

TWGSTSA Executive Committee Meeting -2003

Minutes of the 4th Meeting

Time: 7:00 pm

Date: 20 May 2003

Venue: Room Y7302, Academic Building, City University, Kowloon

Present:

Mr. NG Ben (Chairman)
Mr. MAK Hoi Wah
Mr. CHIU Kim Kan
Mr. LUK Wing Hoi
Mr. LEE, Eddy
Ms. FU Sau Lin, Cindy
Ms. TANG, Eastre
Ms. CHUI, Pauline
Ms. LEUNG, Anita
Ms. KWONG, Daisy
Mr. FAN Ying Ming (Secretary)

Absent with apology:

Mr. WONG Yiu Tong
Mr. LO Fu Hop, Vincent
Mr. LI Yun Ming
Mr. CHAN Kwun Yau, Nelson
Ms. Dorothy Mok

Minutes

1. Minutes of Last Meeting

1.1 The following typos were found:

- (i) The date of meeting should read "17 March 2003" instead of "17 February 2003"
- (ii) Present - Mr. Eddy Lee be added
- (iii) Para. 2.2 – "Miss Daisy" should read "Mr. CHIU Kim Kan"
- (iv) Para.4.1 – "Logistic" should read "Logistics"

1.2 There were no other amendments, the minutes were accepted.

2. Chairman's Report

2.1 Mr. Ben Ng reported the followings:

- (a) 3 representatives of TWGSTSAA attended the funeral services of our schoolmate, late Mr. LAU Wing Kai (劉永佳) (84) on 6.5.03. A wreath was also presented.
- (b) Mr. Mak suggested whether a record should be written for the late Mr. LAU Wing Kai. Mr. Ben NG agreed to prepare a brief report in the newsletter.

3. Treasurer's Report

- 3.1 Mr. CHIU reported that up to 20.5.03 the account balance was HK\$37,002.60. There was no donation since the last meeting held on 17.3.03.
- 3.2 All letter-of-thanks were issued to those who have made donations to TWGSTSAA except teacher TANG Chong Yeung. Ms. Daisy Kwong agreed to follow up the letter-of-thanks to him.
- 3.3 Our member, Mr. Ting Yuen Ding (丁元鼎)(66) donated HK\$1,000.00.
- 3.4 There were altogether 599 registered members, in which
 - (a) 260 have paid up the membership fees,
 - (b) 300 have filled the form but not yet paid the fees
 - (c) 69 were teachers

4. Culture & Recreation

- 4.1 Outdoor activities – It is agreed that an outdoor activity be arranged. Two dates were proposed: 27.7.03 or 3.8.03.
- 4.2 It was agreed that the seminar "Development of Logistics in Hong Kong" should be re-scheduled. Mr. Mak agreed to follow up on this. Two dates were proposed: 5.7.03 or 12.7.03.
- 4.3 The announcement should be made on the newsletter for 4.1 and 4.2. The newsletter should be mailed out on or before 15.6.03.
(Post meeting Note: A sub-committee meeting will be held on 9.6.03 at Mr. Hung's new office to finalize the dates as mentioned in 4.1 & 4.2 above)
- 4.4 Ms. Pauline Chui suggested to add a column on the newsletter to welcome those newly joined alumni members with a view to motivating more members to join our association.
- 4.5 Mr. Ben NG agreed to design the membership card to be issued to our members.

5. Publication

- 5.1 All agreed that the 2nd issue of the newsletter to be issued on or before 15.6.03. Similar style and format as the first issue would be adopted.

- 5.2 Mr. Eddy Lee agreed to follow up a brief on the Outstanding Alumni Award of the Hong Kong Polytechnic University to our member, Mr. S.C. Liu (廖勝昌), (77) in 2003.
- 5.3 All agreed Acknowledgement of the donation of HK\$1,000 from Mr. Ting Yuen Ding (丁元鼎)(66) agreed to be made in the newsletter.
- 5.4 All agreed to send letters to our teachers: Ms. Young, Ms. Woo and Lee Chiu Yuen to seek their contribution in the newsletter. Mr. Ben Ng was to follow this up.
- 5.5 Similarly we should also invite others to contribute articles in the newsletter.

6. Review of Administration and Procedures

- 6.1 Mr. Ben Ng came up with the following ideas and suggestions in straightening the following out:

Membership

- (a) Data, such as telephone number, address, fax and so on to be followed up.
The location of keeping all kinds of forms to be traced and recorded.
- (b) Follow up with those undelivered mails sent out by our association.
- (c) Miss Daisy Kwong, Ms. Anita Leung and Mr. KK Chiu to agreed to update the membership list.
- (d) Miss Daisy Kwong agreed to take up as the Membership Convenor.
- (e) Mr. Mak suggested some analysis to be made on our members, put them into different categories so that the strength of our association could be identified.

6.1.2 Secretariat Work

- (a) Notice of meeting, agenda, minutes to be issued well in advance to inform the ExCom members. Ms. Pauline Chui agreed to join the Secretariat work after June 08.
- (b) A record updating the location of keeping the inventories be prepared.

6.1.3 Website

All agreed that Mr. Ben Ng would examine all the materials prior to putting up in our association's website.

7. AOB

Mr. Hung would change his office address on 23.5.03. All necessary arrangement to be made as a result of this change. There being no other business, the meeting adjourned at 9:55 p.m. Next meeting will be held at 7:15 p.m. on 2.7.03 at City University.