

**Cheung Chuk Shan College Alumni Foundation Fund**  
**Management Committee**

**Minutes of Meeting**  
**held on Wednesday, 30<sup>th</sup> July 2008**  
**in Yue Chinese Restaurant of City Garden Hotel**

**Members Present:**

Mr. Hui Tin Fook, David (Chairman)  
Mr. Yuen Tze Lam, Joseph  
Ms. Poon Wai Yee  
Ms. Fok Suk Han  
Ms. Wong Chi Fong, Winnie  
Mr. Tsoi Sze Yeung

**In Attendance**

Mr. Tsoi Sheung Kai  
Mr. Chan Chuen Wing  
Mr. Co Yau Tik, Dixon  
Ms. Ng Lai Chu  
Mr. Chan Chun Chung

**Members Absent with Apology:**

Mr. Leung Sau Chi

**I. Welcome and Introduction from the Chair**

1. The Chairman welcomed all members and those in attendance of the first meeting of the Cheung Chuk Shan College Alumni Foundation Fund Management Committee (hereinafter called “the Committee”).
2. The Chairman introduced the background of the Cheung Chuk Shan College Alumni Foundation Fund (hereinafter called “the Fund”):
  - i) In the last few years, many teachers retired for various reasons. Many of them expressed their eagerness to continue to contribute to our School. The idea of establishing a fund with the aim of strengthening the bond between the School and the retired teachers sprang in the Chairman’s mind at that moment. In 2005, the Chairman set up the Hui Tin Fook Service Award and invited Ms. Wong Chi Fong, Winnie and Ms. Fok Suk Han to be

the Chairpersons of the Selection Committee for the Award.

- ii) The determination of the Chairman to establish a fund was further strengthened by the retirement of Ms. Poon Wai Yee, one of the most respected teachers of the Chairman. At the retirement lunch gathering given by Ms. Poon Wai Yee on 27<sup>th</sup> June 2007, the Chairman proposed to donate HK\$100,000.00 to set up a fund and this proposal was supported by our School Principal, Mr. Yuen Tze Lam, Joseph. They decided the fund be named as Cheung Chuk Shan College Alumni Foundation Fund.
- iii) After being elected as the Alumni Manager of the Incorporated Management Committee of our School (hereinafter called the “IMC”), the Chairman formally made his proposal to the IMC and was approved at the IMC Meeting held on 23<sup>rd</sup> June 2008.
- iv) A management committee was set up to administer the Fund by the IMC. The members are as follows :-
  - Mr. Hui Tin Fook, David (Chairman)
  - Mr. Leung Sau Chi
  - Mr. Yuen Tze Lam, Joseph
  - Ms. Fok Suk Han
  - Ms. Poon Wai Yee
  - Ms. Wong Chi Fong, Winnie
  - Mr. Tsoi Sze Yeungand the Chairman was authorized to call a meeting to discuss the detailed operation of the Fund in the coming year.
- v) Inspired by the Chairman’s generosity and enthusiasm, Mr. Tsoi Sheung Kai donated another HK\$100,000.00 and Ms. Yan Ming Yuk, a former student of our School, donated another HK\$10,000.00. This brings the Fund to a total of HK\$210,000.00.

## **II. Appointment of Secretary**

1. Nominated by Mr. Yuen Tze Lam, Joseph and seconded by Ms. Poon Wai Yee, Ms. Wong Chi Fong, Winnie was elected as the Secretary of the Committee.

## **III. Appointment of Treasurer**

1. Nominated by Mr. Yuen Tze Lam, Joseph and seconded by Ms. Wong Chi Fong, Winnie, Mr. Leung Sau Chi was elected as the Treasurer of the Committee.

## **IV. Appointment of Honorary Auditor**

1. Nominated by Ms. Fok Suk Han and seconded by Mr. Tsoi Sze Yeung, Mr. Chan

Chun Chung was elected as the Honorary Auditor of the Committee.

## **V. Objectives of the Fund**

1. The Chairman proposed the following as objectives of the Fund:
  - i) To promote service learning to our students;
  - ii) To arouse the sense of social awareness;
  - iii) To promote moral education in order to nurture basic values among students;
  - iv) To enhance the public image of the School;
  - v) To honour our retired teachers in order to boost the morale of the serving teachers;
  - vi) To offer financial aid to students handicapped with limited budget to complete their projects / services.
2. At the invitation of the Chairman, Mr. Yuen Tze Lam, Joseph briefed in the meeting on the latest development of our School :-
  - i) The School would merge the Moral & Civic Education Committee with the Sex Education Committee.
  - ii) The School planned to actively promote moral education in the coming year, especially in the prevention of drug abuse.
  - iii) The School provided life education lessons to S1 and S2 students to foster their sense of social commitment. Voluntary services, such as visits to the elderly, were also organized for S1 and S2 students.
  - iv) However, due to limited resources, S3 and S4 students could not be involved in those lessons and activities provided for S1 and S2 students.
  - v) The School filled this gap by advancing two service schemes for S3 and S4 students. The first scheme was organizing IT courses for the elderly. The second scheme was organizing social service trip to the Mainland to teach local students English.
  - vi) The School would like to encourage and praise students who have been selected to Hong Kong teams.
  - vii) Traditionally the School nominated two teachers with the longest years of service for the Outstanding Teacher Award unless they had been awarded in previous years. The policy would continue in the coming year.
  - viii) The School recognized the development in extra-curricular activities as the right direction for the future of the School.
3. After Mr. Yuen Tze Lam, Joseph's detailed introduction of our School's recent development, the Chairman further suggested that the objectives of the Fund should also include aid to students with financial difficulty and students with special talent.

