

Cheung Chuk Shan College Alumni Foundation Fund Management Committee

Minutes of Meeting
Held on Saturday, 8th August 2009
In Geography Room, Cheung Chuk Shan College

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. Raymond K.T. Cheung
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 Chairman

1. The Chairman welcomed all members and those in attendance of the second meeting of Cheung Chuk Shan College Alumni Foundation Fund Management Committee (hereinafter called “the Committee”).
2. As Mr. Raymond K.T. Cheung was a new attendant to the Committee’s meeting, the Chairman briefly 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 Cheung Chuk Shan College (hereinafter called “the School”). The idea of establishing a fund with an 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 Prize.
 - (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 27th June 2007, the Chairman proposed to donate \$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 (hereinafter called the “IMC”), the Chairman formally made his proposal to the IMC and was approved at the IMC Meeting held on 23rd June 2008. The Fund was then officially set up.

II. Roll Call of Attendance and Apologies from Non-attendance

1. Roll call indicated the following members were 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, Mr. Raymond K.T. Cheung, Mr. Tsoi Sheung Kai, Mr. Chan Chuen Wing, Mr. Co Yau Tik, Dixon, Ms. Ng Lai Chu and Mr. Chan Chun Chung.
2. Roll call indicated that Mr. Leung Sau Chi was absent.

III. To Receive and Adopt the Agenda of the Meeting

Proposed by Mr. Yuen Tze Lam, Joseph and seconded by Ms. Fok Sau Han, the Agenda of the Fund’s Second Meeting was approved and adopted at this meeting.

IV. To Confirm the Minutes of the First Meeting Held on 30th July 2008

Proposed by Ms. Poon Wai Yee and seconded by Ms. Wong Chi Fong, Winnie, the Minutes of the First Meeting held on 30th July 2008 was approved and confirmed to be an accurate record.

V. To Discuss the Matters Arising

1. The Chairman informed the Committee that Mr. Chan Chuen Wing, Mr. Co Yau Tik, Dixon, and Ms. Ng Lai Chu were approved to be new members of the Committee by IMC.
2. Mr. Tsoi Sze Yeung informed the Committee that he had designed a few pages for the official website of the Fund. He asked to where the website should be uploaded. Mr. Yuen Tze Lam, Joseph replied that the official website should be separated from that of the Old Students’ Association.
3. As Mr. Raymond K.T. Cheung was a new attendant, the Chairman stated the objectives of the Fund:
 - (i) To promote service learning to our students;
 - (ii) To promote the sense of social awareness;
 - (iii) To promote moral education in order to nurture basic values among students;
 - (iv) To enhance 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.
4. At the Chairman’s invitation, Mr. Tsoi Sze Yeung promised to re-organize Cheung Chuk Shan College Old Students’ Association (hereinafter called “OSA”) in the coming year.
5. Mr. Co Yau Tik, Dixon reported on his discussion with OSA on the matter of bank account to the Committee. He said that no positive feedback was received from OSA even though he had contacted them several times. Mr.

Yuen Tze Lam, Joseph responded that the Fund could not open a new bank account because it was not yet a legal entity. Hence, monetary issues of the Fund would be handled through the School's bank account. The Chairman supplemented that the Fund could be registered as a legal entity when it had more resources.

6. The Chairman informed the Committee that the Fund could not be used for investment because the Education Bureau prohibited any stock investment of such funds.
7. Mr. Tsoi Sze Yeung reported on the progress of the official website of the Fund. He had finished pages of 1) Objective and Background of the Fund, 2) Activities Report, 3) Sponsor List, 4) Minutes and Agenda, and 5) Contact Us. He sought further advice from the Committee. The Chairman suggested that Mr. Tsoi could present his website to the Committee after the meeting.

