

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

**MINUTES OF THE SIXTH MANAGEMENT MEETING OF THE
COMMITTEE FOR THE SCHOOL YEAR 2021-2022 HELD AT ZOOM AT
10:00 A.M. ON 09 JULY 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 6th 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 5th Management Meeting 2021-2022 (the “**5th 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 Mr. CHAN Hau Wing Wilson (“**Mr. Wilson CHAN**”). There being no objection, the said agenda of this Meeting was adopted and approved.

5. MINUTES OF THE 5th MANAGEMENT MEETING OF 11 JUNE 2022

Ms. YEUNG Pan Ki Peggy (“**Ms. Peggy YEUNG**”) proposed to approve, confirm and rectify the minutes of the 5th Meeting (Appendix 2). Seconded by Mr. Wilson CHAN and there being no objection, the said minutes of the 5th Meeting was approved, confirmed and rectified.

6. MATTERS ARISING FROM THE LAST MEETING

Regarding the issues discussed in the previous meeting, the Chairperson reported to the Committee that:

- (1) The Graduation Day had been rescheduled for 16th July 2022, due to the bad

weather condition on 2nd July. He would deliver a speech at the end of the ceremony to promote the Fund, and the video used would be shared to the committee afterwards;

- (2) According to 4.3.2 of the By-Law of the Fund, lot drawing was conducted to determine the 3 committee members to retire at the end of this school year 2021-22 and also the sequence of retirement afterwards, as all the existing members joined the Committee on the same date. The results were as follow:

1. Mr. TSOI Sze Yeung Simon (“**Mr. Simon TSOI**”)
2. Mr. Wilson CHAN
3. Ms. NG Yuen Han Anita (“Ms. Anita NG”)
4. Mr. CHAN Tsz Hang Roy (“Mr. Roy CHAN”)
5. Mr. LAU Kam Chuen (“Mr. K.C. Lau”)
6. Mr. KWOK Chun Chai Johnny (“Mr. Johnny KWOK”)
7. Ms. Peggy YEUNG
8. Mr. Lawrence LI
9. Mr. KOO Fong Ngai Benny (“Mr. Benny KOO”)

There being no objection, the said sequence of retire committee member was adopted and approved;

- (3) After the discussion with the OSA chairperson Ms. Linda TUNG, the AGM and the election of the Fund would be on 17th September. The preparation would start on 20th July. The Committee appointed Mr. Lawrence Li and Mr. Roy Chan to be the Returning Officer and the member of the election committee respectively;
- (4) The AGM first meeting of the Fund would be held on 24th September, and it was duly noted and confirmed by the Committee;

7. ANY OTHER BUSINESS

- (1) Mr. AU Chun Keung (“Mr. C.K. AU”) raised an issue related to the delayed reimbursement of an expense on the coaching fee of the Chinese debating team of the school. The Fund had budgeted an amount to sponsor part of the coaching fee in the academic year 2019-2020. Recently the school received an application from the teacher supervisor to reimburse that fee of around \$50,000 incurred during that year. The teacher paid the fee ~~upfront~~ first using his own money, but he forgot to apply for reimbursement from the Fund. Now he would like to make the application.

The teacher could provide the confirmations of receipt of the fee from the coaches, who are also alumni of the school, the record of training sessions conducted and his own bank transfer record. The Fund had unutilized the budget for the Chinese debating team in that school year. However, the amount of the incurred coaching fee doubled that of the budget due to the negligence of the teacher supervisor.

After the discussion among the committee members, the Fund decided to pay

back to the teacher supervisor based on the remaining budget amount set in that year and a cap of \$25,000 would be imposed since the teacher supervisor should also bear partial responsibility. The suggestion was duly noted and confirmed by the Committee.

- (2) Mr. HUI Tin Fook David (“Mr. David HUI”) suggested that the Fund administration would be facilitated if the minutes could be released to the Committee much earlier so that the Committee could have more time for studying the minutes. The Chairperson apologized for the delay and promised to release the minutes earlier in the future.

(3) DATE, TIME AND VENUE OF THE NEXT MEETING OF THE FUND

The Chairperson proposed to convene the next meeting of the Fund on 13 August 2022 at 10:00 A.M. in the format of Zoom. His said proposal was duly noted and confirmed by the Committee.

(4) 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)

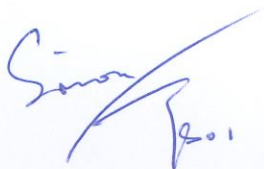
Respectfully Submitted by

A handwritten signature in black ink, consisting of a large, stylized 'C' followed by 'han'.

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

A handwritten signature in blue ink, starting with 'Simon' and ending with 'Tsoi'.

Schedule

Members Present

Mr. TSOI Sze Yeung Simon (Chairperson)
Mr. CHAN Hau Wing Wilson (Committee Member)
Mr. KOO Fong Ngai Benny (Committee Member)
Mr. LI Yi Lut Lawrence (Committee Member)
Ms. YEUNG Pan Ki Peggy (Committee Member)
Mr. AU Chun Keung (School Principal)
Mr. TUNG Tin Henry (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)
Ms. NG Pong Wai Brenda (Former Alumni Manager)

Members/Permanent Honorary Advisors Absent with Apology

Ms. NG Yuen Han Anita (Vice Chairperson)
Mr. LAU Kam Chuen (Committee Member)
Mr. KWOK Chun Chai Johnny (Committee Member)
Mr. CHEUNG Kui Tong Raymond (Advisor)