

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

Minutes of the 9th Meeting

Held on Saturday, 24th September 2016

At Geography Room, Cheung Chuk Shan College

Members Present

Mr. CHUNG Yik Cheung Raymond (Chairperson)

Mr. AU Chun Keung (School Principal)

Mr. CHAN Chuen Wing

Mr. CHAN Chun Chung William

Mr. CHAN Hau Wing Wilson

Mr. CO Yau Tik Dixon

Mr. KOO Fong Ngai Benny (Alumni Manager)

Mr. KWOK Chun Chai Johnny

Ms. LAM Shuk Kum Rosanna (School Assistant Principal)

Mr. LI Yi Lut (Secretary)

Mr. MARK Siu Man (School Assistant Principal)

Mr. NG Ho Bun (Panel Head of Liberal Studies)

Ms. NG Yuen Han Anita (Chairlady of the Old Students' Association)

Mr. TSOI Sze Yeung Simon

Mr. WONG Siu Man (Moral & Civic Education Coordinator)

Permanent Honorary Advisors Present

Mr. CHEUNG Kui Tong Raymond (joined the meeting from 15.06)

Ms. FOK Suk Han

Honorary Advisors Present

Mr. HUI Tin Fook David

Mr. YUEN Tze Lam Joseph

In Attendance

Mr. HUI Cheuk Nam (Student Association's Chairman)

Members/Permanent Honorary Advisors Absent with Apology

Mr. FUNG Ka Shing (Committee Member)
Mr. LEUNG Sau Chi, BH, JP (Honorary Treasurer)
Ms. NG Lai Chu (Committee Member)
Mr. TSOI Sheung Kai (Permanent Honorary Advisor)
Ms. YAN Ming Yuk (Committee Member)
Mr. YUNG Shek Shing (Parent Manager)

Documents Laid on Table (Reproduced as Appendices)

Agenda of the 9th Meeting (Appendix 1)
Minutes of the 8th Meeting (Appendix 2)
Proposed New By-laws of the Fund (Appendix 3)
Principal's Activities Report, 2015-16 (Appendix 4)
Financial Report, 2015-16 (Appendix 5)
Proposed Expenditure for 2016-17 (Appendix 6)

1. Welcoming Speech and Introduction by the Chairperson

Mr. CHUNG, Raymond, the Chairman, welcomed and expressed his gratitude to all attendees of the 9th meeting of Cheung Chuk Shan College Alumni Foundation Fund Management Committee (the “Committee”).

2. Roll Call of Attendance

Roll call was taken at 14:45.

3. To Receive and Adopt the Agenda of 9th Meeting

Mr. HUI, David suggested adding an item to the agenda for nominating Ms. NG, Anita as a Committee member and creating a new post of Vice Chairman for Ms. NG, Anita. Accordingly, Mr. HUI, David requested one of the Committee members to propose a motion for this matter.

Mr. KWOK, Johnny pointed out that Mr. HUI, David's proposal as aforesaid

could be considered under item no.11 of the agenda of this meeting when the proposed by-laws would be discussed.

A motion to adopt the agenda was proposed by Mr. Koo, Benny and seconded by Mr. CHAN, Wilson and Mr. KWOK, Johnny. There being no objection and amendment, the agenda was received and adopted. Copy of the same was reproduced as Appendix 1 to these minutes.

4. To Confirm the Minutes of the 8th Meeting Held on 22nd August 2015

Mr. HUI, David asserted that he did propose in the 8th meeting of the management committee of Cheung Chuk Shan College Alumni Foundation Fund (the “Fund”) that the minutes of the said meeting (“the said Minutes”) together with the agenda for the 9th meeting of the Fund’s management committee should be circulated and available by **5th August 2016**. He then questioned why his proposal did not appear in the said Minutes.

Mr. CHUNG, Raymond replied that he did not have Mr. HUI, David’s proposal in his own record. He added that it was not in violation of the house keeping rules of the Fund so long as the agenda of this meeting and the said Minutes were available 14 days prior to this meeting, i.e. by **10th September 2016**.

None of the attendees of this meeting could confirm if Mr. HUI, David made the proposal in the 8th meeting as asserted:

In such connection, Mr. CO, Dixon suggested that the Committee members might propose either (i) to amend the said Minutes or (ii) to record Mr. HUI, David’s assertion in this meeting’s minutes.

A motion was proposed by the Mr. CHUNG, Raymond in respect of each of the above two options suggested by Mr. CO, Dixon. All Committee members seconded the motion to record Mr. HUI, David’s assertion in this meeting’s minutes.

There being no objection, the minutes of the 8th meeting were confirmed. Copy of the same was enclosed herewith being Appendix 2 to these minutes.

5. To Discuss the Matters Arising from the 8th Meeting and the Affairs of the Fund

5.1. Website Renovation

Mr. AU, C.K. confirmed that the IT officer of Cheung Chuk Shan College (the “College”) had constructed a new website for the Fund, link to which is: <http://www.affund.ccsc.edu.hk>. The Fund’s history and minutes of previous management committee meetings could be found at the website.

