vincent  
Mr. LUK Wing-hoi, Wesley  
Ms. LEE Lai-chun, Lily

## **1. Purpose of meeting**

The Chairman declared that the purpose of the meeting was to review the whole process of the AGM held on 28 May 2005 and to look for rooms for improvement.

## **2. Items reviewed**

2.1 Date of AGM – Members considered that the timing of the AGM in late May was suitable for most members as it was before school examination period and after the open examinations and also before the summer holidays. Sufficient (3-month) notice had been given in advance. However, it was reflected that teachers were busy in preparing examination papers in May and early June so that the attendance rate for teachers was relatively low.

- 2.2 Time – As members came quite late, they chatted among themselves rather than listening attentively to the speakers on stage while the Meeting was conducted. It was proposed and agreed that the Ex-Com should announce the start time of the next AGM one hour earlier (say 6:00 pm) than actual to allow for these circumstances.
- 2.3 Venue – Most members considered the venue acceptable though it might be inconvenient for some new members coming for the first time. Members inclined to book the same venue for future AGM to facilitate easy communication and to establish the impression of “meeting you at the same old place”. In comparison, the Club had the following advantages :
- (a) It was easy to book the venue;
  - (b) The price was reasonably cheap and without the 10% service charge;
  - (c) There was flexibility to increase/decrease the number of tables, etc;
  - (d) The audio and visual aids were of high standards;
  - (e) The dance floor provided a stage for speakers and photos taking; and
  - (f) The quality of food was good.
- 2.4 It was however, agreed that there were rooms for improvement :
- (a) The Ma Jong area and the Karaoke area might be suitably separated so that members who would like to chat would not be disturbed;
  - (b) The speakers for Karaoke for some areas might be switched off;
  - (c) The lighting might be dimmed off when playing the VCD of HUCMS to attract members’ attention.
- 2.5 Ticketing – It was reported that the total number of attendants were 230 whereas the number of attendants last year was 259. It was considered that the drop of attendants was due to the reason that the Year Representatives were not active/responsive enough. There should be at least 2 and preferably 3 representatives for each year to help invite members to join the AGM. It was suggested that the Year Representatives should be invited to attend the preparatory working group meetings to gain their involvement.
- 2.6 Regarding the low attendance rate of the teachers, the failure was due to the sole reliance on the teachers’ representative who failed to call the teachers. It was suggested that the Year Representatives might help call those teachers who taught them before. Notwithstanding this, Members noted that there were about 43 new comers who had never appeared in the previous AGM before.

2.7 Rundown – Members agreed that the rundown should be improved :

- (a) Start earlier to allow for late comers and chatting among members;
- (b) Stop all activities to draw members’ attention before starting the agenda;
- (c) Play the VCD show during the dinner time but not during the meeting and dim out the light while playing; and
- (d) Take group photos year by year (or year groups), Ex-Com, HUCMS, teachers, guests, etc. during the dinner time to be arranged by the M.C.

2.8 Seating arrangement – The grouping of members to sit in tables/areas demarcated by decades, i.e. Years 63-70, 71-80, 81-90 and 91-94 to allow for flexibility was acceptable. For better arrangement, however, each table should be labeled to accord with the seating arrangement. Teachers might sit with any students freely.

2.9 Collection of Fees – The present arrangement for collection of dinner fees and membership fees by the table heads per table was very good. The only improvement was to distribute the collection forms and envelopes after members were seated and announcement by the M.C.

2.10 Donation – It was considered that the two donation boxes for TWTSAA and HUCMS should be clearly specified so as not to mislead members.

2.11 Thank You Letter – It was agreed that “Thank You Letter” should be given to the 6 teachers, the Chairlady of Tsuen Wan Government Evening Secondary School Alumni Association, the photographer, the sponsors for sports wear, gold fishes and corsages, and the Year Representatives. In this regard, Stephen would sign these letters on behalf of the Association. Cindy agreed to find out the address of the teacher, Mr. TSE Siu-hei.

Stephen  
Cindy

2.12 The low attendance rate – Some Members considered that the attendance rate of this AGM was less than the last. When compared with some 43 new comers, there was a total of about 70 who attended the last AGM did not attend this AGM. It seemed that the Association was losing support from these members. Some reflected that they were not reminded/called by phone in advance. It was suggested that the Ex-Com Members should call each of these members to find out the reasons for their non-attendance and work out the solutions accordingly. However, some Members were of the opinion that though the suggestion was good, it would be very time consuming and labour intensive. No consensus was reached and nobody was willing to follow-up. It was agreed to discuss the issue later in the future Ex-Com meetings.

### 3. Secretary's Report

3.1 Eric reported that :

- (a) The estimated number of attendants was 252;
- (b) The actual number of attendants was 230;
- (c) There were a total of 20 tables with a minimum of 9 and a maximum of 13 persons per table;
- (d) 20 new registration forms were received;
- (e) About 43 new members joined the AGM/association;
- (f) More than 50 members' particulars had been updated; and
- (g) The total number of members reached 810 excluding those 33 teachers who did not wish to be put on the list.

### 4. Treasurer's Report

4.1 Mr. K K CHIU reported that :

Income arising from AGM

(a) Dinner fees	: \$56,250.00
(b) Donations (Affairs)	: \$4,310.00
<b>Total Income</b>	<b>: \$60,560.00</b>

Expenses arising from AGM :

(a) Dinner	: \$40,867.00
(b) Banner	: \$480.00
<b>Total Expenses</b>	<b>: \$41,347.00</b>

**Surplus : \$19,213.00**

The account for HUCMS Committee would be separated from this account. Membership fees were also not included into this account.

### 5. Any Other Business

5.1 As requested by members of the HUCMS Committee, the next issue of Tsuen Ching which was originally scheduled for issue on 15 July 2005 would be postponed to late July 2005 to allow for reporting the Huai Ji Trip scheduled for 1-3 July 2005.

**6. Date of Next Meeting**

- 6.1 As this was the Special Working Group meeting, there would be no more meetings on this issue.
- 6.2 The Meeting adjourned at 8:15 p.m.

---

CHAN Chit-wai Stephen  
(Chairman)