



29th July 2025

To: All Members

29th ANNUAL GENERAL MEETING (AGM)

Notice is hereby given that the 29th Annual General Meeting of the Institute of Training Professionals will be held on **Tuesday, 19th August 2025** commencing at **7:00pm** at Victoria Harbour Restaurant, 1/F, Metropark Hotel Mongkok, 22 Lai Chi Kok Road, Kowloon (海港酒家，旺角荔枝角道 22 號旺角維景酒店一樓).

Agenda

1. To confirm Minutes of the last Annual General Meeting of 2024;
2. To receive the Chairman's Report for 2024/2025;
3. To approve the Financial Statements for the year ending 30 June 2025;
4. To elect Executive Committee Members for 2025/2027 (i.e. 2-year);
5. To appoint Auditor(s) for 2025/2026; and
6. To transact Any Other Business.

Apart from the Executive Committee members, ITP members who would like to join the ITP AGM can send your NAMES and CONTACT NUMBERS to info@itp.org.hk to indicate your attendance **on or before 9th August 2025**.

Angela Lee

Hon. Secretary

INSTITUTE OF TRAINING PROFESSIONALS 培訓專業學會

c/o Room 2212, Fortune Commercial Building, 362 Sha Tsui Road, Tsuen Wan, Hong Kong

Website: www.itp.org.hk

Email: info@itp.org.hk

Facebook: www.facebook.com/ITPHK

Linkedin: www.linkedin.com/in/instituteoftrainingprofessionals/

INSTITUTE OF TRAINING PROFESSIONALS

Minutes of the 28th Annual General Meeting

Date : 22nd August 2024, Thursday
Time : 7:15pm
Venue : Victoria Harbour Restaurant, 1/F, Metropark Hotel Mongkok, 22 Lai Chi Kok Road, Kowloon
Present : Eleanor Cheung, Angie Yu, Pius Lam, Aaron Chiang, Alfred Ho, Fred Kwan, Nigel Yip and Angela Lee

Dr. Eleanor Cheung, the Chairman, started the meeting at 7:15pm.

1. Confirmation of Minutes of Last Meeting

Minutes of the last AGM held on 18th August 2023, Friday, were taken as read.

It was proposed by Mr. Pius Lam, seconded by Dr. Aaron Chiang and unanimously agreed by all present that the minutes be confirmed as a true record.

2. Chairman's Report

The Chairman presented the report which covered the Winter Hiking, the Virtual Talent Conference 2024, mentoring programmes for Lingnan University and Tsing Yi IVE and publication of LINK newsletter.

To conclude her report, the Chairman expressed specific thanks to Exco Members who have been actively and devotedly contributed their effort in making the Virtual Talent Conference 2024 a success. Also, gratitude is presented to Prof. Alfred Ho and Ms. Connie Ho in coordinating the mentoring programmes. It was proposed by Ms. Angie Yu, seconded by Prof. Alfred Ho and unanimously agreed by all present to accept the Chairman's Report.

3. Approval of the Financial Statements for the year ending 30th June 2024

Dr. Eleanor Cheung reported that the financial statements of the year had been audited by Ms. Patricia Lai, MITP and were found in order. She highlighted that total amount of fixed assets was HK\$24,394.28 with HK\$23,151.33 at bank and HK\$1,242.95 as petty cash. The financial status was stable. The acceptance of the financial statements for the year ending 30th June 2024 was initiated by Prof. Alfred Ho, seconded by Ms. Angie Yu and was unanimously agreed by all present.

4. To appoint Auditor for 2024/2025

Ms. Patricia Lai, MITP, was nominated by Dr. Eleanor Cheung, seconded by Mr. Pius Lam, and was unanimously accepted by all present for re-appointment as the Auditor for the year 2024/2025.

5. To consider any other business

There was no issue received by the Committee seven days prior to the AGM. The Chairman declared the meeting closed at 7:30 pm.

Angela Lee
Hon. Secretary

Proxy Form
(Annual General Meeting on 19th August 2025)

I (Full Name) _____ of Member of the Institute of Training Professionals hereby appoint (Full Name) _____ as my proxy to attend and vote on my behalf for the election of Executive Committee Members at the Annual General Meeting of the Institute to be held on Tuesday, 19th August 2025 at 7:00pm.

Member's Name _____ Membership No. _____

Member's Signature _____ Date _____

Please Note:

To be valid, this proxy form must be completed, signed and sent to Institute of Training Professionals at info@itp.org.hk not less than 48 hours before the commencement of the Annual General Meeting.

Nomination Form for Executive Committee Members for 2025/2027

Please Note :

1. Member is entitled to nominate candidate(s), if any, to be Executive Committee Member for the ensuing year. Nominated candidate must be a Member of the Institute.
2. Nominations can be up to a maximum of four candidates.
3. The closing date to receive nomination form is 9th August 2025.
4. Upon completion, please email the nomination form to the Hon. Secretary, Institute of Training Professionals at info@itp.org.hk.

Name of Nominated Candidate(s) (Full Name)	Membership Number (If known)

Proposer's Name _____ Membership Number _____

Signature _____ Date _____