

CHEUNG CHUK SHAN COLLEGE
ALUMNI FOUNDATION FUND MANAGEMENT COMMITTEE
(the “Committee”)

**MINUTES OF THE FOURTH MANAGEMENT MEETING OF THE
COMMITTEE FOR THE SCHOOL YEAR 2021-2022 HELD AT ZOOM AT
10:00 A.M. ON 30 APRIL 2022**

Present: Please refer to the attendance list set out in the Schedule to these minutes.

1. WELCOMING SPEECH OF THE CHAIRPERSON

Mr. TSOI Sze Yeung Simon, the Chairperson (the “**Chairperson**”) of Cheung Chuk Shan College (the “**School**”) Alumni Foundation Fund (the “**Fund**”), welcomed all attendees of the 4th management meeting (this “**Meeting**”) of the Committee.

2. ROLL CALL OF ATTENDANCE

Roll call was taken at 10:00 a.m.

3. TABLED DOCUMENTS

There were tabled before this Meeting the following documents, which have been reproduced as appendices to these minutes:

(1) Agenda of this Meeting; and

(2) Minutes of the 3rd Management Meeting 2021-2022 (the “**3rd Meeting**”) of the Fund.

4. TO RECEIVE AND ADOPT THE AGENDA OF THE MEETING

Mr. LI Yi Lut Lawrence (“**Mr. Lawrence LI**”) proposed to adopt and approve the agenda of this Meeting (Appendix 1), seconded by Ms. NG Yuen Han Anita (“**Ms. Anita NG**”). There being no objection, the said agenda of this Meeting was adopted and approved.

5. MINUTES OF THE 3rd MANAGEMENT MEETING OF 19 MARCH 2022

Mr. KOO Fong Ngai Benny (“**Mr. Benny KOO**”) proposed to approve, confirm and rectify the minutes of the 3rd Meeting (Appendix 2). Seconded by Ms. YEUNG Pan Ki Peggy (“**Ms. Peggy YEUNG**”) and there being no objection, the said minutes of the 3rd Meeting was approved, confirmed and rectified.

6. MATTERS ARISING FROM THE LAST MEETING

The Chairperson proposed that the discussion of points 5 and 6 in the Agenda can be combined and it is duly noted and confirmed by the Committee.

Regarding the issues discussed in the previous meeting, the Chairperson reported

to the Committee that:

- (1) There should be two major directions for the Committee: (1) Organizing activities for the purpose of promotion of the Fund as well as fund raising for the School (2) Continuous, long term effort in building the brand and reputation of the Fund among the different generations of alumni and the current students (who would be the alumni in future).
- (2) Internal promotion to the current students in the School is important. Potentially the Fund can give souvenirs to students (e.g. file, leaflet) during an assembly at the beginning of the school year, and to show the promotional video on the display screen (TV) in the campus;
- (3) For external promotion, Facebook and Instagram are the most common online platforms, and Instagram is especially important for the the current students and young alumni. However, the Fund currently does not have enough materials for regular updates. which is necessary to keep engaging the followers.

Mr. AU Chun Keung (“**Mr. C.K. AU**”) updated that in each school year there were two assemblies in which prizes sponsored by the Fund will be presented to students. The Fund had been recognized during these 2 assemblies.

Ms. Anita NG suggested the Fund can give in one of the assemblies a brief speech, and she also mentioned that Ms. Peggy YEUNG, Mr. Benny KOO and Mr. LAU Kam Chuen (“**Mr. K.C. LAU**”) were invited to join the sub-committee related to the promotion of the Fund.

The Chairperson concluded that the committee would continue to prepare for the Challenge campaign. The committee also need to develop the social media platform, and continuous internal promotion to the current students is also important in the long run.

As for the formation of the management committee for the session 2022-2023, the Chairperson reported that:

- (1) the election would be held in July or August 2022;
- (2) one third of the existing ordinary members (i.e. 3 members) shall retire;
- (3) two members are needed for the election committee;
- (4) there are 3 vacancies in the committee now. Committee members can look for alumni interested in participating in the Fund and devoted to contributing to the school.

The Chairperson also reported about the alumni database that:

- (1) the data of S6 graduates every year and the alumni mainly came from the the

School and the Old Student Association (“**the OSA**”);

- (2) in the long term, the Fund should also process a database and should incentivize graduates to agree to provide their basic personal data for contact.

Ms. NG Pong Wai Brenda (“**Ms. Brenda NG**”) suggested personalized souvenirs could be given graduates and sold to alumni to facilitate the collection of their information.

Mr. C.K. AU updated the current situation of the Graduation Day that tailor-made items will be given to the graduates as gifts, and this can then be sponsored by the Fund. Ms. Brenda NG suggested that the Fund can also provide personalized items and hence collect their data for updating the alumni database.

Ms. TUNG Ling Chi Linda (“**Ms. Linda TUNG**”) expressed that the OSA will update and consolidate the contact database this year.

7. ANY OTHER BUSINESS

The Chairperson reported that Ms Chan Suet Mui had resigned as a member of the Committee for personal reasons. Moreover, Mr. TUNG Tin Henry (“**Mr. Henry TUNG**”) was elected Alumni Manager, as Ms. Brenda NG had finished her 2 terms of service. Mr. Henry TUNG would participate in the next meeting. The Chairperson on behalf of the Committee thanked Ms. Brenda NG for her help and dedication to the Fund.

8. DATE, TIME AND VENUE OF THE NEXT MEETING OF THE FUND

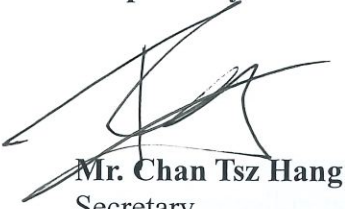
The Chairperson proposed to convene the next meeting of the Fund on 11th June 2022 in the format of Zoom. His said proposal was duly noted and confirmed by the Committee.

9. ADJOURNMENT OF THIS MEETING

There being no other business, the Chairperson declared this Meeting closed and expressed his appreciation to the attendees present at this Meeting.

(Signature page to follow)

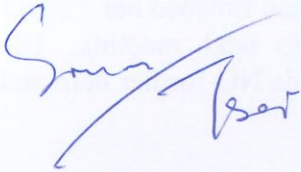
Respectfully Submitted by



Mr. Chan Tsz Hang
Secretary

**Approved by
for and on behalf of
Cheung Chuk Shan College
Alumni Foundation Fund Management Committee**

Mr. TSOI Sze Yeung Simon
Chairperson



Schedule

Members Present

Mr. TSOI Sze Yeung Simon (Chairperson)
Ms. NG Yuen Han Anita (Vice Chairperson)
Mr. KOO Fong Ngai Benny (Committee Member)
Mr. KWOK Chun Chai Johnny (Committee Member)
Mr. LI Yi Lut Lawrence (Committee Member)
Mr. LAU Kam Chuen (Committee Member)
Ms. YEUNG Pan Ki Peggy (Committee Member)
Mr. AU Chun Keung (School Principal)
Ms. NG Pong Wai Brenda (Alumni Manager)
Ms. TUNG Ling Chi Linda (OSA Chairperson)
Mr. CHAN Tsz Hang Roy (Secretary)

In Attendance

Mr. YUEN Tze Lam (IMC Manager)
Mr. HUI Tin Fook David (Advisor)

Members/Permanent Honorary Advisors Absent with Apology

Mr. CHAN Hau Wing Wilson (Committee Member)
Mr. CHEUNG Kui Tong Raymond (Advisor)