

**CHEUNG CHUK SHAN COLLEGE ALUMNI FOUNDATION FUND
MANAGEMENT COMMITTEE**

Minutes of the 8th Meeting

Held on Saturday, 22nd August, 2015

At Geography Room, Cheung Chuk Shan College

Members Present

Mr. CHUNG Yik Cheung, Raymond (Chairperson)

Mr. LI Yi Lut (Secretary)

Mr. AU Chun Keung (School Principal)

Mr. CO Yau Tik Dixon

Mr. KOO Fong Ngai, Benny (IMC Alumni Manager)

Mr. KWOK Chun Chai Johnny

Ms. LAM Shuk Kum, Rosanna (School Assistant Principal)

Mr. MARK Siu Man (School Assistant Principal)

Mr. TSOI Sze Yeung

Ms. YAN Ming Yuk

Mr. YIU Yuk Cheung, Danny (Chairperson of PTA & Parent Manager)

Permanent Honorary Advisor Present

Ms. FOK Suk Han

Honorary Advisors Present

Mr. HUI Tin Fook, David

Mr. YUEN Tze Lam, Joseph

In Attendance

Mr. CHAN Chun Chung (Honorary Auditor)

Mr. CHAN Hau Wing, Wilson

Mr. FUNG Ka Shing

Mr. TAM Kwan Tung

Mr. YUNG Tin Yam, Terry

Members/Permanent Honorary Advisors Absent with Apology

Mr. LEUNG Sau Chi (Honorary Treasurer)

Mr. CHEUNG Kui Tong, Raymond (Permanent Honorary Advisor)

Mr. TSOI Sheung Kai (Permanent Honorary Advisor)

Mr. CHAN Chuen Wing

Mr. NG Ho Bun

Ms. NG Lai Chu, Wendy

Mr. WONG Siu Man

Documents Laid on Table (Reproduced as Appendices)

Agenda of the 8th Meeting (Appendix 1)

Minutes of the 7th Meeting (Appendix 2)

Principal's Activities Report, 2014-15 (Appendix 3)

Financial Report, 2014-15 (Appendix 4)

Proposed Expenditure for 2015-16 (Appendix 5)

1. Welcoming Speech and Introduction by the Chairperson

The Chairman welcomed and expressed his gratitude to all those present at the meeting of Cheung Chuk Shan College Alumni Foundation Fund Management Committee (hereinafter the "Committee").

2. Roll Call of Attendance

Roll call was taken.

3. To Receive and Adopt the Agenda of 8th Meeting (Appendix 1)

There being no objection, the agenda was received and adopted.

4. To Confirm the Minutes of the 7th Meeting Held on 26th July, 2014 (Appendix 2)

There being no objection, the minutes of the 7th meeting were confirmed.

5. To Discuss the Matters Arising from Previous Meeting

5.1. Website Renovation

Mr. CHAN, Wilson proposed to include the history of the Alumni Foundation Fund (hereinafter "AFF" or the "Fund") in the Fund's website.

Mr. HUI, David suggested uploading the minutes of the previous meetings of Committee to the said website.

Mr. TSOI Sze Yeung replied to Mr. HUI that he had been compiling the minutes and the relevant appendices. He would upload all of said documents once the compilation work was done.

5.2. Clarification of the Terms of Service of Honorary Advisors

It was noted by Mr. CHUNG, Raymond that the tenure of service of honorary advisor Mr. HUI, David was not considered and specified at the last meeting. Accordingly, it was proposed that Mr. CHUNG would review the appointment of other appointed honorary advisors of the Fund so as to fix and confirm the tenure of Mr. HUI's service as an honorary advisor at the next meeting.

Mr. YIU, Danny proposed and Mr. Kwok, Johnny seconded the motion in relation to above captioned matters. There being no objection, the motion was carried.

6. To Accept the Resignation of Mr. CHAN Chun Chung as the Honorary Auditor of the Committee

Mr. CHAN Chun Chung explained that the AFF had no statutory requirement for having its financial statements audited and in fact none of its financial statements had been audited since the AFF was formed. It was further noted that the financial statements of AFF were part of those financial statements of the College which were audited by the school's auditors. Therefore, the Committee's Honorary Auditor had no function and was perceived as unnecessary by Mr. CHAN.