Mr. CHAN, C.W. asked if the link to the old website could be removed. Mr. AU, C.K. replied in the negative.

5.2. Terms of Services of the Honorary Advisors and Endorsement of the Appointment of Mr. YUEN, Joseph as an Honorary Advisor of the Fund for a Term of Two Years from Sessions 2015-16 to 2016-17

Mr. CHUNG, Raymond reported that, after reviewing the precedents of the Fund, advisors of the Fund can be categorized into (1) honorary advisor (of which terms of services is 2 years) and (2) permanent honorary advisor (with unrestricted terms of services). Applying the analogies, the terms of services of Mr. HUI, David, an honorary advisor, who was appointed at the seventh management committee meeting, should have come to an end after this 9th meeting. No reappointment of Mr. Hui, David as an honorary advisor was proposed.

Mr. HUI, David, proposed and requested to add an item 13(g) to the agenda for nominating himself as a member of the management committee. However, none of the committee members proposed a motion with respect to Mr. HUI, David’s request.

6. Report of the Chairman on the Alumni Foundation Fund affairs.

6.1 Financial Status of the Fund

As a summary of the Fund’s Income and Expenditures for the previous years from the Fund’s inception date (the “Summary”) had already been presented

prior to the commencement of this meeting to all attendees except Mr. CHEUNG, Raymond, Mr. CHUNG, Raymond reviewed the Summary briefly. It was noted that donations raised during the session 2015-2016 amounted to HK\$145,160.00 as opposed to HK\$Nil that was mentioned by Mr. HUI, David in his personal message to certain alumni through Whatsapp prior to this meeting.

Mr. CHUNG, Raymond confirmed that the Fund had accumulated a surplus of approximately HK\$800,000.00 as of the date of this meeting. Based on previous years' spending level of the Fund, the accumulated surplus was expected to support the operations of the Fund in the coming four years.

6.2 Roles of the Fund and the Old Students' Association of the College (the "OSA")

Mr. CHUNG, Raymond reported that Mr. KOO, Benny arranged a meeting between the representatives of the Fund, the OSA and the College in February 2016 to discuss the roles of the Fund and the OSA. The attendees of the said meeting including Mr. AU, C.K., Mr. Koo, Benny, Ms NG, Anita and Mr. CHUNG, Raymond agreed that both the Fund and the OSA shall undergo reforms to reconcile their repetitive roles and functions, in particular those overlapping ones.

7. To Receive and Adopt the Principal's Activities Report, 2015-16, of the Principal, Mr. AU, C. K.

Mr. AU, C.K. presented to the Committee the Principal's Activities Report, 2015-16, of which a copy was enclosed herewith as Appendix 4.

Mr. HUI, David enquired about the low loan frequency of the books purchased by the College with the subsidy of the Fund. Mr. AU, C.K. explained that some of those books were put on exhibitions and therefore borrowing of the same was not allowed. He promised that he would take follow-up measures to boost the loan frequency of those books.

Mr. CHUNG, Raymond noted that under the current arrangement the profits if any made from investing in the Lunar New Year Fair ("LNY Fair") project would be kept in a separate ledger account for financing the upcoming LNY Fair projects.

He commented such arrangement would defeat the purpose of training the participating students in financial management and hence proposed the profit arising from the investment in LNY Fair stall operated by the students of the College, if any, be transferred back to the account of the Fund starting from the upcoming school year (2016-17).

Mr. HUI, David objected to Mr. CHUNG's proposal. Mr. YUEN, Joseph, Mr. KWOK, Johnny and Ms. Ng, Anita seconded Mr. CHUNG, Raymond's proposal on the ground that essential equipment for operation of LNY Fair stall had been purchased and thus it was unnecessary to inject the profit arising from the investment in LNY Fair stall, if any, into the separate account in the name of LNY Fair stall. Mr. HUI, C. N. also agreed with such proposal.

Mr. CHUNG, Raymond's said motion earned a 75% majority in this meeting and was carried.

8. To Receive and Adopt the Financial Report, 2015-16 of the Honorary Treasurer

Mr. AU, C.K., on behalf of Mr. LEUNG, S.C., BH, JP, the Honorary Treasurer, presented to the Committee the Financial Report, 2015-16. Enclosed was a copy of the same marked Appendix 5 to these minutes. He confirmed with Mr. CHUNG, Raymond that any unused sum arising therefrom would be reinjected to the account of the Fund.

9. To Discuss the Activities to be Organized and the Allocation and Administration of the Fund in the School Year 2016-17

Mr. AU, C.K. introduced the Proposed Expenditure for 2016-17 and delivered his note of thanks to Mr. CHEUNG, Raymond for his efforts in securing donation from an alumnus Dr. WONG, William M. F. for the Fund. Copy of the Proposed Expenditure for 2016-17 was reproduced as Appendix 6 to these minutes.