VI. To Receive and Adopt the Activities Report for the Academic Year (2008-2009) of the Principal, Mr. Yuen Tze Lam, Joseph

1. The details of Mr. Yuen Tze Lam, Joseph's Activities Report for the Academic Year (2008-2009) were as follows:
 - (i) CCSC Alumni Foundation Fund Outstanding Service Award for 2007–2008
 - a. Awardees: Ng Joseph Cho Yiu (S4E), Lau Cheung Hau (S6A), Sham Wai Lun (S6A) and So Yat Ting (S6B)
 - b. Amount of Subsidies Used: \$2,000.00
 - (ii) CCSC SAGE Elder Academy
 - a. Established in 2008 – 2009 in collaboration with the Eastern District Elderly Community Centre of The Hong Kong Society for the Aged, 86 students of S2 to S6 organized a PowerPoint course and a Facebook course in each term for a total of 77 elders in the Eastern District.
 - b. Amount of Subsidies Used: \$920.00
 - (iii) Service Learning Trip to China (岩背學習交流體驗營)
 - a. 16 students from S3, S4 and S6 led by Mr. Tong Ling Poon, Mr. Au Yeung Yick Fung, Ms. Kong Tsui Yan and Ms. Lau Tik Yan would go to Yan Bei, Guangdong from 10 – 14 August 2009, teaching the local junior secondary students English and IT.
 - b. Amount of Subsidies to be Used: \$5,000.00
 - (iv) Social Services Group
 - a. 17 S3 and S4 students joined the child care activity (兒童托管服務) of a community centre, responsible for tutoring children in their schoolwork at the centre on Saturday mornings.
 - b. Amount of Subsidies Used: \$996.20
 - (v) Red Cross Youth Team

Competition	Result	Amount
First Aid Competition (North Point) – 2 teams	First and Third	\$200.00
First Aid Competition (HK Island)	Fourth	\$130.00
Nursing Competition (Wan Chai)	First	\$120.00
Nursing Competition (HK Island)	Fourth	\$100.00
Drill Competition (HK Open)	Third	\$220.00
City Orienteering	-	\$120.00
Amount of Subsidies Used: \$890		

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- (vi) Moral Education Talks
 - a. Talk 1
 - i. Musical performance (我們的大舞台) by S.H.O.W. in the assembly on 23 January 2009.
 - ii. Amount of Subsidies Used: \$500.00.
 - b. Talk 2
 - i. Sex education talks during post-examination period.
 - ii. Amount of Subsidies Used: \$500.00.
- (vii) Annual Drama and History Role Play Competitions
 - a. Cancelled or postponed due to Human Swine Influenza warnings from the EDB in June/July 2009.
- (viii) Dramas with Moral Values
 - a. "Tuesdays with Morrie" - Drama by Chung Ying Theatre Company
 - 1. Excerpt: "講述著名專欄記者明哲離校多年生活漸感迷失，偶然得悉大學教授慕理身患絕症不久人世，重新來到老師病榻前，領受老師在走過人生路後，歸納對愛、人生、成就、家庭、年老、寬恕、死亡等課題的睿智哲理。"
 - 2. 61 students and 2 teachers attended
 - 3. Amount of Subsidies Used: \$1,250.00
 - b. "Freshly Frozen School" (冰鮮校園) - Drama by Chung Ying Theatre Company
 - 1. Excerpt: "改編自鮮魚行學校兩遭殺校的真人真事，故事講述願放棄政府肥雞餐馴身救校的校長，如何配合真心為貧窮子弟賣力的魚販校董，走進快將被殺的學校，帶領沒錢報讀校外體藝課程以追上教改需求的學生和家長，跟處於夾縫中間的愛心官員周旋，最終力挽狂瀾，將學校從鬼門關拉回來。"
 - 2. 19 students attended
 - 3. Amount of Subsidies Used: \$380.00
- (ix) DVDs of Great Films for Library
 - a. "Michael Palin – Round the World in 80 days" DVD
 - i. No. of Copies: 3
 - ii. Amount of Subsidies Used: \$162.00
 - b. "Around the World in 80 Treasures" DVD
 - i. No. of Copies: 4
 - ii. Amount of Subsidies Used: \$270.00
- (x) Star of CCSC Award
 - a. Awardees:
 - i. Kwok Ming Hin (S2B) for representing Hong Kong in Asian Sailing Championship 2008 in Bali
 - ii. Cheung Sin Hang (S2B) for representing Hong Kong in Go Goodwill Tournament 2009 in Thailand
 - b. Amount of Subsidies to be Used: \$1,000.00
- (xi) Respect Our Teachers Campaign
 - a. Thank you notepads were bought for teachers.
 - b. Amount of Subsidies Used: \$329.00
- (xii) ECA Participation for Disadvantaged Students
 - a. As the Jockey Club Lifewide Learning Fund was sufficient to cover all the expenses, there was no need to use the subsidies provided by the CCSC Alumni Foundation Fund.
- (xiii) Investment in 2009 Lunar New Year Fair Stalls at Victoria Park
 - a. Amount invested: \$5,000.00
 - b. Fund returned including profits: \$8,866.04