4. Ms. Poon Wai Yee responded to the Chairman's suggestion of talent development by proposing that the Fund should support the development of History Role Play Competition. Ms. Poon highly praised the Competition as an excellent tool for talent development.
5. Ms. Poon Wai Yee further suggested inviting the Chung Ying Theatre Company to give talks or lessons to students on acting and stage production.
6. Ms. Poon Wai Yee added that the Fund should also sponsor students to appreciate top-notch, first-rate movies and plays in order to widen exposure and deepen life reflection. Besides, she suggested the School should give guidance to the students on their choice of TV programs and movies.
7. Mr. Co Yau Tik, Dixon enquired about the positioning of the Fund. He would like to know whether the Committee would actively organize activities or passively sponsor activities only.
8. At the Chairman's suggestion, a sub-committee would be formed to organise and coordinate activities and to outline the allocation of the Fund for the activities in the coming year.
9. The Chairman responded that the actual operation of the Fund should be determined by the Fund Allocation Sub-Committee.
10. In this connection, the Chairman suggested Mr. Yuen Tze Lam, Joseph to be the convener of the Fund Allocation Sub-Committee while Ms. Fok Suk Han and Ms. Poon Wai Yee to be the Deputies, and Miss Wong Chi Fong, Winnie is one of the members of this Sub-Committee. Other serving teachers who are interested in promoting extra-curricular activities are also invited as members of the Sub-Committee. The proposal was agreed and endorsed by member of the meeting. The Sub-Committee should be responsible for allocation of the Fund, coordinating with the school teachers to carry out the activities.

## **VI. Activities to be organized in the coming year**

1. A list of activities to be organized in the coming year was proposed and examined by the Committee. However, whether these activities should be carried out would be determined by the Fund Allocation Sub-Committee. The details were as follow:-
  - i) Outstanding Service Award
    - The Committee agreed to increase the number of Hui Tin Fook Service Awards to students from two to four.
  - ii) Voluntary Service Project
    - Mr. Yuen Tze Lam, Joseph suggested sponsoring the School's service projects instead of advancing a new service project.

- iii) Cooperation with CCSC's Social Services Group
  - The Committee agreed to financially support the Social Services Group.
- iv) Moral Education Talk
  - The Committee agreed to invite organizations to give moral education talks to students.
- v) Student of the Year
  - Mr. Yuen Tze Lam, Joseph expressed his worry about the difficulties in the selection process of Student of the Year.
  - This issue will be further determined by the Fund Allocation Sub-Committee.
- vi) Moral Education Drama Competition
  - The Committee agreed to sponsor this activity.
- vii) Star of CCSC Award
  - The Committee agreed to set up this Award.
- viii) Respect Our Teachers Campaign
  - Mr. Chan Chuen Wing suggested appreciation cards to the teachers should not be only distributed to students on Teachers' Day but on every day.
  - Mr. Yuen Tze Lam, Joseph suggested the Committee could design cards and put them at a special corner for students to pick up.

## **VII. Allocation, Management and Administration of the Fund**

1. The Chairman stressed the importance of transparency in the management of the Fund. He proposed that all alumni and students of CCSC could gain access to the minutes, donation record and expenditure record of the Fund. He pointed out that this strategy could increase public confidence in the Fund.
2. The Chairman recommended opening a separate and independent bank account for the Fund. Any use of the Fund should be approved by the Chairman, Mr. Yuen Tze Lam, Joseph and Mr. Leung Sau Chi with their signatures on the cheques.
3. In view of the low interest rate at the moment and the wish to set up a precedent on ways of managing the Fund, the Chairman suggested investment of the Fund should be made in the stock market. This could ensure the sustainability of the Fund. He recommended the Bank of China Limited and China Life Insurance Company Limited to be the investment items. If the Fund has been devalued as a result of investment failure, the Chairman guarantees to underwrite the lost amount of investment for two years. Calculation of any loss and profits/dividends of the investment should be made on 30<sup>th</sup> July 2008 and 30<sup>th</sup> July

2009.

(Post-meeting Note: Subsequent to the meeting, it was found that the Education Bureau does not allow any use of the money of the Fund for the purpose of investments with risks)

4. As the Committee had raised many questions on investment, an Investment Sub-Committee was set up with Mr. Tsoi Sze Yeung as the head while the Chairman, Mr. Yuen Tze Lam, Joseph and Mr. Leung Sau Chi as members to discuss the details of investment.
5. Mr. Tsoi Tze Yeung was appointed by the Committee as the person responsible for managing the official website of the Fund. Contents of the website may include minutes, details of sponsored activities and newsletter.

#### **VIII. Setting up of a Sub-Committee**

1. The Committee agreed to set up a Sub-Committee to assist the Committee to carry out its work. Mr. Chan Chuen Wing, Mr. Co Yau Tik, Dixon and Ms. Ng Lai Chu were invited to be the members of this Sub-Committee.

#### **IX. A.O.B.**

1. Mr. Yuen Tze Lam, Joseph questioned the opening of a bank account for the Fund as the Fund was not a legal entity. The Committee reached the decision that the Fund would be saved in the Old Students' Association's Account.
2. At the Chairman's invitation, Mr. Co Yau Tik, Dixon would be responsible for discussing details with the Old Students' Association of the arrangement of the bank account.

#### **X. Date, time and venue of next meeting**

1. The Committee agreed that the next meeting should be held around the same time next year.

#### **XI. Adjournment of the meeting**

1. There being no further business to come before the meeting, the meeting was adjourned at 9:30 p.m.

**Respectfully Submitted By,**

Ms. WONG Chi Fong, Winnie

Secretary, CCSC Alumni Foundation Fund Management Committee

CCSC Alumni Foundation Fund Management Committee

**Approved By,**

Mr. HUI Tin Fook, David

Chairman, CCSC Alumni Foundation Fund Management Committee