10. To Discuss the Management and Administration of the Fund in the Session 2016-17

Mr. CHUNG, Raymond suggested not making any changes to the Proposed Expenditure for 2016-17 as submitted by Mr. AU, C. K. Mr. KOO, Benny seconded to adopt the Proposed Expenditure for 2016-17.

There being no objection, the motion was carried.

11. To Discuss the Draft By-laws of the Fund

Mr. CO, Dixon was invited to lead the discussion on the draft by-laws, which was attached to these minutes as Appendix 3.

Concerns on various matters were raised and discussed. Such matters include:

- (i) Secret ballot;
- (ii) Retirement of committee members by rotation;
- (iii) Notice period of meeting;
- (iv) Removal of Chairman;
- (v) Quorum of adjourned meeting;
- (vi) Teacher members; and
- (vii) Circulation of meeting's minutes within a certain period of time.

Mr. CO, Dixon thanked the attendees of this meeting for their contributions and comments and proposed holding further discussions on the proposed by-laws in Session 2016-17.

Given two of the subcommittee members including Mr. CHUNG, Raymond and Mr. CHAN, William would resign from the management committee of the Fund after the end of this meeting, Mr. CHUNG, Raymond appointed Mr. Tsoi, Simon, Mr. KOO, Benny and Mr. CHAN, Wilson to the by-law drafting subcommittee. It was further noted that the amended version of by-laws would have to be approved by the IMC of the College.

12. To Report the Feasibility Study of the 50th Anniversary Music Fiesta

Mr. CHAN, Wilson was invited to present to the Committee the feasibility study in relation to the proposed 50th Anniversary Music Fiesta. He reported to the Committee that Ms. NG, Brenda and Mr. YU, Alex had agreed to assist and that he would have further discussions with Mr. AU, C.K. in this regard.

Mr. AU, C.K. added that the College in particular Ms. FU, Alice, music teacher of the College, supported the idea of the proposed 50th Anniversary Music Fiesta and agreed to assist in this regard.

13. To Discuss the Formation of the Committee in Session 2016-17

13(a) To confirm and endorse the appointment of Mr. Yuen Tze Lam as an Honorary Advisor of the Fund for a term of two years from the session 2015-2016

It was noted that the terms of services of Mr. YUEN, Joseph, an Honorary Advisor, who was appointed at the sixth management committee meeting, should have come to an end after the eighth management committee meeting.

Accordingly, a motion to confirm and endorse the appointment of Mr. YUEN, Joseph as an Honorary Advisor of the Fund for a term of two years from Sessions 2015-16 to 2016-17 was proposed by Mr. CHUNG, Raymond and seconded by Mr. TSOI, Simon. There being no objection, the motion was carried.

13(b) To Accept the Resignation of Mr. LEUNG, S.C. BH, JP as the Fund's Honorary Treasurer and Committee Member

13(c) To Accept the Resignation of Mr. CHAN, William as the Fund's Committee Member

13(d) To Accept the Resignation of Ms. FOK, S.H. as the Fund's Permanent Honorary Advisor

13(e) To Accept the Resignation of Mr. CHUNG, Raymond as the Fund's

Chairperson and Committee Member

13(f) To Discuss the Appointment of Mr. TSOI, Simon as the Fund's Chairperson

Mr. CHUNG, Raymond proposed and Mr. CO, Dixon seconded the five motions numbered from 13(b) to 13(f). There being no objection, these motions were carried.

It was further noted that Ms. NG, L. C. had not responded to the meeting notices since the third management committee meeting. Mr. HUI, David suggested removing Ms. NG, L. C. from the management committee.

Mr. TSOI, Simon thanked the members for their trust and promised that he would form new sub-committee(s) to work on by-laws drafting and reform of the Fund. He would also discuss with other alumni about including Ms. NG, Anita for appointment as a management committee member of the Fund.

Mr. HUI, David then requested a motion from a member of the management committee for nominating him as a management committee member. He repeated his request a few times but received no response from the floor. At the end, Mr. CHAN, Wilson pointed out because of the past disputes both Mr. HUI, David and Mr. CHUNG, Raymond had better not hold any posts in the management committee of the Fund.

14. Any Other Business

Mr. AU, C.K. took the opportunity to thank Mr. LEUNG, S.C., BH, JP, Ms. FOK, S.H., Mr. HUI, David and Mr. CHUNG, Raymond for their contributions to the Fund and the College.

Save as aforesaid, there was no other business.

15. Date, Time and Venue of Next Meeting

It was proposed that the date, time and venue of the next management committee meeting be determined and fixed by Mr. Tsoi, Simon and Mr. AU, C. K.

16. Adjournment of the Meeting

The meeting was adjourned at 19:06.

-END-

Respectfully Submitted by,

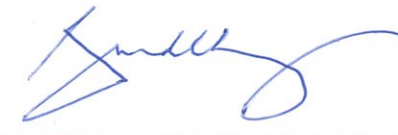


Mr. LI Yi Lut

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