2. Mr. Chan Chuen Wing queried how the 23 USBs would be used in future. Mr. Yuen Tze Lam, Joseph responded that the USBs would be kept by the teacher-in-charge for future activities which needed the USBs.
3. Mr. Chan Chuen Wing proposed the name of “ECA Participation For Disadvantaged Students” be changed so as to eliminate the labelling effect. Mr. Yuen Tze Lam, Joseph counter-proposed that this item could be used to promote extra-curricular activities to benefit the whole School rather than just disadvantaged students. The Chairman opined that one of the objectives of the Fund was to support disadvantaged students. He proposed that the Fund should continue to support disadvantaged students. The suggestion was agreed by the Committee.
4. Mr. Tsoi Sze Yeung queried the role of the Committee. He asked whether the Committee should proactively propose and organize activities or the Committee should only approve proposals offered by the School. The Chairman replied that the Committee should perform both of the above roles.
5. Ms. Poon Wai Yee suggested that there should be follow-ups after students’ watching of dramas, such as filling in questionnaires. It helped students learn how to appreciate a drama. Mr. Chan Chuen Wing proposed that students’ sharing could be uploaded to the Fund’s official website. The Chairman appreciated Ms. Poon’s and Mr. Chan’s suggestions. Mr. Yuen Tze Lam, Joseph promised to discuss this issue with the teachers.
6. Mr. Co Yau Tik, Dixon raised the question on whether the Star of CCSC Award conflicted with objectives of the Fund. He said that the achievement of award winners might not be related to their own efforts but many other factors, such as family background. The Chairman assured Mr. Co there would be no conflict. The purpose of the Star of CCSC Award was to commend students with special achievement outside the School. It tallied with one of the objectives of the Fund which was to enhance the image of the School. The Chairman further explained that the Star of CCSC Award was only a small portion of the Fund. It did not add any burden to the Fund to support other activities. Mr. Yuen Tze Lam, Joseph supplemented that the Star of CCSC Award could act as a catalyst to encourage students to do their best as award winners could act as role models for fellow schoolmates.
7. At the Chairman’s invitation, Ms. Wong Chi Fong, Winnie opined that there were too few CCSC Alumni Foundation Fund Outstanding Service Prizes (hereinafter called “Outstanding Service Award”) to award the deserving students. She suggested 2 more prizes be added. Ms. Fok Suk Han shared Ms. Wong’s view. She suggested that all 6 interviewees of this year should be awarded. The Chairman opined that all interviewees could be awarded if they were outstanding enough. Mr. Yuen Tze Lam, Joseph suggested that each of the 4 senior students should be awarded the Outstanding Service Award with \$400 book coupon while each of the 2 junior students be awarded the Commendable Service Award with \$200 book coupon. The Committee agreed with Mr. Yuen’s suggestion.
8. Mr. Chan Chuen Wing asked whether the winners of Star of CCSC Award could share their experiences with fellow schoolmates. Mr. Yuen Tze Lam,

Joseph responded that the Prize Presentation would be held during the Christmas Celebration and he would announce to the whole School why they were awarded. The Chairman suggested that winners of the award could write articles describing their experiences. These articles could also be uploaded to the Fund's official website. Mr. Yuen said that there would be no problem for such arrangement.

VII. To Receive and Adopt the Financial Report of the CCSC Alumni Foundation Fund (2008-2009) of the Treasurer

1. Mr. Yuen Tze Lam, Joseph represented Mr. Leung Sau Chi to present and explain the Treasurer's Financial Report of the CCSC Alumni Foundation Fund (2008-2009) (hereinafter called "Financial Report").

