

Tsuen Wan Government Secondary Technical School Alumni Association (TWTSAA)
The 9th Executive Committee (ExCom) (2018 – 2020)
Minutes of the fifteenth Meeting

Date : 13 March 2021 (Saturday)
Time : 3:00 p.m. to 5:30 p.m.
Venue : 錦田長者學苑 131A Kam Tin Road, Kam Tin, Yuen Long, N.T.

Present	Mr Chau Ka Tak, Eric	Chairman
	Mr Chui Wai Sing	Vice-Chairman (External)
	Mr Cheung Kwok Ying	Vice-Chairman (Internal)
	Ms Wong Hon Mui, Deborah	Secretary
	Ms Yau Wai Ha, Iris	Treasurer
	Mr Chan Chit Wai, Stephen	Co-ordinator MCPC / TWTSAAF
	Mr Chan Kwan Yau, Nelson	
	Mr Chan Sing, Nelson	
	Mr Chiu Kim Kan	
	Mr Leung Sheung Ming	
	Mr Leung Tung Sing, Christopher	
	Mr Mak Hoi Wah	
	Ms Yau Siu Mei, Sophia	

Absent with apologies:

Ms Kwok Fung Ling, Catherine
Mr Ma Cho Ming, Elton

In attendance:

Mr Cheung Yuet Wah (Chairman of the ExCom Election Committee)
Mr Tang Wing Hong

1. Quorum and Chairman

It was noted that a quorum of members was present and the meeting was therefore duly convened and constituted. Mr Chau Ka Tak, Eric took the chair of the meeting.

2. Confirmation of the minutes of the last meeting

The minutes of the fourteenth meeting of the 9th ExCom held on 11 January 2021 were confirmed without amendment.

3. Matters arising from the last meeting

Mr Chau Ka Tak, Eric reported that he had made a telephone enquiry with the Police about the application for change of registered address, and requested the Police to complete the procedures by mid-April 2021 so that he might report the same at the AGM. The Police noted and replied that the application would soon be approved with the new certificate to be sent by ordinary mail to the registered address in Kam Tin.

4. Treasurer's Report

Ms Yau Wai Ha, Iris reported that the bank balance as of 13 March 2021 was HK\$32,951.25.

5. Messages from TW TSAACF

Mr Chan Chit Wai, Stephen reported that due to Covid -19, the China projects and all courses held at 錦田長者學苑 had been suspended.

6. Report from Recreation and Publication/IT subcommittees

6.1 Recreation and IT matters

There was nothing to report for this meeting.

6.2 Publication (荃情)

Mr Chau Ka Tak, Eric reported that he would continue to invite more alumni and former teachers to contribute articles for 荃情

7. 2021 AGM

7.1 After discussion, the 2021 AGM would still be held on 24 April 2021 but not at Yau Yat Chuen Club due to the current COVID-19 pandemic situation. The annual dinner would also be cancelled. Mr Fan Ying Ming had been requested to cancel the reservation at Yau Yat Chuen Club.

7.2 Instead, the AGM would be held at the registered office at Kam Tin Centre. The meeting would start at 4:00 p.m. Internet Zoom meeting facility would also be available for alumni who would not be convenient to attend the meeting at Kam Tin Centre.

A special notice regarding this AGM arrangement and a "Need to Know" guideline for attending the Zoom meeting would be uploaded to website by 22 March 2021.

7.3 Appointment of Voluntary Legal Adviser and Auditor

Mr Chau Ka Tak, Eric reported the following:

7.3.1 Voluntary Legal Adviser

Mr Fung Ka Choi, Cary has served as 義務法律顧問 for more than 18 years. In order to simplify the AGM Agenda and administration work (i.e. the bi-annual invitation and appointment of Voluntary Legal Adviser in the AGM with ExCom Members Election), Mr Chau Ka Tak, Eric proposed an once-for-all life term appointment and invited Mr Fung Ka Choi, Cary as 永遠義務法律顧問 before this meeting. Mr Fung Ka Choi, Cary had kindly agreed and accepted the invitation. Members agreed to this proposal.

This life term appointment would be included in the coming AGM agenda.

7.3.2 Voluntary Auditor

Mr Chau Ka Tak, Eric had obtained independent advice from another professional accountant and knew that Tsuen Wan Government Secondary Technical School Alumni Association (TWTSAA) was established under The Societies Ordinance (Cap. 151) which has no legal requirement for TWTSAA to conduct annual financial audit by a professional auditor. That

means the annual financial audit carried out in the past years were more than legal requirement.

Moreover, the accounting work and the transaction nature in recent years were minimal limited to member subscription fees, donation, SMS messages payment, etc. The transaction amount was relatively small and insignificant.

Also, Mr Lam Kwai Choi, Peter, the current 義務核數師, had expressed in 2018 that he would retire in two years and requested Mr Chau Ka Tak, Eric to find a replacement auditor.

