

Tsuen Wan Government Secondary Technical School Alumni Association (TWTSAA)
The 6th Executive Committee (ExCom) (2012 – 2014)
Minutes of the Fifth meeting

Date : 25 February 2013 (Monday)
Time : 7:00 p.m.
Venue : Room 305, 2/F, CCC Rotary Secondary School, Kowloon

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| Present | : Mr Tang Wing Hong | Chairman |
| | Mr Chau Ka Tak, Eric | Vice-Chairman (Internal) |
| | Mr Chui Wai Sing | Vice-Chairman (External) |
| | Ms Wong Hon Mui, Deborah | Secretary |
| | Ms Yau Wai Ha, Iris | Treasurer |
| | Mr Cheung Kwok Ying | Chairman (HUCMS) |
| | Mr Chan Kwan Yau, Nelson | |
| | Mr Cheung Kwok Chung, Raymond | |
| | Ms Fu Sau Lin, Cindy | |
| | Mr Lam Man Kwan | |

Absent with apologies:

Mr Chan Chit Wai, Stephen
Mr Chiu Kim Kan
Mr Fan Ying Ming
Mr Leung Tung Sing, Christopher
Mr Mak Hoi Wah

1. Confirmation of the minutes of the last meeting

The minutes of the 4th meeting of the 6th ExCom held on 17 December 2012 were confirmed without amendment.

2. Matters arising from the last meeting

2.1 Notification of change of address with Hang Seng Bank Limited

Hang Seng Bank had updated the new address at Riley House and the bank statements were sent to Riley House.

2.1.2 Notification of change of address with the Licensing Office, Hong Kong Police Force

The Secretary reported that notification of change of address to the Licensing Office, Hong Kong Police Force had been done.

2.1.3 It was reported that the new address was not updated in the 荃情. It would be updated in the next publication. The ExCom would make a special note in the next publication to inform members of the change. The Chairman would follow up the matter.

2.2 TWTSAA - E-Mail and website

Ms Winnie Chan had released the password to Mr W S Chui. In order to reduce the work load of the ExCom, it was decided that Ms Winnie Chan could assist to do the screening at the first instance and the Chairman agreed to delegate Ms Chan to respond to the e-mails. The Chairman would hold the responsibilities.

3 Matters arising from the Extraordinary General Meeting (EGM)

- 3.1 The minutes of the EGM held on 21 January 2013 were confirmed by the ExCom members without amendment. However, the minutes should also be passed in the Annual General Meeting, i.e. to be recommended by the Chairman and endorsed by the members.
- 3.2 The application of setting up "Tsuen Wan Government Secondary Technical School Alumni Association Charitable Foundation Limited" (荃灣官立工業中學校友會慈善基金有限公司) was submitted and acknowledged by the Hong Kong Inland Revenue Department (IRD). It would normally take a few months for the IRD to process.

4 2013 Annual General Meeting (AGM)

The following matters were discussed:

4.1 Date and Venue of the AGM

It was decided that the AGM to be held on 20 April 2013 (Saturday) at Yau Yat Chuen Club. If this date would not be available, then the date would be changed to 27 April 2013 (Saturday).

(Post meeting note: As the venue was not available on 20 April 2013, the AGM would be held on 27 April 2013.)

4.2 Allocation of work:

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| Venue reservation: | Mr Fan Ying Man |
| Invitation notice: (contents) (artwork design and printing) | Ms Wong Hon Mui Deborah Mr Tang Wing Hong |
| Chairman report: | Mr Tang Wing Hong |
| HUCMS Chairman report: | Mr Cheung Kwok Ying |
| Treasurer's Report: | Ms. Iris Yau |
| Last AGM Minutes: | Ms Wong Hon Mui Deborah |
| Photographer arrangement: | Mr Tang Wing Hong |
| Live band arrangement: | Mr Chan Chit Wai, Stephen (to be confirmed) |
| Venue decoration: | (to be decided) |

4.3 Invitation notice and letter

4.3.1 notice to members

The invitation notice of holding the AGM should be sent out to members no later than 22 March 2013. Mr Stephen Chan would be responsible for mailing the notice.

It was decided that that invitation notice would be a more formal one. The idea would be a two folded invitation card, come along with an envelope. The budget costs would be approximately \$1000 for 600 sets of invitation cards, including postage.

The envelope would also be used as ExCom official envelope for future correspondence.

4.3.2 letter to ex- Principals and Teachers

The invitation letter would be signed by the Chairman, same arrangement as previous years. Ms. Fu Sau Lin, Cindy would make personal telephone calls to the guests to confirm their attendance.

4.4 Theme of the AGM

Apart from member's usual social activities, the ExCom would introduce the new charitable organization to members. A "N5 Plan" would also take place.

"N5 Plan"

Graduates of the years of 45th, 40th, 35th, 30th ... Anniversary would be the ExCom target guests. They would be invited to take part in stage performance. Graduates of year 1972, who celebrated the 40th Anniversary took part in the musical performance in 2012 AGM was a good example.

Mr Tang Wing Hong had volunteered to cordially invite these target guests by making personal calls.

4.5 Estimated participants

Same as last year, it would be around 11 tables. The dinner cost would be HK\$320 per head payable on the event night.

5 Treasurer's Report

Ms Iris Yau presented the Treasurer's report as at 25 February 2013. The overall financial situation was healthy.

ExCom had discussed whether or not to issue official receipt for membership fee. It was decided that a receipt would only be issued upon request.

6 HUCMS Report

Messrs Cheung Kwok Ying presented the HUCMS report, summarized as follows:

- 6.1 The Christmas trip was successful. Mr Cheung reported that there were only four ExCom members participated in the event. He encouraged more ExCom members to show up and support the HUCMS events.
- 6.2 There would be another school visit held in Easter (29 to 31 March 2013). The main purpose of this trip would be spiritual support for the students sitting the high level examinations.
- 6.3 The financial status was healthy. The reserves would be sufficient for two years spending. The HUCMS would continue to invite donors to give their supports.
- 6.4. Due to the heavy workload of HUCMS members, Mr Cheung requested the ExCom Secretary and Treasurer to consider also taking up the position of Secretary and Treasurer of the new charitable organization.

7 Report from Recreation and Publication/IT subcommittees

- 7.1 Due to absence of Mr Christopher Leung, there was no report on the recreation matter.
- 7.2 荃情 Publication

The next issue would be published in June 2013. The proposed articles would include summary reports for 簡國材老師畫展; the awards presented to Mrs Wu in Canada; the forthcoming AGM, setting up of the new charitable organization and notification of change of ExCom address.

8 Any Other Business

8.1 Minutes posted on website

We received messages from previous ExCom members that they were no longer ExCom members and their names should not be appearing in the ExCom website. As such, it was decided that the minutes beyond three years would be removed from the website.

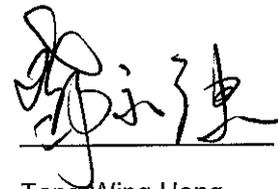
8.2 Alumni of Tsuen Wan Government Evening Secondary School (TWGESS)

ExCom received invitation to attend TWGESS dinner event to be held on 13 March 2013. It was not yet known which ExCom member would attend.

ExCom would send the AGM invitation notice to TWGESS.

9. Date of Next Meeting

The next meeting would be held at Room 305, 2/F, CCC Rotary Secondary School, Kowloon on 8 April 2013 (Monday) at 7:00 pm.



Tang Wing Hong
(Chairman)

Appendix – Treasurer's Report

Distribution:

All ExCom members (by e-mail)

Mr Hung Tam Yuen (by e-mail)