(i) Income

No.	Particulars	Amount
1	Setup donation by Mr. Hui Tin Fook David	\$100,000.00
2.	Donations	
	a. Ms. Yan Ming Yuk	\$ 10,000.00
	b. Mr. Tsoi Sheung Kai	\$100,000.00
	c. Mr. William Cheung (Grandson of Mr. Cheung Chuk Shan)	\$8,000.00
	d. Mr. Raymond Cheung (Son of Mrs. Irene Cheung)	\$12,000.00
	e. Mr. Tsoi Sze Yeung	\$13,000.00
	f. Ms. Liu Mei Ling	\$10,000.00
	g. Ms. Wong Man Wah (Temporary teacher)	\$3,000.00
	h. 2008-09 S7 Graduates	\$2,575.40
3.	Investment return from Lunar New Year Fair Stall	\$8,866.04
4.	Interest earned	\$1,578.70
	TOTAL	\$269,020.14

(ii) Expenditure

No.	Particulars	Budget	Expense
1	CCSC Alumni Foundation Fund Outstanding Service Award	\$2,000.00	\$2,000.00
2	CCSC SAGE Elderly Academy	\$1,000.00	\$920.00
3.	Service Learning Trip to China	\$5,000.00	\$5,000.00
4.	Subsidies for Social Services Group	\$1,000.00	\$996.20
5.	Subsidies for Red Cross Youth Team	\$2,000.00	\$1,594.00
6.	Moral Education Talk	\$1,000.00	\$1,000.00
7.	Annual Drama Subsidies	\$1,000.00	-
8.	History Role-play Competition	\$2,000.00	-
9.	Subsidizing Drama Ticket for Dramas with Moral Values	\$2,500.00	\$1,630.00
10.	Purchase of DVDs of Great Films	\$1,000.00	\$432.00
11.	Star of CCSC Award	\$500.00	-
12.	Thank You Notepads	\$1,000.00	\$329.00
13.	Subsidizing Disadvantaged Students in ECA Participation	\$5,000.00	-
14.	Investment in Lunar New Year Fair Stall	\$5,000.00	\$5,000.00
	TOTAL	\$30,000.00	\$18,901.20

(iii) Balance

(INCOME) – (EXPENDITURE) = (\$269,020.14-18,901.2) = **\$250,118.94**

2. Mr. Yuen Tze Lam, Joseph said that the Fund's 2008/2009 Financial Accounting Year ends on 31/8/2009. A more comprehensive financial report would be sent to Mr. Chan Chun Chung in September for detailed examination.

VIII. To Discuss the Activities to be Organized in the Coming Year (2009-2010)

1. The Chairman invited the Committee to raise new ideas of activities in the coming year. Mr. Yuen Tze Lam, Joseph informed the Committee that the School would like to promote service learning among students. He hoped that the Fund could support the development of social services in the coming year. Hence, he proposed that the Fund should continue to sponsor 1) Outstanding Service Award, 2) CCSC SAGE Elder Academy, 3) Red Cross Youth Team, 4) Moral Education Talks, Annual Drama and History Role Play Competition, 5) DVDs of Great Films for Library, 6) Star of CCSC Award, 7) Respect Our Teachers Campaign, and 8) ECA Participation for Disadvantaged Students. Mr. Yuen further suggested that CCSC SAGE Elder Academy should be subsidized as it could provide a stable source of community service to S4 students. In addition, Mr. Yuen recommended that Service Learning Trip to China could be subsidized in the coming year if the feedback of this year was good. Mr. Yuen's suggestions were hailed with unanimous approval.
2. Mr. Yuen Tze Lam, Joseph added that the School would like to train English Ambassadors. He hoped that the Fund could sponsor a total of \$400 for this activity. The Committee concurred.

IX. To Discuss the Activities to be Organized in the Coming Year (2009-2010)

1. Mr. Yuen informed the Committee that S3 and S4 students would become organizers of most activities under the new academic structure "334". Hence he suggested 4 Commendable Service Awards could be introduced on top of the 4 Outstanding Service Awards. The book coupons for Commendable Service Award would be \$200.00 each whilst those for Outstanding Service Award be \$400.00.
2. Mr. Yuen Tze Lam, Joseph proposed that the Fund be made an investment of \$30,000.00 annually in business-oriented activities such as Lunar New Year Fair Stall. In case a loss is incurred, the School would cover the loss out of other funding.
3. Mr. Yuen Tze Lam, Joseph informed the Committee that Ms. Szeto Suet Ping, the teacher in charge of business-oriented activities, would like to replace the annual Lunar New Year Fair Stall by 大笪地青年跳蚤市場. It was because Ms. Szeto was pregnant and could not bear the stress of organizing Lunar New Year Fair Stall. Another reason was that the timing of the Stall could not match SBA Project. The Chairman suggested the Lunar New Year Fair Stall should remain as it was a great success of the School. He proposed that other teachers could help Ms. Szeto in organizing the Stall in order to reduce her burden. Ms. Poon Wai Yee supplemented that more teachers should be involved in the programme as it could on the one hand reduce the burden on Ms. Szeto while on the other hand train up more teachers. Mr. Yuen Tze Lam, Joseph said that he could discuss this matter with the teachers.