Mr. CHUNG, Raymond concurred and proposed and Ms. YAN Ming Yuk seconded the motion to accept the resignation of Mr. CHAN. There being no objection, the motion was carried.

7. To Ratify and Confirm the Appointment of Mr. LI Yi Lut (“Mr. LI”) as a Member of the Committee

Mr. CHUNG, Raymond confirmed that the position of Secretary of the Committee was not restricted to member of the Committee. Nonetheless, a motion was proposed by Mr. CHUNG and seconded by Mr. KOO, Benny to ratify and confirm the appointment of Mr. LI as a member of the Committee. There being no objection, the motion was carried.

8. To Discuss the Appointment of Mr. CHAN Hau Wing Wilson as a Member of the Committee

Mr. YIU, Danny proposed and Mr. TSOI Sze Yeung seconded the motion to appoint Mr. CHAN, Wilson as a Member of the Committee. There being no objection, the motion was carried.

9. To Discuss the Appointment of Mr. CHAN Chun Chung as a Member of the Committee

Mr. YIU, Danny proposed and Mr. TSOI Sze Yeung seconded the motion to appoint Mr. CHAN Chun Chung as a Member of the Committee. There being no objection, the motion was carried.

10. To Discuss the Appointment of Mr. FUNG Ka Shing, Calvin as a Member of the Committee

Mr. YIU, Danny proposed and Mr. TSOI Sze Yeung seconded the motion to appoint Mr. FUNG Ka Shung, Calvin as a Member of the Committee. There being no objection, the motion was carried.

11. Chairman's Report on the AFF's Affairs

11.1. Legal status of AFF

It was noted by Mr. CHUNG, Raymond that AFF was not a separate legal entity and therefore could not open a bank account under its own name. Donations to the Fund had been made to the bank account of the Incorporated Management Committee (hereinafter the "IMC") of the College since the Fund was formed. The Fund could become a legal entity through registering it as a Society under the Society Ordinance or incorporating it under the Companies Ordinance,

Mr. CHAN, Wilson, however, wondered if the Fund had sufficient human and financial resources to run and maintain a separate bank account.

Mr. YUEN, Joseph added that donations were recorded and kept under a separate ledger account of the College which was subject to the supervision of the College's auditor and the College's IMC. This should have laid solid ground of confidence in AFF on the alumni.

Mr. YIU, Danny, asked if there was any rule on the limit of fund kept in the above manner as mentioned by Mr. YUEN. Mr. AU Chun Keung gave a negative reply to his question.

Mr. CO, Dixon raised his concern that donations to AFF could not be withdrawn from the bank account of the IMC of the College without the IMC's approval. Mr. CHUNG and Mr. YUEN gave an affirmative reply to Mr. CO's concern.

Mr. CHUNG thereafter noted that the management committee at the second annual management committee meeting had considered the registration of the Fund as a legal entity so as to enhance the transparency and flexibility in handling donation. Accordingly, exploring the feasibility to register/incorporate AFF was needed in due course. His idea was agreed by all.

11.2. To Boost the Transparency of AFF

Mr. YUEN, Joseph suggested uploading all of the minutes and relevant appendices of the previous meetings of the Committee to the AFF's website. His proposal was agreed by all.

12. To Discuss and Consider the Formation of a Sub-Committee for Reviewing the Governance of AFF

It was noted that AFF did not have any by-laws governing its business and the proceeding of meetings and thus inconsistency and confusion in certain areas were created in the past. Accordingly, all members presented at the meeting agreed to appoint a sub-committee to draft and propose a set of by-laws for the Committee's consideration.

Mr. YUEN, Joseph suggested that the proposed by-laws should be drafted with flexibility so as to accommodate the future needs of the Fund.

Mr. CHUNG, Raymond proposed to appoint Mr. YUEN, Mr. AU Chun Keung, Mr. CHAN Chun Chung, Mr. CO, Dixon, Mr. LI Yi Lut and himself as the member of the aforesaid sub-committee. Ms. YAN Ming Yuk seconded the motion. There being no objection, the motion was carried.