In view of the above and in order to similarly simplify the AGM Agenda and administration work, Mr Chau Ka Tak, Eric proposed to cease appointing Mr Lam Kwai Choi, Peter as the 義務核數師 and the annual audit be done by the Treasurer of TWTSAA instead in future.

However, some members had counter views:

It has been a good practice in the past to conduct annual financial audit despite more administration work was involved. It gave an image that TWTSAA is a good organisation. Previous accounting work was kept at a high standard exceeding legal accounting requirement.

Mr Lam Kwai Choi, Peter has served as 義務核數師 for more than 18 years. Despite his retirement, it would be expected that through his influence, his company, Peter Lam & Co now run by his son, would continue to conduct free annual financial audit. So far, TWTSAAACF had not received his resignation notice and he had continued serving as 義務核數師.

After discussion, it was proposed to contact Mr Lam Kwai Choi, Peter again asking for his agreement to serve as 永遠義務核數師 similar to 永遠義務法律顧問 as discussed and agreed above.

Ms Yau Wai Ha, Iris was requested to contact Mr Lam Kwai Choi, Peter to invite him as 永遠義務核數師. There was no further discussion nor decision as to the proposal of ceasing appointment of a professional auditor to perform the annual financial audit work if Mr Lam Kwai Choi, Peter declined the invitation.

(Post-meeting Note: Ms Yau Wai Ha, Iris contacted Mr Lam Kwai Choi, Peter direct by phone. Mr Lam Kwai Choi, Peter reiterated his intention in 2018 that he would retire and could no longer serve as 義務核數師 any more.)

7.3.3 Souvenir Presentation

Mr Chau Ka Tak, Eric originally proposed to present souvenir for thanking Mr Fung Ka Choi, Cary for his taking up the appointment of 永遠義務法律顧問, and for thanking Mr Lam Kwai Choi, Peter for his past contribution as 義務核數師 if future appointment ceased. Members agreed to the first proposal. As regards the second proposal, according to the discussion in paragraph 7.3.2 above, Mr Lam Kwai Choi, Peter would further be contacted to confirm whether he would take up the appointment of 永遠義務核數師 or he would retire from the current 義務核數師. So, depending on the outcome of relevant contact, Mr Tang Wing Hong would arrange for the design and preparation of the souvenir to be presented at the AGM or delivered to them if it was not possible to present the souvenir at the AGM for any reasons,

(Post-meeting Note: Since Mr Lam Kwai Choi, Peter decided to retire and would not serve as 義務核數師 any more, members agreed to present souvenir for thanking Mr Lam Kwai Choi, Peter for his past contribution as 義務核數師 in 2002-2021.)

8. ExCom members election

8.1 By the time of the meeting on 13 March 2021, 13 existing ExCom members had submitted the election nomination forms. This had met the election requirement of 7 to 15 candidates. The election would proceed accordingly. In case the vacancies of the ExCom for the term 2021–2023 were to be filled up later, the admission of new member(s) could be decided by the ExCom in lieu of election.

(Post Meeting Note: One more nomination from existing ExCom member was received after the meeting. There would be a total of 14 candidates for the forthcoming election.)

8.2 The Special AGM Notice, second election notice with a list of running candidates, election form and proxy form would be uploaded to website by 22 March 2021.

8.3 After discussion, it was decided that the election form would be given to the eligible members during the AGM to vote in accordance with the second election notice. Mr Chui Wai Sing had been requested to prepare the final running list of candidates and the election form.

9. Follow up work allocation

Preparation of special AGM Notice - Mr Chau Ka Tak, Eric
Preparation of the Second Election Notice with list of candidates and election form - Mr Chui Wai Sing in co-ordination with the ExCom Election Committee
Contact with Mr Lam Kwai Choi, Peter - Ms Yau Wai Ha, Iris
Souvenir for Messers Lam Kwai Choi, Peter and Fung Ka Choi, Cary - Mr Tang Wing Hong
Preparation of the "Need-to-Know" Guidelines - Mr Chan Sing, Nelson
Documents uploading to website - Mr Chan Sing, Nelson

10. Any Other Business

10.1 Mr Chau Ka Tak, Eric advised members that as a result of the change of registered address, amendment of Constitution of TWTSAA, Chapter 1, clause 3 would be required. This would be done at the AGM.


It was also noted that the Chinese and English versions of the new registered address stated in the relevant minutes of meeting did not match, which were:

香港新界錦田錦田公路131A号
131A Kam Tin Road, Kam Tin, **Yuen Long**, N.T. Hong Kong


In addition to the use of simplified Chinese word of “号”, such mis-matched versions were so stated in the application for change of registered address, implying further amendment might be required in the future.

10.2 Members expressed their gratitude to Mr Cheung Yuet Wah for his attendance to this meeting.

There being no further business, the Chairman declared the meeting closed.



Wong Hon Mui, Deborah
(Secretary)


Chau Ka Tak, Eric
(Chairman)

Distribution:

All ExCom members (by e-mail)

Mr Hung Tam Yuen (by e-mail)

Mr Tang Wing Hong (by e-mail)

Ms Fu Sau Lin, Cindy (by e-mail)