X. To Discuss the Appointment of Advisors of the CCSC Alumni Foundation Fund (2009-2010), namely Mr. Raymond K.T. Cheung and Mr. Tsoi Sheung Kai

1. The Chairman invited comments on 1) whether the Committee should set up an advisory board consisting of non-teacher members and if yes, 2) whether Mr. Raymond K.T. Cheung and Mr. Tsoi Sheung Kai should be accepted as advisors of the Fund. Mr. Yuen Tze Lam, Joseph commented that teachers should not be barred from joining the advisory board. The Chairman clarified that any outstanding alumni were welcomed to become advisors.
2. Proposed by Mr. Yuen Tze Lam, Joseph and seconded by Ms. Fok Suk Han, an advisory board was set up and Mr. Raymond K.T. Cheung and Mr. Tsoi Sheung Kai were accepted as the advisors.
3. Mr. Yuen Tze Lam, Joseph enquired whether the advisors were permanent advisors to the Fund. The Chairman replied that the 2 advisors might not be willing to commit perpetually. Hence, he proposed that the advisors be renewed every year. The Committee agreed with this arrangement.
4. At the Chairman's invitation, Mr. Raymond K.T. Cheung gave a speech. He said that he appreciated the efforts of the Committee. He was impressed by the variety of activities supported by the Fund as well as the large number of students benefited from the Fund. He hoped that he could contribute more new ideas to the Fund in future.
5. At the Chairman's invitation, Mr. Tsoi Sheung Kai also gave a speech. He thanked the Chairman's invitation. He was happy to see the rapid development of the School. He proposed that more alumni should be invited to the Fund so as to foster its growth and enhance its status.
6. The Chairman thanked Mr. Tsoi Sheung Kai's generous contribution of \$100,000.00

XI. A.O.B.

1. Ms. Wong Chi Fong, Winnie suggested that the reasons for choosing the winners of the Outstanding Service Award should be made known to all students. Mr. Yuen Tze Lam, Joseph responded that award winners might record speeches in Campus TV. Ms. Wong replied that uploading their articles to the Internet would suffice. The Committee agreed with Ms. Wong's suggestion.
2. Ms. Poon Wai Yee proposed that a donation page should be added to the official website of the Fund. The Chairman agreed with Ms. Poon's idea. He added that the amount of donation should also be disclosed.
3. Mr. Tsoi Sze Yeung expressed his concern for certain people's reluctance to have their donation disclosed. The Chairman explained that the idea was used to attract more people to donate. Ms. Wong Chi Fong, Winnie said that transparency of the Fund was imperative. Everything of the Fund should be made open to the public. Mr. Tsoi Sze Yeung also voiced his concern that some people might have reservation about their donation being made open to the public. The Chairman proposed that the Fund should be transparent and all information should stand up to scrutiny in the early stage so as to

strengthen public confidence in the Fund. Mr. Chan Chun Chung commented that transparency was important while donors' wishes should also be respected. Mr. Co Yau Tik, Dixon emphasized the need to respect donors' wishes by allowing them to choose whether to disclose the amount he/she had donated or not. The Chairman assured Mr. Co that the Committee would respect the donors' wishes.

4. Mr. Co Yau Tik, Dixon enquired whether the Fund would register as a legal entity in order to increase transparency and flexibility in handling donation. Mr. Yuen Tze Lam, Joseph replied that all donations would go to the School's bank account. The Chairman supplemented that the Fund would only be registered as a legal entity when its development was good enough with sufficient human and financial resources.

X. Date, time and venue of next meeting

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

XI. Adjournment of the meeting

There being no further business to come before the meeting, the meeting was adjourned at 6:40 pm.

Respectfully Submitted By,

Ms. WONG Chi Fong, Winnie

Honorary Secretary

CCSC Alumni Foundation Fund Management Committee

Approved By,

Mr. HUI Tin Fook, David

Chairman, CCSC Alumni Foundation Fund Management Committee