13. To Receive and Adopt the Principal's Activities Report, 2014-15, of the Principal, Mr. AU Chun Keung

Mr. AU presented to the Committee the Principal's Activities Report, 2014-15, of which a copy was attached as Appendix 3 to these minutes. He drew the Committee's attention that the College had been suffering from huge financial pressure since last year as the Community Care Fund had cut its subsidy to the College's students.

Mr. KOO, Benny enquired about the feedback of the student participants of the exchange tour to Australia which was held in July 2015. Mr. AU replied that the participants gave a very positive feedback to the tour and particularly enjoyed their stay with their host families.

Mr. CHAN, Wilson proposed and Mr. KOO seconded the motion to receive and

adopt the Principal's activities report 2014-15. There being no objection, the motion was carried.

14. To Receive and Adopt the Financial Report, 2014-15 of the Treasurer

Mr. AU Chun Keung, on behalf of Mr. LEUNG, the Treasurer, presented to the Committee the Financial Report, 2014-15, of which a copy was attached as Appendix 4 to these minutes.

Mr. YIU, Danny proposed and Mr. CHAN, Wilson seconded the motion to approve and adopt the Financial Report, 2014-15, of the Treasurer. There being no objection, the motion was carried.

15. To Discuss the Activities to be Organized and the Allocation and Administration of the Fund in the School Year 2015-16

Mr. AU Chun Keung proposed the plan for 2015-16 of which a copy was attached as Appendix 5 to these minutes.

It was noted by Mr. AU that the proposed expenditure increased steadily as compared with that of the previous school years as the College had been suffering from huge financial pressure due to inflation. Besides, the College needs to spare money for the maintenance of the school building.

Mr. CHAN, Wilson proposed and Mr. KOO, Benny seconded the motion to adopt the proposed plan for 2015-16. There being no objection, the motion was carried.

16. To Discuss the Current and Future Development of AFF

Cash position of the Fund was reviewed. Mr. CHUNG, Raymond analyzed the assumption that AFF did not receive any donation, AFF would possibly run out of cash by 2019 if the forthcoming annual expenditures was at the current level. Therefore, AFF should focus on fund raising in the coming school years prior to 2019.

The Committee discussed the feasibility of holding a music fiesta / concert to raise money in the 50th Anniversary of the College.

Mr. CHUNG appointed Mr. CHAN, Wilson and Mr. CHAN Chun Chung as the member of a sub-committee to explore the feasibility of a music fiesta for raising fund. Mr. AU added that the said sub-committee could work with the College's music teacher.

17. Any Other Business

Mr. KOO, Benny proposed and Mr. CHUNG, Raymond seconded the motion of thanks to Ms. WONG, Winnie, the late Permanent Honorary Adviser of AFF, who passed away early this year, for her contributions to the College and the Fund. There being no objection, the motion was carried.

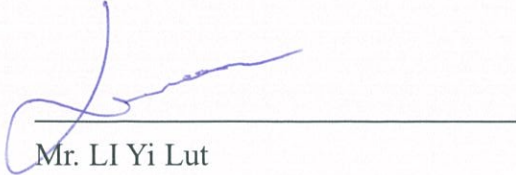
18. Date, Time, and Venue of Next Meeting

It was proposed that the next meeting be held on Saturday, 20th August 2016 in the College.

19. Adjournment of the Meeting

The meeting was adjourned at 17:30.

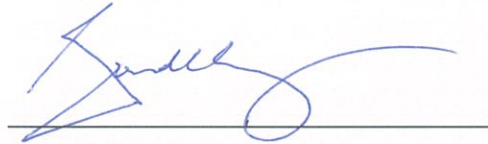
Respectfully Submitted by,



Mr. LI Yi Lut

Secretary, Cheung Chuk Shan College Alumni Foundation Fund Management Committee

Approved by,



Mr. CHUNG Yik Cheung, Raymond

Chairperson, Cheung Chuk Shan College Alumni Foundation Fund Management Committee

